Labour market integration of migrants

Competence cards

Berlin, 07. May 2019

Helge Wilters

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

Evaluation (202 adviser)

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

Goals and availabilities

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

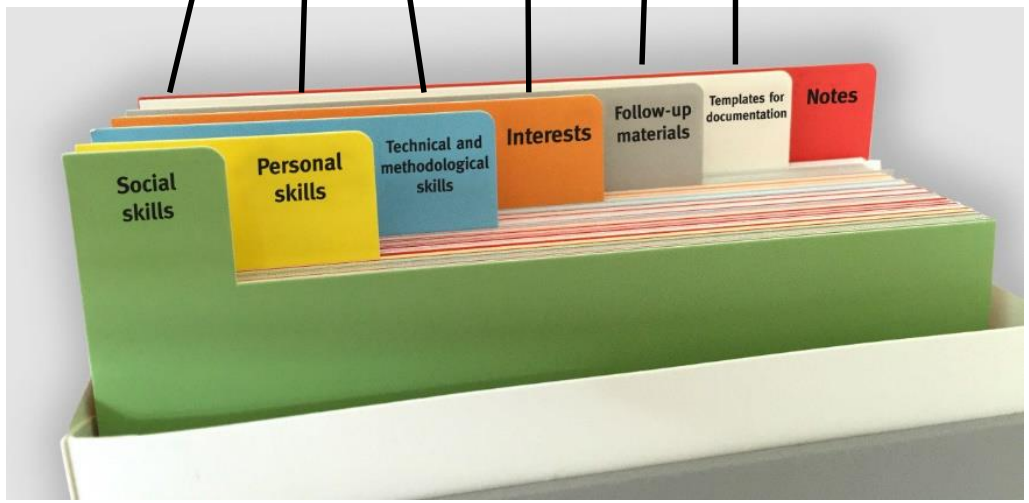
The Competence Cards Toolbox

48 competences

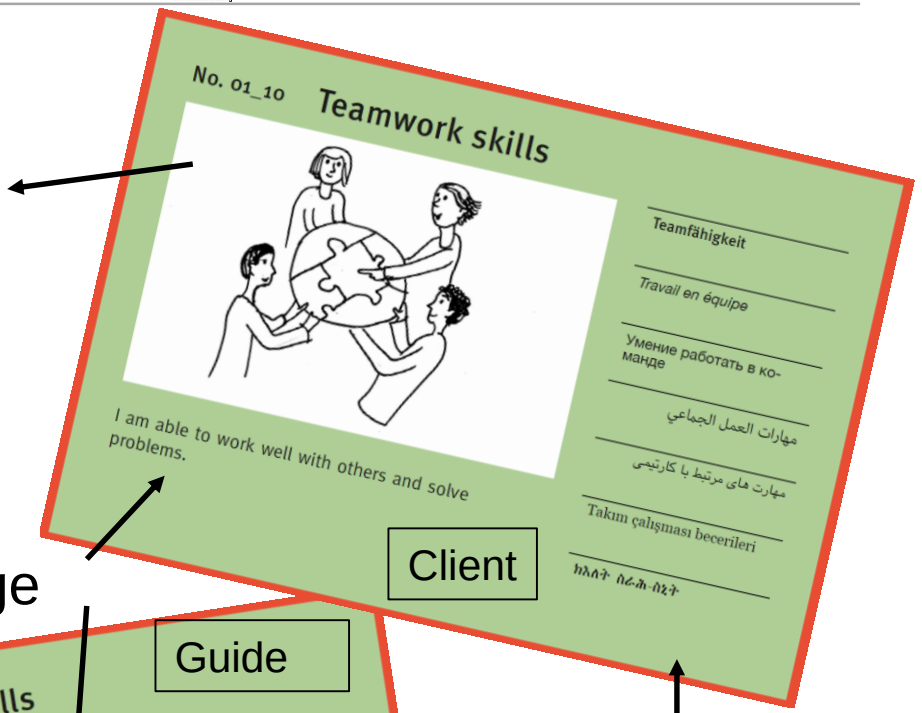
11 Interests

9 x further information

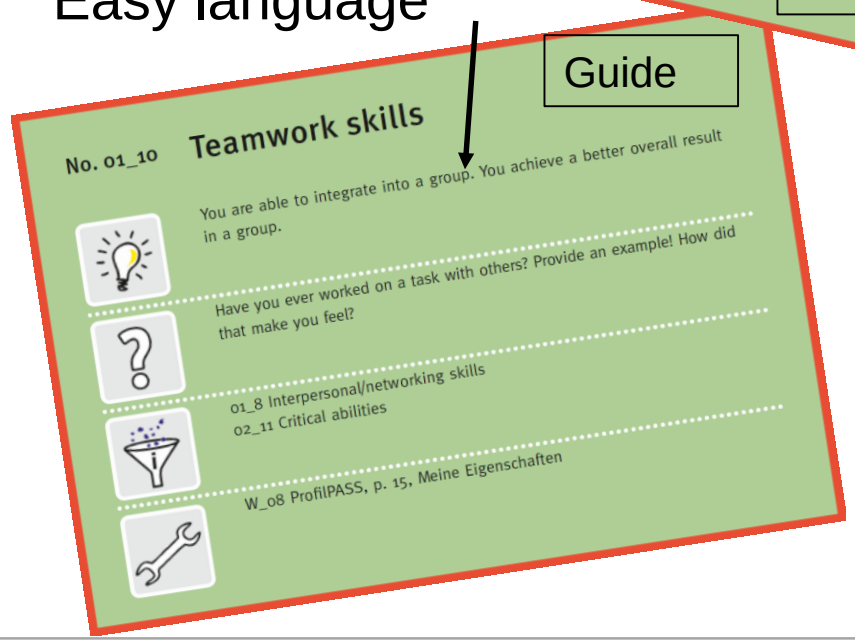
documentation templates



“culture-free” key visual

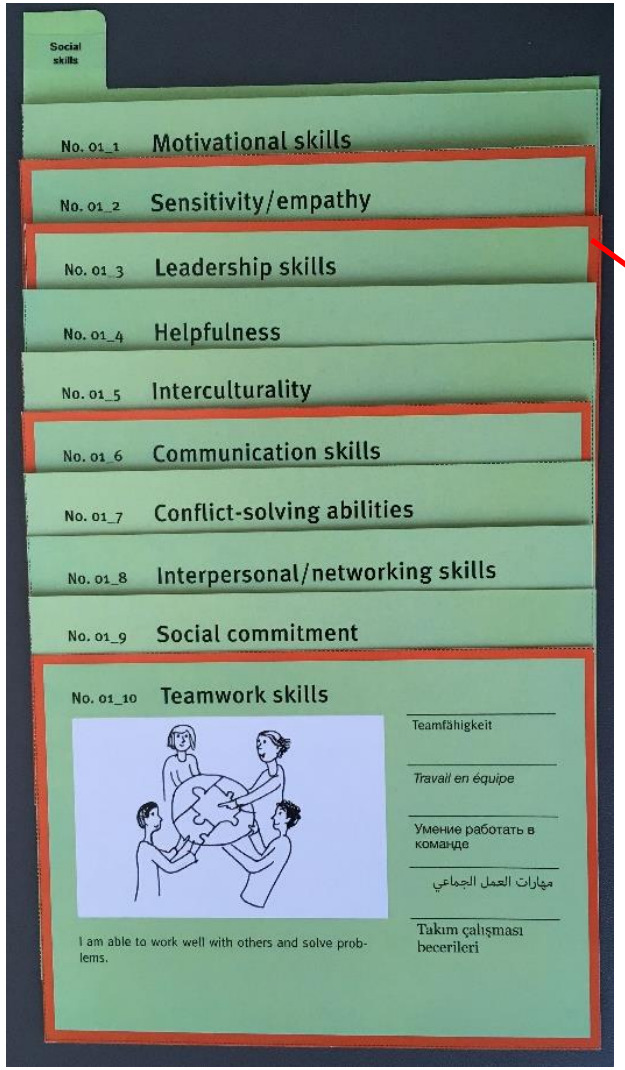


Easy language



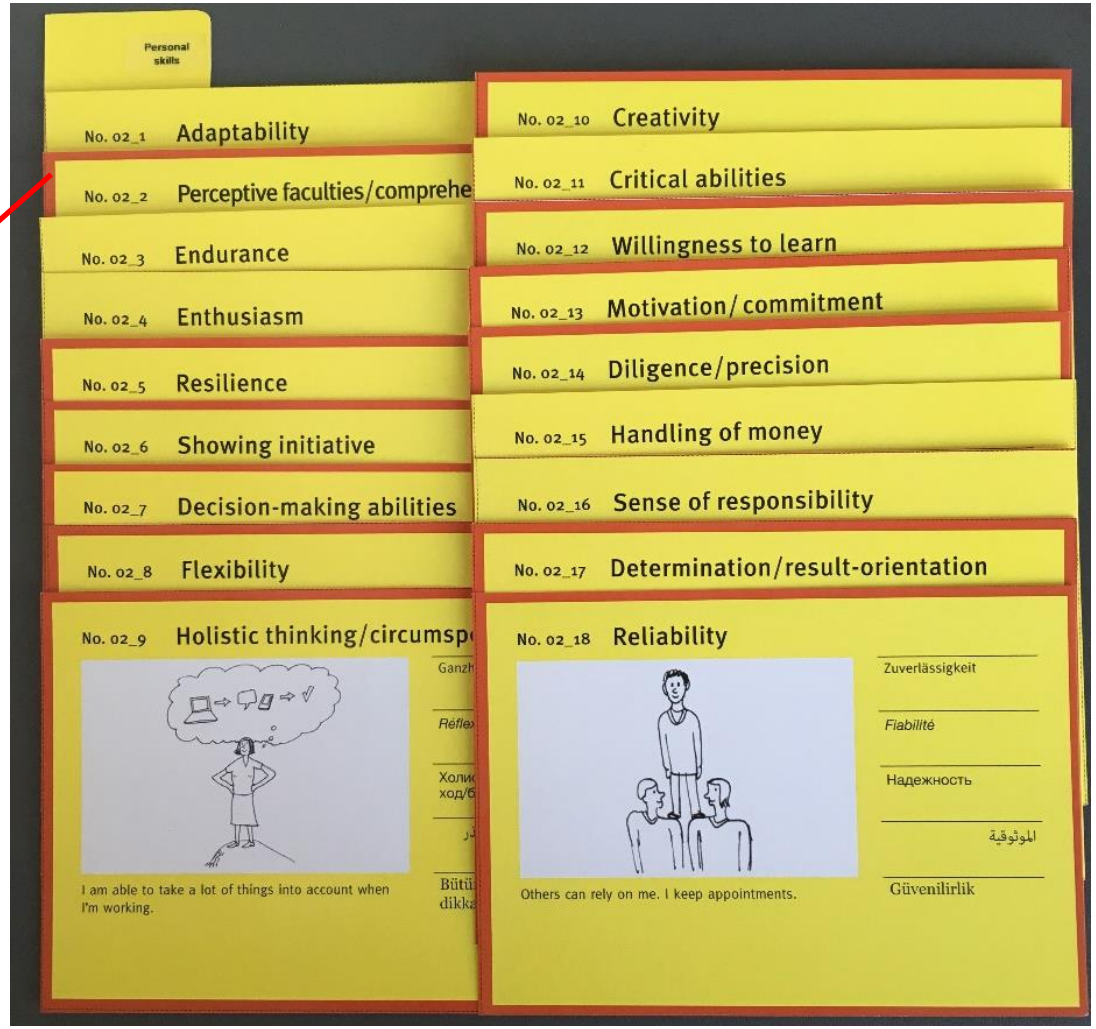
8 languages

10 Social skills

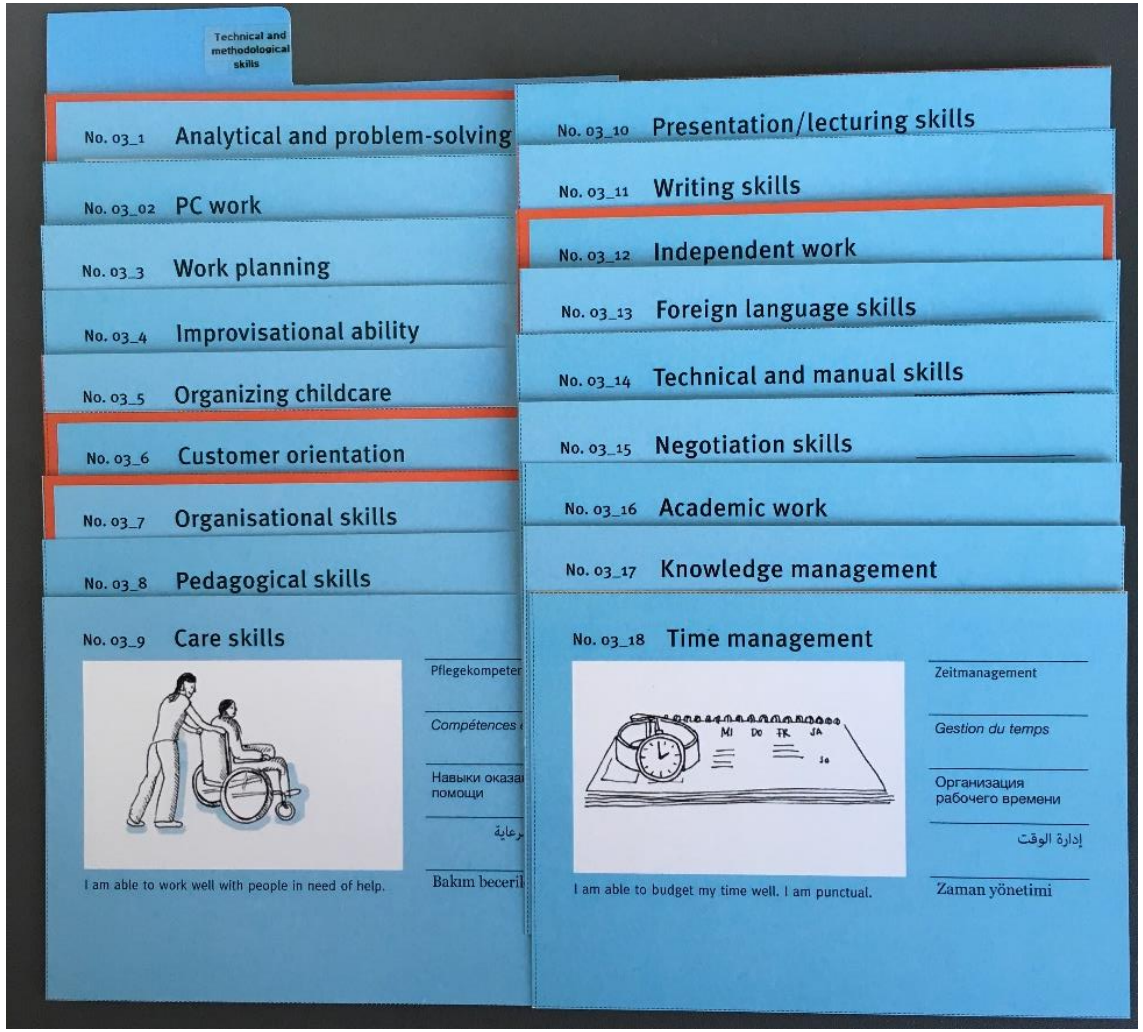


Red-framed competences are also used in the profiling of the PES in Germany

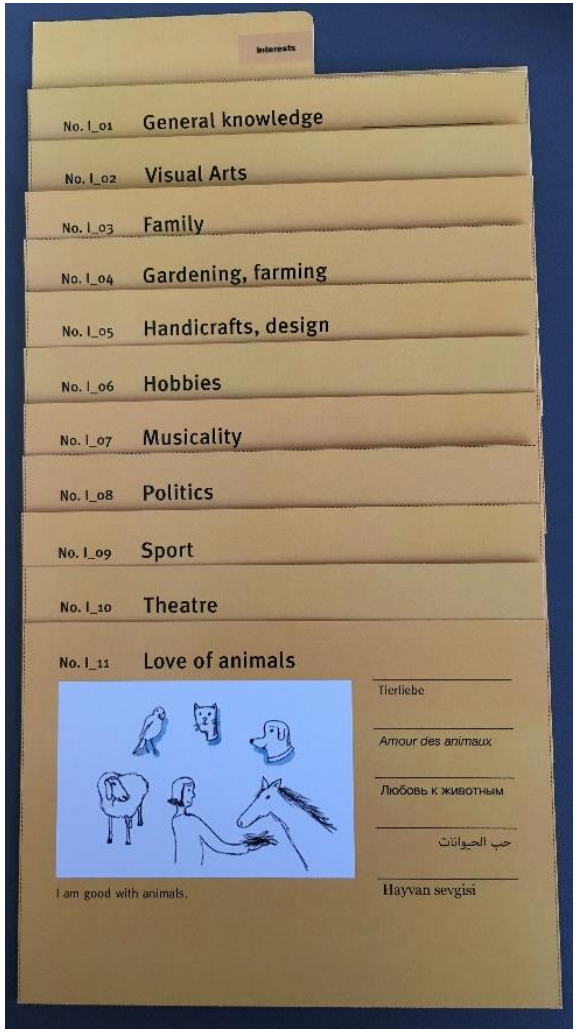
18 Personal skills



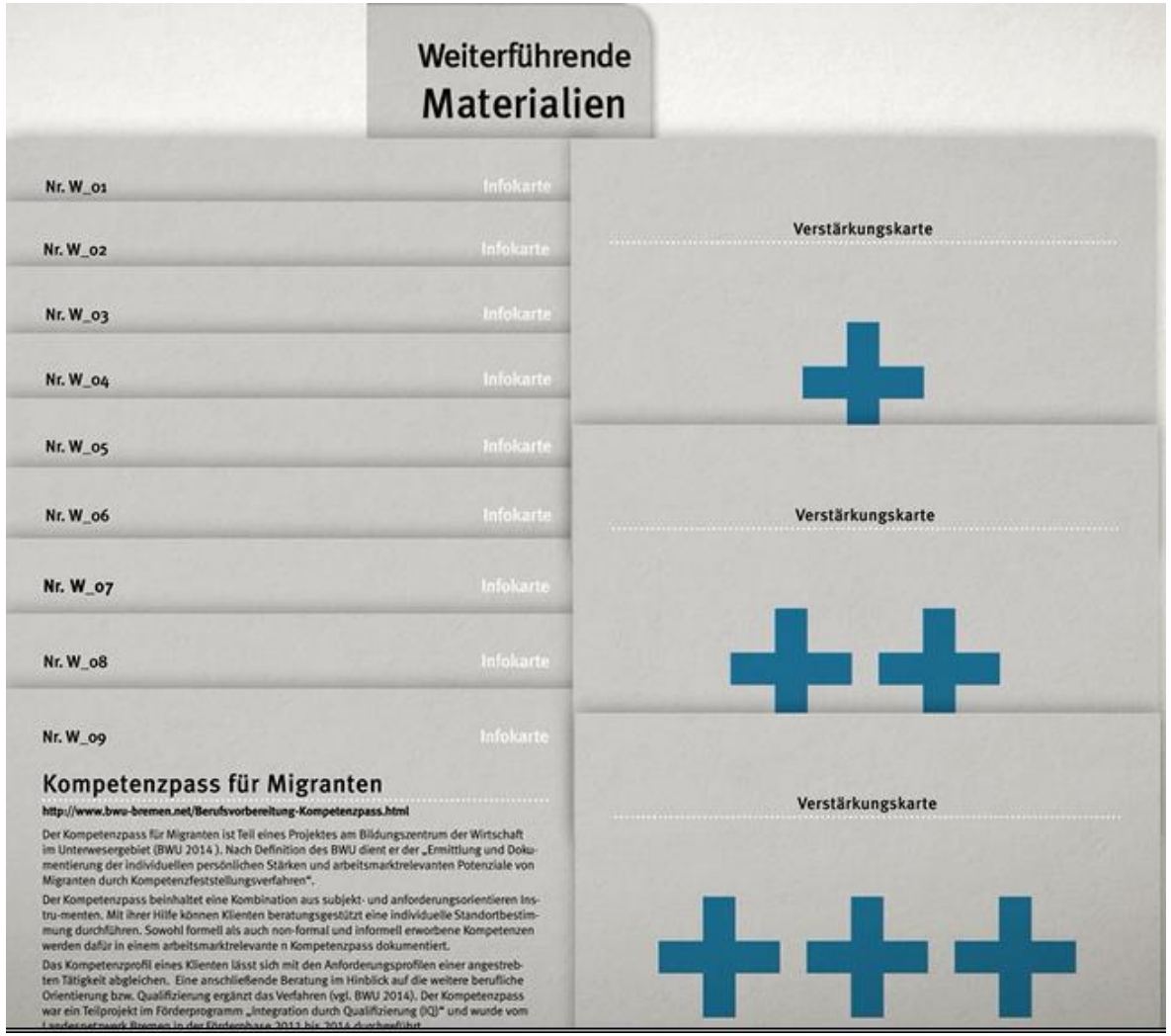
18 Professional- and methods skills



11 Interests

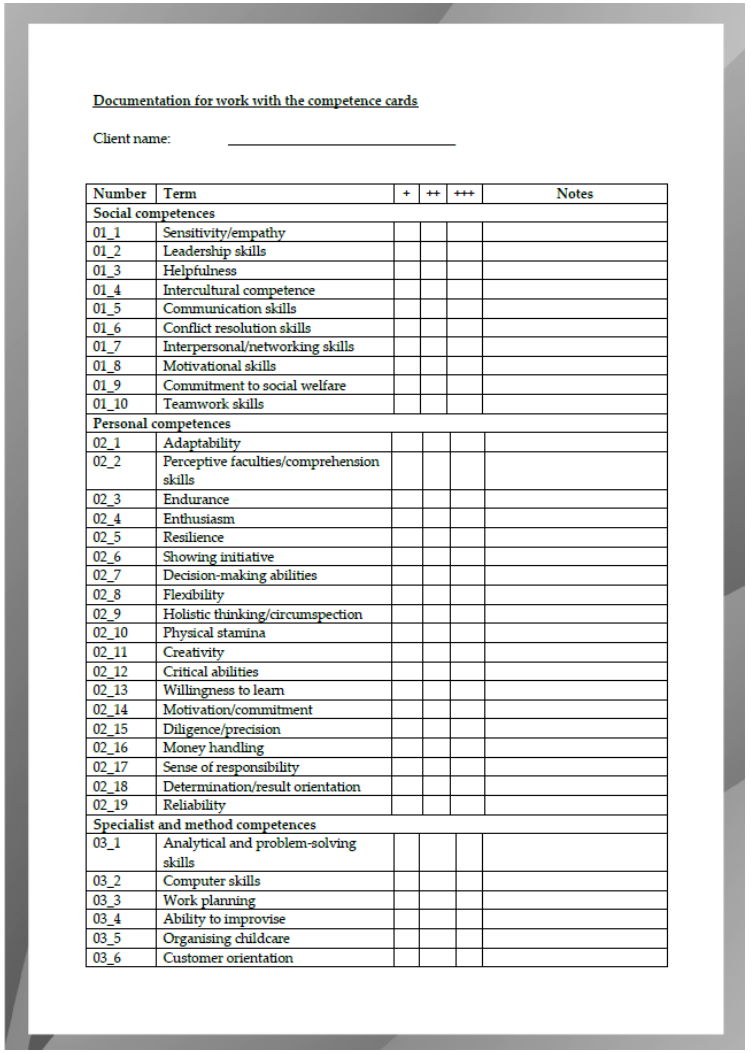


9 cards with additional information + 3 enhancers



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

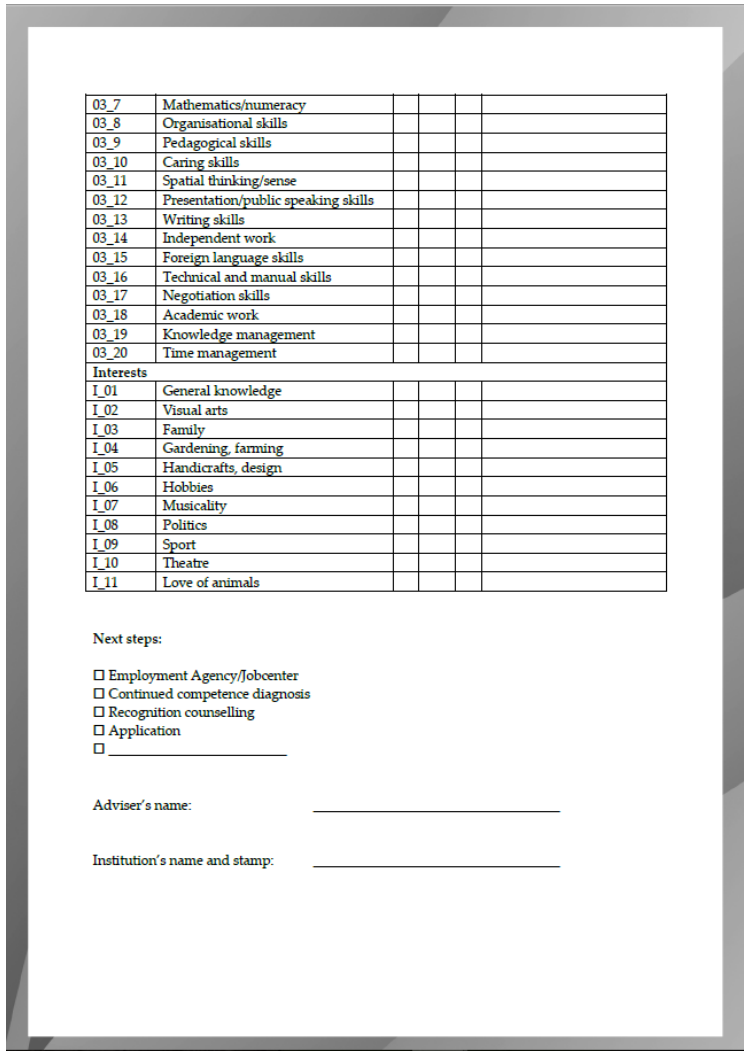
Documentation and roadmap for further guidance sessions



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!

Helge Wilters
helge.wilters@gmail.com
+49 179 7647163