

# **SKILLS PASSPORT**

**Cherish Your Skills - Partnership**

**May, 2014**

## 1. Guidelines

### What is the Skills Passport?

The Skills Passport is a document which has been developed to help you recognize the skills you have achieved at school, at work and through life experiences. These skills are called the Key Competencies.

Key Competencies can be demonstrated through employment, voluntary work, during student life and in day-to-day life. The key competencies are divided in five areas:

#### **1. Language and Communication:**

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.

#### **2. Mathematics for Life:**

The ability to develop and apply mathematical thinking in order to solve a range of problems in everyday situations, with the emphasis being placed on process, activity and knowledge.

#### **3. Citizenship and Employability:**

Refers to personal, interpersonal and intercultural competence and all forms of behaviour that equip individuals to participate in an effective and constructive way in social and working life. It is linked to personal and social well-being. An understanding of codes of conduct and customs in the different environments in which individuals operate is essential. Civic competence, and particularly knowledge of social and political concepts and structures (democracy, justice, equality, citizenship and civil rights), equips individuals to engage in active and democratic participation.

#### **4. Information and Communication Technologies:**

Involves the confident and critical use of information society technology and thus basic skills in information and communication technology.

#### **5. Soft skills:**





Refers to personal attributes that enhance an individual's interactions, job performance and career prospects.

On the final of each area you have the possibility to add other competence that you have and think it is important to evaluate. For this effect use the space "other".



## What is the Skills Passport Process?

The Skills Passport process identifies your achievement of the Key Competencies and gives you recognition for work and life skills as well as providing you with feedback on your further training needs. You will evaluate your skills as:

1	Basic	
2	Intermediate	
3	Advanced	
4	Expert	
5	Not applicable	X

## What is the aim of Skills Passport?

You will be able to use the Skills Passport to show employers and educational organisations that you have relevant skills and knowledge.

The information will help you inventarise your skills as you answer the questions in this document.

## What are your skills?

Skills can help you in everyday life, in study and work. The passport will help you to recognize things that you are good at and what things you can develop.

## How to fulfill the Skills Passport?

If it is possible, you try to fill it in by yourself. If you are not sure, you can ask for help. You can fill in all the chapters, or you can choose few of them and skip the others.

At first read carefully the questions. Than think about it, and after that put a mark in the level that correspond to your skills. You can help yourself with examples to decide.

## What are the results?

After fill the document you will have as outcome the level of each competence that you have. All the competences are included in a passport form that you can present to get a job, to participate in a national/transnacional project or to evaluate yourself .







## 2. Skills Passport

Name:

Date:

### Essential Skills

Essential Skills are the skills needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Essential Skills are another way to talk about literacy skills development.

Language and Communication					X
	Put an X in the level which correspond to your skills				
Reading Text					
	Reading materials in the form of sentences or paragraphs such as notes, letters, memos, manuals, specifications, books, reports, magazines and journals. <i>E.g. You have no difficulties in reading texts.</i>				
Writing					
	The preparation of written materials for a variety of purposes. Completing such tasks as filling in forms, writing text and using computers to write. <i>E.g. You can write a message without help.</i>				
Document Use					
	Reading different types of material such as labels, signs, lists, tables, graphs, forms, diagrams, blueprints and other similar material. <i>E.g. You know how to save, find and read documents without help.</i>				
Oral					



<b>Communication</b>	Using verbal skills, in current language, to exchange ideas and information with others. <i>E.g. You can express your basic needs.</i>				
<b>Finding Information</b>					
	The use of a variety of sources, including written text, people, computerized databases, and information systems. <i>E.g. You know how to find and search some information for specific issues.</i>				
<b>Languages</b>					
	Speaking and writing in a different language. <i>E.g. You speak another language without help. You know some words in another language.</i>				
<b>Other:</b>					

<b>Mathematics for Life</b>					<b>X</b>
	Put an X in the level which correspond to your skills				
<b>Budgeting and Accounting</b>					
	Planning for the best use of time and money, as well as monitoring of the use of time and money. <i>E.g. You know how you can divide your money into different posts each month.</i>				
<b>Money Use</b>					
	Use of mathematical skills in making financial transactions, such as handling cash, preparing bills, making payments and use the Euro in daily activities. <i>E.g. You can check the receipt of the supermarket. You know how to exchange money.</i>				
<b>Numeracy</b>					
	Numeracy refers to the workers' use of numbers and their capability to think in quantitative terms. <i>E.g. You can make easy Math's – like <math>5 \times 12 = 60</math>.</i>				



<b>Measurement and Calculation</b>					
	<p>The measurement and calculation of quantities, areas, volumes, and/or distances. E.g. You can calculate areas and volumes of simple, familiar shapes. <i>E.g. Calculates VAT and discount percentage. Makes reductions and amplifications.</i></p>				
<b>Numerical Estimation</b>					
	<p>The production of estimates in numerical terms. <i>E.g. You take into consideration, in your decisions, many factors about which some information is not known for certain.</i></p>				
<b>Data Analyses</b>					
	<p>The collection and analysis of data in numerical form. <i>E.g. You can calculate simple numerical summaries (for example analyses graphs and grids, timetables, bank sheets; measures temperatures (fever, atmosphere, water and oven).</i></p>				
<b>Other:</b>					

<b>Citizenship and Employability</b>					X
	Put an X in the level which correspond to your skills				
<b>Job Task Planning and Organizing</b>					
	<p>The planning and organization of one's own work. <i>E.g. You can make priorities in your daily tasks.</i></p>				
<b>Working Safely</b>					
	<p>Working in a manner that prevents injury to self and others; Reporting unsafe conditions and using all required protective equipment and devices. <i>E.g. You understand that safety is important. You know rules regarding Health and Work Safety. You know work legislation. Knows rights and</i></p>				



	<i>obligations, organization and social systems.</i>				
<b>Organization</b>					
	Organizing work priorities when faced with a number task; Devising and following a coherent plan to complete a task; revising the plan and make improvements. <i>E.g. The things you work with look ordered.</i>				
<b>Teamwork</b>					
	Takes responsibility to build and maintain positive relationships and value the opinion of others. Contribution to the team effort by sharing information, resources and knowledge. Cooperation spirit and attitude. Compromises with others. <i>E.g. You can work and communicate with different kinds of people.</i>				
<b>Working Independently</b>					
	Accomplishing tasks independently and using prior knowledge and experience to solve problems and make decisions. <i>E.g. You can work on while there is no instruction or somebody around.</i>				
<b>Customer Service</b>					
	Listening effectively to determine and meet client's needs; Have a positive interaction with colleagues, clients/customers; Contribute for a positive impression of the work/service or company/organization. <i>E.g. You like to help customers, and you understand that they are important.</i>				
<b>Efficient</b>					
	Being punctual; following directions; giving attention to detail and using time effectively and producing work on time. <i>E.g. You are always on time, and you do what you promise and expected.</i>				
<b>Initiative</b>					
	Approaching new tasks with confidence and a positive attitude and seeking assistance when necessary. <i>E.g. You understand yourself what is needed, and you do that.</i> <i>Shows autonomy and spirit of initiative.</i>				



<b>Entrepreneurship</b>					
	Recognizing and acting on opportunities; Showing attitude, perseverance, innovation and creativeness. <i>E.g. You understand what a business case is, and you like it.</i>				
<b>Decision Making</b>					
	Take into account specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative. <i>E.g. You can make a decision in a personal and professional situation using appropriate information.</i>				
<b>Social Responsibility</b>					
	Including adaptability and empathy, open minded, integrity, political awareness, self-development and social preoccupations. <i>E.g. Shows responsibility regarding social problems and finding solutions for them. Shows environmental worries. Invests in continuous training and explores the work market.</i>				
<b>Other:</b>					

<b>Information and Communication Technologies</b>					<b>X</b>
	Put an X in the level which correspond to your skills				
<b>Managing files</b>					
	Reading, writing, saving, copying, arranging, documents, inserting pictures tables, graphs. <i>E.g. You know how to save, find and read documents.</i>				
<b>Computer Use</b>					
	Knowledge to use office software. Ability to learn new software applications.				






	<i>E.g. You can use your computer and solve small problems.</i>				
IC devices					
	Use of different devices such as: camera, smart phone, plates, TV, media players... <i>E.g. You can turn on/off, use the device, and customize settings.</i>				
Email					
	Using the email as a communication tool, such as a personal and professional level, on every day base. Receives and sends e-mails. <i>E.g. You have an email address and you can use it.</i>				
Internet					
	Basic internet knowledge. Use diferent internet search aplications, /pointed/guided searching for data on internet. Using of social networks, e-goverment and internet stores. Awarenes of security issues. <i>E.g. You surf on the internet without help.</i>				
Fine Manual Skills					
	Ability of: using computer mouse, operate touch screen, sorting menus in IC devices, using joy stick, typing- using keyboard. <i>E.g. You can play a computer game.</i>				
Other:					



## Soft Skills

Soft skills are personal attributes that enhance an individual's interactions, job performance and career prospects. Unlike hard skills, which are about a person's skill set and ability to perform a certain type of task or activity, soft skills are interpersonal and broadly applicable.

Soft Skills					X
	Put an X in the level which correspond to your skills				
<b>Strong Work Ethic</b>					
	<i>E.g. Are you motivated and dedicated to getting the job done, no matter what? Will you be conscientious and do your best work?</i>				
<b>Positive Attitude</b>					
	<i>E.g. Are you optimistic and upbeat? Will you generate good energy and good will?</i>				
<b>Good Communication</b>					
	<i>E.g. Are you both verbally articulate and a good listener? Can you make your case and express your needs in a way that builds bridges with colleagues and customers?</i>				
<b>Time Management Abilities</b>					
	<i>E.g. Do you know how to prioritize tasks and work on a number of different projects/tasks/services at once? Will you use your time on the job wisely?</i>				
<b>Problem-Solving</b>					
	<i>E.g. Are you resourceful and able to creatively solve problems that will inevitably arise? Will you take ownership of problems or leave them for someone else?</i>				
<b>Acting as a Team Player</b>					
	<i>E.g. Will you work well in groups and teams? Will you be cooperative and take a leadership role when appropriate?</i>				
<b>Self-Confidence</b>					
	<i>E.g. Do you truly believe you can do the job? Will you project a sense of calm and inspire confidence in others? Will you have the courage to ask questions that need to be asked and to freely contribute your ideas?</i>				
<b>Ability to Accept and Learn From Criticism</b>					
	<i>E.g. Will you be able to handle criticism? Are you open to learning and</i>				



	<i>growing as a person and as a professional?</i>				
<b>Flexibility/ Adaptability</b>					
	<i>E.g. Are you able to adapt to new situations and challenges? Will you embrace change and be open to new ideas? Are you Adapts to new and unexpected situations?</i>				
<b>Working Well Under Pressure</b>					
	<i>E.g. Can you handle the stress that accompanies deadlines and crises? Will you be able to do your best work and come through in a pinch?</i>				
<b>Other:</b>					