

COMPETENCY BASED TRAINING AND ASSESSMENT SYSTEM (CBAS) Workshop

Session 7: Plan & Organise Assessment



Plan & Organise Assessment: Objectives

- Determine focus of assessment
- Prepare the Assessment Management Plan (AMP)
- Contextualise and review assessment plan
- Organise assessment arrangements
- Activity: prepare a draft AMP



Determine the Focus of the Assessment

- Examine Potential RPM Pool in JKR: determined by CPMB in consultation with Departmental Managers
- Selection and analysis of Target Group.
- Review Performance/Seniority Levels: to be undertaken in conjunction with the policy and guidelines in the PMCF.



Review PM Training and Acceptance as Candidates

- An important ingredient in establishing a candidate's knowledge (of PM) is often found in the types and frequency of education and training undertaken, such as: generic or targeted training programs, education at TAFE or University, Departmental programs, technical specialist programs. Many of these programs may have knowledge units embedded that will apply to the assessment you are about to undertake.
- It is the RPL Advisor or Assessors responsibility to investigate what avenues have already been taken in this regard; especially the JKR PM Workshop attendance and coaching



Assessment Management Plan (AMP) – Appendix K – preliminary questions

- Who is to be assessed and who else will be involved?
- Why the assessment is being carried out in the first place.
- Which standards are being used?
- When is the assessment due to start?
- What methods are to be used to carry out the assessment (if specified)?
- Can other methods be used?
- What is the availability of top-up or additional training?
- What is the availability of additional assessment resources (if needed)?
- What is the timetable for other activities such as the pre-briefing and start-up workshops?
- When will assessors and mentors/advisors be allocated and briefed?
- What equipment or resources are needed (especially simulators)?
- What monitoring and evaluation will be carried out of the assessment?
- Who else will be involved in this?



Initial Interviews and Self Assessment

- Certified PM Candidate Self Assessment Checklist and Initial Interview (See also Appendix H & I)
- The purpose of this self assessment & readiness checklist is to assist with setting clear expectations for candidates in relation to Project Manager Certification from CPMB.



Compile Assessment Management Plan (APM) – Appendix K

- Examine Appendix K
- Create objectives for your assessments
- DISCUSS



Conduct Initial Interview: Conduct Assessment Session 1 (refer AMMM)

Interview Candidate	JKR Initial Interview Form
Review Assessment Level	Self Assessment Checklist
Review Statements or Claims	Examine documentation
Confirm RPM Target Level	Discussion
Determine Competency Gap	Analysis
Agree 'Gap' rectification	RPM Assessment Record Book
Provide Evaluation Documents	Evidence Guide
Candidate Statement of Claims	Evidence Folder
Establish Assessment Schedule	Schedule

Activity

- Examine the Self-Assessment Checklist
- Role Play – Assessor / RPM Candidate
- Compile the first draft of your AMP for the coming assessment series
- DISCUSS



SUMMARY

- Objectives
- Determine focus of assessment
- Prepare the Assessment Management Plan (AMP)
- Contextualise and review assessment plan
- Organise assessment arrangements
- Compile draft AMP

QUESTIONS???

Issues - Points of view???


