



# Competency-based learning

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# Competency-based learning

## Introduction

MATRIX is a world-class, award-winning learning management system (LMS) for businesses. The platform is known for delivering a great user experience, while incorporating all the essential tools companies need to support efficient training and learning.

MATRIX helps companies manage all training activities, such as creating and delivering training content, evaluating employee performance, training clients and partners, and selling online courses at a large scale.

MATRIX is a product of CYPHER LEARNING, a company that specializes in providing learning platforms for organizations around the world. CYPHER LEARNING provides a similar LMS for use by entrepreneurs called [INDIE](#) and an LMS for use by schools called [NEO](#). CYPHER LEARNING products are used by over 20,000 organizations, have millions of users, and have won several awards.





# Competency-based learning

## Why use competency-based learning in training?

Competency-based learning emphasizes the demonstration of concrete and measurable skills. Usually, a course must help learners acquire certain competencies. By using competencies, instructors can track how well learners are learning those skills, one by one.

Competency-based learning also focuses on skill mastery. The main principle is that learners progress through competencies as they learn and cannot advance from one module to another without having mastered them first.

## How does MATRIX support competency-based learning?

MATRIX provides an effective way of implementing competency-based learning for training programs through the Mastery feature. Instructors can upload competencies or create their own competencies, then tag course content with the competencies it should be teaching. Mastery helps instructors save time when creating and delivering courses as they can also easily keep up with each learner's progress through the course. It also allows instructors to intervene if learners need help with a particular topic or need recommendations for improvement.



# Competency-based learning

## | An example of competency-based learning using MATRIX

A Graphics Design course must cover all the skills that new employees of a Design company need for their professional development. The instructor can create a new set of competencies and then tag each module and assessment with the competencies that they are teaching or assessing. For example, a “Design Principles” module must cover Proportion and Balance as competencies.

The instructor is then able to see if a module only partially teaches the Design concepts or if there are certain learning units that don’t cover any of the competencies. A module would be incomplete if it teaches the competency Design Principles, but it does not assess it.

The instructor can also track each learner’s progress through the course and see how well they are progressing through each competency. An instructor can also intervene in the training process when learners need recommendations or extra help to master a certain skill. The instructor can also trigger actions such as automatically sending messages, enrolling learners in groups, awarding badgers, and more. For example, if a learner’s competency rating stays at 95 percent for a week, they can be added to another, more advanced Design course.



# Competency-based learning

## How to use Mastery in MATRIX

MATRIX provides all the tools instructors need to make sure class content is compliant with the skills they want to teach and assess and to track learner progress using competency-based learning. Here is an overview of the Mastery features available in MATRIX:

### Upload or create competencies

Instructors can create competencies directly in MATRIX or they can upload their own. You can add one or more set of competencies to a course. You can add one or more set of competencies to a course.





# Competency-based learning

Add competencies to modules and assessments

After competencies have been added to the course, instructors can tag modules with the competencies it should be teaching and assessments with the competencies they should be assessing.

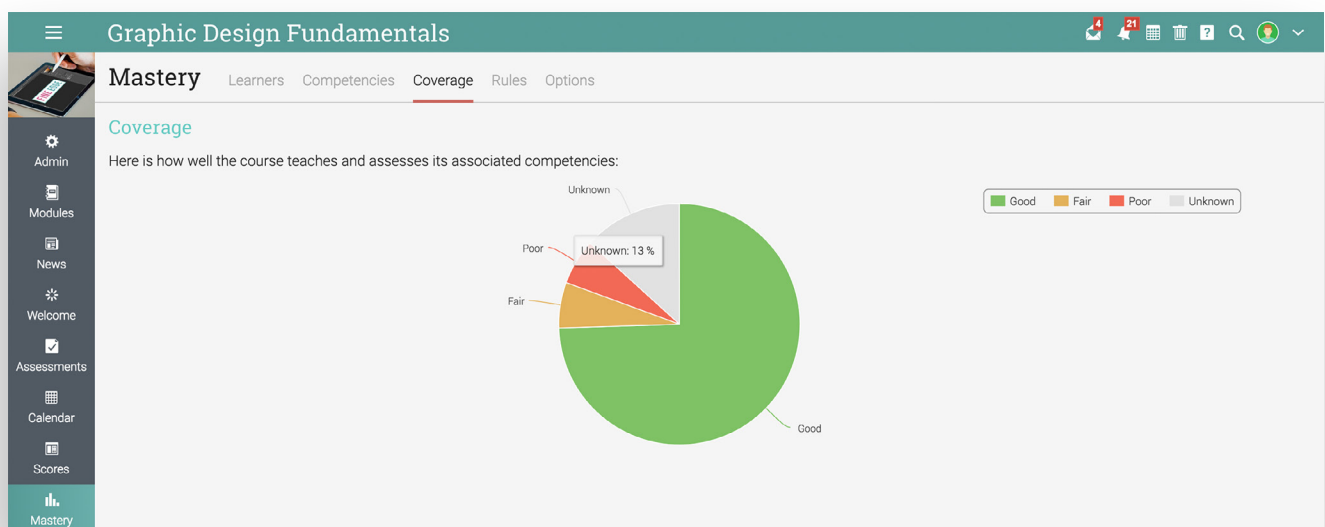
The screenshot shows a web interface for a course titled "Graphic Design Fundamentals". The top navigation bar is teal with the course name and several utility icons. A left sidebar contains a list of course modules, with "7. The Principles of Graphic Design" selected. The main content area is titled "The Principles of Graphic Design" and includes a "Module overview" section. Under "Design basics", there is a list of five topics, each with sub-points: 1. The Principles of Graphic Design (1.1. Alignment, 1.2. Designing logos, 1.3. White space and shape), 2. Colour and materials (2.3. Grid theory), 3. How to use typography (3.2. Typography for digital users), 4. Vector graphics (4.1. Differences between vector-based graphics and pixel-based graphics, 4.2. Intro to the Illustrator interface, 4.3. Panels), and 5. How to use calligraphy (5.2. Main tools when using calligraphy). At the bottom of the list are "Edit" and "Clear" buttons. A "Competencies" tab is active in the sub-navigation bar.



# Competency-based learning

## Coverage analysis of competencies

After tagging the course content and assessments with competencies, you can see an overview of how well the course covers the competencies. This is a great way of identifying weak spots in your course and making sure each competency is being taught and assessed during the course.

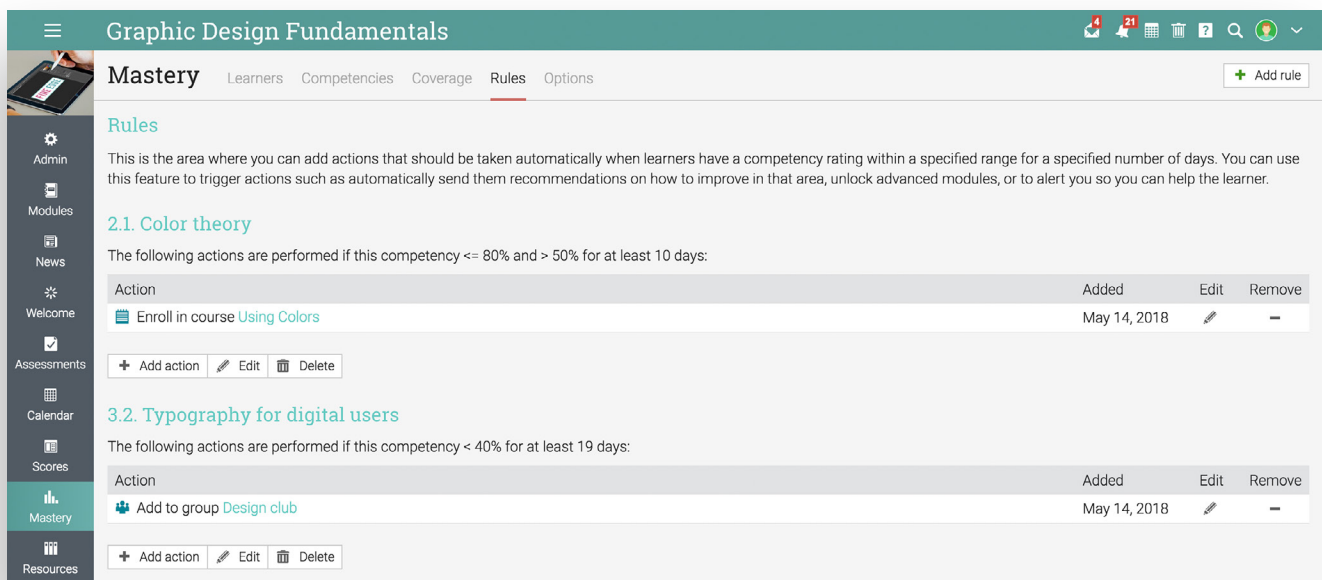




# Competency-based learning

## Automation for Mastery

You can add actions that should be performed when learners reach a certain competency level. For example, if they achieve more than 80% on a competency you can unlock an advanced module. If a learner stays between a 30 - 40 % competency level for more than 10 days, you can set up a rule to get an alert when this happens and send learners recommendations on how to improve in that area.



**Graphic Design Fundamentals**

**Mastery** | Learners | Competencies | Coverage | Rules | Options

**Rules**

This is the area where you can add actions that should be taken automatically when learners have a competency rating within a specified range for a specified number of days. You can use this feature to trigger actions such as automatically send them recommendations on how to improve in that area, unlock advanced modules, or to alert you so you can help the learner.

**2.1. Color theory**

The following actions are performed if this competency  $\leq 80\%$  and  $> 50\%$  for at least 10 days:

Action	Added	Edit	Remove
Enroll in course <a href="#">Using Colors</a>	May 14, 2018		

[+ Add action](#) [Edit](#) [Delete](#)

**3.2. Typography for digital users**

The following actions are performed if this competency  $< 40\%$  for at least 19 days:

Action	Added	Edit	Remove
Add to group <a href="#">Design club</a>	May 14, 2018		

[+ Add action](#) [Edit](#) [Delete](#)



# Competency-based learning

There are many options for actions that can be triggered, such as enrolling learners in courses and paths, sending messages to learners and instructors, locking modules, and more.

### Add action

<b>Add to group</b> Add the user as a member into a specific group.	<b>Award badge</b> Sent to a learner when they are awarded a badge
<b>Award certificate</b> Sent to a learner when they are awarded a certificate.	<b>Award points</b> Sent to a learner when they are awarded points
<b>Enroll in course</b> Enroll the user into a specific course.	<b>Enroll in path</b> Enroll the user into a specific path.
<b>Hide assessment</b> Hide an assessment	<b>Hide module</b> Hide a module
<b>Lock module</b> Lock a module	<b>Send custom notification</b> Send a custom notification.
<b>Show assessment</b> Show an assessment	<b>Show module</b> Show a module
<b>Unlock module</b> Unlock a module	<b>Webhook</b> Invoke an API
<b>xAPI</b> Invoke xAPI	

## Save and share competencies as Resources

Created competencies can be stored in the Resources library and reused for other courses. They can also be shared with other instructors.

### Resources

- Courses
- Paths
- Groups
- Dashboard
- News
- Catalog
- Welcome
- Users
- Organizations

Catalog 33LockerUploaded filesBusinessNetwork

Assessment5 items

Badge11 items

Certificate2 items

Course template1 item

Competencies6 items

File14 items

Grading scale6 items

Module6 items

Page3 items

Question bank2 items





















# Competency-based learning

## Tracking learner progress in courses

As learners advance through the course you will see an overview of their mastery level and how well they are understanding the concepts. The mastery grid displays details about the level of each competency and you can easily identify areas where learners are doing well or where they need to improve.

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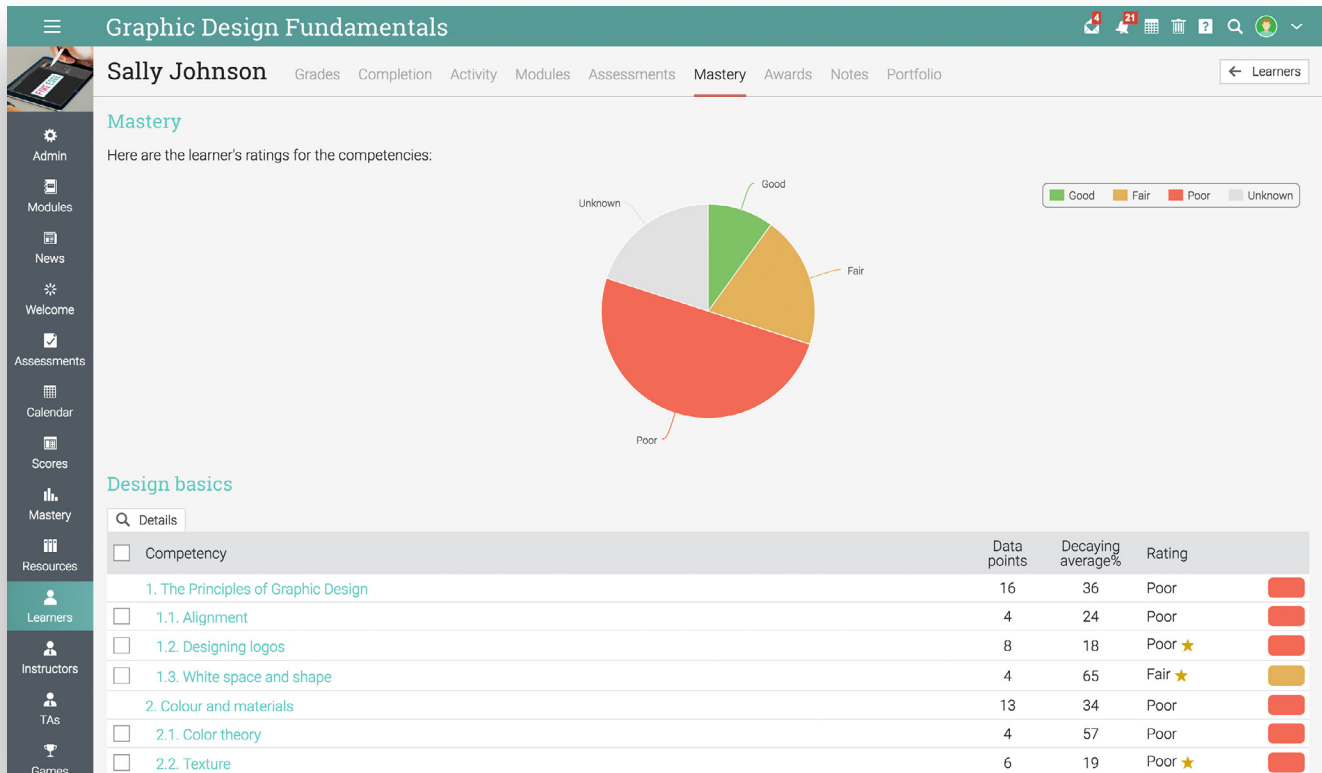
Mastery levels for all learners are also displayed in the Learners area of a course and information is updated in real-time.

MessageGradesPasswordsAwardUnenrollTransferDeactivateCompleteExport certificates												
<input type="checkbox"/> Learner	Progress	Scores	Grade	Due	Awards	Notes	Portfolio	Mastery	Enrolled Last visited	More		
<input type="checkbox"/>  Aaron, Billy			A- 89%	3	12	-	-		Jun 1, 2018 88 days ago			
<input type="checkbox"/>  Bertalan, Zsolt			A 90%	6	13	-	-		Feb 23, 2018 96 days ago			
<input type="checkbox"/>  Curtis, Stephen			C- 59%	7	14	-	-		Feb 23, 2018 12 days ago			
<input type="checkbox"/>  Diss, Travis			B+ 82%	6	15	-	-		Feb 23, 2018 292 days ago			

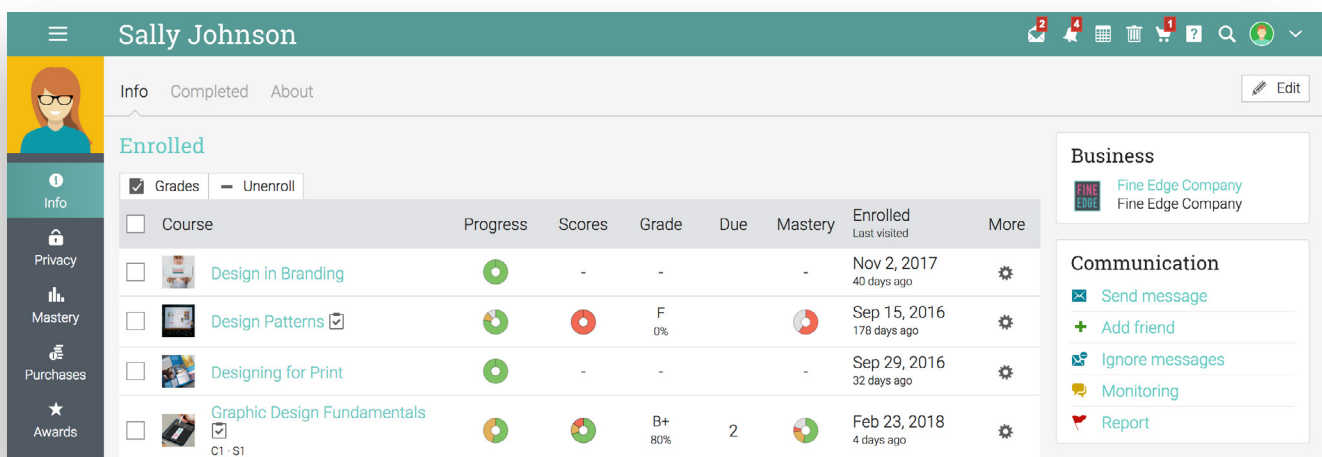


# Competency-based learning

You can also see details about a learner's mastery level by clicking on the Mastery chart in the Learners section.



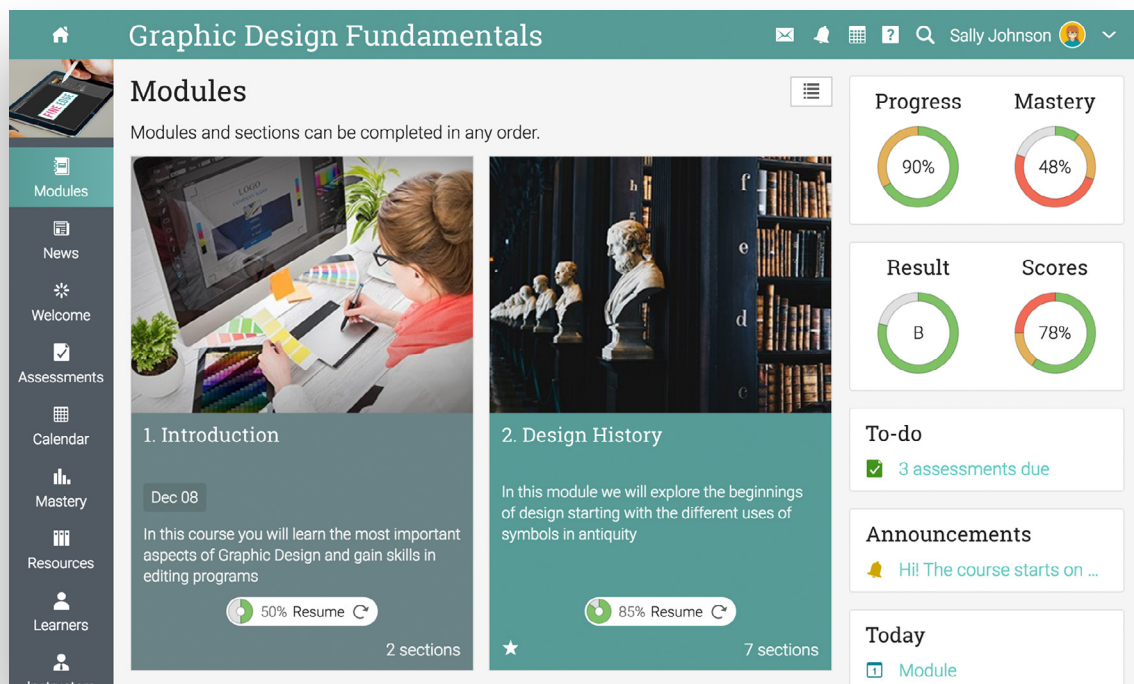
Mastery progress is also displayed on the profile pages of learners.



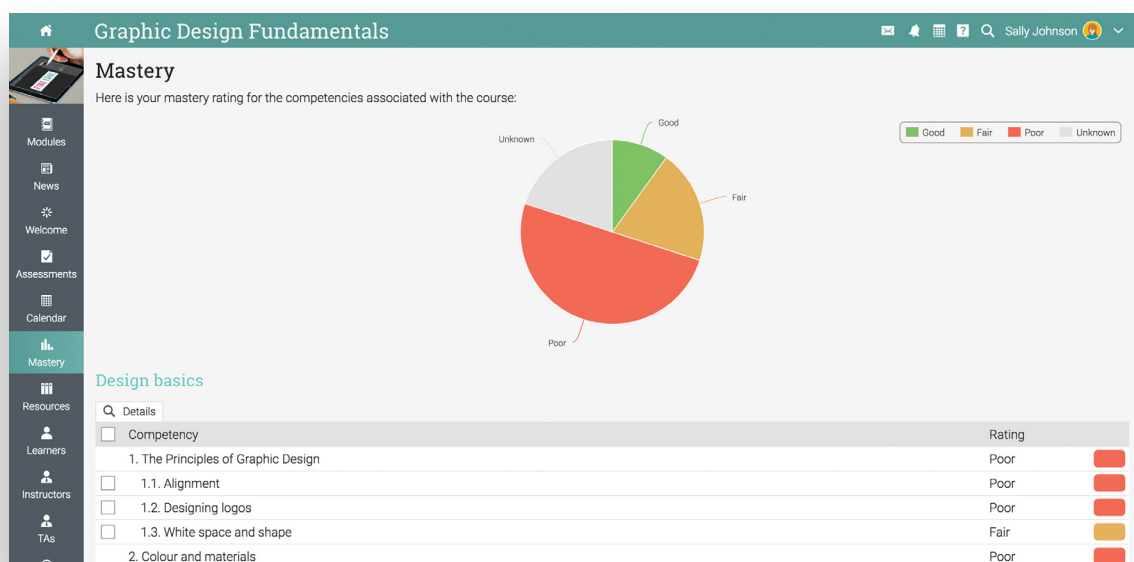
# Competency-based learning

## Learner view of mastery

Learners can see their mastery progress on the course landing page.



If they click on the Mastery chart, they will see a detailed overview of their progress through the course competencies.



# Competency-based learning

## Summary

MATRIX provides an easy and effective way to track learner progress in courses using competency-based learning. For more details about our Mastery feature, please contact us at [info@cypherlearning.com](mailto:info@cypherlearning.com) or visit our website.

[www.matrixlms.com](http://www.matrixlms.com)

