



Education and Culture DG

Lifelong Learning Programme



Europass+ 2



State of the art of the skills and
competences review:
Checklists and Examples



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How did we work?



COMPUTER SKILLS AND COMPETENCES

We decided to integrate the checklists and examples already created during Europass+ project

OTHER SKILLS AND COMPETENCES

First of all, we chose to insert and describe four kinds of other competences:

- ORDER, QUALITY AND ACCURACY**
- INITIATIVE AND SELF CONFIDENCE**
- FLEXIBILITY**
- SELF CONTROL AND STRESS COPING**

How did we work?



To create the checklists we decided to apply this criteria for the three different levels:

- *what kind of skills, referred to the specific competence, he or she is able to apply;*
- *what levels of autonomy and responsibility, in dealing with issues related to the specific competence, are applied in the exercise of an activity (level 1: basilar use of competence; level 2: autonomy in using skills; level 3: responsibility on other persons).*

From this perspective, competences

- *have to be positioned in a scale of complexity*
- *have been described in action.*

Definitions



ORDER, QUALITY AND ACCURACY

- to do activities with method, attention to details, constancy and diligence.
 - to act with order, attention to quality and methods.
- to improve order and quality in oneself and other people's activity.

INITIATIVE AND SELF CONFIDENCE

- to carry out an activity and to take decisions,
- to respond to failure and to persuade other persons also in critical situations.

Definitions

FLEXIBILITY

- to fit and act effectively in a wide range of situations or with different persons;
 - to understand and appreciate different points of view;
 - to fit to new situations or to accept easily changes;



SELF CONTROL AND STRESS COPING

- to keep control of emotions and to avoid negative behaviours in hostile or stressing situations;
- to face unsure situations and risks basing on own emotional stability and control, particularly in case of decisions to take;
 - to fit to different situations and manage anxiety
 - to expose own point of view to authoritative persons

How did we work?



We create

- *One checklist for each level of competence/skill regardless context (workplace, education...)*
- *One example for each context of a level*

Now I'm going to show you some checklists and examples created for the tool.

ORDER, QUALITY AND ACCURACY



Level 1

Check list

I'm interested to order
I control my activities
I like to do activities with accuracy and attention to details.

Example (education)

At the end of each training day, during a recent course, I reordered notes and added them to the textbook

ORDER, QUALITY AND ACCURACY



Level 2

Check list

Frequently I control my activities, data or projects to verify their status.
I find my weak points and solutions to preserve and improve order and quality.

Example (workplace)

During my work experience as a cook, I learned and appreciated to keep the order and the cleaning and to find new solutions to order my work tools.
So I could work faster and improve the preparation of dishes.

ORDER, QUALITY AND ACCURACY

Level 3

Check list



I use and improve methods to organize and record informations or to improve order. I find solutions or methods to get better quality and accuracy of mine and other people's work.

Example (family, leisure, voluntary work)

In the volutary association, with whom I cooperate, I got in recording and monitoring monthly our activities and contacts. By this method, periodically improved, the association carried out its activities in a more effective way.

INITIATIVE AND SELF CONFIDENCE

Level 1

Check list



I have self-confidence. I don't need steady supervision or help to carry out my activities. I have confidence in my abilities and I can activate my resources in different situations.

Example (workplace)

As a worker assigned to the prototyping of motorcycles. From the reading of the draft, I choose materials to use, the adapt woodworking tools and I make all the prototypes up to preparation of paint.

INITIATIVE AND SELF CONFIDENCE



Level 3

Check list

I analyze mine and other people's activities and I can persuade also in critical situations.

I can take decisions and risks also in activities, in which other persons are involved.

Example (family, leisure, voluntary work)

As a volunteer in a municipal kennel, I persuaded all the other volunteers to create a leaflet at our expense to raise awareness to the territory for adoption of abandoned dogs.

SELF CONTROL AND STRESS FACING



Level 3

Check list

I'm able to control strong emotions and stressing situations, of which I can see the solution. In stressing situations I can calm myself and other people.

Example (workplace)

One day, when I was working as a receptionist in a job agency, an unoccupied person came in, screaming. He was saying that, despite his long enrollment in our data base, he was still without a job. Kindly I asked him to wait his turn to allow me to verify carefully his situation. Then, reading with him his cv in our data base, I verified that it wasn't updated. I modified his cv adding his last and important work experiences. This worker left the agency with a different emotional state. He learned the importance to update his cv.



FLEXIBILITY

Level 2

Check list

I apply rules and procedures with flexibility.
To realize my purposes I adapt my actions to specific situations.
I adapt myself to changes.

Example (workplace)

During a training course, it was changed the place of lessons. Even if the time to go there became much longer, I didn't leave the course, that was particularly useful for my personal and professional growth.