



PDA in Leadership at SCQF Level 8 (G9MN 48)

Welcome to the Professional Development Award (PDA) in Leadership at SCQF Level 8. This PDA offers you the opportunity to develop your competence, knowledge and skills in practical leadership through implementing operational plans.

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 both your own future and to that of the organisation you work for.

The PDA in Leadership at SCQF Level 8 is made up of two mandatory Units:

- ◆ Develop and Implement Operational Plans for Your Area of Responsibility [B1]
- ◆ Provide Leadership in Your Area of Responsibility [B6]

The Unit 'Develop and Implement Operational Plans for Your Area of Responsibility' will enable you to develop an operational plan and carry out an operational plan which will contribute to achieving the objectives set out in your organisation's strategic plan.

The Unit 'Provide Leadership in Your Area of Responsibility' is about ensuring that you can provide direction to people and motivate and support people to enable them to achieve the vision and objectives of your part of 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 or Level 4, depending on the management position you occupy and your experience as a manager.

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.