

COMPETENCE PASS

A national system for confirming competence

Personalia
Name:
Employer:
Occupation:
Employed from / to:
Full / part time employment:
Date of Birth:

Important work areas	Description of work tasks

Work organization – Work methods

Specification of vocational competence		Level
Level 1 = Follow instructions for simple tasks Level 2 = Work independently within specified area.	Level 3 = Professional responsibility: advise/instruct others . Level 4 = Good professional/trade insight: develop work progress independently	
Important vocational competence at work:		
Computer skills – ICT:		
Economics:		
Security/environmental measures at work:		
Areas of work/project development:		
Technical know how:		
Foreign languages:		



Specification of areas of vocational competence		Level
Level 1 = Follow instructions for simple tasks Level 2 = Work independently within specified area	Level 3 = Professional responsibility: advise/instruct others Level 4 = Good professional/ trade insight: develop work progress independently	
Marketing		
Branch know how		
Other relevant vocational competence		

Specification of personal and social competence
Cooperation, communication
Work contribution, quality, service
Initiative, creativity, flexibility, readjustment

Specification of management and administrative competence
Management leadership, motivation
Result and target oriented
Training/teaching/instructing employees/others

Other relevant information – other areas of competence

Place:	Date:	Employee's signature:
Place:	Date:	Employer's signature:



CV

Personal data		
Name:		
Gender:		
Mother language:		
Date of birth:		
Address:		
Zip code:		
City:		
E-mail address:		
Office tel.:	Private tel. :	Mobile tel.:
Current employer:		
Current position:	Employed since	Percentage of FT employment: %

Work Experience					
Employer	Position	Period from –to	%	Work description	Annex no.
		-	%		
		-	%		
		-	%		
		-	%		
		-	%		
		-	%		

Education and Training			
School / studies	Branch / Faculty / Specialization	Completed in (year)	Annex no.

Valid certifications and diplomas			
Name of certificate	Detailed description	Valid from - to	Annex no.



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Courses				
Course name	Length	Completed in (year)	Main contents	Annex no.

Other types of experience, including voluntary work		
Type of activity	Skills involved – detailed description of tasks	Annex no.

Additional information

Place:	Date:	Signature
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How should the process be carried out?

Information and open channels of communication are important factors for success. Most people who have fulfilled a fruitful process think this is true.

The following is a course of action for the process:

1) DEFINE THE STATUS QUO OF THE COMPANY

A short going through of today's situation and future challenges is a good starting point. Take a look at completed tasks/projects, who did them and what kind of competence that was needed to fulfil them. This course of action will give a good general view of the employees' competence and project/task areas in the company.

2) AGREE ON PROJECT/TASK AIM AND HOW TO ORGANIZE IT

Before starting the process, both employer and employees ought to agree on how planning stages best serve the project and who should have responsibility for the different phases in the process. It is important to discuss some of these elements in order to be prepared for diverse situations arising during the course of the project work.

A common understanding of what the purpose of charting competence and how it can be best utilized can be a complicated process. The company does not necessarily always have the same need for competence individual employees have. The various aspects of this issue should be brought forward so that both partners have a realistic expectancy of work results.

Employees are often interested in:

- **developing their own competence**

Charting competence is important for defining the field of competence one has or in cases where one

does not have sufficient competence, one willingly learns more.

- **Their own career possibilities:**

One wishes to document one's own competence and one's potential to be even better.

The company is most often interested in:

- **Strategic development of competence**

Where do we want to go and what do we need to get there?

- **Charting the intellectual pool**

What is the potential of the working force we have?

- **Evaluation of employees and management**

A depiction of how the various sections in the organization function

- **Certification; prospects of registration within public enterprises**

3) CHOOSING SUPPORT MEASURES/TOOLS

There is a diversity of support measures and tools to be used for charting competence in working life. It is important that the use of chosen tools has been thoroughly thought through so that the work process does not falter or entirely cease due to practical difficulties with tools. Testing the suitability of the tools before the work process has been started, can be a smart move. Vox has developed a tool which can be downloaded free from www.vox.no

4) INFORMATION MEETING

Good information and implementation throughout the whole organisation is decisive for achieving a good result.

Before the information meeting, you should understand the following clearly:



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- “What do we stand for?”, “what are we aiming for?”
- the need for competence, future tasks/assignments
- Purpose: why document competence?
- implementation, responsibility
- How should it be done?
- What happens after the process is over?

Agenda for our internal process

Why are we doing this?

Who is responsible for what?

What will the results of the charting mean for the company?

What will the results mean for each and every one of us?

5) REGISTRATION OF COMPETENCE

It will vary how much help each individual needs to fill in the documents. Some have done this earlier and only need up to date adjustments, while others have never done anything like this earlier and may need guidance. This can be done in various ways. Colleagues, shop stewards or a local manager could be of help.

It may be wise to pave the way for organized guidance to get the process started. Remember: those who need guidance are as a rule those who don't ask for it.

One good technique for getting started is to note down the various work tasks from a day at work.

It is useful to have a completed attestation of competence readily available when filling in one's own competence. You can find examples of completed attestations in this start kit.

THE EASIEST METHOD FOR THIS TASK IS AS FOLLOWS:

- 1) Write down the most relevant examples of attestation of competence you can find in www.vox.no and note your own catchwords.
- 2) Download the attestation of competence programme from www.vox.no. Have someone to talk you through and follow the instructions on the screen
- 3) Write down the attestation of competence.

6) ATTESTATION OF COMPETENCE

After the charting is over, it is useful to write the result in the form of an attestation of competence. This attestation will give a good description of what the employee is capable of and has learned. As a rule, it is necessary to have a talk with the manager before signing the agreement.

It is advised that an attestation of competence contains the following:

- A statement concerning work tasks
- A statement of competence
- Vocational skill competence
- Personal and social competence
- Leadership/managerial competence
- Other relevant statements

The employee is the sole owner of an attestation of competence. This implies that the employee decides how the document is to be used.

7) FINISHING PROCESS (SUPPLEMENTARY WORK)

A charting process like this must be continually kept up to date. The process of documentation alone will create expectations of change in one form or other – either in the form of further education offers, or other work tasks or increased esteem. If the plan for following up the work has been agreed on beforehand and information has been well organized en route, misconstruences will be avoided.

8) REPETITION, A CONTINUOUS PROCESS

The next time the evaluation process is started; preparatory work will go smoother because everyone has experienced how this process functions.



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