Competency summary

You can view summary pages for your competencies by going to *Quick-access menu > Competencies*, selecting a competency framework, then selecting a competency.

The competency summary page shows the following information about the selected competency:

Field	Description
Full name	The full name of the competency.
ID number	The competency's unique ID number.
Description	A short summary or additional details about the competency.
Assignment creation availability	This shows who is able to assign the selected competency. This can be set to **Users who may self-assign**, **Users who may assign to others**, both of the above, or only Site Administrators.

Linked courses

The summary page shows any courses linked to the selected competency. The list indicates which linked courses are mandatory for obtaining the competency (if using competencies in learning plans), and which are optional.

You can select a linked course to view its course page, and edit the linked courses by selecting the edit icon ( ) in the top-right corner if you have the appropriate permissions.

Linked courses

Information security	Mandatory
Professional, ethical and legislated requirements for nursing	Optional

Achievement paths (Totara Perform only)

If you have Totara Perform the competency summary page shows all of the possible achievement paths for obtaining the competency, including the associated scales and roles capable of rating on these scales. The **Overall rating calculation** is shown at the top of this section - this can be set to **Highest** or **Prioritised**. You can find out more about these options on the Competency items page.

If you have the appropriate permissions you can edit the achievement paths for the competency by selecting the edit icon ( ) in the top-right corner.

Achievement paths

Overall rating calculation Highest

COMPETENT		
	Aggregation of child competencies	*(Complete any 1)*
	AND	
	Linked courses	*(Complete all)*
	OR	
	Aggregation of child competencies	*(Complete all)*
NOT COMPETENT	**Assignment Activation**	*(Complete all)*

ANY SCALE VALUE	**Manual rating** Self Manager Appraiser

ANY SCALE VALUE	**Manual rating** Manager Appraiser

ANY SCALE VALUE	**Learning plan**

Totara Academy

The Totara Academy has a whole course dedicated to using Competencies in Totara. Here you can learn more on how to use competencies, see best practice, and give it a go yourself.