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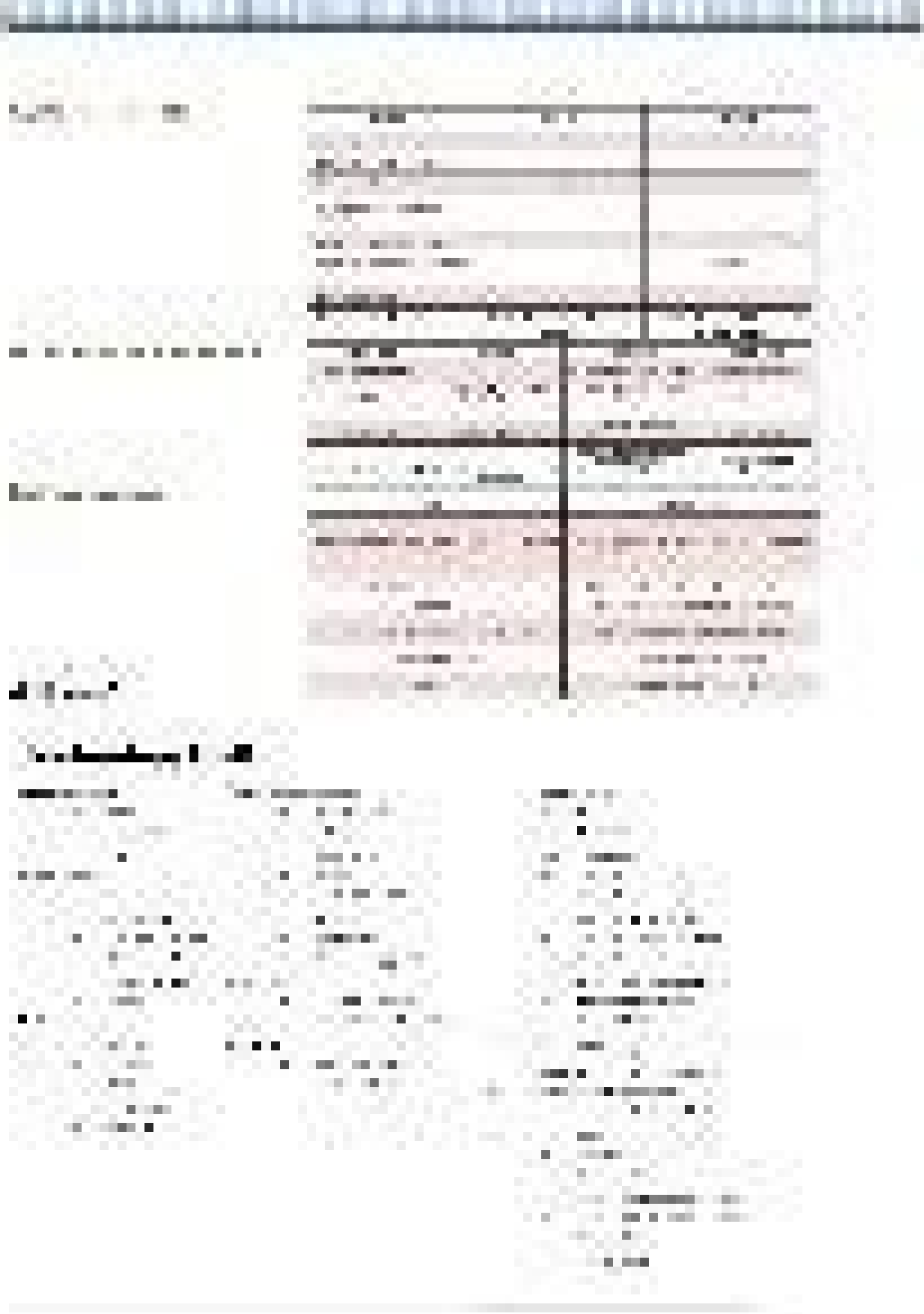
  
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# Apega competency self-assessment worksheet

**Self work assessment examples. Apega competency examples.**

Registration Services APEGA Competency-Based Assessment Guide For Professional Engineering Applicants V4.0 December 17, 2021 APEGA Competency-Based Assessment Guide V4 December 17, 2021 Page 2 of 23 The images contained within this document may not exactly match the latest version of the software you are working with; however, it does not impact the process and workflow associated with the application, and reference process. Confidentiality and Intellectual Property This functional-requirements specification document and all supplementary documentation is the sole property of APEGA. The previously mentioned documentation is deemed to contain confidential business, operational, and technical information that shall remain strictly confidential and shall not be shared, replicated, nor disseminated to any third party without the express written consent of a duly authorized executive representative of APEGA. This document, including the technical content of this document and the supplementary documentation, is deemed to contain intellectual property that shall also remain confidential and shall not be replicated, duplicated, or disseminated without the express written consent of a duly authorized representative of APEGA. The Association of Professional Engineers & Geoscientists of Alberta (APEGA) 1500 Scotia One, 10060 Jasper Avenue, Edmonton, Alberta T5X 3E8 Canada. Copyright © 2021 APEGA. All rights reserved. W 0 Update due to system 4.0 Updating format of guide APEGA Competency-Based Assessment Guide V4 December 17, 2021 Page 3 of 23 This page intentionally left blank Competency means the ability to do something efficiently using knowledge or instructions requires to successfully perform critical work function It is the basis of measuring the skills standards, knowledge and abilities of a person. Competency provide complete knowledge about an individual's ability and skills of performing specific functions and tasks. In simple words, competency is the measure of both proven knowledge and proven skills of an individual. APEGA permit holders & professionals include companies and other organizations that regularly practise engineering, geoscience or both – have shared decent commitment to the safety of public and well-being via the professions self-regulation. There was the public interest being served is their primary responsibility and privilege. APEGA specifically takes part in the engineering national conversation and geoscience issues through the Geoscientists Canada and Engineers Canada. What is competency-based assessment? When we start a job, it is necessary to have complete knowledge and information about that particular job. The information or knowledge varies with the complexities of the job.



A competency-based assessment process is the technique to build the knowledge and information in an individual to perform a job. It is very important for an individual to know about the responsibilities and requirements of the job he is going to perform, without knowing about the job it is impossible for the person to work efficiently and expertly. Competency-based assessments are conducted in order to provide the individual all the necessary and important information about the job after testing his/her knowledge about that job. Basically, it is the process of polishing an individual's skills as per your requirement before hiring him or her on a particular job so that he or she work according to your instructions. It gives a complete guideline to the management or the administration that how should that deal with that specific employee and what are his strong and weak points. Competency-based assessment processes There are different steps or approaches of a competency-based assessment processes: Self-Assessment: The initial and most basic step of a competency-based assessment is self-assessment. A person should test himself that how much he knows about that job and what are his skills. It is very important for the person himself to firstly understand about his capabilities and what can he do.

EMPLOYEE COMPETENCY ASSESSMENT				
				Comments
6.	<b>Work Coordination</b> - Plans and organizes the work of others to ensure that the work is completed in a timely and efficient manner. (can spanhead into his own work)	12	X	work closely with supervisor to ensure that the work is completed in a timely and efficient manner. (can spanhead into his own work)
7.	<b>Problem Solving</b> - Analyzes and identifies the causes of problems and develops effective solutions to resolve them.	9	X	work closely with supervisor to ensure that the work is completed in a timely and efficient manner. (can spanhead into his own work)
8.	<b>Program Knowledge</b> - Understands the organization's mission, vision, and values, and is able to apply this knowledge to the organization's operations. (can spanhead into his own work)	13	X	work closely with supervisor to ensure that the work is completed in a timely and efficient manner. (can spanhead into his own work)
9.	<b>Interpersonal Skills</b> - Builds and maintains positive relationships with others, and is able to work effectively with a team.	9	X	work closely with supervisor to ensure that the work is completed in a timely and efficient manner. (can spanhead into his own work)
10.	<b>Self-Motivation</b> - Sets and achieves personal goals, and is able to work independently without supervision.	9	X	work closely with supervisor to ensure that the work is completed in a timely and efficient manner. (can spanhead into his own work)
<b>Overall Competency Level</b>		2	100%	Overall Competency Level: 2

**Assessor Review:** In some cases, only self-assessment is sufficient and no further assess is required but, in few cases, assessor is required for reviewing the information and data collected by an individual is correct or not and if the person is capable of doing that job or not. Identify the development needs: An assessment helps to identify the strong and weak points of an individual. It helps to determine that where the person is lacking and what are the strong and well-developed points of an individual. This helps in creating and developing a plan.

ON and OFF the job learning: To become an expert it is necessary for an individual to work hard and practice more on that particular task or assignment. It is necessary for the person to work on that even after job so that he can become an expert and can work more efficiently. Re-Assessment: After assessment, if any development and changes were required in the person's work so an assessment is conducted again in order to test whether there is any change or improvement in the person's skills or there is no development. APEGA Competencies APEGA competencies consist of 4 main categories and these are: Project and Financial Management Professional Accountability The key competency categories: APEG's CBAT test the applicant's key competencies which are further divided into six main categories. The following categories are important for a person to work safely and expertly as an engineer. Technical Competency: Technical competency is defined as the application of knowledge needed to perform a particular job with an organization. Communication: Communication means carrying out a specific task efficiently using your skills which reflect your performance and helps you identify what changes are needed in future. Project and Financial Management: It includes planning and managing the finance of the company which means to make up or build up a plan keeping in mind the financial conditions of the company. Team Effectiveness: Team work is very important in an organization. For the betterment and progress of an organization or the company all they employees should work together as a team. Professional Accountability: Professional accountability means being answer able of one's action, whatever you do you own it and provide valid reasons for doing that.

Social, Economic, Environmental and Sustainability: For the development it is necessary keep everything in balance. So, to achieve sustainability it is necessary to maintain equilibrium in the social, economic and environmental resources. APEGA Competency Assessment is a mandatory step to prove your abilities in front of APESGS Canada. The Competency Based Assessment scoring scale is utilized for rating the ability of an applicant to perform the tasks related to engineering. The APEGA Board of Examiners needs applicants to no longer require supervision for completing the engineering tasks for engineering applications to be eligible for the professional membership. Applicant is needed to demonstrate the experience of professional level and expertise in the set 22 key competencies. Each key competency fulfillment is rated on scale from 0 to 5. The applicant is rated all the competencies and provide a self-assessment score on the Competency-Based Assessment Tool (CBAT) form, and his or her validators, who will review the examples and provide a score based on their assessment of the applicant's abilities during the time the validator witnessed or supervised the applicant. The core key competencies in each of the category need minimum score of 1 for the applicant to become eligible to apply for the APEGA. There is the each competency category needs an overall level of minimum 3.5. If the minimum level is not achieved, the application will not be eligible for requirements from APEGA. As per the guidelines from APEGA, the board of examiners is the decision-making body for membership with APEGA on all applications. The review from BOE and final decision is relied on academic credentials of an applicant, demonstrated core competencies, validator feedback, and relevant work history. 22 Company-Based Assessment for Applicants: It is necessary for the applicants to complete a company-based assessment before applying for the APEGA. Sometimes, the applicants don't need any reviewer and self-assessment is adequate but in fewer cases validators or reviewers are required. APEGA Competency Assessment is required as an essential step to get your immigration process easier. Selecting Validators: The name and email address of at least one of the validators of each company should be provided. The validators are assigned to review a part each, and gives feedback about it. The validators completely review the self-assessment and scores it. Providing Examples: The company-based assessment has many pages divided into various categories. The applicant is asked to give example of each category. There are two types of examples Weak examples: when the applicant work as a team member and doesn't work as a leader. The applicant is a part of a team which works on a specific task or assignment. Strong examples: Strong examples are when the applicant is directly responsible and have authority of the project. When you are working on a project, you have authority over the project. You can assign others to do the work. You can make decisions about the project. You can communicate with the client. You can manage the budget. You can manage the timeline. You can manage the risk. You can manage the quality. You can manage the scope. You can manage the communication. You can manage the stakeholder. You can manage the change. You can manage the conflict. You can manage the problem. You can manage the opportunity. You can manage the innovation. You can manage the growth. You can manage the success. You can manage the failure. You can manage the learning. You can manage the improvement. You can manage the excellence. You can manage the achievement. You can manage the recognition. You can manage the reward. You can manage the incentive. You can manage the motivation. You can manage the commitment. You can manage the loyalty. You can manage the dedication. You can manage the passion. You can manage the enthusiasm. You can manage the energy. You can manage the focus. You can manage the determination. You can manage the perseverance. You can manage the resilience. You can manage the adaptability. You can manage the flexibility. You can manage the creativity. You can manage the innovation. You can manage the leadership. You can manage the teamwork. You can manage the collaboration. You can manage the partnership. You can manage the alliance. You can manage the coalition. You can manage the consortium. You can manage the joint venture. You can manage the merger. You can manage the acquisition. You can manage the takeover. You can manage the buyout. You can manage the recapitalization. You can manage the leveraged buyout. You can manage the private equity. You can manage the public equity. You can manage the debt financing. You can manage the equity financing. You can manage the bond financing. You can manage the bank loan. You can manage the credit line. You can manage the trade credit. You can manage the accounts payable. You can manage the accounts receivable. You can manage the inventory. You can manage the cash flow. You can manage the working capital. You can manage the fixed assets. You can manage the intangible assets. You can manage the goodwill. You can manage the patents. You can manage the trademarks. You can manage the copyrights. You can manage the licenses. You can manage the franchises. You can manage the royalties. You can manage the dividends. You can manage the stock repurchase. You can manage the share buyback. You can manage the dividend payout ratio. You can manage the earnings per share. You can manage the price-to-earnings ratio. You can manage the market-to-book ratio. You can manage the enterprise value. You can manage the free cash flow. You can manage the discounted cash flow. You can manage the net present value. You can manage the internal rate of return. You can manage the payback period. You can manage the breakeven point. You can manage the sensitivity analysis. You can manage the scenario analysis. You can manage the Monte Carlo simulation. You can manage the real options. You can manage the strategic planning. You can manage the business plan. You can manage the financial plan. You can manage the marketing plan. You can manage the operational plan. You can manage the HR plan. You can manage the IT plan. You can manage the legal plan. You can manage the compliance plan. You can manage the risk management plan. You can manage the crisis management plan. You can manage the disaster recovery plan. You can manage the business continuity plan. You can manage the information security plan. You can manage the data protection plan. You can manage the privacy policy. You can manage the terms of service. You can manage the cookie policy. You can manage the opt-out mechanism. You can manage the consent management. You can manage the data subject rights. You can manage the data portability. You can manage the data deletion. You can manage the data retention. You can manage the data archiving. You can manage the data backup. You can manage the data recovery. You can manage the data integrity. You can manage the data availability. You can manage the data confidentiality. You can manage the data sovereignty. You can manage the data localization. You can manage the data governance. You can manage the data stewardship. You can manage the data ownership. You can manage the data accountability. You can manage the data transparency. You can manage the data explainability. You can manage the data fairness. You can manage the data non-discrimination. You can manage the data proportionality. You can manage the data minimization. You can manage the data purpose limitation. You can manage the data storage limitation. You can manage the data accuracy. You can manage the data completeness. You can manage the data consistency. You can manage the data reliability. You can manage the data validity. You can manage the data timeliness. You can manage the data freshness. You can manage the data relevance. You can manage the data usefulness. You can manage the data value. You can manage the data impact. You can manage the data benefit. You can manage the data harm. You can manage the data risk. You can manage the data threat. You can manage the data vulnerability. You can manage the data exposure. You can manage the data breach. You can manage the data loss. You can manage the data corruption. You can manage the data degradation. You can manage the data obsolescence. You can manage the data redundancy. You can manage the data duplication. You can manage the data fragmentation. You can manage the data inconsistency. You can manage the data contradiction. You can manage the data conflict. You can manage the data anomaly. You can manage the data outlier. You can manage the data error. You can manage the data fraud. You can manage the data manipulation. You can manage the data tampering. You can manage the data forgery. You can manage the data impersonation. You can manage the data spoofing. You can manage the data phishing. You can manage the data malware. You can manage the data ransomware. You can manage the data botnet. You can manage the data denial of service. You can manage the data distributed denial of service. You can manage the data man-in-the-middle attack. You can manage the data eavesdropping. You can manage the data interception. You can manage the data sniffing. You can manage the data packet capture. You can manage the data network monitoring. You can manage the data intrusion detection. You can manage the data intrusion prevention. You can manage the data firewalls. You can manage the data proxies. You can manage the data gateways. You can manage the data routers. You can manage the data switches. You can manage the data hubs. You can manage the data bridges. You can manage the data modems. You can manage the data network cards. You can manage the data antennas. You can manage the data wireless networks. You can manage the data mobile networks. You can manage the data satellite networks. You can manage the data optical networks. You can manage the data powerline networks. You can manage the data Bluetooth networks. You can manage the data ZigBee networks. You can manage the data LoRa networks. You can manage the data NB-IoT networks. You can manage the data 5G networks. You can manage the data LTE networks. You can manage the data GSM networks. You can manage the data CDMA networks. You can manage the data TDMA networks. You can manage the data FDMA networks. You can manage the data OFDM networks. You can manage the data MIMO networks. You can manage the data SD-WAN networks. You can manage the data SASE networks. You can manage the data Zero Trust networks. You can manage the data Cloud Managed Networks. You can manage the data Network Functions Virtualization. You can manage the data Software Defined Networking. You can manage the data Open Source Networks. You can manage the data Multi-Cloud Networks. You can manage the data Hybrid Cloud Networks. You can manage the data Edge Computing. You can manage the data Fog Computing. You can manage the data Distributed Computing. You can manage the data Parallel Computing. You can manage the data High Performance Computing. You can manage the data Big Data. You can manage the data Analytics. You can manage the data Artificial Intelligence. You can manage the data Machine Learning. You can manage the data Deep Learning. You can manage the data Reinforcement Learning. You can manage the data Natural Language Processing. You can manage the data Computer Vision. You can manage the data Speech Recognition. You can manage the data Recommendation Systems. You can manage the data Personalized Marketing. You can manage the data Customer Segmentation. You can manage the data Churn Prediction. You can manage the data Lifetime Value Calculation. You can manage the data Attribution Modeling. You can manage the data Conversion Rate Optimization. You can manage the data A/B Testing. You can manage the data Multivariate Testing. You can manage the data User Experience Research. You can manage the data Usability Testing. You can manage the data User Interviews. You can manage the data Focus Groups. You can manage the data Surveys. You can manage the data Polls. You can manage the data Social Media Listening. You can manage the data Sentiment Analysis. You can manage the data Brand Monitoring. You can manage the data Crisis Communication. You can manage the data Public Relations. You can manage the data Corporate Social Responsibility. You can manage the data Sustainability Reporting. You can manage the data ESG Investing. You can manage the data Impact Investing. You can manage the data Responsible Investment. You can manage the data Ethical Investing. You can manage the data Divestment. You can manage the data Shareholder Activism. You can manage the data Proxy Voting. You can manage the data Executive Compensation. You can manage the data Board Composition. You can manage the data Director Election. You can manage the data Shareholder Proposal. You can manage the data Antitakeover Measures. You can manage the data Poison Pill. You can manage the data Staggered Board. You can manage the data Supermajority Requirement. You can manage the data Golden Parachute. You can manage the data Severance Pay. You can manage the data Change of Control Agreement. You can manage the data Non-Compete Clause. You can manage the data Confidentiality Agreement. You can manage the data Intellectual Property Assignment. You can manage the data License Agreement. You can manage the data Joint Venture Agreement. You can manage the data Merger Agreement. You can manage the data Acquisition Agreement. You can manage the data Takeover Bid. You can manage the data Buyout Agreement. You can manage the data Recapitalization Plan. You can manage the data Leveraged Buyout Plan. You can manage the data Private Equity Fundraising. You can manage the data Public Equity Offering. You can manage the data Debt Issuance. You can manage the data Bank Loan Agreement. You can manage the data Credit Facility Agreement. You can manage the data Trade Credit Agreement. You can manage the data Accounts Payable Agreement. You can manage the data Accounts Receivable Agreement. You can manage the data Inventory Management System. You can manage the data Cash Flow Statement. You can manage the data Working Capital Management. You can manage the data Fixed Asset Management. You can manage the data Intangible Asset Management. You can manage the data Goodwill Impairment Test. You can manage the data Patent Litigation. You can manage the data Trademark Infringement. You can manage the data Copyright Infringement. You can manage the data License Breach. You can manage the data Franchise Dispute. You can manage the data Royalty Dispute. You can manage the data Dividend Payout Ratio. You can manage the data Earnings Per Share Dilution. You can manage the data Price-to-Earnings Ratio Increase. You can manage the data Market-to-Book Ratio Decrease. You can manage the data Enterprise Value Reduction. You can manage the data Free Cash Flow Growth. You can manage the data Discounted Cash Flow Model. You can manage the data Net Present Value Calculation. You can manage the data Internal Rate of Return Estimation. You can manage the data Payback Period Extension. You can manage the data Breakeven Point Shift. You can manage the data Sensitivity Analysis Results. You can manage the data Scenario Analysis Outcomes. You can manage the data Monte Carlo Simulation Results. You can manage the data Real Options Valuation. You can manage the data Strategic Planning Process. You can manage the data Business Plan Development. You can manage the data Financial Plan Projections. You can manage the data Marketing Plan Execution. You can manage the data Operational Plan Implementation. You can manage the data HR Plan Deployment. You can manage the data IT Plan Rollout. You can manage the data Legal Plan Compliance. You can manage the data Risk Management Framework. You can manage the data Crisis Management Protocol. You can manage the data Disaster Recovery Plan Testing. You can manage the data Business Continuity Plan Drills. You can manage the data Information Security Policy Enforcement. You can manage the data Data Protection Regulation Adherence. You can manage the data Privacy Policy Updates. You can manage the data Terms of Service Revisions. You can manage the data Opt-Out Mechanism Implementation. You can manage the data Consent Management Platform Integration. You can manage the data Data Subject Rights Request Handling. You can manage the data Data Portability Feature Development. You can manage the data Data Deletion Process Automation. You can manage the data Data Retention Policy Review. You can manage the data Data Archiving Strategy Formulation. You can manage the data Data Backup Schedule Establishment. You can manage the data Data Recovery Procedure Documentation. You can manage the data Data Integrity Audit Conducting. You can manage the data Data Availability Enhancement Initiatives. You can manage the data Data Confidentiality Strengthening Measures. You can manage the data Data Sovereignty Compliance Efforts. You can manage the data Data Localization Requirements Fulfillment. You can manage the data Data Governance Framework Adoption. You can manage the data Data Stewardship Program Launching. You can manage the data Data Ownership Clarification Exercises. You can manage the data Data Accountability Mechanism Establishing. You can manage the data Data Transparency Reporting Initiatives. You can manage the data Data Explainability Tool Developing. You can manage the data Data Fairness Assessment Undertaking. You can manage the data Data Non-Discrimination Policy Enforcing. You can manage the data Data Proportionality Principle Applying. You can manage the data Data Minimization Strategy Implementing. You can manage the data Data Purpose Limitation Enforcing. You can manage the data Data Storage Limitation Reviewing. You can manage the data Data Accuracy Maintenance Activities. You can manage the data Data Completeness Verification Processes. You can manage the data Data Consistency Checking Procedures. You can manage the data Data Reliability Enhancing Measures. You can manage the data Data Validity Ensuring Steps. You can manage the data Data Timeliness Improving Actions. You can manage the data Data Freshness Maintaining Practices. You can manage the data Data Relevance Assessing Methods. You can manage the data Data Usefulness Evaluating Techniques. You can manage the data Data Value Maximizing Strategies. You can manage the data Data Impact Measuring Approaches. You can manage the data Data Benefit Calculating Formulas. You can manage the data Data Harm Mitigating Tactics. You can manage the data Data Risk Reducing Measures. You can manage the data Data Threat Identifying Tools. You can manage the data Data Vulnerability Assessing Frameworks. You can manage the data Data Exposure Minimizing Techniques. You can manage the data Data Breach Responding Protocols. You can manage the data Data Loss Preventing Mechanisms. You can manage the data Data Corruption Recovering Procedures. You can manage the data Data Degradation Restoring Methods. You can manage the data Data Obsolescence Managing Strategies. You can manage the data Data Redundancy Eliminating Processes. You can manage the data Data Duplication Removing Actions. You can manage the data Data Fragmentation Repairing Techniques. You can manage the data Data Inconsistency Resolving Methods. You can manage the data Data Contradiction Rectifying Procedures. You can manage the data Data Conflict Mediating Approaches. You can manage the data Data Anomaly Detecting Tools. You can manage the data Data Outlier Investigating Processes. You can manage the data Data Error Correcting Codes. You can manage the data Data Fraud Detecting Algorithms. You can manage the data Data Manipulation Preventing Measures. You can manage the data Data Tampering Identifying Techniques. You can manage the data Data Forgery Exposing Methods. You can manage the data Data Impersonation Blocking Strategies. You can manage the data Data Spoofing Counteracting Measures. You can manage the data Data Phishing Preventing Education. You can manage the data Data Malware Scanning Tools. You can manage the data Data Ransomware Paying Decisions. You can manage the data Data Botnet Takedown Operations. You can manage the data Data Denial of Service Mitigating Measures