



Co-funded by the  
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# ICT Self-Assessment Tool for (cultural) business evaluation

## User Guide

p-consulting.gr

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BEING A FEMALE ENTREPRENEUR: Project No. 2020-1-ES01-KA204-081956

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## Title

### User Guide of the Female Entrepreneur Self-Assessment Tool

## Introduction

Welcome to the User Guide of the Female Entrepreneur Self-Assessment tool!

The Self-Assessment Tool has been designed to enable you to self-evaluate your skills and competences in the Cultural and Creative Industries sector, so as to become more conscious of your own capacities and, therefore, be more critical and competent in your business career.

It will also help you to develop the basic mind frame to analyse critically and identify your own strengths and weaknesses and, therefore, be more ready to start new paths of formation and lifelong learning.

The development of the Self-Assessment Tool, was based on the Entrepreneurship Competence Framework, also known as [EntreComp](#). EntreComp, was launched by the JRC on behalf of the Directorate General for Employment, Social Affairs, and Inclusion (DG EMPL) in January 2015. One of the key objectives of EntreComp is to develop a common conceptual approach to support development of entrepreneurship competences at European level. The framework aims, also, at establishing a bridge between the worlds of education and employability, and to be taken as, a reference de facto, by any private or public initiative targeting to foster entrepreneurial learning.

The estimated time necessary to complete the Self-Assessment Tool is about 15 minutes.

Any information provided in the tool is recorded anonymously and will be used solely by the FEMALE ENTREPRENEUR project working team. We will not sell, trade, or transfer an individual's personal information to any third party or entity. The FEMALE ENTREPRENEUR partnership respects the privacy rights of the tool users in accordance with the General Personal Data Protection Regulation 2016/679/ EU and the current national and European legal and regulatory framework for the protection of personal data.

Basic instructions and guidelines are presented below, so as to make your way around the self-assessment tool as simple and enjoyable as possible!

The Female Entrepreneur team.

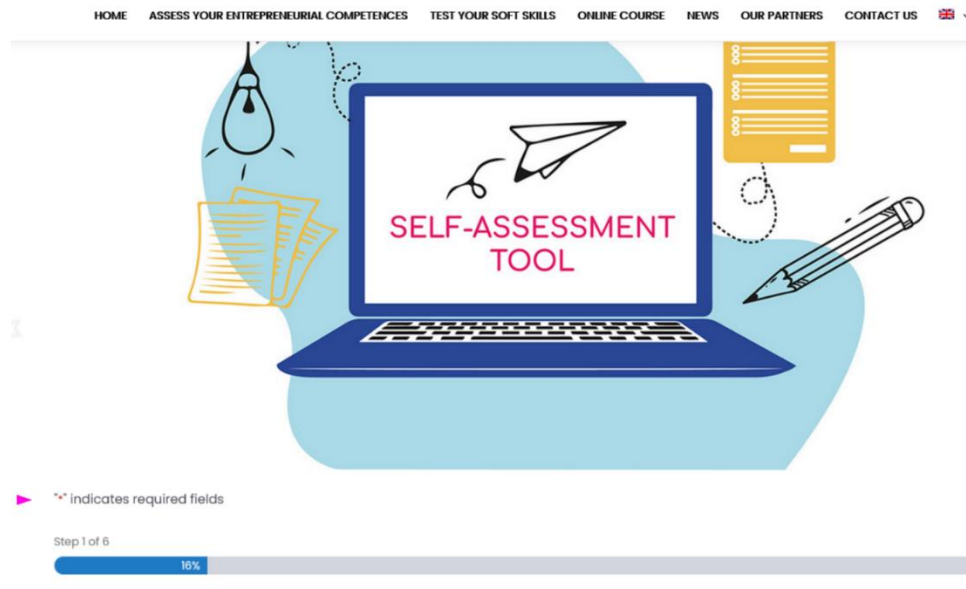




## Guidelines

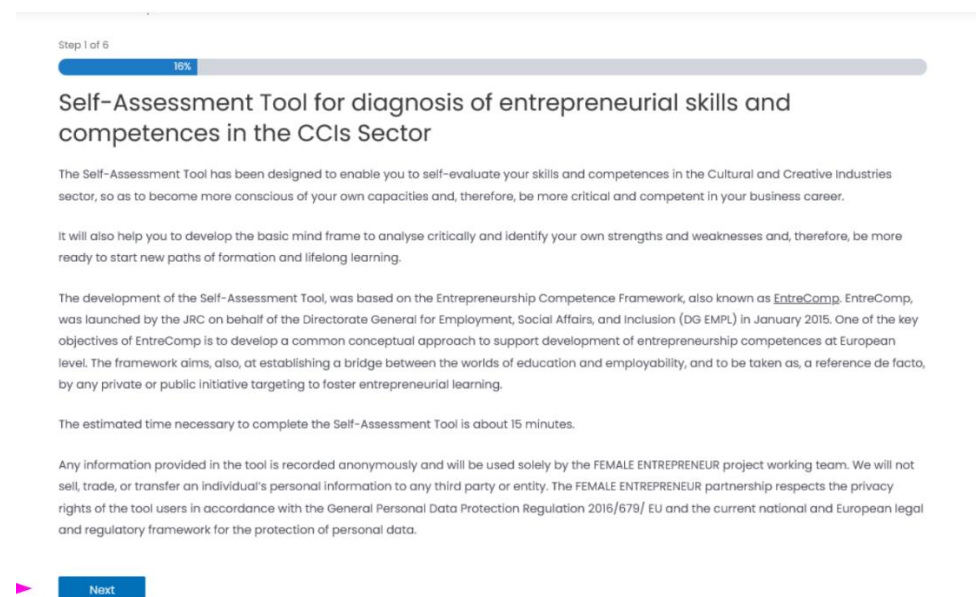
### [1] Step 1 of 6

You have entered the self-assessment tool's digital "home" successfully and as you can see in the picture below, the **magenta arrow** points to the information you are being given that: you have to answer questions with the red asterisk in order to proceed to following steps.



#### [1.1] The "Next" button

You are being given information about the tool and at the end, the **magenta arrow** points to the "next" button where you click on, to proceed to the next step.





[2] Step 2 of 6

You are now in step 2 of 6 and the magenta arrows point to the questions asked. Be kindly reminded that you have to give answers to the questions with the red asterisk.

HOME ASSESS YOUR ENTREPRENEURIAL COMPETENCES TEST YOUR SOFT SKILLS ONLINE COURSE NEWS OUR PARTNERS CONTACT US

Step 2 of 6  
33%

Questionnaire for self-assessment tool

[1] Personal Data

I.1 Gender

Female  
 Male  
 Prefer not to say  
 Prefer to be self-described as (non-binary, gender-fluid, agender, please specify)

Prefer to be self-described as (non-bir)

I.2 Age \*

I.3. Level of education \*

No formal degree  
 High School  
 B.A./B.Sc. degree (or equivalent)  
 M.A./B.Sc. degree (or equivalent)  
 Dr./PhD

I.4. Area you live \*

Rural  
 Urban

I.5. Your email

[2.1] The “Previous” & “Next” buttons

Once you answer questions in this step, the magenta arrows point to the “previous” button (if you wish to go back), and the “next” button to proceed further with your self-assessment. Click on either.

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Female  
 Male  
 Prefer not to say  
 Prefer to be self-described as (non-binary, gender-fluid, agender, please specify)

Prefer to be self-described as (non-bir)

I.2 Age \*

I.3. Level of education \*

No formal degree  
 High School  
 B.A./B.Sc. degree (or equivalent)  
 M.A./B.Sc. degree (or equivalent)  
 Dr./PhD

I.4. Area you live \*

Rural  
 Urban

I.5. Your email

Previous Next



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[3] Step 3 of 6.  
You are now in step 3 of 6.

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\*\* Indicates required fields

Step 3 of 6

50%

## [2] Business Data

2.1. Are you an entrepreneur in CCIS (Cultural and Creative Industries Sector)? \*

Yes

No

Previous **Next**

[3.1] 1<sup>st</sup> Alternative

If you answer “yes” (pointed by the magenta arrow, in the picture below) you will be given a new set of questions to answer. Be kindly reminded that you will have to answer to the questions with the red asterisk to proceed to the next step, by clicking on the “next” button.

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\*\* Indicates required fields

Step 3 of 6

50%

## [2] Business Data

2.1. Are you an entrepreneur in CCIS (Cultural and Creative Industries Sector)? \*

Yes

No

2.2. Before being an entrepreneur, did you have any work experience in CCIS? \*

Yes

No

2.3. Why have you decided to create your own business? (specify in few words) \*

Previous **Next**



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### [3.2] 2nd Alternative

If you answer “no” (pointed by the magenta arrow, in the picture below) you will be given a new set of questions to answer. Be kindly reminded that you will have to answer to the questions with the red asterisk to proceed to the next step, by clicking on the “next” button.

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\*\* Indicates required fields


Step 3 of 6

50%

## [2] Business Data

2.1. Are you an entrepreneur in CCIoS (Cultural and Creative Industries Sector)? \*

Yes

  No

2.2. Do you want to create your own business in CCIoS? \*

Yes

No

2.3. Do you believe you are ready to create your own business in CCIoS? \*

Yes

No

Previous



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[4] Step 4 of 6 - 3.1 Assessment of the Competences in “Ideas and opportunities” Area

You are now in step 4 of 6. The magenta arrows (in the picture below) point to the questions you have to answer for the assessment of the “Ideas and opportunities” Area. Be kindly reminded that you will have to answer to the questions with the red asterisk to proceed to the next step, by clicking on the “next” button.

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SELF-ASSESSMENT TOOL

\* indicates required fields

Step 4 of 6

[3] Competences in CCIsS

**3.1 Assessment of the competences in “Ideas and opportunities” Area**

For each question choose the answer which reflects you the most

**3.1.1 Do you believe that you can:**

- find opportunities to generate value for others?
- recognize opportunities to address needs that have not been met?
- size and shape opportunities to respond to challenges and create value for others?

**3.1.2 Do you believe that you can:**

- develop multiple ideas that create value for others?
- test and refine ideas that create value for others?
- transform ideas into solutions that create value for others?

**3.1.3 Do you believe that you can:**

- imagine a desirable future?
- build an inspiring vision that engages others?
- use the vision of others to guide strategic decision-making?

**3.1.4 Do you believe that you can:**

- understand and appreciate the value of new ideas?
- understand the different types of value which new ideas have and the different ways they can be used?
- develop strategies to make the most of the value generated by new ideas?

**3.1.5 Do you believe that you:**

- can recognize the impact of your choices and behaviors, both within the community and the environment?
- are driven by ethics and sustainability when you are making decisions?
- are able to act so as to make sure that your ethical and sustainability goals are met?

Previous Next



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[5] Step 5 of 6 - 3.2 Assessment of the Competences in “Resources” Area

You are now in step 5 of 6. **The magenta arrows** (in the picture below) point to the questions you have to answer for the assessment of the “Resources” Area. Be kindly reminded that you will have to answer to the questions with the red asterisk to proceed to the next step, by clicking on the “next” button.

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Step 5 of 6 53%

▶ **3.2 Assessment of the competences in “Resources” Area**

For each question choose the answer which reflects you the most

▶ **3.2.1 Do you believe that you:** \*

- trust your own ability to generate value for others?
- can make the most of the strengths and weaknesses of others?
- can compensate for the weaknesses of others by teaming up with them and by further developing their strengths?

▶ **3.2.2 Do you believe that you:** \*

- want to follow your passion and create value for others?
- you are willing to put effort and resources into following your passion and create value for others?
- can stay focused on your passion and keep creating value despite setbacks?

▶ **3.2.3 Do you believe that you can:** \*

- find and use resources responsibly?
- gather and manage different types of resources to create value for others?
- define strategies to mobilize the resources you need to generate value for others?

▶ **3.2.4 Do you believe that you can:** \*

- draw up the budget for a simple activity?
- find funding options and manage a budget for your value-creating activity?
- make a plan for the financial sustainability of a value-creating activity?

▶ **3.2.5 Do you believe that you:** \*

- communicate your ideas clearly and with enthusiasm?
- persuade, involve and inspire others to value-creating activities?
- inspire others to get them on board for value-creating activities?

Previous Next



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[6] Step 6 of 6 - 3.3 Assessment of the Competences in “Into Action” Area

You are now in step 6 of 6. The magenta arrows (in the picture below) point to the questions you have to answer for the assessment of the “Into Action” Area. Be kindly reminded that you will have to answer to the questions with the red asterisk to proceed to the next step, by clicking to the “Submit” button (last magenta arrow).

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^ indicates required fields

Step 6 of 6 100%

**3.3 Assessment of the competences in “Into Action” Area**

For each question choose the answer which is most reflected to you

**3.3.1 Do you believe that you can\***

- are willing to have a go at solving problems that affect your community?
- can initiate value-creating activities?
- can look for opportunities and take the initiative to add or create value?

**3.3.2 Do you believe that you can\***

- define the goals for a simple value-creating activity?
- create an action plan which identifies the priorities and milestones to achieve your goals?
- refine priorities and plans to adjust to changing circumstances?

**3.3.3 Do you believe that you can\***

- are not afraid of making mistakes while trying new things?
- can evaluate the benefits and risks of alternative options and make choices that reflect your preferences?
- can weigh up risks and make decisions despite uncertainty and ambiguity?

**3.3.4 Do you believe that you can\***

- work in a team to create value?
- work together with a wide range of individuals and groups to create value?
- build a team and networks based on the needs of your value-creating activity?

**3.3.5 Do you believe that you can\***

- recognise what you have learnt through taking part in value-creating activities?
- reflect upon and judge your achievements and failures and learn from these?
- improve your abilities to create value by building on your previous experiences and interactions with others?

Next



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[7] **Submission and Level of Competences Result**

After clicking on the “submit” button, you will have successfully completed self-assessment of your entrepreneurial competences and you will be transferred to a page, attesting your Level of competences according to your answers. We will be able to download your report by clicking to the “download your report” button (magenta arrow).

According to your answers, your competences' result is **Foundation Level**

The Foundation competence level attests that you are able to discover opportunities and generate ideas to create value for others. You can envision the future you wish for yourself and comprehend the intrinsic impact your choices and actions have for yourself, your community, and your broader social background. You are capable of trusting yourselves in generating value for others and determined in doing so. You are responsible. Budgets for simple activities are well within your reach. You can deliver clear communication of your ideas with great enthusiasm. You have focused intention of solving problems that arise and affirm goals for a straightforward activity aiming at creating value. You are willing to try new things knowing that mistakes will probably be made. You are positive in being part of a team and acknowledge the valuable value-creating activities.

In case you wish to further enhance and strengthen your competences and skills, take them to the next level(s), and/or stay informed about the CCIs' Sector, we suggest you regularly visit the [website](#) of the **Reimagine your Professional-self through Culture**. Following to this ICT Self-Assessment of entrepreneurial competences Tool, the project is about to deliver a **Test** for soft skills and an **Online Course** for all new or current members of the Sector.

 [Download your report](#)

Enjoy!

**The Female Entrepreneur team!**



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