**SPA competency questioning matrix**

This must be completed by all panel members it is the Chairpersons responsibility instigate the discussion with all panel member prior to the interview so each assessor can review and agree the allocated competencies and prepare their areas of questioning. This will enhance discussion and will help to focus the structure of the interview questioning, ensuring all competencies are covered and there is not repetition. **NOTE:** Mandatory competencies can also be tested within technical competency questioning.

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| **Chairperson:** | **Assessor 1:** | **Assessor 2:** |
| **Candidate:** | **Panel:** | **Assessment date / time:** |

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| **Competency** | **Level** | **To be covered by……** | | | **Evidence** |
| **Senior professional (SPA candidates ONLY)** |  | **Chairperson** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| Leadership | 2 |  |  |  |  |
| Managing people | 2 |  |  |  |  |
| Managing resources | 2 |  |  |  |  |

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| **Competency** | **Level** | **To be covered by……** | | | **Evidence** |
| **Core** |  | **Chairperson** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| Questions need to be structured around the candidate’s submission and the declared competencies only. Candidates should have provided evidence to be able to demonstrate their experience documented in the submission. If evidence is not documented or presented by the candidate, ask the candidate what they have done to achieve the declared competency at the required level. | | | | | |
| [Select from candidate document] |  |  |  |  |  |
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| **Competency** | **Level** | **To be covered by……** | | | **Evidence** |
| **Optional** |  | **Chairperson** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| [Select from candidate document] |  |  |  |  |  |
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| **Competency** | **Level** | **To be covered by……** | | | **Evidence** |
| **Mandatory** |  | **Chairperson** | **Assessor 1** | **Assessor 2** | **Note evidence identified within submission** |
| Ethics, rules of conduct and professionalism | 3 |  |  |  |  |
| Client care | 2 |  |  |  |  |
| Communication and negotiation | 2 |  |  |  |  |
| Health & Safety | 2 |  |  |  |  |
| Accounting principles and procedures | 1 |  |  |  |  |
| Business planning | 1 |  |  |  |  |
| Conflict avoidance, man., dispute res. | 1 |  |  |  |  |
| Data management | 1 |  |  |  |  |
| Sustainability | 1 |  |  |  |  |
| Diversity, inclusion and teamworking | 1 |  |  |  |  |
| Inclusive environments – August 2018 guides | 1 |  |  |  |  |

**Please ensure that an additional copy of the questioning matrix for each candidate is available at the interview, for any auditors who audit the assessment.**