

COMPETENCY BASED HUMAN RESOURCE MANAGEMENT

GLOSSARY

TERMS	DESCRIPTION
ASSESSOR	A trained person who is responsible to assess his/her subordinate's current competency levels.
COMPETENT	Sufficiently fit and capable to carry out a task
COMPETENCE	The skills required to perform the tasks of a job
COMPETENCIES	A combination of observable skills (applied), knowledge and behaviors that is essential for organizational success and personal performance.
COMPETENCY ASSESSMENT	The process of determining whether or not an individual is competent, by comparing the current competencies with required standards.
COMPETENCY BASED TRAINING	Training that focuses exclusively on equipping the individual with competences and competencies required for the job.
COMPETENCY CLUSTER	A grouping of related competencies.
COMPETENCY CODE	Identification for a competency and an enabler for easy retrieval.
COMPETENCY GAP	The difference between the Required Competency Level (RCL) and Current Competency Level (CCL)
COMPETENCY RATING SCALE	A scale based on descriptive words or phrases that indicate performance levels e.g. Awareness, Basic Skilled, Skilled, Advance Skilled, Mastery and Industrial Expert.
CORE COMPETENCY	The set of competencies, which are common across the organization and apply to every employee irrespective of grades and job function.
ROLE COMPETENCY	Applicable to management positions, indicating a management role.
FUNCTIONAL COMPETENCY	The specific skills (functional) for a job.
BEHAVIORAL COMPETENCY	The underlying characteristics that differentiates superior performance.
JOB COMPETENCY DICTIONARY	A listing of all competencies required for all the jobs in the organization – sorted by competency clusters.
JOB COMPETENCY PROFILE	Describes the set of competencies required to perform a job to a certain standard.
EMPLOYEE COMPETENCY PROFILE	Describes the current competencies of an employee.
TRAINING PROGRAM COMPETENCY PROFILE	Describes the competencies addressed by the training program.
PERFORMANCE CRITERIA	An evaluative statement that specifies how to assess the level of competency. The performance criteria specify the activities, skills, knowledge and understanding that provide evidence of competent performance for each element of competency.
REQUIRED COMPETENCY LEVEL (RCL)	The minimum competency level expected from the incumbent for a specific competency required by the job.
CURRENT COMPETENCY LEVEL (CCL)	The current level or status of the performance for a specific competency of an employee as assessed by the immediate supervisor
PROPOSED COMPETENCY LEVEL (PCL)	The proposed competency level which the training programme will enable individuals to perform.

TERMS	DESCRIPTION
UNIT	A discrete component within a competency cluster, which includes several elements. It describes a specific outcome.
ELEMENT	A part of the unit competency. Describes a specific outcome but part of the unit.
EVIDENCE	Data that demonstrates a person's competence. This may include logbooks, project plans, tests etc.

