Scouts Australia Institute of Training

(SAIT) – RTO 5443

*RPL Assessment Tool Kit*

*BSB60720*

*Advanced Diploma of Program Management*

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

Issued by Scouts Australia Institute of Training (SAIT)

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First issued: 30 September 2021

Version 1.1: 25 November 2021

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# 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 instruments 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 who apply specialised knowledge and skills, together with experience in program management across a range of enterprise and industry contexts. The job roles that relate to this qualification include Program Manager. Individuals in these roles are responsible for managing or directing a program to achieve organisational objectives. A program is defined as a set of interrelated projects, each of which has a project manager. Individuals at this level use initiative and judgement to direct, plan, and lead a range of program functions, with accountability for personal and team outcomes within broad parameters. They use cognitive and communication skills to identify, analyse and synthesise information from a variety of sources and transfer their knowledge to others, and creative or conceptual skills to express ideas and perspectives or respond to complex problems.

Therefore, Scouting has identified eight (8) elective Units of Competency that are reflective of the roles and responsibilities of senior leadership positions within Scouts Australia. This is in addition to the four (4) core units**.** You may choose other elective units in accordance with the Packaging Rules, and this should be discussed with your Assessor. There 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 twelve (12) Units of Competency, four (4) Core Units and eight (8) Elective Units.

|  |  |
| --- | --- |
| **Unit Code** | **Title** |
| **CORE** |
| BSBPMG630 Enable program execution  |
| BSBPMG634 Facilitate stakeholder engagement |
| BSBPMG635 Implement program governance |
| BSBPMG636 Manage benefits |
| **ELECTIVES** |
| BSBPEF502 Develop and use emotional intelligence |
| BSBPMG631 Manage program delivery |
| BSBPMG632 Manage program risk |
| BSBPMG633 Provide leadership for the program |
| BSBPMG637 Engage in collaborative alliances |
| BSBSTR601 Manage innovation and continuous improvement |
| BSBSUS601 Lead corporate social responsibility |
| PSPMGT006 Develop a business case |

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

# SECTION B – Candidate Self-Evaluation of the Units of Competency

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 very 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) |
| 1. I have executed a program of projects |  |  |  |  |  |  |
| 2. I have facilitated the engagement of stakeholders |  |  |  |  |  |  |
| 3. I have implemented program governance |  |  |  |  |  |  |
| 4. I can identify the benefits of a program |  |  |  |  |  |  |
| 5. I know how to develop and use emotional intelligence |  |  |  |  |  |  |
| 6. I have managed the delivery of a program  |  |  |  |  |  |  |
| 7. I have managed program risk |  |  |  |  |  |  |
| 8. I can provide leadership to the program |  |  |  |  |  |  |
| 9. I know how to engage in collaborative alliances |  |  |  |  |  |  |
| 10. I can mange innovation and continuous improvement |  |  |  |  |  |  |
| 11. I can lead corporate and social responsibility |  |  |  |  |  |  |
| 12. I have developed a business case |  |  |  |  |  |  |
| **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 for competency 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 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.

| **Professional Conversation – Possible Interview Questions, Candidate’s Responses and Assessment**

| **Core unit of competency****BSBPMG630 – Enable program execution** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| Explain how you would envision the desired future state |  | **Yes** | **No** |
| How do you establish program governance? |  | **Yes** | **No** |
| Describe how you could review the execution of the program |  | **Yes** | **No** |

Additional notes from conversation |
|  |

|

| **Core unit of competency****BSBPMG634 – Facilitate stakeholder engagement** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| How do you communicate with stakeholder? |  | **Yes** | **No** |
| Describe how you achieve stakeholder commitment |  | **Yes** | **No** |
| Explain how you assess the effectiveness of your stakeholder engagement |  | **Yes** | **No** |

Additional notes from conversation |

|

| **Core unit of competency****BSBPMG635 – Implement program governance** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| Describe how you facilitate effective decision making and accountability |  | **Yes** | **No** |
| Explain how you implement systems and methods |  | **Yes** | **No** |
| How do you ensure program compliance? |  | **Yes** | **No** |
| Explain how you enable program support services |  | **Yes** | **No** |

Additional notes from conversation |

|

| **Core unit of competency****BSBPMG636 – Manage benefits** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| Describe how you identify benefits and trade-offs |  | **Yes** | **No** |
| Explain how you ensure you deliver the expected benefits |  | **Yes** | **No** |
| How do you evaluate the attainment of the expected benefits? |  | **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 |

|

| **Elective unit of competency****BSBPMG631 – Manage program delivery** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| How do you resource and fund the program? |  | **Yes** | **No** |
| Explain how you monitor program progress |  | **Yes** | **No** |
| Describe how you address the legal and regulatory requirements |  | **Yes** | **No** |
| How do you manage program risks? |  | **Yes** | **No** |

Additional notes from conversation |

|

| **Elective unit of competency****BSBPMG632 – Manage program risks** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| Explain how you direct and plan program risk management |  | **Yes** | **No** |
| Describe how you manage program risks |  | **Yes** | **No** |
| Outline how you assess program risk outcomes |  | **Yes** | **No** |

Additional notes from conversation |
|

| **Elective unit of competency****BSBPMG633 – Provide leadership for the program** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| Describe how you establish the vision for a program |  | **Yes** | **No** |
| How do you manage program risks? |  | **Yes** | **No** |
| How do you support staff learning? |  | **Yes** | **No** |
| Outline how you evaluate your leadership |  | **Yes** | **No** |

Additional notes from conversation |

|

| **Elective unit of competency****BSBPMG637 – Engage in collaborative alliances** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| How do identify opportunities for collaboration and develop collaborative alliances? |  | **Yes** | **No** |
| Describe how you establish collaborative agreements |  | **Yes** | **No** |
| Explain how you support the evolution of collaborative agreements |  | **Yes** | **No** |

Additional notes from conversation |

|

| **Elective unit of competency****BSBSTR601 – Manage innovation and continuous improvement** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| How do establish ways of working with your team? |  | **Yes** | **No** |
| Describe how you identify and implement improvements and innovative processes |  | **Yes** | **No** |
| Explain how you develop workplace culture and tools for continuous improvement, innovation and learning |  | **Yes** | **No** |

Additional notes from conversation |

|

| **Elective unit of competency****BSBSUS601 – Lead corporate social responsibility** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| How do identify the context for corporate social responsibility? |  | **Yes** | **No** |
| Describe how you establish corporate social responsibility policy |  | **Yes** | **No** |
| Explain how you could monitor and evaluate corporate social responsibility |  | **Yes** | **No** |

Additional notes from conversation |

|

| **Elective unit of competency****PSPMGT006 – Develop a business case** |
| --- |

|  |  |
| --- | --- |
| **Questions and Candidate’s Responses** | **Assessor** |
| **Competency Achieved** |
| How do you research a business case? |  | **Yes** | **No** |
| Describe how you examine business solutions |  | **Yes** | **No** |
| Explain how you have constructed a business case |  | **Yes** | **No** |
| Describe how you would finalise a business case |  | **Yes** | **No** |

Additional notes from conversation |

# SECTION D – Third Party (Referee) Verification Report

|  |
| --- |
| **BSB60720 – Advanced Diploma of Program 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 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 Candidates 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 – Assessment Instruments and Assessor’s 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 is to 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: - BSBPMG630 Enable program execution**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 that the candidate has executed a program of projects
	+ .
 |  |  |
| 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: - BSBPMG634 Facilitate stakeholder engagement**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 that the candidate has facilitated stakeholder engagement at a senior level
	+ .
 |  |  |
| 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: - BSBPMG635 Implement program governance**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 that the candidate has implemented appropriate governance for a program of projects
	+ .
 |  |  |
| 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: - BSBPMG636 Manage benefits**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 that the candidate has managed the benefits of a program of works
	+ .
 |  |  |
| 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: - BSBPEF502 Emotional intelligence**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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: - BSBPMG631 Manage program delivery**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 managed the delivery of a program
 |  |  |
| 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: - BSBPMG632 Manage program risk**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 managed the risk of a program of projects
	+ .
 |  |  |
| 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: - BSBPMG633 Provide leadership for the program**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 demonstrated leadership for a program of work
	+ .
 |  |  |
| 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: - BSBPMG637 Engage in collaborative alliances**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 demonstrated engagement in collaborative alliances
	+ .
 |  |  |
| 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: - BSBSTR601 Manage innovation and continuous improvement**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 managed and promoted innovation and 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: - BSBSUS601 Lead corporate social responsibility**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 established, monitored and evaluated corporate social responsibility for two areas or opportunities.
	+ .
	+ .
 |  |  |
| 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: - PSPMGT006 Develop a business case**

**Candidates Name:**

|  |  |  |
| --- | --- | --- |
| **Did the candidate do the following?** | **Yes** | **No** |
| Copy of the Diploma of Project Management or higher qualification, or evidence of having completed two (2) years equivalent full-time relevant workplace experience at a significant level within a project or program environment |  |  |
| Evidence of senior leadership experience in a program of Scouting projects, for example at a Region, Branch, National or International level |  |  |
| 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 business case that the candidate has prepared and written
	+ .
 |  |  |
| 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 TrainingRTO 5443Assessment SummaryBSB60720 – Advanced Diploma of Program Management |

|  |  |
| --- | --- |
| **Candidate’s Name:** |  |
| **Unit/s of Competency Assessed** | **C or NYC** |
| **Core Units** |
| BSBPMG630 Enable program execution  |  |
| BSBPMG634 Facilitate stakeholder engagement |  |
| BSBPMG635 Implement program governance |  |
| BSBPMG636 Manage benefits |  |
| **Elective Units** |
| BSBPEF502 Develop and use emotional intelligence |  |
| BSBPMG631 Manage program delivery |  |
| BSBPMG632 Manage program risk |  |
| BSBPMG633 Provide leadership for the program |  |
| BSBPMG637 Engage in collaborative alliances |  |
| BSBSTR601 Manage innovation and continuous improvement |  |
| BSBSUS601 Lead corporate social responsibility |  |
| PSPMGT006 Develop a business case |  |
| **Evidence used to assess the Candidate’s ability** (Please indicate) |
| CV (Work history) |  | Unit/s specific Recognition Tool |  |
| Logbook 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:** |  |