



## PROJECT NOTIFICATION

Ref. No.:21-CP-29-GE-TRC-B-PN2100052-001(R)

<b>Date of Issue</b>	4 August 2021
<b>Project Code</b>	21-CP-29-GE-TRC-B
<b>Title</b>	Training of Assessors for the Green Productivity Specialists Certification Program
<b>Timing and Duration</b>	23–25 August 2021 (three days)
<b>Hosting Country(ies)</b>	Indonesia
<b>Modality</b>	Digital Multicountry
<b>Implementing Organization(s)</b>	Directorate of Productivity Development, Directorate General for Vocational Training and Productivity Development, Ministry of Manpower of the Republic of Indonesia, and APO Secretariat
<b>Participating Country(ies)</b>	All Member Countries
<b>Overseas Participants</b>	19
<b>Local Participants</b>	12
<b>Qualifications of Participants</b>	Senior professional staff of National Productivity Organizations (NPOs), certified management consultants, and certified professional auditors/assessors of personnel certification schemes
<b>Nomination of Participants</b>	All nominations must be submitted through NPOs of member countries
<b>Closing Date for Nominations</b>	10 August 2021

Notes: This PN supersedes the PN issued on 13 July 2021 due to a change in Financial Arrangements with the APO to also cover honorarium for up to two local resource persons.

## 1. Objectives

- a. Develop qualified, competent assessors for NPOs that will serve as APO-accredited certification bodies (CBs).
- b. Familiarize participants with the APO-GPS 201 Certification Scheme and Competency Standard for Green Productivity (GP) Specialists.

## 2. Background

Assessment is a process to evaluate an individual's ability to meet requirements stipulated under a certification scheme. This may include oral and written examinations or other evaluation means where appropriate. This requires a group of competent assessors, who may include NPO professionals and relevant experts.

The APO-GPS 201 is a certification scheme developed under the APO Accreditation Program. Under this scheme, CBs should conduct documentation verification, examination, desktop assessment, face-to-face panel interviews, and evaluation of submitted GP reports before issuing certification. To build such capabilities, this course aims to develop the first batch of assessors in member countries under the APO-GPS 201.

The APO-GPS 201 replaces the previous certification program that was only open to participants who attended the multicountry training courses on GP specialists. The new scheme includes certification scope and level, prerequisites and competency requirements, GP domain expertise, GP specialist skills, employability skills, code of professional conduct, and certification process. It provides a more systematic approach aligned with international standards for GP specialists. It also serves as the standard guiding document for NPOs or affiliated organizations to operate as APO-accredited CBs and build up pools of certified GP experts according to the needs of member countries. Hence, this course will focus on providing the required skills, knowledge, and ability to perform the role of assessor, while maintaining the highest standards in conducting assessments.

To ensure successful implementation of the certification program and support NPOs in their journey to become and function as CBs, the participants are expected to continue serving with NPOs as internal or external assessors after completion of this training course. This will ensure that CBs are able to certify qualified GP specialists in a sustainable manner.

## 3. Scope, Methodology, and Certificate of Attendance

The duration of each day's sessions will be around three hours, comprising presentations by experts, group discussions, other relevant learning methods, and a final examination. The indicative topics of the presentations are:

### Day 1:

- Introduction to and scope of certification
- Role of assessors
- GP qualification framework, levels of certification, prerequisites, and competency requirements

### Day 2:

- Assessment methods for assessing GP domain expertise, GP specialists' skills, and employability skill
- Role-play exercise

### Day 3:

- Understanding the certification and recertification process for various tiers of GP certification

The detailed program and list of speakers will be provided two weeks prior to the sessions with announcement of the names of the selected participants.

The participants are required to attend all sessions. This full participation is a prerequisite for receiving the APO certificate of attendance.

#### 4. Financial Arrangements

- a. The APO will meet the assignment costs of overseas resource persons and honorarium for up to two local resource persons.
- b. The host country will meet the costs for a virtual site visit(s), either broadcast live or recorded as applicable.

#### 5. Implementation Procedures

Please refer to the implementation procedures for APO digital multicountry projects circulated with this document.

A handwritten signature in black ink, appearing to read 'Mochtan', with a long, sweeping flourish extending to the right.

Dr. AKP Mochtan  
Secretary-General