

Instructions for Completing the Competency Self-Assessment Worksheet (CSAW)

This free Competency Self-Assessment Worksheet (CSAW) helps you determine the engineering skills you have gained through employment. This is only a self-assessment. It does not affect your Member application.

The CSAW lets you to score yourself in each required competency and compare your scores to APEGA's licensure requirements. The CSAW assessment may differ from the official APEGA competency assessment. The CSAW results will not be used on any official APEGA forms or applications.

APEGA staff cannot view or access your CSAW results.

Because this is a self-assessment, APEGA will not review, advise, mentor, or comment on the results.

For each key competency, describe when you used it in a work environment. The descriptions in the Competency Assessment Guide describe each competency.

Score yourself using the 0 to 5 scale at the bottom of the page. Click the **Next** button to go to the next competency page.






Note: You must complete all sections to get a complete summary of your competencies.

When finished, click **Next** to go to the last page of the assessment. It will let you review your assessment, submit it, and check your summary scores.

After you submit the CSAW, you will not be able to edit it. A printable summary of your results will appear in your [APEGA Member Self-Service Centre \(MSSC\)](#).

If your score has not met APEGA's requirements, consider improving your skills before applying as application fees are non-refundable.

I have read and understand the instructions above.

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|--|---|-------------------------|-------------------------|---------------------------|--------------------------|
| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Technical Competence 1.1 Regulation, Codes & Standards | | | Required Category Average | 3.0 |
| Demonstrate knowledge of regulations, codes, standards, and safety - this includes local engineering procedures and practices as applicable  | | | | | |
| <ol style="list-style-type: none"> 1. Identify and comply with legal and regulatory requirements for project activities 2. Incorporate knowledge of codes and regulations in design materials 3. Prepare reports assessing project compliance with codes, standards, and regulations 4. Recognize the need to design for code compliance and ensure ability to construct, ability to operate and ability to maintain, once constructed | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
| Validator E-mail | <i>For self-assessment, not available</i> | | | | |
| Validator Position | | | | | |
| SITUATION  | | | | | |
| <i>Maximum length is 300 characters. Any text exceeding the character limit will not be captured. Text that exceeds the area provided will not be readable upon submission.</i> | | | | | |
| ACTION  | | | | | |
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| OUTCOME  | | | | | |
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| Canadian Environment Example? | | | | <input type="radio"/> Yes | <input type="radio"/> No |
| Applicant's Self-Assessed Competency Level  | | <input type="radio"/> 0 | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |
| | | <input type="radio"/> 4 | <input type="radio"/> 5 | | |

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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Technical Competence 1.2 Project & Design Constraints | | | Required Category Average | 3.0 |
| Demonstrate knowledge of materials, or operations as appropriate, project and design constraints, design to best fit the purpose or service intended and address inter-disciplinary impacts ? | | | | | |
| 1. Demonstrate knowledge of materials, operations, project and design constraints, e.g. cost, design, material, labour, time, budget, production 2. Demonstrate understanding of and coordination with other engineering and professional disciplines | | | | | |
| Employer | | | | | |
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| Key Competency | Technical Competence 1.3 Risk Identification & Mitigation | | | Required Category Average | 3.0 |
| Analyze technical risks and offer solutions to mitigate the risks ? | | | | | |
| <ol style="list-style-type: none"> 1. Demonstrate familiarity with system protection and/or damage/hazard mitigation objectives, philosophies, practices, procedures, and functions 2. Identify risk areas including causes of risks and their impacts 3. Develop risk management/mitigation plans 4. Demonstrate an understanding of the difference between technical risk and public safety issues | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
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| Key Competency | Technical Competence 1.4 Application of Theory | | | Required Category Average | 3.0 |
| Apply engineering knowledge to design solutions ? | | | | | |
| <ol style="list-style-type: none"> 1. Prepare technical specifications 2. Demonstrate use of theory and calculations to arrive at solutions 3. Demonstrate the development of a unique design solution which could not be accomplished with a standard design solution | | | | | |
| Employer | | | | | |
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| Key Competency | Technical Competence 1.5 Solution Techniques | | | Required Category Average | 3.0 |
| Be able to understand solution techniques and independently verify the results ? | | | | | |
| <p>1. Demonstrate an understanding of the engineering principles used in the application of computer design programs and show/describe how the results were verified as correct</p> <p>2. Participate in an independent review and verification of solution techniques or analysis methods</p> | | | | | |
| Employer | | | | | |
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| Key Competency | Technical Competence 1.6 Safety Awareness | | | Required Category Average | 3.0 |
| Safety awareness: be aware of safety risks inherent in the design; and demonstrate safety awareness - on-site and possible safety authorization/certificate as appropriate ? | | | | | |
| 1. Identify, incorporate, and/or participate in review of safety considerations, safety procedures and safety equipment as they apply to system operations and/or maintenance programs 2. Demonstrate specific knowledge of safety regulations 3. Incorporate explicit human and public safety considerations in design and all other professional activities 4. Understand and account for safety risks associated with processes. Identify relevant protection equipment and process modifications to mitigate safety risks | | | | | |
| Employer | | | | | |
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| Key Competency | Technical Competence 1.7 Systems & Their Components | | | Required Category Average | 3.0 |
| Demonstrate understanding of systems as well as of components of systems ? | | | | | |
| <ol style="list-style-type: none"> 1. Demonstrate an understanding of each element in a process. 2. Demonstrate an understanding of the interactions and constraints in the behavior of the overall system. 3. Manage processes within the overall system (monitor and, where needed, modify processes to achieve optimum outcomes). | | | | | |
| Employer | | | | | |
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| Key Competency | Technical Competence 1.8 Project & Life Cycle | | | Required Category Average | 3.0 |
| Exposure to all stages of the process/project life cycle from concept and feasibility analysis through implementation ? | | | | | |
| <p>1. Demonstrate awareness of project concerns and roles of other stakeholders in the project stages:</p> <ul style="list-style-type: none"> a. Identification: generation of the initial project idea and preliminary design b. Preparation: detailed design of the project addressing technical and operational aspects c. Appraisal: analysis of the project from technical, financial, economic, social, institutional and environmental perspectives d. Preparation of specifications and tender documents: preparation of tender document, inviting and opening of tenders, pre-qualification, evaluation of bids and award of work e. Implementation and monitoring: implementation of project activities, with on-going checks on progress and feedback f. Evaluation: periodic review of project with feedback for next project cycle | | | | | |
| Employer | | | | | |
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| Name | | | | | |
| Key Competency | Technical Competence 1.9 Quality Control | | | Required Category Average | 3.0 |
| Understand the concept of quality control during design and construction including independent design check and independent reviews of design, field checks and reviews ? | | | | | |
| <ol style="list-style-type: none"> 1. Conduct checks, including field checks, to verify the validity of design 2. Complete quality management plan checklist, and follow quality management plan 3. Prepare quality control plans, including frequency and test parameters, for specific processes or products 4. Evaluate test results, determine adequacy, and develop recommended action 5. Demonstrate peer review 6. Demonstrate completed project, systems or sub-systems meet project objectives in terms of functionality and operational performance | | | | | |
| Employer | | | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Technical Competence 1.10 Engineering Documentation | | | Required Category Average | 3.0 |
| Transfer design intentions to drawings and sketches; Understand transmittal of design ? | | | | | |
| <ol style="list-style-type: none"> 1. Ability to review designs of others and communicate findings and issues, including suggested alternatives 2. Demonstrate communication of ideas and concepts to project team members 3. Demonstrate understanding of value of project completion reports and lessons learned reports to application in future projects by self or others 4. Produce sketches, notes, documentation and design documents to prepare proposals, preliminary, and final design drawings for acceptance by the client and approval by regulatory authorities | | | | | |
| Employer | | | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Communication 2.1 Oral Communication | | | Required Category Average | 3.0 |
| Oral ? | | | | | |
| <ol style="list-style-type: none"> 1. Communicate in a simple and concise manner 2. Communicate official project data with team members, clients, contractors 3. Ability to express both technical and non-technical issues and ideas clearly to both technical and non-technical personnel 4. Presentations to technical and non-technical groups; presentations to superiors and subordinates; internal (colleagues) and external (clients) presentations 5. Presentation of project parameters to the public 6. Demonstrate active participation in and contribution to meetings | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Communication 2.2 Written Communication | | | Required Category Average | 3.0 |
| In Writing ? | | | | | |
| <ol style="list-style-type: none"> 1. Tailor communications to the intended audience 2. The ability to write and review technical documents 3. Ability to write clear memos and reports to both technical and non-technical personnel 4. Use drawings and sketches to demonstrate key points and concepts 5. Demonstrate a written report on a technical subject 6. Demonstrate a written report on field observations 7. Take training in technical report writing 8. Work with common office programs (e.g. Excel, Word, Outlook, internet browsers) | | | | | |
| Employer | | | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Communication 2.3 Reading and Comprehension | | | Required Category Average | 3.0 |
| Reading and Comprehension ? | | | | | |
| 1.The ability to review technical documents, to understand the implications and to summarize key points. | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
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| Name | | | | | |
| Key Competency | Project & Financial Management 3.1 Project Management Principals | | | Required Category Average | 2.0 |
| Awareness of project management principles ? | | | | | |
| <p>1. Awareness of resource planning, budgeting, change management, scope management, schedule and unforeseen issues in managing a project from start to end.</p> <p>2. Understand the impacts that benefits and risks of various design solutions have on a project</p> <p>3. Understand the needs and expectations of internal and external clients</p> | | | | | |
| Employer | | | | | |
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| Name | | | | | |
| Key Competency | Project & Financial Management 3.2 Understand financial aspects of work | | | Required Category Average | 2.0 |
| Demonstrate awareness of project budget ? | | | | | |
| 1. Demonstrate cognizance of project budget during design and construction 2. Provide technical/financial report and compare the options. 3. Demonstrate the understanding of the place of finance in business decisions 4. Understand principles of budgeting and financing 5. Understand the relevant business processes 6. Demonstrate an understanding of working with and developing contracts | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
| Validator E-mail | <i>For self-assessment, not available</i> | | | | |
| Validator Position | | | | | |
| SITUATION ? | | | | | |
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| Canadian Environment Example? | | | | <input type="radio"/> Yes | <input type="radio"/> No |
| Applicant's Self-Assessed Competency Level ? | | <input type="radio"/> 0 | <input type="radio"/> 1 | <input type="radio"/> 2 | <input type="radio"/> 3 |
| | | <input type="radio"/> 4 | <input type="radio"/> 5 | | |

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|---|---|-------------------------|-------------------------|---------------------------|--------------------------|
| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Team Effectiveness 4.1 Resolve Differences | | | Required Category Average | 3.0 |
| Work to resolve differences ? | | | | | |
| <ol style="list-style-type: none"> 1. Demonstrate leadership in achieving team goals and resolving conflict. 2. Work to Facilitate beneficial conflict resolution 3. Exposure to training in conflict resolution | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
| Validator E-mail | <i>For self-assessment, not available</i> | | | | |
| Validator Position | | | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Professional Accountability 5.1 Professional Accountability | | | Required Category Average | 3.0 |
| Demonstrate Awareness of professional accountability ? | | | | | |
| <ol style="list-style-type: none"> 1. Apply Professional Ethics in meeting corporate directives 2. Be Aware of Limitations by asking for help as appropriate 3. Awareness of situations that could involve conflict of interest and to manage such situations appropriately 4. Awareness of the potential professional liability involved in all aspects of the design, construction and inspection process and the inspection process 5. Understanding and awareness of appropriate use of Stamp and seal 6. Understand own strengths/weaknesses and know how they apply to one's position. | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
| Validator E-mail | <i>For self-assessment, not available</i> | | | | |
| Validator Position | | | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Social, Economic, Environmental and Sustainability 6.1 Public Impacts & Safeguards | | | Required Category Average | 3.0 |
| Demonstrate an understanding of the safeguards required to protect the public and the methods of mitigating adverse impacts ? | | | | | |
| 1. Awareness of the potential professional liability involved in all aspects of the design, construction and inspection process | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
| Validator E-mail | <i>For self-assessment, not available</i> | | | | |
| Validator Position | | | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Social, Economic, Environmental and Sustainability 6.2 Engineering & the Public | | | Required Category Average | 3.0 |
| Demonstrate an understanding of the relationship between the engineering activity and the public ? | | | | | |
| 1. Recognize the value and benefits of the engineering work to the public 2. Prepare a report regarding the impact of a project to public | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
| Validator E-mail | <i>For self-assessment, not available</i> | | | | |
| Validator Position | | | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Social, Economic, Environmental and Sustainability 6.3 Role of Regulatory Bodies | | | Required Category Average | 3.0 |
| Understand the role of regulatory bodies on the practice of engineering ? | | | | | |
| <p>1. Recognize the importance of respecting the regional traditions and native regulations towards a project.</p> <p>2. Understand the role and regulations of other professions whose practices overlap or interface with the practice of professional engineering</p> | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
| Validator E-mail | <i>For self-assessment, not available</i> | | | | |
| Validator Position | | | | | |
| SITUATION ? | | | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Social, Economic, Environmental and Sustainability 6.4 Sustainability & Practice Guidelines | | | Required Category Average | 3.0 |
| Be aware of any specific sustainability clauses that have been added to practice guidelines that apply to their area ? | | | | | |
| 1. Awareness and understanding | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
| Validator E-mail | <i>For self-assessment, not available</i> | | | | |
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| Applicant | | Application Type | | APEGA ID | |
| Name | | | | | |
| Key Competency | Social, Economic, Environmental and Sustainability 6.5 Promotion of Sustainabilitycompetenci | | | Required Category Average | 3.0 |
| To the extent possible, recognizing the applicant's position of influence, consider how sustainability principles could be applied and promoted in his/her specific work ? | | | | | |
| <ol style="list-style-type: none"> 1. Include sustainability analysis in project descriptions 2. Provide a list of revisions made during design and implementation period of the project | | | | | |
| Employer | | | | | |
| Validator First Name | | Last Name | | | |
| Validator E-mail | <i>For self-assessment, not available</i> | | | | |
| Validator Position | | | | | |
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| Name | | APEGA ID | |
| You have completed filling in all the competencies. | | | |
| Back to Page 1 | <p>1. To review your competencies, click the Back to Page 1 button on the left to go to the first competency, or click the Prev button below to go to the last competency.</p> | | |
| Save/Print | <p>2. Once you have completed your review you can create a copy print your results.</p> | | |
| <input type="checkbox"/> | <p>3. You can only perform a self-assessment once. By selecting this checkbox, you understand that you have used your one free self-assessment and confirm that you have completed the form to your satisfaction.</p> | | |
| Submit | <p>4. Press the Submit button on the left to calculate your results. They will be displayed in a separate Results Summary eForm.</p> | | |
| Go to Member Self-Service Centre (MSSC) to view Summary | <p>5. Press the Go to Member Self-Service Centre (MSSC) to View Summary button on the left to return to the MSSC - Step 6. Work Experience page.</p> | | |
| <p>NOTE: This information will not be used or retained by APEGA for any assessment or validation of your competencies.</p> <p>APEGA adheres to the privacy standards under PIPEDA regarding collection, use, disclosure, and retention of personal information. APEGA may use your data for internal statistical analyses. However, the information will not be used for any current or future application purposes.</p> | | | |

Tracking Number: