**Workplace Project Approval Form**

In order to undertake your assessment task using a workplace project, you must:

1. Nominate your Third-Party Reporter (supervisor, manager or key stakeholder) and submit on the [Third-Party and Workplace Approval page](https://collegeforadultlearning.edu.au/students/third-party-approval/). You only need to do this once unless you change roles or reporting structures. This must be your manager or supervisor on the project and it cannot be a family member or relative
2. Complete and submit this Approval Form on the [Third-Party and Workplace Approval page](https://collegeforadultlearning.edu.au/students/third-party-approval/). You only need to do this once unless you want to choose an alternate workplace project during your course.
3. Ensure that your approved Third-Party Reporter completes the Evidence Collection form for each unit of competency in your course, and that you include this form when submitting your assessment.

Detailed requirements of workplace projects are located following this form.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | | |
| **Course Title:** |  | | |
| **Unit of Study:** |  | | |
| Project Summary (maximum 2 paragraphs). Please write a summary of the project you want to use for your assessment tasks here. | |  | |
| What industry is your project related to? | |  | |
| What is the total value of this project? | |  | |
| What are the start and finish dates of the project? | | Start / /  Finish / / | Duration: ………. months |
| What is your organisation’s role in this project?  *i.e. steering, management, consulting, construction, subcontractor, vendor, supplier etc.* | |  | |
| What is your role in the project? | |  | |
| Briefly state your duties and responsibilities for this project. | |  | |
| Please state the main/major stages of this project | |  | |
| Will you personally be involved in all stages of the project? 🞎 Yes 🞎 No  If “No” please **BOLD** the stages you will be involved in. | | | |
| Please state the number of stakeholders you will be involved with, in this project. | |  | |
| **Coach/Assessor’s Comments:** | |  | |
| **This project 🞎 will be accepted 🞎 will not be accepted** | | | |
| **Coach/Assessor’s Name:** | |  | |
| **Assessor’s Signature:** | |  | |
| **Date:** | |  | |

**Understanding the requirements of a workplace project**

The following projects are NOT acceptable:

* Landscaping projects
* DIY projects
* Home extension projects
* Ceremonies, award distribution, gatherings, events, concerts, travel projects
* House construction projects (Exemption: Simultaneous construction of 3+ houses as part of the same project AND if below mentioned criteria are being met)
* Sole Trader/ Partnerships
* Project Sponsor is an individual or group of individuals NOT a company

The following guidelines apply to the nominated third party:

* Third-party Reporter cannot be a family member or relation
* Third-party Reporter cannot be a business partner or co-director
* Third-party Reporter must provide a work email address

**Minimum project and organisational criteria**

|  |  |
| --- | --- |
| **Duration** | Minimum 12 months |
| **WBS** | Minimum 50 activities |
| **Manpower** | Minimum 5 team members PLUS  the Project Manager PLUS  More than 3 key stakeholders PLUS  Engagement of at least 50 personnel throughout the project life cycle |
| **Budget** | Minimum $1m |
| **Policies and Procedures in place in the organisation** | Performance Management System |
| Work Health & Safety |
| Site Induction/ Orientation |
| Training & Development |
| Risk Management |
| Recruitment |
| Anti-Discrimination & Harassment |
| Grievance Handling |
| Privacy & Confidentiality |
| Recordkeeping |
| Workers Compensation and Claims Management |
| Financial Management |
| Quality Control |
| Quality Assurance |
| **Processes in place in the organisation** | Scope Creep Management |
| Schedule Monitoring & Control |
| Cost Control |
| Change Control |
| Issues Management |
| Project Management Information System |
| Document Management System |
| Procurement Management |
| Asset Management |
| **The Entity** | Company with verifiable ACN and website address |