

NOS for you

NOS for Individuals and employees

Individuals can use National Occupational Standards (NOS) in the following ways:

- Self assessment for Professional development or a career move
- Increase job satisfaction by learning and developing new and existing skills and knowledge.

NOS for employers and businesses

Employers can use NOS to:

- Describe the skills they need in their workforce
- Assess the skills already in the workforce
- Develop training and recruitment plans to fill any identified gaps and shortages
- As the basis for setting objectives in performance and appraisal
- Form the basis of job descriptions
- Assist with staff retention



"Using the National Occupational Standards to create the NVQ for mines Supervisors has enabled us to train the new learners and assess their competency in a well controlled and externally verified system"

DEAN PALMER, TRAINING MANAGER AT UK COAL,
DAW MILL COLLIERY

NOS for regulatory authorities, awarding organisations/bodies and for education and training providers

Regulatory authorities can use the NOS Database to find out what NOS exist in sectors and occupations to assist them in approving qualifications.

Awarding bodies can use NOS to develop training and qualifications.

Education and training providers can use NOS to: map current provision of courses and workshops against the relevant NOS, identify gaps in provision and develop entirely new courses.

NOS for Sector Skills Councils and standards setting organisations

SSCs and standard setting organisations can use the database to find out what other NOS exist in different sectors and occupations when reviewing and developing their own NOS.

"I will definitely be referring to the Standards," says Mat. "And I will be pushing them out to universities for students to read as well as using them in house. For the next generation of people coming through, they are invaluable."

MAT APPLETON, HEAD OF CLIENT SERVICES, ENVY POST

To find out more about NOS,
search the online database
and read more about others
experience of using NOS at:
www.ukstandards.org.uk



The National Occupational Standards database...

...online

...free

...and all in one place



What are National Occupational Standards?

National Occupational Standards (NOS) are statements of the standards of performance individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding.

National Occupational Standards (NOS) describe what an individual needs to do, know and understand in order to carry out a particular job role or function.

The online database contains standards covering all sectors of UK industry is free and available at www.ukstandards.org.uk

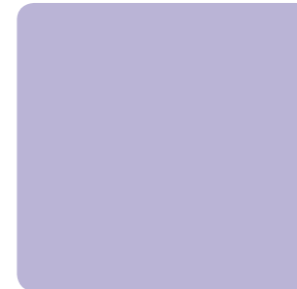
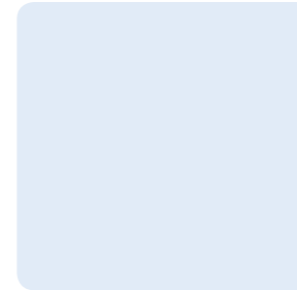
The ultimate aim of the database is to provide a comprehensive resource to help raise performance in business.



What can NOS be used for?

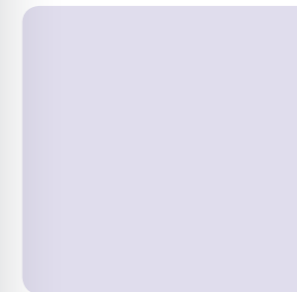
NOS can be used in many ways – to design training courses for example, plan professional development and write job descriptions. They can also be used to:

- Describe good practice in particular areas of work
- Set out a statement of competence which bring together the skills, knowledge and understanding necessary to do the work
- Provide managers with a tool for a wide variety of workforce management and quality control
- Offer a framework for training and development
- Form the basis of vocational qualifications.



How do NOS help people to do their job more effectively?

- Improving quality of goods and services
- Making staff more productive
- Reducing costs for recruitment by facilitating the selection of new employees
- Providing a means for better human resources planning
- Helping effective skills upgrading
- Acting as a benchmark for rewarding experience, knowledge and competence.



"If one of my team wants a change of role, I'll sit down with the person and go through the Standards to help us both identify their skills and knowledge and how they'd fit another role."

Dennis says he recommends the Standards to colleagues both within his organisation and outside.

DENNIS WEINREICH, MANAGING DIRECTOR OF FILM AND TELEVISION POST PRODUCTION, PINEWOOD STUDIOS GROUP

