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**Sample Competency**

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| **Unique Identifier (UI Code)** | Use a standard naming convention or format for your UI codes |
| **Categories (Tags) – separate with commas if multiple** | Identify any categories and sub-categories that will be use sort and structure your competencies |
| **Competency Title (Shortname)** | A short name or title that reflects the competency statement. The verb and context from the competency statement is a good place to start |
| **Competency Statement** | Use the format Action (verb )> Context > Criteria/Standards |
| **Performance Criteria** | * List the things that a competent individual must be able to demonstrate to cover this competency. If there are steps, list them in sequence. |
| **Supporting Skills and Knowledge** | **Knowledge:**   * List knowledge required to support the performance criteria. For example, in order to follow policies or procedures you must know what they are.   **Supporting Skills:**   * This is for supporting skills only. Skills that are demonstrated as a part of performance criteria should not be repeated here. For example, in order to follow instructions, you must be able to read and interpret them. |
| **Key Terms/Definitions Required** | Are there any terms in the competency statement or performance criteria that need clarifying? If you are going to be using a glossary for your framework, you can just list the terms here and then provide the full definitions in the glossary. Use the following format for definitions.  **Term**   * Definition |
| **Context/Examples** | * Provide a short example or examples of how this competency relates to a role, activity, or workplace |
| **Learning Content/Links** | * List any learning material or courses that are used to support the development of the competency |
| **Assessment Methods** | * How might this competency be assessed? Is there any requirement for formal assessment or certification related to the competency? |