

TRACEZ Training & Consultancy Services

Muscat, Kochi & Delhi

Certified Competence Assessor - OPITO

International Certification

‘One of the highly ranked international qualification for
Human Capability Assessment’

Excellent opportunity for all professionals to become an
Internationally certified Competence Assessor

Duration – 3 Days

Online training on ZOOM

If you are an SME (Subject Matter Expert) in any of the
field but not limited to the following;

- ✓ Leadership & Management
- ✓ Engineering (all branches)
- ✓ Health & Safety
- ✓ Behavioural skills /Interpersonal skills
- ✓ Operation & Maintenance
- ✓ HR, Finance, IT, Audits & Inspection
- ✓ Projects: Engineering & Management, etc.

then invest in yourself and increase your market value



A certified assessor is authorised to assess the competence elements that are relevant to his/her area of expertise ONLY.

Introductio

Employee Competency at all levels across an organisation is one of the important factors that contributing to its success. Development, execution and management of a well defined Competency management will enhance the organisational effectiveness at all levels and departments.

Competent employees will contribute more to improve the productivity, quality, safety and reduce the operating expenditures. In the recent years, competency based development has replaced the word training. Competency based development also contribute to have a strong organisational culture and employee motivation & engagement.

This certification program is a fully experiential and aimed to provide the internationally proven best tools and practices of Competence assessment and management.

Employee competencies are specific to organisation's business and depends on employee job roles & job levels, equipment/systems that the employee is assigned to work with, organisational values, policies and procedures.

Competency assessment methodology and tools used for employees at Junior levels are entirely different from the tools and methodologies applied for senior level employees. Competency elements come from the specific areas including; Functional roles, Leadership, Risk management, Corporate policies and Procedures, Values, etc.

TRACEZ team has more than 20 years international experience developing and delivering Competency assessment and management systems.....



**Develop
Capability & Authority
to assess and certify
employee competencies in
your area of expertise.**

Assess the knowledge, skill
& behaviours for each task

***Please Note:* TRACEZ is the only center in the Asian region, having accreditations from both City & Guilds and OPITO for Competency Assessor and Internal Verifier Programs**



Essential qualities of an efficient Competency Assessor

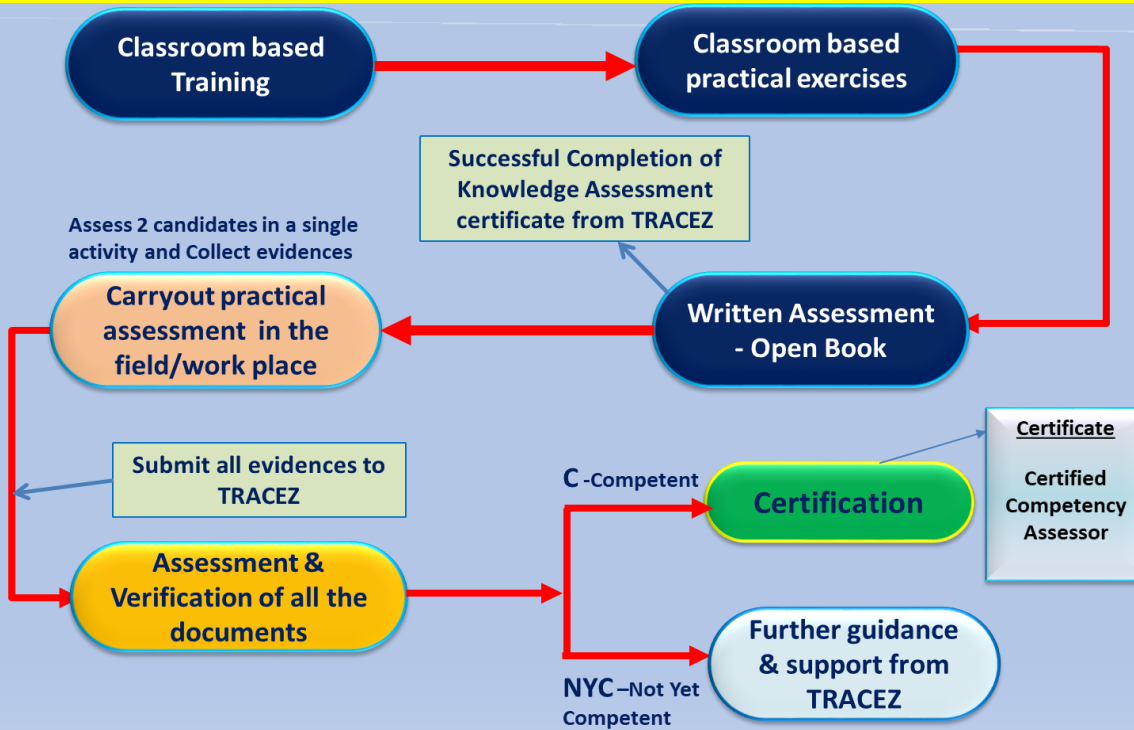
- ✓ SME – Subject matter expert in your area of specialisation
- ✓ Able to demonstrate excellent Interpersonal skills
- ✓ Expert in 'Principles & Practices of Competence assessment.
- ✓ Professional certification

Your takeaway from the program

- ✓ High level of understanding on Principles and practices of Competence Assessment.
- ✓ Support organisations to develop a dynamic and customised Competency framework
- ✓ Competency gap analysis and develop competency based training programs.
- ✓ Capability to develop / customise assessment standards.
- ✓ Skills to prepare customised assessment tools that include;
 - Specific questionnaires (oral & written) and answer banks
 - Check lists for observations
 - Assignments & project activities, etc.
- ✓ Carryout assessment of Knowledge, Skills and Behaviours relevant to the task being assessed.
- ✓ Skills to ensure the assessments are transparent, reliable & fair.
- ✓ Evaluate evidences and make decisions.
- ✓ Skills to set up Assessment centre, lead assessment centre team, develop leadership assessment framework, etc.
- ✓ Capability to build confidence & motivate candidates.
- ✓ Provide constructive feedback



Training & Certification Process



[Click for registration](#)

Upcoming programs

1. IQA Level 4 – Internal Quality Assurance of Competency Assessment & Management - City & Guilds
2. Certified Competence Assessor – City & Guilds
3. Principles & Practices of Competence Assessment and Management
4. Executive Programme in Master Trainer– City & Guilds ,UK
5. CLDP – Certified Learning and Development Professional
6. Advanced Program in HAZOP-City & Guilds,UK
7. Advanced Program in HSE Management for Process Industries, City & Guilds ,UK
8. Advance Program for Industrial Lab Technology, City & Guilds
9. Foundation program in Professional Engineering , City & Guilds
10. ILM LEVEL 3 ,City & Guilds
11. ILM LEVEL 5 ,City & Guilds

Please contact for details of fees, session details and certification process

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