



August 2021

Subject guidance for internally assessed qualifications in 2021–22

Please read this document in conjunction with guidance for the assessment of internally assessed qualifications issued to centres in August 2021.

Group award title:	PDA Training and Development for Delivery to Groups
Group award codes:	GL16 47

Introduction

This subject-specific guidance has been produced to assist centres to continue delivery of the PDA in Training and Development for Delivery to Groups and to find ways to mitigate the impact of COVID-19 restrictions. Due to current restrictions on colleges, workplaces and movement of people, we recognise the need for flexible approaches to the delivery and assessment of awards.

Context and issues

In session 2020–21, where candidates found themselves unable to undertake their second training observation for unit H4AN 3 Planning, Design and Delivery of Training to Groups due to COVID-19 restrictions, candidates were temporarily permitted to supplement their first observation with professional discussion and other appropriate supporting evidence.

Updated:

This approach may be adopted again until further notice if candidates and delivering centres are unable to accommodate two observed training sessions. However, every effort should be made to allow candidates the opportunity to undertake both observations to ensure that they gain the maximum benefits from these assessment opportunities.

Units HA4P 34 Reflecting on, Developing and Maintaining Own Skills in Training and Development, and HA4M 34 Assessing Learning and Evaluating Training should continue to be assessed in line with their evidence requirements.

Guidance on delivery

We recognise that the learning environment and social landscape remain very challenging with more remote and blended learning approaches, and significantly less opportunity for face to face delivery and assessment.

Centres and learners are becoming adept at delivering learning and teaching online. This means that there are now many more opportunities to use indirect or remote approaches to observe the delivery of online learning to students, and this can be either synchronous or asynchronous.

Please note that any approach should be agreed in advance between the candidate and the assessor. The correct permissions should be obtained from any participants before recording or online observation takes place. The same class group does not need to be used for both observations, and this provides additional flexibility for generating evidence.

Critical evaluation can take a variety of formats such as through audio, video, professional dialogue or in writing.

SQA will continue to publish updated subject specific guidance as and when it becomes available on the PDA web page.