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| **Candidate Name:**  **Individual assessment**  **M1**  **ID: Number:** |

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| **Assessment Description:** | **Scope, develop and manage Workplace Return (WPR) - individual projects based on TVET Teaching and Learning best practice in country** |
| **Due date:** | Week 10 of program |

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| **Purpose of Assessment:**  **To develop a project to develop teachers in your organisation** |

Assessment Method:

Develop a project plan (WPR)

Present project plan to management in your country

Implement new program with the teachers

Complete evaluation section of the WPR document

Instructions:

Over the duration of this program you will complete the attached project plan template, developing the structure and the content as part of the learning process of the program that you are participating in.

**Individual Workplace Return Project (WPR) – TEMPLATE:**

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| **Project Title:** | |
| **Prepared by:** | |
| **Organisation/s project will apply to:** | |
| **Identify the links between your project and your organisation’s vision, strategic goals and plans:**  Where possible provide direct quotations from your organisation’s official planning documentation that link to your project. | |
| **Project Aims /Objectives** | *The specific objectives of the project. These need to be written according to SMART (specific, measurable, achievable, realistic and timely) principles* |
| **Context & definition of scope of the project** | Provide a brief (half page) summary of the key issues relevant to this project |
| **Project Deliverables**  **Scope controls** | *What will be delivered at the end of the project? For example: improved service levels, improved processes and new resources* |
| **Project Benefits** | Outline of key benefits to:   * All stakeholders * Your organisation |
| **Scope planning** | Indicate the limits of your project:   * Inclusions * Exclusions |
| **Stakeholders – primary and secondary** | Who are the people who will have an interest in the project’s outcomes? These people may not be directly involved in project completion. |
| **Related Projects** | List any projects that:   * Are dependent on this project * Are interdependent with this project * Your project depends upon to achieve success   Briefly describe the relationship. |

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| **Measurement of outcomes (Criteria)** | * How will you measure success of the project? Criteria must be specific and measurable. * What evidence will you produce to show you have achieved goals that lead reform . |
| **Potential threats/risks and control strategies** | Identify:   * Potential risks to project success. * How likely they are to occur. * Proposed control or mitigation strategies? |
| **Assumptions** | List any underlying assumptions in regard to completion of project goals. |
| **Project Manager** | Name the project manager and briefly outline the role.  List Key Performance Indicators (KPI)and Key Responsibilities Areas (KRA) of the project manager. |

**Project Resource Requirements**

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| **Human resource requirements** | What human resources will be required for this project? Consider:   * Internal staff * External consultants * Working groups | | |
| **Project Team Members** | List the members of the project team and briefly describe their roles. | | |
| **Financial requirements** | What is the allocated budget for the project?   * How is it being funded? * Provide brief breakdown of details e.g. salaries, meeting costs, equipment, travel costs and consumables | | |
| **Proposed Start Date** |  | **Proposed Completion Date** |  |
| **Project Manager** | (signature) | **Date** |  |

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| **WPR - Task List**  (*List all the tasks in the order that they will occur)* | **Person/s responsible** | **Target date for completion** |
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**Note**: Design *and develop a learning program will be a required task as part of your WPR*

**EVALUTATION REPORTS:**

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| **Feedback Summary** | Project Plan Presentation to Management |
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| **Feedback Summary** | Learning program developed and used to develop teachers |
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| **Feedback Summary** | Reflection on success of change |
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| **Review outcomes** | Explain how well the initiative met its objectives. Describe any measures used to evaluate the outcomes. |
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| **Learning from the issues** | Describe any issues which arose during the learning process, and what you have learned in relation to continued implementation and improvement of teaching and learning practices in your organisation. |
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| **Contribution to the organisation** | Describe any immediate or ongoing benefits the teaching and learning practice has produced for the organisation and its clients (e.g. new products, better processes, improved cost effectiveness, client satisfaction, improved quality) |
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| **Analyse and communicate findings** | List ways the learning about the project and the innovative practice can be spread effectively in your organisation |
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| **Assessment Task Decision:** | **Meets requirements**  **Further evidence required** |
| **Comments:** | |

**Assessor: Date:**

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| ***Assessment task covers criteria from:***  ***BSBPMG401A – Apply project scope management techniques***  ***TAEDES401A – design & develop learning programs***  ***BSBCMM401A – make a presentation***  ***BSBDIV301A – Work effectively with diversity*** | ***Elements,1,2***  ***Elements, 1,2,3,4***  ***Elements 1,2,3***  ***Elements 1,2*** |