

Welcome to IHRDC's Competency and Learning Management System

The Competency Assessment and Development process provides an easy way to assess one's current capabilities against specific competencies. Once the assessment is complete, a learning plan addressing identified competency gaps can be generated offering suggested training and technical resources to help fill those gaps.

Click to hide this welcome message

New to CMS Online?
PLEASE READ

Learning Curriculum

O&M Pathways Complete Stage

0 of 2 Completed

Mandatory Training

HES Roles

DUE IN 12 MONTHS

OVERALL STATUS: 100%

- Past Due
- 3 Months
- 12 Months
- 1+ Year

Competency Assessments

Mechanical Technician

Mechanical Technician 5 of 5 Completed	Maintenance Functional Core CUs 2 of 3 Completed	Office Functional Core CUs 3 of 3 Completed
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Competency Development Plan

Condition Monitoring - Static Equipment 1 of 2 Completed	Business Planning and Performance Measurement Pending Approval	Select New Competency Unit
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Version 4.9

CMS Online

Quarterly Release Notes

June 2018

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4.9 Feature Updates – Quarterly Update

Version 4.9 was released June 13, 2018 and includes five new feature updates to CMS Online.

- **Assessment Results - Composite**

With the introduction of competency roles in version 4.7, final assessment results are viewed by toggling between all roles linked to a job title. Version 4.9 allows an employee to view all competency roles linked to their full job title at once, without toggling

- **Job Ladder**

The Job Ladder provides employee users with a comparison view of their assessment results against all other job titles within their job ladder. This allows employees to see how their current assessment results compare to the requirements for another job title within their discipline

- **Assessment Planning**

Assessors can select assessment method and date, and specify evidence an employee should provide, allowing the opportunity for each employee to prepare for the assessment

- **Upload Course Completion Evidence**

When an employee completes learning outside of a system that communicates with CMS Online, he can upload evidence to demonstrate completion

- **Auto-Assess**

Allows an Administrator to select assessments to batch auto-assess. The auto-assess is completed in place of an Assessor Assessment

ASSESSMENT RESULTS - COMPOSITE

Assessment Results - Composite

We introduced competency roles in version 4.7, where final assessment results are viewed by toggling between all roles linked to a job title. Employees can now view all roles linked to their full job title at once, without toggling.

ASSESSMENT RESULTS - COMPOSITE VIEW
Petra Abramov
Field Lead Operator

JOB TITLE:
Field Lead Operator

REPORT: 06/04/2018

The report below shows your assessment results composite View (FAR).

[Collapse All](#)

[Export to Excel](#) [Export to PDF](#)

Competency Role	Info	Competency Unit	JLR	FAR	Competency Level
Competency Role: Field Lead Operator - Technical CUs					
Field Lead Operator - Technical CUs	?	Oil Receiving	3	2	[Bar chart showing level 2]
Field Lead Operator - Technical CUs	?	Automatic Well Testing	3	2	[Bar chart showing level 2]
Field Lead Operator - Technical CUs	?	Casing Gas	3	3	[Bar chart showing level 3]
Field Lead Operator - Technical CUs	?	Valves	3	2	[Bar chart showing level 2]
Field Lead Operator - Technical CUs	?	Electrical Submersible Pumps	4	3	[Bar chart showing level 3]
Field Lead Operator - Technical CUs	?	Metering and Custody Transfer	4	2	[Bar chart showing level 2]
Competency Role: Line Manager CUs					
Line Manager CUs	?	Coaching and Mentoring	2	2	[Bar chart showing level 2]
Line Manager CUs	?	Leadership	2	1.25	[Bar chart showing level 1.25]
Line Manager CUs	?	Values and Ethics	2	2	[Bar chart showing level 2]

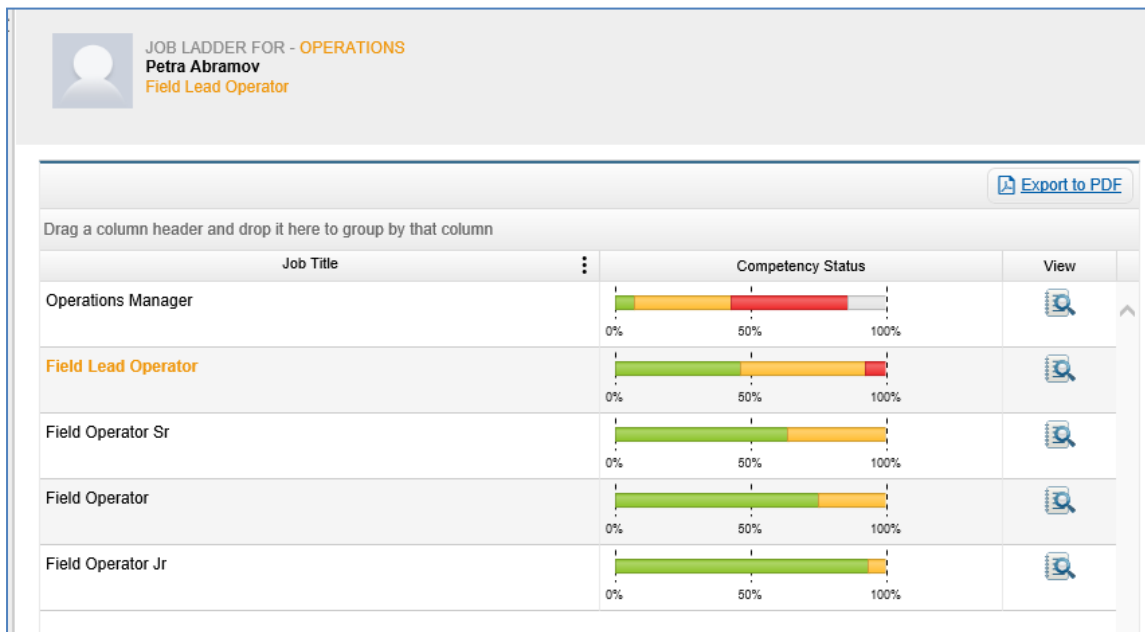
Key Features include:

- All competency units within all competency roles can be viewed on one screen
- Color bar (assessment result) displays for job title and for each competency role
- Can be exported to Excel or PDF

JOB LADDER

Job Ladder

The Job Ladder provides employee users with a comparison view of their assessment results against all other job titles within their job ladder. This allows employees to see how their current assessment results compare to the requirements for another job title within their discipline.



Key Features Include:

- Employee can view results of current assessments and how they compare to the requirements for other jobs in their job ladder
- Administrator sets a hierarchy of all job titles in a job area to establish the job ladder

Job Ladder

JOB LADDER FOR - OPERATIONS

Petra Abramov

Field Lead Operator

[Export to PDF](#)

Drag a column header and drop it here to group by that column

Job Title	Competency Status	View
Operations Manager		
Field Lead Operator		
Field Operator Sr		
Field Operator		
Field Operator Jr		

Competency Role: Operations Manager

Competency	Requirement	Current	Score	Visual	
Operations Manager	Oil Receiving		4	2	
Operations Manager	Metering and Custody Transfer		4	2	
Operations Manager	Electrical Submersible Pumps		4	3	
Operations Manager	Valves		4	2	
Operations Manager	Automatic Well Testing		4	2	
Operations Manager	Casing Gas		4	3	
Operations Manager	Contractor Management and Supervision		3	-	
Operations Manager	Production Planning, Scheduling and Forecasting		4	-	

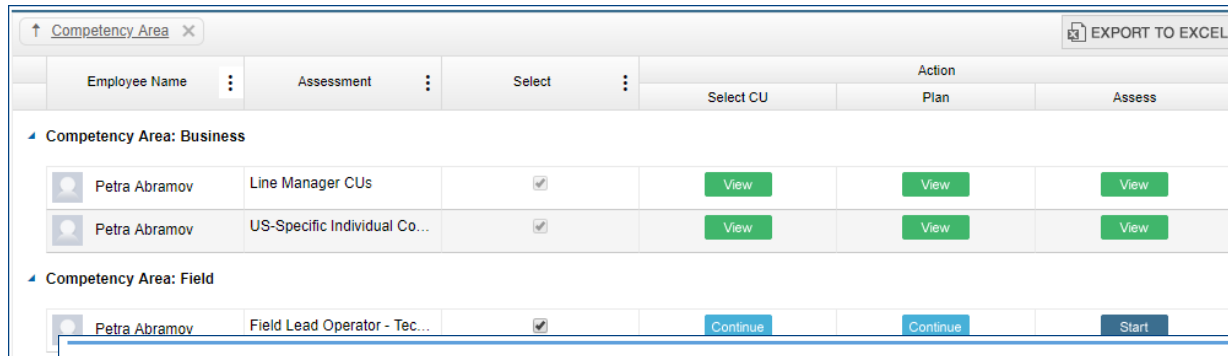
➤ Employee can select any job title to view a detailed comparison of current assessment results vs. requirements for the selected job

➤ Click to see all statements, with current tick marks, in a competency unit

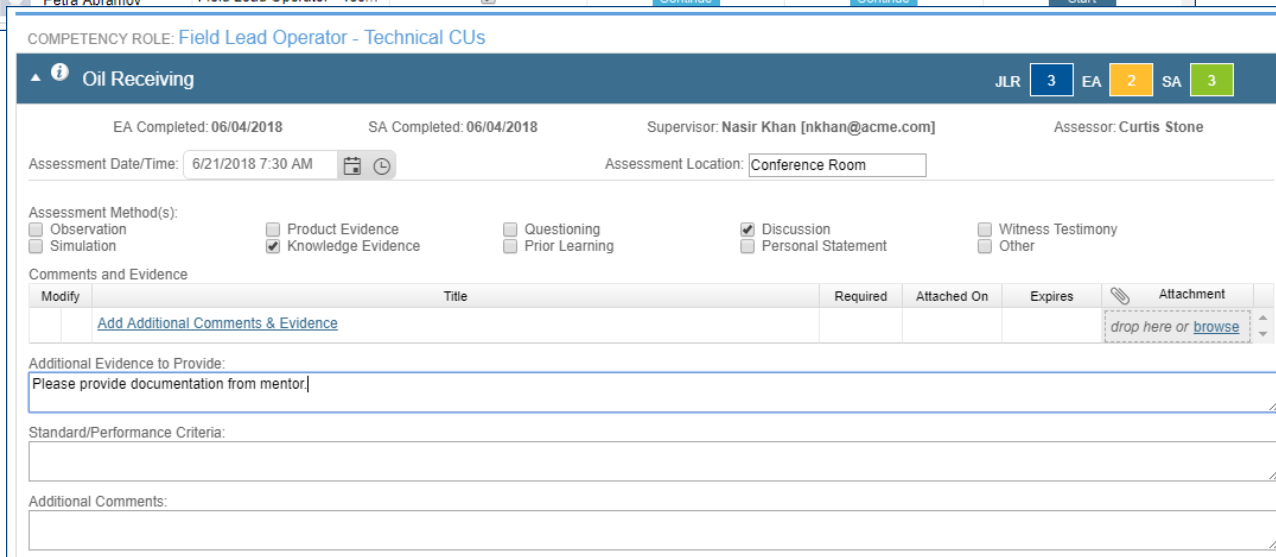
ASSESSMENT PLANNING

Assessment Planning

Assessors can select assessment method and date, and specify evidence an employee should provide, allowing the opportunity for each employee to prepare for the assessment.



Competency Area		EXPORT TO EXCEL			
Employee Name	Assessment	Select	Action		
			Select CU	Plan	Assess
Competency Area: Business					
Petra Abramov	Line Manager CUs	<input checked="" type="checkbox"/>	View	View	View
Petra Abramov	US-Specific Individual Co...	<input checked="" type="checkbox"/>	View	View	View
Competency Area: Field					
Petra Abramov	Field Lead Operator - Tec...	<input checked="" type="checkbox"/>	Continue	Continue	Start



COMPETENCY ROLE: Field Lead Operator - Technical CUs

Oil Receiving JLR 3 EA 2 SA 3

EA Completed: 06/04/2018 SA Completed: 06/04/2018 Supervisor: Nasir Khan [nkhan@acme.com] Assessor: Curtis Stone

Assessment Date/Time: 6/21/2018 7:30 AM Assessment Location: Conference Room

Assessment Method(s):
 Observation Product Evidence Questioning Discussion Witness Testimony
 Simulation Knowledge Evidence Prior Learning Personal Statement Other

Comments and Evidence

Modify	Title	Required	Attached On	Expires	Attachment
	Add Additional Comments & Evidence				drop here or browse

Additional Evidence to Provide:
Please provide documentation from mentor.

Standard/Performance Criteria:

Additional Comments:

Key Features Include:

- Aligns with SQA and OPITO assessment requirements
- Assessor can view all evidence already submitted
- Email to employee is triggered automatically when plan is submitted

UPLOAD COURSE COMPLETION EVIDENCE

Upload Course Completion Evidence

When an employee completes learning outside of a system that communicates directly with CMS Online, he can upload evidence to demonstrate completion.

COMPETENCY ROLE: [Field Lead Operator - Technical CUs](#) Status 0% 50% 100%

Metering and Custody Transfer JLR 4 GAP -2

1 TRAINING Target Level **3:Skilled Application**

Register	Info	Course Title	Course Type	Completion Evidence			
				Add	Edit	Delete	Attachment
		Crude Oil Transportation and Storage	e-Learning	+			

2 APPLICATION
This section is provided as a reference – As you recall, this is what you planned to do during the build phase.
Shadow Edgar, who is at Mastery level in this topic.

Add Comments and evidence on items you're working on.

Modify	Title	Level	Required	Attached On	Expires	Attachment
Add Additional						

3 READY TO REASSESS?
 By checking this option

Course Completion Evidence

Course Title

Evidence Title

Comment

Evidence File

drag and drop your document here or

Link

Course Completed On

Key Features

- Employee can upload one piece of evidence and completion date during Learn phase
- Uploading course completion evidence triggers an automated email to Supervisor

Upload Course Completion Evidence

COMPETENCY ROLE: Field Lead Operator - Technical CUs

Status 0% 50% 100%

⌵ Metering and Custody Transfer JLR 4 GAP -2

1 TRAINING Target Level 3: Skilled Application

Register	Info	Course Title	Course Type	Completion Evidence			
		Crude Oil Transportation and Storage	e-Learning				evidence1.png

2 APPLICATION
This section is provided as a reference – As you recall, this is what you planned to do during the build phase.
Shadow Edgar, who is at Mastery level in this topic.

Add Comments and evidence on items you're working on.

Modify	Title	Level	Required	Attached On	Expires	Attachment
	Completion Certificate - Crude Oil Transport & Storage	0		06/05/2018		evidence1.png
	Add Additional Comments & Evidence	3				drop here or browse

3 READY TO REASSESS?

- Employee can upload one piece of evidence per course completion
- Retaking a course is a new action. Employee uploads evidence and date for each instance of same course.

⌵ Metering and Custody Transfer JLR 4 GAP -2

1 TRAINING Target Level 3: Skilled Application

Register	Info	Course Title	Course Type	Completion Evidence			
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	Completion Certificate - Crude Oil Transport & Storage	0		06/05/2018		evidence1.png
	Add Additional Comments & Evidence	3				drop here or browse

Supervisor Actions

Clicking the reassess button will launch the assessment of the selected CU.

- Supervisor can view evidence in a plan via My Employees' Learning

AUTO-ASSESS

Auto-Assess

Allows an Administrator to finalize assessments when an Assessor Assessment is not required.

Assess Phase: Auto-Assess

ASSESS PLAN LEARN SUBMIT

Select assessments and click submit to record the interim assessment result (IAR) as the final assessment result (FAR).

Competency Area

EXPORT TO EXCEL Export to PDF

Employee Name	Assessment	Employee	Supervisor	Select All
Dave Test	Leadership - Senior	✓ Completed	> Not Started	<input checked="" type="checkbox"/>
Ken Ogle	CMS Online 4 Sales Represent...	✓ Completed	> In Progress	<input type="checkbox"/>
Competency Area: Field				
Larry Short	Environmental Officer	✓ Completed	> Not Started	<input type="checkbox"/>
Arthur Okun	Mechanical Technician	✓ Completed	> Not Started	<input type="checkbox"/>
Raul Aziz	Maintenance Functional Core CUs	✓ Completed	> In Progress	<input type="checkbox"/>
Raul Aziz	New Hire CUs	✓ Completed	> Not Started	<input type="checkbox"/>
Brenda Engineer	New Hire CUs	> In Progress	✓ Completed	<input checked="" type="checkbox"/>

Key Features

- Ability to choose one or all competency roles (assessments) provides flexibility
- Submitting will record the lower of the Employee and Supervisor assessment scores for each competency unit as the final assessment result (FAR)

Next Release – 4.10 Feature Updates (Preliminary Scope)

The following features are planned for CMS Online version 4.10, scheduled for release in September 2018.

- **Elective Course Assignments**

We are introducing elective course assignments to support our broader IHRDC learning audience. CMS Online will accommodate three types of elective course assignments: self-assign (direct course launch), assignment by an administrator, and request/approve. To further support this, the IHRDC dynamic course catalog will be viewable and searchable through CMS Online

- **Elective Courses Automated Emails**

We are supporting the introduction of elective course assignments with automated emails to notify users of course assignments

- **List Management - course assignments**

We are updating our list management functionality to make it easier for administrators to link employees to objects. This release introduces the capability for an administrator to directly assign a single course to a user or groups of users. Future releases will expand the functionality to other user links

- **Training History Report**

The Training History Report provides employee users with a transcript of all their completed training

- **New Advanced Dashboards**

We are introducing advanced dashboards that provide senior executives and project personnel a clear view of important metrics so they can easily monitor workforce progress

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