COMPETENCE CARDS FOR IMMIGRATION COUNSELLING

Why competence cards?
The cards were specially developed for immigration counselling in order to support the analysis of the social abilities and skills of migrants.

The combination of pictures and text in simple language should make access to the clients easier and help overcome language barriers.

MBE counsellors can use the cards flexibly based on their needs throughout the counselling process.

Options for flexible use:
- flexible with respect to the interests and needs of the target person
- flexible with respect to the available time
- flexible selection of the competence areas and terms

The competence cards:
- can be completed in a short amount of time
- are self-explanatory and easy to use
- allow access to the client, regardless of English language skills

INFORMATION

“Success factors for potential analysis in educational counselling for migrants”
The research project “Erfolgsfaktoren für eine Potentialanalyse in der Bildungs- und Berufsberatung von Migrantinnen und Migranten” (Success factors for potential analysis in education counselling for migrants) was conducted by the Forschungsinstitut Betriebliche Bildung (f-bb) gGmbH on behalf of the Bertelsmann Foundation.

The long-term goal of the project is to improve the labour market integration of (low-qualified) migrants. This process is supported by a potential analysis which also takes informally and non-formally acquired skills into account.

If you have questions about the project, please feel free to talk to the project staff.

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These cards were developed by the Bertelsmann Foundation in cooperation with the Forschungsinstitut Betriebliche Bildung gGmbH (Research Institute for Vocational Training) and non-state welfare bodies.
3. RECOMMENDATIONS FOR USING THE COMPETENCE CARDS AS PART OF THE COUNSELLING PROCESS

1. LAYOUT OF THE CARDS

There are 46 competence cards in the three areas of social, personal and technical and methodological skills, 11 informative cards, 9 cards with further instructions and 3 supplemental cards. The cards are serially numbered based on competency areas and skills.

Each skill is illustrated by a picture, described by a sentence in simple language and translated into the following five languages: German, French, Russian, Arabic, Turkish. Further explanations and questions about the competence term, instructions for the specialisation cards and additional materials can be found on the back. In order to ensure connectivity for the labour agencies and job centres, the 20 strengths from the (German) profiling sessions were included in the card set. They are marked with a red frame.

2. HOW CAN I WORK WITH THE CARDS?

Using the cards is an interactive process during which the clients and counsellors work closely together. The front of the cards is primarily aimed at the client, the illustration of the skills, the sentence in simple language and the translation. The results of the meeting can be documented for further counselling. To this end, the corresponding copy templates can be found in the card box. The back of the cards with the additional explanations can be used for the counsellor.

3. RECOMMENDATIONS FOR USING THE COMPETENCE CARDS AS PART OF THE COUNSELLING PROCESS

A successful introduction can be followed by the usual process for social abilities and skills analysis or option 2.

1. Easy way to start a conversation

The cards can be used as an easy way to start the conversation or as an access point for determining skills. This is particularly useful for clients with limited English language skills. They are also suitable as an introduction for less motivated clients or persons who are not certain of the direction of their future path.

2. Complete determination of skills

The card set includes the three most important competence areas for determining informal abilities and skills: social abilities and skills analysis or option 2.

3. Analysis of social abilities and skills

The card set can also be used as a complete set. This results in a varied picture of the respective skills of the client. The procedure is the same as in options 1 and 2.

4. Delayed use

The card set can also be used as a complete set. This results in a varied picture of the respective skills of the client. The procedure is the same as in options 1 and 2.

5. Profiling cards

Can Immigration Counsellors (MBE) also use the cards for other purposes?

Of course! The cards are a tool. How they are used is up to the MBE counsellors.
<table>
<thead>
<tr>
<th>Motivational Skills</th>
<th>Empathy</th>
<th>Helpfulness</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am able to get others excited about something.</td>
<td>I relate to others well.</td>
<td>I am able to support other people, and advocate for them.</td>
</tr>
<tr>
<td>Motivation Decent</td>
<td>Empathy</td>
<td>Helpfulness</td>
</tr>
<tr>
<td>Begeisterungsfähigkeit</td>
<td>Empathie</td>
<td>Yardımseverlik</td>
</tr>
<tr>
<td>Leadership</td>
<td>Empatheit</td>
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</tr>
<tr>
<td>Leadership Skills</td>
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<td></td>
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<td>Helpfulness</td>
</tr>
</tbody>
</table>

No. 01.1 No. 01.2 No. 01.3 No. 01.4
No. 01_3 Leadership skills
You are able to take leadership of a group. You are able to perform tasks such as planning, organisation and supervision.

Do you prefer to tell others in a group what to do or do you prefer to go along with what others tell you to do?

- 01_9 Social commitment
- 02_6 Showing initiative
- 02_7 Decision-making abilities
- 02_17 Determination/result-orientation

W_08 ProfilPASS, P.15, Meine Eigenschaften

No. 01_4 Helpfulness
You able to recognise other’ concerns and problems. You want to support others and improve their situation.

Have you ever encountered a person in need? How did you handle the situation? Have you ever helped a person in need? Provide an example! How does that make you feel?

- 01_2 Sensitivity/empathy

No. 01_1 Motivational skills
You are able demonstrate your interests with enthusiasm. Other people like to work with you.

Have you ever convinced others of your ideas? Provide an example! How does that make you feel?

- 01_3 Leadership skills

No. 01_2 Sensitivity/empathy
You are able to understand others’ feelings.

Are you able to comfort others? Provide an example! How does that make you feel? Are you able to sense how another person is feeling?

- 01_4 Helpfulness
- 03_9 Care skills
I am good at talking to other people. I express myself well. I am able to convince people with my arguments.

I work well with people from other cultures/countries.

I am able to solve disputes well.
No. 01_7 Conflict-solving abilities

You are able to solve conflicts so none of the involved parties feel they have been treated poorly. You are also able to avoid disputes in advance.

Have you ever resolved a dispute? Provide an example! How does that make you feel?

01_6 Communication skills
01_10 Teamwork skills
02_11 Critical abilities

No. 01_8 Interpersonal/networking skills

You have a network. You are able to initiate contact with people you know and don’t know, and build and maintain relationships.

When you need help, what do you do? Provide an example! How does that make you feel?

01_6 Communication skills
01_10 Teamwork skills

W_06 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, P. 14, Ex.: 2.2.1 Soziales Leben

No. 01_5 Interculturality

You are curious about people from other countries. You are interested in other cultures and are not afraid of contact.

Do you have contact with people from other countries? Provide an example! How does that make you feel?

01_6 Communication skills
03_13 Foreign language skills

W_06 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, P. 28-30, Ex.: 2.3.2 Interkulturelle Kompetenz

No. 01_6 Communication skills

You are able to approach other people. You are able to express yourself well. You seek out conversations. You are able to factually present your own point of view. You are able to listen intently and share your feelings.

How do you feel when you talk to people you don’t know? Have you ever explained something to someone else? Provide an example!

01_8 Interpersonal/networking skills
03_13 Foreign language skills
03_19 Negotiation skills
03_10 Presentation/lecturing skills
Teamwork Skills

Social Commitment

Adaptability

1. I am good at dealing with people in need.

2. I am able to work well with others and solve problems.

3. I am able to understand things quickly.

4. I am able to quickly adapt to new situations.
No. 02_1  Adaptability
You are able to adapt to changes in your environment. 
You handle new requirements or tasks well. 
You quickly accept new situations.

How do you handle changes in your environment? 
Provide an example!
How do you feel when things change?

02_8 Flexibility

No. 02_2  Perceptive faculties/comprehension skills
You are able to understand new things quickly. 
You have the intellect and ability to absorb new information.

Are you able to quickly remember new things? 
Are you able to quickly understand what something is about? 
Provide an example!

02_9 Holistic thinking/circumspection
02_12 Willingness to learn
03_1 Analytical and problem-solving skills
03_16 Academic work

No. 01_9 Social commitment
You advocate for others. You volunteer your time, abilities and knowledge without requiring payment. You don’t do things for yourself, but for the good of others.

Do you do volunteer work? Provide an example! Why do you volunteer there?

01_2 Sensitivity/empathy
01_4 Helpfulness
03_9 Care skills

No. 01_10 Teamwork skills
You are able to integrate into a group. You achieve a better overall result in a group.

Have you ever worked on task with others? Provide an example! How did that make you feel?

01_8 Interpersonal/networking skills
02_11 Critical abilities
W_08 ProfilPASS, P. 15, Meine Eigenschaften
I have many interests and am able to motivate others to participate.

I am able to focus on the same topic for a long time.

I am able to work without others.

I am good at handling a lot of work.
No. 02_5  **Resilience**

You have enough reserves to react well to stress.
You are prepared to work hard.
You do not avoid work.

Are you able to work a lot and for a long time?
Provide an example!
How did that make you feel?

02_3  **Endurance**

No. 02_6  **Showing initiative**

You don't wait to see what someone else does or says. You are prepared to take the first step on your own.

Do you wait for someone to tell you what to do or do you simply start on your own? Provide an example!

No. 02_3  **Endurance**

You are able to work on a task for a long time.
You have the internal strength to focus on a matter/topic for a long time.

If a task takes a bit longer, how do you handle that?
Provide an example!
How does that make you feel?

02_5  **Resilience**

No. 02_4  **Enthusiasm**

You are able to get excited about things. You are able to share your excitement with others. You are able to motivate others to get involved in something. You have the energy and motivation to take action.

When was the last time you were convinced to participate in something?
Are you able to convince others to participate? Provide an example!
How does that make you feel?

02_13  **Motivation/commitment**
1. Decision-making abilities
   - I am able to handle new situations well.

2. Flexibility
   - I am always able to find a way.

3. Creativity
   - I have a lot of good ideas.

4. Holistic thinking/ Circumspecification
   - I am able to take a lot of things into account when I'm working.
No. 02_9 Holistic thinking/circumspection

You are able to view a task from a distance. You maintain an overview. You are able to think through a task from start to finish. You are able to take the consequences of your actions into account.

If you have to get something done, what do you take into account? Provide an example. How does that make you feel?

No. 02_10 Creativity

You are able to create something new where there was nothing. You are artistically talented or have ideas about how to approach something. You are “creative”.

Have you worked as an artist in the broadest sense of the term? Provide an example. How did that make you feel? Do you have fun inventing or designing things? Provide an example!

No. 02_7 Decision-making abilities

You weigh the different options and then make a decision. This is not particularly difficult for you.

When you have several options, what do you do? How does that make you feel? Provide an example!

No. 02_8 Flexibility

You are able to adapt when circumstances suddenly changed. You stay calm and stable in different situations.

Are you able to handle sudden changes in circumstances? Provide an example! How did that make you feel?

No. 02_9 Holistic thinking/circumspection

You are able to view a task from a distance. You maintain an overview. You are able to think through a task from start to finish. You are able to take the consequences of your actions into account.

If you have to get something done, what do you take into account? Provide an example. How does that make you feel?

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Are you able to handle sudden changes in circumstances? Provide an example! How did that make you feel?
Willingness to learn

Critical abilities

Diligence/precision

Motivation/commitment
**No. 02_13 Motivation / commitment**
You have good reasons for promoting your goals. Doing your best is fun for you.

Do you like work? What is fun for you?

02_4 Enthusiasm

**No. 02_14 Diligence / precision**
You are able to perform your work diligently. You take all important information and the state-of-the-art into account.

Are you able to work carefully and precisely? Provide an example! How does that make you feel?

**No. 02_11 Critical abilities**
You are able to handle negative feedback from others. You react openly to criticism and try to find ways to improve.

When others tell you that you've made a mistake, how do you handle it? Provide an example!

01_7 Conflict-solving abilities
01_10 Teamwork skills

**No. 02_12 Willingness to learn**
You want to learn something. You like learning new things.

When was the last time you had to learn something? How did that make you feel?

02_2 Perceptive faculties / comprehension skills
03_16 Academic work
Handling of money

I am able to take care of others.

No. 02-16

Sense of responsibility

I am economical. I am responsible with money.

No. 02-15

Determination/result-orientation

I am able to achieve a goal.

No. 02-17

Reliability

Others can rely on me. I keep appointments.

No. 02-18
No. 02_17  **Determination/result-orientation**

You have a goal in mind and want to achieve it. You work towards it without major distractions.

When was the last time you felt you had achieved a goal?
What did you achieve?
Does this happen often?

01_3 Leadership skills
02_7 Decision-making abilities

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No. 02_18  **Reliability**

Other people can trust you. You keep your word. You do what you say.

Can others rely on you? Provide an example!

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No. 02_15  **Handling of money**

You are responsible with money. You budget your money well and are able to save. You do not spend any money that you don't have.

Are you able to budget your money well? Are you able to save money?

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No. 02_16  **Sense of responsibility**

You know exactly what your responsibilities are and perform them on your own. You know your actions have certain consequences and feel responsible for them.

Who do you have to take care of?
What are you responsible for?
How does that make you feel?

02_6 Showing initiative
I am able to work with a PC.

Analytical and problem-solving skills

I am good at recognising and solving problems.

Analytical beceri ve problem çözme yetileri

Analitik beceri ve problem çözme yetileri

Work planning

I am able to organise my work well.

Planlama

Iş planlama

Improvisational ability

I am able to handle unfamiliar situations.

Doğalgıraşma yetenekli

Improvisational ability

Improvisasyon yetenekli

I am able to organise my work well.

İş planlama

Iş planlama
deneyimi

I am able to handle unfamiliar situations.

Doğalgıraşma yetenekli

I am good at recognising and solving problems.

Analitik beceri ve problem çözme yetileri

Analitik beceri ve problem çözme yetileri

Work planning

I can work with a PC.

Analytical and problem-solving skills

I am good at recognising and solving problems.
No. 03_3  Work planning

You plan, in advance, which tasks you have to do first and which you can do later.

How do you plan your work?
When you have a lot to do, how do you proceed?
How do you schedule your appointments?

03_7 Organisational skills

No. 03_4  Improvisational ability

You are able to do something spontaneously without preparation.
You are able to react immediately without long-term planning.
You are able to engage in a situation you weren't previously familiar with.

Have you ever had to repair something and didn't have the right tools and materials? How did you proceed?
Are you able to react to changing circumstances? Provide an example!

02_10 Creativity

No. 03_02  PC work

You know how computers work. You are able to work on a computer without help and are proficient in a variety of programs. You are able to research on the Internet on your own.

What do you do on your PC/laptop? Have you ever researched something on the Internet? Provide an example! Are you able to use a PC to write a letter / create an Excel table / create a Power Point presentation / create or use a database? Do you have SAP skills?

03_17 Knowledge management

No. 03_1  Analytical and problem-solving skills

You know how to examine the individual details of a situation.
You organise a situation and are able to determine what has to be done.

Have you ever solved a complex problem? How did you do that? Have you ever examined a confusing, complex situation? What did you do? Provide an example.

02_2 Perceptive faculties/comprehension skills

No. 03_1  Analytical and problem-solving skills

You know how to examine the individual details of a situation.
You organise a situation and are able to determine what has to be done.

Have you ever solved a complex problem? How did you do that? Have you ever examined a confusing, complex situation? What did you do? Provide an example.

02_2 Perceptive faculties/comprehension skills

W_01
No. 03.7 Organisational skills

I am able to respond to customer requests. I am good at interacting with customers.

No. 03.5 Organizing childcare

I am able to find someone who can watch my children.

No. 03.8 Pedagogical skills

I am able to teach children.

No. 03.6 Customer orientation

I am able to respond to customer requests. I am good at interacting with customers.
No. 03_7 Organisational skills

You are good at organising. You understand your duties and the associated procedures. You are able to organise these tasks and ensure (potentially with other people) the task is completed.

Have you ever had to handle several tasks at the same time? How did you proceed? Have you ever contributed toward finding a solution to a complex problem? What did you do? Are you able to organise workflows? Provide an example!

01_3 Leadership skills  
03_3 Work planning  
03_5 Organizing childcare  
03_18 Time management

No. 03_8 Pedagogical skills

You are able to help children learn. You are able to help with homework, tutor, or teach lessons.

Have you ever taken care of children? Provide an example! How old were the children, how long did you take care of them? Have you ever helped children with their homework? How did that make you feel?

No. 03_6 Customer orientation

You understand what customers want and like to talk to customers. You are able to consult, sell and process complaints.

Have you ever sold something? Provide an example! How did that make you feel?

01_6 Communication skills  
03_7 Organisational skills

No. 03_5 Organizing childcare

You are able to ensure your children are cared for while you are at work. You have access to people or institutions who help you take care of your children when you aren't home.

If you had a job now, who would take care of your children? Do you have the option of bringing your children somewhere if you have to do something on your own?

03_7 Organisational skills
Presentation/lecturing skills

I am able to speak in front a lot of people.

Care skills

I am able to work well with people in need of help.

Writing skills

I am good at writing long texts.

Independent work

I am able to decide what has to be done on my own.
No. 03_11  Writing skills

You know how to organise a text so it is legible and clear. You like to write.

Have you ever written a long text? Provide an example!
Do you like writing texts?

03_2 PC work
03_13 Foreign language skills

No. 03_12  Independent work

You recognise what your responsibilities are and what steps you have to take. You complete work without help.

Are you able to recognise, on your own, what has to be done and then perform all the necessary activities? Provide an example!

Have you ever had to complete a task on your own? How did you proceed?

01_3 Leadership skills
02_6 Showing initiative

No. 03_9  Care skills

You are able to take care of other people. You are not afraid of contact with sick people or older people. You know what is important for their care.

Have you ever cared for a sick person or a very old person? Provide an example! What did you do? How did that make you feel?

01_2 Sensitivity/empathy
01_9 Social commitment

No. 03_10  Presentation/lecturing skills

You are able to speak in front of a large group of people without problems. You are able to give lectures and speeches. People like to listen to you.

Have you ever had to speak before a lot of people? How did that make you feel?
Do people like to listen to you? Provide an example!

01_6 Communication skills
Foreign Language Skills

I speak several languages.

I am able to work with my hands.

Academic Work

I am good at research and am able to recognise connections.
No. 03_15  Negotiation skills

You are able to negotiate well (in a business or private setting). You know how far you can go to achieve the best result. You are able to present and assert your own point of view and understand and make compromises with others.

Have you ever had to negotiate with business partners in a professional environment? Provide an example! How did that make you feel?

01_6 Communication skills

No. 03_16  Academic work

You know how to plan, conduct and conclude scientific research. You are able to research, perform inquiries and are proficient in scientific writing and citation/referencing.

Have you studied at a university? What subject did you study? Are you able to systematically develop your knowledge in a subject? Have you ever dealt with a scientific topic? Provide an example! Have you ever worked in research?

02_2 Perceptive faculties/comprehension skills
02_12 Willingness to learn
03_17 Knowledge management

No. 03_17  Knowledge management

No. 03_14  Technical and manual skills

You have technical and manual skills. You understand how to operate machines and perform simple repairs. You are able to create something with your hands.

Have you ever repaired something? Provide an example! Are you able to operate a machine? Provide an example! Do you like to work with your hands? Have you ever created something with your hands?

01_5 Interculturality
01_6 Communication skills

No. 03_13  Foreign language skills

You don't just speak your native language, but speak at least one other language. You have verbal and written language skills.

What languages do you speak? How well do you speak...? Can you read a newspaper in ...? Can you explain something in ...?

01_5 Interculturality
01_6 Communication skills

W_02 Materials
W_06 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, P. 18-20,
Ex.: 2.2.7 Handwerkliches Arbeiten

No. 03_12  Willingness to learn
Knowledge management

I am able to budget my time well. I am punctual.

I am good at finding information. I am able to perform research.

I am interested in everything and am able to remember a lot.

I am good at painting and drawing. I am creative.

Visual Arts

General knowledge
No. I_01  **General knowledge**

You possess broad general knowledge. You know a lot about many topics. You are interested in news and current events. You are able to remember a lot.

What interests you a lot? Do you watch a lot of television, read a lot, spend a lot of time online? Are you interested in a lot of topics? Are you able to and do you try to remember everything?

I_7 Hobbies
02_12 Willingness to learn

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No. I_02  **Visual Arts**

Sie zeichnen und malen gerne. Sie arbeiten mit verschiedenen Materialien.

You like to draw and paint. You work with a variety of materials.

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No. 03_17  **Knowledge management**

You are able to manage large quantities of information. You are able to find, process, save and relocate facts, data and information. You are able to work with complex information systems.

What if you don't know what to do? How do you find information? How do you manage information? How do you remember information?

03_2 PC work
03_16 Academic work

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No. 03_18  **Time management**

You are able to plan your time. You plan your work (and free time) so you aren't pressed for time. You know how much time a task takes. You are punctual. You have no problem scheduling appointments.

When you have an appointment, are you punctual? Do you complete your tasks by the deadline? Provide an example!

03_7 Organisational skills
Family: I like to work in the garden or in the field.

I can support my family.

I like handicrafts.

In my free time, I am interested in...

Handicrafts, design

Family

Gardening, farming

I like gardening, farming.

I am interested in...

Hobbies

Handicrafts, design

Hobbies
No. I_05  Handicrafts, design
You like to work with your hands. You like to create things yourself.
Do you like handicrafts? What kind?

l_7 Hobbies
02_10 Creativity
03_14 Technical and manual skills
W_03 In which of these sectors can I apply this interest?

No. I_06  Hobbies
There are certain things you like to do in your free time. You take time for your hobbies.
Do you have hobbies? What are they?

See
l_01, l_02, l_03, l_04, l_05

No. I_03  Family
You stand by your family members in good and bad times. You help your family; you are there for each other.
Do you have a family? Do you support your family? Provide an example! How does that make you feel?

01_2 Sensitivity/empathy
W_06 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, P. 5-9, Ex.: 1.2 Wichtige Bezugspersonen/Vorbilder
1.5 Eigene Familie
1.7 Meine persönlichen Kontakte

No. I_04  Gardening, farming
You love flowers and plants, vegetables and things that grow. You know how to cultivate different plants.
Have you ever worked in a garden? Have you ever cultivated plants yourself?

03_14 Technical and manual skills
W_03 In which of these sectors can I apply this interest?
Politics
I am/was politically active.

Musicality
I can play an instrument.
I like to play music.

Sport
I like sports.

Theatre
I am interested in theatre.
**No. I_09  Sport**

I am interested in sports. You play one or more sports.

Are you interested in sports? Do you play sports? What sports do you play? Football, running, cycling, dancing, swimming, etc.? How often?

**I_7 Hobbies**

W_03 In which of these sectors can I apply this interest?

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**No. I_07  Musicality**

You like to listen to and play music. You can play one or more musical instruments. You are a good singer.

Do you like to listen to music? Do you like to play music? Do you play a musical instrument? Which instrument(s)?

**I_7 Hobbies**

02_10 Creativity

W_03 In which of these sectors can I apply this interest?

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**No. I_10  Theatre**

You like to go to the theatre. You also like to act.

Do you like to act? Do you like to go to the theatre?

**I_7 Hobbies**

02_10 Creativity

W_03 In which of these sectors can I apply this interest?

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**No. I_08  Politics**

You know about current political matters. You get involved in political matters.

Are you interested in politics? Are you politically active?

**I_01 General knowledge**

01_6 Communication skills

01_8 Interpersonal/networking skills

W_03 In which of these sectors can I apply this interest?
I am good with animals.
No. I_11  

Love of animals

You love animals. You have pets or like to take care of animals.

Do you like animals? Do you/have you ever had pets?

W_03 In which of these sectors can I apply this interest?
Materials:

- Metals (e.g. iron, steel, copper, aluminium)
- Non-metals (e.g. graphite, carbon)
- Organic materials (e.g. wood, plastic)
- Inorganic, non-metallic materials (e.g. ceramic, glass)
- Semiconductors (e.g. silicon)
- Composite materials (e.g. fibre composite materials, laminated composite materials)

Working with a PC:

- The most common computer programs: MS Word, MS Excel, MS Power Point, MS Access, MS Project, MS Outlook, Browser, Windows
- Programming languages: Basic, C, C++, Java, Pascal, Python, Visual Basic

Language Tests:

- Test of English as a Foreign Language (TOEFL)
- International English Language Testing System (IELTS)
- DELF-DALF-Programm (French)
- DELE (Spanish)
- HSK (Chinese)
- DELF-AFC (French)
- Test of English as a Foreign Language (TOEFL)
- Test of English as a Foreign Language (TOEFL)

Classification of Economic Sectors, 2008 Edition:

- Agriculture and forestry, fishing
- Mining and extraction of rocks and soils
- Processing trade
- Energy supply
- Water supply; waste water and waste disposal and rectification of environmental contamination
- Construction industry
- Trade; maintenance and repair of vehicles
- Transportation and storage
- Hospitality
- Information and communication
- Education and training
- Health and social services
- Art, culture, leisure and recreation
- Financial services
- Real estate
- Property and housing
- Provision of households with domestic services
- Production of goods and provision of services
- Provision of other services
- Public administration and defence
- Provision of government services
- Public administration; social security; public assistance; defence; foreign affairs; and international organisations and bodies
- Provision of services by private sector enterprises without a defined focus
- Extraterritorial organisations and bodies
- Non-profit organisations and bodies

(WZ 2008, Federal Statistical Office)
Musical Instruments:
- Wind instruments (e.g. trumpet, tuba, flute, fife)
- Percussion instruments (e.g. drums, percussion)
- String instruments (e.g. violin, cello)
- Keyboard instruments (e.g. piano, keyboard)
- Plucked instruments (e.g. guitar, bass)

The ProfilPASS is divided into five sections (cf. nfb 2014):
- Orientation and biographical identification
- Levels and next steps
- Selected modules, i.e. modules, views, school biographies, activities
- Skills and needs

The ProfilPASS is an instrument that was developed and scientifically tested in the framework of the joint project "Continuing education passport with certification of informal learning" as a part of the model test program "Lifelong Learning" in the joint project from the Deutsche Institut für Erwachsenbildung (DIE (German Institute for Adult Education)) and the Institute für Entwicklungspolitik und Strukturforschung (IES (Institute for Development Planning and Structural Research)).

The project is funded by the Bundesministerium für Bildung und Forschung (BMBF (Federal Ministry for Education and Research)). The objective of the ProfilPASS is to make the individual strengths, skills and competences of the counseling client visible, irrespective of how and where they were acquired. The ProfilPASS will particularly help people in upheaval situations (cf. ProfilPASS 2015). The ProfilPASS should assist the clients in discovering their own potential by means of a biographical process.

The process is, in principle, identical. There are, however, different process folders which are not suitable for all target groups and counselors. The selected module depends on the type of counseling. It is based, for instance, on the available time or whether individual or group consultations are conducted. The following areas are always included:
- Biography
- Activities
- Skills
- Next steps

Sources:
My life – an overview:
This is where the personal biography is reviewed. Where and in which context has the client worked to date and what is important with respect to the current/future situation?

My fields of activity – documentation:
Here, the focus is on all personal skills and competences that can be derived from the activities in the following areas: Household and family, hobbies, school, training, professional life and volunteer work.

My skills – a balance sheet:
At this point, a balance sheet of the determined skills is created and documented in a written certificate.

My goals and the next steps:
After determining the skills, the personal desires and goals are determined: What does the client like to do professionally or in his/her free time? What interests does the client want to pursue?

In the last step, all of the documents the client has are compiled (certificates, participation certificates, etc.).

The competence passport for migrants is part of a project at the Bildungszentrum der Wirtschaft im Unterwesergebiet (BWU 2014 (Economic Education Centre in the Lower Weser Region)). In accordance with the definition of the BWU, it is used for "determining and documenting individual, personal strengths and the labour market-relevant potential of migrants via a skills determination process".

A client's competence profile can be compared with the requirements profiles of a desired job. Subsequent counselling with respect to the further professional orientation or qualification supplements the process (cf. BWU 2014). The competence passport was a sub-project of the funding program "Integration durch Qualifikation" (IQ (Integration via Qualification) and was conducted by the Landesnetzwerk Bremen (Bremen State Network) during the funding period from 2011 to 2014.

The competence passport contains a combination of subject and qualification-based instruments. Formal, non-formal, and informal skills are documented in a labour market-relevant competence passport.

Documentation of the competence determination based on the competence cards in the framework of the potential analysis in educational counselling of migrants

Name: _______________________________________________________________

<table>
<thead>
<tr>
<th>No.</th>
<th>Skill label/competence field</th>
<th>Additional information</th>
<th>Scale</th>
<th>Next steps</th>
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<td>e.g. How can he/she utilise this skill?</td>
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</table>
Documentation for the client (voluntary)

Social skills:

Address

Name

Personal skills:

Technical and methodological skills:

Next steps:

- Employer application
- Validation counselling
- Labour agency/job centre