

## Regulatory Competencies

### Process Competency: Examinations

**Description:** The ability to develop and manage an examination process for personnel licensing purposes.

*Note: Elements are shown in italics.*

<b>Operational</b>	<b>Supervisory</b>
<p><i>Regulatory and Process Understanding</i></p> <p>Can demonstrate understanding and application of all relevant technical procedures and related documentation (including appropriate QMS).</p> <p>Can demonstrate good understanding of examination processes and methodologies and can develop appropriate procedures and methodologies for use in specific circumstances.</p> <p><i>Setting Examinations</i></p> <p>Is able to assemble or set appropriate written licence papers (where required by process and procedures) covering all significant subjects.</p> <p>Can conduct oral examinations (where required by process and procedures), asking appropriate questions from within the syllabus and using positive questioning techniques.</p> <p>Can identify when support is required from specific technical staff within a particular field.</p> <p><i>Assessment and Reporting</i></p> <p>Is able to assess and report on examinees and determine their knowledge levels in accordance with the established process.</p> <p><i>Appeals</i></p> <p>Is aware of appeals procedures and can</p>	<p><i>Understanding</i></p> <p>Can demonstrate broad understanding of relevant legislation, processes and procedures.</p> <p><i>Guidance</i></p> <p>Demonstrates the ability to provide suitable practical advice to staff concerning the development and operation of the examination process and can support staff through assessment of examination candidates as required.</p> <p><i>Approval</i></p> <p>Can demonstrate the ability to make a judgement on the appropriateness of examination outcomes and take suitable actions.</p> <p><i>Appeals</i></p> <p>Demonstrates sound understanding of the appeals process; the roles of staff and the manager in the process; and can take appropriate actions to establish and manage the appeals process as required.</p>

demonstrate the ability to provide input to the process as required.	
<i>Persons to whom this is likely to apply:</i> Specialist technical managers. Inspectors.	<i>Persons to whom this is likely to apply:</i> General technical manager (DCA/COO/MANU/MPQS etc)