

Using the Competent App

A guide for validators



Before you begin...

A tick-list for validators



Familiarise yourself with the validation process in this manual.



Ensure the young person has access to a laptop or a mobile phone.



Agree a suitable time and place for the meetings with the young person.



Prepare any supplementary materials for the process's check activities.



Prepare an explanation of the aims and benefits of the process.



Access the app at www.competentonline.com



Define your
unique
competencies

Receive
endorsement
from
a professional

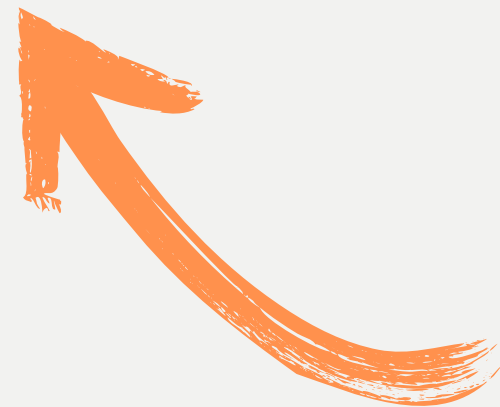
Improve
your CV

Login

Register

REGISTRATION

Register on the Competent app



Edit profile

Account information

Create your validator profile

Organisation / workplace

Role in organisation

Description of organisation

Professional experience

Photo

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Save

VALIDATOR PROFILE

Complete your Validator Profile



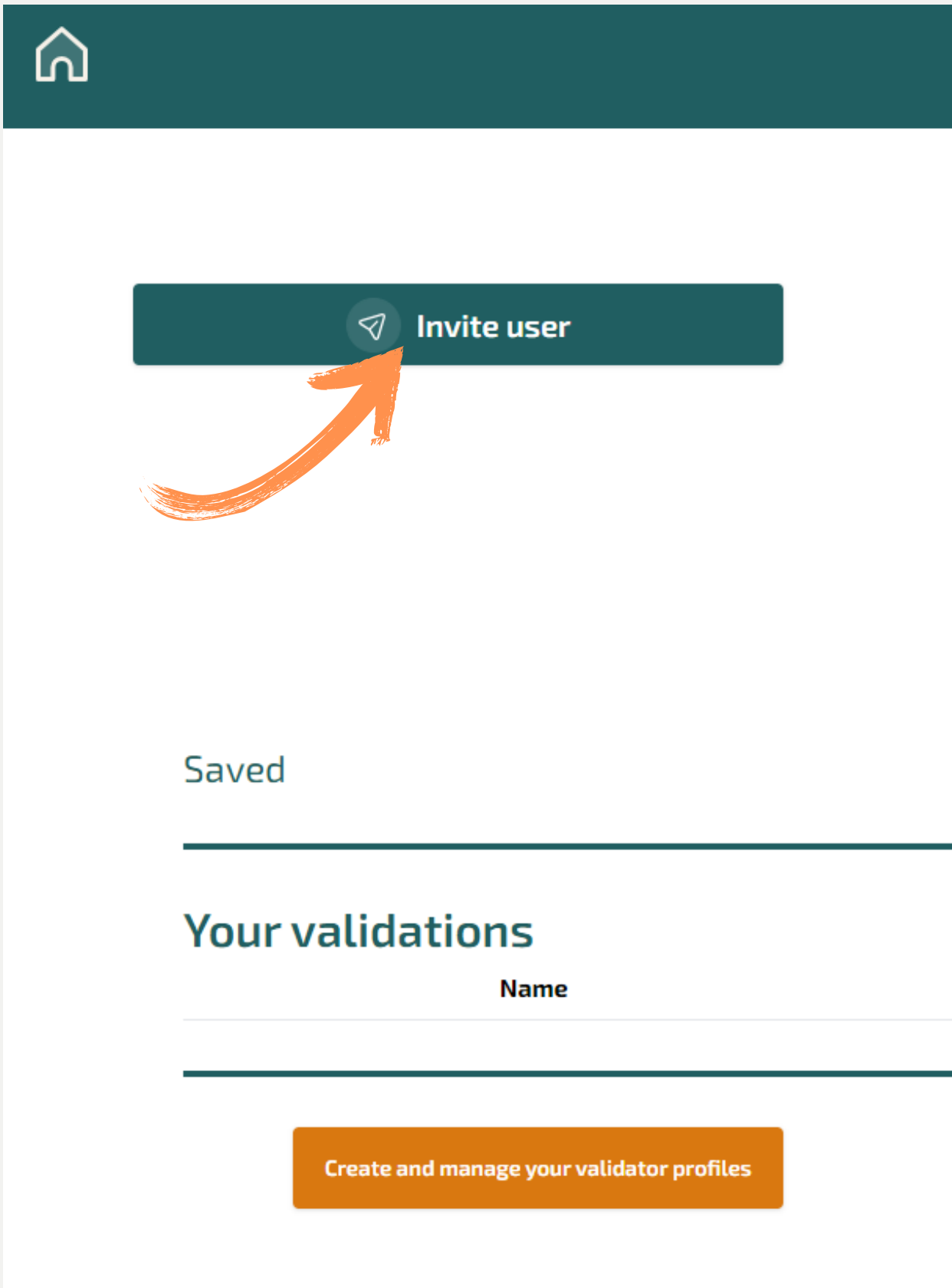
Be as detailed as possible

The information about your professional experience is visible and adds credibility to the young person's validated competencies.

Add a photo of yourself or the organisation's logo.

You will then be asked to verify your email address








USER INVITATION

Invite a user to Competent



This will send an email with instructions to the young person whose competencies you will validate.

 Register as a User 



Name

Placeholder

Surname

Placeholder

Age

Select age ▼

Gender

Select gender ▼

Country

Select country ▼

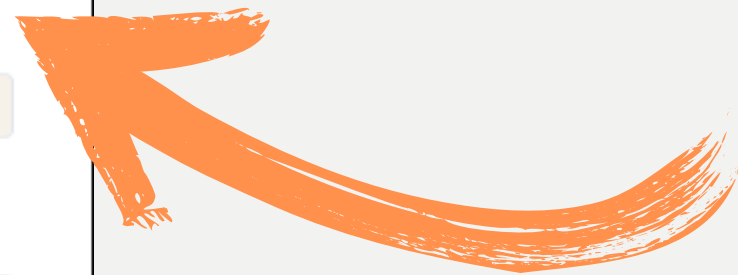
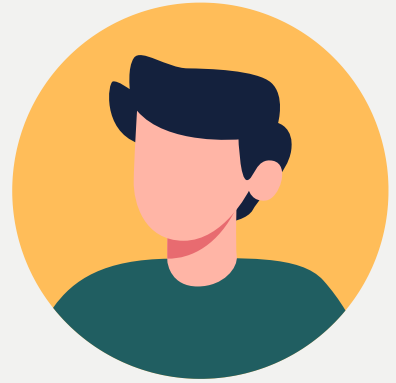
E-mail address

Placeholder

Password



USER REGISTRATION

The young person registers on the app and fills in their basic information

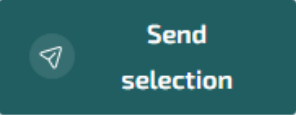




The young person makes a selection of their own competencies

 **Select your first competencies** 





















Choose 5 competencies that you feel you have



Accepting feedback Decision-making Efficiency

Search competencies...

Basic competencies

 Ability to deal with pressure 	 Accepting feedback 
 Adaptability 	 Cooperation 
 Creativity 	 Cultural awareness 
 Decision-making 	 Desire to learn 
 Determination 	 Efficiency 

They can also use the autosearch feature if they have a specific competency in mind that doesn't appear on this initial list.

Each competency contains a definition and examples.

They choose between **two** and **five** of the competencies that they feel reflect their strengths.





The young person now appears on your 'Validator Dashboard'

Here you can see all of your active validation processes

'**Manage validation**' allows you to see the young person's selection within the competency database.

IMPORTANT: Do not press the 'Complete validation' button yet.



Your validations		
Name	Status	Action
Enjuanes, Carlos	User initial selection: 06.02.2024 Validated: No	<div>Manage validation</div> <div>Complete validation</div>

Create and manage your validator profiles





Look through the young person's initial selection

Consider if other competencies from the 10 categories in the 'competency database' are more appropriate

You can select and de-select competencies. Confirm this selection. You can change these competencies at a later date before your final validation.

Step 1 - manage competencies of Sean Quinn.

× Efficiency

× Accepting feedback

× Writing skills

× Ability to compartmentalise

× Decision-making

Social intelligence skills

Recognising the feelings of others and knowing how to use this to influence and help them

Able to lead and inspire	?	Select
Accountability	?	Select
Assertiveness	?	Select
Conflict resolution	?	Select

CHECK ACTIVITIES



You can now meet with the young person

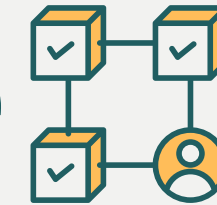


Discuss their choices and other possible competencies from the competency database.

You can also carry out 'check activities', which are described at the end of this Manual.



Make a final assessment of which competencies to validate



It is a good idea to choose between 8 & 12 competencies

Your choice of competencies is based on your professional experience and personal knowledge of the young person, supported by any check activities that you have carried out.

Step 1 - manage competencies of Sean Quinn.

× Efficiency

× Accepting feedback

× Writing skills

× Ability to compartmentalise

× Decision-making

Social intelligence skills

Recognising the feelings of others and knowing how to use this to influence and help them

Positive self-concept skills


Displaying a clear perception of the self that helps to cope with life events, achieve personal growth and make a positive impact on the lives of others

CONFIRM VALIDATION

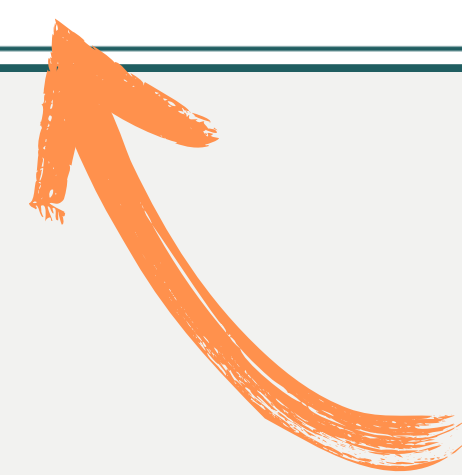





Confirm the selection of validated competencies

Press **“Complete Validation”** on the panel in the Validator’s Dashboard








Your validations		
Name	Status	Action
quinn, Sean	User initial selection: 04.12.2023 Validated: No	Manage validation Complete validation



User profile

Your validated competencies

		Select for the certificate
Ability to compartmentalise		<input checked="" type="checkbox"/>
Accepting feedback		<input checked="" type="checkbox"/>
Decision-making		<input checked="" type="checkbox"/>
Efficiency		<input type="checkbox"/>
Writing skills		<input type="checkbox"/>

Generate certificate

CERTIFICATE GENERATION

The young person selects validated competencies for their certificate in their user profile

The generated certificate can be saved, printed or accessed via a QR code.





Certificate

competent.com/c12345

Issued: 13.03.2024

This certificate authenticates that Ms Anna Kowalska possesses qualities of the following competencies

- Cooperation
- Ability to deal with pressure
- Self-confidence
- Determination
- Adaptability
- Patience

The aforementioned validation is provided by

John Smith

CEO of Smith Inc.

CERTIFICATE

The certificate contains a link to your Validator Profile

It also contains a link to the project website.



For more information visit www.competent.com



The Competent app was designed and produced within the framework of a K42 Strategic Partnership project called 'Introduce Yourself', co-funded by the Erasmus+ programme. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



CERTIFICATE

**The certificate has
an option to
download a linked
QR code**



This links to the certificate
and allows the viewer to find
out about **Competent**





Check activities





CHECK ACTIVITIES

Check Activities are used to check if a young person possesses certain competencies

The validator chooses and designs the Check Activities.

The methodology used depends on the chosen competencies and context. They can be carried out face-to-face or online.



Types of check activities



01

Personal interview

The young person can explain their own competencies and the validator's questions can explore hidden competencies.

02

Group activities

Participation in group activities is a good way to explore competencies related to social interactions, communication and effecting positive change.

For example: A group challenge to create something using limited materials can show collaborative or productivity skills



Types of check activities



03

Video

The young person prepares and records a video presentation.

For example: The young person can demonstrate various communication skills by presenting a topic that they are passionate about.

04

Guided reflection

The validator helps the young person to monitor and reflect on their own competencies over a period of time.

For example: The young person notes down every time they show patience or resilience during a week.



Types of check activities



05

Activity preparation

The young person organises and carries out an activity or part of an event, demonstrating competencies related to leadership or autonomy.

For example: The young person prepares and leads a dynamic warm-up activity in a group session.