



PDA in Planning and Implementing Change at SCQF level 9 (GC6F 49)

Welcome to the Professional Development Award (PDA) in Planning and Implementing Change at SCQF level 9. This PDA offers you the opportunity to develop your competence, knowledge and skills in planning and implementing change.

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).

It means that by doing the 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 your own future and to that of the organisation you work for.

The PDA in Planning and Implementing Change at SCQF Level 9 is made up of two mandatory Units:

- ◆ Plan Change [C5]
- ◆ Implement Change [C6]

Each Unit contains outcomes, behaviours and underpinning knowledge and understanding and each will enable you to develop different management competences. Each Unit, therefore, contains aspects of the management standards. In other words, if you meet the requirements of the Unit, you will be managing in accordance with the national standards.

The Unit 'Plan Change' will help you to develop a strategy to successfully introduce a change at work. It will help you to take into account the barriers to the change and the risks involved as well as the need to communicate the change to other and to monitor the progress of your plan.

The Unit 'Implement Change' follows on from 'Plan Change'. It will enable you to put into practice your change plan by ensuring that you have the necessary resources and support systems which will enable you to turn the vision of the change into a reality.

The two Units are closely linked to each other and they cover a specific change or putting into practice a programme of change. Both are part of the 'Facilitating Change' area of competence identified by the Council for Administration (CfA) and together, they should help you, as a manager, to demonstrate that you have the competence to manage change in your organisation.

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, 4 or 5, depending on the management position you occupy and your experience as a manager. There is a related PDA to this one, PDA in Leading Change at SCQF Level 9. It focuses on the vision for change and innovation in the organisation. It complements this PDA and you may wish to consider attempting both of them if you have a suitable management role in your organisation.

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.