

**SKILLS FRAMEWORK FOR PUBLIC TRANSPORT
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

TSC Category	People Management					
TSC	Learning and Development					
TSC Description	Manage employees' learning and development activities to maximise employee' potential and capabilities to contribute to the organisation					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		PTP-PDV-2007-1.1	PTP-PDV-3007-1.1	PTP-PDV-4007-1.1	PTP-PDV-5007-1.1	PTP-PDV-6007-1.1
		Apply workplace learning techniques to enhance employees' development.	Analyse competency based assessment and workplace learning techniques.	Support employees to develop their skills and facilitating learning opportunities and coaching junior management employees.	Drive employee developmental programmes in alignment to business needs.	Mentor successors, support organisational learning and development and engage employees to develop a strong organisational base.
Knowledge		<ul style="list-style-type: none"> Characteristics of competency-based training Workplace learning methods Components of a workplace learning plan Questioning techniques Instructional techniques and methods for working with team members to increase capability and performance Principles of giving and receiving of feedback 	<ul style="list-style-type: none"> Legal and ethical considerations relating to the identification of individual development requirements Relevant professional or industry codes of practice and standards Models and methods for evaluating the performance of individuals Communication techniques and channels relevant for disseminating information Role and accountability for identification of skill development needs Models and methods of training needs analysis Instructional techniques and methods for working with team members to increase capability and performance Negotiation skills for working with team members to identify appropriate learning and 	<ul style="list-style-type: none"> Legal and ethical considerations relating to identification of individual training requirements Market trends and developments in relation to business functions which may aid in identifying new and emerging skill requirements Roles and accountability for identifying appropriate employee skill requirements Methods of facilitation of individual learning opportunities Instructional techniques and methods for working with team members to increase performance Relevant professional or industry codes of practice and standards Communication techniques and channels relevant for disseminating information regarding 	<ul style="list-style-type: none"> Legal and ethical considerations relating to the broader development and provision of human resource information and services Links between human resource and organisational strategies Communication techniques and channels relevant for disseminating Facilitation and communication skills for working with stakeholders in the development of human resource activities, services and programmes Models and methods for evaluating the effectiveness of human resource activities, services and programmes Legal and ethical considerations relating to consultation and communication with 	<ul style="list-style-type: none"> Legal and ethical considerations relating to succession planning, and organisational learning and development Organisational policies and procedures relating to succession planning, and organisational learning and development Relevant professional or industry codes of practice and standards relating to learning and development Implications and impact on employees and the organisation arising from succession management processes, learning and development processes, and engagement activities Relationship between engagement and performance Concepts and theories of succession planning

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			<p>development opportunities</p> <ul style="list-style-type: none"> Facilitation methods for involving employees in a range of communication and consultative processes 	<p>team activities, services and products</p> <ul style="list-style-type: none"> Models and methods of training needs analysis Negotiation techniques for encouraging employees to participate in processes to improve skills Implications and impact of coaching and mentoring activities on the individuals participating in the process 	<p>organisational stakeholders</p> <ul style="list-style-type: none"> Relationship between strategies developed at more senior levels and the operational or functional requirements of other areas within an organisation 	<p>and employee engagement</p> <ul style="list-style-type: none"> Market trends and developments in relation to succession management, employee engagement and learning and development
Abilities		<ul style="list-style-type: none"> Develop workplace learning plan using appropriate workplace learning methods Prepare to facilitate workplace learning. Provide on-the-job instruction, coaching to increase the capability and performance of team members Communicate expectations of team performance in a positive manner Facilitate workplace learning using workplace learning plan. Provide feedback on work progress. 	<ul style="list-style-type: none"> Identify learning and development opportunities that support the development of team member skills Translate team members' skill requirements into learning and development plans Encourage and support team members to develop and share their skills and experiences to enhance team effectiveness Provide on-the-job instruction, coaching and mentoring to increase the capability and performance of team leaders Communicate expectations of team performance in a positive manner Provide feedback on work progress Provide opportunities for team members to take 	<ul style="list-style-type: none"> Review organisational strategies and business plans that impact on team competency requirements Select and use tools to review current skills of employees Establish employees' learning priorities Support employee in writing learning and development plans Facilitate learning and development opportunities to address skills needs Provide resources and support for learning and development Establish clear learning outcomes and timeframes Work with employee to explore issues and develop options Review learning outcomes against learning goals 	<ul style="list-style-type: none"> Identify human resource trends that may impact on organisational performance Implement or initiate identified changes to human resource activities, services and programmes to support the organisation's strategic and business goals Establish performance indicators and measures for the effectiveness of human resource activities, services and programmes designed to support the organisation's strategic and business goals Review organisation's strategic and business plans to identify areas impacting on human resource activities, services and programmes Facilitate involvement of stakeholders to review human resource service 	<ul style="list-style-type: none"> Develop a succession management strategy in consultation with the human resources function and other relevant personnel to facilitate succession planning Identify critical roles and feeder positions to provide opportunities to groom successors Work with managers and identified successors to create and implement development and retention plans Prioritise learning and development programmes to support employees in the development of their professional, technical and managerial competencies Empower senior managers to demonstrate independence and

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			on higher duties and learn in the workplace		<p>effectiveness and clarify future expectations and requirements</p> <ul style="list-style-type: none"> • Communicate with stakeholders to clarify their needs relating to human resource activities, services and programmes 	<p>responsibility for their personal development</p> <ul style="list-style-type: none"> • Promote engagement strategies to improve organisational performance
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