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## IO 01 - BBE COMPETENCES NAVIGATOR

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**Introduction – skills and competences**

## Skills and competences

In this Biobased competence Navigator, you will read the words “skills and competences”. The terms “skills” and “competences” are often used interchangeably, but are they really synonymous?

For a better understanding, you need to know what a competence is and what the difference is between a competence and a skill. This is important, when you want to study the learning material from your choice. You may have many questions:

“What do I need to know for this new job?”

“What do I need to do?” or

”What do I already know, in connection with my future job?”

In this little overview, the basic definitions and differences from competences and skills are given. It has not the pretention to be complete.

For more background information, you can have a look in the Wiki in this Navigator.

## Similarities and differences between skills and competences

On a basic level, a skill and a competence are similar:

They both describe an ability that an individual has acquired through training and experience.

However, there are also essential differences.

### About skills

A skill is the ability to do something, while competencies are behaviors. You learn to clean a window just as you learn to perform open-heart surgery. These are skills.

Skills are specific learned physical tasks or activities.

Picture 1: skills



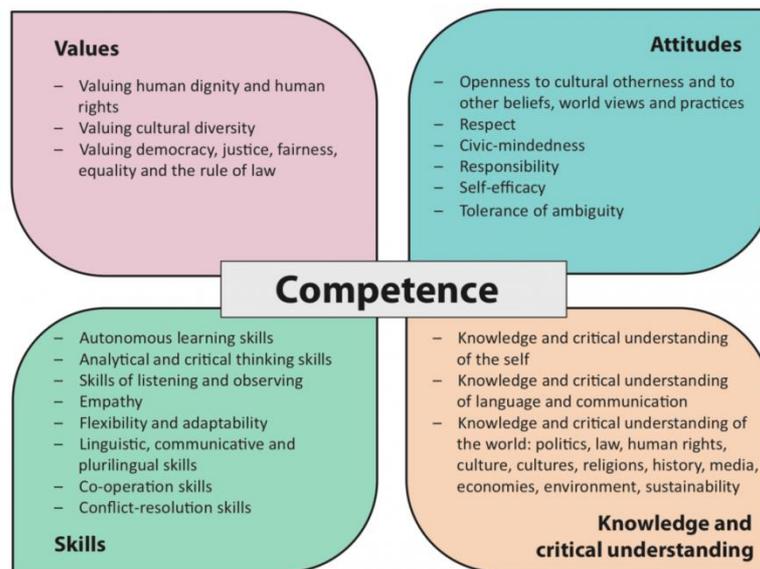
### About competences

Competences specify how the individual carries out the skills they have.

For example, 10 people might be skilled at computer programming, but perhaps only five will work in a way that is in line with the company culture. This might be being respectful of management, working efficiently, having good time management and being an effective team member.

Competences are a set of skills combined with knowledge, skills, attitudes and values.

Picture 2: competences



### Different Types of Competences in the BBE navigator

We hope now; you have a solid understanding of the difference between "skills" and "competences". It will help you to read and understand the overview of competences and skills for each of the clusters in the navigator.

You will discover that we mention three main types of competences:

- Personal competences, also mentioned behavioral competences: an expression of the softer skills involved in an employee's performance.
- Transversal competences, less soft, but important in most jobs.
  - o Digital competences
  - o Entrepreneurial competences
- Technical competences, directly related to a process.

This is just a summary of what competences are. You will find also other categories, such as leadership competences, which express the qualities that make a good leader, turned into measurable behaviors.

Sources:

- Picture 1 - [www.missionbox.com/article/744/competency-modeling-and-the-future-of-work](http://www.missionbox.com/article/744/competency-modeling-and-the-future-of-work)
- Picture 2 - [www.landdermenschen.at/index.php/open-mind](http://www.landdermenschen.at/index.php/open-mind)
- <https://thepeakperformancecenter.com/educational-learning/learning/process/obtaining/obtaining-information/knowledge-skills-attitudes/>
- The difference between skills and competences by Pam Holloway 6.03.2013; <https://pamholloway.com/organizational-dynamics-culture/the-difference-between-skills-and-competencies/>

