

Authority to Work Guidance for Managers

1. Who deals with the Annual Capability Conversation (ACC) event for seconded staff?

The Line Manager who is managing the individual when the ACC is due will be responsible for completing the ACC.

2. When an ACC goes beyond the ACC Completion Failure and all competences are withdrawn, how are they re-instated?

They will only be reinstated by completion of either re-training or re-assessment as described below.

- For Regime 1: Successful completion of the re-training event as required by the renewal phase for Regime 1
- Regimes 2 - 6 Successful completion of practical and theoretical assessments as prescribed by the initial development requirements of each regime.

Where initial development requires briefing, the Line Manager or competent person (whichever specified) will complete the briefing activities as specified.

3. Will there still be a need for concentrated testing under the current system?

No. Where block testing was used the local teams will be able to plan when testing is completed and can choose to spread across the year to suit local needs.

4. Where there are mandated minimum practice requirements and those have not been met, what action can I take?

If those requirements have not been met, competence is to be withdrawn.

5. Where minimum practice requirements are provided as guidance and these have not been met, what action can I take?

Line Managers should consider the reasons for not meeting the criteria and consider:

- whether the person needs the competence
- how does this affect the skill level when performing the competence
- how often the activity is required to be performed
- what alternative arrangements could be put in place to enable the person to confirm their skills (for example, installation of stillages or simulated exercises in training centres).

Note: Line Managers should not send people to undertake tasks unnecessarily just to satisfy minimum practice requirements.

6. What if no surveillance has been recorded?

Renewal of Regime 3 competence must include Site Surveillance. If no surveillance has been completed, the competence cannot be renewed.

7. What are 'completed work checks'?

'Completed work checks' are where the Skills Assessor has seen examples of work completed by the person even though they were not necessarily directly observing the work. This would normally be achieved through Supervisor's inspections.

8. Who will carry out accredited assessments?

Those who have been identified and authorised as Accredited Assessors. This could come from a number of sources including Professional Development and Training or contractors. This will depend on the skill, the level of demand and availability of resources required.

9. How do I become a Skills Assessor?

Within Network Rail, all accredited assessors migrated across by completing SAS e-learning. People new to the process need to attend the full Skills Assessor training event.

10. Will there be confirmation that Supervisors can undertake Line Manager duties when it comes to assessment and the ACC?

Line Managers are able to delegate certain activities to Supervisors (such as Site Surveillance) providing the supervisors have received the appropriate training. The ACC can only be completed by the Line Manager or their nominated deputy.