

A thick black L-shaped frame surrounds the text. The top-left corner is a horizontal bar extending to the right, then a vertical bar extending downwards. The bottom-right corner is a horizontal bar extending to the left, then a vertical bar extending upwards.

# WHAT ARE SKILLS OR COMPETENCES?

Short overview on the Key Competences A  
EUROPEAN REFERENCE FRAMEWORK

# Developing skills



- Skills development is a **lifelong process**. The skills, competences, and qualifications that people need change over time and must be developed in line with the evolving needs of the labour market.
- People need to be equipped with a variety of **basic skills** (including literacy, numeracy, foreign languages and digital skills) and equally **higher** and more relevant skills as the needs of the labour market evolve.
- **Transversal skills**, such as the ability to learn and take initiative, to work with others and solve problems, will help people deal with today's varied and unpredictable career paths.

# But also



- The development of **entrepreneurial skills**, knowledge and attitudes will help contribute to employability, support new business creation and benefit individuals and society on the whole.
- In addition, digital technology is transforming almost every aspect of our public, private or work life. For every individual - employees, learners, and citizens - this technological innovation creates a demand for new and evolving **digital skills**.
- The present program is inspired by all this EU standard, as they describe competences that citizens should possess to be more competitive on the labour market.

**What competences  
we are talking  
about?**



# Communication in the mother tongue

Communication in the mother tongue is the ability to express and interpret concepts, thoughts, feelings, facts and opinions in both oral and written form (listening, speaking, reading and writing), and to interact linguistically in an appropriate and creative way in a full range of societal and cultural contexts; in education and training, work, home and leisure



This implies an awareness of the impact of what we say on others and a need to understand and use language in a positive and socially responsible manner.

## What is it about?

- linked to the development of an individual's cognitive ability to interpret the world and relate to others.
- requires an individual to have knowledge of vocabulary, functional grammar and the functions of language.
- It includes an awareness of the main types of verbal interaction, different styles and registers of language, and the variability of language and communication in different contexts.

## Why is important?

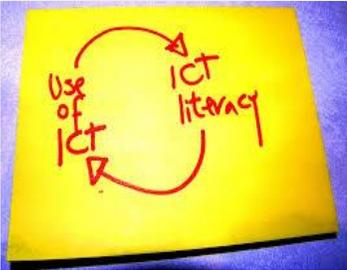
- Ability to distinguish and use different types of texts, to search for, collect and process information, it helps to formulate and express arguments in a convincing way appropriate to the context.
- A positive attitude involves a disposition to critical and constructive dialogue, and a willingness to strive for them, and an interest in interaction with others.

# Digital competences

Digital competence involves the confident and critical use of Information Society Technology (IST) for work, leisure and communication. It is underpinned by basic skills in ICT: the use of computers to retrieve, assess, store, produce, present and exchange information, and to communicate and participate in collaborative networks via the Internet.



# Use of IST requires a critical and reflective attitude towards available information and a responsible use of the interactive media.



IT requires a sound understanding and knowledge of the nature, role and opportunities of IST in everyday contexts: in personal and social life as well as at work.

This includes main computer applications such as word processing, spreadsheets, databases, information storage and management, and an understanding of the opportunities and potential risks of the Internet and communication via electronic media (e-mail, network tools) for work, leisure, information sharing and collaborative networking, learning and research.

- **Ability to search**
- **Collect and process information**
- **critical use**
- **relevance assessment**
- **Recognise connections and risks**



IST can support creativity and innovation, and be aware of issues around the validity and reliability of information available and of the legal and ethical principles involved in the interactive use of IST.

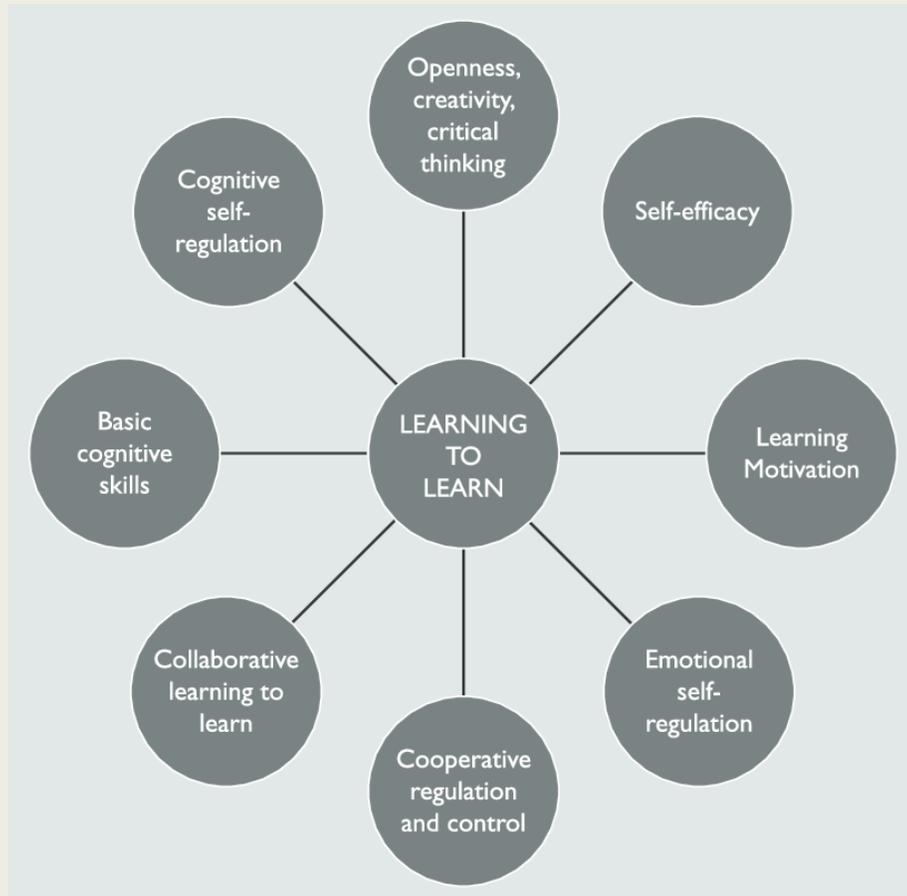
# Learning to learn

- 'Learning to learn' is the ability to **pursue and persist** in learning, to organise one's own learning, including through effective management of time and information, both individually and in groups.
- This competence includes **awareness** of one's learning process and needs, identifying available opportunities, and the ability to overcome obstacles in order to learn successfully.
- This competence means gaining, processing and **assimilating** new knowledge and skills as well as seeking and making use of guidance.
- Learning to learn engages learners to build on prior learning and life experiences in order **to use and apply** knowledge and skills in a variety of contexts: at home, at work, in education and training.

Motivation and confidence are crucial to an individual's competence



**A positive attitude includes the motivation and confidence to pursue and succeed at learning throughout one's life.**

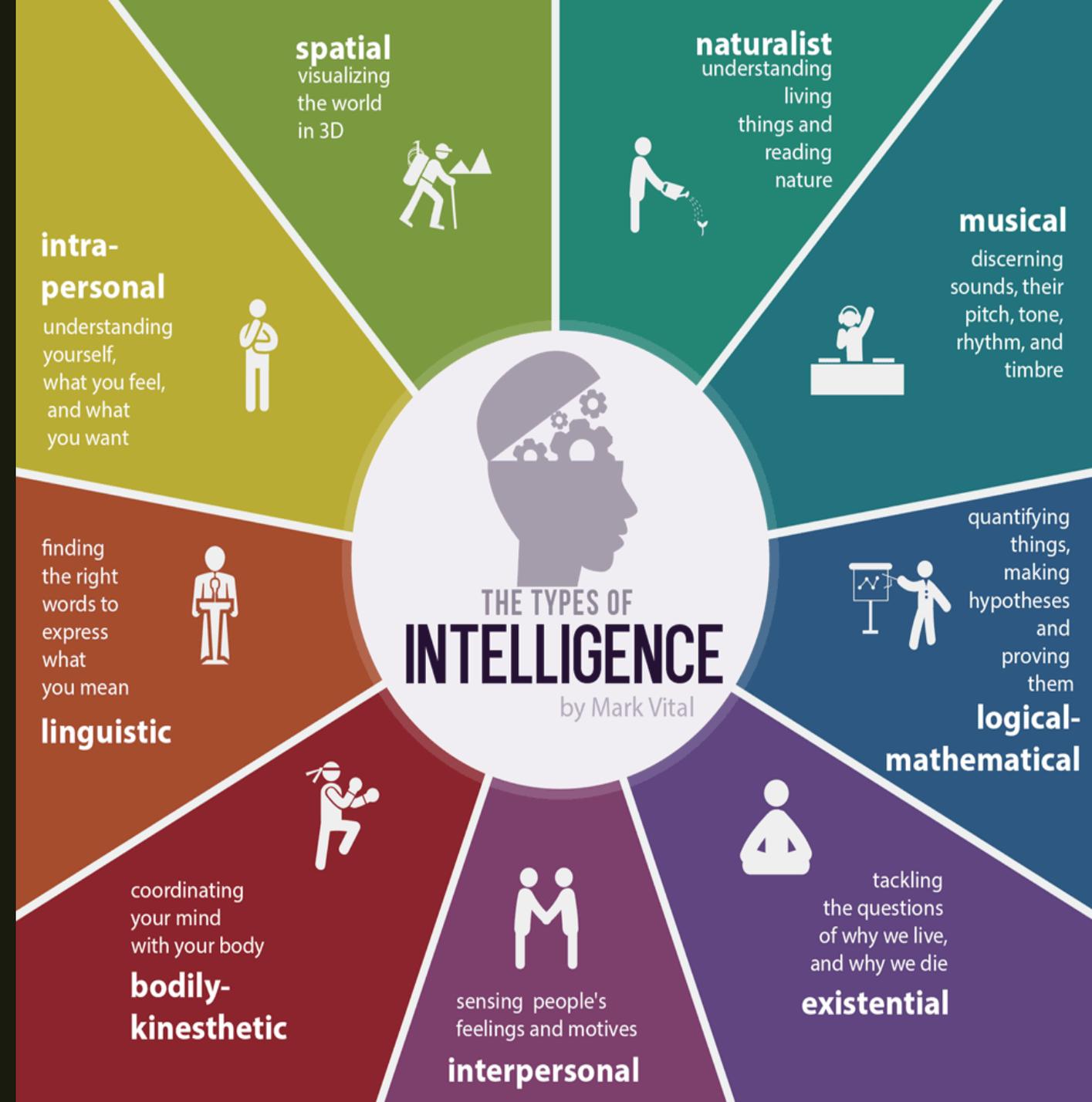


- Requires an individual to **know and understand** his/her preferred learning strategies, the strengths and weaknesses of his/her skills and qualifications, and to be able to search for the education and training opportunities and guidance and/or support available.
- Requires **effective management** of one's learning, career and work patterns, and, in particular, the ability to persevere with learning, to concentrate for extended periods and to reflect critically on the purposes and aims of learning.
- **REQUIRES** time to learning **autonomously** and with self-discipline, but also to work **collaboratively** as part of the learning process, draw the benefits from a heterogeneous group, and to share what they have learnt.

# Social and civic competences

These include personal, interpersonal and intercultural competence and cover all forms of behaviour that equip individuals to participate in an effective and constructive way in social and working life, and particularly in increasingly diverse societies, and to resolve conflict where necessary.

Civic competence equips individuals to fully participate in civic life, based on knowledge of social and political concepts and structures and a commitment to active and democratic participation.



**Individuals should have an interest in socio-economic developments and intercultural communication and should value diversity and respect others, and be prepared both to overcome prejudices and to compromise.**

- For successful interpersonal and social participation it is essential to understand the codes of conduct and manners generally accepted in different societies and environments (e.g. at work).
- The core skills of this competence include the ability to communicate constructively in different environments, to show tolerance, express and understand different viewpoints, to negotiate with the ability to create confidence, and to feel empathy. Individuals should be capable of coping with stress and frustration and expressing them in a constructive way and should also distinguish between the personal and professional spheres.
- The competence is based on an attitude of collaboration, assertiveness and integrity.

# Sense of initiative and entrepreneurship



Include awareness of ethical values and promote good governance.

- Sense of initiative and entrepreneurship refers to an individual's ability to **turn ideas into action**.
- It includes creativity, innovation and risk-taking, as well as the ability to plan and **manage** projects in order to **achieve** objectives.
- This supports individuals, not only in their everyday lives at home and in society, but also in the workplace in **being aware** of the context of their work and being able to seize opportunities, and is a foundation for more specific skills and **knowledge** needed by those establishing or contributing to social or commercial activity.

Entrepreneurial skills are not only necessary to the boss, but can help you to advance in your carrier, in fact they encompass:

- Ability to identify available opportunities for personal, professional and/or business activities,
- Being able to read the 'bigger picture' and understand its context
- Understand how other people work, such as a broad understanding challenges facing of an organisation.
- Ability to be proactive, involving, for example the ability to plan, organise, manage, lead and delegate, analyse, communicate, de-brief, evaluate and record
- But also being able to offer effective representation and negotiation, and the ability to work both as an individual and collaboratively in teams.