# Bulk uploading competencies

Manually uploading competencies is laborious. There is a method to upload them in bulk.

The process to do this:

1. Make a template .csv file
2. Make a copy of the template
3. Add competency information
4. Upload the competencies

## Make a template .csv file

The process is to:

1. Manually create a framework with at least a couple of units of competence in it
2. Download an existing framework

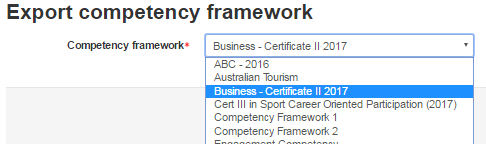
### Manually create a framework with at least a couple of units of competence in it

It is recommended that you create one competency – with at least a couple of units of competence in it. This will help you understand the process, and to get a good example .csv file to work with.

The instructions for this are in the ‘Setting up competencies’ video or <https://docs.moodle.org/31/en/Competencies>

Create a .csv template by downloading an existing template:

1. Go to Administration> Site administration> Competencies> Export competency framework
2. Select the required framework



1. Click ‘export’



## Make a copy of the template

Open the .csv template file, and save it as a new file. You may call it the name of the Unit of Competence. This is the file you will add data to.

## Add competency information to a copy of the template

Once you have the template .csv file, then you can populate it with data for a competency.

### Line 2 – Unit of Competence metadata

|  |  |  |
| --- | --- | --- |
| Field name | Data required? | Data |
| Parent id number | No |  |
| Id number | Yes | Unique name of qualification – suggest use of the year for coping with when competencies change in the future eg ‘Cert II Business (2017)’ |
| Shortname | Yes | Unique short name of qualification eg ‘Business – Certificate II 2017’ |
| Description | no |  |
| Description format | Yes | 1 |
| Scale values | No | It is recommended that this be done when the UoC is created. If you use the one in the template, a new Scale will be created, and this could get unwieldy. |
| Scale configuration | No | It is recommended that this be done when the UoC is created. |
| Rule type (optional) | No |  |
| Rule outcome (optional) | No |  |
| Rule config (optional) | No |  |
| Cross referenced competency id numbers | No |  |
| Exported id (optional) | No |  |
| Is framework | Yes | 1 |
| Taxonomy | No |  |

### ‘Heading’ for group of competencies, eg core units, general units

|  |  |  |
| --- | --- | --- |
| Field name | Data required? | Data |
| Parent id number | No |  |
| Id number | Yes | Unique name of core units – suggest use of description of the competency group the year for coping with when competencies change in the future eg ‘Cert II Business (2017) Core Units’ |
| Shortname | Yes | Unique name for core units – can be the same as the ‘Id number’ |
| Description | No | If you use this, surround the description with html tags, eg ‘<p>Address client needs<br></p>’ |
| Description format | Yes | 1 |
| Scale values | No |  |
| Scale configuration | No |  |
| Rule type (optional) | No |  |
| Rule outcome (optional) | No |  |
| Rule config (optional) | No |  |
| Cross referenced competency id numbers | Yes | Same as the ‘Id number’ in cell B2, ie the Id number of the Certificate |
| Exported id (optional) | No |  |
| Is framework | No |  |
| Taxonomy | No |  |

### Units of Competence (UoC) – to be completed for each UoC that falls under this group of competencies, eg core units

|  |  |  |
| --- | --- | --- |
| Field name | Data required? | Data |
| Parent id number | Yes | Same as the ‘Id number’ in cell B3, ie the Id number of the sub-title of these competencies |
| Id number | Yes | Unique name of core units – suggest using cut and paste from the Training package to save time. Note: you can select the ‘code’ and ‘title’ and copy paste these into the .csv. The ‘code’ will be the Id number, and the ‘title’ will be the Shortname for the UoC. |
| Shortname | Yes | See information for ‘Id number’ above |
| Description | No | If you use this, surround the description with html tags, eg ‘<p>Address client needs<br></p>’ |
| Description format | Yes | 1 |
| Scale values | No |  |
| Scale configuration | No |  |
| Rule type (optional) | No |  |
| Rule outcome (optional) | No |  |
| Rule config (optional) | No |  |
| Cross referenced competency id numbers | Yes | Same as the ‘Id number’ in cell B2, ie the Id number of the Certificate |
| Exported id (optional) | No |  |
| Is framework | No |  |
| Taxonomy | No |  |

You can repeat the process for general electives and any other ‘group’ of competencies that this Unit of Competence has, eg in Cert III Sport Career Oriented Participation there are sub-groups for Australian Football, Cricket, etc.

If an elective is listed in the ‘General electives’ list AND in a more specific group, eg Cricket, then it will only go into the framework once. You can alter which group it ends up in after uploading the framework if required.

# Upload the competencies

The final task is to upload these competencies:

1. Go to Admin> Site admin> Competencies> import competency framework
2. Drag in your .csv data file
3. Click on ‘import’
4. ‘Confirm’ to accept the mapping
5. ‘Continue’ – and you can have a look at your new Competency framework!

This new Competency framework will now be available for your staff to use in their courses.