



# comaea

# competency management system

## for private, public and government sector

c11.7.1 UAT Release notes | 24 February 2025

# what to expect in this **release**

- certificates, validation and accreditation
- additional user preferences
- individual development plan (IDP) updates
- career journey updates
- notifications (nudging)
- accessibility updates



# 01 | certificate manager

# certificate manager | dashboard

comaea Search Employees, Organisations, Job Profiles.... Filter (1500 Employees) View As: Certificate Manager

Welcome back, Connor

You are viewing as: Certificate Manager

Visualizing global statistics for 1500 employees.

Widgets

Filter applied: GORS, Major Projects, Completed Assessment [Open Filter](#)

**Introduction**

Get started with an overview of key features and tools.

**Welcome to the Government Analysis Function Online Skills Tool.**

Please take the following steps to complete your profile on the tool:

1. Familiarise yourself with the Government Analysis Career Framework where you can find more information about the different roles and skills required across the Function.
2. Within the tool, click on your initials in the top right hand side and then "Security". Within this, select "Manage Password" and select a strong and unique password and do not share it.
3. In the "Assessment" area, click "Add/Edit" within the "Job Selection" Widget to add role profiles. We recommend choosing one for your current role and one for future aspirational role.

**Certificate Tracker**

See employees certificate status

Status	Count	Percentage
Revoked	10	10%
Valid	20	25%
Expiring in 30 days	30	30%
Expired	15	15%

**Certificate Heatmap**

See employees certificates

Status	Count	Percentage
Valid	300	30%
Expiring	250	25%
Expired	150	15%
Pending	230	23%
Inactive	50	5%
Revoked	20	2%

Configure Widgets

- Widgets for certificate manager dashboard
- Certificate tracker widget
- Certificate heatmap widget

# certificate manager | certificate tracker

**Certificate Tracker**  
Here are your employees with their certificate status

**Certificate Status**

- Valid: 0
- Expiring in 60 days: 0
- Expired: 25
- Pending: 6
- Revoked: 0

Filters Applied: [View All Filters](#) [Clear All Filters Applied](#)

**Employee List**  
This is a list of all employees

Employee	Certificate Status	Certificate	Issued Date	Expiry Date	Expiring in	Approved Level	Target Level	Validation Status
AF Abbas Finch	Pending	EC Council   CHFI: Computer Hacking Forensic Investigator	13 Dec 2020	25 Sep 2021		1 ×	1 ×	
AV Adina Vinson	Expired	Microsoft   MCSE: Desktop Infrastructure	25 Nov 2015	24 Aug 2023	expired	1 ×	1 ×	
AV Adina Vinson	Expired	Microsoft   MCSA: Machine Learning	19 Jul 2021	17 May 2023	expired	1 ×	1 ×	
AH Aleeza Hagan	Expired	Amazon   AWS Certified Solutions Architect - Professional	5 Sep 2015	13 Apr 2023	expired	A ×	A ×	
BD Brandon-Lee Dennis	Expired	Microsoft Certified Technology Specialist (MCTS)	10 Feb 2021	7 Aug 2023	expired	A ×	A ×	
BD Brandon-Lee Dennis	Expired	Microsoft   MCSE: Business Intelligence	27 Jul 2020	10 Jul 2023	expired	1 ×	1 ×	
BD Brandon-Lee Dennis	Expired	EC Council   CEH: Certified Ethical Hacker	6 Feb 2020	14 Jul 2023	expired	1 ×	1 ×	
BD Brandon-Lee Dennis	Expired	EC Council   CHFI: Computer Hacking Forensic Investigator	4 Jan 2021	13 Jul 2023	expired	1 ×	1 ×	

Last login: 11 Feb 2025

- New report for certificate manager: certificate tracker

# certificate manager | certificate heatmap

comaea [Switch to C10](#)  Filter (19 Employees) View As: Certificate Manager

**Certificate Heatmap**  
This report shows certificates status of employees

Dashboard Filters Applied: [View All Filters](#) [Clear All Filters Applied](#)

**Overall Certificate Status Distribution**

Status	Count	Percentage
Valid	0	0%
Expiring	0	0%
Expired	25	81%
Pending	6	19%
Revoked	0	0%

**Certificates**  
These are all certificates of your employees

[Active](#) [Expand](#) [Columns](#) [Export](#)

Select Job Family: All (Default) Select Job Profile: All (Default) Select Risk: All (Default) [Apply](#)

Certificate	#	Number of Employees	Valid	Expiring	Expired	Pending	Revoked	Distribution
Amazon   AWS Certified Big Data - Specialty		2	0	0	2	0	0	<div style="width: 100%; height: 10px; background-color: #f8766d;"></div>
Amazon   AWS Certified Developer - Associate		4	0	0	2	2	0	<div style="width: 50%; height: 10px; background-color: #f8766d;"></div>
Amazon   AWS Certified DevOps Engineer - Professional		2	0	0	2	0	0	<div style="width: 100%; height: 10px; background-color: #f8766d;"></div>
Amazon   AWS Certified Solutions Architect - Associate		1	0	0	1	0	0	<div style="width: 100%; height: 10px; background-color: #f8766d;"></div>
Amazon   AWS Certified Solutions Architect - Professional		1	0	0	1	0	0	<div style="width: 100%; height: 10px; background-color: #f8766d;"></div>

Last login: 11 Feb 2025

- New report for certificate manager: certificate heatmap

## 02 | validator

# validator | dashboard

**comaea** Search Employees, Organisations, Job Profiles.... Filter (1500 Employees) View As: Validator

Welcome back, Connor

You are viewing as: Validator

Visualizing global statistics for 1500 employees.

**Widgets**  
Filter applied: GORS, Major Projects, Completed Assessment [Open Filter](#)

**Introduction**  
Get started with an overview of key features and tools.

**Welcome to the Government Analysis Function Online Skills Tool.**  
Please take the following steps to complete your profile on the tool:

1. Familiarise yourself with the Government Analysis Career Framework where you can find more information about the different roles and skills required across the Function.
2. Within the tool, click on your initials in the top right hand side and then "Security". Within this, select "Manage Password" and select a strong and unique password and do not share it.
3. In the "Assessment" area, click "Add/Edit" within the "Job Selection" Widget to add role profiles. We recommend choosing one for your current role and one for future aspirational role.

**Validation Status**  
See employees assessment progress

Results from Total Employees : 10

Category	Count	Percentage
To Assess	5	50%
To Reconfirm	2	20%
To Verify	3	30%

**Certification Progress**  
Employees who are ready for validation: 1 of 10

**Certificate Tracker**  
See employees certificate status

Category	Count	Percentage
Revoked	10	10%
Pending	20	20%
Expired	15	15%
Valid	20	25%
Expiring in 30 days	30	30%

**Certificate Heatmap**  
See employees certificates

Category	Count	Percentage
Category 1	20	5%
Category 2	60	15%
Category 3	80	20%
Category 4	140	35%
Category 5	80	20%
Category 6	20	5%

- Widgets for validator view
- Validation status widget
- Certificate tracker widget
- Certificate heatmap widget



# validator | validation status

- New report available for validator view

### Validation Status

Here are your employees with their assessment status

**Validation Status**  
See employees assessment progress  
Results from Total Employees : 10

**Certification Progress**  
Employees who are ready for validation: 1 of 10

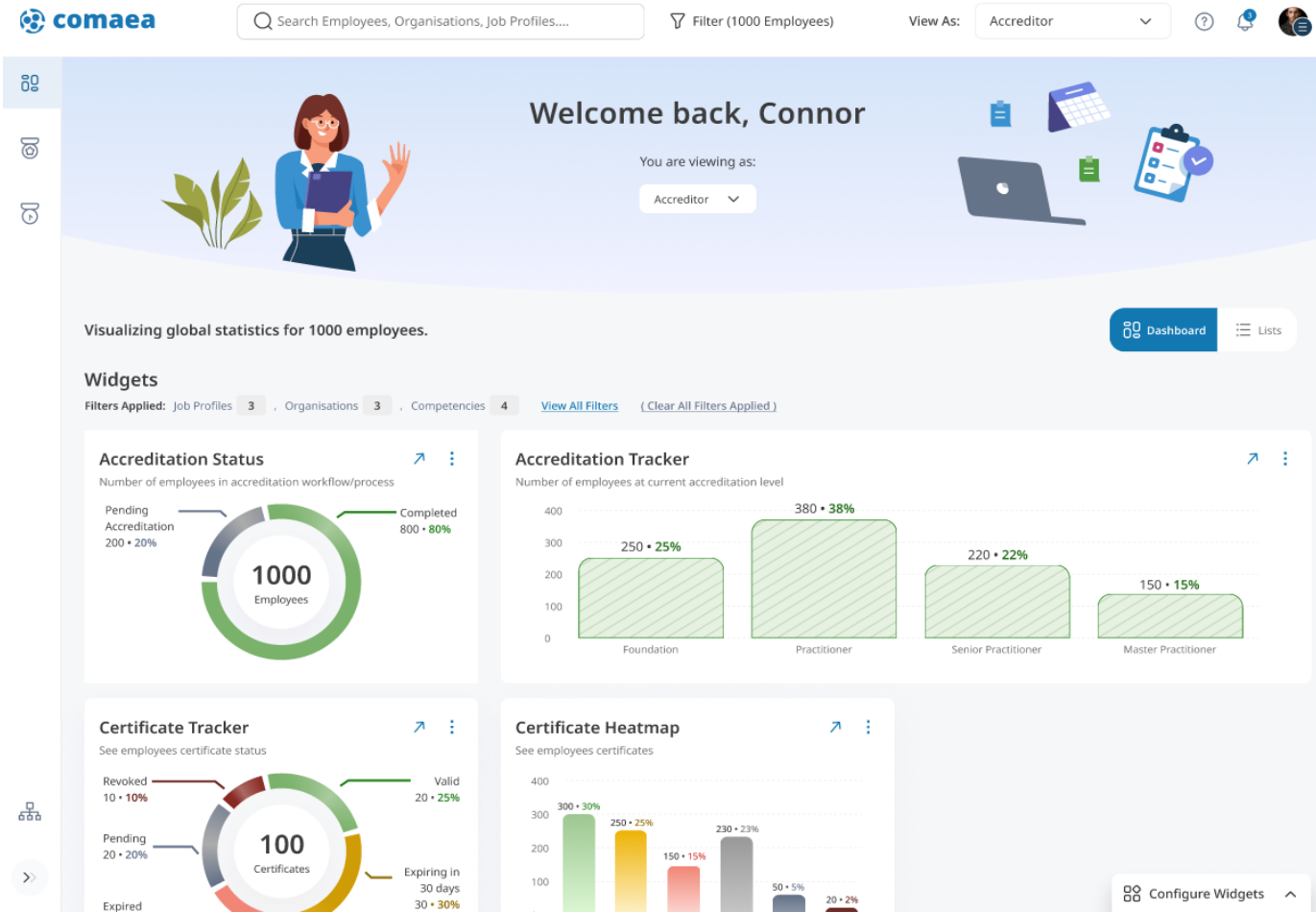
### Employee list

This is a list of all employees

Validation Status	Certificate Status	Employee	Certificate	Issue
To Assess	Pending	Anne-Marie Mitchell	Basic Life Skills	28 Sep
To Assess	Pending	Aquinas User	Instrument & Electrical Engineering Technician in Hazardous Areas	28 Sep
To Assess	Valid	Bens Robert	Ladders Positioning and Fixing	28 Sep
To Reconfirm	Expiring in 30 days	Beyonce Hadid	Safety Harness Wearer	28 Sep
To Assess	Expiring in 30 days	Curtis Bryan	DCS Operation - Basic Operations	28 Sep
To Assess	Valid	Euan Gillespie	Fork Lift Truck (FLT) Operator - Cat B1	28 Sep
To Verify	Expired	Jane Hall	Manual Handling Operations	28 Sep

# 03 | accreditor

# accreditor | dashboard



- Widgets for accreditor view
- Accreditation status widget
- Accreditation tracker widget
- Certificate Tracker and Certificate Heatmap is available for Accreditor view

# accreditor | validation status

**Accreditation Status**  
See employees accreditation status

**Overall Accreditation Status**  
10 Pending Accreditation 7 Completed Show all

Filters Applied: View All Filters Clear All Filters Applied

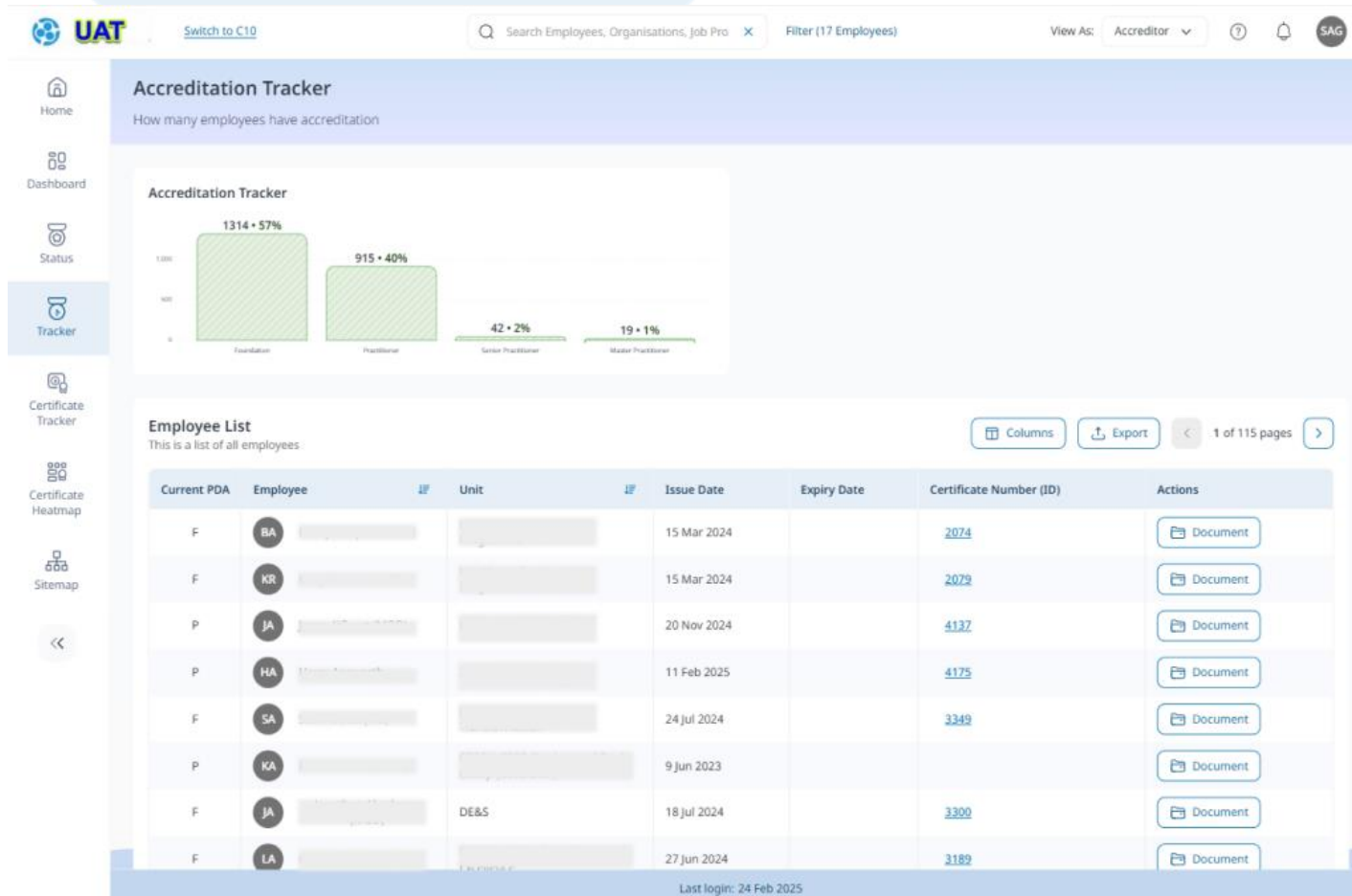
**Employee List**  
This is a list of all employees

Accreditation Status	Employee	Current PDA	Unit	Email	Position
Completed	HA	P			Team Mer
Pending Accreditation	IB	P			Programr
Pending Accreditation	PB	---			Benefits S
Pending Accreditation	KB	---			Team Mer
Pending Accreditation	LB	---			Reporting
Completed	LC	---			Project M
Completed	JEI	---			
Pending Accreditation	RH	---			
Completed	AH	---			Project S
Completed	VH	---			

Last login: 24 Feb 2025

- New report available for accreditor view

# accreditor | validation tracker




- New report available for accreditor view

# 04 | user preferences

# preferences | profile

## Profile

Update your profile info and different preferences





**Connor Brown**  
Digital Capability Manager II: Talent SEO


Position  
**Digital Talent Manager**


Organisation unit  
**Digital Talent**


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 [Edit profile](#)


 [View my managers](#)

 [Preferences](#)



 [Security](#)

 [Help center](#)

 [About us](#)

 [Sign out](#)

### Edit Profile



**Connor Brown**  
CONNOR.BROWN1@comaea.com

First name  Last name

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Email address

Position  Organisation Unit

[Apply Changes](#)

- Updating of profile

# preferences | view my manager

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## Profile






Update your profile info and different preferences

 **Connor Brown**  
Digital Capability Manager II: Talent SEO

Position  
**Digital Talent Manager**

Organisation unit  
**Digital Talent**



-  Edit profile
-  **View my managers**

-  Preferences
-  Security
-  Help center
-  About us
-  Sign out

## View My Manager

The following people are able to see and approve your profile

### Organisation Manager



 **Per Palmer**  
per.palmer@comaea.com  
Chief Executive Officer 

### Job Family Profile Manager

 **Neil Bassett**  
neil.bassett@comaea.com  
Customer Support 

 **Tony Martin**  
tony.martin@comaea.com  
Project Manager 

### Certificate Manager

 **Karin Tolwers**  
karin.tolwers@comaea.com  
Development Manager 

 **Belinda Benett**  
belinda.benett@comaea.com  
Project Manager 

### Line Manager

 **Jan Strang**  
jan.strang@comaea.com  
Strategy & Business Development 

### Accreditor

 **Karin Tolwers**  
karin.tolwers@comaea.com  
Development Manager 

### Validator



- Users can see all managers they have



# preferences | preferences

## Profile

Update your profile info and different preferences



**Connor Brown**  
Digital Capability Manager II: Talent SEO

Position  
**Digital Talent Manager**

Organisation unit  
**Digital Talent**

- Edit profile
- View my managers
- Preferences**
- Security
- Help center
- About us
- Sign out

### Preferences

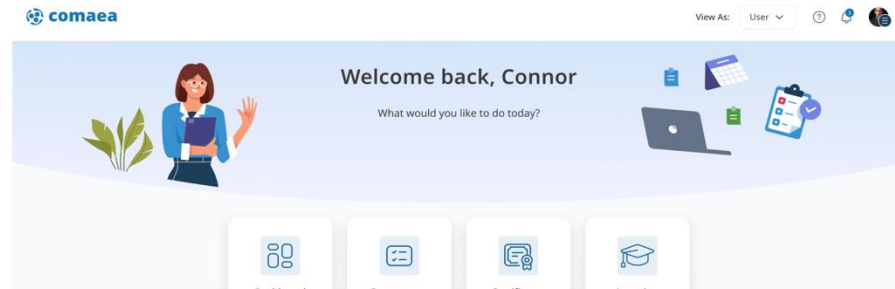
Language User Interface: English (UK)

Language Content/ Data: English (UK)

Theme: Default  
You can also enable high contrast themes.

Localization: Default  
You can choose which localization illustrations to use

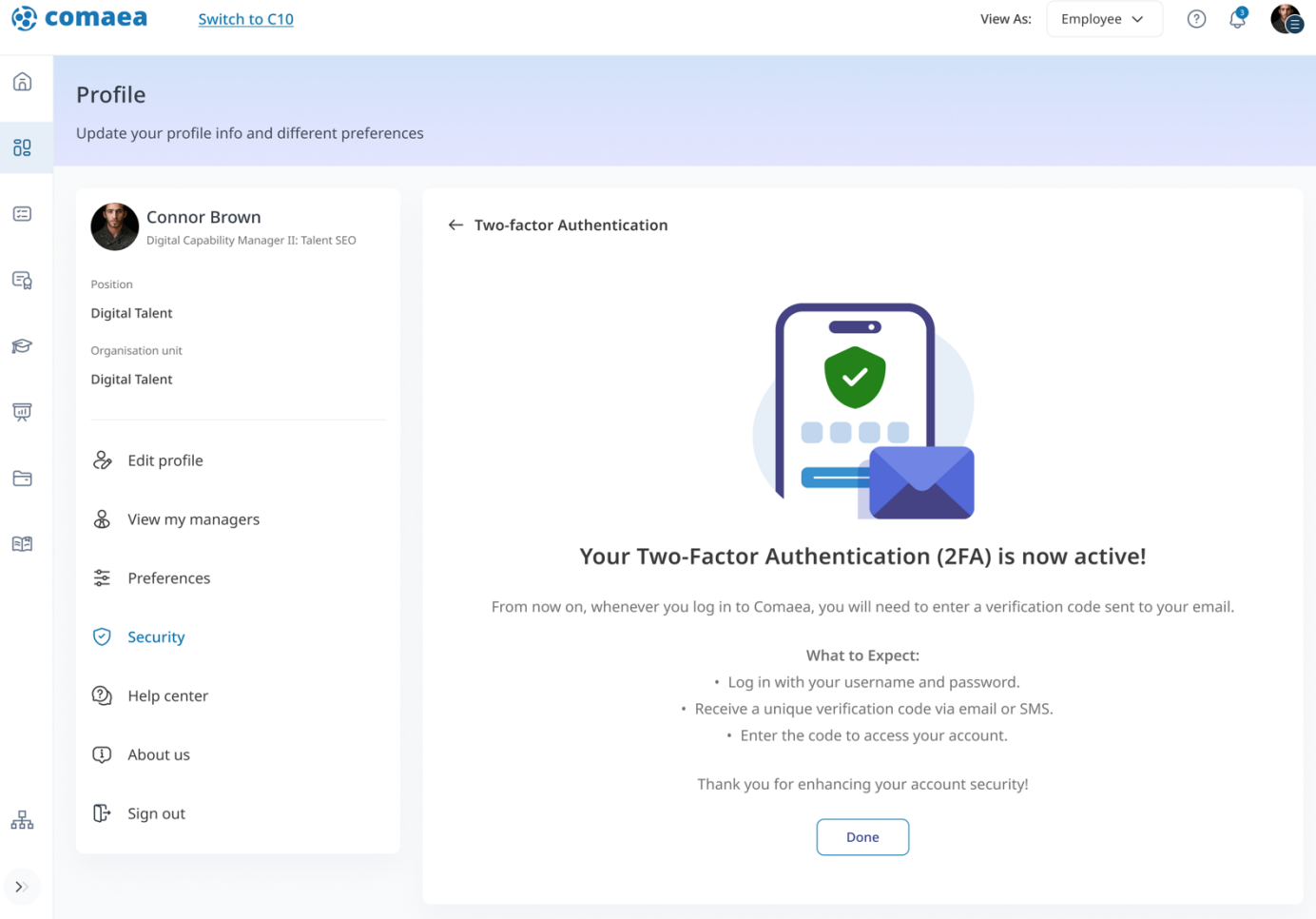
### Theme Preview



Apply Changes

- Users can change language for user interface and content/data

# preferences | two-factor authentication



comaea [Switch to C10](#) View As: Employee

**Profile**  
Update your profile info and different preferences

**Connor Brown**  
Digital Capability Manager II: Talent SEO

Position  
Digital Talent

Organisation unit  
Digital Talent

Edit profile

View my managers

Preferences


**Security**

Help center

About us

Sign out

**← Two-factor Authentication**



**Your Two-Factor Authentication (2FA) is now active!**

From now on, whenever you log in to Comaea, you will need to enter a verification code sent to your email.

**What to Expect:**

- Log in with your username and password.
- Receive a unique verification code via email or SMS.
  - Enter the code to access your account.

Thank you for enhancing your account security!

Done

- Users can now enable two-factor authentication for better enhancement of their security

# preferences | help center

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## Profile








Update your profile info and different preferences



**Connor Brown**  
Digital Capability Manager II: Talent SEO

Position  
**Digital Talent**

Organisation unit  
**Digital Talent**

-  Edit profile
-  View my managers
-  Preferences
-  Security
-  **Help center**
-  About us
-  Sign out

### Help Center

Office Addresses



#### Sweden

Hötorgsskrapan 1 Mäster Samuelsgatan 45 #17-01 111 57 Stockholm  
Tel: +46 709 421 650  
[info@comaea.com](mailto:info@comaea.com)  
[Sweden Website](#) • [User Login](#)



#### Asia Pacific

Union Building 171 Tras Street, #06-171 Singapore 079025  
Tel: +65 709 421 650  
[info@comaea.com](mailto:info@comaea.com)  
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#### United Kingdom

55 Baker Street London W1U 7EU  
Tel: +44 (0) 330 808 5037  
[info@comaea.uk](mailto:info@comaea.uk)  
[UK Website](#) • [User Login](#)



#### Middle East

Regal Tower Unit #19-04, Dubai United Arab Emirates  
+973 3901 3371  
[info@comaea.com](mailto:info@comaea.com)  
[Middle East Website](#) • [User Login](#)

- Users can now see help center depending on their region

# preferences | about us



## Profile

Update your profile info and different preferences



**Connor Brown**

Digital Capability Manager II: Talent SEO


Position

Digital Talent Manager

Organisation unit

Digital Talent

 Edit profile

 View my managers

 Preferences

 Security

 Help center

 About us

 Sign out

← About us



## Welcome to Comaea

Comaea is competency made easy, a world-class competency management solutions in the palm of your hand.



Continue

- Quick slideshow about "Comaea" system features.

# 05 | individual development plan(IDP)

# IDP | development planner (employee)

**Development** + Create a new plan

This area is where you can create your plans, goals, and actions to improve your skills.

2024 | Individual Development Plan Started 1 Sep 2024 (ongoing since 209 days, 156 days to go) View Other Development Today SEP 2024 - AUG 2025

Plan Items	2024				2025							
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG
<b>Touchpoints</b>												
◆ Kickoff Meeting • 2 Sep 2024	◆ Kickoff Meeting											
◇ Mid Point Review • Upcoming 14 Feb 2025						◇ Mid Point Review						
◇ End Point Review • 31 Aug 2025												◇ End Point Review
<b>Create Team Leadership Lunch and Learn Sessions</b>	[Timeline bar]											
🚀 Carry out a review with the Team	[Timeline bar]											
🚀 Create a Training Outline		[Timeline bar]										
🚀 Create a timeline for delivery			[Timeline bar]									
<b>Review and adapt our Portfolio Dashboard Reports</b>	[Timeline bar]											
🚀 Review current Portfolio Dashboard				[Timeline bar]								
🚀 Identify and Meet with key stakeholders to determine reporting needs					[Timeline bar]							
🚀 Build a draft report and share with stakeholders							[Timeline bar]					

- More functionalities added to IDP

Link to flow: [IDP Flow link](#)

# IDP | update progress

The screenshot shows the Comaea IDP interface. At the top, there's a navigation bar with the Comaea logo and a 'Switch to C10' link. Below that, a 'Development' header explains that this area is for creating plans, goals, and actions. The main content area displays a '2024 | Individual Development Plan' that started on 1 Sep 2024. A context menu is open over the plan, offering 'Edit', 'Update Progress', and 'Add Touchpoint' options. The plan is visualized as a Gantt chart with tasks and their durations across months (NOV, DEC, JAN, FEB, MAR). A list of 'Plan Items' is shown on the left, including 'Touchpoints' (Kickoff Meeting, Mid Point Review, End Point Review) and various development tasks.

The 'Update Progress' modal window is titled '2025 | Individual Development Plan'. It lists several development items with progress indicators: 'Started', 'Ongoing', and 'Done'. The items include '2025 | Individual Development Plan', 'Create Team Leadership Lunch and Learn Sessions', 'Carry out a review with the Team Leaders', 'Create a Training Outline and Objectives', 'Create a timeline for delivery of sessions', 'Review and adapt our Portfolio Dashboard Reports', 'Review current Portfolio Dashboard', 'Identify and Meet with key stakeholders to determine reporting needs', 'Build a draft report and share with stakeholders', and 'Finalise Dashboard Report and issue guidance to stakeholders'. The 'Attend UI Training' item is highlighted in orange. A 'Save Progress' button is located at the bottom of the modal.

- Quick update to the plan and all plan items

# IDP | overview and timeline

## Development

This area is where you can create and edit your plans, goals, and actions to improve your skills.

[View Timeline](#)

**Plan**      References: [View History](#)   [View Competency Gaps](#)   [Update Progress](#)

**1 Overview and Timeline**  
Describe your plan and general timeline

**2 Talking points**  
Talking points to be discussed as part of the plan

**3 Touchpoints**  
Review dates where you will review your plan

**4 Review and Approve**  
See a summary of your plan

### Overview and Timeline

Start date:       End date:

Plan template:       Plan name:

Your manager:

[Attach Document](#)      [Add Comment](#)

or

**This is for IDP-3**      **Upload PDF**

uploaded pdf will be used as template or will populate your data for Development and comments

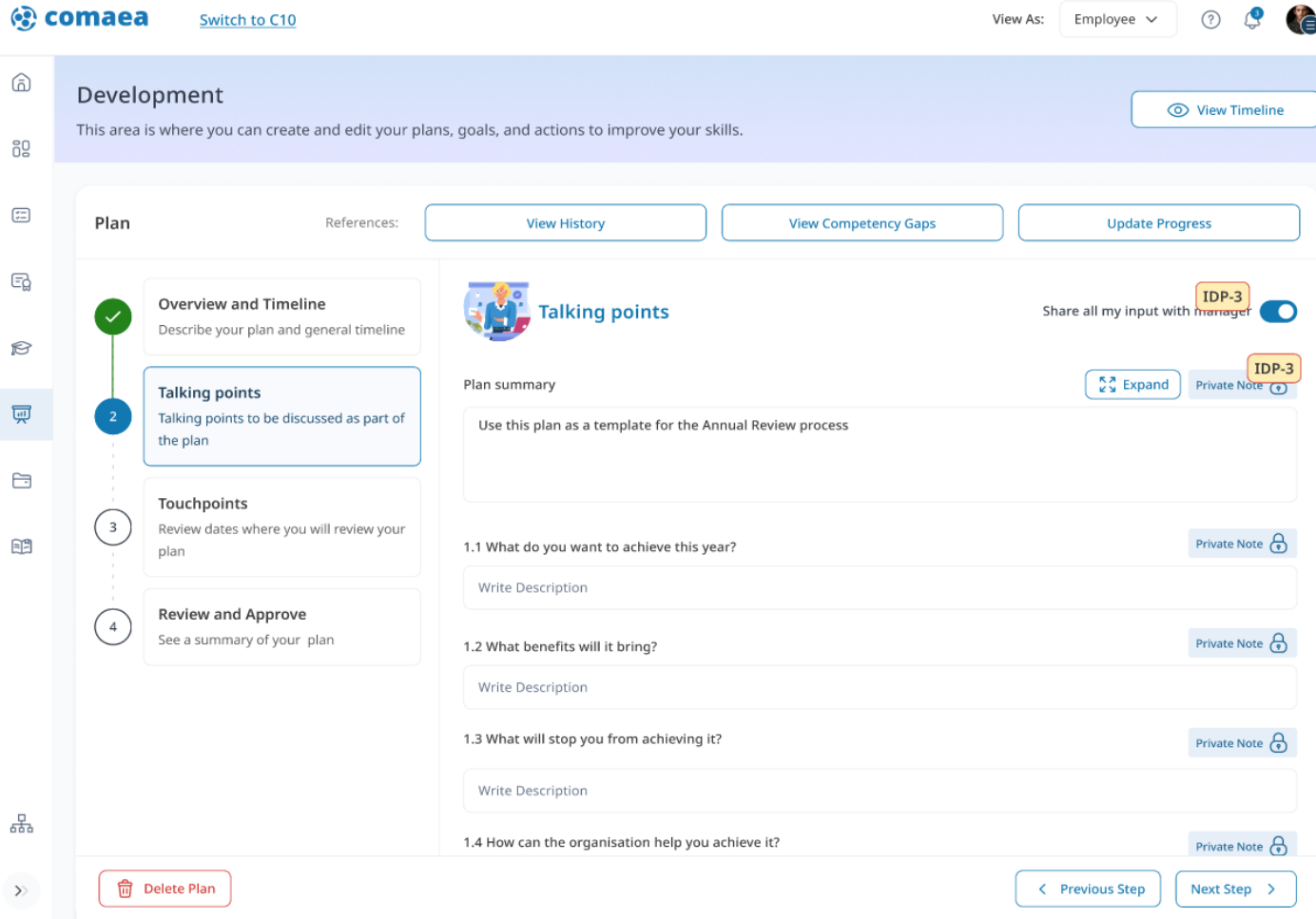
[Browse Files](#)

[Delete Plan](#)      [Previous Step](#)   [Next Step](#)

- Removed meeting date field as it's the same as touchpoints



# IDP | talking points



The screenshot shows the 'Development' section of the Comaea interface. The main heading is 'Development' with a subtext: 'This area is where you can create and edit your plans, goals, and actions to improve your skills.' There are navigation buttons for 'View History', 'View Competency Gaps', and 'Update Progress'. The 'Plan' section is active, showing a timeline with four steps: 1. Overview and Timeline, 2. Talking points (selected), 3. Touchpoints, and 4. Review and Approve. The 'Talking points' section is expanded, showing a 'Plan summary' with the text 'Use this plan as a template for the Annual Review process'. Below this are four numbered questions, each with a 'Write Description' field and a 'Private Note' button. The questions are: 1.1 What do you want to achieve this year?, 1.2 What benefits will it bring?, 1.3 What will stop you from achieving it?, and 1.4 How can the organisation help you achieve it?. There are also buttons for 'Expand', 'Private Note', and 'Delete Plan'.

- Expand plan summary and customized fields text area.

# IDP | talking points cont..

The screenshot shows the 'Development' section of the Comaea IDP interface. The top navigation bar includes the Comaea logo, a 'Switch to C10' link, and a 'View As: Employee' dropdown. The main content area is titled 'Development' and contains a 'Plan' section. The 'Plan' section has a vertical timeline on the left with four steps: 1. Overview and Timeline, 2. Talking points (highlighted), 3. Touchpoints, and 4. Review and Approve. The 'Talking points' step is expanded, showing a form for adding goals and actions. The 'Goals' section has a header 'Do you want to create some goals now? You can expand on these and add actions later, leave blank if you want to do this later.' and contains two goal entries. The first goal is 'Review and adapt our Portfolio Dashboard Reports' with a start date of '1 Sep 2024' and an end date of '1 Sep 2025'. The second goal is 'Strategic Goal #2' with a start date of '1 Sep 2024' and an end date of '1 Sep 2025'. The 'Actions' section has a header 'Do you want to create some actions now? You can expand on these later, leave blank if you want to do this later.' and contains one action entry: 'Review current Portfolio Dashboard' with a start date of '1 Sep 2024' and an end date of '1 Sep 2025'. At the bottom of the 'Plan' section, there is a 'Delete Plan' button and navigation buttons for 'Previous Step' and 'Next Step'.

- Updated layout for quick add goals and actions, similar way to adding touchpoints.

# IDP | touchpoints

The screenshot shows the Comaea user interface for creating and editing an Individual Development Plan (IDP). The main section is titled 'Development' and contains a 'Plan' card. The plan is divided into four steps: 'Overview and Timeline', 'Talking points', 'Touchpoints', and 'Review and Approve'. The 'Touchpoints' step is currently active and shows a table of touchpoints. The table has columns for 'Template', 'Touchpoint', and 'Date'. There are two existing touchpoints: 'Kick-off Meeting' on '2 Sep 2024' and 'Mid-point Review' on '2 Dec 2024'. A third row is partially filled with 'Select template' and a date field set to 'dd / mm / yyyy'. A '+ Add more touch points' button is located below the table. The interface also includes a 'View Timeline' button, 'View History', 'View Competency Gaps', and 'Update Progress' buttons, and a 'Delete Plan' button at the bottom left.

Development

This area is where you can create and edit your plans, goals, and actions to improve your skills.

View As: Employee

Plan

References: View History View Competency Gaps Update Progress

Overview and Timeline  
Describe your plan and general timeline

Talking points  
Talking points to be discussed as part of the plan

**Touchpoints**  
Review dates where you will review your plan

Review and Approve  
See a summary of your plan

Template	Touchpoint	Date
Touchpoint   Kick-off Meeting	Kick-off Meeting	2 Sep 2024
Touchpoint   Mid-point Review	Mid-point Review	2 Dec 2024
Select template		dd / mm / yyyy

+ Add more touch points

Delete Plan

< Previous Step Next Step >

- Removed follow-up and end date, as we only need 1 date which would be the start date.

# 06 | career journey

# career journey | recommended next step

**Career Journey**  
Plan your career development

**Recommended next step**  
AF | DS04 | Principal/Senior Data Scientist  
Your compliance is 62%  
[Add Career Step 2](#)

**AF | DS03 | Data Scientist**  
G AFC | Data Scientist Roles  
Career Step 1  
75% Compliance

**AF | DS02 | Associate Data Scientist**  
G AFC | Data Scientist Roles  
Current  
85% Compliance

**My Career Journey** [Edit](#)

- Career Step 1** [Role 1 of 1](#)  
AF | DS03 | Data Scientist  
G AFC | Data Scientist Roles  
Career Step 1  
75% Compliance
- Current** [Role 1 of 1](#)  
AF | DS02 | Associate Data Scientist  
G AFC | Data Scientist Roles  
Current  
85% Compliance

Last seen 20 Mar 2024, 12:04 am

- Recommended next step for career steps if users haven't added anything yet

# 07 | notifications (nudging)

# notifications | nudge

- Nudge employees via email

Employee that haven't started their assessment  
Total Employees: 12

<input type="checkbox"/>	Employee Name	Unit	Email	Position
<input type="checkbox"/>	Alin Sneha Abraham	France	alin.abraham.sfia_v7_1478@comaea.com	N/A
<input type="checkbox"/>	Lauren Ball	Customer Sandbox Environments	lauren.ball_1478@companyx.com	IS.1.1 - Security Analyst
<input type="checkbox"/>	Neil Bassett-Hotmail	SFIA_v7-C11	nmbassett_1478@hotmail.com	Comaea SME
<input type="checkbox"/>	Sirius Black	SFIA_v7-C11	sirius.black_1478@comaea.com	N/A
<input type="checkbox"/>	Alison Jeffries	UK   Business Operations	alison.jeffries_1478@companyx.com	IS.1.2 - Security Specialist
<input type="checkbox"/>	Tony Martin	Company X	tony.martin_1478@comaea.com	N/A
<input type="checkbox"/>	Tony Martin	Cohort 1	tony.test999_1478@comaea.com	N/A
<input type="checkbox"/>	Peter Nesbitt	Comaea Customer Service Team	peter.nesbitt.sfia_v7_1478@comaea.com	N/A
<input type="checkbox"/>	Osama Siddiqui	SFIA_v7-C11	osama.siddiqui.sfia_1478@comaea.com	N/A
<input type="checkbox"/>	Morgan Stanley	United Kingdom	morgan.stanley_1478@companyx.com	CISO
<input type="checkbox"/>	Vasilis Subramanian	France	letchumanan.subramanian_sfia_v7_1478@orpic.om	Training Specialist
<input type="checkbox"/>	Dave Watson	SFIA_v7-C11	davd.watson.sfia_1478@comaea.uk	N/A

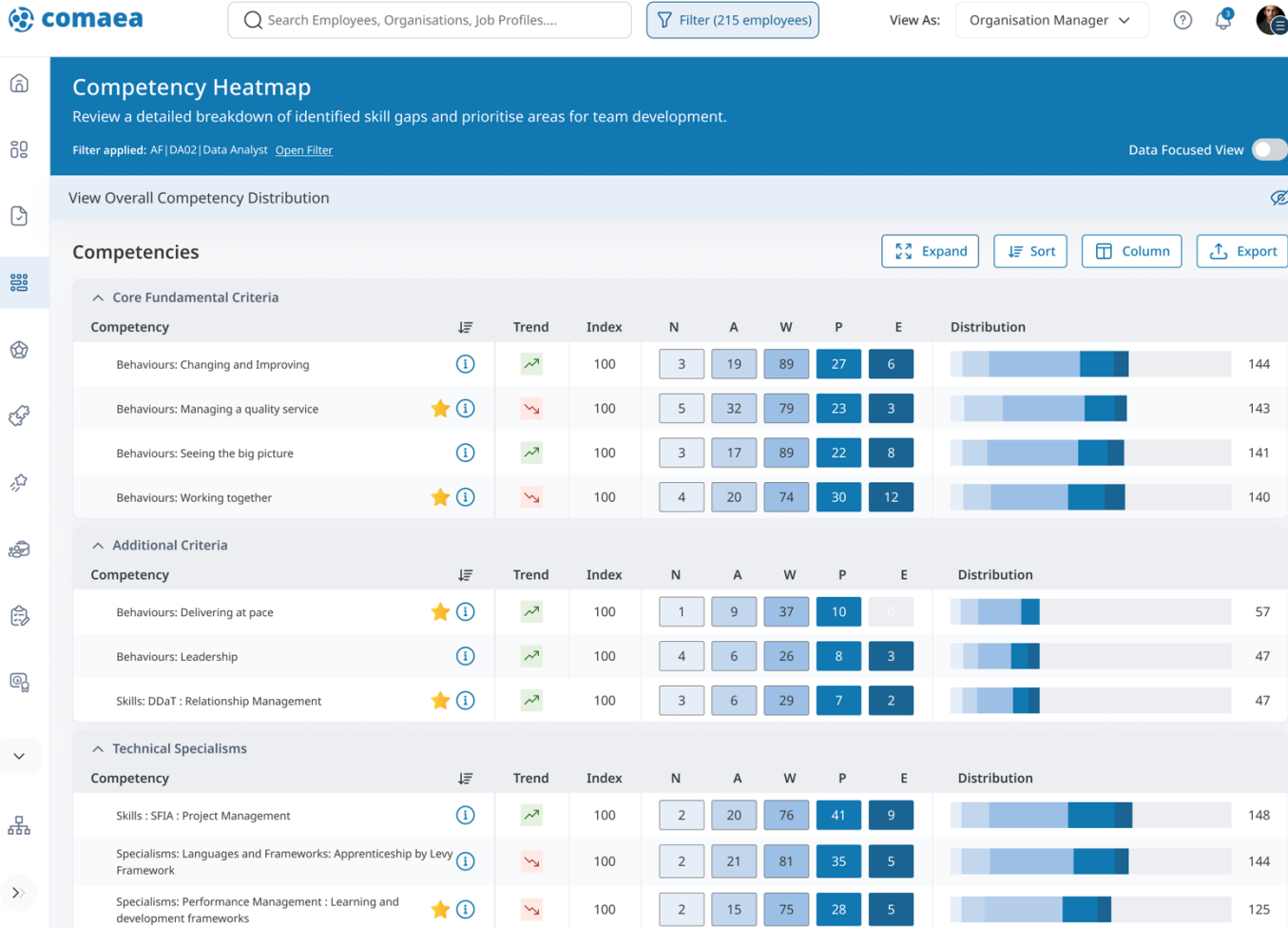
Export Copy Email Address Email Selected Employees

## 08 | manager reports (next month)

There will be some updates to manager reports that will be released in March. They will not be part of the the initial release but are part of the 11.7 updates.



# manager report | competency heatmap



- Cleaner and more modern design layout for improved user experience.
- Add new columns to display additional relevant data and insights.
- Highlight business-critical competencies for easier identification and prioritization.
- Data Focused View available for more centralized view of data