



## **PDA in Managing Self and the Work of Others at SCQF level 7 (GC6H 47)**

### **Who does the qualification suit?**

The PDA is intended for people who are in first line management positions where you are managing people and allocating work to others.

This PDA offers you the opportunity to develop your competence, knowledge and skills in self - management and managing the work of others.

### **Benefits**

#### **PDA in Managing Self and the work of others at SCQF level 7 will help you:**

- manage your personal resources (such as skills, experience and time) and your professional development in order to achieve your work objectives and your career and professional goals.
- ensuring that you are able to plan the work in your area of responsibility effectively and allocate work to individuals or team members fairly. It also enables you to monitor the progress of work and make sure that it is up to the required standard.
- Acquire underpinning knowledge and understanding on theories and practice of leadership

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

MSC Unit Code	Unit Title	SCQF credit points	SCQF level
A2	Managing your own resources and professional development	8	7
D6	Allocate and monitor progress and quality of work in your area of responsibility	14	7

The PDA is completed by you gathering evidence and uploading this onto our web based portfolio. You will be supported by an assessor throughout completion of this qualification.

More information can be provided from [laura@questscotland.co.uk](mailto:laura@questscotland.co.uk)

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 7. 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.