

	Target performance	Actual performance
<b>Generic competences</b>		
Fire safety	80	
First aid	0	
Ethics	75	
<b>Specialist skills</b>		
Excel	100	
Accounting package	80	



#### **Competence definition:**

Skill description  
 Skill aims and objectives  
 Competency levels and  
 their definition

#### **Evidence of employee competency:**

Date competency attained  
 Trainer/assessor data  
 Assessment method