First issued: 2 December 2020 Version 1.1: 2 November 2021 Version 1.2: 25 November 2021

Version 2: 24 August 2023 Version 3: 28 September 2023

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Candidate’s name** | | |  | | | |
| **Assessor’s name** | | |  | | | |
| **Qualification Descriptor** | | | | | | |
| This qualification reflects the role of individuals who apply knowledge, practical skills and experience in leadership and management across a range of enterprise and industry contexts. Individuals at this level display initiative and judgement in planning, organising, implementing, and monitoring their own workload and the workload of others. They use communication skills to support individuals and teams to meet organisational or enterprise requirements. They may plan, design, apply and evaluate solutions to unpredictable problems, and identify, analyse, and synthesise information from a variety of sources.  Therefore, Scouting has identified eighteen (18) elective Units of Competency that may relate to your role in Scouting. In addition to the six (6) core units, you must select six (6) 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. | | | | | | |
| **Defined learning credits** | * Hold the Wood Badge. * Copy of Membership profile (e.g., from Extranet or My Scout) which shows completion/currency for ‘On demand’ learning modules: * WOSM: Safe from Harm 1 Essential Learning.   <https://learn.scout.org/resource/sfh-1-safe-harm-essential-learnings>   * Child Safe Scouting. * WHS for Scouting. | | | | | |
| **Self-Evaluation**  **Core competency tasks** | | **I have performed these tasks** | | | | **Discussion Notes** |
| **Frequently** | | **Never** | **Sometimes** |
| I can influence others through the communication of my ideas. | |  | |  |  |  |
| I have developed members of my team, for whom critical thinking skills such as analysis, synthesis and evaluation are important parts of their role. | |  | |  |  |  |
| I have applied the values, goals, cultural diversity, and inclusion policies in problem solving and decision making within my workplace. | |  | |  |  |  |
| I have developed, monitored, and implemented business and operational plans to provide efficient and effective workplace practices. | |  | |  |  |  |
| I have promoted the development and use of emotional intelligence to manage relationships and maximise team outcomes. | |  | |  |  |  |
| As a team leader, I have led and built a positive culture within my team and used a range of problem solving and decision-making strategies. | |  | |  |  |  |
| **Packaging Rules** | | | | | | |
| This RPL Assessment Tool contains twenty-four (24) units of competency, six (6) Core Units and eighteen (18) Elective Units. The Packaging Rules are that, in addition to the Core units, six (6) elective units of competency must be completed, of which:   * four (4) elective units must be selected from the list below. * for the remaining two (2) elective units:   + may be selected from the list below.   + If not listed, up to two (2) units may be chosen from a Certificate IV or above qualification.   The selection of electives must be relevant to your Scouting role and agreed in consultation with your Assessor. | | | | | | |

**Core units of competency**

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBCMM511 Communicate with influence** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide a copy of two (2) agendas for meetings that you have chaired. | |  |  |
|  |  |
| Provide a copy of two (2) sets of minutes from meetings that you have chaired. | |  |  |
|  |  |
| Provide a copy of the presentations you have made to two (2) different groups. | |  |  |
|  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Explain how you identify communication requirements. |  | | |
| How do you negotiate to achieve agreed outcomes? |  | | |
| Describe how you participate in and lead meetings. |  | | |
| Explain how you make presentations. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBCRT511 Develop critical thinking in others** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have developed the environment for your team that supports the application of critical and creative thinking. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| How do you assess individual and team critical and creative thinking skills? |  | | |
| Explain how you establish an environment that encourages the application of critical and creative thinking. |  | | |
| Describe how you improve and monitor thinking practices. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBLDR523 Lead and manage effective workplace relationships** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide two (2) examples of how you have implemented processes to manage ideas and information. | |  |  |
|  |  |
| * Provide two (2) examples of how you have managed difficult situations. | |  |  |
|  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Describe how you establish effective workplace relationship processes. |  | | |
| Explain how you manage effective workplace relationships. |  | | |
| How do you review the management of workplace relationships? |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBOPS522 Manage business operational plans** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of an operational plan that you have managed and implemented. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Describe how you establish an Operational Plan. |  | | |
| Explain how you determine, acquire, and manage the necessary resources. |  | | |
| What are some of the ways you monitor and review operational performance? |  | | |

|  |  |  |
| --- | --- | --- |
| **BSBPEF502 Develop and use emotional intelligence** | | |
| **Demonstrate the Performance Evidence** | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide two (2) examples of how you have demonstrated emotional intelligence. |  |  |
|  |  |

| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** |
| --- | --- |
| Explain how you evaluate the emotional intelligence of your team. |  |
| How do you identify and develop emotional intelligence in the workplace? |  |
| How do you promote development of emotional intelligence in others? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBTWK502 Manage team effectiveness** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have managed the effectiveness of your team. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| How do you establish a Team Performance Plan? |  | | |
| Explain how you develop and facilitate team cohesion. |  | | |
| Explain how you facilitate teamwork. |  | | |
| How do you liaise with stakeholders? |  | | |

**Elective units of competency**

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBCMM412 Lead difficult conversations** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide two (2) examples of how you have led difficult conversations. | |  |  |
|  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| What do you do to prepare for a conversation? |  | | |
| Explain how you facilitate a difficult conversation. |  | | |
| Describe how you follow up and review the conversation. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBCRT512 Originate and develop concepts** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have developed, refined and implemented a solution to an issue or problem. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Explain how you scope the issue. |  | | |
| Describe how you generate and present solutions. |  | | |
| Outline how you refine solutions for implementation. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBFIN501 Manage budgets and financial plans** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have:   * Developed a budget and financial plan. * Monitored income and expenditure. * Reported on budget and expenditure. | |  |  |
|  |  |
|  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Describe how you plan financial management approaches. |  | | |
| Explain how you implement and monitor financial management plans. |  | | |
| How do you review and evaluate financial management plans? |  | | |

|  |  |  |
| --- | --- | --- |
| **BSBHRM531 Coordinate health and wellness programs** | | |
| **Demonstrate the Performance Evidence** | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have planned, implemented and coordinated a health and wellness program for your team. |  |  |

| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** |
| --- | --- |
| How do you research and analyse employee health issues? |  |
| Explain how you plan a health and wellness program. |  |
| How do you coordinate the program? |  |
| Describe how you evaluate and improve the program? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBLDR521 Lead the development of diverse workforces** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have identified and led diversity in your team. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Explain how you establish the benefits of an inclusive and diverse workforce. |  | | |
| How do you embed diversity and inclusion into team plans and operations? |  | | |
| How do you support the development of a diverse and inclusive workforce? |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBLDR522 Manage people performance** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide examples of how you have managed your team through the use of the Individual Adult Development Plan process for two (2) different members:   * IAVP Phase 1 * IAVP Phase 2 * IAVP Phase 3 | |  |  |
|  |  |
|  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Explain how you allocate work to achieve outcomes. |  | | |
| How do you assess performance and manage underperforming team members? |  | | |
| Describe how you provide feedback? |  | | |
| Explain how you manage follow up. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBOPS504 Manage business risks** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide a copy of a Risk Management plan for your Scouting formation that covers; child protection, operational, WHS, financial and reputational risks. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Explain how you establish the risk context. |  | | |
| Describe how you identify risks. |  | | |
| Outline how you analyse risks. |  | | |
| Explain how you select and implement risk treatments. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBOPS505 Manage organisational customer service** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of a plan that you have developed, implemented and reviewed for delivering and monitoring a Scouting program. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Explain how you establish customer requirements. |  | | |
| Describe how you deliver quality products and services. |  | | |
| How do you evaluate customer service? |  | | |

|  |  |  |
| --- | --- | --- |
| **BSBPEF501 Manage personal and professional development** | | |
| **Demonstrate the Performance Evidence** | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide a copy of your Individual Adult Development Plan (IAVP) Phase 3. |  |  |
| Provide copies of the IAVP Phases 1, 2 or 3 for two (2) members of your team. |  |  |
|  |  |

| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** |
| --- | --- |
| How do you manage the development of work goals? |  |
| Explain how you facilitate the achievement of work priorities. |  |
| Describe how you develop and maintain professional competence. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBSTR501 Establish innovative work environments** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide examples of two (2) different procedures or practices that demonstrate how you have fostered innovation in areas of Scouting, including collaborative work arrangements, building team capacity to contribute to innovation and providing formal and informal learning opportunities. | |  |  |
|  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Explain how you establish work practices |  | | |
| In what ways can you create an innovative environment? |  | | |
| Outline how you implement an innovative work environment |  | | |
| Describe how you share and evaluate innovative ideas in the work environment |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBSTR502 Facilitate continuous improvement** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have led and managed continuous improvement in Scouting. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Describe how you establish systems and processes. |  | | |
| Explain how you monitor and adjust performance strategies. |  | | |
| How do you manage opportunities for further improvements? |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBSTR503 Develop organisational policy** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have developed, revised and promoted organisational policy. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Outline how you review existing policy. |  | | |
| How do you establish the need for policy development? |  | | |
| Describe how you prepare for and develop policy. |  | | |
| Explain how you review the policy development process. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBSUS511 Develop workplace policies and procedures for sustainability** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of a sustainability policy that you have developed, reviewed and implemented. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Outline how you prepare workplace sustainability policies. |  | | |
| Describe how you implement workplace sustainability policies. |  | | |
| Explain how you review the implementation of workplace sustainability policies. |  | | |

|  |  |  |
| --- | --- | --- |
| **BSBTWK501 Lead diversity and inclusion** | | |
| **Demonstrate the Performance Evidence** | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have identified and led diversity and inclusion in Scouting. |  |  |

| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** |
| --- | --- |
| How do you review diversity and inclusion policy. |  |
| Explain how you foster respect for diversity and inclusiveness in the work team. |  |
| Describe how you promote the benefits of diversity and inclusion. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBTWK503 Manage meeting** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide a copy of two (2) agendas for meetings that you have chaired. | |  |  |
|  |  |
| Provide a copy of two (2) sets of minutes from meetings that you have chaired. | |  |  |
|  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Describe how you prepare for meetings. |  | | |
| Explain how you conduct meetings. |  | | |
| How do you follow up after meetings? |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBWHS521 Ensure a safe workplace for a work area** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide an example of how you have established, implemented and evaluated a work health and safety management system for your work area that complies with WHS laws, and organisational policies and procedures. | |  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Describe how to establish a WHS management system in a work area. |  | | |
| Explain how you establish and maintain effective and compliant consultative arrangements for managing WHS in a work area. |  | | |
| Outline how you establish and maintain procedures for effectively identifying hazards and assessing and controlling risks in work area. |  | | |
| How do you evaluate and maintain a work area WHS management system (WHSMS)? |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BSBXCM501 Lead communications in the workplace** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide three (3) examples of how you have developed, reviewed and implemented communication protocols and presented information in a persuasive and professional manner, including applying negotiating to reach the desired outcomes. | |  |  |
|  |  |
|  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| In what ways do you establish communication protocols. |  | | |
| Explain how you coordinate effective communication. |  | | |
| How do you present and negotiate persuasively? |  | | |
| Describe how you review communication practices. |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **CHCCCS019 Recognise and respond to crisis situations** | | | |
| **Demonstrate the Performance Evidence** | | **Evidence to support claim** | |
| **Doc No.** | **Documentation provided** (Number and name the document you are providing for easy reference) |
| Provide three (3) examples of how you have or would respond to a crisis situation involving young people in Scouting. | |  |  |
|  |  |
|  |  |
| **Demonstrate the Knowledge Evidence** | **Candidate’s Responses** | | |
| Explain how to identify an imminent mental health crisis and what are three (3) signs you would look for? |  | | |
| Describe how you would address immediate safety concerns and what are three (3) practices you can use? |  | | |
| Describe how you would refer a person for crisis intervention support. |  | | |
| What are three (3) effective self-care practices you can use? |  | | |

**Referee’s report**

|  |  |
| --- | --- |
| **Referee’s name** |  |
| **Referee’s role** | (*Job title or relationship to candidate*). |
| **Referee’s contact details** |  |
| **Required Skill** | **Referee’s Responses on how the candidate has, or are likely to:** |
| Communicate with influence. |  |
| Develop critical thinking in others. |  |
| Lead and manage effective workplace relationships. |  |
| Manage business operational plans. |  |
| Develop and use emotional intelligence. |  |
| Manage team effectiveness. |  |
| **Referee’s signature** |  |
| **Date** |  |

|  |  |  |
| --- | --- | --- |
| **Assessor’s comments:** | | |
| **Assessor’s signature** |  | **C or NYC** |
| **Date** |  | |
| **Candidate’s signature**  (only required if the Candidate wishes to appeal the decision) |  | |
| **Candidate’s comments**  (only required if the Candidate wishes to appeal the decision) |  | |