

Competence 3

The ability to implement effective personnel management skills

This meets the requirements of IMCA C/C02/000//04, 06 & 08

Candidate Name:		Date:	
Activity Number (1,2, or 3):			

Performance Criteria: all of these must be assessed over a minimum of 3 work activities

Type of Evidence: Observation (O), Work Product (P), Written (W), Questioning (Q), Not Covered (N/C) or Not Applicable (N/A)

Performance Criteria		Type of Evidence
a)	Demonstrates the skills and aptitude commensurate with duties and responsibilities of a Client Representative. Supplementary evidence: include any certificates of training in this field	
b)	Demonstrates the ability to undertake personnel assessments and appraisals fairly, reflecting individual strength and weaknesses. Supplementary evidence: include any certificates of training in this field	
c)	Demonstrates the ability to recommend training or personnel development schemes as appropriate	
d)	Demonstrates the ability to develop company assessment procedures and appraisal reporting schemes	
e)	Demonstrate effective human resource management and communication skills	
f)	Demonstrates the ability and diplomatic skills necessary to constructively discuss assessment reports with personnel	
g)	Demonstrates the ability to communicate effectively and efficiently through face-to-face, writing, radio and telephone	
h)	Demonstrates the ability to effectively liaise with client and company management, including reporting an accident/incident, conducting an interview, giving a presentation and chairing a meeting	
i)	Demonstrates appropriate leadership skills by effective communication	

Witness name: (If applicable in assessment plan)		Date:	
Assessor name:		Date:	