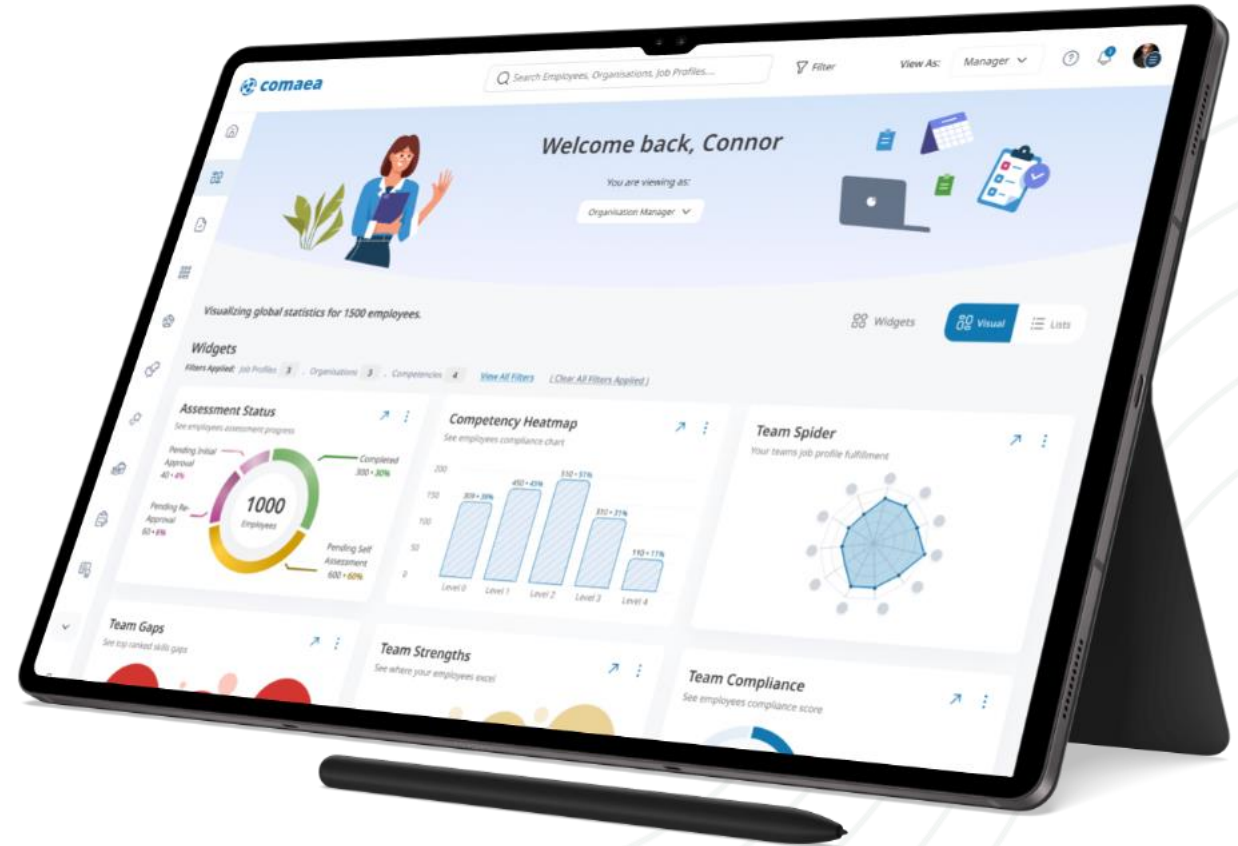


next generation competency management



keeping your data safe, secure and accessible



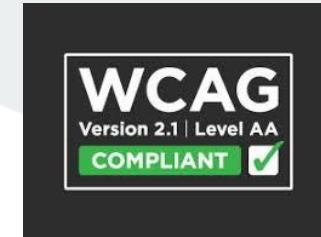
Comaea are ISO27001 Certified and our ISM processes are audited independently each year.



We are Cyber Essentials Certified demonstrating our commitment to cyber security



Comaea is annually pentested by a CREST approved third party to ensure your data is secure



The Comaea application meets the accessibility requirements for WCAG2.1(AA) to ensure inclusion for all.



Built on AWS or Azure web services and state of the art data centres, we can scale from 1 to 100,000 users quickly and reliably.

Comaea is a powerful and secure competency management tool that can be used as a stand-alone or fully integrated cloud-based application.

You can easily set up and maintain any (and unlimited) competency frameworks, job roles, job level requirements, and career paths.

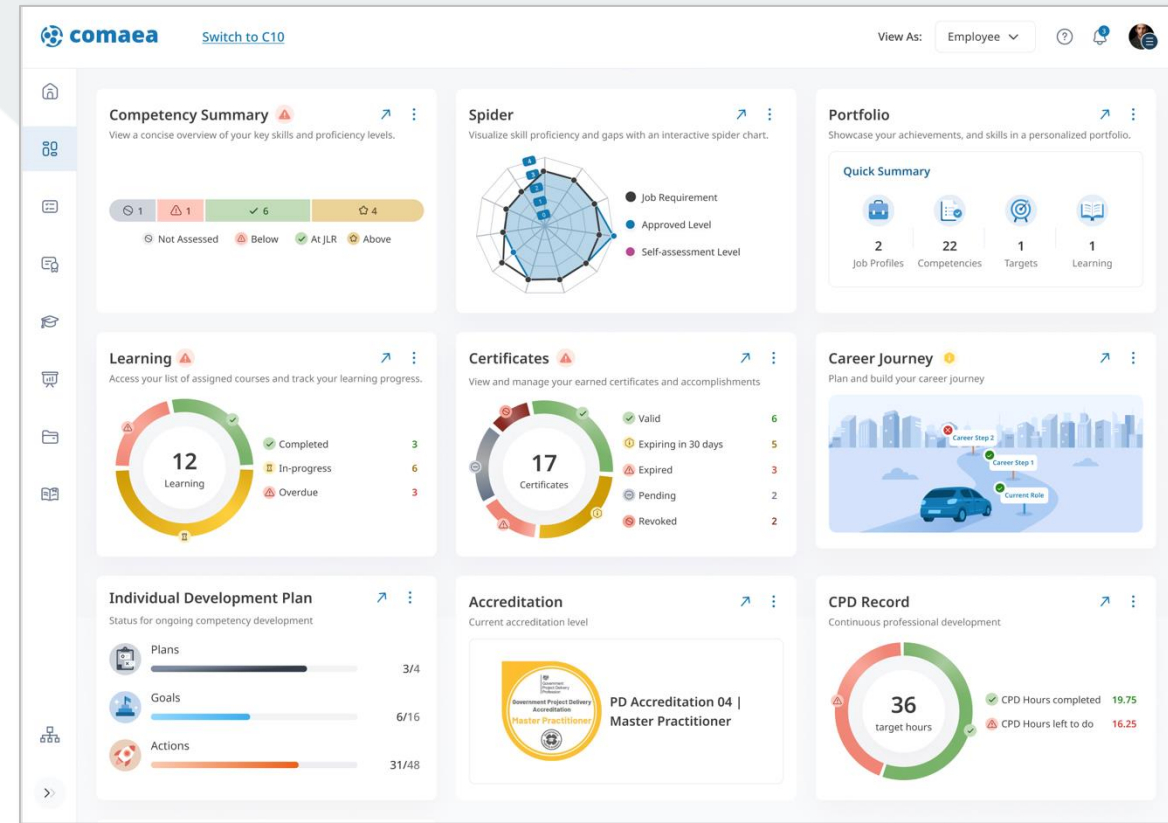
You can start off small with Comaea and grow into it by utilising the additional functionality as confidence and exposure grows.

You can access comaea from any device with internet access. All data is located in the UK and comaea is fully GDPR compliant.

Import / export data from:
HR Systems (e.g. ORACLE, SAP, Workday)
Learning Management Systems (LMS)
Content Management Systems (CMS)

Export data to:
Additional Analytical Systems
Project Gateway tools
Data Lakes

Comaea is built for integration



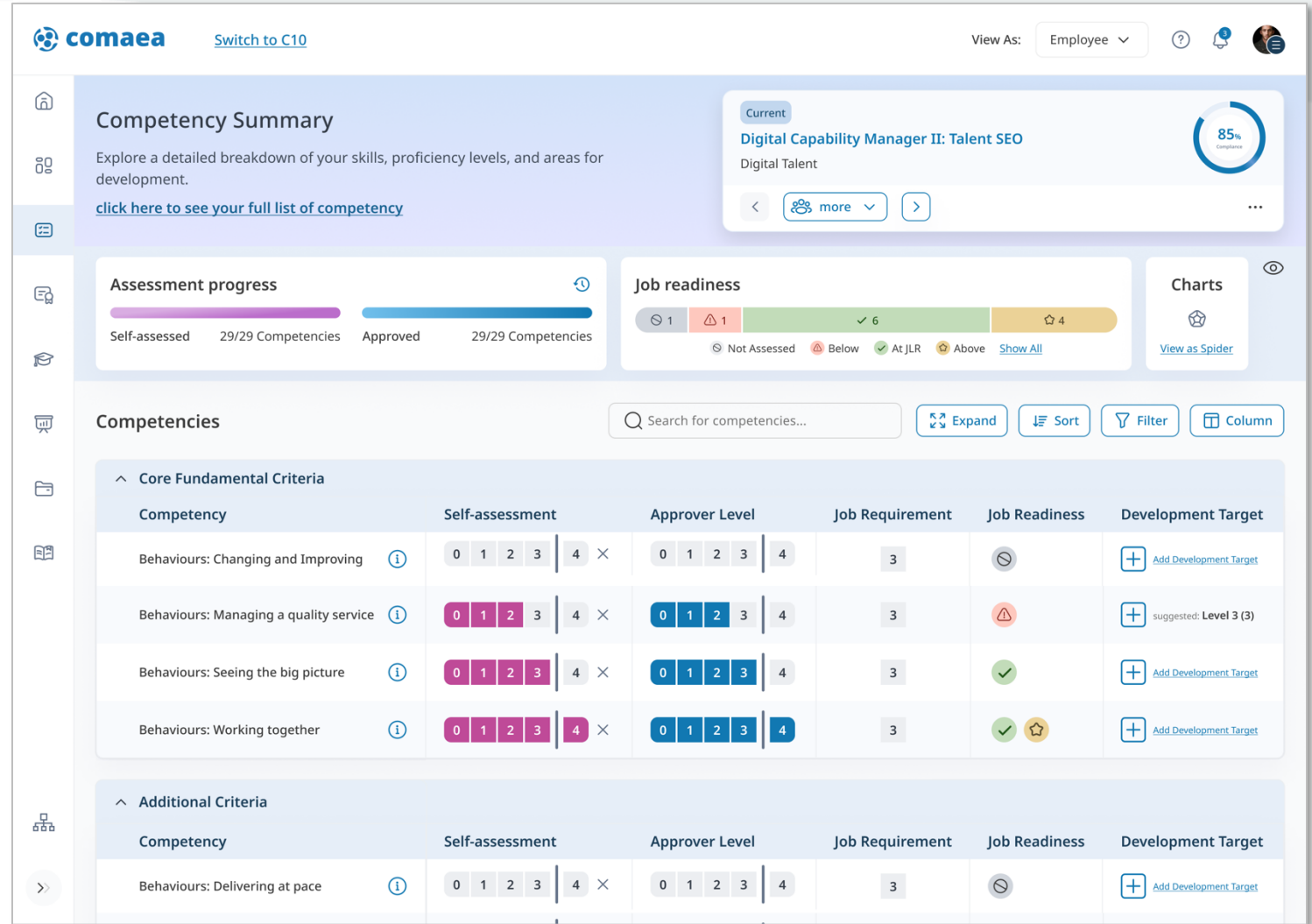
Completing a competency profile is easy for an individual and a manager (approver).

A competency guide gives additional information on the scoring and the individual score, approved score and job level requirements are all visible on the same screen.

Comments can be added to act as a place to put evidence or for an individual or manager to add a narrative.

Clear indication of job readiness status is displayed and drives focussed one-to-one development discussions.

Everything is automatically saved and updated.



The screenshot displays the Comaea Competency Summary dashboard for an employee. The interface includes a sidebar with navigation icons, a top header with the Comaea logo and user information, and a main content area with several sections:

- Competency Summary:** A section at the top right showing the current competency profile for "Digital Capability Manager II: Talent SEO" with a compliance score of 85%.
- Assessment progress:** A progress bar showing the status of self-assessment and approval for 29/29 competencies.
- Job readiness:** A section showing the job readiness status with a progress bar and a legend for "Not Assessed", "Below", "At JLR", and "Above".
- Charts:** A section with a "View as Spider" link.
- Competencies:** A table listing competencies under two categories: "Core Fundamental Criteria" and "Additional Criteria".

The "Competencies" table includes columns for Competency, Self-assessment, Approver Level, Job Requirement, Job Readiness, and Development Target. The table shows four competencies under "Core Fundamental Criteria" and one under "Additional Criteria".

Competency	Self-assessment	Approver Level	Job Requirement	Job Readiness	Development Target
Behaviours: Changing and Improving	0 1 2 3 4 ×	0 1 2 3 4	3	Not Assessed	+ Add Development Target
Behaviours: Managing a quality service	0 1 2 3 4 ×	0 1 2 3 4	3	Below	+ suggested: Level 3 (3)
Behaviours: Seeing the big picture	0 1 2 3 4 ×	0 1 2 3 4	3	At JLR	+ Add Development Target
Behaviours: Working together	0 1 2 3 4 ×	0 1 2 3 4	3	At JLR Above	+ Add Development Target
Behaviours: Delivering at pace	0 1 2 3 4 ×	0 1 2 3 4	3	Not Assessed	+ Add Development Target

Assessment Progress

Self-assessed

12/12 Competencies

Approved

12/12 Competencies

Job Readiness

0

2

5

5

Not Assessed

Below

At JLR

Above

Show all

Charts

View in Slider

Competencies

Search for competencies...

Collapse

Columns

Filter

Sort

Competency	Self-assessment	Approver	Job Requirement	Job Readiness	Development Target	Linked Learning	Self Updated	Approver Updated	Actions
L09. People Performance Management	A K S E	A K S E X	K		A K S E X	View Learning	11 Feb 2025	11 Mar 2025	Learning
L10. Talent Development	A K S E	A K S E X	S		A K S E X	View Learning	26 Sep 2022	24 Jan 2025	Learning
L12. Managing Knowledge	A K S E	A K S E X	S		+ Add Development Target		3 Oct 2022	14 Jan 2022	Learning

Competency	Self-assessment	Approver	Job Requirement	Job Readiness	Development Target	Linked Learning	Self Updated	Approver Updated	Actions
C01. Idea Generation and Evaluation	A K S E	A K S E X	A		+ Add Development Target		3 Oct 2022	6 Sep 2022	Learning
C02. Problem Solving and Decision Making	A K S E	A K S E X	K		A K S E X	View Learning	3 Oct 2022	2 Feb 2023	Learning

Learning

Let's add new learnings to fill the gaps!

Add Learning

Assigned Learning

Select a Competency

L09. People Performance Management

Recommended for:

Knowledgeable (K)

Daisy-May's Current Level

A K S E

Job Requirement

A K S E

Daisy-May's Development Target

A K S E

Recommended Learning

Performance Management Course

Virtual Classroom

Add

The Performance Manager

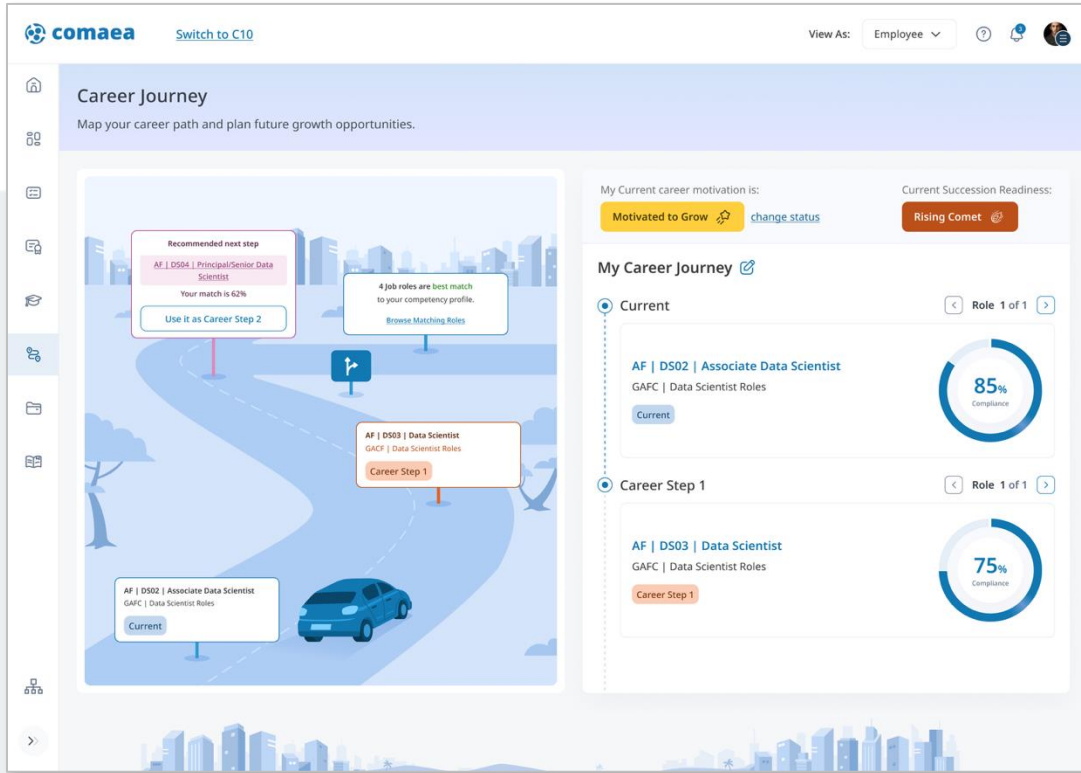
Classroom (Internal)

Add

1 of 1 pages

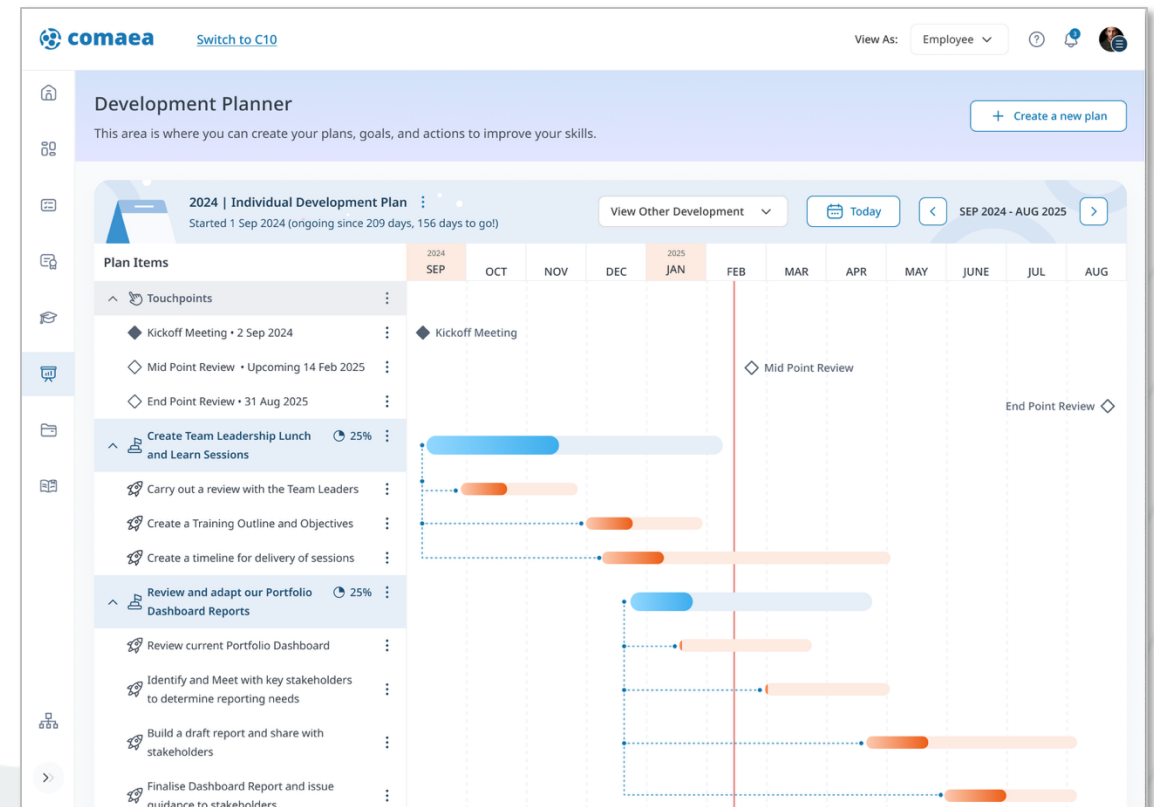
Finding recommended learning activities is easy in comaea. Simply set your target level or view your gaps and you will be able to view recommended learning activities for that competency.

You can add these to your learning plan and be able to review and track your progress with your manager. We can link directly to your LMS to utilise otherwise unused content.



Employees can build their own career pathways using suggested routes within their current profession, or they can browse roles for unexplored opportunities.

Succession planning becomes clear and manageable at all levels, with new features for employee motivation and succession readiness.



Development plans, appraisals, annual reviews, mentoring plans can all be created and easily tracked in comaea, and regular touchpoints drive meaningful conversations.

Templates available for: Annual reviews, Succession Plans, Mentoring Plans, Wellbeing Plans, Onboarding Plans and more...



Certificates can be easily tracked to ensure continued compliance.

Automatic notifications are sent to ensure continued compliance, and refresher learning can be automatically assigned.

Advanced validation workflows can be set up and evidence collected with authorised validators signing off a certification.

Individual certificate status can then be rolled up and reported by team, roles, departments and whole organisation.

Certificates

A full list of your certificates and the area where you could get your certificates to validate by your manager

Certificate Tracker

Showing status for all certificates

3 Valid 1 Expiring in 0 days 0 Expired 0 Pending 0 Revoked [Show all](#)

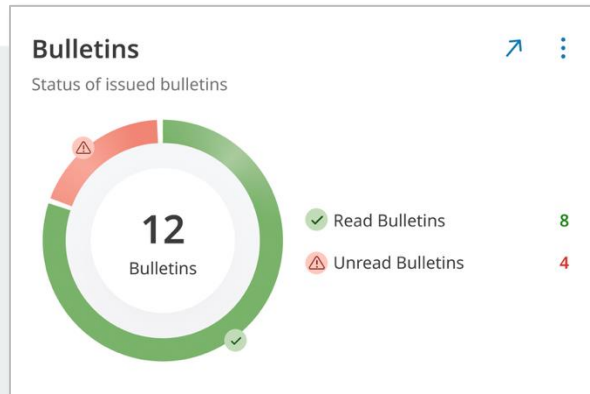
Certificates List

Your certificates is shown below

Search for certificates... [Collapse](#) [Columns](#) 1 of 1 pages

Certificate	Status	Approved Level	Development Target	Expiring in	Active	Actions
Amazon AWS Certified Big Data - Specialty	 Valid	1	1 x	97 days	☒ Active	Comment Document
Amazon AWS Certified SysOps Administrator	 Expiring	1	1 x	----	☒ Active	Comment Document
EC Council CHFI: Computer Hacking Forensic Investigator	 Valid	1	1 x	64 days	☒ Active	Comment Document ¹
Microsoft Certified Professional Developer (MCPD)	 Valid	1	1 x	63 days	☒ Active	Comment Document ¹

Last login: 22 May 2025



Bulletins, policies or notices can be issued and tracked through comaea.

Bulletins can consist of text, a link or a downloadable document and employees must click to say they have read and understood the content.

History is saved and statistics are generated for each bulletin issued.

comaea [Switch to C10](#) View As: Employee

Bulletins

View bulletins issued for you to read

Bulletin Status 3 Not Read 3 Read [Show All](#)

Assigned Bulletin Search for bulletin... Card List Expand Column 1 of 12 pages

Bulletin Name	Status	Issued Date	Due Date	Days overdue	Actions
Annual Fire Safety Refresher – 2025	Not Read	1 Apr 2025	1 May 2025	4 days	Comment Document
New Hybrid Working Policy Update	Not Read	5 Apr 2025	1 May 2025	4 days	Comment Document
Slips, Trips & Falls: Winter Awareness	Not Read	7 Apr 2025	1 May 2025	4 days	Comment Document
Employee Wellbeing: Mental Health Support Resources	Read	12 Apr 2025	14 May 2025	----	Comment Document
Data Protection & Privacy Guidelines	Read	16 Apr 2025	16 May 2025	----	Comment Document
Code of Conduct – Annual Review	Read	21 Apr 2025	21 May 2025	----	Comment Document

Last seen 5 Mar 2025, 12:04 am

View Bulletin

Annual Fire Safety Refresher – 2025

Issued by: Health & Safety Team
Effective From: 2 January 2025
Review Due: 31 December 2025
Read Time: Approx. 3 minutes

View link

Content Main Topics

Why This Matters
As part of our commitment to a safe working environment, all employees are required to complete a refresher on fire safety procedures annually. This helps ensure everyone knows what to do in the event of a fire or emergency evacuation.

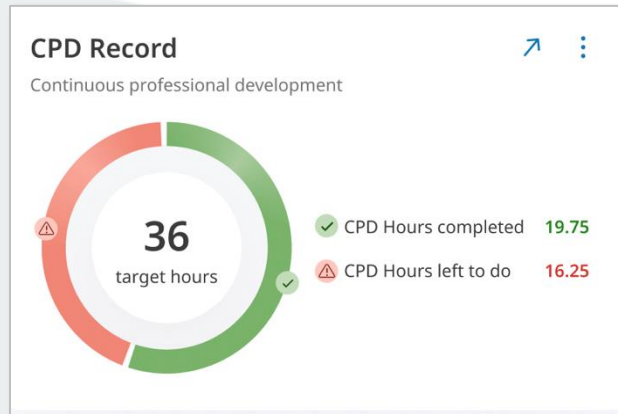
Key Reminders

- Know your nearest fire exits – These may have changed due to recent layout updates.
- Do not use lifts during an evacuation.
- Assembly points for your building can be found on the updated floor plans [here].
- Fire marshals wear high-visibility vests and are responsible for guiding you safely.
- Keep fire doors closed – Never wedge them open.

By clicking **Mark as Read**, I have acknowledge that I have read and understood the content of this bulletin

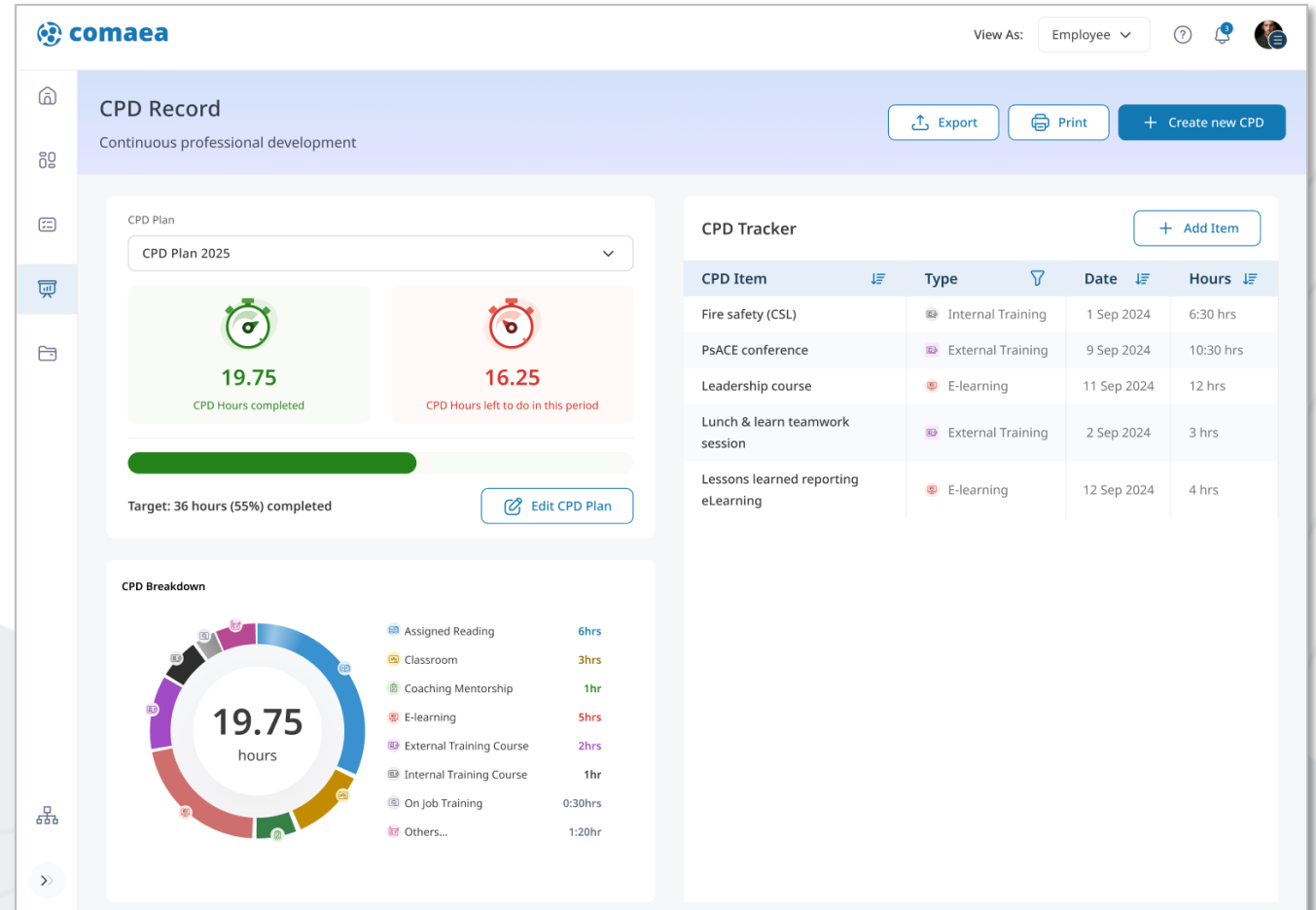
[Download](#) [Mark as Read](#)

from June 2026



Capture and track your continual professional development (CPD) and ensure you have met your CPD requirements for the year.

Create longer term CPD plans for graduates and apprentices, or for submission to your professional body.



Each manager has access to a customisable dashboard to give real-time data so they can effectively manage their teams. Data can be filtered, shared and exported. Access is based on their hierarchal rights and can be filtered on the departments or work-schemes. Additional rights can be issued to job family managers (e.g. Heads of Profession) and administrators.



- Simple user-friendly interface
- Consistent approach to competency management
- Structured development conversations
- Easy gap analysis / target setting
- Transparent career progression steps
- Informative Manager dashboards (GDPR compliant)
- Comprehensive people analytics
- Links to learning content from multiple sources



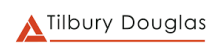
Government users

- DWP (aka Careers Toolbox)
- DBT
- MoJ
- BEIS
- UKRI
- DfE
- CDDO
- MOD
- Defra
- UKAEA
- UKSA
- Home Office
- Project Delivery (Aka GOST)
- Analysts Function
- Science and Engineering
- Knowledge and information management
- Maritime & Coastguard agency
- Parliament
- Companies House
- Metropolitan Police Service
- AWE
- Network Rail
- UKAEA IFS
- NHS
- Welsh Government
- Scottish Government

customers

Balfour Beatty

nationalgrid



partners





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+44 7889 660025

or call us on 0330 808 5037