

## PDA in Introductory Leadership and Management at SCQF level 6 (GM0L 46)

The PDA in Introductory Leadership and Management at SCQF level 6 will be achieved on successful completion of 1 mandatory unit and 1 optional unit

### Restricted Mandatory Units (candidates must select one on the following restricted mandatory units)

SQA code	Unit title	Type of Unit	SCQF level	SCQF credit points
HH6D 04	<a href="#">Team Leadership</a>	N-W	6	8
HH7J 33	<a href="#">Leadership and Motivation</a>	HN	6	8

Optional Units (candidates must select at least one unit from the following)

SQA code	Unit title	Type of Unit	SCQF level	SCQF credit points
DR64 04	<a href="#">Manage your own resources</a>	SVQ	6	7
FD3H 04	<a href="#">Develop productive working relationships with colleagues</a>	SVQ	6	9
HC96 04	<a href="#">Develop and sustain productive working relationships with colleagues</a>	SVQ	6	6
FM4N 04	<a href="#">Encourage innovation in your team</a>	SVQ	6	11
H69F 04	<a href="#">Help individuals address problems affecting their performance</a>	SVQ	6	5
FM5V 04	<a href="#">Monitor and solve customer service problems</a>	SVQ	6	6
FM5X 04	<a href="#">Work with others to improve customer service</a>	SVQ	6	8
H41M 04	<a href="#">Induct individuals into their roles</a>	SVQ	6	4
H41P 04	<a href="#">Promote staff wellbeing</a>	SVQ	6	5
H41R 04	<a href="#">Identify individuals' learning needs and styles</a>	SVQ	6	4
H41X 04	<a href="#">Mentor individuals</a>	SVQ	6	5
FM57 04	<a href="#">Initiate and follow disciplinary procedure</a>	SVQ	6	6
FM58 04	<a href="#">Initiate and follow grievance procedure</a>	SVQ	6	6
H68M 04	<a href="#">Manage Customer Service</a>	SVQ	6	9
F3XP 33	<a href="#">Managing Self and Resources</a>	HN	6	8
F3XR 33	<a href="#">Working in a Team</a>	HN	6	8
H7CB 04	<a href="#">Develop your knowledge, skills and competence</a>	SVQ	7	6
H68G 04	<a href="#">Manage conflict in teams</a>	SVQ	7	5
H68H 04	<a href="#">Lead meetings to achieve objectives</a>	SVQ	7	4

<b>SQA code</b>	<b>Unit title</b>	<b>Type of Unit</b>	<b>SCQF level</b>	<b>SCQF credit points</b>
HK2K 04	<a href="#">Coach individuals</a>	SVQ	7	6
HA9X 04	<a href="#">Support individuals' learning and development</a>	SVQ	7	6
HK2D 04	<a href="#">Manage redundancies</a>	SVQ	7	5
F2H5 04	<a href="#">Communicate information and knowledge</a>	SVQ	7	3
H8GX 04	<a href="#">Communicate information and knowledge</a>	SVQ	7	3
H41Y 04	<a href="#">Develop and sustain collaborative relationships with other departments</a>	SVQ	7	5
FE15 04	<a href="#">Manage an office facility</a>	SVQ	7	6
FE76 04	<a href="#">Manage communication in a business environment</a>	SVQ	7	3
FE07 04	<a href="#">Supervise a team in a business environment</a>	SVQ	7	6
H2RT 04	<a href="#">Plan how you will sell your products or services</a>	SVQ	7	4
HK25 04	<a href="#">Manage yourself</a>	SVQ	6	5
HK2L 04	<a href="#">Develop and sustain productive working relationships with colleagues</a>	SVQ	6	6
H9YF 04	<a href="#">Monitor and solve customer service problems</a>	SVQ	6	6
HK20 04	<a href="#">Work with others to improve customer service</a>	SVQ	6	8
HK2G 04	<a href="#">Initiate and follow disciplinary procedures</a>	SVQ	6	6
HK2J 04	<a href="#">Initiate and follow grievance procedures</a>	SVQ	6	6
HK26 04	<a href="#">Develop your knowledge, skills and competence</a>	SVQ	7	6