



## **Arrangements for:**

# **Professional Development Award (PDA) in Analysing Resilience at SCQF level 7**

**Group Award Code: GJ33 47**

**Validation date: January 2014**

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## History of changes

It is anticipated that changes will take place during the life of the qualification and this section will record these changes. This document is the latest version and incorporates the changes summarised below. Centres are advised to check SQA's APS Navigator to confirm they are using the up-to-date qualification structure.

**NOTE:** Where a unit is revised by another unit:

- ◆ No new centres may be approved to offer the unit which has been revised.
- ◆ Centres should only enter candidates for the unit which has been revised where they are expected to complete the unit before its finish date.

Version number	Description	Date
09	Updating of the document to remove references to the PDA: Resilience Management at SCQF level 9 (G9LW 49) which finished on 31/07/2021.	10/05/23
08	<b>Revision of Unit:</b> DH49 34 Complex Oral Presentation (finish date 31/07/2022) has been replaced by J2JR 34 Analysing and Delivering Complex Oral Presentations (start date 06/02/20) for both awards	06/02/20
07	<b>Revision of Unit:</b> DV7V 36 Professional Development: Communicating and Influencing for Effective Decision Making (finish date 31/07/2020) has been replaced by J1F2 36 Professional Development: Communicating and Influencing for Effective Decision Making (start date 01/08/2018).	31/10/18
06	<b>Revision of Unit:</b> DV80 36 Management: Organisational Innovation (finish date 31/07/2021) has been replaced by J1BX 36 Management: Organisational Innovation for both awards	31/07/18
05	Additional information inserted regarding the Chartered Management Institute (CMI).	01/04/14
04	Addition to original GA document to new qualification, ie 'PDA in Analysing Resilience'.	24/02/14
03	<b>Change to code:</b> <i>Management: Strategic Change</i> from DV7W 36 (lapse date 31/07/2013, finish date 31/07/2015) to H1S6 35.	27/08/12
02	CMI membership updated.	09/06/10

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# 1 Introduction

This is the Arrangements Document for the Professional Development Award in Analysing Resilience at SCQF level 7 validated in January 2014 . This document includes background information on the development of the Group Award, the aims, guidance on access, details of the Group Award, structure, and guidance on delivery.

The award is primarily a stand-alone specialist award targeted at professional practitioners in a resilience role.

Candidates undertaking the award will already be in posts in which they will be either in a position to lead on small to medium projects or have a responsibility for resilience management; or be in a position where they expect to take up such posts in the imminent future. They are likely to be already in employment with one of the Category 1 responders as defined by the Civil Contingencies Act 2004. These are organisations which have a range of statutory duties under the Civil Contingencies Act 2004, including the duties to co-operate jointly and bi-laterally. They are:

- ◆ The Scottish Police Service
- ◆ The Scottish Fire and Rescue Service
- ◆ The Scottish Ambulance Service
- ◆ The Maritime and Coastguard Agency
- ◆ Local Authorities
- ◆ NHS Boards
- ◆ The Scottish Environmental Protection Agency (SEPA).

The award is the result of an extensive programme of engagement and consultation among Category 1 responders and others involved in resilience management.

SQA jointly awards the PDA in Analysing Resilience at SCQF level 7 with The Chartered Management Institute (CMI) — together with all other Management awards in SQA’s portfolio, including SVQs in Management, HNC in Management, PDA Diploma in Management and all other PDAs in Management.

# 2 Rationale for the development of the Awards

- ◆ PDA in Analysing Resilience at SCQF level 7

*Resilience* is Government’s approach to placing the UK in a position to withstand the impacts of emergencies.

In April 2007, The Scottish Government formally recognised the need for training and development in resilience by the establishment of the Scottish Resilience Development Service (ScoRDS). ScoRDS is now the training and development arm of Scottish Resilience.

The formation of ScoRDS was the result of a recommendation from the then Scottish Emergencies Co-ordinating Committee — now the Resilience Advisory Board for Scotland — that there was a need to ‘design and implement a training and exercising strategy for the civil contingencies community within Scotland in order to support civil contingencies operations’.

This recommendation also took into account previous research by the Civil Contingencies Development Project (CCDP) which had explored the various options for delivering a vocational award in civil contingencies. It had concluded that this was best achieved through the development of a PDA. This is illustrated in the following excerpt from the CCDP Report Oct 2006:

*‘Meeting the objectives within the syllabus would enable an individual to demonstrate that they have the basic skills needed to be a member of the civil contingencies community. As many of these skills are generic, it would also help some to improve their ability to further develop their career, not necessarily within the civil contingencies area’*

The PDA in Analysing Resilience at SCQF level 7 is a direct response to the growing importance attached by Government to resilience management. The legislative and other changes sparked by the Civil Contingencies Act 2004 would, by themselves, justify developing a suitable practitioner award for those engaged in resilience management.

There is another major reason for the awards, based on the philosophy of Integrated Emergency Management which moves away from the simplistic traditional approach of writing emergency plans to one that requires building the resilience of individuals, communities and the services which support them. This, in turn, demands a professional managerial approach to an activity that was previously performed as an administrative task. The new approach requires an understanding of the principles of resilience, its legislative framework and the skills, knowledge and techniques that will sustain resilience management in organisations. The PDA in Analysing Resilience Management at SCQF level 7 provides the skills, knowledge and expertise which resilience management practitioners will need in order to comply with the new philosophy of resilience management.

Resilience managers need to develop a clear idea of the risks facing communities, the impacts of these risks and the roles of partners in responding to them. They need to develop management arrangements that enable co-ordination of their organisation’s emergency activities both internally and in partnership with many other responders, locally and nationally, from both public and private sectors and voluntary organisations. An important feature of building resilience is raising public awareness of risks, the arrangements made to mitigate them and the role of the community and individuals in safeguarding themselves and recovery. In order to fulfil their role, resilience managers need to understand the principles that underlie resilience and their own leadership role in an organisation’s management and influencing its strategies.

The PDA in Analysing Resilience at SCQF level 7 is a response to legislative and other developments and will:

- ◆ help to provide employers with the resilience professionals they require to ensure that they meet their statutory obligations.
- ◆ reflect the new approach to resilience management and the increased importance attached to resilience by the Scottish Government.
- ◆ recognise the emergence of resilience management as a profession as well as taking account of the higher profile which resilience managers now have and the strategic role they are expected to play.
- ◆ enable candidates to develop relevant managerial and presentational skills as well as enabling them to realise the importance of measuring the environment in which resilience management is set and of monitoring trends in policy which may impact on resilience management.
- ◆ enable candidates to engage with the on-going debate about exactly what resilience management should involve.

### **3 Aims of the Awards**

The PDA in Analysing Resilience at SCQF level 7 has been designed as a practitioner award which will contribute to the professional development of those in resilience roles who are in the position to lead on small to medium projects.

The award has been designed to be delivered in a flexible manner to enable candidates to develop and refine their skills, knowledge and understanding of resilience.

#### **3.1 General aims of the Award**

The general aims of the PDA in Analysing Resilience at SCQF level 7 are to enable candidates, within the context of resilience to:

- 1 enhance their professional effectiveness by following a structured professional development programme.
- 2 develop autonomy and self direction in managing their personal resources to achieve their work objectives and career goals.
- 3 contribute effectively to the achievement of organisational goals.
- 4 develop skills needed to work in a multi-agency environment.
- 5 develop transferable skills in project management and learning and development which will enable them to function effectively in specialist positions in an organisation.

### **3.2 Specific aims of the Award**

The specific aims of the PDA in Analysing Resilience at SCQF level 7 are to enable candidates to:

- 1 assess their personal contribution to resilience management in an organisation.
- 2 use relevant techniques to foster innovation within an organisation.
- 3 acquire the fundamental skills of project management.
- 4 facilitate learning and development among others through the use and application of critical learning and development skills.

### **3.3 Target groups**

The target group for the PDA in Analysing Resilience at SCQF level 7 is people who are in a position to lead on small to medium projects in resilience management, including those who expect to take up such posts in the imminent future.

They will understand innovation, take a project management approach and be capable of delivering targeted learning that meets the outcome requirements of their organisation. They will do this by working with partners to identify organisational needs, suggesting suitable solutions and delivering effective learning products. The activities will develop and promote effective working relationships and, as such, promote emergency planning and support resilience work streams.

### **3.4 Employment opportunities**

As noted in 3.3 above these awards are aimed at candidates who are already in employment. It seeks to enable professional practitioners to develop their skills, knowledge and understanding of key components of resilience management.

Candidates who successfully complete the PDA in Analysing Resilience at SCQF level 7 will be in a position to lead on small to medium projects.

## **4 Access to Awards**

There are no specific recommended entry requirements for the award in Analysing Resilience at SCQF level 7. Entry to the award will be at the discretion of the centre, but this is subject to some important qualifications.

Candidates should seek endorsement from their employer to indicate that they presently occupy a professional resilience position or will be taking up such a role in the imminent future. Ideally, candidates should provide a personal statement, explaining how the award will meet their development needs in resilience.

Potential candidates should also be able to demonstrate that they are capable of pursuing an award at SCQF level 7. This could be illustrated by prior achievement at SCQF levels 6 or 8 respectively. Some of the units in the award have recommended entry requirements and these can be taken into account when deciding whether a candidate is likely to be able to complete the PDA successfully. Appendix 1 lists the recommended access requirements for those units to which this applies.

Finally, the award is designed as a practitioner award. It is likely, therefore, that candidates who commence on the award will have experience of working in a resilience role probably, although not necessarily, in a Category 1 responder organisation. Potential candidates who do not have this experience should have a legitimate expectation that they will take up a resilience role in the near future and certainly before they have reached the later units in the award.

## **5 Awards structure**

The PDA in Analysing Resilience at SCQF level 7 consists of units to the equivalent of 40 SCQF Credit Points. 24 of these credits are mandatory. The remaining 16 credits are achieved by following one of two routes and candidates will be required to select either Route A or Route B.

## 5.1 Framework

<b>PDA in Analysing Resilience at SCQF level 7</b>				
<b>Code</b>	<b>Unit Title</b>	<b>SQA Credit value</b>	<b>SCQF Level</b>	<b>SCQF Credit Points</b>
	<b>Mandatory Units — 24 SCQF credit points</b>			
<b>Building Resilience</b>				
F86C 35	Resilience: Analysing Resilience Management	1	8	8
<b>Management Skills</b>				
F1NH 34	Project Management: An Introduction	1	7	8
J1BX 36*	Management: Organisational Innovation	1	9	8
	<b>Optional Units — 16 SCQF credit points Candidates will choose either Route A or Route B</b>			
<b>Learning and Development Skills (Route A)</b>				
DN3H 34	Learning and Development: An Introduction	2	7	16
	<b>or</b>			
<b>Learning and Development Skills (Route B)</b>				
DN3F 35	Learning and Development: Facilitating Group Learning	1	8	8
	<b>and</b>			
<b>Complex Oral Presentations</b>				
J2JR 34*	Analysing and Delivering Complex Oral Presentations	1	7	8
	<b>Total credits to obtain award</b>	<b>5</b>	<b>7</b>	<b>40</b>

\*Refer to History of Changes for revision changes.

Candidates will choose either Route A or Route B in the award. Route B has been designed principally for the coastguard sector, for whom a training role is not generally part of the required skillset.

The PDA in Analysing Resilience at SCQF level 7 will be awarded to candidates who achieve a total of 40 SCQF points.

## **6 Approaches to delivery and assessment**

The award contains a number of generic units, but it is expected that it will be delivered in the context of resilience management. The units are practical units and this allows delivery to make use of the experience that candidates have of working in Category 1 responder organisations and as resilience managers. The units are flexible and, within the context of resilience management, delivery can be tailored to a particular situation and reflect the needs of specific employers and/or of a specific group of candidates.

The geographically widespread nature of the target audience for the award dictates the need for a flexible approach to remote delivery. It is envisaged that the majority of the candidates for this award will be professionals currently working within key responder organisations. Delivery needs to take varied working practices into account; therefore, a blended approach is considered more suitable. A mix of distance and face-to-face delivery will provide an interesting and varied style for differing backgrounds and expectations

As well as encouraging candidates to draw on their own experience of resilience management in organisations, delivery methods will make considerable use of practical exercises (eg in learning and development) and of case studies.

Consideration has been given to the sequence in which the units should be delivered.

In the PDA at SCQF level 7 initially, candidates will explore the legislation, concepts and policies that provide the foundations of resilience. They will explore the environmental factors which influence resilience management in organisations and the role of the resilience manager. This will enable candidates to evaluate their contribution to the resilience management process and identify the knowledge and skills required.

Assessment of the units within the PDA can be integrated closely with delivery. Most units involve assessment based on the candidates' own work situation. Typically, candidates are expected to make use of material gathered from their own work experience to demonstrate that they have met the requirements of the unit. Since candidates for the PDA are likely to have relevant work experience, it should be possible for much of the assessment to be based on work which arises naturally from candidates' current situation.

For most units, candidates are likely to be given a brief to which they will have to respond. They will be expected to present their responses in a suitable format such as a report. In some cases, however, such as in the learning and development strand, assessment may involve candidates undertaking a work-based assessment — making a presentation for example. Appendix 2 provides the full Learning, Teaching and Assessment Strategy including the suggested sequence of delivery.

Further details on delivery and assessment are provided in all the unit specifications.

## 7 General information for centres

### Disabled candidates and/or those with additional support needs

The additional support needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments, or considering whether any reasonable adjustments may be required. Further advice can be found on our website [www.sqa.org.uk/assessmentarrangements](http://www.sqa.org.uk/assessmentarrangements).

### Internal and external verification

All instruments of assessment used within these Awards should be internally verified, using the appropriate policy within the centre and the guidelines set by SQA.

External verification will be carried out by SQA to ensure that internal assessment is within the national guidelines for these qualifications.

Further information on internal and external verification can be found in *SQA's Guide to Assessment* ([www.sqa.org.uk](http://www.sqa.org.uk)).

## 8 General information for candidates

The PDA in Analysing Resilience at SCQF level 7 has been designed as an initial practitioner award for resilience professionals to contribute to the professional development of those in resilience roles who are in the position to lead on small to medium projects.

The award is made up of a number of units and divided into three main strands, each of which explores a key aspect of the role of resilience managers. The strands are:

- ◆ Building Resilience
- ◆ Management Skills
- ◆ Learning and Development Skills

The award comprises 5 SQA credits, totalling 40 SCQF credit points with the full award set at SCQF level 7. This equates to approximately 160 hours of timetabled learning. Therefore, attainment of the award will take approximately 12 months on a part time basis, dependent upon individual candidate progression and circumstances.

The award is a practical one and you will be able to relate the material in the course to your own experience of resilience management in particular and of working in responder organisations in general.

You will be assessed during the award to ensure that you have reached the standard required. In most cases, the assessment will be based on your own work situation. You may, for example, be given a brief to which you will have to respond, for example by producing a management report. In other cases, you may be given a work-based assignment.

The PDA at level 7 is jointly awarded by SQA and The Chartered Management Institute.

## 9 Glossary of terms

**SCQF:** This stands for the Scottish Credit and Qualification Framework, which is a new way of speaking about qualifications and how they inter-relate. We use SCQF terminology throughout this guide to refer to credits and levels. For further information on the SCQF visit the SCQF website at [www.scqf.org.uk](http://www.scqf.org.uk)

**SCQF credit points:** One HN credit is equivalent to 8 SCQF credit points. This applies to all HN Units, irrespective of their level.

**SCQF levels:** The SCQF covers 12 levels of learning. HN Units will normally be at levels 6–9. Graded Units will be at level 7 and 8.

**Subject Unit:** Subject Units contain vocational/subject content and are designed to test a specific set of knowledge and skills.

**Dedicated Unit to cover Core Skills:** This is a non-subject Unit that is written to cover one or more particular Core Skills.

**Embedded Core Skills:** This is where the development of a Core Skill is incorporated into the Unit and where the Unit assessment also covers the requirements of Core Skill assessment at a particular level.

**Signposted Core Skills:** This refers to the opportunities to develop a particular Core Skill at a specified level that lie outwith automatic certification.

## **10 Appendices**

Appendix 1: Recommended Access for Units

Appendix 2: Learning, Teaching and Assessment Strategy

Appendix 3: Suggested Sequence of Delivery

Appendix 4: Assessment Summary

## Appendix 1

### Recommended Access for Units

Unit name	Recommended prior knowledge and skills
Resilience: Analysing Resilience Management	Experience of working in organisations which have a responsibility to develop resilience management procedures and processes. Awareness of challenges which practitioners in resilience management are likely to face. Demonstrate a capacity to undertake a HN Unit at SCQF level 8
Project Management: An Introduction	Good communication, IT and numeracy skills
Management: Organisational Innovation	Good written and verbal communication skills, good personal skills and interpersonal skills. May benefit from HNS management Graded Unit and developing self-management skills and management; plan, lead and implement.
Learning and Development: An Introduction	Communication skills at SCQF level 5 or similar qualifications or experience.
Complex Oral Presentation	Beneficial if candidate had one of: National Unit EE3T 12 Communication (NC) Higher English or its component units Any other similar qualification or relevant experience
Learning and Development: Facilitating Group Learning	Competence in communication skills at SCQF level 5 or similar qualifications or experience and some knowledge of the training cycle and the trainer's role within it.

## Appendix 2

### Learning, Teaching and Assessment Strategy

#### 1 Assessor and Internal Verifier requirements

There are no set qualifications required for lecturers, assessors and internal verifiers of the units. However, staff involved with the award should be:

- a competent in the subject/occupational area to a level appropriate to the unit(s) being delivered
- b competent in assessment (or internal verification) of the type involved in the unit(s) being delivered
- c familiar with the procedures and documentation for the award and for the unit(s) being delivered

##### **a Competent in the subject/occupational area to a level appropriate to unit(s) being delivered**

Assessors/internal verifiers will possess qualifications which are at an appropriate SCQF level for the unit(s) with which they are involved. Ideally, the qualification will be at an SCQF level which is at least one SCQF level above that of the unit(s) concerned, eg an Honours Degree in Management or Business (ie SCQF level 10).

As well as possessing qualifications at a suitable SCQF level, assessors/internal verifiers may, however, have obtained suitable knowledge/skills of the subject matter in other ways. If so, they should have suitable evidence of this.

##### **b Competent in assessment (or internal verification) of the type involved in the units being delivered**

The awards do not require assessors or internal verifiers to hold specific qualifications in assessment or verification, however they should have suitable experience and ideally be working to the L&D9D1 and/or L&D11 standards for assessors and internal verifiers.

##### **c Familiar with the procedures and documentation for the qualification and for the unit(s) being delivered.**

Assessors and internal verifiers should be able to demonstrate that they are aware of the specific requirements of the unit(s) for which they are responsible and how they fit into the PDA in Analysing Resilience at SCQF level 7.

## 2 Assessments

### a Assessment methods

The units making up the PDA in Analysing Resilience at SCQF level 7 is assessed in a variety of ways, for example, reports, extended responses and open-book conditions. Appendix 4 on page 20 provides a summary of the assessment methods for each unit. Full details of the Evidence Requirements and assessment guidance are provided in each unit Specification.

### b Eligibility for reassessment

Candidates who have not satisfactorily demonstrated their attainment of knowledge and/or skills and/or competence in the whole or only part of an assessment may be considered for re-assessment. Candidates would normally be offered one re-assessment opportunity.

### c Re-assessment

In some cases, for some units, re-assessment might be partial where candidates are re-assessed only on those parts of the original assessment in which they did not satisfactorily demonstrate competence. In other situations, it may not be possible to re-assess only those parts of the performance in which candidates have not satisfactorily demonstrated competence. In these cases, candidates must make a further attempt at all parts of the unit covered by the original assessment.

Scenarios where candidates may require to re-do the whole assessment include:

- ◆ assessment which tests knowledge and other cognitive skills and where it may not be possible to extract some of the items for reassessment
- ◆ where parts of several Outcomes are involved
- ◆ where a project has been designed as an integrated assessment and where there is a requirement to complete the project as a single complex task

### d Developing alternative assessments

Alternative assessments should be of equal demand to the original assessment and cover all necessary criteria. Where candidates have not provided satisfactory evidence for knowledge and/or skill items which have been sampled, they would normally be reassessed on a different sample. Alternative assessments should be internally verified before being used with candidates.

### e Authenticity

Arrangements should be in place to ensure that work submitted for assessment is authentic. There should be an authentication strategy to ascertain that:

- ◆ candidates entered for a qualification are who they say they are
- ◆ evidence submitted for assessment by candidates can be authenticated as their own work

A mix of tools can be used to ensure that the work of candidates for the PDA is authentic. The recommended authentication tools are:

- ◆ Questioning — personal, telephone or online interview
- ◆ Written questioning
- ◆ ICT — on-line conferences, e-mail discussions, password-controlled systems, handwriting recognition
- ◆ Personal logs and personal statements
- ◆ Witness testimony
- ◆ Summative assessment under supervision
- ◆ Audio-taped or videotaped evidence
- ◆ Signing and counter-signing of candidates work
- ◆ Assessment supervisors — authenticators, invigilators and mentors

Arrangements should also be made to support candidates to make sure that they do not plagiarise material from the sources available to them.

### **3 Learning Methodologies**

The PDA can be delivered with a blended approach to learning, ie workshops, open, distance or mixed mode learning where appropriate. The Learning and Teaching strategy will ensure knowledge and understanding is established through:

- ◆ Subject based lecturers/tutorials
- ◆ Interactive on-line teaching materials
- ◆ Professional Observations
- ◆ Peer Witness Testimony
- ◆ Lecturer lead distance/real time tutorials
- ◆ Case Studies
- ◆ Discussion Boards
- ◆ Group Work
- ◆ Theory Based Questions
- ◆ Work based Examples

## Appendix 3

### Suggested Sequence of Delivery

PDA in Analysing Resilience at SCQF level 7	
	<p><b>Resilience: Analysing Resilience Management (F86C 35)</b> 8 SCQF Credit Points at SCQF level 8</p> <p><b>Project Management: An Introduction (F1NH 34)</b> 8 SCQF Credit Points at SCQF level 7</p>
	<p><b>Learning and Development: Choice of either Route A or B</b></p>
Or	<p><b>Learning and Development: An Introduction (DN3H 34)</b> 16 SCQF Credit Points at SCQF level 7</p> <p style="text-align: right;"><b>Route A</b></p>
	<p><b>Complex Oral Presentation (DH49 34)</b> 8 SCQF Credit Points at SCQF level 7</p> <p><b>And</b></p> <p><b>Learning and Development: Facilitating Group Learning (DN3F 35)</b> 8 SCQF Credit Points at SCQF level 8</p> <p style="text-align: right;"><b>Route B</b></p>

## Appendix 4

### Assessment Summary

Unit Title	Code	Assessment Method
<b>Resilience Units</b>		
Resilience: Analysing Resilience Management	F86C 35	Report
<b>Management Units</b>		
<b>Management Skills</b>		
Project Management: An Introduction	F1NH 34	Work-Place Project, Case-Study Project
Management: Organisational Innovation	J1BX 36	Work-Place Project, Case-Study Project
<b>Learning and Development Skills (Route A)</b>		
Learning and Development: An Introduction	DN3H 34	Reports Observation of Performance
<b>Learning and Development Skills (Route B)</b>		
Learning and Development: Facilitating Group Learning	DN3F 35	Report, Observation, Reflective Account
<b>and</b>		
<b>Complex Oral Presentations</b>		
Analysing and Delivering Complex Oral Presentations	J2JR 34	1 — Report, 2 and 3 Presentation (assessed within subject of award), Observation