

SKILLS AND COMPETENCIES

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Is there a difference between skills and competencies?



When you think about it, in some aspects a skill and a competency are quite similar. They both identify an ability that an individual has acquired through training and experience.

But how are they different?

A skill can be defined as a specific learned ability, and they can widely vary in terms of complexity.

A competency however, takes 'skills' and incorporates them into on-the-job behaviours, these behaviours demonstrate the ability to perform the job requirements competently.

COMPETENCIES = SKILLS + KNOWLEDGE + ABILITIES

Competencies are more detailed than skills and take the individuals knowledge and abilities into consideration to determine whether or not the individual has the right behaviours to succeed in their job role.



How do competencies and the workplace work hand in hand?

Competencies can have a huge impact on an Organisations' HR processes.

Many HR processes will use a competency framework, it is a way in which companies

communicate which behaviours are required, valued, recognised, and rewarded regarding individual occupational roles. Generally, it ensures employees have a common understanding of the companies expected performance behaviour.

COMPETENCIES CAN BENEFIT BOTH EMPLOYER AND EMPLOYEE

Having a competency-based system ensures that the company is constantly focused on their core values and everyone in management positions have a set of objectives to work towards. It becomes clearer for the company as a whole what is expected from each individual employee in order to be successful in their job role. It also provides a much more comprehensible and intuitive 'Personal Development Plan' as well as a structured recruitment and promotion procedure.

Benefits of Competencies

EMPLOYER

- Cost-effective
- Goal orientated
- Productive
- Reduces turnover
- Improves communication
- Establishes a framework for constructive feedback
- Outlines employee development plans

EMPLOYEE

- Clear expectations
- Greater engagement
- Motivation
- Provides clear direction and acknowledgement for personal development
- Job satisfaction
- Enables employees to be more proactive