

# 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](http://www.competentonline.com)

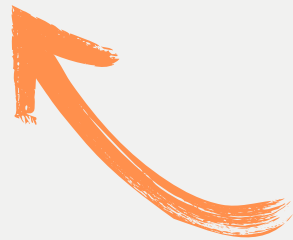


Login

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



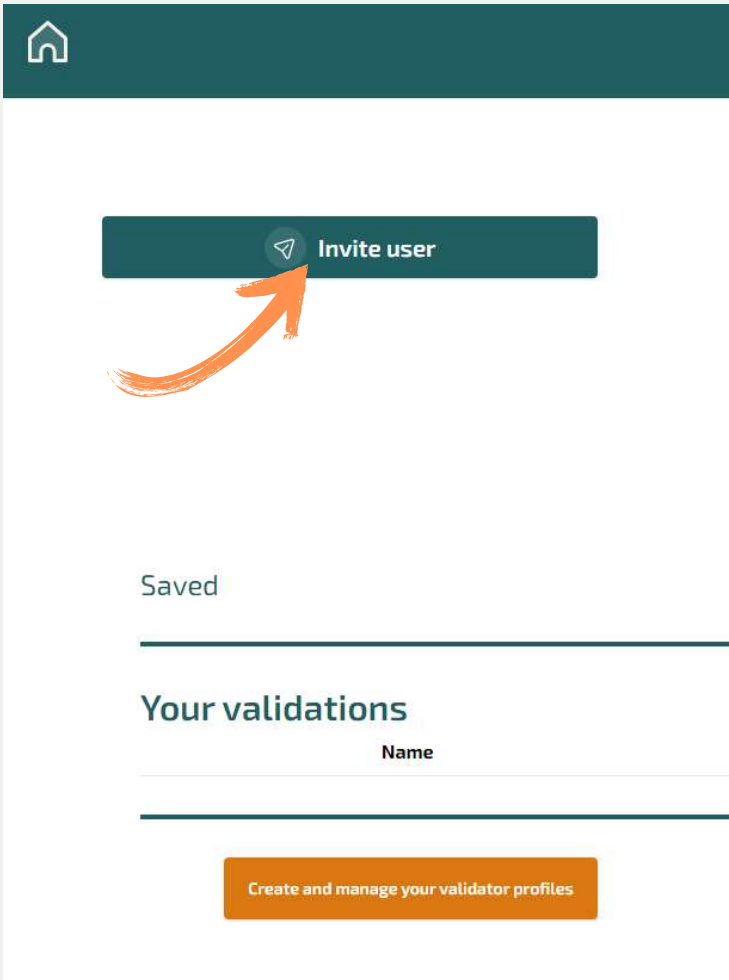
## Be as detailed as possible

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



## INITIAL SELECTION

# The young person makes a selection of their own competencies



Home icon | Select your first competencies | Menu icon

Choose 5 competencies that you feel you have

Send selection

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.



## VALIDATOR DASHBOARD



# 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	<a href="#">Manage validation</a> <a href="#">Complete validation</a>

[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

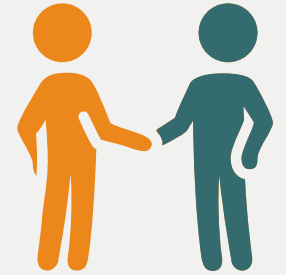
**Social intelligence skills**  
Recognising the feelings of others and knowing how to use this to influence and help them

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.

## COMPETENCY VALIDATION

# 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

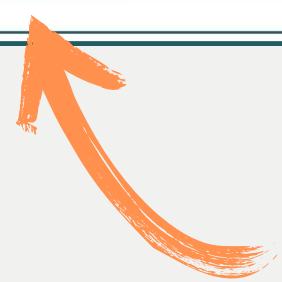
CONFIRM VALIDATION





# 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	<input type="button" value="Manage validation"/> <input type="button" value="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"/>



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.

Competent For more information visit [www.competent.com](http://www.competent.com)

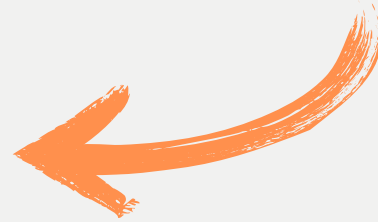


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#### CERTIFICATE

**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**



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

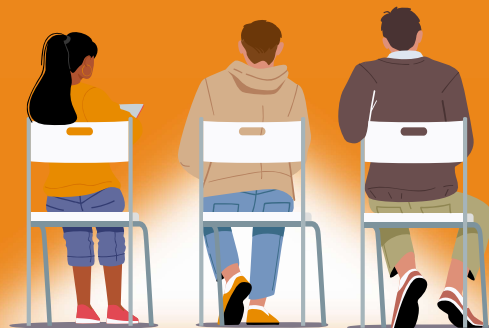
The young person can explain their own competencies and the validator's questions can explore hidden competencies.

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.