



Personnel training N6 summary

Human Resources Management 4 (Vaal University of Technology)



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PERSONNEL TRAINING N6

MODULE ONE: COMPETENCY BASED TRAINING

1. **COMPETENCE**: Refers to a collection of abilities, commitments, skills and knowledge which a person applies to perform efficiently and effectively in different situation and environments. Competency can also be defined as an ability to do something well and successfully.

TYPES OF COMPETENCE

- Occupational competence – The ability to plan, execute and monitor one’s work in a self-reliant manner.
- Personal competence- Includes self-awareness and self-management it is also the ability to identify your strengths, weaknesses and emotions as well as the effect it has on yourself and people around you.
- Social competence- (also known as interpersonal skills) it refers to the ability to work in a team and interact positively with others.

CHARACTERISTICS OF A COMPETENT EMPLOYEE

- He/she can perform a wide range of different tasks.
- Manages different activities
- Responds to breakdowns
- Deals with responsibilities in the workplace which includes getting along with others.

COMPONENTS OF COMPETENCIES

- **Details of skills** (Performance element)- Skills refers to the ability and capacity a person acquires to carry out certain activities. Skills are acquired through sustained training or experience.
- **Standard of performance**- Competency standard of performance is expressed in outcome terms and specifies knowledge and skills, plus the application of that knowledge and skill to the standard of performance required in the workplace.

CONDITIONS UNDER WHICH PERFORMANCE IS REQUIRED

- Performance conditions refers to conditions under which behaviour occurs.
- In a business or organisation this will usually apply to normal working conditions including the availability of equipment and resources along with the range of variables that may affect the performance.

2. COMPETENCY BASED MODULAR TRAINING

- Training-Is described as a training module that focuses on practical experiences rather than an instructor
- Centred approach- It focuses on training of employees in a specific situation to achieve a specific set of competence skills.

CHARACTERSTICS OF A COMPUTER BASED TRAINING

- A trainee is trained in order to achieve a particular knowledge, skills or attitude.
- The competency is directly task related
- Each module describes a specific objective
- Trainees can work at their own pace and are responsible for achievements of the competence.
- Trainers help and motivate their trainees positively.
- Competency is measured against previously set standards.

STEPS IN DEVELOPMENT OF COPMETENCY BASED MODULAR TRAINING

- **STEP 1:** Analyse the duties and task of a job
- **STEP 2:** Describe measurable skills, units of knowledge and attitude applicable to the duties and tasks in terms of training objectives.
- **STEP 3:** Arrange the skills, units of knowledge and attitude in a logical manner or order.
- **STEP 4:** Develop the training modules
- **STEP 5:** Test the modules
- **STEP 6:** Develop the management system of the implementation of the programme.
- **STEP 7:** Choose a group to train
- **STEP 8:** Train the group
- **STEP 9:** Apply remedial methods to those who do not reach competency.

DEFINITIONS!!!

Competence: More than just knowing the theory, specific actions and rules for doing a particular task, it's the ability to do something well and successfully.

Performance: The way in which someone or something carries out a wide range of different tasks,

Criteria: A principle by which something is judged or decided.

Competency based -training: Training that is focused on training employees in a specific context to achieve a specific skill, knowledge or attitude.