PROFESSIONAL DEVELOPMENT
How-to Guide 2: Groups & Assessments

PROFESSIONAL DEVELOPMENT
Professional Development

This short how-to-guide will detail the following:

• Groups
• Assessments
• Completing an Assessment
Groups

• The term “Groups” refers to a collection of individual assessments.
• These “Groups” have been created to represent key competencies for individual job roles.
• You have been assigned “Groups” based on your organisation’s use of the Skill Framework, Training and Professional Accreditation
Assessments

• The term “Assessment” is given to each individual competency.

• Currently there are 64 competencies developed as part of our professionalism agenda.

• Individual “Assessments” may be assigned by PPF specialists as part of ongoing support to development.
Completing an Assessment

• Select the Assessment
• Carefully read the question followed by all the competencies at each level.
• Select the highest level where you can demonstrate ALL competencies.
• Add comments to support your selection
• Click tick to complete and save your assessment
Professional Development

• You should now be able to complete an Assessment and a Group of Assessments.

• Please now watch the following videos:
  – Login, Change Password and Home Screen
  – Sign Off/Calibration
  – Reports