**Recognition of Prior Learning
Application Form**

**Student details**

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| **Student name** |  |
| **Student number** |  |
| **Course code and name** | BSB60420 Advanced Diploma of Leadership and 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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| BSBCRT611 Apply critical thinking of complex problem solving * Lead the process for addressing complex workplace issues up to the point of implementation

In the course of performing the above you:* identify task objectives and risks involved with pursuing identified problem
* research legislative frameworks and applicable frameworks for identified problem
* calculate resources required for solution development process
* facilitate others in idea generation for possible solutions
* present proposed solution to key stakeholders
* use feedback to revise solution to achieve stakeholder approval
* seek necessary approvals for the implementation of the solution
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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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| BSBOPS601 Develop and implement business plans* Develop and implement business plans

In the course of performing the above you:* analyse and research business vision, mission, values, objectives, goals, competitors, financial targets, management arrangements and marketing approaches
* write a business plan, including:
	+ description of the business
	+ products and services
	+ financial, physical and human resource requirements
	+ regulatory requirements
	+ marketing strategy
	+ financial indicators
	+ productivity and performance targets for key result areas
* monitor and respond to business performance including evaluation of performance against key results indicators
* consult, communicate with and report to relevant stakeholders
* provide analysis of the strengths and weaknesses of a business plan
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| BSBPMG633 Provide leadership for the program* Provide leadership for a program of work

In the course of performing the above you:* behavioural models for the role of program manager
* program benefits
* strategies relevant to program management including
	+ communication and negotiating styles and approaches
	+ ethics, equity and fairness norms, regulations and legislation
	+ learning and development methods and strategy
	+ risk management plan and strategies
	+ types and formats for program vision
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| BSBSTR601 Manage innovation and continuous improvement* Manage and promote innovation and continuous improvement for an organisation or work area

In the course of performing the above you:* identify opportunities for improvement
* consult with stakeholders
* promote the value of creativity, innovation and sustainability and recognising successes
* support testing and trialling of new ideas
* undertake risk management and cost-benefit analysis for options
* plan for and implement improvements using organisation’s processes for approvals, project management and change management
* facilitate contributions to and communications about continuous improvement and innovation
* capture insights, experiences and ideas for improvements and incorporate them into the organisation’s knowledge management systems and future planning
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| BSBSTR602 Develop organisational strategies* Consult and communicate with relevant stakeholders and develop and implement strategic plans for an organisation

In the course of performing the above you:* analyse organisation’s internal and external environment to formulate strategic plans, including:
	+ background and research relevant to strategic plan
	+ legislation, regulations and codes of practice, including for intellectual property
	+ objectives, strategies and priorities
	+ roles and responsibilities
	+ performance indicators
	+ timeframes
	+ cost-benefit and risk analysis
* seek advice from appropriate experts
* monitor and evaluate the implementation of strategic plan and make refinements
* review effectiveness of planning processes and identify opportunities for improvement
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| BSBXCM501 Lead communication in the workplace* Collate research on internal and external communication needs
* Develop and implement communication protocols in accordance with organisational requirements
* Present information in a persuasive and professional manner
* Apply negotiation techniques to reach desired outcomes
* Address communication challenges for continuous improvement
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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** |  |