

## **Effective Competence in a 145 Organisation – Best Practice**

### **Competence Assessment Checklist**

- a) Identification and Management of personnel to be assessed
- b) Assessment Procedures
- c) Evaluation system
- d) Training Process Driven from Competency Assessment
- e) Management of Qualifications
- f) Ongoing Supervision of the Competence Assessment Process
- g) Selection and Approval of Assessors
- h) Effective Implementation
- i) Examination
- j) Overall Management of the Competency System
- k) Review of Assessment Records for completeness and conformity
- l) Review of all Documentation used to Manage Competence

### **Competency Assessment Road Map**

- 1/ Do you have a Competency Assessment Procedure which is Documented and approved by the Regulator.?
- 2/ Is the Competency Assessment Procedure distributed and available throughout the organisation?
- 3/ Have you identified all the positions within your organisation which require to be competency assessed.?
- 4/ Have Job Descriptions been created for all assessed positions?
- 5/ Is your Assessment Procedure Sufficiently Robust?
  - a) Does it cover all the applicable areas. ? Personal / Current Status / Training Needs.
  - b) Do you have sufficient assessors for your company?

- c) Are the assessors provided with training and standards guidance?
- d) Is the standards guidance material, actively managed for effectiveness?
- e) Is there an Evaluation System to monitor the effectiveness of the Competency Assessment Process.

6/ Are all records of Competency assessment available and managed effectively. ?

7/ Has the Quality System audited the Competency Assessment Process – Review Findings!

8/ Does the (Competency) procedure require to be modified or updated?

#### Note

Any cross against an item in this check list probably means a review of the procedures document is required.

### **Managing the Training requirements for Competence Assessors and Managers.**

As with any organizational process, this one too, needs to follow the same guidelines: -

#### 1/ Effective Management

- a) Effective Documentation of Procedures
- b) Effective Control
- c) Effective Oversight

#### 2/ Who is going to deliver this requirement?

- a) Supervisors?
- b) Managers?
- c) Full Time Assessors?

#### 3/ What procedures do we want them to follow?

- a) Company Guidance
- b) Standards
- c) Procedures

#### 4/ Who is going to own the Competence Assessment Process?

- a) HR Manager?
- b) Training Management?
- c) Quality Manager?

### **Effective Delivery for Assessors**

- 1/ Receive Guidance and Training as appropriate
- 2/ Observe Competence Assessment
- 3/ Perform Competence Assessment under Supervision
- 4/ Nominated as Assessor
- 5/ Periodic Standards Assessment
- 6/ Periodic Audits Quality Control and Quality Assurance?