

# Workplace Competence Assessor

*Are you able to assess whether your workforce is competent?*

Course duration - 2 days

## What is it?

The Workplace Competence Assessor (WCA) course will provide front line managers, supervisors and team leaders with the tools, techniques and skills to evaluate, develop and maintain the ongoing competence of their employees.

WCA is designed to upskill staff who need to assess competencies in the workplace, whether they are existing Competence Assessors or aspiring to be. Employees could be in a training role or work within the science industry and need training to be able to assess workplace competence effectively.

The course has been designed to enable delegates to assess competencies at all levels, rather than complete standard assessments measuring knowledge, giving organisations a clear and accurate picture of the competencies within their organisation. This is especially relevant in regulated environments.

## Who should attend?

The course is aimed at front line managers, supervisors and team leaders including those who are existing Competence Assessors or aspiring to be.

It is also suitable for employees who are in a training role or work within the science industry and need training to be able to assess workplace competence.

## How is it delivered

The WCA course is made up into two days training plus two observations:

WCA Day 1: Principles and Practices of Assessment Six hours tuition and four hours private study.

WCA Day 2: Measuring Competence in the Workplace.

Approximately six hour's tuition plus 16 hours of private study looking at how competence can be measured in your workplace. Followed by two observation visits to that ensure the assessor is continuing to meet the standard.

Candidates will need to pass both units within a one year period to meet the requirements of the Competence Workplace Assessor training standard.



Major hazard organisations require competent staff who have the necessary skills, knowledge and experience to undertake critical tasks in such a way as to prevent a major accident or minimise the consequences to people and the environment should one occur.

COMAH Competent Authority, Inspection of Competence Management Systems at COMAH Establishments (Operational Delivery Guide)

## Who are Cogent Skills?

Cogent Skills is the UK's strategic body for skills in the science industries, led by sector employers. They develop, design and deploy skills solutions for the science industries. All Cogent's products and services are designed by industry for industry, with science industry employers, are underpinned by national standards and meet the unique requirements of the sector.

This course is certified by Cogent Skills and recognised by SIAS.

## What will I learn?

On completing the course participants will understand:

- Know how to plan assessment to meet the requirements of their organisation and the assessed person
- Identify and collect the required evidence in a valid, authentic and sufficient manner
- Make competence decisions against the required criteria
- Ensure that the assessed person understands the purpose, requirements and the process of assessment
- Provide feedback that affirms competence and identifies additional needs
- Understand how to maintain the required records
- Work with others to ensure standardisation of the assessment practice and outcomes

## What are the benefits?

- Workplace mentors will be able to assess if company competencies are being met
- Provides the employer with a means to measure if they have a competent workforce
- To help demonstrate competencies to regulatory bodies
- Assessment of competencies is more relevant to industry job roles than traditional assessor courses
- The course is designed by industry for industry
- The content meets the Cogent Gold Standard

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## How much does it cost?

### Open course

£650 per delegate + £550 for the observations

### In-house course on your site

From £2,500 depending on the number of delegates. Includes two days' delivery and two 2hr observations per person.

Workplace Competence Assessor training course will be delivered by one of our expert delivery partners who are quality assured through Cogent Skills.

How to book or for more information:  
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