

# Portfolio of Evidence Criteria for GAPPS Endorsed Provider Applications



The GAPPS Endorsed Provider must compile a portfolio of evidence to be submitted to GAPPS for review and approval against the four (4) criteria with sub-criteria. The four (4) criteria are:

**Criteria 1: Evidence of a Quality Management Framework for assessment including a Quality Assurance Plan for assessing against the GAPPS standards**

**Criteria 2: Evidence of a detailed assessment methodology**

**Criteria 3: Provision of two (2) examples of assessment tools**

**Criteria 4a: Samples of a Candidate Information Guide (CIG)**

**Criteria 4b: Evidence of updating candidate information & communications mechanisms**

The following table provides the details of each criteria

| Criteria to be met   | Detailed Sub-Criteria  |
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| <p><b>Criteria 1:</b><br/><b>Evidence of a Quality Management Framework for assessment including a Quality Assurance Plan for assessing against the GAPPS standards that includes:</b></p> | 1.1 Clearly defined assessment policies & procedures   |
|  | 1.2 Legal, organisational & ethical requirements   |
|  | <p>1.3 Records management system for reporting &amp; results that at a minimum is capable of holding records securely for seven (7) years, including the following</p> <ul style="list-style-type: none"> <li>• candidate name</li> <li>• date of assessment</li> <li>• assessor name</li> <li>• level of Certification</li> </ul> |
|  | 1.4 Certification/ qualification procedures including use of the GAPPS Endorsed Provider Logo (samples & policies related to usage in accord with GAPPS logo usage guidelines to be provided)  |
|  | 1.5 Processes for ensuring assessment inter-rater reliability  |

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|  | <p>1.6 Mechanisms for creating or validating assessment tools against the GAPPS (such tools to detail the evidence requirements to meet the GAPPS Standards including how this level and range of evidence meets sufficiency, validity and authenticity required for accurate and fair assessment).</p>  |
|  | <p>1.7 Mechanisms for ensuring the currency of GAPPS standards in use by the provider &amp; how alignment b/w the standards &amp; evidence requirements is maintained</p>  |
|  | <p>1.8 Evidence of how the organisation's assessors meet the GAPPS minimum assessor requirement of:</p> <ul style="list-style-type: none"><li>• A university qualification or Professional Association Certification in Project Management at or above the level of project manager</li><li>• 5 years project management experience</li><li>• Experience in interviewing or assessing project managers</li><li>• And the preference for qualification or certification in assessment</li></ul> |

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| Criteria to be met  | Specific aspects of criteria to be met   | Suggested examples include  |
|---|--|---|
| <p><b>Criteria 2:</b><br/><b>Evidence of a detailed assessment methodology that includes:</b></p> | <p>2.1 Identification and description of the assessment methods and associated activities used to assess against the GAPPS Standards</p> | <ul style="list-style-type: none"> <li>• Documentation outlining the overall assessment methodology</li> <li>• Information about particular methods &amp; activities to be used such as:               <ul style="list-style-type: none"> <li>• Observation methods/checklists</li> <li>• Portfolio guidelines</li> <li>• Self assessment</li> <li>• Written Questionnaire</li> <li>• Verbal questioning/interview</li> <li>• Direct observation</li> <li>• Third party reports</li> <li>• Simulated projects</li> </ul> </li> <li>• Mechanisms for identifying and evaluating Evidence from the Workplace</li> </ul> |
|   | <p>2.2 Definition of the evidence that candidates need to provide in meeting the GAPPS standards</p>                                     | <ul style="list-style-type: none"> <li>• Identified documentary evidence</li> <li>• Evidence plans</li> <li>• Evidence checklists</li> <li>• Examples of appropriate evidence</li> <li>• Portfolio of evidence requirements</li> <li>• Evidence templates</li> </ul>  |
|   | <p>2.3 Information on how the assessment process is clear and repeatable – the same process will be followed each time</p>               | <ul style="list-style-type: none"> <li>• Assessor guidelines</li> <li>• Candidate guidelines</li> <li>• Candidate information booklets</li> <li>• Specific instructions to assessors on the use of the assessment tools</li> <li>• Specific instructions to candidates on the use of the assessment tools</li> <li>• Assessor training</li> </ul>   |

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|  |   | <ul style="list-style-type: none"> <li>• Assessor review</li> </ul>   |
|  | <p>2.4 Information on how the assessment process is fair</p>  | <ul style="list-style-type: none"> <li>• Code of conduct for assessors</li> <li>• Assessor guidelines</li> <li>• Candidate guidelines</li> <li>• Strategies for identifying special needs</li> <li>• Examples of reasonable adjustments/accommodations to meet special needs</li> <li>• Appeals policies and procedures</li> </ul>  |
|  | <p>2.5 information on how the assessment process is valid</p> | <ul style="list-style-type: none"> <li>• Moderation processes moderator notes/records</li> <li>• Evidence plans/checklists etc</li> <li>• Specific instructions to assessors on the use of the assessment tools</li> <li>• Specific instructions to candidates on the use of the assessment tool</li> <li>• Demonstration by applicant that more than one method will be used for GAPPS assessment</li> </ul> |

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| Criteria to be met   | Specific aspects of criteria to be met                                     | Suggested examples include   |
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| <p><b>Criteria 3</b></p> <p><b>Provision of two (2) examples of assessment tools. Each example must show that it is:</b></p> | <p>3.1 Valid and aligned to relevant GAPPS standard(s)</p>                 | <p>Evidence would be direct reference to GAPPS units, elements, performance criteria. Direct reference to CIFTER. Reflects GAPPS assessment guidelines.</p>  |
|  | <p>3.2 Clear &amp; unambiguous (re language, terminology, symbols etc)</p> | <ul style="list-style-type: none"> <li>• Instructions for each tool that reflects the applicants' culture, context etc</li> <li>• Glossary provided</li> <li>• Definitions in text</li> <li>• Plain and simple language (free of jargon, short sentences, no convoluted language, no academic speak)</li> <li>• Acronyms explained</li> <li>• Explanations of methods/activities provided</li> </ul> |
|  | <p>3.3 Reliable</p>  | <ul style="list-style-type: none"> <li>• Instructions to assessors on using the assessment tools</li> <li>• Monitoring of assessment practice when using the assessment tools</li> <li>• Trialling of assessment tools</li> <li>• Validation of assessment tools</li> </ul>  |

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|--|---|---|
| <p><b>Criteria 4a.</b></p> <p><b>Samples of a Candidate Information Guide (CIG) which demonstrate the following information to the candidates:</b></p> | <p>4a.1 A clear &amp; understandable description of the assessment process</p>  | <p>Evidence would be expected to include a step by step outline of the process in both written and diagrammatic format<br/>This should also provide guidance on selection of projects as evidence and the application of the CIFTER</p>   |
|  | <p>4a.2 What evidence the candidates need to provide including:</p> <ul style="list-style-type: none"> <li>• How much evidence is needed (sufficiency)</li> <br/> <li>• How the evidence meets the standards (validity)</li> <br/> <li>• How the candidate shows it is their own evidence (authenticity)</li> </ul> | <p>Evidence should include a documentation checklist that includes information on how much evidence is needed i.e. how many different documents or other evidence is to be supplied.</p> <p>Document checklists should also demonstrate how each item of evidence relates directly back to the standards.</p> <p>Candidate information guide should advise the candidate on how they are expected to prove that the evidence is their own. This might include candidate declaration &amp; signature, assessor verification of evidence at interview or verification by third party.</p> |
|  | <p>4a.3 What are the costs of the GAPPS assessment to the candidate</p>   | <ul style="list-style-type: none"> <li>• Fee schedule/Fee information</li> </ul>  |
|  | <p>4a.4 What are the appeals mechanisms for candidates of GAPPS assessments &amp; generally (if different)</p>  | <ul style="list-style-type: none"> <li>• General appeals policy and procedures</li> <li>• Any Specific GAPPS appeals policy and procedures</li> </ul>   |

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| Criteria to be met   | Specific aspects of criteria to be met                                  | Suggested examples include  |
|--|---|---|
| <b>Criteria 4b</b><br><b>Evidence of updating candidate information &amp; communications mechanisms including:</b> | 4b.1 Evidence of mechanisms for updating candidate guides               | <ul style="list-style-type: none"> <li>• Continuous improvement policy</li> <li>• Document version control</li> </ul>   |
|  | 4b.2 Evidence of how information is communicated to candidates          | <ul style="list-style-type: none"> <li>• Communication policy and procedures</li> <li>• Specified communications for GAPPS processes</li> <li>• Communication mediums e.g. telephone, face to face, verbal, web-based.</li> <li>• Privacy policy</li> </ul>                 |
|  | 4b.3 Evidence of how candidate information is communicated to assessors | <ul style="list-style-type: none"> <li>• Communication policy and procedures</li> <li>• Specified communications for GAPPS processes</li> <li>• Communication mediums e.g. telephone, face to face, verbal, web-based.</li> <li>• Privacy/confidentiality policy</li> </ul> |

The applicant organisation must also specify in writing, in a formal letter accompanying their application, that they agree to:

- collect information and provide feedback to GAPPS, as required, on application and use of the GAPPS Framework.
- recognize assessment findings against GAPPS framework made by other endorsed organisations in line with the Constitution and Membership guidelines ( Mutual Recognition)
- abide by the GAPPS Code of Conduct as set out in the By-Laws of the GAPPS constitution and the Endorsed Provider Application form