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Capability Framework Journey Guide

Your guide to using the framework on your development journey

Built by L&D professionals. For L&D professionals.

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Welcome to Your Development Journey

This guide will walk you through 3 steps to professional growth using the AITD Capability Framework and platform.

1. Assess Capabilities	→	2. Set Career Objectives	→	3. Create Development Plan
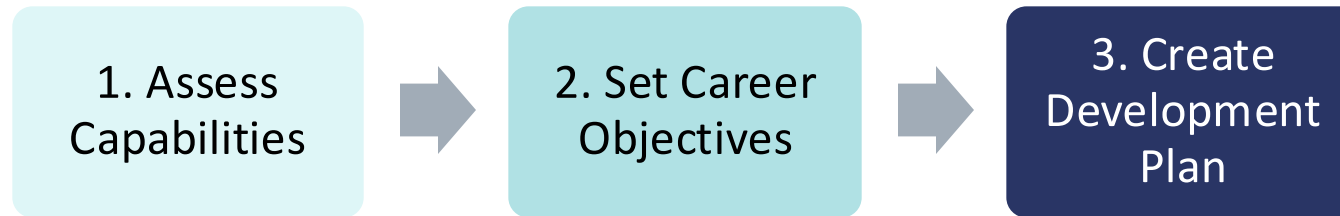
How To Use This Guide

- Follow the step-by-step screenshots and instructions
- Look for **Tips** throughout for practical advice
- Use the built-in platform guidance as you navigate
- Download your reports at each step of the process

To learn more about the framework:
Visit the Capability Framework page on the AITD website.

For support and feedback:
Use the contact form at this link on the AITD website

Ready to discover your strengths and grow your impact?

Let's get started!

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Getting Started

Log into your account on the AITD website then select 'Capability Assessment' in the Welcome menu.

First-time tip:

We suggest complete the 3-step process for a set of 2-3 capabilities to get familiar with the entire process. This will take around 30 minutes.

Then you can return to complete your full assessment when you have more time. Your first complete journey may take 2-3 hours which is a worthwhile investment in your career development.

Home Page Orientation

Lexonis CareerTrack

Home | Help | 👤 Michelle Ockers ▾

Hello Michelle

Welcome to the AITD Capability Framework Self-Assessment Platform

Capability Frameworks
View the capability frameworks and browse capabilities and behaviour definitions.

Assess Capabilities
Assess yourself against the capabilities in capability frameworks.

Career Objectives
View and manage your career objectives.

Development Plan
View suitable development activities based on your career objectives.

Job Role Profiles
View capabilities and key responsibilities mapped to industry job roles.

Learning References
View learning resources that can help to develop your capabilities.

My Organisation
If you have a token for joining an organisation, use it here.

These tiles make up your 3-step journey. Return to the home page when you are ready to move to the next step.

Explore role descriptions to help you select those that feel relevant to you.

Join a team if you have been invited.

Browse curated resources.

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Step 1 – Assess Your Capabilities

Assess Capabilities

Assess yourself against the capabilities in capability frameworks.

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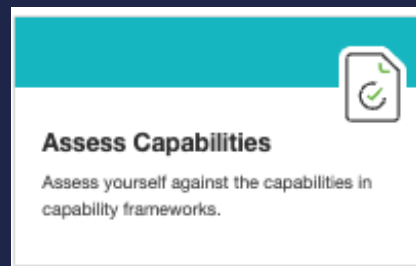
💡 Self-Assessment Tips

Get the Most From Your Assessment

Start smart. Skim all seven capability categories first to get the full picture

Begin with strengths. Start assessing capabilities where you have most experience to help calibrate your approach

Think beyond your current role. Consider recent past positions, volunteer work, or community involvement where you've applied L&D skills

Use Concrete Examples

Recall specific instances. "I designed the onboarding program for 50 new graduates" rather than "I'm good at learning design."

Look across your career. Draw examples from different roles and experiences, not just your current role.

Consider 'informal' and non-work examples. Training you've delivered to community groups, mentoring colleagues, or process improvements you've led may be relevant.

Take Your Time

Save and return: Complete your assessment over multiple sessions so you stay fresh.

Reflect thoroughly: Set aside your initial assessment for a day or two, then review it.

Seek input: Discuss your assessment with colleagues who've observed your work as they can help you to see things you may have overlooked. It's easy to under-assess or miss capabilities you may take for granted.

Keep Perspective

It's not a test. Your assessment creates a starting point for creating your own personalised development plan.

Focus on behaviours not job titles. A senior role doesn't guarantee advanced proficiency in all areas, and junior practitioners can excel in specific capabilities.

Remember the goal. Identify your strengths to leverage, gaps to address, and future directions for your L&D career.

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1 Assess Capabilities

Access 'how to use' tips on each screen.

Hover over any capability to read a full description including examples of relevant models and tools.

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1 Assess Capabilities

Hover over a proficiency level to read behavioural indicators before to help you decide which level best fits your experience. Select a cell on the grid to select your proficiency level.

Proficiency levels explained

Foundational: You complete defined tasks with guidance, actively building expertise.

Intermediate: You work independently on complex tasks and guide colleagues.

Advanced: You lead initiatives, shape strategy, and develop others' capabilities.

Unique behavioural indicators are provided for every capability at each proficiency level.

Or try the view on the next page to view the full set of behavioural indicators for a capability.

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1 Assess Capabilities

Or select a capability to see the full description and read behavioural indicators at all levels. You can select the proficiency level that best fits your experience in this alternate view as well.

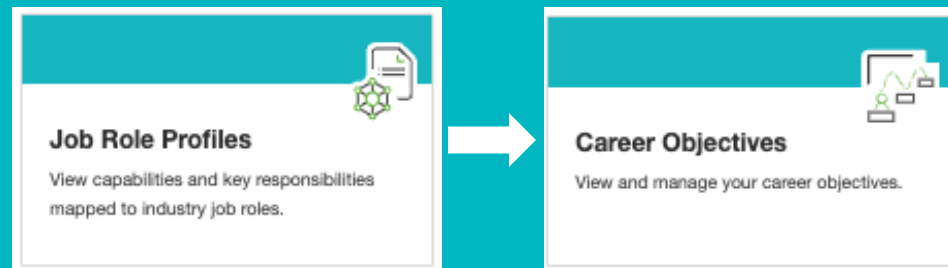Download your personal capability profile report when you've completed your assessment.

Add comments if you'd like to make a note of specific examples of your experience of the context in which you've developed and applied this capability.
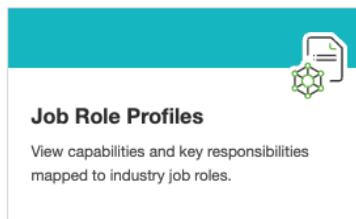
That's the end of Step 1. Time to set your career objectives

Step 2 – Set Your Career Objectives

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2 Set Career Objectives

Browse role descriptions, key responsibilities and the capability profile to understand what the role involves

Job Role Profiles

View capabilities and key responsibilities mapped to industry job roles.

Start by exploring Role Profiles
Go to home page and select the 'Job Role Profiles' tile

Choose a role that you'd like to explore

Reviewing Role Profiles on this screen will help you to identify roles that best fit either your current position or career aspirations before you move on the set career objectives.

Make a list of roles that interest you: Consider your current role, aspirations, future goals, or roles you're curious about.

Multiple roles for complex positions: If your job spans different role types, identify the mix that best fits.

Once you've identified relevant roles move on to objectives

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2 Set Career Objectives

Career Objectives
View and manage your career objectives.

Return to home page and select the 'Career Objectives' tile.

Select a role profile that you'd like to focus on from drop down list.

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Career Objectives

How Do I Use This

Use the Career Objectives feature to measure your personal development against the AITD Capability Framework.

The Career Objectives feature helps you track your progress and achievements, as well as identify the capabilities you need to develop in. By setting your own goals, reviewing your performance and recording your reflections against them, you can align your personal development with your career aspirations and demonstrate your value to the organisation.

Please select a focus role to compare your self-assessment to a suggested capability profile. If your job/position includes more than one role select each role one at a time:

L&D Coordinator /Advisor/Officer

Job Roles
» AITD L&D
✓ L&D Coordinator /Advisor/Officer
Learning Facilitator / Trainer (incl. Technical)
Senior Learning Facilitator/ Senior Trainer/ Lead Facilitator
Digital Learning Developer
Learning Designer (Instructional / Experience)

AITD Capabili...
The AITD L&D ...
and developme...
corporate, gov...
you're just star...
framework for ...

Core Practitioner Capability | None | You | Int | Adv
Evidence-Informed Practice

Did you know...?
- You have 1 current objective
- There are 15 capabilities associated with this job role
- You have assessed 10 capabilities

Actions
- Download your Career Objectives Report
- Manage your Development Plan

Legend
- Capability required for focus role
- Required level
- ⭐ Assessed level

You can compare your current capability against more than one role profile – one at a time.

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2 **Set Career Objectives**

Compare your current proficiency with target for the selected role.

This view allows you to compares:
- Your current proficiency level (from self-assessment)
- Target level for selected role.

Your Career – Your Choice!

Take a moment to acknowledge your strengths!

Then consider whether you would like to set an objective to increase your proficiency in a capability – it's your choice.

Now create an objective for a capability

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2 **Set Career Objectives**

Select the pin next to each capability that you want to develop (it's YOUR choice).

Set your objective level and the target date by which you want to reach this level, then 'Save objective.'

Setting meaningful objectives

Set realistic target levels and timeframes based on:
- Your career timeline
- Available development opportunities
- Current priorities

Make it Personal. These are generic role profiles. Personalise your choices based on to your own context, interests and organisational needs.

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2 **Set Career Objectives**

Download your Career Objectives Report.
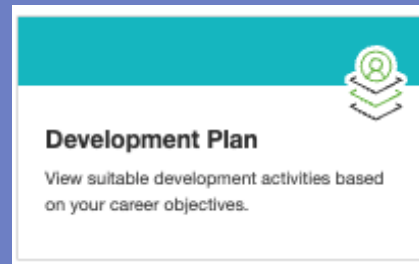
Use your Career Objectives Report to:

- Share with your manager during performance discussions
- Track your progress on objectives over time
- Reference when building your development plan

Now you're ready to create your development plan!

Step 3. Create Your Development Plan

Development Plan

View suitable development activities based on your career objectives.

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3 **Development Plan**

Start on the 'Objective-based Development' tab.

This tab lists all Career Objectives that you set in Step 2.

Select 'Learning Items' to view curated learning items for each objective.

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Development Plan   How Do I Use This ❓

View and select suitable development activities. ℹ️

Select from the list of suggested Learning Items against the areas for development to build your development plan. You can then view and manage the selected Learning Items within the Development Plan tab.

Objective-based Development   Development Plan

Your Career Objectives

Evidence-Informed Practice

Objective level: Intermediate (2)

Objective due date: 29/11/2025

None | Fou | **Int** | Adv

≡ Learning items ❶

Digital Literacy

Objective level: Advanced (3)

Objective due date: 06/03/2026

None | Fou | **Int** | Adv

≡ Learning items

Learning items   ✕

Course AITD course

⌄ Adult Learning   Selected

Applicable at level Fou | Applicable at level Int

Design engaging learning experiences that work for adult learners. You'll understand how adults learn, apply neuroscience insights, and create memorable training that sticks.

Estimated hours: 8.00

Provider: AITD

https://www.aitd.com.au/adult-learning ↗

❯ Neuroscience for Learning Design and Delivery   Add to development plan

Webinar AITD webinar recording

❯ Brain-Based Learning Design and Delivery   Add to development plan

Common models and methodologies

Did you know...?

➔ You have 1 development activity

➔ You have 0 completed development activity

Actions

⬇ Download Development Plan

➔ Manage your Career Objectives

Legend

Assessed levels

Assessed

Review description of learning item and select 'Add to development plan' if desired.
* Change your mind? See Page 20 for how to remove an item from your development plan.

After selecting learning items it's time to finalise your Development Plan

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3 **Development Plan**

Move to the 'Development Plan' tab.

This tab lists all of the learning items you added.

Select 'Manage' to set your personal goals for each learning item.

Range of learning items currently includes:
- Courses and formal learning programs
- Articles, books, and podcasts
- Recorded webinars

💡 **Coming soon:**
- Practical projects,
- Hands-on activities,
- People to engage with
- Collaborative learning activities

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3 **Development Plan**

Enter the date by which you'd like to complete the learning item in 'Due Date.' Then Select 'Save.'

You can track your progress by entering completion date for the learning item.

Let others know what you thought of this item. After completing it add your feedback and rate the item. This will also help AITD to improve learning items.

Select 'Delete' if you change your mind and want to remove a learning item from your development plan.

Download your Development Plan.

Use your Development Plan to help you:
- Track of your learning journey – update when you complete learning items
- Share progress with your manager
- Reference during performance reviews

You've completed set up of your development journey. Well done on investing in your professional growth - your L&D career is worth it. All the best with your development!

Support for your team

Build your L&D team capability

Access consolidated team reporting across all 31 capabilities to:

- **Map team capability.** Understand your team's collective strengths and development needs

- **Align development with goals.** Align team development with team and individual goals

- **Apply industry standards.** Development discussions grounded in industry standards

- **Demonstrate L&D function value.** Show measurable professional development aligned to business goals

How it works
For teams from 2 to 200+

- We set up your organisation with a team administrator(s) on the platform

- Administrator invites team members* to join

- All team members complete individual assessments

- Administrator(s) access aggregated reporting dashboards with inbuilt reporting functionality

- Use insights for team development

* Any team members who are an AITD members can be invited to join your organisation

Interested in team functionality? Contact AITD using this link to find out more.

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