

Scouts Australia Institute of Training

(SAIT) – RTO 5443

*RPL Assessment Tool Kit*

*BSB40520*

*Certificate IV in Leadership and Management*

|  |  |
| --- | --- |
| Candidate’s Name |  |
| Assessor’s Name |  |

Issued by Scouts Australia Institute of Training (SAIT)

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Scouts Australia Institute of Training (SAIT) - Registered Training Organisation No 5443.

**Contents**

[Recognition of Prior Learning (RPL) Assessment Tool Kit 4](#_Toc88746425)

[How to use this Tool Kit 4](#_Toc88746426)

[SECTION A - Overview of Units of Competency 6](#_Toc88746427)

[SECTION B - Candidate Self-Evaluation of the Core Units 8](#_Toc88746428)

[SECTION C – Competency/Professional Conversation - Interview Questions 10](#_Toc88746429)

[SECTION D - Third Party (Referee) Verification Report 36](#_Toc88746430)

[SECTION E – Assessor’s Assessment and Evidence Summary 37](#_Toc88746431)

# Recognition of Prior Learning (RPL) Assessment Tool Kit

This RPL Assessment Tool Kit has been developed by the Scouts Australia Institute of Training (SAIT) in consultation with industry, as a resource to assist Candidates seeking RPL and for RPL Assessors, by providing a set of assessment tools which can be used to conduct whole and part of qualification RPL. This information can be utilised by both Assessor and Candidate.

This assessment kit has been validated by the SAIT to ensure it meets the required Standards for Registered Training Organisations (RTOs), relevant Training Package requirements and Registered Training Organisation (RTO) policies.

**Qualification description**

This qualification reflects the role of individuals working as developing and emerging leaders and managers in a range of enterprise and industry contexts. As well as assuming responsibility for their own performance, individuals at this level are likely to provide leadership, guidance, and support to others. They may also have some responsibility for organising and monitoring the output of teams. They apply solutions to a defined range of predictable and unpredictable problems and analyse and evaluate information from a variety of sources.

Therefore, Scouting has identified nineteen (19) elective Units of Competency that may relate to your role as a Scouting Manager. In addition to the five (5) core units, you must select seven (7) elective units. You may choose other elective units in accordance with the Packaging Rules and this should be discussed with your Assessor. This is a total of twelve (12) Units of Competency to complete this qualification.

# How to use this Tool Kit

This kit is divided into sections as follows:

**SECTION A – Overview of Units of Competency**

**SECTION B – Candidate Self-Evaluation**

To have skills formally recognised in the national system, Assessors must make sure that the Candidate has the skills and knowledge to meet industry standards. This section provides a self-evaluation checklist which asks the Candidate to reflect on their performance in the workplace.

**SECTION C – Professional Competency Conversation**

In this section several questions are posed that relate to the elements of competency for each Unit of Competency. This will form the basis for the Candidate’s conversation with the Assessor. The Candidate should take time to prepare to answer questions, provide evidence and discuss these with the Assessor. The Candidates responses will be recorded as evidence of their competence.

**SECTION D – Third Party (Referee) Verification**

This section provides an example template that may be used by the Candidate’s referees to validate the Candidates skills and experience in this qualification. The referee may fill out the appropriate form and return it to the Assessor.

**SECTION E – Assessment Instruments and Assessor’s Assessment**

The Assessment Instruments provides a guide to the evidence required to support the Candidate’s claim for RPL.

The Assessment Instruments and Assessment Summary to be completed by the Assessor and uploaded onto aXcelerate.

**Assessors please note:**

**The Assessor is required to upload into aXcelerate the completed RPL Tool Kit, Third Party Report, documentary evidence provided by the Candidate, Assessment Instruments and the Assessment Summary.**

# SECTION A - Overview of Units of Competency

This RPL Assessment Tool Kit contains 24 Units of Competency, 5 Core Units and 19 Elective Units. **Candidates must choose four (4) electives from Group A PLUS three (3) electives from either Group A or Group B, of their choice.**

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| --- | --- |
| **Unit Code** | **Title** |
| **CORE** | |
| BSBLDR411 | Demonstrate leadership in the workplace |
| BSBLDR413 | Lead effective workplace relationships |
| BSBOPS402 | Coordinate business operational plans |
| BSBXCM401 | Apply communication strategies in the workplace |
| BSBXTW401 | Lead and facilitate a team |
| **ELECTIVES**  **Candidates must elect four (4) electives from Group A PLUS three (3) electives from either Group A or B from the following** | |
| **GROUP A** | |
| BSBCMM412 | Lead difficult conversations |
| BSBCRT411 | Apply critical thinking to work practices |
| BSBCRT413 | Collaborate in creative processes |
| BSBFIN401 | Report on financial activity |
| BSBLDR412 | Communicate effectively as a workplace leader |
| BSBLDR414 | Lead team effectiveness |
| BSBLDR521 | Lead the development of diverse workforces |
| BSBOPS403 | Apply business risk management processes |
| BSBPEF402 | Develop personal work priorities |

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| BSBSTR401 | Promote innovation in team environments |
| BSBSTR502 | Facilitate continuous improvement |
| BSBWHS411 | Implement and monitor WHS policies, procedures and programs |
| **GROUP B** | |
| BSBCRT412 | Articulate, present and debate ideas |
| BSBPEF401 | Manage personal health and well being |
| BSBPEF403 | Lead personal development |
| BSBPEF502 | Develop and use emotional intelligence |
| BSBPMG430 | Undertake project work |
| BSBSUS412 | Develop and implement workplace sustainability plans |
| BSBWRT411 | Write complex documents |

Details of each Unit of Competency can be found at <https://training.gov.au/>

# SECTION B - Candidate Self-Evaluation of the Core Units

The purpose of completing the Self-Evaluation Form is to enable Candidates who believe that they already possess the competencies, to assess their skills and knowledge against the qualification.

Complete the following pages and identify your capacity to perform the tasks described. Be honest in your appraisal. By completing this self-evaluation you will be identifying the areas where you may be able to apply for recognition.

**NB: If this self-evaluation is being used as evidence**, your Scouting Team Leader must evaluate your ability to perform the work tasks. Your Supervisor is also asked to comment on your ability to perform these work tasks and verify this by signing at the completion of this Section.

If this self-evaluation is being used only so that you and your Assessor can decide if you should proceed, then it does not have to be verified.

Identify your level of experience in performing each competency/task by using the following:

* Not well – I do the task but not well.
* Well – I do the task well.
* Very well – I do the task really well.

**See example below:**

| **Competency/Task** | **I have performed these tasks** | | | **Supervisor’s Evaluation** | **Evidence to support claim** | |
| --- | --- | --- | --- | --- | --- | --- |
| **Frequently** | **Never** | **Sometimes** | **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Using a computer to enter or change work information or data. | ❑ |  | Not Well | Not Well |  |  |
| Using personal protective equipment as appropriate to conduct my work safely and in accordance with site and legal requirements. | Well |  | ❑ | Well | *1* | *Copy of Company Personal Protective Equipment Requirements for my job role and photos using the equipment.* |

| **CORE Competency/Task** | | **I have performed these tasks** | | | **Supervisor’s Evaluation** | | **Evidence to support claim** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Frequently** | **Never** | **Sometimes** | **Doc No.** | | **Documentation provided** (Number and name the document you are providing for easy reference) |
| I demonstrate leadership in the workplace or Scouting environment | |  |  |  |  | |  | |  |
| I lead effective workplace relationships in my Scouting role | |  |  |  |  | |  | |  |
| I coordinate and implement business or Scouting operational plans | |  |  |  |  | |  | |  |
| I apply communication strategies in the workplace or Scouting environment | |  |  |  |  | |  | |  |
| I lead and facilitate a team | |  |  |  |  | |  | |  |
| **Scouting Team Leader’s comments** *(Please provide a comment on the Candidate’s ability to perform the above core work task/s.)* | | | | | | | | | |
| **Scouting Team Leader’s Name** |  | | | | | | | | |
| **Scouting Team Leader’s Signature** |  | | | | | **Date** | |  | |

# SECTION C – Competency/Professional Conversation - Interview Questions

Candidate’s Instructions

This is a chance for the Assessor to draw out your actual individual experiences and relevant skills during a professional conversation. It is your opportunity to demonstrate competence, while referring to actual scenarios, tasks, and activities you have encountered and performed in the workplace.

Several questions are posed that relate to the elements of competency for each Unit of Competency. To prepare for the conversation with your Assessor, write some dot point answers to the questions, together with a portfolio of your evidence (examples) that demonstrates your ability. These will then be discussed in detail with your Assessor. You may draw upon a combination of your Scouting, professional and personal experiences.

Evidence/examples will need to be provided to the Assessor in the form of hard or electronic copy as they need to be assessed and uploaded into aXcelerate. The Assessment Instruments provide a guide to the evidence required to support the Candidate’s claim for RPL.

**Assessor’s Instructions**

This Tool Kit streamlines the RPL assessment process by taking a practical approach to RPL and increasing the use of on-site questioning and discussion. This will assist in developing a ‘picture of the Candidate’s skills and knowledge’. This picture can then be compared with industry standards enabling a determination of whether the Candidate had achieved the required outcomes.

Assessment involves judgement – this tool encourages the use of a professional competency conversation to maximise the Candidate’s opportunities to demonstrate competence. It is important to note however, that the professional conversation will not necessarily always be completed when carrying out RPL Assessment using this kit. It all depends on the level and provision of adequate evidence and as to whether an interview with questions to confirm competency is necessary.

The Performance and Knowledge Evidence is clearly described in the Assessment Requirements for each unit of competency. These are found at ‘training.gov.au’.

Ideally, all steps related to the assessment should be undertaken so as to provide the best opportunity for the Candidate to substantiate claims for RPL made, and for the Assessor to assess levels of competency appropriately, thus assisting decision making.

The RPL process is an efficient and considered process that does not rely solely on documentary evidence. It uses a combination of questioning, practical assessment and supporting evidence to provide evidence of the Candidate’s competence.

Not all RPL applications are the same and the level of allowance of RPL depends on the evidence provided, as well as the appropriate responses to questions, any practical assessment demonstrated, and any other evidence deemed necessary.

It is not intended that questions are asked for each competency or discussed during the conversation. Only questions related to those competencies that the initial documentary review has failed to fully address are required.

The Assessor may wish to use the key points from the Performance Criteria to formulate questions to suit the Candidate’s particular work situation and presented evidence. Above all, writing and asking your own questions should be seen as a task that will help to clarify and assist making a more appropriate and valid judgement as to competency, as well as being flexible in approach.

These questions will then be discussed in detail during your professional conversation with the Candidate. Candidates may draw upon a combination of their Scouting, professional and personal experiences.

On the following pages, place a tick (✓) in the ‘Yes’ or ‘No’ box next to each Element of Competency as it is addressed by the Candidate during the conversation. By doing this, you are recording what you have heard the Candidate say during the interview.

Use the *Additional notes from conversation* section at the end of each Unit of Competency to provide further details about the context of the discussion or other key points and examples the Candidate has discussed that may be relevant in confirming competency, including responses to any questions.

It is important to remember that the notes taken during the questioning interview are important evidence and should be retained as part of the Candidate’s assessment records. It is recommended that the interview be conducted in the workplace, allowing the Candidate access to documents, equipment etc. to support their statements.

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| **Professional Conversation - Possible Interview Questions, Candidate’s Responses and Assessment**   | **Core unit of competency**  **BSBLDR411 – Demonstrate leadership in the workplace** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | How do you demonstrate leadership? |  | **Yes** | **No** | | Explain how you align behaviour with Scouting values |  | **Yes** | **No** | | How do you model leadership behaviour? |  | **Yes** | **No** |  Additional notes from conversation |
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| | **Core unit of competency**  **BSBLDR413 – Lead effective workplace relationships** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Describe how you establish effective workplace relationship processes |  | **Yes** | **No** | | Explain how you lead workplace relationships |  | **Yes** | **No** | | How do you review the management of workplace relationships? |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Core unit of competency**  **BSBOPS402 – Coordinate business operational plans** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Describe how you prepare an Operational Plan |  | **Yes** | **No** | | Explain how you implement the Plan |  | **Yes** | **No** | | What are some of the ways you monitor and review operational performance? |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Core unit of competency**  **BSBXCM401 – Apply communication strategies in the workplace** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | In what ways do you establish and prepare communication requirements |  | **Yes** | **No** | | How do you facilitate communications in the Scouting environment? |  | **Yes** | **No** | | Describe how you monitor and support team communications |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Core unit of competency**  **BSBXTW401 – Lead and facilitate a team** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | How do you plan for team outcomes? |  | **Yes** | **No** | | Explain how you coordinate team and individuals |  | **Yes** | **No** | | Describe how you support and monitor team performance |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBCMM412 – Lead difficult conversations** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | What do you do to prepare for a conversation? |  | **Yes** | **No** | | Explain how you facilitate a difficult conversation |  | **Yes** | **No** | | Describe how you follow up and review the conversation |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBCRT411 - Apply critical thinking to work practices** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | In what ways can you establish the role of critical thinking in your Scouting role? |  | **Yes** | **No** | | How do you lead the critical thinking process? |  | **Yes** | **No** | | Outline how you develop the critical thinking mindset |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBCRT413 - Collaborate in creative processes** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | How do you enter into a collaborative creative process? |  | **Yes** | **No** | | Describe how you engage in a collaborative creative process |  | **Yes** | **No** | | Outline how you reflected on your own role in the collaborative creatine process |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBFIN401 - Report on financial activity** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | How do you compile and analysis financial data? |  | **Yes** | **No** | | Describe how you report general journal entries for balance day adjustments |  | **Yes** | **No** | | How do you prepare end of period financial reports? |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBLDR412 – Communicate effectively as a workplace leader** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | What do you do to prepare for a communication? |  | **Yes** | **No** | | Describe how you engage in communications in the Scouting environment |  | **Yes** | **No** | | How do you review your communication process? |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBLDR414 – Lead team effectiveness** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | How do you plan for team outcomes? |  | **Yes** | **No** | | Describe the ways that you promote team cohesion |  | **Yes** | **No** | | Outline the way you supervise the team performance |  | **Yes** | **No** | | Explain how you liaise with your Scouting manager |  |  |  |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBLDR521 Lead the development of diverse workforces** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Explain how you establish the benefits of an inclusive and diverse workforce |  | **Yes** | **No** | | How do you embed diversity and inclusion into team plans and operations? |  | **Yes** | **No** | | How do you support the development of a diverse workforce?  Should we insert something in the question about Inclusion? |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBOPS403 - Apply business risk management processes** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Describe how you identify risks |  | **Yes** | **No** | | Outline how you analyse and evaluate risks |  | **Yes** | **No** | | Explain how you select and implement risk treatments |  | **Yes** | **No** | | How do you monitor and review the effectiveness of risk treatments? |  |  |  |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBPEF402 – Develop personal work priorities** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Describe how you plan your personal work schedule |  | **Yes** | **No** | | Explain how you implement your personal work schedule |  | **Yes** | **No** | | What are some of the ways in which you review your personal work priorities? |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBSTR401 – Promote innovation in team environments** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | How do you identify opportunities to maximise innovation within Scouting? |  | **Yes** | **No** | | What are some of the ways that you organise and agree effective ways of working within your Scouting team? |  | **Yes** | **No** | | Describe how you support and guide colleagues to promote innovation |  | **Yes** | **No** | | Outline how you evaluate innovation ideas and their promotion |  |  |  |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBSTR502 – Facilitate continuous improvement** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Describe how you establish systems and processes |  | **Yes** | **No** | | Explain how you monitor and adjust performance strategies |  | **Yes** | **No** | | How do you manage opportunities for further improvements? |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group A Elective unit of competency**  **BSBWHS411 – Implement and monitor WHS policies, procedures and programs** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | In what ways do you provide information to your Scouting team about WHS policies and procedures? |  | **Yes** | **No** | | Describe how you implement and monitor:   * Consultation with your team * Scouting procedures or WHS training * Scouting procedures and legal requirements for identifying and controlling risks * The maintenance of WHS records |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group B Elective unit of competency**  **BSBCRT412 - Articulate, present and debate ideas** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Describe how you establish a framework for communication |  | **Yes** | **No** | | How do you develop ideas for communication? |  | **Yes** | **No** | | What are some of the ways that you can debate and discuss ideas? |  | **Yes** | **No** |  Additional notes from conversation |

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| | **Group B Elective unit of competency**  **BSBPEF401 – Manage personal health and wellbeing** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Outline how you review your personal health and wellbeing |  | **Yes** | **No** | | How do you develop and implement a personal health and wellbeing strategy? |  | **Yes** | **No** | | How do you review your personal health and wellbeing strategy? |  | **Yes** | **No** |  Additional notes from conversation |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Group B Elective unit of competency**  **BSBPEF403 – Lead personal development** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Describe how you can evaluate your personal development needs |  | **Yes** | **No** | | What are some of the ways that you can implement personal development techniques? |  | **Yes** | **No** | | How do you review and refine your personal development? |  | **Yes** | **No** |  Additional notes from conversation |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Elective unit of competency**  **BSBPEF502 – Develop and use emotional intelligence** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Explain how you evaluate the emotional intelligence of your team |  | **Yes** | **No** | | How do you identify and develop emotional intelligence in the workplace? |  | **Yes** | **No** | | How do you promote development of emotional intelligence in others? |  | **Yes** | **No** |  Additional notes from conversation |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Group B Elective unit of competency**  **BSBPMG430 – Undertake project work** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | How do you establish a projects parameters? |  | **Yes** | **No** | | Describe how you develop a project plan |  | **Yes** | **No** | | Explain how you administer and monitor a project |  | **Yes** | **No** | | How do you finalise and review a project? |  |  |  |  Additional notes from conversation |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Group B Elective unit of competency**  **BSBSUS412 – Develop and implement workplace sustainability plans** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | How do you prepare a sustainability plan? |  | **Yes** | **No** | | Describe how you have implemented a sustainability plan |  | **Yes** | **No** | | What are some of the ways that you can monitor a sustainability plan? |  | **Yes** | **No** |  Additional notes from conversation |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Group B Elective unit of competency**  **BSBWRT411 – Write complex documents** | | --- |  |  |  |  |  | | --- | --- | --- | --- | | **Questions and Candidate’s Responses** | | **Assessor** | | | **Competency Achieved** | | | Describe how you plan a complex document |  | **Yes** | **No** | | Outline how you draft a complex document |  | **Yes** | **No** | | How do you finalise a complex document? |  | **Yes** | **No** |  Additional notes from conversation |

# SECTION D - Third Party (Referee) Verification Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BSB40520 – Certificate IV in Leadership and Management** | | | | |
| **Candidate’s Name** |  | | | |
| **Referee’s Name**  *(Name of person providing this evidence)* |  | | | |
| **Position/Title** |  | | | |
| **Workplace** |  | | | |
| **Workplace Address** |  | | | |
| **Telephone Numbers** |  | | | |
| **Email Address** |  | | | |
| **This report was completed** | via Interview by Assessor | ❑ | Independently by Referee | ❑ |
| **Interview conducted by**  *(if applicable)* |  | | | |
| **Date of Interview** |  | | | |
| **Instructions** | Part of the assessment for the Candidate requires evidence from a Third Party (employer, supervisor or equivalent). This evidence will be used to validate the Candidate’s skills and experience.  A ‘letter of support’ may be provided from the organisation validating a range of tasks performed by the Candidate over a period of time is useful in identifying competence. | | | |

#### To Whom It May Concern

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ who is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*(Insert Candidate’s name)* *(Insert industry/job title).*

I certify that the above-named person has:

worked at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Insert name of workplace) (Insert length of time*).

I have read the Candidate’s responses to the questions and confirm that they have regularly demonstrated, knowledge, skills and attitudes to an acceptable workplace standard against the Core and selected Elective Units of Competency within this organisation.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I understand the evidence/tasks the Candidate has performed on which I am required to comment. | ❑ | ❑ |
| I am willing to be contacted if further verification of my statements is required. | ❑ | ❑ |

If you would like further information or would like to discuss any of the above, I can be contacted on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(insert phone number).*

Yours sincerely

Name (please PRINT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# SECTION E – Assessor’s Assessment and Evidence Summary

**Third Party (Referee) Verification Report**

It is recommended that the Assessor verify the Third-Party Report (Section D) with the person who completes the form to confirm the Candidate’s skills in different contexts over time. This Report must be uploaded into aXcelerate.

**Assessment Instrument**

An Assessment Instrument, *Performance Evidence Check List,* is provided for each unit of competency as an example. The Assessor may develop their own assessment instruments as needed.

The attached Assessment Instruments (*Performance Evidence Check List*) provides a guide to the evidence sources to support the Candidate’s claim for RPL. The Candidate should be encouraged to provide any other evidence to the Assessor. If Candidates do not have all this evidence, they are not excluded from applying for recognition and should discuss options with the Assessor. All supporting evidence must be uploaded into aXcelerate by the Assessor.

**Assessment Summary**

The Assessor should complete the Assessment Summary as a means of recording the Assessors decisions and ensuring that all the ‘Evidence Requirements’ from training.gov.au are collected from the Candidate. This Assessment Summary must be uploaded into aXcelerate.

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: -** **BSBLDR411 Demonstrate leadership in the workplace**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Copy of an Individual Adult Development Plan (Performance plan) that the candidate has developed and implemented for one (1) member of their Scouting team   + . * Copy of a Performance plan that the candidate has developed and implemented relating to their Scouting team as a whole   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBLDR413 Lead effective workplace relationships**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Examples of how the candidate has led effective relationships on four (4) occasions with different members of their team or different teams   + .   + .   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBOPS402 Coordinate business operational plans**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Copies of two (2) Scouting operational plans that the candidate has prepared, implemented and reviewed   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBXCM401 Apply communication strategies in the workplace**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Example of how the candidate has identified and implemented the communication requirements for a Scouting activity, evaluated the process and identified areas for improvement   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBXTW401 Lead and facilitate a team**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Provide an example of how the candidate, on each of the following, has assigned tasks, provided feedback, implemented development opportunities and managed conflicts within their team   + .   + .   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBCMM412 Lead difficult conversations**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Two (2) examples of how the candidate has led difficult conversations   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBCRT411 Apply critical thinking to work practices**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Provide an example of how the candidate has developed solutions for two (2) different Scouting issues using critical thinking concepts   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBCRT412 Articulate, present and debate ideas**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * The candidate is to provide examples of how they have facilitated a discussion and debated an idea with two (2) different Scouting audiences   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBCRT413 Collaborate in creative processes**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Provide an example of how the candidate has collaborated in a creative process on at two (2) occasions   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBFIN401 Report on financial activity**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * A copy of two (2) financial reports prepared by the candidate   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBLDR412 Communicate effectively as a workplace leader**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Evidence of how the candidate has prepared, engaged and reviewed communication on four (4) different occasions with different individuals or groups   + .   + .   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBLDR414 Lead team effectiveness**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * A copy of a plan to develop the candidates Scouting team   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBLDR521 Lead the development of diverse workforces**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * An example of how the candidate has identified and led diversity in their team   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBOPS403 Apply business risk management processes**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Copy of a Risk Management plan where the candidate has treated three (3) different organisational risks (e.g., WHS, financial, reputational, technology, legal, child protection etc)   + .   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBPEF401 Manage personal health and wellbeing**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Copy of a plan that the candidate has developed, implemented and reviewed for their personal health and wellbeing   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBPEF402 Develop personal work priorities**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * A copy of a personal work schedule that the candidate has developed, implemented and reviewed   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBPEF403 Lead personal development**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * An example of how the candidate has developed and adapted a plan to enhance their Scouting performance (e.g., Individual Adult development Plan Phase 3)   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBPEF Develop and use emotional intelligence**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Two (2) examples of how the candidate has demonstrated emotional intelligence   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBPMG430 Undertake project work**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Evidence of how the candidate has undertaken a minor project, or a section of a larger project   + . * A copy of the project plan that the candidate assisted in developing |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBSTR401 Promote innovation in a team environment**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Evidence of two (2) occasions of how the candidate has assisted their team to create innovative ideas   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBSTR502 Facilitate continuous improvement**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * An example of how the candidate has led and managed continuous improvement in Scouting   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBSUS412 Develop and implement workplace sustainability plans**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * Example of three (3) sustainability issues and opportunities that the candidate has identified in Scouting   + .   + .   + . * A copy of the sustainability plan that the candidate has prepared, implemented and monitored for the above issues   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBWHS411 Implement and monitor WHS policies, procedures and programs**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * A copy of the WHS plan for the Scouting area that they are responsible for   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

**Assessment Instrument**

**Performance Evidence Check List**

**Unit of Competency: - BSBWRT411 Write complex documents**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of The Wood Badge |  |  |
| Copy of Membership Profile (e.g., from Extranet or My Scout) |  |  |
| Copy of Reference (see Section D) |  |  |
| Demonstrated the knowledge evidence required by ‘training.gov.au’ through completing the RPL Tool Kit or by professional competency conversation |  |  |
| Demonstrated performance evidence as follows:   * A copy of three (3) complex documents that candidate has planned, drafted and finalised   + .   + .   + . |  |  |
| Completed RPL Tool Kit (if applicable) |  |  |
| **Examples of evidence are attached** |  |  |

**Comments and observations:**

**Location/type of activity:**

**SAIT Assessor’s name:**

**Assessor Number:**

**Date:**

|  |  |
| --- | --- |
|  | Scouts Australia Institute of Training  RTO 5443  Assessment Summary  BSB40520 – Certificate IV in Leadership and Management |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate’s Name:** | | |  | | | | | | | | | |
| **Unit/s of Competency Assessed** | | | | | | | | | | **C or NYC** | | |
| **Core Units** | | | | | | | | | | | | |
| BSBLDR411 | | Demonstrate leadership in the workplace | | | | | | | |  | | |
| BSBLDR413 | | Lead effective workplace relationships | | | | | | | |  | | |
| BSBOPS402 | | Coordinate business operational plans | | | | | | | |  | | |
| BSBXCM401 | | Apply communication strategies in the workplace | | | | | | | |  | | |
| BSBXTW401 | | Lead and facilitate a team | | | | | | | |  | | |
| **Electives**  **Candidates must elect four (4) electives from Group A PLUS three (3) electives from either Group A or Group B from the following** | | | | | | | | | | | | |
| **Group A** | | | | | | | | | | | | |
| BSBCMM412 | | Lead difficult conversations | | | | | | | |  | | |
| BSBCRT411 | | Apply critical thinking to work practices | | | | | | | |  | | |
| BSBCRT413 | | Collaborate in creative processes | | | | | | | |  | | |
| BSBFIN401 | | Report on financial activity | | | | | | | |  | | |
| BSBLDR412 | | Communicate effectively as a workplace leader | | | | | | | |  | | |
| BSBLDR414 | | Lead team effectiveness | | | | | | | |  | | |
| BSBLDR521 | | Lead the development of diverse workforces | | | | | | | |  | | |
| BSBOPS403 | | Apply business risk management processes | | | | | | | |  | | |
| BSBPEF402 | | Develop personal work priorities | | | | | | | |  | | |
| BSBSTR401 | | Promote innovation in team environments | | | | | | | |  | | |
| BSBSTR502 | | Facilitate continuous improvement | | | | | | | |  | | |
| BSBWHS411 | | Implement and monitor WHS policies, procedures and programs | | | | | | | |  | | |
| **Group B** | | | | | | | | | | | | |
| BSBCRT412 | | Articulate, present and debate ideas | | | | | | | |  | | |
| BSBPEF401 | | Manage personal health and well being | | | | | | | |  | | |
| BSBPEF403 | | Lead personal development | | | | | | | |  | | |
| BSBPEF502 | | Develop and use emotional intelligence | | | | | | | |  | | |
| BSBPMG430 | | Undertake project work | | | | | | | |  | | |
| BSBSUS412 | | Develop and implement workplace sustainability plans | | | | | | | |  | | |
| BSBWRT411 | | Write complex documents | | | | | | | |  | | |
| **Evidence used to assess the Candidate’s ability** (Please indicate) | | | | | | | | | | | | |
| CV (Work history) | | | |  | Unit/s specific Recognition Tool | | | | | | |  |
| Log Book of Experience | | | |  | Questioning / Professional Discussion | | | | | | |  |
| Photographs and/or Video | | | |  | Organisation Program / Activity Planning | | | | | | |  |
| Scenarios / Simulations | | | |  | Demonstration on the Job | | | | | | |  |
| Employer / Co-leader Testimonial | | | |  | Client Feedback / Evaluation Forms | | | | | | |  |
| Position description / Review | | | |  | Forms (development and/or implementation of) | | | | | | |  |
| Peer Discussion/ Evaluation | | | |  | Organisational Operating Procedures (Development and/or Implementation of) | | | | | | |  |
| Qualification(s) (retain in aXcelerate) | | | |  |  |
| Other (Provide details): | | | | | | | | | | | | |
| **Subject Matter Experts (SME)** | | | | | | | | **Organisation** | | | | |
| **SME** |  | | | | | | |  | | | | |
| **SME** |  | | | | | | |  | | | | |
| **Assessors Comments:** | | | | | | | | | | | | |
|  | **Lead Assessor** | | | | | **Moderating Assessor** (if applicable) | | | | | | |
| **Name:** |  | | | | |  | | | | | | |
| **Date:** |  | | | | |  | | | | | | |
| **Assessor No.** |  | | | | |  | | | | | | |
| **Signature:** |  | | | | |  | | | | | | |
| **If assessment result is Not Yet Competent (NYC), the Candidate has been provided with:** | | | | | | | | | | | | |
| Information about additional assessments or evidence requirements | | | | | | | | | | |  | |
| Learning pathways they could access to gain further skills and knowledge | | | | | | | | | | |  | |
| **Candidate’s Statement of Acceptance for Not Yet Competent Outcome** | | | | | | | | | | | | |
| I accept the assessment decision and agree that the process was valid and fair. | | | | | | | | | | |  | |
| **OR** I wish to appeal the assessment decision. | | | | | | | | | | |  | |
| **Candidate’s Signature:** |  | | | | | | **Date:** | |  | | | |