

# Competency frameworks

Competency frameworks are hierarchical structures that allow you to organise your competencies. A competency framework will contain multiple competencies, which can be arranged into parent and child relationships as required, or kept at the same level.

To view and edit all competency frameworks and competency scales go to *Quick-access menu > Competencies*.

## Competency frameworks <sup>i</sup>

Add new competency framework

Name	Competencies	Actions
Onboarding	2	
Compliance based competencies	0	
Example Competency Framework	10	

Export items from all frameworks <sup>i</sup>

Excel format

Export

## Competency scales

Scale	Used	Options
Competency scale	Assigned but not used	
Core competency scale	No	

Add a new competency scale <sup>i</sup>

Competency frameworks are (by default) listed in the order of creation, with the number of [competency items](#) within each framework listed within the **Competencies** column.

You can also perform a number of **Actions** on competency frameworks including:

- **Edit** ( ): Select to update the competency framework
- **Hide/show** ( , ): The open eye indicates the competency framework is visible/shown and the crossed-out eye indicates the framework is hidden (click on the icon to change the visibility setting)
- **Delete** ( ): Use to remove the competency framework
- **Move Up** ( ) and **Move Down** ( ): Use the arrows to move a framework up or down the display list



When competency frameworks are hidden, all competencies within the framework are also hidden within any related items such as [learning plans](#) (Totara Learn only).

## Creating a competency framework

Competency frameworks are used to break up competencies into multiple groups based on topic, department, or other logical groupings.

To set up a new competency hierarchy:

1. In the quick-access menu go to **Competencies**.
2. Click **Add new competency framework**.
3. Complete the [settings](#) as desired.
4. Click **Save changes**.

Your competency framework is now set up and is ready for you to enter your [Competency items](#).

## Competency framework settings

Setting	Description	Notes
<b>Full Name</b>	The full name of the competency framework. Try to make this something succinct and meaningful.	-
<b>ID Number</b>	Unique ID number for the framework.	This will need to be set to import competencies via HR import.
<b>Description</b>	An optional description of the competency framework, this can help others utilise it correctly.	-
<b>Scale</b>	You can select a <a href="#">Competency scale</a> to use with your competency framework.	-

## Exporting all competency items

Site Administrators can export all competency items (grouped by framework) and their associated fields in either Excel, .csv or .ods format.

To export all competency items:

1. In the quick-access menu go to **Competencies**.
2. Select the required format under **Export items from all frameworks**.
3. Click **Export**.



The export file content structure is suitable for use in [HR Import](#). You can use HR import to add or update competencies.

## 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.