PASS
Unlocking potential

Project for the Assessment and Support of Key Skills/Competences (PASS)

Requirements and Key Competences and Skills

D3.2.1

Co-funded by
the European Union

Report Title: Requirements and Key Competences and Skills D3.2.1	
Responsible Project Partner:	**Contributing Project Partner:**
ASA	SPIN360, NU, STU-MFT, VSB-TUO

Document data:	File name: PASS D3.2.1 Requirements and Key Competences and Skills		
	Pages: 5	No. of annexes:	0
	Status: FINAL	Diss. Level:	PU
Project title:		GA No.:	2022-1-SK01-KA220-VET-000088988
Project for Assessment and Support of Key Skills/Competences			
		Output No:	
Date:	Due Date: 31/03/2022	Submission date:	29/7/2023
Keywords:	Skills, competences, critical thinking, soft skills, upskilling and reskilling		
Review by:	M. Lindner, M. Bobek, B. Pánková (NU)	Review date:	20/07/2023
Approved by:	Marek Spanyik (VSB-TUO)	Approval date:	29/07/2023

For more information visit project website:
https://project-key-competence.eu/

1
_____

Requirements, Key Competences and Skills

This material contains description and definition of scope of the selected key competences and skills which will be further assessed in the PASS-KSC Project. Assessment models will be developed per each category of the competences. This selection of competence clusters is based on previous desk research activity, survey investigation and multiple workshops with national and European stakeholders mainly in the automotive domain.

Competence Cluster 1: Communication

Assessment Scope:

Communication is a broad term that encompasses various aspects and fields.

In our project we will assess two basic communication competences:

- Presentation: Presentation is the process of conveying information, ideas, or thoughts to an audience in a clear way. It is important in various professional and personal situations, such as work presentations, school presentations, or public speaking. We will measure the ability to pass on key thoughts and clear messages.

- Understanding: We will check the ability to understand the key information and essence of the message that has been communicated, without biases, prejudice, preconceptions, assumptions and interpretations.

ESCO Mapping:

Communication: *Exchanging and conveying information, ideas, concepts, thoughts, and feelings through the use of a shared system of words, signs, and semiotic rules via a medium.*

Competence Cluster 2: Teamwork

Assessment Scope:

Teamwork competences are essential for success in professional settings. Sub-competencies related to teams and teamwork are:

- Effective communication skills: Effective communication is essential for successful teamwork. This sub-competency involves using active listening, clear and concise language, and nonverbal communication to exchange ideas and information with confirmation of the mutual understanding with the counterpart.

- Resolving conflicts: Conflicts are inevitable in any team setting. This sub-competency involves recognizing and addressing conflicts in a constructive manner, such as through active listening, understanding, negotiation and compromise.

- Collaborating effectively: Collaboration involves working together towards a common goal. This sub-competency involves recognizing the strengths and weaknesses of team members and cooperating with them to achieve the team's objectives.

ESCO Mapping:

Teamwork Principles: *The cooperation between people characterised by a unified commitment to achieving a given goal, participating equally, maintaining open communication, facilitating effective usage of ideas etc.*

2

Competence Cluster 3: Leadership

Assessment Scope:

Leadership competencies are the skills, abilities, and knowledge that leaders possess. These competencies can be divided into sub-competencies that help leaders develop their skills and become more effective:

- Decision-making skills: Decision-making skills are the ability to make sound decisions based on available information. This includes data collection and analysis, critical thinking, problem-solving, and risk management.

- Strategic thinking: Strategic thinking is the ability to think long-term with an overview and develop plans to achieve goals. This includes analysing data, identifying trends, synthesising, and developing strategies to address challenges and opportunities.

- Empowering others: This sub-competency involves empowering team members to take ownership of their work and contribute to the team's success. It includes leadership, assigning the tasks, delegation, feedback, developing others and motivation. It also involves recognizing and celebrating individual and team achievements.

In addition, communication, interpersonal and team skills and innovation are part of the leadership competence as well, but are covered by other clusters described in this document.

ESCO Mapping:

3

Leadership Principles: *Set of traits and values which guide the actions of a leader with her/his employees and the company and provide direction throughout her/his career. These principles are also an important tool for self-evaluation to identify strengths and weaknesses and seek self-improvement.*

Competence Cluster 4: Creativity and Innovation

Assessment Scope:

Creativity and innovation competencies are essential for success in various fields, including business, education, and the arts:

- Creative thinking: Creative thinking is the ability to generate new and innovative ideas looking from different perspectives. This includes brainstorming, design thinking, mind mapping, and other techniques for generating ideas.

- Flexibility and adaptability: Adaptability is the ability to adjust to new situations and changing circumstances. This includes being flexible and open to new ideas and approaches.

In addition, problem solving and collaboration are part of the creativity and innovation competence as well, but are covered by other clusters described in this document.

ESCO Mapping:

Innovation Processes: *The techniques, models, methods and strategies which contribute to the promotion of steps towards innovation.*

Develop Creative

Ideas: *Developing new concepts and creative ideas.*

Competence Cluster 5: INTRAPERSONAL SKILLS

Assessment Scope:

Problem-solving competences involve the ability to effectively identify, analyse, and solve problems. Stress resilience, on the other hand, refers to the capacity to adapt and adjust to challenging situations.

- Problem solving: Ability to solve the problem in an efficient way to achieve the required goals.

- Stress resilience: Ability to prevent and overcome stress and to cope with challenging situations under pressure.

ESCO Mapping:

Solve Problems: *Find solutions to practical, operational or conceptual problems in a wide range of contexts.*

Resilience: *Maintain a positive attitude even in difficult situations, learn from failures and cope with stress.*

4

Co-funded by
the European Union