

**SACPCMP**  
**Recognition for Prior Learning (RPL)**  
**Assessment Tools**

***Category: Pr.CHSM***

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# PART 1

## Assessor's Information

The RPL process **does not** rely solely on documentary evidence. It uses a combination of documentary evidence assessment and questioning to provide evidence of the candidate's competence.

# Introduction

## Recognition of Prior Learning (RPL) Assessment tools

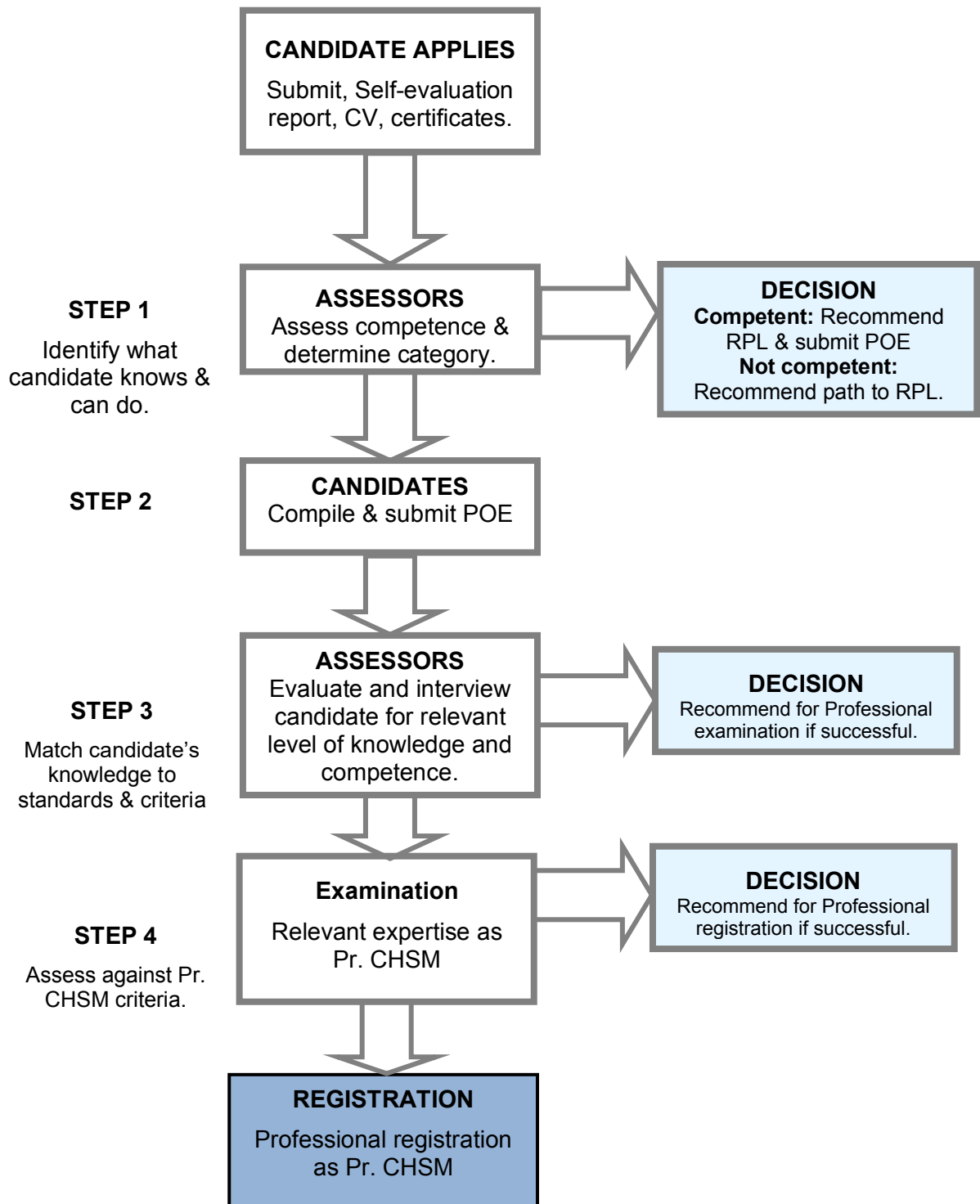
### Professional Construction Health and Safety Manager

This RPL Assessment Tools has been developed by the SACPCMP as a resource to assist RPL Assessors by providing a set of quality assessment tools which can be used to conduct full qualification RPL. This Kit also contains information which can be provided to the candidate.

### A competence-based model for RPL

A process for RPL has been developed to promote holistic, competence-based assessment, which focuses on relating assessment activities to correlate with credits required for outcomes of a professional construction health and safety Manager. This RPL Assessment Tool has been developed to support this competence-based model. The focus of the assessment process is to focus on demonstrated skills and knowledge and is reliant on documentary evidence and demonstration as the main sources of evidence.

# Overview of the RPL Process



# Competence areas

# **Knowledge requirements for competence**

## **Professional Construction Health and Safety Manager**

A Construction Health and Safety Manager is expected to demonstrate detailed knowledge of health and safety requirements at all levels, with the capability to design, compile, implement and manage the health and safety requirements for a construction project from Initiation and Briefing to Project Close-out. A Construction Health and Safety Manager is also required to show ability to mentor, coach and guide Construction Health and Safety Managers and Construction Health and Safety Officers.

## **Requirements**

Successful completion of a total of 8 competency areas made up of:

1. Construction project health and safety management systems
2. Construction health and safety management
3. Construction health and safety performance measurement and monitoring
4. Construction health and safety legal framework
5. Construction health and safety risk management
6. Construction management
7. Human Resources Management for Construction



# List of competencies

This section identifies the units contained in this Assessment Tool

## Units of competency covered in this RPL Assessment

The candidate should indicate which appropriately reflect their skills and experience.

<b>1. Core competence skills</b>		
<b>ID</b>	<b>Competency</b>	<b>Credit: 12</b>
1	Able to communicate clearly, and correctly in written, spoken, and visual form for effective two-way communications	
2	Capable of appropriately responding to written, spoken, or visual messages to ensure efficient communication.	
3	Execute mathematical operations accurately	
4	Apply a systematic approach to solve problems	
5	Utilise a variety of thinking skills to anticipate and solve problems	
6	Show ability to recognise and choose important data, arranging, and recording using suitable technology and information systems.	
7	Demonstrate proficiency in analysing, evaluating, and applying relevant information from a variety of sources	
8	Manage the use of time and other resources to complete projects.	
9	Manage the production, storage, retrieval, and communication of project-related digital documents according to best practices, to meet construction project deadlines and goals	
10	Apply information techniques, computer usage and computer applications in the construction environment	
<b>2. Construction project health and safety management systems</b>		
<b>ID</b>	<b>Competency</b>	<b>Credit: 12</b>
1	Identifying and developing an appropriate health and safety legal framework for a construction project	
2	Apply the principles of cause-and-effect analysis to hazard identification and risk management on a construction project	
3	Identifying best construction health and safety practices and apply to a construction project	
4	Conduct construction project health and safety risk profiling	
5	Designing and developing a construction project health and safety management system	
6	Develop Construction project health and safety policy and standards	
7	Appraise a design for risks	
<b>3. Construction health and safety management</b>		
<b>ID</b>	<b>Competency descriptor</b>	<b>Credit: 12</b>
1	Develop a Construction health and safety resource plan of a construction project	

2	Develop a budget for health and safety on a construction project	
3	Develop and manage construction project health and safety risk communication	
4	Demonstrate ability to manage construction health and safety documentation	
5	Develop an emergency preparedness and response plan	
6	Appraise human factors in construction health and safety	
7	Implement health and safety standards, safe work procedures and processes	
8	Implement construction project health and safety training and competency requirements	

#### 4. Construction health and safety performance measurement and monitoring

ID	Competency descriptor	Credit: 12
1	Develop health and safety specifications and plan for a construction project	
2	Create health and safety systems, legal compliance, verification, auditing, audit result analysis protocols and be able to report the outcomes	
3	Conduct construction health and safety management system reviews	
4	Implement a change management process	
5	Do a construction health and safety trends analysis report on a project	
6	Carry out quality assurance and control on a project	

#### 5. Construction health and safety legal framework

ID	Competency descriptor	Credit: 12
1	Demonstrate knowledge of the South African Legal system and Health and Safety legislation	
2	Correctly apply the fundamental principles of occupational health and safety, and commercial law	
3	Demonstrate the correct understanding of Contractual claims, administration of construction contracts and procurement processes	
4	Demonstrate an understanding of basic legal issues in construction and perform construction contracts administration	

#### 6. Construction health and safety and environmental risk management

ID	Competency descriptor	Credit: 12
1	Demonstrate understanding and conducting of a job safety analysis	
2	Be able to conduct a hazards identification and risk assessment (HIRA)	
3	Analyse and manage project risks to mitigate their impact throughout the construction project lifecycle	
4	Identify construction hazards and provide solutions	
5	Develop a waste management plan and control	

6	Hazardous waste management	
7	Develop a plan for the control of substances and noise harmful to health	

**7. Construction management**

<b>ID</b>	<b>Competency descriptor</b>	<b>Credit: 12</b>
1	Able to contribute to the process of designing for safety	
2	Able to plan the construction work for health and safety	
3	Able to plan for emergencies on construction site	
4	Demonstrate knowledge of advanced construction methods and techniques	
5	Apply the contracts in construction	
6	Ascertain the capability of available resources for a construction project	
7	Correctly apply construction management principles to practical issues and problems in the construction industry	
8	Clearly illustrate the roles as a team member and team leader, in the construction management process	

**8. Human Resources Management for Construction**

<b>ID</b>	<b>Competency descriptor</b>	<b>Credit: 12</b>
1	Manage human resources and solving managerial problems in construction	
2	Demonstrate competence in written and oral communication	
3	Monitor and support workplace health and safety practices and procedures which are compliant with current legislation and regulations	
4	Establish and manage relationships among diverse project stakeholders to achieve construction project goals.	
5	Formulate human resource management strategies to manage personnel requirements for construction project completion	
6	Build and lead multidisciplinary teams throughout the construction project lifecycle to accomplish construction project goals	

# **PART 2**

## **Applicant's Information and Self-Evaluation forms**

These tools should be availed to the applicant before they apply for RPL.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is not a registration category/designation but a systematic process which scores your acquired competencies in lieu of your Built Environment qualification (NQF Level 7).

This means you need to apply for a category of registration in which you are competent for and have more than ten years relevant experience.

The RPL route of application follows two (2) phases:

In the first (1st) phase, you apply through the normal Council application process, submitting your reports. The assessors will then assess your competencies acquired and identify the category you best fit, CHSA, CHSM, CPM or CM. If perceived competent you will then be recommended for RPL.

The second (2nd) phase: the applicant will have to pay the RPL fee. Once paid, the RPL candidate can request briefing about the RPL process, and you will be required to compile the Portfolio of Evidence as per the prescribed format. The POE will be assessed. If he/she is successful, he/she will be recommended for the professional examination.

## Preparing for your RPL

For the council to recognise your experience and knowledge, howsoever acquired for the purpose of registration, you must actively participate in the RPL process. This is important so that your skills, experience, and knowledge you have gained over time can be appropriately identified, matched, assessed, and credited for registration in the correct category.

The competence requirements for registration with the council as a professional, including the identification of work will be availed to you in advance and upon your expression of interest to apply for RPL. It is critical that you know how and what you will be assessed on.

The council and the assessors may ask or need the following:

1. information and evidence of your previous work roles and career history.
2. Any certificates and evidence of training that you have completed.
3. Any other documentation to demonstrate knowledge, skills and experience you have gained over the years.
4. Third party testimonial about your knowledge, skills, and experience in the category that you have applied for.

Examples of some of the documentation you can provide as evidence in support of your application, include:

- a detailed curriculum vitae (CV)
- Certificates
- practicing licences if available
- permits
- photographs
- references, testimonials.
- records of training.
- professional membership with professional bodies or voluntary associations.
- organisation or industry awards
- any documentation to support your knowledge, skills, and experience claims.

In case you do not have documentary evidence, you should spend enough time on preparing the self-evaluation report to clearly demonstrate suitability for registration. In addition, a third-party testimonial and references are crucial at the minimum for you to provide.

## Confidentiality

Please do not include sensitive information and be mindful of the POPI Act. In addition, it is likely that you may need authorisation from your employer or organisations you previously worked for to use certain documents and or information RPL. It is advisable that proprietary names, client names etc. are omitted from the documentation you provide unless you have been granted permission to do so.

## RPL assessment process

Once your training organisation has provided you with the information you need to apply for RPL, you need to follow these four steps in order to complete the process.

<p><b>Step 0</b>– Compile application and self evaluation questionnaire</p>	<p>The application and self-evaluation report (SER), compiled by you, will allow the assessors to identify your areas of experience and competence. You will need to demonstrate competence at this stage as a decision to proceed with your application will be made based on how you assess your knowledge, skills and experience.</p> <p>This also provides you with an opportunity to provide as much evidence as possible to support your claims. Key documents are as per the list on page 29 including any other that you feel are critical to demonstrate your experience.</p>
<p><b>Step 1</b> – Assessors Identify what the candidate knows &amp; can do</p>	<p>At this stage, the assessors will identify what you know and are able to do based on the application, SER and the evidence submitted to the council. A decision will be reached on whether you are competent or not yet competent. A developmental plan will be recommended.</p>
<p><b>Step 2</b> – Candidate submit portfolio of evidence</p>	<p>The Candidate at this stage compiles a detailed portfolio of evidence to demonstrate knowledge. The POE captures their roles and responsibilities and the experience they have obtained over the years.</p>
<p><b>Step 3</b> – Match candidate’s knowledge to standards &amp; criteria</p>	<p>The assessors evaluate the portfolio of evidence and interview the candidate for relevant level of knowledge and competence. A recommendation for professional examination is done at this stage.</p>
<p><b>STEP 4</b>- Assess against Pr. CHSM criteria.</p>	<p>The Professional Examination is administered to the candidate to determine the level of experience relative to the category for which they have applied for. Specifically, the reference is made to the IDOW, and all other knowledge areas required for registration in the category.</p> <p>The panel will recommend to the council whether you are successful for registration or not after this professional examination.</p>

# Candidate's Information

## Candidate's Information Form

*(You may find it easier to provide the information for the following by attaching a **résumé**.)*

<b>RPL recognition for registration as a: PrCHSM</b>		
<b>Biographical information</b>		
First names		
Surname		
Physical address		
Postal address		
Phone numbers	Work:	Home
	Mobile:	Other:
Email		
ID or Passport number		
Do you have a condition or disability that the council should be aware of?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please state if you will need assistance or special equipment during assessments.		
<b>Employment</b>		
Employed?	Yes <input type="checkbox"/> No <input type="checkbox"/> If "No", skip next questions.	
State your current job title.		
State your current employer.		
State period you have worked with current employer.	year/s	month/s

In the space provided below, state some of the tasks you perform that are relevant to your RPL application. Attach additional sheets if the space below is not adequate.


In the space below, please rate how knowledgeable you are in each of the following areas. You will be requested to provide evidence in the POE based on your rating. The ratings are against the knowledge and skills required for an **SACPCMP accredited BSc (Hons) degree** in Construction Health and Safety.

Category: **PrCHSM**

<b>HOW KNOWLEDGEABLE ARE YOU IN FOLLOWING AREAS?</b>	Excellent	Above average	Average	Below average	Very little
Construction project health and safety management systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction health and safety management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction health and safety performance measurement and monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction health and safety legal framework	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction health and safety risk management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Construction management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Management for Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Training** (You will be required to provide evidence)

State any further training that you have attended. Include dates.	<b><u>Type and dates:</u></b>
Enter further information below, you would like to give to support your application in terms of knowledge.	<b><u>Type and dates:</u></b>

--



# Referees

Professional referees to be contacted and provide testimonials	
Full Names (Surname first)	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	
Full Names (Surname first)	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	
Full Names (Surname first)	
Position	
Organisation	
Address of organisation	
Phone number	
Mobile number	
Email address	

# Detailed Employment History

## Candidate's Employment History Form

(Start with the most recent employment but not the current job.)

Name, of employer	Period of employment (DD/MM/YYYY)		Position held	Description of major duties you were assigned
	From	To		
1.				
2.				
3.				
4.				
5.				

May attach additional sheet if it is needed.


### Declaration

I declare that the information I have provided in this application is correct and true and that all the evidence submitted in support of the application is genuine.

Candidate's signature		Date	
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# Candidate's Self-Evaluation Form

## Completion instructions

The self-evaluation questionnaire assists candidates to assess their skills and knowledge against their category of registration. The candidate is implored to be honest in their ratings. The ratings should align with the portfolio of evidence that will be presented later. This evaluation is also part of the evidence submitted by the applicant and therefore the referees or supervisors must sign-off. The supervisor must also comment on your ability to perform or extent to which you are experienced on every ID of work.

Example on how to complete the questionnaire by the candidate and supervisor:

Identify your level of experience in performing each of the competency/task listed below by using the following:

- not well – I do the task but not well.
- well – I do the task well.
- very well – I do the task really well.

Competency/Task	I have performed these tasks			Supervisor's Evaluation	Evidence to support claim	
	Very well	Well	Not well		Doc No.	Name of Evidence
Use a computer to call a team member on teams.	<input type="checkbox"/>	<input type="checkbox"/>	X	Not Well		
Recommend appropriate PPE for all tasks.	<input type="checkbox"/>	X	<input type="checkbox"/>	Well	1	<i>Copy of Company Personal Protective Equipment Requirements recommended by me</i>

## Candidate's Self-Evaluation Questionnaire

Competency area		STAGE 1 – PROJECT INITIATION AND BRIEFING				Date completed		
Number of hours worked on this stage:					Number of hours required on this stage:			
Competency/Task	I have performed these tasks				Supervisor's Evaluation	Evidence to support claim		
	Very well	Well	Not well	Never done it		Doc No.	Name of Evidence	
1.	Assist in developing a clear construction project health and safety brief							
2.	Attend the construction project initiation meetings							
3.	Advise the client on the adequacy of health and safety competency and resources of the other consultants							
4.	Identify construction project health and safety risk profile							
5.	Provide necessary information within the agreed scope of the construction project to the other consultants							
6.	Define the Construction Health and Safety Manager scope of work and services							
<b>The supervisor should comment on the candidate's ability to perform the above tasks.</b>								
<b>Name</b>					<b>Position</b>			
<b>Signature</b>					<b>Date</b>			

Competency area	STAGE 2 – CONCEPT AND FEASIBILITY				Date completed		
Number of hours worked on this stage:				Number of hours required on this stage:			
Competency/Task	I have performed these tasks				Supervisor's Evaluation	Evidence to support claim	
	Very well	Well	Not well	Never done it		Doc No.	Name of Evidence
1. Agree the documentation programme with the principal consultant and other consultants							
2. Prepare the draft construction project health and safety specification							
3. Assess and approve the appropriate specialists' health and safety plans							
4. Review and evaluate design concepts and advise on construction project health and safety in conjunction with the other consultants							
5. Review, update and agree on the construction project health and safety risk profile and prepare the construction health and safety policy for the construction project							
6. Advise on preliminary cost estimates/budgets for construction project health and safety							
7. Prepare draft construction project baseline risk assessment							
<b>The supervisor should comment on the candidate's ability to perform the above tasks.</b>							
<b>Name</b>					<b>Position</b>		
<b>Signature</b>					<b>Date</b>		

Competency area		STAGE 3 – DESIGN DEVELOPMENT				Date completed	
Number of hours worked on this stage:					Number of hours required on this stage:		
Competency/Task	I have performed these tasks				Supervisor's Evaluation	Evidence to support claim	
	Very well	Well	Not well	Never done it		Doc No.	Name of Evidence
1.	Finalise the construction project health and safety risk profile						
2.	Advise designers of their health and safety legal liabilities and responsibilities for constructability, maintainability and operationability of the structure						
3.	Manage, co-ordinate, integrate and record the design risk management process with the other consultants in a sequence to suit the documentation programme						
4.	Monitor the integration of health and safety aspects for constructability, maintainability and operationability of the structure during the design process and finalise the construction project baseline risk assessment						
5.	Identify and implement precautions necessary for construction project health and safety control and update the construction project tender health and safety specifications						
6.	Monitor the implementation of necessary construction health and safety plans, including periodic audits for early works						
7.	Assist the cost consultant with detailed information for initial construction project health and safety cost estimates/budgets						
<b>The supervisor should comment on the candidate's ability to perform the above tasks.</b>							

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<b>Name</b>			<b>Position</b>	
<b>Signature</b>			<b>Date</b>	

Competency area		STAGE 4 - TENDER DOCUMENTATION AND PROCUREMENT				Date completed		
Number of hours worked on this stage:					Number of hours required on this stage:			
Competency/Task		I have performed these tasks				Supervisor's Evaluation	Evidence to support claim	
		Very well	Well	Not well	Never done it		Doc No.	Name of Evidence
1.	Assist in developing a clear construction project health and safety procurement process							
2.	Finalise construction project tender health and safety specifications and integrate with procurement documentation							
3.	Prepare construction project health and safety documentation for submission to authorities							
4.	Assist the cost consultant in the finalisation of the construction project health and safety cost estimate/budget							
5.	Prepare construction project health and safety mobilisation and access plans for the construction work							
6.	Assist with the preparation of contract documentation for signature							
<b>The supervisor should comment on the candidate's ability to perform the above tasks.</b>								
<b>Name</b>						<b>Position</b>		
<b>Signature</b>						<b>Date</b>		



Competency area	STAGE 5 - CONSTRUCTION DOCUMENTATION AND MANAGEMENT				Date completed		
Number of hours worked on this stage:				Number of hours required on this stage:			
Competency/Task	I have performed these tasks				Supervisor's Evaluation	Evidence to support claim	
	Very well	Well	Not well	Never done it		Doc No.	Name of Evidence
1. Assess, discuss, negotiate, and approve the contractor(s) construction project health and safety plans							
2. Submit necessary construction health and safety documentation to authorities and facilitate permits that may be required to commence the construction work							
3. Monitor the implementation of the construction project health and safety plans in accordance with the construction project health and safety specification							
4. Monitor design risk management							
5. Perform incident and accident investigations where necessary							
6. Conduct construction health and safety management system audits							
7. Prepare the structure commissioning health and safety plans							
<b>The supervisor should comment on the candidate's ability to perform the above tasks.</b>							

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	

Competency area		STAGE 6 - PROJECT CLOSE - OUT				Date completed		
Number of hours worked on this stage:				Number of hours required on this stage:				
Competency/Task	I have performed these tasks.				Supervisor's Evaluation	Evidence to support claim		
	Very well	Well	Not well	Never done it		Doc No.	Documentation provided (Number and name the document you are providing for easy reference.)	
1. Review, discuss and approve the health and safety file with the contractor(s) and manage the construction project health and safety during the defects liability period								
2. Prepare the health and safety operations and maintenance report								
3. Prepare the consolidated construction project health and safety close - out report								
<b>The supervisor should comment on the candidate's ability to perform the above tasks.</b>								
<b>Name</b>					<b>Position</b>			
<b>Signature</b>					<b>Date</b>			

# Referee or third-party report

As part of the assessment, the candidate requires evidence from a referee or third-party recommender, (This could be the employer, supervisor, mentor or equivalent). Your truthful report is important because it will be used to validate the candidate's skills and experience. In addition, a letter of support from the employer to validate the candidate's range of tasks that they claim to have performed to identify competence.

The assessor will verify the referee report and all other evidence to collaborate with the claimed knowledge, skills, and experience.

## Referee Report

It is the responsibility of the applicant to ensure that they identify and invite a third-party referee in time to verify the work and to complete the details below to ensure validity. You may need multiple copies of this report.

RPL application for <u>PrCHSM</u>	
<b>Candidate's full names:</b>	
<b>Referee's full name:</b>	
<b>Position/title:</b>	
<b>Name of your organisation:</b>	
<b>Physical address of organisation:</b>	
<b>Your phone number:</b>	
<b>Email:</b>	
<b>This report was completed:</b>	On the council's request <input type="checkbox"/> On the applicant's request independently <input type="checkbox"/>
<b>Did you discuss the application with the applicant?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, state the date of discussion:</b>	
<b>Any other information you would like the council to know about the applicant?</b>	

The Registrar

**SACPCMP**

Re: \_\_\_\_\_, \_\_\_\_\_.  
(candidate's name) (Job title).

I write to confirm that the I have known the above for \_\_\_\_\_ years/months in my capacity as \_\_\_\_\_. I am therefore qualified to provide reference and report to support his application for RPL to register as a \_\_\_\_\_.

\_\_\_\_\_ has regularly been involved and completed the tasks listed below (You may add an additional sheet because of the space).

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

	Yes	No
I fully understand all the evidence the candidate has submitted to support their application and the work that they are involved in.	<input type="checkbox"/>	<input type="checkbox"/>
I am available to be contacted for any clarifications or verification of all the information submitted herein.	<input type="checkbox"/>	<input type="checkbox"/>

For further information or clarification, I can be contacted on \_\_\_\_\_ (phone number) or via email on \_\_\_\_\_

Yours sincerely

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

## Assessor's Evidence Summary Sheet

The assessor should complete the table below during the assessment to capture all the evidence that has been submitted by the applicant.

This sheet can be attached to the evidence if needed.

The assessors are requested to tick or select the most appropriate level of competence that they think the candidate has attained.

<b>Candidate's full name</b>						
<b>Date</b>						
ID	Knowledge area	Evidence submitted				Competent?
		Response to interview Questions	POE	Referee Report	additional evidence	
<b>Against the credit units</b>						
1	Core competence skills					<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Construction project health and safety management systems					<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Construction health and safety management					<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Construction health and safety performance measurement and monitoring					<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Construction health and safety legal framework					<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Construction health and safety and environmental risk management					<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Construction management					<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Human Resources Management for Construction					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Against the IDOW and knowledge areas</b>						
	Project Initiation and Briefing					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Concept And Feasibility					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Design Development					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Tender Documentation and Procurement					<input type="checkbox"/> Yes <input type="checkbox"/> No
	Construction Documentation and Management					<input type="checkbox"/> Yes <input type="checkbox"/> No

ID	Knowledge area	Evidence submitted				Competent?
		Response to interview Questions	POE	Referee Report	additional evidence	
	Project Close - Out					<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
						<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Assessor's signature</b>						
<b>Assessor's name</b>						
<b>Date</b>						

# Part 3

## Interview question record Sheets

In the following section, a sample of questions that could be asked during the interview are compiled. It is not intended that all of these questions should be asked.

On the recording sheets, indicate your assessment of the response or demonstration by the candidate. These recordings will be transferred to the assessors' summary of evidence.



## Assessor's Instructions

The purpose of the interview is to allow the candidate to confirm their knowledge as submitted in their SER, the referees' report, and the portfolio of evidence. The candidate may be allowed to refer to their portfolio of evidence or any other evidence they would have brought to the interview.

## Record of interview

<b>Candidate's full name</b>	
<b>Assessor's full name</b>	
<b>Location and platform of interview</b>	<b>At council offices</b> <input type="checkbox"/> <b>Other (state)</b> _____ <input type="checkbox"/> <b>Online</b> <input type="checkbox"/> <b>Blended</b> <input type="checkbox"/>

## Against the credit units

Candidate		
Question	Key points the candidate should mention	Assessor Comments
Question 1	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
Question 2	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
Question 3	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	
Question 4	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	

Other notes or key observations

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Assessor's signature		Outcome (mark x)	Accept	Not accepted
Assessor's name		Date		

