COURSE SYLLABUS

Qualifications Analysis Course (Self-Paced)

Evaluate applicants for federal jobs by applying eligibility and qualifications requirements found in OPM's Qualifications Standards, including basic eligibility, minimum qualification requirements, specialized experience requirements, positive education requirements, and the substitution of education for experience. This course is part of the Certificates of Accomplishment in Human Resources Management

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/qualifications-analysis-online



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: Basis for Qualifications and Qualification References

- Explain the purpose and importance of federal qualification standards
- Identify key sources for qualification requirements and definitions
- Understand how qualifications relate to position classification and hiring
- Review the role of OPM in developing and maintaining qualification standards

Module 2: Structure of OPM's Qualifications Website

- Navigate the OPM Qualifications Standards website effectively
- Locate occupational series and qualification requirements
- Interpret standard formats, codes, and occupational groupings
- Use online tools and references to support HR and staffing decisions

Module 3: General Policies — Crediting Experience

- Explain general policies governing experience crediting
- Differentiate between qualifying and non-qualifying experience
- Evaluate part-time, volunteer, and military experience for equivalency
- Apply OPM guidelines to determine creditable work experience

Module 4: General Policies — Crediting Education

- Understand how educational attainment contributes to qualification eligibility
- Differentiate between accredited and non-accredited educational institutions
- Recognize substitution policies for education in lieu of experience
- Apply degree and coursework evaluation methods per OPM standards

Module 5: Combining Experience and Education (Clerical, Administrative Support, Technical, and Medical Support)

- Apply OPM formulas for combining education and experience
- Interpret qualification tables for support and technical occupations
- Assess the proportion of education and experience required for eligibility
- Use case examples to evaluate applicant qualifications accurately

Module 6: Combining Experience and Education (Administrative, Management, Professional, and Scientific)

- Apply advanced rules for professional and management occupations
- Evaluate the equivalency of graduate education and specialized experience
- Review qualification standards for complex or mixed-position series
- Conduct holistic reviews using OPM's qualification evaluation framework

Module 7: Selective and Quality Ranking Factors

- Define selective placement factors and their appropriate use
- Distinguish between selective and quality ranking factors
- Develop valid selective factors consistent with job requirements
- Ensure compliance with merit system principles and OPM guidance

Module 8: In-Service Placement Provisions

- Identify special provisions for in-service placement and promotion
- Apply qualification standards to reassignment and detail actions
- Review conversion, reinstatement, and career ladder provisions
- Understand exceptions and equivalencies in internal staffing actions

Module 9: Legal and Regulatory Requirements

- Recognize key federal laws and regulations governing qualification standards
- Understand the legal foundation of merit-based employment practices
- Ensure compliance with Title 5 CFR and OPM qualification policies
- Identify accountability mechanisms and legal implications for non-compliance