

Regulatory Competencies

Process Competency: IT Skills

Description: The ability to use the suite of ASSI software packages in order to be effective and efficient in their role.

Note: Elements are shown in italics

Operational	Supervisory
<p><i>Understanding/Knowledge</i></p> <p>To know which package to use as the most suitable for the task in hand. (K)</p> <p>To understand how to access all ASSI software products and maintain their passwords in a safe manner. (K)</p> <p>Is aware of the IT policy and personal responsibilities when using ASSI IT equipment and software. (K, B)</p> <p><i>Application/Skills (S) and Behaviours (B)</i></p> <p>Can log into the VPN when working remotely. (K)</p> <p>Can produce documents in Word so that they are formatted appropriately and in line with ASSI house style. (K, S)</p> <p>Can develop presentations in PowerPoint using templates and adheres to the IT policy re copyright. (K,S,B)</p> <p>Understands the basics of Excel, inputting, organising, filtering and wrapping text. (K)</p> <p>Follows the correct file format for saving records and stores records in appropriate places. (K, B)</p> <p>Can access Centrik and find and load up information appropriate to their role. (K, S)</p> <p>Can interrogate Power Bi to gain intelligence from Centrik. (K, S)</p> <p>Uses Sharepoint effectively as ASSI's record management system. (K, S, B)</p> <p>Is able to produce flowcharts in Visio when</p>	<p><i>Understanding</i></p> <p>To know which package to use as the most suitable for the task in hand. (K)</p> <p>To understand how to access all ASSI software products and maintain their passwords in a safe manner. (K)</p> <p><i>Guidance</i></p> <p>In addition to the operational capabilities, ensures that reportees are following the IT policy. (K, B)</p>

Operational	Supervisory
required (K,S).	
<i>Persons to whom this is likely to apply:</i> All ASSI staff	<i>Persons to whom this is likely to apply:</i> All supervisory staff