

**Assessment Strategy**

**for**

**PDAs in Leadership and Management**

**1. Introduction**

This Assessment Strategy provides the criteria SQA approved centres must meet for the assessment of the PDAs in Leadership and Management

This document outlines the criteria in relation to:

* requirements of assessors/tutors and internal verifiers
* evidence

A list of the PDAs covered by this Assessment Strategy is included in Appendix 1.

**2. Requirements of Assessors/Tutors and Internal Verifiers**

**2.1 Assessors**

The primary responsibility of an assessor is to assess candidates’ performance in a range of tasks and to ensure the evidence submitted by the candidate meets the requirements of the assessment criteria.

It is important that an assessor can recognise competence as specified by the national standard. Assessors therefore need to have a thorough understanding of assessment and quality assurance practices, as well as have in-depth technical understanding related to the qualifications for which they are assessing candidates.

To assess candidates undertaking a PDA in Leadership and Management, assessors must:

**For SVQ units:**

* be occupationally competent. Assessors must provide current evidence of competence, knowledge and understanding in the areas to be assessed. This must be demonstrated by relevant experience and continuing professional development (CPD) which may include the achievement of qualification(s) at a commensurate level, relevant to the areas being assessed.
* hold, or be working towards, an appropriate qualification as specified by the appropriate regulatory authority, confirming their competence to assess candidates undertaking competence-based units and qualifications. Assessors holding older qualifications must be able to demonstrate that they are assessing to the current standards through up to date CPD.

**Assessors working towards an appropriate qualification** must be supported by a qualified assessor throughout the period of completing the qualification. This support may be provided by a qualified assessor and/or qualified internal verifier.

**For HN and National Workplace units:**

* competent in the subject/occupational area to a level appropriate to the qualification
* competent in assessment of the type involved in the qualification
* familiar with the procedures and documentation for the qualification

**2.2 Internal Verifiers**

The primary responsibility of Internal Verifiers is to assure the quality and consistency of assessments by assessors. Internal Verifiers therefore need to have a thorough understanding of quality assurance and assessment practices, as well as sufficient technical understanding of the qualifications that they are internally verifying.

To internally verify a PDA in Leadership and Management, Internal Verifiers must:

**For SVQ units:**

* be occupationally competent. Internal Verifiers must demonstrate sufficient and current understanding of the qualifications to be internally verified, and know how they are applied in business. This must be demonstrated by relevant experience and CPD which may include the achievement of qualification(s) at a commensurate level, relevant to the areas being assessed.
* hold, or be working towards, an appropriate qualification as specified by the appropriate regulatory authority, confirming their competence to internally verify assessment of competence-based units and qualifications. Internal verifiers holding older qualifications must be able to demonstrate that they are assessing to the current standards through up to date CPD.

**Internal Verifiers working towards an appropriate qualification** must be supported by a qualified Internal Verifier throughout the period of completing the qualification. This must include monitoring of verification decisions which may be achieved by sampling of reports and evidence by a qualified Internal Verifier.

**For HN and National Workplace units:**

* competent in the subject/occupational area to a level appropriate to the qualification
* competent in internal verification of the type involved in the qualification
* familiar with the procedures and documentation for the qualification

**2.3 Continuing Professional Development (CPD) Records**

The Assessment Strategy requires all Assessors and Internal Verifiers to maintain current competence in Leadership and Management and quality assurance and assessment practices to deliver these functions. SQA recognises this can be achieved in many ways. However, such information must be formally recorded in individual CPD records that are maintained in centres and available to SQA on request.

**3. Evidence**

**3.1 Evidence from Workplace Performance**

* Evidence of occupational competence for all SVQ units at all levels must be generated and collected through performance in the workplace.
* Performance Evidence must be produced for all Performance Indicators in all units. Simulation and/or Supporting Evidence may be used by exception to fill small gaps where Performance Evidence does not occur naturally but the unit is part of the candidate’s normal work duties. The use of Simulation and/or Supporting Evidence for Performance must be restricted to a small part of any unit.

**3.2 Evidence from classroom based activities**

* The Units making up the PDAs in Leadership and Management are assessed in a variety of ways, for example, reports, extended responses, open book and closed book examinations. Full details of the evidence requirements and assessment guidance are provided in each unit specification which is available to download from SQA’s website. Centres should consider the requirements of the units making up the PDA carefully in deciding on the appropriate assessor

**PDAs in Leadership and Management**

**SCQF level 6**

PDA in Management at SCQF level 6 (G972 46)

PDA in Introductory Leadership and Management SCQF level 6 (GM0L 46)

**SCQF level 7**

PDA in Managing Self and Others at SCQF level 7 (G9CR 47)

PDA in Managing Self and the Work of Others at SCQF level 7(GM72 47)

PDA in Leadership and Management of the Work of Others (GM74 47)

PDA in Managing Resources and Quality at SCQF level 7 (G9CP 47)

PDA in Team Leadership and Management SCQF level 7 (GL9D 47)

**SCQF level 8**

PDA in Leadership and Change at SCQF level 8 (G9CN 48)

PDA in Managing Self and Others at SCQF level 8 (G9CT 48)

PDA in Project Management at SCQF level 8 (G9CK 48)

PDA in Operational Leadership and Management SCQF level 8 (GM0C 48)

PDA in Leadership at SCQF level 8 (GM7G 48)

PDA in Managing Finances at SCQF level 8 (GM6Y 48)

PDA in Strategic Management at SCQF level 8 (GF93 48)

**SCQF level 9**

PDA in Strategic Leadership and Management SCQF level 9 (GM0M 49)

PDA in Organisational Leadership at SCQF level 9 (G9CV 49)

PDA in Decision Making and Innovation at SCQF level 9 (G9CM 49)

PDA in Managing Projects and Business Processes at SCQF level 9 (GM71 49)

PDA in Planning and Implementing Change at SCQF level 9 (GM7E 49)

**SCQF level 11**

PDA in Strategic Leadership at SCQF level 11 (GC8V 51)

PDA in Organisational Ethics and Decision Making SCQF level 11 (G9M9 51)