

Competence Management Systems Course

- Duration: 3-day
- Maximum number of Delegates: 15

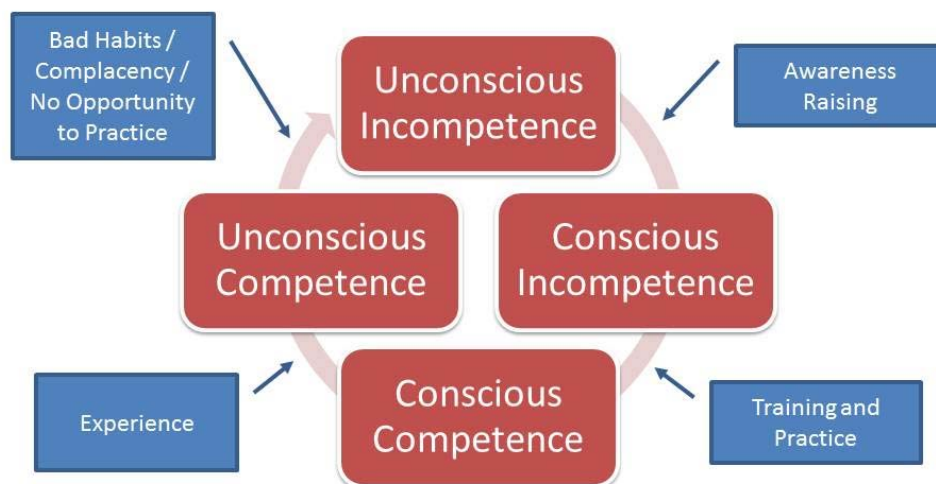
Overview

In many industry sectors it is a requirement, both contractual and in some areas legislative, to ensure effective internal systems are in place which support employee development and provide evidence of their competence. A Competence Management System (CMS), correctly developed and applied provides employees and organisations with the tools to demonstrate competence and contributes to career development of the individual and the business as a whole.

The 3 day Competency Management systems course focuses on Competence Management Systems (CMS) which are typically in used within industry, their structure and process development requirements. In addition the course details the assessment process, the role of the competence assessors within the organisation and the relationship between competence management and training provision.

The content of this course will be tailored to your specific industry sector as required.

Consciousness/Competence Cycle



Learning Outcomes

The following topics will be covered:

- The role that competence plays in industry (this will be tailored to reflect the industry sectors of the delegates).
- Competence Assurance Management.
- Benefits to the organisation.
- Benefits to individuals.
- Relationship between competence management and training provision.
- Examples of Competence Management Systems.
- What needs to be in place to run a Competence Management System.
- Implementation of a Competence Management System.
- Internal Quality Assurance of a Competence Management System.
- Roles within the Competence Management System
- Choosing Internal Quality Assurers and Assessors for the System.
- Assessment Processes.
- Assessment Methods.
- Potential External Standards.

Who should attend?

This course is suitable for those who are responsible for:

- Employee Competence & Capability Development;
- Human Resource Development;
- Training;
- Safety and Employee Talent Management.

3-Day Course Content Outline

Outline	Indicative Content:
Clarification of what Competence is	<ul style="list-style-type: none"> ▪ Misconceptions of what competence is and why it is required in Industry.
Competence Assurance Management	<ul style="list-style-type: none"> ▪ Clarification of what this is and what needs to be in place for a system to be effective. ▪ Cost-effectiveness of systems. ▪ Key Stakeholders.
Benefits of a Competence Management System	<ul style="list-style-type: none"> ▪ Benefits to the organisation, managers and individuals.
Relationship between competence management and training provision	<ul style="list-style-type: none"> ▪ Competence/Consciousness Cycle. ▪ Training Cycle. ▪ Assessment Cycle. ▪ Learning Cycle.
Linking Competence Standards to Organizational Training	<ul style="list-style-type: none"> ▪ How to link competence to training. ▪ The role that training plays in a Relationship between Competence Management System.
Examples of Competence Standards	<ul style="list-style-type: none"> ▪ The differences between <i>performance</i> standards and <i>knowledge</i> standards. ▪ Pitfalls to avoid when designing a system.
What needs to be in place to run a Competence Management System	<ul style="list-style-type: none"> ▪ The importance of support from key stakeholders. ▪ Roles and responsibilities within a Competence Management System.
Implementing a Competence Management System.	<ul style="list-style-type: none"> ▪ Principles of managing this as a project. ▪ The importance of consultation in the development of a Competence Management System. ▪ Piloting the system. ▪ The importance of communication. ▪ Evaluation of a system.
The Role of the Internal Quality Assurers	<ul style="list-style-type: none"> ▪ Clarification of the role and requirements. ▪ On-going monitoring and quality assurance of the Competence Management System. ▪ Developing Records and Products of Work to prove competence. ▪ Selection of Assessors and monitoring the Assessment Process. ▪ Standardisation. ▪ Continuous Professional Development of the Team. ▪ External Standards for the Lead and Internal Quality Assurers.

<p>The Role of Assessors within a Competence Management System</p>	<ul style="list-style-type: none"> ▪ Clarification of the role and requirements. ▪ Potential methods of assessment for assessing performance and knowledge. ▪ Advantages and Disadvantages of different methods of assessment. ▪ Validity, authenticity, reliability, sufficiency, and safety within the assessment processes. ▪ Assessment records. ▪ External Standards for Assessors.
<p>Potential External Standards.</p>	<ul style="list-style-type: none"> ▪ External Standards examples within your Industry.