



Professional Development Award (PDA) in Managing Self and the Work of Others

SCQF Level 7
GM7247



Overview

- **Quest (Scotland) Limited** is delighted to offer the Professional Development Award in (PDA) in Managing Self and the Work of Others which is accredited by the Scottish Qualifications Authority (SQA) and is a level 7 qualification.
- The PDA is intended for people who are in a formal team leadership role or those new to team leadership.
- This PDA meets the registration requirements for the Scottish Social Services Council for supervisors in Housing and Adult care services. The requirements states you must gain an additional supervisory or management qualification containing supervision or management theory and practice suitable for a supervisor of a care service with a minimum of 15 credits at SCQF Level 7 or above.

This qualification is work based and requires you to gather evidence to prove your competence in the workplace for 2 Units.

SQA Code	Unit Title	Type of Unit	SCQF Level	SCQF Credit Points
HA9VO4	Manage Peoples Performance at Work (DB4)	SVQ	7	14
HK2604	Develop your knowledge, skills and competence (AA2)	SVQ	7	6

Programme Outline

Induction

Plan

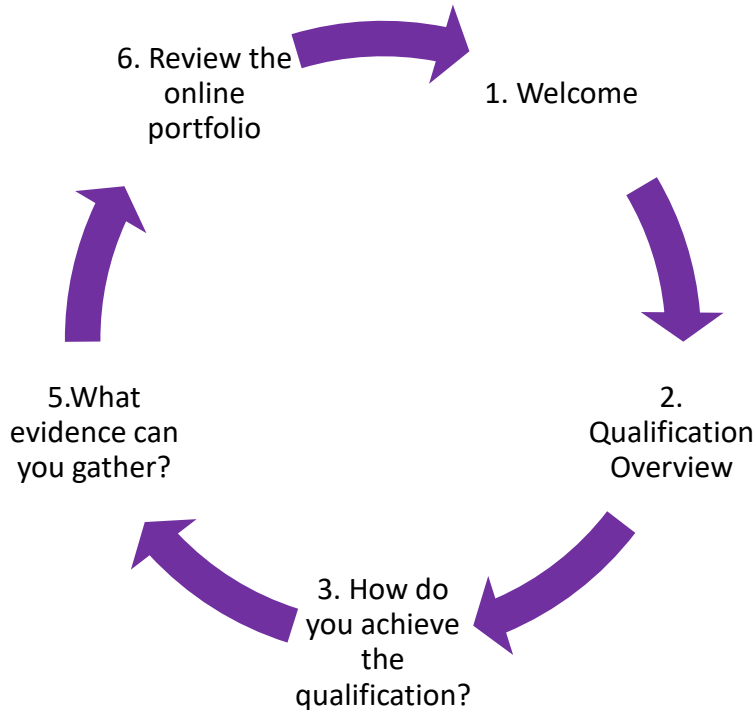
Gather Evidence

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