

A common framework for transversal skills - and how to assess them using Competence Cards -

The future of VET in Europe

Parallel Session 1 – Transversal skills and the VET curriculum

26. November 2020

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- Bertelsmann Stiftung is an operational, non-profit, nonpartisan foundation in Gütersloh
- 380 employees, 70 projects, € 90 Million annual budget
- Topics: **education**, democracy, society, health, culture and the economy.
- Typical output: Studies, events, pilot projects



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 VPL gives visibility and value to all forms of learning and seeks to uncover and unlock latent talent in the workforce and in society. The biennale is for policy makers, researchers, users, practitioners, and other stakeholders involved in the development and implementation of Validation of Prior Learning. It's about sharing knowledge, ideas and visions of VPL, learning from each other's experiences and creating viable solutions in the 'VPL world'.

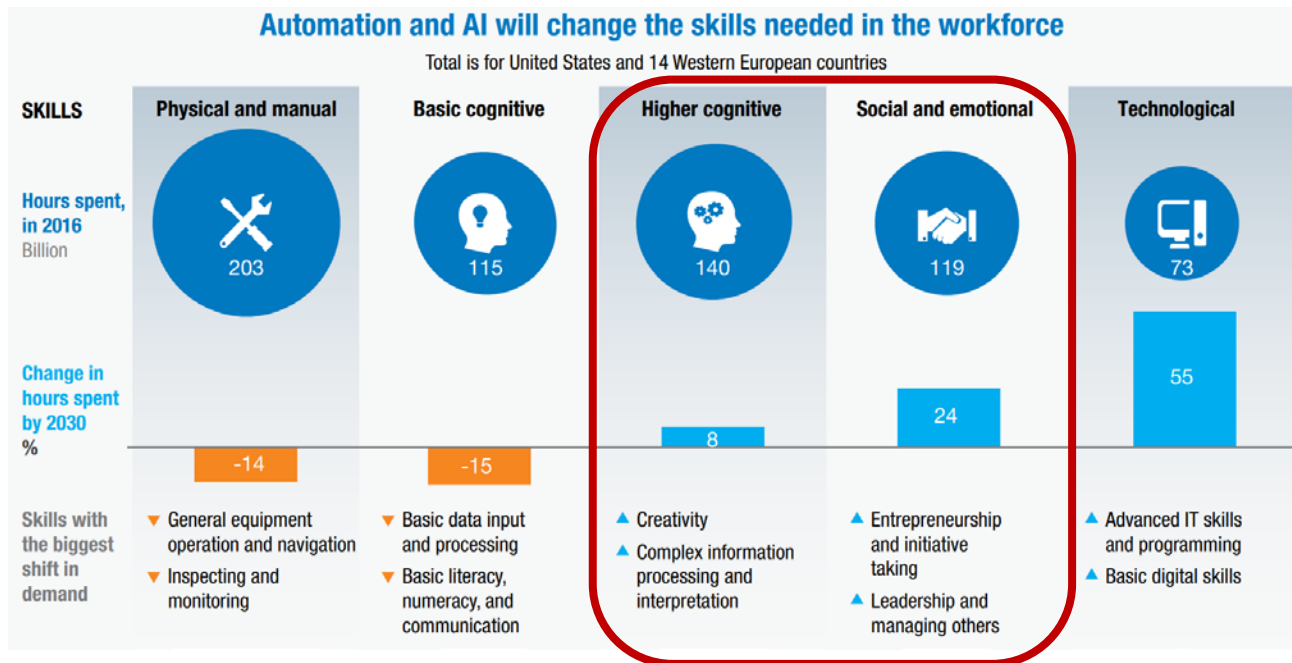
@VPLBiennale Twitter
 2 February 2019 Greater Prize for Validation of Prior Learning 2019 - Apply Now! The VPL Biennale is calling for examples of best pr... <https://t.co/50LKHZG4NS>
 5 February 2018 The for your #EFL #FollowUs: #EFL @CVMA_AN @pna_abner @VPL_euWork @MKSLaurent @EASRPpartner @ForWork2Work
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<https://t.co/Fu585u5IM>

Handout

COMPETENCE CARDS
 for Immigration Counselling

These cards were developed by the Bertelsmann Stiftung in cooperation with the Forschungsinstitut Berufliche Bildung (Research Institute for Vocational Training), the Bundesagentur für Arbeit (Federal Employment Agency) and the Bund der Versicherten (Federation of Expatriates).

Transversal skills and competences are becoming more important



Source: McKinsey Global Institute, 2018: Skill shift: Automation and the future of the workforce

<https://www.mckinsey.com/featured-insights/future-of-work/skill-shift-automation-and-the-future-of-the-workforce#>

Which skills are to be considered transversal, and which structure useful?

- Building on the current (v. 1.0.8) ESCO-Transversal skills list we evaluated a broad range of additional **sources**:
 - Company and sector competence frameworks (e.g., NHS, Insurance, Food and Beverages)
 - National competence frameworks (e.g., O*NET, Singapore 21st century skills)
 - International competence frameworks (e.g., OECD, EU Key-, Life-, Entrepren. competences)
 - National and international policy and research documents (e.g., WEF, ILO, Great8)
 - Skills validation tools (e.g., KODE, Competence Cards, Great8-Tachometer)
- **Skills selection** based on two criteria:
 - Quantitative: e.g., frequency of occurrence across models and sectors
 - Qualitative: e.g., relevance of source, completeness of the overall model
- **Skills structuring** based on iterative process:
 - bottom-up approach: clustering identified skills
 - top-down approach: evaluating and integrating existing structures
- **Result:** 5 (6) categories – 27 (29) clusters – 100 + skills concepts – hundreds of skill labels

Organising transversal skills and competences – from general to specific



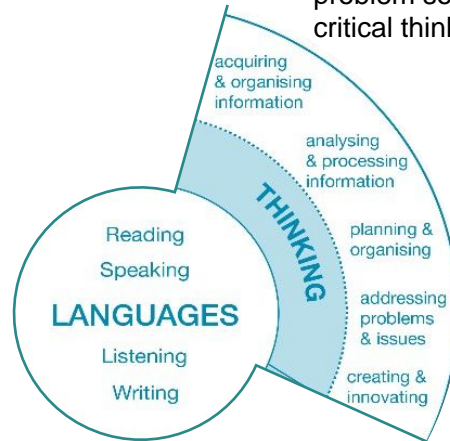
This includes Braille
and sign languages

Managing negative
emotions in life and work

and exchanging
information and ideas

Transversal skills and competences – from internal to external

e.g., analytical skills,
time management,
problem solving,
critical thinking

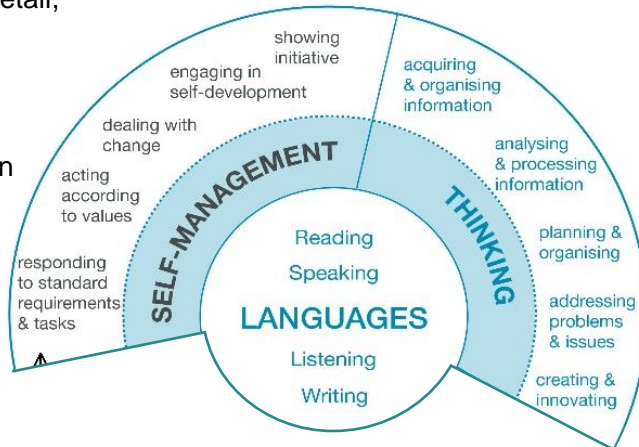


Managing negative
in life and work

and exchanging
information and ideas

Transversal skills and competences – from general to specific

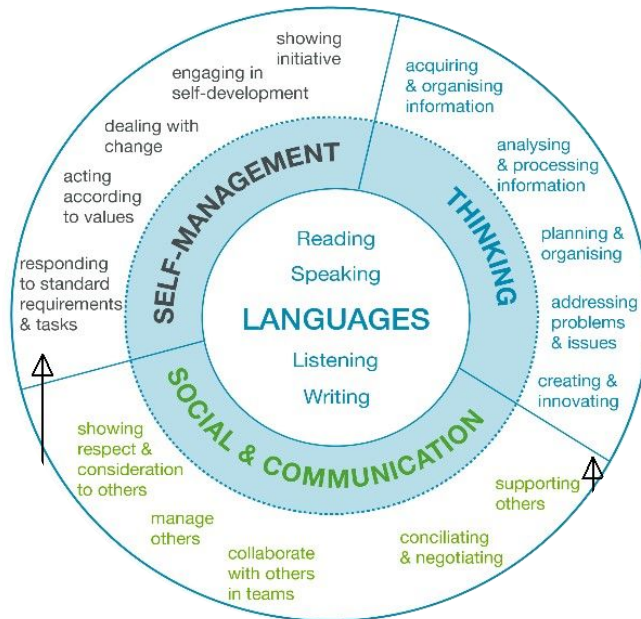
e.g., attention to detail,
motivation,
responsibility,
risk management,
coping strategies,
willingness to learn



Managing negative
in life and work

and exchanging
information and ideas

Transversal skills and competences – from general to specific



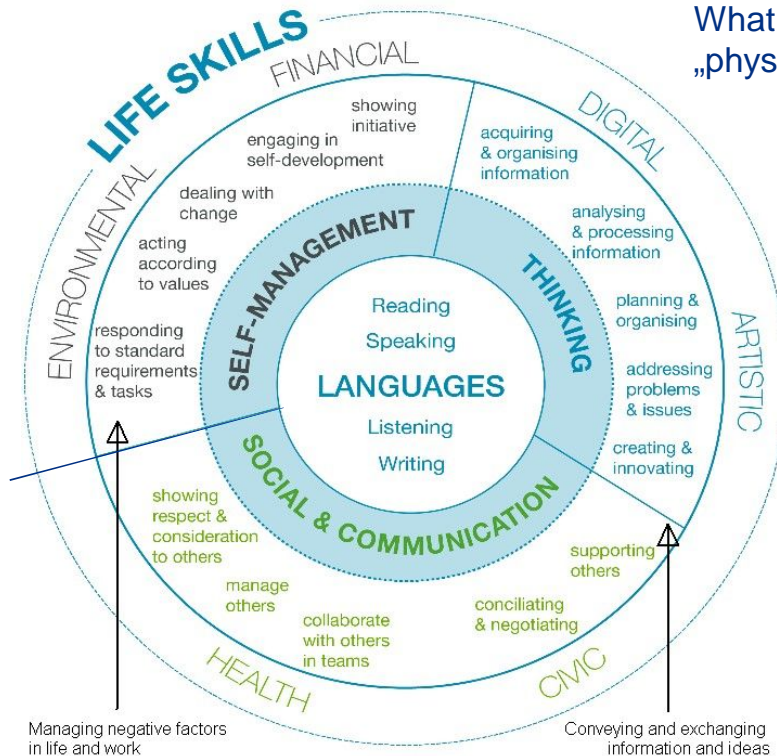
e.g., presentation skills,
intercultural competences,
customer orientation,
networking skills,
leadership skills,
conflict resolution skills

Managing negau
in life and work

and exchanging
ormation and ideas

Transversal skills and competences – from general to specific

What about a category „physical and manual“ skills?



Open Questions:

- Are categories and clusters intuitive?
 - Can skills and competences easily be allocated to the higher order structure?
 - Is anything missing?
 - E.g. a category „physical and manual skills“?

- What use cases can be identified for the model?
 - E.g. curriculum design, writing job ads, building individual skills portfolios, developing assessment tools, designing labour market research studies ...

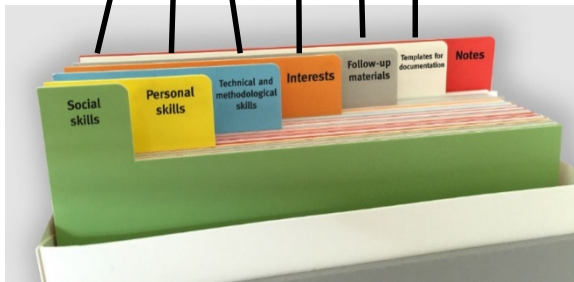
How to assess transversal skills - The Competence Cards Toolbox

48 transversal competences

11 Interests

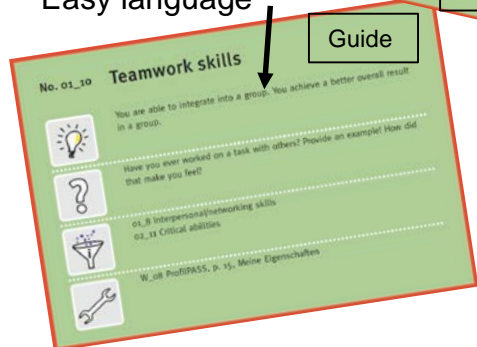
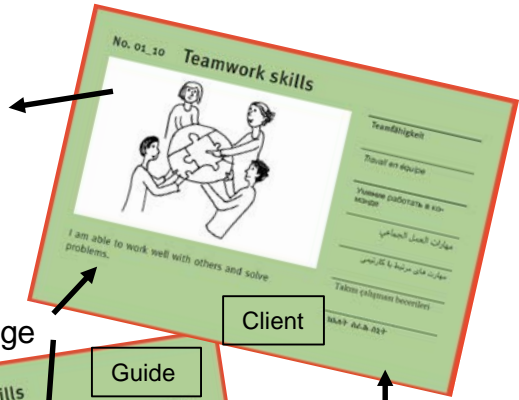
9 x further information

documentation templates



“culture-free”
key visual

Easy language



8 languages

The full instruction video is to be found [here](#)

10 Social skills

18 Personal skills

Social skills

- No. 01_1 Motivational skills
- No. 01_2 Sensitivity/empathy
- No. 01_3 Leadership skills
- No. 01_4 Helpfulness
- No. 01_5 Interculturality
- No. 01_6 Communication skills
- No. 01_7 Conflict-solving abilities
- No. 01_8 Interpersonal/networking skills
- No. 01_9 Social commitment
- No. 01_10 Teamwork skills

Note: Skills No. 01_6, 01_7, 01_8, and 01_10 are highlighted with red borders.

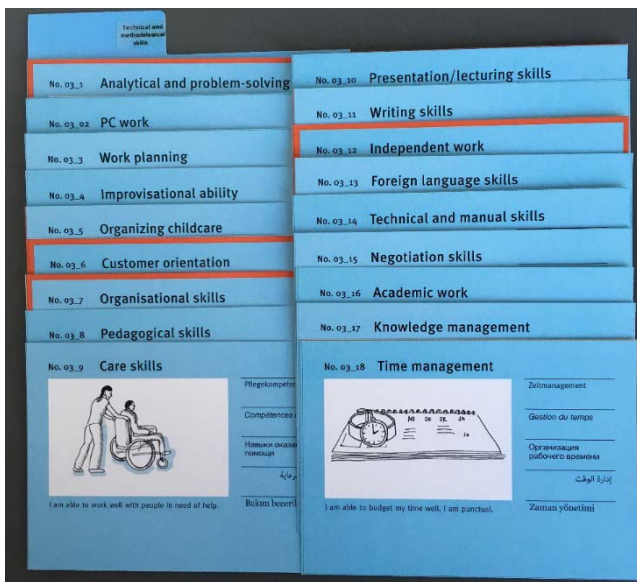
Personal skills

- No. 02_1 Adaptability
- No. 02_2 Perceptive faculties/comprehe
- No. 02_3 Endurance
- No. 02_4 Enthusiasm
- No. 02_5 Resilience
- No. 02_6 Showing initiative
- No. 02_7 Decision-making abilities
- No. 02_8 Flexibility
- No. 02_9 Holistic thinking/circumsp
- No. 02_10 Creativity
- No. 02_11 Critical abilities
- No. 02_12 Willingness to learn
- No. 02_13 Motivation/commitment
- No. 02_14 Diligence/precision
- No. 02_15 Handling of money
- No. 02_16 Sense of responsibility
- No. 02_17 Determination/result-orientation
- No. 02_18 Reliability

Note: Skills No. 02_6, 02_7, 02_8, 02_17, and 02_18 are highlighted with red borders.

Red-framed competences are also used in the profiling of the PES in Germany

18 Professional - and methods skills



11 Interests



9 cards with additional information + 3 enhancers

Weiterführende Materialien

Nr. W_01	Infokarte	
Nr. W_02	Infokarte	Verstärkungskarte
Nr. W_03	Infokarte	
Nr. W_04	Infokarte	+
Nr. W_05	Infokarte	
Nr. W_06	Infokarte	Verstärkungskarte
Nr. W_07	Infokarte	
Nr. W_08	Infokarte	+
Nr. W_09	Infokarte	+

Kompetenzpass für Migranten
<http://www.bwv-bochum.de/Berufsvorbereitung/Kompetenzpass.html>
 Der Kompetenzpass für Migranten ist Teil eines Projektes am Bildungszentrum der Wirtschaft im Untereichsenfeld (BWJ 2014). Nach Definition des BWJ dient er der „Ermittlung und Dokumentation der individuellen persönlichen Stärken und arbeitsrelevanter Potenziale von Migranten durch Kompetenzfeststellungsverfahren“.
 Der Kompetenzpass beinhaltet eine Kombination aus subjektiv- und anforderungsorientierten Instrumenten. Mit einer Reihe konkreter Klienten bedienungsgerichtet eine individuelle Standortbestimmung durchführen. Sowohl formell als auch non-formal und informell erworbene Kompetenzen werden dafür in einem arbeitsrelevanteren Kompetenzpass dokumentiert.
 Das Kompetenzprofil eines Klienten lässt sich mit den Anforderungsprofilen einer angestrebten Tätigkeit abgleichen. Eine anschließende Beratung im Hinblick auf die weitere berufliche Orientierung bzw. Qualifizierung ergibt das Verfahren (vgl. BWJ 2014). Der Kompetenzpass war ein Teilaspekt im Förderprogramm „Integration durch Qualifizierung (IQ2)“ und wurde vom Bundesministerium für Wirtschaft und Energie (BMWi) im Jahr 2014 gefördert.

- Working with the PC
- Musical Instruments
- Basic materials
- Information on language tests
- Classification of economy branches
- Links to different Profiling/Pass systems
- ...

Documentation and roadmap for further guidance sessions

Focus on strengths,
not weaknesses!

Documentation for work with the competence cards

Client name: _____

Number	Term	+	++	+++	Notes
Social competences					
01_1	Sensitivity/empathy				
01_2	Leadership skills				
01_3	Helpfulness				
01_4	Intercultural competence				
01_5	Communication skills				
01_6	Conflict resolution skills				
01_7	Interpersonal/networking skills				
01_8	Motivational skills				
01_9	Commitment to social welfare				
01_10	Teamwork skills				
Personal competences					
02_1	Adaptability				
02_2	Perceptive faculties/comprehension skills				
02_3	Endurance				
02_4	Enthusiasm				
02_5	Resilience				
02_6	Showing initiative				
02_7	Decision-making abilities				
02_8	Flexibility				
02_9	Holistic thinking/circumspection				
02_10	Physical stamina				
02_11	Creativity				
02_12	Critical abilities				
02_13	Willingness to learn				
02_14	Motivation/commitment				
02_15	Diligence/precision				
02_16	Money handling				
02_17	Sense of responsibility				
02_18	Determination/result orientation				
02_19	Reliability				
Specialist and method competences					
03_1	Analytical and problem-solving skills				
03_2	Computer skills				
03_3	Work planning				
03_4	Ability to improvise				
03_5	Organising childcare				
03_6	Customer orientation				

03_7	Mathematics/numeracy				
03_8	Organisational skills				
03_9	Pedagogical skills				
03_10	Caring skills				
03_11	Spatial thinking/sense				
03_12	Presentation/public speaking skills				
03_13	Writing skills				
03_14	Independent work				
03_15	Foreign language skills				
03_16	Technical and manual skills				
03_17	Negotiation skills				
03_18	Academic work				
03_19	Knowledge management				
03_20	Time management				
Interests					
I_01	General knowledge				
I_02	Visual arts				
I_03	Family				
I_04	Gardening, farming				
I_05	Handicrafts, design				
I_06	Hobbies				
I_07	Musicality				
I_08	Politics				
I_09	Sport				
I_10	Theatre				
I_11	Love of animals				

Next steps:

- Employment Agency/jobcenter
- Continued competence diagnosis
- Recognition counselling
- Application
- _____

Adviser's name: _____

Institution's name and stamp: _____

Manual comprised of just 1 page

COMPETENCE CARDS FOR IMMIGRATION COUNSELLING

Why competence cards?

The cards were specially developed for immigration counselling in order to support the analysis of the social abilities and skills of migrants.

The combination of pictures and text in simple language should make access to the clients easier and help overcome language barriers.

MSE counsellors can use the cards flexibly based on their needs throughout the counselling process.

Options to flexibly use:

- flexible with respect to the interests and needs of the target person
- flexible with respect to the available time
- flexible selection of the competence areas and terms

The competence cards:

- can be completed in a short amount of time
- are self-explanatory and easy to use
- allow access to the clients, regardless of English language skills

INFORMATION

Success factors for potential analysis

in educational counselling for migrants?

The research project "Erforschung von Potenzialen in der Bildung und Berufshilfe von Migranten und Migrantinnen" (Success factors for potential analysis in education counselling for migrants) was conducted by the Forschungsinstitut Bertelsmann Bildung (FBB) jointly on behalf of the Bertelsmann Foundation.

The long-term goal of the project is to improve the labour market integration of low-qualified migrants. This process is supported by a potential analysis which also takes informal and non-formally acquired skills into account.

If you have questions about the project, please feel free to talk to the project staff.

contacts

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Handout COMPETENCE CARDS for Immigration Counselling



1. LAYOUT OF THE CARDS

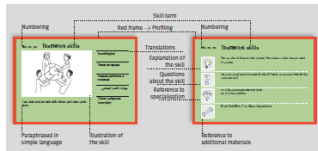
There are 46 competence cards in the three areas of social, personal and technical and methodological skills, 11 interest cards, 9 cards with further instructions and 3 supplemental cards. The cards are serially numbered based on competency areas and skills.

Each skill is illustrated by a picture, described by a sentence in simple language and translated into the following five languages: German, French, Russian, Arabic, Turkish.

Further explanations and questions about the competence terms, instructions for the specialisation cards and additional materials can be found on the back. In order to assure connectivity for the labour agencies and job centres, the 30 strengths from the (German) profiling sessions were included in the card set. They are marked with a red frame.

Colour coding:

- I Social skill (No. 01_1 bis 01_10)
- II Personal skill (No. 02_1 bis 02_10)
- III Technical and methodological skill (No. 03_1 bis 03_10)
- IV Interests (No. 11_1 bis 11_11)
- V Skills from the profiling session (No. W_01 bis W_30 + three supplemental cards)
- VI Supplements



2. HOW CAN I WORK WITH THE CARDS?

Using the cards is an interactive process during which the clients and counsellors work closely together.

The front of the cards is primarily aimed at the client, with the illustration of the skills, the sentence in simple language and the translation. The back of the cards, with the additional explanation, the sample questions and references to the skill specialisation and additional materials is directed more toward the counsellor.

The results of the meeting can be documented for further counselling. To this end, the corresponding copy templates can be found in the card box.

3. RECOMMENDATIONS FOR USING THE COMPETENCE CARDS AS PART OF THE COUNSELLING PROCESS

Option 1: Easy way to start a conversation

The cards can be used as an easy way to start the conversation or as an access point for determining skills. This is particularly useful for clients with limited English language skills. They are also suitable as an introduction for less motivated clients or persons who are not certain of the direction of their future path.

A successful introduction can be followed by the usual process for social abilities and skills analysis or option 2.

Option 2: Complete determination of skills

The card set includes the three most important competence areas for determining informally and non-formally acquired skills. There are different options for performing the complete analysis of social abilities and skills:

- The clients view the cards and choose 10-15 competence cards which they consider to be their strengths. These are then discussed with the counsellor and, potentially, additional specialisation cards are referenced. At the end of the process, primary skills can be

determined, based on which an initial assessment of the vocational field can be made.

2. The card set can also be used in only one competence area and the skills listed there can be queried one after the other. Specialisation cards can provide more details about the corresponding skills.

3. The card set can also be used as a complete plate. This results in a varied picture of the respective skills of the client. The procedure is the same as in options 1 and 2.

Option 3: Delayed use

The competence cards can be used at the beginning of the counselling process as a starting point for analysing the client's potential. If other problems have to be dealt with first, the card set can also be referenced after a longer period

of time and the determination of skills can be resumed. In this case, the documentation template is useful to document the results of the already started potential analysis.

Option 4: Profiling cards

The card set can also be used to determine the strengths that play a role for the labour agencies and job centres during the profiling process.

3. To this end, the cards with red frames can be targetedly selected.

Can Immigration Counsellors (MBE) also use the cards for other purposes?

Of course! The cards are a tool. How they are used is up to the MBE Counsellors.

External evaluation reports positive reception (survey of 202 users)

Users

- Public employment services and other public offices
- Education providers
- Volunteer initiatives

Advantages

- Getting to **know clients faster** and **better** (65 %)
- **Better documentation** of identified competences (63 %)
- Using competence cards **prepares** clients very **well for profiling of PES** (61 %)
- **More practical (57 %), flexible (48 %), time-effective (40 %)** counselling is possible
- Competence cards offer **concrete support**, e.g. for compiling applications or CVs (48 %)

Outreach

- Currently **6th edition available** (already more than **12.000 sets ordered** & distributed)
- Full card sets in English, French, German, Italian, Russian and Spanish and are licensed as **open content** (CC BY SA 4.0)
- www.bertelsmann-stiftung.de/competence-cards (already 3.500 downloads)

Thank you for your attention!

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