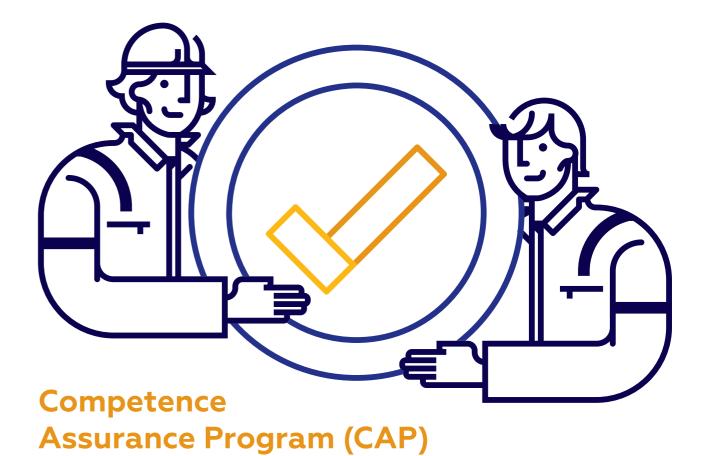
FIND OUT YOUR COMPANY'S COMPETENCE ASSURANCE PROGRAM (CAP) PERFORMANCE

Circle each column from A to I to determine your organisations present performance for each topic, then analyse your findings to **determine** if you require JTN's assistance.

| | Personnel Competency | Assessment Process | Implementation of CAP | Awareness of Company's CAP | Resources Allocated to CAP | Record of CAP | Audit and Review | Corporate Training Programme | Training Provider Selection |
|-------------|--|---|--|---|---|--|--|---|---|
| | Α | В | С | D | AREA OF PERFORMANCE | F | G | Н | 1 |
| │ 1 | The difference between training and competency is not understood widely in the organisation. | Assessment is limited to a periodic review with a line manager. | CAP is not in place. | CAP is not in place. | The CAP has no formal resourcing. | Personnel records are kept but are limited to CVs, Certificates. | CAP is not reviewed regularly. | There is no formal training in place. | Training providers are used where legally required. |
| 2 | The company has job descriptions in place and some attempt is made to ensure personnel are selected according to job requirements. | Assessments are made by supervisors according to opinion of performance and completion of mandatory courses. | There is no formal CAP but some or all of the job roles and procedures are in place. | Awareness is limited to those directly involved in setting the programme up. No induction has taken place. | Duties under CAP are included in Job Descriptions. | Annual performance appraisal records are kept centrally. | CAP is reviewed upon award of new contract only. | Training is undertaken to minimum legal and/or contractual requirements. | Training providers are used for priority/ contractual courses and selection is based on limited criteria (e.g. cost). |
| SCORE SCORE | Competency is assumed from length of service and attendance of mandatory courses. | Assessments are undertaken by questioning. | A formal CAP has been created and implemented but not valued by management | Personnel have been formally inducted into the programme and are largely aware of its requirements and rationale. | Company has trained Assessors in place to a recognised standard. | Assessment records are kept by supervisors. | CAP is audited and reviewed as part of wider corporate audits (e.g. under QMS). | Training needs are identified and form part of personnel development by supervisor. | Training providers are used for priority/ contractual courses and selection is based upon previous feedback. |
| ○ 4 | The company has created performance and knowledge criteria for certain job roles, some assessment takes place. | Assessments are undertaken through observation and questioning against standards | CAP is implemented with Assessment and Verification taking place. | Management and staff are engaged in the CAP and actively seek updates and progress monitoring. | Company has trained Assessors and internal verifiers in place and a co-ordinator. | Each person under CAP has a portfolio with assessment records. | CAP is subject to specific audit and internal verification regularly. | Monitoring takes place to ensure training has met the requirements and competence gaps have been filled. | Training providers are sought who can actively fill competence gaps through either courses, upskilling modules or on-the-job training. |
| 5 | The company regularly undertakes assessments and ensures the process is consistent. | Assessments have knowledge and performance criteria and are subject to internal verification (and/or external verification) | CAP is implemented and the scope is regularly reviewed. | CAP is seen as a key part of company risk mitigation, safety, staff development and as a means to obtain new business. | Company has 1 Assessor per 8 staff and 1 Internal Verifier per 4 Assessors. | Portfolio of assessment records are accessible by the Candidate, Assessor, Verifier and co-ordinator via electronic system. | External verification takes place to give independent assurance of the CAP. | Training needs analysis is by a formal assessment programme related to company job standards and career paths. | Training providers are included as part of the competence system and are measured on their ability to provide knowledge and performance assessment to the standards of the company. |



Performance Check

Matching individual competencies with job competency models puts individuals in positions where they can contribute most to the future success of an organisation. Competency assessments will allow for the examination of an organisations current workforce in comparison to the desired workforce.

JTN can assist organisations to either enhance their present Competence Assurance Programme (CAP), or by working alongside an organisations technical authorities to develop a CAP which will be based on the organisations own processes and equipment.

Both options will be quality assured by having Internal Verifiers in place. JTN can provide both OPITO-approved Competence Assessor and Internal Verifier accreditation.

We aim to deliver services to improve standards in their respective sectors.











