***Forecaster Competency 5: Portfolio Information Note***

***C5 Communicate meteorological information to internal and external users***

***Competency Description:***

Marine weather forecasts and warnings are communicated in a timely and clear manner and designed meet user community decision-making needs by focusing on impacts to their activities or responsibilities.

**Considerations on using Portfolio for assessment**:

While Direct Observation using a think-aloud protocol and Experiential Questions can gather useful evidence of knowledge and skill regarding communicating meteorological information to customers, not all representative actions with all customers can be observed or discussed in detail. Competency 5 is also one that continually evolves as our customers change their operations, as climates and weather regimes change, and as weather services and customers deepen their knowledge of one other. In addition, due to unique customer activities and impacts from severe weather, supplemental competency assessment criteria are called for.

For this reason, the Portfolio assessment method can play an important role in a competency assessment implementation for Performance Criteria 5.1-5.3, to demonstrate both growing knowledge of customers and application of this knowledge in communicating meteorological information to them.

**Recommendations**:

Portfolio items for Competency 5 might include:

* Reports on important interactions with customers during severe weather events and outside of significant weather situations.
* Documents that demonstrate knowledge of the range of local and regional customers that use the forecaster’s meteorological information, including their activities and weather vulnerabilities.
* Reports or documentation on briefings with customers that have occurred, particularly those revealing questions about customer concerns, responses made to them, and decisions customers must make based on weather information.
* Documents that show full knowledge of the product dissemination methods utilized, including who uses them, their strengths, and their limitations.