



PDA in Office Administration

SCQF level 7

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The need for sharp, flexible, focused education, skills and training at a high level is strongly recognised. Professional Development Awards (PDAs) are designed to develop and deliver these skills quickly and cost effectively. The PDA in Office Administration delivers the essential skills and knowledge for a range of administrative roles. This makes it suitable CPD for those working in an administrative role, or for anyone seeking to enter employment in this area.

STRUCTURE

The award consists of 4 mandatory Units and 32 SCQF credit points.

- **Office Administration** (F7JA 34)
Covers an understanding of effective business communication, office systems and procedures, and legislation relating to the workplace.
- **Office Technologies** (F7J9 34)
Develops the effective use of internet technologies and electronic tools to plan, organise and carry out administrative tasks.
- **Communication: Business Communication** (H7TK 34)
Develops business communication and meeting skills and covers a variety of business documents.
- **Personal Development Planning** (DE3R 34)
Helps candidates take responsibility for their own learning and development.

ENTRY

Access to the award is at the discretion of the centre. In general, entry should be open to any candidate who can demonstrate, by formal qualification or experience, a reasonable expectation of completing the course.

DELIVERY

The qualifications can be delivered in a variety of ways, including open or distance learning.

ACHIEVEMENT AND PROGRESSION

To achieve the award, candidates must successfully complete all units.

The PDA in Office Administration forms one of a suite of PDAs in Administration, which consist of units taken from the HNC in Administration and Information Technology. The award can be taken as a qualification in its own right or used with other PDAs to build achievement towards the full HNC.

PROGRESSION MAP

