CORE SKILLS FRAMEWORK

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The Core Skills Framework for Bahrain is an important building block in creating a wider skills–based language

CORE SKILLS FRAMEWORK

WHAT ARE CORE SKILLS?
Core skills can be defined as generic or soft skills which are required to function in both life and work

ROLE OF CORE SKILLS
Core skills underpin and promote the development of learning and study skills and provide the foundation for the skills required to carry out specific job roles and functions

IMPORTANCE OF CORE SKILLS
Core skills are essential for any job or profession and provide a strong basis for lifelong learning

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CORE SKILLS FRAMEWORK

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Skills Bahrain

The Core Skills Framework consolidates core skills from international benchmarks and utilizes those that best fit Bahrain's context

CORE SKILLS

Social Intelligence

- Building inclusivity
- Collaboration and Teamwork
- Communication
- Empathy

Self Management

- Adaptability
- Initiative
- Literacy
- Planning and organizing

Analytical Skills

- Digital literacy (software and hardware)
- Critical thinking
- Problem solving
- Numeracy

Social intelligence skills cover an individual's ability to communicate and work with others

CORE SKILLS

SOCIAL INTELLIGENCE

The ability to be self-aware and inclusive and to be able to communicate and form relationships with others with empathy, compassion and assertiveness

Building Inclusivity

The ability to create an environment and manage relationships across diverse groups in a range of different contexts by seeking to establish common ground regard-less of race, ethnicity, religion, gender, age, ability, education, socio-economic status.

Communication

The ability to listen effectively and understand, articulate thoughts and ideas effectively, exchange information, employ negotiation skills and use oral, written and non-verbal skills across a range of different environments.

Empathy

The ability to demonstrate emotional intelligence by demonstrating awareness of the feelings and emotions of others and being able to act accordingly within that context.

Collaboration and Teamwork

The ability to work collectively and effectively with one or more people in order to achieve a common goal, bringing together a range of experience and skills based on exchanging ideas, sharing experience and developing creative solutions.

Self-management skills rely on the individual's adaptability and their ability to manage their behaviours, thoughts and emotions

CORE SKILLS

SELF MANAGEMENT

The ability to manage behaviours, thoughts and emotions in a conscious and productive way

Adaptability

The ability to easily adapt to new situations and changing circumstances in life and work and change actions as required.

Initiative

The ability to think independently, identify opportunities, think innovatively and take action when necessary and without direction.

Planning and Organising

The ability to plan and organise tasks in order to fulfil requirements within a given time.

Literacy

The ability to understand and have the confidence and skills to work with language to identify, interpret, create and communicate effectively in written and oral formats.

Analytical skills hinge on an individual's ability to problem solve, think critically and work with digital devices

CORE SKILLS

ANALYTICAL SKILLS

The ability to collect, organize, visualize and assimilate data using a range of tools and skills

Digital literacy*

The ability to find, evaluate, analyze, use, share and create content using digital devices, use software applications and troubleshoot common problems.

Critical thinking

The ability to analyze, interpret, evaluate, infer, explain, synthesize and self-reflect in the context of making reasoned judgements based on a logical sequence of independent thought.

Problem Solving

The ability to identify and assess issues and problems and make use of available resources to evaluate and generate potential solutions in personal, social and work contexts.

Numeracy

The ability to understand and have the confidence and skills to work with numbers using numerical skills to process, interpret and communicate information to help understand, predict and solve problems.

The Core Skills Framework for Bahrain includes 3 levels of proficiency and would serve as a starting point in building a skills framework

CORE SKILLS LEVELS

	Basic	**Intermediate**	**Advanced**
Definition	At this level, an individual should have an awareness or understanding of the essential attributes associated with each of the core skills.	At this level, an individual should have a good understanding of most of the main attributes associated with each of the core skills.	At this level, an individual should have a comprehensive understanding of all of the main attributes associated with each of the core skills.
Stage in career	Individual will be undertaking their first employment (e.g., as an intern or at a low level within an organization).	Individual will be employed in a position with some responsibility and where they have already gained a basic level of experience from a previous role.	Individual will be employed in a senior position with a high degree of responsibility. They will have already gained a significant degree of experience from previous roles.

Basic level for core skills implies that the skill is being applied for the first time in a work environment

DEFINITION

At this level, skills may be applied for the first time in the context of the work environment or job role. The individual may be determining how to apply their existing core skills in the job environment while, at the same time, developing new skills in the context of their work. They should have some awareness of the concepts and principles associated with each of the core skills

KEY ATTRIBUTES

- Minimal or basic knowledge without connecting it to practical situations
- Needs close supervision or guidance
- Has some capacity of how to deal with complexity
- Looks at actions in isolation
- Straightforward tasks are likely to be completed to an acceptable standard

- Is able to achieve some steps using own judgment, but needs supervision for the overall task
- Can work with others to achieve a positive outcome
- Appreciates complex situations, but is only able to achieve partial resolution
- Views actions as a series of steps

ACTION WORDS

Conduct, Consolidate, Collate, Operate, Support, Prepare, Perform, Demonstrate

Intermediate level for core skills indicates a higher level of understanding and application of the core skills

DEFINITION

At this level, there is an assumption that an individual will already have a fundamental understanding of the basic level of core skills and will be progressing in their skills and experience. The individual should be able to demonstrate experience of applying most of the core skills in their work situation. They should have good awareness of the concepts and principles associated with each of the core skills and how these apply to their own situation

KEY ATTRIBUTES

- Has good working and background knowledge of putting things into practice
- Results can be achieved for open tasks, though may require further refinement
- Is able to achieve most tasks using own judgment
- Copes with complex situations through deliberate analysis and planning
- Sees actions, at least partly, in terms of longer-term goals

- Fully acceptable standards are achieved routinely, and results are also achieved for open tasks
- Able to exercise good judgment and take full responsibility for own work (and that of others when required)
- Deals with complex situations holistically with confident decisionmaking
- Sees the overall picture and how individual actions fit within it

ACTION WORDS

Plan, Develop, Monitor, Analyse, Review, Implement, Recommend, Decide, Compare

Advanced level for core skills stipulates a comprehensive understanding of the core skills in a work situation

DEFINITION

At this level, there is an assumption that an individual will already be experienced in their knowledge and application of core skills and will have previously mastered basic and intermediate level core skills. They should have a comprehensive experience and understanding of all aspects of the core skills in their work situation. They should have comprehensive experience of applying the concepts and principles associated with each of the core skills

KEY ATTRIBUTES

- Accountable for a significant area of work, strategy or overall direction
- Excellence is achieved with relative ease
- Able to take responsibility for going beyond existing standards and creating own interpretations

- Holistic grasp of complex situations
- Moves between intuitive and analytical approaches with ease
- Sees overall picture and alternative approaches
- Has a vision of what may be possible and knows how to achieve it

ACTION WORDS

Direct, Evaluate, Assess, Guide, Formulate, Design, Establish, Lead, Appraise, Contrast