



To view the instruction video, visit:
www.bertelsmann-stiftung.de/competence-cards

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 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 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.

Contacts

Bertelsmann Stiftung

Dr. Martin Noack
 Telephone: +49 (5241) 81 81 476
 E-Mail: martin.noack@bertelsmann-stiftung.de

Forschungsinstitut Betriebliche Bildung (f-bb) gGmbH

Florian Neumann
 Telephone: +49 (911) 27779-27
 E-Mail: neumann.florian@f-bb.de

Layout:

hgs5 gmbh
 Schwabacherstraße 117
 90763 Fürth

Illustrations:

Anne Lehmann
 Illustration und Graphic Recording
 Winsstraße 5
 10405 Berlin

Handout

COMPETENCE CARDS

for Immigration Counselling



This work is licensed under a Creative Commons Attribution-ShareAlike 4.0 International license (CC BY-SA 4.0).

To view a copy of this licence, visit <http://creativecommons.org/licenses/by-sa/4.0/>

To view the full legal code of this license, visit <http://creativecommons.org/licenses/by-sa/4.0/legalcode>

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.

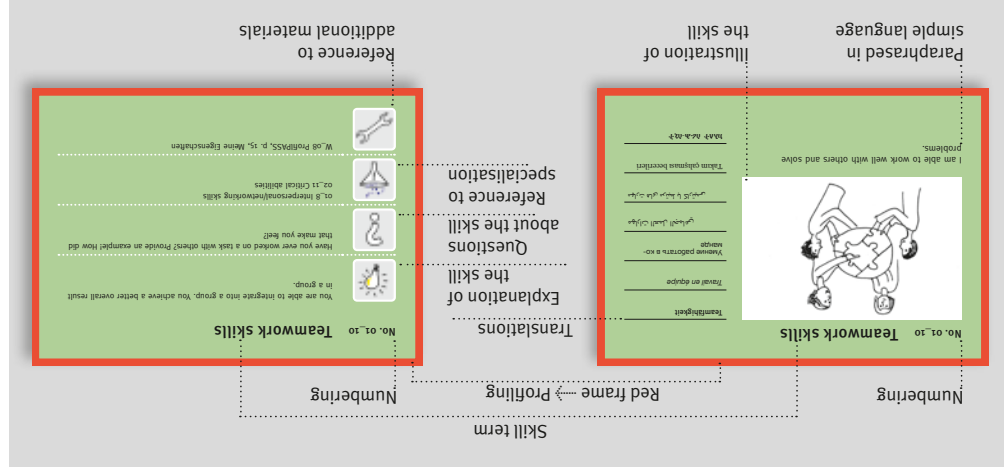
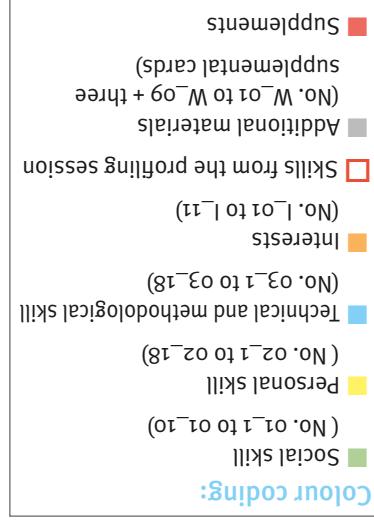
These cards were developed by the Bertelsmann Stiftung in cooperation with the Forschungsinstitut Betriebliche Bildung gGmbH (Research Institute for Vocational Training), the Bundesarbeitsgemeinschaft der Freien Wohlfahrtspflege (non-state welfare bodies) and the Bund der Vertriebenen (Federation of Expellees).

1. LAYOUT OF THE CARDS

There are 46 competence cards in the three areas of social, personal and technical and methodological skills, 11 interpersonal 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 seven languages: German, French, Russian, Arabic, Farsi, Turkish and Tigrinya.

Further explanations and questions about the competence term, instructions for the specialisation cards and additional materials can be found on the back. In order to ensure connectivity for the labour agencies and job centres, the 20 strengths from the (German) profiling sessions were included in the card set. They are marked with a red frame.



2. HOW CAN I WORK WITH THE CARDS?

Using the cards is an interactive process during which the clients and counsellors work closely together. The **front** of the cards is primarily aimed at the client, 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.

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.

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 of time and the determination of skills can be resumed. In this case, the documentation template is useful to document the results of the already started potential analysis.

Option 2: Complete determination of skills

The card set includes the three most important competence areas for determining informally 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 additional specialisation cards are referenced. At the end of the process, primary skills can be determined. 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.

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.

3. RECOMMENDATIONS FOR USING THE COMPETENCE CARDS AS PART

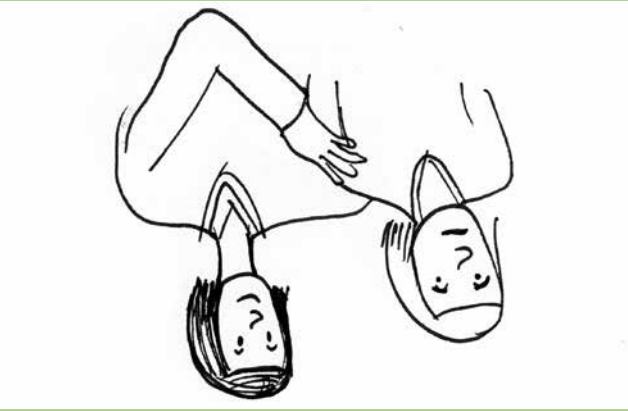
determined, based on which an initial assessment of the vocational field can be made.

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.

Can immigration counsellors also use the cards for other purposes?

Of course! The cards are a tool. How they are used is up to the counsellors.

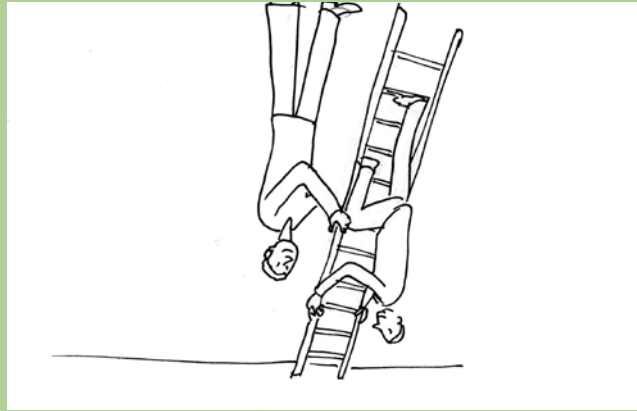


No. 01_2 Sensitivity/empathy

I relate to others well.

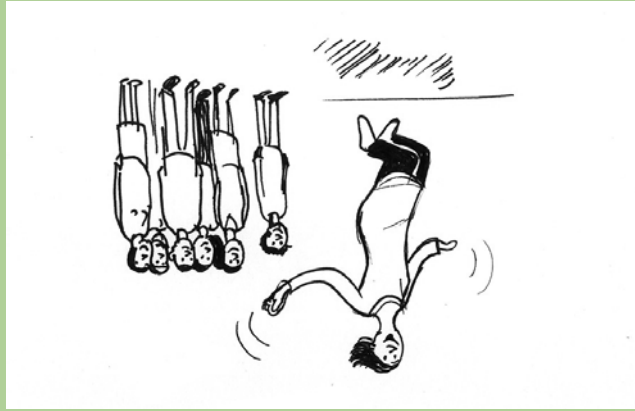
Empfindungsvermögen
Capacité de compassion/ empathie
Отзывчивость/способ- ность сопереживать другим людям
الحساسية / التعاطف
حساسیت/همدلی
Duyarlılık/empati
CUZ-U/0-7q9F

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

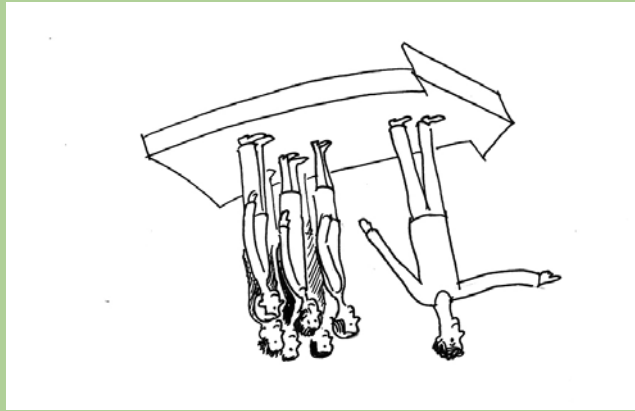


No. 01_4 Helpfulness

Hilfsbereitschaft
Envie d'aider
Готовность прийти на помощь
الساعدة
سوداکی
Yardımcıseverlik
ت-4,7,777-7



No. 01_1 Motivational skills



No. 01_3 Leadership skills

I am able to lead a group of people.

Begeisterungsfähigkeit
Capacité à enthousiasmer les autres
Подбуждающие навыки
مهارات التحفيز
مهارات های انگیزشی
Motivasyon becerileri
עצמיות, הנהגה

Führungsfähigkeit
Leadership
Лидерские качества
مهارات القيادة
مهارات های رهبری
Liderlik becerileri
הנהגה, מנהיגות

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 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



No. 01_1

Motivational skills



You are able demonstrate your interests with enthusiasm. Other people like to work with you.



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



01_3 Leadership skills



No. 01_2

Sensitivity/empathy



You are able to understand others' feelings.



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

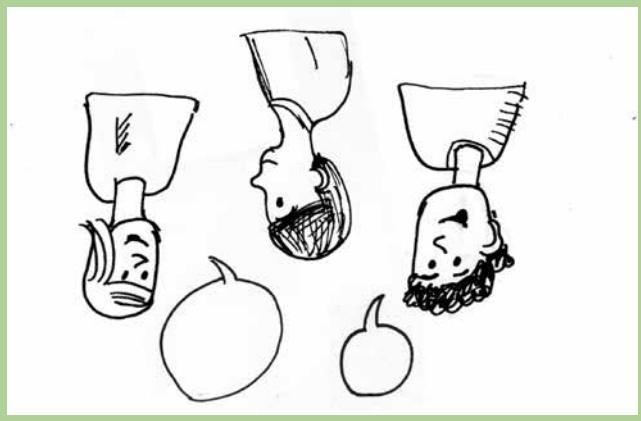


01_4 Helpfulness

03_9 Care skills



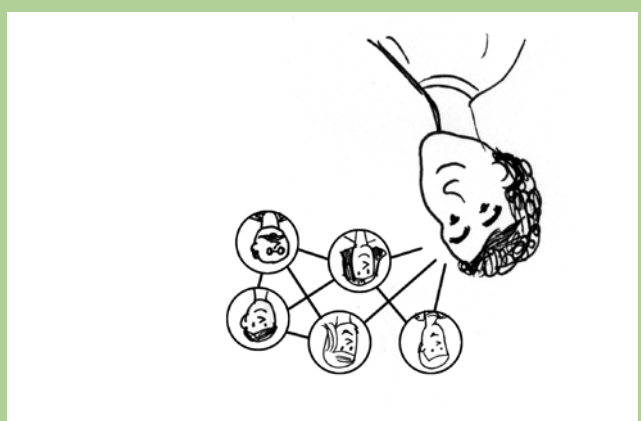
I am good at talking to other people. I express myself well. I am able to convince people with my arguments.



No. 01_6 Communication skills

- Kommunikationsfähigkeit
- Capacité de communication
- Kommunikationssfähigkeiten
- навыки коммуникационные
- مهارات التواصل
- مهارات عامّة
- Иттиғим бекерлери
- היכולת הקומוניקטיבית

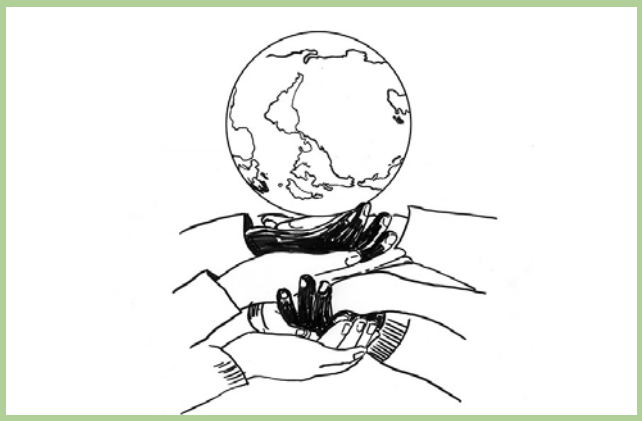
I am good at approaching other people. I am good at initiating contact with people.



No. 01_8 Interpersonal/networking skills

- Kontaktfähigkeit
- Facilité de contact, création de réseaux
- Умение общаться с людьми/навыки делового общения
- مهارات التعامل مع الآخرين / التواصل الشخصي
- مهارات عامّة / شيطه ای
- Kişiler arası/ağ oluşturma becerileri
- היכולת הקומוניקטיבית

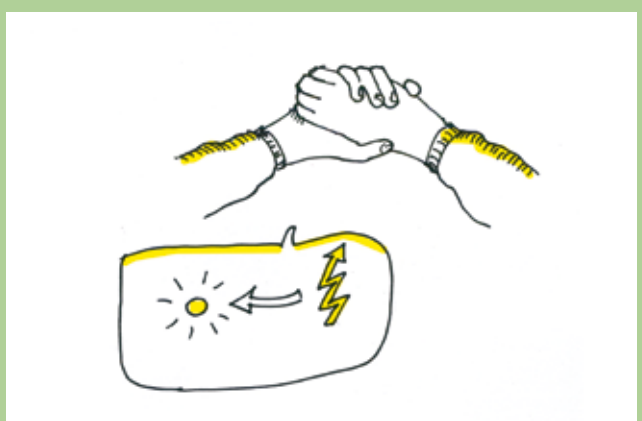
I work well with people from other cultures/countries.



No. 01_5 Interculturality

- Interkulturelle Kompetenz
- Interculturalité
- Степаніст по межкультурному взаімодействию
- التعدّد الثقافي
- مهارات فرهنگی
- Kültürlerarasılık
- היכולת הקומוניקטיבית

No. 01_7 Conflict-solving abilities



- Konfliktlösefähigkeit
- Compétence de résolution de conflits
- Способность решать конфликты
- القراءة على حل النزاعات
- مهارات حلّ النزاعات
- Arlaşmazlıklar gözme kabiliyeti
- היכולת הקומוניקטיבית

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_o6 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



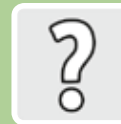
W_o6 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, p. 28-30, ex.: 2.3.2 Interkulturelle Kompetenz

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



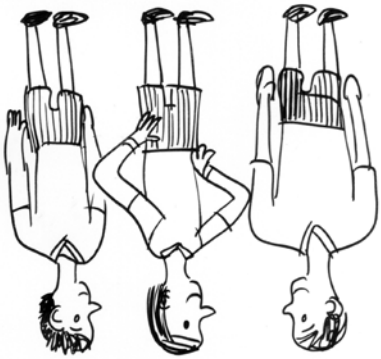
No. 02_2 Perceptive faculties/comprehension skills



I am able to understand things quickly.

Auffassungsfähigkeit/ -gabe	Capacité de perception	Способность к восприя- тию/навыки в общении	ملكات الإدراك/مهارات التفهم	قوة تجسسي / مهارت های ادراکی	Algı yetenekleri/kavrama yetenekleri	היכולת להבין מהר
--------------------------------	------------------------	--	-----------------------------	------------------------------	---	------------------

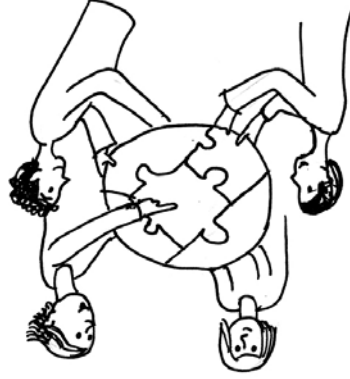
No. 02_1 Adaptability



I am able to quickly adapt to new situations.

Anpassungsfähigkeit	Capacité d'adaptation	Способность быстро приспосабливаться к обстоятельствам	التكيف	سلاש پذیری	Uyum yeteneği	אסתגות: 299977
---------------------	-----------------------	--	--------	------------	---------------	----------------

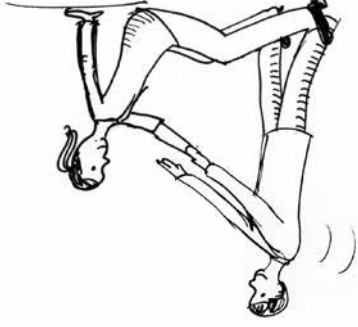
No. 01_10 Teamwork skills



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

Teamfähigkeit	Travail en équipe	Умение работать в ко- манде	مهارات العمل الجماعي	مهارت های مرتبط با کار تیمی	Takım galısması becerileri	היכולת לעבוד אחרים ולפתור בעיות
---------------	-------------------	--------------------------------	----------------------	-----------------------------	----------------------------	------------------------------------

No. 01_9 Social commitment



I am good at dealing with people in need.

Soziales Engagement	Compétences sociales	Социальная ответственность	الالتزام الاجتماعي	تعهد اجتماعی	Sosyal sorumluluk	היכולת להתמודד עם אנשים בהاجة
---------------------	----------------------	-------------------------------	--------------------	--------------	-------------------	----------------------------------

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

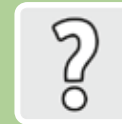


No. 01_10

Teamwork skills



You are able to integrate into a group. You achieve a better overall result in a group.



Have you ever worked on a 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

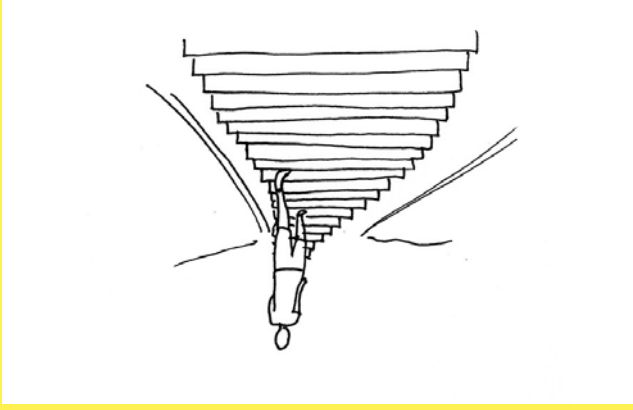
No. 02_4 Enthusiasm



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

Begeisterungsfähigkeit
Enthusiasme
Энтузиазм
الحماس
اشواق
Coşkunluk
Հոգ: արթը

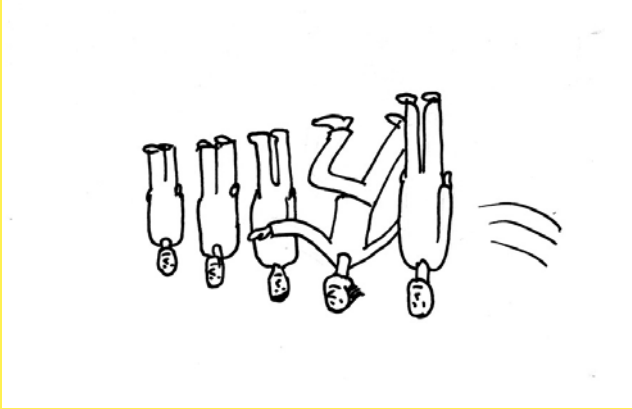
No. 02_3 Endurance



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

Ausdauerfähigkeit
Endurance
Стойкость
القدرة على التحمل
استقامت
Dayamlınlık
Հարգի

No. 02_6 Showing initiative



I am able to work without others.

Eigeninitiative
Sens de l'initiative
Проявление инициативы
روح المبادرة
ایران فوق
İnisiyatif gösterme
Հոգա ցուց

No. 02_5 Resilience



I am good at handling a lot of work.

Belastbarkeit
Résistance à la pression
Психологическая устой-чивость
التحمل
جهدي
Direng
Հիշի

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.



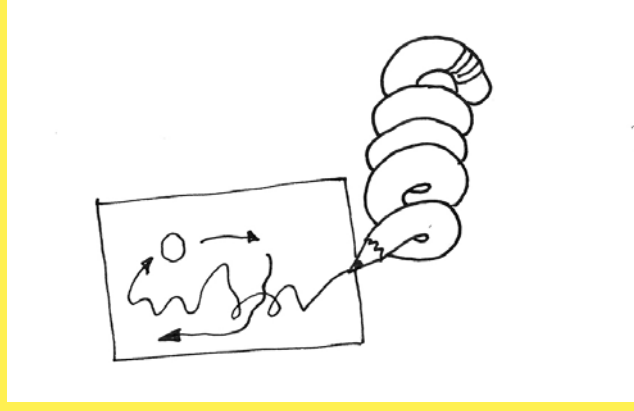
When was the last time you were convinced to participate in something?
Are you able to convince others to participate? Provide an example!
How does that make you feel?



02_13 Motivation/commitment



No. 02_8 Flexibility



I am able to handle new situations well.

Flexibilität

Flexibilité

Гибкость

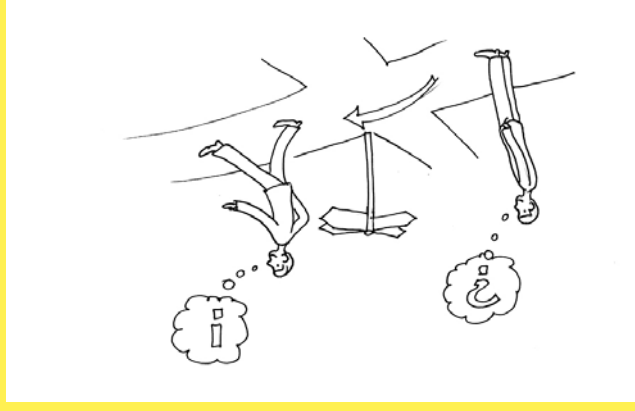
الرونة

انعطاف پذیری

Esneklik

ተጻፍፍነት

No. 02_7 Decision-making abilities



I am always able to find a way.

Entscheidungsfähigkeit

Capacité de décision

Способность к
принятию решения

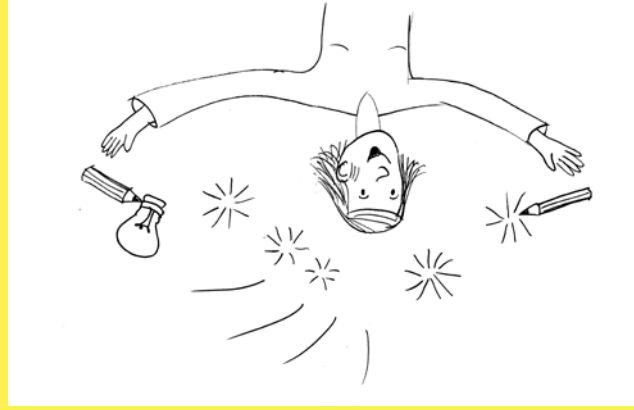
قدرات صنع القرار

مهارت های تصمیم گیری

Karar verme kabiliyeti

ክልልተ ምውሳኔ

No. 02_10 Creativity



I have a lot of good ideas.

Kreativität

Créativité

Креативность

الإبداع

خلاقیت

Yaratıcılık

መፃኅኒት

No. 02_9 Holistic thinking/circumspection



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

Ganzheitliches Denken

Réflexion globale

Холистический подход/
большая видимость

التفكير الشمولي/الجزر

تفكر كلي / احتياط

Bütüncül düşünme/dikkat-
lilik

ከፊት-ከፊት ስራ/የሁሉንም

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_o6 Competence Balance Sheet DJI: Wer bin ich? Herkunft und Familie, pp. 23-24, ex.: 2.10 Kreativität

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 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?



02_1 Adaptability



W_o6 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

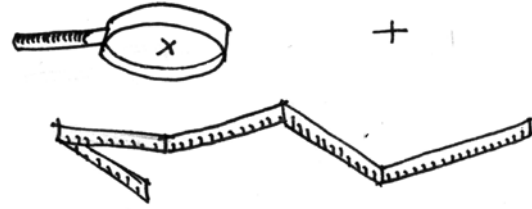
الرغبة في التعلم

جوانست يادختري

Öğrenme arzusu

Φαγητ- γνυς

No. 02_14 Diligence/precision



I am able to work carefully and precisely.

Sorgfalt/Genauigkeit

Soin/exactitude

Старательность/пункту-
альность

الحرص/الدقة

پشت کار/دقت

Diklat ve tedbir/hassasiyet

ትሰሃት/ልክነት

No. 02_13 Motivation/commitment



I am able to work a lot.

Motivation/
Leistungsbereitschaft

Motivation/envie
d'obtenir des résultats

Мотивация/привержен-
ность deny

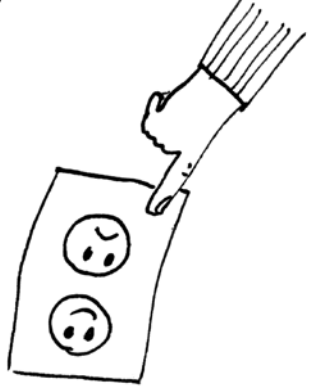
الحافز/الالتزام

انكيزه/تعهد

Motivasyon/kararlılık

ዕላማ/ተወፋይነት

No. 02_11 Critical abilities



I am able to accept criticism.

Kritikfähigkeit

Sens critique

Способность принятия
решений в критических
ситуациях

القدرة على النقد

توانایی نقادی

Sorgulama yeteneği

አገልግ. ክልት

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



No. 02_16 Sense of responsibility

I am able to take care of others.



Verantwortungs-
bewusstsein

Sens des
responsabilités

Чувство
ответственности

حس المسؤولية

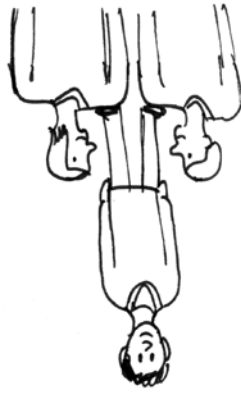
حس مسئوليت پذيرى

Sorumluluk anlayış

ሐሳብ፡፡

No. 02_18 Reliability

Others can rely on me. I keep appointments.



Zuverlässigkeit

Fiabilité

Надежность

الموثوقية

قابلية اطمینان

Güvenirlilik

ተአማኝነት

No. 02_17 Determination/result-orientation

I am able to achieve a goal.



Zielstrebigkeit/
Ergebnisorientierung

Ambition/orientation vers le
résultat

Решительность/стремле-
ние к достижению напильч-
ших результатов

الانتمى/التركيز على النتائج

ارادة/ نتیجه گرایی

Kararlılık/sonuç odaklılık

ወላግነት/ምክርባዊ ውጤት

No. 02_15 Handling of money

I am economical. I am responsible with money.



Umgang mit Geld

Rapport à l'argent

Умение обращаться с
деньгами

التعامل مع المال

مدیریت پولی

Para yönetimi

ኢተሐሕዝ ግንዛብ

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



No. 03_02 PC work



I am able to work with a PC.

qllhgrt-t-c gwlh-h

Bilgisayarla çalışma

کار با کامپیوتر شخصی

العمل على جهاز الكمبيوتر

Знание ПК

Travail sur PC

Arbeiten am PC

No. 03_4 Improvisational ability



I am able to handle unfamiliar situations.

hkh-t- gwlh-h

Doğaçlama yeteneği

توانایی بهتیه سازی

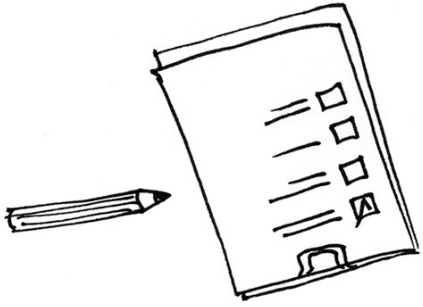
القدرة على الارتجال

Умение импровизировать

Capacité d'improvisation

Improvisationsfähigkeit

No. 03_3 Work planning



I am able to organise my work well.

hkh-t- gwlh-h

İş planlama

برنامه ریزی کاری

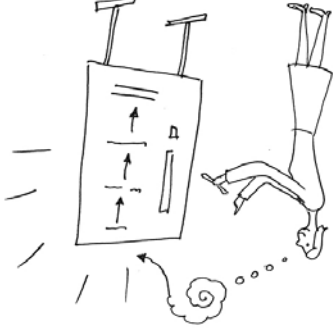
التخطيط للعمل

Составление графика работы

Planification du travail

Arbeitsplanung

No. 03_1 Analytical and problem-solving skills



I am good at recognising and solving problems.

hkh-t- gwlh-h

Analytisch bccert ve problem
gözme yetileri

مهارت های آنالیزی و حل مشکل

الشماس

المهارات التحليلية ومهارات حل

Аналитический склад ума/способность решать задачи

Capacité d'analyse et de résolution de problèmes

Analyse- und Problem-
lösefähigkeit

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

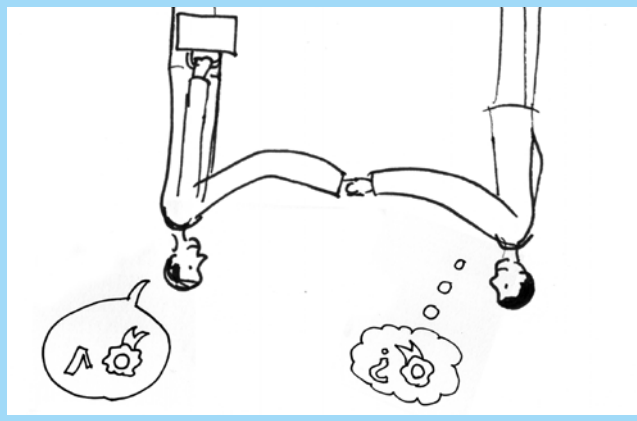


03_17 Knowledge management



W_01 Working with a PC

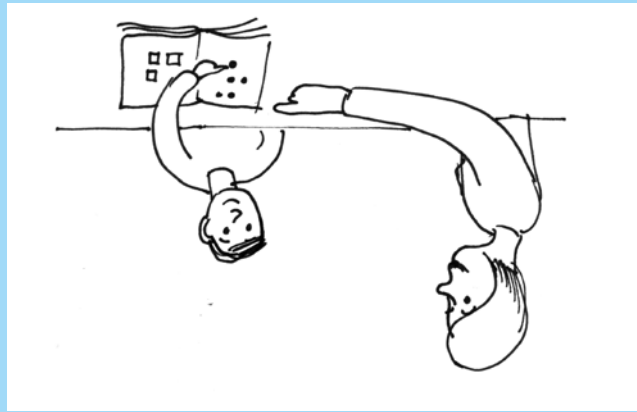
No. 03_6 Customer orientation



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

Kundenorientierung
Orientation vers le client
Ориентированность на потребности клиентов
توجه لخدمة العملاء
مشتری مداری
Müştəri odaklılık
ፍልጠት ለላኝ ጥምቂል

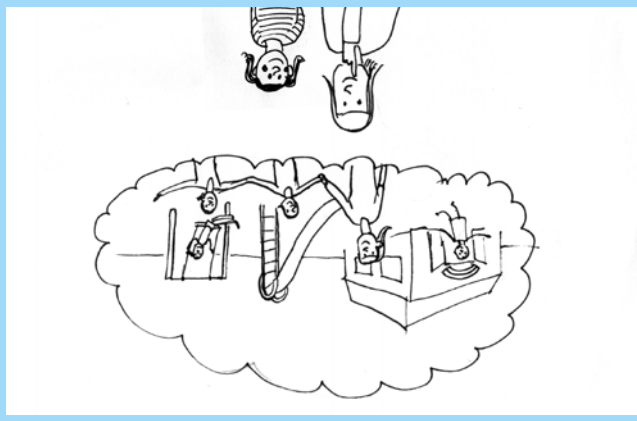
No. 03_8 Pedagogical skills



I am able to teach children.

Pädagogische Kompetenz
Compétences pédagogiques
Педагогические навыки
المهارات التربوية
مهارت های تعلیمی
Pedagojik beceriler
ስነ-ምህንድሮ ስልኦት

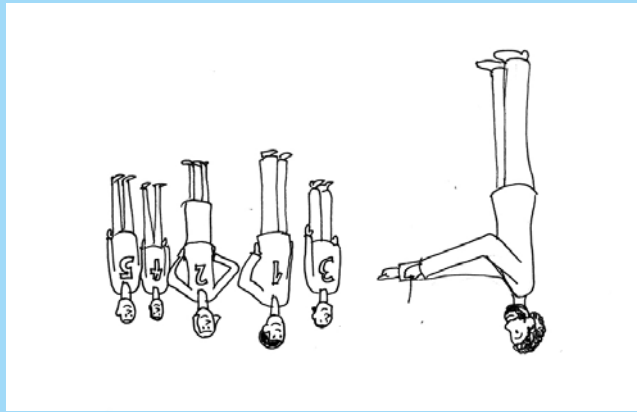
No. 03_5 Organising childcare



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

Kinderbetreuung organisieren
Organisation de l'encadrement d'enfants
Умение организовывать и работать с детьми
تنظيم رعاية الأطفال
سازماندهی مراقبت های کودکان
Çocuk bakımı organize edebilmecoo
ወ-ጸብ ከንካፊ-ቆልፃ

No. 03_7 Organisational skills



I am good at steering workflows and controlling processes.

Organisationsfähigkeit
Capacité d'organisation
Организаторские способности
المهارات التنظيمية
مهارت های سازمانی
Organizasyon becerileri
ወ-ጸብኢ ክእለት

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.



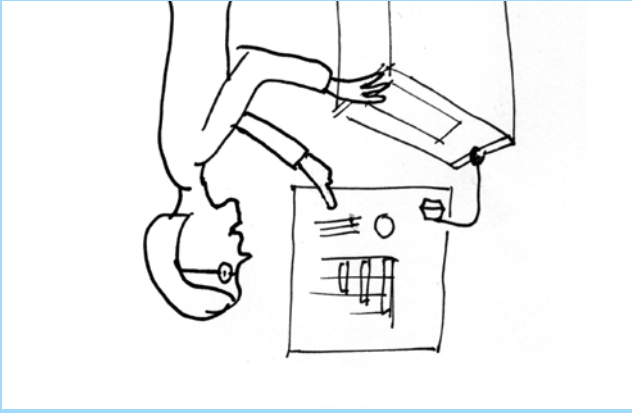
Have you ever sold something? Provide an example! How did that make you feel?



01_6 Communication skills



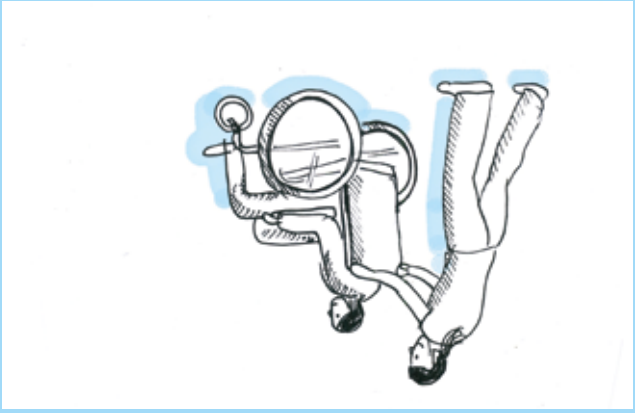
No. 03_10 Presentation/lecturing skills



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

Referieren, Vortragstätigkeit	Etablissement de rapports, présentations	Умение подавать матери- ал/навыки преподавания	عرض / مهارات الإلقاء للمحاضرات	مهارات های ارائه ای/سخنرانی کردن	Sunum/konu anlatım becerileri	מאמץ/גורמיות
----------------------------------	---	---	--------------------------------	-------------------------------------	----------------------------------	--------------

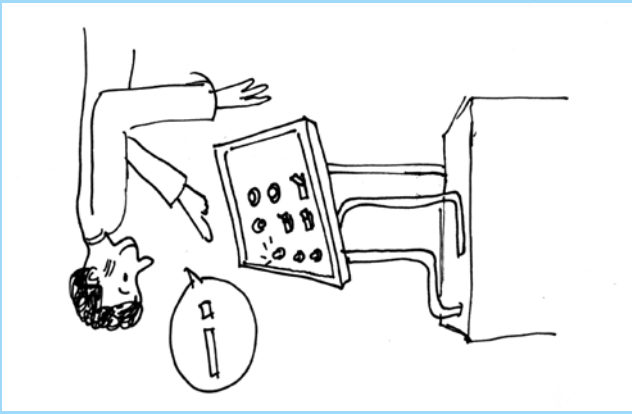
No. 03_9 Care skills



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

Pflegekompetenz	Compétences de soin	Навыки оказания помощи	مهارات الرعاية	مهارات های مراقبتی	Bakım becerileri	מאמץ/גורמיות
-----------------	---------------------	------------------------	----------------	--------------------	------------------	--------------

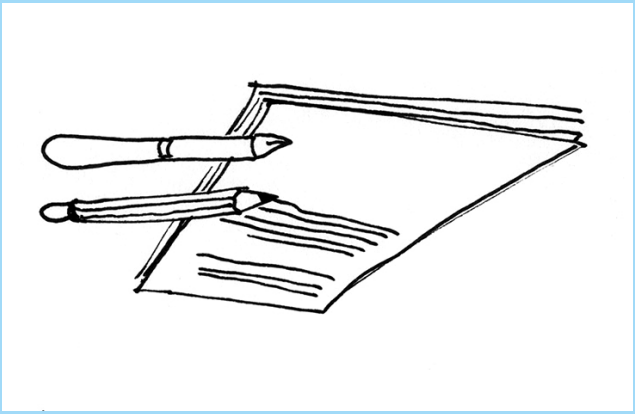
No. 03_12 Independent work



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

Selbstständiges Arbeiten	Autonomie dans le travail	Самостоятельное выпол- нение задач	العمل المستقل	کار مستقل	Bagimsiz galisma	מאמץ/גורמיות
-----------------------------	---------------------------	---------------------------------------	---------------	-----------	------------------	--------------

No. 03_11 Writing skills



I am good at writing long texts.

Schreibkompetenz	Compétences rédactionnelles	Общие навыки написания текста	مهارات الكتابة	مهارات نگارش	Yazma becerileri	מאמץ/גורמיות
------------------	--------------------------------	----------------------------------	----------------	--------------	------------------	--------------

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



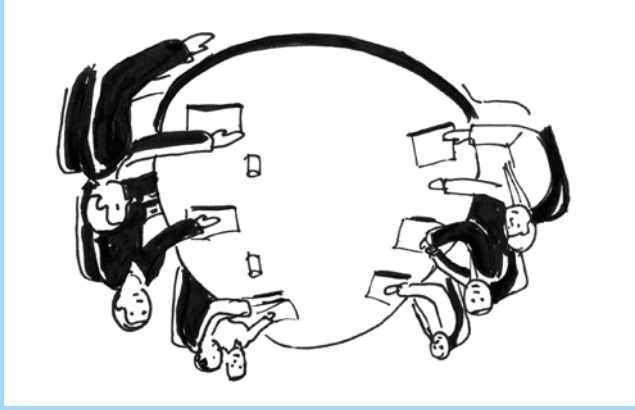
No. 03_16 Academic work



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

Wissenschaftliches Arbeiten
Travail scientifique
Научная работа
العمل الأكاديمي
كار اكاڤمىچ
Akademik galsıma
آكادمىچى گالسىما

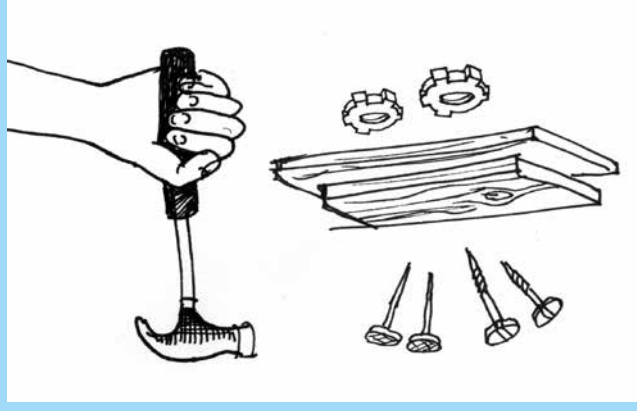
No. 03_15 Negotiation skills



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

Verhandlungsgeschick
Compétences de négociation
Навыки в проведении переговоров
مهارات التفاوض
مهارت انجام مذاكرات
Müzakere yetenekleri
مۇزاكەرە يەتەنكلىرى

No. 03_14 Technical and manual skills



I am able to work with my hands.

Technische und handwerkliche Fertigkeiten
Aptitudes techniques et manuelles
Технические навыки и практический опыт
المهارات الفنية واليدوية
المهارات الفنية واليدوية
Техник ве ел бечерлери
تېخنىك ۋە ەل بىچەرلىرى

No. 03_13 Foreign language skills



I speak several languages.

Sprachkenntnisse
Compétences linguistiques
Знание иностранных языков
مهارات اللغات الأجنبية
مهارت های یازگهري زبان های خارجی
Yabancı dil yetenekleri
مۇساكەرە ۋە ەل بىچەرلىرى

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 Language Tests

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, pp. 18-20, ex.: 2.2.7 Handwerkliches Arbeiten



Visual arts

No. 1_02

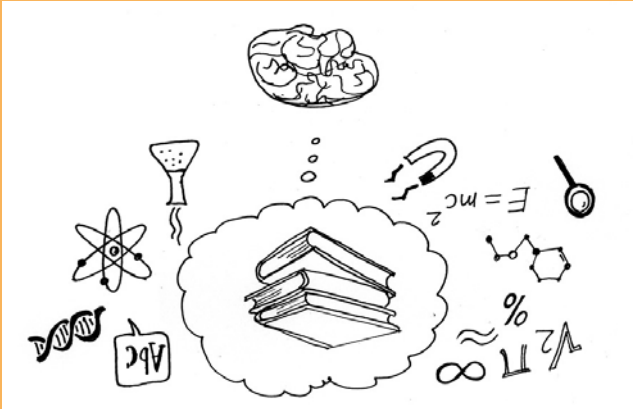


I am good at painting and drawing. I am creative.

Bildende Kunst	
Arts visuels	
Изобразительное искусство	
الفنون البصرية	
فنرالي بصرى	
Görsel sanatlar	
Граф-д-т-т	

General knowledge

No. 1_01

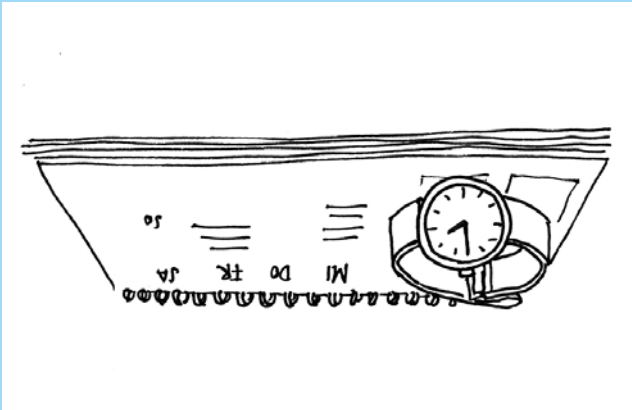


I am interested in everything and am able to remember a lot.

Allgemeinwissen	
Connaissances générales	
Эрудированность	
العرفة العامة	
دانش عمومی	
Genel kültür	
А.А.А.А.А.	

Time management

No. 03_18



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

Zeitmanagement	
Gestion du temps	
Организация рабочего времени	
أدارة الوقت	
مدیریت زمان	
Zaman yönetimi	
زمانه. ۹۹۹	

Knowledge management

No. 03_17



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

Wissensmanagement	
Gestion des connaissances	
Управление знаниями	
أدارة المعرفة	
مدیریت دانش	
Bilgi yönetimi	
زمانه. ۹۹۹	

No. I_o1

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

o2_12 Willingness to learn



No. I_o2

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?



I_7 Hobbies

o2_10 Creativity



W_o3 In which of these sectors can I apply this interest?

No. o3_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?



o3_2 PC work

o3_16 Academic work



No. o3_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!



o3_7 Organisational skills



[illegible]

ፊፌርድ ፌዴራል

١٢٠٤

Jardin, agriculture

ሁህተህ ፡ ቲህግጽህ

১৭৭৫

Familie

A collection of hand-drawn icons representing various leisure and entertainment activities. The icons include a book with a pencil, a kite, a paintbrush, a video camera, a soccer ball, a video game controller, and musical notes on a staff.

ህጻኔ

ᐅᓴᓴᓴ

Ноббс

An illustration showing a sewing machine on the left and two hands sewing a piece of fabric on the right. The sewing machine is blue and white, with a spool of blue thread on top. The hands are shown in a simple line-drawing style, with one hand holding the fabric and the other using a needle and thread to sew. The fabric being sewn is light blue and has a decorative, swirling pattern on it.

ፊት ለፊት ለሁሉም

[illegible]

Handarbeit, Gestalten

Handicrafts, design

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



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?

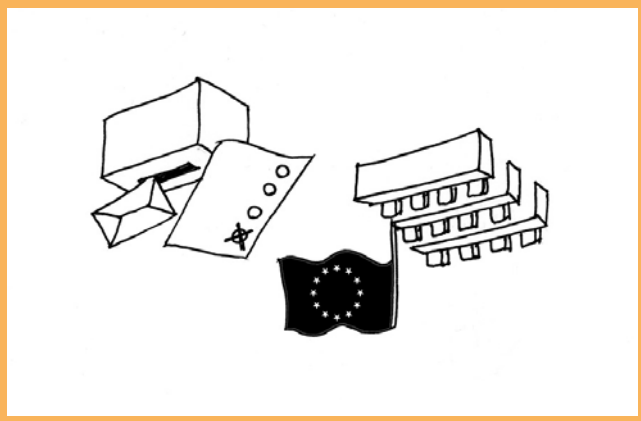


03_14 Technical and manual skills



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

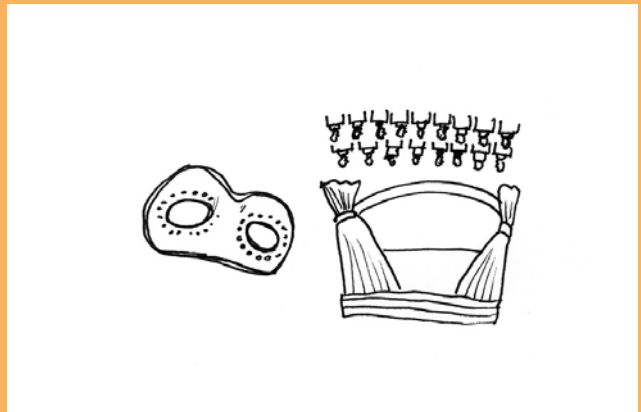
No. 1_08 Politics



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

Politik	_____
Politique	_____
Политические Взгляды	_____
السياسة	_____
سیاست	_____
Politika	_____
פוליטיקה	_____

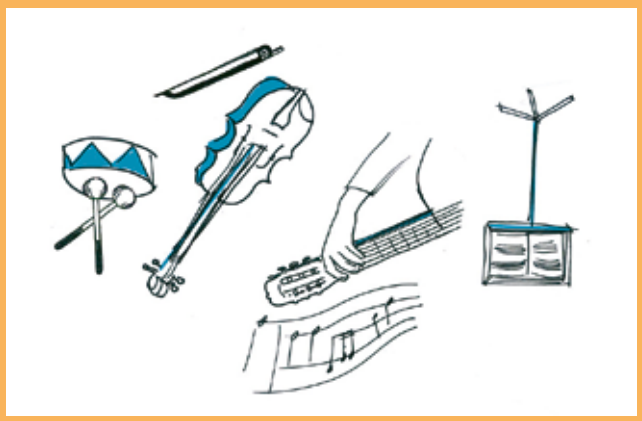
No. 1_10 Theatre



I am interested in theatre.

Theater	_____
Théâtre	_____
Teatral	_____
تئاتر	_____
تئاتر	_____
Tiyatro	_____
תיאטרון	_____

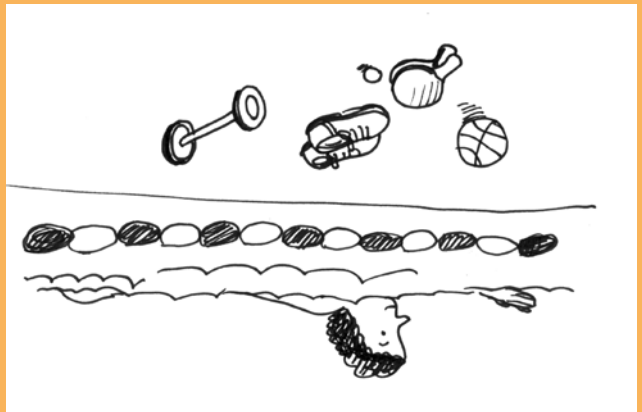
No. 1_07 Musicality



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

Musikalität	_____
Musicalité	_____
Понимание музыки	_____
الموسيقى	_____
انظر موسيقائي	_____
Müzikalite	_____
מוזיקליות	_____

No. 1_09 Sport



I like sports.

Sport	_____
Sport	_____
Активный образ жизни	_____
الرياضة	_____
ورزش	_____
Spor	_____
הספורט	_____

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?

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 Musical Instruments
W_07 KomBI Career Counselling

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. 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_o3 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)
DELFT-DALF-Programm (French)
DELE (Spanish)
HSK (Chinese)
German language test for university admission (DSH)
CELPE-Bras-Sprachtest (Portuguese)

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_03

Info card

Classification of Economic Sectors, 2008 Edition

(WZ 2008, Federal Statistical Office)

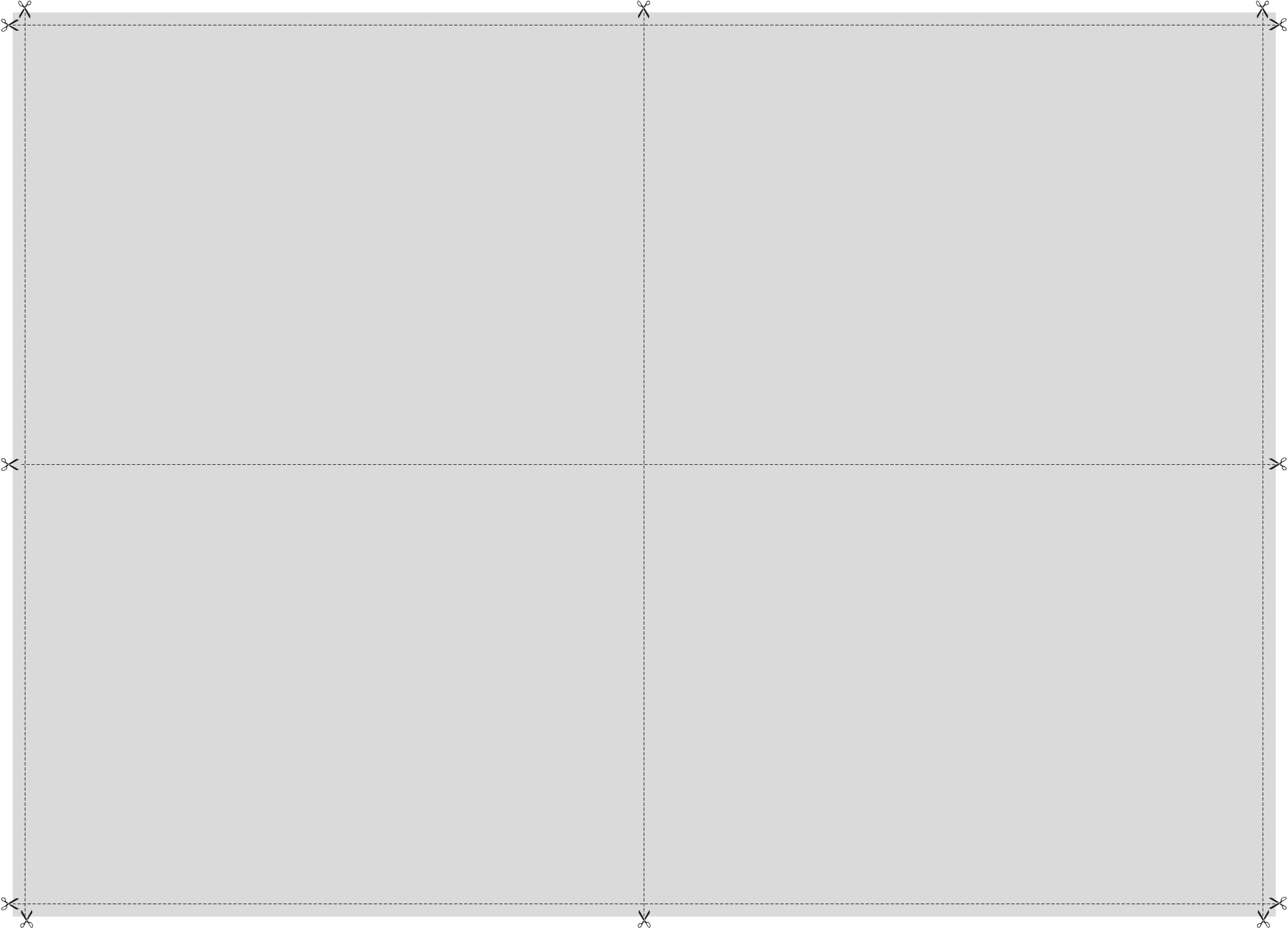
Agriculture and forestry, fishing ■ Mining and extraction of rocks and soils ■ Processing trade ■ Energy supply ■ Water supply; waste water and waste disposal and rectification of environmental contamination ■ Construction industry ■ Trade; maintenance and repair of vehicles ■ Transportation and storage ■ 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_01

Info card

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



No. W_08

Info card

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 “Life-long Learning” in the joint project from the Deutsche Institut für Erwachsenenbildung DfE (German Institute for Adult Education) and the Institut für Entwicklungslplanung und Strukturforforschung 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):



No. W_07

Info card

KomBI Career Counselling

<http://kombi-laufbahnberatung.de/>

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.
<http://kombi-laufbahnberatung.de/> (last accessed 25/04/2016)

No. W_06

Info card

Competence Balance Sheet Deutsches Jugendinstitut DJI (German Youth Institute)

http://www.dji.de/fileadmin/user_upload/bibs/187/kompetenzbilanz_Haupttext.pdf

Musical Instruments

No. W_05

Info card

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)

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.
<http://www.forum-beratung.de/wissenswertes/methoden-und-instrumente/profilpass.html> (last accessed: 07/07/2015)
ProfilPASS: Stärken kennen – Stärken nutzen. http://www.profilpass.de/index.php?article_id=1 (last accessed: 7.7.2015)



Supplemental card



Supplemental card



Supplemental card

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 Unteresergebiet 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".

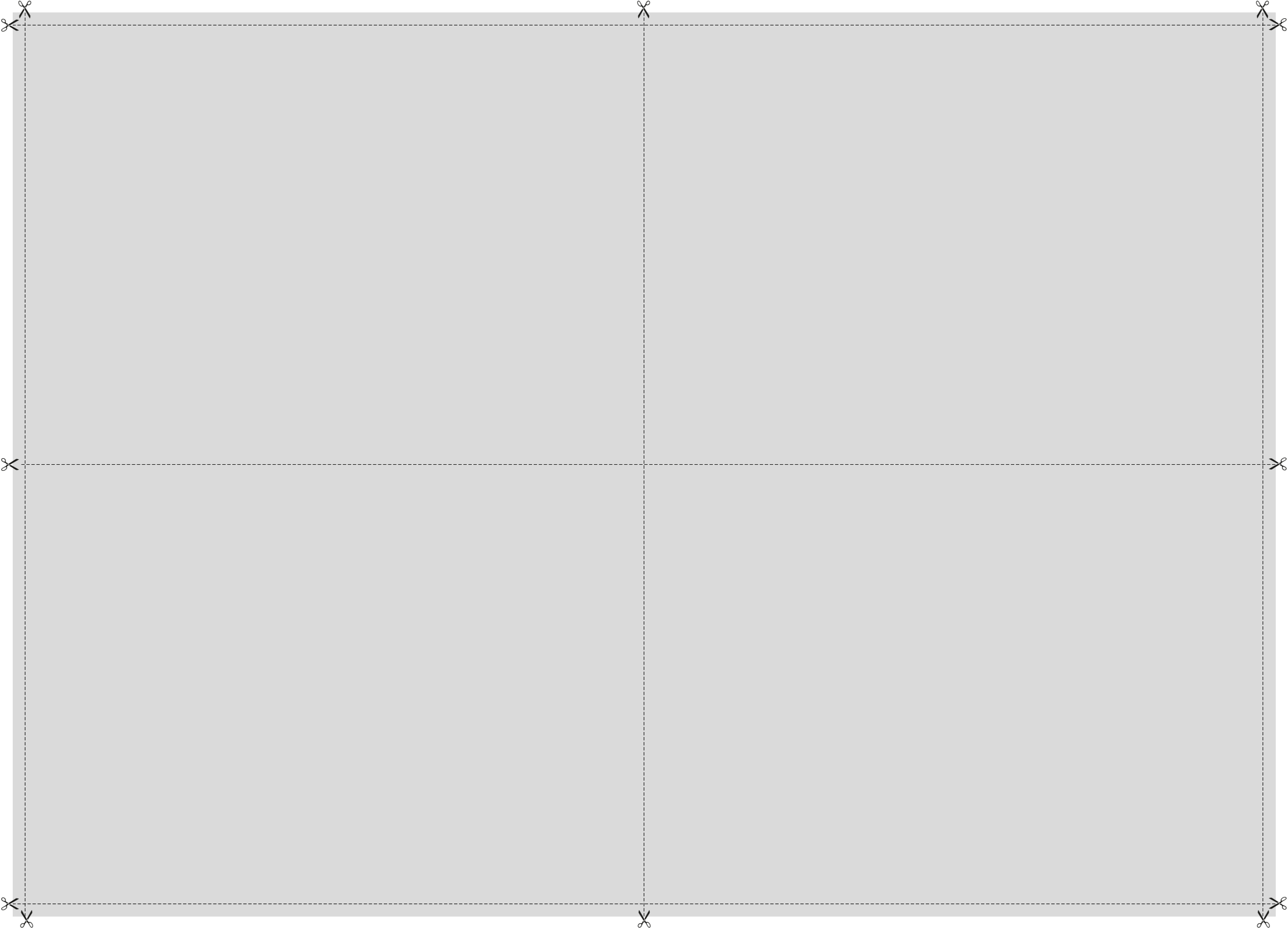
The competence passport contains a combination of subject and requirement-based instructions. With its help, clients can perform an individual position determination supported by counselling. Formally, non-formally and informally acquired skills are documented in a labour market-relevant competence passport.

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 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.

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

No. W_09

Info card



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

Name: _____

No.	Skill label/ competence field	Additional information What exactly can the client do? What does he/she particularly like to do?	Scale + ++ +++	Next steps e.g. How can he/she utilise this skill?

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
- ☐ _____