



PROJECT NOTIFICATION

Ref. No.: 20-IN-73-GE-TRC-B-PN2100004-001

Date of Issue	28 January 2021
Project Code	20-IN-73-GE-TRC-B
Title	Training of Assessors for the Productivity Specialists Certification Program
Timing and Duration	23–25 February 2021 (three days)
Hosting Country(ies)	Malaysia
Modality	Digital Multicountry (DMC)
Implementing Organization(s)	Malaysia Productivity Corporation and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	19
Local Participants	12
Closing Date for Nominations	15 February 2021

1. Objectives

- a. Develop qualified, competent assessors for NPOs that will serve as APO-accredited certification bodies (CBs);
- b. Familiarize participants with the APO 101 Requirements for Productivity Specialists (APO 101) that set the assessment criteria to certify productivity specialists; and
- c. Understand the methods, criteria, and competencies required by assessors to conduct the certification process including document verification and panel interview.

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 means where appropriate. Under the APO 101, CBs should conduct documentation verification, examination, and face-to-face panel interviews before issuing a certification. This requires a group of competent assessors, who may include NPO professionals and relevant experts. Toward that end, this course aims to develop the first batch of those assessors in member countries under the APO 101.

The APO 101 is a certification scheme developed under the APO Accreditation Program. It replaces the previous certification program that was only open to participants who attended the multicountry training courses on Development of Productivity Practitioners (Basic and Advanced). The new scheme includes certification scope and level, prerequisites and competency requirements, productivity domain expertise, code of conduct, and certification process. It provides a more systematic approach aligned with international standards for productivity professionals. 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 productivity experts and specialists 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 that NPOs are continuously supported in their journey to become and function as CBs, the participants are expected to continue serving with the NPOs as assessors after completion of this training course. This will ensure that CBs are able to certify qualified productivity specialists in a sustainable manner.

3. Modality of Implementation

- a. The sessions will be conducted virtually.
- b. The duration of the sessions will be around three hours.
- c. The APO Secretariat will inform the resource persons and participants of the link to the virtual sessions.
- d. The link will be exclusive to resource persons and participants and should not be shared.

4. Scope and Methodology

The sessions will consist of the following:

Day/Date	Activity
Tuesday, 23 February 2021	Presentations: <ul style="list-style-type: none"> • Introduction and scope of the certification • Role of assessors • Levels of certification, prerequisites, and competency requirements Discussions
Wednesday, 24 February 2021	Presentations: <ul style="list-style-type: none"> • Methods for assessing productivity domain expertise, process skills, and people skills • Role play exercise Case study and discussions
Thursday, 25 February 2021	Presentation: <ul style="list-style-type: none"> • Understanding the certification and recertification process for productivity specialists • Course test

5. Qualifications of Candidates

Participants must be competent in connecting to virtual meetings, including independently undertaking troubleshooting in the event of poor or lost connections. They must also be proficient in English, both written and spoken. Specific requirements are as follows:

- a. Senior professional staff of NPOs, certified management consultants, and certified professional auditors/assessors of personnel certification schemes.
- b. Five years of experience or more in the position described above.
- c. University degree or equivalent qualification from a recognized university/institution.

6. Requirements

- a. Have necessary devices comprising a computer, web camera, microphone, and speaker or headphones.
- b. Access to Internet connections suitable for videoconferencing. Stable, wired LAN connections are preferred.
- c. Follow the instructions of the moderators/presenters in asking questions, joining discussions, and answering questions.
- d. Participate in all sessions.

7. Financial Arrangements

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

8. Actions by Member Countries

- a. Each participating country will nominate three or more candidates in order of preference.

- b. Self-nominations will not be accepted.
- c. All nominations must be endorsed by an APO Director or Alternate Director and submitted by a Liaison Officer or designated officer.
- d. Each nomination must be accompanied by the APO biodata form and uploaded to the APO Document Management System (DMS)/Fleekdrive by the NPO. The biodata form is available on the APO website.
- e. Late nominations will not be accepted. When a nomination requires the approval of higher authorities and requires a longer time, the member country concerned should send the name(s) of the nominee(s) before or by the deadline, indicating that approval will follow.
- f. If a selected participant becomes unable to participate, the NPO concerned should inform the APO Secretariat and the host country promptly.

9. Actions by the APO Secretariat

- a. Selection of candidates will be at the discretion of the Participant Selection Committee of the APO Secretariat.
- b. Selection of candidates will be completed and announced two weeks prior to the start of the sessions.
- c. Slots that become available due to withdrawal of a selected candidate(s) or lack of nominations by a member country may be filled by alternates to be selected on a merit basis.
- d. The APO Secretariat will inform NPOs of the final program and link of the virtual sessions one week prior to commencement.

10. Dress Code

Participants are required to wear appropriate business attire during the sessions.



Dr. AKP Mochtan
Secretary-General