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| Date: |  | Ref: |  |

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| --- | --- | --- | --- |
| Name: |  | Department: |  |
| Job Title: |  |
| Academic: |  |
| Experiences: |  |
| Spoken Language: |  |
| Written Language: |  |
| Remarks: |  |
| Define competencies for main task of position given. | Required Competency (allocate weightage from 1 to 4 high) | Current Competency level (allocate weightage from 1 to high 4) | Gap (Scores of 2 and above compulsory training) |
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Prepared by: Verified by: **Scale**

 1 – Low or limited competency

………………………………………………………… ……………………………………………………… 2 – Demonstrate some competency

Name: Name: 3 – Demonstrate competency and can perform task Position: Position: Position: independently

 4 – Have in-depth competency. Can lead and direct others to perform. Make sound judgment and can give expert advice.