

To manually assign (add) a course competency for ‘external training’ attained outside IQCS Session Administration (ie: at a local community college), there are three basic steps:

1. Add the course to the employee’s record at the Training page in [Workforce Development>Competency Management>Track Person Competencies>Training](#).
2. Manually add the competency for the course-delivered skills and knowledge at the employee’s Competency Assignment page. (Same navigation, then choose the “Competencies” link instead of “Training”.)
3. Complete the activity on the Competency Rating page (same page as step 2, different tab). Follow the procedure described below:

1. **Manually add the course to the employee’s training records.**

- a. Navigate to [Workforce Development>Competency Management>Track Person Competencies>Training](#) (1a in diagram)
- b. Add a new row (hit the + button). (B)
- c. Enter a course code (or search and choose the appropriate code). The Course Title should autofill based on your entry. (C)
- d. Enter a start and end date for the training. (D)
- e. Enter a School Name if appropriate (optional). (E)
- f. Check the “Prerequisites Met” box if that’s true. (F)
- g. Enter “Completed” in the Attendance field. (G)
- h. Enter a Training Reason (optional, but recommended.)
- i. Enter “P” in the Grade box, if allowed.
- j. SAVE the record.

The screenshot shows the 'Training History' form. The 'Course Information' section includes fields for Course Code (C), Course Title (K), Internal/External (External), Facility, Language, Session #, Start Date (D), End Date (D), School Name (E), and School Code. The 'Student Information' section includes a Prerequisites Met checkbox (F), Attendance dropdown (G), Training Reason dropdown (H), Date Needed, Status Date, Waitlist Date, Business Unit (BLM00), and Grade. A yellow callout box states: 'If you manually "enter" a course on this page, the "Internal/External" drop-down should default to "External". If it doesn't, choose "External".' A blue callout box states: 'Be sure to choose "Completed" from the Attendance drop-down list or the system won't post the course name on the records. Selection of a Training Reason is for your information only, not required. We suggest choosing one of the reasons, anyway.'

- k. Alternatively: if the course is an “Equivalent” course to an NWCG-approved Course curriculum, and does not have the standard NWCG course code (eg:

FS-260 at a Community College vs S-260), enter the name the presenter/school used in the Course Title field (K in above illustration) (“FS-260, Fire Sci 260, Business Mgmt”, for example). In the competency assignment page you would award the competency for the NWCG equivalent course, S-260.

2. **Assign a competency for the course to the employee’s attained competencies.**
 - a. Navigate to [Workforce Development](#)>[Competency Management](#)>[Track Person Competencies](#)>[Competencies](#). (A)
 - b. Select the employee in the search page (unless the employee defaults in).
 - c. Choose the Competency Assignment tab. (B)
 - d. View the list of all the competencies in the employee’s records, first, to avoid duplicating a record. (C)
 - e. Choose ‘View All’ in the Scroll Area menu bar to see all the assigned comps. You can sort alphabetically by either column by clicking the column heading.
 - f. Select the Competency Category from the drop-down list, to show a list of competencies from which to choose. Only competencies not already assigned to this employee will be shown. (D)
 - g. Check the box next to the appropriate course in the list that appears. (E)
 - h. Click the double-arrow icon to ‘move’ the course competency to the employee’s list of attained competencies. (F).

The screenshot shows the 'Competency Assignment' page for employee Ramirez, Juan Sanchez Villa-Lobos. The interface includes a navigation menu on the left with 'Competencies' selected (A). The main area has tabs for 'Competency Evaluation', 'Competency Assignment' (B), and 'Competency Rating'. Below the tabs, there are search fields for SetID, Org ID, and Job Code, and a 'Populate from Role' button. A table of 'Assigned Competencies' is displayed with columns for Competency and Description (C). A search box with 'Category' and 'Type' dropdowns is present (D). A list of 'Source Competencies' is shown below, with a checkbox next to 'CRWB' (E). A double-arrow icon is used to move the selected competency to the assigned list (F). A callout box (D) provides instructions: 'Select "Training" from the drop-down "Category" list. To narrow the list further, select one of the choices in the "Type" drop-down list. Or, select "Find" and type the course code in the search box. (These tables are called the "Competency Category" and "Competency Type" tables, respectively.)' At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Update/Display', 'Include History', and 'Corr'.

- i. SAVE the record at this page.
- j. Click the Competency Rating tab and follow step 3 (below).

3. **Select the Competency Rating on the Competency Rating page.**
 - a. Find the competency you added in the previous step (A). It should be at the top of the list.
 - b. Pick “Attained” from the drop-down list under Proficiency (B). (Choices will be different for different kinds of competencies, such as fitness.)
 - c. Click the ‘Justification’ button to enter a reason for manually awarding this competency to the employee’s records. (C).
 - d. The justification page will appear (see the second illustration, below).
 - e. Enter the Employee ID (EmplID) **of the person authorizing this activity** to this person’s records (such as an FMO, Certifying Official, etc).
 - f. Type a narrative reason explaining why this course (or other) competency is being awarded to this employee.
 - g. Click the “Okay” button. You will be returned to the Competency Rating page. Click the SAVE button on that page to complete this activity.

Menu

Search: go

- ▶ My Favorites
- ▶ Workforce Administration
- ▶ Benefits
- ▼ Workforce Development
 - ▼ Competency Management
 - ▶ Reports
 - ▶ Assign Role
 - Competencies
 - ▼ Track Person
 - Competencies
 - Competencies
 - ▶ **Competencies**
 - Languages
 - Licenses and Certifications

Competency Evaluation | Competency Assignment | Competency Rating

Ramirez, Juan Sanchez Villa-Lobos Employee EmplID: 00000000116

Competency Evaluation Find | View All First 1 of 1 Last

Evaluation ID Type: 01 Approved

Competency	Description	Effective Date	Proficiency	Expiration Date	Justification
S-261	Applied Interagency Bus Mgt	03/24/2004	B		+
CRWB	Crew Boss (Single Resource)	07/26/2000	Attained		+

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- ▼ Workforce Development
 - ▼ Competency Management
 - ▶ Reports
 - ▶ Assign Role
 - Competencies
 - ▼ Track Person
 - Competencies
 - Competencies
 - ▶ **Competencies**
 - Languages
 - Licenses and Certifications
 - Significant Special Projects
 - Training

Reason for Adding Competency

Awarding Official: 🔍

After inputting the Awarding Official's Empl ID, you must type in a reason for manually adding this competency to this person's records. We recommend the following text or very similar wording: "Competency awarded to credit skills and knowledge acquired through completion of coursework prior to implementation of the Training Administration component of IQCS, or completion of training deemed equivalent to NWCG standard courses, or coursework not migrated from the legacy Qualifications system."

OK Cancel