JAS-ANZ competency framework

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Overview

During the presentation I’ll cover off on the following:

• Competency framework
• Comparison of this framework to IAF MD20
• Process for progression from application to sign-off
• JAS-ANZ Learning Management System
Office assessments
Assessment teams for initial and reassessment must include technical expert, surveillance need not always

Witness assessments
Assessment team competencies mirror CAB requirements for audit teams

Framework
Competencies are identified in the capability framework and are based on these principles
Corporate Competencies

(what everyone needs to know and understand)

• Introduction to JAS-ANZ
• OHS induction
• What is conformity assessment and what is accreditation?
• Accreditation system and decision making
• Services and relationship to end user needs
• Operations and support functions
Behaviours

(Levels dependent on role)

- Conceptual Thinking
- Adaptability/Flexibility
- Transparency
- Empathy/Interpersonal
- Understanding Service Orientation
- Achievement Orientation
- Teamwork and Cooperation
- Developing others
Role Specific Competencies

e.g. Assessment administrative staff would need the following

- Application Processes
- Planning and preparation
- Assessment scheduling
- Reporting and finance procedures
- Systems and general administration
Assessor Competencies (generic)

- Knowledge of assessment principles, practices and techniques
- Knowledge and understanding of accreditation processes
- Interviewing, note-taking, report-writing skills
- Language skills appropriate to all levels within the CAB
- Knowledge of specific standards/normative documents
- Knowledge and understanding of processes and work performed at an accredited CAB
- Knowledge of continuous improvement concepts and methodologies
- Certification decisions, impartiality, stage planning
Sector/Scheme Specific Technical Competencies

- Demonstrated sector knowledge/experience
- Scheme competencies/requirements (Scheme pages)
- Knowledge in relevant approved standards and mandatory documents
- Scheme normative documents
IAF MD20 competencies comparison

ACCREDITATION BODY ASSESSOR COMPETENCY PROFILE

A. SPECIFIC STANDARD COMPETENCIES

B. GENERIC ASSESSMENT COMPETENCIES (Required of Someone on the Assessment Team)

C. PROFESSIONAL COMPETENCIES

D. FOUNDATIONAL COMPETENCIES (Required of All Assessors)

JAS-ANZ corporate competencies

Scheme specific competencies

Assessor generic competencies

Behaviours

Behaviours

Behaviours
Process

Selection – Application, review, accept/reject

Induction – JAS-ANZ base induction

Assessor base training and evaluation of knowledge

Program basic training and evaluation of knowledge

Scheme Specific training and evaluation of knowledge

OJT and evaluation
Learning Management System

• JAS-ANZ has a large dispersed workforce to service our clients
• The spread and number of assessment team members makes it difficult to continue with past practice of face-to-face training
• LMS allows us to provide on-line e-learning options but also to organise internal and external face-to-face offerings and record training and competence assessment.
• JAS-ANZ LMS
QUESTIONS??

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