

## SFJNOS8

# Quality assure National Occupational Standards (NOS) for approval



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### Overview

Quality assurance takes place throughout the development and review cycle. However, this standard focuses on the quality assurance necessary for approval of the NOS following a development or review processes. It covers ensuring the final draft NOS meet organisational requirements and current nationally agreed criteria. It also covers preparing and collating the required supporting documentation for submission of the NOS. Supporting documentation may include: the NOS titles (including any imported and tailored NOS), the NOS themselves, evidence of employers and other stakeholders involvement across the four nations, a description of how the NOS were developed/reviewed, and permissions for the use of imported/tailored NOS.

You will have a lead role with respect to the quality assurance of the NOS for approval. However, there will also be some hands on work required in relation to preparing supporting documentation, responding to any queries or requests, and communicating the successful approval of the NOS to relevant people.

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### Performance criteria

- You must be able to:*
- P1 secure employer and other stakeholders' validation for the final draft NOS
  - P2 ensure a final check of the NOS is completed and any grammatical or presentational issues are resolved
  - P3 ensure the NOS meet internal organisational requirements
  - P4 prepare and collate the required supporting documentation for submission of the NOS
  - P5 check the supporting documentation contains all the information necessary to clearly demonstrate the NOS meet the current nationally agreed criteria
  - P6 ensure that NOS are submitted to the approval process within the required timescale
  - P7 respond to any queries or requests in a supportive way and within the required timescale
  - P8 raise awareness internally, and with employers and other stakeholders, that the NOS have been approved

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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 NOS
- K3 the principles and practices of quality assurance in relation to NOS
- K4 the reasons why employer and other stakeholder validation of the final draft NOS is required and how this is managed
- K5 the importance of checking the final draft NOS for grammatical and presentational issues, and resolving such issues
- K6 the required supporting documentation for the submission of NOS and the information such documentation should contain, including permissions for the use of any imported or tailored NOS
- K7 the systems and procedures for submitting NOS for approval
- K8 how to respond to queries and requests about the NOS in order to support the approvals process
- K9 how to raise awareness internally and externally that the NOS have been approved

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**Originating organisation** Skills for Justice

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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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