



**PDA Management**  
**G972 46**  
**(SCQF Level 6)**

***BLENDED LEARNING***

**MidasWorks Training Suite**  
**Rossie House**  
**Croft Road**  
**Montrose**



## **About MidasWorks:**

MidasWorks is a training development business which has been formed by Mina Welsh and Dawn Hayes. Between them, Mina and Dawn have 40 years experience of delivering a range of business courses in educational and commercial environments.

The MidasWorks team care about your staff and have a passion for developing people in a relaxed yet professional environment. Your organisational aspirations are our organisational aspirations and together we will ensure that our training content meet the needs of your organisation and delivers results. At MidasWorks our focus is on training futures - your organisation's future and your people's futures.

*"Having watched and analysed how the information was delivered and discussed between staff, I was motivated by Mina's delivery techniques - relaxed, non-judgemental and encouraging."*

*"As a Training Manager myself, I would recommend Dawn to any prospective employer as a first class Trainer."*

## **PDA in Management at SCQF Level 6 (G972 46)**

Welcome to the PDA in Management at SCQF Level 6, which offers you the opportunity to develop knowledge and understanding of fundamental principles of management and to apply them in a context relevant to you. It will be suitable for you if you are currently in a management position or if you hope to take up a managerial post in the future. You can also undertake this award if you are not currently in work but would like to develop fundamental management skills eg to help you return to the workplace.

The benefits of the award are that it will give you the basic tools that you need to function effectively in the managerial roles you will be expected to fulfil. It is a practical award and, wherever possible, learning and assessment will be based on your own experience either as a manager or of being managed.

The PDA in Management at SCQF Level 6 is a qualification in its own right but it will also help you to progress to further management awards such as HNC Management.

The award consists of two mandatory Units and you must successfully complete both of them to achieve the PDA in Management at SCQF Level 6:

Managing Self and Resources (F3XP 33)  
Working in a Team (F3XR 33)

It is a practical award and you will be required to provide evidence to show that you can contribute to the managing of a task and working in a team.

There are no specific entry requirements for the PDA in Management at SCQF Level 6. However, it will help you if you already have some experience of taking management responsibility within a team or expect to undertake such responsibility in the future. The PDA is jointly certificated by SQA and The Chartered Management Institute (CMI)

**Mandatory Units and aims:**

Mandatory Units	Linked to aims
F3XP 33: Managing Self and Resources	<p>to enable candidates to gain knowledge and understanding of fundamental management principles</p> <p>to enable candidates to apply their knowledge and understanding of these principles in a relevant work context (either their own or one which they might meet as managers)</p> <p>to enable candidates to develop general management skills to enable candidates to gain professional recognition</p>
F3XR 33: Working in a Team	<p>to enable candidates to gain knowledge and understanding of fundamental management principles</p> <p>to enable candidates to apply their knowledge and understanding of these principles in a relevant work context (either their own or one which they might meet as managers)</p> <p>to enable candidates to develop general management skills</p> <p>to enable candidates to gain professional recognition</p>

**Programme Delivery:**

The course will be delivered using Blended Learning approach to study. You will be given an induction to the unit and all the necessary materials and checklists and you will be supported through your studies by a personal tutor.

The study period should be no longer than 4 months.

Cost:

The cost of the qualification, which includes registration with SQA, materials and tutoring, is £495.00.

**Further Information:**

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