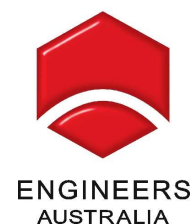


ENGINEERS AUSTRALIA

**STAGE 3 – ENGINEERING LEADERSHIP AND MANAGEMENT
COMPETENCY REQUIREMENTS**



Applicant’s Self-Assessment Checklist

Applicants should complete the following self-assessment by ticking the relevant column for either “High”, “Moderate” or “Low”. As applicable comments may be added but this is not required for all elements.

Where applicants identify gaps in their competence, they may address the gaps by either demonstrating that either it is not relevant or important to their particular circumstance, or that they have compensated for it in some other way.

The completed checklist should be forwarded with the application.

Element	High	Moderate	Low	Comments
Unit 1 – Leadership				
1.1 Exercise personal attributes of leadership				
1.2 Exercise leadership in organisations				
1.3 Appreciate stakeholders				
1.4 Promote the Engineering profession				
1.5 Display creativity				
1.6 Manage workplace change				
Unit 2 – Strategic Direction and Entrepreneurship				
2.1 Display entrepreneurship and provide strategic direction				
2.2 Embrace new technology				
2.3 Assess feasibility				
2.4 Appreciate risk				
2.5 Establish business financing				
2.6 Recognise importance of personnel aspects				
2.7 Establish business structures				

Element	High	Mod- erate	Low	Comments
Unit 3 – Planning				
3.1 Undertake business planning				
3.2 Manage risk				
3.3 Undertake market planning				
3.4 Undertake operational planning				
3.5 Undertake resource planning				
Unit 4 – Change and Improvement				
4.1 Review organizational performance and identify improvement opportunities.				
4.2 Plan improvements				
4.3 Implement improvements				
4.4 Verify effectiveness of improvements				
Unit 5 – Customer Focus				
5.1 Research customers.				
5.2 Manage communication with customers				
5.3 Assess customer satisfaction				
Unit 6 - Processes, Products and Services				
6.1 Employ innovation				
6.2 Manage improvement				
6.3 Apply quality measures to service and products				
Unit 7 – People/Human Resources				
7.1 Manage self				
7.2 Behave ethically				
7.3 Engage employees				
7.4 Manage employees				
7.5 Dismiss employees				
7.6 Promote well being and morale				

Element	High	Moderate	Low	Comments
Unit 8 – Supplier Relationships				
8.1 Develop supplier strategy				
8.2 Select suppliers				
8.3 Specify requirements				
8.4 Undertake surveillance/ monitoring				
Unit 9 – Information				
9.1 Identify & source information needs				
9.2 Collect, analyse and report information				
9.3 Use management information systems and document control systems				
9.4 Prepare submissions				
9.5 Manage intellectual property				
9.6 Work with legal documents and systems				
9.7 Use Standards				
Unit 10 – Finance, Accounting and Administration				
10.1 Handle financing				
10.2 Manage accounts				
10.3 Manage auditing				
10.4 Exercise fraud control				
10.5 Manage health and safety				