

SFJNOS4

Identify the functions required in an occupational area



Overview

This standard is about supporting employers and other stakeholders to carry out a functional analysis for the development and review of National Occupational Standards (NOS). The functional analysis must be an accurate and detailed separation of the functions which have to be carried out in order to achieve the overall key purpose of an occupational area.

You will need to work with employers and other stakeholders through a variety of methods which may include workshops, working groups, meetings, interviews and consultation events. These methods will help to ensure employers and other stakeholders are actively involved in defining the functional analysis. At the end of this 'iterative' process, employers and other stakeholders should have a real sense of ownership of the functional analysis.

You will need to present the functional analysis and any supporting information in a way which is meaningful to employers and other stakeholders. Supporting information may include an introduction to the functional analysis, an explanation of the key purpose, a glossary of terms, a diagrammatic representation of the functional analysis and any information on how it has been developed.

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Performance criteria

You must be able to:

- P1 facilitate processes to support employers and other stakeholders to arrive at a consensus definition of a key purpose for an occupational area
- P2 facilitate processes to support employers and other stakeholders to identify all the functions which must be carried out to achieve the key purpose
- P3 continue with the functional analysis until discrete functions have been identified which can be carried out by individuals
- P4 iteratively test, review and develop the structure and content of the functional analysis to arrive at a consensus with a representative sample of employers and other stakeholders in each of the four nations
- P5 manage conflicting opinions and issues effectively and find workable solutions to such issues
- P6 present the functional analysis and any supporting information in a way which is meaningful to employers and other stakeholders in each of the four nations
- P7 review and update the functional analysis to meet changing requirements in the occupational area

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Knowledge and understanding

You need to know and understand:

- K1 the current nationally agreed criteria and guidance for developing and reviewing NOS
- K2 your organisation's requirements for the development and review of NOS
- K3 the relationship of your organisation with other standards setting organisations and the areas of occupational overlap
- K4 what constitutes a representative sample of employers and other stakeholders in each of the four nations
- K5 ways of supporting employers and other key stakeholders to carry out a functional analysis
- K6 the meaning of 'occupational competence' within the context of NOS development
- K7 the principles of functional analysis in NOS development
- K8 the meaning of 'function' and the 'iterative process'
- K9 how to apply the process of disaggregation and reach a point where discrete functions that can be carried out by an individual have been identified
- K10 any relevant tensions and issues which exist amongst employers and other stakeholders and how these can be managed
- K11 how to present and structure a functional analysis so that it is meaningful to employers and stakeholders, and can be used as a basis for NOS development
- K12 the need for a functional analysis to be revisited and updated

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Relevant occupations	Officers in non-governmental organisations
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Suite	NOS for the Development, Implementation and Review of NOS
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