

Competencies

Competencies are the skills, knowledge and behaviours that you require your staff to possess and that you may measure staff performance against.

The competency hierarchy area allows you to set up one or multiple competency structures or frameworks, containing any number of individual competencies.

Competency frameworks ⁹

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

Export items from all frameworks

Benefits

The benefits to setting up your competency hierarchies in Totara Learn are:

- The ability to link courses to competencies and these competencies to a particular part of the organisation or to a job position.
- A user's learning plan can automatically pull in all competencies (and any linked courses) associated with their assigned organisation(s) and job position(s).
- The ability for managers and staff to track their training and development against their competency ratings

Setting up a competency hierarchy

There are three steps to setting up your competency hierarchy.

1. Set up your [competency scale](#): This enables you to define the criteria by which a competency can be measured. For example, a scale might have three values: competent, competent with supervision, not competent.
2. Set up the [competency framework](#): The space ready to capture the details of your organisational competencies.
3. Set up the [competency items](#) which make up the structure.

Related pages



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