

# Getting Started Guide

## Using the self-assessment and competency mapping tools

### Before you start

- ☒ Read the "Quick Start Guide to the Standards" (if you haven't already)
- ☒ Set aside time: 30 minutes for one domain or 2-3 hours for all domains
- ☒ Have the full Competency Standards Framework available for reference (optional)
- ☒ Think about recent work examples you can use as evidence

### Where should I start?

#### Option A: Self-assessment template (fillable pdf)

Start here if:

- You want to assess yourself across all 6 domains
- You're doing an annual review of comprehensive evaluation
- You're new to the Framework and want to explore all areas

The tool includes:

- All 6 domains with every enabling competency listed
- Fillable fields for easy completion
- Professional development plan summary section

Options:

- Complete all 6 domains at once (2-3 hours)
- Work one domain at a time (30 min each)

Download: [Self-assessment template](#)

#### Option B: Start with competency mapping (web-based)

Start here if:

- You work in a specialised area (e.g. compounding, clinical support)
- You want a focussed list relevant only to your practice
- The full 6-domain framework feels overwhelming

The process:

- Use the competency mapping tool to select your area(s) of practice
- Get your customised competency list
- Print or save this list
- Use this focussed list to complete your self-assessment

Access: [Competency mapping tool \(online\)](#), then download the self-assessment template (pdf)

Not sure? Start with Option A (self-assessment) – you can always work through one domain at a time and save your progress.

## What you'll do in the self-assessment

For each competency, you'll answer:

1. Is this relevant to my current role?
2. If yes, how competent am I?
3. What evidence can I provide?

The tools have detailed instructions built in – just follow the prompts.

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## Tips for success

- ✓ Be honest – this is for your development, not a test
  - ✓ Be specific – provide detailed evidence e.g. "Dispensed 100+ prescriptions with zero errors over the last month" vs. vague "Good at dispensing"
  - ✓ Take your time – work at your own pace; one domain at a time is fine
  - ✓ Save your work – save the pdf after each session to preserve your progress
  - ✓ Use the Framework – reference the full Framework document for evidence examples if you're unsure what to write
  - ✓ Discuss with your manager – share your completed self-assessment and ask for support with your development priorities
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## After you complete your self-assessment

Create your professional development plan by summarising:

**Strengths:** where you're competent and have strong evidence

→ use these in performance reviews and job applications

**Development priorities:** where you're developing or not yet competent

→ these become your learning goals

**Actions & timeline:** Specific activities (training, shadowing, projects) with target dates

→ discuss with your manager for support

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## Access the tools

All resources are available at <https://adpha.au/workforce-research/pharmacy-technicians-and-assistants/technician-competency-standards>

Need help? Contact the team at [info@adpha.au](mailto:info@adpha.au)