**Recognition of Prior Learning   
Application Form**

**Student details**

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| **Student name** |  |
| **Student number** |  |
| **Course code and name** | BSB50820 Diploma of Project Management |
| **Contact number** |  |
| **Employment History** (including your employers’ name, address, phone number, position held, period of employment and description of role and responsibilities) |  |

**Knowledge and Skills**

| **Unit of competency and requirements** | **How often you complete the activities** | | |
| --- | --- | --- | --- |
| **Several times a week** | **Several times a month** | **Never** |
| BSBCMM511 Communicate with influence   * Participate in and lead meetings, and * Prepare and make a presentation to different groups.   In the course of performing the above you:   * listen actively * understand information needs of others * adapt communication to suit the audience * identify suitable platform for presentations * present reliable information * design the presentation to meet the needs of the audience * answer questions clearly and concisely |  |  |  |
| BSBCRT511 Develop critical thinking in others   * Develop an environment for an organisation or work area that supports the application of critical and creative thinking methods.   In the course of performing the above you:   * identify critical and creative thinking concepts and approaches, and their application to a workplace context * facilitate relevant learning opportunities for others * develop questions and prompt questioning to broaden knowledge and understanding of the team member cohort * monitor team skill development to develop recommendations on future learning arrangements to be implemented in future planning |  |  |  |
| BSBLDR601 Lead and manage organisational change   * Develop and implement a change management plan to lead and manage organisational change   In the course of performing the above you:   * analyse and interpret information about the organisation’s internal and external environment and consult with stakeholders to identify requirements and opportunities for changes that support organisational objectives * prioritise opportunities for changes with input from relevant stakeholders * develop a change management project plan for the priority changes incorporating resource requirements, risk management and timelines * develop strategies to communicate or educate the changes and embed them * obtain approvals and agree reporting protocols with relevant managers and implement the plan including addressing barriers to change * review and evaluate the change management project plan and modify as needed to achieve objectives |  |  |  |
| BSBLDR602 Provide leadership across the organisation   * Influence, support and provide resources for at least two individuals * Influence, support and provide resources for at least one team   In the course of performing the above you:   * communicate the organisation’s objectives, values and standards to a range of stakeholders using appropriate media and language * assign accountabilities to teams according to competencies and operational plans * resource teams according to work objectives * demonstrate ethical conduct and professional competence and continuing professional development * encourage others to adopt business ethics and build their commitment to the organisation |  |  |  |
| BSBPMG530 Manage project scope   * Manage project scope   In the course of performing the above you:   * collaborate with stakeholders to produce a scope-management plan * review and document scope-management implementation and recommend improvements |  |  |  |
| BSBPMG531 Manage project time   * Manage project time   In the course of performing the above you:   * develop a project schedule using project management tools and techniques * conduct a review of project scheduling and recommend improvements for the future |  |  |  |
| BSBPMG532 Manage project quality   * Manage project quality   In the course of performing the above you:   * document a quality-management plan * implement quality control and assurance processes for a defined project using a range of tools and methodologies |  |  |  |
| BSBPMG533 Manage project cost   * Manage project cost   In the course of performing the above you:   * monitor costs across a project’s life cycle including solving cost variations and analysing possible alternatives * record expenditure, create accurate financial reports and review cost-management processes |  |  |  |
| BSBPMG534 Manage project human resources   * Manage project human resources   In the course of performing the above you:   * identify and organise project personnel training and development * manage project personnel to achieve project outcomes * apply human resource management (HRM) methods, techniques and tools to the project |  |  |  |
| BSBPMG535 Manage project information and communication   * Manage project information and communication |  |  |  |
| BSBPMG536 Manage project risk   * Manage project risk   In the course of performing the above you:   * conduct effective risk management processes for a project of sufficient complexity * apply risk management techniques, strategies and tools |  |  |  |
| BSBPMG540 Manage project integration   * Implement and manage project integration   In the course of performing the above you:   * work closely with others to integrate all project management functions across a project life cycle according to organisational objectives * negotiate with internal and external stakeholders * create accurate project management documentation * make suggestions for improvements to managing project integration in the future * maintain established links to align project objectives with organisational objectives |  |  |  |

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| --- | --- |
| **Can you perform all the work tasks and activities that are covered by the units of competency as listed above confidently and skilfully?** |  |
| **Are there any gaps in your knowledge and understanding where you might benefit from some additional training? If yes, note what they are.** |  |
| **What evidences do you have to support your application for recognition?** (this could be work samples, work records, performance reviews, job description, letter of offer detailing your job scope, etc.) |  |

**Declaration**

By signing this form, I certify that the information provided above is true and correct.

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| **Student signature** |  |
| **Student name** |  |
| **Date** |  |

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| **Admin Use Only** | | | |
| **Name** |  | | |
| **Position** |  | | |
| **Application forwarded to relevant Assessor** | 🞎 Yes 🞎 No  Sent by: | **Date** |  |
| **Logged in student’s file** | 🞎 Yes 🞎 No  Logged by: | **Date** |  |
| **CEO signature** |  | | |
| **Date** |  | | |