PROFESSIONAL DEVELOPMENT PORTAL
Detailed Competency Self-Assessment Instructions

PURPOSE OF THE PDP COMPETENCY SELF-ASSESSMENT –

For INCOSE members, if logged in the assessment will be saved in the user's profile to refer to as needed. For non-members, the assessment will not be saved, but can be printed. The estimated time to complete the self-assessment is 5-15 minutes per competency group, depending on how familiar the user is with the INCOSE Systems Engineering Competency Framework (ISECF).

The self-assessment uses the current ISECF with its 37 competencies in 5 competency groups across 5 proficiency levels. For an overview of the ISECF, please review the ISECF Overview Video. A high-level overview on how to conduct a competency self-assessment is provided in the Competency Self-Assessment Process Overview Video. For answers for Frequently Asked Questions (FAQs), click the Competency Self-Assessment FAQs link.

Not all 37 competencies need to be self-assessed, just the ones you are interested in for your own professional development. If you know your proficiency level for the specific competency, select that. If not, click the "View Details" button for the knowledge, behavior, and experience indicators for each level. For each indicator, you can ask yourself, "Have you done this or not" or "Are you currently doing this?" You can count the number of indicators you answer yes. For your information, some indicators may not be applicable and / or available for your current role. As an example, for the Critical Thinking Competency in the Core Group, you may have answered yes for 8 of 9 Awareness indicators, 7 of 10 Supervised Practitioner indicators, and 3 of 11 Practitioner indicators. Therefore, you should select the Supervised Practitioner proficiency level. When you click the proficiency level, it will be automatically saved to the user's profile (for INCOSE members who are logged in) – there is no "submit" button.

The Competency Self-Assessment results will be based on how the user completes the assessment. The user can use their results to browse or search the PDP Catalog to find material at their assessed proficiency level, or perhaps one level above. For the example above, the user may search for information at the Supervised Practitioner / Practitioner proficiency level for the Critical Thinking competency.

There are 5 proficiency levels described in the ISECF. In the PDP's Competency Self-Assessment, there are 7 proficiency levels to assess your competence:

- Unassessed (The user has not selected a proficiency level for this competency, the default)
- Unaware (The user has no knowledge about this competency)
- 5 Proficiency Levels from the ISECF (Awareness, Supervised Practitioner, Practitioner, Lead Practitioner, and Expert)

CONDUCTING A PDP COMPETENCY SELF-ASSESSMENT –

1. Click the "Self-Assess" blue button (shown in red rectangle below) for which competency group you want to self-assess.
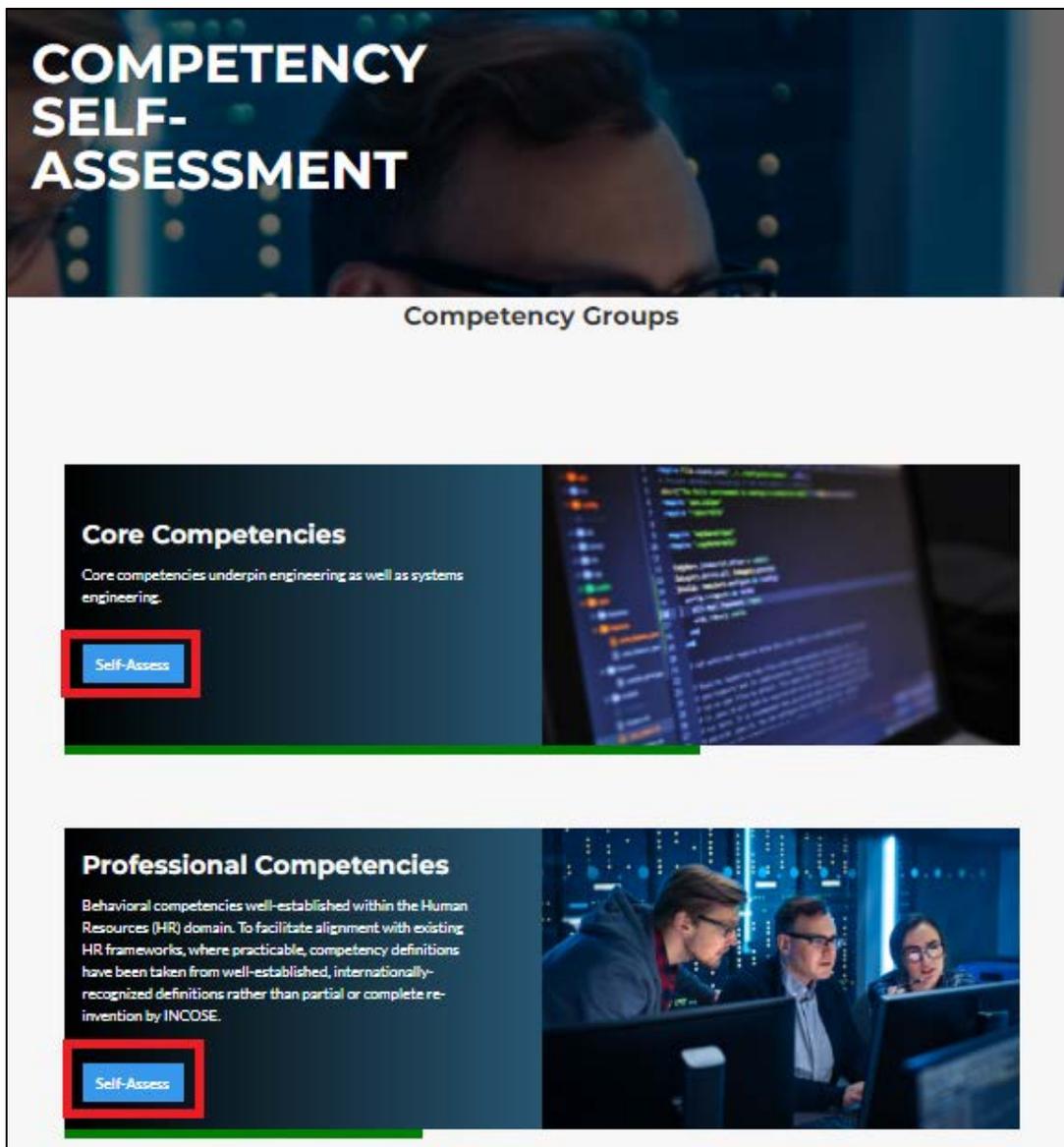
2. On the selected Competency Group Self-Assessment page, select the ISECF proficiency level you believe you are at (for example in the red rectangle – awareness) – or select unaware (blue rectangle) or leave as unassessed (green rectangle); NOTE: unassessed is the default.

3. If you are unsure of which proficiency level to select for a specific competency, click the "View Details" blue button in the red rectangle and the Effective Indicators of Knowledge and Experience from the ISECF (Dec 2021) will be displayed. After your selection, click the "View Details" button again and the detailed information will go away.

4. You can assess as many competencies as you desire. You do not have to assess all competencies within a competency group (again, the unassessed level is the default). Your selections will be automatically saved (if you are logged in as an INCOSE member) – when you come back to that competency, you can change the proficiency level if you desire. The PDP will remember what you selected.

5. When you are done with a competency group:
   a. You can go to your browser's print option (red rectangle) and print the competency group's self-assessment – there is no "Print" button in the PDP. The details from the Effective Indicators of Knowledge and Experience will be displayed as a PDF document. From there, you can save or print your self-assessment for that specific competency group. All selected details for each competency (e.g., see the figure below paragraph number 3) will be included.
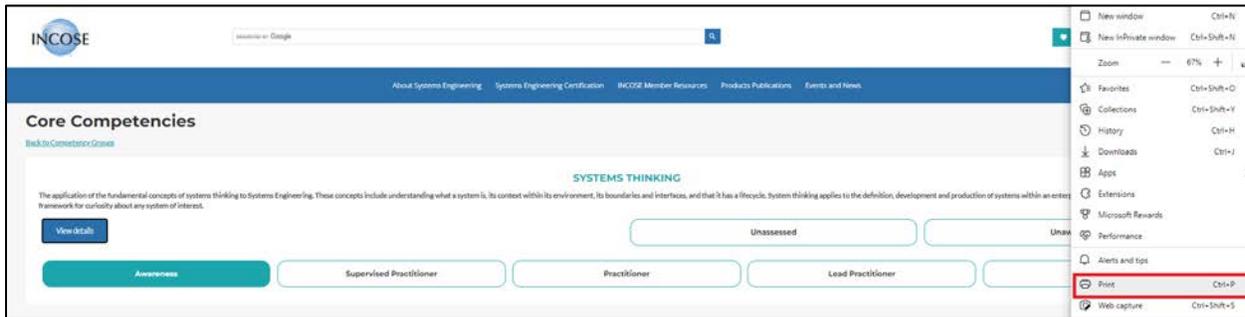
   b. Then go to the top or bottom of the competency self-assessment page and click the "Back to competency groups" link to go back to the PDP Competency Groups page.

6. When you return to the PDP Competency Group page, you will see a green horizontal bar below the Competency Group image (see the red rectangle). This is the percentage complete assessing all the competencies within the competency group. If the green bar is all the way across the bottom of the competency group image, then 100% of the competencies within the group have been assessed.
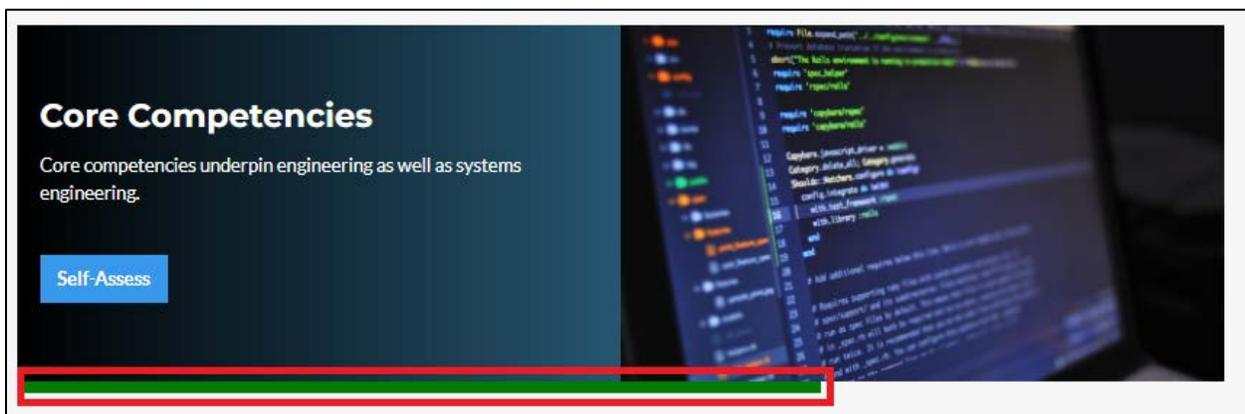
7. The user can go on to the next competency group.
8. Remember, the Competency Self-Assessment will be user dependent, and the results can be used later to search the PDP for professional development material.