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

Welcome to the Professional Development Award (PDA) in Managing Self and Others at SCQF Level 7, which offers you the opportunity to develop knowledge and skills in self management and working with people.

The target group for this award is first line managers or those aspiring to this role. It can be seen as the first step in a management development programme. Typical job roles could include: supervisor; team leader; first line manager; first level team leader; production supervisor

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

- ♦ Management: Developing Self Management Skills (H1F134)
- ♦ Managing and Working with People (H1F434)

The Self Management Skills Unit introduces you to a range of tools which can be used to gain self-awareness, self-understanding and self-knowledge that provides you with an understanding of the skills required to work with and manage others. An understanding of one's self provides an ideal starting point from which you can identify, prioritise and achieve your own personal and career goals within both a work and life context. This Unit will give you an understanding of these skills and how to use them in an effective manner.

Managing and working with people gives you the skills and knowledge to enable you to select, recruit and work successfully with people and have an understanding of key people management processes of recruitment and selection, coaching, performance management, conflict management and discipline and grievance handling. This Unit should help you in developing an understanding of the need to build and maintain positive relationships with other colleagues in the workplace.

The Units are likely to be assessed by means of a portfolio of evidence for Management: Self Management Skills and by case study/scenario for Managing and Working with People. Evidence can also be presented using a variety of Web 2.0 technologies such as blogs, wikis, podcasts and presentation software.

Support packs, including interactive activities have been developed for the Units making up this PDA. Your tutor will be able to provide you with a copy of the support packs and the interactive activities can be found on the HN Management and Leadership subject webpage http://www.sqa.org.uk/sqa/26294.html

The PDA 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 two Units making up the award are mandatory Units within the HNC and the PDA therefore can be used as a stepping stone to the HNC in Management and Leadership. Completion of the PDA will give you 3 credits towards the 12 that are required for an HNC Management and Leadership.

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