



## **PDA in Managing Projects and Business Processes at SCQF Level 9 (G9N3 49)**

Welcome to the Professional Development Award (PDA) in Managing Projects and Business Processes at SCQF Level 9. This PDA offers you the opportunity to develop your competence, knowledge and skills in managing projects in a business context.

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

The PDA in Managing Projects and Business Processes at SCQF Level 9 is made up of two mandatory Units:

- ◆ Manage a Project [F1]
- ◆ Manage Business Processes [F3]

The Unit 'Manage a Project' is about helping you to manage a project for which you have been given responsibility. It will enable you develop, agree and implement a plan for a project. It will enable you to ensure that the project achieves its key objectives and is completed to the satisfaction of the project sponsor and other stakeholders.

The Unit 'Manage Business Processes' will enable you to manage business processes to make sure your organisation meets the needs of stakeholders in line with organisational and legal requirements.

The Units fit together because managing a project has much in common with managing business processes on a day to day basis. The main difference is that a project is a one-off which has a clear start and finish date. These set the boundaries for it. However, during the actual implementation of the project your work as a manager closely resembles what you would do when managing business processes.

Both Units are part of the 'Achieving Results' area of competence identified by the Council for Administration (CfA). Between them, they should help you, as a manager, to confirm that you are able to manage in a way which ensures that you achieve the targets you are set and that you reach the standards expected of you by 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.