

## ACE COMPETENCY PROFICIENCY SCALE

### 1 – Fundamental Awareness (basic knowledge)

You have a knowledge or understanding of the basic techniques and concepts of this competency.

- Focus on learning
- May need extensive instruction
- Applies the competency seldomly and in simple situations

### 2 – Novice (limited experience)

You are expected to need help performing this competency to complete job responsibilities. Experience has been gained in a classroom or as a trainee on the job.

- Focus on developing on-the-job experience
- May need frequent instruction
- Applies the competency somewhat often and in routine/limited situations

### 3 – Intermediate (practical application)

You can successfully utilize this competency to complete diverse job responsibilities.

- Focus on applying or enhancing knowledge or skill
- May need occasional guidance and advanced help
- Applies the competency consistently and in moderately difficult situations within the organization

### 4 – Advanced (applied theory)

You can successfully perform actions associated with this competency and are recognized as a resource to others. You apply the competency to improve processes and other work outcomes.

- Focus on broad organizational/professional issues
- Generally, requires little to no guidance
- Applies the competency consistently and in complex situations across multiple areas

### 5 – Expert (recognized authority)

You can thoroughly and consistently provide guidance, troubleshoot and answer questions related to this competency, and complete related job responsibilities.

- Focus is strategic and on developing new processes
- Serves as key resource and advises others; known as an expert in area
- Applies the competency expertly and in considerably complex situations across multiple areas, both internal and external to the organization