

<b>TSC Category</b>	Learning and Development Management					
<b>TSC</b>	Staff Development Management					
<b>TSC Description</b>	Manage staff capabilities and competency-based development through learning and development activities to build a skilled workforce					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
			ECM-LDM-3003-1.1	ECM-LDM-4003-1.1	ECM-LDM-5003-1.1	ECM-LDM-6003-1.1
			Implement staff development plans to support the development of staff competency and capability	Manage staff competency and capability development plans	Evaluate staff development strategies, processes and progression pathways and opportunities for all staff to ensure the alignment of staff development with the organisation's objectives and business needs	Influence human resource (HR) strategies to build a highly skilled, motivated and innovative organisation
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Learning and development theories and practices</li> <li>Principles of personal development planning (PDP)</li> <li>Theories and principles of mentoring and coaching</li> <li>Theories and principles of giving and receiving of performance feedback</li> <li>Methods of developing personal competence portfolios</li> <li>Competency-based assessment methods and techniques</li> <li>Methods of tracking competency developments</li> </ul>	<ul style="list-style-type: none"> <li>Learning and development frameworks</li> <li>Models and methods to evaluate the effectiveness of learning and development frameworks</li> <li>Methods of Training Needs Analysis (TNA) techniques and methods</li> <li>Methods of planning and scheduling</li> <li>Principles of succession planning</li> <li>Methods of supporting the development of the next generation of managers and leaders</li> </ul>	<ul style="list-style-type: none"> <li>Strategic human resource (HR) management</li> <li>Principles of career progression</li> <li>Methods of identifying capability gaps within the organisation and actions to close the gaps</li> <li>Executive coaching and mentoring theories and practice</li> <li>Learning theories and practices</li> </ul>	<ul style="list-style-type: none"> <li>Organisational policies and strategies relating to staff development and talent management</li> <li>Relevant professional or industry Codes of Practice and standards relating to professional continuing development</li> <li>Industry and international best practices for staff development and talent management</li> <li>Market trends and developments in relation to staff development to build a highly skilled, motivated and innovative organisation</li> </ul>
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Support staff development plans and learning activities</li> <li>Support human resource (HR) and line management in the coaching and assessment of staff</li> </ul>	<ul style="list-style-type: none"> <li>Manage staff development plans and learning activities</li> <li>Update learning and development management systems</li> </ul>	<ul style="list-style-type: none"> <li>Evaluate and approve staff development plans and learning activities</li> <li>Review succession planning, and organisational capability development plans</li> </ul>	<ul style="list-style-type: none"> <li>Create a vision for the organisation to build a highly skilled, motivated and innovative organisation</li> <li>Formulate integrated HR strategies to manage change successfully</li> </ul>

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

			<ul style="list-style-type: none"> <li>• Apply a range of learning and development tools</li> <li>• Develop training and competency development progress reports</li> </ul>	<ul style="list-style-type: none"> <li>• Review training and competency development progress reports</li> <li>• Manage TNA activities</li> </ul>	<ul style="list-style-type: none"> <li>• Set and maintain learning and development budgets</li> <li>• Promote a strong learning culture throughout the organisation</li> <li>• Build effective internal and external relationships with key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Improve aspects of strategy execution that rely on talent</li> <li>• Target workforce investments to create the highest strategic returns for the organisation</li> <li>• Build resilience in the organisation to cope with change</li> <li>• Keep abreast of new trends in staff development management to maximise staff's strengths</li> </ul>
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