



aitd.

Capability Framework Journey Guide

Your guide to using the
framework on your
development journey

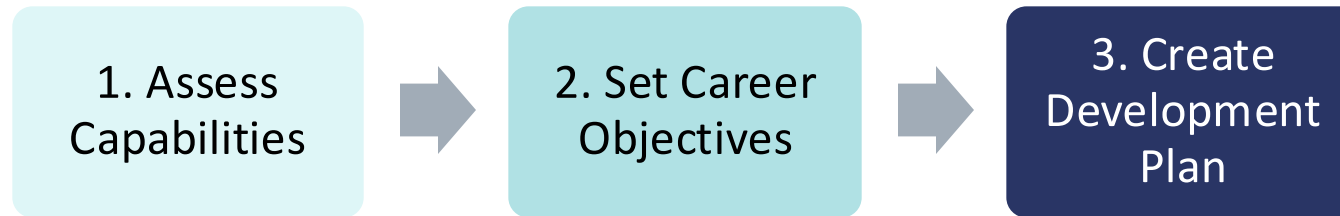


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Welcome to Your Development Journey

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



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!

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.

The screenshot shows the AITD website interface. At the top, there is a teal navigation bar with links: About Us, Join Now, Contact Us, My Account, Logout, and Connect. Below this is a white header with the AITD logo and a secondary navigation bar with links: Membership, Professional Development, Events, Resources, and News. On the left, a 'Welcome' sidebar menu lists various options, with 'Capability Assessment' highlighted. A red arrow points from this menu item to the text box above. The main content area on the right features a large heading 'Welcome to the AITD Portal' followed by a welcome message and a list of featured resources: Courses, Capability assessment, Industry events, and Exclusive member resources. At the bottom of the main content area, there is a signature block for Ben Campbell, Chief Executive Officer of the Australian Institute of Training and Development.

Home Page Orientation

The screenshot shows the AITD Lexonis CareerTrack home page. At the top, the AITD logo is on the left and the Lexonis CareerTrack logo is on the right. Below the logos is a dark blue navigation bar with 'Home' on the left, 'Help' in the center, and a user profile 'Michelle Ockers' on the right. The main content area starts with a greeting 'Hello Michelle' and a welcome message. Below this are seven tiles arranged in two rows. The first row contains 'Capability Frameworks', 'Assess Capabilities', 'Career Objectives', and 'Development Plan'. The second row contains 'Job Role Profiles', 'Learning References', and 'My Organisation'. Red callout boxes with lines pointing to specific tiles provide orientation: one points to the top row of tiles, another to the 'Job Role Profiles' tile, a third to the 'Learning References' tile, and a fourth to the 'My Organisation' tile.

aitd. 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.

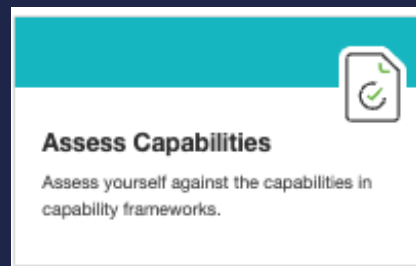
These tiles make up your 3-step journey. Return to the home page when you are ready to move to the next step.

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

Join a team if you have been invited.

Browse curated resources.

Step 1 – Assess Your Capabilities





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

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.

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.

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.

1 Assess Capabilities

Home Help Michelle Ockers

Assess Capabilities How do I assess?

Assess Capabilities

Assess yourself against the capabilities in capability frameworks.

The AITD L&D Capability Framework is Australia's comprehensive guide to the capability required for effective learning and development practice. This framework serves L&D professionals across all contexts: internal practitioners in corporate, government, and not-for-profit organisations, as well as external consultants and service providers. Whether you're just starting your L&D career, leading a team, or running your own consultancy, these capabilities provide a framework for professional growth and excellence.

Core Practitioner Capability	None	Fou	Int	Adv
Evidence-Informed Practice			★	
Self-Development		★		
Creative Thinking				★
Digital Literacy			★	
AI Literacy		★		
Strategy and Practice				
Organisations				
Learning Strategies				
Stakeholder Engagement				
Business Partnerships				
Promotion and Advocacy				
Operations				
L&D Governance				
Learning Technology				
Procurement				
L&D Project Management				
Building L&D Team Capability				

Self-Development

Guides thoughts, behaviours and emotions to achieve goals by taking ownership of actions and decisions.

Common models and methodologies

- Reflective practice frameworks (Gibbs, Kolb, Driscoll's 'What' model)
- 360-degree feedback
- Strengths-based development approaches
- Goal-setting methodologies (e.g. SMART goals, OKRs)
- Growth mindset
- Emotional intelligence

Common tools and technology

- Self-assessment tools and questionnaires
- Professional networking platforms (e.g. LinkedIn)
- Online learning platforms (e.g. LinkedIn Learning, Coursera)
- Goal tracking and habit formation apps
- Personal learning journals and reflection apps

Did you know...?

Capabilities you have assessed : 10

Actions

Capability profile including comments (PDF)

Legend

★ Assessed

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

Access 'how to use' tips on each screen.

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.

Assess Capabilities

Assess yourself against the capabilities in capability frameworks.

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Core Practitioner Capability	None	Fou	Int	Adv
Evidence-Informed Practice			★	
Self-Development		★		
Creative Thinking and Problem Solving				
Digital Literacy				
AI Literacy				
Strategy and Partnering				
Organisational Capability Building				
Learning Strategy				
Stakeholder Engagement				
Business Partnering				
Promotion and Advocacy				
Operations				
L&D Governance				
Learning Technology Management				

Foundational

Assessed

- Recognises personal strengths, weaknesses and the impact of emotions on behaviour and performance.
- Takes responsibility for actions and decisions, demonstrating adaptability and willingness to learn from mistakes.
- Sets achievable goals and monitors progress to maintain focus and accountability.
- Engages in constructive self-talk to manage challenges and maintain motivation.
- Seeks, and reflects on, feedback to identify areas for improvement.
- Maintains a sense of curiosity and enthusiasm for life-long and life-wide learning.

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.

1 Assess Capabilities

1
0

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.

HomeHelpMichelle Ockers

Assess CapabilitiesHow do I assess?

Assess Capabilities

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Core Practitioner Capability	None	Fou	Int	Adv	
Evidence-Informed Practice			★		🗨️
Self-Development		★			🗨️
Creative Thinking and Problem Solving				★	🗨️
Digital Literacy			★		🗨️
AI Literacy		★			🗨️
Strategy and Partnering	None	Fou	Int	Adv	
Organisational Capability Building		★			🗨️
Learning Strategy			★		🗨️
Stakeholder Engagement		★			🗨️
Business Partnering		★			🗨️
Promotion and Advocacy			★		🗨️

Did you know...?

Capabilities you have assessed : 10

Actions

[Capability profile including comments \(PDF\)](#)

Legend

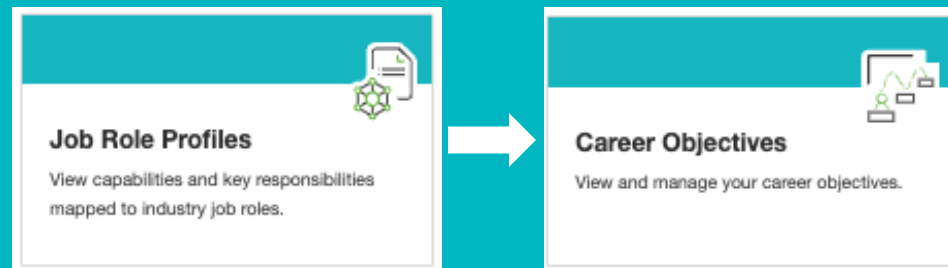
★ Assessed

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.

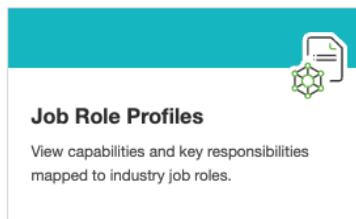
Download your personal capability profile report when you've completed your assessment.

That's the end of Step 1. Time to set your career objectives

Step 2 – Set Your Career Objectives



2 Set Career Objectives



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

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

Search

▼ AITD L&D

- L&D Coordinator /Advisor/Officer LDC
- Learning Facilitator / Trainer (incl. Technical) LFT
- Senior Learning Facilitator/ Senior Trainer/ Lead Facilitator SLF
- Digital Learning Developer DLD
- Learning Designer (Instructional / Experience) LDE
- Senior Learning Designer/Design Lead SLD
- Learning Technology Lead LD005
- L&D Business Partner / Consultant LBP
- Senior L&D Business Partner / Senior Consultant SBP
- L&D Manager / Director LDM

Did you know...?

- Number of job families: 1
- Number of job roles: 10

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

L&D Coordinator /Advisor/Officer (LDC)

Job Description
Supports the smooth delivery of learning programmes through scheduling, communication, logistics, and learning system admin. Acts as a key contact for workforce and providers.

Key Responsibilities

- Coordinating the delivery of learning programmes to ensure they meet the needs of the organisation.
- Providing guidance and support to learners on programme logistics and coordination, and advising on the most appropriate programmes for their needs.
- Managing the logistics of face-to-face and online training sessions, including scheduling, venue arrangements and enrolments.
- Liaising with stakeholders about scheduling and logistics requirements.
- Setting up and maintaining programmes and materials on learning systems.
- Managing storage and distribution of learning materials.
- Capturing, managing and analysing data from learning systems to improve efficiency and support evaluation.
- Processing invoices and managing basic financial administrative tasks related to learning programmes (e.g., catering, venue costs, vendor payments).

Job Capabilities
The capability requirements for this job are described below.

Grid View **Text View**

Required level: ☐

Core Practitioner Capability	None	Fou	Int	Adv
Evidence-Informed Practice			<input type="checkbox"/>	
Self-Development			<input type="checkbox"/>	
Creative Thinking and Problem Solving			<input type="checkbox"/>	
Digital Literacy				
AI Literacy				

Did you know...?

- Jobs in the same job family: 14
- Capabilities: 15

Actions

- Download job role PDF

Once you've identified relevant roles move on to objectives

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.

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.

The screenshot shows the 'Career Objectives' web application. The top navigation bar includes 'Home', 'Help', and a user profile 'Michelle Ockers'. The main header is 'Career Objectives' with a 'How Do I Use This?' link. The main content area is divided into several sections:

- Use the Career Objectives feature to measure your personal development against the AITD Capability Framework.** This section explains that the feature helps track progress and achievements against the AITD Capability Framework.
- Did you know...?** This section provides statistics:
 - You have 1 current objective
 - There are 15 capabilities associated with this job role
 - You have assessed 10 capabilities
- Actions** This section includes links to:
 - Download your Career Objectives Report
 - Manage your Development Plan
- Legend** This section defines the symbols used in the capability table:
 - Green box: Capability required for focus role
 - Green box with star: Required level
 - Yellow box with star: Assessed level
- Job Roles Selection** A dropdown menu is open, showing a list of roles under the 'AITD L&D' category. The selected role is 'L&D Coordinator /Advisor/Officer'. Other roles listed include 'Learning Facilitator / Trainer (incl. Technical)', 'Senior Learning Facilitator/ Senior Trainer/ Lead Facilitator', 'Digital Learning Developer', and 'Learning Designer (Instructional / Experience)'.
- Capability Table** A table is partially visible, showing capabilities like 'Evidence-Informed Practice' with corresponding status icons (green box, yellow box with star).



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

Home Help Michelle Ockers ▾

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

[Show all capabilities](#)

AITD Capability Framework

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Core Practitioner Capability	None	Fou	Int	Adv
Evidence-Informed Practice			★	
Self-Development		★		
Creative Thinking and Problem Solving				★
Digital Literacy			★	
AI Literacy		★		
Strategy and Partnering				

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

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

Set Career Objectives

Home Help Michelle Ockers

Career Objectives How Do I Use This?

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

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L&D Coordinator /Advisor/Officer

Show all capabilities

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Evidence-Informed Practice				★
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Digital Literacy			★	
AI Literacy		★		
Strategy and Partnering	None	Fou	Int	Adv
Organisational Capability Building		★		
Learning Strategy				★
Stakeholder Engagement		★		
Business Partnering		★		
Promotion and Advocacy			★	
Operations	None	Fou	Int	Adv
L&D Governance				

Evidence-Informed Practice

Applies evidence-informed research in the learning sciences and interdisciplinary fields to support innovation, enhance learning practice, and maximise impact and business performance outcomes.

Common models and methodologies

- Adult learning theories (e.g. andragogy, constructivism, self-determination theory)
- Learning science principles (e.g. cognitive load theory, spaced retrieval)
- Behaviour change models (e.g. COM-B (Capability, Opportunity, Motivation – Behaviour), EAST framework (Easy, Attractive, Social, Timely))

Common tools and technology

- Academic databases (e.g. Google Scholar, EBSCO)
- Professional journals and publications

Objective level

Intermediate

Objective due date

11/01/2026

Notes

Objective set: 11/07/2025

Save objective

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.

Home Help Michelle Ockers ▾

Career Objectives [How Do I Use This ?](#)

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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

[Show all capabilities](#)

Did you know...?

- You have 1 current objective
- There are 15 capabilities associated with this job role
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Actions

- [Download your Career Objectives Report](#)
- [Manage your Development Plan](#)

AITD Capability Framework

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AI Literacy		★		
Strategy and Partnering				

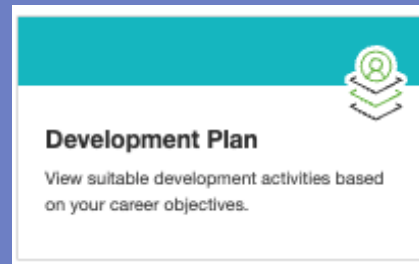
Download your Career Objectives Report.

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



The screenshot shows the 'Development Plan' interface. At the top, there's a navigation bar with 'Home', 'Help', and a user profile 'Michelle Ockers'. Below this is the 'Development Plan' header with a 'How Do I Use This?' link. The main content area is divided into several sections:

- View and select suitable development activities.** A grey box with an information icon. Text: '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** and **Development Plan** tabs. The 'Development Plan' tab is active.
- Your Career Objectives** section, showing 'Evidence-Informed Practice' and 'Digital Literacy' objectives with their levels and due dates. Each objective has a 'Learning Items' button.
- Learning items** modal window, showing a list of items. The 'Adult Learning' item is selected. It includes a description, estimated hours, provider, and a link. There are 'Add to development plan' buttons for each item.
- Did you know...?** section with two facts: 'You have 1 development activity' and 'You have 0 completed development activity'.
- Actions** section with links: 'Download Development Plan' and 'Manage your Career Objectives'.
- Legend** section with 'Assessed levels' and a yellow 'Assessed' box.

Annotations (red boxes with lines pointing to the interface):

- '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.'
- '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.'

At the bottom, a large blue arrow points right with the text: 'After selecting learning items it's time to finalise your Development Plan'.

Home Help Michelle Ockers

Development Plan How Do I Use This ?

View and select suitable development activities.
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 Development Plan ☐ Hide completed activities

Course AITD course

- > Adult Learning [Manage](#)
- > Neuroscience for Learning Design and Delivery [Manage](#)

Magazine Article AITD magazine article

- > Embracing Change and Future Proofing the Workforce - (Mona Montazian) [Manage](#)

Did you know...?

- You have 3 development activities
- You have 0 completed development activities

Actions

- [Download Development Plan](#)
- [Manage your Career Objectives](#)

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

The screenshot shows the 'Development Plan' interface. At the top, there's a header with 'Home', 'Help', and a user profile 'Michelle Ockers'. Below the header, a 'Development Plan' section contains instructions: 'View and select suitable development activities. 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.' To the right, a 'Did you know...?' box states: 'You have 3 development activities' and 'You have 0 completed development activities'. Below that, an 'Actions' box lists: 'Download Development Plan' and 'Manage your Career Objectives'. The main area is titled 'Your Development Plan' and lists items under 'Course AITD course', 'Adult Learning', 'Neuroscience for Learning Design and Delivery', 'Magazine Article AITD magazine article', and 'Embracing Change and Future Proofing the Workforce'. A 'Manage Learning' modal is open, showing fields for 'Due date' (01/08/2025), 'Completion date' (dd/mm/yyyy), 'Feedback Comments', and a 'Rate activity' section with five stars. Callout boxes provide instructions: '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.', and 'Download your 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.](#)