

12. Select the appropriate proficiency level from the dropdown list provided.  
**Remember that this is the level of proficiency you feel you currently have for this competency.**

Competency Assessment

Competency Name	Proficiency	Comments
Maintaining records	SCQF 11	
Oral communication	SCQF 11	
Planning - long term	SCQF 11	
Reviewing and evaluating	SCQF 11	
Understanding organisatio	SCQF 11	

13. When you have selected a proficiency level for each competency click on the **Save** button and you will be returned to the Competencies screen.

14. To view your Competency Gap Analysis click on the **Competency Gap** link on the left of the page and select your target job type from the drop down list. This can be your current job type or another job type that you wish to work towards.

Target Job Type:

- facilitator
- learning centre advisor
- learning centre assistant
- learning centre manager
- online tutor
- supervisor
- tutor

15. You will be presented with a full list of the competencies associated with your chosen job type showing your current proficiency level and the required proficiency levels. Where there is a gap in the proficiency level you will see a development suggestion. This may be existing online content from the learning bytes catalogue or a suggestion to search the national learning opportunities database for providers of a specific course.

Competency Gap Analysis: Janis Reid

Target Job Type: learning centre assistant

**Admin - Assistant (Optional role set required)**

Competency Name	Criticality	Target Proficiency	Current Proficiency	Gap	Development Suggestions
Maintaining records (Required)		SCQF 5		-5	
Maintaining schedules (Required)		SCQF 5		-5	
Producing correspondence (Required)		SCQF 5		-5	advanced business communications: guidelines for effective communications

**Key Skills - Assistant (Optional role set required)**

Competency Name	Criticality	Target Proficiency	Current Proficiency	Gap	Development Suggestions
Critical thinking (Required)		SCQF 5		-5	decision making and problem solving: problem solving fundamentals creative techniques : SCQF 5 workstation essentials : SCQF 5 pcr and application software : SCQF 5
Information technology (Required)		SCQF 5		-5	microsoft windows xp professional user fundamentals : SCQF 5 introduction to pcs and application software : SCQF 5 microsoft windows xp professional advanced user : SCQF 7
Oral communication (Required)		SCQF 5		-5	interpersonal communication: effective communication : SCQF 5 effective communication : SCQF 5 effective call handling : SCQF 5 let's communicate : SCQF 5



# Learning Centre Academy

## Competency Framework - Skillnet User Guide



## Competency Framework – Skillnet User Guide

Follow the steps below to access the learndirect scotland Learning Centre Academy and the Competency Framework.

1. Access the learning bytes website using the following URL  
<http://vlc.skillnetonline.com/learningbytes>
2. If you have already registered with the Learning Centre Academy enter your user name and password and click on login and then go to Step 6. If you have not registered go to Step 3.
3. Click on the link which says “Click Here to Register”

Login

Username:

Password:

GO

[Click Here To Register](#)

4. Enter your details into required fields (named in red) as shown below. Make sure that you use the security keyword as shown (999/66706). Please ensure that you enter your Learning Centre ID number in the appropriate field.

New User Registration

First Name \*  Last Name \*  Title

User Name \*  Password \*  Security Keyword \*

E-mail

Telephone  Learning Centre ID (if applicable)

Address1 \*  Address2

City \*  County  Post Code

Country

Save Cancel

5. Click on the Save button and you will be navigated into Skillnet.

**N.B. If a Duplicate Value error message appears this means that the user name you have entered is already in use. Click on the back button and enter a different user name, complete the other mandatory fields and click on Save.**

6. Click on the **My Development** page

LearnDirect SCOTLAND

My Skillnet My Development Learning Catalogue Assessments My Profile

Competencies: Janis Reid

Name	Weighted Proficiency
<input type="radio"/> Empathy	SCQF 7
<input type="radio"/> Planning and organising	SCQF 4
<input type="radio"/> Understanding organisational objectives	SCQF 6
<input type="radio"/> Working with others	SCQF 6
<input checked="" type="radio"/> Written communication	SCQF 9

Assess View History

7. On the left of the page click on the **Competencies** link.
8. Click on the Add Competency button.
9. Click on the **Go** button.
10. You will be presented with the full list of available competencies. The next stage is to select the competencies associated with your job role. This may have been discussed by your manager already or you can look at the document giving details of all the competencies linked to your Job Type in the supporting documentation.
11. Tick the box next to each of the competencies you wish to add to your profile and click the **Select** button.

Add New Competencies

Search for a list of available competencies and click "Go". After you've made your selections, click "Save".

Competency Name:  GO

(De) Select All

Select	Name
<input checked="" type="checkbox"/>	Oral communication
<input checked="" type="checkbox"/>	Information technology
<input checked="" type="checkbox"/>	Using numbers
<input type="checkbox"/>	Using graphical information
<input checked="" type="checkbox"/>	Critical thinking
<input type="checkbox"/>	Reviewing and evaluating
<input checked="" type="checkbox"/>	Producing correspondence
<input type="checkbox"/>	Maintaining schedules
<input type="checkbox"/>	Understanding financial management
<input type="checkbox"/>	Understanding debt management
<input checked="" type="checkbox"/>	Understanding health & safety
<input type="checkbox"/>	Motivating others
<input checked="" type="checkbox"/>	Managing disruptive behaviour