



learning  
nexus

Competencies

# What are Competencies

Competencies are the skills, knowledge or behaviours that you'd like your employees to focus on. In Totara Learn competencies are organised in a hierarchy allowing each to have sub-competencies.

This enables you to break skills down to allow your employees to take the necessary steps to become proficient in their roles in your organisation.

This tutorial will focus on how competency frameworks and scales function in Totara Learn as well as considering how these link to other aspects of your LMS.

They are closely related to the positions and organisations because it's likely you will assign competencies based on that information. For example. You might decide that everyone in your sales team (organisation) or with the role of sales person (position) should have the competency "negotiation skills".

Competencies are also used in learning plans, where you can automatically add competencies and linked courses to a Learner's plan based on their organisation or position.

# Adding Competencies to a Framework

## Bulk User Actions

You're able to add several competencies at once by typing or pasting the competencies into the system. This could be a great time-saving technique if you have many competencies to add your framework

### Company Framework

   
 ▾

## Linking Courses to Competencies





Linking courses to competencies can help to prove that an individual has achieved proficiency in a certain competency. Once you've added a competency item to your framework you're able to link the competency to courses in Totara Learn. Many courses can be linked to a single competency item.

### Linked courses

Name	Link type	Options
No linked courses set up for this competency		
<input type="button" value="Assign course completions"/>		

## Hiding Competencies

You're also able to create, and then hide competency items if you do not wish these to be included in learning plans. Clicking on the eye icon will hide selected competencies from learners until they are ready to be incorporated to the competency framework and learning plan again.

▫ **Communicate** 3    
**Description:**  
Communicate simply and clearly when writing and speaking   


# Measuring Your Team's Performance with a Scale





## Scale Values

Managers can track and monitor how well their team is performing on competencies set up in a framework using a proficiency scale. A competency scale allows you to define the criteria by which competencies are measured. They range from most to least and can have as many values as you require.

### Priority scale "High, Medium, Low"

High priority, medium priority, or low priority.

This scale is in use (i.e. users have items marked with values from this scale). Scale values cannot be created, re-ordered or deleted to preserve data integrity. You can still rename scale values but this may confuse users when their priorities changes without warning.

Name	Default value 	Edit
High	<input type="radio"/>	
Medium	<input type="radio"/>	
Low	<input checked="" type="radio"/>	

## Default Value

The default value is the value that the scale will start on for every competency. It will appear on a learner's record of learning and can be altered manually by a manager when a learner completes training or shows progress on the job.

## Proficient Value

If the proficient value is marked as "Yes" in the proficient field then this suggests to the system that a learner is "competent" in that specific competency. If the value is "no" then the learner will receive overdue notices for incomplete competencies in their learning plans.

# Additional Links

Introduction to competencies video:

[https://youtu.be/\\_soh3l9wOjc](https://youtu.be/_soh3l9wOjc)

Creating a competency scale:

<https://youtu.be/y74RhaSMP78>

Creating a competency framework:

<https://youtu.be/bFFpNtlXyrY>

Linking competencies:

<https://youtu.be/xzxWZP8EAGI>

Assigning competencies to a learning plan:

<https://youtu.be/UZh4F1wVs1c>