

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

|                                    |  |                |  |  |   |                |
|------------------------------------|--|----------------|--|--|---|----------------|
| <b>TSC Category</b>                | Risk Management, Governance and Regulatory Compliance  |                |  |  |   |                |
| <b>TSC</b>                         | Policy Implementation and Revision   |                |  |  |   |                |
| <b>TSC Description</b>             | Identify priority areas for policy development and evaluate existing policies to determine currency and relevance before implementing policies |                |  |  |   |                |
| <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> |
|                                    |  |                | <b>STP-CGP-3010-1.1-1</b>  | <b>STP-CGP-4010-1.1-1</b>  | <b>STP-CGP-5010-1.1-1</b>   |                |
|                                    |  |                | Draft and modify policies based on outcomes of consultation with relevant stakeholders, business requirements and assess current business environment that may impact organisational policy development  | Evaluate existing policies, facilitate open constructive discussion on policy issues and possible resolutions for continuous improvements, identify priority areas for policy development and outline policy requirements  | Develop policy compliance mechanisms, strategic directions and goals according to identified business needs and overarching governance strategies   |                |
| <b>Knowledge</b>                   |  |                | <ul style="list-style-type: none"> <li>Required resources for the effective implementation of policies and procedures</li> <li>Organisational guidelines, standards and procedures</li> <li>Implementation of policies and procedures</li> <li>Actions to ensure staff compliance to policies and procedures</li> </ul>                              | <ul style="list-style-type: none"> <li>Required resources for the effective implementation of policies and procedures</li> <li>Implementation of policies and procedures</li> <li>Methods of updating staff on policies and procedures</li> <li>Actions to motivate, enforce and ensure staff compliance to policies and procedures</li> </ul> | <ul style="list-style-type: none"> <li>Review of the effectiveness of policies and procedures</li> <li>Policy development techniques</li> <li>Acquisition of policies and procedures</li> <li>Techniques to motivate, enforce and ensure staff compliance to policies and procedures</li> <li>Organisational business strategies and goals</li> </ul> |                |
| <b>Abilities</b>                   |  |                | <ul style="list-style-type: none"> <li>Write and develop policy documents based on strategic direction</li> <li>Interpret organisational policies and procedures to identify discrepancies, misalignment or deficiencies</li> <li>Implement and follow procedures to execute policies</li> <li>Provide staff with updates on policies and</li> </ul> | <ul style="list-style-type: none"> <li>Monitor resources in relation to implementation of policies and procedures</li> <li>Review the effectiveness of policies and procedures based on defined success indicators</li> <li>Socialise changes and updates on policies and procedures through targeted communication</li> </ul>                 | <ul style="list-style-type: none"> <li>Develop policies and frameworks according to organisational strategic direction and business needs</li> <li>Devise policy compliance mechanisms</li> <li>Determine and formulate strategic directions and goals using appropriate consultation processes with relevant stakeholders when</li> </ul>            |                |

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|  |  |  | procedures <ul style="list-style-type: none"> <li>• Identify possible improvements for policy implementations and make appropriate suggestions</li> </ul> | and briefing efforts <ul style="list-style-type: none"> <li>• Take actions to ensure staff compliance to policies and procedures</li> <li>• Provide feedback on the effectiveness of the procedures</li> </ul> | developing policies <ul style="list-style-type: none"> <li>• Advocate for practice and adherence to policies and procedures</li> </ul> |  |
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