



**WORKPLACE ASSESSOR
CERTIFICATION
Assessor Coach Check Lists
Coaching**

- Session 1**
- Session 2**
- Session 3**
- Session 4**

Completion

- RPM Candidate Submission**
- Trainee Assessor Submission**

COACH:

CANDIDATE:

Document Management**Version Control**

Version	Date	Author	Reason	Reference
1.0	May 2013	UKPP	Initial Issue	

Amendments in this Version

Date	Page No.	Amendment Summary

PURPOSE OF THIS DOCUMENT

This document is intended to provide an Assessor with a Guideline Document for the conduct of a progressive assessment of Trainee Assessors across a number of sessions conducted by the Trainee Assessor with their RPM candidates.

This assessment includes Assessor Coach participation with the Trainee Assessor during the conduct of interviews with PRM candidates and is intended to secure an appreciation by the Assessor Coach of the abilities of the trainee and to identify likely assessment competency gaps.

It should be undertaken in conjunction with a review of the candidate's workshop training and debriefing sessions.

At the conclusion of the process the Assessor should have a comprehensive understanding of the Trainee Assessor's competency level and their ability to:

- advise RPM Candidates on the appropriate level at which to seek certification;
- to determine an appropriate methodology for undertaking an assessment;
- the action required to demonstrate competency appropriate to the level being assessed, and
- the ability to provide guidance on those areas of competence for which competencies need to be developed.

Outcomes of Process:

- The progressive identification by the Assessor Coach of coaching requirements (as necessary) to complete the assessment process.
- The Trainee Assessor's ability to guide an RPM Candidate through the assessment process.
- Confirm (as appropriate) the Trainee Assessor's suitability for certification.
- Identify the Trainee Assessor's potential for qualification of a Certified Assessor through an appropriate Registered Training Organisation.

Session 1 Interview Check List

Assessor Candidate: **Date:**

Assessment Candidate:

- Introductions
- Explanation of Project Manager Certification Program
- Diagrams
- Process flow chart
- Objective
- Deliverables
- Roles & responsibilities
- Assessor
- RPM Candidate
- Discussion re Candidate CV
- Discussion re professional background
- Discussion Self Assessment
- Explained RPM / RPD differences
- Confirm RPM Target Level
- Determine Competency Gap
- Agree 'Gap' rectification
- Schedule to establish competencies
- Explain Summary Document
- Provide RPM Assessment Record Book
- Explain Assessment Record Book
- Provide Evidence Folder
- Explain Evidence Folder
- Establish Assessment Schedule

Assessor Coach Comments:

Session 1 Debrief Check List

Review of RPM Outcomes

- Confidence in message transfer
- Confidence in selected level of RPM
- ARB activity established
- Evidence folder activity established
- Assessment Schedule agreed
- Confidence re nominated completion
- Key issues for next review see below

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Assessor Coach Comments:

Review of Assessor Role Outcomes

- Confidence in Assessor conveying role
- Confidence in candidate acceptance
- Confidence re Assessment completion
- Assessor ARB activity established
- Evidence folder entries reviewed
- Key assessment issues for next Review see below

Assessor Coach Comments:

Session 2 - Daily Activities for Assessors' Training

9.00 – 9.30am	Certified Assessor's session with assessor candidates
10.00 – 12.00am	Coaching session: Assessor candidate with PM candidate (See schedule for project manager certification assessment)
12.00 – 12.30pm	Debrief: Assessor & Coach
2.00 – 4.00pm	Coaching session: Assessor candidate with PM candidate (See schedule for project manager certification assessment)
4.00 – 4.30pm	Debrief: Assessor & Coach

Session 2 Briefing Check List

Assessor Candidate: **Date:**

Assessment Candidate:

- Appointment Times confirmed
- Assessment Management Plan reviewed
- Game Plan Review / dot point Folder reviewed
- Contact with RPM candidate
- Issues noted from discussions
- Progress expected of RPM Candidate
 - Functional targets (a)
 - Functional targets (b)
 - Functional targets (c)
- Expectation re "Gap" rectification
- Knowledge Review questions available
- Other items discussed
- Any expected issues for Session 2 see below

Notes

Session 2 Interview Check List

Assessor Candidate: **Date:**

Assessment Candidate:

- Introductions
- Discuss Overall Progress
- Review Summary Document
- Review agreed Targets & Progress
- Functional targets (a)
- Functional targets (b)
- Functional targets (c)
- Underpinning knowledge and understanding tested
- Review RPM Assessment Record Book
- Issues re Assessment Record Book
- Use of Evidence Folder
- Examination of Evidence
- Issues re Evidence Folder
- Sign off on competencies proven
- Competency Gaps specified
- Action proposed re 'Gap' rectification
- Schedule to establish competency (ies)
- Re-establish Functional targets
- Reconfirm Assessment Schedule
- Other issues see below

Assessor Coach Comments:

Session 2 Debrief Check List

Review of RPM Outcomes

- Confidence in quality of RPM evidence
- Evidence test for
 - Validity
 - Authenticity
 - Reliability and Consistency
 - Currency
 - Sufficiency
- RPM ARB activity review
- Evidence Folder review
- RPM Functions Schedule agreed
- Confidence re nominated functions
- Confidence re schedule to completion
- Key issues for next review see below

Assessor Coach Comments:

Review of Assessor Role Outcomes

- Application of requirements
- Demonstrated Flexibility
- Demonstrated Fairness and Equity
- Confidence in conveying advice
- Grasp of topics discussed
- Confidence given in role as Assessor
- Evidence folder entries reviewed
- Key assessment issues for next Review see below

Assessor Coach Comments:

Trainee Assessor Session 3

Session 3 - Daily Activities for Assessors' Training

9.00 – 9.30am	Certified Assessor's session with assessor candidates
10.00 – 12.00am	Coaching session: Assessor candidate with PM candidate (See schedule for project manager certification assessment)
12.00 – 12.30pm	Debrief: Assessor & Coach
2.00 – 4.00pm	Coaching session: Assessor candidate with PM candidate (See schedule for project manager certification assessment)
4.00 – 4.30pm	Debrief: Assessor & Coach

Session 3 Briefing Check List

Assessor Candidate: **Date:**

Assessment Candidate: **RPM Level:**.....

- Contact with RPM candidate
- Appointment Times confirmed
- Conducted pre-meeting(s) conversations
- Issues noted from discussions
- RPM Candidate progress expected this session
 - Functional targets (a)
 - Functional targets (b)
 - Functional targets (c)
- "Gap" rectification Plan agreed
- Expectation re completion discussed
- Knowledge Review questions available
- Other items discussed
- Any expected issues for Session 2 see below

Notes

Session 3 Interview Check List

Assessor Candidate: **Date:**

Assessment Candidate:

- Introductions
- Used "Ice-breaker" at the beginning of the interview to relax the RPM Candidate
-
- Discussed Overall Progress
- Review Summary Document
- Review agreed Targets & Progress
- Functional targets (a)
- Functional targets (b)
- Functional targets (c)
- Underpinning knowledge and understanding tested
- Referred to standards to clarify how candidates respond to Units of Competence, eg Performance Criteria for "Lessons Learnt"
- Review RPM Assessment Record Book
- Issues re Assessment Record Book
- Use of Evidence Folder
- Examination of Evidence
- Issues re Evidence Folder
- Sign off on competencies proven
- Competency Gaps specified
- Action proposed re 'Gap' rectification
- Schedule to establish competency (ies)
- Re-establish Functional targets
- Reconfirm Assessment Schedule (KAS)
-
- Other issues see below

Assessor Coach Comments:

Session 3 Debrief Check List

Review of RPM Outcomes

- Confidence in quality of RPM evidence
- Evidence test for Validity
- Authenticity
- Reliability and Consistency
- Currency
- Sufficiency
- RPM ARB activity reviewed
- Evidence Folder reviewed
- RPM Functions Schedule agreed
- Confidence re nominated targets
- Confidence re schedule to completion
- Key issues for next review see below

Assessor Coach Comments:

Review of Assessor Role Outcomes

- Keep questions short and to the point
- Asked "management" rather than "technical" questions
- Had candidates to tell "stories" about their project environment, e.g. issues, problems, solutions, unusual events and how they were managed (good and bad)
- Viewed the Evidence first then checked against the written summary.
- Minimised the amount of photocopying
- Maintained appointment timetable
- Demonstrated Flexibility
- Demonstrated Fairness and Equity
- Confident in conveying advice
- Confident in role as an Assessor
- Evidence folder entries current
- Key assessment issues for next Review see below

Assessor Coach Comments:

Trainee Assessor Session 4 (Final Review)

Session 4 - Daily Activities for Assessors' Training

9.00 – 9.30am	Certified Assessor's session with assessor candidates
10.00 – 12.00am	Coaching session: Assessor candidate with PM candidate (See schedule for project manager certification assessment)
12.00 – 12.30pm	Debrief: Assessor & Coach
2.00 – 4.00pm	Coaching session: Assessor candidate with PM candidate (See schedule for project manager certification assessment)
4.00 – 4.30pm	Debrief: Assessor & Coach

Session 4 Briefing Check List

Assessor Candidate: **Date:**

Assessment Candidate: **RPM Level:**.....

- Contact with RPM candidate
- Appointment Times confirmed
- Conducted pre-meeting(s) conversations
- Issues noted from discussions
- RPM Candidate progress expected this session
 - Functional targets (a)
 - Functional targets (b)
 - Functional targets (c)
- Knowledge Review questions available
- Summary Statement requirement confirmed
- Final submission date confirmed
- Other items discussed
- Any expected issues concerning completion note below

Notes

Session 4 Interview Check List (FINAL)

Assessor Candidate: **Date:**

Assessment Candidate:

Introductions

Review Overall Progress

Review Summary Document

Sign-off of Targets

 Functional targets (a)

 Functional targets (b)

 Functional targets (c)

Confirmation of knowledge and Understanding

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Review RPM Assessment Record Book

Issues re Assessment Record Book

Sign-off of Evidence

Issues re Evidence

Sign off on competencies proven

Continuing 'Gaps' specified

Action proposed re 'Gap' rectification

Schedule to submit Summary Statement

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Reconfirm Assessment Schedule (KAS)

Other issues see below

Assessor Coach Comments:

Session 4 Debrief Check List (FINAL)

Review of RPM Outcomes

- Confidence in quality of RPM evidence
- Evidence test for Validity
- Authenticity
- Reliability and Consistency
- Currency
- Sufficiency
- RPM ARB activity reviewed
- Evidence sign-off
- RPM Completion Schedule agreed
- Confidence concerning candidate
- Confidence re certification
- Outstanding key issues see below

Assessor Coach Comments:

Review of Assessor Role Outcomes

- Keep questions short and to the point
- Asked "management" rather than "technical" questions
- Viewed the Evidence first then checked against the written summary.
- Minimised the amount of photocopying
- Maintained appointment timetable
- Demonstrated Flexibility
- Demonstrated Fairness and Equity
- Confident in conveying advice
- Confident in role as an Assessor
- Evidence folder entries current
- Issues to complete certification program see below

Assessor Coach Comments:

**TRAINEE ASSESSOR
RPM Candidate – Submission Check List**

ITEM	SUBMITTED	ENDORSED	COMMENT
Documentation Lodged with Assessor	<input type="checkbox"/>	Date
Certification of Claims	<input type="checkbox"/>	<input type="checkbox"/>
Assessment Report (Appendix M)	<input type="checkbox"/>	<input type="checkbox"/>
Referee's Report	<input type="checkbox"/>	<input type="checkbox"/>
Job Specification / Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Degrees, Certificates & Statements	<input type="checkbox"/>	<input type="checkbox"/>
Program / Project relevant CV	<input type="checkbox"/>	<input type="checkbox"/>
Summary Statement	<input type="checkbox"/>	<input type="checkbox"/>
Project List	<input type="checkbox"/>	<input type="checkbox"/>
Unit 1 Scope Evidence	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 Time Evidence	<input type="checkbox"/>	<input type="checkbox"/>
Unit 3 Cost Evidence	<input type="checkbox"/>	<input type="checkbox"/>
Unit 4 Quality Evidence	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5 HR Evidence	<input type="checkbox"/>	<input type="checkbox"/>
Unit 6 Communications Evidence	<input type="checkbox"/>	<input type="checkbox"/>
Unit 7 Risk Evidence	<input type="checkbox"/>	<input type="checkbox"/>
Unit 8 Procurement Evidence	<input type="checkbox"/>	<input type="checkbox"/>
Unit 9 Integration Evidence	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

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Assessor's Signature: **Date**

Verifier's Signature: **Date**

Non Assessment Documentation

Assessment Feedback Form

**ASSESSOR
Trainee Assessor – Submission Check List**

ITEM	SUBMITTED	REVIEWED	COMMENT
Documentation Lodged with Assessor	<input type="checkbox"/>	Date	
Certification of Claims & Rec.	<input type="checkbox"/>	<input type="checkbox"/>
Registered PM Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Workshop Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Examination Results	<input type="checkbox"/>	<input type="checkbox"/>
Code of Conduct Signed	<input type="checkbox"/>	<input type="checkbox"/>	Appendix C
Assessor Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Appendix E1
Assessor Readiness Checklist	<input type="checkbox"/>	<input type="checkbox"/>	Appendix E2
Trainee Assessor Coaching Schedule	<input type="checkbox"/>	<input type="checkbox"/>
RPM Candidates Interview Schedule	<input type="checkbox"/>	<input type="checkbox"/>
Validation Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	Appendix F
Assessment Management Plan	<input type="checkbox"/>	<input type="checkbox"/>	Appendix K
Summary of Claims & Evidence			
Unit 1 Lead & Coordinate	<input type="checkbox"/>	<input type="checkbox"/>
Unit 2 Assessment Tools	<input type="checkbox"/>	<input type="checkbox"/>
Unit 3 Plan & Organise	<input type="checkbox"/>	<input type="checkbox"/>
Unit 4 Contribute to Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Unit 5 Assess Competence	<input type="checkbox"/>	<input type="checkbox"/>
Unit 6 Assessment Validation	<input type="checkbox"/>	<input type="checkbox"/>

Comments by Assessor:

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Assessor Signature: **Date**

Verifier Signature: **Date**

Non Assessment Documentation

Assessor Post Assessment Feedback **Appendix P**

