

Guides for Competency Submission and Evidence Examples

To be acceptable as competency evidence the examples submitted should describe how and where the knowledge and skills have been developed and applied in your work.

You may use a technique widely used to describe skills in job applications, CVs and competency-based job interviews – the ‘**STAR**’ technique:

S - a brief description of the Situation

T - what is the Task

A - what Action did you take

R - what was the Result

You should at least give **three** examples as evidential support for each of the competency that you claim.

Below is a list of examples that you might include in your competency evidence portfolio for submission to the assessment panel:

- Job/position descriptions of previous and current jobs
- Your updated resume/CV
- Examples of work records that you have been involved in (e.g. in-house meeting minutes; task group progress reports)
- Examples of program development that you have been involved in
- Photographs of you involved in work activities, service delivery
- In-house publication/announcement involving you or the programs you have been involved in
- Documentation of events/activities that you have planned and organized
- Discussion record on related work assignments/projects/programs (e.g. meeting notes; email exchange)
- Observations or reports by your supervisor or other staff (e.g. 360-degree reports)
- Written references from your supervisor(s), particularly those that outline the duties you perform, show/reflect the competencies that you demonstrate/exhibit
- Relevant in-house/public recognition/awards you have won
- Results/awards/qualifications obtained from formal study
- Statements of attendance from training/CPD sessions