

Barrier-free ProfilPASS in Easy Language



A passport
for your strengths

My personal ProfilPASS

This is your personal ProfilPASS.

Write down on this sheet:

- Your name,
- Your age,
- Where you live.

This shows that:

This ProfilPASS belongs to you.

Name:

Age:

Place of
residence:

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Introduction



This is the ProfilPASS.

This book is the Barrier-free ProfilPASS in Easy Language.

ProfilPASS is a difficult word.

The word ProfilPASS is made up of two words:

The word "Profil".

And the word "Pass".

"Profil" is taken from the word "profile".

This can mean many things:

When you see a person from the side,
you see their face in profile.



But profile also means:

What is special about a person.

What a person does well.

What a person is good at.

What makes them special.

These are their strengths.

We can also say:

This is their profile.



“Pass” is short for “passport”.

A passport is a document.

Here is an example:

A passport is an identity document.

Your passport shows:

Who you are.



The ProfilPASS is a passport.

The ProfilPASS shows:

What your strengths are.

Your ProfilPASS is **your** passport for **your** strengths.

How to use the ProfilPASS

There are many exercises in the ProfilPASS.

If you do the exercises,
you will learn a lot about yourself.

You will learn:

What you are really good at.

What your strengths are.

If you know what your strengths are,
then you can find the right job.

That means:

The ProfilPASS helps you
to find the right job.

Exercise 1

What qualities do you have?
How do you describe yourself?
What do others say about you?

Read the list of qualities.
Tick your qualities.

- I am patient.
- I am reliable.
- I am thorough.
- I am hard-working.
- I am thoughtful.
- I take a lot of time over my work.
- I think about a task for a long time.
- I like to look for solutions.
- I am neat.
- I am independent.
- I like to make decisions.
- I understand tasks quickly.
- I am good at remembering things.
- I am good at organising.



How the ProfilPASS can help you

Do you want to work?

Do you want to train for a job?

Are you looking for the right job?

Do you want to know:

Which vocational training is right for you?

Or do you want to know:

Which is the right job for you?

Or do you have a dream job?

A dream job is:

The job you wish you could do.

The job you want to do.

Then you need to know:

- Is the job right for you?
- What else do you have to learn to do the job?

These are important questions.



There are many exercises in the ProfilPASS.

If you do the exercises,
you will get the answers.

You will learn:

What you can do.

What you can do really well.

Once you know that,
it will be easier for you to find the right job.



Discover your strengths

If you are good at something,
then can you say:

“I am very good at this.”

Or you could say:

“This is my strength.”

A harder word for strength is competence.

Your competencies can be seen in everything you do.

This is where you show your competencies:

- In your spare time.
- When doing chores at home.
- In your hobbies.

If you know what your competencies are,
then you can decide:

“This is the right vocational training for me.”

“This is the right job for me.”

Competencies are important for jobs.

If you have the competencies for a job,
then you will be able to do the job really well.

You will really enjoy your job.

How to use the ProfilPASS

There are many exercises in the ProfilPASS.

For some exercises you need to tick something.

For some exercises you need to write something down.

Take your time with these exercises.

Think carefully about the answers.

If you have any questions,

then talk to your ProfilPASS counsellor.

The ProfilPASS counsellor



A ProfilPASS counsellor is an expert in the ProfilPASS.

The ProfilPASS counsellor will explain the exercises to you.

The ProfilPASS counsellor can also explain:

What the exercises mean.

What your answers to the exercises mean.

The ProfilPASS counsellor can tell you:

- What is the right vocational training for you.
- What is the right job for you.
- How to apply.
- What to do next.



Hello, this is Toni.

He is 21 years old.

He wants to be a gardener.

He has already completed the ProfilPASS.

He will give you tips.

Toni can show you:

How he answered the questions.

His answers are examples.

The examples should help you
answer the questions.

Have fun with the ProfilPASS!

“This is who I am!”

What you will do in this chapter:

You will tick:

The qualities that typically describe you.

In this chapter you will learn:

What your qualities are.

“This is who I am!”

Every person has special qualities.

Qualities show:

What is typical of a person.

It is important

for you to know:

What your qualities are.

What is typical of you.

The exercise is very easy.

Think about:

What do other people like about you?

When do other people say:

This is typical of you.

These are your qualities.

Exercise 1

What qualities do you have?

How do you describe yourself?

What do others say about you?

Read the list of qualities.

Tick your qualities.

I am patient.

I am reliable.

I am thorough.

I am hard-working.

I am thoughtful.

I take a lot of time over my work.

I think about a task for a long time.

I like to look for solutions.

I am neat.

I am independent.

I like to make decisions.

I understand tasks quickly.

I am good at remembering things.

I am good at organising.



I am a good listener.

I like helping other people.

I need help from other people.

I am anxious.

I have lots of ideas.

I am curious.

I like trying new things.

I like learning new things.

I think very carefully about things.

I like difficult tasks.

I can concentrate on one task for a long time.

I like technical tasks.

I am good with tools.

I like plants.

I like animals.

I like doing the same job over and over again.

I like doing things when they are explained to me in detail.

I like doing what others say.

I like being alone.

I like being with other people.

This is how other people see me

On the next 2 pages is a list of qualities.

Another person should tick
the qualities you have.

Through this exercise you will learn:

What other people say about you.

How other people see you.

Exercise 2

Ask yourself:

Who knows you well?

Who do you trust?

It could be a friend.

It could be a teacher.

This person can say what you are like.

This person can say:

What your qualities are.

Give this person the list of qualities.

Ask them:

To tick the qualities you have.





Write your name here

... is patient.

... is reliable.

... is thorough.

... is hard-working.

... is thoughtful.



... takes a lot of time over work.

... thinks about a task for a long time.

... likes to look for solutions.

... is neat.

... is independent.

... likes to make decisions.

... understands tasks quickly.

... is good at remembering things.

... is good at organising.

... is a good listener.

... likes to help other people.

... needs help from other people.

... is anxious.

... has lots of ideas.



... is curious.

... likes to try new things.

... likes to learn new things.

... thinks very carefully.

... likes difficult tasks.

... can concentrate on one task for a long time.

... likes technical tasks.

... is good with tools.

... likes plants.

... likes animals.

... likes to do the same job over and over again.

... likes to do things when they are explained in detail.

... likes to do what others say.



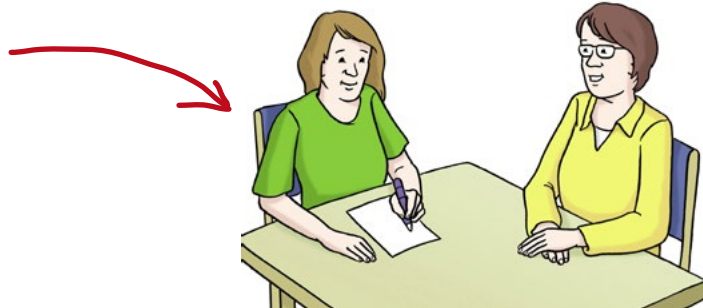
... likes to be alone.

... likes to be with other people.

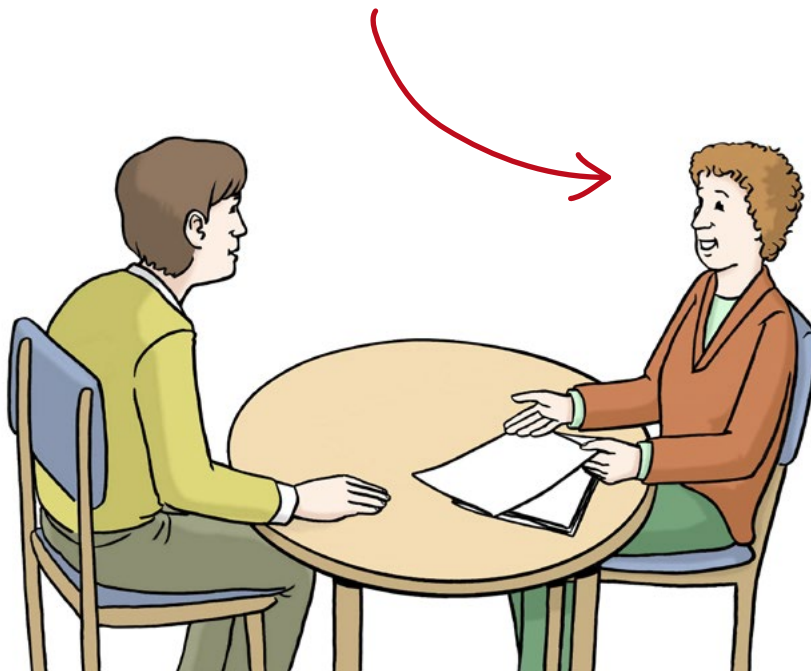


Exercise 3

You now have 2 lists:
One list with your ticks.
One list with the ticks
from your friend.
Or from your teacher.



Place the two lists side by side.
Compare the two lists.
What did you tick?
What did your friend or teacher tick?
Are there any differences?
What are the differences?
Discuss the differences
with your ProfilPASS counsellor.



My family and friends

**What you will do in this chapter:
You will get to know many different jobs.**

My family and friends

You know a lot of people:

You have a family.

You have friends.

You know people from school.

From your building.

From your workshop.

From your spare time.

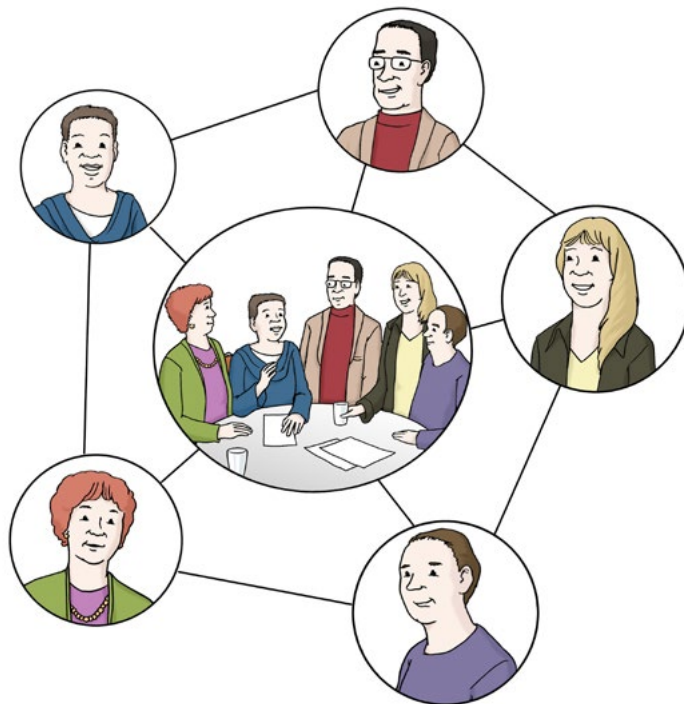
Many of these people have jobs.

In this chapter you will collect information on:

What these people do in their jobs.

You will see:

These jobs are interesting.



Exercise 4

There is a list on page 25.

In that list, write down:

The names of people you know well.

The jobs these people have.

For example, you can write:

Michael, salesman.

Or you can write:

Karin, carpenter.

You can also write down:

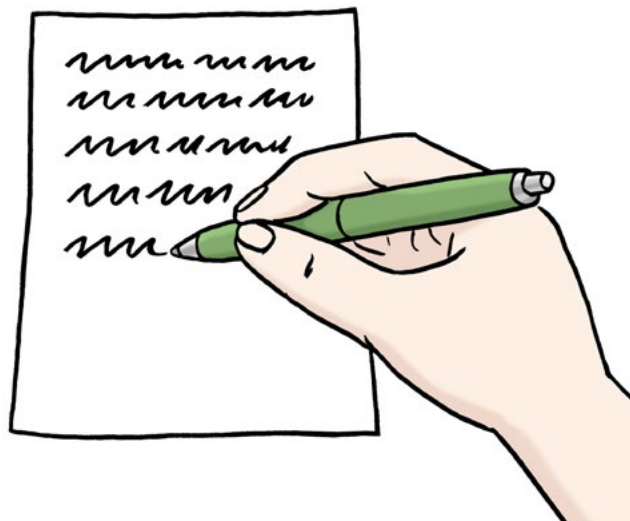
What tasks the person does in their job.

For example, you can write:

Michael sells bread and rolls.

Or you can write:

Karin makes furniture out of wood.



Fill in the list.

The list has four columns.

Column 1: Write the names of the people here.

Column 2: Write the jobs the people have here.

Column 3: Write the tasks the people do in these jobs here.

Column 4 is for you.

Put a cross here

if you like the job.

Or if you like the tasks.

Or if you want to show:

“I want to do this job.”



Toni has already completed his list.

This is what Toni's list looks like:

Name	Job	Taska	I want to do that
Susi	Typist	Types on the computer, speaks on the phone	
Andreas	Painter	Paints walls, mixes colours	X
Klaus	Kitchen helper	Cooks, cuts vegetables, washes up, cleans	X

Name	Job	Tasks	I want to do that

Exercise 5

Look at the list.

Answer these questions:

Why do you like these jobs?

Why do you like these tasks?

Are you able to do these tasks?

Yes

No

What else do you first have to learn?

Would you like to do a different job?

Yes

No

Which job would you like to do?

What do you like about this job?

What do people do in this job?

What things are you already able to do that this job would require?

What else do you have to learn in order to do this job?

Toni would like to work in a flower shop.

Toni likes to work with his hands.

Toni likes plants.

Toni already knows many different types of plants.

Toni has to learn how to take care of plants.



My day

What you will do in this chapter:
You will write down what you do.

You will see:

What you are good at.
What your strengths are.

My day

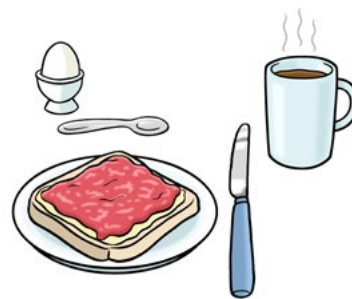
You do a lot every day:

You make breakfast.

You tidy up.

You go shopping.

And you do many more things.



You enjoy doing some things.

You do some things well.

If you do something well,
then it is one of your strengths.

A harder word for strength is competence.



In your job you need competencies.

So it is important to know:

What your competencies are.













This is how you discover what your competencies are:

Think of a normal day.

Write down in the list:

- What you do on this day.
- What your tasks are.
- What you have learned.



Daily schedule		
		Get up
		Breakfast
		Work
		Sports
		Dinner
		Cinema

Think about:

How well you do the tasks.

Rate how well you do the tasks using smileys.

Smileys is short for smiling faces.

It is pronounced: Smy-lees.

You can type a smiley on the computer using 2 keys:

The colon key :

And the bracket key)

First type a colon :

Then type a bracket)

Then you get a smiley :))

With smileys you can say something without words.

Give yourself 1–3 smileys for each task:

😊 = I can do this if someone helps me.

😊😊 = I can do this if everything is as usual.

😊😊😊 = I can do this very well and all by myself.



Toni has already completed his list.
This is what Toni's list looks like:



Time	What I do	What my tasks are	What I have learned	How well I can do this
7 a.m.	Breakfast	Make coffee	I can use equipment.	
8 a.m.	Workshop	Cut hedges	I have learned to use garden tools.	
		Pulling weeds	I can recognise different plants.	
5 p.m.	Housework	Water flowers on the balcony	I can take care of plants.	
		Tidy up my room	I can keep things tidy.	
7 p.m.	Dinner	Lay the table	I know where the cutlery is kept.	
		Wash the dishes Dry the dishes	I can clean dishes carefully.	
8 p.m.	Computer	Play computer games	I have learned how to use the computer.	

Exercise 6

Now it is your turn:

Think of a typical day.

Fill in the list:

Column 1: Write down the time.

Column 2: Write down: What you do at that time.

Column 3: Write down: What your tasks are.

Column 4: Write down: What you have learned.

Column 5: Using smileys, rate how well you do this.

Fill in the list.



Time	What I do	What my tasks are	What I have learned	How well I can do this

Exercise 7

Look at the list.

You can look at the list on your own.

You can also look at the list together with your ProfilPASS counsellor.

Which tasks do you do really well?

These are the tasks with 3 smileys in the last column.

Write down:

Which tasks have 3 smileys?

These are the tasks you do really well.

You could also say:

This is where you show your competencies.

These are your competencies:

•

•

•

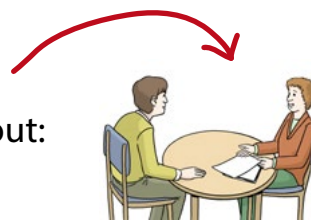
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This is what Toni's list of competencies looks like:

- Using equipment
- Recognising different plants
- Working with the computer



Together with your ProfilPASS counsellor, think about:
Which jobs require these competencies?



Decide:

Do these jobs sound interesting to you?

Yes No

Would you like to do these jobs?

Yes No

These are Toni's competencies:

- Using equipment
- Recognising different plants
- Working with the computer



These are the right jobs for Toni's competencies:

- Gardener
- Flower shop worker

My household chores

What you will do in this chapter:

You will write down:

What chores you do at home.

You will see:

What you are good at.

What your strengths are.

My household chores

There are many chores you do at home.

Some chores you enjoy.

Some chores you do well.

That means:

The chores you do at home show your strengths.

In this chapter you will discover:

The strengths that can be seen in the chores you do around the house.



Exercise 8

Fill in the list.

The list has 5 columns.

Column 1: There are many household chores written here.

Column 2: Put a cross

if you do the chore from the first column.

Column 3: Write down: These are my tasks.

Column 4: Write down: What you have learned from doing this chore.

Column 5: Using smileys, rate how well you do this.



Are your chores not on this list?

Then add them to the list.

There is room at the end of the list.

Write down in column 1: Your household chores.

Then write down:

Column 3: Your tasks.

Column 4: What you have learned.

Column 5: How well you do this.



Household chores	What I do	What my tasks are	What I have learned	How well I can do this
Tidying up				
Cleaning				
Doing the laundry				
Going shopping				
Cooking				
Looking after plants				
Making repairs				
Doing the gardening				

Exercise 9

Look at the list.

You can look at the list on your own.

You can also look at the list together with your ProfIPASS counsellor.



Are there any tasks that you do really well?

You can recognise these tasks by the 3 smileys in the last column.

Write down:

Which tasks have 3 smileys?



These are the tasks you do really well.

You could also say:

This is where you show your competencies.

These are your competencies:

- _____
- _____
- _____

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Together with your ProfilPASS counsellor, think about:
Which jobs require these competencies?

Decide:

Do these jobs sound interesting to you?

Yes No

Would you like to do these jobs?

Yes No

My hobbies

What you will do in this chapter:

You will write down:

What you do in your spare time.

You will see:

What you are good at.

What your strengths are.

My hobbies

In your spare time you do things that you enjoy.

These things are called hobbies.

Hobbies show your strengths.

Two examples:

If you are good at crafting

it shows that:

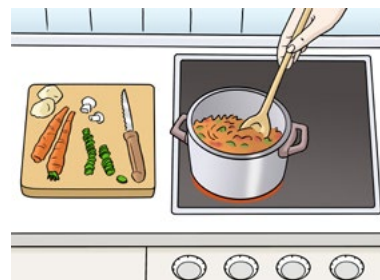
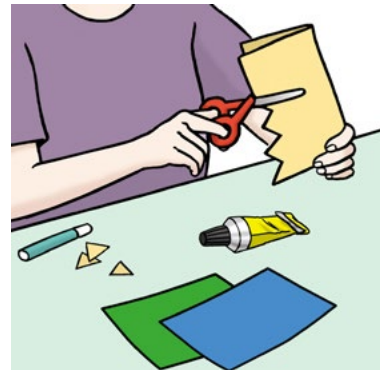
You work well with your hands.

That is a strength.

If you like to cook,

it shows that:

Cooking is your strength.



In this chapter you will discover your strengths in your hobbies.

This is important.

It is also important for your job.

Maybe you can use these strengths in your job.

Then you will be able to do your job really well.

Then you will enjoy your job.

Exercise 10

Fill in the list.

The list has 5 columns.

Column 1: Here are some hobbies.

Column 2: Put a cross here

if you do the hobby from column 1.

Column 3: Write down: What you do for this hobby.

Column 4: Write down: What you have learned by doing this hobby.

Column 5: Using smileys, rate how well you do this.



Are your hobbies not on the list?

Then add them to the list.

There is room at the end of the list.

Write down in column 1: Your hobby.

Then write down:

Column 3: What you do for this hobby.

Column 4: What you have learned.

Column 5: How well you do this.

These are Toni's hobbies:

Toni likes to play computer games.

Toni likes to take care of the plants on his balcony.

Toni likes crafting.



Hobbies	What I do	What I do for this hobby	What I have learned	How well I can do this
Reading				
Computer games				
Surfing the Internet				
Painting				
Music				
Crafting				
Handicrafts				
Making repairs				
Sports				
Cooking				
Photography				
Making videos				
Gardening				
Theatre				

Exercise 11

Look at the list.

You can look at the list on your own.

You can also look at the list together with your ProfilPASS counsellor.

Are there any hobbies that you do really well?

You can recognise these hobbies by the 3 smileys in the last column.

Write down:

Which hobbies do you have 3 smileys for?



These are hobbies you can do really well.

You could also say:

This is where you show your competencies.

These are your competencies:

•

•

•

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These are Toni's competencies:

Toni can work with the computer.

Toni can recognise different plants.

Toni can take care of plants.

Toni works well with his hands.





Together with your ProfilPASS counsellor, think about:
Which jobs require these competencies?

Decide:

Do these jobs sound interesting to you?

Yes No

Would you like to do these jobs?

Yes No

My school

What you will do in this chapter:

You will write down:

When you went to school.

Which subjects you learned.

You will see:

Which subjects you got good grades in.

Which subjects you were good at.

What your strengths are.

My school

Please fill out the list:

What schools did you go to?

When did you go to school?

Do you have a school leaving certificate?

What school leaving certificate do you have?



Write down in this list:

Name of the school	from ... until ...	Certificate

Exercise 12

There are many subjects in school.

You may have really liked some subjects.

These subjects are your favourite subjects.

Students often have good grades in their favourite subjects.

How about you?

Which subjects are you really good at?

What are your favourite subjects?

Fill in the list.

The list has 5 columns.

Column 1: Here are some subjects.

Column 2: Put a cross here if you did this subject in school.

Column 3: Write down: What you did in these subjects.

Column 4: Write down: What you have learned.

Column 5: Using smileys, rate how good you are at this subject.



Are your favourite subjects not on this list?

Then add them to the list.

There is room at the end of the list.

Write down in column 1: Your favourite subjects.

Then write down:

Column 3: What you did in these subjects.

Column 4: What you have learned.

Column 5: How good you are at these subjects.

Toni has already completed his list.
This is Toni's list:



Subject	What I do	What I did in these subjects	What I have learned	How well I can do this
Maths	X	Times tables	Adding, subtracting multiplying	😊😊
English	X	Reading stories Answering questions about the stories	Reading Understanding long texts	😊
Biology	X	Studying plants	Plants need soil, sun and water. Then they can grow.	😊😊😊
...				

Fill in the list.

Subject	What I do	What I did in these subjects	What I have learned	How well I can do that
Maths				
English				
Biology				
General studies				
Physics				
Chemistry				
History				
Geography				
IT				
Home economics				
Religion				
Arts and crafts				
Music				
Sports				

Exercise 13

Look at the list.

You can look at the list on your own.

You can also look at the list together with your ProfilPASS counsellor.

Are there any subjects you are really good at?

You can recognise these subjects by the 3 smileys in the last column.

Write down:

Which subjects do you have 3 smileys for?



You are really good at these subjects.

You could also say:

This is where you show your competencies.

These are your competencies:

•

•

•

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Together with your ProfilPASS counsellor, think about:
Which jobs require these competencies?

Decide:
Do these jobs sound interesting to you?

Yes No

Would you like to do these jobs?

Yes No

Did you like going to school?

Yes No

What did you like about school?

Learning together with others

Seeing friends

The fixed timetable

School trips

The theatre club

...

Toni liked going to school.

What Toni liked:

- His school friends
- Playing at break time
- Planting flowers in the field in front of the school



What Toni did not like:

- Maths
- Sitting still for a long time

My vocational training

What you will do in this chapter:

You will write down:

When you trained for a job.

What your tasks were.

You will see:

What you are good at.

What your strengths are.

My vocational training

If you have trained for a job.

Or you are training for a job.

Then we can say:

You have done vocational training.

Or you are doing vocational training.

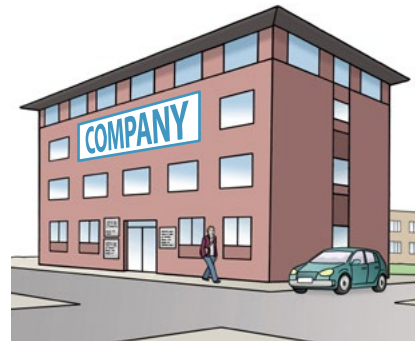
Which job are you training for?

Which company are you doing your training in?

What qualification did you get?

Or what qualification will you get?

Write down in this list:



Name of the vocational training	Name of the company	Vocational training from ... until ...	Qualification

Exercise 14

There are many tasks in vocational training.

What are your tasks?

Which tasks do you do really well?

Fill in the list.

The list has 4 columns.

Column 1: Write down: What you do.

Column 2: Write down: What your tasks are.

Column 3: Write down: What you have learned.

Column 4: Using smileys, rate how good you are at this work.



What I do	What my tasks are	What I have learned	How well I can do this work

Exercise 15

Look at the list.

You can look at the list on your own.

You can also look at the list together with your ProfilPASS counsellor.



Is there any work that you do really well?

You can recognise this work by the 3 smileys in the last column.

Write down:

Which work do you have 3 smileys for?



This is the work you do really well.

You could also say:

This is where you show your competencies.

These are your competencies:

- _____
- _____
- _____

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Do you enjoy vocational training?

Yes No

What do not you enjoy?

What do you enjoy most?

- I like working with my hands
- I like working with the computer
- I like talking to other people
- I like working quietly by myself
- I like working with others
- I like doing the same thing every day
- I like to always do something different
- I like to work in quiet
- I like to move around

...

...

My work

What you will do in this chapter:

You will write down:

Where you work.

What you do at work.

You will see:

What you are good at.

What your strengths are.

My work

Do you have a job?

Or have you worked before?

Or have you done an internship?

In an internship you work in a company.

You work for a short time.

For example, to get to know a job.

When did you work?

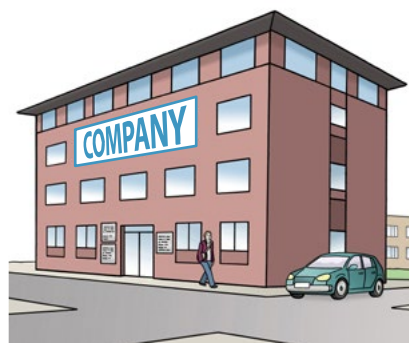
What job do you do?

What job did you do?

What company do you work for?

What company did you work for?

Write all this down in the list:



From ... until ...	I worked as ...	Name of the company

Exercise 16

At work there are many different tasks.

What are your tasks?

What were your tasks before?

What work do you do really well?

Fill in the list.

The list has 4 columns.

Column 1: Write down: What you do.

Column 2: Write down: What your tasks are.

Column 3: Write down: What you have learned.

Column 4: Using smileys, rate how good you are at this work.



What I do	What my tasks are	What I have learned	How well I can do this work

Exercise 17

Look at the list.

You can look at the list on your own.

You can also look at the list together with your ProfilPASS counsellor.



Is there any work that you do really well?

You can recognise this work by the 3 smileys in the last column.

Write down:

Which work do you have 3 smileys for?



This is the work you do really well.

You could also say:

This is where you show your competencies.

These are your competencies:

- _____
- _____
- _____

[Go to page 70 →](#)

Do you enjoy your work?

Yes No

What do not you enjoy?

What do you enjoy most?

- I like working with my hands
- I like working with the computer
- I like talking to other people
- I like working quietly by myself
- I like working with others
- I like doing the same thing every day
- I like to always do something different
- I like to work in quiet
- I like to move around

...

...

What I can do

What you will do in this chapter:

You will compile the results from the exercises.

You will see:

What you are good at.

What your strengths are.

What I can do

You have now done all the exercises.

In every chapter, you have written down:

What you can do really well.

That means:

You now know your strengths.

A harder word for strengths is competencies.



Exercise 18

On page 70 you will see a list.

Write down your competencies in this list.

This is what you should do:

Go back to the chapters:

- My day
- My household chores
- My hobbies
- My school
- My vocational training
- My work

At the end of each chapter, you have written:

“These are my competencies.”

You will find your competencies on these pages: 35, 41, 47, 54, 60 and 65.

Toni has already done this exercise.

Chapter	My competencies
My day (S. 35)	Using equipment Recognising different plants Working with the computer
My household chores (S. 41)	Taking care of flowers properly Repairing equipment
My hobbies (S. 47)	Taking care of plants
My school (S. 54)	Identifying things Describing things Evaluating things
My vocational training (S. 60)	Using work equipment correctly Arranging flowers
My work (S. 65)	Recognising different plants Taking care of plants correctly



Write down your competencies
in the list on this page.
Then you will see all of your competencies.

Chapter	My competencies
My day (S. 35)	
My household chores (S. 41)	
My hobbies (S. 47)	
My school (S. 54)	
My vocational training (S. 60)	
My work (S. 65)	

Exercise 19

Look at the list.

You can look at the list on your own.

You can also look at the list together with your ProfIPASS counsellor.



Do some competencies appear in the list more often than others?

This means you are really good at these things.

These competencies are really important.

Highlight these competencies in the list.

How to highlight them:

Write an exclamation mark (!) after the competency.

This is what Toni's list looks like:

Kapitel	My competencies
My day (S. 35)	Using equipment Recognising different plants! Working with the computer
My household chores (S. 41)	Taking care of flowers properly! Repairing equipment



Talk to your ProfilPASS counsellor.

Ask them:

Which jobs require your competencies?

Write down in a list:

Column 1: Your competencies

Column 2: Jobs which require these competencies

My competencies	Jobs which require these competencies

Toni has talked to his ProfilPASS counsellor:

His ProfilPASS counsellor says:

Gardening is the right job for Toni.

He has the competencies for this job:

He likes to work with his hands.

He can use equipment.

He likes working in the garden.

He can take care of flowers.



There are several jobs on your list.

Ask yourself:

Do you know people
who do these jobs?

Ask these people about their work.

Ask them:

- What do you do in this job?
- What do you need to know for the job?
- What school leaving certificate do you need?
- What vocational training do you need?
- What competencies do you need?



Toni's tip:

Look back through the pages.

Look at the chapter "My family and friends". Look at the jobs.

Maybe you have a friend who does this job.

Write down:

Would you like to do this job?

Yes No

If you ticked "no",

then write down:

Why you would not want to do the job:

If you ticked "yes",

then answer the questions:

Do you have the right school leaving certificate for this job?

Yes No

Do you have the right vocational training?

Yes No

What do you need for this job?

What else do you have to learn?

What do you need to be able to do better?

What do you need to do to achieve this?



Toni wants to be a gardener.

Toni knows:

He needs vocational training.

He also knows:

He must apply for a training place.

He does not know:

How to apply.

So now he is learning:

How to write applications.

My Goals

What you will do in this chapter:

You will make a plan.

This plan will help you to achieve your goals.

My Goals

You now know:

What you can do.

You know your competencies.

You know:

What vocational training you want to do.

Or what job you want to do.

That is your goal.



You also know:

What you need to do

in order to help you reach your goal.

- You need to organise things.
- You need to learn things.
- ...

So you need to plan:

- What are you going to do first?
- What are you going to do after that?

Exercise 20

Gather the following information:

What do you need for your vocational training?

What do you need for your job?

Things you need may include:

- A bike to get to work.
- Work clothes
- Photos for applications
- ...

Toni has to write applications on the computer.

Then Toni has to print out the applications.

Toni has a computer.

He can type on the computer.

Toni does not have a printer.

So Toni needs a printer.



Gather the following information:

What do you need for your vocational training?

What do you need for your job?

Exercise 21

Decide:

When will you do what?

Write down:

The things you will do.

You can also write down:

Who can help you.

When will I do what?	What I will do	Who will help me
Next week I will		
Next month I will		
In two months I will		
In three months I will		
		GOOD LUCK!

Toni – Your ProfIPASS assistant

Toni is 21 years old.

Toni wants to be a gardener.

Or Toni wants to work in a flower shop.

Toni has also completed the ProfIPASS.

Toni – Your ProfilPASS assistant



Toni will give you lots of tips.

Toni will show you:

How he answered the questions.

His answers are examples.

The examples should help you
answer the questions.

Chapter: Who I am

In this chapter you list your qualities.

Toni found this exercise very easy.

He asked himself:

“What do other people like about me?”

When do other people say:

This is typical of Toni.

These are my qualities.”

He ticked:

I am patient.

I am hard-working.

I am independent.

I am good at organising.

I like trying new things.

I can concentrate on one task for a long time.

I am good with tools.

I like plants.

I like being alone.

Toni asked his teacher:

“What do you like about me?

What is typical of me?

What are my qualities?”

The teacher ticked:

Toni is patient.

Toni is hard-working.

Toni is neat.

Toni is independent.

Toni is good at remembering things.

Toni likes to try new things.

Toni works well with tools.

Toni likes plants.

Chapter: My family and friends

Toni wrote a list.

The list includes:

The names of people Toni knows well.

The jobs these people do.

What the people do in these jobs.

Name	Job	What people do in their job
Susi	Typist	Types on the computer, speaks on the phone
Andreas	Painter	Paints walls, mixes colours
Klaus	Kitchenhelper	Cooks, cuts vegetables, washes up, tidies, cleans

Toni also answered the questions:

Here are Toni's answers:

Which jobs do you like?

Painter

Kitchenhelper

Why do you like these jobs?

Working with my hands

Working alone

You can see the work you have done at the end of the day

**Are you able to do
the things the people do in these jobs?**

Yes No

What else do you have to learn in order to do these jobs?

To paint

To mix colours

To cook

Would you like to do a different job?

Yes No

Which job would you like to do?

Gardener

Work in a flower shop

What do you like about these jobs?

The fresh air

Working with my hands

Working with plants

Working in quiet

I can make nice things

At the end of the day I can see: What I have done

What do people do in these jobs?

Plant flowers

Cut hedges

Mow lawns

Water plants

Spread fertiliser

**What things are you already able to do
that these jobs require?**

Plant flowers

Cut hedges

Water plants

**What else do you have to learn
in order to do these jobs?**









How to spread fertiliser

How to mow lawns

How to take care of fruit trees

Chapter: My day

This is what a normal day looks like for Toni:

Time	What I do	What my tasks are	What I have learned	How well I can do this
7 a.m.	Breakfast	Make coffee	I can use equipment.	
8 a.m.	Workshop	Cut hedges	I have learned, to use garden tools.	
		Pull weeds	I can recognise different plants.	
5 p.m.	Housework	Plant flowers on the balcony.	I can take care of plants.	
		Tidy up my room.	I can keep things tidy.	
7 p.m.	Dinner	Lay the table.	I have learned, where the cutlery is.	
		Wash the dishes. Dry the dishes.	I can clean dishes carefully.	
20 Uhr	Computer	Play computer games. Watch documentaries.	I have learned how to use the computer.	

These are Toni's competencies:

Using equipment

Recognising different plants

Working with the computer

These are the right jobs for Toni's competencies:

Gardener

Working in a flower shop

Toni finds these jobs interesting.

Toni wants to do one of these jobs.

Chapter: My household chores

What Toni does around the house:

He makes breakfast.

He makes coffee.

He takes care of the plants on the balcony.

He tidies his room.

Toni's competencies:

He can use equipment.

He can recognise different plants.

He can take care of plants.

Chapter: My hobbies

These are Toni's hobbies:

Toni likes to play computer games.

Toni likes to take care of the plants on his balcony.

Toni likes crafting.

Toni's competencies:

Toni can work with the computer.

Toni can recognise different plants.

Toni can take care of plants.

Toni works well with his hands.

Kapitel: My school

Toni liked going to school.

What Toni liked:

- His school friends
- Playing at break time
- Planting flowers in the field in front of the school.

What Toni did not like:

- Maths
- Sitting still for a long time

Chapter: What I can do

This is what Toni's list of competencies looks like:

Chapter	My competencies
My day	Using equipment Recognising different plants! Working with the computer
My household chores	Taking care of flowers properly! Repairing equipment
My hobbies	Taking care of plants
My school	Identifying things Describing things Evaluating things
My vocational training	Using work equipment correctly Arranging flowers
My work	Recognising different plants Taking care of plants correctly

Together with his ProfilPASS counsellor, Toni has decided:

Toni wants to be a gardener.

These are the reasons:

Toni says:

“I like being outside.

I like working with my hands.

I can use equipment.

I like working in the garden.

I like taking care of flowers.”

Toni knows:

He needs vocational training
in order to work as a gardener.

Chapter: My goals

Toni wants to become a gardener.

You need vocational training to become a gardener.

That means:

Toni has to train for the job.

Toni needs vocational training.

Toni knows:

He needs to apply for vocational training.

He does not know: How to apply.

So now he is learning:

How to write applications.

Toni has to write applications on the computer.
 Then Toni has to print out the applications.
 Toni has a computer.
 Toni can type on the computer.
 Toni does not have a printer.
 Therefore, Toni cannot print out the applications.
 So, Toni needs a printer.

When will I do what?	What I will do	Who will help me
Next week I will	Course: How to write applications	ProfIPASS counsellor
In 2 weeks I will	Buy a printer	My friend Susi
Next month I will	Write applications	ProfIPASS counsellor
In 2 month I will		

Information

This chapter gives you information.

The information is on these topics:

- **Further education**
- **Training/vocational training**
- **Career choice**

There is information about websites.

Or brochures.

Information

Easy Reading Job Profiles

Descriptions of 23 jobs that are easy to read

Job profiles in PDF format:

<https://alis.alberta.ca/media/2904/easy-reading-job-profiles.pdf>

Easy Reading Dictionary

Explanation of symbols and words in the Job Profiles

<https://alis.alberta.ca/inspire-and-motivate/easy-reading-dictionary/>

Easy Reading Work and You - Book 1: Make Some Job Choices

Career planning workbook with stories, checklists and exercises

Career planning book in PDF format:

<https://alis.alberta.ca/media/1645/workandyouworkbook1.pdf>

Easy Reading Dictionary

Explanation of words in the book

<https://alis.alberta.ca/inspire-and-motivate/easy-reading-dictionary/>

Easy Reading Work and You - Book 2: Decide on a Job

Career planning workbook with stories, checklists and exercises

Career planning book in PDF format:

<https://alis.alberta.ca/media/698423/work-and-you-workbook-2.pdf>

Easy Reading Dictionary

Explanation of words in the book

<https://alis.alberta.ca/inspire-and-motivate/easy-reading-dictionary/>

Easy Reading Training for Work

Interactive guide to training opportunities

Workbook in PDF format:

<https://alis.alberta.ca/media/698322/er-trainingforwork.pdf>

Easy Reading Find a Job

Interactive guide to applying for jobs

Workbook in PDF format:

<https://alis.alberta.ca/media/697147/findajobstudent.pdf>

Easy Reading Keep a Job

Workbook for job career

Workbook in PDF format:

<https://alis.alberta.ca/media/2135/keepyourjob.pdf>

Easy Read Guide about Finding a Job

Easy read guide to finding a job or working experience

Guide in PDF format:

<https://www.mencap.org.uk/sites/default/files/2017-06/Easy%20Read%20guide%20about%20finding%20a%20job.pdf>

Easy Read Guide about Writing a CV

CV advice in easy language

Guide in PDF format:

<https://www.mencap.org.uk/sites/default/files/2017-06/Easy%20Read%20guide%20about%20writing%20a%20CV.pdf>

Easy Read Guide about Going to a Job Interview

Job interview advice in easy language

Guide in PDF format:

<https://www.mencap.org.uk/sites/default/files/2017-06/Easy%20read%20guide%20about%20going%20to%20a%20job%20interview%20%282%29.pdf>

Easy Read Guide about Starting Work

Guide to starting a new job in easy language

Guide in PDF format:

<https://www.mencap.org.uk/sites/default/files/2017-06/Easy%20Read%20guide%20about%20starting%20a%20job.pdf>

Education and employment for people with learning difficulties

Easy read briefing about education and job opportunities

Booklet in PDF format:

https://www.mentalhealth.org.uk/sites/default/files/education_employment.pdf

Valuing Employment Now:

Information about supported employment

Easy read guide about supported employment possibilities

Guide in PDF format:

https://www.base-uk.org/sites/default/files/info_about_supported_employment.pdf

What are Supported Internships?

Easy read guide about supported internships

Guide in PDF format:

<https://www.base-uk.org/knowledge/supported-internships-guidance-easy-read>

Jobs for People with Learning Disabilities

Booklet about employment

Brochure in PDF format:

https://www.base-uk.org/sites/default/files/expected_to_work_easyread.pdf

Into Apprenticeships: The Guide for Disabled People

Guide about apprenticeships

Guide in PDF format:

<https://www.disabilityrightsuk.org/sites/default/files/pdf/IntoApprenticeships2017.pdf>

Into HE 2020: A Guide to Additional Support in Higher Education

Guide about higher education

Guide in PDF format:

https://www.disabilityrightsuk.org/sites/default/files/civicrm/Into-HE_2020_LowRes_Bookmarked.pdf

Easy Read Apprenticeship Guide: West Sussex County Council

Information about apprenticeships

Brochure in PDF format:

https://www.westsussex.gov.uk/media/1142/easy_read_apprenticeship_guide.pdf

Jobs and training

Videos on work experience

Website of People First:

<https://www.peoplefirstinfo.org.uk/health-and-well-being/easy-read-information-for-people-with-learning-disabilities/jobs-and-training/>

Understand Your Education Needs

Questions for self-reflection on education

Website of Alberta:

<https://alis.alberta.ca/explore-education-and-training/learn-about-apprenticeship/apprenticeship-in-alberta/>

Identify Your Experiences

Activity to identify experiences one is proud of

Website of Alberta:

<https://alis.alberta.ca/careerinsite/know-yourself/vision-exercise/>

The “Barrier-free ProfilPASS in Easy Language” project

In this chapter:

**Who had the idea
for the “Barrier-free ProfilPASS in Easy Language”?**

**Who made the “Barrier-free ProfilPASS
in Easy Language”?**

**Why do we have
the “Barrier-free ProfilPASS in Easy Language”?**

The “Barrier-free ProfilPASS in Easy Language” project

The Barrier-free ProfilPASS in Easy Language is part of a project.

A project is a task.

A project has a goal.

Once all the tasks have been completed,
then the goal has been achieved.

The project is called COOCOU.

COOCOU is an abbreviation.

The abbreviation stands for several words.

The whole name is:

COmpetence **O**riented **COU**nselling for cognitively impaired persons.

Competence-oriented counselling for cognitively impaired persons.

This means:

Counselling for people with learning difficulties
to help them recognise their strengths.

ProfilPASS COOCO

Six organisations are involved in the project.
All six organisations are committed to education.
They help people to learn.
So that everyone can be involved.

The six organisations come from different countries:

Germany,
Greece,
Austria,
Sweden,
Slovenia and
Spain.

All six countries are part of the European Union.
The short word for the European Union is EU.

The EU makes policies for the people of Europe.
It helps everyone in Europe.
Including people with disabilities.
Or people with learning difficulties.

This is the aim of the EU:

People with disabilities should know what they are capable of.
They should know their strengths.

If people know their strengths,
then they can find a job more easily.
They can learn how to do a job.
They can do a job.

The EU provides money for the Barrier-free ProfilPASS in Easy Language

The EU also provides money for other tasks in the project:

For example, the EU provides money for training.

In the training courses, the counsellors learn how to help people with disabilities even better.

The project has a legal basis.

The legal basis is the UN Convention on the Rights of Persons with Disabilities.

The UN is a group of 193 countries.

A convention is a contract.

The UN has made a contract.

It describes the rights of people with disabilities.

Many countries have signed the contract.

Including many EU countries.

This means that the countries agree with the contract.

These countries are committed to the rights of people with disabilities.

In the UN Convention it says:

Every person has the right to learn a job.

Everyone has the right to work.

Including people with disabilities.

The COOCOU project helps to implement the UN Convention.

COOCOU helps people with disabilities to recognise their strengths.

It helps people with disabilities to learn a job.

And to find a job.

With the Barrier-free ProfilPASS in Easy Language.

These are the six organisations involved in COOCOU:

Profil**PASS** COOCOU

German Institute for Adult Education
Leibniz Centre for Lifelong Learning (DIE)
(Germany) | die-bonn.de



die berater Unternehmensberatung GmbH
(Austria) | dieberater.com



DAFNI KEK (Greece) | kekdafni.gr



Andragoški zavod Ljudska univerza Velenje
(Slovenia) | lu-velenje.si



Swideas AB (Sweden) | swideas.se



Desarrollo para la Formación e Integración
(Spain) | defoin.es



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Download

The Barrie-free ProfilPASS in Easy Language is free to download at
https://coocou.profilpass-international.eu/index.php?article_id=143&clang=1



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ProfilPASS

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German Institute for
Adult Education
Leibniz Centre for
Lifelong Learning