WorldICU

5-5-7 Components of UTRAC
Fast Facts
C O M P E T E N C E

UTRAC connects the following organization systems through a set of tools in one platform - business mapping/tactical planning, pre-screening, recruitment, retention, training analysis, succession mapping, talent planning, organization development, knowledge management, career development, regulatory compliance, performance improvement, and reward and recognition … all support personal, team and organizational learning and development.

UTRAC uses competency statements - each competency includes five elements:

1. Definition – general statement defining the competency

2. Theory – definition of what needs to be understood to complete the tasks – the knowledge

3. Task – definition of what needs to be demonstrated – the skill

4. Criticality – how important a competency is to the profile

5. Shelf-Life – how important forgetfulness is to a competency

UTRAC groups competencies into profiles - there are five types of profiles:

1. Job – specific to a role

2. Course – specific to a workshop, seminar

3. Award – specific to a recognized collection of competencies leading to an award (like tickets, certificates, diplomas and designations)

4. Community – specific to a set of competencies used to guide a group of people to an organizational knowledge/skill set

5. Customized – specific to a request of the client

UTRAC involves seven interlocking processes:

1. Profiling - write customized competencies to develop profiles

2. Self-Assessing - individuals assess their confidence in knowledge and skill

3. Validating - individuals are validated competent by a Subject Matter Expert

4. Educating - where people require training, learning and development or a refresher, they seek education support to fi ll the knowledge and skill gaps

5. Tracking - managers use UTRAC to follow peoples' competence, plan training, create succession paths, ensure time sensitive training is current

6. Awarding - upon verifying an award submission an award is granted or credits given from higher education, professional associations and/or the employer

7. Managing - managers are supported in making competence happen for their own career development and those they manage, and to support their corporate/community/university infrastructure