**APPLICATION FOR SPA 2**

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| **Name:** |
| **Position:** |
| **Length of Soulbury Service:** |
| **Professional Line Manager approval:** (as part of performance management line managers will have discussed SPA 2 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 second Structured Professional Assessment point. I believe that I have demonstrated evidence of effective performance in the range of duties, responsibilities and achievements against the targets and objectives for my post as shown on the assessment form.In addition I wish to highlight evidence in respect of the Key Actions of the Service Plan under each of the criteria (i.e. monitoring, challenge, intervention/support & strategic management):**Key Actions**(*Please note relevant Key Actions & attach supporting documents*)  |

**OUTCOME**

The applicant has met the criteria for the award to SPA2 as defined by the Structured Professional Assessment Process.

**Moderated by:**

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

**ASSESSMENT FOR SPA 2**

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| **Development** (SPA 2 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 2 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 2 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 2 prompt – officers must manage and assess resources to provide efficient delivery of services) |
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| **Equal opportunities** (SPA 2 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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**EVIDENCE FOR SPA 2**

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| **Key Action – (insert from Operational/Business Plan)** |
| **Monitoring** | **Challenge** | **Intervention/support** | **Strategic management** |
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| **Key Action – (insert from Operational/Business Plan)** |
| **Monitoring** | **Challenge** | **Intervention/support** | **Strategic management** |
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| **Monitoring** | **Challenge** | **Intervention/support** | **Strategic management** |
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| **Key action - (Insert from Operational/Business Plan)** |
| **Monitoring** | **Challenge** | **Intervention/support** | **Strategic management** |
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