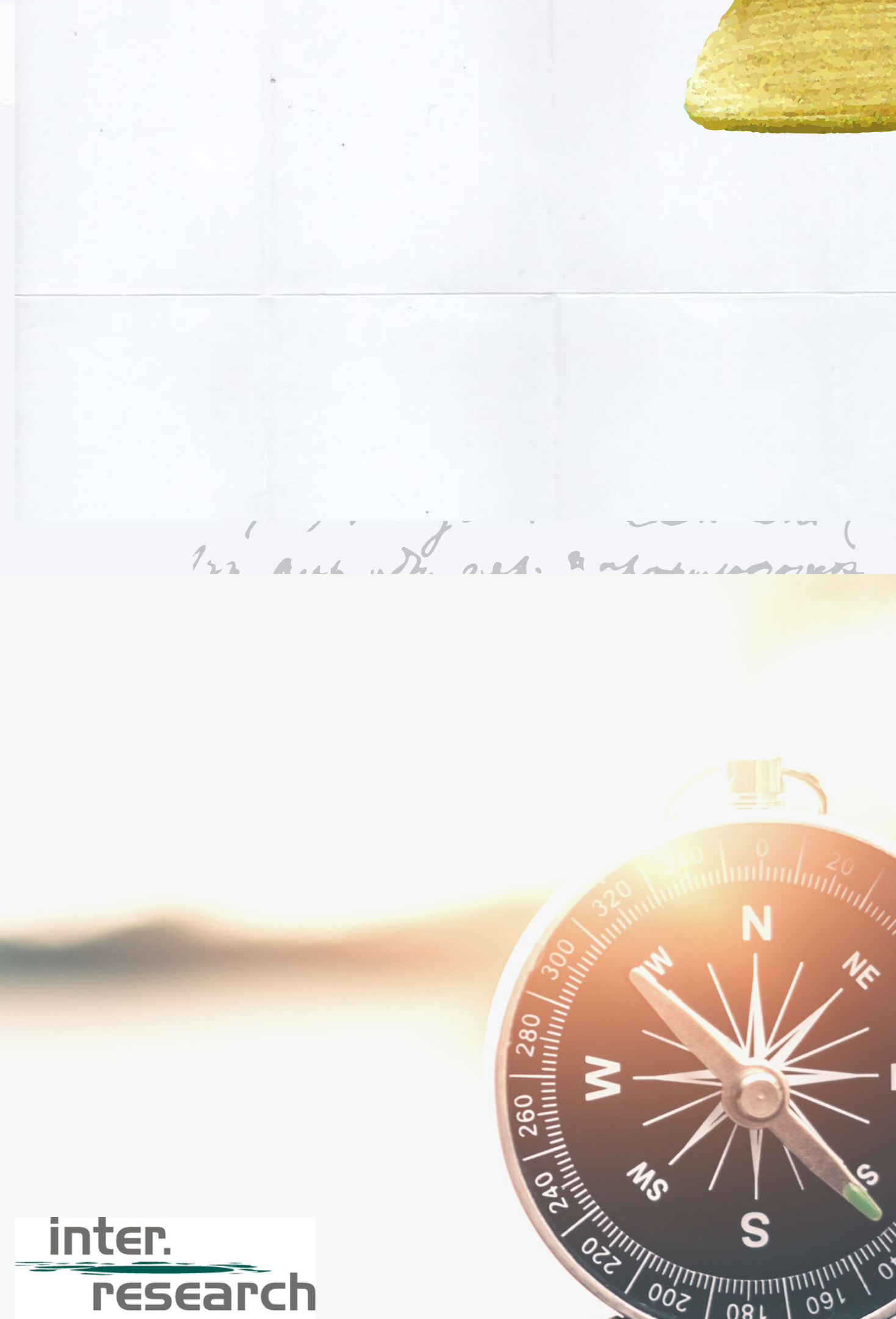


# COMPETENCE PASS

- Competence Areas Overview (page 2)
- Introduction to the Competence Pass (page 3-7)
- Competence Areas (page 8 - 36)
- How to Reflect (page 37)
- Credits (page 38)



# OVERVIEW OF COMPETENCE AREAS



**INTERCULTURAL  
COMMUNICATION**



**LANGUAGE  
PROFICIENCY**




**CREATIVITY AND  
PROBLEM-SOLVING**

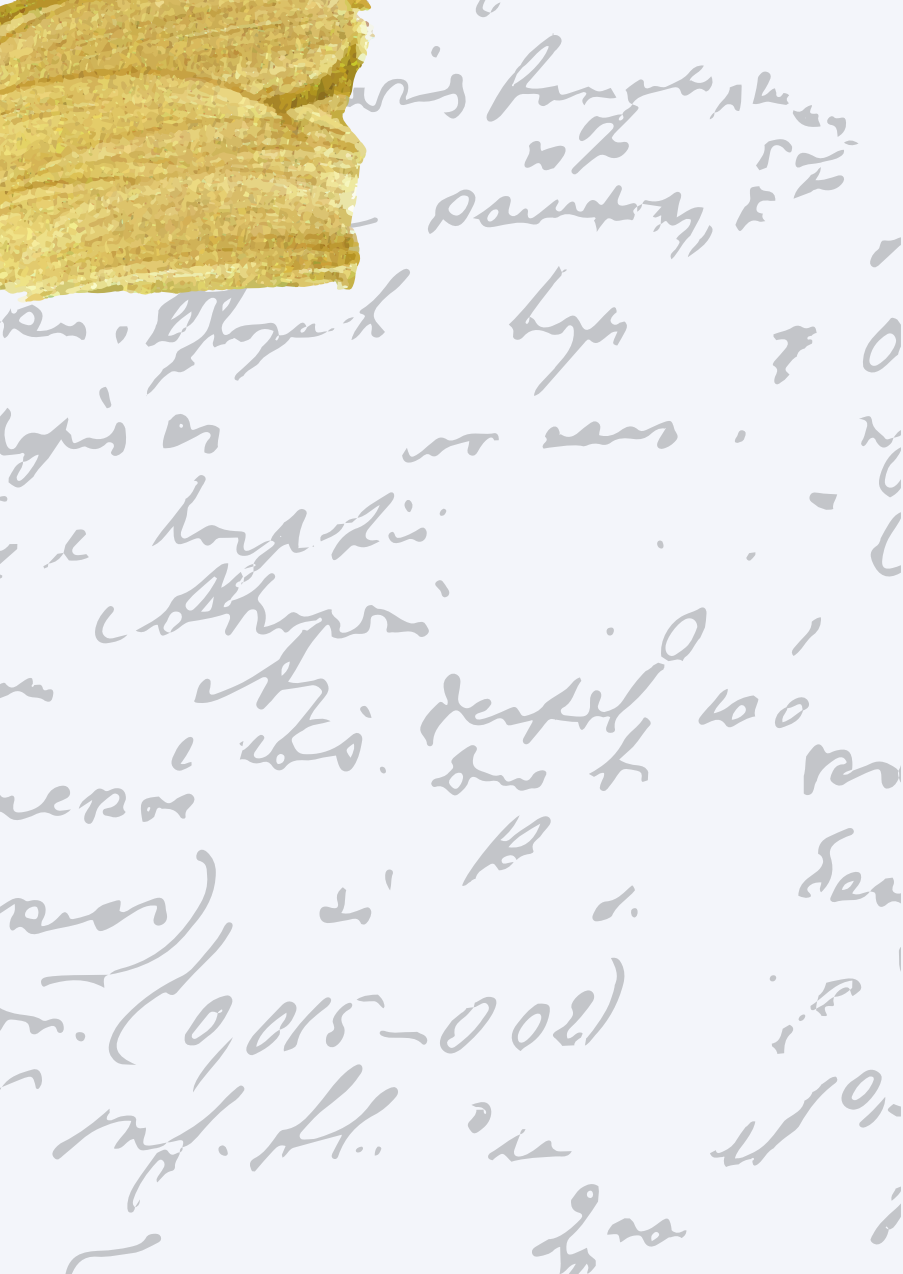


**GLOBAL  
CITIZENSHIP**



**COMPETENCE AREA OF  
PERSONAL RELEVANCE**

 Hint: You can click  
the circles to navigate



## What do other students say about Competence Pass?

Competence Pass gives a great overview of what you have achieved, because sometimes you loose track of your learning experience.

(Female User, 2021)







Competence Pass also broadened my horizons and showed me that I can develop personally in much more areas than just the language abroad. That was my main goal before I went abroad.

(Male User, 2022)



Competence Pass was a good way to start setting personal goals for my traineeship. That's how I came up with ideas on how I can improve my language (language competence). It also made me aware of how I had already dealt with it and what I might be able to improve in the future.

(Female User, 2021)





# COMPETENCE PASS

Navigating your professional and personal Development

Competence Pass (CP) is a reflective journal which helps you to develop your reflective skills.

Additionally, CP supports you to prepare for and make the most of your traineeship. It has four predefined areas with guiding questions: Intercultural Competence, Language Proficiency, Creativity and Problem-Solving and Global Citizenship. You can add a competence area of personal relevance as well.

Competence Pass is a compass to personal and professional growth as well as a space to collect evidence for your competence development. You can include journal entries in your traineeship report and later in job applications.



## ADVANTAGES

### COMPETENCE PASS

Make the most of your traineeship

- You boost your reflective skills with regular reflective practice of your work and learning.
- You learn to take ownership of your personal and professional development.
- You keep track and collect evidence of your personal and professional growth during the traineeship.
- You can enhance different competences.
- You create a space to celebrate your achievements.



**LET'S GET  
STARTED!**

## COMPETENCE PASS

How to use it

- Choose an area which feels most relevant to you now and answer the questions.
- Come back to the questions after a week to check your progress.
- Choose another competence area and work on it.
- You can also add a further competence area particularly important for you during the traineeship (last area in CP).
- You can write on your device or on a printed version.
- For tips on how to reflect, go to the end of the document.





# Intercultural Communication

describes your ability to become aware of your cultural perspectives, to develop understanding of the characteristics of other's cultures and to communicate respectfully with people with different cultural backgrounds

[BACK](#)

[to overview](#)



# Intercultural Communication

## Personal Reflection

### GOALS

Which concrete goal(s) can I set myself to enhance my intercultural awareness during the traineeship?



How do I want other people (colleagues, other interns, flatmates) to perceive me as an interculturally competent person?

# Intercultural Communication

## Personal Reflection

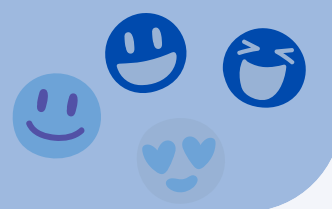
Which particular steps will I take to achieve my goal(s)?



What obstacles do I expect? What causes my doubts, discomfort or fears?



Which feelings relate to my goals?



# Intercultural Communication

## Personal Reflection

Which experience(s) outside the working environment can help me to achieve my goal(s)?

Who can support me in achieving my goal(s) and how can I get in contact with those persons? Is there anything (knowledge, skills, contacts...) I could offer in return?





# Intercultural Communication

## Social Reflection

During the traineeship you may reflect on your competence development with your colleagues to receive different perspectives on your work. This can also help you enhance your understanding of a challenging situation.

Which questions would I like to discuss with my colleagues?

What insights have I gained from the reflection with my colleagues?



# Intercultural Communication

Track your progress

What have I achieved so far? Have my goals changed?

What would I do differently if I could start my traineeship abroad again?

Extra Notes





# Language Proficiency

refers to your ability to use a foreign language in different situations in a way similar to a native speaker



# Language Proficiency

## Personal Reflection

### GOALS

Which concrete goal(s) can I set myself to enhance my language proficiency during the traineeship?



Which concrete steps will I take to reach my goal(s)?

# Language Proficiency

## Personal Reflection

Which areas (listening, reading, writing or speaking) would I like to practise most during the traineeship?



I will know that I have achieved my goal(s) by...

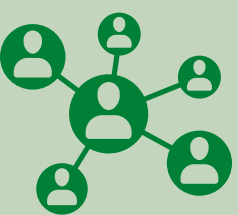


# Language Proficiency

## Personal Reflection

Which situations outside the workplace can I use to practise the foreign language?

Who can support my practice and what can I offer in return?





# Language Proficiency

## Social Reflection

During the traineeship you may reflect on your competence development with your colleagues to receive different perspectives on your work. This can also enhance your understanding of a challenging situation.

How does communicating in a foreign language influence my work? Which aspects could I discuss with my colleagues?

What insights have I gained from the reflection with my colleagues?



# Language Proficiency

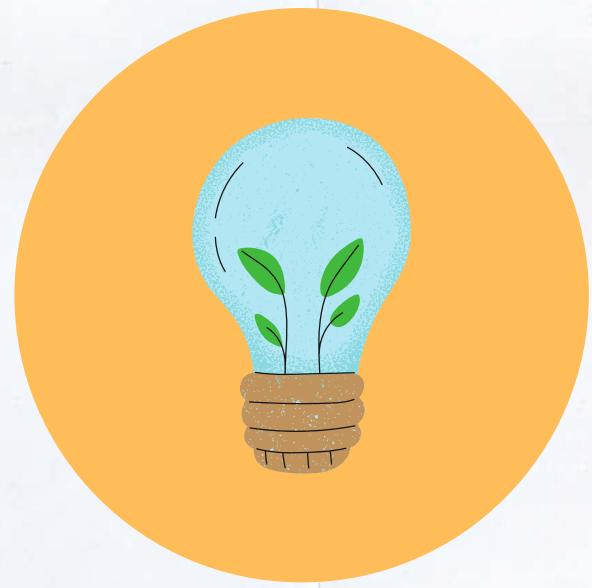
Track your progress

Have my goals changed over time? How has my communication in the foreign language improved so far?

What has helped me enhance my language proficiency during the traineeship?

Extra Notes





# Creativity and Problem-Solving

describes your ability to think critically and to generate new creative ideas for innovative solutions



# Creativity and Problem-Solving

## Personal Reflection

### GOALS

What is creativity for me? How can I use creativity to solve problems during the traineeship?



# Creativity and Problem-Solving

## Personal Reflection

Which personal strengths can I identify and how can they help me to accomplish my tasks at work?

What personal weakness(es) can I address as an area for growth and improvement during the traineeship?



# Creativity and Problem-Solving

## Personal Reflection

If I get criticised for my work or behaviour during the traineeship, how could I react?

Which situations outside the workplace can I use to boost my creativity?



# Creativity and Problem-Solving

## Social Reflection

During the traineeship you may reflect on your competence development with your colleagues to receive different perspectives on your work. This can also enhance your understanding of a challenging situation.

Which questions about creativity in the work process would I like to discuss with my colleagues?

What insights have I gained from the reflection with my colleagues? Have I learnt any new strategies to problem-solving?



# Creativity and Problem-Solving

Track your progress

What have I achieved so far? Has my understanding of creativity changed?

What would I do differently if I could start my traineeship abroad again?

Extra Notes







# Global Citizenship

is about developing an awareness of how the life, work and attitudes of each person have influence at a global level, as well as about taking personal responsibility and action for sustainable development

**BACK**  
to overview

# Global Citizenship

## Personal Reflection

### GOALS

Which ethical/ecological or wider social issues would I like to explore while abroad? How can my stay abroad contribute to my development as a global citizen?



How do I relate to the ethical values of my employer?

# Global Citizenship

## Personal Reflection

How can I deal with ethically challenging situations at work, e.g. discrimination (e.g. because of gender, nationality, religion) against me or colleagues?

What obstacles do I expect? What causes my doubts, discomfort or fears?



# Global Citizenship

## Social Reflection

During the traineeship you may reflect on your competence development with your colleagues to receive different perspectives on your work. This can also help you enhance your understanding of a challenging situation.

How is sustainability addressed by my employer? Which questions regarding sustainability would I like to discuss with my colleagues?

What insights did I gain from the reflection with my colleagues?



# Global Citizenship

Track your progress


What have I achieved so far? Have my goals changed over time?

What is my role as a global citizen?

Extra Notes







# Competence area of personal relevance

How do you define this competence area?

BACK

to overview

# Competence Area

## Personal Reflection

### GOALS

Which concrete goal(s) would I like to develop during the traineeship?



# Competence Area

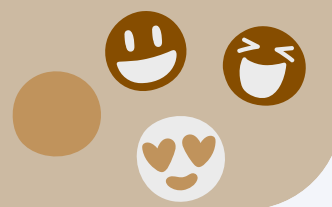
## Personal Reflection

Which particular steps will I take to achieve my goal(s)?

What obstacles do I expect? What causes my doubts, discomfort or fears?



Which feelings relate to my goals?

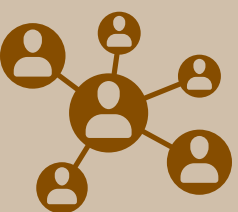


# Competence Area

## Personal Reflection

Which experience(s) outside the working environment can help me to achieve my goal(s)?

Who can support me in achieving my goal(s) and how can I get in contact with those persons? Is there anything (knowledge, skills, contacts...) I could offer in return?



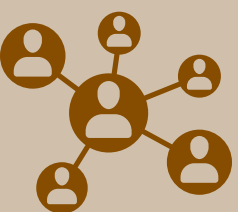
# Competence Area

## Social Reflection

During the traineeship you may reflect on your competence development with your colleagues to receive different perspectives on your work. This can also help you enhance your understanding of a challenging situation.

Which questions could I discuss with my colleagues?

What insights did I get from the reflection with my colleagues?





# Competence Area

Track your progress

What have I achieved so far? Have my goals changed over time?

What would I do differently if I could start my traineeship abroad again?

Extra Notes





## TIPS



## HOW TO REFLECT

- Be honest with yourself and try to question your beliefs and assumptions.
- Challenge your own ideas and think about possible alternatives.
- Recognize the relevance of your prior experience.
- Become aware of your emotions and values.
- Consider multiple perspectives: socio-cultural, political, historical.
- Set concrete goals to plan for your future development (both personal and professional).
- You are welcome to write down or record your reflections (using a voice recorder).



# Credits

Authors and Design:

Dr. Cvetanka Walter

Thomas Berger

Marcus Fessler

Competence Pass: Personal Reflective Journal

Institut inter.research e.V.

<https://www.inter-research.eu/>

Fulda, Germany

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