


# Competency Management

<b>Objectives</b>	<p>At the end course, participants will have a good understanding of:</p> <ol style="list-style-type: none"> <li>1. What is competence?</li> <li>2. Competency requirements – the differences within industries;</li> <li>3. How to assess workplace competency;</li> <li>4. How to manage and maintain workplace competency</li> <li>5. Records required to support competency.</li> <li>6. How to audit and verify competency requirements.</li> </ol>
<b>Agenda</b>	<p>Definitions of a competent person          Competency - what do ISO management systems require?          Varying requirements from different Industry Sectors          Competency in the Workplace          Duty of Care and Due Diligence          How do you assess competency?          How is it managed and maintained?          What records are required to substantiate competency claims?</p>
<b>Practical Exercises</b>	<p>Several case studies will be showcased during the day using hypothetical data to explore in detail, with tools, techniques and concepts introduced and discussed during the workshop.</p>
<b>Learning Materials</b>	<p>Comprehensive Course Notes          Presentation Slides          Practical Tailored Syndicate Exercises          Mentoring / Coaching Sessions</p>
<b>Certification</b>	<p>A Certificate of Completion will be issued to all participants that complete the program supporting CPD and any HR requirements.</p> 
<b>Support</b>	<p>2 X 20 mins coaching / mentoring sessions<sup>1</sup> per participant</p>
<b>Duration</b>	<p>1 day running between 8:30 AM to 4:30 PM with breaks for morning &amp; afternoon tea and a lunch break</p>
<b>Participants</b>	<p>Number of participants per course: 10</p>
<b>Cost</b>	<p>For costing enquires please email <a href="mailto:contact@veritas-asiapacific.com">contact@veritas-asiapacific.com</a></p>

<sup>1</sup> Coaching / Mentoring sessions will be supported via TEAMS environment. Sessions are not transferable between participants and must be scheduled and completed within 4 weeks of attending the program.