

SKILLS  
KNOWLEDGE  
COMPETENCE  
COMPLIANCE

- How do you show the return on your investment in learning?
- How do you ensure compliance with your regulators?
- How do you enable the assessment of your employees' competence?
- How do you encourage a "learning culture" within your organization?



2345 Yonge Street, Suite 500  
Toronto, ON M4P 2E5  
416.489.6999 phone  
416.489.8407 fax  
[www.skillsure.com](http://www.skillsure.com)



Why Organizations Are Using SkillSure®'s  
Competency Management Systems

skills  
knowledge  
competence  
compliance



# Why use SkilSure<sup>®</sup> CMS?

## ENSURES COMPLIANCE WITH REGULATORS

Increasing regulation requires organizations to track and have auditable records of: critical competency acquisition (and competency maintenance) for; health and safety compliance, ISO, the pharmaceutical industry, the food processing, the nuclear industry the financial industry, registered professionals, the security industry, and many others.

Regulators require auditable records. In addition many regulators require periodic

recertification of critical competencies; the SkilSure<sup>®</sup> competency management solution tracks the date of the attainment of regulated competencies (along with other relevant audit data) and stores the date of its expiry; to stay in compliance organizations must not only record competency attainment but also track the need for recertification. SkilSure automates this process.

## Flexible solutions for your organization's needs

### GETTING DATA INTO SKILSURE

#### Competency Profiles

SkilSure<sup>®</sup> has an import feature that allows the bulk import of competency data; any job information structured as competency data is importable. Competency data can be finely grained with up to five levels in a job competency hierarchy. Users can enter company specific competency data.

#### Employee Data

The usual way to get employee information into SkilSure<sup>®</sup> is to do an initial bulk upload of (relevant) employee data and pass subsequent changes to the data (additions, deletions) across an FTP bridge. SkilSure will build the bridge.

### CONNECTING YOUR ORGANIZATION TO THE TECHNOLOGY RESOURCES YOU NEED

How do you show the payback that you're getting from your investment in learning?

In systems terms

- Learning is an expensive INPUT
- Competency is the OUTPUT

Competency (mapped to organization goals) is a key measure of the Return on Investment (ROI) from learning

Systematic tracking of competency with SkilSure<sup>®</sup> is a way of showing the pay back you get from your investment in human capital.

### ENCOURAGES A LEARNING CULTURE

What gets measured gets done. Systematic use of competency based structures and formal competency assessment processes supported with SkilSure technology and the powerful reports that can be produced from SkilSure will encourage a wide spread "learning culture".

### SKILSURE<sup>®</sup>'S COMPETENCE MANAGEMENT SOFTWARE PROVIDES A TOTAL END TO

### ENABLES ASSESSMENT OF COMPETENCE

Competencies are behaviorally anchored. They can be observed in the workplace; and if a competency



can be observed we can figure out the performance criteria for the competency and develop methods for assessing it.

The SkilSure<sup>®</sup> solution incorporates assessment processes and tools. SkilSure<sup>®</sup> enables:

- Workplace assessment (can be done with hard copy, tablet or Smart phone) and the referencing, uploading and storing of assessor evidence in an employee's file
- Self assessment against competency requirements
- Supervisor assessment against competency requirements
- Tests of competency specific knowledge with automated scoring and a variety of features and feedback options



### OTHER FEATURES OF SKILSURE<sup>®</sup>



#### LEARNING MATERIALS

Online learning materials (in any digital form) can be linked to competencies; competencies are assigned to employees. When the competency is assigned to the employee so is the learning material. A test of knowledge can be linked to the learning material, when the employee has worked through the learning material they can take the test.

The outcome of the test associated with the relevant individual and competency is written to the SkilSure database as an auditable record.



#### SKILLS GAP AND INDIVIDUAL LEARNING PLANS

A skills gap report can be run for any employee. The report showing what gaps need to be filled can then become the basis of an individual learning plan to which learning materials are linked.



#### MENTORING

SkilSure is perfectly adapted to mentoring. On-line, mentors can monitor the competency attainment progress of their charges, review and comment on development plans they have made and evidence of attainment that they have submitted.



#### COMPANY REPORTING

SkilSure can report on competency distribution, and therefore strengths and weaknesses within teams, departments, and across companies. It provides therefore an excellent data base from which decisions can be made for investment in learning materials,

