

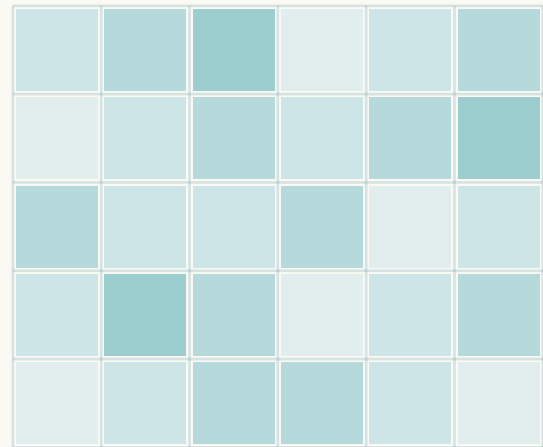


AN ARDENT WORKSHOP PRODUCT

# Free Competency Framework Starter

Draft one role's framework and read the gaps — free from Ardent Workshop.

[Start here](#)



# Your free competency framework starter

A competency framework defines what good looks like at a role — the level someone should reach on each ability, from communication to leadership — so you can see, honestly, where a person stands and what to develop next. This free starter builds one role's framework on a single tab: set a target for each competency, rate one person, and read the gap.

## The five-level scale

Lvl	Level	What it means
1	<b>Awareness — Learning</b>	Understands the fundamentals and can apply them with close guidance and supervision. Still learning the competency; not yet reliable on their own.
2	<b>Developing — Assisted</b>	Handles routine, familiar situations with occasional support. Building consistency; needs help when the work is new or unusual.
3	<b>Proficient — Independent</b>	Applies the competency independently and reliably across typical situations. This is the working standard — solid, self-sufficient, dependable.
4	<b>Advanced — Leading</b>	Handles complex, ambiguous, or non-standard situations and improves how the work is done. A go-to reference others come to for help.
5	<b>Expert — Role model</b>	Sets direction, coaches and lifts others, and is recognized for this competency well beyond the immediate team. The bar the framework points toward.

## How to use the starter

- 1 Open Competency-Framework-Starter.xlsx in Excel, Google Sheets, or LibreOffice.
- 2 Name the role, then set the target level each competency should reach for it.
- 3 Rate one person 1–5 on each competency — the gap and a Meets? flag fill in per row.
- 4 The gaps are the development conversation: pick one or two to work on, not all fifteen.

**READY FOR THE WHOLE TEAM?**

This starter drafts one role. The full Competency Matrix / Framework Builder builds every role at once and scores your whole team: rate each person and it computes their gaps against their own role, flags team-wide focus areas in priority order, and ships an editable 15-competency library and four guides — one owned 7-tab file for Excel, Google Sheets, and LibreOffice. [Get the full Competency Matrix / Framework Builder >](#)

Free starter from Ardent Workshop. The example role, ratings, and person are fictional and illustrative. A competency level is a starting point for a conversation, not a verdict — not HR, legal, or professional advice, and not an assessment of any real person. Competency frameworks are a generic people-ops practice, not affiliated with any consultancy.