Career Manager

Quick Guide

Competence Assessments
How to undertake a professional registration competence assessment on Career Manager

What is a competence assessment?

Also known as ‘Professional Registration Assessment’, you will familiarise yourself with the UK-SPEC 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 professional registration frameworks with the aid of levelled guidance, and then use this as a basis to set objectives and actions under ‘My Development’. Completing a competence assessment allows you to:

- Identify skills gaps helps to determine your readiness for professional registration
- Focus on specific areas for development
- Structure your development by encouraging you to set specific objectives and actions to achieve aspirational competence levels
- Share with a mentor/line manager to gain feedback and a holistic view of your competence
- Develop good written evidence skills which counts as valuable preparation for your final professional registration application
- Have a full and well-constructed competence assessment ready to submit with your application

How to I undertake a competence assessment?

1. Visit and log-in to the IET website at www.theiet.org/careermanager Career Manager can be accessed via the Career & Learning tab.
2. Selecting **IPD** 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**’

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

**TIP:** You can also access the assessment my using the tab

*My Development > Professional Registration Assessment*
Working your way through each competence, choose a skill level which you feel accurately represents your degree of expertise.

Use the text box at the bottom of the page to enter your evidence 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.

*Repeat this action with every statement to create a full competence assessment.

5. Once you have completed a full Professional Registration Competence Assessment, you can send this to your mentor/line manager to verify, gaining valuable feedback to enable you to move forward with your development.
To Archive:

6. Go back to the main Professional Registration Assessment screen
   ‘My Development Menu > Assessment Manager > Professional Registration Assessment’
   Alternatively select this link on the bread crumb trail.

7. Select ‘Archive & Verification’ shown next to your assessment;

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 export and save them locally if you wish to keep a copy.

8. Once you have archived your assessment, select the ‘Archive and Verification’ tab to access all your archives.
   This section will allow you to add up to 2 verifiers and/or export your ‘Assessment Summary’.

9. 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.
Once your verifiers are added you will be able to generate and send a guest ticket to allow them access to your competence assessment.

10. Once your assessment has been verified, you can export a pdf copy of your assessment summary report by selecting the ‘Assessment Summary Report’ hyperlink. Save this to your local drive ready to upload into your supporting documents for your application.
Uploading your Assessment Summary to your Supporting Documents

1. Select ‘Professional Registration’ from the Quick Launch Tool to the right of the home page which displays a list of various professional registration options and select ‘Upload Documents to support my application.’

2. Once you select ‘Upload Documents’ you can select the file type ‘Verified Assessment Summary’.

N.B. You will need to ensure you mark this as ‘Current’ by selecting the tick box in order for it to appear with your registration application.