



Accredited Determining Competence Training

Objectives	<ul style="list-style-type: none"> • Determine and explain what competence means. • Establish how best to determine someone’s competence to perform work functions. • Confirm whether someone is performing in a competent manner by using appropriate methods and standards to determine their competence. • Give constructive and informative feedback about someone’s competence. • Provide evidence that determines someone’s competence based on an objective assessment of appropriate performance-based and other evidence, that is free from bias, prejudices or subjective influences.
Specific Learning Outcomes	<p>Participants <u>will</u> know:</p> <ul style="list-style-type: none"> • What competence is, and what it means to be competent. • The key assessment requirements associated with making decisions about competence. • Factors to take into account when making competence decisions. • The planning requirements and considerations relating to determining competence of others. • How to be objective and aware of the subjective factors that can prevent proper decisions about someone's competence. <p>Participants <u>should</u> know:</p> <ul style="list-style-type: none"> • Access, inclusion, bias and fairness issues in determining competence • Listening and questioning techniques and how to have professional conversations • How to communicate effectively and avoid unnecessary technical language and jargon and how to establish a clear and shared understanding • How to give constructive and clear feedback • Why competence can be high stakes within the sector
Accreditation	<p>The AJ53CY016 Determining Competence unit carries two credits at Level 3 and is designed for managers from the front line to senior management who are experiencing issues around competence and performance with individual staff/teams.</p> <p>The training has been designed around this unit and we will provide you with a workbook which can be completed during the training to enable you to achieve the credits that go with this unit.</p> <p>The credits achieved here are internationally transferable because they are regulated by the Welsh Government and have guaranteed status under the European Qualifications Framework (EQF). Learners earning these credits</p>



	<p>can have them considered for Recognition of Prior Learning (RPL) for qualifications in all regulated qualifications frameworks around the world such as the Regulated Qualifications Framework (RQF) in the UK.</p>
Course content	<ul style="list-style-type: none">• Welcome and Introductions• Definition of the term competence.• The importance of competence to employers and employees.• How to measure competence• Standards-National Occupational Standards, Qualification assessment criteria, organisations own standard operating procedures, industry standards etc• Methods of Determining Competence• Objectivity• Evidentiary tests• Witness testimony• Carrying out observations• Giving feedback on competence- leading difficult conversations.
Other information	<p>The Determining Competence Training provides an introduction to the Level 3 Certificate in Assessing Vocational Achievement. It also provides a “refresher” for those who are qualified assessors but who haven’t had recent experience of assessing.</p> <p>Materials provided on the day:</p> <ul style="list-style-type: none">• Workbook• Guide to Determining Competence which delegates can take away with them.