



# comaea

# competency management system

## for private, public and government sector

C11.9 release notes | issued 29 Sep 2025

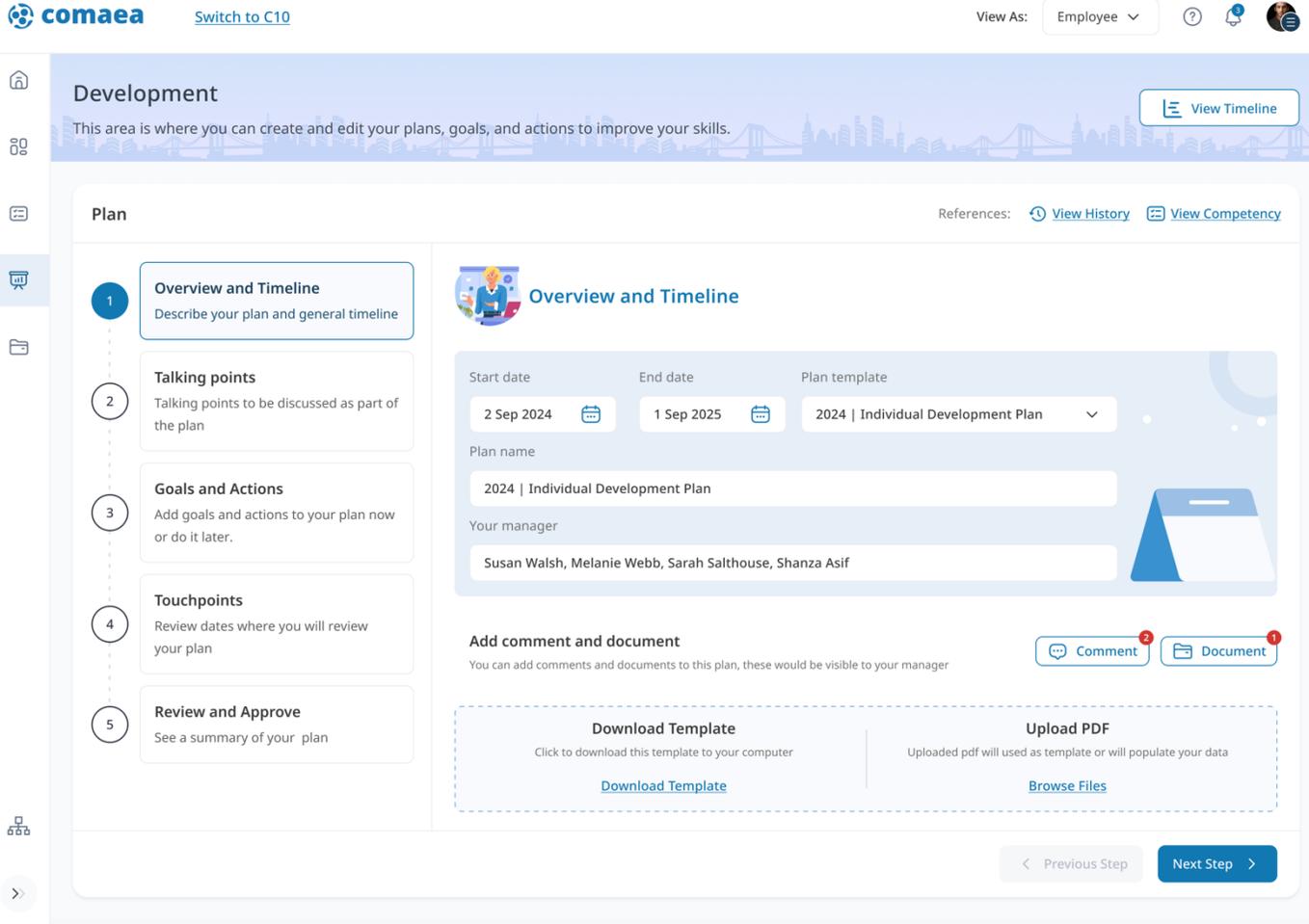
# what to expect from the next release

- IDP-4
- Mobile UI/UX
- Virtual groups
- Cross-Assessment
- Search and Filter
- Misc. Functionality
- Job Descriptions



# 01 | IDP-4

# idp-4 | idp ui updates



The screenshot displays the 'Development' section of the Comaea IDP system. At the top, there's a navigation bar with the Comaea logo, a 'Switch to C10' link, and a 'View As: Employee' dropdown. Below this is a 'Development' header with a 'View Timeline' button. The main content area is titled 'Plan' and includes a sidebar with five steps: 1. Overview and Timeline, 2. Talking points, 3. Goals and Actions, 4. Touchpoints, and 5. Review and Approve. The main form area is titled 'Overview and Timeline' and contains fields for 'Start date' (2 Sep 2024), 'End date' (1 Sep 2025), and 'Plan template' (2024 | Individual Development Plan). Below these are fields for 'Plan name' (2024 | Individual Development Plan) and 'Your manager' (Susan Walsh, Melanie Webb, Sarah Salthouse, Shanza Asif). At the bottom of the form, there are buttons for 'Add comment and document', 'Download Template', and 'Upload PDF'. The 'Add comment and document' section has a 'Comment' button with a red notification badge (2) and a 'Document' button with a red notification badge (1). The 'Download Template' section has a 'Download Template' button. The 'Upload PDF' section has a 'Browse Files' button. At the very bottom, there are 'Previous Step' and 'Next Step' navigation buttons.

- The Create a Plan screens have been updated with revised look and feel to help completion

# idp-4 | new section for goals & actions

The screenshot shows the 'Development' section of the IDP interface. A vertical navigation bar on the left contains five steps: 1. Overview and Timeline, 2. Talking points, 3. Goals and Actions (highlighted with a blue circle), 4. Touchpoints, and 5. Review and Approve. The main content area is titled 'Add Goals to your Plan' and includes a list of existing goals, a form to create a new goal with fields for start/end dates and a template, and a 'Save Goal' button.

- The Create a Plan workflow now separates the Talking Points and adding Goals and Actions

This screenshot shows the 'Add Actions to your Plan' workflow. The vertical navigation bar now highlights step 3 as 'Goals and Actions' and step 4 as 'Touchpoints'. The main content area is titled 'Add Actions to your Plan' and features a list of existing actions, a form to create a new action with fields for start/end dates, an action template, and a goal to link to, and a 'Save Action' button.

# idp-4 | idp-touchpoint edit

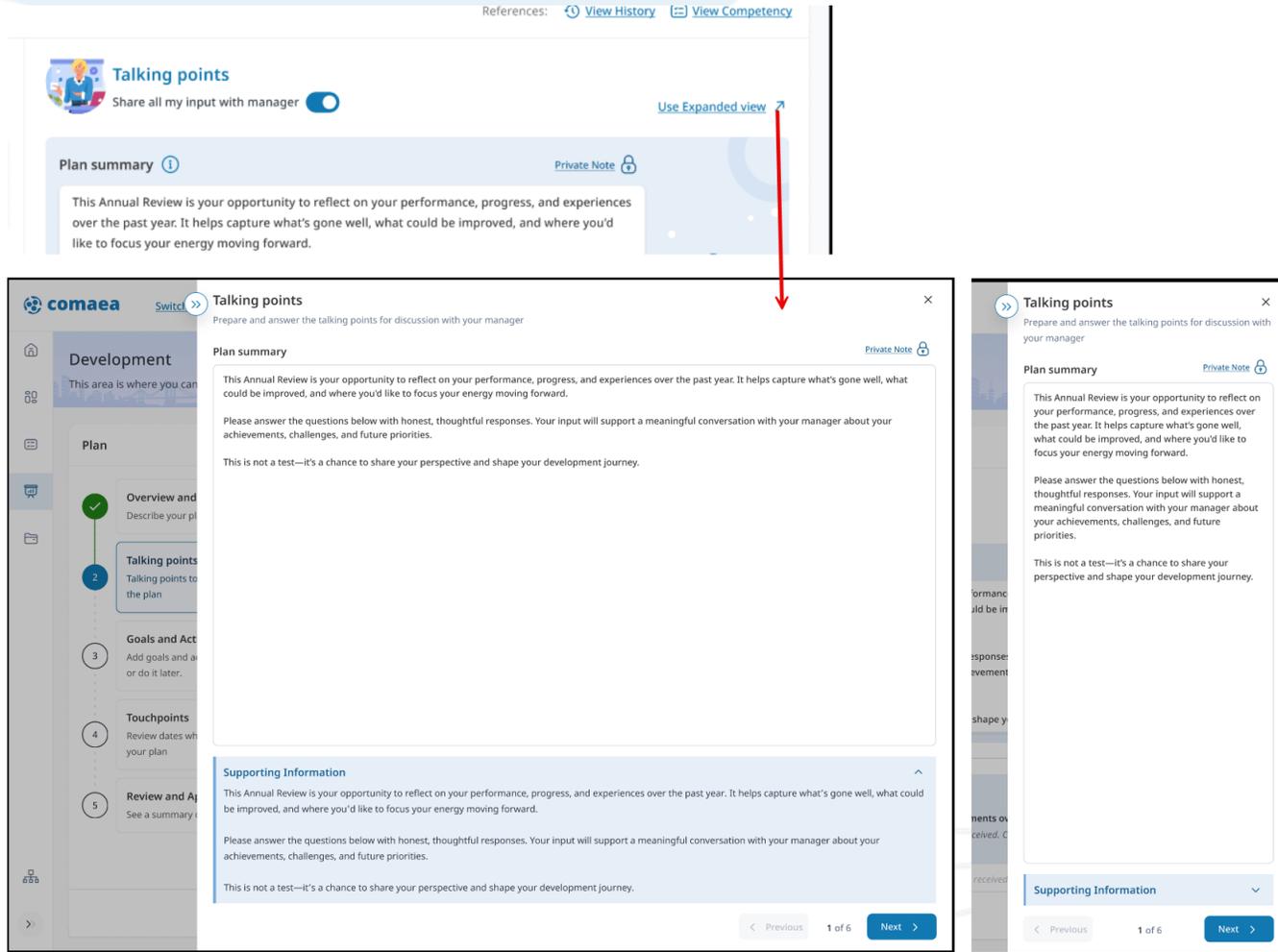
The screenshot displays the Comaea user interface for an Individual Development Plan (IDP). On the left is a navigation sidebar with icons for Home, Dashboard, Competencies, Learning, Development (highlighted), Career Journey, Portfolio, and Documents. The main content area is titled "Development" and contains a "2025-26 | Individual Development Plan" section. Below this is a "Plan Items" table with columns for months (DEC, JAN, FEB, MAR) and rows for various activities. A "Touchpoints" section is expanded, showing a "Kick-off Meeting" on 10 Feb 2025. A red arrow points from this touchpoint to an "Overlay - Touchpoint" modal window. The modal window shows the following details:

- Touchpoint:** Kick-Off Meeting
- Start Date:** 29 Sep 2024
- Template:** Kick-Off Meeting
- Notes:** We had a good session about planning and was great to see each other

At the bottom of the modal, there are buttons for "Comment", "Document", "Save", and "Delete".

- Touchpoints can be edited directly from the gant chart or items list

# idp-4 | talking points expanded view



- When editing the Plan, a new expanded view will make it easier to add detailed text responses.

# idp-4 | cpd ui updates



## CPD Log

Track all of your continuous professional development (CPD)

Export Create new CPD Plan

### 2024 | CPD Plan

Started 1 Sep 2024 (ongoing since 209 days, 156 days to go)

View Other CPD



19

CPD hours completed



0

CPD hours left to do in this period

Target: 16 hours (target met)

exceeded target by 3 hours

### Breakdown



- 1 Assigned Reading 6hrs
- 2 Classroom 3hrs
- 3 Coaching Mentorship 1hr
- 4 E-learning 5hrs
- 5 External Training Course 2hrs
- 6 Internal Training Course 1hr
- 7 On Job Training 0:30hrs
- 8 Others... 1:20hr

### CPD Summary

+ Add item

Item	Type	Date	Hours
Fire safety (CSL)	6 Internal Training	1 Sep 2024	6:30 hrs
PsACEconference	5 External Training	9 Sep 2024	10:30 hrs
Leadership course	4 E-learning	11 Sep 2024	12 hrs
Lunch & learn teamwork session	5 External Training	2 Sep 2024	3 hrs
Lessons learned reporting eLearning	4 E-learning	12 Sep 2024	4 hrs

- CPD Log is revised to align with the new IDP look and Feel

# idp-4 | create new cbp plan

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

## Competency Based Pay

Proficiency calculation based on competency

Plan References: [View History](#) [View Competency](#)

- 1 **Overview and Timeline**  
Describe your plan and general timeline
- 2 **Talking points**  
Talking points to be discussed as part of the plan
- 3 **Review**  
See a summary of your plan

**Talking points**  Share all my input with manager [Use Expanded view](#)

**Plan summary** Private Note

This summary outlines employee compensation determined by demonstrated skills, knowledge, and behaviors critical to job performance. Unlike traditional pay systems based on tenure or job title, competency-based pay rewards individuals for acquiring and applying competencies that align with organizational goals. It supports performance-driven growth, encourages skill development, and ensures equitable pay aligned with each employee's contribution and capabilities.

Please answer the following talking points below:

**What have been your most significant contributions or achievements over the past year?** Private Note

*Think about work you're proud of, goals you met, or feedback you received. Consider quality, impact, or innovation.*

*Think about work you're proud of, goals you met, or feedback you received. Consider quality, impact, or innovation.*

[< Previous Step](#) [Next Step >](#)

- Competency Pay reviews can be created.

# idp-4 | competency based pay

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

## Competency Based Pay

Proficiency calculation based on competency

+ Create new CBP

2024

**2024 October | Proficiency Review** Calculate

Date: 2 Oct 2024 Job Profile: Cyber Risk Analyst [Change](#)

Proficiency Alignment Preview

**2024 April | Proficiency Review** Proficiency Level : 5 Calculate Close

Date: 2 Apr 2024 Job Profile: Cyber Risk Analyst [Change](#)

Proficiency Alignment

✓ 1 ☆ 14

Not Assessed Below At JLR Above

2023

**2023 April | Proficiency Review (Archived)** Proficiency Level : 4 Closed

Date: 15 Mar 2023 Job Profile: Cyber Risk Analyst

Proficiency Alignment

✓ 10 ☆ 5

Not Assessed Below At JLR Above

2022

2021

**2021 October | Proficiency Review (Archived)** Proficiency Level : 3 Closed

Date: Job Profile: Proficiency Alignment

Proficiency Alignment

Competencies used for proficiency calculation shown below

Competency Group used for calculation: DdaT | Specialist skills | ESSENTIAL

Competency	Approved	Readiness
Behaviours: Changing and Improving	4	✓ ☆
Behaviours: Managing a quality service	4	✓ ☆
Behaviours: Seeing the big picture	3	✓ ☆
Behaviours : Working together	3	✓ ☆
Behaviours : Delivering at pace	3	✓ ☆
Behaviours : Leadership	3	✓ ☆
Skills: DDat: Relationship Management	3	✓
Skills: SFIA : Project Management	4	✓ ☆
Specialisms: Languages and Frameworks: Apprenticeship...	4	✓ ☆

Go to Competency Summary

- New functionality for Competency Based Pay Reviews (CBP)
- More informative layout and clear visibility of historical reviews

## 02 | mobile ui/ux

# mobile | manager dashboard

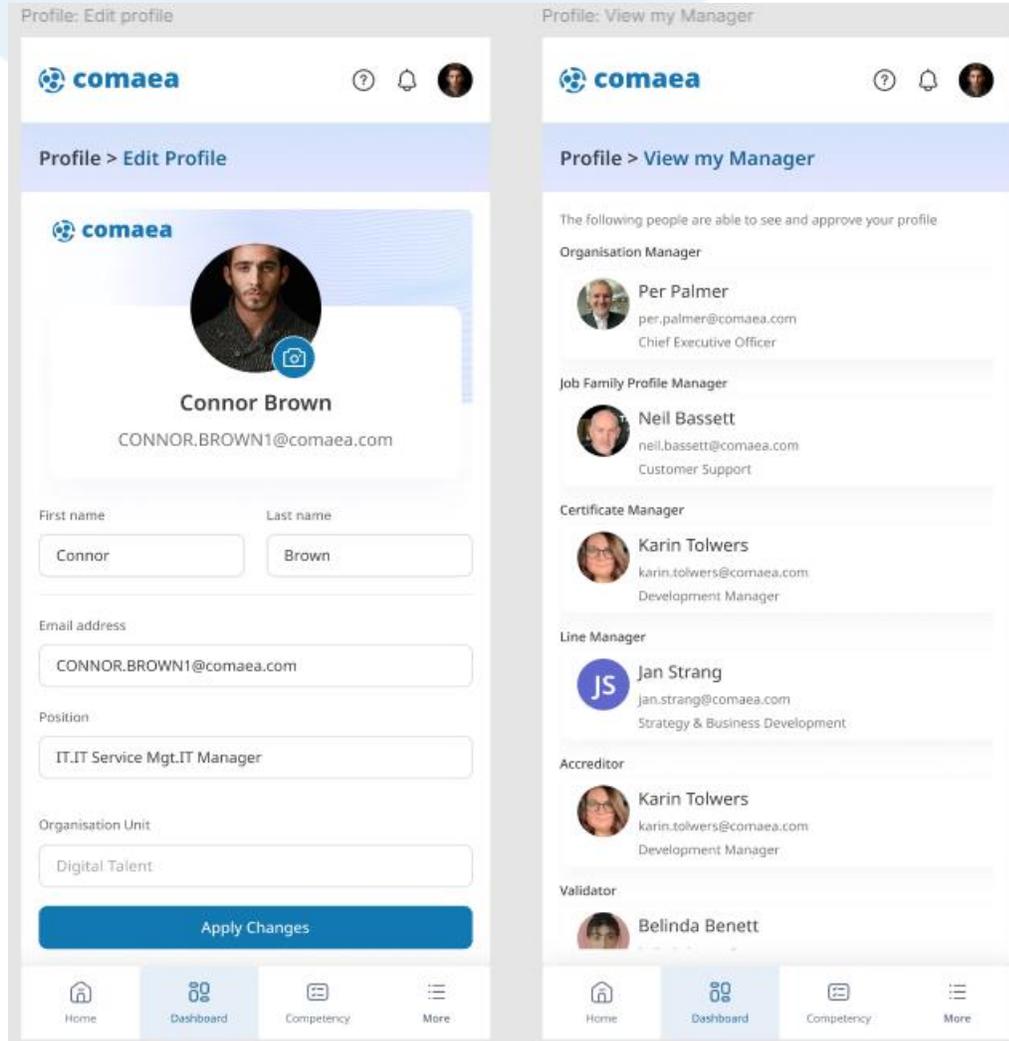
The screenshot shows the main mobile manager dashboard. At the top, there's a search bar for employees and organizations, with a filter icon and the number 1500. Below this is a welcome message for Connor, indicating the user is viewing as an Organisation Manager. A section titled 'Visualizing global statistics for 1500 employees' features a donut chart showing assessment status: 300 Completed, 675 Pending Self Assessment, 150 Pending Initial Approval, 300 Pending Re-Approval, and 75 Not Started. A 'Competency Heatmap' section is also visible at the bottom, showing a distribution of skills.

This screenshot shows the first filter panel. It has a title 'Filter' and a close button. Below the title are links for 'Favourites', 'Recent Searches', and 'Pinned Employees'. The panel is titled 'Filter options 1 of 3'. It contains four filter categories: 'Employee | Browse All', 'Organisation | Browse All', 'Job Profile | Browse All', and 'Position | Browse All', each with a search input field. At the bottom, it lists 'Your selected filters are shown below.' with a list of active filters: Mark Roberts, Euan Gillespie, Guildford, GORS, CSG, Project Manager, GUI Specialization, Not Assessed, Completed Approval, Completed Re-approval, Pending Self-assessment, and a date range of 2 Aug 2023 - 2 Aug 2024. There are 'Clear All' and 'Apply' buttons at the bottom.

This screenshot shows the second filter panel, titled 'Filter options 2 of 3'. It contains three filter categories: 'Competency | Browse All', 'Certifications | Browse All', and 'Learning | Browse All', each with a search input field. The 'Assessment Status' filter is expanded to show '3 Selected'. At the bottom, it lists 'Your selected filters are shown below.' with the same active filters as the first panel: Mark Roberts, Euan Gillespie, Guildford, GORS, CSG, Project Manager, GUI Specialization, Not Assessed, Completed Approval, Completed Re-approval, Pending Self-assessment, and a date range of 2 Aug 2023 - 2 Aug 2024. There are 'Clear All' and 'Apply' buttons at the bottom.

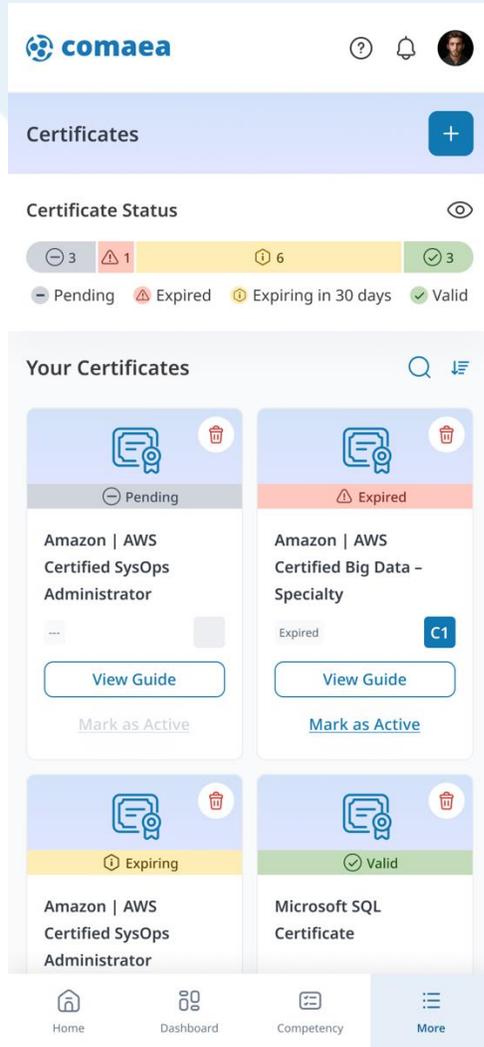
- New revised mobile friendly screens for the Manager views

# mobile | preference



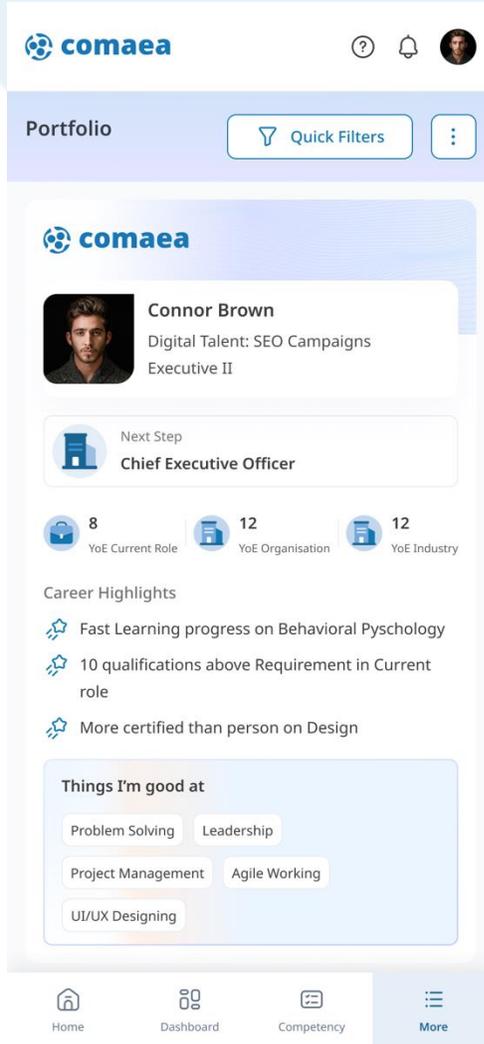
- Revised mobile friendly screens for User Preferences

# mobile | certificate



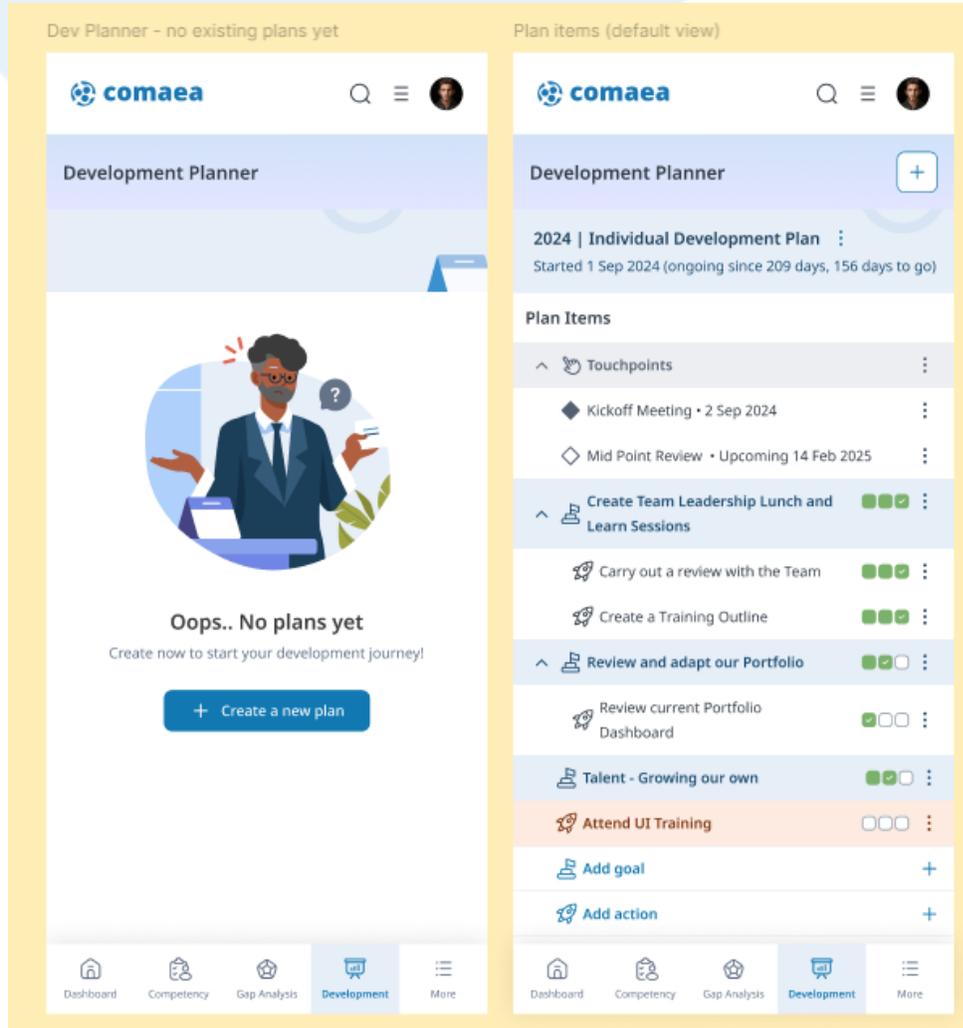
- Revised mobile friendly screens for certificate view

# mobile | portfolio



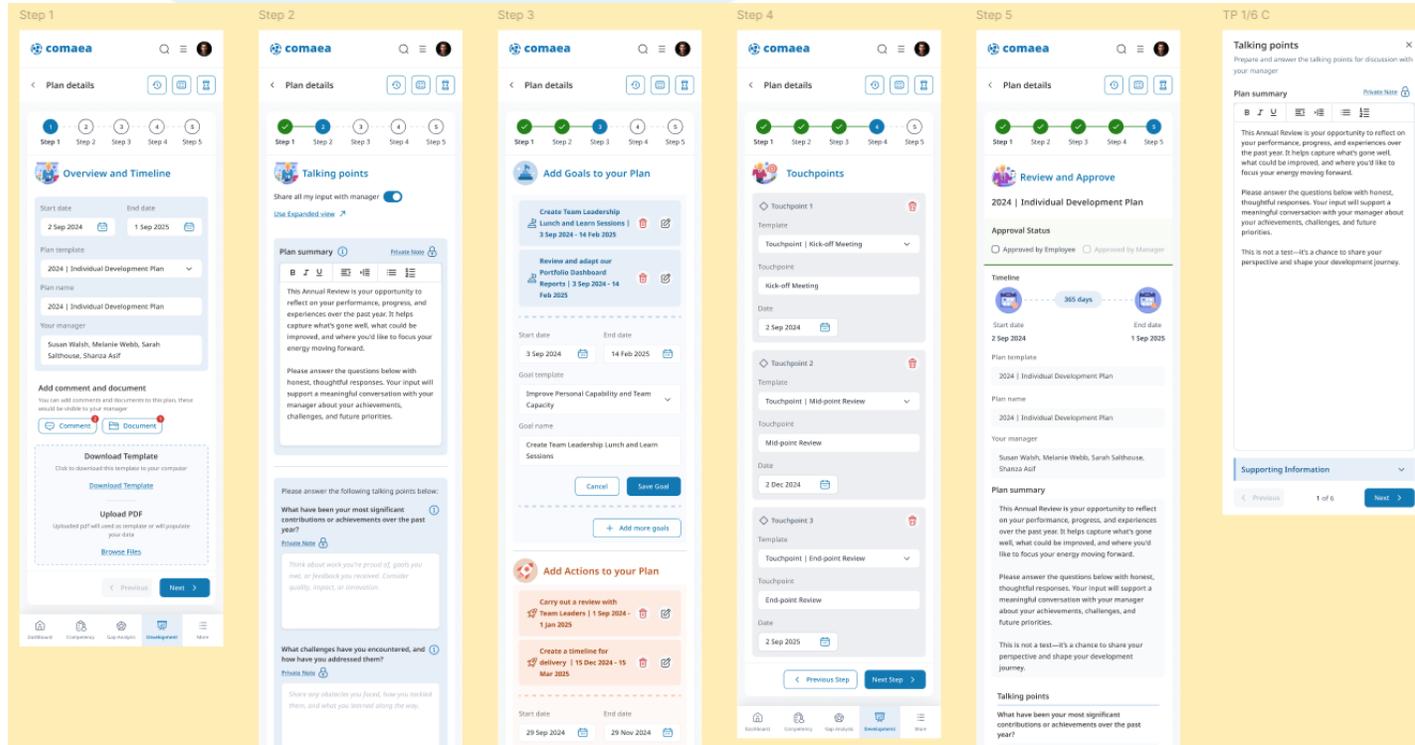
- Revised mobile friendly screens for User Portfolio

# mobile ui/ux | idp (main page)



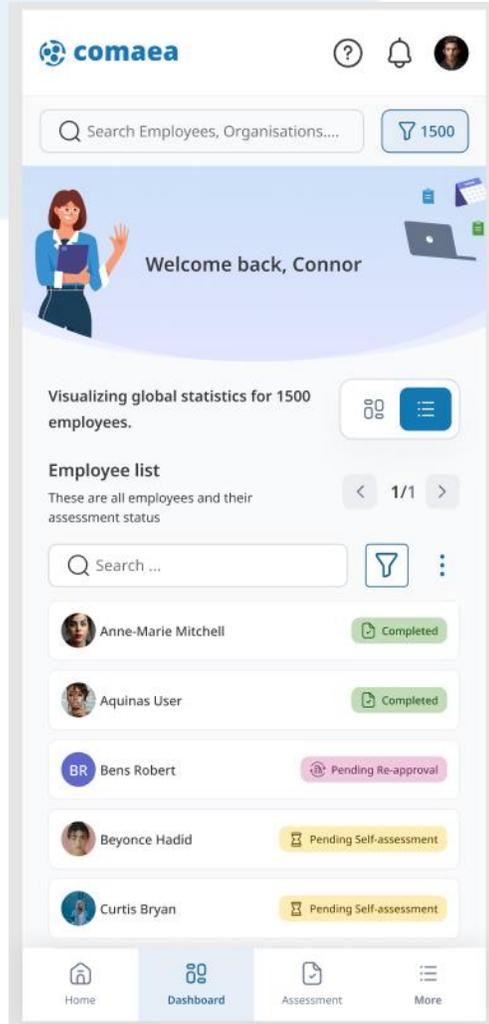
- Revised mobile friendly screens for Development Plans

# mobile ui/ux | idp (creating plan)



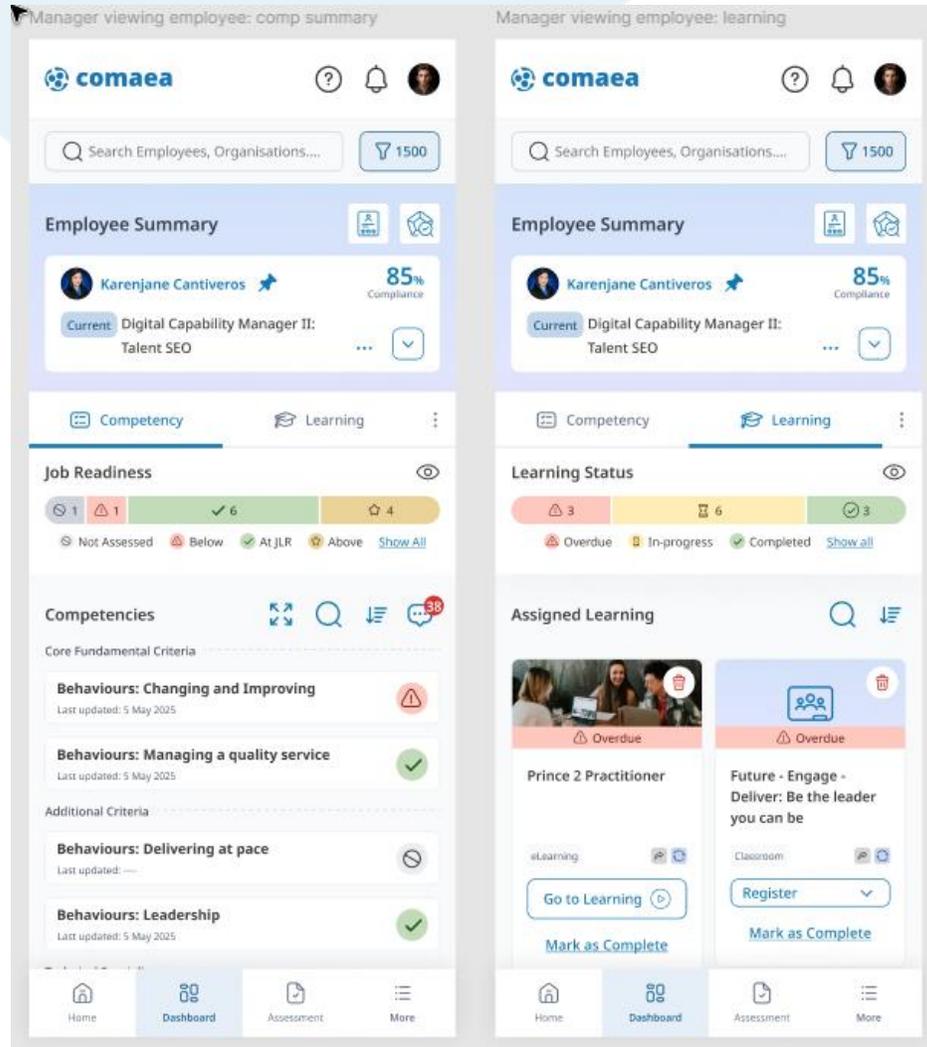
- Revised mobile friendly screens for Development Plans

# mobile ui/ux | employee list



- Revised mobile friendly screens for Manager's employee list

# mobile ui/ux | manager viewing employee

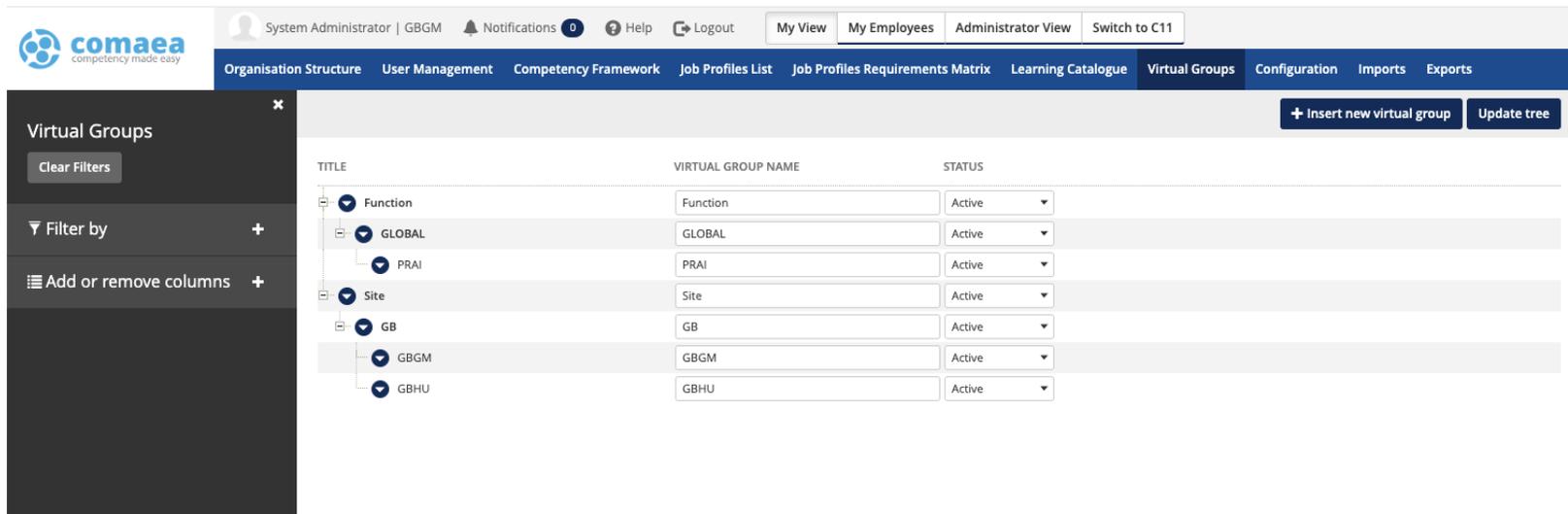


- Revised mobile friendly screens for Manager view of individual employee profile

## 03 | virtual groups

# Virtual groups | Set up

- A new System Role called "Virtual Group Manager" will be available so that person can only see employees with specific tags.



The screenshot shows the Comaea user interface for managing Virtual Groups. The top navigation bar includes the Comaea logo, user information (System Administrator | GBGM), notifications, help, and logout options. The main navigation menu contains: Organisation Structure, User Management, Competency Framework, Job Profiles List, Job Profiles Requirements Matrix, Learning Catalogue, Virtual Groups (active), Configuration, Imports, and Exports. The 'Virtual Groups' section has buttons for '+ Insert new virtual group' and 'Update tree'. A table displays the current virtual groups:

TITLE	VIRTUAL GROUP NAME	STATUS
Function	Function	Active
GLOBAL	GLOBAL	Active
PRAI	PRAI	Active
Site	Site	Active
GB	GB	Active
GBGM	GBGM	Active
GBHU	GBHU	Active

# Virtual groups-2 | virtual group manager

The screenshot displays the Comaea user interface. At the top left, there is a 'View As:' dropdown menu currently set to 'Employee'. A dropdown menu is open, listing various roles: Employee, Organisation Manager, Line Manager, Job Family Manager, Virtual Group Manager (highlighted with a green arrow), Certificate Manager, Validator, Accreditor, and Administrator. The main dashboard area shows a greeting 'Welcome back, Connor' and a 'Filter (1500 Employees)' button. Below this is a table of employees. The table has columns for Position, Virtual Groups, and # Competency. A 'Portfolio' section is visible on the left side of the dashboard.

Position	Virtual Groups	# Competency	Asse
Content	GBGM GLOBAL HSE	16	
Content	GBHU	4	
Content	CHMU	10	
Content	GBGM GLOBAL HSE	24	
Content	CHMO	4	
Content	GBGM GLOBAL HSE	4	
Content	PTAI	4	
Content	GBGM GLOBAL HSE	12	
Content	CHMO	4	

- A new System Role called "Virtual Group Manager" will be available so that person can only see employees with specific tags.
- In the Dashboard: Employee List we will have a column for "tags" which the Virtual Group Manager can see.

# Virtual groups-2 | global filter

Filter [Favourites](#) [Recent Searches](#) [Pinned Employees](#) ×

Your selected filters are shown below. Default settings have changed (\*) [Save as Favourite](#) [Clear All Selection](#) [Apply Filter](#)

[×](#) [×](#) [×](#) [×](#) [×](#) [×](#)

[×](#) 2 Aug 2023 - 2 Aug 2024 [×](#)

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[Employee](#) | [Browse All](#)   [Organisation](#) | [Browse All](#)   [Job Profile](#) | [Browse All](#)   [Competency](#) | [Browse All](#)

Search for anyone by name...   Search for any organization...   Search for any job profile...   Search for any competencies...

[Certifications](#) | [Browse All](#)   [Virtual Groups](#) | [Browse All](#)

Search for any certificate...   Search for virtual group...

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[Assessment Status](#)   [Certificate Status](#)

3 Selected   3 Selected

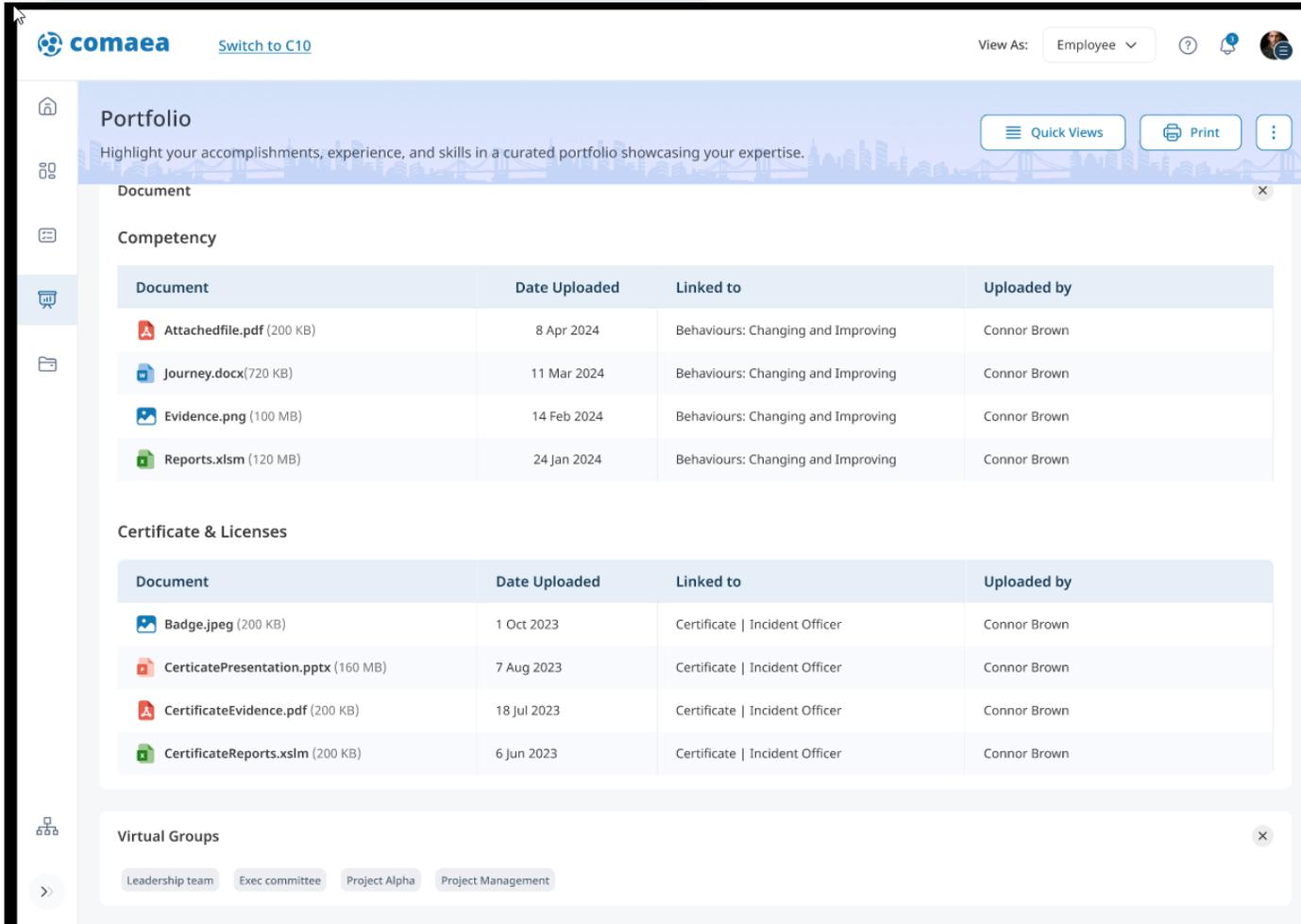
[Certificate Issue Date](#)   [Certificate Expiry Date](#)   [Last Login](#)

2 Aug 2023   2 Aug 2024   2 Aug 2023 - 2 Aug 2024

[less filters](#) —

- Global Filter updated with search field for Virtual Groups

# tagging-2 | portfolio



Portfolio

Highlight your accomplishments, experience, and skills in a curated portfolio showcasing your expertise.

View As: Employee

Quick Views Print

### Document

Document	Date Uploaded	Linked to	Uploaded by
Attachedfile.pdf (200 KB)	8 Apr 2024	Behaviours: Changing and Improving	Connor Brown
Journey.docx(720 KB)	11 Mar 2024	Behaviours: Changing and Improving	Connor Brown
Evidence.png (100 MB)	14 Feb 2024	Behaviours: Changing and Improving	Connor Brown
Reports.xlsm (120 MB)	24 Jan 2024	Behaviours: Changing and Improving	Connor Brown

### Certificate & Licenses

Document	Date Uploaded	Linked to	Uploaded by
Badge.jpeg (200 KB)	1 Oct 2023	Certificate   Incident Officer	Connor Brown
CertificatePresentation.pptx (160 MB)	7 Aug 2023	Certificate   Incident Officer	Connor Brown
CertificateEvidence.pdf (200 KB)	18 Jul 2023	Certificate   Incident Officer	Connor Brown
CertificateReports.xlsm (200 KB)	6 Jun 2023	Certificate   Incident Officer	Connor Brown

### Virtual Groups

Leadership team Exec committee Project Alpha Project Management

- Virtual groups now show in the employee portfolio at the bottom.

# 04 | assessment

# assessment | cross assessment

**Employee Summary**  
Viewing Karenjane's assessment summary

**Assessment progress**  
Cross-assessed 11/11 Competencies

**Job readiness**  
5/5

**Competencies**

Competency	Cross-assessment	Job Requirement	Job Readiness	Cross Assessor Updated	Actions
Behaviours: Changing and Improving	0 1 2 3 4	3	3	14 June 2024	Comment
Behaviours: Managing a quality service	0 1 2 3 4	3	3	14 June 2024	Comment
Behaviours: Seeing the big picture	0 1 2 3 4	3	3	14 June 2024	Comment
Behaviours: Working together	0 1 2 3 4	3	3	14 June 2024	Comment
Behaviours: Delivering at pace	0 1 2 3 4	3	3	14 June 2024	Comment

**Cross-Assessment**  
View your invitations to assess other people

You have 2 people waiting to be cross-assessed

**Cross-Assessment**  
Invitations to assess other people

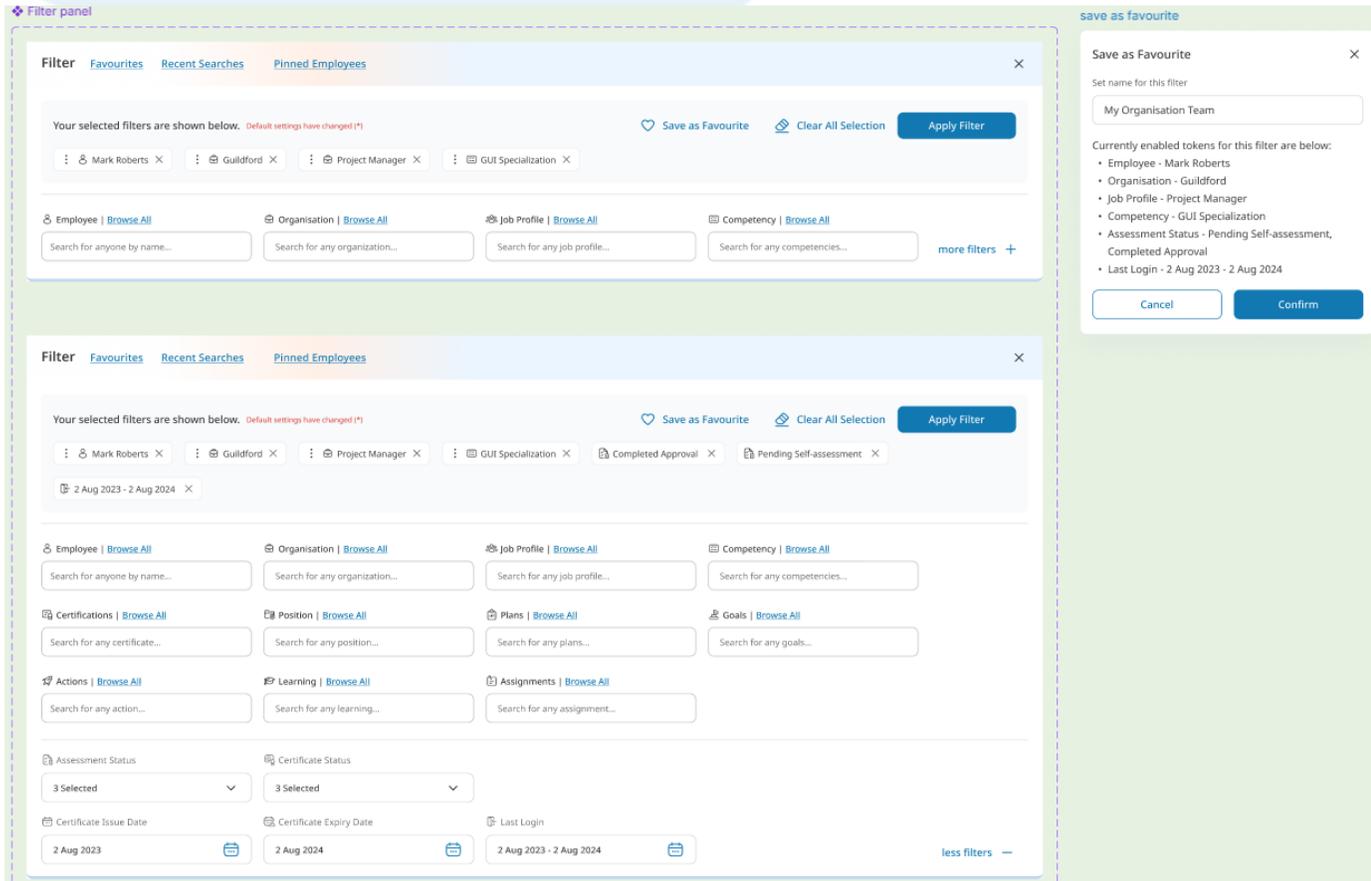
**Employee list**

Employee	Cross-Assessment Status	Invitation Date	Assessor Updated	Actions
Bess Robert	In Progress	14 Mar 2025	—	Click to approve
Karenjane Cantiveros	In Progress	3 Feb 2025	5 Feb 2025	Click to approve
Rayance Haddi	Completed	3 Oct 2024	5 Oct 2024	Approved

- There is now the ability to add up to 5 cross-assessors to an assessment workflow.
- Cross-assessors will have a new widget and a list view of people waiting to be cross-assessed.
- Cross-assessors will have a limited view of an employee profile

## 06 | search and filter (favourites)

# global search | save as favourite



The screenshot displays two overlapping windows from the Comaea application. The background window is a 'Filter panel' with tabs for 'Filter', 'Favourites', 'Recent Searches', and 'Pinned Employees'. It shows a list of selected filters: Mark Roberts, Guildford, Project Manager, and GUI Specialization. Below this, there are search boxes for Employee, Organisation, Job Profile, and Competency. The foreground window is a 'save as favourite' dialog box. It has a title bar 'save as favourite' and a close button. The main content area is titled 'Save as Favourite' and contains a text input field with the value 'My Organisation Team'. Below the input field, it says 'Set name for this filter'. Underneath, it lists 'Currently enabled tokens for this filter are below:' followed by a bulleted list: Employee - Mark Roberts, Organisation - Guildford, Job Profile - Project Manager, Competency - GUI Specialization, Assessment Status - Pending Self-assessment, Completed Approval, and Last Login - 2 Aug 2023 - 2 Aug 2024. At the bottom of the dialog are 'Cancel' and 'Confirm' buttons.

- You will now be able to save a global filter selection as a Favourite for easy recall later.

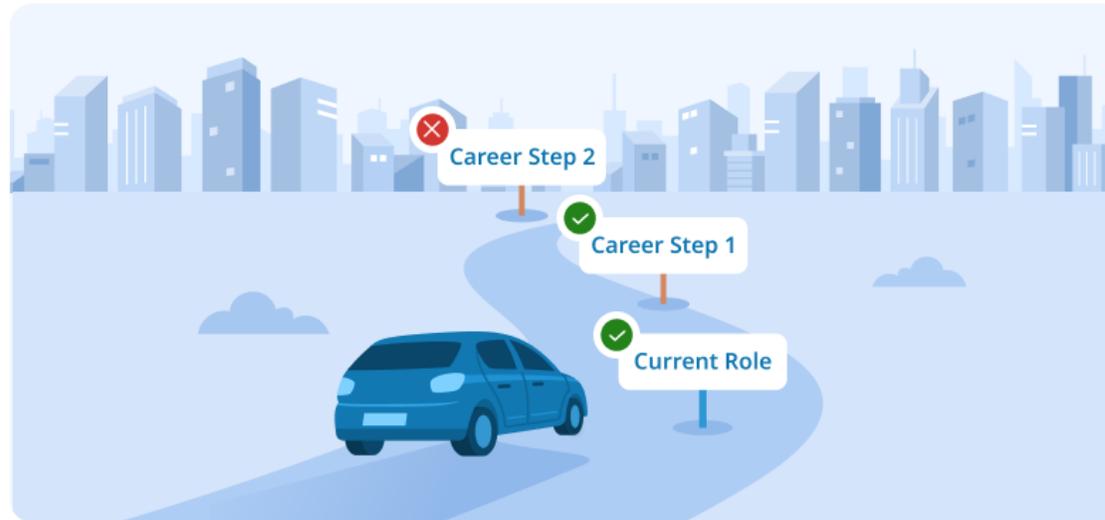
# 07 | misc. functionality-2

# career journey | widget

## Career Journey



Plan and build your career journey



# portfolio | widget

- UI updates for portfolio widget

## Portfolio



Showcase your achievements, and skills in a personalized portfolio.

### Quick Summary



**2**

Job Profiles



**22**

Competencies



**1**

Targets



**1**

Learning

# 08 | job descriptions

# job description | job profile description

**Job Profile Details**  
Senior Guidance and Assurance Manager

Date: 0000-00-00  
Created by: Tony Martin  
Area: Information Security  
Right for overtime: v3  
VY code: AD1.1

**Description**  
The Security Analyst works as part of a team to provide IT security operational services which deliver market leading functionality, support globalization of tools and processes, and support regulatory, IT Security best practice, policy and business requirements.

The role:

- Maintains information security tooling and processes
- Monitors and reports on security risks and performance
- Supports security specialists and managers with the design and evolution of information security tooling and processes

**Overview description**

**Main work assignments**

- Ensure that issues and actions associated to controls / risks are remediated in a timely manner o Maintain appropriate records on iCARE or Archer
- Ensure that controls are sufficiently well designed and operating effectively to keep the risks that they mitigate within Aviva's tolerance level

Print

- Users can now see the job profile description in the job profile card and in other places of the system

**View Job Profile Details**

**Edit Job Profile**

**Add Job Profile**