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**P1484.20.2**

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**Submitter Email:** jgoodell2@yahoo.com  
**Type of Project:** New IEEE Standard  
**Project Request Type:** Initiation / New  
**PAR Request Date:** 10 Mar 2020  
**PAR Approval Date:** 14 May 2020  
**PAR Expiration Date:** 31 Dec 2024  
**PAR Status:** Active

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**1.1 Project Number:** P1484.20.2  
**1.2 Type of Document:** Recommended Practice  
**1.3 Life Cycle:** Full Use

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**2.1 Project Title:** Recommended Practices for Defining Competencies

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**3.1 Working Group:** Defining Competencies(C/LT/1484.20.2)  
**3.1.1 Contact Information for Working Group Chair:**  
**Name:** Eric Shepherd  
**Email Address:** eric.shepherd@talenttransformation.com  
**3.1.2 Contact Information for Working Group Vice Chair:**  
None  
**3.2 Society and Committee:** IEEE Computer Society/Learning Technology(C/LT)  
**3.2.1 Contact Information for Standards Committee Chair:**  
**Name:** Richard Tong  
**Email Address:** richard@yixue.us  
**3.2.2 Contact Information for Standards Committee Vice Chair:**  
**Name:** James Goodell  
**Email Address:** jgoodell2@yahoo.com  
**3.2.3 Contact Information for Standards Representative:**  
None

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**4.1 Type of Ballot:** Individual  
**4.2 Expected Date of submission of draft to the IEEE SA for Initial Standards Committee Ballot:**  
May 2021  
**4.3 Projected Completion Date for Submittal to RevCom:** Nov 2021

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**5.1 Approximate number of people expected to be actively involved in the development of this project:** 20  
**5.2 Scope of proposed standard:** This document provides Recommended Practices for Defining Competencies. It supports IEEE 1484.20.1, a technical standard for competency definitions data. This document gives recommended practices for defining the kinds of information that the 1484.20.1 standard encodes as interoperable data, i.e. data that defines a skill, knowledge, ability, attitude, habit of practice, behavior or learning outcome.

**5.3 Is the completion of this standard contingent upon the completion of another standard?** No  
**5.4 Purpose:** The purpose of this document is to provide guidelines for well-defined competency definitions.  
**5.5 Need for the Project:** There is a renewed industry interest in competency-based education, training, and workforce development. Common, shareable competency definitions enable systems, courseware, assessments, and learning tools to interoperability reference the same competencies so that, for example, learner records can be meaningfully transported from one system to another and from one organization to another. The quality of the information in these competency definitions has an impact on competency-based education, training, and workforce development.  
**5.6 Stakeholders for the Standard:** The stakeholders include users and designers of learning content, developers of academic and workforce competency frameworks, developers of performance assessments, catalogers of learning content, educators, and human resources departments who need well-defined competency definitions associated with learning goals and job/task profiles.

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**6.1 Intellectual Property**  
**6.1.1 Is the Standards Committee aware of any copyright permissions needed for this project?**  
No

**6.1.2 Is the Standards Committee aware of possible registration activity related to this project?**

No

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**7.1 Are there other standards or projects with a similar scope?** No

**7.2 Is it the intent to develop this document jointly with another organization?** No

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**8.1 Additional Explanatory Notes :** Project/Task Group Chair Contact Info:

Name: Eric Shepherd

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Note: The proposed Recommended Practices could support users of IEEE 1484.20.1-2007 – “IEEE Standard for Learning Technology-Data Model for Reusable Competency Definitions” and anticipated results of the current project P1484.20.1. The Recommended Practices will address competency definition information that may or may not be encoded as data using a standard data model.