

Careers 4.0

Development of a Career
Competencies 4.0 Framework



Career Competencies 4.0 Framework Proposal

4 Hard
skills

14
Soft
skills

Framework overview

1	Literacy skills
2	Working with numbers- Numeracy skills
3	ICT – Digital skills
4	Physical – manual skills
5	Communication skills
6	Team working & collaboration
7	Intercultural competence
8	Leadership
9	Organisational skills (plan – organise- time management)
10	Work efficiency

11	Problem solving
12	Creativity/innovation
13	Willingness to learn
14	Stress tolerance-resilience
15	Ethical competence
16	Emotional intelligence-empathy
17	Adaptability-flexibility
18	Entrepreneurship

Hard Skills

Literacy Skills

- Able to learn a foreign language
- Able to understand and use of basic written texts and materials
- Demonstrate basic writing skills

Numeracy skills

- Able to perform day-to-day numeracy and arithmetic calculations
- Able to calculate prices, costs or budgets, count quantities, calculate and measure
- Able to use advanced maths and complex arithmetic or statistics.
- Able to access, use, interpret, communicate, or use mathematical information to solve a problem
- Able to understand tables, graphs, maps, product labels or advertisements.
- Able to manage quantitative data, gather, process and present quantitative data, understanding numerical tables in reports and interpreting graphs.

ICT- Digital skills

- Manage digital files, create, edit, format, and print text documents
- Engage in remote work, collaborate using video conferencing.
- Manage seamless data sharing and real-time collaboration on digital assets.
- Respond effectively to connectivity and technology failures.
- Demonstrate openness to digitization
- Access up-to-date information, understand data analysis, enable Data-Driven Decision Making.
- Build and maintain a professional online presence, promote personal brand, network with peers.
- Embrace Automation and AI Integration
- Understand cybersecurity practices

Physical-Manual Skills

- Able to perform intricate and detailed tasks with accuracy and precision.
- Able to demonstrate eye-hand coordination.
- Able to perform repairs and adjustments to mechanical components and systems.
- Able to demonstrate accuracy, concentrate, give attention to detail and avoid mistakes.
- Able to demonstrate spatial ability, work with shape and space,
- Able to understand mechanical principles and data.
- Able to comprehend how physical force affects mechanics.
- Able to read and interpret technical manuals
- Able to operate and service tools and machinery.



Soft Skills -A

Communication skills

- Able to engage effectively and socially interact in a goal-directed manner with other people encountered at work and social activities
- Able to receive and respond to workplace communication.
- Able to demonstrate good manners, communicate with others face-to-face according to the normal customs
- Be Interested in meeting new people.
- Able to negotiate and reach mutually beneficial agreements
- Able to addressing conflicts

Teamworking

- Able to collaborate and easily get along with working with other as a member of a team,
- Coordinating with Others.
- Able to accept constructive criticism, react to valid and well-reasoned opinions about one's work in a positive manner.
- Be able to embrace open innovation models to access external expertise, share resources, and accelerate innovation cycles.
- Embrace virtual collaboration,
- Be able to act in interdisciplinary cross-functional teams consisting of individuals from different disciplines

Intercultural competence

- Understand and equally accept people who are perceived to have different cultural affinities.
- Respond and interact effectively and respectfully to diversity.
- Communicate effectively across geographical and cultural boundaries, collaborate with diverse teams
- Be culturally sensitive and respectful, recognizing and accommodating cultural differences, and avoiding misinterpretations or misunderstandings based on cultural differences.

Leadership

- Able to guide and direct others towards a common goal
- Able to manage and resolve conflicts.
- Able to influence, inspire, advice, persuade or train others at work.
- Able to oversee, coordinate the work of others and plan others' activities.
- Able to plan and manage projects.
- Able to motivate people develop their talents and skills.
- Able to win respect, gaining acceptance for presenting ideas or point of view.
- Provide positive and constructive performance feedback, set clear expectations and empower teams to succeed.
- Able to support and motivate team members, build strong relationships, and promote collaboration and innovation despite physical distance.

Soft Skills -B

Organisational skills

- Demonstrate self-organisation of one's time and activities, develop one's own ways of doing things, manage own workflow, set goals, deadlines and stay motivated and productive without direct supervision.
- Demonstrate task coordination,
- Able to prioritise tasks and actions, manage schedule, estimate duration of work (time management).
- Able to disengage from one task and respond to another or think about multiple concepts at the same time (multi-tasking).
- Able to organize, process, and retrieve information efficiently
- Able to meet commitments, work to deadlines.
- Able to use technology tools and automation to streamline workflows and save time

Problem solving

- Able to Identify problems quickly.
- Able to identify the strengths and weaknesses of various abstract, rational concepts,
- Able to apply data-driven problem solving, utilising data analytics and insights to inform decision making and identify patterns, trends, and correlations that help diagnose and solve problems more effectively.
- Able to make decisions following a choice from several alternative possibilities.
- Use systematic processes of collecting, analysing, and synthesising information
- Demonstrate an ability to identify all the options and compare them in terms of both costs and effectiveness
- Able to engage in collaborative decision-making processes

Creativity

- Able to think creatively, generate original ideas by thinking outside the box, exploring and experimenting with novel unconventional approaches.
- Be able to take initiatives for something new without being asked.
- Able to turn ideas into action.
- Be inventive, imaginative, and envision alternatives.
- Demonstrate creative problem-solving, generating novel solutions
- Champion new ideas, overcoming resistance to change, and fostering a culture of innovation and agility within the organization.

Willingness to learn

- Embrace a growth mindset, committing to continuous improvement.
- Be proactive in seeking out learning opportunities, staying updated on industry trends, and acquiring new skills to remain competitive in the job market.
- Take advantage of online learning platforms such as Coursera, Udemy, and LinkedIn Learning to enroll in online courses, earn certifications, and acquire new skills at one's own pace and convenience.
- Engage in professional development programs, workshops, seminars

Soft Skills C

Resilience

- Able to cope with pressure and ambiguity, handle challenges, and recover from set-backs
- Able to deal with and manage highly stressful situations in the workplace by following adequate procedures.
- Be effective in modulating anxiety and able to calmly solve problems.
- Able to thrive in the face of uncertainty, embrace change, and leverage emerging opportunities for personal and professional growth.
- Manage work-life balance.
- Cope with stress.
- Promote one's own Well-being and mental health.

Ethical competence

- Show integrity and honesty, according a coherent set of ethical principles in work and personal roles.
- Able to build credibility, and long-term relationships, showing integrity and respect for the interests and rights of all parties involved.
- Carry out work tasks and activities according to accepted principles of right and wrong, including fairness, transparency and impartiality in work practices and conduct towards other people.
- Acknowledge ethical implications of emerging technologies such as artificial intelligence, big data, and automation, as well as their impacts on privacy, autonomy, equality, and human rights.

Emotional intelligence

- Acknowledge and manage emotions, keeping emotions and temper under control
- Empathize with the perspectives and emotions of others.
- Demonstrate self-reflection and awareness of one's own biases, assumptions, and communication styles.
- Able to anticipate, recognize and meet others' needs, sometimes even before those needs are articulated (service orientation).
- Demonstrate active listening and asking clarifying questions to ensure mutual understanding between parties.
- Able to understand and share the feelings, experiences, and perspectives of others in virtual interactions/ digital environments (virtual empathy)

Adaptability

- Able to accept changes.
- Demonstrate willingness to change in order to suit different conditions.
- Able to embrace and deal with uncertainty.
- Able to cope with the tasks of preparing for and participating in the work role and with the unpredictable adjustments prompt by changes in work and working conditions (career adaptability)
- Able to deal with unexpected crises, obstacles or interruptions
- Able to adapt communication to people/situations involved.
- Adjust strategies and proposals based on new information, changing circumstances, or feedback from the other party.

Soft Skills D



Work efficiency

- Able to work independently, motivating oneself with little or no supervision, and depending on oneself to get things done.
- Able to work efficiently, achieve objectives using minimum amount of time, effort, or cost.
- Able to be dependable, behave with a sense of personal responsibility, reliable and make every effort to keep promises.
- Able to be diligent, working towards objectives, hardworking, ambitious and confident.
- Able to be self-disciplined, patient, cautious, level-headed, maintain control at work.
- Demonstrate conscientiousness.

Entrepreneurship

- Able to identify opportunities, market shifts, and emerging trends.
- Able to take calculated risks, especially in dynamic and rapidly changing environments.
- Able to tolerate and work constructively within unexpected and unpredictable situations, and seize new opportunities
- Be resourceful in finding innovative solutions and leveraging available resources to drive business growth.
- Able to adapt quickly to changing market conditions, customer preferences, and technological advancements.
- Able to overcoming setbacks, failures, and obstacles encountered along the entrepreneurial journey.
- Collaborate with external partners, such as customers, suppliers, startups, and research institutions, to co-create value and drive innovation.
- Communicate ideas, garner support from stakeholders, and navigate organizational hierarchies to implement innovative projects.
- Possess a strategic mindset, aligning innovative initiatives with organizational goals, vision, and values to create sustainable value for the organization in the long term.

Next steps

National Focus groups

Important information:

- 3 employers, and relevant VET stakeholders (per country)
 - Fill in evaluation forms (1 per participant)
 - Evidence: fotos (if face to face meeting), screen shots (if online meeting) and evaluation forms.
-
- Deadline 05th of April

Thank
you



PROGRESSUS

RESEARCH & COUNSELLING

