COUNCIL OF EUROPE
CONSEIL DE L'EUROPE

SKILLS

10. Autonomous learning skills

ID	Key No.	Descriptor	Classification
1001	Key 58	Shows ability to identify resources for learning (e.g. people, books, internet)	Basic
1002	Key 59	Seeks clarification of new information from other people when needed	Basic
1003		Accomplishes learning tasks independently	Basic
1004		Identifies what he/she knows already and what he/ she doesn't know	Basic
1005		Can identify gaps in his/her own knowledge independently	BI
1006		Can identify relevant sources of information to accomplish a learning task	BI
1007		Can gather information effectively using a variety of techniques and sources	BI
1008		Uses appropriate tools and information technologies effectively to discover new information	BI
1009		Demonstrates the ability to seek out information independently	BI
1010		Looks for information in a variety of sources	BI
1011		Expresses willingness to learn new things independently	BI
1012		Develops own ideas by gathering information	BI
1013	Key 60	Can learn about new topics with minimal supervision	Intermediate
1014	Key 61	Can assess the quality of his/her own work	Intermediate
1015		Can locate information relevant to his/her own personal and academic needs and interests	Intermediate
1016		Can use information technology effectively to access, research, organise and integrate information	Intermediate
1017		Can integrate learning from various subjects/areas of learning	Intermediate
1018		Can select learning materials, resources and activities independently	IA
1019		Can monitor own progress towards reaching his/her own learning goals	IA
1020		Seeks out new opportunities for learning	IA
1021		Rereads new material after an initial reading to make sure that he/she has understood it properly	IA
1022	Key 62	Can select the most reliable sources of information or advice from the range available	Advanced
1023	Key 63	Shows ability to monitor, define, prioritise and complete tasks without direct oversight	Advanced
1024		Manages own time effectively to achieve his/her own learning goals	Advanced
1025		Can evaluate the credibility of sources of information or advice independently	Advanced
1026		Monitors own progress in learning new information	Advanced

11. Analytical and critical thinking skills

ID	Key No.	Descriptor	Classification
1101	Key 64	Can identify similarities and differences between new information and what is already known	Basic
1102	Key 65	Uses evidence to support his/her opinions	Basic
1103		Can draw conclusions from the analysis of an argument	Basic
1104		Can analyse a situation before making a choice	Basic
1105		Can draw conclusions from an analysis of information	Basic
1106		Can solve problems through the use of logic	Basic
1107		Can compare different ideas when thinking about a topic	Basic

1108		Can distinguish between statements of fact and statements of opinion	BI
1109		Can make connections between arguments and information	BI
1110		Can make evaluations on the basis of evidence and experience	BI
1111		Can analyse alternative points of view	BI
1112		Uses more than one source of information before making a decision	BI
1113		Can use more than one source of information before making a decision	BI
1114		When faced with a problem, tries to determine what caused it	BI
1115		Can reflect critically on past experiences in order to inform future progress	BI
1116		Can construct a logical and defensible argument for or against a particular interpretation	BI
1117		Can evaluate arguments, claims and beliefs	BI
1118		Can identify logical relationships in materials being analysed	BI
1119	Key 66	Can assess the risks associated with different options	Intermediate
1120	Key 67	Shows that he/she thinks about whether the information he/she uses is correct	Intermediate
1121		Can analyse evidence when evaluating an argument	Intermediate
1122		Can analyse different points of view, products or practices found in other cultures	Intermediate
1123		Can make judgments about whether or not materials under analysis are appropriate or useful	Intermediate
1124		Can evaluate information critically	Intermediate
1125		Can make judgments about whether or not materials under analysis are persuasive	Intermediate
1126		Can distinguish between relevant and irrelevant information and evidence	Intermediate
1127		Shows that he/she considers the risks and/or the benefits of a choice before making a decision	Intermediate
1128		Can analyse materials in a logical or systematic manner	IA
1129		Prioritises choices before making a decision	IA
1130		Uses compelling evidence to make judgments	IA
1131		Can conduct cost-benefit analyses of different options	IA
1132		Can analyse all the information which he/she has about the different choices before making a decision	IA
1133		Shows regard for accuracy in analysing and evaluating information	IA
1134		Can identify causal relationships in materials being analysed	IA
1135		Can make judgments about whether or not materials under analysis are true, accurate or reliable	IA
1136		Can evaluate critically the actions of those who have responsibilities to respect, promote and realise human rights	IA
1137		Can examine the likely results for each possible solution to a problem	IA
1138		Can employ various types of reasoning (inductive, deductive, etc.) as appropriate	IA
1139	Key 68	Can identify any discrepancies or inconsistencies or divergences in materials being analysed	Advanced
1140	Key 69	Can use explicit and specifiable criteria, principles or values to make judgments	Advanced
1141		Can analyse the motives, intentions and agendas of the people who produce propaganda, stereotypes, intolerance and hate speech in the mass media (e.g. newspapers, TV)	Advanced
1142		Can draw the results of an analysis together in an organised and coherent manner to construct logical and defensible conclusions	Advanced
1143		When it comes to solving a problem, he/she thinks about all of the things that are part of the problem before deciding what to do	Advanced
1144		Can generate new syntheses of elements that have been examined	Advanced
1145		Can analyse how parts of a whole interact with each other to produce overall outcomes	Advanced
1146		Can examine both short-term and long-term perspectives	Advanced
1147		Can evaluate the preconceptions and assumptions upon which materials are based	Advanced

12. Skills of listening and observing

ID	Key No.	Descriptor	Classification
1201	Key 70	Listens carefully to differing opinions	Basic
1202	Key 71	Listens attentively to other people	Basic
1203		Actively listens to others	Basic
1204		Pays attention not only to what is being said but also to how it is being said	BI
1205		Remembers details of the behaviour of other people	BI
1206		Pays close attention to the behaviour of other people	BI
1207	Key 72	Watches speakers' gestures and general body language to help himself/herself figure out the meaning of what they are saying	Intermediate
1208	Key 73	Can listen effectively in order to decipher another person's meanings and intentions	Intermediate
1209		Watches other people's body language to help him/ her understand what they are trying to say	Intermediate
1210		When he/she is a newcomer in a group with people from a different country, he/she tries to find out the rules in this group by observing their behaviour	IA
1211		Works out native speakers' language patterns (e.g. when requesting, apologising or complaining) by closely observing their behaviour	IA
1212		Uses other people's non-verbal cues to identify their unspoken thoughts or concerns	IA
1213	Key 74	Pays attention to what other people imply but do not say	Advanced
1214	Key 75	Notices how people with other cultural affiliations react in different ways to the same situation	Advanced
1215		Observes the behaviour of people who have other cultural affiliations carefully	Advanced

13. Empathy

ID	Key No.	Descriptor	Classification
1301	Key 76	Can recognise when a companion needs his/her help	Basic
1302	Key 77	Expresses sympathy for the bad things that he/she has seen happen to other people	Basic
1303		Expresses compassion for people who are being treated unfairly	Basic
1304		Expresses compassion for other people when they have problems	Basic
1305		Expresses compassion for another person who is hurt or upset	Basic
1306		Senses when others get irritated	Basic
1307		Can recognise whether a person is annoyed with him/her	Basic
1308		Pays attention to what other people are feeling	BI
1309		Can describe feelings identified at other people	BI
1310		Gets upset when he/she sees someone being treated badly	BI
1311		Expresses sympathy about other people's misfortunes	BI
1312		Can explain why someone else gets upset	BI
1313	Key 78	Tries to understand his/her friends better by imagining how things look from their perspective	Intermediate
1314	Key 79	Takes other people's feelings into account when making decisions	Intermediate
1315		Can describe accurately the emotions, feelings and needs of other people	Intermediate
1316		When talking to someone, tries to understand what they are feeling	Intermediate
1317		Shows ability to put himself/herself in the shoes of those who are in discomfort	Intermediate
1318		Expresses concern for other people who are being taken advantage of	Intermediate
1319		Shows ability to describe what other people are feeling	Intermediate
1320		Expresses sympathy for people who are less fortunate than himself/herself	Intermediate
1321		Expresses sympathy for a person who doesn't have friends	Intermediate

1322		Can recognise when someone wants comfort and emotional support, even if that person does not overtly exhibit it	IA
1323		Gets upset when he/she sees someone being excluded from a group	IA
1324		When others are upset, he/she becomes sad or concerned for them	IA
1325	Key 80	Expresses the view that, when he/she thinks about people in other countries, he/she shares their joys and sorrows	Advanced
1326	Key 81	Accurately identifies the feelings of others, even when they do not want to show them	Advanced
1327		Can describe other people's unique concerns	Advanced

14. Flexibility and adaptability

ID	Key No.	Descriptor	Classification
1401	Key 82	Modifies his/her opinions if he/she is shown through rational argument that this is required	Basic
1402	Key 83	Can change the decisions that he/she has made if the consequences of those decisions show that this is required	Basic
1403		Adjusts way of working when this is necessary	Basic
1404		Adjusts interaction style to interact more effectively with other people, when this is required	Basic
1405		Changes the way that he/she explains an idea if the situation requires this	Basic
1406		Adapts his/her behaviour in new situations by taking account of lessons learnt in previous situations	Basic
1407		Changes the way he/she does things when he/she see a problem with how things are going	BI
1408		Adapts to new situations by gathering more information	BI
1409		Accommodates easily to new people	BI
1410		Adjusts plans in response to changing circumstances	BI
1411		When he/she has a problem, he/she tries different ways to solve it	BI
1412		If something isn't going according to plan, he/she changes his/her actions to try to reach the goal	BI
1413	Key 84	Adapts to new situations by using a new skill	Intermediate
1414	Key 85	Adapts to new situations by applying knowledge in a different way	Intermediate
1415		Changes own way of doing something in the light of new insights	Intermediate
1416		Shows the ability to deal flexibly with and adjust to new people, places and situations	Intermediate
1417		Shows flexibility when facing obstacles	Intermediate
1418		Shows flexibility when interacting with persons who have other cultural affiliations from himself/herself	Intermediate
1419		Can modify his/her own learning strategies when necessary	Intermediate
1420		Accommodates easily to new situations	Intermediate
1421		Welcomes new and unusual situations	Intermediate
1422		Adapts effectively to change	Intermediate
1423		Adapts easily to new cultural environments	IA
1424		Shows the ability to overcome anxieties, worries and insecurities about meeting and interacting with other people who have different cultural affiliations from himself/herself	IA
1425		When speaking with people from other cultural back- grounds, he/she adjusts the type of gestures he/she uses with them appropriately	IA
1426		Adapts well to different demands and contexts	IA
1427		Can adjust his/her habitual way of thinking according to needs and circumstances	IA
1428		Can adapt to different cultural styles and behaviours	IA

1429		Controls his/her own emotions by keeping things in perspective	IA
1430	Key 86	Adopts the sociocultural conventions of other cultural target groups when interacting with members of those groups	Advanced
1431	Key 87	Can modify his/her own behaviour to make it appropriate to other cultures	Advanced
1432		Although a member of his/her own culture, he/she is nearly as comfortable in one or more other cultures	Advanced
1433		Can use appropriate strategies for adapting to the culture of another country	Advanced

15. Linguistic, communicative and plurilingual skills

ID	Key No.	Descriptor	Classification
1501	Key 88	Can express his/her thoughts on a problem	Basic
1502	Key 89	Asks speakers to repeat what they have said if it wasn't clear to him/her	Basic
1503		When talking to someone, he/she tries to maintain eye contact	Basic
1504		Uses gestures as a way to try to get his/her meaning across	Basic
1505		Can get his/her point across	Basic
1506		Asks questions as a way to be involved in conversations	BI
1507		Uses body language to help reinforce what he/she wants to say	BI
1508		Communicates to other people that he/she is receptive to their ideas	BI
1509		Achieves good interactions with others by making his/her own communications clear	BI
1510		Can identify when two people are trying to say the same thing but in different ways	BI
1511		When there is a problem with communication, he/ she quite often finds ways around it (e.g. by using gestures, re-explaining, simplifying)	BI
1512		Uses his/her hands to illustrate what he/she is trying to say	BI
1513	Key 90	Asks questions that show his/her understanding of other people's positions	Intermediate
1514	Key 91	Can adopt different ways of expressing politeness in another language	Intermediate
1515		Can persuade and negotiate with other people	Intermediate
1516		Makes sure that his/her own messages are understood in the way that they are meant	Intermediate
1517		Can identify when a person is listening to him/her but not hearing what he/she is saying	Intermediate
1518		When ambiguous communications occur, he/she can clarify or otherwise deal with them satisfactorily	Intermediate
1519		Can adjust and modify his/her own linguistic and communicative behaviour to use the communicative conventions that are appropriate to his/her interlocutor	IA
1520		Can communicate efficiently and effectively in an intercultural setting	IA
1521		Can ensure that he/she understands what another person is saying before responding	IA
1522		Rephrases what another person said, to make sure that he/she has understood them	IA
1523		Can manage breakdowns in communication by providing restatements, revisions or simplifications of his/ her own misunderstood communications	IA
1524		Can recognise the different ways of speaking that are employed in at least one other social group or culture	IA
1525		Can ask questions of clarification in an appropriate and sensitive manner in cases where inconsistencies between the verbal and non-verbal messages produced by another person are detected	IA
1526	Key 92	Can mediate linguistically in intercultural exchanges by translating, interpreting or explaining	Advanced
1527	Key 93	Can avoid successfully intercultural misunderstandings	Advanced
1528		Can meet the communicative demands of intercultural situations by using a shared language to understand another language	Advanced

1529		Can recognise the different communicative conventions that are employed in at least one other social group or culture	Advanced
1530		Is linguistically and culturally competent in at least one language and culture other than his/her own	Advanced

16. Co-operation skills

ID	Key No.	Descriptor	Classification
1601	Key 94	Builds positive relationships with other people in a group	Basic
1602	Key 95	When working as a member of a group, does his/her share of the group's work	Basic
1603		Can work effectively and respectfully with other people	Basic
1604		Can be a team player in a group	Basic
1605		Can work in a positive manner with other people	Basic
1606		Shares own ideas and resources with others	Basic
1607		When working as a member of a group, shows appreciation of and consideration for other group members	BI
1608		Works well with other people	BI
1609		When working as a member of a group, acts in accordance with team decisions or activities	BI
1610		When working as a member of a group, can express his/her own beliefs and opinions effectively to other members of the group	BI
1611		Co-operates effectively with other people	BI
1612		Accepts shared responsibility for collaborative work	BI
1613		Can help others with their work where appropriate	BI
1614		Is a productive team worker	BI
1615	Key 96	Works to build consensus to achieve group goals	Intermediate
1616	Key 97	When working as a member of a group, keeps others informed about any relevant or useful information	Intermediate
1617		Can help someone new become part of a group	Intermediate
1618		Participates effectively in group meetings	Intermediate
1619		Proactively shares useful information/knowledge with others	Intermediate
1620		Consistently participates well in group activities	Intermediate
1621		When working as a member of a group, encourages group members to express their views and opinions	IA
1622		Accepts a variety of roles when working in groups	IA
1623		Makes others feel comfortable in a group when faced with a problem	IA
1624		Helps to motivate others when working in a group, encouraging them to participate	IA
1625		Consistently works with others to accomplish goals and tasks	IA
1626		Can set group goals	IA
1627		Can motivate other group members to co-operate and help each other in order to achieve group goals	IA
1628		When working as a member of a group, solicits and utilises the skills, ideas, and opinions of other group members	IA
1629	Key 98	Generates enthusiasm among group members for accomplishing shared goals	Advanced
1630	Key 99	When working with others, supports other people despite differences in points of view	Advanced
1631		Seeks opportunities to work co-operatively with other people	Advanced
1632		When he/she sees something that needs to be done, he/she tries to get other people to work on it with him/her	Advanced

1633		Can persuade other group members to share their relevant and useful knowledge, experience or expertise	Advanced
1634		Involves other people in the planning and development of action plans to gain their commitment	Advanced

17. Conflict-resolution skills

ID	Key No.	Descriptor	Classification
1701	Key 100	Can communicate with conflicting parties in a respectful manner	Basic
1702	Key 101	Can identify options for resolving conflicts	Basic
1703		Works with others to resolve conflicts	Basic
1704		Shows the ability to generate practical solutions to conflicts	BI
1705		Can listen to conflicting parties to identify common interests	BI
1706		Works to resolve conflict by showing respect for others' opinions	BI
1707		Helps others determine how to settle disagreements	BI
1708		Can encourage active listening and open discussion as a means to resolve conflict	BI
1709		Can approach people involved in a conflict in an appropriate manner	BI
1710	Key 102	Can assist others to resolve conflicts by enhancing their understanding of the available options	Intermediate
1711	Key 103	Can encourage the parties involved in conflicts to actively listen to each other and share their issues and concerns	Intermediate
1712		Finds solutions to conflicts that are mutually beneficial	Intermediate
1713		Facilitates communication between people experiencing conflict who have previously been unable to resolve their differences	Intermediate
1714		Can use negotiation skills to resolve conflicts	Intermediate
1715		Can help parties in conflict to find common ground on which they can build an agreement	Intermediate
1716	Key 104	Regularly initiates communication to help solve inter- personal conflicts	Advanced
1717	Key 105	Can deal effectively with other people's emotional stress, anxiety and insecurity in situations involving conflict	Advanced
1718		Can guide conflicting parties to agree on optimal and mutually acceptable solutions to their conflict	Advanced
1719		When resolving conflicts, consistently focuses on the relevant issues at hand and avoids letting secondary or unrelated issues interfere with the outcome	Advanced
1720		Can refine possible compromises or solutions to conflicts	Advanced