



Assessor Practitioner's Manual

APPENDIX D

RPM Assessment: Certification Process

PROJECT MANAGER ASSESSMENT CERTIFICATION PROCESS

A candidate may be seeking guidance on any one of the following. It is the responsibility of an Assessor to ensure that the process is followed when completing an assessment:

A. Candidate reviews website and / or contacts PROKOM.

Information about eligibility to become Certified Project Manager is discussed with the candidate and they are referred to the website for a Project Manager Assessment Certification Process in PROKOM.

B. Assessor conducts pre assessment interview/discussion.

All Assessors are endorsed by PROKOM only after strict guidelines are adhered to and they have undergone an induction process. Assessors are appointed to undertake assessment with a candidate or group of candidates.

The Assessor discusses the Certified Project Manager process (using pre-approved PROKOM Participant's Self-Assessment Readiness Check - (see attachments) to understand preliminary information about becoming a Certified Project Manager. This discussion would revolve around:

- establishing candidates background and job requirements/professional development for certification;
- an explanation of the assessment and verification process (see attachment);
- documentation in relation to the types of evidence that may be considered for all levels within the Certified Project Manager program;
- evidence in the context of the level of Certified Project Manager the candidate is seeking, viz.:
 - Qualified Project Practitioner QPP
 - Registered Project Manager RPM
 - Registered Project Director RPD
- making sure candidates understand the assessment tools and techniques that will be used;
- identifying the grievance process, and;
- identifying gaps. (Note: Where gaps are identified, candidates should be referred to a Registered Training Organisation for the appropriate workshop and / or training activity).

C. Application

The candidate then applies for QPP, RPM, or RPD. Part of this application process will require nomination by two referees. These referees may be contacted by PROKOM or by an Assessor.

D. Assessment Activity

The Assessor conducts the assessment of Certified Project Manager. This must involve:

- Assessment of Underpinning Knowledge and Understanding (UKU) (see attached);
- Evidence sighted/meets principles of Validity, Authenticity, Reliability, Currency, Sufficiency; and
- Evidence around Certified Project Manager competency standards as issued by PROKOM.

Assessment Reporting and Verification**A. Assessor Report & Evaluation form**

After the completion of the assessment, a report must be generated with recommendations by the Assessor (see report form attached which must be used). This report by the Assessor must be sent to PROKOM immediately following the Certified Project Manager assessment, advising PROKOM of the level certified.

A report is also given to the client advising them about certification recommendation; i.e. candidate advised accordingly that they have obtained Certified Project Manager; or candidate can resubmit further evidence without requiring total re-assessment, however, this must be within a sixth month timeframe from date of commencement of assessment.

An evaluation form must be given to the candidate. This is then faxed by you, or the candidate to PROKOM.

B. PROKOM checks

PROKOM checks reports for procedural completeness and evaluations for process errors.

C. PROKOM verifies

PROKOM verifies a sample of Assessor's reports, methods, techniques and tools. A formal report is not necessary for each report made to PROKOM as we will conduct further audit where more formal evidence will need to be given or the assessment process may be observed. Where there are inconsistencies or more evidence is needed, the number of verifications will increase.

D. Certification awarded

JKR Project Manager Certification Committee awards the certificate and notifies candidate and Assessor. If the candidate is judged competent:

- the candidate receives hard copy **certificate**;
- the candidate is entered onto the **PROKOM's register as a Project Manager** (at appropriate level).

E. Where candidates have not completed the program:

Where a candidate has been found not yet competent (NYC) for Certification they may re-apply at any time.

Candidates who are not yet competent will be advised by the Assessor. A copy of the assessment report will be forwarded to both the candidate and PROKOM for records management purposes. The Assessor MUST lodge an adverse report after the expiry date of the six month time limit to the candidate.

Other Considerations

Other information and action necessary for an efficient and productive assessment of competence and outcome includes:

Communication:

As soon as possible so that:

- everyone knows what is going on;
- those involved have time to get ready;
- there are no concerns about what is happening;
- any tools or equipment that might be needed are available/working.

The Pre-Briefing covers:

- who is being assessed, and why;
- what standards are being assessed against;
- the reliability of the standards;
- how the assessments will be carried out;
- who will assist the candidate in accessing or providing evidence;
- whether or not simulators or special projects have to be prepared, and by whom;
- agreements on the processes in the event of disputes regarding assessment decisions;
- agreement on roles, responsibilities and expectations.

The Start-Up Workshop covers:

- understanding the standards against which the assessment will be carried out;
- everyone's role, especially the candidate, the assessor and the advisor;
- what is expected of the candidate, especially what might constitute good evidence;
- how evidence will be assessed and judged;
- any learning resources or workbooks etc. that are going to be used.

The collection of evidence looks for:

- the candidate being fully competent against the standards;
- the candidate being fully competent against some but not others; or
- the candidate not yet showing evidence of competency against any of the standards.

Why is the Candidate the one responsible for collecting evidence?

- The assessor usually has another job to do and wouldn't have time to do this.
- No-one else would know where to look for as wide a range of evidence as the candidate him/herself.
- No-one else would always fully understand the evidence as well as the candidate.
- The qualification will belong to the candidate, not anyone else, therefore he/she should take the lead in demonstrating evidence of competence.
- The candidate will know better than anyone else his/her strengths and weaknesses when it comes to displaying competence.
- Each person brings a wide range of individual experience, skills and knowledge to the workplace therefore each is in a better position to document and present this as evidence.

- For the system to be totally fair and equitable each person must be given the opportunity to display competence on their own merits, not have someone else do it for them - especially someone they may not know or who may not know them.

Assessing further developmental needs involves:

A. Needs of the candidate

- Special projects to put new skills and knowledge into practice.
- Opportunities to share these with others.
- Further training in specialist fields.
- Assessment against higher level standards.
- Assessment against another field of standards.
- The formation or joining of networks to discuss ways of implementing skills and knowledge on the job.

B. Needs of the system

- Additional or top up training for key players.
- Better or more streamlined administration such as application procedures, record keeping etc.
- Additional or wider support from other staff including supervisor, peers or management
- Introduction of new policies such as job-share or job-rotation to assist in the assessment timetable.
- Different ways of carrying out the initial workshops.

