



PROJECT NOTIFICATION

Ref. No.: 22-RC-03-GE-TRC-A-PN2200067-001

Date of Issue	25 June 2022
Project Code	22-RC-03-GE-TRC-A
Title	Training Course of Assessors for the Productivity Specialists Certification Program
Timing and Duration	16–19 August 2022 (four days)
Hosting Country(ies)	Fiji
Modality	Digital Multicountry
Implementing Organization(s)	National Training & Productivity Centre, Fiji National University, and APO Secretariat
Participating Country(ies)	All Member Countries
Overseas Participants	38
Local Participants	12
Qualifications of Participants	Senior professional staff of National Productivity Organizations, certified management consultants, professional auditors, and assessors of personnel certification schemes
Nomination of Participants	All nominations must be submitted through National Productivity Organizations of member countries
Closing Date for Nominations	29 July 2022

1. Objectives

- a. Develop qualified, competent assessors that will serve as APO-accredited certification bodies (CBs).
- b. Train participants in the APO-PS 101: Requirements for Productivity Specialists certification scheme.
- c. Impart the methods, criteria, and competencies required by assessors to conduct assessment for certification.

2. Background

The APO Certification Body Development (CBD) Program aims to develop NPOs and their affiliated organizations to become APO-accredited CBs to operate certification schemes of productivity specialists. As a CB, one of the important components is to build a pool of qualified assessors who are familiar with certification schemes and assessment methods.

APO-PS 101: Requirements for Productivity Specialists is a certification scheme developed under the APO Accreditation Program. It serves as the standard for CBs to conduct the certification of productivity specialists. APO-PS 101 includes certification scope and level, prerequisites and competency requirements, productivity domain expertise, process skills, people skills, code of professional conduct, and certification process.

Under this scheme, CBs conduct documentation verification, examination, desktop assessment, and face-to-face panel interviews before issuing certification to candidates. CBs must develop capable internal and/or external assessors to undertake these tasks, ensuring that CB assessments meet the requirements stipulated under APO-PS 101 and qualified productivity specialists are certified sustainably.

This course aims to develop assessors under APO-PS 101 by providing the required skills, knowledge, and ability while maintaining the highest standards in conducting assessments. Participants are also expected to continue serving CBs as internal or external assessors after completion of this training course.

3. Scope and Methodology, and Certificate of Attendance

The duration of each day's sessions will be around three hours comprising presentations by experts, group discussions, and case studies by selected CBs. The indicative topics of the presentations are:

Day 1:

- Introduction to the scope of certification
- Levels of certification, prerequisites, and competency requirements
- Roles and responsibilities of assessors

Day 2:

- Understanding the certification and recertification process for productivity specialists
- Methods for assessing productivity domain expertise, process skills, and people skills

Day 3:

- Role-play exercise
- Group discussions and presentations

Day 4:

- Case studies of APO-accredited CBs
- Assessors' code of conduct

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 'Dr. AKP Mochtan', with a long, sweeping flourish extending upwards and to the right.

Dr. AKP Mochtan
Secretary-General