



Training of Trainers

Unit 1 - Integration of Soft Skills in VET offer

Contextualisation of the unit



In this first unit, are introduced the concepts, framework and methodology of the VET_GPS project, to support VET professionals in the integration of the soft skills in the VET offer.

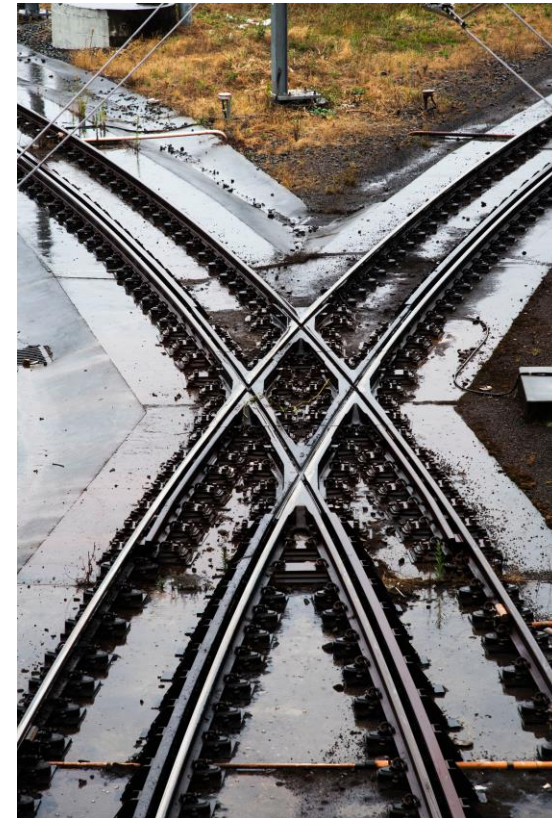
⌚ Duration of 1h30m

⌚ On successful completion of this unit participants will be able to:

- ⌚ Understand the concept and relevance of soft skills at personal, social and professional levels;
- ⌚ Identify examples of soft skills, according to different approaches;
- ⌚ Know the VET_GPS approach for the integration of soft skills in VET offer;
- ⌚ Know the VET_GPS tools and materials and how they can be used by VET professionals and centers/schools.

⌚ The unit comprises the following chapters:

- ⌚ Soft Skills – The concept!
- ⌚ Soft Skills Framework
- ⌚ How to integrate Soft Skills on VET offer?
- ⌚ The VET_GPS methodology



Soft Skills – The concept!

Soft Skills – The concept!



A challenge for you!



Groups of 3 elements from different organisations



Each group will discuss about the concept of soft skills



Write down the group definition



You will have 5 minutes for this challenge

Soft Skills – The concept!



Looking for a concept...

- Identify a single definition and concept of Soft Skills seems to be a challenge!
- Is common to find different theories and authors, who understand soft skills and there is no universally accepted definition. *
- VET_GPS approach...



Skills that are cross-cutting across jobs (see Job-specific skills) and sectors (see Sector-specific jobs) and relate to personal competences (confidence, discipline, self-management) and social competences (teamwork, communication, emotional intelligence)

* VET_GPS partnership. (2018). *National validation of VET_GPS Soft Skills list*. Available [here](#).

** Skills Panorama Glossary, CEDEFOP, European Union, Available [here](#).

Soft Skills – The concept!



Looking for a concept...

Set of critical competences, life-oriented and in strict relation with individuals, completely different from hard skills.

Include all the qualities, skills and qualifications that enable both professional and personal success in addition to hard skills.

Soft Skills

Relate to personal competences, social skills and methodological competences necessary at the workplace.

Capacity building, learning to learn, persistence, resilience, creativity, self-discipline, self-reflectiveness and acting autonomously are some examples...

Soft Skills – The concept!



VET_GPS soft skills

- There is no agreement on the list of more relevant soft skills, still there are different approaches providing different examples of soft skills.
- However, as a result of the study* performed by VET_GPS partners, the project and its products are related to the following soft skills:



Problem solving & creativity

Ability to think and identify a solution to a complex situation and problem, using imagination or original ideas.

Readiness to learn & critical thinking

Readiness to learn is related to the availability of a person to seek and invest in learning and in behaviour change. Critical thinking is related to the ability of analysing situations and information and make a reasoned judgement about it.

Adaptability

Ability to change and to be able to adjust to new situations, conditions, and contexts, without compromising our beliefs, ideas and personality.

Self-motivation & positive attitude

Ability that drives a person to do things without the influence from other people, with a positive mental attitude that focuses on the bright side of life and a mindset that envisions favourable results.

Communication

Ability to interact with others in several contexts, to exchange information, ideas, knowledge, expertise, etc.

Teamwork

Cooperation between the members of a group of people to achieve a common goal.



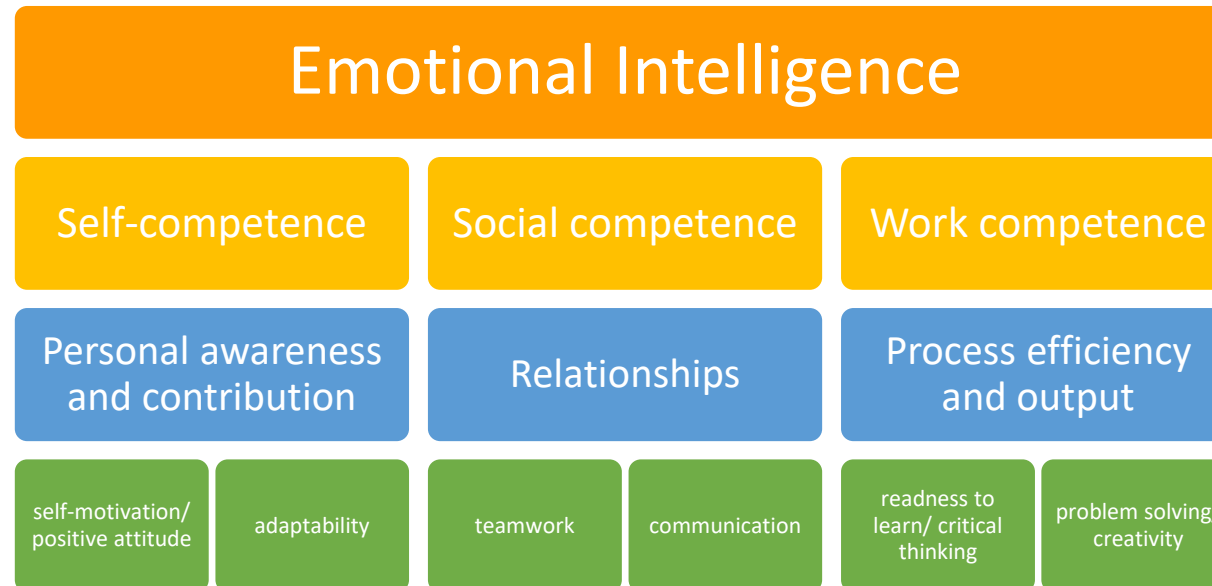
Soft Skills Framework

Soft Skills Framework



VET_GPS approach

- In VET_GPS project it was followed a three levels approach of soft skills, all connected with each other.
- The assignment of the individual soft skills to the three categories and even the establishment of the three categories are of a methodological nature and not scientific, to support VET trainers and trainees understanding its relevance and impact.



Soft Skills Framework

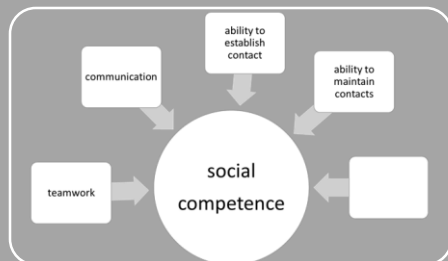


Characterisation of the three categories



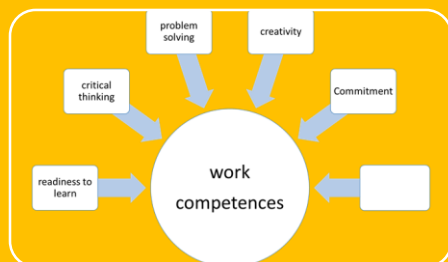
Self-competence

Personal or self-competence relates to dealing with oneself. It deals with issues such as adaptability, self-motivation and self-awareness. But also, the knowledge of methods to motivate oneself and to maintain a positive attitude belongs to it. Soft skills, which can be assigned to personal competence, thus refer only to their own. However, they also influence the social environment.



Social competence

Social competence relates to dealing with other people. Interpersonal skills include ability to work in a team, empathy, and knowledge of human nature to communicate effectively and the ability to establish and maintain contacts. So social skills include all soft skills that affect interaction with other people. But without the proper personal skills, it will be hard to build social skills. So, for example, without self-esteem and inner strength in social situations, professional or private, you cannot behave confidently.



Work competence

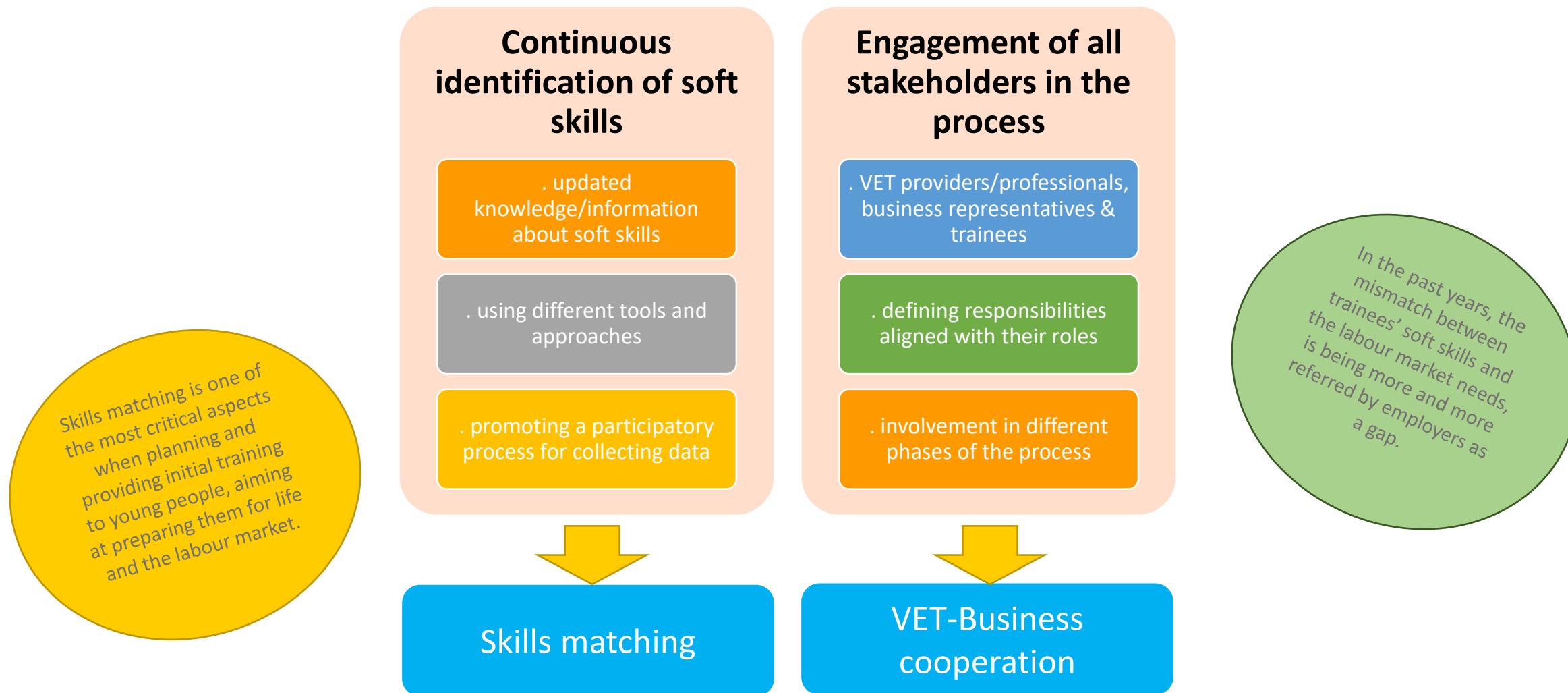
The methodological competence needed at the workplace is about mastery and learning of certain methods and techniques. These include skillful handling of new media and presentation techniques, as well as the ability to tackle and solve problems in a structured way. Again, soft skills are required in terms of personal competence. Without self-discipline and motivation, it will be hard to stay on the ball and acquire appropriate knowledge. Social skills are also in demand here. The more empathy one has and the better she/he can communicate, the better problems can be solved.

How to integrate Soft Skills on VET offer?

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How can it be done?

- To successfully integrate the soft skills on VET offer is important to assure the:



How to integrate Soft Skills on VET offer?

The question is, how can VET providers and companies overcome this gap?

- The answer is on the promotion of fruitful and relevant VET-Business cooperation based in three main principles:
 - All stakeholders need to be actively involved and contribute to the results of the cooperation and partnership;
 - The work and cooperation between all stakeholders need to be coordinated and managed effectively;
 - Clear and understandable communication between all stakeholders is crucial for the results of the network.

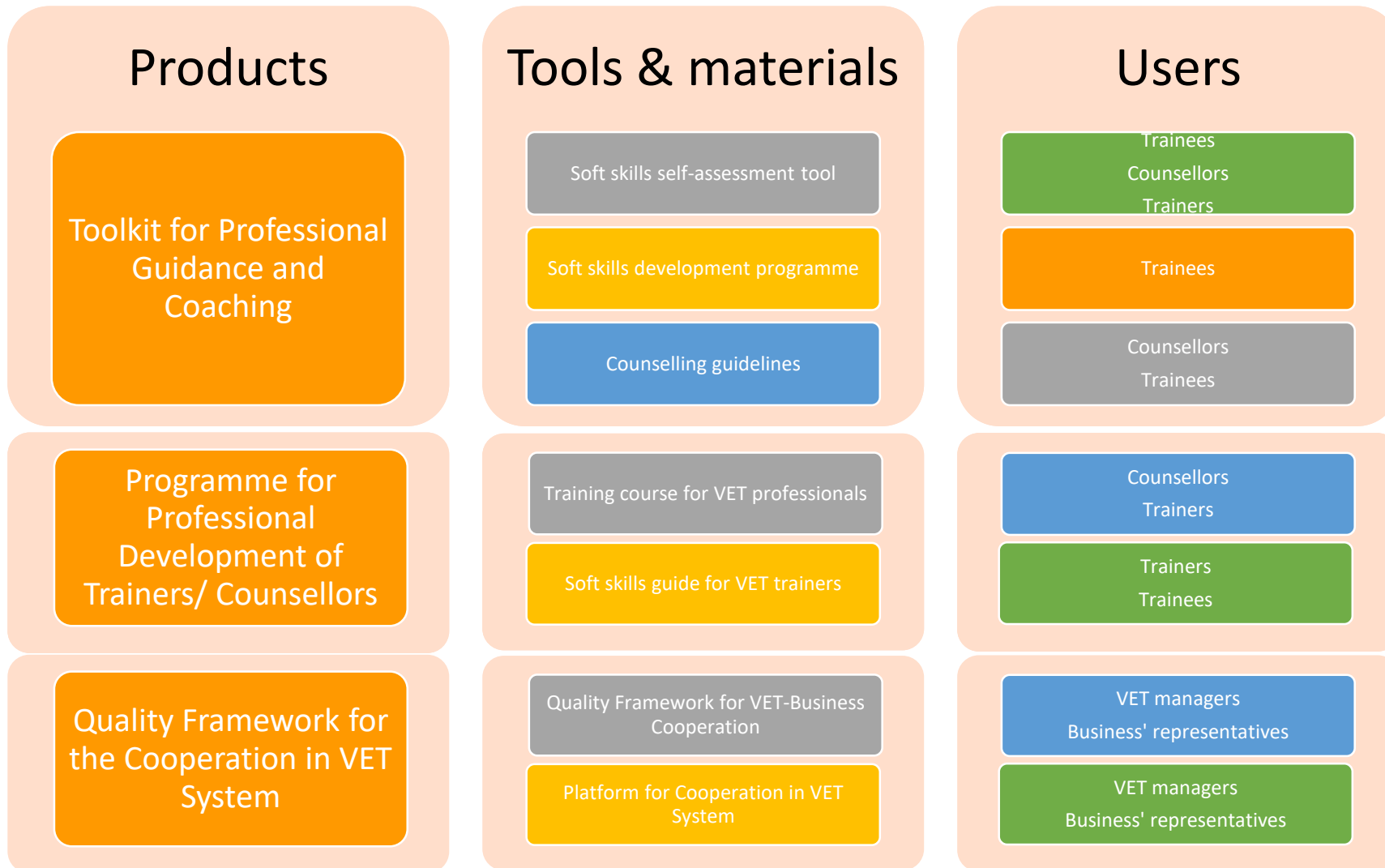


The VET_GPS methodology

The VET_GPS methodology



- The VET_GPS methodology is designed to assure that VET professionals, trainees and representatives from companies are effectively involved in the process of assessment and/or development of trainees' soft skills.



Final remarks

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Unit summary



**SOFT SKILLS – THE
CONCEPT!**



SOFT SKILLS FRAMEWORK



**HOW TO INTEGRATE SOFT
SKILLS ON VET OFFER?**



**THE VET_GPS
METHODOLOGY**



Final remarks



Recommended Reading

- 📖 VET_GPS partnership. (2018). *National validation of VET_GPS Soft Skills list..* Available [here](#).
- 📖 Skills Panorama Glossary, CEDEFOP, European Union, Available [here](#).

Vocational
Education
Training
Guiding tools for
Professional Skills

VET
GPS

Contact: [\(organisation, country, person and contacts\)](#)

Website: <https://www.vetgps.eu>

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