

TRANSVERSAL COMPETENCE FRAMEWORK (TCF)

D2.3 Common Transversal Skills Framework

October 2021

D.2.3 THE TRANSVERSAL COMPETENCE FRAMEWORK (TCF)

TRANSVERSAL COMPETENCE FRAMEWORK (TCF)	
EQF Level I	<ul style="list-style-type: none">• Managing and organizing activities• Solving problems and reacting to the unforeseen• Cooperating and fostering cooperation• Using oral communication in one or several languages• Ressource Management• Taking professional, social and cultural norms into account• Using written communication in one or several languages• Communicating using digital technologies• Managing information and critical thinking• Building one's career path• Developing one's competences and profile• Self-reflection
EQF Level II	
EQF Level III	
EQF Level IV	
EQF Level V	
EQF Level VI	
EQF Level VII	
EQF Level VIII	

Managing and organizing activities	
EQF Level I	<ul style="list-style-type: none"> Identifies the key elements in the organisation of one's activity
EQF Level II	<ul style="list-style-type: none"> Follows the planned organisation of one's activity
EQF Level III	<ul style="list-style-type: none"> Adapts one's organisation to the constraints of the situation
EQF Level IV	<ul style="list-style-type: none"> Plans and organises one's own activity and the team's activity
EQF Level V	<ul style="list-style-type: none"> Coordinates and monitors the activities of a team
EQF Level VI	<ul style="list-style-type: none"> Plans and supervises the activity of one or several teams
EQF Level VII	<ul style="list-style-type: none"> Develops strategic guidelines for the organisation and ensures their implementation
EQF Level VIII	<ul style="list-style-type: none"> Devises and/or validates global strategic perspectives

Solving problems and reacting to the unforeseen	
EQF Level I	<ul style="list-style-type: none"> Identifies problems and notifies someone when confronted with a problem or an unexpected situation
EQF Level II	<ul style="list-style-type: none"> Identifies the procedure and suggests simple solutions to a possible contingency
EQF Level III	<ul style="list-style-type: none"> Applies the correct procedure to common problems related to one's activity
EQF Level IV	<ul style="list-style-type: none"> Solves common problems related to one's activity or the team's activity
EQF Level V	<ul style="list-style-type: none"> Identifies and assesses unforeseen problem situations, recommends solutions
EQF Level VI	<ul style="list-style-type: none"> Assesses and ratifies innovative/ creative solutions related to complex problems and unforeseen situations
EQF Level VII	<ul style="list-style-type: none"> Develops innovative procedures to solve problems at organisation level and adapted to exceptional situations
EQF Level VIII	<ul style="list-style-type: none"> Creates strategies for anticipating and managing new or emerging risks

Cooperating and fostering cooperation	
EQF Level I	<ul style="list-style-type: none"> Identifies the operating modes of a team
EQF Level II	<ul style="list-style-type: none"> Identifies the role of each team member and one's own position in a group
EQF Level III	<ul style="list-style-type: none"> Makes proposals and takes other team members' opinions into account
EQF Level IV	<ul style="list-style-type: none"> Leads and develops collective activity, is able to change position and role
EQF Level V	<ul style="list-style-type: none"> Fosters individual involvement to the benefit of their team
EQF Level VI	<ul style="list-style-type: none"> Ensures cooperation between teams and contributes to role assignment
EQF Level VII	<ul style="list-style-type: none"> Co-constructs methodologies intended to improve collaboration mechanisms
EQF Level VIII	<ul style="list-style-type: none"> Creates strategies meant to promote cooperation of internal or external networks

Resource management (e.g.: time, money, material resources, etc.)	
EQF Level I	<ul style="list-style-type: none"> Uses the resources economically under supervision for routine situations
EQF Level II	<ul style="list-style-type: none"> Identifies the resources needed in routine situations independently and uses it after consultation
EQF Level III	<ul style="list-style-type: none"> Applies the correct procedures to make the resources available for the routine tasks
EQF Level IV	<ul style="list-style-type: none"> Adapts their own behaviour based on the outcomes of their resource management
EQF Level V	<ul style="list-style-type: none"> Manages their own resources and that of the team even in unpredictable and changing situations
EQF Level VI	<ul style="list-style-type: none"> Manages and plans the resources needed for teams and larger groups, even in unpredictable and changing situations
EQF Level VII	<ul style="list-style-type: none"> Develops and elaborate innovative and creative way to identify, use and manage resources
EQF Level VIII	<ul style="list-style-type: none"> Creates strategies for managing resources on the basis of data analysis and scientific theories

Using oral communication in one or several languages	
EQF Level I	<ul style="list-style-type: none"> • Understands basic oral communication and manages one-to-one interactions in one's first language • Is aware of another person's basic body language and can understand/interpret it
EQF Level II	<ul style="list-style-type: none"> • Understands content and manages oral conversations on familiar subjects in one's first language • Is aware of one's body language and what it conveys
EQF Level III	<ul style="list-style-type: none"> • Understands and manages conversations in one's first language in different situations according to one's needs. • Can react to another person's body language in an appropriate manner in simple (one to one) conversations
EQF Level IV	<ul style="list-style-type: none"> • Recognises and applies different types of verbal communication, taking into consideration the interlocutors. • Adapts one's body language in complex situations such as speaking in public or in a group
EQF Level V	<ul style="list-style-type: none"> • Understands and can apply the codes of conduct and communication rules accepted in different environments. • Is aware of another person's basic body language and can understand/ interpret it in different cultural contexts
EQF Level VI	<ul style="list-style-type: none"> • Engages in public speaking and oral interactions with confidence, clarity and assertiveness in one's first language or another language • Understands the impact of one's oral communication (or language) on the reached audience • Is aware of one's body language and what it conveys in different cultural contexts.
EQF Level VII	<ul style="list-style-type: none"> • Manages and develops public speaking and highly complex oral interactions strategies, adopting an effective organizational pattern of the message • Explains well-argued arguments for one's position in social contexts, demonstrating an appropriate choice of words and non- verbal communication in one's first language or another language • Can react to another person's body language in an appropriate manner in simple (one to one) conversations in different cultural contexts.
EQF Level VIII	<ul style="list-style-type: none"> • Manages and develops speaking strategies in social environments in a way that promotes critical and constructive dialogue • Leads and arbitrates exchanges with strong strategic societal and international stakes in one's first language or another language • Adapts one's body language in complex situations such as speaking in public or in a group in different cultural contexts

Taking professional, social and cultural norms into account	
EQF Level I	<ul style="list-style-type: none"> Identifies the instructions and procedures related to one’s activity Identifies relevant professional, social and cultural customs of the activity’s environment
EQF Level II	<ul style="list-style-type: none"> Follows instructions and procedures related to one’s activity Adopts relevant professional, social and cultural customs as appropriate
EQF Level III	<ul style="list-style-type: none"> Takes relevant instruction and procedures into account in every aspect of one’s activity Considers relevant professional, social and cultural customs in every interaction
EQF Level IV	<ul style="list-style-type: none"> Monitors and adjusts the compliance with instructions and procedures Self-assesses interactions in the light of professional, social and cultural customs
EQF Level V	<ul style="list-style-type: none"> Facilitates individual and collective understanding of the norms related to one’s activity Facilitates individual and collective understanding of the professional, social and cultural customs of the activity’s environment
EQF Level VI	<ul style="list-style-type: none"> Formalizes norms according to the wide range of roles and contexts
EQF Level VII	<ul style="list-style-type: none"> Develops strategies for taking into account a variety of instructions and procedures from other contexts Develops strategies for taking into account various professional, social and cultural contexts
EQF Level VIII	<ul style="list-style-type: none"> Builds consensus-based norms taking instructions and procedures into account Ensures the implementation of strategies integrating diverse professional, social and cultural norms

Using written communication in one or several languages

EQF Level I	<ul style="list-style-type: none"> Identifies the key elements in very short informative written pieces. Writes basic information about one's situation and / or context
EQF Level II	<ul style="list-style-type: none"> Identifies relevant information in short texts from one's context Writes short informative pieces related to one's situation and / or context
EQF Level III	<ul style="list-style-type: none"> Uses most common written sources needed for one's activity Writes documents related to one's activity and context
EQF Level IV	<ul style="list-style-type: none"> Uses most common sources of various nature needed for one's activity to compose texts Conveys the meaning of a text in one's own words in written form Writes elaborated pieces
EQF Level V	<ul style="list-style-type: none"> Deals with informative and explanatory texts within one's area of activity or expertise
EQF Level VI	<ul style="list-style-type: none"> Deals with and produces documents pertaining to one's area of activity or expertise
EQF Level VII	<ul style="list-style-type: none"> Develops new texts with different aims or intended towards different audiences Combines existing texts with different aims or intended towards different audiences, or texts comprising new knowledge
EQF Level VIII	<ul style="list-style-type: none"> Creates and disseminates texts comprising pioneering knowledge or providing benchmark information

Communicating using digital technologies	
EQF Level I	<ul style="list-style-type: none"> Communicates using basic functions of a limited number of digital technologies, with instructions Is aware of existing standards and safety rules for communication using digital technologies
EQF Level II	<ul style="list-style-type: none"> Communicates using recurrent functions of a number of digital technologies, without instructions Applies the indicated standards and safety rules when communicating using digital technologies Identifies the appropriate social medium to express one's identity in the digital environment depending on the context
EQF Level III	<ul style="list-style-type: none"> Communicates regularly and autonomously, selecting the appropriate digital technologies, depending on the activity and context Selects and applies the appropriate standards and safety rules when communicating using digital technologies Sets up the social media account(s) in order to create one's digital identity
EQF Level IV	<ul style="list-style-type: none"> Customizes digital technologies to one's communication needs or the needs of the communication circumstances Selects, customizes and adds new content to one's account(s) in order to develop and profile one's digital identity
EQF Level V	<ul style="list-style-type: none"> Proposes digital technologies in order to communicate to others Uses digital identity in order to effectively communicate with the chosen audience
EQF Level VI	<ul style="list-style-type: none"> Assesses the choice and the effectiveness of digital technologies mobilized in order to communicate in a team Evaluates the choice and the level of application of standards and safety rules in team's communication using digital technologies Orchestrates via advanced tools or functions one's digital identity in a number of social media accounts
EQF Level VII	<ul style="list-style-type: none"> Develops mechanisms and practices to assist the digital technologies impact on the communication in an organisation Modifies or develops standards and safety rules applied in communication using digital technologies in an organisation Monitors and manages the impact of one's digital identity on the wide audience
EQF Level VIII	<ul style="list-style-type: none"> Ensures the implementation of strategies integrating communication using digital technologies. Ensures the implementation of strategies integrating standards and safety rules for communication using digital technologies.

Managing information and critical thinking	
EQF Level I	<ul style="list-style-type: none"> Identifies the information given to complete one's activity under direct supervision and in a structured context
EQF Level II	<ul style="list-style-type: none"> Checks the availability of the information required to complete one's activity Is aware that biases exist in information and asks for guidance if needs be
EQF Level III	<ul style="list-style-type: none"> Selects information according to the activity objectives and context Identifies and recognises biased and/or incomplete information
EQF Level IV	<ul style="list-style-type: none"> Assesses the relevance of information and potential biases in the data within established guidelines and shares it appropriately
EQF Level V	<ul style="list-style-type: none"> Selects and organises the dissemination of the information necessary to the internal activity Compares, analyses, assesses, and synthesises information in order to draw logical conclusions while taking into account one's personal limitations (e.g. confirmation bias or belief bias)
EQF Level VI	<ul style="list-style-type: none"> Mobilises a monitoring system and organises the circulation of information both internally and externally taking into account uncertainties and complexity. Gathering and sharing information, collecting feedback for decision-making taking into account uncertainties and complex environments.
EQF Level VII	<ul style="list-style-type: none"> Takes a leading role in creating new knowledge, while managing internal and external inputs in an iterative process keeping up-to-date with innovation and developments. Manages the strategic dissemination of new knowledge.
EQF Level VIII	<ul style="list-style-type: none"> Provides expertise on reference sources and produces knowledge related to societal and /or strategic stakes with integrity and commitment to the development of new ideas, processes and paradigms

Building one's career path	
EQF Level I	<ul style="list-style-type: none"> • Gives one or more ideas for one's professional project • Explores knowledge about different vocations and career opportunities in the labour market (information on occupations, education opportunities, economy, and employment)
EQF Level II	<ul style="list-style-type: none"> • Compares one's professional project to the reality of the desired positions • Understands how the labour market and careers change over time during lifespan, related to the dynamics of the communities
EQF Level III	<ul style="list-style-type: none"> • Defines and explains one's professional project
EQF Level IV	<ul style="list-style-type: none"> • Plans the steps needed to realise one's career project • Understands how you can integrate information on occupations, education, economy, and employment into management of your career
EQF Level V	<ul style="list-style-type: none"> • Assesses one's skills related to one's action area / sphere of action • Is aware of steps and content of a career plan (rational planning) and the reality of dynamic and unpredictable careers (dynamic planning)
EQF Level VI	<ul style="list-style-type: none"> • Mobilises resources and opportunities for professional evolution • Understands that career planning to attain your career goals is a lifelong process with dynamic and unforeseeable developments and results
EQF Level VII	<ul style="list-style-type: none"> • Analyses and orients one's career choices in function of one's skills • Reflects upon complex influences on your career decision making, and unplanned events in your careers. Explore the effect of dynamic influences on you and your career.
EQF Level VIII	<ul style="list-style-type: none"> • Projects oneself in relation to jobs and positions with future societal stakes • When planning a career step/action, take into account dynamic influences and unpredicted events, transitions

Developing one's competences and profile	
EQF Level I	<ul style="list-style-type: none"> Names one's usual ways of learning Understands how learning processes and strategies work
EQF Level II	<ul style="list-style-type: none"> Being aware that lifelong learning refers to all learning activities formally, non-formally and informally undertaken throughout life
EQF Level III	<ul style="list-style-type: none"> Develops new learning strategies in order to improve one's actions and project Explore one's own learning interests, processes and preferred strategies, including learning needs and required support
EQF Level IV	<ul style="list-style-type: none"> Suggests new ways of learning for oneself and possibly for the team
EQF Level V	<ul style="list-style-type: none"> Implements a self-development and team's development-oriented approach Reflects on and assesses periodically purposes, processes and outcomes of formal, non formal and informal learning establishing relationships across domains
EQF Level VI	<ul style="list-style-type: none"> Builds plans for self-development and several teams' development
EQF Level VII	<ul style="list-style-type: none"> Elaborates development plans adapted to the organisation strategies and updates one's skills accordingly
EQF Level VIII	<ul style="list-style-type: none"> Devises development policies in keeping with societal evolutions and updates one's expertise

Self-reflection	
EQF Level I	<ul style="list-style-type: none"> Is able to voice one's own personal interests, attitudes, values and abilities, qualities and aspirations under guidance
EQF Level II	<ul style="list-style-type: none"> Is aware that one's own interests, attitudes, value and aspirations are affected by specific contexts and stage of personal development
EQF Level III	<ul style="list-style-type: none"> Is able to self-assess the interaction between specific context and one's own interests, attitudes, values and aspirations and adapts accordingly
EQF Level IV	<ul style="list-style-type: none"> Examines in predictable/continuous contexts how self-concept/awareness has an impact on achieving one's personal goals and decisions, how it influences one's professional and life expectations
EQF Level V	<ul style="list-style-type: none"> Is aware that a life and work history consists of a series of events including taking risks and chances in situations of uncertainty/unpredictable
EQF Level VI	<ul style="list-style-type: none"> Understands that achievements in one's life and career are complex and are based on one's personal resources and actions but also influenced by outer factors taking responsibility for decision-making in unpredictable contexts
EQF Level VII	<ul style="list-style-type: none"> Reflects and incorporates strategically a strong sense of personal resources and the impact of actions on achievements
EQF Level VIII	<ul style="list-style-type: none"> Reviews and applies one's own resources for a next step in one's life and career process in an innovative way