

COMPETENCY BASED TRAINING AND ASSESSMENT SYSTEM (CBAS)

Session 3: Managing the CBAS



Managing CBAS: Objectives

- Explain the CBAS: Theory & Practice
- Examine CBAS Management Techniques
- Confirm Rules of CBAS Management
- Activity: Examine Practitioner Manual Appendices – CBAS documentation

What the CBAS provides ... policies and procedures

- candidate selection
- rational and purpose of competency-based assessment
- assessment records / data management/information management
- recognition of current competency / recognition of prior learning / credit arrangements
- assessors - needs, qualifications, maintaining currency
- assessment reporting procedures
- assessment appeals

What the CBAS provides ... policies and procedures cont'd

- candidate grievances / complaints
- verification / internal audit
- validation
- costs / resourcing
- access and equity / reasonable adjustment
- partnership arrangements
- links with human resource or industrial relations systems
- links with overall quality management system

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Managing the CBAS involves:

- communicating and 'marketing' information throughout JKR about the system and processes
- access and equity in the assessment processes
- administration of assessors and, where required, internal verification functions including training and quality assurance
- the provision of a recognised appeals procedure
- monitoring and evaluation arrangements, and
- funding and resourcing arrangements

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Managing the CBAS involves:

- Developing and promoting quality assurance measures
- Ensuring everyone involved in the processes are fully aware of their responsibilities and, where appropriate, trained to an acceptable level
- Coordinating all assessments, including arranging for substitute or external assessors where necessary or the movement of candidates to areas where their assessment can be carried out

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Managing the CBAS involves:

- Monitoring equity and access to ensure the policies are accepted and enforced
- Identifying assessors appropriate to the standards, and the candidate, involved in the assessment
- Developing and maintaining the appropriate records, including training records and action plans
- Providing a link between the assessment processes and outcomes and the relevant HR activities within JKR, including training and development, education and self-development, recruitment and succession planning, organisational goals and objectives, and the appraisal system

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Managing the CBAS involves:

- 'Championing' the system within JKR and helping maintain enthusiasm and motivation for the processes
- Providing advice and guidance to assessors, mentors and candidates
- Maintaining an up to date knowledge of assessment networks and current trends/processes

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KEY STAKEHOLDERS

- CBAS Manager/s in JKR
- Candidates
- Candidate's Manager/Supervisor
- PM Coach/Mentor
- Internal Assessor & RPL Advisor
- External Assessor



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JKR Complex Project Management Branch (CPMB) Management Roles

- Key roles for the CBAS in CPMB are:
 - Senior Director CPMB – CBAS Sponsor
 - Director CPM Implementation and Change Division – CBAS Manager
 - Unit Head PM Development Division – CBAS Developer
 - Unit Head PM System & Evaluation – PMS Manager
 - Unit Head Communications & Corporate – CBAS Training Manager
 - JKR Certified Assessors
 - Administration Manager

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Activity

- Draft a network Diagram of stakeholders for the JKR CBAS Management
- Assign responsibilities
- DISCUSS

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JKR Assessment Records

- Typical CBAS Records for JKR are:
 - Record of Initial Interview and Assessment
 - Record of Scheduled visits and assessment interviews
 - The completed PM Assessment Record Book and Evidence Log Book
 - Assessment Management Plans
 - Assessment Reports for Certified PM
 - JKR Assessor Certification
 - Validation Management Plans
 - Refer to Appendices for full list

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Activity

- Examine the AMMM Phases – key roles and responsibilities
- Examine the Practitioner Manual Appendices to determine the extent of CBAS Documentation
- DISCUSS

SUMMARY

- Objectives
- CBAS policy & procedures
- CBAS management
- Key Stakeholders
- CBAS Documentation

QUESTIONS???

Issues - Points of view???


