**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 competencyand 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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
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| 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 🞎 NoSent by: | **Date**  |  |
| **Logged in student’s file** | 🞎 Yes 🞎 NoLogged by: | **Date**  |  |
| **CEO signature** |  |
| **Date** |  |