

Handout

COMPETENCE CARDS for Immigration Counselling

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.

Contacts

Forschungsinstitut Betriebliche Bildung (f-bb) gGmbH

Florian Neumann

Telephone: +49 (911) 27779-27

E-Mail: neumann.florian@f-bb.de

Bertelsmann Stiftung

Dr. Martin Noack

Telephone: +49 (5241) 81 81 476

E-Mail: martin.noack@bertelsmann-stiftung.de

Monika Diaz

Telephone: +49 (5241) 81 81 206

E-Mail: monika.diaz@bertelsmann-stiftung.de



Bundesarbeitsgemeinschaft



der Freien
Wohlfahrtspflege



BertelsmannStiftung

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

Option 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.

Option 2: Complete determination of skills

The card set includes the three most important competence areas for determining informal-ly and non-formally acquired skills. There are different options for performing the complete analysis of social abilities and skills:

1. The clients view the cards and choose 10-15 competence cards which they consider to be their strengths. These are then discussed with the counsellor and, potentially, additional specialisation cards are referenced. At the end of the process, primary skills can be determined, based on which an initial assessment of the vocational field can be made.
2. The card set can also be used in only one competence area and the skills listed there can be queried one after the other. Specialisation cards can provide more details about the corresponding skills.
3. 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.

Option 3: Delayed use

The competence cards can be used at the beginning of the counselling process as a starting point for analysing the client's potential. If other problems have to be dealt with first, the card set can also be referenced after a longer period

Option 4: Profiling cards

The card set can also be used to determine the strengths that play a role for the labour agencies and job centres during the profiling process. To this end, the cards with red frames can be targetedly selected.

Of course! The cards are a tool. How they are used is up to the MBE counsellors.
Can Immigration Counsellors (MBE) also use the cards for other purposes?

1. LAYOUT OF THE CARDS

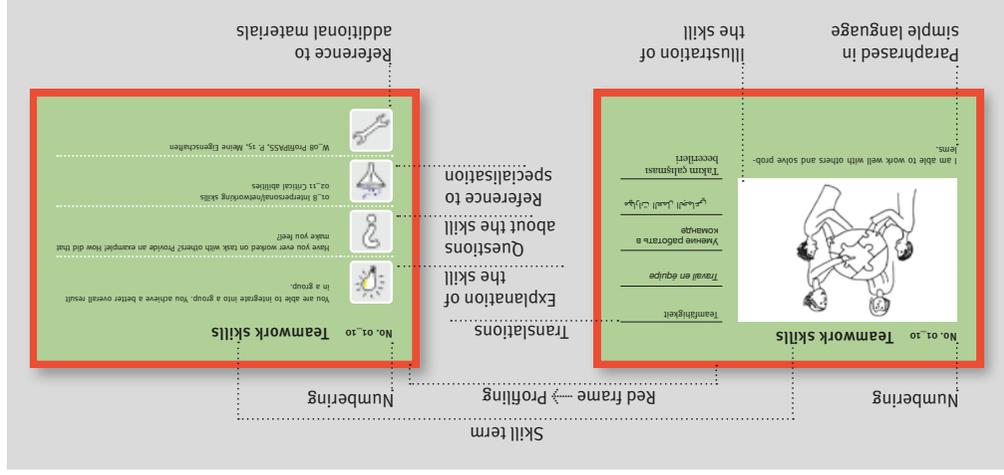
There are 46 competence cards in the three areas of social, personal and technical and methodological skills, 11 interest cards, 9 cards with further instructions and 3 supplemental cards. The cards are serially numbered based on competency areas and skills.

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.

Colour coding:

- Social skill (No. 01_1 bis 01_10)
- Personal skill (No. 02_1 bis 02_18)
- Technical and methodological skill (No. 03_1 bis 03_18)
- Interests (Nr. 1_01 bis 1_11)
- Skills from the profiling session (No. W_01 bis W_09 + three supplemental cards)
- Additional materials
- Supplements

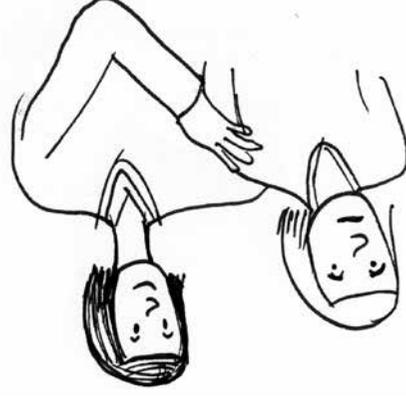


2. HOW CAN I WORK WITH THE CARDS?

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, with the illustration of the skills, the sentence in simple language and the translation. The back of the cards, with the additional explanation, 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.

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, with the illustration of the skills, the sentence in simple language and the translation. The back of the cards, with the additional explanation, 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.

I relate to others well.



No. 01_2 Sensitivity/empathy

Duyarlılık/empati

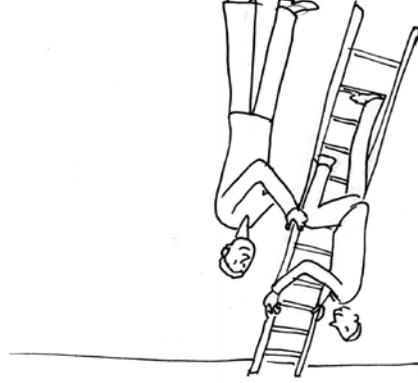
السلابة / التعاطف

Отзывчивость/способность сопереживать другим людям

Capacité de compassion/empathie

Einfühlungsvermögen

I am able to support other people. I am able to help other people and advocate for them.



No. 01_4 Helpfulness

Yardımsızeverlik

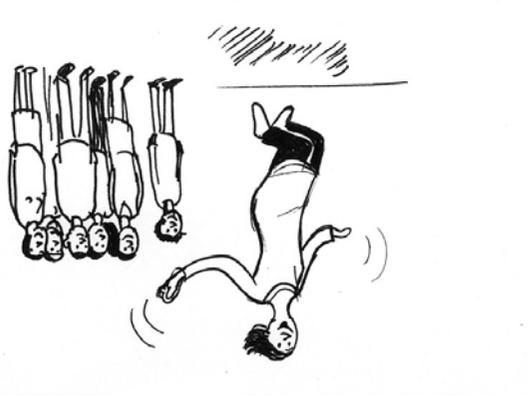
المساعدة

Готовность прийти на помощь

Envie d'aider

Hilfsbereitschaft

I am able to get others excited about something. I am able to motivate others.



No. 01_1 Motivational skills

Motivasyon becerileri

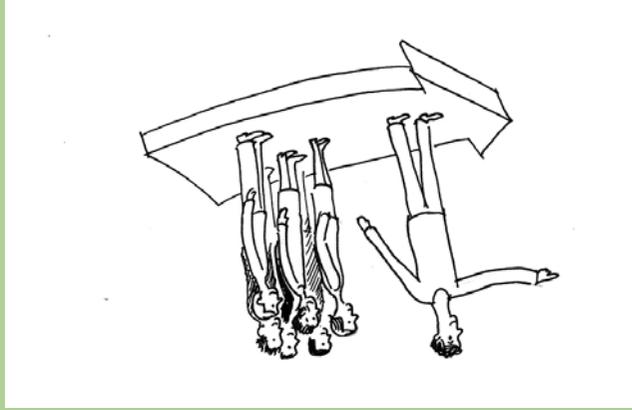
مهارات التحفيز

Поддерживающие навыки

Capacité à enthousiasmer les autres

Begeisterungsfähigkeit

I am able to lead a group of people.



No. 01_3 Leadership skills

Liderlik becerileri

مهارات القيادة

Лидерские качества

Leadership

Führungsfähigkeit

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

03_7 Organisational skills
03_12 Independent work



W_o8 ProfilPASS, P.15, Meine Eigenschaften

No. 01_4

Helpfulness



You are able to recognise other's 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 to 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.



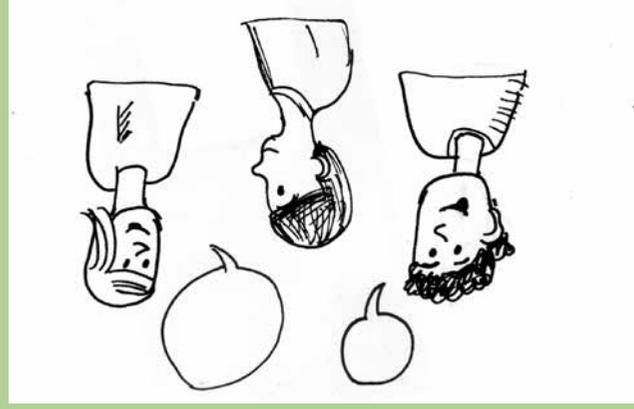
Are you able to comfort others? Provide an example! How does that make you feel? Are you able to sense how another person is feeling?



01_4 Helpfulness
03_9 Care skills



No. 01_6 Communication skills



I am good at talking to other people. I express myself well. I am able to convince people with my arguments.

Kommunikationsfähigkeit

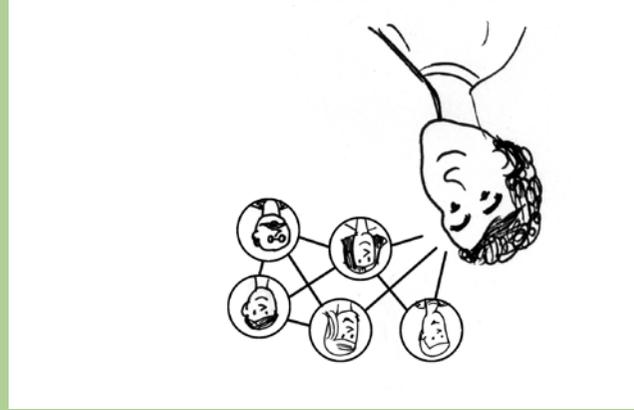
Capacité de communication

Коммуникационные навыки

مهارات التواصل

İletişim becerileri

I am good at approaching other people. I am good at initiating contact with people.



Kontaktfähigkeit

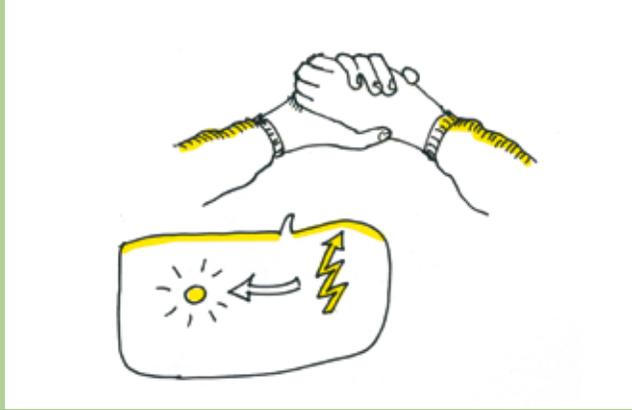
Facilité de contact, création de réseaux

Умение общаться с людьми/навыки делового общения

مهارات التعامل مع الآخرين / التواصل الشبكي

Kişiler arası/ ağ oluşturma becerileri

No. 01_7 Conflict-solving abilities



I am able to solve disputes well.

Konfliktösefähigkeit

Compétence de résolution de conflits

Способность решать конфликтные ситуации

القدرة على حل النزاعات

Anlaşmazlıkları çözüme kavailiyeti

No. 01_5 Interculturality



I work well with people from other cultures/countries.

Interculturelle Kompetenz

Interculturalité

Специалист по межкультурному взаимодействию

التخصص الثقافي

Kültürlerarasılık

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.



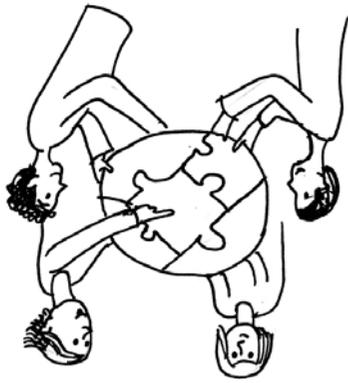
How do you feel when you talk to people you don't know? Have you ever explained something to someone else? Provide an example!



01_8 Interpersonal/networking skills
03_6 Customer orientation
03_10 Presentation/lecturing skills
03_13 Foreign language skills
03_15 Negotiation skills



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



No. 01_10 **Teamwork skills**

Takim gahismasi
berceriteri

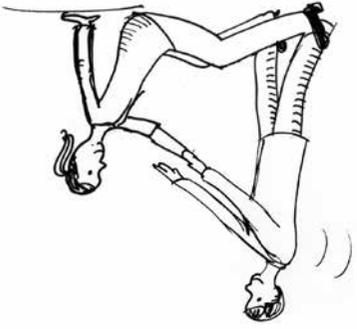
مهارات العمل الجماعي

Умение работать в
команде

Travail en équipe

Teamfähigkeit

I am good at dealing with people in need.



No. 01_9 **Social commitment**

Sosyal sorumluluk

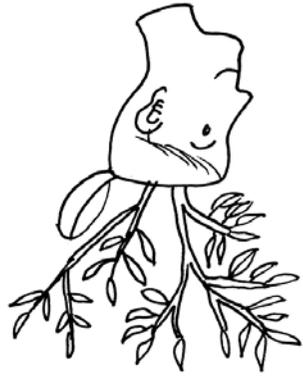
الالتزام الاجتماعي

Социальная
ответственность

Compétences sociales

Soziales Engagement

I am able to understand things quickly.



No. 02_2 **Perceptive faculties/comprehension skills**

Algı yetenekleri /
kavrama yetenekleri

الفهم

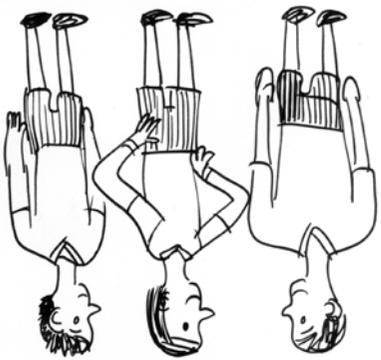
مهارات الإدراك/الفهم

Способность к вос-
приятию/навыки в
общении

Capacité de percep-
tion

Auffassungsfähigkeit/
-gabe

I am able to quickly adapt to new situations.



No. 02_1 **Adaptability**

Uyum yeteneği

التكيف

Способность быстро
приспосабливаться к
обстоятельствам

Capacité d'adaptation

Anpassungsfähigkeit

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



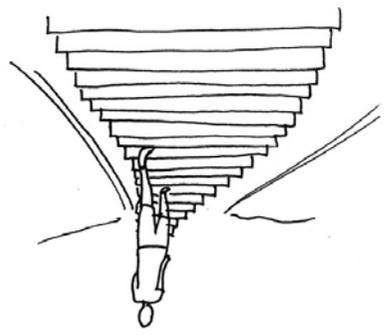
W_o8 ProfilPASS, P. 15, Meine Eigenschaften



I have many interests and am able to motivate others to participate.

Begeisterungsfähigkeit
Enthusiasm
Энтузиазм
Coşkunluk
الحماس

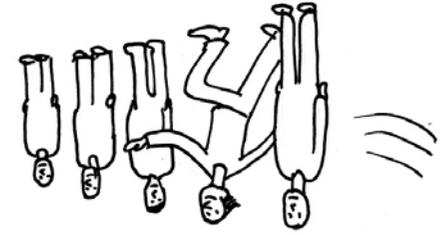
No. 02_4 Enthusiasm



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

Ausdauerfähigkeit
Endurance
Стойкость
القوة على التحمل
Dayanıklılık

No. 02_3 Endurance



I am able to work without others.

Eigeninitiative
Sens de l'initiative
Проявление инициативы
روح المبادرة
Inisiyatif gosterme

No. 02_6 Showing initiative



I am good at handling a lot of work.

Belastbarkeit
Résistance à la pression
Психологическая устойчивость
التحمل
Direng

No. 02_5 Resilience

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!



01_3 Leadership skills
02_16 Sense of responsibility
03_12 Independent work



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.



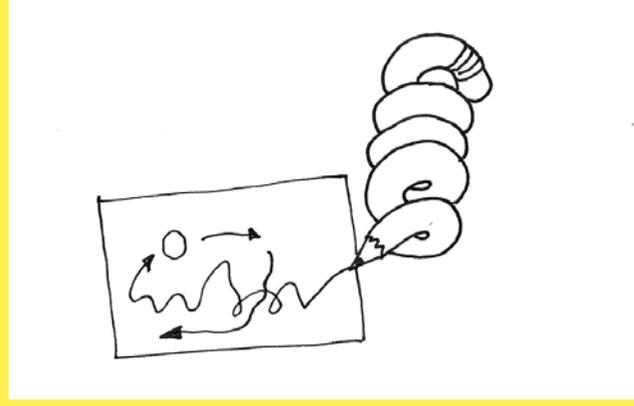
When was the last time you were convinced to participate in something?
Are you able to convince others to participate? Provide an example!
How does that make you feel?



02_13 Motivation/commitment



No. 02_8 Flexibility



I am able to handle new situations well.

Esneklik

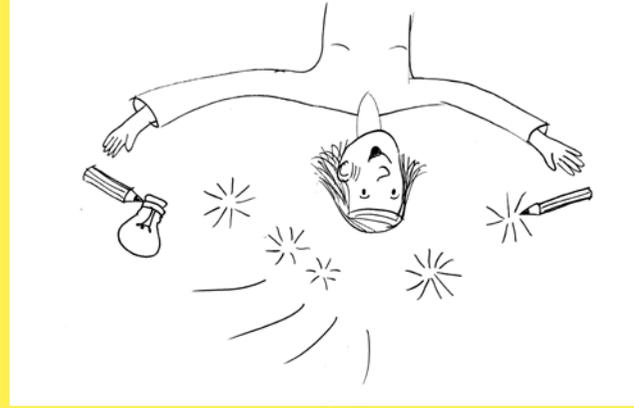
المرونة

Гибкость

Flexibilité

Flexibilität

I have a lot of good ideas.



No. 02_10 Creativity

Yaratıcılık

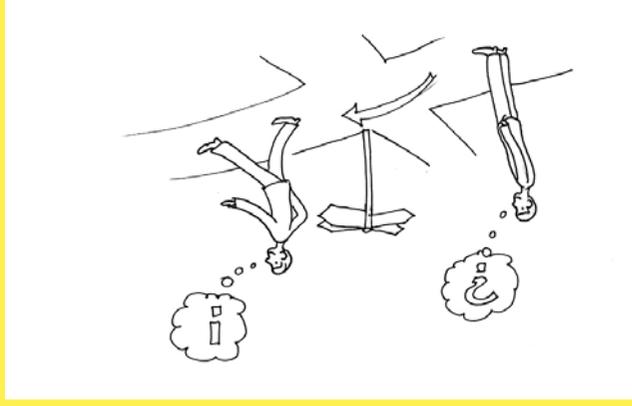
الإبداع

Kreativność

Créativité

Kreativität

No. 02_7 Decision-making abilities



I am always able to find a way.

Karar verme kabiliyeti

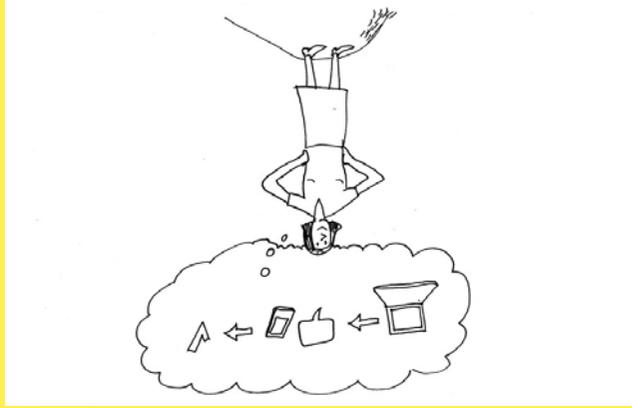
قدرة صنع القرار

Способность к принятию решения

Capacité de décision

Entscheidungsfähigkeit

I am able to take a lot of things into account when I'm working.



No. 02_9 Holistic thinking/circumspection

Bütüncül düşünme/dikkatlilik

التفكير الشمولي/الاحتراف

Холистический подход/длительность

Réflexion globale

Ganzheitliches Denken

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!



03_4 Improvisational ability I_10 Theatre
I_02 Visual Arts
I_05 Handicrafts, design
I_07 Musicality



W_06 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, P. 23-24, Ex.: 2.10 Creativity

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!



01_3 Leadership skills
02_17 Determination/result-orientation



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?



02_1 Adaptability



W-06 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, P. 42, Ex.: Innovationsperspektiven

No. 02_12 **Willingness to learn**

I am able to acquire new knowledge.



Lernbereitschaft

Envie d'apprendre

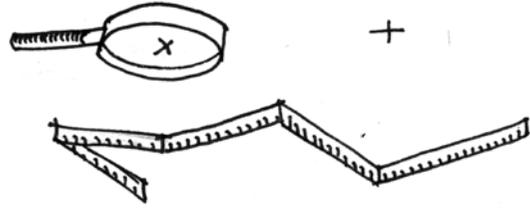
Стремление к обучению

الرجية في التعلم

Öğrenme arzusu

No. 02_14 **Diligence/precision**

I am able to work carefully and precisely.



Sorgfalt/Genauigkeit

Soin/exactitude

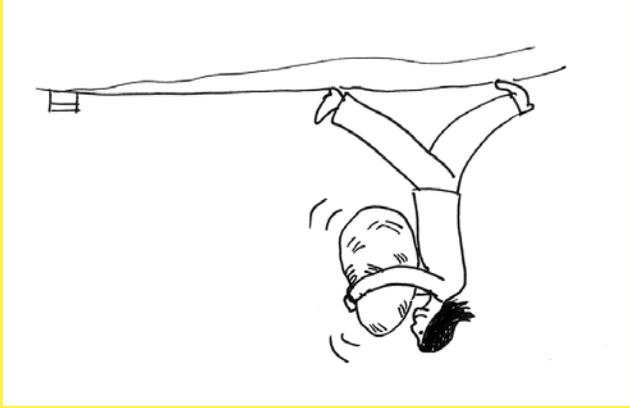
Старательность/пунктуальность

الحرص/الدقة

Dikkat ve tedbir / hassasiyet

No. 02_13 **Motivation/commitment**

I am able to work a lot.



Motivation/Leistungsbereitschaft

Motivation/envie d'obtenir des résultats

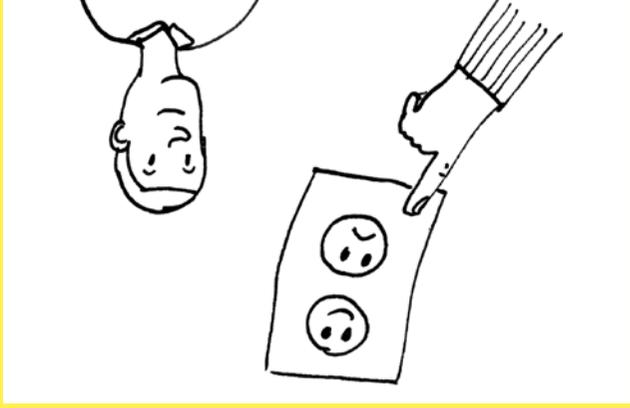
Motivация/приверженность делу

الالتزام/الجدد

Motivasyon/kararlılık

No. 02_11 **Critical abilities**

I am able to accept criticism.



Kritikfähigkeit

Sens critique

Способность принимать решения в критических ситуациях

القدرة على النقد

Sorgulama yeteneği

No. 02_13 Motivation/commitment



You have good reasons for promoting your goals.
Doing your best is fun for you.



Do you like to 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



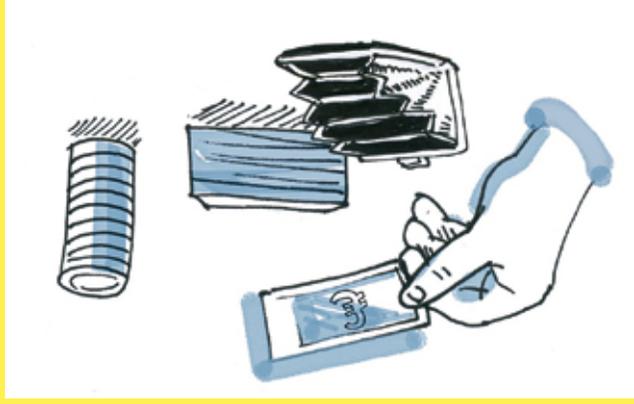
Umgang mit Geld

Rapport à l'argent

Умение обращаться с деньгами

التعامل مع المال

Para yönetimi



No. 02_15 Handling of money

I am economical. I am responsible with money.

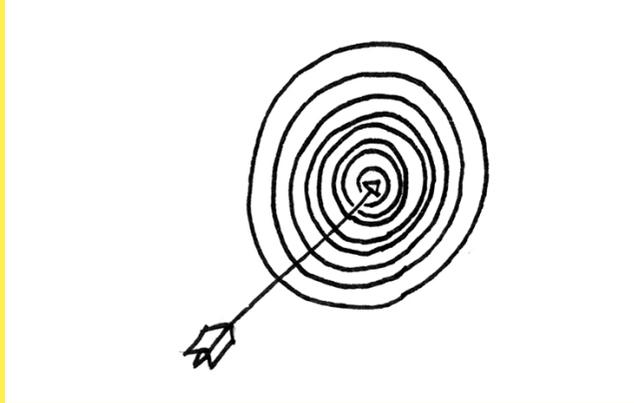
Zielstrebigkeit/
Ergebnisorientierung

Ambition / orientation
vers le résultat

Решительность/
стремление к дости-
жению наилучших
результатов

التصميم/التفكير على
النتائج

Kararlılık / sonuç
odaklılık



No. 02_17 Determination/result-orientation

I am able to achieve a goal.

Verantwortungs-
bewusstsein

Sens des
responsabilités

Чувство
ответственности

حس المسؤولية

Sorumluluk anlayışı



No. 02_16 Sense of responsibility

I am able to take care of others.

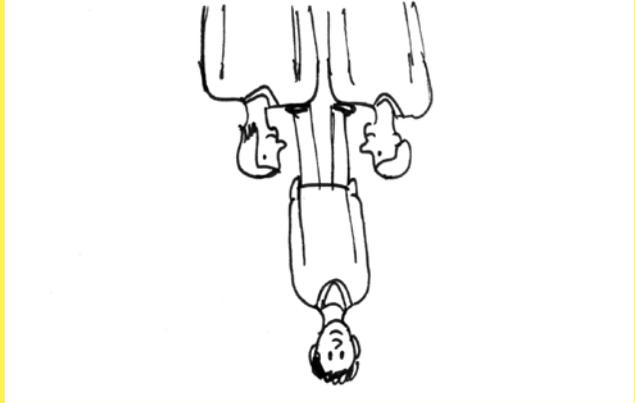
Zuverlässigkeit

Fiabilité

Надежность

الوثوقية

Güvenlilik



No. 02_18 Reliability

Others can rely on me. I keep appointments.

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



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!



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?



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

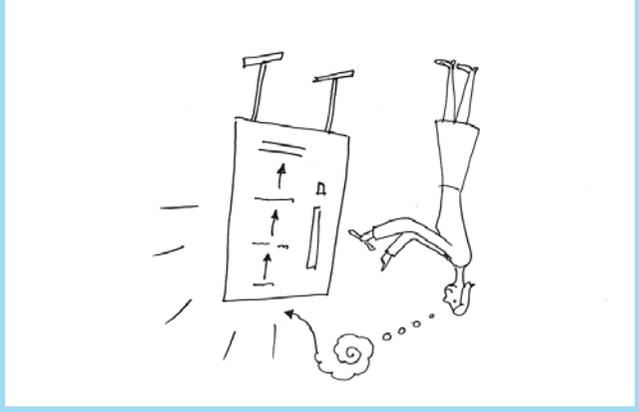


Analytical and problem-solving skills

No. 03_1

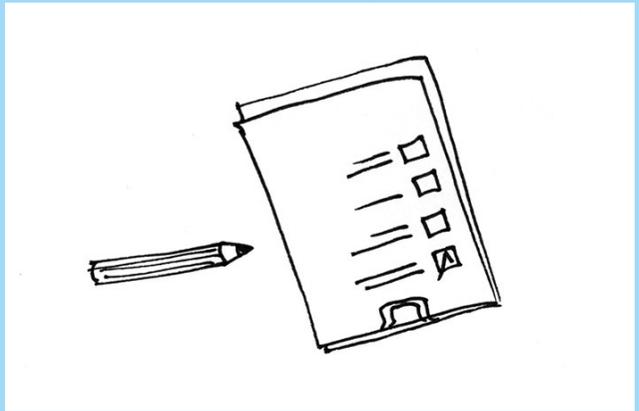
Analyse- und Problem-
lösefähigkeit
Capacité d'analyse
et de résolution de
problèmes
Аналитический склад
ума/способностъ ре-
шатъ задачи
المهارات التحليلية ومهارات
حل المشاكل
Analytik beceri ve
problem çözme
yeterli!

I am good at recognising and solving problems.



Arbeitsplanung
Planification du travail
Составление
графика работы
التخطيط للعمل
İş Planlama

I am able to organise my work well.



Work planning

No. 03_3

Improvisationsfähigkeit

Capacité
d'improvisation

Умение
импровизировать

القرفة على الارجل

Doğaçlama yeteneği

I am able to handle unfamiliar situations.



Improvise ability

No. 03_4

Arbeiten am PC

Travail sur PC

Знание ПК

العمل على جهاز الكمبيوتر

Biglisayarla gahisma

I able to work with a PC.



PC work

No. 03_02

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_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_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



W_01

Çocuk bakımmı
organize edebilme

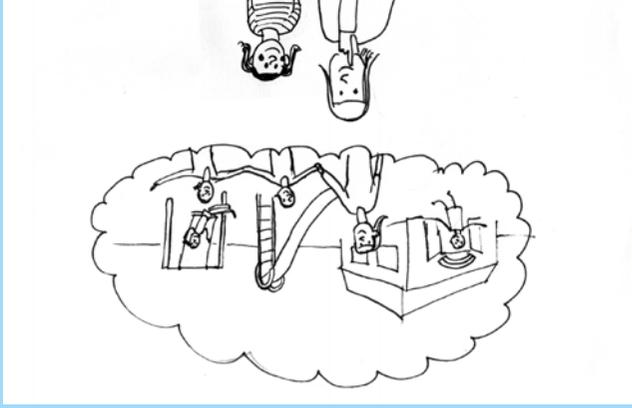
تنظيم رعاية الأطفال

Умение организо-
вывать и работать с
детьми

Organisation de l'en-
cadrement d'enfants

Kinderbetreuung
organisieren

I am able to find someone who can watch my chil-
dren.



No. 03_5 Organizing childcare

Organizasyon bece-
rileri

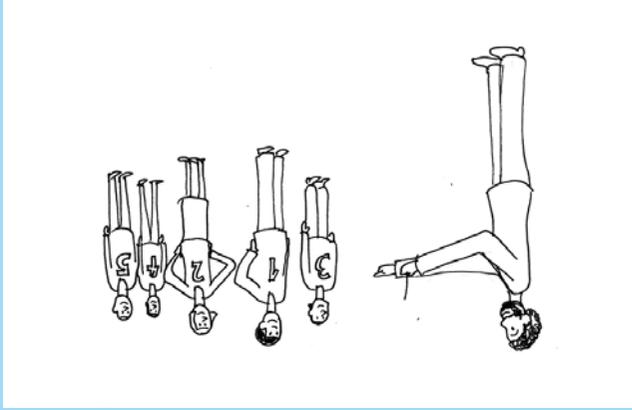
المهارات التنظيمية

Организаторские
способости

Capacité d'organisa-
tion

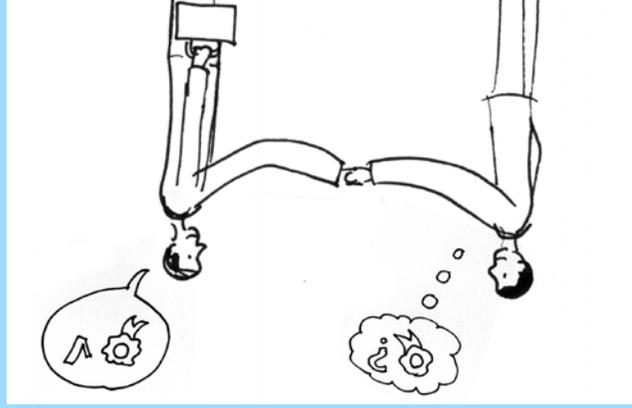
Organisationsfähigkeit

I am good at steering workflows and controlling pro-
cesses.



No. 03_7 Organisational skills

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



No. 03_6 Customer orientation

Müşteri odaklılık

توجه لخدمة العملاء

Ориентированность
на потребности кли-
ентов

Orientation vers
le client

Kundenorientierung

Pedagogjik beceriler

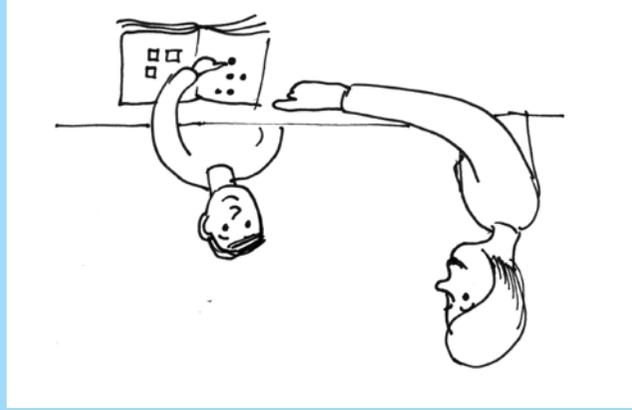
المهارات التربوية

Педагогические
навыки

Compétences
pédagogiques

Pädagogische
Kompetenz

I am able to teach children.



No. 03_8 Pedagogical skills

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_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



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.



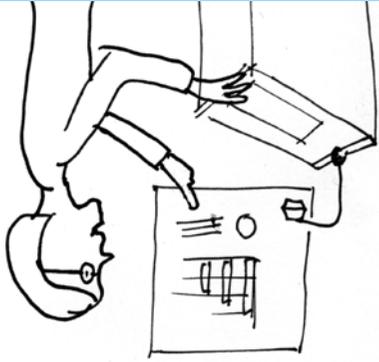
Have you ever sold something? Provide an example! How did that make you feel?



01_6 Communication skills



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



Stumm/Konu anla-
tim becerleri

المحاضرات / محاضرات
التقديم

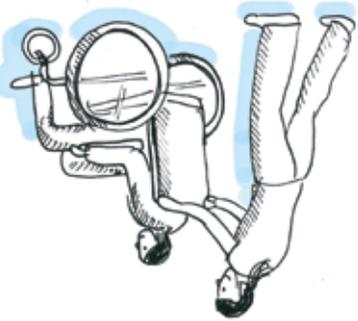
Умение подавать
материал/навыки
преподавания

*Etablissement de rap-
ports, présentations*

Referieren,
Vortragstätigkeit

No. 03_10 Presentation/lecturing skills

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



Bakım becerileri

مهارات الرعاية

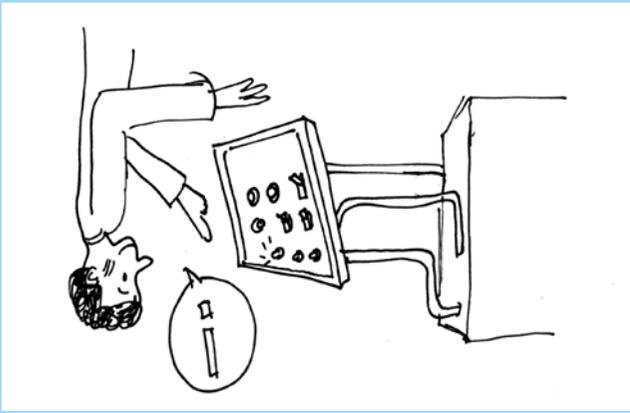
Навыки оказания
помощи

Compétences de soin

Pflegekompetenz

No. 03_9 Care skills

I am able to decide what has to be done on my own.



Bağımsız çalışma

الحل المستقل

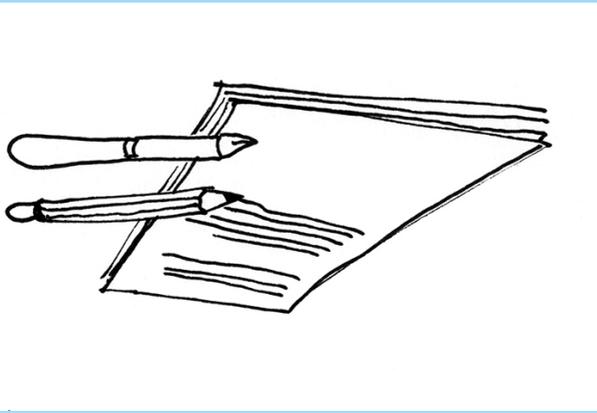
Самостоятельное
выполнение задач

*Autonomie dans le
travail*

Selbstständiges
Arbeiten

No. 03_12 Independent work

I am good at writing long texts.



Yazma becerileri

مهارات الكتابة

Общие навыки напи-
сания текста

*Compétences
rédactionnelles*

Schreibkompetenz

No. 03_11 Writing skills

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



Sprachkenntnisse
 Compétences
 linguistiques
 Знание иностранных
 языков
 مهارات اللغات الأجنبية
 Yabancı dil yetenek-
 leri

No. 03_13 Foreign language skills



Verhandlungsgeschick
 Compétences
 de négociation
 Навыки в проведе-
 нии переговоров
 مهارات التفاوض
 Muzakere yetenek-
 leri

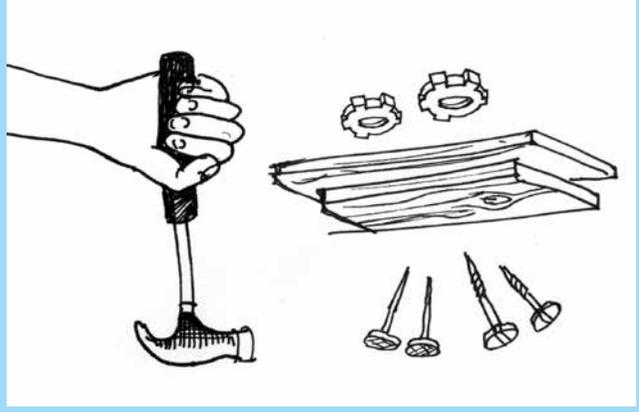
No. 03_15 Negotiation skills



I am able to assert my position in conversations, but I am also able to make compromises.

Technische und hand-
 werkliche Fertigkeiten
 Aptitudes techniques
 et manuelles
 Технические навыки
 и практический опыт
 المهارات الفنية واليدوية
 Teknik ve el beceri-
 leri

No. 03_14 Technical and manual skills



I am able to work with my hands.

Wissenschaftliches
 Arbeiten
 Travail scientifique
 Научная работа
 العمل الأكاديمي
 Akademik gahşma

No. 03_16 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?



o1_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?



o2_2 Perceptive faculties/comprehension skills
o2_12 Willingness to learn
o3_17 Knowledge management



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 ...?



o1_5 Interculturality
o1_6 Communication skills



W_o4

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?



W_o2 Materials
W_o6 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie,
P. 18-20,
Ex.: 2.2.7 Handwerkliches Arbeiten

No. 1_02
Visual Arts



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

Bildende Kunst

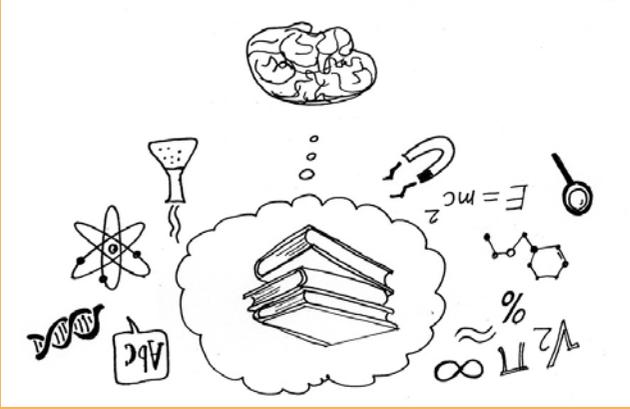
Arts visuels

Изобразительное искусство

الفنون البصرية

Görsel Sanatlar

No. 1_01
General knowledge



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

Allgemeinwissen

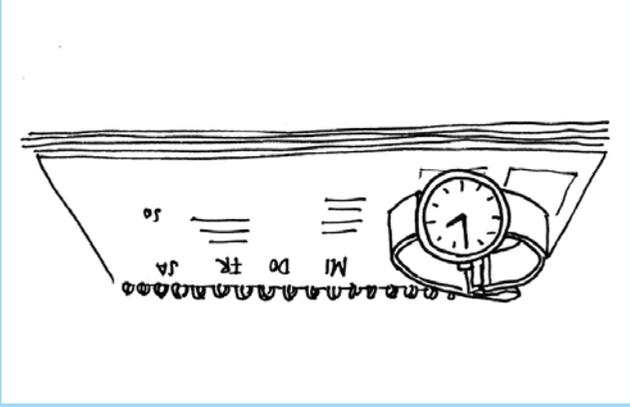
Connaissances générales

Эрудированность

العلم العامة

Genel kültür

No. 03_18
Time management



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

Zeitmanagement

Gestion du temps

Организация рабочего времени

أدارة الوقت

Zaman yönetimi

No. 03_17
Knowledge management



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

Wissensmanagement

Gestion des connaissances

Управление знаниями

أدارة المعرفة

Bilgi yönetimi

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



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.



I_7 Hobbies

02_10 Creativity



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

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



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



No. I_05

Handicrafts, design



You like to work with your hands. You like to create things yourself.



Do you like handicrafts? What kind?



I_7 Hobbies

o2_10 Creativity

o3_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

I_01, I_02, I_03, I_04, I_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?



o1_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?



o3_14 Technical and manual skills



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

I am interested in politics.
I am/was politically active.



No. 1_08 Politics

Politika

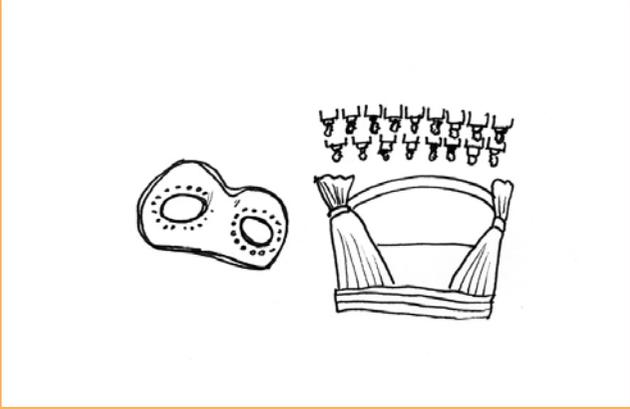
السياسة

Политические
взгляды

Politique

Politik

I am interested in theatre.



No. 1_10 Theatre

Tiyatro

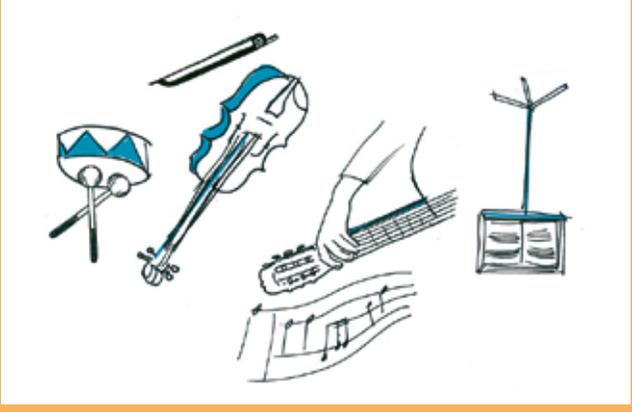
تھیٹر

Teatral

Théâtre

Theater

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



No. 1_07 Musicality

Müzikaite

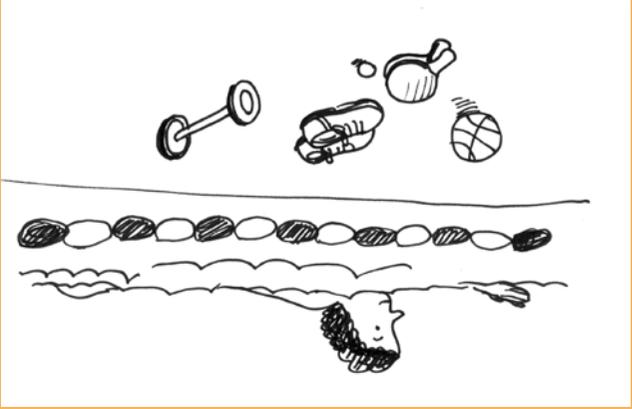
الموسيقى

Понимание музыки

Musicalité

Musikalität

I like sports.



No. 1_09 Sport

Spor

الرياضة

Активный образ
жизни

Sport

Sport

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?

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
o2_10 Creativity



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

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
o2_10 Creativity



W_03 In which of these sectors can I apply this interest?;
W_05;
W_07

No. I_o8 Politics



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



Are you interested in politics? Are you politically active?

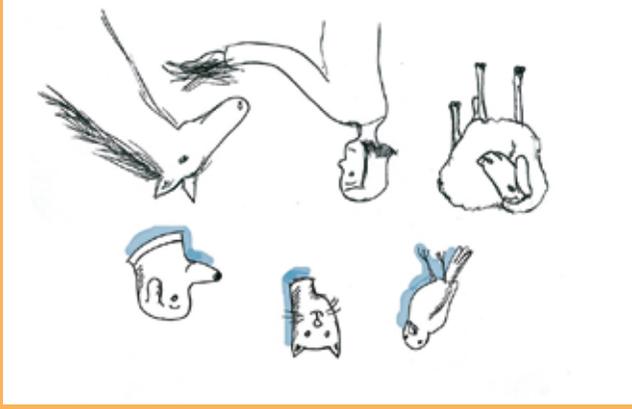


I_o1 General knowledge
o1_6 Communication skills
o1_8 Interpersonal/networking skills



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

No. 1_11
Love of animals



I am good with animals.

Hayvan sevgisi

حب الحيوانات

Любовь к животным

Amour des animaux

Tierliebe

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?



No. W_04

Info card

Language Tests:

Test of English as a Foreign Language (TOEFL)
International English Language Testing System (IELTS)
DELTA-DALF-Programm (French)
DELE (Spanish)
HSK (Chinese)
German language test for university admission (DSH)
CELPE-Bras-Sprachtest (Portuguese)

No. W_03

Info card

Classification of Economic Sectors, 2008 Edition:

(WZ 2008, Federal Statistical Office)

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 | Provision of financial and insurance services | Property and housing | Provision of freelance, scientific and technical services | Provision of other economic services | Public administration, defence; social insurance | Education and training | Health and social services | Art, entertainment and recreation | Provision of other services | Private households with domestic staff; Production of goods and provision of services by private services for internal needs without a defined focus | Extraterritorial organisations and bodies

No. W_02

Info card

Materials:

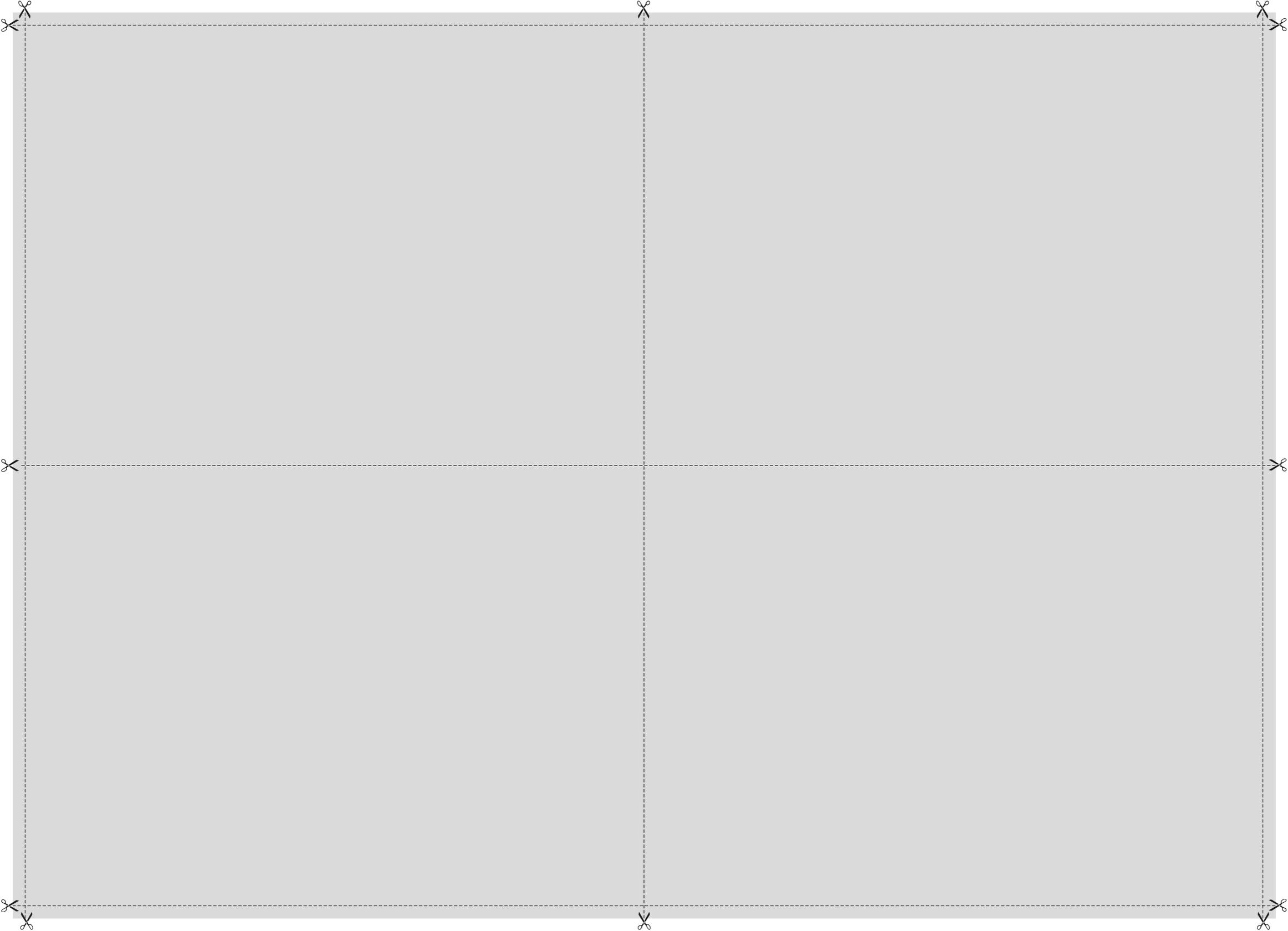
Metals (e.g. iron, steel, copper, aluminium)
Non-metals (e.g. graphite, carbon)
Organic materials (e.g. wood, plastic)
Inorganic, non-metallic materials (e.g. ceramic, glass)
Semiconductors (e.g. silicon)
Composite materials (e.g. fibre composite materials, laminated composite materials, impregnated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

No. W_01

Info card

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, PHP, JavaScript, Visual Basic
Graphics programs
Adobe Photoshop, Gimp, Adobe InDesign, QuarkXpress, Adobe Illustrator, Corel Draw



No. W_08

ProfilPASS

<http://www.profilpass.de/>

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 Erwachsenenbildung (DIE (German Institute for Adult Education)) and the Institute für Entwicklungspannung und Strukturforchung (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 counselling 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 ProfilPASS is divided into five sections (cf. nfb 2014):

Info card

No. W_06

Competence Balance Sheet Deutsches Jugendinstitut (DJI (German Youth Institute))

[URL: http://www.dji.de/fileadmin/user_upload/bibs/187/kompetenzbilanz_Haupttext.pdf](http://www.dji.de/fileadmin/user_upload/bibs/187/kompetenzbilanz_Haupttext.pdf)

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)

Musical Instruments:

No. W_05

Info card

The Kombi career counselling was developed within the Bavarian information and counselling network Migranet. It is a continuing education concept for working with migrants and is aimed at integrating them into the labour market (cf. Migranet 2014). Kombi stands for "competence and biography-oriented and intercultural" (cf. Bauer/Triebe 2011). Counselling is designed as a methodology toolbox so individual instruments can be selected as needed.

The process is, in principle, identical. There are, however, different process folders which are not suitable for all target groups and counsellors. The selected module depends on the type of counselling. It is based, for instance, on the available time or whether individual or group consultations are conducted. The following areas are, however, always included: biography, activities, skills and next steps.

Sources: Bauer, H. G./Triebe, C.: Kombi Laufbahnberatung. Kompetenzorientiert. Biografisch. Interkulturell. Ein Arbeitsbuch. Augsburg. 2011
 Migranet – regionales IQ-Netzwerk Bayern: Kombi-Laufbahnberatung, München 2014 – URL: <http://kombi-laufbahnberatung.de/> (last accessed 25/04/2016)

[URL: http://kombi-laufbahnberatung.de/](http://kombi-laufbahnberatung.de/)

Kombi Career Counselling

No. W_07

Info card

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.).

.....
Sources: Nationales Forum Beratung in Bildung, Beruf und Beschäftigung – nfb: ProfilPASS, Berlin 2014 – URL: <http://www.forum-beratung.de/wissenswertes/methoden-und-instrumente/profilpass.html> (last accessed: 07/07/2015)
ProfilPASS: Stärken kennen – Stärken nutzen – URL: http://www.profilpass.de/index.php?article_id=1 (last accessed: 7.7.2015)

Info card

No. W_09

Competence Passport for Migrants

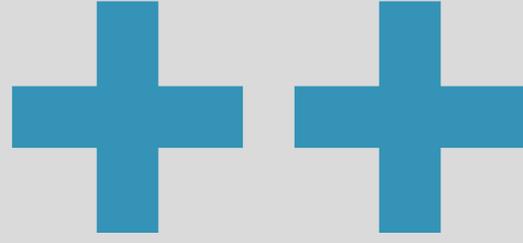
<http://www.bwu-bremen.net/Berufsvorbereitung-Kompetenzpass.html>

The competence passport for migrants is part of a project at the Bildungszentrum der Wirtschaft im Untereserbegebiet (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".

The competence passport contains a combination of subject and requirement-based instruments. With its help, clients can perform an individual position determination supported by counselling. Formally, non-formally and informally acquired skills are documented in a labour market-relevant competence passport.

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 supports the process (cf. BWU 2014). The competence passport was a sub-project of the funding program "Integration durch Qualifikation" (IQ (Integration via Qualifikation) and was conducted by the Landesnetzwerk Bremen (Bremen State Network) during the funding period from 2011 to 2014.

Source: Bildungszentrum der Wirtschaft im Untereserbegebiet e.V. (BWU): Kompetenzpass, Bremen 2014 – URL: <http://www.bwu-bremen.net/Berufsvorbereitung-Kompetenzpass.html> (last accessed: 25/04/2016)



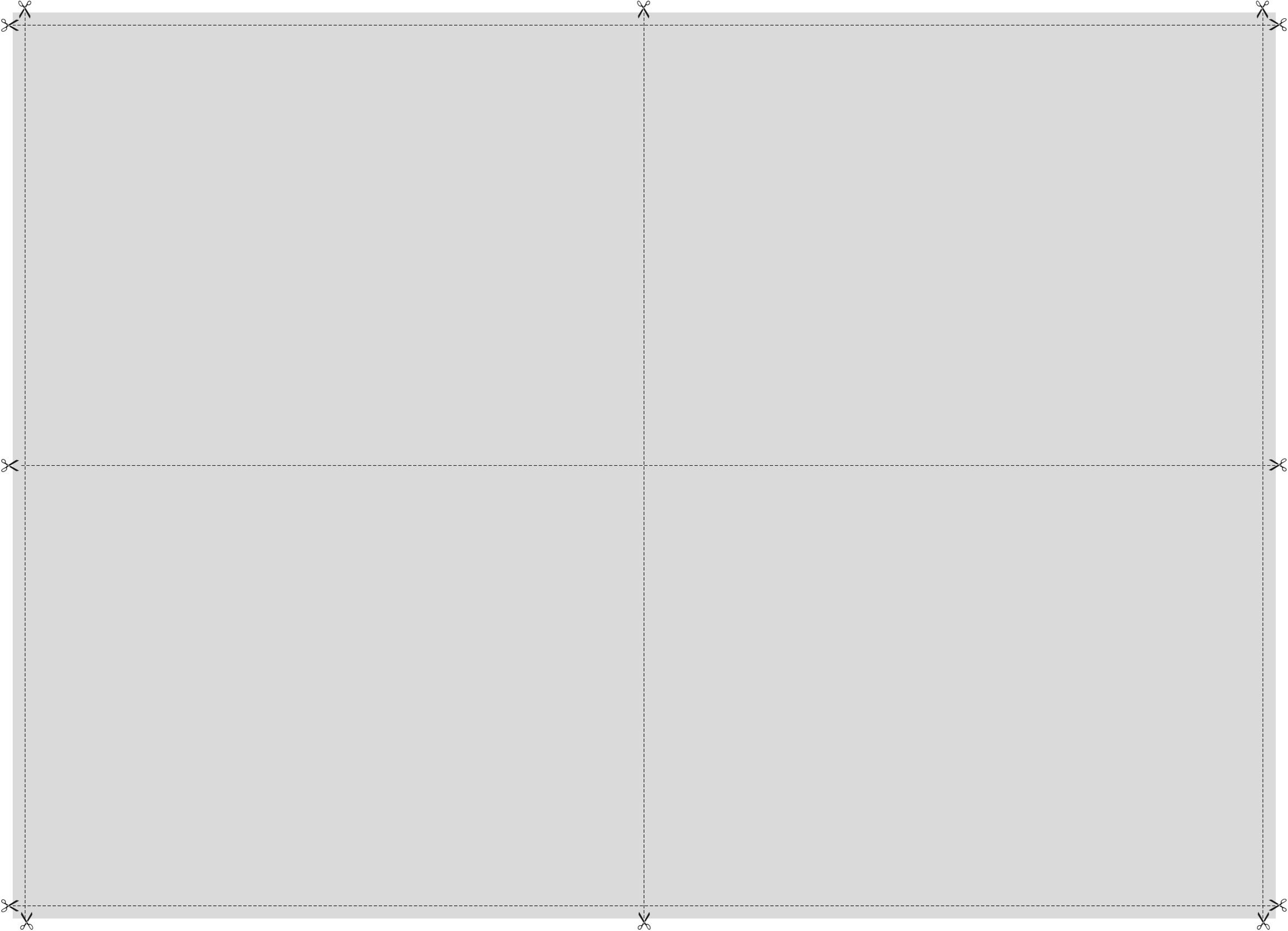
Supplemental card



Supplemental card

Supplemental card





Documentation for the client (voluntary)

Name
Address

Social skills:

Personal skills:

Technical and methodological skills:

Next steps:

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