

SFJNOS5

Identify, import and tailor existing National Occupational Standards (NOS)



Overview

This standard is about supporting a representative sample of employers and other stakeholders to identify, import and tailor existing National Occupational Standards (NOS). This is an important stage in NOS development that will promote the transferability of skills across sectors, and help to prevent the proliferation of NOS covering the same or similar functions.

You will need to use the functional analysis as the foundation for this work by matching functions to existing NOS. Your work with employers and other stakeholders may be through a variety of methods such as workshops, working groups, meetings, interviews and consultation events to check the relevance of existing NOS. This work will indicate whether the NOS can be imported as they are currently expressed, or whether they will require 'tailoring' to make them suitable for use by employers and stakeholders. Tailoring involves making changes to the wording in existing NOS to make them appropriate for use within a different sector or context.

Early and on-going dialogue with other standards setting organisations is important in this work. This will ensure that the relevant standards setting organisation is aware of your plans to import and tailor existing NOS.

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Performance criteria

You must be able to:

- P1 use the current functional analysis to sign-post potentially relevant NOS
- P2 support employers and other stakeholders to identify existing NOS
 - P2.1. that meet their needs without any requirements for tailoring
 - P2.2. that will meet their needs if permitted changes are made through tailoring
- P3 make permitted changes to existing NOS through the use of tailoring to meet employers' and other stakeholders' needs
- P4 ensure that the importing and tailoring of existing NOS is carried out in accordance with current nationally agreed criteria and guidance
- P5 present the NOS that you have imported and tailored in the agreed format for use within your sector
- P6 communicate the proposed tailoring of existing NOS at the earliest opportunity to the relevant standards setting organisation and take into account any issues or concerns they may have
- P7 obtain written permission from the standards setting organisation(s) for the importing and tailoring of any existing NOS that have been identified as suitable for use

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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 identifying, importing and tailoring NOS
- K3 the relationship of your organisation with other standards setting organisations and 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 identify, import and tailor existing NOS
- K6 how to sign-post existing NOS using a functional analysis and present this information in a clear way to support decision making
- K7 the importance of using valid and reliable sources of existing NOS
- K8 how to find out whether existing NOS are being reviewed and the timetable for such reviews
- K9 the components of NOS (including those used in related sectors) and the principles behind them
- K10 the importance of thoroughly checking the availability of existing NOS in order to prevent the duplication of NOS that already exist
- K11 the meaning and application of tailoring and its limits in terms of the alterations that can be made to NOS
- K12 the ways in which importing and tailoring NOS can enable the transferability of skills across sectors and why this is important
- K13 the importance of early and on-going dialogue with the originator of NOS that you are planning to import and tailor
- K14 the procedures for importing and tailoring NOS from a standards setting organisation

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