



Becoming an approved trainer for an approved training organisation

Completing your competency statements

Introduction

If you're applying to be a trainer, you may be required to complete competency statements as part of your application, demonstrating how your skills, competence and experience meet three *Technical competency* areas and four *Leadership behaviours* at Managerial Level, as set out in IIRSM's [Risk Management and Leadership Competence Framework](#).

The competences and behaviours are presented generically so they can be interpreted and applied to different areas of practice and geographical locations. It is important that you apply them to the context of your own area of work, specialism, and location.

The different competences and behaviours within the framework include a list of bullets providing examples of the capabilities expected of somebody working at Managerial Level. You **only** need to show how you meet a minimum of one bullet from each of your chosen competences and behaviours.

By the nature of the competences and behaviours, you will probably find you cover several areas in one example which is fine. For example, Competency areas - *Organisational Context* and *Data Management* and Leadership behaviours – *Collaboration* and *Influencing* can all be included in one example.

Examples of professional statements of competence

Area of competence – Project/change management

In my role as a Safety Manager at Voivode Local Authority, I am responsible amongst other things for safety in our schools. A recent decision to merge three primary schools into one to rationalise services and save costs, has meant the establishment of a formal project to manage the transition. I am leading the safety contribution to the project. I have joined my local IIRSM group to help me network with other professionals in similar roles to help evaluate the best approaches to take, and to understand where things had gone wrong in similar projects in the past.

By putting myself through a PRINCE 2 project management course, I now better understand how projects work and my role in them. Furthermore, I am developing not just the operational tasks in the safety work stream for the project, but also the future organisational structure for safety in the new primary school.

Areas of behaviour – Collaborative and Communicative

As Risk Manager for a medium sized construction firm, I know that safety is our number one priority. Whilst a strong safety culture exists in the firm, which consequently has a good accident record, other areas of risk, particularly commercial risk, have been less well managed in the past, resulting in a strained financial performance.

The Board have recognised this, and I have contributed to a new project pricing system by collaborating with tendering department managers to ensure they recognise the risks involved, particularly financial risks, in cost over-runs. This has required intense and diplomatic communication, given the very competitive market we operate within. By involving purchasing and resourcing departments as well, I've managed to ensure a much stronger mutual understanding of where our commercial risk originates, and what we can do to manage it better.

STAR technique

You may find the STAR technique useful when completing your example statements. STAR is a structured technique to help you reflect, capture and describe your experience and competence. Consider the role you played, the actions you took and the impact you had. The key to your statement of professional competence is all about how you tell your story.

S – Situation - Use this section to briefly set the scene.

T – Task - Build on the background and outline the major tasks you needed to undertake to resolve/deliver your situation. Include how important or difficult it was to overcome, including any constraints.

A – Approach - Use this opportunity to outline the steps you took to ensure you successfully resolved/delivered the situation. The key to this section is to identify and convey the skills and knowledge used to achieve a successful outcome.

R – Results - This section should demonstrate the outcome/impact. Where possible, use quantifiable evidence to back them up.