



NEW WORK ITEM PROPOSAL	
Date of presentation	Reference number (to be given by the Secretariat)
Proposer ANSI	ISO/TC / SC N
Secretariat	

A proposal for a new work item within the scope of an existing committee shall be submitted to the secretariat of that committee with a copy to the Central Secretariat and, in the case of a subcommittee, a copy to the secretariat of the parent technical committee. Proposals not within the scope of an existing committee shall be submitted to the secretariat of the ISO Technical Management Board.

The proposer of a new work item may be a member body of ISO, the secretariat itself, another technical committee or subcommittee, or organization in liaison, the Technical Management Board or one of the advisory groups, or the Secretary-General.

The proposal will be circulated to the P-members of the technical committee or subcommittee for voting, and to the O-members for information.

See overleaf for guidance on when to use this form.

IMPORTANT NOTE: Proposals without adequate justification risk rejection or referral to originator.

Guidelines for proposing and justifying a new work item are given overleaf.

Proposal (to be completed by the proposer)

<p>Title of proposal (in the case of an amendment, revision or a new part of an existing document, show the reference number and current title)</p> <p>English title Common Terminology Related to Competency of Persons</p> <p>French title (if available)</p>	
<p>Scope of proposed project</p> <p>To establish terms and definitions that will serve as the basis for a common language for regulations, standards, research, training, licensing, registration and certification in the field related to the credentialing of persons</p>	
<p>Concerns known patented items (see ISO/IEC Directives Part 1 for important guidance)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide full information as annex</p>	
<p>Envisaged publication type (indicate one of the following, if possible)</p> <p><input checked="" type="checkbox"/> International Standard <input type="checkbox"/> Technical Specification <input type="checkbox"/> Publicly Available Specification <input type="checkbox"/> Technical Report</p>	
<p>Purpose and justification (attach a separate page as annex, if necessary)</p> <p>Many ISO/IEC documents refer to "competent" individuals. ISO 19011, ISO/IEC 17021 PartII, ISO/IEC 17065, 17011 and 17024 and many other related documents such as ISO/IEC 22222. All use different terminology and definitions are not consistent.</p>	
<p>Target date for availability (date by which publication is considered to be necessary) 2013</p>	
<p>Proposed development track <input type="checkbox"/> 1 (24 months) <input checked="" type="checkbox"/> 2 (36 months - default) <input type="checkbox"/> 3 (48 months)</p>	
<p>Relevant documents to be considered</p> <p>ASTM International Standard 2659, ISO/IEC 17024, ISO/IEC 17021-2, ISO 19011, ISO/IEC 17065</p>	
<p>Relationship of project to activities of other international bodies</p> <p>It will facilitate a common understanding among international stakeholders regarding what constitutes "competence" of persons and the type of credentialing that would be appropriate for various industries. The identified terms will also provide consumers of services a better understanding of expected proficiencies.</p>	
<p>Liaison organizations</p> <p>None</p>	<p>Need for coordination with:</p> <p><input type="checkbox"/> IEC <input type="checkbox"/> CEN <input type="checkbox"/> Other (please specify)</p>

New work item proposal

<p>Preparatory work (at a minimum an outline should be included with the proposal)</p> <p><input type="checkbox"/> A draft is attached <input checked="" type="checkbox"/> An outline is attached. It is possible to supply a draft by</p> <p>The proposer or the proposer's organization is prepared to undertake the preparatory work required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Proposed Project Leader (name and address)</p> <p>Dr. Cynthia Woodley</p>	<p>Name and signature of the Proposer (include contact information)</p> <p>Dr. Cynthia Woodley</p>
<p>Comments of the TC or SC Secretariat</p> <p>Supplementary information relating to the proposal</p> <p><input checked="" type="checkbox"/> This proposal relates to a new ISO document;</p> <p><input type="checkbox"/> This proposal relates to the amendment/revision of an existing ISO document;</p> <p><input type="checkbox"/> This proposal relates to the adoption as an active project of an item currently registered as a Preliminary Work Item;</p> <p><input type="checkbox"/> This proposal relates to the re-establishment of a cancelled project as an active project.</p> <p>Other: Suggest this be continuation work for Working Group 30</p> <p>Voting information</p> <p>The ballot associated with this proposal comprises a vote on:</p> <p><input checked="" type="checkbox"/> Adoption of the proposal as a new project</p> <p><input type="checkbox"/> Adoption of the associated draft as a committee draft (CD) (see ISO Form 5, question 2.3.1)</p> <p><input type="checkbox"/> Adoption of the associated draft for submission for the enquiry vote (DIS or equivalent) (see ISO Form 5, question 2.3.2)</p> <p>Other:</p>	

Annex(es) are included with this proposal (give details)

A- further justification for standard; B- Outline for Terminology

Date of circulation	Closing date for voting	Signature of the TC or SC Secretary
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Use this form to propose:

- a) a new ISO document (including a new part to an existing document), or the amendment/revision of an existing ISO document;
 - b) the establishment as an active project of a preliminary work item, or the re-establishment of a cancelled project;
 - c) the change in the type of an existing document, e.g. conversion of a Technical Specification into an International Standard.
- This form is not intended for use to propose an action following a systematic review - use ISO Form 21 for that purpose.
 Proposals for correction (i.e. proposals for a Technical Corrigendum) should be submitted in writing directly to the secretariat concerned.

Guidelines on the completion of a proposal for a new work item

(see also the ISO/IEC Directives Part 1)

- a) **Title:** Indicate the subject of the proposed new work item.
- b) **Scope:** Give a clear indication of the coverage of the proposed new work item. Indicate, for example, if this is a proposal for a new document, or a proposed change (amendment/revision). It is often helpful to indicate what is not covered (exclusions).
- c) **Envisaged publication type:** Details of the types of ISO deliverable available are given in the ISO/IEC Directives, Part 1 and/or the associated ISO Supplement.
- d) **Purpose and justification:** Give details based on a critical study of the following elements wherever practicable. *Wherever possible reference should be made to information contained in the related TC Business Plan.*
 - 1) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
 - 2) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.
 - 3) Feasibility of the activity: Are there factors that could hinder the successful establishment or global application of the standard?
 - 4) Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?
 - 5) Urgency of the activity, considering the needs of other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.
 - 6) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.
 - 7) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

New work item proposal

If a series of new work items is proposed having a common purpose and justification, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

e) Relevant documents and their effects on global relevancy : List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendment), indicate this with appropriate justification and attach a copy to the proposal.

f) Cooperation and liaison: List relevant organizations or bodies with which cooperation and liaison should exist.

Annex A

Below is an example of the different definitions of **competence**:

ISO 15513:2000 3.5
Ability to perform the activities within an occupation or function to the standard expected in the task

ISO 10015:1999 3.1
Application of knowledge, skills and behaviors in performance

ISO 9000:2005 3.1.6
Demonstrated ability to apply knowledge and skills

ISO/IEC 17024 3.6
Demonstrated ability to apply knowledge and/or skills and where relevant demonstrated personal attributes as define in the certification scheme

ISO 14025: 2006 3.7
Demonstrated personal attributes and demonstrated ability to apply knowledge and skills (ISO 19011)

ISO 19011 3.14
Demonstrated personal attributes and demonstrated ability to apply knowledge and skills

Annex B
Outline of Proposed Standard

- I. Types of credentialing and associated terminology
 - Certificate
 - Certification
 - Registration
 - Licensure

- II. General Competency Terms
 - Knowledge
 - Skill
 - Personal Attributes
 - Attitudes
 - Competence
 - Qualifications
 - Proficiencies
 - Skill Standards

- III. Mechanisms to Identify competencies
 - Job Analysis/Practice Analysis
 - DACUM
 - Occupational Analysis
 - Validated Personnel Scheme
 - Role Delineation Study

- IV. Mechanisms to measure competencies
 - Written examination
 - Oral examination
 - Performance examination
 - Witness examination
 - Observations
 - Computer Based Testing (CBT)
 - Computer Adaptive Testing (CAT)
 - Simulation
 - Equivalency
 - Examination Forms
 - Examination Version
 - Examination Specifications
 - Item Bank/database