COMPETENCY ASSESSMENT

COMPETENCY ASSESSMENT GUIDE

FOR GEOSCIENCE APPLICANTS AND TRAINEES

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INTRODUCTION

This guide is intended to assist you in accessing the Competency Assessment System for the reporting and evaluation of geoscience work experience using the Competency-Based Assessment (CBA) Framework. The CBA Framework supports applicants in self-assessing their professional level of competence by using demonstrated examples obtained over the course of their geoscience career and submitting those examples for online validation and assessment.

Please note: Applicants for professional registration must also meet other requirements (such as passing the National Professional Practice Examination) in addition to the experience requirement - these requirements may vary depending on the applicants' regulator. Please visit your regulator's website for a complete list of requirements for registration.

THE COMPETENCY-BASED ASSESSMENT (CBA) FRAMEWORK

KEY TERMINOLOGY

COMPETENCY CATEGORIES

The CBA Framework for geoscience includes 4 competency categories:

Competency Category	Minimum Category Rating
1. Professionalism	3.0
2. Scientific Method	3.0
3. Area of Geoscience Practice	3.0
4. Complementary	3.0

Each competency category contains a subset of work experience competencies. Applicants must meet the minimum category rating in each competency category to meet the experience requirement for professional registration.

WORK EXPERIENCE COMPETENCIES

Work Experience Competencies are identified skill sets that can be demonstrated through an applicant's work experience. The 29 work experience competencies in the CBA Framework are observable and measurable skills, knowledge, abilities, motivations, or traits required for professional registration that are demonstrated through the actions and behaviours of the applicant. This framework supports assessors in having a clear picture of your knowledge and experience in all areas essential to safe, ethical, and effective geoscience practice.

COMPETENCY RATING SCALE

The **Competency Rating Scale** is a six-point rating scale from 0 to 5. It is used to evaluate each of the:
- 29 Work Experience Competencies
  - Individual work experience competencies are evaluated with the same rating scale. The ratings are then averaged within each competency category. **Review the rating scale to determine the appropriate rating.**
- 4 Competency Categories
  - Each of the 4 categories has a minimum category rating that all applicants must meet to satisfy the experience requirements.

Please remember:

☑ As an applicant for professional registration, you are required to **meet the minimum** category rating of 3 for each category. You are **not** expected to be working at an advanced or professional level (rating 4/5).

WORKPLACE EXAMPLES

Workplace examples are defined as specific examples of actions, skills, or behaviours that an applicant could use to demonstrate the achievement of a competency. The system provides a list of workplace examples for each competency, which offers guidance to applicants about the types of examples they *may* consider using. Note that applicants are not restricted to the use of the listed workplace examples and are not required to address all the workplace examples – it is simply a reference or guide.

Please remember:

☑ If you are a professional licensee geoscience or limited license applicant, please provide workplace examples demonstrating competence within your intended authorized area of reserved practice.

CANADIAN WORK-ENVIRONMENT EXPERIENCE COMPETENCIES

The Canadian work-environment experience competencies are a subset of 7 competencies from the existing 29 competencies of the competency framework that best demonstrates knowledge and understanding of Canadian regulations, codes, standards, quality control, safety awareness, professional accountability, and communication.

The 7 Canadian work-environment experience competencies are:

Competency Category	Competency	Minimum Competency Rating
1. Professionalism		
Competency 1.1	Comply with relevant legislation, regulations, and statutory reporting requirements	3.0
Competency 1.4	Maintain constructive working relationships	3.0
Competency 1.5	Apply ethical principles	3.0
Competency 1.6	Respond to obligations and responsibilities to the public, to the natural environment, to clients, and to employers	3.0

Competency 1.7	Contribute to health and safety in the workplace	3.0
4. Complementary		
Competency 4.1	Deliver and comprehend oral communication	3.0
Competency 4.2	Deliver and comprehend written communication	3.0

To satisfy the Canadian work-environment experience requirement, you are required to achieve each of the Canadian work-environment experience competencies at the minimum competency rating. If you have not worked in a Canadian environment, it is your responsibility to provide sufficient examples to establish equivalency. Using international experience does not guarantee the competencies will be met.

For more information, please refer to the Guide to Canadian Work-Environment Experience Competencies.

Please remember:

☑ If any of the 7 Canadian work-environment experience competencies are assessed below the minimum competency rating, regardless of the overall category rating, you will be reassigned the competency and asked to revise your example.

ROLES AND RESPONSIBILITIES

The following is an overview of the roles and responsibilities of each participant in the Competency Assessment system.

Applicant

- Provides work experience details through the Competency Assessment System, including work experience chronology and specific examples to address each work experience competency.

- Provides self-assessed competency rating for each work experience competency according to the Competency Rating Scale.

- Provides contact information for a minimum of 4 individuals to act as validators and verify and provide feedback on their competency assessment.

- Provides further information in supporting documents, as requested.

Validator

- **A Supervisor, employer, colleague/client/consultant – ideally a P.Geo. supervisor**

- Confirms the work experience information of which they have direct, first-hand, personal knowledge.

- Provides competency ratings for the work experience competencies to which they are assigned by applicant (if applicable).

- Provides overall feedback on the applicant's readiness for professional registration.

- Requests revisions from the applicant if the reported experience does not meet the minimum competence rating.

Assessor

- **Qualified Professional Geoscience volunteers in the applicant's area of practice**

- Reviews applicant's submission as well as validators' feedback.

- Provides competency ratings for each competency.

- Requests revisions from the applicant if the reported experience does not meet the minimum competency rating.

- Makes a recommendation on applicant's readiness for professional registration.

COMPETENCY DOCUMENTATION AND INSTRUCTIONS

EDUCATION

CONFIRMATION OF EDUCATION

This section includes the academic information you provided to the regulator you are applying with. It cannot be edited. Please contact your regulator directly if you require anything to be changed.

COMPONENTS FOR EXPERIENCE REPORTING

There are 3 main components that applicants must complete in the Competency Assessment System:

1. A chronological **employment history** providing an overview of the applicant's experience from graduation to the present day. It can also include pre-graduation (co-op, summer work, etc.) to post-graduation work experience, along with gaps in employment where non-geoscience work was undertaken.

2. A **minimum of 4 validators** that cover at least four years of experience: their names, current email addresses, relationship to the applicant, etc.

3. A **competency self-assessment** using examples drawn from work experience to demonstrate achievement of each competency and competency category.

EMPLOYMENT HISTORY

COMPILING AN EMPLOYMENT HISTORY

All applicants must complete an **employment history** summary through the Competency Assessment System. The employment history section creates a chronological overview of an applicant's experience, including details regarding their responsibilities in each position. This summary can be edited at any time before an applicant submits their final competency self-assessment.

Please remember:

- ☑ Briefly explain any gaps or overlaps in time periods.
- ☑ Demonstrate evidence of progression of experience and responsibility throughout your career.
- ☑ Under the "Overview of Major Responsibilities and Projects" section, provide a detailed outline of what you worked on in each position, including a description of your role and the project scope.

SELECTING VALIDATORS

Through the Competency Assessment System, applicants are asked to provide the names and e-mail addresses of **a minimum of 4 validators**. The validators confirm your work experience examples and provide overall feedback on your readiness for professional registration. Ideally, all validators will be professional geoscientists or equivalent who have direct knowledge of your work. If you are unable to find professional registrants to validate each of your 29 competencies, please consult with your regulator. One validator must be your supervisor and share the same or related discipline of practice that you are applying for. Consider whom you report to or who signs off on your work when listing validators. Colleagues, clients, and consultants may count as validators if they have direct, first-hand knowledge of your work.

As you complete your Competency Self-Assessment, you will assign each example to a validator with direct knowledge of the work described. This validator will be asked to provide a competency rating for the example and will have the option of providing a comment. All validators are also asked to provide overall feedback on your experience and readiness for professional registration. **There is no requirement to assign all validators to work experience competencies; validators not assigned to any work experience competencies will be asked to complete a feedback form.** For example, co-op supervisors who do not need to validate any examples may be included as validators to provide overall feedback, which allows them to comment on and confirm your experience during the co-op period.

Please remember:

☑ If your validator doesn't receive a link to login to the system, please use this link to resend it to them.

☑ Consult with your validators to ensure you both agree the example you are submitting meets the minimum rating required.

☑ Consult with your validators to ensure they feel you are at a professional level and ready to assume responsibility as a professional geoscientist.

SUPPORTING DOCUMENTS

This section is to include additional documentation to supplement your application; it is optional. Documents you may wish to include, if applicable:

☑ Additional context for a specific competency example.

☑ A summary of why you have chosen to include non-professional geoscientist validators.

☑ Diagrams, charts, tables, etc.

COMPETENCY SELF-ASSESSMENT

PROVIDING COMPETENCY EXAMPLES

The Competency Self-Assessment section is divided into the 4 categories of the Competency-Based Assessment Framework. Under each category heading – such as Professionalism – the required **work experience competencies** are listed. An example must be provided for all work experience competencies prior to final submission. Each competency category must **achieve the minimum category rating**.

SELECTING, DRAFTING, AND SAVING EXAMPLES

When filling in the Competency Self-Assessment, use both the competencies and their indicators as guidelines to identify suitable and relevant projects and activities from your geoscience experience that will best **demonstrate your achievement of each work experience competency**. Be specific about your individual actions and contributions. For each example, you are asked to identify a self-assessed competency rating that you believe you have demonstrated. The examples you select should reflect activities or projects in which you had responsibility and must be in the discipline of geoscience indicated on your application.

For each work experience competency, you will have the workplace examples listed. You do not need to demonstrate all workplace examples listed. Workplace examples are **examples to guide you in determining the type of work that would satisfy each work experience competency and what assessors are looking for**. You can save a draft of your example to complete later if you wish.

Note that the use of Artificial Intelligence (AI) and third parties to create or embellish workplace examples is strictly prohibited. Any applicant caught submitting a fraudulent application could face investigation and disciplinary action by their regulator.

Each example includes the following sections:

Employer and Position: Your employer and position at the time of the work described in the example.

Validator: The professional geoscientist (or equivalent) who you are asking to validate this example. This is ideally a supervisor but may also be a colleague or client, with direct knowledge of your work.

Start Date and End Date (Month/Year): The period covered by your example.

Situation: A brief overview of a specific situation or problem. The same situation can be used to cover multiple competencies.

Action: The actions that you took in response to the situation, including geoscience judgments made or solutions found. This section is typically the longest portion of the example and should explain in detail the actions that you took that demonstrate completion of the competency. Point form is permitted.

Outcome: The impact that your actions, solutions, or judgments generated.

Canadian Environment Example (Yes/No): This indicated whether the example took place in a Canadian or an international environment.

Self-Assessed Competency Rating: The level on the competency rating scale you believe you demonstrated in the example.
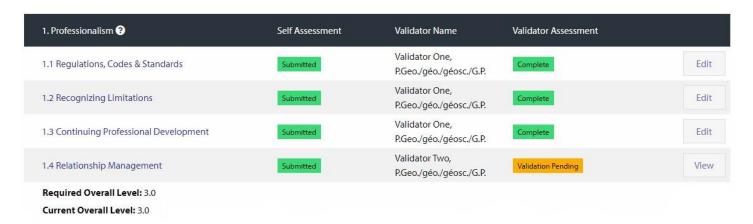
Please remember:

☑ **Always write in the first-person. Use "I" statements as opposed to "we"** - even if you were working as part of a group. **It is important to identify things for which you took responsibility.**

☑ For experience to be considered valid ensure, where possible, that your workplace examples are from within the last 7 years. Contact your regulator to verify their currency of experience requirements.

☑ Be specific about your contributions when describing your experience. Avoid general terms such as "participated in" or "involved with". **State your exact duties and contributions.**

- ☑ Assessors cannot rely on 'implied evidence' – they can only use evidence **you** provided. For this reason, it is important to identify specific examples that best demonstrate your competence.

- ☑ Avoid giving yourself a rating below the minimum required rating. If you do not feel you meet the minimum required rating for a competency, speak with you supervisor and complete additional satisfactory experience.

- ☑ Depending on the work experience competency, it is recommended to include the significance of the project (e.g. size), your role in the project and the key issues and outcomes. Make the technical or managerial complexity of the project clear. Be specific about your role and level of responsibility.

- ☑ You are required to provide sufficient information with enough detail to enable straightforward verification of your evidence by assessors, and not to leave assessors with substantive questions or information gaps that require further investigation before they can verify that the required competency rating has been met.

- ☑ Interim Validation allows specific work experience competencies to be validated before submitting the final competency self-assessment. If you possess more than the required four years of experience, you should **not** use this function.

THE VALIDATION AND ASSESSMENT PROCESS

WHAT HAPPENS AFTER I SUBMIT MY COMPETENCY SELF-ASSESSMENT

Once you have submitted your Competency Self-Assessment, your examples will be validated by the validators assigned to each competency. You can log back into the system at any time to track your validators' progress (see below). This information will be available in the Competency Self-Assessment section of the system. After all examples have been validated and the feedback forms have been submitted, the assessment stage begins and involves assessors from the regulator who review all the competency examples and validator comments. If an assessor does not feel your example meets the minimum competency rating, they may request you to submit revised examples or additional information.

1. Professionalism ⓘ	Self Assessment	Validator Name	Validator Assessment	
1.1 Regulations, Codes & Standards	Submitted	Validator One, P.Geo./géo./géosc./G.P.	Complete	Edit
1.2 Recognizing Limitations	Submitted	Validator One, P.Geo./géo./géosc./G.P.	Complete	Edit
1.3 Continuing Professional Development	Submitted	Validator One, P.Geo./géo./géosc./G.P.	Complete	Edit
1.4 Relationship Management	Submitted	Validator Two, P.Geo./géo./géosc./G.P.	Validation Pending	View

Required Overall Level: 3.0
Current Overall Level: 3.0

MORE INFORMATION

For more information regarding competency assessment, please see the Competency Assessment System website.

For specific information regarding registration requirements, please contact your regulator.

For questions which have not been answered here, please see the FAQ section on the competency assessment website.