



PDA in Managing Self and the Work of Others at SCQF level 7 (GC6H 47)

Welcome to the Professional Development Award (PDA) in Managing Self and the Work of Others at SCQF level 7. This PDA offers you the opportunity to develop your competence, knowledge and skills in self management and managing the work of others.

The award has been developed through rigorous research involving employers, centres, and potential candidates of the qualification. The award makes use of the National Occupational Standards (NOS) for management as specified by the Council for Administration (CfA).

By doing this award, you will be able to demonstrate that, in your work as a manager, you are able to operate in accordance with these national standards. Success in the award will mean that you will have proof that your work is up to the national standards. In this way you can contribute to both your own future and to that of the organisation you work for.

The PDA in Managing Self and the Work of Others at SCQF level 7 is made up of two mandatory Units:

- ◆ Managing Your Own Resources and Professional Development [A2]
- ◆ Allocate and Monitor Progress and Quality of Work in Your Area of Responsibility [D6]

The Unit 'Managing Your Own Resources and Professional Development' will enable you to manage your personal resources (such as skills, experience and time) and your professional development in order to achieve your work objectives and your career and professional goals.

The Unit 'Allocate and Monitor Progress and Quality of Work in Your Area of Responsibility' is about ensuring that you are able to plan the work in your area of responsibility effectively and allocate work to individuals or team members fairly. It also enables you to monitor the progress of work and make sure that it is up to the required standard.

You will be guided through the Units by an adviser/assessor who will help you plan for assessment and advise and help you on how to prove that you can meet the standards in the Units.

You will prove that you can meet the standards by gathering evidence from your place of work of the things that you have done, and are doing, as a manager. You will be expected to explain to your assessor, in writing or by discussion, exactly how the evidence that you have shows that you meet the standards set out in the requirements of the Units. You will gather your evidence together in a portfolio which you will be able to use to prove that you are a competent manager in terms of those parts of the national standards covered by the PDA.

The PDA is a qualification in its own right but it will also help you to progress to further management awards such as the full SVQ Management at Level 3.

The PDA is jointly certificated by SQA and The Chartered Management Institute (CMI). If you are successful you will be able to become part of the professional community of managers and benefit from the development opportunities that this can bring.