



## PROJECT NOTIFICATION

Reference No.: 405

<b>Date of Issue</b>	3 June 2024
<b>Project Code</b>	24-RC-02-GE-TRC-B
<b>Title</b>	Training Course for Assessors for the Productivity Specialists Certification Program
<b>Timing</b>	16 September 2024–20 September 2024
<b>Hosting Country(ies)</b>	Vietnam
<b>Venue City(ies)</b>	Ho Chi Minh City
<b>Modality</b>	Face-to-face
<b>Implementing Organization(s)</b>	Directorate for Standards, Metrology and Quality, Vietnam
<b>Participating Country(ies)</b>	Bangladesh, India, Indonesia, Malaysia, Mongolia, Pakistan, Singapore, Sri Lanka, Thailand, and Vietnam
<b>Overseas Participants</b>	18
<b>Local Participants</b>	6
<b>Closing Date</b>	22 July 2024
<b>Remarks</b>	Not Applicable

<b>Objectives</b>	Develop qualified, competent assessors for APO Accreditation Body (APO-AB)-accredited certification bodies (CBs); familiarize participants with the APO-PS 101:2023 Requirements for Productivity Specialists; and impart the methods, criteria, and competencies required by assessors to conduct assessment of candidates for productivity specialist certification.
<b>Rationale</b>	APO-AB CBs operate certification schemes of productivity specialists and grant productivity specialist certification to candidates after their successful evaluation by appointed CB assessors. Hence, CBs must acquire a pool of qualified assessors who are familiar with certification schemes and assessment methods to evaluate the competencies of certification candidates.
<b>Background</b>	<p>The assessment process is crucial for certification schemes. It ensures the consistency and quality of schemes, enhances the credibility and reputation of both certified persons and CBs, oversees compliance with rules and standards, and upholds the code of ethics. Aligned with other international certification standards, APO-PS 101:2023 provides guidelines for APO-AB accredited CBs to conduct assessment processes including documentation verification, examination, desktop assessment, and face-to-face panel interviews before issuing certification to candidates.</p> <p>These processes require capable individuals with skills and knowledge related to the certification scheme. Since the number of CBs is growing and more candidates need to be assessed, the APO continues to offer this course to strengthen accredited CBs, provide updates on the APO-PS 101:2023, and share best practices among CBs. Participants are expected to continue serving CBs as internal or external assessors after completion of the training course.</p>
<b>Topics</b>	Introduction to the scope of certification; Levels of certification, prerequisites, and competency requirements; Roles and responsibilities of assessors; Methods for assessing productivity domain expertise, process skills, and people skills; Certification and recertification process; and Assessors' code of conduct.
<b>Outcome</b>	Competent assessors for the APO-PS 101:2023 standard are able to conduct face-to-face interviews with certification candidates, CBs' capability is strengthened, the reputation of CBs is enhanced, and networks among assessors in member economies are strengthened.
<b>Qualifications</b>	Senior professional staff of NPOs, certified management consultants, certified professional auditors/assessors of personnel certification schemes, and professionals to be engaged by CBs for conducting candidate assessments.

Please refer to the implementation procedures circulated with this document for further details.



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Secretary-General