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Name:		Date:	Level:		Age:	
DETAIL	COMPETENCY	EVALUATION				EVIDENCE
	C1 Time Management, Working Independently & Using Resources	Current Performance (description)	Improvement from previous review - None, Some, Lots	Evidence of Re-applied Learning - None, Some, Lots	Evidence of Self-Development - None, Some, Lots	
	1a. Being able to prioritise your daily and weekly tasks (considering your independent working and resource use capabilities).					
	1b. Being able to meet deadlines (through independent working and appropriate resource use) and achieve expected outcomes.					
	1c. Understanding and applying tools and techniques to help you be more time efficient, work more independently, and use resources more					
	1d. Being able to delegate tasks to an appropriate colleague to help you achieve your deadlines.					
	C2 Written or Verbal Communication		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Scl/Uni Knowledge Appln - None, Some, Lots	
	2a. Selecting an appropriate and effective method of communication.					
	2b. Using an appropriate tone of language for a variety of situations.					
	2c. Being able to present information through verbal and written means so that others					
	2d. Understanding the importance of actively listening to others.					
	C3 Self Professional Development & Management of Own Resources		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Scl/Uni Knowledge Appln - None, Some, Lots	
	3a. Setting learning objectives.					
	3b. Being open to feedback from others.					
	3c. Identifying the steps and support needed to help you develop your skills.					
	3d. Taking ownership to improve your knowledge and understanding.					
	C4 Problem Solving & Creative Thinking		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Scl/Uni Knowledge Appln - None, Some, Lots	
	4a. Being able to recognise the contributing factors to a problem.					
	4b. Recognising a variety of ways to investigate possible solutions.					
	4c. Being able to evaluate the pros and cons of possible solutions and apply simple decision-making techniques.					
	4d. Understanding ways of evaluating the success of your solution.					
	C5 Working in a Project Team		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Scl/Uni Knowledge Appln - None, Some, Lots	
	5a. Recognising the importance of clarifying objectives and reaching consensus.					
	5b. Understanding and recognising the importance of team roles.					
	5c. Understanding your own role within the project team.					
	5d. Understanding the importance of assessing the progress of the team and giving feedback to others.					
	C6 Use of I.T. Office Resources		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Scl/Uni Knowledge Appln - None, Some, Lots	
	6a. Understanding of how I.T. office resources are advantageous to Cardinal.					
	6b. Ability to pick up understanding of new I.T. office resources or adapt previous I.T. office skills for use in a project.					
	6c. Using I.T. office resources in a quick and accurate way in order to maximise output.					

6d. Your capability to evaluate your effectiveness with different I.T. office resources.					
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	C7 Information Science Skills		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Sci/Uni Knowledge Appln - None, Some, Lots	
	7a. Understanding and application of your research skills.					
	7b. The effectiveness and accuracy of your data formatting (evidenced in e.g. law consolidation).					
	7c. Ability to incorporate documents within a system.					
	7d. Making improvements to the user experience of a system (e.g. by re-organising document hyperlinks).					
	C8 Web Programming & Design		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Sci/Uni Knowledge Appln - None, Some, Lots	
	8a. Being able to use the MS WORD editor to add or delete text from a Cardinal client system web page.					
	8b. Recognising the navigation alternatives for 3-dimensional internet systems (Cardinal DELIS systems).					
	8c. Being able to create and alter web page layout, colour and fonts to meet client needs.					
	8d. Being able to add and delete text from a hand-coded HTML website and make improvements to the layout, functionality, 'look and feel', and content of a public website (exemplified in the Cardinal public website).					
	C9 HSE Knowledge & Understanding		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Sci/Uni Knowledge Appln - None, Some, Lots	
	9a. Knowing and understanding HSE topics, issues and impacts.					
	9b. Recognising the specific HSE problems that are addressed by particular HSE laws.					
	9c. Understanding the HSE compliance obligations that are created for a client.					
	9d. Being able to advise a client on his HSE obligations and his next steps.					
	C10 Technical Writing Skills		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Sci/Uni Knowledge Appln - None, Some, Lots	
	10a. Being able to know the objective and intended readership of a piece of Cardinal Technical Writing.					
	10b. Recognising the steps that are required to verify the subject information of Cardinal Technical Writing.					
	10c. Being able to identify good Technical Writing and to apply this your own Technical Writing.					
	10d. Understanding ways of improving your Technical Writing.					
	C11 Leadership Potential		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Sci/Uni Knowledge Appln - None, Some, Lots	
	11a. Your understanding of the differences between management and leadership.					
	11b. Recognising effective and ineffective leadership styles.					
	11c. Recognising the qualities you have to be an effective leader.					
	11d. Identifying a leadership style you are most comfortable with.					
	C12 Customer Awareness & Business Understanding		Improvement - None, Some, Lots	Re-application - None, Some, Lots	Sci/Uni Knowledge Appln - None, Some, Lots	
	12a. Understanding of client Internet Sites and their role in supplying customer needs.					
	12b. Understanding the importance of an organisations' customer service approach.					
	12c. Your understanding of internal and external customer relationships.					
	12d. Proactively identifying customer needs and delivering a solution.					
	OVERALL					

