

## Competency Assessment Toolkit for Technical Staff

### WHAT IS CATTS?

CATTS is a benchmarking framework which has been developed to help line managers and technical staff assess current competency and plan for future demands and needs. It requires a shift in thinking from the traditional annual appraisal process to more of a continuous review process which aims to deliver excellence through an ongoing conversation around performance, capability and capacity.

The standards in the framework are aligned to the strategic areas deemed vital for a Professional technician in HE and FE. The standards recognise the inclusivity needs of all technical professionals regardless of discipline or specialism, and builds upon the work of the published standards required for **Professional Registration** in the fields of Science, Engineering and IT (See section 6 for information on **Professional Registration**). The framework has been designed to complement the **Professional Registration** Standards for Technical Professionals and reach out beyond that into key behavioural and competency areas not currently captured by the existing registration programmes or sector competency frameworks. It is hoped that they will help to open the door for those who are not fully integrated into a professional development process.

The CATTS framework focuses on 5 assessment areas known as '**modules**' for ease of implementation. Each **module** comprises a set of **competencies** or **behavioural indicators** that can be used by technical staff and line managers to guide regular discussions about job content, competency and development needs.



We have been looking for something to help with our technical team sustainability planning for such a long time. CATTS is just what we needed! Importantly, it also allows us to consider our contribution to vital business areas of the University as a whole.





## THE 5 CATTS MODULES



In the absence of a dedicated resource that we can use internally for my whole technical department I am really looking forward to using CATTS to guide our development review processes and identify areas for both celebration and development. Not only will it help us to develop our professional skills, but it will allow us to share competency with other team members allowing them to develop...



See section 8 appendix (i) for the full module frameworks