



PDA in Management at SCQF Level 6 (G972 46)

Welcome to the PDA in Management at SCQF Level 6, which offers you the opportunity to develop knowledge and understanding of fundamental principles of management and to apply them in a context relevant to you. It will be suitable for you if you are currently in a management position or if you hope to take up a managerial post in the future. You can also undertake this award if you are not currently in work but would like to develop fundamental management skills eg to help you return to the workplace.

The benefits of the award are that it will give you the basic tools that you need to function effectively in the managerial roles you will be expected to fulfil. It is a practical award and, wherever possible, learning and assessment will be based on your own experience either as a manager or of being managed.

The PDA in Management at SCQF Level 6 is a qualification in its own right but it will also help you to progress to further management awards such as HNC Management and Leadership.

The award consists of two mandatory Units and you must successfully complete both of them to achieve the PDA in Management at SCQF Level 6:

- ◆ Managing Self and Resources (F3XP 33)
- ◆ Working in a Team (F3XR 33)

It is a practical award and you will be required to provide evidence to show that you can contribute to the managing of a task and working in a team.

There are no specific entry requirements for the PDA in Management at SCQF Level 6. However, it will help you if you already have some experience of taking management responsibility within a team or expect to undertake such responsibility in the future.

The PDA is jointly certificated by SQA and The Chartered Management Institute (CMI).