



Reynolds Training Services

Managing Competence

John Reynolds

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HSE and Competence

‘The essence of competence is relevance to the workplace. What matters is that there is a proper focus on both the risks that occur most often and those with serious consequences.



Judith Hackitt
Chair HSE

Competence is the ability for every director, manager and worker to recognise the risks in operational activities and then apply the right measures to control and manage those risks.’

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Defining Competence

Ability

K

S

E

Knowledge

Skill

Experience

Behaviour

U

A

Understanding

Attitude


It has to be relevant to YOUR work environment!


Competence Management System should be constructed to demonstrate that personnel at all levels maintain competence throughout their whole work life.

It is not just an MOT!

How can you achieve this?

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1. Establish requirements for CMS

2. Design CMS

3. Implement CMS

4. Maintain & Develop Competence

5. Verify, audit, review CMS


HSE Competence Management System

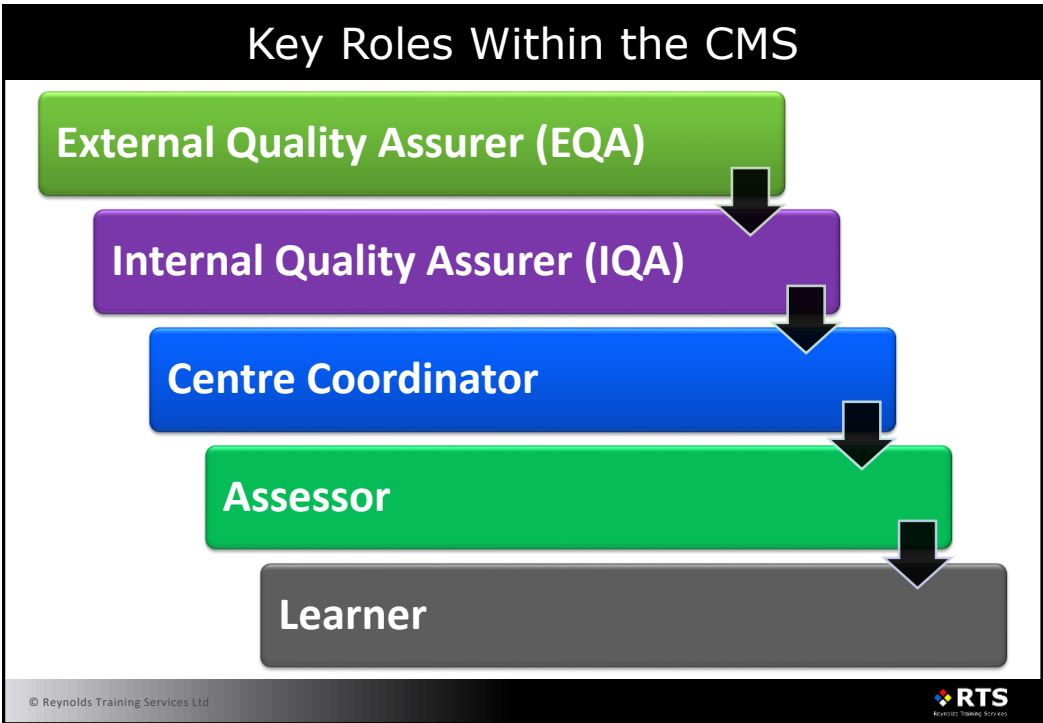
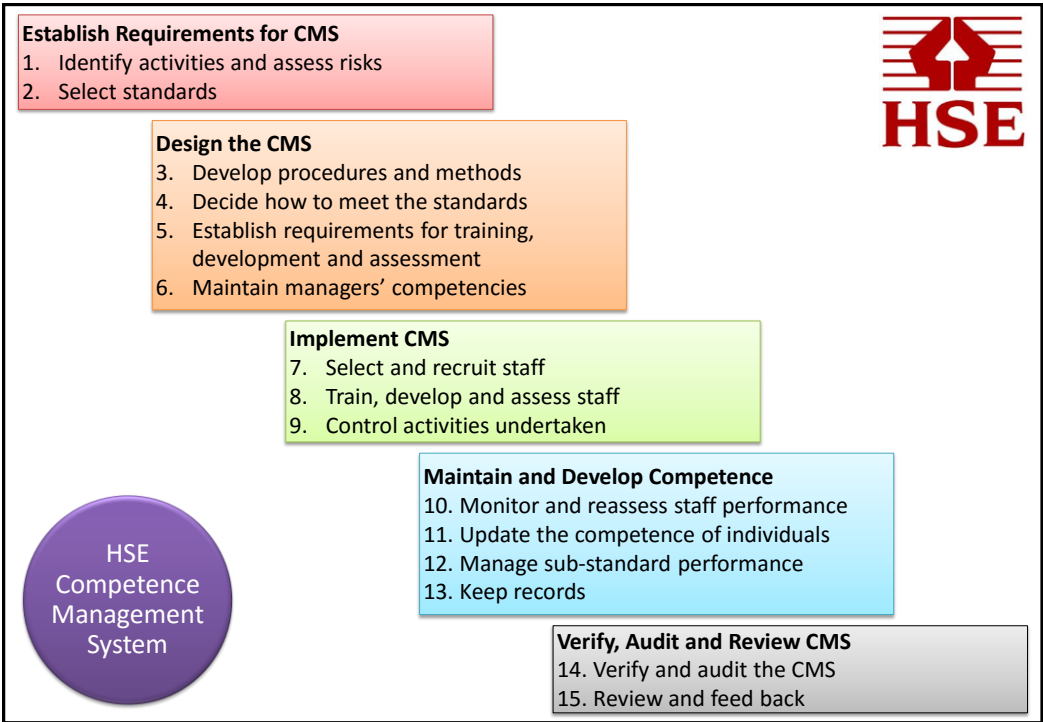
Range of CMS guides including Cogent and HSE

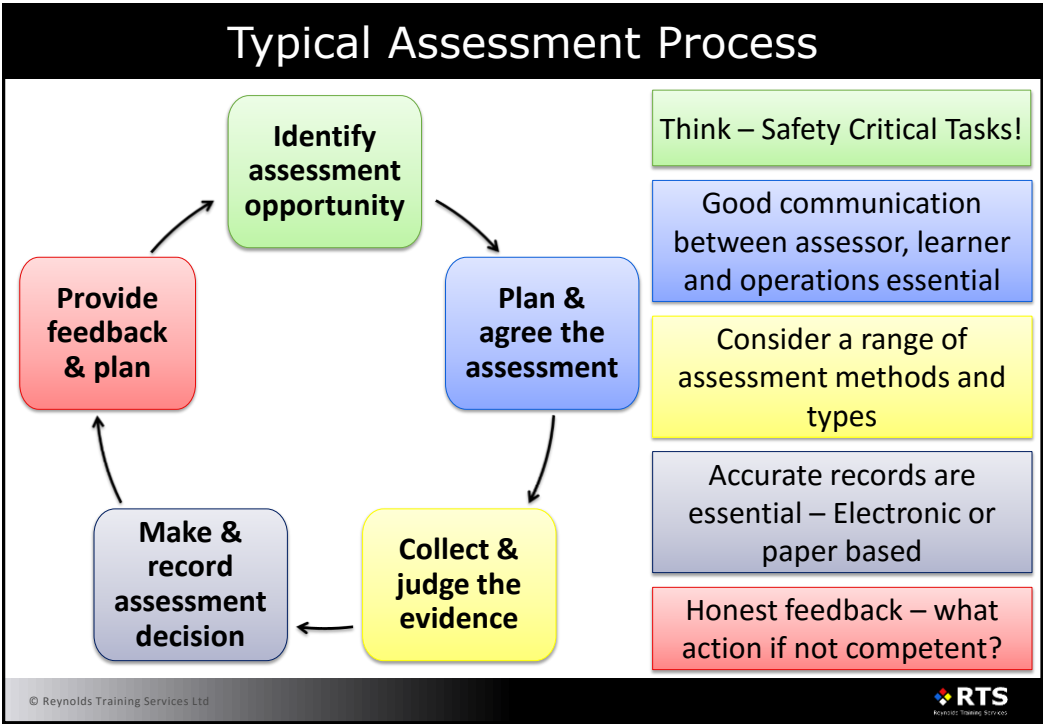
HSE development process has 5 core phases

These are underpinned by 15 core principles

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Methods Of Assessment

Range of methods of assessment that can be used by the assessor:

- ❖ Observation of work performance
- ❖ Examining products of work
- ❖ Questioning the learner
- ❖ Discussion with the learner
- ❖ Witness testimonies
- ❖ Reading learner reports
- ❖ Recognising prior achievement
- ❖ Simulation

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Assessor Practice / Approach

To ensure that the standards or qualifications are assessed in a qualitative and consistent manner, assessors need to ensure that assessments are:

Reliable	Assessors are maintaining a consistent approach to the way they make judgements about learner’s evidence
Fair	Ensuring learners are assessed consistently and objectively to the standards, regardless of any special assessment requirements
Safe	This covers the health, safety and welfare of the person being assessed and other parties involved!

EVERY employee must receive the same opportunity for assessment!

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Evidence Requirements

Evidence produced and submitted by the learner, whether knowledge, understanding or demonstration must be:

Valid	Does the evidence meet the requirements described in the assessment criteria?
Authentic	Is it the learner’s own work?
Current	Has the evidence been produced recently and does it demonstrate current competence?
Sufficient	Is there enough evidence to demonstrate competence against the standard?

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Centre Documents

Range of documents that support your competence management system

Policies

Data Protection, Equal Opportunities, Appeals Procedure, Quality Assurance, Assessment Strategy

Procedures

That cover the assessment process and ties in the relevant policies with clear responsibilities


Standards

Clear assessment standards, site procedures developed into standards or off the shelf standards?

Assessment Documents

Electronic or paper – Observation Reports, Summary Sheets, Witness Testimony, Action Plan, Feedback

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An Inspector Calls!

1. Is competence in relation to management of the major hazards approached in a structured manner?

2. Are the training requirements linked to major accident hazards (MAHs) clearly identified?

3. Are safety-critical roles, responsibilities and tasks clearly identified?

4. Is the competence of those managing the competence management system maintained?

5. Are trainers - including training managers – trained?

6. Are staff recruited and selected against defined criteria for the job?

7. Are all relevant staff trained and assessed against the defined criteria by appropriate means?


8. Are staff and contractors only asked to undertake work for which they are competent or, when learning, under adequate supervision?

9. Is the competence of staff monitored and reassessed at suitable intervals to ensure performance is consistently maintained?

10. Is there a suitable record system that can demonstrate competency?

11. Is the system for managing competence periodically audited and reviewed?

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Some Useful Links

HSE Competence Guidance
<http://www.hse.gov.uk/competence/what-is-competence.htm>


HSE Managing Competence Guidance
<http://www.hse.gov.uk/humanfactors/topics/mancomppt1.pdf>
<http://www.hse.gov.uk/humanfactors/topics/mancomppt2.pdf>

HSE Competence Industry Specific Guidance
<http://www.hse.gov.uk/competence/industry-specific-competence.htm>

National Occupational Standards (NOS) Guidance
<http://nos.ukces.org.uk/Pages/index.aspx>

HSE Operational Delivery Guide - CMS
<http://www.hse.gov.uk/comah/guidance/inspection-competence-management-systems.pdf>

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Thank You



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www.industriallearning.co.uk



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‘It is not, of course, sufficient to have knowledge. It is necessary to be able to apply it to real-life problems.’

Trevor Kletz

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