

# COMPETENCY

for Lighting Professionals



# Introduction

This information is designed for any lighting professional to assist them with developing their lighting career.

It is also used as guidance for project managers and team managers to determine competence and skill requirements for the lighting discipline, and to use to provide a basis for training budgets and justify attendance at technical meetings and seminars.

There is no set path to achieve a specific set of career skills; rather there is a multitude of different options for education and training available, to provide the foundation for achieving these skills. This document will assist the professional to choose the most efficient path for their individual professional development.

**“Competency isn’t built in a day. But today is the day to start building it. Learn, record, reflect and develop.”**

Guy Harding, Chair of Membership Committee

This framework is designed as a guide for all Lighting Professionals at whatever stage of their career and in whatever lighting discipline they are working. It is equally applicable to new trainees or senior designers, and for those professionals in sales, manufacturing, design, research or any other lighting related field.

The guide provides a framework through which Lighting Professionals can map their professional development through their career and develop their competence.

## What is it?

Competency is the ability to perform activities to the standards required in employment, using the appropriate knowledge, skill, and attitude.

It is, therefore, more than professional development, and not just a ‘tick list’ of experiences.

## Who needs it?

Competency and demonstrating competency are not optional:

- Whatever stage your career has reached: from senior management to technician...
- Whatever your age: from graduate trainee to senior consultant...
- Whatever your job function: technical, design, team leadership, business management...
- Whoever your employer: consultancy, contractor, manufacturer or supplier, client...

## Why me?

There are many reasons why it is necessary for you to demonstrate your competency in today’s working environment, including

- Assuring clients that you have the necessary abilities to deliver the results they seek, including technical knowledge and skills, contract compliance, satisfying the requirements of standards, health & safety, regulations and CDM
- Convincing employers that you are best-equipped for the role or project: many projects now require evidence that staff meet minimum competency requirements before they are awarded or can begin work. ‘Competent’ employees deliver competitive advantage

- Demonstrating your abilities to prospective employers (recruiters)
- Furthering your career: improved performance and reviews, better potential for promotion, greater earning power, additional influence and recognition within the organisation, enhanced job satisfaction
- Legislators and major contractors today demand accredited evidence of an individual’s ability to do their job
- Professional Indemnity insurers often require evidence of competency for each employee and the activities they are competent to undertake

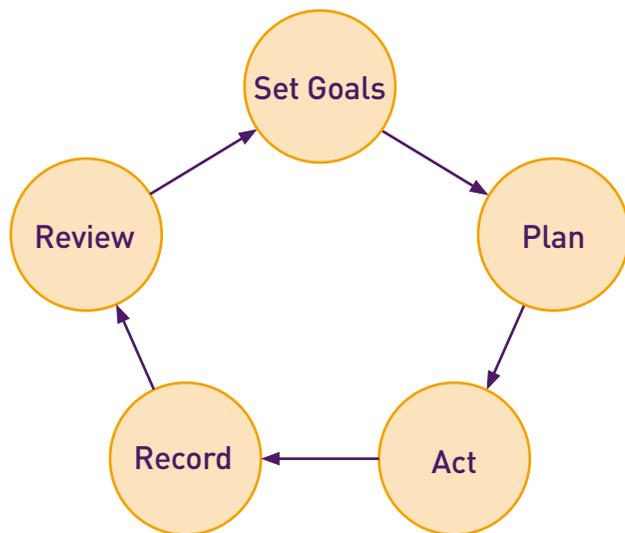


# When do I need to demonstrate my competency?

Now – competency should be part of your professional life from the start, so that you record relevant evidence continuously. Recording and detailing your work based experience is part of your Continuing Professional Development (CPD): the more you record, the better you will be able to demonstrate your competency.

The first step is to start by defining what, in your present role, you need to be competent to do; next identify the knowledge, skills and attitude that deliver that competence; what level of competence is required; then detail the evidence you can provide to prove that competence.

There are also the technical, business, managerial and personal skills that you can identify, all of which help to demonstrate your wider competencies.



## How do I demonstrate my competency?

Gather evidence in a competency portfolio. Evidence may include

- Skill Level Development Summary
- CPD records
- business/project plans
- proposals or reviews
- presentations to clients or at conferences
- specifications
- designs
- programmes
- internal memos
- letters, reports
- minutes of meetings (which demonstrate your contribution)
- employer assessments for pay and /or promotion reviews
- testimonials from others witnessing your attainments

You can download a Skill Level Development Summary document to use free of charge at [www.theilp.org.uk/slids](http://www.theilp.org.uk/slids)

## Understanding limits of competence

One of the key attributes to competence is having a knowledge and understanding of the limits of your competence. Where your experience and knowledge leave a gap, consider what training and skills you could focus on developing, and form an action plan to tackle this. Do not undertake work you are not competent to do.

Remember that it takes time to develop competence and, in order to remain competent in a particular area, you will need to use the knowledge and associated skills regularly, or you will slowly lose your proficiency.



## Grading your level of competency

Involve your line manager or mentor to assist in the process of grading your competence. Remember for each aspect of work that you do your competence level will not necessarily be the same.

### Level 1

- little or no knowledge of topic
- little or no individual responsibility
- works with supervision and guidance

### Level 2

- developing knowledge of topic
- some individual responsibility
- supervised for non-routine tasks

### Level 3

- sound knowledge of topic
- significant individual responsibility
- able to work without significant supervision

### Level 4

- advanced knowledge of topic
- significant individual responsibility
- able to develop and train others in the topic



### **Competency and ILP membership**

The ILP membership upgrade process uses a set of competencies by which it assesses candidates. Your competency portfolio will be a useful basis for developing a concise competency statement.

The ILP is keen to facilitate the development of lighting professionals through its membership grades and through the provision of many opportunities for CPD.

The competency requirements for membership upgrade are defined on the ILP website at [www.theilp.org.uk/competencystatement](http://www.theilp.org.uk/competencystatement)

There is further guidance on CPD at [www.theilp.org.uk/cpd](http://www.theilp.org.uk/cpd)

### **Competency solutions**

The ILP runs numerous training courses and CPD sessions, publishes Professional Lighting Guides and the Lighting Journal, provides specialist development for Young Lighting Professionals and access to the ILP Skills Portal. For information on all these opportunities please visit [www.theilp.org.uk](http://www.theilp.org.uk)

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**[www.theilp.org.uk/competency](http://www.theilp.org.uk/competency)**