**APPLICATION FOR SPA 1**

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| **Name:** |
| **Position:** |
| **Length of Soulbury Service:** Please tick the SPA 1 qualifying criteria that apply:-  **❑** I have4 years Soulbury Service with current Authority post qualification and 2 years in current post  Or  **❑** I haveprevious Soulbury Service which together with Kent experience totals 4 years; and I have successfully completed at least 1 year in Kent (and met appraisal targets, contributing to Service/LA objectives).  Or  **❑** I have reached the top of the relevant section of the Soulbury scale; and I have successfully completed at least 1 year in Kent (and met appraisal targets, contributing to Service/LA objectives). |
| **Professional Line Manager approval:** (as part of performance management line managers will have discussed SPA 1 application and sign this application in support of this going forward) |
| **Date of submission:** |
| **Signature of Applicant:** |
| **Signature of Manager:** |
| **Application :**  I wish to apply for the first Structured Professional Assessment point. I believe that I have demonstrated experience of effective performance in the range of duties, responsibilities and achievements against the targets and objectives for my post.  In particular I wish to highlight the evidence in my overall assessment of performance (attached) in respect of :-   1. Being fully informed of the developments in my area of specialism. 2. Making a recognised contribution to the policy, planning and meeting of performance targets for the Local Authority. 3. Making an identified contribution to the improvement and evaluation of service delivery across all appropriate aspects of the Authority’s functions. 4. Managing and assessing resources to provide effective delivery of services.   Contributing to the development of the authority’s policies in improving access to their services and in raising achievement levels for the local community. |

The applicant has met the criteria for the award to SPA1 as defined by the Structured Professional Assessment Process.

**Moderated by:**

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| 🞏 Approved Signature………………………………..……………….. Date …………………………………..……… |
| 🞏 Not Approved Signature………………………………..……………….. Date …………………………………..……… |

**ASSESSMENT FOR SPA 1**

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| **Development**  (SPA 1 prompt - officers must show that they are fully informed of the developments in their area of specialisms) |
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| **Developing the service**  (SPA 1 prompt – officers must make a recognised contribution to the policy, planning and meeting of performance targets for their authority/business plan) |
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| **Improving standards**  (SPA 1 prompt – officers must make an identified contribution to the improvements and evaluation of service delivery across all appropriate aspects of the authority’s functions) |
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| **Management and administration**  (SPA 1 prompt – officers must manage and assess resources to provide efficient delivery of services) |
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| **Equal opportunities**  (SPA 1 prompt – officers must contribute to the development of the authority’s policies in improving access to their services and in raising achievement levels for their local community) |
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