

Tool 1: Competence Card for Workplace¹

This instrument focuses on the assessment of an employee's actual level of competence related to the workplace. It is based on self-assessment by an employee and validation from the employers' side. The result of this process is the certified Competence Card, signed by both the employer and the employee. The Competence Card is rather simple in use and regarding the requested time for filling in, the most pragmatic process compared to the other suggested tools. Although the Competence Card primarily aims to give an account of existing knowledge, skills and competences it may as well be used to meet the requirements of competence development. This would, however, necessitate re-assessment of competences at regular terms.

(Main) objective(s)	The instrument aims to assess the employee's actual level of competence.
Method	Self-assessment by the employee as the basis is supplemented by a validation by his / her senior. Upon completion, a certificate will be signed by both an employer's representative and the employee.
Features	<p>The Competence Card for Workplace consists of two elements:</p> <p>A. The Competence Card itself describes and specifies an individual's main areas of competence / responsibility at the workplace, professional skills necessary to meet the workplace requirements, professional capability (e.g. commercial, technical skills and knowledge etc.), social and personal skills management skills required for the job</p> <p>Procedure: The employee will assess his /her competence level with respect to each criterion by means of a 4-stage scale ranging from Level 1 to Level 4:</p> <p>Following an interlocution between the employee, co-workers and seniors the Competence Card will be signed by both a company representative and the employee provided they share the same opinion as regards the employee's competences.</p> <p>B. The Curriculum Vitae (CV) which, among other things, indicates work experiences, the vocational education and training pathway, continuing education and training as well as other competences, acquired e.g. in honorary work, etc.</p>
Persons involved	Employees and seniors (or co-workers) of the company
Expenditure of time	2 – 3 hours for carrying out the assessment procedure 1 – 2 hours for evaluation by employees and seniors
Experiences / Rating	<p>Altogether, the instrument may easily be customised to meet most different prerequisites and requirements.</p> <p>However, simplicity and effortlessness, as well as the instrument's general character are not without cost in terms of preciseness of the achieved results what makes it sometimes difficult for the individual to recognise therein his/her own work practice.</p>

¹ The Competence Card has been developed by VOX – LÆRNING FOR ARBEIDSLIVET, an institution of the Ministry of Education and Research of Norway, see www.vox.no, it has been tested and adapted in the exemplo project

Tool 1: COMPETENCE Card for workplace – Part A Competence Card

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:	
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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:

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

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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