

## SFJNOS6

# Develop new National Occupational Standards (NOS)



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### Overview

This standard is about supporting employers and other stakeholders from across the four nations to develop new National Occupational Standards (NOS). This will include working with employers and other stakeholders to specify and agree the required components (including optional components if required) of the NOS.

The functional analysis provides the starting point for this work by indicating possible draft NOS titles for functions performed by individuals. Where there are opportunities to develop NOS for common functions in collaboration with other standards setting organisations these should be fully exploited. You will need to use a variety of methods to work with employers (e.g. workshops, working groups, meetings, interviews and consultation events) in order to specify the detail of the new NOS. Employers and other stakeholders won't always agree on the best form of wording for the NOS, so your work will often involve facilitating and building consensus, as well as explaining the rules for the ways in which NOS are expressed.

Working with employers and other stakeholders over a set period of time should enable them to contribute fully to a robust and fit for purpose set of final draft NOS. You will need to obtain their support for these NOS and report the NOS development process, including the approaches used and the employers and other stakeholders involved.

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### Performance criteria

- You must be able to:*
- P1 ensure that you work with a representative sample of employers and other stakeholders from across the four nations to develop the new NOS
  - P2 clearly explain the nature and purpose of NOS to employers and other stakeholders to support the development process
  - P3 support employers and other stakeholders to identify and scope draft NOS titles for further development based on the current functional analysis
  - P4 identify new NOS that may be shared with other sectors and engage with the relevant standards setting organisation(s) to jointly develop such NOS
  - P5 support employers and other stakeholders to test, develop and agree the required components of the NOS
  - P6 manage conflicting opinions and issues effectively and find workable solutions to such issues
  - P7 ensure that the final draft NOS:
    - P7.1. are developed within the agreed timescales
    - P7.2. are clear, concise and use language appropriate to those who carry out the functions
    - P7.3. meet your organisational requirements and the current nationally agreed criteria for NOS
  - P8 obtain and record employer and other stakeholder approval for the final draft NOS
  - P9 clearly and accurately report the approaches used to develop the NOS

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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 developing NOS
- K3 the agreed milestones and timetable for the development of new NOS
- K4 what constitutes a representative sample of employers and other stakeholders in each of the four nations
- K5 ways of working with employers and other stakeholders to develop new NOS
- K6 the reasons for explaining the nature and purpose of NOS to employers and other stakeholders and how this can support the development process
- K7 the relationship of your organisation with other standards setting organisations and the areas of occupational overlap
- K8 how to jointly develop NOS with other standards setting organisation(s)
- K9 the meaning of 'occupational competence' within the context of NOS development
- K10 how to develop NOS based on a functional analysis and the need to update the functional analysis according to the NOS development
- K11 the required components of NOS (including those required by your organisation) and the principles behind them
- K12 how to specify and agree the standard of performance required for a function
- K13 how to specify and agree the knowledge and understanding required for a function
- K14 the ways in which consultations can be designed and conducted
- K15 how to manage conflicting opinions and issues when developing NOS
- K16 the use of NOS within qualifications and how this relationship should be managed
- K17 the way in which NOS should be presented and the appropriate language to use
- K18 methods for seeking employer and other stakeholder approval for the final draft NOS
- K19 how to report the approaches used, and the employers and other stakeholders involved in the development of the NOS

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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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