

# CIPS Alberta ICT Mentorship Program

## Onboarding Introduction

Sabina Posadziewski, MBA, COES, CGEIT, I.S.P., ITCP



*GUIDING CANADIAN  
TECH CAREERS*



**ICT MENTORSHIP PROGRAM  
FOR IMMIGRANTS**

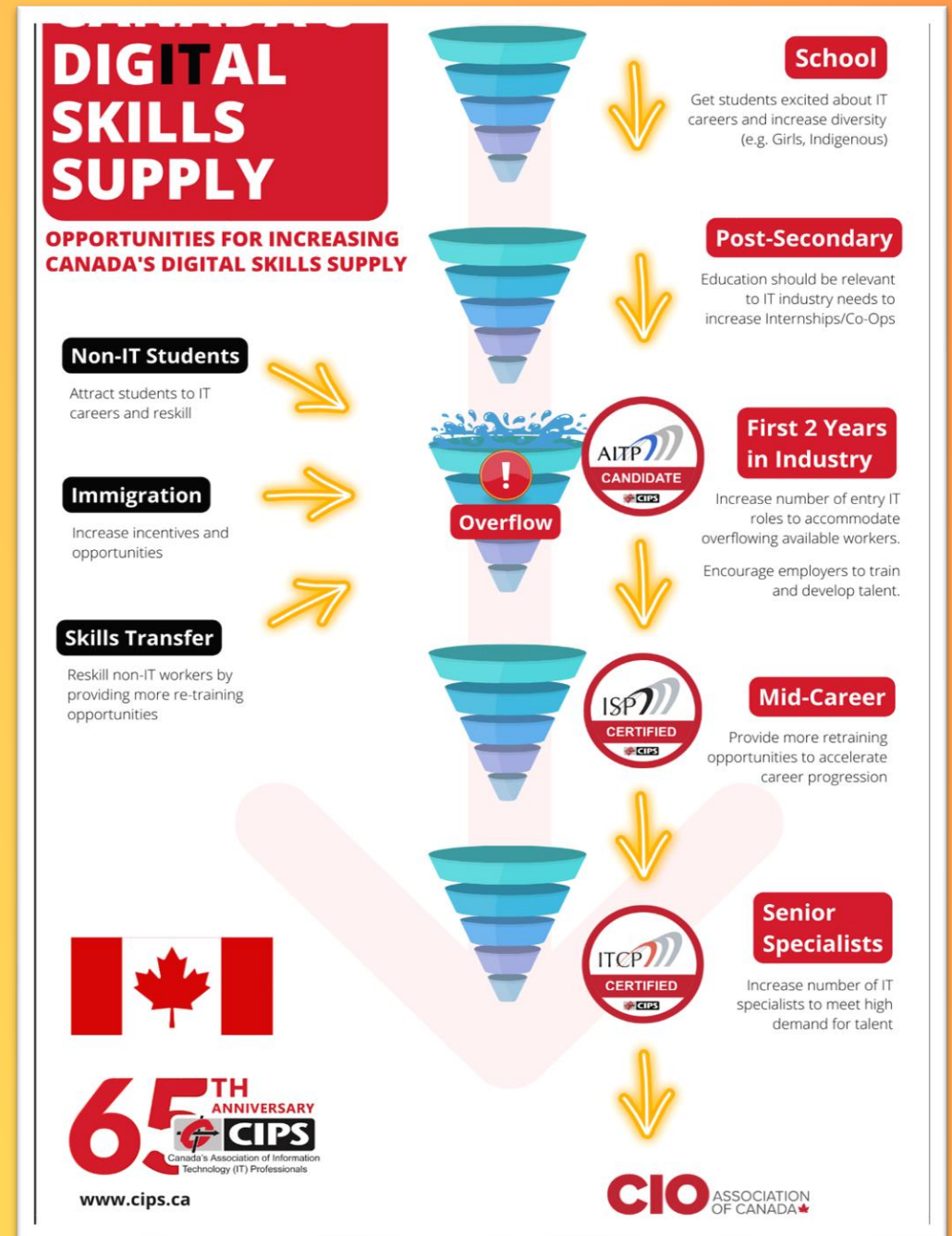
# Agenda

1. Introduction
  2. Objectives
  3. What is Mentorship?
  4. About the Program
  5. SkillsTX
  6. Expectations
  7. Discussion
- Appendix – SkillsTX Navigation



# Objectives

- Understand the Program and Time Commitments
- Follow the Journey
- Find Resources
- Complete Skills Assessment
- Establish your Relationship
- Participate in Webinars
- Achieve your Goals and Objectives.

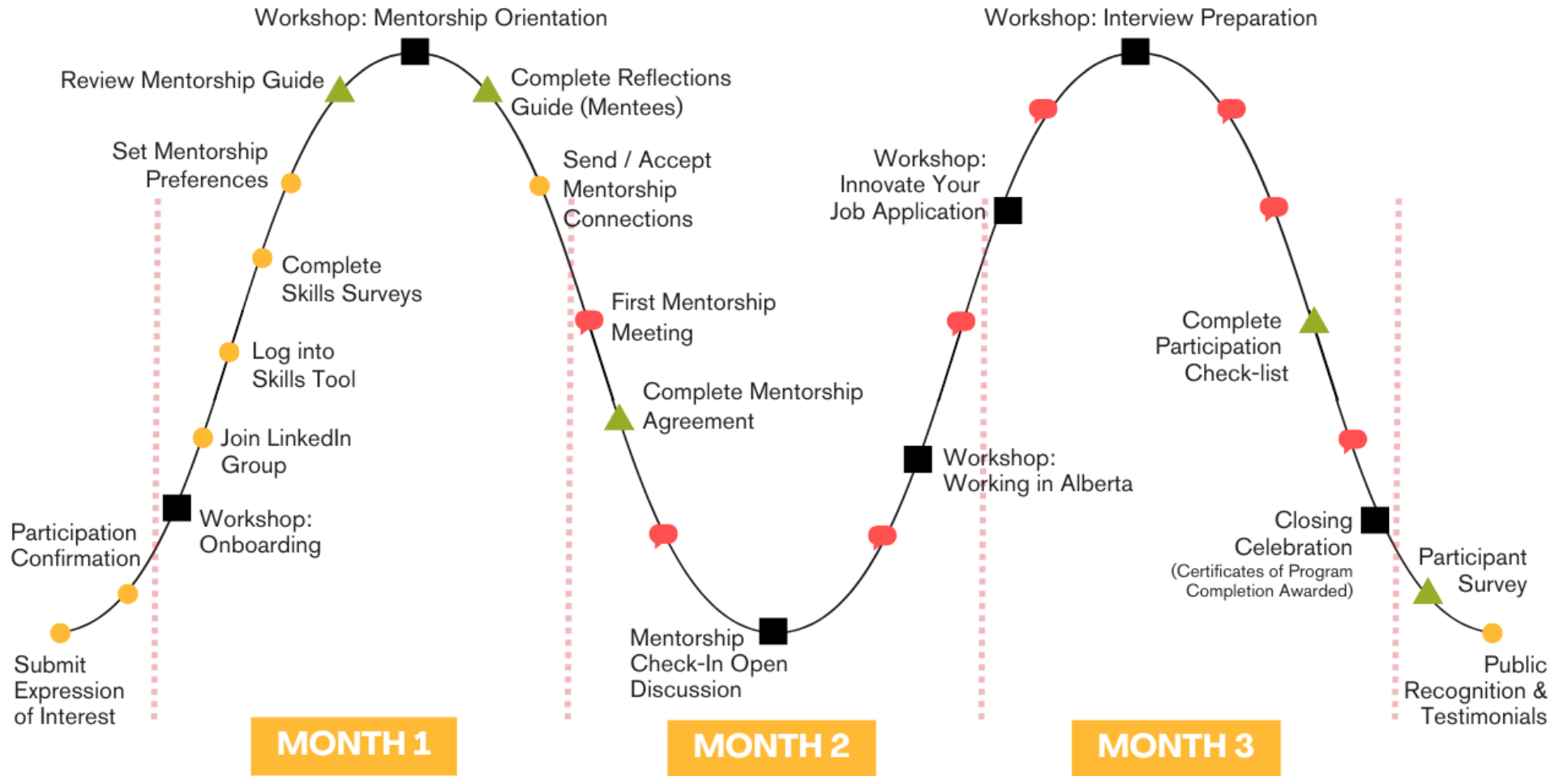


# What is Mentorship?

A two-way trusted relationship where the mentor and mentee learn and grow together personally and professionally.



# ICT Mentorship Program Journey



[ab.cips.ca/mentorship](http://ab.cips.ca/mentorship)

- Mentor / Mentee Activity
- Workshop / Event
- ▲ Complete/Review Guide/Form
- 🗨️ Mentor and Mentee Meeting

## About the Program

# About the Program *cont'd*

- Grant awarded by **Alberta Trade, Immigration and Multiculturalism:**
  - Alberta Immigrant Mentorship Innovation Grant
  - \$300K over 3 years
- Established Project Team and Advisory Committee
  - Program Manager: Sabina Posadziewski
  - Marketing Coordinator: Jonathan Elias
- Collaborating with world-class partners:
  - TalentC
  - SkillsTX Mentorship Program.



# About the Program *cont'd*



## Who is involved? CIPS Alberta Members

- MENTEES: IT professional immigrants who meet Government of Alberta (GoA) program requirements
- MENTORS: Alberta IT professionals

## What is the program about?

- Helping mentees learn about work culture and enable them to prepare for an effective job search

## How long is the program?

- The formal program starts now and runs for 3 full months
  - A mentorship relationship may continue beyond the program based on agreement.

# About the Program *cont'd*



## TIME COMMITMENTS

- Commit to participate 3 – 4 months
- Join LinkedIn private group 5 minutes
- Complete SkillsTX survey 20 minutes – 2+ hours
- Set Mentorship preferences 15 minutes
- Complete Mentee Reflections Guide 30 minutes – 1 hour
- Establish Mentorship connection 1 week
  - Meet a minimum of 6 hours during 3-month program
- Attend Workshop Webinars (5) 90 minutes each

# About the Program *cont'd*

## RESOURCES

- Contact Program Manager for any support [sabina@cips.ca](mailto:sabina@cips.ca)
- Become familiar with **RESOURCES** web page  
<https://ab.cips.ca/mentorship-resources-cohort6/>
  - Download **core documents**
    - Mentorship Guide
    - Mentee Career Planning Reflections Form
    - Mentorship Agreement
  - Review Workshop Recordings and Download presentations
- Request to join **LinkedIn** closed group: <https://ab.cips.ca/mentorshipforum>
- Use **SkillsTX** <https://cips.ca/skills-assessment/> to:
  - Complete your Skills Profile
  - Find your Mentor/Mentee
  - Manage your Action Plan.

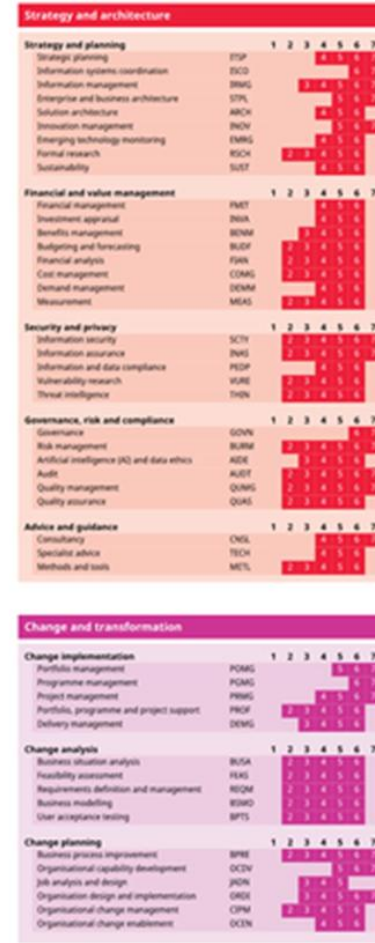


# SkillsTX

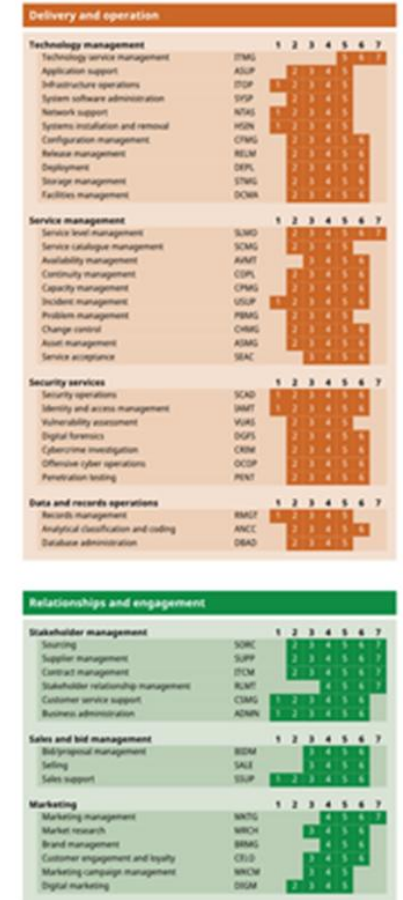


- Online platform to assess skills based on **Skills Framework for the Information Age (SFIA)**
  - SFIA 9 now available
  - Includes both professional skills and generic attributes
  - Describes skills at a level consistent with level of responsibility (1-7)
  - Enables skills gap assessment for different levels of positions
- Login using CIPS username/pswd
- **View Appendix for SkillsTX Navigation steps to guide you.**

SFIA 9 Summary Chart



The global skills and competency framework for the digital world



# Managing Expectations

## Mentors

- Help mentees prepare for a job search (not find the job)
- Mentors may redirect to external resources with any settlement and or mental health issues (they are not counsellors)

## Mentees

- Accountable to participate and communicate regularly with their mentor
- Lead the agenda for mentorship conversations and complete any agreed tasks.



# EXPECTED OUTCOMES

## MENTEES

- ▶ Guidance for your Canadian IT career
- ▶ Skills assessment and action planning to develop skills
- ▶ Networking and professional development

## MENTORS

- ▶ Enhance leadership and communication skills
- ▶ Learn about other cultures and perspectives
- ▶ Give back to the community and provide guidance



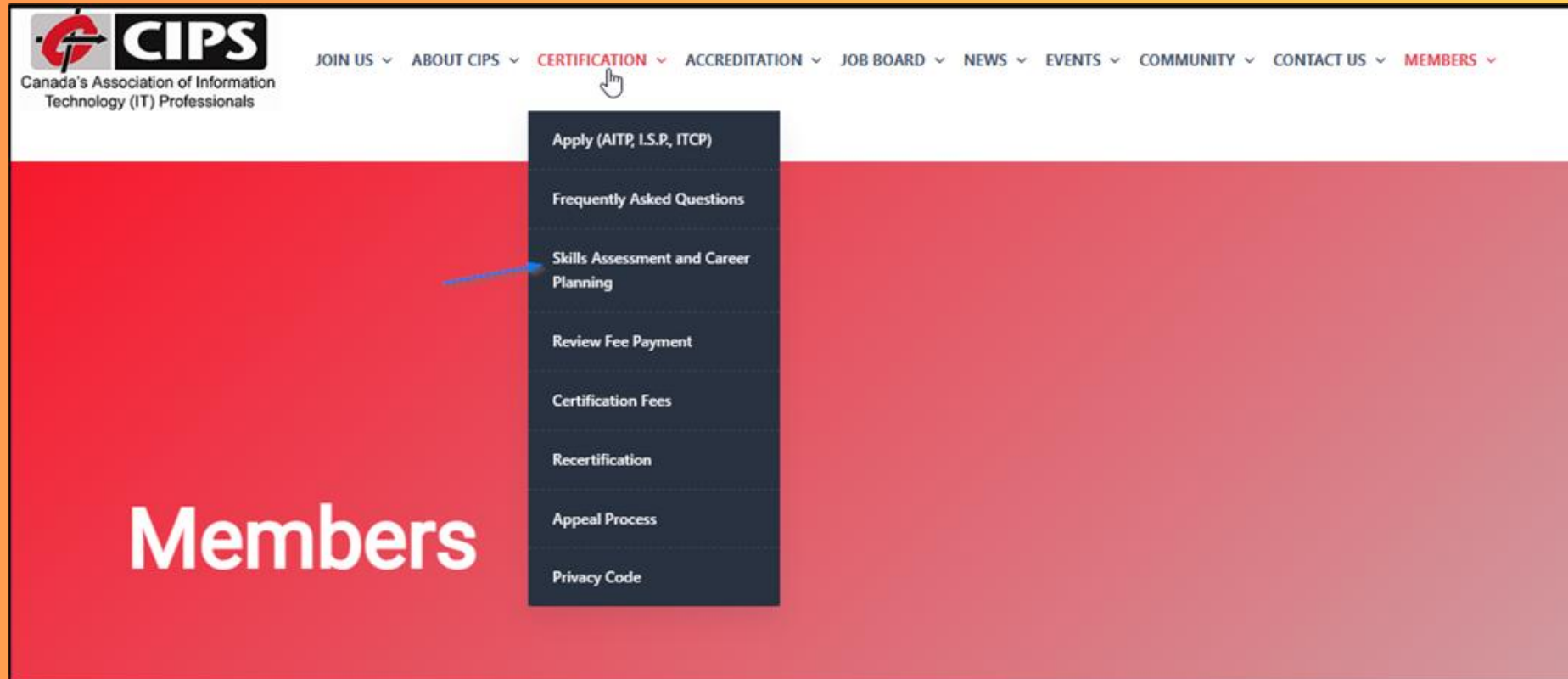


# APPENDIX – SkillsTX Navigation

- Getting Started
  - Skills Survey
  - Skills Report
- SkillsTx Platform
  - Main Menu
  - Skills Menu
  - Personal Summary
  - Assign Skill Requirement
  - Skills Assessment
  - Seven Levels of Responsibility
- The Skills
  - Edit Skills
- Completing your Assessment
- Manage Action Plan
  - Mentee Preferences
  - Find a Mentor
  - Mentors
- The Match is Made.

# Getting Started

- Go to the CIPS website [CIPS – Canada's Association of Information Technology Professionals](https://www.cips.ca)
  - Select **Certification** menu
    - Select **Skills Assessment and Career Planning** option



# Getting Started *cont'd*

Click the **Get Started** link on the IT Skills Assessment page

## IT Skills Assessment

Assess your IT skills with the international SFIA framework and set career goals!



### 1) Assess your current IT Skills

Discover the [SFIA \(Skills Framework for the Information Age\)](#) levels of your current skills

### 2) Set your Career Goals

Compare the skills you currently have to the skills you need to progress in your career

### 3) Develop Targeted Skills

Create an action plan, take courses, and develop targeted skills to reach your career goals

[Get Started: Assess your IT Skills and Plan your IT Career](#)

[\(CIPS Membership Required for Access – Join Here\)](#)



# Skills Survey

Welcome, Jon.

Let's get your assessment started!

- 1 Complete assigned surveys below.
- 2 View your skills assessment report.
- 3 Start planning future career moves.

From the list below select the option that best matches your experience.

For extra guidance on the options below, or if you are unsure what we mean by 'digital career' please click here: [Assessment Guidance](#)

Your selection will filter your self-assessment to present surveys that are focused specifically on skills and skill levels which are most likely to be relevant to you. The more digital experience you have, the more skill questions you will be offered.

After you've completed the surveys, you will still have plenty of opportunity to further "refine" your skill profile, regardless of the option you choose below.

NOTE: On making your selection you will immediately be presented with your tailored self-assessment surveys.

## Beginner

I am just starting or preparing to start my digital career.

This selection will configure a self-assessment that on average will take 10-20 minutes to complete.

Select

## Advanced Beginner

I am early (<4 years) in my digital career or looking to transfer from my current career to a digital career.

This selection will configure a self-assessment that on average will take 15-25 minutes to complete.

Select

## Digital Professional

I am a digital professional with over 4 years of experience.

This selection will configure a self-assessment that on average will take 20-35 minutes to complete.

Select

## Senior Digital Professional

I am a senior digital professional with over 10 years of experience.

This selection will configure a self-assessment that on average will take 30-45 minutes to complete.

Select

## Whole Framework

I want to assess my skills and explore the complete SFIA framework regardless of my experience.

This selection will configure a self-assessment providing the option to assess all SFIA skills and levels, and will take on average 60 minutes to complete.

Select

Welcome, Jon.

Let's get your assessment started!

- 1 Complete assigned surveys below.
- 2 View your skills assessment report.
- 3 Start planning future career moves.

## Professional Development

Start Again

Target date for completion:  
20 April 2023

Survey Focus	Survey Description	# Questions	Est. Duration	Action
Are you ready	A short survey to check your readiness	2		<a href="#">Start Survey</a>
Personal Profile/Levels of Responsibility	A survey to determine your Generic Attributes	5		<a href="#">Start Survey</a>
Personal Profile/Levels of Responsibility	A survey to define your personal profile	6		<a href="#">Start Survey</a>
Strategy and architecture	A survey to determine your skill levels	13	1 - 30 mins (depending on your digital experience)	<a href="#">Start Survey</a>
Change and transformation	A survey to determine your skill levels	16	1 - 15 mins (depending on your digital experience)	<a href="#">Start Survey</a>
Development and implementation	A survey to determine your skill levels	57	1 - 35 mins (depending on your digital experience)	<a href="#">Start Survey</a>
Delivery and operation	A survey to determine your skill levels	41	1 - 25mins (depending on your digital experience)	<a href="#">Start Survey</a>
People and skills	A survey to determine your skill levels	12	1 - 15 mins (depending on your digital experience)	<a href="#">Start Survey</a>
Relationships and engagement	A survey to determine your skill levels	25	1 - 15 mins (depending on your digital experience)	<a href="#">Start Survey</a>

# Skills Survey *cont'd*

[Back to Surveys](#)

Progress:

## A survey to determine your skill levels Strategy and architecture

The following questions will help identify any skills and levels that match your experience from the **Strategy and architecture** category.

For each question select the most relevant answer option. Remember that this is an initial data capture, and that you'll be able to edit your skill profile in the SkillsTx system after completing all of the surveys.

To continue with this survey select **Get started** below.

**Get started!**

**Skip entire survey.**  
I do not believe this category is relevant to me.

Pause

Skip Survey

documentation.

- Records the actions taken and the consequences following an incident or live testing of a continuity plan for a lessons-learned report.

### COMPETENCY

- I have significant professional experience of performing at least 85% of the activities described, and consider this a current and fully developed COMPETENCY with no further development required

Select

### SKILL PROFICIENCY

- I have recently and regularly performed 50% to 85% of the activities described, with consistently successful results, and therefore consider myself PROFICIENT

Select

### KNOWLEDGE

- I have the relevant KNOWLEDGE to explain how this would be applied in a working environment, but have not yet had the opportunity to develop full proficiency or competency.  
Or, I have previous experience of applying this skill but it is no longer current.

Select

My experience is NOT a good match for this description.  
Or this is a skill I do NOT wish to include in my skills profile.

Select

## Professional Development

[Start Again](#)

Target date for completion:  
20 April 2023

Survey Focus	Survey Description	# Questions	Est. Duration	Action
Are you ready	A short survey to check your readiness	2		<a href="#">Completed</a>
Personal Profile/Levels of Responsibility	A survey to determine your Generic Attributes	5		<a href="#">Completed</a>
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# Skills Report

Nice work Jon

You completed your self assessment

- 1 Complete assigned surveys below.
- 2 View your skills assessment report.
- 3 Start planning future career moves.

Please take a moment to rate your survey experience and create your account:



Reason for your rating (optional)

Create account

Please create an account to enable access to view and maintain your Skills Profile

Create Account

## Hi Jon Elias - here is your SFIA Skills Profile

To produce your skill profile you used an industry recognised framework named SFIA. This is used throughout the world to record what skills you have and what skills you need. You then can see the gaps and create actions to address them. These are often training courses or work experience. This is version 1 of skill profile. If this is Version 1 it is considered 'provisional' we therefore strongly advice reviewing and refining your skills via the SkillsTX planner.

### Personal Profile

Attribute	Description
Seniority	Experienced Employee
Employment Contract	Consultant/Contractor
Time in current job/role	More than 7 Years
Time with Organisation	10 to 20 Years
Job/Role Title as entered	Marketing Consultant

SFIA has been used in this assessment in 2 ways:

To identify the level of responsibility and accountability practiced in the current or most recent job/role held

For the individual to identify skills they feel they have developed and to assess their level of capability they have achieved in those skills within a working environment

SFIA provides descriptions for 5 key characteristics AND 121 professional skills using the 7-level structure shown in the table to the right.

Jon Elias used SkillsTX to assess 5 key characteristics - Autonomy, Influence, Complexity, Business Skills and Knowledge as they relate to the current or most recent job/role. These are listed below.

7	set strategy, inspire, mobilise
6	initiate/influence
5	ensure/advise
4	enable
3	apply
2	assist
1	follow

Based on the selections made, Jon Elias has been assessed as:

Attribute	Level Description	Level Achieved	No.
Autonomy	Works under broad direction. Work is often self-initiated. Is fully responsible for meeting allocated technical and/or group objectives. Analyses, designs, plans, executes and evaluates work to time, cost and quality targets. Establishes milestones and has a significant role in the assignment of tasks and/or responsibilities.	Ensure, advise	5
Influence	Influences organisation, customers, suppliers, partners and peers on the contribution of own specialism. Makes decisions which impact the success of assigned work, i.e. results, deadlines and budget. Has significant influence over the allocation and management of resources appropriate to given assignments. Leads on user/customer and group collaboration throughout all stages of work. Ensures users' needs are met consistently through each work stage. Builds appropriate and effective business relationships across the organisation and with customers, suppliers and partners. Creates and supports collaborative ways of working across group/area of responsibility. Facilitates collaboration between stakeholders who have diverse objectives.	Ensure, advise	5
Complexity	Implements and executes policies aligned to strategic plans. Performs an extensive range and variety of complex technical and/or professional work activities. Undertakes work which requires the application of fundamental principles in a wide and often unpredictable range of contexts. Engages and coordinates with subject matter experts to resolve complex issues as they relate to customer/organisational requirements. Understands the relationships between own specialism and customer/organisational requirements.	Ensure, advise	5
Business Skills	Demonstrates leadership in organisational management. Understands and communicates industry developments, and the role and impact of technology. Manages and mitigates organisational risk. Balances the requirements of proposals with the broader needs of the organisation. Promotes a learning and growth culture in their area of accountability. Leads on compliance with relevant legislation and the need for services, products and working practices to provide equal access and equal opportunity to people with diverse abilities. Identifies and	Initiate, influence	6

# Skills Report *cont'd*

## Jon Elias - Professional Skills

From the 121 Professional Skills which SFIA8 describes, Jon Elias selected the skills shown below.

These are listed along with an indication of the capability for each selected SFIA skill.

### LEGEND

= COMPETENCE (85%+ match)

= SKILL PROFICIENCY (50-85% match)

= KNOWLEDGE

### Professional Skills Profile

Category	Sub Category	Skill	Code	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
Strategy and architecture	Strategy and planning	Research	RSCH							
Strategy and architecture	Strategy and planning	Continuity management	COPL							
Strategy and architecture	Security and privacy	Threat intelligence	THIN							
Change and transformation	Change implementation	Portfolio, programme and project support	PROF							
Development and implementation	Systems development	Systems integration and build	SINT							
Development and implementation	Systems development	Testing	TEST							
Development and implementation	User experience	User experience evaluation	USEV							
Development and implementation	Content management	Content authoring	INCA							
Development and implementation	Content management	Content publishing	ICPM							
Development and implementation	Content management	Knowledge management	KNOW							
Delivery and operation	Technology management	Application support	ASUP							
Delivery and operation	Technology management	IT infrastructure	ITOP							
Delivery and operation	Technology management	Configuration management	CFMG							
Delivery and operation	Service management	Service level management	SLMO							
Delivery and operation	Security operations	Security operations	SCAD							
Delivery and operation	Security operations	Vulnerability assessment	VUAS							
People and skills	Skills management	Learning delivery	ETDL							
People and skills	Skills management	Certification Scheme Operation	CSOP							
People and skills	Skills management	Teaching	TEAC							
Relationship and engagement	Stakeholder management	Sourcing	SORC							
Relationship and engagement	Stakeholder management	Supplier management	SUPP							
Relationship and engagement	Stakeholder management	Customer service support	CSMG							
Relationship and engagement	Stakeholder management	Business administration	ADMN							
Relationship and engagement	Sales and marketing	Marketing	MKTG							
Relationship and engagement	Sales and marketing	Sales support	SSUP							

### Customer service support (CSMG)

**Overall description** - Managing and operating customer service or service desk functions.

Highest Level	Level Description
3	Acts as the routine contact point, receiving and handling requests for support. Responds to a broad range of service requests for support by providing information to fulfil requests or enable resolution. Provides first line investigation and diagnosis and promptly allocates unresolved issues as appropriate. Assists with the development of standards, and applies these to track, monitor, report, resolve or escalate issues. Contributes to creation of support documentation.

### Business administration (ADMN)

**Overall description** - Managing and performing administrative services and tasks to enable individuals, teams and organisations to succeed in their objectives.

Highest Level	Level Description
3	Provides administrative support function to teams and meetings. Takes an active part in team meetings. Sets up files, software systems, onboarding new starters, compiles and distributes reports. Provides guidance on administration software, procedures, processes, tools and techniques.

### Marketing (MKTG)

**Overall description** - Researching, analysing and stimulating potential or existing markets for products and services.

Highest Level	Level Description
3	Leverages market research materials, customer and employee insights and other sources, to identify industry trends, needs and opportunities. Selects from and uses marketing tools appropriate to the allocated assignment. Conducts market research. Maintains relevant information, including lessons learned from previous campaigns, and effectiveness measures for current and previous activities. Contributes to marketing plans, identifying and articulating unique selling points and key messages for marketing material. Presents and communicates at marketing events.

### Sales support (SSUP)

**Overall description** - Providing advice and support to the sales force, customers and sales partners.

Highest Level	Level Description
3	Helps customers to clarify their requirements and documents the conclusions reached. Contributes to preparing and supporting bids and sales proposals. Provides customer service, including technical advice and guidance on the successful use of complex products and services.

# SkillsTX Main Page

The Main Menu

The Skills Menu

Language Settings

The screenshot displays the SkillsTX main page. At the top left is the CIPS logo (Canada's Association of Information Technology (IT) Professionals). The main navigation menu includes Planner, Training Portal, Support, News, and Logout. On the right, there is a language dropdown set to English and an Account & Settings link. Below the navigation is a blue Skills Menu with tabs for Skills Profile, Action Plan, Evidence, and Notes. The Personal Summary section contains three numbered steps: 1. The Skills You have: Review and Refine (edit); 2. The Skills You Need: Assign Current and Future Skill requirements; 3. Career Development: Build your Action Plan. The bottom section shows Requirement Progress for Stephanie Hassan, with an Assign button and progress bars for Self Assessed and Endorsed skills. Outstanding Actions are listed below.

Requirement	Progress
<b>Self Assessed</b>	
Current - [CA_NOC] Information systems testing technicians	100.00%
Future - [CA_NOC] Business systems specialists	44.64%
<b>Endorsed</b>	
Current - [CA_NOC] Information systems testing technicians	0.00%
Future - [CA_NOC] Business systems specialists	0.00%

Information about your assessment

# SkillsTX - Main Menu

Planner

Training Portal

Support

News

Logout

## Planner

- Where to complete the Skills Assessment

## Training Portal

- Navigate to find any SFIA training you may be interested in

## Support

- Opens the SkillsTX support portal. Any assistance you need with the assessment you can find here. You can also find information about our partner SkillsTX

## News

- Provides news and information about the SFIA framework.

# SkillsTX - Skills Menu

Skills Profile

Action Plan

Evidence

Notes

## Skills Profile

- Complete your skills assessment

## Action plan

- Build a plan to support and track your Mentorship relationship
- See your skills gaps and develop a plan to fill them

## Evidence

- Store documents, certificates, or other items to support your skills assessment

## Notes

- Add your own notes about the assessment.

# Personal Summary

Information about your Assessment

## Personal Summary

1

The Skills You have:  
Review and Refine (edit)

2

The Skills You Need:  
Assign Current and Future  
Skill requirements

3

Career Development:  
Build your Action Plan



### Requirement Progress

Assign

#### Self Assessed

Current

No Current Job

Future

Selected

No Future Job Selected

#### Endorsed

Current

No Current Job

Future

Selected

No Future Job Selected

### Outstanding Actions



Get started on improving your skills by creating some actions



No more actions for now



No more actions for now

# Assign Skill Requirement

Select your job or role:

- Mapped roles to SFIA skills used for your assessment
- Select your current role and/or a future role you may want to consider
- REMEMBER to save your changes

Assign Skill Requirement(s)

NOTE: - The list will often include your job or role. But could also include SFIA Views and/or industry profiles. – DO NOT assign the same for both Current & Future.

Search by requirement name

Name	Endorsed	Self Assessed	Current	Future
None			<input checked="" type="radio"/>	<input checked="" type="radio"/>
Information Technology Certified Professional (ITCP)	0.00%	0.00%	<input type="radio"/>	<input type="radio"/>
(CIPS) Director of Information Technology	0.00%	0.00%	<input type="radio"/>	<input type="radio"/>
(CIPS) Cloud Specialist	0.00%	0.00%	<input type="radio"/>	<input type="radio"/>
(CIPS) Data Scientist	0.00%	3.29%	<input type="radio"/>	<input type="radio"/>
(CIPS) Security Architect	0.00%	9.15%	<input type="radio"/>	<input type="radio"/>
(CIPS) Security Operations Technician	0.00%	0.00%	<input type="radio"/>	<input type="radio"/>

Close Save changes

**NOTE:** There are both CIPS roles and CA-NOC roles:

- CIPS roles are based on the skills assessment of CIPS Job Board postings
- CA-NOC codes are the Canadian National Occupation Classification; They are established to provide a systematic classification structure to categorize a wide range of occupations. More information can be found here: [About the National Occupational Classification - Canada.ca](http://About the National Occupational Classification - Canada.ca) ([esdc.gc.ca](http://esdc.gc.ca))

# Skills Assessment

Select your requirement type

- Indicates required skills according the SFIA framework for your role on the skill grid
- Using Cloud Specialist in the example below:

**Skills Profile & Gaps**  
Hover over each colour block to display the skill description.

**Choose Profile Type**  
SelfAssessed

**Choose Requirement Type**  
None

**Version**  
v10 - 1 Apr 24

profile Hide Detail Save Cancel Print

Generic Attributes 1 2 6 7

Autonomy

The screenshot shows a web interface for 'Skills Profile & Gaps'. It features three dropdown menus: 'Choose Profile Type' (set to 'SelfAssessed'), 'Choose Requirement Type' (set to 'None'), and 'Version' (set to 'v10 - 1 Apr 24'). The 'Choose Requirement Type' dropdown is open, showing options: 'None' (highlighted in blue), 'Current - (CIPS) Cloud Specialist', and 'Future - (CIPS) Security Architect'. Below the dropdowns is a grid of skill categories, with 'Generic Attributes' and 'Autonomy' visible. Action buttons for 'profile', 'Hide Detail', 'Save', 'Cancel', and 'Print' are located to the right of the dropdowns.

# Seven Levels of Responsibility

The screenshot shows a responsibility matrix for the 'Development and implementation' category. The matrix has 7 columns representing responsibility levels and 6 rows representing different roles. The 'Systems design' row is highlighted with a blue box, and the 'Software design' row is highlighted with a striped box. A blue oval highlights the top header row.

Development and implementation			1	2	3	4	5	6	7	
Product management	?	PROD								✎
Systems development management	?	DLMG								✎
Systems and software life cycle engineering	?	SLEN								✎
Systems design	?	DESN				■	■ ■ ■ ■			✎
Software design	?	SWDN								✎
Network design	?	NTDS								✎

A legend defining the seven levels of responsibility with their corresponding behaviors:

Level 7	Set strategy, inspire, mobilise
Level 6	Initiate, influence
Level 5	Ensure, advise
Level 4	Enable
Level 3	Apply
Level 2	Assist
Level 1	Follow

- Each skill is broken down into the seven levels of responsibility, with 1 being the lowest level and 7 being the highest
- Levels are described using the behaviours, values, knowledge and characteristics an individual should have to be identified as operating at the level
- Highlighted boxes indicate levels of responsibility each skill needs for a particular role.

# The Skills

**Skills Profile Key**

Not Selected   Knowledge   Proficiency   Competency   Required   Desirable

Development and implementation			1	2	3	4	5	6	7		
<b>Systems development</b>											
Product management	?	PROD									
Systems development management	?	DLMG									
Systems and software life cycle engineering	?	SLEN									
Systems design	?	DESN									
Software design	?	SWDN									
Network design	?	NTDS									

- **Required** skills for a role are shown in a solid blue box; **Desirable** skills are shown with a striped box .
- Here, the blue box indicates Systems Design is a **required** skill at responsibility level 3; and is a **desired** skill at responsibility level 4 for a Cloud Specialist (*example*)
- Find more skill information using the Edit button at the end of the skill row.

# Edit Skills

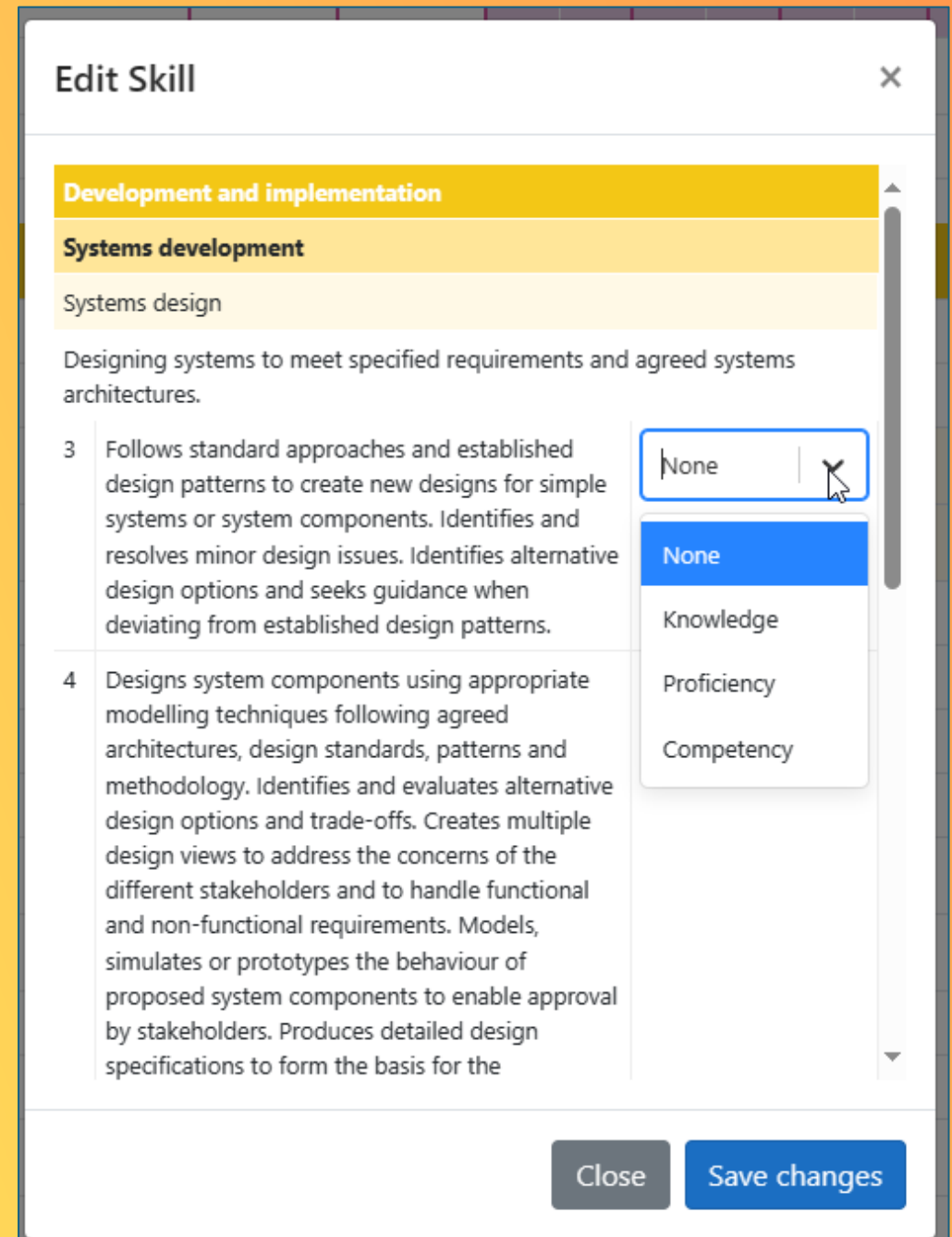
- When you click the Edit button a description for each responsibility level for a skill is displayed
- Read each skill description to determine your level of experience.
- **REMEMBER to Save changes**

## Skill level

**Knowledge** – Indicates you have a knowledge of this skill and can explain how it would be applied, but you have not worked with this skill

**Proficiency** – Indicates you recently and regularly perform 50% to 85% of the activities listed, but there is still room for improvement

**Competency** – Indicates you perform at least 85% of the activities described and you are considered current and fully developed with no more development required.



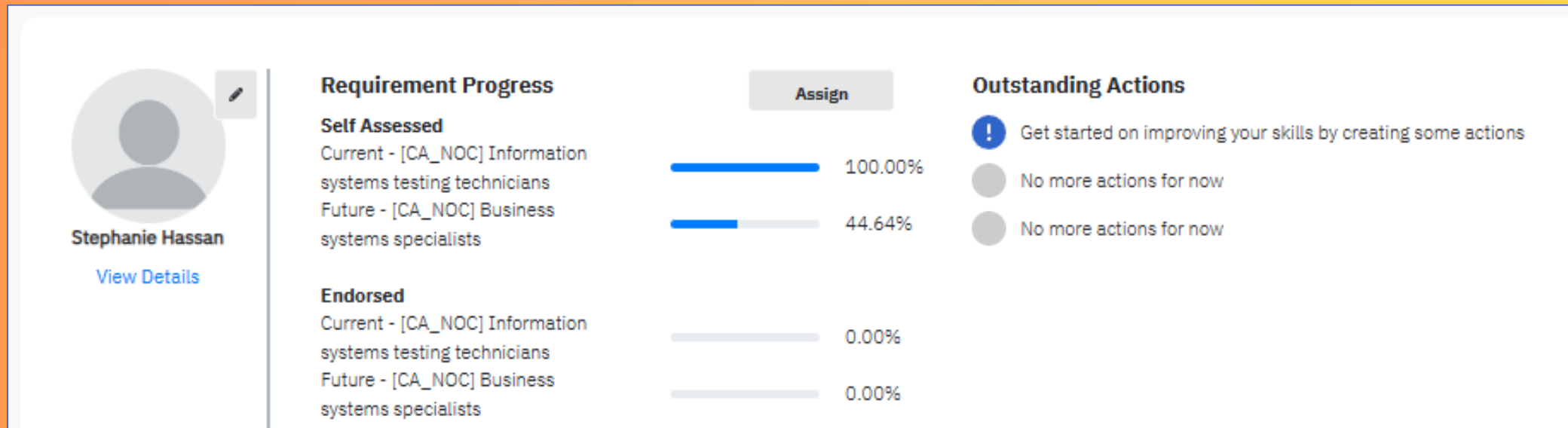
The screenshot shows a dialog box titled "Edit Skill" with a close button (X) in the top right corner. The dialog contains a list of skill levels under the heading "Development and implementation". The first level is "Systems development" with the description "Systems design" and "Designing systems to meet specified requirements and agreed systems architectures." Below this is a list of three levels:

Level	Description	Selected
3	Follows standard approaches and established design patterns to create new designs for simple systems or system components. Identifies and resolves minor design issues. Identifies alternative design options and seeks guidance when deviating from established design patterns.	None
4	Designs system components using appropriate modelling techniques following agreed architectures, design standards, patterns and methodology. Identifies and evaluates alternative design options and trade-offs. Creates multiple design views to address the concerns of the different stakeholders and to handle functional and non-functional requirements. Models, simulates or prototypes the behaviour of proposed system components to enable approval by stakeholders. Produces detailed design specifications to form the basis for the	None

To the right of the list is a dropdown menu with the following options: None (selected), Knowledge, Proficiency, and Competency. At the bottom of the dialog are two buttons: "Close" and "Save changes".

# Completing Your Assessment

- Scan both the roles and skills, and include any that apply to you, not just the ones for your current role
- When completed, the **Personal Summary** presents how you match the requirements for a role.



Now it's time to create your Action Plan...

# Manage Action Plan

Your **Action Plan** is where you:

- Set your **Mentee Preferences**
- **Find a Mentor**
- **Add Actions** to help fill any gaps you may have for your Current or Future role.

## Mentee

### Manage Your Action Plan

Choose Profile Type: SelfAssessed | v

Choose Requirement Type: Future - [CA\_NOC] Business systems ... | v

Mentee Preferences Find a Mentor

Show All + New Action

Strategy and architecture		Strategy and planning			
Skill	Skill Level	Gap	Requirement	Add Action	
Solution architecture (ARCH)	ARCH4 - <a href="#">View Description</a>	●	●	+	

Change and transformation		Change analysis			
Skill	Skill Level	Gap	Requirement	Add Action	
Business situation analysis (BUSA)	BUSA3 - <a href="#">View Description</a>	■	●	+	
	BUSA4 - <a href="#">View Description</a>	■	●	+	
	BUSA5 - <a href="#">View Description</a>	●	■	+	

# Mentee Preferences

- Select your preferred meeting type
- Select your work specializations
- Check the multiple pages of preferences
- Select “Woman in IT” as applicable
- REMEMBER to **Click the Save** button when you are finished

**Preferences**, in addition to **Skills** are used to help match Mentors and Mentees.

<input checked="" type="checkbox"/>	CIPS Alberta ICT Mentorship Program for Immigrants (Must already be registered)
<input type="checkbox"/>	Meeting Type: Hybrid - In Person and Virtual
<input type="checkbox"/>	Meeting Type: In Person Only
<input type="checkbox"/>	Meeting Type: Virtual Only
<input type="checkbox"/>	Specialization: Architecture
<input type="checkbox"/>	Specialization: Artificial intelligence and Machine Learning
<input type="checkbox"/>	Specialization: Business Analysis
<input type="checkbox"/>	Specialization: Business Intelligence
<input type="checkbox"/>	Specialization: Cloud
<input type="checkbox"/>	Specialization: Infrastructure

# Find a Mentor

- Click the **Find a Mentor** button to find a match
- The system uses your **Skills Assessment, selected Job Role, and Skills Gap** to match you with mentors
- Selecting **Ignore Skills** will use your **Mentor Preferences** to find mentors
- When you select a Mentor the **Connect** button will be enabled; Select up to three mentors to connect with a desired Mentor; An acceptance request will be sent.

Matched Mentor(s)

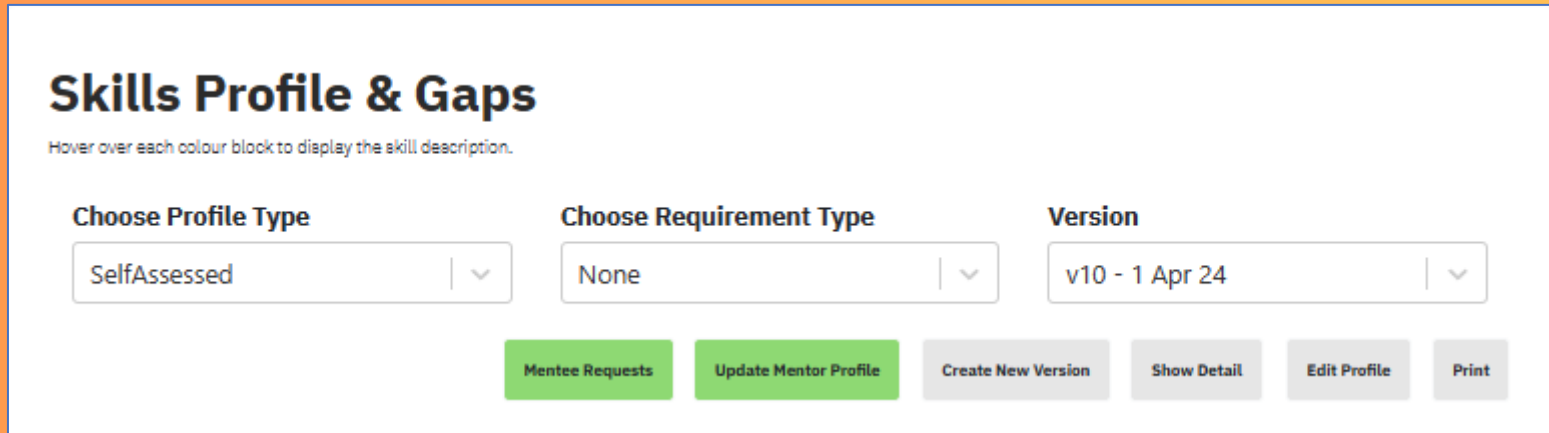
Connect Ignore Skills

**!** \*\* You can only select a maximum of 3 items per connect. **IMPORTANT** : Mentors skills will be matched against the Skill Gaps you currently have displayed. For example, self-assessed profile and current requirement.

	Name	Email	Match %	Skills	Preferences
<input checked="" type="checkbox"/>	Khalil Ur Rehman	kshehzad@live.com	21%	REQM2, REQM3, BPTS3	Language: English, Meeting Type: Hybrid - In Person and Virtual, Specialization: Architecture, Specialization: Cloud, Specialization: Software Development, Specialization: Testing

Range:  80 - 100    Range:  60 - 79    Range:  40 - 59    Range:  20 - 39    Range:  1 - 19    Range:  0

# Mentors



**Skills Profile & Gaps**  
Hover over each colour block to display the skill description.

Choose Profile Type: SelfAssessed

Choose Requirement Type: None

Version: v10 - 1 Apr 24

Mentee Requests Update Mentor Profile Create New Version Show Detail Edit Profile Print

- Find your Mentee Requests and Mentor Profile on the **Skills Profile** page
- Click Mentee Requests to show you any waiting requests
- Update your Mentor Profile by selecting from the same options as the Mentee Preferences to improve the matching process.

# The MATCH is Made

- When a match is made the Mentor will reach out to the Mentee to arrange to meet
- You can use the action plan to set up your own actions for mentorship
- On the Mentee Action Plan Click the + New Action button
- Select the Type of Mentoring and add the information about the action
- These actions could be things like:
  - Attending networking events
  - ICT Mentorship events
  - Completing tasks like resume updates
  - Any action to support your mentorship journey.

## Manage Your Action Plan

Choose Profile Type: SelfAssessed | v

Choose Requirement Type: Current - [CA\_NOC] Information syste... | v

Mentee Preferences Find a Mentor

Show All -

Select Action From List Create a Custom Action

Action Name:

Type: Mentoring | v

Description:

Target Date: DD/MM/YYYY ×

Duration(Days):

Hyperlink/URL:

Other Skills: Select skill | v +

Applicable Skills

Save Action Cancel