

Recognition of Prior Learning (RPL) Pack

<b>Competency Unit</b>	<b>BSBINN301A Promote innovation in a team environment</b>			
<b>Unit Descriptor</b>	<i>This unit of competency This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.</i>			
Client Candidate Name	Third Party Employer Representative Name	RTO Assessor Name		
Signature	Signature	Signature		
Date	Date	Date		
Supplementary evidence has been provided for this unit <input type="checkbox"/>		Supervisor <input type="checkbox"/> Client <input type="checkbox"/> Colleague <input type="checkbox"/>		Supplementary evidence has been verified and attached for this unit <input type="checkbox"/>

**Skills and Attitudes Assessment**

<b>How am I going to be assessed and what do I need to provide my assessor?</b>	<p>This unit of competency is to be assessed in the workplace or simulated work environment. The following assessment methods are <b>suggested</b>:</p> <ul style="list-style-type: none"> <li>Assessment must ensure: demonstration of skills as part of a team.</li> <li>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; direct observation of team interactions; evaluation of reports by the candidate or the team (could be oral or written) discussing the ideas, challenges and opportunities associated with teams, and how they can be more innovative; evaluation of feedback from other people in the team about the candidate's communication approaches and abilities; oral or written questioning to assess knowledge of the characteristics of innovative teams, innovation concepts more broadly and they ways in which innovation can be encouraged; review of jointly established 'ground rules' for how the team will operate.</li> </ul> <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly. Questioning techniques should suit the language and literacy levels of the candidate.</p>				
		<b>Self Evaluation Assessment 1</b>	<b>Third Party testimonial Assessment 2</b>	<b>RTO Verification Assessment 3</b>	<b>Notes by Assessor</b>
		<b>Task/s Verified by Candidate</b>	<b>Task/s Verified by Supervisor</b>	<b>Task/s Verified by Assessor</b>	
		<b>Yes No</b>	<b>Yes No</b>	<b>Yes No</b>	
	<i>communication skills to work collaboratively as part of a team, to provide guidance and support to others, and to participate in open and constructive discussions.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>creative thinking skills to generate, explore, test and challenge ideas .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>learning skills to stretch boundaries of own knowledge and skills.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>literacy skills to analyse a wide range of information from varied sources.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>planning and organisational skills to participate in the effective allocation of work in a team context.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>problem-solving skills to work constructively to overcome issues and challenges of both a practical and conceptual nature and to make ideas become realities .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>self-management skills to take a pro-active team role and to reflect on own performance in modelling and encouraging behaviour that supports innovation.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>active participation in a team where the team takes a pro-active and considered approach to innovation and innovative practice .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Manages a number of different tasks within the job.....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Responds to problems, breakdowns, changes to routine .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	<i>Demonstrates a positive attitude and responsibility to work .....</i>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

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**The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined** Yes  No

<p><b>Create opportunities to maximise innovation within the team</b> Evaluate and reflect on what the team needs and wants to achieve Check out information about current or potential team members' work in the context of developing a more innovative team Bring people into the team or make suggestions for team members based on what needs to be achieved and the potential for cross-fertilising ideas Acknowledge, respect and discuss the different ways that different people may contribute to building or enhancing the team</p>	<p><b>Organise and agree effective ways of working</b> Jointly establish ground rules for how the team will operate Agree and communicate responsibilities in ways that encourage and reinforce team-based innovation Agree and share tasks and activities to ensure the best use of skills and abilities within the team Plan and schedule activities to allow time for thinking, challenging and collaboration Establish personal reward and stimulation as an integral part of the team's way of working <b>Support and guide colleagues</b> Model behaviour that supports innovation Seek external stimuli and ideas to feed into team activities Pro-actively share information, knowledge and experiences with other team members Challenge and test ideas within the team in a positive and collaborative way Pro-actively discuss and explore ideas with other team members on an ongoing basis</p>	<p><b>Reflect on how the team is working</b> De-brief and reflect on activities and on opportunities for improvement and innovation Gather and use feedback from within and outside the team to generate discussion and debate Discuss the challenges of being innovative in a constructive and open way Take ideas for improvement, build them into future activities and communicate key issues to relevant colleagues Identify, promote and celebrate successes and examples of successful innovation</p>
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Feedback provided to candidate: ..... Candidate signature: .....

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**Assessment Outcome** **Competent**  **Not yet competent**  **Candidate appeals the outcome** **Yes**  **No**  **Initials**..... **Details of appeal:** .....







