

Career Manager v3

Quick-guide for Competence Assessments

How to undertake a professional registration competence assessments in Career Manager

What is a competence assessment?

Also known as 'Professional Registration Assessment', you will familiarise yourself with the UK-SPEC or ICTTech frameworks for professional registration, self-assess which level you feel you are working closest to, and provide a written statement of evidence to support your level assessment.

What are the benefits of undertaking a competence assessment?

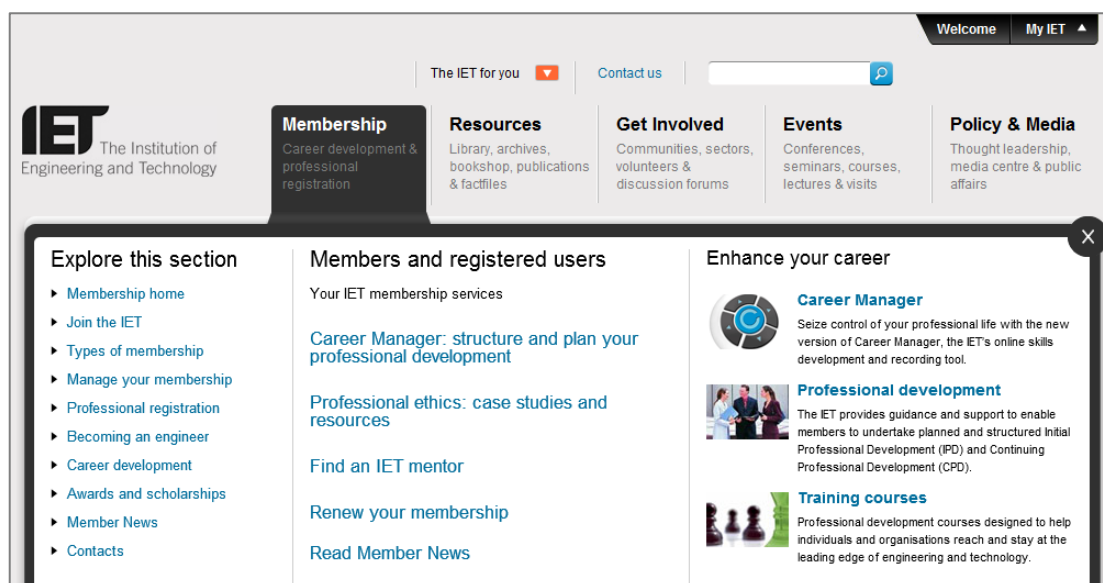
Undertaking a competence assessment helps you to determine your readiness to apply for professional registration. You can record evidence against the UK-SPEC or ICTTech professional registration frameworks with the aid of levelled guidance, and then use this as a basis to set objectives and actions under 'My Development'.

- Identifying skills gaps helps to determine your readiness for professional registration
- Allows you to focus on specific areas for development
- Structures your development by encouraging you to set specific objectives and actions to achieve aspirational competence levels
- Sharing with a mentor/line manager allows you to gain feedback and a holistic view of your competence
- Developing good written evidence skills can be valuable preparation for your final professional registration application
- Having a full and well-constructed competence assessment to submit with your application could reduce processing time

How to I undertake a competence assessment?

All IET members have access to Career Manager, our online professional development planning and recording tool.

1. Visit and log-in to the IET website at www.theiet.org/careermanager Career Manager can be accessed via the membership tab.



The screenshot displays the IET website's navigation and content structure. At the top right, there are 'Welcome' and 'My IET' links. Below the navigation bar, the IET logo is on the left, and a menu of categories is on the right: Membership, Resources, Get Involved, Events, and Policy & Media. The main content area is divided into three columns. The first column, 'Explore this section', lists various membership and professional registration options. The second column, 'Members and registered users', highlights 'Career Manager: structure and plan your professional development' as a key resource. The third column, 'Enhance your career', features 'Career Manager' as a tool for professional development, along with 'Professional development' and 'Training courses' sections.

2. Selecting the IPD menu from the Quick Launch Tool to the right of the home page displays a list of various IPD options.
Select > Assess my competence for Professional Registration

TIP: You can also access the assessment my using the tab *My Development*> *Professional Registration Assessment*

The screenshot shows the IET Career Manager interface. The main content area is titled 'Initial Professional Development (IPD)'. Under the heading 'What would you like to do?', there are four links: 'Submit my Intent to Register', 'Link to my IET Accredited PD Scheme', 'Assess my competence for Professional Registration' (circled in red), and 'Manage my IPD Report'. To the right, a 'Quick Launch Tools' box contains links for 'Initial Professional Development (IPD)', 'Professional Registration', and 'Continuing Professional Development (CPD)'. A diagram of the PD cycle (Plan, Do, Review, Record) is overlaid on the bottom right of the screenshot.

3. If you haven't already done so, select a registration framework that you would like to assess your competence against. If you have already selected a category in the '**Application**' area, this will already be selected.
4. Select '**Assess**' on your desired registration category. You will then see the UK-SPEC competences with skills levels along the top which include:
 - No Experience
 - Trainee
 - Supervised Practitioner
 - Practitioner
 - Expert

		Skill level				
		No Experience	Trainee	Supervised	Practitioner	Expert
		0	1	2	3	4
UK-SPEC IEng Expand/Collapse All						
A. Knowledge and Understanding						
▶ A1. Maintain and extend personal knowledge and skills (Core)						✓
▶ A2. Approach to problem-solving and continuous improvement (Core)				✓		
B. Application to Practice						
▶ B1. Select a review methodology to undertake engineering tasks (Core)					✓	
▶ B2. Contribute to the design and development of engineering solutions (Core)			✓			
▶ B3. Implement design solutions and contribute to their evaluation (Core)						✓

- Choose a level in which you feel accurately represents your degree of expertise in the selected skill.
- Use the text box to enter your evidence or supporting information under each statement. This should consist of your relevant job experience and training to support your assessed level. The skill details are there to outline the expected activities and behaviours of someone at this skill level.

UK-SPEC IEng

A. Knowledge and Understanding / ★ A1. Maintain and extend personal knowledge and skills

Description:

Maintain and extend a sound theoretical approach to the application of technology in engineering practice.

This could include an ability to:

- Identify the limits of own personal knowledge and skills
- Strive to extend own technological capability
- Broaden and deepen own knowledge base through new applications and techniques.

Assessment

Select the skill level that most accurately represents your degree of expertise in the selected skill. The skill details are there to outline the expected activities and behaviors of someone at that skill level. Use the Additional Information box to include relevant job experience and training to support your assessed level. Click the Save button to record the assessment or the Save & Next button to move onto the next skill.

Level	Skill Details
<input type="radio"/> 0. No Experience	
<input type="radio"/> 1. Trainee	Has basic knowledge of principles, processes and procedures. Has knowledge and skills to perform routine, predictable tasks. Keeps own knowledge under review and updates via readily available resources.
<input type="radio"/> 2. Supervised Practitioner	Has working knowledge of principles, processes and procedures. Has knowledge and skills to perform a range of routine tasks but in a range of contexts. Keeps own knowledge under review and updates via professional publications, internet, seminars and company internal networks.
<input checked="" type="radio"/> 3. Practitioner	Has good knowledge of principles, processes and procedures. Has knowledge and skills to perform a broad range of non-routine and more complex tasks. Keeps own knowledge under review and updates via professional publications, research, seminars, and internal/external networks.
<input type="radio"/> 4. Expert	Has substantial knowledge of principles, processes and procedures. Has knowledge and skills to perform a broad range of complex tasks in unfamiliar contexts. Keeps own knowledge under review and updates via many sources including conferences and network of contacts in industry and professional institutions.

Evidence

Use the text box below to enter additional supporting information, relevant job experience and training to support your assessed level.

- Repeat this action with every statement to create a full competence assessment.
- Once you have completed a full Professional Registration Competence Assessment, you can send this to your mentor/line manager and ask them to verify your assessment. This will allow you to gain another perspective on your competence, and valuable feedback to enable you to move forward with your development.
- Go back to the main Professional Registration Assessment screen '**My Development > Assessment Manager > Professional Registration Assessment**' and select '**Archive**'. This will take a snapshot of your assessment and enable you to keep a copy in your archives. You are able to update the original as and when you feel your competence has improved, or at regular intervals, for example, as part of a company professional development scheme. You can enter an archive name of your choice and add comments as appropriate.

TIP: You can archive up to 28 assessments. If you need to archive any more you will need to delete any that are no longer required, but you can first export them and save them locally if you wish to keep a copy.

- Once you have archived your assessment, select the '**Archive and Verification**' tab to access your archives. This section will allow you to add up to 2 verifiers and to view and export your '**Assessment Summary**'.

▶ My Development ▶ Assessment Manager ▶ Professional Registration Assessment

Assess your competence against your selected professional registration framework.

Competence Assessment Archive & Verification

If you are working towards professional registration you can archive your current competence assessment here and send this to one supporter for interim assessment. If you delete a previously archived assessment any verification will also be deleted.

Legend Email not sent

Archive Name	Archive Date	Archive Type					
Archive Q4 2013	18 Oct 2013	UK-SPEC	Chartered Engineer	Edit	<input type="button" value="Add Verifier"/>	<input type="button" value="Delete"/>	Assessment Summary Report

11. Select '**Add Verifier**' and enter the name of your verifier along with their email address. Repeat this action if you wish to add an additional verifier.
12. Once your verifiers are added you will be able to generate a guest ticket to allow them access to your competence assessment, where they can provide their verification and feedback.

Professional Registration Objectives and Actions

Use this functionality to create objectives and actions and link them to your professional registration competence assessment. This will enable you to structure your development and identify what you need to do to reach your desired level of competence for professional registration.

How do I set my Objectives and Actions?

1. Select the **'My Development'** tab and select **'Development Objectives and Actions'** under the Development Manager section.
2. This will display 4 tabs along the left hand side. Select **'Objectives and Actions'** to take you to the **'Set objectives'** page.

TIP: Only assessed competences will show for you to set objectives and actions against. You do not need to have your assessment verified in order for you to add objectives against your competences.

3. You will notice your self-assessed levels will be displayed in orange, your objective levels will be in white. You can select **'Set Objectives'** and create an objective for any level.

UK-SPEC Chartered Engineer

Only competences that you have assessed against will appear here for you to set development objectives against. Select a framework from the Competence Profile Tab and carry out an assessment within the Competence Assessment Tab. Objectives not related to these competences can be added in the Other Objectives tab. Click on Set Objectives to describe what you want to achieve for that competence. Make sure you make your objectives SMART.

You can then click on the Development tab to define the actions and learning solutions that will help you achieve your goals; and the Development History tab provides a record of completed objectives and actions.

Legend Confirmed level Objective level

Framework	Competence	Assessment	
UK-SPEC CEng	A1. Maintain and extend a s...	1 2 3 4	Set Objectives
UK-SPEC CEng	B1. Identify potential proj...	1 2 3 4	Set Objectives
UK-SPEC CEng	C1. Plan for effective proj...	1 2 3 4	Set Objectives
UK-SPEC CEng	A2. Engage in creative and ...	1 2 3 4	Set Objectives
UK-SPEC CEng	B2. Conduct appropriate res...	1 2 3 4	Set Objectives
UK-SPEC CEng	B3. Implement design soluti...	1 2 3 4	Set Objectives
UK-SPEC CEng	C3. Lead teams and develop ...	1 2 3 4	Set Objectives
UK-SPEC CEng	C2. Plan, budget, organise,...	1 2 3 4	Set Objectives
UK-SPEC CEng	C4. Bring about continuous ...	1 2 3 4	Set Objectives
UK-SPEC CEng	D1. Communicate in English ...	1 2 3 4	Set Objectives
UK-SPEC CEng	D2. Present and discuss pro...	1 2 3 4	Set Objectives
UK-SPEC CEng	D3. Demonstrate personal an...	1 2 3 4	Set Objectives
UK-SPEC CEng	E1. Comply with relevant co...	1 2 3 4	Set Objectives
UK-SPEC CEng	E2. Manage and apply safe s...	1 2 3 4	Set Objectives
UK-SPEC CEng	E3. Undertake engineering a...	1 2 3 4	Set Objectives
UK-SPEC CEng	E4. Carry out continuing pr...	1 2 3 4	Set Objectives

4. Once you have selected **'Set Objectives'** you can enter the information required into the box, this will create your objective.
5. Once you have entered your desired objectives you can add actions by selecting the **'View Actions'** tab.

TIP: You can add as many actions to your objectives as you need.

6. Once you have added your actions against your objectives, you can view them at a quick glance in the **'Development Overview'** tab.