



COMPLETE CAPABILITY ASSESSMENTS

Before You Begin

Ensure that you have read and understood the resources within the **Complete Capability Assessments** Sub Process before completing this exercise.

If there is a Knowledge Assessment for this Task, it should also be completed prior to beginning this exercise.

Learning Exercise



Ensure that you have completed [Interpret Organization Units Learning Exercise](#). Refer to step 2 of that exercise to complete the next step.

1

Login to TRACCESS CI as one of your new Learners.



Ensure that you have completed [Create Process Sets, Processes, Sub Processes, and Tasks Learning Exercise](#) and [Interpret Capability Assessments Learning Exercise](#) in order to complete the next step.

2

In My Job, view a Capability Assessment attached to one of the two newly-created Tasks.



Ensure that you have completed the [Interpret Organization Units Learning Exercise](#). Refer to step 2 of that exercise and use that information to complete the next step of this exercise.

3

Send a Capability Assessment Request to your newly created Supervisor.

4

Login to TRACCESS as the Supervisor and complete the Capability Assessment.

5

Access the Task History of the Learner, and view the completed Capability Assessment form.

Feedback & Evaluation

When you have completed this exercise, request a Capability Assessment from your supervisor. Your supervisor will contact you regarding scheduling of the Capability Assessment.