

Blue Prism Developer

Course Outline

The WYWM Edge?

We Build Talent

The WYWM testing is built and functions on long-term career planning, not simply matching to 'a job' or a 'profile'. We believe in helping companies build talent for the future, not just tracking where the talent moves.

Future of Work Careers

WYWM matches uniquely and specifically to the future of work careers. Our testing algorithms are powered by labour market data, internal company workforce data and talent pool data. As jobs, skills, generations and your workforce change, so does the algorithm.

Learning Style is Key

Testing learning style is key to developing talent for new roles quickly, onboarding effectively and building leaders. Understanding one's learning style is a predictor of long-term increased performance and increased fluid intelligence.

Metadata history

Release	Date	Comments	Approver
v1.0	11 Jan 2019	First approved version	Michelle Mosey Head of WYWM Academy
v2.0	20 Mar 2019	Additional information required from ANSI application submission	Kemal Pinjo Head of WYWM Academy
v2.1	10 July 2019	Additional information required from onsite audit	Anindo Basu Head of WYWM Academy
v2.2	21 July 2020	Annual Review	Anindo Basu Head of WYWM Academy
v2.3	16 Sep 2020	ANSI assessor feedback on Assessment Weightings, Complaints and Appeals	Anindo Basu Head of WYWM Academy
v3.0	20 May 2021	Name change * From: RPA Developer * To: Blue Prism Developer	Jimmy Wynen (Head of Content)
v3.1	11 Nov 2021	Staffing update	Jimmy Wynen (Head of Content)

ACCEPTANCE OF POLICY DOCUMENT

1. WYWM Pty Ltd trading as "WithYouWithMe"
2. Conducted by Head of WYWM Academy

Jimmy Wynen

Head of Content

Our Training Philosophy

We are proud of our methodology and standards which provide a holistic approach to training. Our content is aligned with in demand skills required in industry with rapid constant continual development to become highly sought-after members of industry. Our focus is on workforce “development”, long term career growth and challenging traditional placement systems and services.

Military model of instruction

Adult learning principles are neatly supported by the military competency-based approach which has the added benefit of presenting veterans with a framework they are familiar with. This approach has a few key principles:

- Tell me, show me, test me (TST).
- Military training follows a natural progression of explanation, demonstration and practice.
- Unlike most civilian training, instructors are required to show both the “right way to do something” and explain the “why and when you should use something”
- Repetition. The staple of military learning is repetition through cycles of practice, assessment, improvement and more practice improvement.
- Assessment and competencies. The military values assessment based competency. Assessments confirm that the training outcomes of a course have been achieved. Completion of the assessment makes a person “competent”.

Course Description

Throughout the WYWM RPA training pathway you’ll be introduced to fundamental robotics process automation concepts and the technical skills in preparation for a role as a junior RPA Analyst, Developer and Consultant.

Target Audience

This course is for any individuals interested in attaining an entry-level role in the RPA industry. Basic knowledge of computer and coding fundamentals are beneficial but not required.

Course Purpose

To develop the learner to gain the skills and knowledge to analysis, design and develop Robotic Process automation initiatives for the business with Blue Prism. This program must give the learner the skills and knowledge to be able to pass the Blue Prism Developer accreditation exam (code AD01) and be certified as a “badged” Blue Prism Developer.

Course Scope

Commence with no RPA knowledge or experience. Complete the training with the knowledge and ability to operate as a junior Consultant in a Blue Prism trained team.

Unit Outcomes

The information below is provided as a guide to assist students in engaging appropriately with the course requirements.

Prerequisites

The minimum requirement for this prerequisite is successful completion of WYWM Testing. The WYWM Aptitude Testing is a diagnostic test that provides an understanding of a learner's aptitude, potential to complete the course, and their potential for future employment in the Automation industry.

Pass score

The passing score for this course is 70%.

CERTIFICATE REQUIREMENTS

Certificate requisites

Academic: To fulfil the academic requirements of the curriculum, students must complete the curriculum and satisfactorily complete all assignments, as well as the knowledge checks in the curriculum. Knowledge checks and the assignments are created to test student achievement of established learning outcomes.

Certificate issuance: To be issued a certificate of completion, a student must complete all the academic requirements of the curriculum. Upon successful completion of the assignments, the student will receive a certificate of completion for the exam

Certificate maintenance and use: Each certificate has a unique serial number which is tracked by WYWM Academy Administrator. Certificate is not transferable to another person or company. The certificate can only be used while it is valid. When certificate is invalidated for any reason, the person can no longer use the certificate.

Completion requirements

- Complete / view all course materials
- Pass all knowledge checks (Quizzes)
- Pass all formative and summative assessments

Certificate Issue

Students will receive a Certificate of Completion upon completing the academic requirements of the curriculum.

Validation for an employer

Employers may validate authenticity and term of validity (2 years) of WYWM certificate by contacting WYWM academy@withyouwithme.com and providing student name and course name. WYWM will provide a YES or NO. No further information will be provided to employers.

Validation for a student/graduate

Graduates may validate the term of validity of a WYWM certificate by contacting WYWM academy@withyouwithme.com and providing their name and course name. WYWM will provide the term of validity of the certificate.

Information Regarding Changes to the Certificate Program

The Academy will strive to deliver its curriculums in accordance with the descriptions provided on the website at the time of enrolment. However, in some situations it might be beneficial or necessary for WYWM to implement changes to curriculum. The changes will not be very substantial so as to have an impact on students who have already started their curriculum. In some circumstances where it is necessary for WYWM to implement such changes after enrolment due to developments in the relevant subject, advances in teaching or evaluation practice, or requirements of accreditation processes, students will be notified of the changes made to curriculum immediately. Primary stakeholders will be notified of changes to program purpose, scope, intended learning outcomes via the WYWM website.

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COURSE LEARNING OUTCOMES

- Operate Blue Prism Dashboard
- Operate Blue Prism Process Studio
- Operate Blue Prism Object Studio
- Operate Blue Prism Application Modeler
- Operate Blue Prism Control Room
- Operate Blue Prism Release Manager
- Operate Blue Prism System Manager
- Apply common data functions
- Apply decisions blocks
- Build basic actions
- Apply loops
- Build basic objects
- Build basic processes
- Identify business process exceptions
- Resolve common exception handling errors

- Explain inputs and outputs
- Explain process layer
- Apply work queues
- Apply VBOs
- Prepare processes with Windows applications
- Prepare process with Java applications
- Explain UAT phases
- Produce a SDD
- Produce a PDI
- Produce an ODI
- Explain surface automations
- Explain reporting
- Recognise how to build processes for scalability

COURSE CONTENT

Introduction

- Select Your Journey
- Introduction to the RPA Developer Course
- Blue Prism Setup
- Blue Prism Setup - Mac Users
- Blue Prism Software Overview
- Data Types and Functions

Basic Automation

- Building basic automations
- Decisions
- Circular Paths
- Collections and Loops

Layers and Objects

- Process Layers
- Business Objects Overview
- Building an Object
- Navigating Processes and Objects

Complex Objects

- Complex Objects
- Wait Stages
- Navigate and Write Stages
- Attaching and Detaching

Exceptions

- Inputs and Outputs
- Exception Fundamentals
- Managing Exceptions
- Retries

Work Queues

- Incorporating Work Queues
- Marking Work Queues
- Creating Work Queues
- Work Queue Configuration
- Start up Parameters and the Control Room

VBO's & Documentation

- VBOs and IBOs
- Automating Microsoft Excel
- Environmental Variables
- RPA Solution Developer Documents
- Best Practice
- Scalability Recoverability and Reusability
- Troubleshooting

Summary & Assignment

- Advanced Exception Handling
- Advanced Work Queues
- Summary
- RPA Developer Summative Assignment

TECHNICAL REQUIREMENTS

Hardware and Software required

- Access to a computer (desktop, laptop, notebook, etc)
- Internet connection
- CPU: 64-bit Processor (Intel or AMD chipsets; example i3 to i7)
- RAM: 4GB or Better (8GB Recommended)
- Free Hard Drive Space: 60 GB
- Operating Systems: Windows 7 to Windows 10, Linux 3.x (and up) Distros, Mac OS X
- Office Productivity for Reports e.g. Microsoft Office or LibreOffice
- Reader for PDF Files e.g. Adobe Acrobat Reader or MS Word 2016
- Web Browser: Operating System Browser or 3rd Party (Chrome, Firefox) (Capable of showing video)

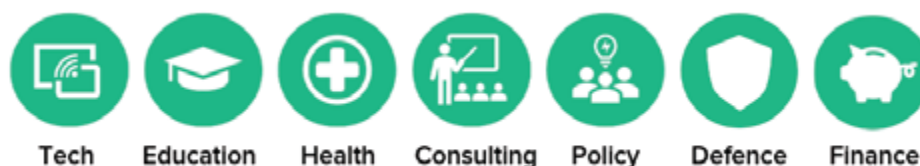
CAREERS

RPA Developer roles are typically within RPA implementation teams in all the consulting firms, globally. Consulting firms are often looking to enhance their RPA capabilities to meet the ever-increasing demand for Robotic Process Automation.

What does an RPA Developer career look like?



You can expect to work in the following industries:



You can gain employment at:

- Boutique IT firms
- Large consulting companies such as PwC, Accenture, Deloitte, KPMG, EY ...
- Internal automation teams for larger organisations, such as banks and telecommunication companies
- Government departments

INSTRUCTOR PROFILES

INSTRUCTOR PROFILE



Required Qualifications for Robotic Process Automation Instructors

- Formal training in a major RPA software tool
- Evidence of practical experience as a member of an RPA team or a technical operations role or course related experience
- Completion of WYWM RPA Developer Course

Required Qualifications for Robotic Process Automation Lead Instructor

- 1+ Years experience in Robotic Process Automation
- RPA certification by Blue Prism, UiPath and OpenSpan
- Certificate IV in Training and Assessment or evidence of prior instructional experience

ENQUIRIES FOR SUBJECT MATTER EXPERTISE CONTACT

<p>Daniel Farrugia</p> 	<p>Daniel is a Robotic and Mechatronic Engineer with a background in Software and Fire Engineering. Daniel is a UiPath developer who has worked as an automation consultant delivering RPA Solutions in all phases of the delivery lifecycle. Daniel is the UiPath pathway manager and excited to get you to a job ready standard.</p> <p>Contact: daniel.farrugia@withyouwithme.com Book a call with Daniel: https://meetings.hubspot.com/daniel-farrugia</p>
<p>Adam Renfree (Instructor)</p> 	<p>Adam is an ex-Aviation Maintenance Manager with a background in the Australian Air Force. Prior to automation, Adam specialised in project management with a Masters and Project Director certification (CPD). Automation highlights include supporting veterans through RPA Analytics and Developer training and providing employment outcomes. Adam is the course manager for the WYWM RPA pathway with a specialisation in Blue Prism.</p> <p>Contact: adam@withyouwithme.com</p>

GENERAL ENQUIRIES

Email: contact@withyouwithme.com

EXPECTATIONS OF STUDENTS IN THIS COURSE

Student Attention / Participation

The online courses are designed to be highly interactive and collaborative, as authentic learning takes place within a social context. Refer to the instructor outline for further guidance on interaction. To help ensure an effective learning experience, all students in online courses are expected to participate on a regular basis. Participation is defined as "submitting required work as assigned; being an active contributor and responder to fellow students and the instructor in a timely basis, as set forth by online discussion guidelines in each course." Failure to participate may be counted as an absence.

If technical circumstances prevent a student from entering the course site for a period, it is the student's responsibility to contact the instructor in a timely manner if the student wishes to receive credit for any missed online activities.

There is a student Administration file located in the course that will provide useful information such as student code of conduct, assessment requirements, and course outline.

Instructor Participation

Staff and Affiliates of WYWM are expected to perform all work, duties and functions associated with their positions that includes and not limited to engagement process refer to instructor outline for further guidance on interaction.

CONTINUAL COURSE IMPROVEMENT

Periodically student responses are gathered, using online evaluation forms. Student responses are taken seriously, and continual improvements are made to the course based in part on such feedback. Significant changes to the course will be communicated to subsequent cohorts of students taking the course. It is important that students and teachings complete the surveys for this course. This is completely anonymous and provides important student observations and suggestions to ensure that the course is continually improved.

ASSESSMENT

The assessment shall be administered with a level of identity verification and security congruent with the certificate program's purpose, scope and intended learning outcomes.

Academic Integrity Academic integrity is the ethical standard of the Academy. It ensures that students graduate because of proving they are competent in their discipline. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment. Academic integrity means that you do not engage in any activity that is academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others.

You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references. To minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to a software that will check for text comparison.

Late Submission Penalties

Late submission of assessment tasks will be penalised at the following maximum rate:

- 5 percent (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task
- 10 percent (of the assessment task's identified value) for the third day
- 20 percent (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task
- A result of zero is awarded for an assessment task submitted seven days from the date identified as the due date for the assessment task.
- Weekdays and weekends are included in the calculation of days late.

Assessment marks

The assessment scoring is designed and conducted by qualified personnel following industry accepted practices, uses methods appropriate to purpose, scope and intended Learning Outcomes, and is based on a passing score established through a criterion-referenced method in advance of the assessment being administered. The results of the assessment are communicated to learners in a consistent, timely and appropriate manner and documented as part of the learner's record.

Assessment Task

As an WYWM Academy student, you can expect to undertake various types of assessment. These may be either formative or summative. Formative assessment help students identify weaknesses in their understanding and/or performance in this course. In this course a formative assessment is delivered by short answers and multiple-choice questions which is not graded to your overall pass mark for this course. However, a summative assessment passes judgement on the quality of a student's learning. Summative assessments are detailed below

Assessment Task 1. Create a Process and Object in Blue Prism

Assessment Task	Create a process and object in Blue Prism
Pass Mark	70%
Weighting	100%
Task description	The student is required to complete a working process and object in Blue Prism that successfully interfaces with the Training Order System application.

Complaints and Appeal Process

Complaints should be made within 15 calendar days of the incident occurring. Complaints and appeals should be made in writing using the [Complaints and Appeals Form](#), or other written format and email to: complaints@withyouwithme.com

When making a complaint or appeal, provide as much information as possible to enable us to investigate and determine an appropriate solution. This should include:

- The issue you are complaining about or the decision you are appealing - describe what happened and how it affected you.
- Any evidence you have to support your case.
- Details about the steps you have already taken to resolve the issue.
- Suggestions about how the matter might be resolved

Each Complaint will be assigned to an appropriate WYWM representative who will be your primary point of contact through the investigation and resolution process. Your WYWM representative will acknowledge your Complaint via email within 2 working days of lodgement. In that email, you will be provided a more detailed guide of the entire Complaints and Appeals process.

WYWM will do its utmost to ensure Complaints are investigated and resolved within 14 calendar days. If at the end of the process you are not satisfied with the resolution, you have the option to Appeal your Complaint in writing to the same email address above. Your submission will again be acknowledged within 2 working days and a new, independent WYWM representative will be assigned to investigate and find a suitable resolution within a further 14 calendar days of the lodgement of your Appeal.

FEES, PAYMENTS AND REFUNDS

This course is FREE for military veterans and immediate family of military veterans.

However, if you are doing this course as a Paid Service, please acknowledge and agree that:

- You (or your employer) must pay WYWM the fee for the course in-full at the time of enrolling. We will immediately process your payment through a third-party ecommerce platform, Stripe. Third party terms may apply to your purchase;
- If your payment is successful, we will send you an acknowledgement and email confirming your access to the Paid Service; and
- subject to the para below, all fees are non-refundable.

In respect of the Training Course:

- You may cancel your enrolment within 7 days of the date you first registered and we will refund the fees paid by you in full;
- We may, in our discretion, refuse to accept your registration for any reason, including:
 - If the Training Course is full or longer available;
 - If you fail any entry test we stipulate; or
 - If we suspect any fraudulent activity related to your enrolment.

Unless otherwise expressly stated, all fees, prices or other sums payable or consideration to be provided under these Terms of Use are exclusive of GST. If GST applies to a supply by any party under these Terms of Use, the consideration will be increased by an amount equal to the GST liability incurred by the party making the supply.

DATA PROTECTION PRACTICES

WYWM has adopted the following principles for the collection, use, retention, transfer, disclosure and destruction of personal information, with which workers must comply:

- We will process personal information lawfully, fairly and in a transparent manner;
- We will collect personal information for specified, explicit and legitimate purposes only;
- We will only process the personal information that is adequate, relevant and necessary for the relevant purposes;
- We will keep accurate personal information, and take reasonable steps to ensure that inaccurate personal information is deleted/corrected without delay;
- We will keep personal information for no longer than is necessary for the purposes for which the information is processed; and
- We will take appropriate technical and organisational measures to ensure that personal information is kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

STUDENT CODE OF CONDUCT

The Student Code of Conduct ("the Code") sets out WYWM's expectations of students as members of the academic community. All students at enrolment must accept their shared responsibility for maintaining a safe, harmonious

and tolerant environment in which to study and work. The Code details WYWM's responsibilities and what students can reasonably expect in terms of quality provision, a safe and fair learning environment, and the student experience.

Student Conduct

The Code provides a framework for the standard of conduct expected of students with respect to their academic integrity and behaviour. It outlines the primary obligations of students and directs staff and students to the code and related procedures. Where a student breaches the Code, WYWM may take disciplinary action.

Student Complaints

The Code also provides for a Student Complaint Procedure which contains guiding principles and processes for student complaint resolution. This framework can be accessed through the Complaints Process described earlier.

Scope

The Student Code of Conduct is the basis for the relationship between WYWM and our students. WYWM is committed to providing a fulfilling and rewarding learning and research experience that enables students to achieve their full academic potential. This commitment is underpinned by an expectation that all members of the WYWM academic community will conduct themselves in a manner consistent with WYWM's values and guiding principles to maintain our strong tradition of excellence in learning, teaching and research, innovation and community engagement.

WYWM Responsibilities

This Code is underpinned by two primary objectives:

1. To provide a learning, teaching and research environment that enables students to achieve their full potential
2. To provide an academic experience for students consistent with the values and guiding principles.

Student's expectations

Students are expected to:

- Participate in subjects in accordance with the requirements of students described in Subject Outlines and in this study guide.
- Read Subject Outlines and ensure that they are familiar with subject requirements.
- Participate fully in subjects and submit assignments by the due dates.
- Check Subject Outlines and other relevant sources to see whether their question has been answered, before contacting staff and asking individual questions.
- Use advertised consultation times to seek assistance from lecturers and tutors.
- Understand what plagiarism is, and how to avoid it.
- If any piece of work that is found to contain plagiarism, the student may be ineligible for marking and may earn the student a grade of ZERO for the subject. Should plagiarism be suspected, the student will be informed of appropriate investigative and possible disciplinary action.

Students have a right to expect:

- That course content will be up to date and based on research, study and academic discussion in the field.
- Feedback on their work and their performance will be provided in a timely manner.

- To have access throughout the session to lecturers, coordinators and general staff including access to teaching staff outside class times in accordance with consultation and contact information provided for each subject.

Integrity in academic work

Students are expected to:

- That course content will be up to date and based on research, study and academic discussion in the field.
- Not engage in plagiarism or other academic misconduct
- Conduct themselves in a manner conducive to the pursuit of academic excellence
- Actively participate in the learning process
- Submit assessment tasks by required dates and times, unless unforeseen or exceptional circumstances arise
- Behave ethically, avoiding any action or behaviour that would unfairly advantage or disadvantage either themselves or another student
- Ensure their academic activities are conducted safely and do not place others at risk of harm, including abiding by all ethics requirements in relation to that academic activity
- Be familiar with the programs and resources made available or recommended by WYWM to assist them in conducting their studies and research appropriately, including resources to help students avoid plagiarism and to comply with the ethics requirements of research
- Not behave in any way which impairs the reasonable freedom of other persons to pursue their studies, work or research or to participate in the life of the University.

Equity, respect and safety

Students are expected to:

- Treat all staff, other students, and visitors online with courtesy, tolerance and respect.
- Respect the rights of others to be treated equitably, free from all forms of unlawful discrimination, harassment and bullying
- Respect the rights of others to express political and religious views in a lawful manner
- Not engage in behaviour that is perceived to be threatening or intimidating or causes any person to fear for their personal safety or well-being
- Not engage in unlawful behaviour
- Not participate in any learning activity, such as, tutorials, laboratory classes, under the influence of alcohol or a prohibited substance.

Use of WYWM Course Forums

The WYWM Course Forums hosted on either the learning platform or externally established as a convenient means for WYWM students of the relevant course, course instructors and course mentors (invited by WYWM for that purpose) to share information to assist students successfully complete the Course.

All participants are required to conduct themselves on the Course Forums in accordance with their obligations set out in this document as well comply with any Terms and Conditions of usage for the platform used.

The Course Forums enable students to problem-solve technical issues, share understanding of course content, alert each other to interesting and relevant open source information relating to cyber security. Participants may also draw attention to industry-related events being held from time to time.

Collaboration and sharing information are important aspects of cyber security work and we encourage this. However, many people doing this course are doing so as part of a wider engagement with WYWM in order to start a new and fulfilling career. Often, they have not participated in academic training previously AND often, they have not been part of a jobs-network previously. This can sometimes lead to a misunderstanding of their academic obligations and sometimes the posting of well-meaning but misplaced career advice. Some problems include:

- **Plagiarism.** While helping one another with assignments such as the interpretation of questions, ideas for selecting topics and sharing useful information or links, is perfectly acceptable you must write and submit your own work.
- **Career Advice.** Often well-intentioned but rarely well-informed, such advice in a WYWM forum attracts credibility without any of the necessary professional underpinning and is therefore prohibited.
- **Jobs Board.** The Course Forums are not to be used as a de-facto jobs board. If you become aware of opportunities which might be suitable for course participants or graduates you are strongly encouraged to contact your instructors directly as WYWM has other processes better suited to such situations.