



# Self Management Intermediate

Earning a Professional Practice Credential:  
a step-by-step guide

APRIL 2016



[deakinco.com](http://deakinco.com)

# Introduction

Credentialing is different to other kinds of study you may have completed. It is not about attending lectures or tutorials or working on group projects and taking in new information. Instead, it is all about you packaging and mapping information that is uniquely yours – your skills, experience and knowledge.

Earning a Credential is a step-by-step process to identify and document your abilities and accomplishments, driven entirely by you.

## Four steps to earning a Credential

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**STEP 1.** Choose your criteria

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**STEP 2.** Collect your evidence

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**STEP 3.** Write your reflective testimony

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**STEP 4.** Complete your assessment

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This guide explains how to complete each step. You should also consider downloading the Credential Submission Planner (see the Resources section of this Credential's webpage) and mapping out your submission plan. This will provide you with the basic information you need to start developing your submission.

While the credentialing process may be unfamiliar to you, a quick read-through of this document will show you it is a similar process to preparing for a major presentation or a big job interview. It is about showcasing your strengths, reflecting on your achievements and documenting your expertise. Earning a Credential is, at its heart, a self-affirming process for clarifying and verifying the experiences, skills and knowledge that are uniquely yours.



# 1 | Choose your criteria

Your Credential submission must address the relevant criteria. All criteria are mandatory.

How you address the criteria will depend on the type of work you do and the environments in which you operate. To be successful, your submission will need to clearly demonstrate how your experience and achievements align to the relevant criteria.

## You must address five criteria

- Criterion 1** You set short term professional, learning and career development goals
- Criterion 2** You show confidence and high levels of self-belief when taking action in familiar situations
- Criterion 3** You constantly assess your own performance and critically review personal impact on group outcomes
- Criterion 4** You can assess and manage ambiguity and inconsistencies that impact planned outcomes
- Criterion 5** Can absorb negative feedback and translate it into personal improvement goals

## Autonomy, influence and complexity



Along with satisfying the criteria, your submission will need to demonstrate the expected level of autonomy, influence and complexity of your skills and experience. Keep this in mind as you decide which projects or achievements you will include in your submission.

### Autonomy

You have a high level of autonomy and well developed judgement skills, and take responsibility for planning personal development goals and completing allocated work duties.

### Influence

You build relationships and networks to stimulate improved opportunities for advancing professional competence.

### Complexity

You work competently in a range of roles and seek opportunities for advancing skills and knowledge in new situations or emerging career pathways.

# 2 | Collect your evidence

Evidence is the collection of documents you must provide to support the narrative of your reflective testimony.

Consider and select your evidence before writing your reflective testimony. It is recommended that you select 2 to 3 pieces of evidence.

You will be required to provide a description for each evidence file you submit. The assessors will read the description when referring to your evidence. You must include the following details:

- Evidence title
- Date
- Summary of evidence, including your contribution/role in relation to the evidence.

## Types of information to consider providing

- Career plan demonstrating sound judgement and initiative in mapping short term priorities (12-24 months) professional and employment opportunities
- Short term (12 month) personal development plan
- Personal psychometric profiles offering insight into personal leadership, management, or higher-level attributes
- Reports, reviews or feedback (performance appraisals, 360 degree survey, references, employee engagement, and such like) on how others (group) rate personal practices, behaviours and general competence
- Membership and active regional contribution to a professional association or network
- Specialist professional credentials and recognition
- Position description, contract, letter of engagement or similar confirming personal accountability and responsibility for autonomously planning, executing and applying judgement within a defined work or learning role
- Attendance at national conferences and seminars within a profession or a broad field of endeavour
- Existence of, and access to, a local network of peer and professional relationships
- Conduct of work and activities across major teams or operational/professional boundaries

### Remember



Consider how your role in the evidence you submit satisfies the criteria with the appropriate levels of autonomy, influence and complexity.



## Handling sensitive information

Documents submitted must NOT infringe copyright and must NOT be confidential.

You can remove names from evidence documents, however, you will need to provide the following statement on the document 'For the purpose of confidentiality names have been removed.'


Where documents are not all your own work, you will need to explain your contribution within the testimony.

If the evidence relating to the project or initiative is confidential you may supply third party testimony as part of your evidence.

## Third party testimony requirements

- The role of the third party in relation to you and to the project or initiative must be clearly described
- Please provide a link to an online profile e.g. LinkedIn and a phone number that we may use to verify the person's identity and relationship to you
- The person giving the third party testimony must use and agree to the criteria in the legal declaration provided for such testimony

The form can be downloaded from the website.



### Third Party Testimony

<b>Name of candidate:</b>	Click here to enter text.
<b>Date:</b>	/ / 20
<b>Name of Credential:</b>	Click here to enter text.
<b>Level of Credential:</b>	<input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient <input type="checkbox"/> Advanced
<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify) Click here to enter text.
<b>Name:</b>	Click here to enter text.
<b>Current role:</b>	Click here to enter text.
<b>Name of company/organisation:</b>	Click here to enter text.
<b>Contact phone number:</b>	Click here to enter text.
<b>Business email address:</b>	Click here to enter text.
<b>LinkedIn profile link:</b>	Click here to enter text.
<b>Company at the time of the testimony:</b>	Click here to enter text.
<b>Please describe your relationship with the candidate e.g. "the candidate reported to me in 2014."</b>	Click here to enter text.
<b>Please state your testimony, or attach to this form</b>	Click here to enter text.

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<b>Declaration:</b>	<b>I hereby declare that:</b>
	<ul style="list-style-type: none"><li>• The information provided is true and correct to the best of my knowledge, and included to support this candidate's submission for the credential listed above only.</li><li>• I understand that my testimony will be used in the assessment of the candidate and that I may be contacted for verification.</li><li>• I understand that data collection will only be used as that stated in the DeakinDigital Privacy Policy: <a href="https://www.deakindigital.com/privacy-policy">https://www.deakindigital.com/privacy-policy</a></li><li>• I acknowledge and accept that DeakinDigital may vary or revoke any outcome made or reject this candidate's submission on the basis of incorrect, incomplete or fraudulent information provided by me or by the candidate.</li></ul>
	<b>Third party signature:</b>
	<b>Date:</b> / / 20

**Office use only:**

Third party contacted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date contacted:	/ / 20	
Outcome:	Accepted <input type="checkbox"/>	Not Accepted <input type="checkbox"/>
Reason:		
Staff Member:		

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# 3 | Write your reflective testimony

A single piece of testimony will need to be written for all criteria and will also be assessed against how you demonstrate Autonomy, Influence and Complexity.

In order for the evidence to be considered during assessment, you must reference it from within your reflective testimony.

Your reflective testimony is the main component of your submission and is the key basis for assessment.

Your testimony must specifically refer to the parts within your evidence that demonstrate and satisfy the criteria and elements. You must cite those examples in your testimony.

## Reflective testimony requirements

There are requirements that must be adhered to when writing your reflective testimony. Your reflective testimony must:

- Be written in first person and be within 500 to 1000 words
- Be clear, succinct, free from grammatical and spelling errors but not omit any relevant detail
- Include an introductory paragraph that explicitly states the criterion/criteria you have selected, your current role and the level of the role, and indicates how the capability for which you are being assessed is evidenced in your experience

### Did you know?



Philosopher, psychologist and educational reformer John Dewey said **“We do not learn from experience... we learn from reflecting on experience.”**

This reflection provides a lens through which to view your professional capabilities within your own specific professional context and critically evaluate how you approach your role. We have found this process of personal reflection provides insights that translate to a positive influence on how you perform in your role.



# 4 | Complete your assessment

Once you have registered in a Credential you have eight weeks to submit your testimony and evidence for assessment.

The assessment process for this Credential has two stages.

## Stage 1

Submit your reflective testimony, referencing the evidence you are providing. When you have submitted your testimony and evidence – this involves uploading all documentation online – all submitted material will be assessed in accordance with the relevant criteria and the autonomy, influence and complexity.

## Stage 2

Once the assessment panel determines that your submission has met the criteria, you will be invited to attend an online video interview. The recorded interview will be reviewed by the assessment panel and, if your overall submission is successful, you will be awarded the Credential.

*Use the checklist on the following page to ensure you are fully prepared to submit your documentation for assessment.*

### Preparing for your video interview



Your video interview is an opportunity for the assessors to clarify and confirm any of the details in your reflective testimony and evidence submission. The interview questions will focus on the content of your submission. You must have copies of both your evidence and testimony with you for the interview.

The video interview will be recorded and submitted to an assessment panel. The video recording will be stored and kept as part of the audit record of the assessment process.

# Credential submission checklist

Use this checklist to track your progress in preparing your submission.

You should also consider completing a Credential Submission Planner to help consolidate your thoughts. You can download this document from the Resources section of the relevant Credential's webpage.

If you meet all requirements – address all relevant criteria and demonstrate appropriate autonomy, influence and complexity in your testimony; provide suitable evidence to support your testimony; complete all documentation in the appropriate formats; and pass your video interview – you will earn a Self Management Intermediate digital badge from DeakinCo.

## Your checklist

- ☐ Register for the Self Management Intermediate Credential
- ☐ Gather and upload the evidence that will support your testimonial claims
- ☐ Write your reflective testimony, referencing your evidence where appropriate
- ☐ Complete the online declaration and submit
- ☐ If invited, complete your online video interview

### Can we help?



If you require general support with your Credential submission, please email [support@deakinco.com](mailto:support@deakinco.com) or visit our website for further information.





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