

## Regulators' Development Needs Analysis Process

### What, Why, How, Who and When?

#### What this is about:

- Strengthening the HSE/LA Partnership by working to consistent standards and approaches to development, promoting interchange and closer team working across HSE/LAs, supporting the better regulation agenda
- Ensuring we maintain competence and develop our staff in line with business need
- Delivering a process and set of tools to help us to do this effectively and efficiently – getting a better return on the considerable investment we make in staff development

#### Why we are doing it:

- Need for a practical and effective means of complying with the S18 Standard for ensuring a competent workforce (applicable both to HSE and LAs)
- Training courses often don't hit the mark and/or are not consolidated and the learning is lost
- Mismatch between development demand / business need / development delivery
- Lack of clear benchmarks, lack of structure after early years / qualification stage
- Better Regulation Agenda and Govt line on Competence (qualifications fade...)

#### How we are doing it - RDNA Process:

- Competence frameworks as benchmarks
- Development Needs Analysis through self and manager assessment
- More support to Managers in addressing development objectives agreed for their staff
- More diverse range of development "solutions" – training courses are not always the most effective
- Tools and guidance for better development action planning, tracking, consolidating and reflecting
- The Regulators' Development Needs Analysis (RDNA) process comprises the following tools:
  - **RDNA system** = assessment tool based on agreed benchmarks
  - **RDNA Process** = annual assessment, development action planning linked to work planning – agree local, individual and national L&D priorities for the year ahead
  - **RDNA website** = Solutions package, guidance, development action planning tools
- System, process and tools have been widely trialled and piloted across HSE and LAs

#### Who is sponsoring and delivering it:

- External Project Board – LACORS, LAs, CIEH, REHIS, LAU
- Internal Project Board – Sandra Caldwell (SRO), HID, FOD, ND, OPSD, HRD
- Project Team – Wendy Rimmer leading small core team in FOD and LAU working jointly with teams across OG, HRD and LAU.

#### Who it is for:

- All frontline regulators in HID, FOD and LAs
- Work on-going to develop the RDNA system and process for use by Discipline Specialist Inspectors across HSE.

#### When:

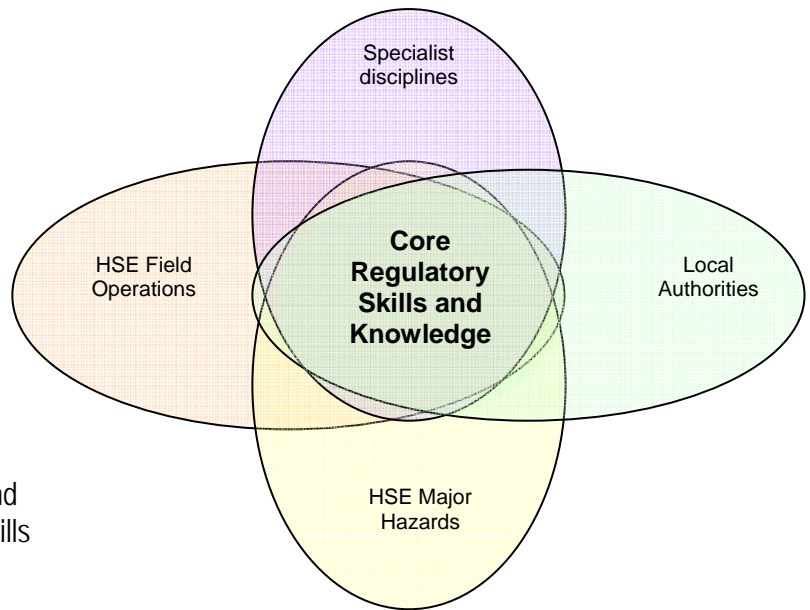
- **HSE's Hazardous Installation Directorate:** Launch and Manager Briefing Event on 24 November 08
- **FOD and LAs:** Joint Launch and Manager Briefing Events to be held nationally and regionally throughout January 09
- RDNA exercises in HID, FOD and LAs from December 08 to March 09, to inform individual, local and national L&D plans for 09/10
- Annual exercise subsequently

About the Competence Framework – see overleaf.....

## About the Health and Safety Regulators' Core Regulatory Framework

### What does it contain?

The RDNA Tool is based on the core regulatory framework (the centre of the diagram), and specific knowledge frameworks which are relevant to particular groups of regulators (the 4 petals around the centre)



### Core Regulatory Skills

The core element of the Regulatory Framework is made up of a Skills Module, and an Underpinning Knowledge Module. The Skills Module contains the following Sections:

- To enforce health and safety law
- To inspect and investigate
- To advise and influence
- To plan, organise and prioritise
- To assess risks
- To work effectively with partners and stakeholders
- To use knowledge effectively
- To develop, innovate and Learn
- To undertake effective assessment of health and safety management systems
- IT, Literacy and Numeracy

### Core Health and Safety Knowledge

The Core Knowledge Module contains the following Sections:

- Lifting Operations and Equipment
- Pressure Systems
- Work Equipment
- Slips and Trips
- Workplace Transport
- Construction Site, Structures and Excavations
- Asbestos
- Biological agents
- Carcinogens
- Dust, fumes, gases and vapours
- Lead
- Other Chemicals
- Pesticides
- MSD
- DSE
- Noise
- Radiation
- Stress
- Confined spaces
- Work at height
- Electrical Safety
- Fire and Explosion
- LPG
- Natural Gas (Domestic Gas safety)

### Sector/business Specific Knowledge

In addition to the core Section above, the RDNA tool will contain knowledge frameworks for major hazards regulators (eg Off-shore Safety, Chemicals and Biological Agents Specialists), and for FOD and LA Sectors. Each user group will be directed through the tool via the core, and to the additional knowledge specific to that group.