WPiAM – GCS APPLICATIONS ASSESSMENT

Ref	Designation Criteria to be Assessed	Administrative Checks (on the data submitted by the applicants)	Expert Judgement to be Exercised	Support Material Required	GCS Applications Assessor Requirements
1.	The **role** of the applicant aligns to the proposed designation.	Check alignment based on compliance with the scope of the stipulated elements required. Seek Expert review if necessary.	Back-up confirmation of the appropriateness of the level of the designation applied for.	Guideline on the designation levels that will be applicable to a variety of applicants performing various roles, in various domains, and in various industries.	Understanding of the suite of GCSs and their application linked to stated industry categories.
2.	Applicant meets **minimum years'** general experience in AM.	Check it exceeds the stated minimum based.	Confirm the applicant's general experience is considered in the ambit of AM.	Guideline on the qualifying scope of "general AM experience".	Understanding the scope of AM.
3.	The asset **portfolio is significant.**	Check information provided to confirm it exceeds the stated minimum criteria.	Back-up confirmation whether the portfolio is considered significant in the industry.	Guideline on the minimum criteria for asset complexity, size, value, and / or criticality – where necessary, per industry.	Awareness of the guideline and its application applicable in stated industry categories.
4.	Area of the applicant's **participation** in the organisation's business is significant.	Check that the value statement (relating to the role) is included in the submission.	Confirm the applicant's participation is considered significant within the AM Framework.	Guideline indicating minimum criteria for the assessment of significance of the applicant's participation in the organisation's business.	Understanding of AM as applied in stated industry categories.
5.	The applicant is a **leader** of a multi-disciplinary AM team or **Domain expert.**	Check that the applicant's position in the organisation and role in AM is explicitly stated and motivated in the submission.	Confirm the applicant's role in the industry is considered one of leadership or Domain Expert (SME) .	Guideline indicating the profile definition of a leader and Domain expert (SME), and application per industry where applicable.	Knowledge of AM role applications in industry categories.
6.	The submitted artefacts address the stated **scope** (individually or collectively).	Check that mapping is included in the submission and is complete.	Confirm the artefacts cover the scope required in the specification for the respective designation – as applicable to the industry. *Note: not necessarily in a mature AM environment.*	Guideline noting typical ways that the AMF may be documented per industry category.	Understanding of industry application of good AM practice. 5 years' minimum experience ***performing an AM role in the applicable industry equivalent to the level of a CSAM. (Initially, there will be a need for arrangements to identify and confirm such individuals – as part of a Transition Period)***
		Note where an applicant flags that organisation-specific information is said to be **confidential**, in which case, confirm that compliant alternative information is provided (and it covers the required format and scope). Seek expert review if necessary.	Confirm whether the proposed alternative approach is acceptable and the proposed submission artefacts are considered sufficient for reliable assessment.	Specification for alternative assessment e.g. (i) required copies of document covers, adoption artefacts etc. (ii) Referee to confirm validity (iii) flag need for interview. Provide interview specification *(two interviewers, targeted pre-set questions framed on bridging the artefact submission gaps, notice, costs, documentation, and NDAs).*	As above plus interview techniques.

7.	The submitted artefacts address the scope of the required demonstration of skills stated in the assessment criteria, objectives, or requirements.	Nil	Confirm the appropriateness of the **quality** of the artefacts (bearing in mind the industry, the organisation's operational environment and practice maturity).	Checklist indicating the key aspects to assess the scope and quality of each of the required artefacts as applicable to each designation e.g. the AMF must be holistic and integrated; the AMP scope must include assessment of levels and standards of service, future demand, lifecycle plans, practice improvement etc.	Knowledge of the required minimum AM practice as applicable to different roles and Domains per industry.
8.	The applicant's **domain qualifications** meet the stated requirements in the country of application.	Confirm the applicant's Domain is stated and is valid and that the level of the submitted **domain qualification(s)** meets the stated requirement for the certification level.		Checklist to indicate interpretation of typical **domains recognised to be in the ambit of AM, per industry.** Country interpretation of the minimum level of the baseline qualification requirements for the designation (in line with the annexure to the Position Paper, based on Blooms Taxonomy).	Knowledge and understanding of the country-specific qualifications framework and its application in industry.
	Permitted alternative route to the above: The applicant's knowledge in a stated domain meets the stated requirements based on assessment of workplace or competency-based training and experience.	Flag applications that request knowledge and / or experience assessment based on the alternative (competency-based) method. Check compliance with the guide on the additional minimum experience requirement. *If WPiAM member policy on assessment is* • *(i) through an **external training provider**, confirm it is currently certified; or* • *(ii) by **internal assessment,** confirm completeness of submitted data (artefacts, and special referee report), and refer to GCS Assessor.* *In both cases, note that a **Structured Interview** will need to be arranged (subsequent to above).*	If option (i), conduct periodic assessment of the certification of external training providers. If option (ii), assess conformance of the applicant's workplace training and experience with the stated requirements.	• *Standard WPiAM guideline on **additional requirement of minimum duration of workplace experience in the role (additional 50% of stated minimum for the designation).*** • *WPiAM Member policy on assessment tactics i.e. in-house, external, or both.* • *Requirements for more detailed Referee Report: to comment on individual's knowledge in the stated Domain, confirm the applicant's specific role per artefact; confirm workplace relevance and / or application of the artefacts; and indicate the organisation's AM Practice maturity (as context). The **Referee must be registered with a recognised professional body** (country interpretation).* • *Guideline on assessment of the quality and completeness of submitted artefacts.* • *Arrangements for Structured Interview on domain knowledge.*	**Depends on the WPiAM member policy** on the assessment tactics (in-house or Third Party such as training providers): (i) If by Third Party, then only an administrative check is required to confirm the Third Party is accredited; or (ii) If in-house, knowledge and understanding of concepts for assessment of workplace skills and competency-based qualifications is required (* see below) in the stated **Domain**(s) in line with the country's qualifications framework; and (iii) In both cases, competence to conduct a Structured Interview.
9.	The applicant's **AM qualification** meets the stated requirements in the country of application.	Check on the compliance of various pre-approved training courses (in line with country interpretation, supported by WPiAM, of the level of the qualifications in terms of the stated Bloom's taxonomy requirements.		• Accreditation of courses to the stated levels per country (Blooms Taxonomy per country). • Specification of the required knowledge areas for the AM Certificate (CTAM) and the associated examination accreditation process.	Knowledge and understanding of concepts for assessment of academic, workplace skills and competency-based qualifications in line with the country's qualifications framework.

10	The applicant has passed the CAMA examination (or recognised equivalents)	Check the validity of the CAMA (or permitted equivalents) depending on the designation (including recertification based on CAMA cpd compliance).	Assessment of the equivalence of qualifications to the stated requirements and recommendation to WPiAM.	• WPiAM rules for equivalence to the CAMA examination (in the case of CSAM and CPAM applications) – such as, possibly CMRP etc. • Recommended assessment of the equivalence (or partial equivalence) of country-specific examinations.	Ditto
11.	The application details have been corroborated by an acceptable referee.	Check existence of a reference. Check on the required credentials of the referee. Seek expert review where necessary.	Back-up confirmation of the acceptability of the Referee.	***Guideline to indicate the requirements for referees:*** *Referee to be registered with a recognised professional body.* The responsibility of referees to be stated on the application forms, and acknowledged by the referee: confirmation of accuracy of submitted information on the applicant's AM role in the organisation, the nature and extent of the applicant's participation in the preparation of the artefacts, and the workplace application of the artefacts (…or if not, context and reasons, e.g. organisation's AM maturity).	Awareness and understanding of the referee requirements
12.	The applicant has committed to adhere with the Code of Ethics (CoE).	Check that the applicant has formally committed in the application to adhere with the CoE of the WPiAM member.		A statement of WPiAM's minimum criteria for the Code of Ethics of the respective WPiAM members.	Awareness of the CoE
13.	The previously approved certificant has undertaken at least the minimum continuing professional development (cpd) to maintain certification (applicable after initial application) – applicable to CSAM and CPAM certifications.	Monitor cpd periods and prompt responses from certificants as required. Check that the applicant's statement of cpd submitted for any given period is compliant with the stated minimum requirements. Query where not in compliance. Prompt random audit checks – and request detailed support documentation of the previous submissions – and check completeness. Seek expert support for interpretation where necessary, or in cases of potential non-compliance.	Back-up support (exceptions basis) to review cpd submissions for interpretation of compliance.	Guideline for detailed interpretation of the cpd scoring rules for WPiAM, and, where necessary, country-specific interpretation. Guideline on the type of support evidence acceptable for support of cpd submissions.	Awareness of cpd requirements and interpretation and alignment in specific countries and industries.

* ASSESSMENT CONCEPTS:

- o Evidence may be:
  - Direct Evidence - such as observation of workplace performance
  - Indirect Evidence - such as formal testing
  - Supplementary Evidence - such as references from employers

  The 'nature' of the evidence goes to its credibility and validity and where it may be considered inadequate or need to be supplemented.

- o Principles of assessment:
  - Validity – Assessments are justified:
    - assessment against the designation requirements covers the range of skills and knowledge essential to competent performance.
    - assessment of knowledge and skills is integrated with their practical application.
    - assessment is to be based on evidence that shows that the applicant can demonstrate these skills and knowledge in other similar situations.
    - judgement of competence is based on evidence of applicant performance that is aligned to the designation requirements
  - Flexibility – be able to assess competency no matter how or where acquired and appropriate to context, what is being assessed and learner's individual needs
  - Reliability – Assessments that allow for consistent interpreting of evidence. Results are comparable irrespective of assessor.
  - Fairness – Need to focus on an applicant's needs and provide reasonable adjustment as appropriate (i.e. removing barriers that are not assessable)

- o Rules of evidence:
  - Validity
  - Authenticity
  - Currency
  - Sufficiency more than once, in more than one way, over a period of time?

- o Assessment methods:
  - Direct observation
  - Questioning
  - Simulation activities
  - Third party feedback
  - Portfolios and Review of products

- o Need to take in to account:
  - Content accuracy
  - Relevance to workplace
  - Appropriateness of language