



SCiN Safety & Environment Competence Framework

1.0 Background

A workstream was set up to review gaps in SCiN Safety & Environment competences and to develop a Competence framework that provides the opportunities for expert support to Safety & Environment professionals. The goal being to bridge the gap to potential in competences as well as achieve goal zero.

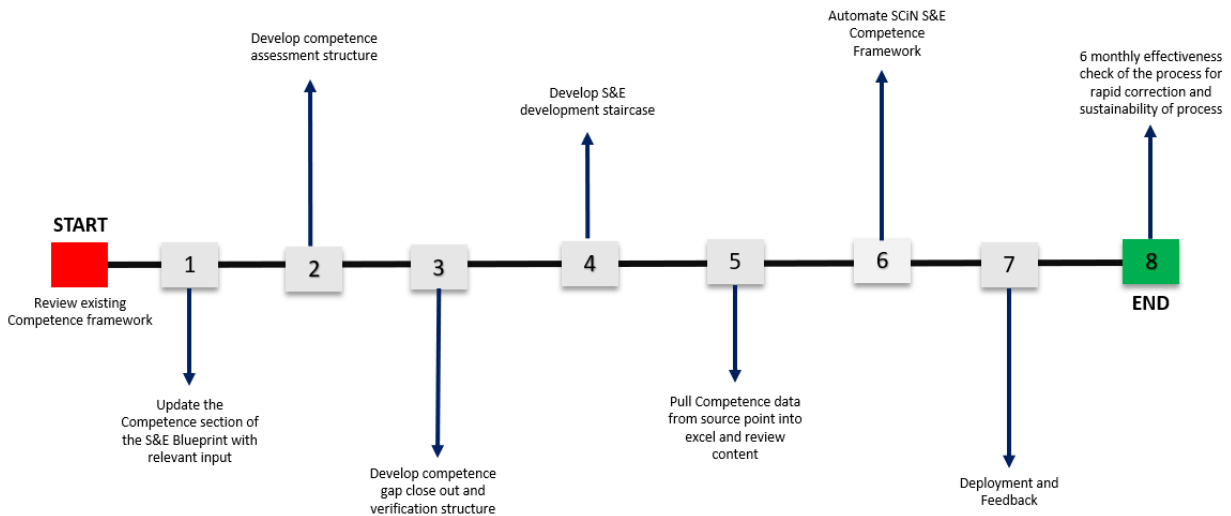
2.0 Objective

- One-stop shop for competence management with simple navigation, built-in assurance and reporting dashboard.
- Optimized and standardized SE competence framework / development plans.

3.0 Plan

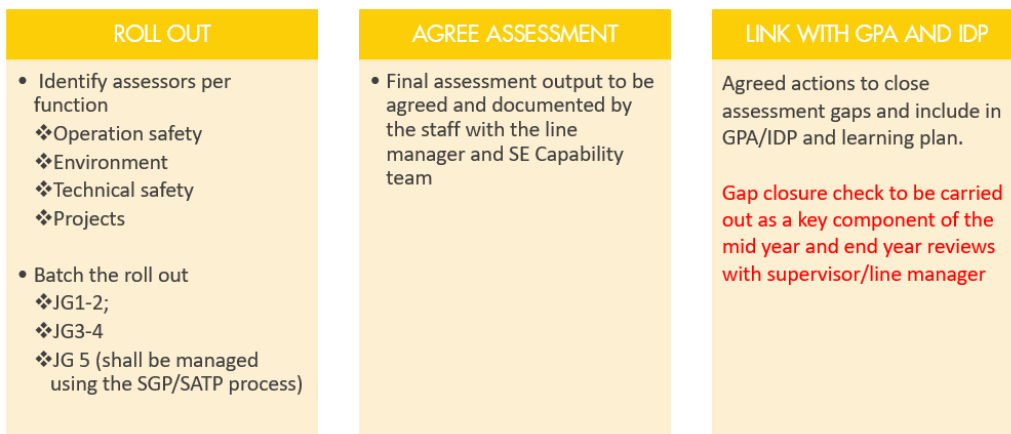
The improvement opportunities are divided into five (5) work packages – *Competence matrix assessment, competence assessment & validation, S&E Staff development staircase, competence / training passport and automation of the SCiN S&E Competence Framework.*

3.1. Activity Plan and Outcomes

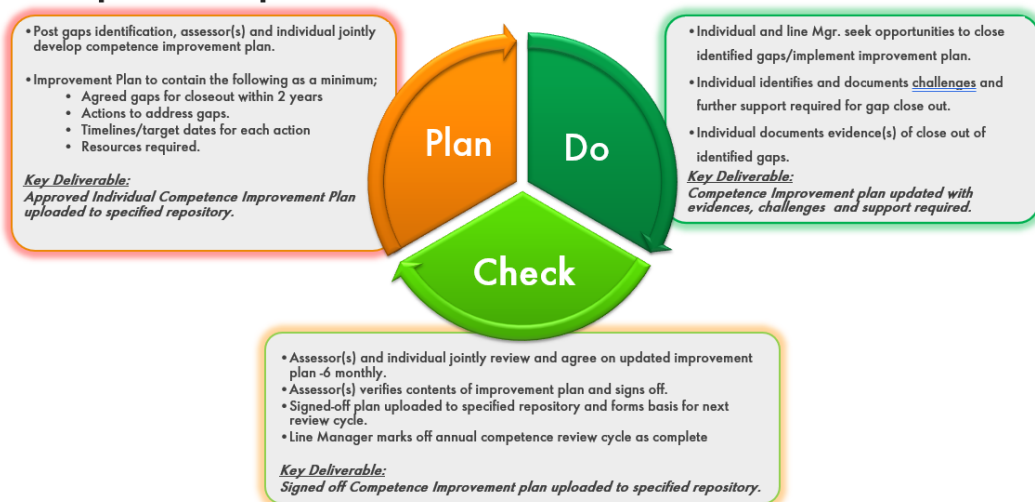




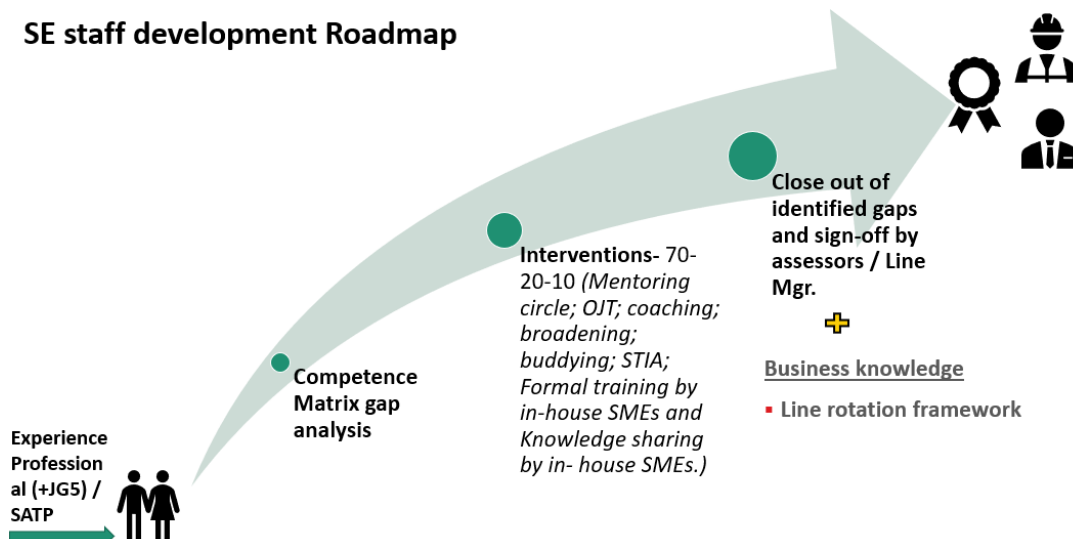
Competence Assessment



Competence Gap Close-Out & Verification

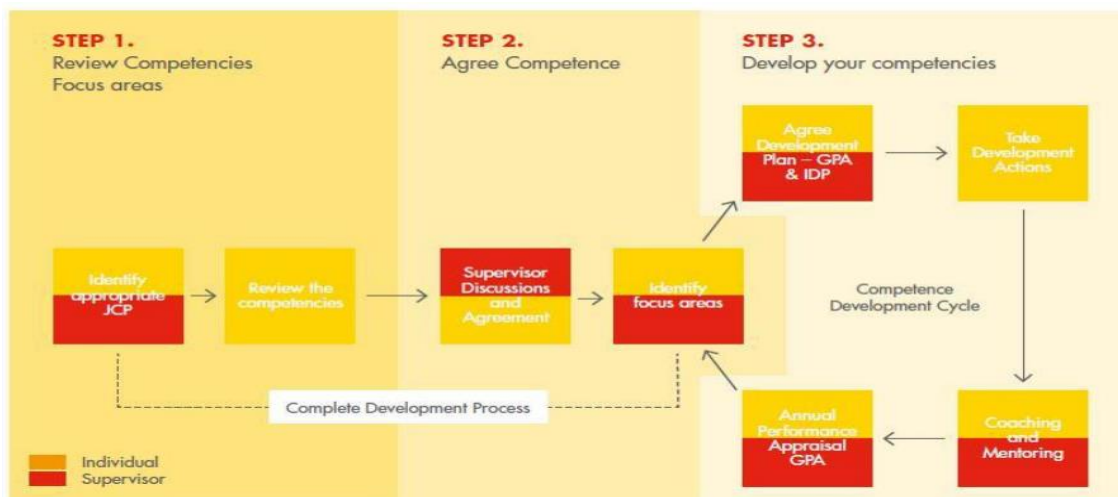


SE staff development Roadmap





4.0 Governance and Assurance



S/N	Process	Output	Who
1	Complete the Competence Matrix indicating the following: * Job tasks, trainings etc. carried out in line with appropriate proficiency level requirements as highlighted in the Job Competency Profile (JCP). * Evidences (where required) of fulfilment of these requirements. * Development Gaps for inclusion in Competence Improvement plan for next review cycle	Competence gaps	Individual
2	Schedule periodic review sessions with Supervisor/Line Manager and assessor to discuss completed Competency matrix	Competence gaps review	Individual
3	Update individual GPA, IDPs and annual training plans to reflect agreed key competence elements to be addressed in the calendar year	Competence improvement plan	Individual
4	Drive agreed improvement plan from above discussions to address identified competency gaps before the next review cycle	Signed off competence improvement plan	Individual
5	Agree on development gaps and jointly develop action plan to address these gaps	Competence gaps review	Line Mgr / Sup.
6	Ensure individual GPA, IDPs and annual training plans are updated to reflect agreed key competence elements to be addressed in the calendar year	Signed off competence improvement plan	Line Mgr / Sup.
7	Provide required support to address identified gaps e.g. Assigning relevant job tasks, nominations for relevant trainings, cross team/functional work experiences, etc	Development plan	Line Mgr / Sup.
8	Review / assess / agree / reject / re-assign competence gaps evidences	Competence assurance sign-off	Assessors
9	Review backend data and share competence assessment and validation update on status bi-annually.	competence assessment and validation status	Capability team

5.0 Process owner

The capability team is the owner of this process. The capability team will drive timely competence assessment and validation for SCiN Safety & Environment staff and provide bi-annual update on status to the GM, Safety & Environment, Nigeria after the automation process.