

Labour market integration of migrants

Competence cards

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Competence cards identify social & personal competences and enhance integration

Content

- 46 social, personal and functional competences
- 11 interest cards
- 9 informational cards (language tests, ...)
- documentation templates

Characteristics

- free available
- cultural sensitive designs
- 9 languages: Ger., Engl., French., Russ., Arab., Farsi, Turk., Tigrinya, Span.
- compatible with profiling at federal agency of employment



- 65 % get to know their clients better
- 57 % confirm „practical counselling“
- 48 % confirm „flexible counselling“
- 40 % confirm “time saving”

- Carving out of personal strengths
- > 12.400 sets/downloads circulating

Evaluation (202 adviser)

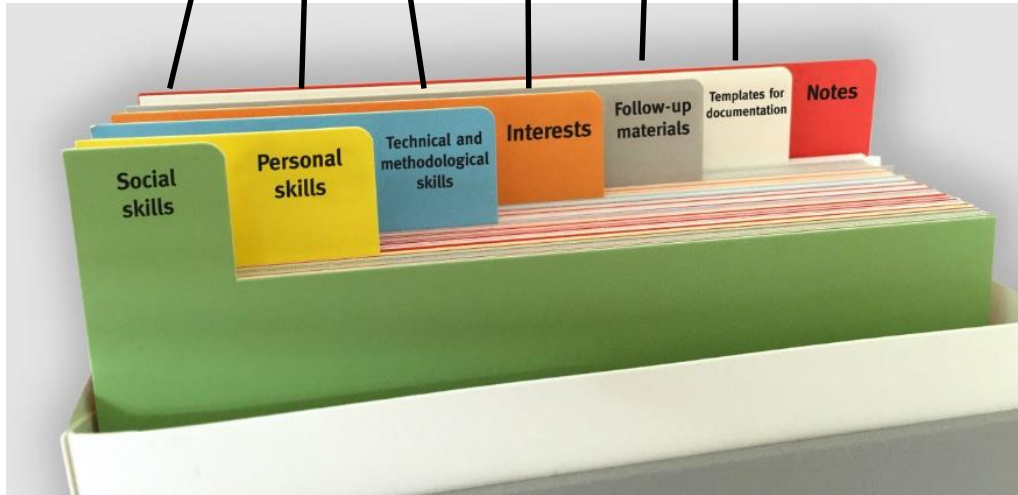
Goals and availabilities

The Competence Cards Toolbox

48 competences

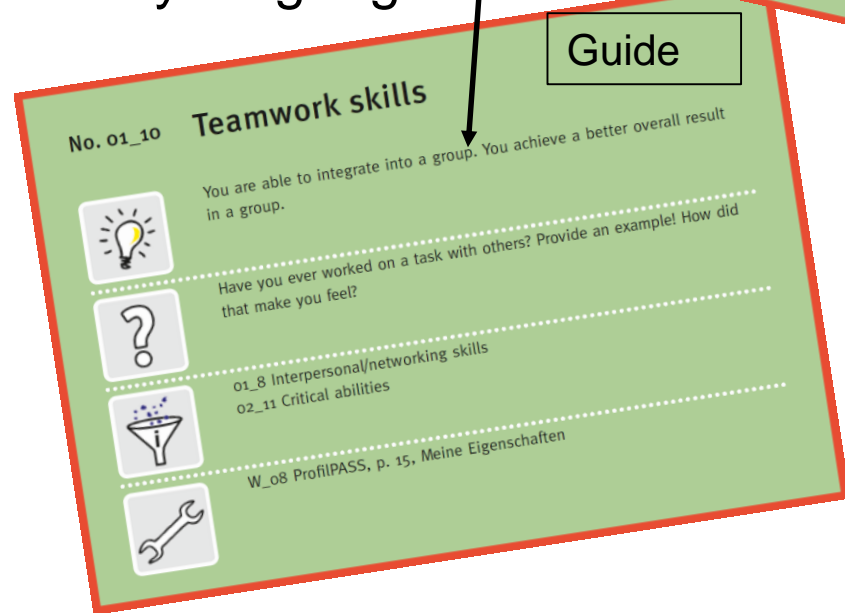
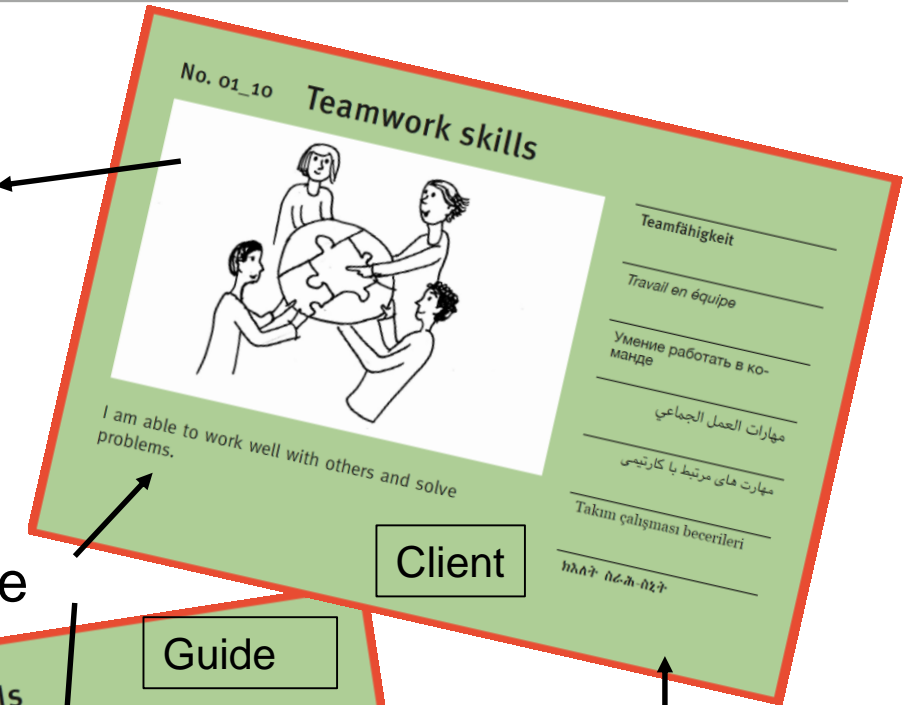
11 Interests

9 x further information documentation templates



“culture-free” key visual

Easy language



8 languages

10 Social skills

18 Personal skills

Social skills

- No. 01_1 Motivational skills
- No. 01_2 Sensitivity/empathy
- No. 01_3 Leadership skills
- No. 01_4 Helpfulness
- No. 01_5 Interculturality
- No. 01_6 Communication skills
- No. 01_7 Conflict-solving abilities
- No. 01_8 Interpersonal/networking skills
- No. 01_9 Social commitment
- No. 01_10 Teamwork skills**

Teamfähigkeit
Travail en équipe
Умение работать в команде
مهارات العمل الجماعي
Takım çalışması becerileri

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

Personal skills

- No. 02_1 Adaptability
- No. 02_2 Perceptive faculties/comprehension
- No. 02_3 Endurance
- No. 02_4 Enthusiasm
- No. 02_5 Resilience
- No. 02_6 Showing initiative
- No. 02_7 Decision-making abilities
- No. 02_8 Flexibility
- No. 02_9 Holistic thinking/circumspection**
- No. 02_10 Creativity
- No. 02_11 Critical abilities
- No. 02_12 Willingness to learn
- No. 02_13 Motivation/commitment
- No. 02_14 Diligence/precision
- No. 02_15 Handling of money
- No. 02_16 Sense of responsibility
- No. 02_17 Determination/result-orientation
- No. 02_18 Reliability**

Zuverlässigkeit
Fiabilité
Надежность
الموثوقية
Güvenilirlik


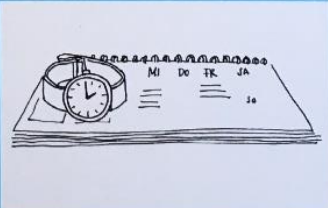
I am able to take a lot of things into account when I'm working.

Others can rely on me. I keep appointments.

Red-framed competences are also used in the profiling of the PES in Germany

18 Professional- and methods skills

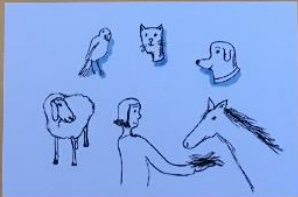
Technical and methodological skills

No. 03_1 Analytical and problem-solving	No. 03_10 Presentation/lecturing skills
No. 03_02 PC work	No. 03_11 Writing skills
No. 03_3 Work planning	No. 03_12 Independent work
No. 03_4 Improvisational ability	No. 03_13 Foreign language skills
No. 03_5 Organizing childcare	No. 03_14 Technical and manual skills
No. 03_6 Customer orientation	No. 03_15 Negotiation skills
No. 03_7 Organisational skills	No. 03_16 Academic work
No. 03_8 Pedagogical skills	No. 03_17 Knowledge management
No. 03_9 Care skills  I am able to work well with people in need of help.	No. 03_18 Time management  I am able to budget my time well. I am punctual.

Pflegekompetenz
 Compétences
 Навыки оказания помощи
 رعاية
 Bakım becerisi
 Zeitmanagement
 Gestion du temps
 Организация рабочего времени
 إدارة الوقت
 Zaman yönetimi

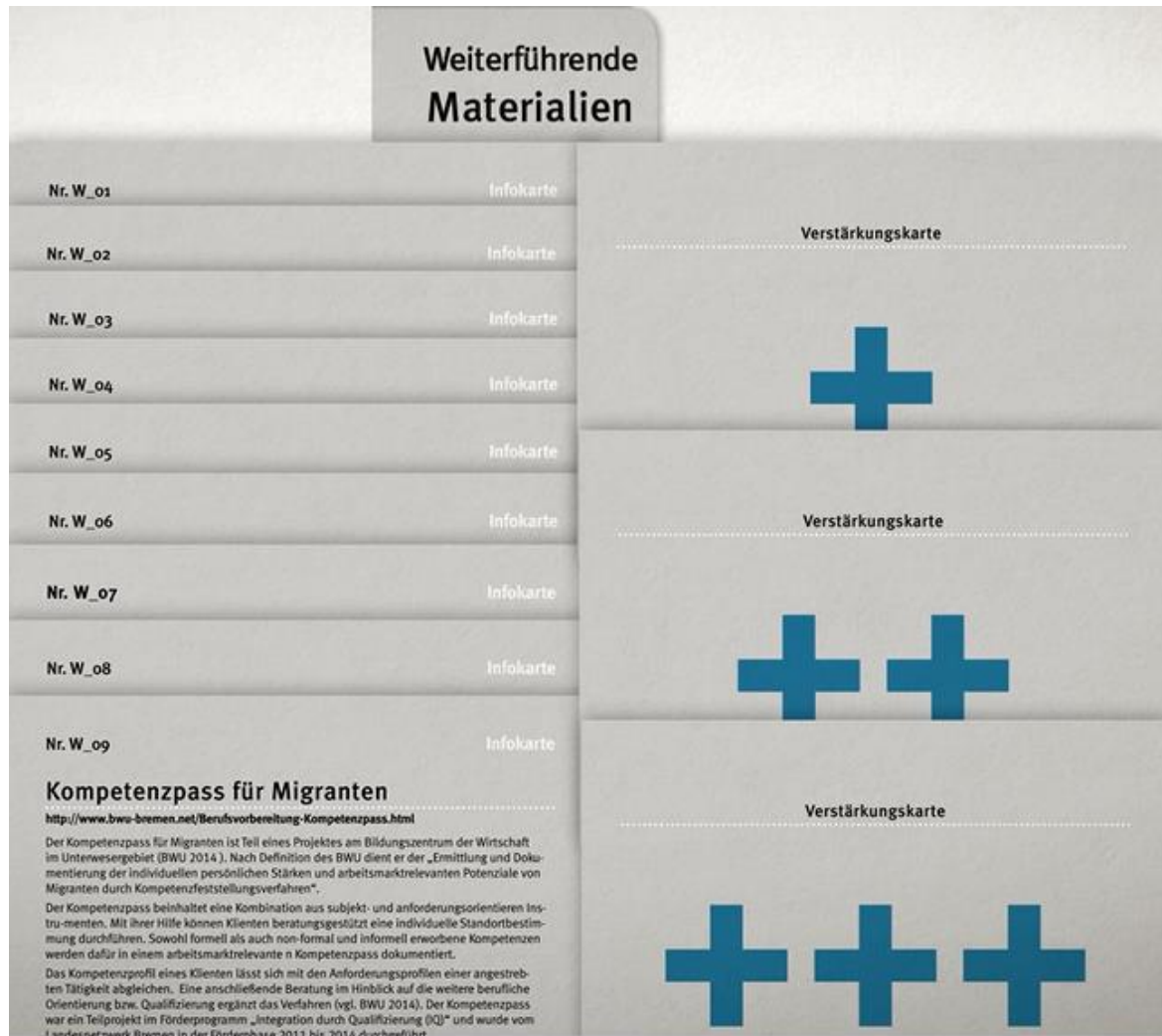
11 Interests

Interests

No. I_01 General knowledge
No. I_02 Visual Arts
No. I_03 Family
No. I_04 Gardening, farming
No. I_05 Handicrafts, design
No. I_06 Hobbies
No. I_07 Musicality
No. I_08 Politics
No. I_09 Sport
No. I_10 Theatre
No. I_11 Love of animals  I am good with animals.

Tierliebe
 Amour des animaux
 Любовь к животным
 حب الحيوانات
 Hayvan sevgisi

9 cards with additional information + 3 enhancers



- Working with the PC
- Musical Instruments
- Basic materials
- Information on language tests
- Classification of economy branches
- Links to different Profiling/Pass systems
- ...

Documentation and roadmap for further guidance sessions

Documentation for work with the competence cards

Client name: _____

Number	Term	+	++	+++	Notes
Social competences					
01_1	Sensitivity/empathy				
01_2	Leadership skills				
01_3	Helpfulness				
01_4	Intercultural competence				
01_5	Communication skills				
01_6	Conflict resolution skills				
01_7	Interpersonal/networking skills				
01_8	Motivational skills				
01_9	Commitment to social welfare				
01_10	Teamwork skills				
Personal competences					
02_1	Adaptability				
02_2	Perceptive faculties/comprehension skills				
02_3	Endurance				
02_4	Enthusiasm				
02_5	Resilience				
02_6	Showing initiative				
02_7	Decision-making abilities				
02_8	Flexibility				
02_9	Holistic thinking/circumspection				
02_10	Physical stamina				
02_11	Creativity				
02_12	Critical abilities				
02_13	Willingness to learn				
02_14	Motivation/commitment				
02_15	Diligence/precision				
02_16	Money handling				
02_17	Sense of responsibility				
02_18	Determination/result orientation				
02_19	Reliability				
Specialist and method competences					
03_1	Analytical and problem-solving skills				
03_2	Computer skills				
03_3	Work planning				
03_4	Ability to improvise				
03_5	Organising childcare				
03_6	Customer orientation				

03_7	Mathematics/numeracy				
03_8	Organisational skills				
03_9	Pedagogical skills				
03_10	Caring skills				
03_11	Spatial thinking/sense				
03_12	Presentation/public speaking skills				
03_13	Writing skills				
03_14	Independent work				
03_15	Foreign language skills				
03_16	Technical and manual skills				
03_17	Negotiation skills				
03_18	Academic work				
03_19	Knowledge management				
03_20	Time management				
Interests					
I_01	General knowledge				
I_02	Visual arts				
I_03	Family				
I_04	Gardening, farming				
I_05	Handicrafts, design				
I_06	Hobbies				
I_07	Musicality				
I_08	Politics				
I_09	Sport				
I_10	Theatre				
I_11	Love of animals				

Next steps:

- Employment Agency/jobcenter
- Continued competence diagnosis
- Recognition counselling
- Application
- _____

Adviser's name: _____

Institution's name and stamp: _____

Focus on strengths, not weaknesses!

Scenarios

Used to get to know
the client

Identifying interests

Profiling
for federal employment
agency & Jobcenter

Collecting of
competences for
job applications, CV,
preparation of job
interviews

Advanced Scenarios

Checking on
literacy of clients

Verifying
information giving
by clients (school,
university)

Profiling

Preparation of
measures for the
integration into work

Thank you for listening!

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