

Policy Statement Number: 36

Subject: Competencies

Effective Date of Implementation: 23 January 2009

ASSI File Reference: UK/X/J/86/02 – Policy Statements

Scope:

This Policy Statement covers:

- The use of competencies within ASSI and the OTs
- An overview of the structure of the competencies
- Competency checking

Rationale:

Competencies have been developed to provide an objective tool for both ASSI staff and the Overseas Territories staff. They have been developed to allow competency profiles to be put together for specific job roles. Many of these competencies are generic so that they can be used across the various disciplines and can also be adapted to suit the particular environment.

There are three areas that the competencies cover: process, technical and conduct. The process competencies are designed to cover two levels – a supervisory level and an operational level. All other competencies have one level only.

The currency of competencies should be maintained by operational practice/experience, by training or a combination of the two.

Competency checking of staff is carried out in two ways:

- competency checking forms
- field assessments of individuals by senior managers to take place within a three year period. The specific competencies that are being checked will be at the discretion of the Manager.

This policy establishes how and when competencies shall be used.

Policy Statement:

Competencies shall be used:

- As an assessment tool in the recruitment of personnel
- To identify programmes for personnel development/training.
- As a standard against which staff capability may be assessed.