

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

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| TSC Category | Human Resource | | | | | |
| TSC | Learning and Development | | | | | |
| TSC Description | Implementing learning and development frameworks to facilitate the learning needs of the organisation. | | | | | |
| TSC Proficiency Description | Level 1 | Level 2 | Level 3 STP-HRM-3002-1.2 | Level 4 STP-HRM-4002-1.1 | Level 5 STP-HRM-5002-1.1 | Level 6 |
| | | | Support employees to achieve their personal learning and development goals through individual learning plans | Develop and implement an in-house learning and development framework | Direct the development of learning and development frameworks to ensure alignment with business needs | |
| Knowledge | | | <ul style="list-style-type: none"> • Scope and process of learning needs analysis • Components of a learning needs analysis report • Types of learning styles • Components of a learning road map • Types of learning and development needs of an individual • Factors influencing an individual's level of learning motivation and choice | <ul style="list-style-type: none"> • Definition of competencies • Components of, and application and uses of a learning and development framework • Types of competencies relevant to the organisation and individuals • Competency modelling approaches • Methodology of job analysis • Competency development approach | <ul style="list-style-type: none"> • Links between learning and development frameworks and organisational strategies • Stakeholders to engage in the development of learning and development frameworks • Facilitation and communication methods for working with stakeholders in the review of learning and development frameworks • Methods for evaluating the effectiveness of learning and development frameworks | |
| Abilities | | | <ul style="list-style-type: none"> • Communicate the organisation's learning and development objectives to individuals • Conduct learning needs analysis to identify individual learning needs • Conduct learning needs analysis to identify individual learning needs | <ul style="list-style-type: none"> • Identify objectives and scope of organisation's learning and development framework • Conduct research to identify competencies relevant for the organisation and jobs • Develop learning and development framework aligned to organisation's | <ul style="list-style-type: none"> • Review organisation's strategic business plans to identify areas impacting learning and development • Identify learning and development trends that may impact organisational performance | |

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| | | | <ul style="list-style-type: none"> • Develop a training calendar and learning roadmap for individuals • Convey available learning and development options to individuals • Identify individual learning and development goals | <p>learning and development needs</p> <ul style="list-style-type: none"> • Validate framework with management and line managers to clarify their learning and development needs • Implement competency framework • Review framework effectiveness to ensure its continued relevance | <ul style="list-style-type: none"> • Direct the development of learning and development frameworks to ensure alignment with wider human resource business strategy • Outline performance indicators to be used in measuring effectiveness of learning and development frameworks • Facilitate involvement of stakeholders to review learning and development effectiveness and clarify future expectations and requirements | |
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