

Competency Based Application - Guidance for Applicants

Competency Based Application

The application form plays a key part in our competency based recruitment process. We use this information to decide whether you are short-listed for interview. To do this we will examine the ways in which you have demonstrated in the application form how you meet the role requirements. We will not make any assumptions about your achievements and abilities. Therefore, you must be clear on the form about how you exactly match our requirements.

Technical and Professional Skills Competencies

The application form will ask for evidence on specific competencies related to the role. This may be a mixture of technical and professional skills competencies or just professional skills competencies.

The Job Posting will include information regarding the competencies that you will be assessed against during the entire recruitment and selection process. You may not be required to provide evidence on all of these at the application stage. The competencies required at application stage will be clearly indicated in the headings on the application form.

Technical Competencies

Our technical competencies are scored at 0 indicating that no knowledge is required through to level 4 specialist, again depending on requirements of the post. The Job Posting will indicate the level of the technical competencies that are required for the role.

Please note some roles will not require any technical competencies.

Professional Skills Competencies

The professional skills competency framework, for staff below SCS, has been developed in wide consultation with DfT. It links closely with the Cabinet Office high level framework and aims to provide clarity for all levels of staff about the professional skills needed to develop and progress within the MCA and the Civil Service as a whole.

The Job Posting will indicate the level required for the role according to Grade (see below). The levels set out against each role are the *required minimum standard* expected of all staff.

Level	1	2	3	4
Grade	AA; AO; CWA; WO	EO; MS3; SM, WM	HPTO; SPTO; HEO; SEO; MS2; MS1	G7; G6

The levels are cumulative e.g. those on level 2 would be expected to demonstrate competency at level 1 as well as level 2, however for recruitment purposes you must demonstrate capability at the highest level required for the role; i.e. If the role is grade EO, you will be required to demonstrate competence using level 2 competencies ONLY.

To assist you when completing the application form, the professional skills competency indicators at the required level for this role are available to download from <http://www.mcga.gov.uk/c4mca/mcga07-home/aboutus/mcga-aboutus-careers/mcga-aboutus-trawls-link> . The competency document is broken into 4 specific headings:

Core Competencies - All	Measure	Indicators	Level
1. Programme and Project Management	Managing your work	<ul style="list-style-type: none"> Prioritises own work in line with team objectives and seeks guidance when priorities are not clear. 	1

Competency Title
this heading states the title of the competency group

Measure
you MUST answer this section on the application form.

Indicator
this provides an indication to the level required for the role

Level
The required minimum standard expected of the role

Competency Based Evidence

For each competency that you are asked to demonstrate on the application form, you should follow these rules:

- Provide one specific example which demonstrates **how you** meet the competency
- Use the relevant professional skills competencies framework to provide an example which meets the indicators for that competency
- Tell us what **your role** was and how you achieved the outcome
- Write no more than 200 words per competency

Remember that we will use your answers to decide if you will be selected for the next stage in the process. Therefore, you should consider your examples carefully.