

COMPETENCY MANAGEMENT SYSTEM

Health Check



training | development | competence

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HEALTH CHECK

Completing a health check on your competency management system is a very effective way for us to sense check your system using our experience to help you prepare or re-align your system.

Our approach usually takes two to three days for this depending on the size of the system and the number of variations to the system.

Please find an overview of the basic health check and the advanced health check. We can adjust this to incorporate other areas that you may also want reviewed.

We try to use our time as practically as possible and will try to share or work through examples with you.

BASIC HEALTH CHECK

The basic health check focuses on the assessment process and how it would be used in a busy working environment.

Stage One

In this stage of the health check we cover the following topics:

- **Have the correct competencies been identified?**
This includes a focus on safety and risk.
- **Will the assessment process produce consistent results?**
This includes a review of approach, the amount of detail requested and the balance with a tick box approach.

We will also consider how the assessment process relates to the tasks performed at your organisation.

- **Will the process work in a busy environment?**
Is the system as efficient as possible for collecting information?
Is this as user-friendly as possible, including supporting guidelines, access and examples of assessment records?

We would also look at how usable the format will be from a user's perspective.

- **Is the system sustainable?**
Are there robust procedures in place to underpin the whole process?

Stage Two

We will then provide a report summarising the key findings of the health check. The report will summarise our findings, highlight good practise, make recommendations and suggest next steps.

ADVANCED HEALTH CHECK

This focuses on the processes and resources in place to sustain the competency management system.

We would agree clear outcomes with you and then we would build this into the health check.

The areas that we recommend reviewing can be divided into two sections.

Stage One

Management and Internal Verification

- Planning initial implementation and communication
- Forward planning and setting KPIs, and mapping processes between competency, other risk management approaches and training
- Setting policy on re-assessment and safety critical tasks
- Review of internal verification including supporting procedures, documents and responsibilities

Processes and resources

- Reviewing roles and responsibilities
- Looking at tracking, reporting and managing assessment information
- Resources required to succeed
- Implementation plans (where appropriate)

Stage Two

We will then provide a report summarising the key findings of the health check. The report will summarise our findings, highlight good practise, make recommendations and suggest next steps.

We also look for opportunities to provide practical examples and resources to help you move forward.

For more information, please contact us:

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