

Introduction to Competence Assessment Tool for freelancers (CAT)

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1 GENERAL IDEA OF CAT

Competency Assessment Tool for Freelancers

Understand yourself. Develop with purpose. Freelance with confidence.



CAT helps freelancers gain a clear picture of their **competences** across key areas of freelance work.

It identifies strengths, highlights areas for growth and turns **self-knowledge** into **actionable steps** for professional development.

HOW CAT WORKS – A SIMPLE 4-STEP JOURNEY



CAT is more than a test – it is a **mirror and a map**. It gives you the insight you need to take the next step and build a sustainable, successful freelance career.



Know your competences. Grow with intention. Build the freelance career you want.





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AREAS TO BE CHECKED

CAT assesses 6 key competence areas essential for successful and sustainable freelance work.



Six areas.
One complete picture of you as a freelancer!



1

Foundations of Freelancing and Entrepreneurship

Building entrepreneurial mindset, understanding freelance work, creating value.



2

Client Acquisition and Relationship Building

Finding clients, communicating effectively and building long-term relationships.



3

Project Planning and Delivery (Project Management)

Planning work, managing tasks, delivering quality and meeting deadlines.



4

Personal Effectiveness and Resilience (Self-Management)

Managing time, energy and stress, staying motivated and resilient.



5

Building a Strong Professional Identity

Presenting your value, building visibility, reputation and professional credibility.



6

Continuous Learning and Professional Growth

Developing skills, learning continuously and adapting to change.



These 6 areas work together to help you thrive as an independent professional.



Mindset



People



Projects



Self



Identity



Growth



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TWO PERSPECTIVES: TWO SCALES

CAT uses both Self-Descriptive and Behavioral Scales

because real development comes from combining self-perception with real-world actions.



People see themselves in one way, but show up differently in real situations.

CAT brings both views together for a complete picture.



SELF-DESCRIPTIVE SCALE



“How I see myself”

You reflect on your beliefs, confidence, attitudes and self-perceptions.



Why it matters:

Helps you understand your mindset, motivation, strengths and areas where your confidence can grow.



Example statement:

“I feel confident in negotiating with clients.”



BEHAVIORAL SCALE



“What I actually do”

You evaluate how often you demonstrate specific behaviors in real situations.



Why it matters:

Shows your practical habits and how you apply your skills in daily freelance work.



Example statement:

“I regularly use a written contract for my projects.”



WHY BOTH SCALES?

- ✓ **More accurate**
Combines what you think with what you actually do.
- ✓ **More actionable**
Reveals gaps and shows where to focus.
- ✓ **More growth**
Helps you build stronger habits and real progress.



Together, these two scales create a realistic, **balanced and actionable** picture of your current competence level – and guide your next steps.



What I think (I believe)

+



What I do (I show)

=



Where I am (Insight)

→



Where I'm going (Development)





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THE MAIN IDEA OF CAT

Your development. Your path. Your freelance future.

CAT is designed to help you grow step by step and build a sustainable, successful freelance career.



CAT is not just about measuring – it is about moving forward.



Understand yourself

Get clear insights into your strengths and areas for improvement.



Focus your growth

Identify what to develop and where to put your energy.



Take action

Use personalised suggestions and resources to build new skills.



Grow and progress

Track your progress, build confidence and create more opportunities.

4. GROW

Apply what you learn, build your freelance career and create your future.



1. ASSESS

Answer questions from two perspectives to get a complete picture.

2. DISCOVER

Receive clear results and insights across 6 key competence areas.

3. DEVELOP

Explore personalised suggestions and learning resources.



What you gain with CAT



Better self-awareness

Know your strengths, motivators and areas to grow.



Clear development direction

Focus on what matters most for your freelance success.



Practical guidance

Receive tailored suggestions and learning resources.



Greater confidence

Build the competence and resilience to take on new challenges.



A sustainable freelance journey

Create value for clients and build a career you are proud of.



CAT is your partner in growth.

Understand today. Develop intentionally. Freelance successfully tomorrow.



Know where you are



Plan where to go



Take action and achieve



YOUR CAT RESULTS LEAD YOU TO ENTEEF MOOCS

From insight to action. From assessment to development.

CAT does not stop at results – it shows you the next best step:
personalised learning through ENTEEF MOOCs.

1. YOU COMPLETE THE CAT



CAT assesses your competences in 6 key areas using two perspectives:
Self-Descriptive & Behavioral.

You receive:

- ✓ Your level in each competence area
- ✓ Personalised strengths & development needs
- ✓ Recommended next steps

Based on your results,
CAT recommends the most
relevant ENTEEF MOOCs
to support your growth.



2. CAT GUIDES YOU TO ENTEEF MOOCS

Choose from our 6 MOOC areas – each designed
to build the competences freelance professionals need.

-  Foundations of Freelancing and Entrepreneurship [Go to MOOC](#)
-  Client Acquisition and Relationship Building [Go to MOOC](#)
-  Project Planning and Delivery (Project Management) [Go to MOOC](#)
-  Personal Effectiveness and Resilience (Self-Management) [Go to MOOC](#)
-  Building a Strong Professional Identity [Go to MOOC](#)
-  Continuous Learning and Professional Growth [Go to MOOC](#)



All courses available on:
<https://moocs-enteeef.uek.krakow.pl/>

Why it's great!



Targeted to your needs
You learn what matters most based on your CAT results.



High-quality, practical content
Courses are created by experts and focused on real freelance challenges.



Flexible and self-paced
Learn anytime, anywhere, at your own pace.



100% online and free
Accessible open courses for everyone.



Real impact on your career
Build competences, deliver more value and grow your freelance business.



Turn insight into growth.

Let CAT be your guide and ENTEEF MOOCs your path to freelance success!



Start with
CAT



Discover your
development needs



Choose your
ENTE EF MOOC



Learn, apply
and grow



Stronger competences.
Better freelance future!



CAT shows you the way. ENTEEF MOOCs help you get there. Your growth, your future.

Important links:

ENTE EF project webpage: <https://entee f.uek.krakow.pl/>

MOOCs: <https://moocs-entee f.uek.krakow.pl/>

