

# Key Competencies

European Training Catalogue and Assessment Software  
Leonardo da Vinci project 2004 - 2007




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**“Key Competencies“ a core issue of the EU policies ... and the basis of our Leonardo-da Vinci project 2004-2007**

... they should have been developed by the end of compulsory school or training ...

... but “sometimes” they are not (adults, managers, migrants, ...)

... our approach 

... **“Working Group B of the European Commission – Key Competencies for Lifelong Learning - a European Reference Framework“**

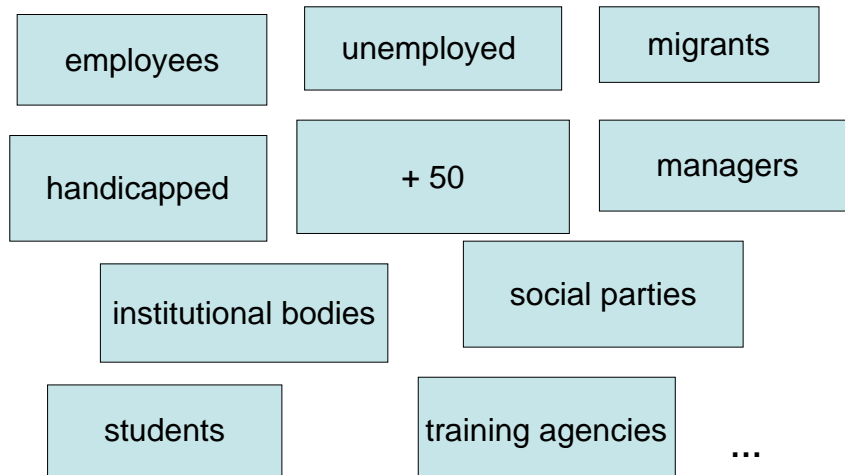
**design and development of useful, practice-oriented tools**

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## target groups

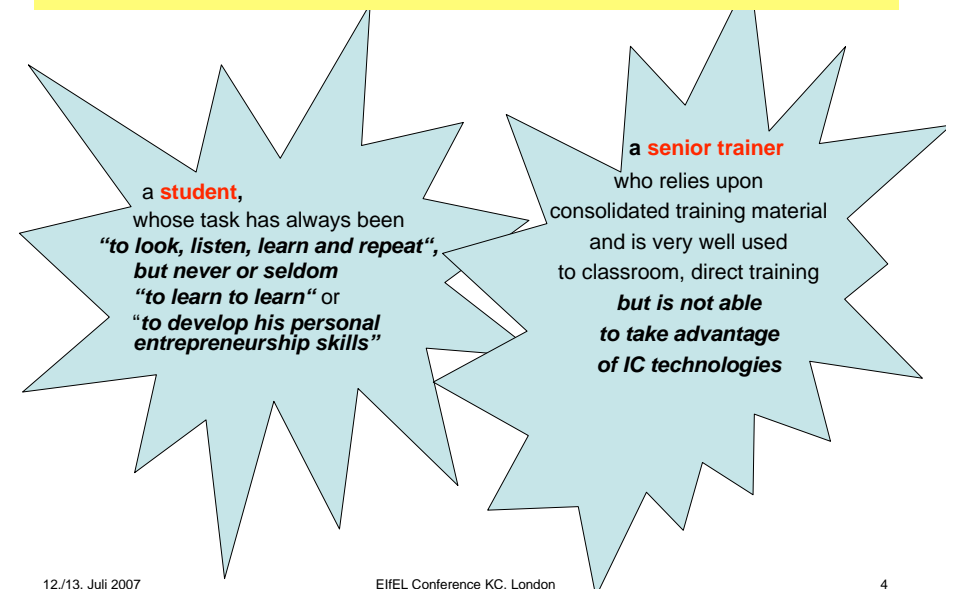


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## target groups – 2 examples



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**2 approaches – EU and national guidelines / needs of beneficiaries**

Definition of **minimum standards** for key competencies in EU's traditional and new member states, through a comparative analysis of EU and national guidelines

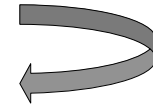
**Top-Down approach**

**Survey** of key competence **needs of the recipients** of training and employment systems at transnational level

**Bottom-Up approach**

**matching Top-Down / Bottom-Up results**

**5 remaining working domains**



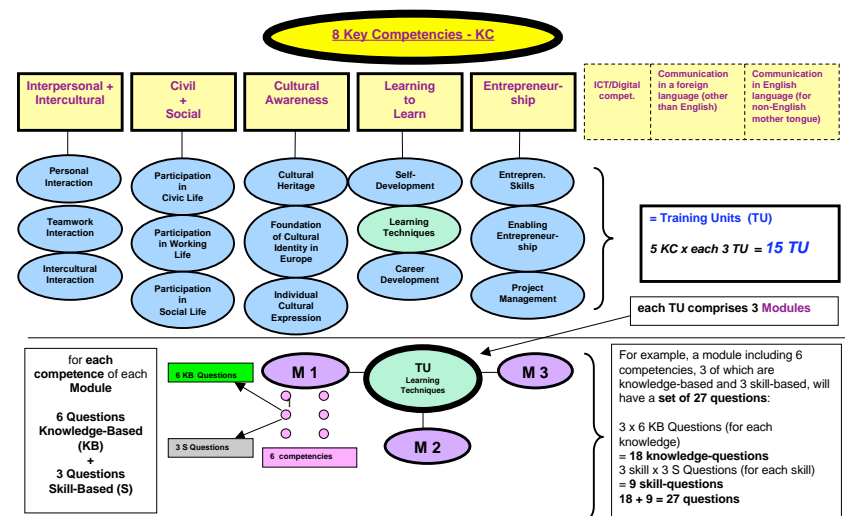
- **Interpersonal and intercultural competencies**
- **Civil and social competencies**
- **Cultural awareness**
- **Learning to learn**
- **Entrepreneurship**

**project description on CD-ROM and the assessment software**

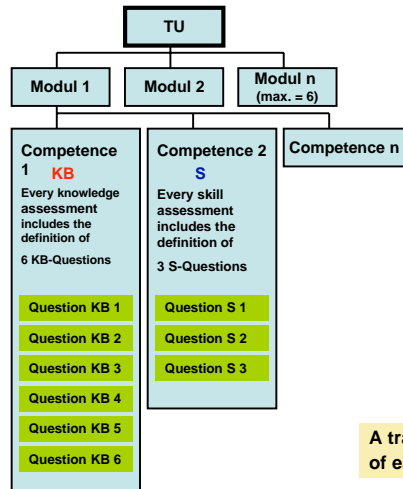
Development of **multilanguage training paths** gathered in the **European catalogue** of Key Competencies **(CD-Rom version)**

Development of a **Software** for the **assessment** of Key Competencies and the guidance to training paths

**European catalogue and Training Units (TU)**



## Training Unit (TU) architecture



- Each TU is considered as a „short course“, aimed at favouring achievement of several expected results
- Each TU provides guidance and suggestions on what should be known about its contents and does not „prescribe“ any kind of mandatory pathways to be followed

A trainer must master the structure and the content of each TU in order to prepare better tests

## main features of software for Key Competencies (KC) assessment

it is a Web tool **supporting** the assessment of competencies:

- questions may also include graphics, pictures, hyperlinks to docs, audio files, videos, etc...
- privacy issues taken into consideration for feedback
- history of attempts is recorded and displayed, as well as differences in result
- tutor/trainers can also get a synoptic report for a group of trainees (e.g. sorted by domain/unit)
- a fully functional administrator environment is included
- a guide for trainers is provided for

## main features of software for Key Competencies (KC) assessment

- **it is not a comprehensive, self-standing training tool and does not replace training or trainer support**
- nevertheless provides a useful help in completing training paths
- **it is** (in our KC project) **strictly linked to the 15 Training Units designed, containing hundreds of questions related to the TU contents**

it can be easily adapted to other fields/contents, e.g. ICT, languages, technical subjects, etc.

## main assessment test criteria had to cope with various issues like

- **widely different targets**

questions could be easy for someone and difficult for someone else

- **difficulty to build tests for assessing skills and attitudes**

for some units, the short number of tests and the randomization of questions, made it not so easy to set a balanced sequence of answers to assess soft skills

## general criteria for creating assessment tests

- one question / problem
- a list of 4 possible answers / solutions (alternatives)
- single correct answer, 2 distractors and a no-answer → I don't know

## Key Competencies assessment / module level - Training Unit level

A **weight from 1 to 3** is given to each competency (knowledge/skill), according to the importance given by the trainer

- Elementary
- Intermediate
- Advanced

The assessment considers both the value of questions the candidate answered correctly, and the fact of passing the minimum competence threshold in all the modules that make up a Training Unit

COMPETENCE 1 (knowledge)		Importance
Question KB 1-1	Question KB 1-2	Elementary (1)
COMPETENCE 2 (knowledge)		Importance
Question KB 2-1	Question KB 2-2	Intermediate (2)
COMPETENCE 3 (knowledge)		Importance
Question KB 3-1	Question KB 3-2	Intermediate (2)
COMPETENCE 4 (skill)		Importance
Question S 1-1	Question S 1-2	Intermediate (2)
COMPETENCE 5 (skill)		Importance
Question S 2-1	Question S 2-2	Elementary (1)
COMPETENCE 6 (skill)		Importance
Question S 3-1	Question S 3-2	Advanced (3)

## assessing a whole Training Unit 3 types of outcome - Bands of Merit

### Band 1 (negative outcome)

The candidate does not possess the competencies required in the Training Unit

### Band 2 (positive outcome)

The candidate possesses the overall competencies required in the Training Unit, but must improve in some modules

### Band 3 (excellent outcome)

The candidate possesses the overall competencies required in the Training Unit, and possesses them sufficiently for all modules

## how to create the test

The trainer must **define for each question:**

<b>Question Texts</b> Q1 – text of the first answer Q2 – text of the second answer Q3 – text of the third answer Q4 – text of the fourth answer	<b>obligatory</b>
Q5 – text of the fifth answer Q6 – text of the sixth answer	<b>optional</b>

## the trainers job ....

### Test definition grid

Module	Competence	Question	Answers	Corrector	Attachments
Title of the module	Title of the competence Type (KB) Weight (from 1 to 3)	Text of the question to assess the knowledge	1. answer (obligatory) 2. answer (obligatory) 3. answer (obligatory) 4. answer (obligatory) 5. answer (optional) 6. answer (optional)	Indicate the number of the correct answer	Indicate the reference to any attachments
	Title of the competence Type (S) Weight (from 1 to 3)	Text of the question to assess the skill	1. answer (obligatory) 2. answer (obligatory) 3. answer (obligatory)	Indicate the number of the correct answer	Indicate the reference to any attachments

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## example 1 - questions to assess a Knowledge

Module	Competency	Question	Answers	Corrector	Attachments
Understanding the various uses of the Internet in the business field	Understanding the variety of businesses on the Internet Type (KB) Weight (1)	Often the terms e-business and e-commerce are used to mean the same thing: what is the relationship between e-business and e-commerce?	1. e-business concerns only large companies. 2. e-business is a wider definition of e-commerce: e-commerce is therefore one of the possible applications of e-business. 3. e-commerce is a wider definition of e-business. 4. The two terms are equivalent, and can therefore be considered synonymous.	The correct answer is 2.	
Understanding the various uses of the Internet in the business field	Understanding the variety of businesses on the Internet Type (KB) Weight (1)	In a classic on-line auction, taking place for example on www.e-bay.com, which of the following categories must it fall under?	1. B2C 2. B2B 3. C2C 4. C2B	The correct answer is 3.	

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## multi-language CD-ROM of the European Catalogue and access to live system

- Multi-language catalogue hypertext in HTML version accessible both on-line and on CD-ROM through an Internet browser
- CD-ROM (in 8 languages of the partners) describes the activities and final results of the Key Competencies project

*now a short look to the CD-ROM  
and live to our KC-server in Italy*  
[http://www.ifo.it/manpower-kcom/home\\_EN.htm](http://www.ifo.it/manpower-kcom/home_EN.htm)

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## final question to all of you

**What do you think about this European training catalogue and the assessment tool?**

**Do You have in mind any application / idea where you might use the tool as basis for?**



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***do you have in mind any ... if your answer is***

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... **YES,**

please contact at any time

... **may be in the future,**

please contact at that time

... **NO,**

sorry, please apologize  
my bad presentation

and contact  
**immediately ...**

***some useful hints ...***

- To access the platform, just register on [http://www.ifo.it/manpower-kcom/home EN.htm](http://www.ifo.it/manpower-kcom/home_EN.htm)  
Click on „**Test your key competencies**“, then on „**Register**“, fill in a few personal data and you will get on your mail a „**user name**“ to **login**
- By October the CD-ROM contents will be downloadable at the project website under the „**Documents-Product**“ **menu**“

***We wish you a challenging and interesting time  
when testing and improving your  
European Key Competencies***