

Recognition of Prior Learning (RPL) Pack

Competency Unit	BSBMGT401A Show leadership in the workplace					
Unit Descriptor	This unit of competency This unit describes the performance outcomes, skills and knowledge required to work with teams and individuals, their standard of conduct and the initiative they take in influencing others. At this level, work will normally be carried out within routine and non routine methods and procedures which require the exercise of some discretion and judgement. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.					
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						
How am I going to be assessed and what do I need to provide my assessor?	<p>This unit of competency is to be assessed in the workplace or simulated work environment. The following assessment methods are suggested:</p> <ul style="list-style-type: none"> Assessment must ensure: access to workplace documents A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: analysis of responses to case studies and scenarios; direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate; observation of performance in role plays; observation of presentations; review of performance plans; oral or written questioning to assess knowledge of leadership styles; evaluation of communication of expectations, roles and responsibilities; review of documentation examining options and assessing associated risks to determine preferred course/s of action <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>					Notes by Assessor
			Self Evaluation Assessment 1	Third Party testimonial Assessment 2	RTO Verification Assessment 3	
			Task/s Verified by Candidate	Task/s Verified by Supervisor	Task/s Verified by Assessor	
			Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	communication and presentation skills to represent the organisation, to explain its work to others and to model professionalism		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	decision making skills to demonstrate good judgement and follow through		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	articulation of organisational values and expectations of behaviour.....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	instances where leadership and decision making have been demonstrated and which have led to positive changes in the workplace		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	knowledge of leadership styles and concepts.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Manages a number of different tasks within the job.....		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Responds to problems, breakdowns, changes to routine		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Demonstrates a positive attitude and responsibility to work		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RTO (Office) use only						
The following Elements of Competency and Performance Criteria have been assessed in line with the Required Knowledge and Skills and Attitudes outlined					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Model high standards of management performance and behaviour Ensure management performance and behaviour meets the organisation's requirements Ensure management performance and behaviour serves as a positive role model for others Develop and implement performance plans in accordance with organisation's goals and objectives Establish and use key performance indicators to meet organisation's goals and objectives	Enhance organisation's image Use organisation's standards and values in conducting business Question, through established communication channels, standards and values considered to be damaging to the organisation Ensure personal performance contributes to developing an organisation which has integrity and credibility	Make informed decisions Gather and organise information relevant to the issue/s under consideration Facilitate individuals and teams active participation in decision making processes Examine options and assess associated risks to determine preferred course/s of action Ensure decisions are timely and communicate them clearly to individuals and teams Prepare plans to implement decisions and ensure they are agreed by relevant individuals and teams Use feedback processes effectively to monitor the implementation and impact of decisions				
Feedback provided to candidate:					Candidate signature:	
RTO (Office) use only						
Assessment Outcome Competent <input type="checkbox"/> Not yet competent <input type="checkbox"/> Candidate appeals the outcome Yes <input type="checkbox"/> No <input type="checkbox"/> Initials Details of appeal:						

