

THE CORE-TOOLKIT

ASSESSING COMPETENCES FOR REINTEGRATION

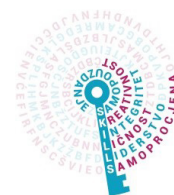


ProfilPASS CORE

The Erasmus+ funded EU-Project CORE – assessing COmpetences for REintegration is a project linked to the developments related to the ProfilPASS as an instrument for competence assessment. It addresses counsellors working with young adults who are Neither in Employment nor in Education or Training (NEETs) and bring forward their potentials and interests for competence development to help them (back) into education and/or employment. The project is realized by the DIE as a coordinator (Germany) in cooperation with partner organizations from Bosnia and Herzegovina, North Macedonia, Serbia and Slovenia.



Publication Coordinated by:



ProfilPASS CORE

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THE CORE-TOOLKIT

The CORE-Toolkit intends to offer counsellors the opportunity to find methods of competence assessment, vocational orientation as well as of empowerment and up-skilling that can help them work with disadvantaged young adults who are Neither in Employment, Education and/or Training (NEET). These methods are suitable for young NEET adults and aim to help them (back) into education, training and/or employment. A special focus of the CORE-Toolkit is to address counsellors from the Western Balkans, where NEET rates are particularly high and targeted advice much needed (see [Comprehensive Report of Identification of Needs](#)).

The [ProfilPASS – kickstart your career!](#) is the key component of the toolkit. In order to meet the needs of young NEET adults the already existing ProfilPASS (for young people) has been adapted to match their needs better.

Besides the specific instrument ProfilPASS – kickstart your career! the CORE-Toolkit is a collection of additional competence assessment instruments that are suitable for NEETs. These tools are described in the chapter [Tools for competence assessment](#). Exploring (future) career and/or education paths is an important part when counselling young NEET adults. The ProfilPASS – kickstart your career! tackles this need by focussing more on career exploration and the job searching process, among other things. The CORE-Toolkit provides additional tools to support this career counselling which are described in the chapter [Tools for vocational orientation and career guidance](#). To further support counsellors in their work with the target group the CORE-Toolkit also includes additional resources such as handbooks, manuals and learning materials which are described in the chapter [Tools for empowerment and up-skilling of Neets](#). These tools focus mainly on the fostering of relevant competences and thus on strengthening the employability of NEETs.

All methods in this toolkit are described in the so called 'Fact Sheets' which bring together the most important information about the tool on one page.

THE CORE-TOOLKIT

Although Young NEET adults have a similar need for guidance and counselling to find (back) into education and/or employment they show a great amount of heterogeneity in their individual situations, needs and risk factors for long-term unemployment. Therefore the materials chosen for this toolkit can address different subgroups of NEETs such as people with migration background, low educational level (e.g. school – drop outs), learning disabilities, family responsibilities (e.g. young mothers) to cover the variety of needs.

In it's last chapter '[Additional support for counsellors & NEETs](#)' the CORE-Toolkit summarizes on the one hand opportunities for counsellors to reflect and promote their own competences and on the other hand, available programs for NEETs in the Balkan region for gaining work experience.

CONTENTS

The CORE-Toolkit Structure	5..9
I. Tools supporting the counselling process	10..40
» Tools for competence assessment	11..22
» Tools for vocational orientation and career guidance	23..30
» Tools for empowerment and up-skilling of NEETs	31..40
II. Additional support for counsellors & NEETs	41..53

I. TOOLS SUPPORTING THE COUNSELLING PROCESS

A. Getting started: pre-counselling steps (individual work of the clients in preparation of the counselling process)

In preparation of the actual counselling process clients could use competence assessment and job orientation tools for self-assessment. The CORE-Toolkit contains instruments that allow clients to independently carry out a partial or complete competence assessment. Additionally it contains tools that support the process of job orientation.

For young NEET adults self-reflecting not only on their competencies but also their (future) career choice can be an important pre-counselling step.

» Self-assessment tools

FOR COMPETENCE ASSESSMENT

- » Competence cards
- » my-professional-experience.org
- » Competence Cards for educational counselling and career guidance
- » Picture card set for competence recording App
- » The Nefiks App
- » My experience (student work experience)
- » Youthpass

FOR VOCATIONAL ORIENTATION

- » Online Tool „my career choice“
- » Vocational choice tests
- » Short career quiz
- » www.zanimanja.mk
- » Career quiz: “what occupation suits you best?”

This section, ‘Tools supporting the counselling process’ gives an overview of the tools in this toolkit which conduct and accompany the counselling process.

This section is subdivided into four categories:

- A. Getting started: pre-counselling steps
- B. Structuring the competence assessment
- C. Supporting vocational orientation and career choices
- D. Supporting empowerment and up-skilling of NEETs

» Click on each tool to access more information about it in the form of a ‘Fact Sheet’.

I. TOOLS SUPPORTING THE COUNSELLING PROCESS

B. Structuring the competence assessment as part of the counselling process (portfolios, interview templates, etc.)

This category covers tools for competence assessment that can support the counsellor's work in different ways. Due to the heterogeneity of young NEET adults counsellors will need to choose tools that match the individual situation best. To help with this decision the tools are sorted into specialized competence assessments and comprehensive competence assessments like the [ProfilPASS – kickstart your career!](#).

» Specialized competence assessment

VOCATIONAL FOCUS

- » [my-professional-experience.org](#)
- » [Picture card set for competence recording App](#)
- » [My experience \(student work experience\)](#)

SOFT SKILLS

- » [Competence cards](#)
- » [Competence Cards for educational counselling and career guidance](#)
- » [The Nefiks App](#)

» Comprehensive competence assessment

- » [ProfilPASS – kickstart your career!](#)
- » [ProfilPASS for start-ups](#)
- » [The Unexpressed Talent Toolkit](#)
- » [Job folder NRW](#)
- » [Youthpass](#)

I. TOOLS SUPPORTING THE COUNSELLING PROCESS

C. Supporting Vocational orientation and career choices as part of the counselling process

To support NEETs in exploring their future career and/or education path the ProfilPASS – kickstart your career! focusses more on goals, future steps, career exploration, and provides more information about the job search process. To support this part of the counselling process, the CORE-Toolkit presents tools for vocational orientation which allow the NEETs to reflect on career possibilities.

» Tools for vocational guidance

- » Online Tool „my career choice“
- » Vocational choice tests
- » Berufe.TV
- » Vocational cards
- » Short career quiz
- » www.zanimanja.mk
- » Career quiz: "What occupation suits you best?"

I. TOOLS SUPPORTING THE COUNSELLING PROCESS

D. Supporting Empowerment and up-skilling of NEETs as part of the counselling process

Through the counselling process, young NEET adults can not only discover their strengths, but also the areas in which they have potential for further training and up-skilling. To give counsellors the opportunity to include suitable training materials in their counselling process, the CORE-Toolkit also compiles resources (learning platforms, toolkits, handbooks, manuals etc.) matching the needs of this target group.

» Tools to empower and up-skill NEETs

MATERIALS FOR INDEPENDENT USE

- » NEET-System – Learning Portal
- » Network for Building Peace – Web portal
- » European Training Calendar
- » Online Competence Trainer (ProfilPASS for start-ups)

MATERIALS FOR USE WITH COUNSELLOR/TRAINER

- » E-Toolkit – Tools for Trainers to Empower NEETs
- » yourKITE-Toolkit
- » BYMBE (Bringing Young Mothers Back to Education)
 - » Set of Intervention Methods
 - » Orientation Pack
 - » Empowerment Pack
- » Handbook for psychosocial work with LGBTI+ people „SWAG-a mi“

II. ADDITIONAL SUPPORT...

...for counsellors

This part of the CORE-Toolkit provides a small selection of “tools” (resource options) which are meant to stimulate further development of counsellors, such as the peer to peer counselling and supervision of ProfilPASS counsellors offered by the organisation SKILLS. This is a powerful self-reflection tool for counsellors to reflect their own methods/ approaches and to gain new inspiration for their work, which is not only helpful for unexperienced counsellors.

- » Peer to peer counselling and supervision of ProfilPASS counsellors
- » EPALE Resource Centre
- » Handbook for Assessment in the context of Validation of non-formal and informal learning (North Macedonia)

...for NEETs

Research has shown (see [Comprehensive Report of Identification of Needs](#)) that young NEET adults, especially in the Western Balkans, often are not aware of the opportunities and programmes that are available to them for finding a job or internship. To enable counsellors to further inform NEETs about these options during and after their counselling process, the CORE-Toolkit provides a selection of suitable programmes in Bosnia and Herzegovina, Serbia and North Macedonia.

BOSNIA AND HERZEGOVINA

- » YourJob – Career Counselling and Internship services
- » Job advertisement listings and brief self-reflection competence assessment

SERBIA

- » Career guidance and counselling in Serbia
- » Career planning
- » Club for active job seeking
- » Acquiring practical knowledge
- » Start your own business
- » Programs encouraging employment of the persons with disabilities

NORTH MACEDONIA

- » Education for Employment, E4E@MK

I. TOOLS SUPPORTING THE COUNSELLING PROCESS – THE ‘FACT SHEETS’

All tools mentioned so far are now presented in so called ‘Fact Sheets’ which provide basic information about each tool

TOOLS FOR COMPETENCE ASSESSMENT

PROFILPASS – KICKSTART YOUR CAREER!

German Institute for Adult Education (project coordinator) This is the product of an Erasmus+-project partnership.

WHAT IS IT?

(Aim of the Tool)

The ProfilPASS – kickstart your career! is the core of the CORE-Toolkit. It supports the systematic assessment and documentation of competences with the aim of developing a competence profile and thus support (further) personal and vocational development, (re-)orientation and the planning of further learning steps.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

The ProfilPASS – kickstart your career! addresses young NEET adults who are in need of orientation and counselling. To fit the special situation and needs of this target group the ProfilPASS as an Instrument for competence assessment was adapted in language, content and layout to match the situation and needs of young NEET adults.

KEY FEATURES

By evaluating different areas in **(1) My Life** (life so far, social network, description of a typical day), **(2) My Activities** (e.g. life at home/family/caring for others, hobbies/interests/free time, education, work/volunteering/internships, participation in projects/workshops/courses/trainings, extraordinary circumstances) and **(3) My Qualities**, a competence profile is developed in chapter **(4) All my Competences – a summary**. **(5) My Future** and **(6) My Applications and Documents** are focusing on next steps and how to make good use of the competence profile.

To fit the needs of vulnerable young adults (NEETs) the ProfilPASS – kickstart your career! combines and further adapts parts of the ProfilPASS and the ProfilPASS for young people. Adaptations include:

- » **Linguistic simplifications** and **additional explanations** (e.g. through a glossary) to provide accessibility for NEETs with lower educational levels.
- » **Layout adaptations** to make the tool more appealing and motivating for this target group.
- » A **'moderator'** (narrator) who guides the counselee, explains exercises and gives useful tips.
- » **NEET-Testimonials** give examples, serve as positive role models and motivation for the work with the ProfilPASS
- » **New chapters** to support career decisions and the process of searching and applying for the right job ('Previous Job-searching Experience', 'My Career' & 'My Goals and Next Steps', 'My CV', 'My Cover Letter', 'Professional etiquette in networking and in an interview')



TRY THE TOOL

https://core.profilpass-international.eu/files/profilpass-kickstart_your_career.pdf

LANGUAGES AVAILABLE

German, English, Bosnian, Macedonian, Serbian, Slovenian

FURTHER INFORMATION

<https://core.profilpass-international.eu/>
Deutsches Institut für
Erwachsenenbildung – Leibniz-
Zentrum für Lebenslanges Lernen
e.V.

German Institute for Adult Education
- Leibniz Centre for Lifelong Learning
(DIE)

Servicestelle ProfilPASS
Heinemannstraße 12-14 53175
Bonn, GERMANY

PROFILPASS FOR START-UPS

German Institute for Adult Education (Output Coordinator) This is the product of an Erasmus+-project partnership.

WHAT IS IT?

(Aim of the Tool)

The ProfilPASS for Start-ups is an adapted version of the original ProfilPASS, a proven tool for self-reflection and competence assessment. This portfolio-tool aims to support people in reflecting about their own competences and therefore help them decide if they should start their own business and become self-employed. To achieve this the tool mainly focusses on 13 entrepreneurial key competences which are largely based on the EntreComp skills model of the Joint Research Centre of the European Commission (2016).

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

This ProfilPASS can be used as a meaningful supplement to the ProfilPASS - kickstart your career! for young NEET adults for whom the step into self-employment can be an option.

This version of ProfilPASS was specially developed for the needs of persons interested in founding their own start-up therefore is aimed at anyone who wants to become self-employed or considers it as an option.

KEY FEATURES

The main focus of the ProfilPASS for Start-Ups is to examine and reflect on the 13 entrepreneurial key competences:

Enthusiasm & self-motivation / the ability to motivate and persuade others / perseverance, determination, ambition / creativity; visionary and innovative thinking; sense of opportunities / self-efficacy, self-confidence / able to deal with stress, risks and uncertainty / planning, organisation & management skills / ability to make decisions and take responsibility / problem-solving skills / willingness to learn / teamwork ability / leadership skills / Networking;

Complementary materials:

- » **Guidelines for counsellors** on how to use the ProfilPASS for Start-Ups
- » **Online Competence Trainer** which contains learning materials for the 13 key competences to train the those which had weaker assessment results in the ProfilPASS for Start-ups



TRY THE TOOL

https://www.discover-startup.eu/profilpass_en

Online Version:

https://www.discover-startup.eu/profilpass_startups_online_en

LANGUAGES AVAILABLE

English, German, Spanish, Polish, Romanian

FURTHER INFORMATION

German Institute for Adult Education
- Leibniz Centre for Lifelong Learning
(DIE)

Servicestelle ProfilPASS
Heinemannstraße 12-14 53175
Bonn, GERMANY

Erasmus+-project DISCOVER
<https://www.discover-startup.eu/>

COMPETENCE CARDS

Bertelsmann Foundation and the bodies responsible for immigration advice service for adults in Germany

WHAT IS IT?

(Aim of the Tool)

The Competence Cards offer a flexible, low-threshold approach to the issue of competences. Their particularity is the compensation of language deficits through consequent visualization. Simultaneously, support for the counsellors is provided by means of further information for the counselling process.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

The main target group are people with migration background. No special preconditions are required.

KEY FEATURES

The Competence Cards are supposed to be applied in an interactive process between the counsellor and the client with different varieties for their use:

- » The cards can be used as an easy way to start a conversation, meaning as an opener or rather a starting point.
- » Also, a complete competence assessment can be conducted by using the cards. The clients sift the cards and choose 10-15 cards that they consider to be their strengths. These are then discussed and, if necessary, a deepening look is taken at the cards. Finally, the core competences are identified in order to find a possibly suitable vocational field. This process is also applicable for single competence areas.
- » A delayed use is possible, as well, meaning that the cards are used as a starter and, after that, a full competence assessment is conducted.

The set of cards also contains profiling-cards which are color-coded cards for an assessment of strengths for the profiling done by the German Federal Employment Agency.

TRY THE TOOL

<https://www.bertelsmann-stiftung.de/en/publications/publication/did/competence-cards/>

LANGUAGES AVAILABLE

German, English, French, Russian, Arabic, Farsi, Turkish, Tigrinya

FURTHER INFORMATION

<https://www.bertelsmann-stiftung.de/en/our-projects/careers-via-competences/project-news/immigration-counseling-for-adult-immigrants/>

Bertelsmann Foundation
(Bertelsmann Stiftung)
Carl-Bertelsmann-Straße 256
33311 Gütersloh
GERMANY

MY-PROFESSIONAL-EXPERIENCE.ORG MEINE-BERUFSERFAHRUNG.DE

Bertelsmann Foundation

WHAT IS IT?

(Aim of the Tool)

The tool offers the users an opportunity to take a self-assessment to determine the extent of their previous professional experience in 30 professions. The website also helps in making a decision on further competence diagnosis.

The tool provides support for labour market and integration advisors regarding the planning of paths to employment, qualification, in-depth assessment of competence or formal recognition of professional experience with their clients.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

The tool primarily addresses 'low-skilled' persons and refugees. No special preconditions are required.

KEY FEATURES

The tool comprises 20-40 captioned images for each profession which illustrate selected, typical action situations and which are each presented with the question: "How often have you done this?" (including 4 response options). The results are available in three to five minutes and can be downloaded, printed out or sent via email. There is also a "Next steps"-button that leads to a list of web links providing further information.



TRY THE TOOL

<http://my-professional-experience.org>

LANGUAGES AVAILABLE

German, English, Russian, Farsi,
Arabic, Turkish

FURTHER INFORMATION

<https://www.bertelsmann-stiftung.de/en/home>

Bertelsmann Foundation
(Bertelsmann Stiftung)
Carl-Bertelsmann-Straße 256
33311 Gütersloh
GERMANY

COMPETENCE CARDS FOR EDUCATIONAL COUNSELLING AND CAREER GUIDANCE

biv – Academy for inclusive education

WHAT IS IT?

(Aim of the Tool)

The Competence Cards of the Academy for inclusive education are an instrument of educational advice and career orientation. It contains 26 picture cards for selected competencies. The aim is that participants with low competencies in writing and language are able to identify their competencies. Competence cards are a tool for self-assessment.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

The competence cards are suitable for people with low competences in writing and language.

KEY FEATURES

This tool contains 26 picture cards for selected competencies. At the front page of each card the competence is depicted (in words and pictures) while at the back of each card the competence is explained in simple language. An attempt was made to find terms for the competencies that were as easy to understand as possible. There are short example sentences on the back of the competence cards, which describe the respective competence in more detail.

TRY THE TOOL

https://www.biv-integrativ.at/fileadmin/user_upload/kompetenzkarten_FINAL_300dpi.pdf

LANGUAGES AVAILABLE

German

FURTHER INFORMATION

biv - die Akademie für integrative Bildung (Academy for inclusive education)
Mariahilferstraße 76
1070 Wien
AUSTRIA

PICTURE CARD SET FOR COMPETENCE RECORDING (APP)

DAA – German Employees Academy

WHAT IS IT?

(Aim of the Tool)

The picture card set is a language-free tool for determining the professional position. It was developed for consultants and clients who cannot - or only to a limited extent - communicate with each other. The cards can also be used for people who do not have language-related communication problems, but who can also benefit from a better structuring and visualization of their experiences and professional goals.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Language-free tool for analysis and counselling of people with only limited language skills who need a professional (re-)orientation. There are no special requirements for its use.

KEY FEATURES

Each of the 33 occupational picture cards shows four pictures of different areas of activity in one occupational field. The respective occupational field can be assessed regarding to:

- » Work experience (How many years have you worked in this professional field?)
- » Self-assessment of work quality (How do you assess yourself in this professional field?)
- » Affection or aversion (How would you like to work in this field in the future?)

The result provides rankings of the assessed occupational fields according to duration, skills and career aspiration as well as details of the assessed occupational fields in which the personal assessment and sample occupations are listed. These results enable an initial professional classification and thus support further counselling.

ProfilPASS
CORE

TRY THE TOOL

FreeApp for iOS available at:

<https://apps.apple.com/de/app/daa-kompetenzerfassung/id1084665949>

LANGUAGES AVAILABLE

German, English, French, Arabic, Farsi

FURTHER INFORMATION

Bildkarten.Info@daa.de

DAA Deutsche Angestellten
Akademie GmbH (German
Employees Academy)
Alter Teichweg 19
22081 Hamburg
Germany

THE UNEXPRESSED TALENT TOOLKIT

FORCOOP CORA VENEZIA SC (Output Coordinator) The toolkit is the product of an Erasmus+-project partnership.

WHAT IS IT?

(Aim of the Tool)

The overall aim of the project is creating links between formal and non-formal education stake-holders in order to support the empowerment of youth, especially for young people between 15 and 25 years of age, to foster autonomy and self-recognition of skills in order to make talents easily emerge and consequently build strategies to express and promote them.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

The toolkit primarily addresses young people from 15 to 25 years of age.

KEY FEATURES

The Unexpressed Talent Toolkit provides several different tools that can be used for competence assessment. It is structured along the following core points:

- » Identifying
- » Mapping
- » Engaging
- » Appraising
- » Committing
- » Valorising

The tools range from short activities to more complex tools and tools for both individual and group work. Furthermore, some activities also offer the opportunity to combine external and self-perception.

In addition, the toolkit contains activities for the development of unexpressed talents including the categories Learning to Learn, Values and Attitudes, Creative Thinking, Critical Thinking and Communication and Networking.

TRY THE TOOL

<https://unexpressedtalentblog.files.wordpress.com/2017/09/toolkit-ut-final.pdf>

LANGUAGES AVAILABLE

English, Slovenian, Italian, Spanish, French, Croatian, Portuguese

FURTHER INFORMATION

<https://unexpressedtalentblog.wordpress.com/>

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30027 San Donà di Piave VE
ITALY

<https://www.forcoop.eu/>
forcoop@progettagroup.com

NEFIKS PROJECT

Nefiks Institute (Coordinator of the project) The project is funded by the Republic of Slovenia and the European Union from the European Social Fund.

WHAT IS IT?

(Aim of the Tool)

Nefiks is the leading system for recording non-formally knowledge in Slovenia, which enables young people to systematically collect all non-formal and formally acquired competences from organizations. As part of the Nefiks Employment Solutions project, e-NEFIKS has been upgraded to a platform for connecting young people and employers. This means that young people in the system can now allow employers to see their competences, and employers can choose between them.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Primally it is meant for young people to collect all of their non-formal acquired knowledge.

KEY FEATURES

The thematic areas are extensive and adapted to the Slovenian youth space and the participation of young people in it at work, their free time and learning. Individual can reasonably collect all the competences he/she has and present them to others.

It comes in two different versions:

- » Nefiks booklet
- » E-Nefiks, which is available free of charge to all users on the support portal www.nefiks.si and has over 16,000 users included.

TRY THE TOOL

<https://app.nefiks.si/login>

LANGUAGES AVAILABLE

Slovenian

FURTHER INFORMATION

Nefiks Institute for the Promotion
and Recording of Informally
Acquired Knowledge
Ob dolenski železnici 12, 1000
LjubljanaSlovenia
<https://nefiks.si/>

MY EXPERIENCE

Student Service (an agency providing work placement activities, which also includes temporary and occasional work by students)

WHAT IS IT?

(Aim of the Tool)

»Moje izkušnje/My Experience« is **a tool for validation and recognition of working experience, gained by student work.** Students and secondary school pupils can obtain electronic or paper certificate about their working experience. The service brings a quality and informative review/overlook of all working activities.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

It is meant for Students and secondary school pupils, where they can access the "Moje izkušnje" electronically (a digital portfolio) and they can export the certificate to PDF file or print it out, and they can show it to their potential employer and enhance their chances of obtaining a job.

KEY FEATURES

»Moje izkušnje/My Experience« consists of information of all of the student jobs an individual performed:

- » About the employer/company where the student worked
- » About the type of work
- » About the year of student work
- » About the number of hours of student work
- » About the basic competence gained by student work (for example IT skills, foreign languages, the ability to perform basic administrative duties, communication with costumers, etc.)
- » About the additional competencies gained by student work.

TRY THE TOOL

<https://www.moje-izkusnje.si/sl/>

LANGUAGES AVAILABLE

Slovenian, English

FURTHER INFORMATION

<https://www.moje-izkusnje.si/sl/za-mlade>

<https://www.studentski-servis.com/studenti/moje-izkusnje>

e-Študentski Servis, ŠS d.o.o.
Slovenska cesta 40
1000 Ljubljana
SLOVENIA

izkusnje@studentski-servis.com

YOUTHPASS

Funded by Erasmus+: Youth in Action and European Solidarity Corps Programmes.

WHAT IS IT?

(Aim of the Tool)

Youthpass is a tool to document and recognise learning outcomes from youth work and solidarity activities. It is available for projects funded by Erasmus+: Youth in Action and European Solidarity Corps Programmes. While creating their Youthpass certificate together with a support person, project participants are given the possibility to describe what they have done in their project and which competences they have acquired. Youthpass also aims at supporting the **employability** of young people and of youth workers by raising their awareness of and helping to describe their competences, and by documenting their acquisition of key competences on a certificate.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Youthpass certificates are available for all types of projects and activities within the Erasmus+: Youth in Action and European Solidarity Corps programmes. All participants of the projects approved within these frameworks are entitled to receive a Youthpass certificate, and thus recognition for their non-formal learning outcomes.

KEY FEATURES

On the website they are available:

- » Helpful books and booklets for implementing Youthpass and striving towards the recognition of youth work and non-formal learning.
- » Card games with the instructions (It is intended to be used as a tool addressing the topic of 'learning' in a fun, engaging and inspiring way).

All these results/outputs are in pdf format and available for free download.



TRY THE TOOL

<https://www.youthpass.eu/en/>

LANGUAGES AVAILABLE

In languages of all countries of EU

FURTHER INFORMATION

<https://www.youthpass.eu/en/about-youthpass/about/>

<https://www.salto-youth.net/about/>

SALTO Training and Co-operation
Resource Centre
Godesberger Allee 142-148
53175 Bonn
GERMANY

E-mail: youthpass@salto-youth.net

JOB FOLDER NRW – ONLINE MANUAL

(Jobmappe NRW – Onlinehandbuch) Society for innovative employment promotion (G.I.B.)

WHAT IS IT?

(Aim of the Tool)

The Job Folder NRW is a portfolio tool to support young people in North-Rhine Westphalia (NRW, Germany) to systematically assess and document their competence and strengths and therefore, help them on their path to employment or vocational training. It can be used to collect and document competences and career paths. The online manual offers work sheets.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Young people under 25 years.

Primary used in NRW as part of the job orientation at vocational colleges and educational institutions that offer vocational guidance in the transition from school to employment or education.

Ordering of the full folder may be restricted to specific institutions.

KEY FEATURES

The „Jobmappe NRW“ system contains 3 modules (hard copy folder, USB-stick and online manual). The online manual offers work sheets and aids as downloads in the following areas:

- » My Profil – Collect, arrange and evaluate strengths and interests
- » My Goal – Document and check planning and next steps
- » My Occupation – Record information on the course of training, courses and exam preparations check
- » My Application – Collect and sort documents and check them

All work sheets can be filled in online and printed out.

TRY THE TOOL

Online materials:

https://www.mags.nrw/sites/default/files/asset/document/arbeit_jobmappe_service_kopiervorlage_2020.pdf

LANGUAGES AVAILABLE

German

FURTHER INFORMATION

<https://www.gib.nrw.de/themen/jugend-und-beruf/jobmappe-nrw?searchterm=jobmappe>

G.I.B. Gesellschaft für innovative
Beschäftigungsförderung mbH
Im Blankenfeld 4
46238 Bottrop
Germany

TOOLS FOR VOCATIONAL ORIENTATION AND CAREER GUIDANCE

ONLINE TOOL „MY CAREER CHOICE“ (BET-U25)

University of Applied Labour Studies, Germany Product of a project with the German Federal Employment Agency

WHAT IS IT?

(Aim of the Tool)

Short self-evaluation tool (5min) to support the orientation and decision guidance of young people in the context of their career choice. It is intended to give a first impression of the current status of the career choice process, i.e. where one is in the process of choosing a career compared to people with similar educational qualifications. It is well suited for an initial assessment of the current status before the start of counselling or a comparison before and after counselling.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Young people under 25 who are seeking vocational training. The result can be discussed during further counselling.

KEY FEATURES

The respective status in the career choice process is recorded on the background of five dimensions that form the basis of career guidance according to BeKo and can be specifically summarized in subsequent questions:

- » Problem awareness and commitment (What does the choice of career mean to you in particular?)
- » Professional self-assessment (How do you assess your professional interests and abilities?)
- » Professional information level (What do you know about professions?)
- » Decision-making behavior (How far have you progressed with your career decision?)
- » Realization activities (Where do you stand in the realization of your professional plans?)

TRY THE TOOL

<https://www.meine-berufswahl.org/>

LANGUAGES AVAILABLE

German

FURTHER INFORMATION

University of Applied Labour Studies,
Germany

[http://www.hdba.de/forschung/
projekte-mit-der-ba/bet/bet-u25/](http://www.hdba.de/forschung/projekte-mit-der-ba/bet/bet-u25/)

German Federal Employment
Agency (Berufsberatung der
Bundesagentur für Arbeit)

[https://www.arbeitsagentur.de/bildung/
berufsberatung](https://www.arbeitsagentur.de/bildung/berufsberatung)

VOCATIONAL CHOICE TESTS (BERUFSWAHLTESTS)

Azubi & Azubine GmbH (Germany)

WHAT IS IT?

(Aim of the Tool)

These two short vocational choice tests (1) 'Trainee or student' and (2) 'Which is the right profession for me' aim to support students and graduates in their career decisions. The first self-assessment provides orientation about the best suited education type whereas the second gives guidance about which profession matches the young person's interests.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Students, graduates or young adults who are in the need of vocational orientation.

KEY FEATURES

(1) Vocational choice test: Trainee or student

- » The test results give an orientation which sort of education form suits best
- » Differs 4 categories: practice-oriented training / practice oriented and studies equally suitable / Tendency towards study / definitely study
- » Additional Information and useful resources are provided to the different education possibilities

(2) Vocational choice test: Which is the right profession for me

- » Result is a ranking of the best matching profession sections out of 15 (e.g. the trade / consulting / service sector; Media / fashion / design; Medicine / Beauty / Wellness; Gastronomy / food sector etc)
- » Each mentioned section gives a list of possible vocations and further information to each vocation such as duration of training, number of available apprenticeships nationwide, approximate income.

TRY THE TOOL

<http://www.azubi-azubine.de/berufswahl/berufswahltest>

<http://www.azubi-azubine.de/berufswahl/berufswahltest/welcher-beruf-ist-der-richtige-fuer-mich>

LANGUAGES AVAILABLE

German

FURTHER INFORMATION

Azubi & Azubine GmbH
Dachauer Str. 4280335 Munich
GERMANY

<http://www.azubi-azubine.de/>

WHAT IS IT?

(Aim of the Tool)

BERUFE.TV is a free film portal from the Federal Employment Agency to support the career or study choice. It informs in >350 films about vocational training, studies, opportunities with disabilities, work and profession.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

(Young) people who are in a vocational (re-)orientation phase

KEY FEATURES

Information films on >350 training and study occupations as an introduction to vocational orientation.

Each film is followed by more detailed information on the training or study programme. Possibility to start the search for open apprenticeship training positions in the **JOBBÖRSE** or in the **KURSNET** as well as the search for universities and courses of study on **studienwahl.de/** directly afterwards.

TRY THE TOOL

<http://www.berufe.tv/en/>

LANGUAGES AVAILABLE

German

FURTHER INFORMATION

<https://www.arbeitsagentur.de/bildung>

VOCATIONAL CARDS

VKO točka

WHAT IS IT?

(Aim of the Tool)

Vocational cards are simple tool consisting of playing cards that let players learn about different professions in a fun way. It works great together with workshop Carrier day.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

For counsellors or social workers. Although tool was designed to be used to encourage youngsters to start making decisions regarding their vocational path, it can be used as tool for vocational orientation with focus on skills and competences.

KEY FEATURES

- » Cards provide ideas for individual games or career day guidance.
- » The game pack consists of 60 cards with various professions and instructions for the game.
- » The cards were created to encourage young people to start thinking about their careers in a more active and engaging way.
- » The cards are ready to print 2 professions per A4 page, hence size A5. They are also available in A4 size 1 format.
- » Vocational cards can also be obtained in physical form at the Vocational Training Center.

TRY THE TOOL

https://www.vkotocka.si/wp-content/uploads/2019/04/poklicne_kartice_2_na_stran_-_a5.pdf

LANGUAGES AVAILABLE

Slovenian, English

FURTHER INFORMATION

Nacionalna koordinacijska točka VKO

VKO@ess.gov.si

SHORT CAREER QUIZ

Association of Career Counsellors

WHAT IS IT?

(Aim of the Tool)

Short career quiz is offered on the website of the association of career counsellors as an introductory tool into the topic career. It is a short set of questions in order to give a general idea about the attitude of the young individual toward their career ambitions.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Target group are young individuals who need support in choosing high education institution.

KEY FEATURES

The website of the Association aims at introducing career counselling to young individuals:

- » Informing about the role of the counsellor
- » Why is it useful to talk to a career counsellor?
- » Types of counselling

QUIZ – it serves as a first self reflection on the topic “career”

TRY THE TOOL

<https://docs.google.com/forms/d/e/1FAIpQLScg9gCH-Q6njtrMX-rQLzkvGSNchFVermqp7FpVs9rsa2EBZQ/viewform>

LANGUAGES AVAILABLE

Macedonian

FURTHER INFORMATION

Macedonian Association of counsellors of career development (ASK)

Vasil Gjorgov No.11 , 1000 Skopje

www.ask.org.mk

WWW.ZANIMANJA.MK – INFORMATIVE AND EDUCATIONAL PLATFORM FOR PROMOTION OF VOCATIONAL EDUCATION

Ministry of labour and social policy

WHAT IS IT?

(Aim of the Tool)

The platform gathers useful information about the majority of the occupations in the country and it is updated on regular basis. It highlights and promotes the vocational occupations that require a certain technical preparation: hairdressers, bakers, welders and many other practical skills for which there is a great demand on the labour market. The platform aims at fostering the attractiveness of vocational education as an excellent opportunity for professional fulfilment, employment, self-employment and career advancement.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Target group of the platform are young adults (age 15+). It is available and open for use.

KEY FEATURES

It gathers information in following categories:

OCCUPATIONS – this section offers practical information on 44 occupations. It presents in a very clear and understandable manner each of the occupations. It should give the young person a clear picture of the certain occupation.

QUIZ for professional orientation. This tool pertains to the 10 most demanded occupations in North Macedonia. After the completion of the quiz questions (approx. 15 minutes), the platform recommends to the user to contact a career counsellor of the association of career counsellors www.ask.org.mk, who can offer support and professional help in choosing suitable education and occupation.

TRY THE TOOL

www.zanimanja.mk

LANGUAGES AVAILABLE

Macedonian

FURTHER INFORMATION

Ministry of labour and social policy
Dame Gruev No. 14, 1000 Skopje

zanimanja@mtsp.gov.mk

CAREER QUIZ: “WHAT OCCUPATION SUITS YOU BEST?”

Wayfi

WHAT IS IT?

(Aim of the Tool)

Quiz is aimed at young people who want to define their professional interests and abilities, to have a clear picture of their abilities and competences.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Test is aimed at young people who are choosing their profession (professional orientation) or desire to check their professional choices.

Quiz is free and available to everyone. One should only get registered at <https://wayfi-sr.gateway.one/Account/Register>

KEY FEATURES

At the end of the quiz one will receive a personal analysis, which contains the listed work fields and professions, which based on his/her profile and answers should be one's priority when choosing a profession.

Along with the list one will also get an explanation for each recommended work field.

If he/she needs further support in understanding the results and/or additional counselling, he/she can consult career counsellors.

TRY THE TOOL

[https://wayfi-sr.gateway.one/Account/ Register](https://wayfi-sr.gateway.one/Account/Register)

LANGUAGES AVAILABLE

Serbian

FURTHER INFORMATION

All necessary information about the quiz, career guidance and counselling, description of certain professions and jobs, employers, young people can get at following address:

<https://znanjemdoposla.rs>

TOOLS FOR EMPOWERMENT AND UP-SKILLING NEETS

NEET-SYSTEM – LEARNING PORTAL

The Online Educational Escape Rooms are the product of an Erasmus+-project partnership.

WHAT IS IT?

(Aim of the Tool)

The primary objective of the project is to design and develop a bespoke challenge-based educational intervention aimed at re-engaging NEETs and supporting them to build skills and competences to assist their reintegration to education or employment. For this purpose the NEET-System consortium developed more than 30 online escape room exercises.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

The learning materials primarily address young NEET adults whose trust and confidence may have been broken by past negative (educational) experiences.

To be able to play the online escape room challenges a registration on the webpage is necessary (free of charge).

KEY FEATURES

This learning resource comprises online escape room challenges which address 4 key competence areas:

- » Digital competence
- » Social and civic competence
- » Sense of initiative and entrepreneurship
- » Cultural awareness and expression

Each competence area provides resources in 4 different skill levels (introductory, intermediate, advanced and expert) to ensure that learners can engage with the tools regardless of prior educational history and to provide a sustainable educational experience for learners allowing them to build their skills by advancing through available levels.

These games can be used to foster the motivation of NEETs to engage in the counselling process.

TRY THE TOOL

<https://www.neet-system.eu/en/learn/>
(free registration necessary)

LANGUAGES AVAILABLE

English, German, Croatian, Finish,
Greek, Czech, Polish

FURTHER INFORMATION

<https://www.neet-system.eu/>

[https://www.neet-system.eu/en/about/
project+partners/:language/en](https://www.neet-system.eu/en/about/project+partners/:language/en)

E-TOOLKIT – TOOLS FOR TRAINERS TO EMPOWER NEETS

Asociación Cazalla Intercultural, Spain (project coordinator) The toolkit is the product of an Erasmus+-project partnership.

WHAT IS IT?

(Aim of the Tool)

The E-Toolkit is an online E-Learning platform which provides courses and materials which are especially suitable for the work with young NEET adults. These Tools aim to empower NEETs and support their employability. A secondary aim is to raise awareness of the diverse nature of the NEET population across member states so that trainers can adapt their delivery to accommodate their learner's needs.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

(Career) counsellors, adult educators, youth workers, teachers, etc. dealing with NEETs, who wish to enhance their competencies, qualifications and approaches to increase their professionalism.

To be able to use the online training materials a free registration is necessary.

KEY FEATURES

The course contains flexible modules that are based on the following main topics:

- » Employability
- » Mobility
- » Entrepreneurship
- » ICT & Media Tools working with NEETs
- » Soft Skills & Other Competences
- » Additional Training Materials: Ice Breakers, Name Games & Energizers; Informal, non-formal and formal learning; Motivation Techniques; Decision Making; Evaluation;

TRY THE TOOL

E-Toolkit

<https://www.neettools.eu/>

(free registration necessary)

Print-Toolkit

<https://www.neettools.eu/failid/files/T4TEMP%2002%20ENG.pdf>

LANGUAGES AVAILABLE

English, Estonian, Greek, Italian, Spanish

FURTHER INFORMATION

EU-Project „Tools 4 Trainers to Empower Neets“

<https://www.neettools.eu/>

Project Coordinator:Asociación
Cazalla Intercultural
SPAIN

<http://cazalla-intercultural.org/contacto/>

YOURKITE-TOOLKIT

FAIR, Poland (project coordinator) The toolkit is the product of an Erasmus+-project partnership.

WHAT IS IT?

(Aim of the Tool)

The yourKITE-Toolkit is an integrative and comprehensive trainer guide/manual for trainers/counsellors working with young people to help promote volunteering and the development of entrepreneurship, media and communication skills with a special focus on employability to find a way out of unemployment.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Trainers or counsellors working with young people to become skillful entrepreneurs and employees.

KEY FEATURES

The yourKITE-Toolkit provides various training scenarios (methods, useful resources) and the theory behind those scenarios for the following topics:

- » Trainer Skills
- » Media & Communication
- » Entrepreneurship
- » Volunteering
- » Career Counselling

TRY THE TOOL

Full toolkit:

https://yourkite.org/media/uploads/2017/07/FullToolkit_30.06.2017.pdf

LANGUAGES AVAILABLE

English, Polish, Romanian, Norwegian

FURTHER INFORMATION

<http://toolbox.salto-youth.net/2061>

https://www.salto-youth.net/downloads/toolbox_tool_download-file-1622/InsightReport_yourKITE.pdf

FAIR (Fundacja Aktywnych Inicjatyw Rozwoju)
ul. Siłaczkii 3/9 lok. 402
02-495 Warsaw
POLAND

BYMBE - SET OF INTERVENTION METHODS TO INVOLVE YOUNG NEET MOTHERS

Frauen im Brennpunkt, Austria (project coordinator) The Set is the product of an Erasmus+-project partnership.

WHAT IS IT?

(Aim of the Tool)

The aim of the set is to support young NEET mothers (Not in Education, Employment, or Training) and to lead them back to education.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

The target group of the BYMBE project are young mothers who have, for one reason or another, left school early or may have just not finished their education in the first place. The young mothers in the BYMBE project in many of the partner countries come from marginalised communities whether they be ethnic minorities, migrant communities or in many instances the general wider community.

KEY FEATURES

The Set establishes clear guidelines for the techniques and tools. These are structured in the following chapters:

- » Assessment of needs
- » Planning – How do we address needs?
- » Building relationships with young mothers
- » Motivation and Empowerment
- » Engaging family and community
- » Peer-Leaders
- » Risk situations

TRY THE TOOL

<https://bymbe.eu/media/bymbe-io3-en.pdf>

LANGUAGES AVAILABLE

English, German, Bulgarian, Spanish, Italian, Lithuanian

FURTHER INFORMATION

Erasmus+-project BYMBE
'Bringing Young Mothers Back to Education'

<https://bymbe.eu/>

Frauen im Brennpunkt
Innrain 25
6020 Innsbruck
AUSTRIA

BYMBE - ORIENTATION PACK

Frauen im Brennpunkt, Austria (project coordinator) The Set is the product of an Erasmus+-project partnership.

WHAT IS IT?

(Aim of the Tool)

The training package provides an innovative method to support young NEET mothers in discovering their own educational and professional pathways.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Young NEET mothers who left the education system early.

KEY FEATURES

The Pack is based on a holistic approach combining group workshops, individual coaching sessions and peer sessions with the following contents:

- » Professional orientation and counselling
- » Guidance in a decision for a certain education
- » Planning of an individual professional education path
- » Organisation of childcare if needed

The package is divided into 4 main chapters: Theoretical framework of the Orientation Pack, methodology for the workshops, training modules and individual counselling sessions.

TRY THE TOOL

<https://bymbe.eu/media/BYMBE-IO4-EN.pdf>

LANGUAGES AVAILABLE

English, German, Bulgarian, Spanish, Italian, Lithuanian

FURTHER INFORMATION

Erasmus+-project BYMBE
'Bringing Young Mothers Back to Education'

<https://bymbe.eu/>

Frauen im Brennpunkt
Innrain 25
6020 Innsbruck
AUSTRIA

BYMBE - EMPOWERMENT PACK

Frauen im Brennpunkt, Austria (project coordinator) The Set is the product of an Erasmus+-project partnership.

WHAT IS IT?

(Aim of the Tool)

The Empowerment Pack is a handbook covering various topics designed to help young NEET mothers re-enter education.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Young NEET mothers who left the education system at an early age and are to be supported by strengthening training in preparation for re-entry.

KEY FEATURES

The handbook consists of 4 chapters, which deal with the development or promotion of skills in the following areas:

- » Self-Awareness
- » Self Management
- » Social Awareness
- » Social Skills (relationship management)

Each chapter consists of 3 subcategories: theoretical background, exercises for developing skills and evaluation.

At the end of the manual you will find an example of training modules (20 training units of 50 minutes each). The training programme can be adapted to the needs and size of the group of participants in each training session.

TRY THE TOOL

<https://bymbe.eu/media/BYMBE-IO5-EN.pdf>

LANGUAGES AVAILABLE

English, German, Bulgarian, Spanish, Italian, Lithuanian

FURTHER INFORMATION

Erasmus+-project BYMBE
'Bringing Young Mothers Back to Education'

<https://bymbe.eu/>

Frauen im Brennpunkt
Innrain 25
6020 Innsbruck
AUSTRIA

HANDBOOK FOR PSYCHOSOCIAL WORK WITH LGBTI+ PEOPLE “SWAG-A MI”

Centar za mlade “KVART”, Bosnia and Herzegovina This handbook was a product of the “Togetherring” project, supported by the US Department of State grant

WHAT IS IT?

(Aim of the Tool)

This handbook is meant to help counsellors create a more supportive environment in their workplace, for LGBTI+ people to feel safe and welcome. It gives examples and outlines approaches that should be kept in mind when working directly with people, one on one or in groups. The handbook also comes with a checklist for counsellors which facilitates their self-reflection process and assesses their openness and awareness of LGBTI+ related issues.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

This tool is primarily for all counsellors working with the ProfilPASS, but also for counselees and anyone interested in LGBTI+ related topics.

KEY FEATURES

Includes real-life examples and stories from lives of LGBTI+ individuals in Balkan countries.

Lists a number of assumptions and preconceived notions that could be detrimental for counsellors' work.

Provides description of exercises and techniques that could be applied when working with LGBTI+ individuals.

Offers a self-assessment checklist for counsellors allowing them to self-assess their awareness and openness toward LGBTI+ related issues.

TRY THE TOOL

<https://zamisli.ba/app/uploads/2018/05/Broshura.pdf>

LANGUAGES AVAILABLE

Bosnian, Croatian, Serbian

FURTHER INFORMATION

Centar za mlade “KVART” (Center for Youth “KVART”)
Zanatska 13
79 000 Prijedor
Bosnia and Herzegovina

<https://centarzamladekvartprijedor.blogspot.com/p/about-us.html>

NETWORK FOR BUILDING PEACE – WEB PORTAL

Mreža za izgradnju mira

WHAT IS IT?

(Aim of the Tool)

This initiative aims to encourage the implementation of partnerships, initiatives and projects in order to enhance the quality of life in Bosnia and Herzegovina. Some of its priorities include education, peace building and strengthening connections among people living in the Balkans. The Network for Building Peace envisions a stable society in which people respect and trust each other, building the long-lasting peace in the country and in the region.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

This tool is mainly meant for all people living in Bosnia and Herzegovina regardless of their age, English language proficiency and socio-economic status. It is often used by youth, activists, people interested in non-formal education and initiatives or jobs in the non-profit sector.

KEY FEATURES

News on open calls and available trainings, youth exchanges, and other opportunities for youth and adults, which are regularly published

“Jobs” section with regularly published job and internship openings in Bosnia and Herzegovina and in the region, mostly in the non-profit sector

Article database with information relevant for job searching and employment

A brochure named “Directory of donors” in its Resource centre chapter

A database of its members, non-governmental organizations in Bosnia and Herzegovina which are often open for collaboration with adults or youth.

TRY THE TOOL

<https://www.mreza-mira.net/kategorija/vijesti/>

LANGUAGES AVAILABLE

Bosnian, Croatian, Serbian

FURTHER INFORMATION

Mreža za izgradnju mira
(Network for building peace)
Obala Kulina bana 39
71000 Sarajevo
Bosnia and Herzegovina

<https://www.mreza-mira.net/o-nama/>

EUROPEAN TRAINING CALENDAR

SALTO-YOUTH, a network within the Erasmus+ Youth programme

WHAT IS IT?

(Aim of the Tool)

The European Training Calendar gathers the newest information on all trainings, exchanges and other events and opportunities funded by Erasmus+, which are for youth and people working with and for youth. One can search through this database in order to easily find available opportunities for themselves.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Youth and people working with or for youth who speak English and are interested in participating in different events funded through Erasmus+.

KEY FEATURES

Regularly updated database of opportunities provided through the Erasmus+ program.

Most opportunities and events posted on the European Training Calendar are subsidized through Erasmus+ funding, and therefore free for participants.

TRY THE TOOL

<https://www.salto-youth.net/tools/european-training-calendar/browse/>

LANGUAGES AVAILABLE

English

FURTHER INFORMATION

SALTO-YOUTH is a network of six Resource Centres working on European priority areas within the youth field.

<https://www.salto-youth.net/about/>

II. ADDITIONAL SUPPORT FOR COUNSELLORS AND NEETS

This part of the CORE-Toolkit provides support opportunities addressing counsellors (e.g. peer to peer counselling and supervision of ProfilPASS counsellors) and additional support possibilities for NEETs in the Balkan region (e.g. programs offered by the Serbian National Employment Services).

PEER TO PEER COUNSELLING AND SUPERVISION FOR PROFILPASS COUNSELLORS

Association for Competency Development "S.K.I.L.L.S."

WHAT IS IT?

(Aim of the Tool)

Senior counsellors and trainers at the Association for Competency Development "S.K.I.L.L.S.", working with ProfilPASS since 2011, have made themselves available to their colleagues for consultations and supervision in order to improve the overall quality of counselling in the Balkan countries and beyond. Supervision is carried out when a counsellor sits in and observes another counsellors' session.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

This tool is meant for all counsellors working with the ProfilPASS.

KEY FEATURES

Peer to peer counselling can cover any topic related to counselling.

This tool can be used in person and remotely, through emails or video calls.

The knowledge and experience peer to peer exchange has proven to be a crucial part in improving quality of counselling with ProfilPASS overall in Bosnia and Herzegovina.



TRY THE TOOL

<https://skills.org.ba/en/kontakt.html>

LANGUAGES AVAILABLE

Bosnian, Serbian, Croatian, English, German

FURTHER INFORMATION

Association for Competency Development "S.K.I.L.L.S."

Terezija bb
71000 Sarajevo
Bosnia and Herzegovina
<https://skills.org.ba/>

EPALE RESOURCE CENTRE

Electronic Platform for Adult Learning in Europe, funded by the Erasmus+ programme

WHAT IS IT?

(Aim of the Tool)

EPALE Resource Centre offers a number of articles, documents and other materials for all staff working in adult education. Counsellors can browse or search through it to find information on many topics related to their work

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

This tool can be used by counsellors working with adults.

KEY FEATURES

Offers a search function, which automatically finds all materials uploaded to the EPALÉ Resource Centre on a specific topic in which the counsellor is interested.

Behaves as a main platform for most recent and most relevant information related to adult education in Europe.



TRY THE TOOL

<https://epale.ec.europa.eu/en/resource-centre>

LANGUAGES AVAILABLE

English; often other European languages

FURTHER INFORMATION

European Commission

DG Education and Culture
Unit B2 - Schools and educators;
multilingualism
J-70, 04/197
B-1049 Brussels/Belgium

<https://epale.ec.europa.eu/en/about>

HANDBOOK FOR ASSESSMENT IN THE CONTEXT OF VALIDATION OF NON-FORMAL AND INFORMAL LEARNING

Public Institution Adult Education Centre

WHAT IS IT?

(Aim of the Tool)

The Handbook for assessment was developed for the purposes of the national system for Validation of non-formal and informal learning (VNFIL) in the Republic of North Macedonia., in the frames of which, knowledge, skills and competences acquired through non-formal education and/or informal learning will be validated and lead to partial or full qualification. It was created to support the work of the Assessor in Phase 3 of the validation process and to contribute toward an effective and efficient assessment of the candidate's knowledge, skills and competencies.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

The Handbook will be used by the Assessors selected for the validation of knowledge, skills and competencies for all available qualifications.

KEY FEATURES

The Handbook gives an introduction into the Validation of non-formal and informal learning in Macedonia, with a special emphasis on:

- » The quality assurance in the context of Validation of prior learning
- » The Individual in the center of the process
- » Competence profile and the role of the Validation counsellor

The core segment of the Handbook is the second part of it, containing:

- » Competence profile and the role of the Validation Assessor
- » The Assessment process
- » List of Assessment tools

TRY THE TOOL

<http://cov.gov.mk/en/2485-2/>

LANGUAGES AVAILABLE

Macedonian

FURTHER INFORMATION

Public Institution Adult Education Center

National coordinator for adult learning work plan: Macedonia

Dimitrie Chupovski 13, Skopje 1000

contact@cov.gov.mk

www.cov.gov.mk

YOURJOB – CAREER COUNSELLING AND INTERNSHIP SERVICES

YourJob project implemented by Caritas in Bosnia and Herzegovina

WHAT IS IT?

(Aim of the Tool)

YourJob Bosnia and Herzegovina is an initiative for young adults that offers them assistance in securing employment or internships, as well as obtaining training. It is funded through Caritas in Bosnia and Herzegovina and offered in three cities: Mostar, Banja Luka and Capljina.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Young adults who are seeking internships, employment, career guidance or training.

KEY FEATURES

YourJob centers provide free career counselling and guidance.

YourJob staff can help young adults secure employment or internships, offering potential employees support through incentives as well.

Training on active job searching is offered several times throughout a year.



TRY THE TOOL

<https://www.facebook.com/YourJobBiH/>

LANGUAGES AVAILABLE

Bosnian, Serbian, Croatian

FURTHER INFORMATION

Banjaluka, Mostar and Capljina
Bosnia and Herzegovina

<http://www.caritas.ba/>

Official email address of the YourJob
B&H team:

yourjob.bih@caritas.ba

JOB ADVERTISEMENT LISTINGS AND BRIEF SELF-REFLECTION COMPETENCE ASSESSMENT

Public Employment Services in Bosnia and Herzegovina

WHAT IS IT?

(Aim of the Tool)

Three Public Employment Services in Bosnia and Herzegovina provide regularly updated job postings on their websites. They also offer brief, free competence assessments for unemployed people in country.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Unemployed individuals in Bosnia and Herzegovina can access counselling guidance and job search supported by Public Employment Services.

KEY FEATURES

Available in all municipalities in Bosnia and Herzegovina.

Offer brief, self-reflection based, competence assessment.

Provide listings of most recent public job ads in country.

Occasionally offer free training through project-based initiatives, in cooperation with non-governmental organizations, international organizations, businesses and other stakeholders.

TRY THE TOOL

<http://www.zzzrs.net/index.php/nezaposleni/>

<http://www.fzzz.ba/portal/joboffer>

<https://www.zzzbrcko.org/>

LANGUAGES AVAILABLE

Bosnian, Serbian, Croatian

FURTHER INFORMATION

PES have offices at all 10 cantons of the Federation of B&H, in 7 cities in Republic of Srpska, and in the Brcko district.

Contact information is available at websites indicated above.

CAREER GUIDANCE AND COUNSELLING IN SERBIA

The brochure is a product of the Education to Employment (E2E) project funded by the Swiss Agency for Development and Cooperation SDC

WHAT IS IT?

(Aim of the Tool)

Project Education to Employment (E2E) is being implemented by the NIRAS – IP Consult with the support from the Government of Switzerland, on the territory of five pilot communities in Serbia: Kragujevac, Kruševac, Knjaževac, Pirot, and Novi Pazar. Project is aimed at improving the youth job prospects and increasing their employment by promoting active employment measures. By providing support to the youth in their transition from school to job and via cooperation with the businesses, they create options for interconnecting demand and offer at the labour market.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

NEETs and young people in their transition from school to employment.

KEY FEATURES

The brochure provides theoretical explanations and information about:

- » Career guidance and counselling in general
- » Phases of career guidance and counselling to support the career choice
- » Involved Stakeholders
- » Possible career centres in Serbia (including contact details)
- » The work of professionals in career centres (including examples of their tools and a list of their competences)
- » Project results and impact

The **project homepage** also contains further information and materials such as success stories as well as informations about different professions.

TRY THE TOOL

<https://znanjempodposla.rs/en>

LANGUAGES AVAILABLE

Serbian, English

FURTHER INFORMATION

E2E - Znanjem Do Posla Education to Employment
Ilije Garašanina 35/4, Belgrade,
Serbia

<https://znanjempodposla.rs>

(For information about the project and cooperation with the career guidance and counselling practitioners)

CAREER PLANNING

National employment service in Serbia

WHAT IS IT?

(Aim of the Tool)

Programme intended for professional orientation and career guidance.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

For the young people choosing educational profile or profession; lifelong learning and education.

KEY FEATURES

Programme consists of:

- » career journey
- » guidelines for choosing a profession
- » what to learn, what to do
- » subjects in secondary schools
- » advices for efficient learning
- » free informing and professional counselling services

TRY THE TOOL

http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/planiranje_karijere.cid247

LANGUAGES AVAILABLE

Serbian

FURTHER INFORMATION

www.nsz.gov.rs

CLUB FOR ACTIVE JOB SEEKING

National employment service in Serbia

WHAT IS IT?

(Aim of the Tool)

THE CLUB prepares unemployed how to comply with the employers requests in the best possible way. Once the unemployed gain full insight into their abilities (competences) and interests, they are ready to choose an appropriate job.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

For unemployed who are registered at the National Employment Service (NES).

KEY FEATURES

At the Club, the unemployed adopt basic business communication, gain insight into the team work, dedication to work and loyalty.

The Club ensures: information on available jobs/ job offers; contact with the employers; training in active job seeking

Training lasts for 3 weeks and includes individual and group work

Training plan: how to write a CV; job seeking (internet, ads, etc.), applying to calls and ads and scheduling an interview with the employer; information exchange with other Club members, registering the results in the workbook containing theoretical instructions as well; practice is guided by the Club Leader- NES professional

TRY THE TOOL

http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/nezaposleni/klubovi_za_aktivno_tra_enje_posla.cid263

LANGUAGES AVAILABLE

Serbian

FURTHER INFORMATION

www.nsz.gov.rs

ACQUIRING PRACTICAL KNOWLEDGE

National employment service in Serbia

WHAT IS IT?

(Aim of the Tool)

Programme of acquiring practical knowledge foresees acquiring practical knowledge and skills of the unemployed person by performing specific tasks at the employer's belonging the private sector.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Beneficiaries without high school diploma, i.e. unqualified ones.

Beneficiaries who have completed functional adult education and beneficiaries who do not have adequate and applicable knowledge and skills to perform specific jobs.

KEY FEATURES

The 3 months learning process aimed at acquiring practical knowledge and skills to perform specific jobs

The programme is designed by the employer

The programme is implemented through the signing a fixed-term or full-time employment agreement

The National Employment Service reimburses to the employer, on a monthly basis, the minimum net salary and the associated taxes and contributions for compulsory social insurance for the beneficiary of the programme, for the period of 3 or 6 months.

TRY THE TOOL

http://www.nsz.gov.rs/live/trazite-posao/edukacija/sticanje_prakti_nih_znanja__cid292

LANGUAGES AVAILABLE

Serbian

FURTHER INFORMATION

www.nsz.gov.rs

START YOUR OWN BUSINESS

National employment service in Serbia

WHAT IS IT?

(Aim of the Tool)

Training programme for starting one's own business, and assessment of the idea sustainability

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

For unemployed who want to start their own business and become sole proprietors. For Unemployed who need financial support in starting their own business.

KEY FEATURES

In business (employment) centres, the unemployed can be informed about:

- » Legal form of being self-employed,
- » Shop or company registration procedures,
- » Tax and other financial obligations,
- » Drafting a Business Plan,
- » Options on exercising the subventions for self-employment,
- » Options on exercising the right on one-off financial support for self-employment.

The unemployed can get support in the form of subventions for self-employment; one-off financial support for self-employment

TRY THE TOOL

<http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/pokreni-sopstveni-posao.cid205>

<http://www.apr.gov.rs/eУслуге/eУслуге/eРегистрацијаоснивањапредузетника.aspx>

LANGUAGES AVAILABLE

Serbian

FURTHER INFORMATION

www.nsz.gov.rs

PROGRAMMES ENCOURAGING EMPLOYMENT OF THE PERSONS WITH DISABILITIES

National employment service in Serbia

WHAT IS IT?

(Aim of the Tool)

Programme is aimed at providing support to the persons with disabilities during the employment process.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

For unemployed persons with disabilities.

KEY FEATURES

Support is being provided via following programmes:

- » Refunding costs of employing persons with disabilities who are being employed under special conditions
- » Subventions on salary for people with disabilities without previous working experience, for employing people who are difficult to employ, for self-employment
- » Public works programmes engaging unemployed persons with disabilities; Programmes of acquiring practical knowledge
- » Internship programmes for unemployed people with high or medium level of qualifications
- » Training programme on the employers' request; Training sets for labour market
- » Functional primary education of the adults
- » Freeing from paying contributions on salary

TRY THE TOOL

http://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/programi/programi_podsticanja_zapo_ljavanja_osoba_sa_invaliditetom.cid285

LANGUAGES AVAILABLE

Serbian

FURTHER INFORMATION

www.nsz.gov.rs

EDUCATION FOR EMPLOYMENT, E4E@MK

Helvetas Swiss Intercooperation, Macedonian Civic Education Center (MCEC), and Economic Chamber of Macedonia



WHAT IS IT?

(Aim of the Tool)

E4E@MK is a 10-year programme (start March 2018) which aims to raise the employability of North Macedonian people, especially young women and men by initiating systemic and sustainable changes in the formal and non-formal vocational education and training system. The overall project goal is that more people, especially youth, obtain gainful employment due to improved vocational education, training and skills development systems.

WHO IS IT FOR?

(Target Group and (pre)conditions for use of the tool)

Under and unemployed youth aged 15-29 including vocational education and training students, as well as reaching out to women, Roma and persons with disabilities.

KEY FEATURES

- » **More under- and unemployed people (including vulnerable groups) make use of the improved non-formal vocational training offer.** The project will support training providers to offer market-demanded non-formal vocational skills development, support development of mechanisms to ensure that inclusive and affordable non-formal vocational skills development is effectively utilized and/or new ones are established and promote non-formal vocational skills development to be perceived as key element to lifelong learning and employment.
- » **Secondary school students benefit from more market-relevant formal vocational training, resulting from effective public-private partnerships.** The project will support piloting alternating vocational education and training schemes through Private Public Partnerships, empower key educational institutions to provide quality vocational education and training and work on active promotion of vocational education and training with the objective to be perceived as viable career option.
- » **Strengthened vocational skills development – related institutions create more favourable framework conditions for the provision of and access to market-oriented and inclusive vocational skills development.** By accessing international best practices, the project will strengthen the dialog among vocational skills development decision makers including the private sector. In addition, the project will offer viable solutions to public and private sector actors to increase resources for vocational skills development.

TRY THE TOOL

www.e4e.mk

www.mcgo.org.mk

LANGUAGES AVAILABLE

Macedonian, English, Albanian

FURTHER INFORMATION

Education for Employment in North Macedonia
Vasil Gjorgov No.16, 1000 Skopje

e4einfo@helvetas.org

<https://www.e4e.mk/en/contact/>

ProfilPASS CORE

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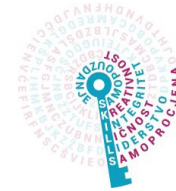
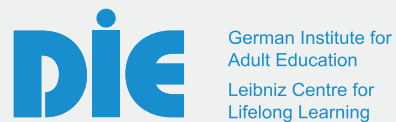
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