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.

Immigration 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 Potenzialanalyse in der Bildungs- und Berufsratung 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 Stiftung.

The long-term goal of the project is to improve the labour market integration of (formally low-skilled) 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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To view the instruction video, visit: www.bertelsmann-stiftung.de/competence-cards

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Do you want to share your version of the cards with others? Send us a short report on your version of the cards and we will publish it on our blog blog.aus-und-weiterbildung.eu. Alternatively tweet a note on your cards with the hashtag #bstll.
1. LAYOUT OF THE CARDS

The card set includes the three most important competence areas and skills. Every single card has a corresponding description or definition of the skill. The card set can be used at the beginning of the counselling process as an easy way to start a conversation or as an access point for determining skills. A successful introduction can be followed by the corresponding cards or additional materials. The colour coding of the cards is directed more toward the counsellor. The cards can be used as an easy way to start a conversation or as an access point for determining skills. They can also be used to document the results of the conversation or as an access point for determining skills. A successful introduction can be followed by the corresponding cards or additional materials. The colour coding of the cards is directed more toward the counsellor. The cards can be used as an easy way to start a conversation or as an access point for determining skills. A successful introduction can be followed by the corresponding cards or additional materials.

Option 1: Easy way to start a conversation

Option 2: Complete determination of skills

Option 3: Delayed use

Option 4: Profiling cards

2. HOW CAN I WORK WITH THE CARDS?

The card set can also be used for the determination of skills. This is particularly useful for motivated clients or persons who are not certain about their abilities and skills or their strengths. These are then discussed with the counsellor and, potentially, additional materials can be added. The card set can also be used in only one option: the complete determination of skills. This results in a varied picture of the client’s abilities and skills. The corresponding cards can provide more details about the different options of determining the competence area and the skills listed there. The cards can also be used in any one of the clients’ views and choose 10-15 cards. The competence cards can be used as an easy way to start a conversation or as an access point for determining skills. The cards can be used as an easy way to start a conversation or as an access point for determining skills. A successful introduction can be followed by the corresponding cards or additional materials. The colour coding of the cards is directed more toward the counsellor. The cards can be used as an easy way to start a conversation or as an access point for determining skills. A successful introduction can be followed by the corresponding cards or additional materials.

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.

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

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Option 1: Easy way to start a conversation

Option 2: Complete determination of skills

Option 3: Delayed use

Option 4: Profiling cards
I relate to others well.

Sensitivity/empathy

Motivational Skills No. 01_1

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

Leadership skills No. 01_3

I am able to lead a group of people.

Helpfulness No. 01_4

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

Leadership

Motivational Skills

Helpfulness

Sensitivity/empathy
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 ProfiPASS, p. 15, Meine Eigenschaften

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No. 01_4 **Helpfulness**

You are able to recognise others’ 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

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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

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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.

Communication skills

I work well with people from other cultures/countries.

Interculturality

I am able to solve disputes well.

Conflict-solving abilities

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

Interpersonal/networking skills
**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_15 Negotiation skills
- 03_10 Presentation/lecturing skills
- W_06 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, p. 14, ex.: 2.2.1 Soziales Leben
I am able to work well with others and solve problems.

Teamwork Skills

No. 01-10

Social commitment

No. 01-9

I am good at dealing with people in need.

Social commitment

No. 01-9

I am able to understand things quickly.

Perceptive faculties/comprehension skills

No. 02-2

I am able to quickly adapt to new situations.

Adaptability

No. 02-1
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?

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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!

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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?

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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 a task with others? Provide an example! How did that make you feel?
Enthusiasm
I have many interests and am able to motivate others to participate.

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

Resilience
I am good at handling a lot of work.

Showing Initiative
I am able to work without others.
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?

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?

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

02_13 Motivation/commitment

Decision making abilities

I am always able to find a way.

Creativity

I have a lot of good ideas.
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 change. 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?
Critical Abilities

1. Willingness to learn
   - I am able to acquire new knowledge.

2. Critical abilities
   - I am able to accept criticism.

3. Diligence/precision
   - I am able to work carefully and precisely.

4. Motivation/commitment
   - I am able to work a lot.
<table>
<thead>
<tr>
<th>No. 02_13</th>
<th>Motivation/commitment</th>
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|           | You have good reasons for promoting your goals.  
|           | Doing your best is fun for you.                  |
|           | Do you like work? What is fun for you?           |

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<thead>
<tr>
<th>No. 02_14</th>
<th>Diligence/precision</th>
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|           | 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?                      |

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<thead>
<tr>
<th>No. 02_11</th>
<th>Critical abilities</th>
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|           | 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! |

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<tr>
<th>No. 02_12</th>
<th>Willingness to learn</th>
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<tbody>
<tr>
<td></td>
<td>You want to learn something. You like learning new things.</td>
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</table>
|           | When was the last time you had to learn something?  
|           | How did that make you feel? |

|           | 01_10 Teamwork skills |
|           | 01_17 Conflict-solving abilities |
|           | 02_2 Perceptive faculties/comprehension skills |
|           | 03_16 Academic work |
Handling of money

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<tr>
<th>No. 02-15</th>
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<tbody>
<tr>
<td>Handling of money</td>
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<tr>
<td>I am economical. I am responsible with money.</td>
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Sense of Responsibility

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<th>No. 02-16</th>
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<tr>
<td>Sense of Responsibility</td>
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<tr>
<td>I am able to take care of others.</td>
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Determination/Result-orientation

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<th>No. 02-17</th>
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<tbody>
<tr>
<td>Determination/Result-orientation</td>
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<tr>
<td>I am able to achieve a goal.</td>
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Reliability

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<th>No. 02-18</th>
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<tbody>
<tr>
<td>Reliability</td>
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<tr>
<td>Others can rely on me. I keep appointments.</td>
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</table>
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
I am good at recognising and solving problems.

I am able to work with a PC.

I am able to handle unfamiliar situations.

I am able to organise my work well.

Analytical and problem-solving skills

Analyse- und Problem-lösefähigkeit

Capacité d'analyse et de résolution de problèmes

Аналитический склад ума/способность решать задачи

Work planning

Arbeitsplanung

Planification du travail

Составление графика работы

Improvisational ability

Improvisationsfähigkeit

Capacité d'improvisation

Умение импровизировать

Doğaçlama yeteneği

-turned into

PC WORK

No. 03-1

No. 03-2

No. 03-3

No. 03-4
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_3  Work planning

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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 PowerPoint presentation / create or use a database? Do you have SAP skills?

03_17 Knowledge management

W_01 Working with a PC
Organising childcare

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

Pedagogical skills

I am able to teach children.

Organisational skills

I am good at steering workflows and controlling processes.

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_5  Organising 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
**Care Skills**

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

**Writing Skills**

I am good at writing long texts.

**Presentation/Lecturing Skills**

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

**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

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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

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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

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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. 03-14: Technical and manual skills

- I am able to work with my hands.
- I am able to work with my hands.
- I am able to work with my hands.
- I am able to work with my hands.

No. 03-14: Technical and manual skills

- I am able to work with my hands.
- I am able to work with my hands.
- I am able to work with my hands.
- I am able to work with my hands.

No. 03-13: Foreign language skills

- I speak several languages.
- I speak several languages.
- I speak several languages.
- I speak several languages.

No. 03-13: Foreign language skills

- I speak several languages.
- I speak several languages.
- I speak several languages.
- I speak several languages.

No. 03-16: Academic work

- I am good at research and am able to recognise connections.
- I am good at research and am able to recognise connections.
- I am good at research and am able to recognise connections.
- I am good at research and am able to recognise connections.

No. 03-16: Academic work

- I am good at research and am able to recognise connections.
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- I am good at research and am able to recognise connections.

No. 03-15: Negotiation skills

- I am able to assert my position in conversations, but I am also able to make compromises.
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No. 03-15: Negotiation skills

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

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**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**

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**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_04 Language Tests**

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**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_02 Materials**

**W_06 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, pp. 18-20, ex.: 2.2.7 Handwerkliches Arbeiten**
Knowledge management

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

Time management

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

General knowledge

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

Visual arts

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

02_12 Willingness to learn

No. I_02 Visual arts

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

Do you like to draw and paint? What do you paint? Do you like to be creative with other materials?

02_10 Creativity

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_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
I can support my family.

I like to work in the garden or in the field.

In my free time, I am interested in handcrafts.

I like to work in the garden or in the field.

I can support my family.

I like to work in the garden or in the field.

I can support my family.

I like to work in the garden or in the field.

I can support my family.

I like to work in the garden or in the field.

I can support my family.

I like to work in the garden or in the field.

I can support my family.
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
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 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?

01_2 Sensitivity/empathy

03_14 Technical and manual skills

W_06 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, pp. 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 interested in politics.
- I am/was politically active.

Musicality

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

Sport

- I like sports.
No. I_09 **Sport**
You are 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_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_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_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 pets? Have you ever had pets?

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

**Composite materials** (e.g. fibre composite materials, laminated composite materials)

**Semiconductors** (e.g. silicon)

**Inorganic, non-metallic materials** (e.g. ceramic, glass)

**Organic materials** (e.g. wood, plastic)

**Non-metals** (e.g. graphite, carbon)

**Metals** (e.g. iron, steel, copper, aluminium)

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**Working with a PC**

- The most common computer programs:
  - MS Word, MS Excel, MS PowerPoint, MS Access, MS Project, MS Outlook, Browser, Windows

- Programming languages:
  - Basic, C, C++, Java, Pascal, Python, Visual Basic, SQL

- Graphics programs:
  - Adobe Photoshop, Gimp, Adobe InDesign, QuarkXpress, Adobe Illustrator, Corel Draw

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**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
- Provision of household services
- Financial and insurance services
- Real estate and other property services
- Public administration, defence; social insurance
- Education and training
- Health and social services
- Culture
- Art, entertainment and recreation
- Public administration, defence; social insurance
- Provision of other services
- Extra-territorial organisations and bodies
- Private households with domestic staff; Production of goods and provision of services by private services for internal needs without a defined focus

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**Language Tests**

- Test of English as a Foreign Language (TOEFL)
- International English Language Testing System (IELTS)
- DELF-DALF-Programm (French)
- DELE (Spanish)
- HSK (Chinese)
- CELPE-Bras-Sprachtest (Portuguese)
- Test of English for Foreign University Admission (TOEFL)
- Test of English for Foreign Language Testing System (IELTS)
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)

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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 Institut 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 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):

1. Biography
2. Activities
3. Skills
4. Next Steps
5. Needs

The process is, in principle, identical. However, different process folders 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, however, 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. With its help, clients can perform an individual position determination supported by means of individual and group counseling. Informally, non-formally and formally acquired skills are documented in a labour market-relevant competence passport.

The competence passport contains a combination of subject and qualification-based instruments. The project, which is funded by the Federal Ministry of Education and Research (BMBF), is part of the “Integration durch Qualifikation” IQ (Integration via Qualification) program. The project was conducted by the Bildungszentrum der Wirtschaft im Unterwesergebiet BWU 2014 (Economic Education Centre in the Lower Weser Region) during the funding period from 2011 to 2014.

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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<tr>
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<td>What exactly can the client do?</td>
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<td>e.g. How can he/she utilise this skill?</td>
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<td>What does he/she particularly like to do?</td>
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</tbody>
</table>


Social skills:

Name
Address

Technical and methodological skills:

Next steps:

Employer application
Validation counselling
Labour agency/job centre

Personal skills:

Social skills:

Documentation for the client (voluntary)