**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 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 |  |  |  |
| 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 |  |  |  |
| 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 |  |  |  |
| 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 |  |  |  |
| 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 |  |  |  |
| 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 |  |  |  |
| 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 |  |  |  |
| 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 🞎 No  Sent by: | **Date** |  |
| **Logged in student’s file** | 🞎 Yes 🞎 No  Logged by: | **Date** |  |
| **CEO signature** |  | | |
| **Date** |  | | |