

Learning & Development

Lifelong records of achievement

Redkite's David Arber looks at how lifelong records of achievement can be built up

Task	Status	Inputs	Review By
FF1 Inform and educate your community to receive awareness of safety issues.	Complete	4	Cur
FF2 Take responsibility for effective performance.	Complete	4	Cur
FF3 Know and practice workplace safety.	Complete	4	Cur
FF4 Recognise occupational incidents.	Complete	4	Cur
FF5 Remove the accumulator from the effects of hazardous materials.	Complete	4	Cur
FF6 Support the effectiveness of operations.	Complete	4	Cur
FF7 Support the development of colleagues in the workplace.	Complete	4	Cur
FF8 Contribute to safety solutions to remove risk to community.	Complete	4	Cur
FF9 Know, understand and recognise fire.	Complete	4	Cur

Figure 1. The active ROA showing light green status lights for units that have been completed. The number of inputs against each unit is also shown.

Fig 1

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FF2 Take responsibility for effective performance.	Complete	4	Cur
FF3 Know and practice workplace safety.	Complete	4	Cur
FF4 Recognise occupational incidents.	Complete	4	Cur
FF5 Remove the accumulator from the effects of hazardous materials.	Complete	4	Cur
FF6 Support the effectiveness of operations.	Complete	4	Cur
FF7 Support the development of colleagues in the workplace.	Complete	4	Cur
FF8 Contribute to safety solutions to remove risk to community.	Complete	4	Cur
FF9 Know, understand and recognise fire.	Complete	4	Cur

Figure 2. The active ROA showing dark green status lights for units that have been confirmed as competent. The number of inputs against each unit, low lower count, is zero.

Fig 2

Unit	Confirmed	Reviewed	Status	Confirmed By	Knowledge
06/11/2008	06/11/2008	40	AS2	Cur	Time
06/11/2008	06/11/2008	28	Cur	Cur	Time

Figure 3. The History file showing the number of times a unit has been confirmed and the inputs that had been made up to that date.

Fig 3

AT A RECENT MEETING I WAS ASKED: "What do the green status lights mean on the Redkite System PDS Group Overview and Competence records?" This is an interesting question because what they mean will depend upon how the system is used and the weighting that can be placed upon inputs entered against individual units. It also ties into the way we manage a lifelong record of achievement (ROA).

Let me start by explaining that recently Redkite Systems introduced a two tier green light system – a light green and a dark green status light. The reason for this will soon become clear.

Light Green Status

Light green status lights appear when the entire performance criteria in all the required elements in a unit have been completed at least once. This may have occurred at a single update or be spread across many. We call each update an 'input' and the number of inputs made against each unit is displayed. (See Figure 1)

If the input(s) that have been entered to indicate complete are of a high value then a single update may be sufficient to demonstrate that the individual is competent in a unit. An example of this is where a unit is updated as complete via an Accreditation of Prior Learning route and where there is substantiating evidence that the individual has proven competence. Usually our users agree that three 'quality' inputs are required. This is especially so for NVQ candidates. On the other hand if the input(s) are of a 'low' value then the interpretation will be different.

The main difference here is normally reflected in the differing ways in which the application records on the Redkite Tracker (PDS) are updated. Some of our users insist that only line management who are qualified to at least A1 standards or who are working towards these standards or who have extensive occupational experience are

allowed to update application records on behalf of their staff. In this circumstance (and this is true for most, if not all, ARFFS and a high percentage of our local authority users), the inputs should have a relatively high value. Other users argue that all staff should update their own application records and where this happens the inputs must be valued differently.

The opportunity for feedback is also afforded through the PDP and any activities identified for further enhancement or confirmed as competent can be 'signed off'

In either case, the 'light green' status light is only the first stage in determining an individual as 'competent' in a unit. Redkite Tracker (PDS) does not determine competence – it will indicate when all the components in a unit have been completed and show how many times that unit (and its elements) have been updated. It also retains any supporting evidence whether this has been entered directly on to the system or held in associated attachments – but it does not determine competence.

The determination of competence is undertaken by a qualified individual (at least an Assessor or maybe an Internal Verifier) who will review the inputs and the associated supporting evidence for a unit and, on finding the information of sufficient credence, will 'confirm' the individual as having accumulated sufficient substantiating evidence to be signed off as competent.

Whilst it is not essential, this activity is best undertaken in the presence of the individual. Many of our users suggest that the

Personal Development Plan (PDP) is the ideal vehicle through which confirmation of competence can be undertaken. The PDP allows the review of performance, the identification of areas for improvement and any units that can be confirmed as competent.

Feedback

The opportunity for feedback is also afforded through the PDP and any activities identified for further enhancement or confirmed as competent can be 'signed off'. The 'signing off' process is itself worth noting as both the line manager (Assessor or IV) must enter their system user name and password alongside that of the staff member in order for the PDP to be agreed.

Once 'confirmed' the status light for the unit turns dark green and the status 'competent' will appear in the individual's record of achievement for the relevant unit(s). At the same time the inputs counter for the unit(s) will be reset to zero ready to accept new inputs as the individual commences a new cycle of maintaining competence. (See Figure 2)

Simultaneously, a 'history' file will be written to store all the related evidence accumulated up to the point of confirmation. The history file can be recalled and interrogated at any time. (See Figure 3) At this point a certificate of competence can be produced if the Redkite Certification Module has been installed.

From this point on there are two records of achievement: an 'active' ROA showing the status of units in the current maintenance cycle and; an historical record which contains all information held for each unit up to the point when the unit was confirmed.

Over time, new evidence will be accrued until, once again, the unit will be confirmed and a new history file is added to the previous record(s) and the cycle begins again.

In this way a lifelong record of achievement is built up and retained.