

DACUM Skill Rating Scale

- 1 - Can perform some parts of this skill satisfactorily but requires assistance and/or supervision to perform the entire skill.
- 2 - Can perform this skill satisfactorily but requires periodic assistance and/or supervision.

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**ASSESS LEARNING
A**

Describe required competencies and/or Learning Outcomes A1	Explain forms of assessment A2	Identify methods of assessment A3	Develop and use learner-centric assessment processes A4	Use flexible assessment strategies A5	Invite learner participation A6	Adapt processes and tools to meet individual differences A7	Demonstrate observation skills A8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Demonstrate interview skills A9	Assess to identified criteria and level of proficiency A10	Assess learning against outcomes A11	Evaluate evidence A12	Present feedback A13	Discuss results and future opportunities A14	Create and organize documentation of results A15	Summarize and defend results A16
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Report results A17	Assess credentials or qualifications A18						
1 2 3 4	1 2 3 4						

**ADVISE
B**

Assist clients through process of self discovery and reflection B1	Explain RPL B2	Explain assessment practices B3	Explain evidence requirements B4	Describe processes and policies B5	Assess needs B6	Analyse needs B7	Assist individuals to profile K S A B8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Identify options B9	Propose options B10	Identify systems and resources B11	Plan collaboratively B12	Develop a learning plan B13	Adhere to legislative institutional and professional association requirements B14	Complete gap analysis B15	Demonstrate coaching skills B16
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Demonstrate referral skill B17							
1 2 3 4							

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**DEMONSTRATE
ESSENTIAL SKILLS
C**

Demonstrate listening skills C1	Demonstrate questioning skills C2	Build and maintain relationships C3	Develop written materials for a variety of audiences and purposes C4	Demonstrate verbal and non-verbal communication skills C5	Demonstrate inter-personal skills C6	Demonstrate teamwork skills C7	Demonstrate life-long learning practices C8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Demonstrate research skills C9	Demonstrate critical thinking skills C10	Organize and manage documents C11	Develop and deliver presentations C12	Use technology C13	Create documents (electronic and paper-based) C14	Use problem-solving skills C15	Demonstrate group facilitation skills C16
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Demonstrate job / task planning and organization skills C17							
1 2 3 4							

**DEMONSTRATE
PROFESSIONALISM
D**

Demonstrate ethical behaviour D1	Demonstrate lobbying skills D2	Demonstrate leadership D3	Demonstrate openness D4	Use language and message appropriate to audience D5	Advocate D6	Apply current RPL / PLAR knowledge, practices and principles D7	Develop and utilize networks and professional organizations D8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Apply research of value to practice D9	Share resources and expertise D10	Act as a catalyst for change D11	Self assess skills and abilities D12	Demonstrate cultural sensitivity D13			
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4			

**DEVELOP RPL
SYSTEMS
E**

Apply RPL philosophy and principles E1	Develop flexible assessment strategies E2	Develop self-assessment tools E3	Create resources for individuals E4	Develop manuals E5	Analyse existing systems and identify opportunities for RPL integration E6	Complete a needs assessment E7	Develop strategic plans E8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Integrate RPL with other systems E9	Develop funding strategies E10	Adapt systems for diverse populations E11	Create administrative resources E12	Evaluate design and development of RPL systems E13	Defend sustainability E14	Determine sustainability E15	Complete an occupational analysis E16
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Create occupation competency profiles E17							
1 2 3 4							

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**IMPLEMENT AND
 MAINTAIN RPL
 SYSTEMS
 F**

Involvement stakeholders F1	Assemble teams F2	Develop reports F3	Facilitate portfolio processes F4	Write policy and procedures F5	Implement strategic plan F6	Implement funding strategies F7	Adapt systems to meet specific needs F8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Manage RPL systems F9	Evaluate RPL systems F10						
1 2 3 4	1 2 3 4						

**PRACTICE QUALITY
 ASSURANCE
 G**

Define quality in RPL G1	Define principles of quality assessment G2	Apply principles of quality assessment G3	Develop quality assurance processes / practices G4	Apply quality standards and guidelines of practice G5	Apply principles of quality assurance G6	Collect and interpret data G7	Evaluate quality of processes, tools, systems G8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Adapt quality assurance process and practices G9	Demonstrate a commitment to continuous improvement G10						
1 2 3 4	1 2 3 4						

**PROMOTE RPL
 PRACTICE
 H**

Define RPL / PLAR H1	Defend benefits of RPL H2	Build RPL awareness H3	Define successes H4	Develop ROI statements H5	Explain qualifications recognition H6	Build support H7	Develop a business case H8
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Develop promotional / awareness materials H9	Demonstrate marketing skills H10	Justify evidence requirements H11	Justify assessment practices H12				
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4				

