

The Annual Capability Conversation

What is the ACC?

A vital component of the Skills Assessment Scheme is the mandated Annual Capability Conversation (ACC) which will shift focus onto performance and practice.

A key objective of the ACC is to promote a genuine discussion with individuals about their current competence and future development.

The ACC is designed to be conducted by the Line Manager on a one to one basis with each of their direct reports.

The objective of the ACC is for the Line Manager to gain a better understanding of an individual's performance and development needs.

Impact

This doesn't mean more work for you...

Extended validity periods and different assessment methods, together with the ability to delegate parts of the process, will release time which can be better used to focus on those few high risk activities that need additional scrutiny.

Step 1

Review of the individual's job description to confirm understanding and accuracy

Step 2

Brief review of competences not due to expire in next 12 months to confirm they are being practiced safely and are still required

Step 3

More detailed review of competence due to expire in the next 12 months

Step 4

Agree a Competence Development Plan