



# ENERGY & UTILITY SKILLS

ATTRACT ▶ DEVELOP ▶ ASSURE

## Implementing a Competence Management System

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# Energy & Utility Skills

- Sector Skills Council for the Energy & Utilities sector.
- Leading skills solutions provider in the Energy & Utilities sector and have been partnering with industry, education and training providers and Government for over ten years.
- Through a range of products and services we help employers attract new talent, develop their workforces, and assure a high level of competence across their businesses.
- We have a wealth of waste industry knowledge having developed apprenticeship frameworks and qualifications for the industry for many years.
- We have a pedigree in competency solutions from other sectors such as Gas, Power and Water.

# Introduction

- There are many hazards and risks within the Resource Management and Recycling Industry, and health and safety remains of the utmost priority.
- SWITCH has been established to support the industry enhance the safety, training and competence of the people who work within it.
- EU Skills has been supporting SWITCH with the development of a competence framework.

# What are Competencies

- Skills + Knowledge + Behaviours - essential to perform certain functions that are critical in specific roles

i.e. What is expected of a person in various areas and levels of performance

- Assessed, consistently, over time, in the workplace”.

# SWITCH Resource Management Competence Framework

- Aimed at providing a baseline for the industry to improve competence, and hence health and safety.
- Includes significant focus on health, safety and the environment.
- Organisations can assess the appropriateness and effectiveness of training in particular induction training.
- Support the identification of areas for development.
- Support ongoing performance management and assessment.
- Inform training needs and programme design.
- Support Career planning.

# Implementing a Competence Management Approach



# SWITCH Self Assessment Tool

COMPETENCE RATING DESCRIPTIONS:	1	I have very little knowledge or experience of this and would need some guidance or further training to achieve it
	2	I have enough skill and /or knowledge to do this confidently on a regular basis without any support
	3	I am very confident I can do this and feel I have developed such a high level of knowledge and / or experience that I could help others do this also
	n/a	Competence not required for my job role

## I am able to:

5.1 Identify the different types of waste and their classification and understand the hazards associated with the different types	1
5.2 Handle waste materials in my job role safely in accordance with Company Safe Systems of Work & statutory requirements	1

# Using the SWITCH Competence Framework

The following section is a guide to implementing Stage 3 (as described in the diagram above); putting the approach into action using the SWITCH Competence Framework. There are five key activities involved in the implementing Stage 3:

## Step 1: Employee Self-Assessment

Individuals review their own level of competence using the SWITCH Competency Self-Assessment Tool

## Step 2: Line Manager Appraisal

Both Manager and employee discusses and agrees ratings for each area of competence

## Step 3: Ratings input

Manager updates their own version of the Assessment Tool with agreed ratings for each area of competence

## Step 4: Competence Review

Manager identifies and initiates any remedial actions e.g. organises training

## Step 5: Monitoring

Manager monitors result of actions and revisits the Assessment Tool ratings



# Team Overview

SWITCH Competency Framework Self-Assessment Level 1 - Team Dashboard																					
COMPETENCE LEVEL:		1	Limited - training required																		
		2	Competent																		
		3	Able to support/ develop others																		
		n/a	Not applicable																		
Reference Number	Employee Name	Competencies																			
		1. COMPLY WITH LEGISLATION	2. COMPLY WITH EMERGENCY PROCEDURES	3. COMPLY WITH ENVIRONMENTAL LEGISLATION	4. MAINTAIN HEALTHY & SAFE ENVIRONMENT	5. RECEIVING AND PROCESSING WASTE	6. WORK WITH OTHER PEOPLE	7. MANUAL HANDLING AND LIFTING	8. PROVIDE CUSTOMER SERVICE	9. WORKING AT HEIGHT	10. MANUAL COLLECTION OF WASTE	11. MECHANICALLY HANDLE WASTE	12. MANUAL STREET CLEANSING	13. LOADING WASTE TRANSPORT VEHICLES	14. TRANSPORTATION OF WASTE	15. OPERATION OF PLANT & MACHINERY	16. CONTROLLING VEHICLE MOVEMENT	17. REPORTING & RECORDING OF INFORMATION	18. SUPERVISION OF OPERATIONS	19. MENTORING AND COACHING	20. RISK ASSESSMENT
Required Competence Level		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	n/a	2	2
Average Competence Level		2	2	2	1	1	3	2	3	0	2	2	3	2	2	0	2	3	n/a	2	1
<a href="#">Employee 1</a>	John Smith	2	2	2	2	1	3	2	3		3	2	3	2	3		2	3	n/a	2	1
<a href="#">Employee 2</a>	Fred McNulty	3	3	3	1	1	3	2	3		2	2	3	3	2			3	n/a	3	2

# Summary

- The competence framework provides a basis to set minimum standards and ensure consistency
- Come with a handbook, user guide and self-assessment tool
- It can be used to provide assurance to employers and regulators in Scotland of the skills and competence of our workforce.

Try it out  
Let us know what you think

Thank You

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