



Professional Practice Credential Candidate guide

Governance practice cluster:
Financial acumen,
Driving strategic results,
Professional ethics
Expert

October 2019



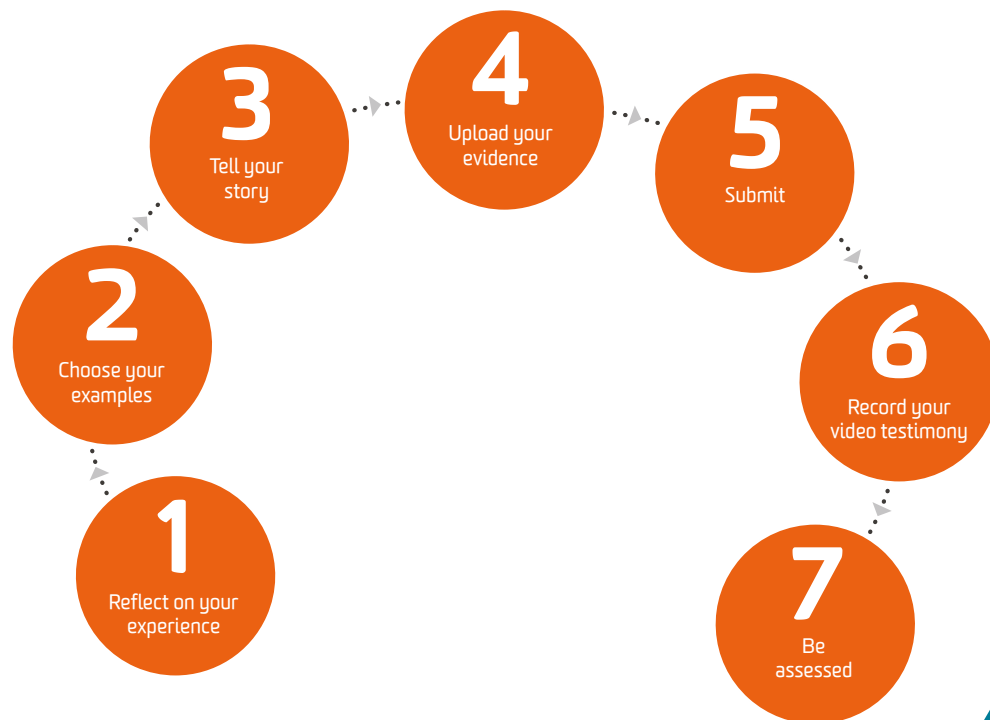
Introduction

Professional Practice credentials recognise the skills and knowledge you have developed through learning, work and experience.

They are different from qualifications because achieving a credential is not about attending lectures, working on group projects or taking in new information. Instead, it is about proving that you already have the skills and knowledge for the credential.

The process is completed online through Deakin's My Micro-credentials portal, and your submission is assessed by professionals with academic and industry experience.

Here's an overview of the credential process. You'll find more detail on the different steps in the following pages.



After reading this guide ...

If you're not already registered, you can do so online. When you are registered into a credential, you'll receive an email invitation to the portal.

To submit, you'll need to verify your identity. The portal will explain how to do this. It will also step you through the rest of the process and provide tips along the way.

If you need help, please email us on ppc@deakin.edu.au

Best wishes for your credentialing journey!

The credential process

Here's an overview of the seven steps involved in the online credential process.

1 Reflect

Reflecting on your experience is a key part of the credential submission process. So before beginning your submission, you'll need to take the time to think deeply about your professional experience. This will help you choose your examples in the next step.

2 Choose your examples

In your submission, you will need to describe at least four examples e.g. projects or initiatives that demonstrate how you have met the criteria and dimensions across the four credentials.

Each example can demonstrate more than one of the credential and criteria and, combined, your chosen examples need to cover all four credentials and criteria. Here are some questions to help you choose your examples:

- How do these examples show your capability?
- What was the context of the example?
- What did you set out to achieve?
- What was the outcome?
- What was your contribution?
- Who were the stakeholders involved?

3 Tell your story

This is an opportunity to provide the detail to support your examples. The My Micro-credentials portal gives you a template for this by providing questions to guide you. This is also known as a reflective testimony and shows the assessors how your examples demonstrate the criteria and dimensions across the four credentials.

4 Upload your evidence

For each example you describe, you must supply at least two supporting evidence documents. These documents help assessors validate your examples.

5 Submit

As the name indicates, this step is simply about submitting your examples and evidence. You'll need to have verified your identity to submit.

6 Record your video testimony

Once you have submitted your examples and evidence, you'll be invited to record your video testimony. This involves answering questions about your examples and should provide assessors with additional context and depth.

You will receive a link to our video portal, and you'll need to complete your testimony generally within two weeks.

7 Be assessed

Once you've submitted your examples and evidence, and completed your video testimony, your submission will be assessed. During the assessment period, you could be asked to provide additional information.

Unlike traditional learning assessments there is no grading scale for credentials. The final outcome will be that your submission has either satisfied or not satisfied the standard of achievement at the required level.



Submission in English

The assessment for credentials is in English, therefore all evidence documents and written examples must be in English. The video testimony will also be conducted in English. If the original document is not in English, you will need to provide an officially certified translation, along with the original document for authenticity.

Criteria and dimensions

Your submission must address all of the credential's criteria and dimensions.

Criteria

It can be helpful to think of criteria for a Professional Practice credential as similar to key selection criteria (KSCs) for a job or key performance indicators (KPIs) for a performance review.

For example, when addressing KSCs for a job role, you need to provide examples from your professional experience and describe how the examples demonstrate the criteria. In the case of KPIs, you would talk to your manager about what you have done in the review period to meet your KPIs, providing examples to illustrate this.

Similarly, for credentials, you need to think about examples from your professional experience and describe how they (and the supporting evidence documents) demonstrate what you have done and which criteria they relate to.

Dimensions

Along with satisfying the four credentials' criteria, your submission needs to demonstrate that you're working at the required level of autonomy, influence and complexity. We call these the dimensions of the credential – keep them in mind when deciding which examples to use in your submission.

When you first read the criteria, allow yourself a couple of days to consider the evidence you might use. It is difficult to recall every piece of work you've ever worked on, and I found I would have light-bulb moments over a day or two when I would remember a piece of evidence that was great for my submission.

Dominique, credential candidate



Your submission must address all of the credential's criteria and dimensions.

Financial acumen

Criteria

1. You analyse financial information and data about the economic and financial landscape to improve long-term business strategy.
2. You assesses and recommend the security, integrity and access control requirements for financial data.
3. You evaluate, plan and grow long-term organisational profitability or financial sustainability.
4. You assure the integrity, accuracy, completeness and compliance of financial statements and business reports.
5. You critically reflect, identify and communicate opportunities to improve the financial performance of a business.

Dimensions

- **Autonomy:** You lead and promote the management of financial acumen in a workforce.
- **Influence:** You lead the development of financial acumen strategies and capabilities in a workforce.
- **Complexity:** You work across locations, within and beyond the organisation, to promote the strategic alignment and management of financial acumen.

Driving strategic results

Criteria

1. You monitor global trends and initiate any adjustments to the organisation's strategic options and opportunities.
2. You scope out and consolidate future plans for the function or organisation.
3. You communicate a compelling vision and sense of the organisation's future potential to internal and external stakeholders.
4. You lead the successful execution of a strategy that delivers agreed outcomes.
5. You work within and outside the organisation to establish systems and the capability required to optimise strategic outcomes.

Dimensions

- **Autonomy:** You establish the strategy and systems to enable the planning, implementation and evaluation of long-term outcomes.
- **Influence:** You shape the long-term strategic purpose and objectives for the organisation.
- **Complexity:** You plan, implement and evaluate long-term strategic outcomes and their impact on future results.

Professional ethics

Criteria

1. You assure personal and organisational practices comply with the highest professional and ethical standards e.g. Code of Conduct.
2. You ensure the organisation is respected for its high standards of honesty and integrity in all dealings.
3. You identify and act in accordance with the organisation's corporate and social responsibility.
4. You build relationships and collaborative actions that conform to personal and organisational ethical standards.

Dimensions

- **Autonomy:** You have authority and responsibility for maintaining ethical practice within the organisation.
- **Influence:** You influence the ethical standards and practices of others within an organisational, community or professional context.
- **Complexity:** You recognise ethical, corporate and social responsibilities, legal rights and responsibilities, and their interrelationship in an organisation.



Your examples and evidence

Make sure your examples and evidence documents meet the requirements.

Examples

You need to provide at least four examples in your submission. Each example can relate to more than one criterion and, combined, your examples must address all the criteria and dimensions in the credential cluster.

Your examples might span a number of roles and initiatives, but at least one example must be within the last **two years**.

Evidence

You need to provide at least two evidence documents to support each example.

You'll need to include a document of substance – such as a presentation, strategy, project plan or report – along with supporting documents, such as emails, meeting minutes or photos.

For each document, remember:

- You'll need to provide a description when you submit it, including evidence title, date, role and summary. This helps our assessors understand how the document fits into your submission
- For large files, refer to the specific parts (e.g. page number, section or time stamp) that support the criteria and dimensions
- If a document is not all your own work, explain your contribution to it within the example the document relates to

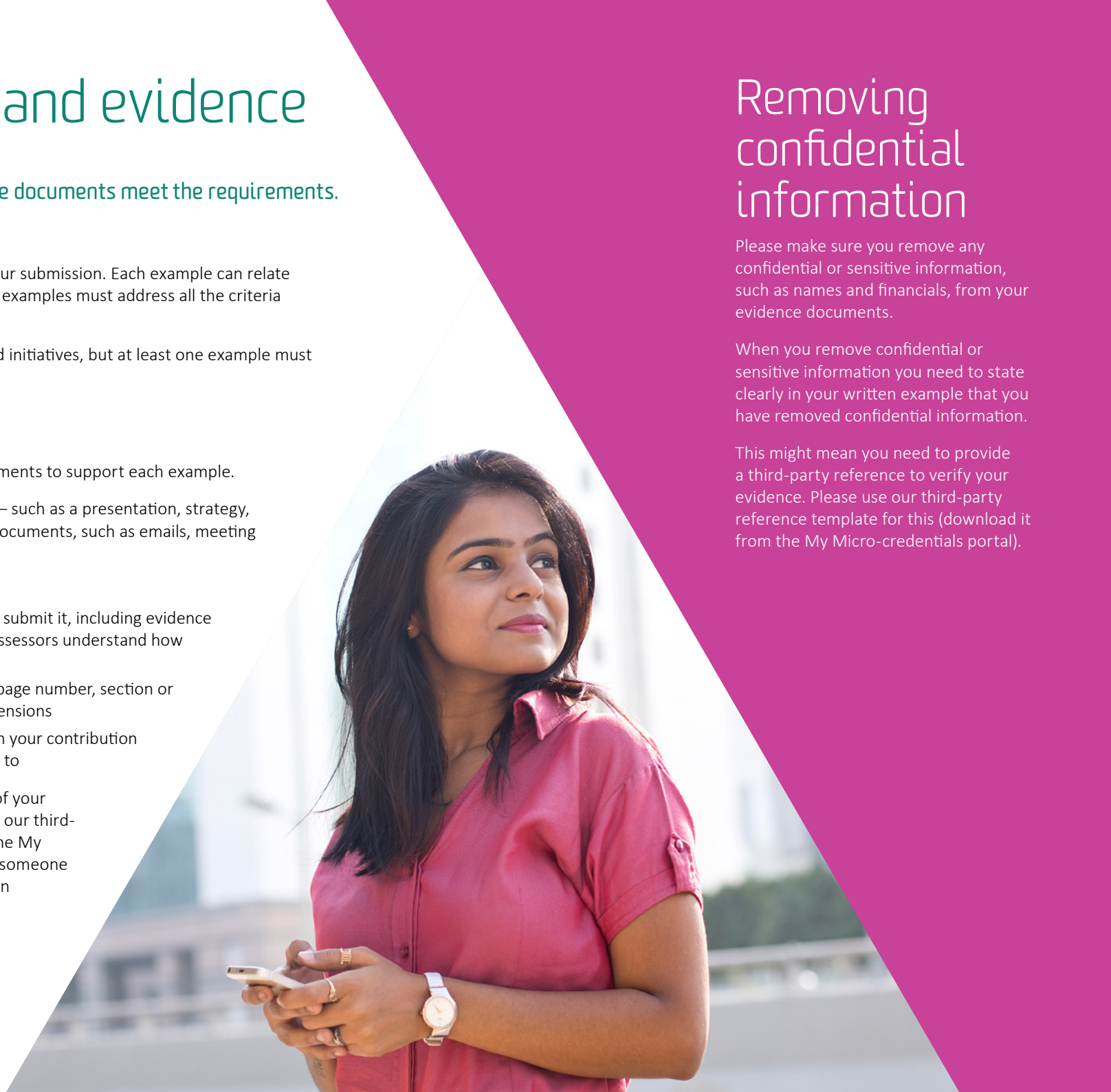
You can provide a third-party reference as one of your evidence documents, as long as you supply it on our third-party reference template (download this from the My Micro-credentials portal). Your referee must be someone you currently or previously worked with, who can confirm your example or evidence.

Removing confidential information

Please make sure you remove any confidential or sensitive information, such as names and financials, from your evidence documents.

When you remove confidential or sensitive information you need to state clearly in your written example that you have removed confidential information.

This might mean you need to provide a third-party reference to verify your evidence. Please use our third-party reference template for this (download it from the My Micro-credentials portal).



Examples of evidence

Here are examples of evidence documents for the Governance practice credential cluster:

- Financial planning and strategy documentation
- Financial integrity protocols
- Auditors reports
- Communications to staff on financial expectations, policies or procedures
- Performance review outcome against financial responsibilities
- Creation of a formalised multiyear financial projection and governance report with funding resources, revenue sources and expenditure and funding statements
- Design of up-to-date procedures or system ensuring financial information is correct, consistent, complete and accurate
- Signed statement included in a company's annual financial report which certifies the validity of a company's financial statement according to an outside auditor
- Formal announcement, video announcement, formal email or business letter, notifying staff of financial expectations, policies and procedures
- Formal documentation of actual against projected processes relating to the managing of money and other similar assets
- business strategy/business case
- internal research or analysis project relating to leading people and enhancing capability
- future plan/foresighting analysis for a business
- innovation and change plan
- long-term analysis of market or strategic position and trends/ factors likely to impact agreed goals
- continuous improvement plan (e.g. CX, Kaizen, Lean, Sigma, etc.) for function or major operation
- strategic project, portfolio or business review and evaluation report
- market data analytics and visualisation for significant operational area/division or SME business
- transformation project plan
- testimony, records or documentation (e.g. employment records, performance reviews, etc.) confirming appointment and effective performance at senior or executive level
- planning tools or evidence of ability to systematically plan task completion
- research tracking relevant political, economic, social and technological issues in the macro environment
- reports, high-level presentation or similar articulating future options and vision for the organisation, industry, market or the professional
- evaluation and reporting of system-level or strategic results against agreed targets
- evidence of you leading high-level business or strategic planning
- reviewing and reporting to board or groups with influence and impact on strategic operations (e.g. board of management, stakeholders, regulatory and government committees, investor meetings, etc.)
- a link to the Code of Conduct and Regulations that govern your professional responsibilities and an explanation of how you adhere to them in your professional practice.

Other types of evidence you could provide include:

- role in confirming or modelling ethical practices and professional standards
- results of a psychometric test and reflection in relation to the capability and criteria at this level
- contribution to formation or enforcement of ethical behaviour in an organisational, professional or industry setting
- managing non-compliance with ethical requirements/practices
- ensuring others comply with legislative and other regulatory compliance requirements
- defending an ethical position taken by an organisation or entity (e.g. project, community of practice)
- promoting corporate and social responsibility
- leadership role monitoring acquittal of ethical responsibilities and legal obligations.

Telling your story

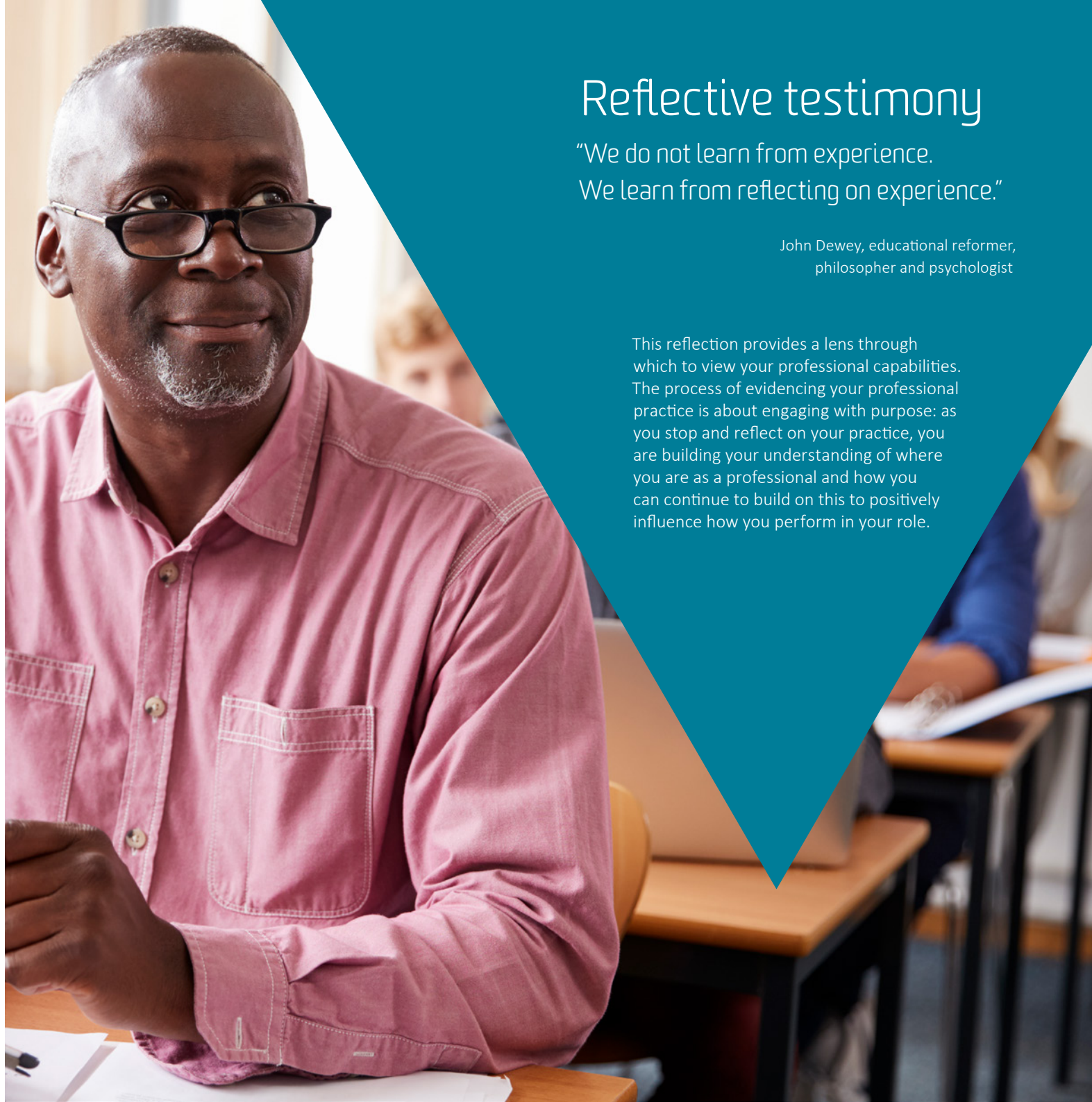
Telling your story is also known as 'reflective testimony'. This is about bringing your examples and evidence together to show how you satisfy the credential's criteria and dimensions.

Create your submission by using the template in the My Micro-credentials portal. The template will structure your submission by providing you with questions to help you tell your story and provide our assessors with the information they need.

Your story will describe the detail of your examples, and reference your evidence documents to support each example.

Your story needs to be:

- In the first person
- Of a professional standard with the appropriate level of grammar and spelling
- Clear and succinct.



Reflective testimony

"We do not learn from experience.
We learn from reflecting on experience."

John Dewey, educational reformer,
philosopher and psychologist

This reflection provides a lens through which to view your professional capabilities. The process of evidencing your professional practice is about engaging with purpose: as you stop and reflect on your practice, you are building your understanding of where you are as a professional and how you can continue to build on this to positively influence how you perform in your role.

Your video testimony

This is the final step in the submission process. Here's how it works.

Once you have submitted your examples and evidence through the My Micro-credentials portal, you will receive an invitation to record your video testimony online.

You'll have two weeks to do it. The portal will guide you through the process, including asking you a series of questions to help our assessors further understand your skills and knowledge.

Here are some things to keep in mind:

- Have a copy of your submission handy because some of the questions will refer to your examples and evidence documents
- Your testimony is an opportunity to elaborate on the information you have already submitted
- Consider your clothing and location, remembering that your video is being recorded and will be reviewed by our assessors

Once you've completed your video testimony, your complete submission will be assessed within two weeks and you'll be advised of the outcome. You might be asked to provide supplementary evidence during the assessment process.

My credential certifies what I can offer to anyone interested in collaborating. It's a legitimate form of evidence that's requested by many companies during the selection process.

Samuel,
credential candidate



Your rights and responsibilities

Professional Practice Credentials are awarded by Deakin University and are governed by relevant policy and procedure (including the Deakin Micro-credentials policy and Deakin Professional Practice Credentials procedure).

When you engage in the credentialling process as a candidate or as a student of Deakin University you have rights and you also have responsibilities.

Your rights include:

- to be treated with courtesy and respect throughout the process
- to have access to reasonable adjustments in applicable circumstances
- to have access to a review of a decision should this be required.

Your responsibilities include:

- to act with academic integrity
- to conduct yourself in a professional manner throughout the process.

Academic integrity

Academic integrity is acting in accordance with the values of honesty, trust, fairness, respect and responsibility in academic settings. Examples of behaving with academic integrity include:

- complying with instructions for assessment tasks
- submitting your own original work
- acknowledging all ideas, designs, words or works of others, including in group tasks
- providing accurate and truthful documentation.

Plagiarism is the use of other people's words, ideas, research findings or information without acknowledgement, that is, without indicating the source. In the credentialling process this also includes misrepresenting your prior experience and your role in any examples or evidence provided.

Plagiarism is a very serious breach of academic integrity and there are procedures and penalties for dealing with instances of plagiarism and collusion (acting with another person with the intention to deceive) by credential candidates or students.

Reasonable adjustments

Alternative assessment arrangements may be made for candidates with a disability or health condition to ensure that all candidates have a consistent and fair opportunity to demonstrate their knowledge and/or capabilities.

Where a candidate is concurrently enrolled in a Deakin professional practice course, alternative arrangements will be made according to the process set out in the Assessment (Higher Education Courses) procedure.

Candidates who are prevented from completing an assessment requirement at the scheduled time because of circumstances outside their control may apply for an extension.

Where the candidate is concurrently enrolled in a Deakin professional practice course, the requirements for rescheduling assessment tasks specified in the Assessment (Higher Education Courses) procedure will apply.

Breaches of responsibilities

Where a candidate is concurrently enrolled in a Deakin professional practice course, allegations of breaches of responsibilities will be managed in accordance with relevant student academic integrity or general misconduct policies.

Where a candidate is not enrolled in a Deakin professional practice course, allegations of breaches of responsibilities will be investigated by the University and a decision made

about whether the allegation is supported and what action should be taken. This may include education about acceptable practice, a formal warning, exclusion from the credentialling process or revocation of the credential, depending on the severity of the breach. The candidate will be notified in writing of the outcome and review process.

Complaints

For all enquiries, requests and feedback related to Deakin Professional Practice Credentials, or to make a confidential complaint, please contact ppc@deakin.edu.au





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We're here to help

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please email us on ppc@deakin.edu.au