



Definition of competences:

The term “qualifications” normally denotes knowledge and skills acquired during a formal education; whereas the term “competences” describes the ability to **act competently in specific situations**. Your education might qualify you to do a *job/task*, but in practice this does not necessarily mean that you are also competent to actually do the *job/task* in question.

Source: leksikon.org

In short, competences consist of the knowledge, skills and experiences of any individual converted into specific action – they relate to what you actually *do*. When speaking about competences, we distinguish between personal and academic competences:

- **Personal competences** are determined by your basic human qualities, your attitudes, self-awareness and experiences. They influence the way in which you tackle and perform tasks at work on an everyday basis and in collaboration with other people.
- **Academic competences** you acquire during your studies and also in any student jobs, voluntary work (jobs after completing upper secondary school), and possibly from recreational activities.

Here are some examples of personal and academic competences.

Examples of competences	
Personal	Academic
Ambitious Highly focused Analytical Curious Efficient Extrovert Confidence-inspiring Committed Energetic Attentive to detail Flexible Highly structured Independent	The ability to present material in speech and in writing Project management Ability to provide constructive criticism Ability to evaluate Ability to provide good arguments The ability to solve problems The ability to meet deadlines. The ability to collect knowledge Ability to systematise The ability to analyse The ability to handle large processes The ability to cope with complex contexts Self-management