



Professional Development Award (PDA) in Leadership

SCQF Level 8
GM7G 48



Overview

- **Quest (Scotland) Limited** is delighted to offer the Professional Development Award in (PDA) in Leadership which is accredited by the Scottish Qualifications Authority (SQA) and is a level 8 qualification.
- The PDA is intended for people who provide direction as well as motivating and leading the work of others. It is suited to those leaders with responsibility for the work of others seeking to consolidate and strengthen their skills and feel ready to move up to leading larger functions or departments, more complex projects and/or leading other team leaders

Benefits:

- a sound grounding in the managerial competence of providing direction
- capability in developing an operational plan that will contribute to achieving objectives set out in a strategic plan
- capability to provide direction in a clearly defined area of an organisation
- the development of competence in motivating and supporting people to achieve the vision of the team
- acquisition of underpinning knowledge and understanding on theories and

SQA Code	Unit Title	Type of Unit	SCQF Level	SCQF Credit Points
H68E04	Develop Operational Plans (BA9)	SVQ	8	11
H8GY04	Provide Leadership in Your Area of Responsibility (BA2)	SVQ	8	9

Programme Outline

Induction

Plan

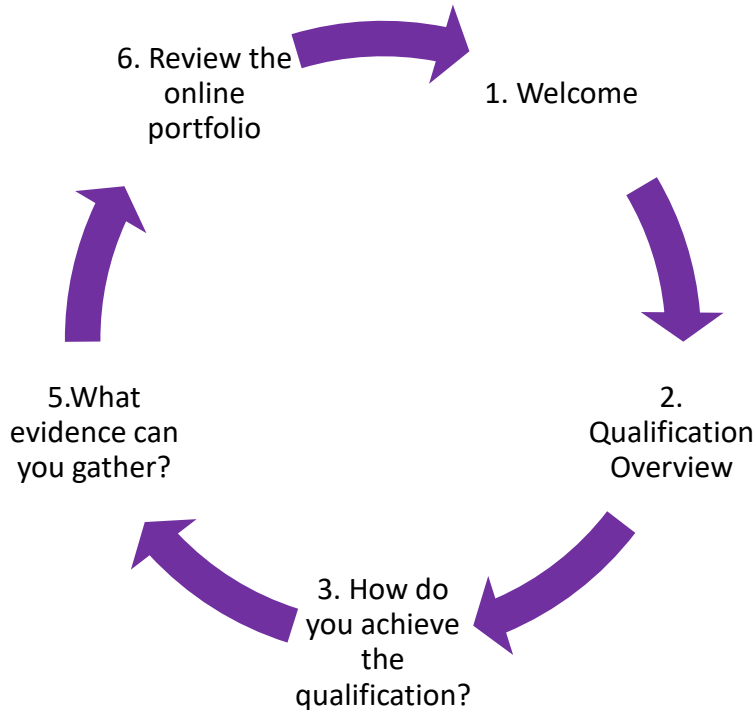
Gather Evidence

Answer Questions

Meet Assessor Regularly

- Attend a half day induction
- Review the standards you will be working towards
- Plan the evidence you will gather to prove your competence
- Read SQA Support Training Packs or review eLearning materials
- Answer questions
- Meet your Quest assessor regularly until you complete the award

Induction



Objectives

- The induction is the start of your journey to achieving the qualification
- You will review what you have to do, discuss how you will do it and agree the support that will be provided by Quest
- The qualification should take 6 months and requires about 2 hours per week to work on it
- You can do the work at a time that suits you
- There are some materials you can read to support you in writing statements and answering questions.
- You will upload the evidence you gather to an online portfolio

Progressing the Qualification

- After the induction you will meet your assessor
- You will review the plan (list) of what you will do to prove your competence
- You will meet your assessor regularly
- You will gather evidence
- Your assessor will assess your evidence and provide feedback
- Your assessor will observe you at some point during the qualification
- You will write a statement for each unit putting the evidence into context
- You will answer questions to complete your qualification