



21st Century Skills

Name	John Example
Consultant	Example Advisor
Start test	15-03-2022 16:02
End test	15-03-2022 16:32
Duration	30 minutes



Test-Toolkit
by ixly



Content

Explanation	3.
Basic ICT Skills	4.
Information Skills	5.
Media Literacy	6.
Styles of thinking	7.
Work competences	8.
Definitions	9.
Explanation of the numbers used	11.



Explanation

This is the 21st Century Skills report. It was written to give you more insight into what 21st Century Skills are and how you are performing in this regard.

What are 21st Century Skills?

At the end of the 20th and the beginning of the 21st century, society underwent a major change. Technology continues to evolve and computers and other digital media have gained an increasingly significant role in our lives. These changes have also had a major impact on the way we work. The knowledge, competencies and skills needed to function in today's society are known as 21st Century Skills.

What 21st Century Skills do I need to possess?

Naturally, the competences and skills you need depend on the type of work you do. In this report, we will review the state of your 21st Century Skills using three categories. This report is not an assessment, however, so we will not state whether or not you are 'good enough' at any particular skill set. Your scores have been compared to the scores of a representative group of people who have completed this self-assessment test previously. This report will show you your abilities compared to others and what you have to develop to become fully 21st century proof!

Digital literacy



- Basic ICT skills
- Information skills
- Media literacy

Styles of thinking



- Creative thinking
- Critical thinking
- Problem solving

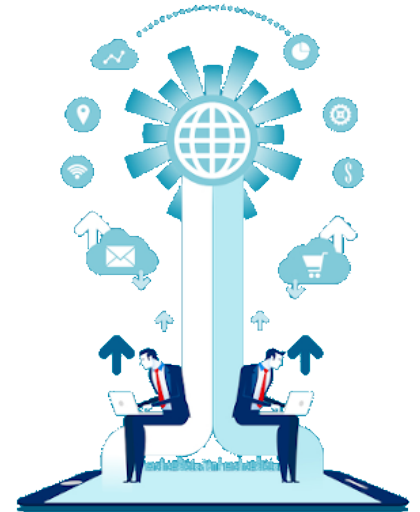
Work competences



- Communication
- Cooperation
- Social and cultural skills
- Self-regulation

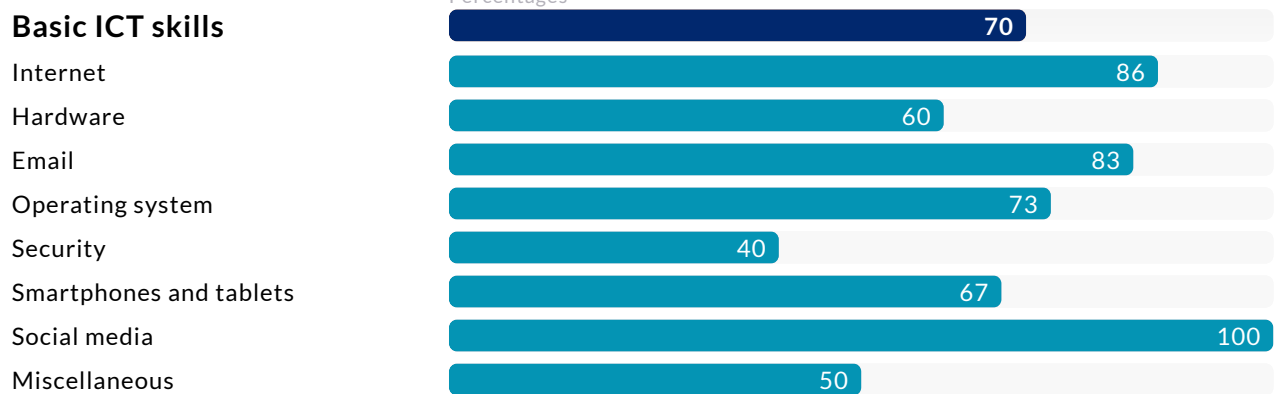


Basic ICT Skills



Basic ICT skills

Percentages



The ICT Basic Skills questionnaire presented you with a list of actions representing the minimum basic skills you need to participate in our highly digitalised society. You possess 70% of these basic ICT skills. Your basic ICT skills are limited; you still have a lot to learn in this area. Your lowest score was in the following section: document and data security.



Basic ICT skills are relatively easy to learn through 'training on the job'. Do you have ICT-savvy colleagues who could train you? If you would like to learn basic ICT skills faster, check whether you could take on tasks that would require you to use ICT skills.

Tip



Information Skills



Information skills

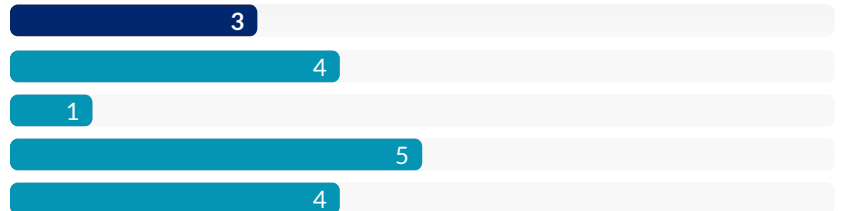
Information strategy

Search strategy

Judgement

Presenting

Sten scores



Your score for information skills is low: this means that finding and processing information or presenting information is more difficult for you than for other people. You still have room for improvement with regard to searching for information strategically: you tend to limit yourself to just one search method. You are good at assessing information critically: you work meticulously, both when searching for and processing information. Although your highest score was in this section, your results were still below average. Even though you perform best in this area, there is room for improvement!



Several points concerning the way you search for and process information are in need of improvement. In which areas could you brush up on your skills?

Tip



Media Literacy



Your media literacy score is average: your awareness of the impact of media, your own use of media or your understanding of media is comparable to that of other people. If we look at the various areas of media literacy, we see that You have difficulty assessing the impact of media on society. You do not always realise the extent to which it can be used to influence, or even to mislead people. It is also striking that You regularly use social/digital media. This type of media can help you to stay informed and maintain contacts. But it can also give you a distorted picture of reality. We also notice that You stay aware of trends. You have insight into what is popular and when things start to grow stale. Finally, we observe that You are critical about what information you share and what can be found about you online.



Tip

Although you are aware of the advantages and drawbacks of modern media, there is still room for improvement. Why is this, do you think? Are you perhaps too sceptical and cautious to make full use of the potential of modern media? Or are you not sufficiently aware of the risks, making yourself vulnerable as a result? Media literacy is often a matter of consciously weighing up the pros and cons. Give yourself space to (re)consider your choices.



Styles of thinking



Your talent for thinking up new ideas and applications is average in comparison to other people. Creative people have original ideas and often have less need of structure and certainty. Creative thinking helps you to see new possibilities and develop yourself. You have room to develop yourself in this respect.

Critical thinkers are independent and like to get to the bottom of things. You have an average natural ability to approach a problem critically and in-depth. Critical thinking keeps you sharp and ensures that you don't trust blindly in technology.

People with strong problem-solving skills can cope with a set-back and don't give up easily. They persevere and easily persuade others to go along with their ideas. As a result, they are also able to successfully resolve complex problems or long-term conflicts. Your ability to solve problems is average.



- Creative thinking requires talent, but it is also important to find a way to make use of this talent. When have you found a creative solution for something in the past? How did you do this? What would help you to do this more often in the future?
- Critical thinking requires a certain aptitude, but you must also find a way to make use of this talent. Could you use your aptitude for critical thinking more often? What is preventing you from doing so?
- To be able to solve problems you need a certain aptitude, but it is equally important that you find a way to make use of it. Could you use your aptitude for solving problems more often? What is holding you back?

Tip



Competences



In the 21st century, written communication is becoming ever more important, as people are using email or messenger apps. To communicate well, you must structure your message clearly, in language that is appropriate for the person you are sending it to. Compared to the reference group, you have an average talent for communication.

Your inclination towards working together is average compared to other people. The ability to work together consists of taking responsibility, daring to trust others and communicating with each other.

Compared to the reference group, you are average when it comes to taking a person's background into account. In order to be able to work together well with people with a different background, it is important that you are open to different views and ideas. You also need well-developed social antennae and you must be open to self-improvement. There is still some room for improvement in one or more of these areas.

In today's workplace it is more important than ever that employees do more than simply following orders. This trend is only set to increase in the future. Therefore, it is important that you take responsibility for planning your own work and completing it according to schedule. Compared to other people, you have an average talent for working in this way.



Tip

- In order to communicate well, you need talent; but you must also find a way to make use of this talent. Could you use your communication skills more often? In which situations could you use this talent more often? What is holding you back?
- Do you have enough opportunities at work to develop your talent for teamwork? Could you maybe work on more joint projects? Or could you take more steps within a project team to promote mutual collaboration?
- Do you have people with whom you don't cooperate very often or whom you are reluctant to ask for help or advice? Try to seek out collaborations with these people more often.
- To perform tasks successfully, it is important to have a high degree of independence and self-regulation. Are you already using these competences at work? Maybe you can find out whether you can take on a new task or even show more leadership?



Definitions

ICT Basic Skills

- Internet** The skills you need to be able to use the internet. This may also involve using internet on a smartphone or tablet.
- Hardware** The skills you need to be able to connect, install, use and maintain hardware.
- Email** The skills you need to be able to read, compose, write and send emails.
- Operating** The skills you need to be able to use, organise and maintain an operating system.
- Security** The skills you need to install and maintain the security of your documents and data.
- Smartphones** The skills you need to install, use and maintain the operating system and applications on your smartphone.
- Social Media** The skills you need to use social media.
- Other** Other computer skills that are not mentioned in the previous categories.

Information Skills

- Information strategy** The way in which you prepare before searching for information and how you review the process.
- Search strategy** The extent to which you look for information in an efficient and dynamic manner.
- Judgment** The way in which you decide which information you want to use and organise it clearly.
- Presentation** The way in which you present information to make it clear and comprehensible for others.

Media literacy

- Media impact** The extent to which you are aware that you are participating in and using social and other media.
- Media involvement** The extent to which you participate in and make use of (social) media.
- Media insight** The extent to which you can sense whether media is outdated or if people are being honest in social and other media.
- Media maturity** The extent to which you take both your own and other people's feelings and privacy into account.

Thinking styles

- Creative thinking** Being creative and innovative, having space to consider and develop.



Critical thinking The extent to which you independently analyse and assess information from other people.
-Problem-solving

The way in which you approach problems and can find a good way to solve them.

Work competences

- Communication := the extent to which you can communicate your message in an open manner.
- Cooperation := The extent to which you trust other people and can take responsibility.
- Social-cultural skills :=The extent to which you can take another person's background into consideration and are open to different opinions and ideas.
- Self-regulation := The extent to which you set goals and reflect on your way of working.



Explanation of the numbers used

We would like to shed some light on a number of figures used in this report. The graphical representation of the Basic ICT Skills is displayed in percentages. The scores of Information skills, Media literacy, Thinking styles and Work-related competences are displayed in sten scores.

Sten scores mean the following:

Sten score	Meaning
1	Far below average
2	Well below average
3	Below average
4	Just below average
5	Average
6	Average
7	Just above average
8	Above average
9	Well above average
10	Far above average