

1. Introduction

This procedure is to define the method of controlling the competency of Engineers. The aim is to define the competence and equipment proficiency requirements for engineering managers, supervisors, foreman and engineers working in the maintenance and repair environment. Training is driven by the National Service Manager's training plan, which is to consider current and future requirements. Competence is achieved and recorded using the process described below.

All tradesmen working within an engineering environment must have the competences and equipment proficiencies which enable them to fulfil their role effectively, both individually and as a team. The knowledge and skill sets needed to achieve these competences and equipment proficiencies are accrued over time and reflect an individual's employment, experience, and level of responsibility. Various records are used to enable depot managers to identify the training and development needs of personnel and to group tradesmen into efficient and flexible teams that maximise the engineering output of the depot when it is most needed. These records are also consistent with a 'duty of care' responsibility to ensure that personnel are trained and well prepared for their role. The process of gaining and awarding competence and equipment proficiency is to be documented and auditable.

2. Responsibilities

Engineer / Foreman	Performs task
Supervisor	Day to day responsibility
Depot Manager	Local depot responsibility
Service Manager	Overall management responsibility

3. Scope

This procedure is to be used for the planning, implementation, and review of training needs of engineering staff.

4. Definition of competence

A person shall be regarded as competent where they have sufficient training and experience in applying their skills and / or knowledge and other suitable qualities to enable them to properly assist their employer in undertaking tasks, and the measures needed to comply with requirements and prohibitions imposed by, or under, statutory and company provisions. Furthermore in order to remain competent, they must maintain their currency in these areas and qualities. This definition has been derived from that stated in The Management of Health and Safety at Work Regulations 1999 and advice from HSG65. A summary table, outlining competence against an individual's seniority can be seen at Table 1 below.

5. Detailed procedure

Training

5.1 Training provides underpinning knowledge and is delivered through courses.

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Experience

5.2 The underpinning knowledge acquired by training must be augmented by the successful application of that knowledge. An individual must gain experience by carrying out tasks using the knowledge gained during training. These tasks are initially completed under direct supervision (e.g. an apprentice) but as experience is gained, they can increasingly be completed under indirect supervision and eventually without any supervision.

Currency

5.3 Having gained the required knowledge, an individual must remain up to date (current) to successfully complete tasks to the correct standard. Currency is maintained by regularly carrying out a particular function.

Loss of Currency

5.4 Individuals who spend years away from a particular competence area or equipment are no longer deemed to be current, and therefore that particular competence or equipment proficiency will lapse until currency is regained. A period of suitable and auditable refresher training, such as supervised on-the-job training, is required before re-certification of competence. The type and amount of refresher training will vary and will be decided by the National Service Manager.

Core Competence

5.5 Core competence is defined as 'possession of the basic skills to qualify at trade in a particular employment group'. Trade training is designed to equip tradesmen with the practical skills and underpinning knowledge of generic systems, which can be applied to the range of equipment within each specific employment group. Core competence is not equipment specific, though specific equipment will often be used to teach generic principles.

Functional Competence

5.6 Functional competencies are defined as the 'specialist skills' that are acquired to augment core competence, normally attained through attendance on a specialist course. For example, an engineer may obtain a Volvo qualification to provide him with the skills needed to maintain the machine or may become an Approved Welder to enable him to work on aluminium.

Equipment Proficiency

5.7 Equipment Proficiency is equipment specific and is gained when an individual has a thorough understanding of particular equipment and the technical skills required to enable them to work on that equipment unsupervised. The level of knowledge and understanding that an individual accrues through working on equipment is to be recorded.

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TABLE 1**SUMMARY TABLE DEFINING COMPETENCE AND PROFICIENCY**

Appointment	Indicative Level of Professional Qualification	Indicative Level of Institution Membership	Level of Competence
Engineering Manager	I Eng ILM	Member Member	Competent to act independently in a range of appointments
Supervisor	Potential I Eng ILM	Member Member	Competent, under guidance, to manage and lead a depot within mandated engineering standards
Foreman	Eng Tech ILM	Member Member	Competent to carry out tasks, without supervision, within trade discipline and to supervise and inspect the work of less qualified tradesmen within the same trade discipline
T3	Eng Tech	Member	Competent to carry out tasks, under indirect supervision, within trade discipline. Cannot inspect own work or that of T2 or T1 tradesmen unless authorised by the Engineering Manager
T2	Eng Tech	Member	Competent to carry out tasks, under indirect supervision, within trade discipline. Cannot inspect own work or that of a T1 tradesmen unless authorised by the Engineering Manager
T1	Accredited college course, C&G or NVQ	Nil	Competent to carry out tasks, under supervision, within trade discipline