

Career Manager

Quick Guide

# 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?

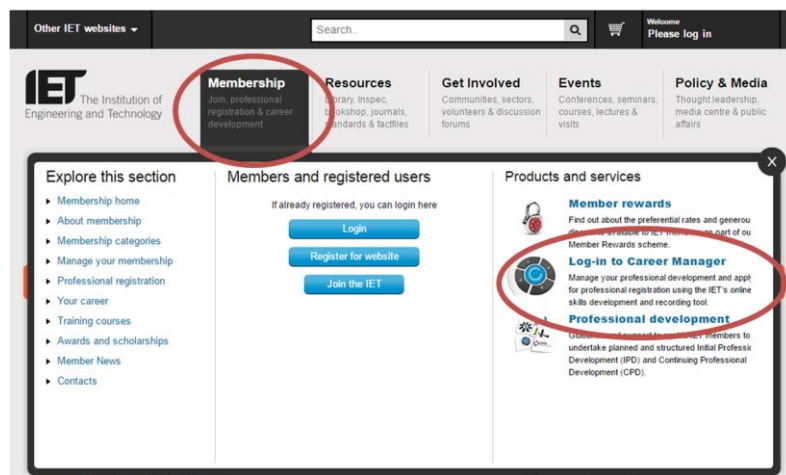
Undertaking a competence assessment helps you to determine your readiness to apply for professional registration. You can record evidence against the UK-SPEC or ICTTech professional registration frameworks with the aid of levelled guidance, and then use this as a basis to set objectives and actions under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

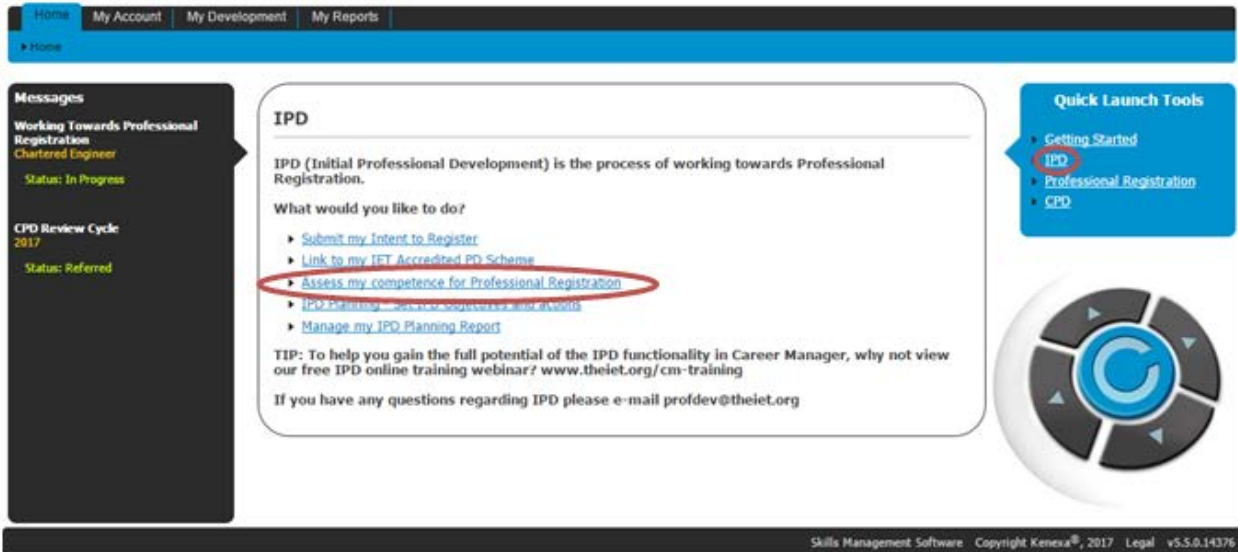
## How to I undertake a competence assessment?

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](http://www.theiet.org/careermanager) Career Manager can be accessed via the membership 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'**



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

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

Core Skills	Skill level				
	No Experience	Trainee	Supervised	Practitioner	Expert
UK-SPEC IEng	0	1	2	3	4
<b>A. Knowledge and Understanding</b>					
A1. Maintain and extend personal knowledge and skills (Core)					✓
A2. Approach to problem-solving and continuous improvement (Core)			✓		
<b>B. Application to Practice</b>					
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)					✓

- Select each competence, choose a level in which you feel accurately represents your degree of expertise in the selected skill.

Use the text box at the bottom of the page 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.

**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	You should be able to demonstrate how you keep your own knowledge up to date and seek opportunities to broaden and deepen your knowledge and extend your technological capability. Your evidence may include how you learned and, under direction, put into practice new engineering or technology-based theories or techniques in the workplace; and/or developed an awareness of engineering codes, standards and specifications.
<input type="radio"/> 2. Supervised Practitioner	You should be able to demonstrate how you broaden and deepen your own knowledge through research and experimentation, to extend your technological capability and be able to identify the limits of your own personal knowledge and skills. Your evidence may include how you learned and put into practice new engineering or technology-based theories and techniques in your workplace; successfully completed formal post-graduate study; and/or developed your knowledge of engineering codes, standards and specifications.
<input checked="" type="radio"/> 3. Practitioner	You should be able to demonstrate how you broaden and deepen your own knowledge and understanding through research and experimentation, to extend your technological capability and be able to identify the limits of your own personal knowledge and skills. Your evidence may include how you learned, developed and put into practice new engineering or technology-based theories and techniques in your workplace; and/or successfully completed formal post-graduate academic study; and/or broadened your knowledge of engineering codes, standards and specifications.
<input type="radio"/> 4. Expert	You should be able to demonstrate how you broaden and deepen your own knowledge through research, experimentation, to extend your own technological capability and be able to identify the limits of your own personal knowledge and skills. Your evidence may include how you learned and developed new engineering or technology-based theories and techniques in your workplace; and/or successfully completed formal post-graduate academic study and/or contributed to the development of engineering codes, standards and specifications.

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

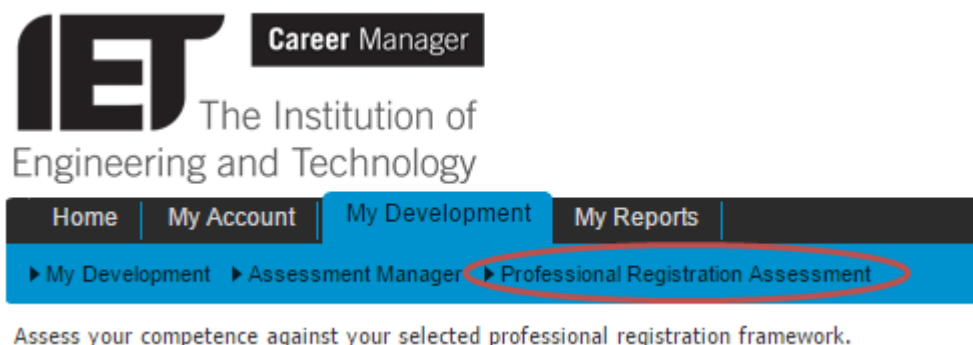
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\*Repeat this action with every statement to create a full competence assessment.

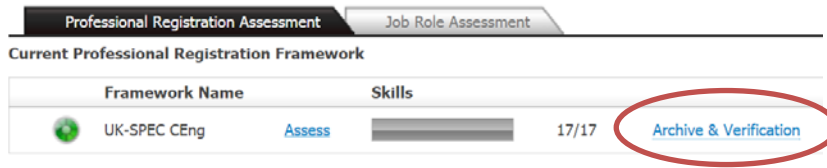
- Once you have completed a full Professional Registration Competence Assessment, you can send this to your mentor/line manager and ask them to verify your assessment. This will allow you to gain another perspective on your competence, and valuable feedback to enable you to move forward with your development.

### To Archive:

- 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.



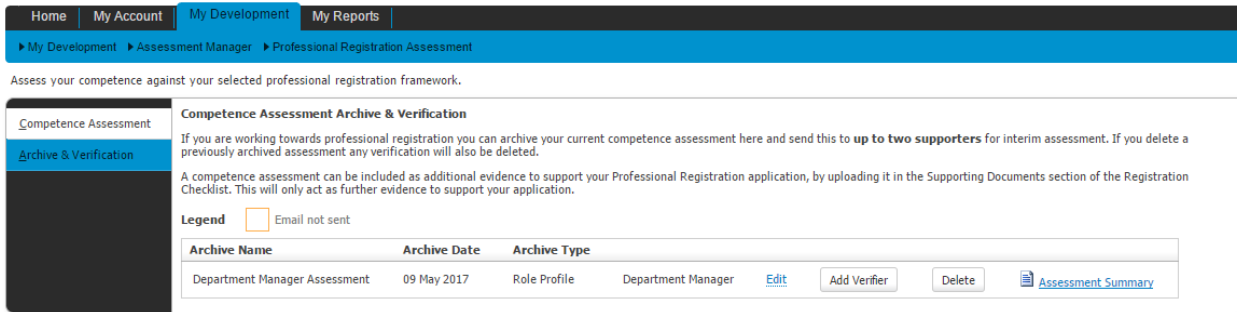
8. Select 'Archive & Verification' shown next to your assessment;



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

9. 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'.



10. 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.

**Add Verifier** Close

Verifier Name:

Organisation:

Job Title:

Email Address:

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.

Archive Name	Archive Date	Archive Type					
Department Manager Assessment	09 May 2017	Role Profile	Department Manager	<a href="#">Edit</a>	<input type="button" value="Add Verifier"/>	<input type="button" value="Delete"/>	<a href="#">Assessment Summary</a>
<b>Verifier Name</b>		<b>Verification Date</b>					
Joe Blogs				<a href="#">Edit</a>	<input type="button" value="Generate Guest Ticket"/>	<input type="button" value="Remove"/>	

Please see quick guide for **setting Objectives and Actions**, to plan your professional development.