**ASSESSMENT OF COMPETENCE SKILLS AND QUALIFICATIONS**

**Introduction**

The completion of the attached proforma will provide a workshop manager with a very useful indicator of the combined abilities of the staff employed. A separate exercise to complete the matrix with desirable skills and experience will assist in setting the standards for any contractor and be a bench-mark for in-house training and staff development programmes.

It is important to give appropriate credit for relevant experience which can be, in practice, at least as effective, maybe more so, than formal training. Hence, under each name there are two columns, one for formal training and qualifications (Q) and one for experience (E).

Notes for Completion

The entries in the vertical columns should be graded 0 to 5 or NA if not applicable to type of post.

Formal Qualifications and Skills Training

0 = No skill or training or knowledge in this aspect

1 = Some knowledge but no training

2 = Some knowledge and some training

3 = Knowledge from practical ‘on the job training’ – little or no formal training

4 = Recognised training course, completed and/or grade awarded

5 = Fully trained and qualified at national level, at least 3 years practical experience

6 = Current certification of competence (IRTEC)

Experience

0 = No relevant experience

1 = Learning – must not work alone

2 = Limited experience – needs supervision

3 = Experience but finished work requires inspections

4 = Experience and reliable to finish set tasks

5 = Experienced and may be trusted to make decisions, solve problems

and innovate solutions

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|  | 1 | | 2 | | 3 | | 4 | | 5 | |
| **1. PROFESSIONAL** | Q | E | Q | E | Q | E | Q | E | Q | E |
| 1. CIT |  |  |  |  |  |  |  |  |  |  |
| 2. IRTE/SOE |  |  |  |  |  |  |  |  |  |  |
| 3. IMI |  |  |  |  |  |  |  |  |  |  |
| 4. CPC International |  |  |  |  |  |  |  |  |  |  |
| 5. Registered Engineer |  |  |  |  |  |  |  |  |  |  |
| - Chartered Engineer |  |  |  |  |  |  |  |  |  |  |
| - Incorporated Engineer |  |  |  |  |  |  |  |  |  |  |
| - Engineering Technician |  |  |  |  |  |  |  |  |  |  |
| 6. B Tech |  |  |  |  |  |  |  |  |  |  |
| **2. TECHNICAL** |  |  |  |  |  |  |  |  |  |  |
| 1. HND |  |  |  |  |  |  |  |  |  |  |
| 2. HNC |  |  |  |  |  |  |  |  |  |  |
| 3. NVQ 5 |  |  |  |  |  |  |  |  |  |  |
| 4. NVQ 4 |  |  |  |  |  |  |  |  |  |  |
| 5. NVQ 3 |  |  |  |  |  |  |  |  |  |  |
| 6. City & Guilds |  |  |  |  |  |  |  |  |  |  |
| 201 Gen Engineering |  |  |  |  |  |  |  |  |  |  |
| 2800 Level 2 |  |  |  |  |  |  |  |  |  |  |
| 229 Metal & Fabrication |  |  |  |  |  |  |  |  |  |  |
| 2800 Level 3 Welding & Fabrication |  |  |  |  |  |  |  |  |  |  |
| 383 HGV & LT Mechanical |  |  |  |  |  |  |  |  |  |  |
| 390 Vehicle Technician |  |  |  |  |  |  |  |  |  |  |
| 398 Vehicle Body Repairs |  |  |  |  |  |  |  |  |  |  |
| 3860 Auto Electrician |  |  |  |  |  |  |  |  |  |  |
| 7. Institute of the Motor Industry |  |  |  |  |  |  |  |  |  |  |
| IMI 100/5568/xHGV M&R L2  Certificate |  |  |  |  |  |  |  |  |  |  |
| IMI 100/5570/8HGV M&R L3  Diploma |  |  |  |  |  |  |  |  |  |  |
| IMI 100/5571/x BR Level 1 |  |  |  |  |  |  |  |  |  |  |
| IMI 100/5572/1 BR Level 2 |  |  |  |  |  |  |  |  |  |  |
| IMI 100/5573/3 BR Level 3 |  |  |  |  |  |  |  |  |  |  |
| IMI 100/5568/x Auto Electrician  Level 2 |  |  |  |  |  |  |  |  |  |  |
| IMI 100/5570/8 Auto Electrician  Level 3 |  |  |  |  |  |  |  |  |  |  |
| 8. Craft Apprenticeship |  |  |  |  |  |  |  |  |  |  |
| - Engineering |  |  |  |  |  |  |  |  |  |  |
| - Auto Electrician |  |  |  |  |  |  |  |  |  |  |
| - Coachbuilder |  |  |  |  |  |  |  |  |  |  |
| - Metal Worker |  |  |  |  |  |  |  |  |  |  |
| - Painter |  |  |  |  |  |  |  |  |  |  |
| - Welding – Gas |  |  |  |  |  |  |  |  |  |  |
| - Welding – Electric |  |  |  |  |  |  |  |  |  |  |
| - Welding – MIGTIG |  |  |  |  |  |  |  |  |  |  |

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| **Name** |  | |  | |  | |  | |  | |
| 1 | | 2 | | 3 | | 4 | | 5 | |
| **3. FORMAL TRAINING/EXPERIENCE\* MANUFACTURERS** | Q | E | Q | E | Q | E | Q | E | Q | E |
| 1. Hale Pumps |  |  |  |  |  |  |  |  |  |  |
| 2. Rosenbauer Pumps |  |  |  |  |  |  |  |  |  |  |
| 3. Waterous |  |  |  |  |  |  |  |  |  |  |
| 4. Dennis |  |  |  |  |  |  |  |  |  |  |
| 5. Volvo |  |  |  |  |  |  |  |  |  |  |
| 6. Scania |  |  |  |  |  |  |  |  |  |  |
| 7. Mercedes Benz |  |  |  |  |  |  |  |  |  |  |
| 8. Darley |  |  |  |  |  |  |  |  |  |  |
| 9 MAN |  |  |  |  |  |  |  |  |  |  |
| 10. Renault |  |  |  |  |  |  |  |  |  |  |
| 11. Metz |  |  |  |  |  |  |  |  |  |  |
| 12. Magirus |  |  |  |  |  |  |  |  |  |  |
| 13. Bronto |  |  |  |  |  |  |  |  |  |  |
| 14. VEMA |  |  |  |  |  |  |  |  |  |  |
| 15. |  |  |  |  |  |  |  |  |  |  |
| **4. FORMAL TRAINING/EXPERIENCE (COMPONENTS)** |  |  |  |  |  |  |  |  |  |  |
| 1. Engines |  |  |  |  |  |  |  |  |  |  |
| 2. Transmission |  |  |  |  |  |  |  |  |  |  |
| 3. Air bag/restraint systems |  |  |  |  |  |  |  |  |  |  |
| 4. Foundation Brakes |  |  |  |  |  |  |  |  |  |  |
| 5. ABS, ASR |  |  |  |  |  |  |  |  |  |  |
| 6. Fuel Injection |  |  |  |  |  |  |  |  |  |  |
| 7. Automotive Electrics |  |  |  |  |  |  |  |  |  |  |
| 8. Crack Detection |  |  |  |  |  |  |  |  |  |  |
| 9. Data recorders |  |  |  |  |  |  |  |  |  |  |
| 10. Electronic Diagnostics |  |  |  |  |  |  |  |  |  |  |
| 11. |  |  |  |  |  |  |  |  |  |  |
| 12. |  |  |  |  |  |  |  |  |  |  |

*\* Examples only: Each FRS should list the specialist requirements for training and experience to match the vehicles in the fleet.*

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| **Name** |  | |  | |  | |  | |  | |
| 1 | | 2 | | 3 | | 4 | | 5 | |
| **5. FORMAL TRAINING AND EXPERIENCE EQUIPMENT** | Q | E | Q | E | Q | E | Q | E | Q | E |
| 1. Hydraulic/air rescue equipment |  |  |  |  |  |  |  |  |  |  |
| 2. Ladders |  |  |  |  |  |  |  |  |  |  |
| 3. Foam Systems |  |  |  |  |  |  |  |  |  |  |
| 4. Pump Control Systems |  |  |  |  |  |  |  |  |  |  |
| 5. Pneumatics |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **6. FORMAL TRAINING AND EXPERIENCE OPERATOR** |  |  |  |  |  |  |  |  |  |  |
| 1. Recovery |  |  |  |  |  |  |  |  |  |  |
| 2. Pump Operation |  |  |  |  |  |  |  |  |  |  |
| 3. Hydraulic Platform |  |  |  |  |  |  |  |  |  |  |
| 4. Turntable Ladder |  |  |  |  |  |  |  |  |  |  |
| 5. Appliance Driver (EFAD) |  |  |  |  |  |  |  |  |  |  |
| 6. Demountable |  |  |  |  |  |  |  |  |  |  |
| 7. Forklift |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **7. FORMAL TRAINING/ EXPERIENCE** |  |  |  |  |  |  |  |  |  |  |
| 1. First Aid |  |  |  |  |  |  |  |  |  |  |
| 2. VOSA Vehicle Inspector |  |  |  |  |  |  |  |  |  |  |
| 3. Health and Safety |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **8. STORES QUALIFICATION** |  |  |  |  |  |  |  |  |  |  |
| 1. City & Guilds |  |  |  |  |  |  |  |  |  |  |
| 384 Stores Parts Dist |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **9. MANAGERIAL** |  |  |  |  |  |  |  |  |  |  |
| 1. Professional Training |  |  |  |  |  |  |  |  |  |  |
| - IRTE / SOE |  |  |  |  |  |  |  |  |  |  |
| - |  |  |  |  |  |  |  |  |  |  |
| 2. Gen Formal Training |  |  |  |  |  |  |  |  |  |  |
| 3. Supervisory |  |  |  |  |  |  |  |  |  |  |
| 4. Inspection |  |  |  |  |  |  |  |  |  |  |
| 5. Reception & Scheduling |  |  |  |  |  |  |  |  |  |  |
| 6. Time Management |  |  |  |  |  |  |  |  |  |  |
| 7. Administrative |  |  |  |  |  |  |  |  |  |  |
| 8. Financial |  |  |  |  |  |  |  |  |  |  |

*Note - Equivalent military qualifications should also be considered.*

**ASSESSMENT OF EXPERIENCE SKILLS (E) AND QUALIFICATIONS (Q)**

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| **Name** |  | |  | |  | |  | |  | |
| 1 | | 2 | | 3 | | 4 | | 5 | |
| **MANAGERIAL (cont’d)** | Q | E | Q | E | Q | E | Q | E | Q | E |
| 9. Computer Technology |  |  |  |  |  |  |  |  |  |  |
| * Basic |  |  |  |  |  |  |  |  |  |  |
| - Fleet Management |  |  |  |  |  |  |  |  |  |  |
| - Per/Management |  |  |  |  |  |  |  |  |  |  |
| - Fin/Management |  |  |  |  |  |  |  |  |  |  |
| - Word Processing |  |  |  |  |  |  |  |  |  |  |
| - Stores Systems |  |  |  |  |  |  |  |  |  |  |
| - Excel |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **10. MANAGERIAL - INTERNAL** |  |  |  |  |  |  |  |  |  |  |
| 1. Induction |  |  |  |  |  |  |  |  |  |  |
| 2. Staff Assessment |  |  |  |  |  |  |  |  |  |  |
| 3. Equality & Diversity |  |  |  |  |  |  |  |  |  |  |
| 4. Health & Safety |  |  |  |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |  |  |  |

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| Note: | IRTE | = | Institute of Road Transport Engineers |
|  | SOE | = | Society of Operations Engineers |
|  | IRTEC | = | Institute of Road Transport Engineers Certificate |
|  | C.I.T. | = | Chartered Institute of Transport |
|  | I.M.I. | = | Institute of the Motor Industry |
|  | C.P.C. | = | Certificate of Professional Competence National / |
|  |  |  | International – RSA |
|  | EngTech | = | Engineering Technician – registered with the |
|  |  |  | Engineering Council. |
|  | I Eng | = | Incorporated Engineer |
|  | C Eng | = | Chartered Engineer |
|  | Reg Engineer | = | Registered Engineer (Engineering Council) |
|  | NVQ | = | Motor Engineering |