Skills

COMPÉTENCES
TRANSVERSALES

To be completed according to
the particular function
❯ ❮
EXPECTED LEVEL

#01 ORAL
#02 ÉCRIT
#03 MATHÉMATIQUE
#04 NUMÉRIQUE
#05 GESTION D'INFOS
#06 ORGANISATION
#07 CODES SOCIAUX
#08 TRAVAIL EN GROUPE
#09 APPRENDRE
#10 PARCOURS PRO
#11 RÉGLEMENTATION
#12 ALÉAS

#01 ORAL COMMUNICATION IN THE PROFESSIONAL WORLD

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Communicates very poorly in a situation of face-to-face interview	Communicates with employment and training stakeholders on his project	Communicates face to face and on the telephone and is able to explain his choices	Adapts his way of communicating to anyone and in any situation

#07 APPLYING INHERENT SOCIAL CODES IN THE PROFESSIONAL CONTEXT

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
Identifies some rules relating to his professional status	Respects the rules and wonders about the codes implied by them	Positions himself and adapts to formal and/or unknown contexts	Explains the context of a professional or training course to his circle

#02 WRITTEN COMMUNICATION IN THE PROFESSIONAL WORLD

Understands and partly completes written material concerning his identity and professional project	Understands and produces short written documents. Drafts short written documents related to his project with help.	Understands written material necessary for his career path. Structures written material logically	Understands various written documents relating to a job or a qualification. Produces appropriate written documents.

#08 to WORKING IN A GROUP AND IN A TEAM

Identifies people and adopts a learning attitude	Adopts an attentive working attitude, possibly helps others and agrees to be helped	Makes proposals and agrees to negotiate them.	Actively participates in group work by varying his place and role within the group

#03 USING MATHEMATICAL REASONING

Identifies information, whether numerical or not, present or missing, on the spot	Applies operations and *chiffrées ou non, présentes* measures in situations requiring calculations relating to his environment	Chooses appropriate reasoning and operations to respond to current situations	Develops and confronts his strategies to resolve problems in various environments

#09 LIFELONG LEARNING AND TRAINING

Formulates his usual ways of learning	Considers possible means of enriching and varying his ways of learning	Develops new strategies to optimise his action	Suggests new ways of carrying out certain professional activities

#04 USING DIGITAL TOOLS AND COMPUTERS

Identifies and accesses the basic features of digital tools or computers	Partially uses the basic features of a computer (word processing, e-mailing, the Internet	Uses computers and digital tools connected with his situation	Customises computers and digital tools to respond to his situation and career path

#10 CONSTRUCTING A PROFESSIONAL CAREER

Formulates one or several suggestions for his career path	Confronts his project with socio-economic constraints and its own realities	Defines a realistic and feasible project	Determines the stage(s) of its implementation for his career path

#05 MANAGING INFORMATION

Lists the sources of information available to carry out a given operation	Identifies any missing information when carrying out an operation	Prioritises the information present in the situation and plans a method of using it	Analyses the stakes of the information to use and circulates it

#11 CARRYING OUT AN ACTIVITY ACCORDING TO ESTABLISHED REGULATORY

Identifies the standards associated with the activities of a given occupation	Applies any regulatory measures in a given environment	Explains the meaning and value of regulations in a working environment	Analyses the issues relating to compliance with standards and regulations

#06 PERSONAL ORGANISATION IN A PROFESSIONAL ACTIVITY

Identifies and implements tasks to be organised in a given activity	Organises recurrent activities according to relevant constraints and contexts	Establishes priorities and plans, taking the instructions and demands of the organisation into account	Anticipates and provides for organisational methods to cope with any unexpected events

#12 ADAPTING ACTIONS TO UNCERTAINTIES AND EMERGENCIES

Identifies and reports on the nature of any problems	Proposes a solution to one or more problems, and checks its relevance	Resolves various problems and explains the most suitable method for each situation	Anticipates any problems which may arise in his activity and modifies certain actions accordingly

Map of transverse skills

To be completed according to the particular function.
Expected level
Level of assessment

Social codes
Group work
Learning
Career path
Regulations
Unforeseen circumstances
Oral
Written
Mathematical
Digital
Information management
Organisation