



“Competence Manager’s assessment software enables you to efficiently confirm competence throughout your organisation’s operations”

Competence Manager Assessor



Competence Manager web based assessment software provides an efficient way to ensure competence throughout your organisation. Assessment checklists can be created and tailored to meet your requirements.

Competence Manager enables:

- ✓ Fast set up and assessment against standard competence rating criteria
- ✓ Easy creation of tailored checklists that meet your requirements
- ✓ Creation of assessments for yourself as an experienced assessor or assignment of assessments to others
- ✓ Enables self declaration of competence with validation and verification protocols
- ✓ Efficient assignment of actions for responsible people to meet by a specific date
- ✓ Use of a formal corrective action system (CAR)
- ✓ Tracking of actions assigned.

Checklists

Assessments can be generated to meet your complete range of competence needs, including safety, health, environmental, quality and process issues. The software accommodates the progressive assessment rating system, which encourages improvement and continuing professional development.

You can create your own assessment checklists to reflect your organisation’s needs, including those to meet the Construction Design and Management Regulations (CDM), safety cases and BS 18001 or ISO14001 and internal appraisal schemes.

Assessment approach

Competence Manager enables you to set up assessments for one or many people in your organisation. The software guides the assessor through the natural assessment process, confirming competence and leading the assessor to improvement actions. There is opportunity to compare with previous assessments before making your decision and a number of corrective and improvement actions can be allocated to different people. Competence manager can allow you to upload evidence (such as reports, photographs or interview recordings) that supports your decision making and allocate formal action management through the use of the Corrective Action Report (CAR) system.

Competence manager allows more than one assessor under the control of a lead assessor to process the assessment. It also allows an assessment to be confirmed by an assessment verifier, to enable consistency.



Reports

Assessment checklists can be printed out to allow data gathering away from the computer. Reports can be derived from a comprehensive filter process enabling reports on such things as outstanding actions through to a full assessment report of findings. All reports may be exported for personalisation.

Assessor Lite

A cost effective data gather that enables an assessor to allocate self-assessments to people, requiring them to respond to an assessment/appraisal checklist. This is an ideal function for organisations that have widespread locations, for example retail organisations, local authorities and utility organisations.



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