WIFI - Skills Map Tool

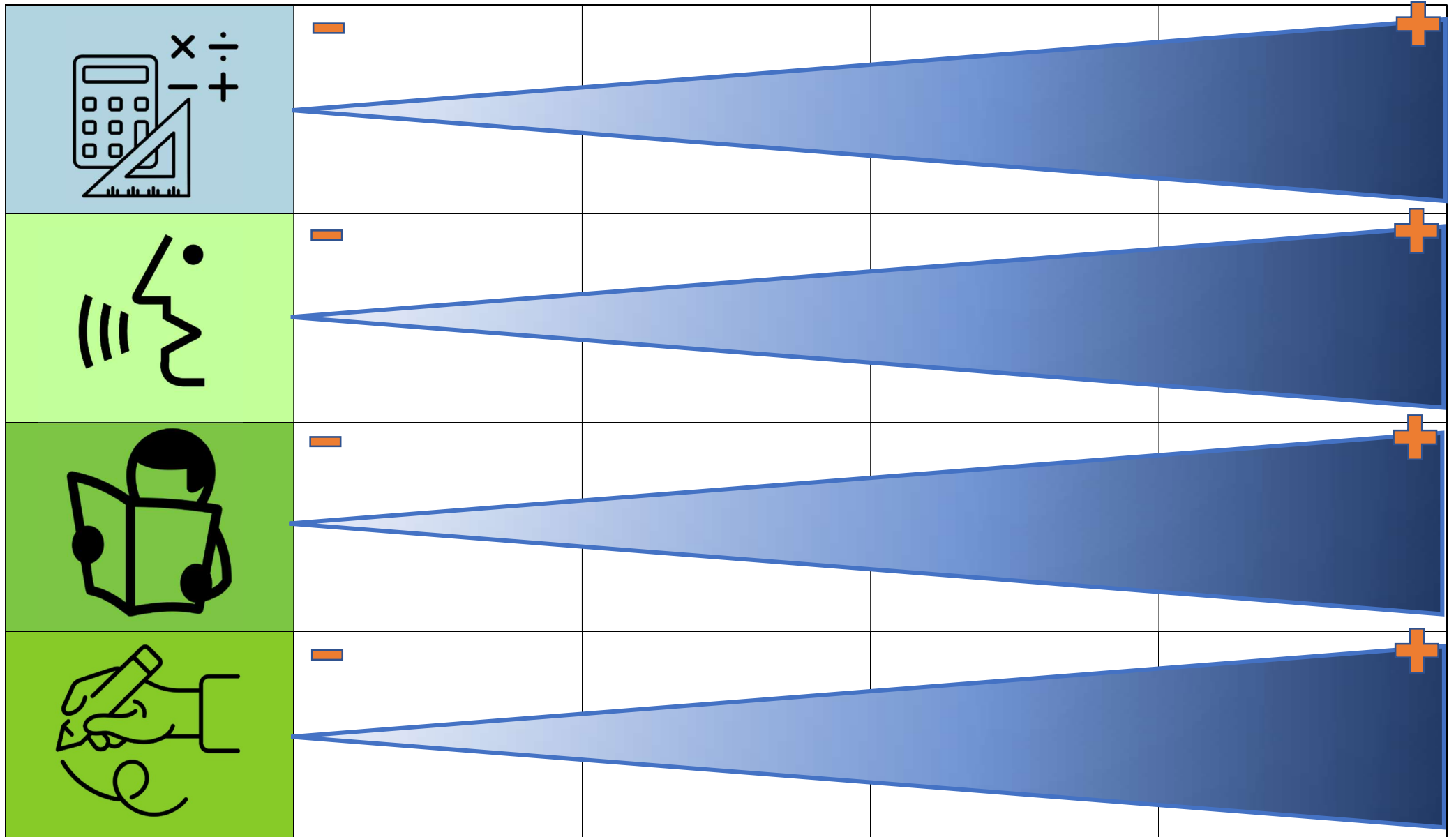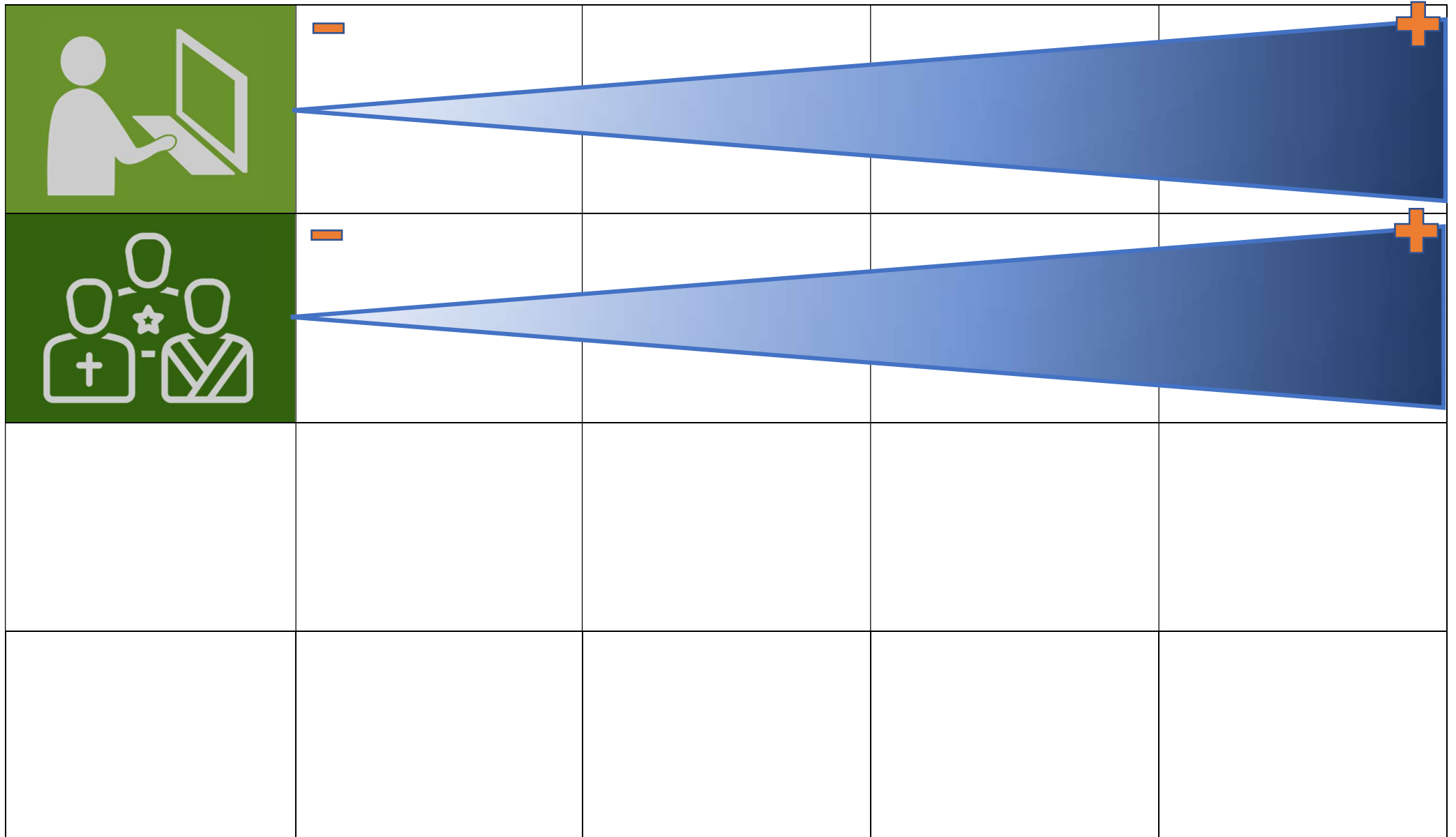# WIFI - Skills Map Tool

Evaluates the relevance of information and disseminates it appropriately	Selects information according to the objectives and circumstances of the activity	Checks the availability of the information needed for the activity	Identifies the information available for his/her activity	**Skill 1: Managing information and knowledge**
Solves common problems in own and/or team activity	Implements the appropriate procedure for routine hazards related to their activity	Identifies the procedure for resolving common hazards	Identifies and alerts to the presence of a problem or unexpected event	**Skill 2: Problem solving and reasoning**
Plans and organises his/her activity and/or that of his/her team	Adapts his/her organisation to the requirements of a given situation	Implements the planned organisation of his/her activity	Identifies the elements structuring the organisation of the planned activity	**Skill 3: Managing and organising activities**
Facilitates and develops the collective work, can vary his/her place and role	Makes proposals and takes into account the opinions of group or team members	Identifies the role of the participants and his/her position in the group	Identifies the operating procedures of a given group or team	**Skill 4: Cooperating and fostering collaboration**

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Adapts appropriate mathematical reasoning to a variety of situations	Chooses mathematical reasoning appropriate to a given situation	Applies operations and measurements in calculation situations related to his/her environment	Performs simple calculations related to recurring situations	**Skill 5: Mathematical skills**
Adapts manner of communicating to the challenges of interactions	Communicates according to need in a variety of situations	Communicates in interactions on familiar topics	Communicates very partially in a face-to-face situation	**Skill 6: Using oral communication**
Manages and processes complex and varied texts.	Uses most of the written material needed for his/her activity	Identifies relevant information in simple texts in his/her environment	Identifies key elements of very short informative writing	**Skill 7: Reading skills**
Manages and processes complex and varied texts. Produces elaborate writing	Writes documents related to activity and context	Writes short informative texts related to his/her context	Writes a few words related to his/her context	**Skill 8: Writing skills**

Customises digital resources to suit his/her situation and needs	Regularly uses digital resources according to the activity and context	Uses basic functions of some digital tools	Performs basic tasks on or with a known digital tool	**Skill 9: Using digital resources**
Ensures adaptation to different conventions, including implicit ones	Implements the conventions in all situations of the assigned activity	Applies the conventions used in his/her usual professional environment	Identifies the basic uses related to his/her professional environment	**Skill 10: Taking social and cultural norms into account**