

## A 02 Further analysis instruments

### Professional and operational active competence

Test yourself

The statements below relate to your vocational and operational active competence. This includes expertise, methodical competence and social competence.

Here you have the opportunity to test yourself and compose your present competence profile. Put a cross at the points which you are convinced describe you and which you count among your strengths.

**4 points** - an unreserved yes,

**3 points** - yes with few reservations,

**2 points** - yes with several reservations,

**1 points** - scarcely applicable.

If you are in doubt or cannot answer yes to the statement, leave the box empty. If you have assiduously addressed all the statements you can define your present competence profile in conclusion. You will then see your particular strengths and also the fields in which you can and must develop yourself further. A test always incurs a little stress and it is therefore understandable if you feel under pressure at the moment. Do take the time to become calmer and peruse the paper, because there are no right or wrong answers.

	<b>Skills</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1.	I am very experienced in working with tools, appliances and machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	I am well able to carry out practical work alone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	In my job I handle the manual activities very well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	I need only a short time to learn new techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	I can work with various ancillaries, appliances and tools.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	I can adapt very well to new tasks the techniques I have learned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	With most jobs I know which methods are the most effective to implement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	While carrying out practical assignments I have often been complimented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Knowledge</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
9.	My technical skills are so comprehensive that I am able to work in almost all situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	I am knowledgeable about the necessary workplace safety measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	I understand which work can be hazardous and costly when mistakes are made.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	I understand very well the functions of the necessary appliances (tools, machines) for my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	In the course of my vocational development I have already acquired a great deal of technical knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	I know very well how I can best use my strengths at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	I know very well how to orient myself in a firm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	I have good technical and/or business knowledge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	I am familiar with quality norms (e.g. ISO 900 ff.) and I know how to ensure the quality of my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Self competence</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
18.	I can easily recognise the essentials of a subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	If a job does not work out right, I am ambitious enough to look for the cause myself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	When a problem occurs for the first time, I need only a short time to find a solution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	My strength is my ability to think problems through and find solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	I solve problems methodically step for step.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	I find it easy to plan and schedule working steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	I am well able to assimilate information alone on new developments and their effects on the work in the firm and to use them for my current tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	If I make a mistake I ask myself critically what the cause might have been.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	When the job stops I often have good ideas for getting it started again	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	I am not easily discouraged by obstacles at work and I consider how to overcome them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	I have often had good ideas as to how I can overcome obstacles and stoppages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	I can adapt my experience very well to new tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	I enjoy working out solutions for difficult tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	I am eager to try new approaches to the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	I can readily combine various ideas to form new ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	I am very interested in seeing new methods, processes and often have good ideas as to how I can use them in my job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	I can retain new knowledge or new information for a long time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	I make sure that I acquire vocational knowledge not only for exams but also for practical use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	I learn quickly the calculations relating to the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	I can easily understand and use graphic instructions (e.g. sketches, drawings, curves, diagrams and plans).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

38.	I can easily understand and learn text. (e.g. technical texts, operating instructions, textual instructions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	I have often learned new work procedures after seeing them only once.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	I can easily understand the spoken word, assimilate the content and commit it to long term memory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	I understand how to learn important things long term.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<b>Social competence</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
42.	When I impart information to other persons I ensure that they have understood me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	I can communicate work related matters to my colleagues in understandable language.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	I inform my colleagues and managers promptly about important matters. I do not withhold important information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	I can make contact and converse with ease with new colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	I have no difficulty or inhibitions about asking others for help or information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	I can easily initiate and conduct talks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	I have no inhibitions when speaking on the phone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	I feel that when I speak, others find my words convincing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	I enjoy working in a group as I think it brings mutual benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.	In groups or teamwork I observe the interest in others and make my interest clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52.	I am able to understand my colleagues' interest and draw conclusions for my own presence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	In teamwork I make sure that I am not exploited but I do not take credit for the efforts of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.	In cases of disagreement or conflict I know what I should do in to smooth matters in an objective way.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55.	I have no difficulty fitting into a new team and establishing cordial relations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.	I am able to stay under control in complicated situations, e.g. conflicts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.	I know that in all cases I can get my way and I am also able to reach a compromise.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Competence model

Level indicator			
<i>Requirements structure</i>			
Technical competence		Personal competence	
<i>Knowledge</i>	<i>Abilities</i>	<i>Social competence</i>	<i>Personal competence</i>
Depth and extent	Instrumental and systematic abilities, judgement skills	Teamwork/leadership skills, joint organisation	Independence/responsibility, reflectivity and learning ability

	Indicators
1 to 8 Abilities	8
9 to 17 Knowledge	9
18 to 41 Personal competence	24
42 to 57 Social competence	16

## Illustration of the competence profile (as a pillar diagram)

