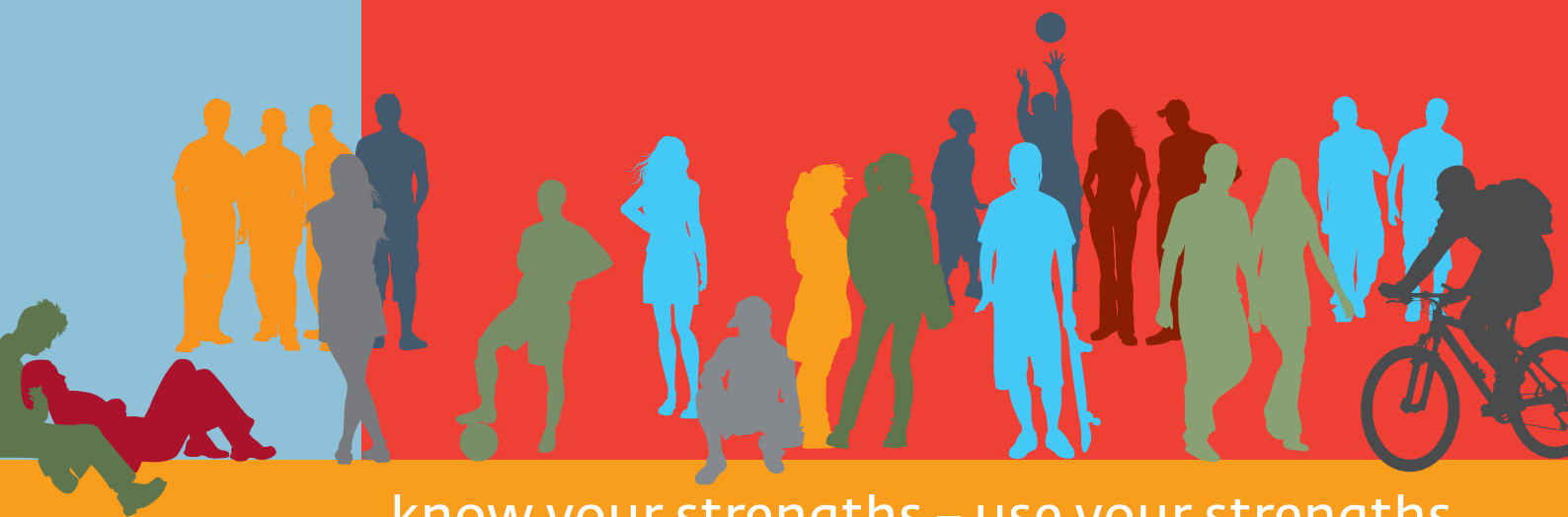


ProfilPASS

for young people



know your strengths – use your strengths

ProfilPASS

for young people

The **ProfilPASS** was developed by the German Institute for Adult Education - Leibniz Centre for Lifelong Learning (DIE) and the Institute for Developmental and Structural Research (ies). It was funded by the German Federal Ministry of Education and Research and the European Union.

DIE

ies



Bundesministerium
für Bildung
und Forschung

This Profil**PASS** belongs to:

Name

Address

Date of Birth

Phone

Email

Your Profil**PASS** is yours alone.
Other people will need your permission to look at it.



The ProfilPASS for young people: Look for and find your strengths

ProfilPASS will show you the many things you have accomplished in your life - as part of your family or your circle of friends, in school, or during an apprenticeship. It will also help you pinpoint your interests, and can become an important starting point for planning your future.

ProfilPASS will help you to understand where your strengths lie, and show you all the skills you have already mastered. After all: there are plenty of opportunities to learn and develop skills, not just in school or as part of a vocational training. Take your time and take the exercises in this **ProfilPASS** seriously – and you may really surprise yourself:

You can do so much more than you thought!

ProfilPASS consists of four parts:



My Life



My Strengths



My Interests



My Goals

Don't try to do everything in one go. Instead, talk to people who know you well about the various exercises.

Their feedback will help you discover your personal strengths step by step. Did we get you interested?

Have fun discovering who you really are!



If you come across anything in the **ProfilPASS** you're not sure about: find someone who can help. Ideally that should be one of our **ProfilPASS** advisors, one of your teachers, your training supervisor, or even your parents.

The last part of the **ProfilPASS** is where you can collect your report cards, work references, and other certificates, etc. Having everything in one place means that it will be really easy to have everything you need at hand, when you want to apply somewhere.



My Life

- * My Life
- 💡 My Strengths
- ✚ My Interests
- 🎯 My Goals
- 📁 Collecting Proof



My Life

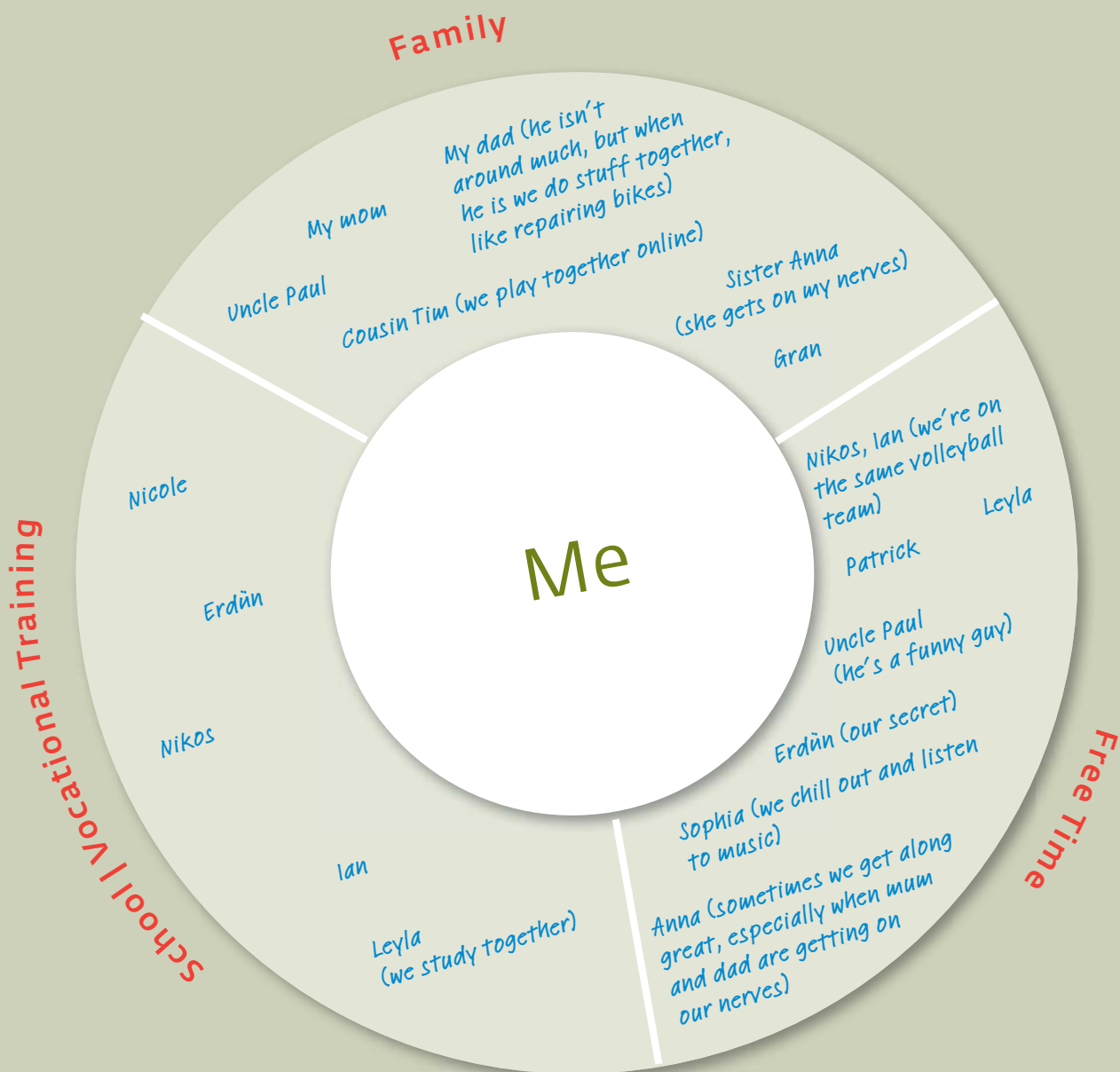


Let's take a closer look at your life!

- Who are the most important people in your life?
- What does a normal day look like for you?
- Have there been any big, important events in your life?
- Have you already had some practical work experience?
- What are the things that are most important in your life right now?

Here are some examples to get you started:

People in my life



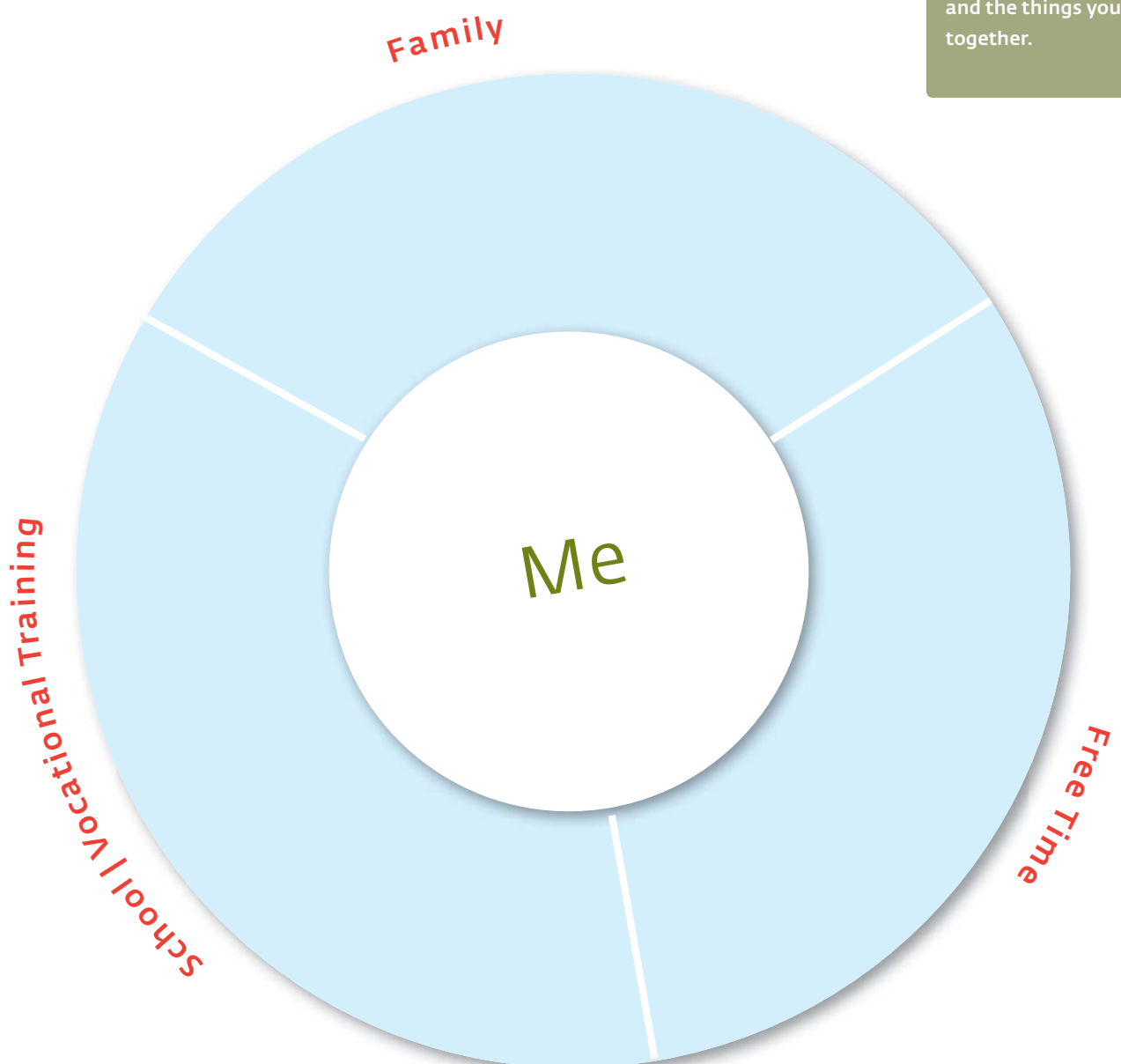
People in my life

You are at the centre of everything. If you have a photo of yourself, stick it right there in the middle. Or draw something that is typical for you. It could be a drawing of yourself, of a football (because that's all you think about), or maybe earphones if you always listen to music.

Fill out the other fields with the names of the people you spend a lot of time with. In school, at your vocational school or training company, in your family and when you're out and about.



Now think about the relationship you have with these people, and the things you do together.



Here are some examples to get you started:

A normal day in my life

Place/Situation	What did you do, what did you experience?	Who else was there?
At home	First thing in the morning: my sister was hogging the bathroom again. She always needs hours to get ready.	my sister Anna
On the way to school	I missed the tram and had to run all the way to school to get there before the bell rang.	
In school	I volunteered to help with the organisation of the upcoming project day. Then we had a surprise German test. That didn't go so well.	Teachers, Leyla, Nikos, other people from my class
On the way home from school	A couple of us went to town after school. Patrick and Ian joined us later, and we went to the cinema to see if we could get discount tickets.	Leyla, Sophia, and I Patrick and Ian
At home	I got into a fight with my sister because I was home late.	Anna
Volleyball training	Then we had training at 4: The whole session was about endurance and agility. We were told that we have a chance to compete in a school tournament in three weeks time.	Ian and Nikos, the other people in the team, and the trainer
At home	I quickly finished some homework I had to do. Then I helped Anna prepare dinner.	Anna
	I phoned my cousin, and we talked about a new online game he had found. I wasn't allowed any internet time, though.	Tim

What happened that day that went really well for you?

What did you enjoy the most?

What didn't go so well that day and could have been better?

Yesterday and today

Life has many surprises. They can be good or bad.

On some days, nothing seems to go right, on others everything just falls into place.

You can have stress at school, someone treats you unfairly, but your friends stick with you, no matter what.

The life lines on the next couple of pages will show you the things that have happened in your life, and how you felt about them. How many and which life lines you draw up is entirely up to you.

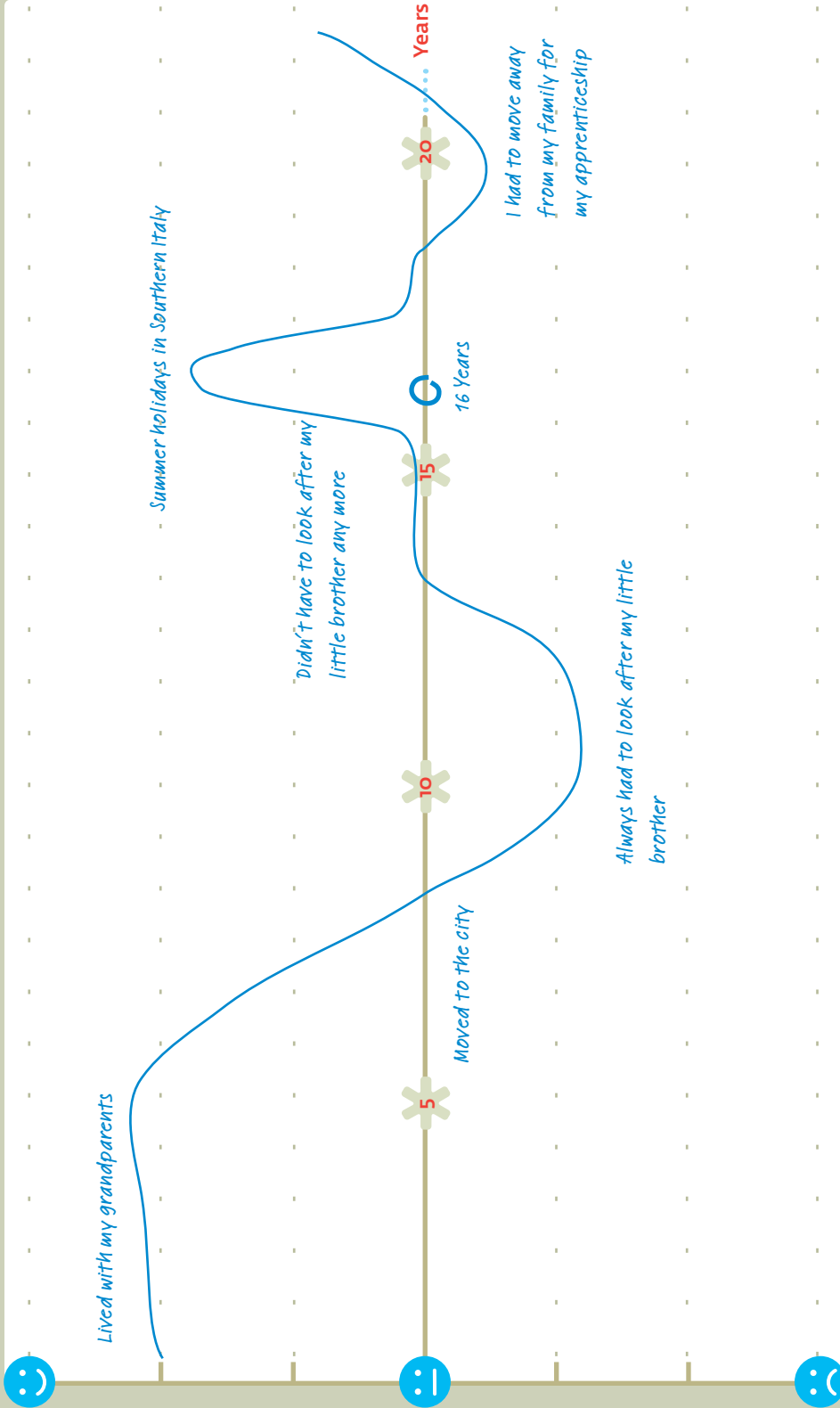
Think about the most important events in your life.

Can you think of something you really enjoyed?

What would be something you'd rather not remember?

Here are some examples to get you started:

Life Line – Family



Life Line – Family

Circle your age. Now think about various events that happened during your life with your family.

Think about: What happened when?

Then draw a line along all the good and bad times in your life from when you were little until now. That can include times that were just OK as well - when nothing particularly good or bad happened.

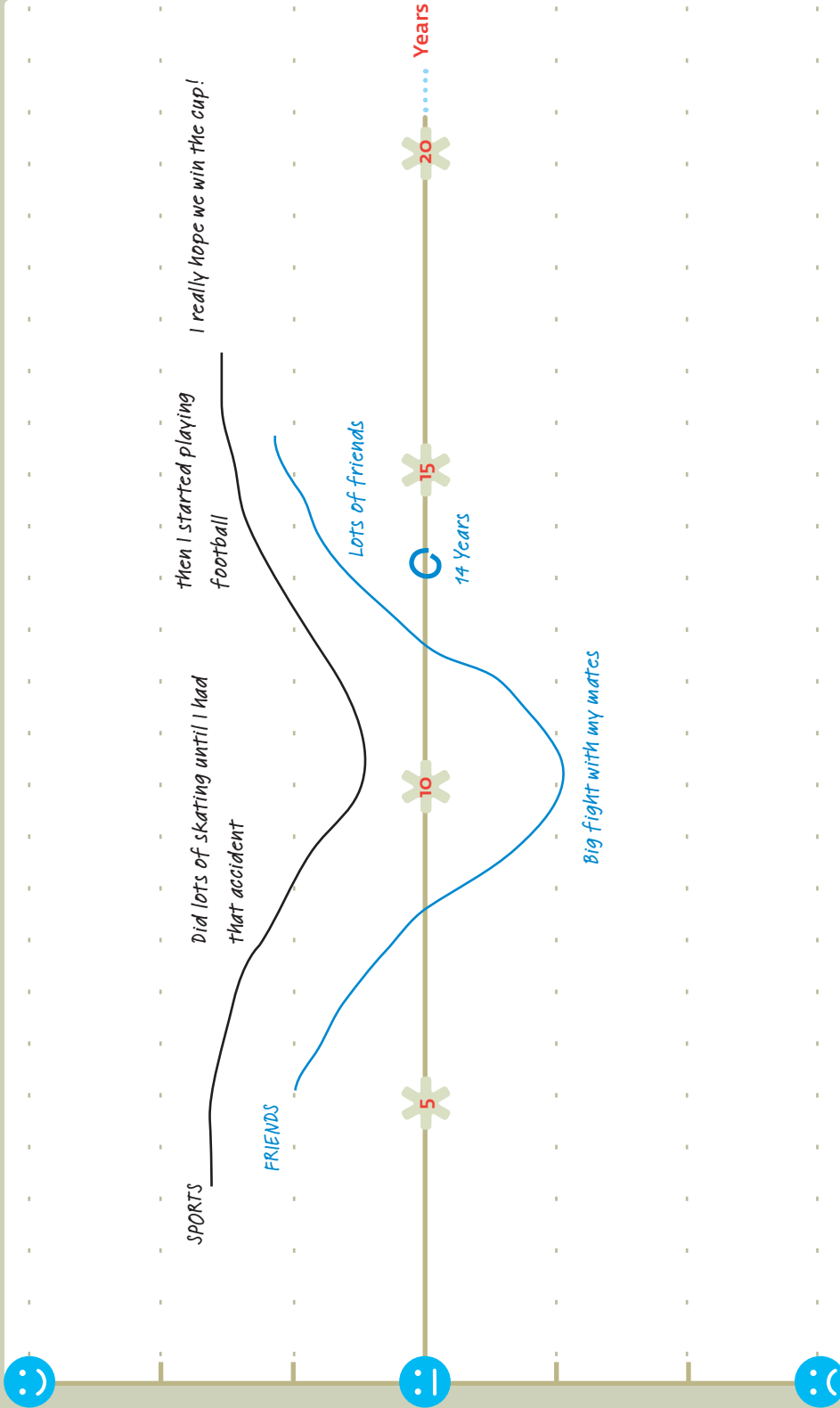
You can also continue the line into the future if you have specific dreams about what you want to happen.



Write the most important good and bad situations and events along your life line.

Here are some examples to get you started:

Life Line – Free Time



Life Line – Free Time

Circle your age. Now think about all the things you have done in your free time, and the things you like doing now. We're talking about your interests, hobbies, and other things you do in your free time, like sports, volunteer work, socialising, ...

Think about: What happened when?

Then start drawing your life line about your free time – with all the good times and the bad, and those that were just ok, then and now.

You can draw several life lines if you do a lot of things in your free time.

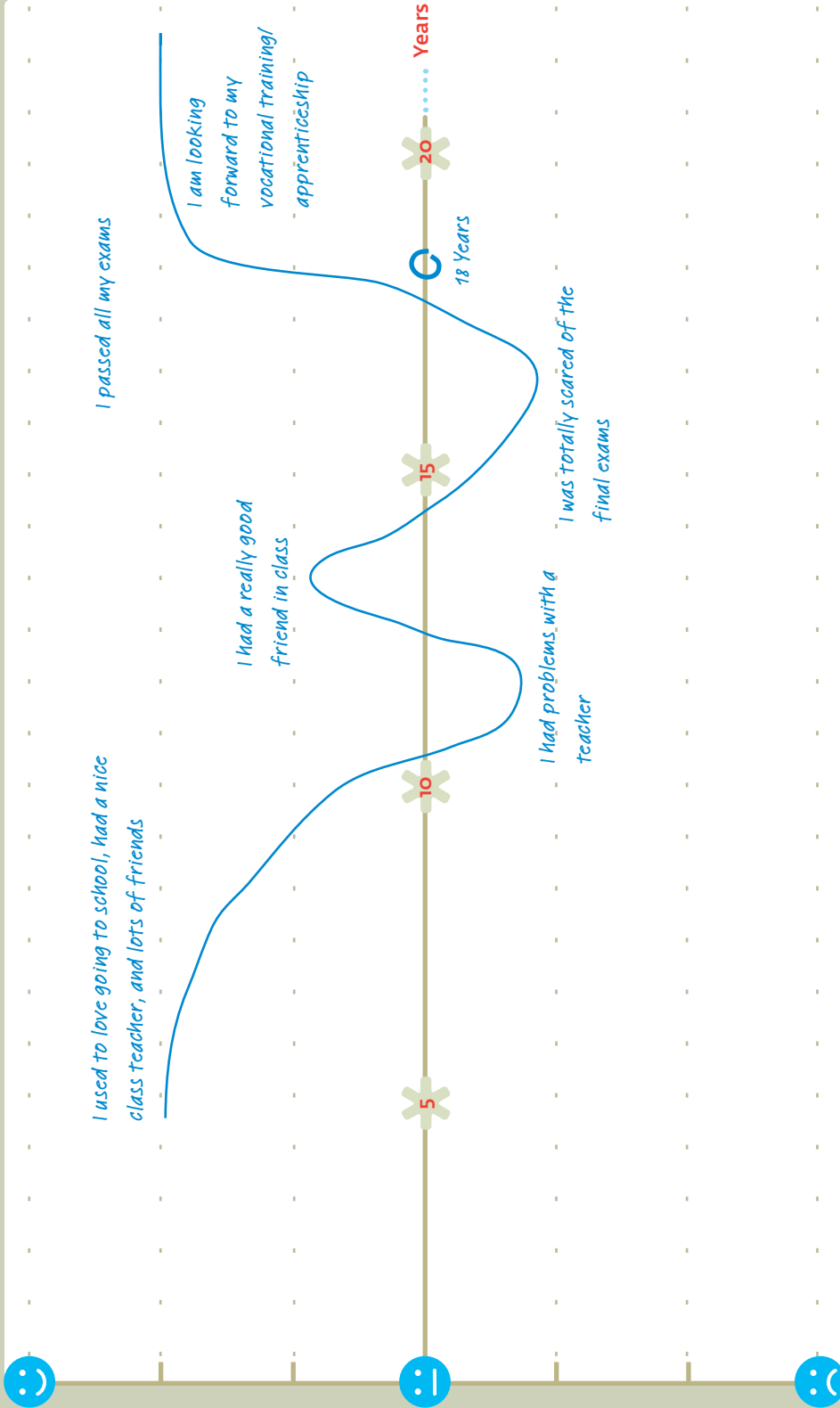
You can also continue the line into the future if you have specific dreams about what you want to do in the next few years.



Write down the most important good and bad situations and events along your life line.

Here are some examples to get you started:

Life Line – School



Life Line – School

Let's talk about school:
Think of your time in school and your vocational training/apprenticeship until now.

Think about: What happened when?

Draw another life line with all the good times and the bad, and those that were just ok.



Write down the most important good and bad situations and events along your life line.

Practical work experience

All that is missing now are your practical experiences in a work environment. Write a short description.

Did you do work experience?

Where?

From when to when?

What were your duties?

What did you enjoy the most?

What didn't you enjoy doing?

Did you do another work experience?

Where?

From when to when?

What were your duties?

What did you enjoy the most?

What didn't you enjoy doing?



Every time you do a practical work experience, the company will give you a report or certificate.

You can collect these at the back of your **ProfilPASS**.

Did you do another work experience?

Where?

From when to when?

What were your duties?

.....

.....

What did you enjoy the most?

.....

What didn't you enjoy doing?

.....

.....

Did you do another work experience?

Where?

From when to when?

What were your duties?

.....

.....

What did you enjoy the most?

.....

What didn't you enjoy doing?

.....

.....

Vocational Training

Are you doing an apprenticeship or vocational training at the moment?

yes no

Where?

Since when?

In what profession?

What are your duties?

What do you enjoy doing in your training?

What don't you enjoy doing in your training?



You will be getting reports on your performance throughout your apprenticeship or vocational training.

You can collect these at the back of your **ProfilPASS**.

Have you done some other apprenticeship or vocational training in the past?

 yes no

Where?

From when to when?

In what profession?

What were your duties?

.....

.....

.....

.....

.....

.....

.....

.....

What did you enjoy doing in your training?

.....

.....

.....

.....

.....

What didn't you enjoy doing in your training?

.....

.....

.....

.....

.....



You should have received reports on your performance throughout your apprenticeship or vocational training.

You can collect these at the back of your **ProfilPASS**.

Job/Workshop

Have you been in paid employment before?

 yes no

1. Job/Workshop

Where?

From when to when?

What were your duties?

What did you enjoy doing?

What didn't you enjoy doing?

2. Job/Workshop

Where?

From when to when?

What were your duties?

What did you enjoy doing?

What didn't you enjoy doing?



You can ask your superior for a reference every time you take on a job or work in a workshop.

You can collect these references at the back of your **ProfilPASS**.

3. Job/Workshop

Where?

From when to when?

What were your duties?

.....

.....

.....

What did you enjoy doing?

.....

.....

What didn't you enjoy doing?

.....

.....

4. Job/Workshop

Where?

From when to when?

What were your duties?

.....

.....

.....

What did you enjoy doing?

.....

.....

What didn't you enjoy doing?

.....

.....



You can ask your superior for a reference every time you take on a job or work in a workshop.

You can collect these references at the back of your **ProfilPASS**.

Right now, the most important thing in my life is ...

... what I do in my free time

yes no

If yes - what is it?

.....
.....
.....

... a particular dream I have

yes no

If yes - which is it?

.....
.....
.....

... school/my apprenticeship or vocational training

yes no

If yes - why?

.....
.....
.....

... particular subjects in school

yes no

If yes - which are they?

.....
.....
.....

I also think a lot about ...

.....
.....
.....
.....
.....

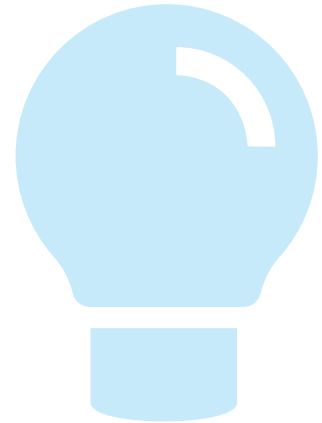


My Strengths

- * My Life
- 💡 My Strengths
- + My Interests
- 🎯 My Goals
- 📁 Collecting Proof



My Strengths



We previously looked at all the things you do in a day.

Now think about the things you do in your free time, at school, and in the household.

Finally, we are good at things we do a lot and enjoy doing!

What are the things I do in my free time?



There is more space to add things on page 38.

Here is a list of things people do in their free time to get you started.

X Mark all the things you enjoy doing. You can add other things to the list as well.

Make sure to add how often you do these things and if you are doing it alone or with other people.

Sports

I enjoy this sport	a lot	more than 1 x per week	1 x per week	1 x per month	less often	with others in a group
I skate (inline, skateboarding)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I like watching sports events live	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I play volleyball, handball, football, ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I do cycle racing, mountainbiking, cycle tours, ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I ski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I swim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do horseback riding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do gymnastics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I jog	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I train at a fitness studio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do power training, gymnastics, or yoga	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I am member in a sports club

yes no

I take part in competitions

yes no

Music

	I enjoy	music	more than 1 x per week	1 x per week	1 x per month	less often	with others in a group
I listen to a lot of music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I sing a lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I play a musical instrument	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I play an instrument in a band or sing in a choir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I compose my own music on the computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I copy music pieces and rearrange them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I go to concerts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Arts & Crafts

	I enjoy	doing arts and crafts	more than 1 x per week	1 x per week	1 x per month	less often	with others in a group
I create a lot of art (drawing, painting, spraying)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do a lot of photography (with my camera, DigiCam, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I go to museums, theatre, ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do theatre acting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I write (poems, my own blog, short stories, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do circus acts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I make (short) films and film collages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy decorating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do needlework (knitting, sewing, felting, carpet knotting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do handicrafts to make things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy woodworking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy metalworking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do stone-working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoy pottery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you learn all these things yes no on your own?

Or did you visit a course? yes no
If yes – what course was it? _____



Computers & Technology

	I enjoy	working with computers and technology	more than 1 x per week	1 x per week	1 x per month	less often	with others in a group
I play computer games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I use the following programs on the computer							
Text editor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website editor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Image editor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Video editor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I maintain an own database (e.g. music, videos, ...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I surf the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I chat online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I use social networking sites (e.g. facebook, twitter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
I do online auctions (e.g. selling old toys, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I show others how to work their computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I repair computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do model building (e.g. model trains)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I read technical magazines, book, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I repair technical items (e.g. bicycle, radio)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know how to use tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you learn all these things yes no Or did you visit a course? yes no

on your own? If yes – what course was it?

Extracurricular Activities

I enjoy doing that more than 1 x per week 1 x per week 1 x per month less often

I am a member of ...
(e.g. Friends of Nature, Scouts)

Where?

.....

I do volunteer work.
(e.g. at the youth centre, in a club, voluntary fire and rescue services)

Where?

.....

I do active work for ...
(e.g. church, local politics)

Where?

.....

I do voluntary care work.
(e.g. in holiday camps, in my neighbourhood)

Whom do you help and how?

.....

.....

I am looking after someone regularly.

Who are you looking after, and what exactly do you do?

.....

.....

I am looking after an animal regularly.

What type of animal and what do you do?

.....

.....

I am helping in a construction/renovation project.

What exactly do you do?

.....

.....



If there is someone, who could write a reference for you about the activities you do, then please ask them for one. There is a template provided in the last section of your **ProfilPASS**.



Other Countries, Other Languages

- I have friends who come from another country.
- Some of my family lives abroad.
- I have lived abroad for some time.

Where?

How old were you then?

- I went abroad on a student exchange, as an au-pair, or for a practical work experience in that country.

Where?

For how long?

- I can make myself understood in _____ because I

	a little	quite well	very well	fluently	
understand it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
speaking it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
read it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	I enjoy speaking it	more than 1 x per week	1 x per week	1 x per month	less often
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- There is another language, _____, which I can

	a little	quite well	very well	fluently	
understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
speaking it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	I enjoy speaking it	more than 1 x per week	1 x per week	1 x per month	less often
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- There is another language, _____, which I can

	a little	quite well	very well	fluently	
understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
speaking it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
read	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	I enjoy speaking it	more than 1 x per week	1 x per week	1 x per month	less often
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- I read books in a foreign language.
- I watch foreign language movies.
- I help with translations/interpreting for others.

Meeting Friends, Out and About with the Family

	I enjoy doing that	more than 1 x per week	1 x per week	1 x per month	less often
I get together with my friends regularly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We regularly do stuff as a family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We listen to music together	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We do sports together	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We watch films together (e.g. cinema, DVD)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We use our mobiles to exchange music and videos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We communicate via whatsapp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We talk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We communicate via social networks (e.g. facebook, twitter)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We go shopping together	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We meet up somewhere and go for walks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We go dancing at the youth centre, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We help each other out with problems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We go travelling together	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
.....					
.....					
.....					

What is usually your role in your group of friends?

- I come up with ideas of what we can do in our free time.
- I like causing havoc.
- I am the glue that holds the group together.
- I make everybody laugh.
-
-
-



Think about how you could show all the things you do. Do you have any photos of you doing things? Did you get a medal or a certificate? Do you have any other proof or documentation? You can put together everything you have at the back of your **ProfilPASS**.



What are the things I do at school or in my apprenticeship/vocational training?

Attending classes is not the only thing you do at school or in your apprenticeship/vocational training. You meet people all the time and have to deal with them. You take part in additional activities or take on some special responsibility. Here is a list of things people do alongside school or an apprenticeship/vocational training to get you started.

X Again: Mark all the things you enjoy doing and say how often you do them. You can add other things to the list as well.

School/apprenticeship/vocational training

I enjoy doing that more than 1 x per week 1 x per week 1 x per month less often

	I enjoy	doing that	more than 1 x per week	1 x per week	1 x per month	less often
I organise everything I have to myself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I study for my exams on my own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am part of a study group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I help others with learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I go to the library to look for the information I need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I search the internet for the information I need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do my work on a computer on my own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I ask others for help when I'm stuck with something	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I get tutoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I give tutoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I take part in extracurricular activities (e.g. drama club, sports tournaments, school choir, trade union volunteering...)

What are these?
.....
.....
.....

I have taken on a special responsibility (e.g. class representative, youth representative at work, I am responsible for ...)

What responsibility?
.....
.....
.....



You can collect all your reports, references, and certificates at the back of your **ProfilPASS**.

What are your tasks at home?

But first: How do you live? I live...

- with my family
- in a managed apartment
- with another family
- with my partner
- alone
- with friends
- in a home

Here is a list of things that need doing in a household.

X Mark all the things you do regularly. You can add other things to the list as well. Make sure to add how often you do these things and if you like doing them.

Household	I enjoy	doing that	more than 1 x per week	1 x per week	1 x per month	less often
I plan and do the shopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I manage my pocket money, income, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I cook and/or bake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I look after my little brother or sister	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do household chores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I look after plants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I take care of pets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I help the neighbour (e.g. lawn mowing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I use power tools (e.g. electric drill)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I use specialist household machines (e.g. sewing machine)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I wash and sort clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I clean my room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I do stuff I don't particularly enjoy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I separate and dispose of our household waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I go to government offices for other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My Particular Strengths

Go back and have a look at the last few pages!

Did you know you do so many things?

Now copy all the things you **enjoy** doing,
and also those you do **at least 1 x per week**.

0

0

0



You can copy all those particular strengths right now to your profile on page 51.

X Now mark all the things you do **particularly well**.

These are your particular strengths and abilities!



My Qualities

How do I rate myself?

Now we will have a look at your personal qualities – or in other words: what you are all about, and what preferences you have.

Are you a brave person or more of a chicken, do you get angry quickly or are you a more quiet type?

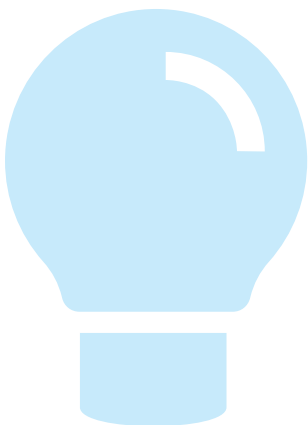
Go ahead and read the list “Self-Assessment” on the next page and think about which of those qualities describe you best. Mark them if you think they apply to you.

Maybe you can think of other qualities you have as well. Simply add them to the end of the list.

How do others see me?

It can be really interesting to find out what other people think about you.

Talk to someone, who knows you well and whom you can trust. Give that person the page entitled “Outside Assessment” and ask them to mark everything they feel applies to you.



My Opinion Self-Assessment

	true	somewhat true	not really true	not true at all
full of ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hard-working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
target-oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
short-tempered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bossy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
persistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
careful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
impatient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
caring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
thorough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
courteous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
curious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
disciplined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tolerant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hard-headed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
laid-back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
disobedient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
good with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
creative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
responsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Another Opinion Outside Assessment

	true	somewhat true	not really true	not true at all
full of ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hard-working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
target-oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
short-tempered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bossy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
persistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
careful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
impatient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
caring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
thorough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
courteous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
curious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
disciplined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tolerant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hard-headed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
laid-back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
disobedient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
good with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
creative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
responsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Another Opinion Outside Assessment

	true	somewhat true	not really true	not true at all
full of ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hard-working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
target-oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
touchy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bossy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
persistent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
careful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
impatient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
caring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
particular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
courteous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
curious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
disciplined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tolerant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
hard-headed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
laid back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
disobedient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
good with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
creative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
responsible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	true	somewhat true	not really true	not true at all
able to take criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
technically gifted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
funny	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
attentive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
shy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
risk taker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
strong-willed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
sociable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ambitious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
bustling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
willing to compromise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
versatile	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
diplomatic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
uncertain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
adaptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
awkward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
happy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
willing to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
persuasive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
temperamental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My Particular Qualities

Compare your own opinion with those of others! If you have differing opinions – find out why.

Sit down together and think about what your special qualities are, and find some examples for them. If you mark them and write them down here, you can see them at a glance:

Your Special Qualities

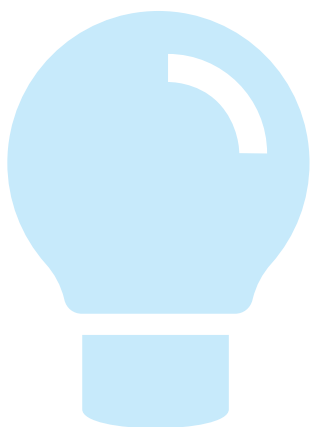
0

0

0



You can copy all those special qualities right now to your profile on page 51.



My Profile

Your **particular strengths** and **qualities** make up your very own personal profile. It reflects who you are at this point in time.

Talk about your profile with people you trust and who know you well.
Do they agree with this profile or do they see you differently?

If you have differing opinions – find out why.
You can do that by ...

1. everyone stating reasons for their opinion. If you can't agree, then ...
2. exchange your opinions and find more reasons. It is often a lot easier to understand others by standing in their shoes.

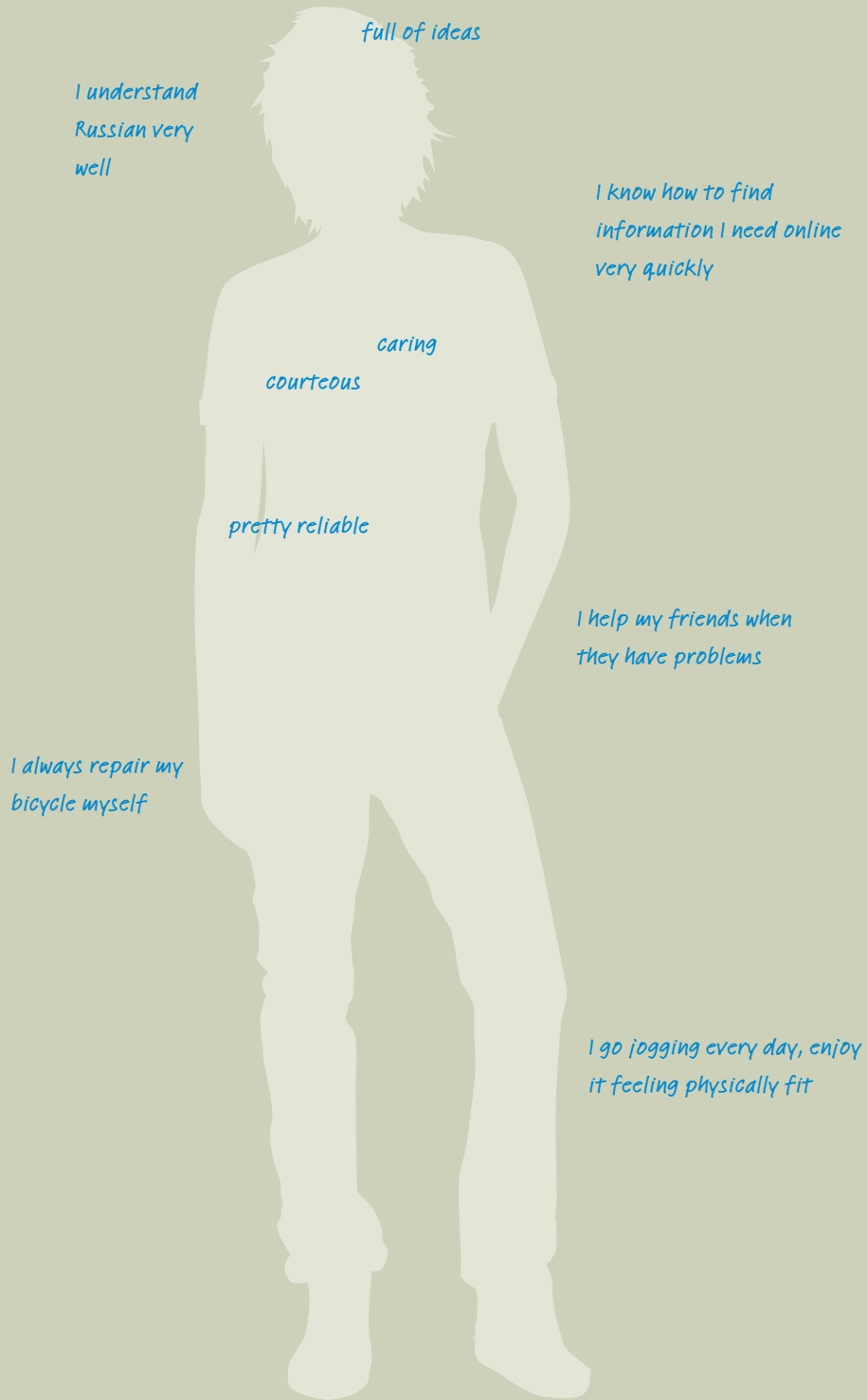
If you haven't filled out your profile already, write your particular strengths along the outside of the silhouette, and your special qualities inside it.



Your profile will change during the course of your life and with new experiences and everything you learn in the future. Maybe you will want to pick up your **ProfilPASS** again in a few years time to see what your profile will be like then.

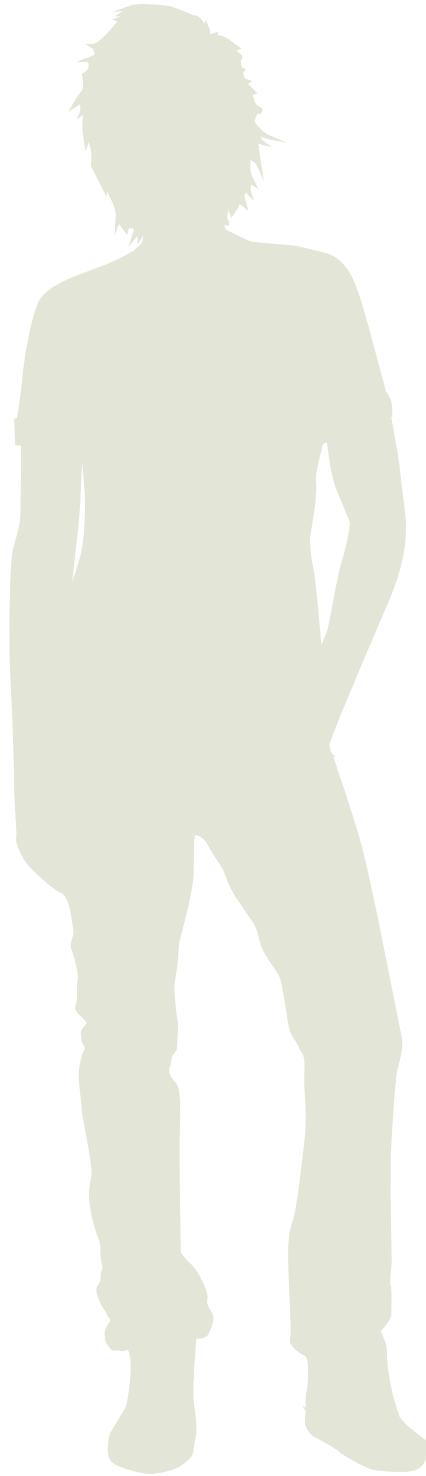
Example

My Profile



My Profile

Here you can see your particular strengths and special qualities at a glance.



Date

Signature

ProfilPASS Certification of Competence

for Young People



.....
Mr. / Ms.

.....
Date of Birth

.....
Address

.....

SAMPLE

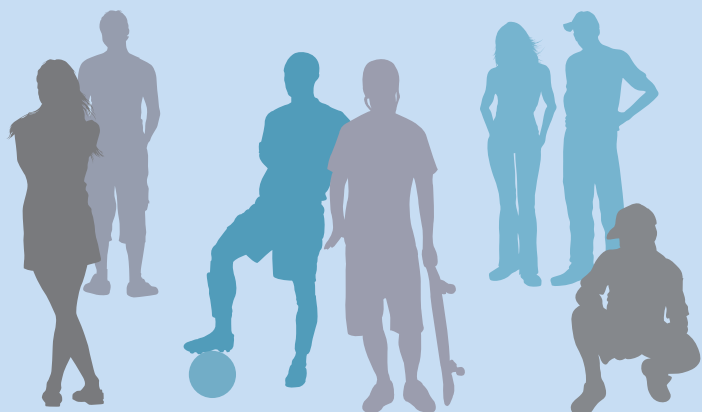
.....
Advisor's signature

The ProfilPASS was developed by the German Institute for Adult Education - Leibniz Centre for Lifelong Learning (DIE) and the Institute for Developmental and Structural Research (ies). It was funded by the German Federal Ministry of Education and Research and the European Union. For more information please visit www.profilpass.eu.

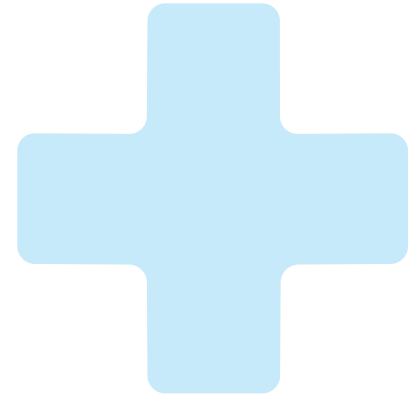


My Interests

- * My Life
- 💡 My Strengths
- + My Interests
- 🎯 My Goals
- 📁 Collecting Proof



My Interests



In the previous sections you wrote down all the things you have done in your life until now, and what your qualities are.

Let's find out now what you really enjoy doing and what interests you. That is how we will get a step closer to what your current goals and aspirations really are.

I live on an island ...

Let's imagine you live all alone on an island, with just two of your friends with you. There is nobody else there, and you have to look after yourselves and organise your lives on your own.

What are the tasks you would like to do most?

1.
2.
3.
4.
5.

I am proud of ...

Think about which of your personal achievements are most important to you; these are the ones that make you who you are.

Write them down for the various topics below.

School	Knowledge	Sports
Hobby	Job/Work Experience/Workshop	Family
Friends	Dealing with others	Dealing with animals
Dealing with technology	Other	

I am interested in ...

Now let's focus on your interests. There are surely some things that you spend more time with than others – both in school and in your free time.

Think of short answers to the questions and write them down.

What do you spend most of your time with in your free time?

.....

.....

.....

.....

.....

Which of these do you enjoy most?

.....

.....

.....

.....

.....

Is there a particular topic you have been interested in for a long time?

yes no

If yes – what is it?

.....

.....

.....

.....

Did you take a course to learn more about a particular subject?

yes no

If yes – what course was it?

.....

.....

.....

.....

Have you ever taught yourself a particular skill?

yes no

If yes – what was it?

.....

.....

.....

.....

Do you take on special responsibilities in a group that others don't?

yes no

If yes – what are they?

.....

.....

.....

.....

.....

Have people told you that you have a talent for something particular?

yes no

If yes – what was it?

.....

.....

.....

.....

.....

I would discuss ...

Imagine you were offered to participate in discussions on a variety of topics.

X Mark the topic that interest you most.

Then select the three most interesting ones and rank them.

- | | |
|--|---|
| <input type="checkbox"/> Protecting Nature and the Environment | <input type="checkbox"/> Music |
| <input type="checkbox"/> Flora & Fauna | <input type="checkbox"/> Movies in the Cinema |
| <input type="checkbox"/> Fashion & Trends | <input type="checkbox"/> Literature |
| <input type="checkbox"/> New Trends in Sports | <input type="checkbox"/> Celebrities |
| <input type="checkbox"/> Friendship, Love, and Sexuality | <input type="checkbox"/> Jokes & Comics |
| <input type="checkbox"/> Life and Society Today | <input type="checkbox"/> History |
| <input type="checkbox"/> Foreign Cultures | <input type="checkbox"/> Math Puzzles |
| <input type="checkbox"/> News from Around the World | <input type="checkbox"/> Body & Health |
| <input type="checkbox"/> The Economy | <input type="checkbox"/> Handicrafts |
| <input type="checkbox"/> Current Politics | <input type="checkbox"/> Computers & New Technologies |



I have a knack for ...

- I enjoy fiddling and making things.
- I like to be able to see and touch the things I make.
- I am very strong and like to use my power.
- It makes me happy to see things work that I have repaired.
- I like to make my ideas a reality.
- If I start something I can't stop until I get it right and it is usable.
- I really like working with technical devices.
- I make sure to clean and care for the tools after using them.
- I enjoy spending time out in nature.
- I like putting on nice clothes and make-up.
- I make sure that my surroundings are nice and comfortable.
- I make sure that others feel good.
- I like impersonating other people and make a show of it.
- I like inviting people for parties and celebrations.
- I love and am always on the lookout for unusual clothes and things.
- I really like cooking or baking, and enjoy trying out new recipes.



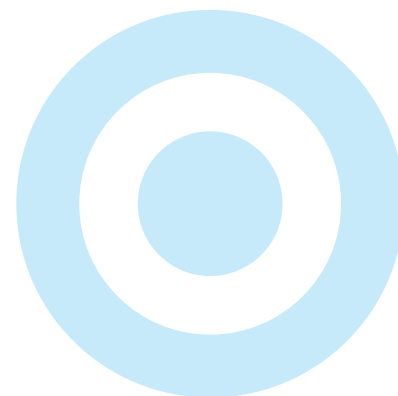


My Goals

- * My Life
- 💡 My Strengths
- + My Interests
- 🎯 My Goals
- 📁 Collecting Proof



Tracking down my goals



Up to this point, the **ProfilPASS** has shown you your particular strengths, special qualities and interests.

Now it is time to start thinking about your future development. You can only achieve the things you want to achieve if you know exactly what they are.

Take another look at your life and answer the following questions:

What are the things you are satisfied with in your life?

With what are you not satisfied?

What would you like to change?

What would you like to be able to do?

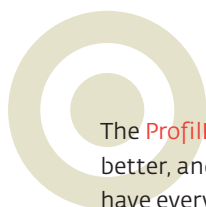
What would you like to know?

Have a close look at your answers. And take another look at your interests. Can you now say what you would like to do or achieve in the future? Then write it down!

Taking stock

You have now done a lot of work with the **ProfilPASS** and should be able to answer the following questions for yourself. Take some time to think about them and find the answer that's right for you.

- **Who am I?**
- **What are my strengths? What am I able to do and what do I know?**
- **Where and in what situations have I shown my abilities?**
- **What are my special qualities?**
- **What are my interests?**
- **Which are the things that will change over the course of my life? What do I want to change?**



The **ProfilPASS** has allowed you to get to know yourself better, and has shown you all the things you can do. You have every reason to feel confident in who you are. Now you are able to take charge of your life!

Your profile can also be very helpful when looking for a profession. It will be so much easier for you to decide on a particular profession if you know where your strengths and qualities are, and if you know exactly what you are interested in.

On the next pages you will find some exercises which support you to discover the job which matches your personal profile. Comparing your skills and strengths with those the job requires, gives you an idea if the particular work you are thinking of is the one which fits your profile.

Tracking Down my Dream Job

You have most probably thought about the kind of job you want to do later in your life, and where you might want to work.

Do you have an idea? Or maybe more than one?

0

0

0

Jobs where I live

Have a look around where you live: What are the professions people have in your family, in the neighbourhood, what do your friends and acquaintances do professionally?

Start by writing the names of people you know around the tree.

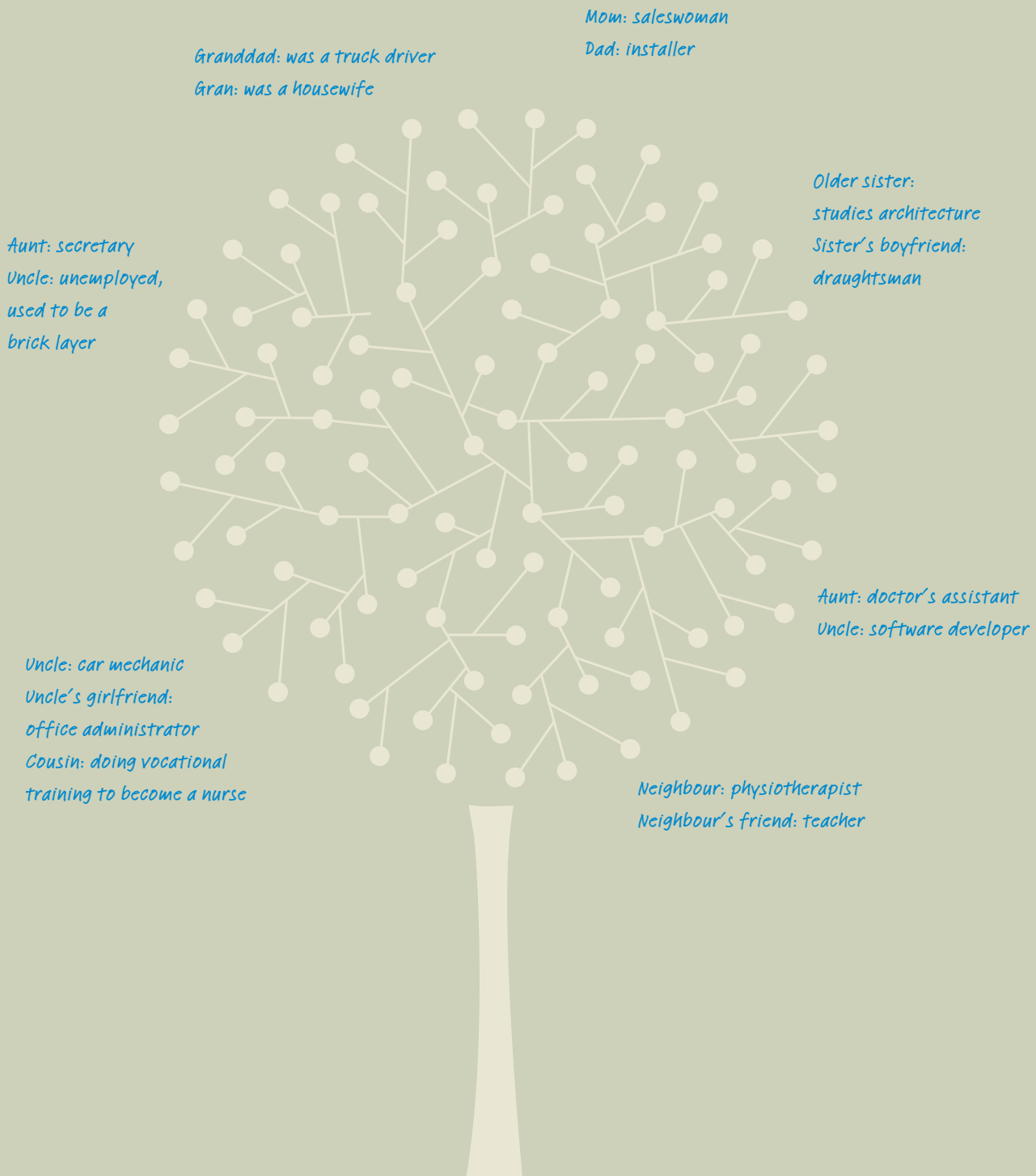
Now think about the professions of each of these people.

If you aren't sure about someone, ask someone who might know.

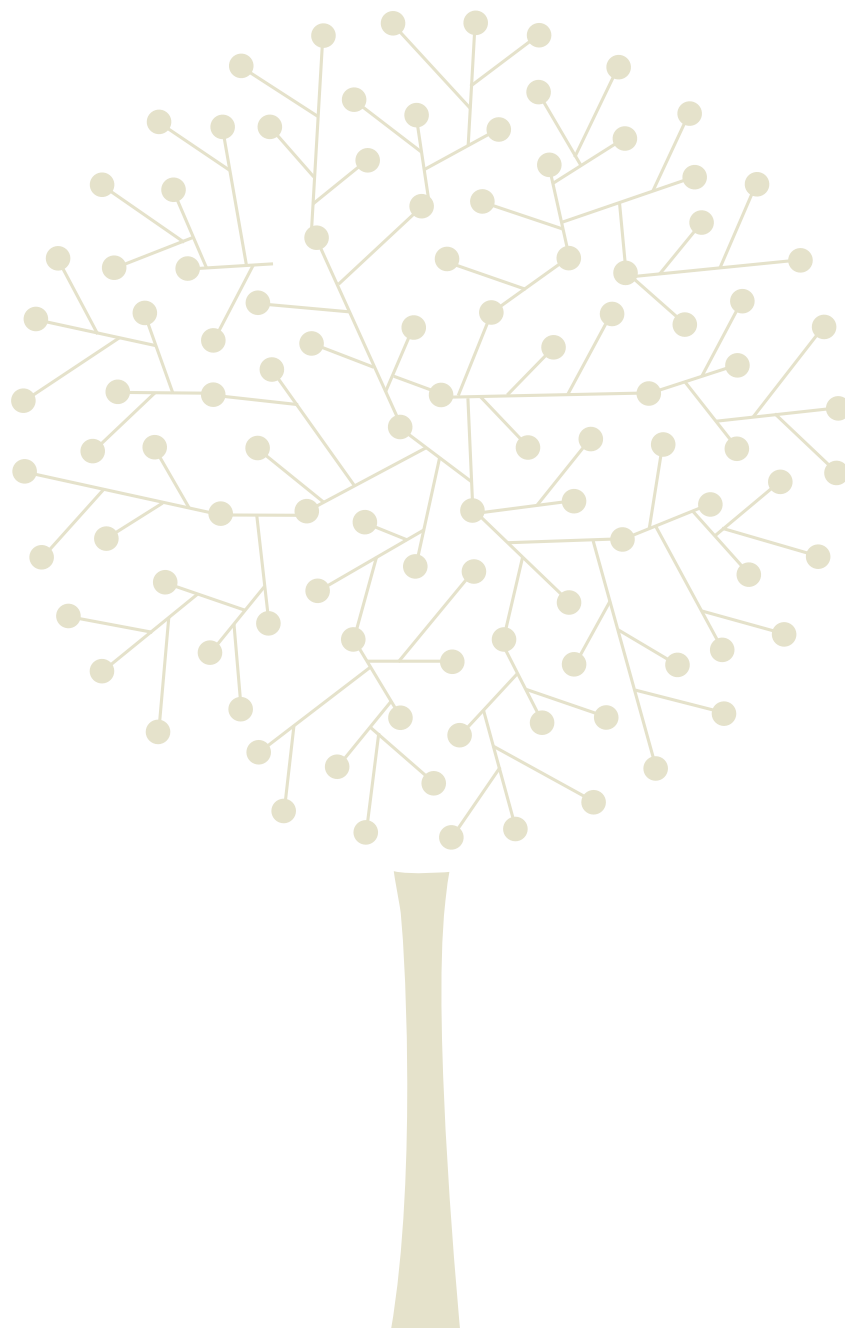
Then write the professions for each of the names around the tree.

Example

Jobs where I live



Jobs where I live



Maybe one of these jobs could be right for you?

Then write it down!

.....

My Dream Job

It can sometimes happen that the things we imagine about a dream job are not really true, or the job we thought was perfect doesn't really suit us in the end.

It helps to know what kind of skills and qualities are needed for the job to find out if your dream job is really right for you.

Think about the profession you would like to have when you are older. Write down your **"Dream Job"** here.

Now go and find out as much information as you can about the job, and write it all down on the "Mind Map" on the next page.

Think about the following questions:

Activities

1. What exactly do you do in this profession?

Skills and qualities

2. What kind of skills and qualities are important to have for this profession?
 - Physical skills
 - Mental skills
 - Social skills

Workplaces

3. Where can I work?

Specialisations

4. What occupational specialisations are there?

Similar professions

5. What professions are similar to my dream?

If you have another dream job, write it down and create a new Mind map.

Dream job 2



If you have no clear idea about what you would like to do, or don't know the exact name of the profession you are interested in, search online using keywords like

- job descriptions
- career advice
- career sectors
- vocational training

Gardener

Workplaces

- Public and private gardens
- Parks and green spaces
- Tree nurseries
- Cemeteries
- Botanical gardens
- Garden centres

Specialisations

- Tree nursery
- Cemetery gardening
- Gardening and landscaping
- Vegetable cultivation
- Fruit cultivation
- Perennials nursery

Similar professions

- Forester
- Florist
- Farmer
- Vintner

Activities

- Planting and fertilising seedlings
- Watering the ground
- Creating flowerbeds
- Lawn mowing
- Hedge cutting
- Arranging public gardens, terraces and parks
- Adding greenery to roadways, pedestrian areas, roofs, and façades
- Paving paths and squares
- Building stairs, walls, and fences
- Laying turf rolls
- Selling plants
- Weeding
- Assisting customers
- Selling

Skills and qualities

physical skills

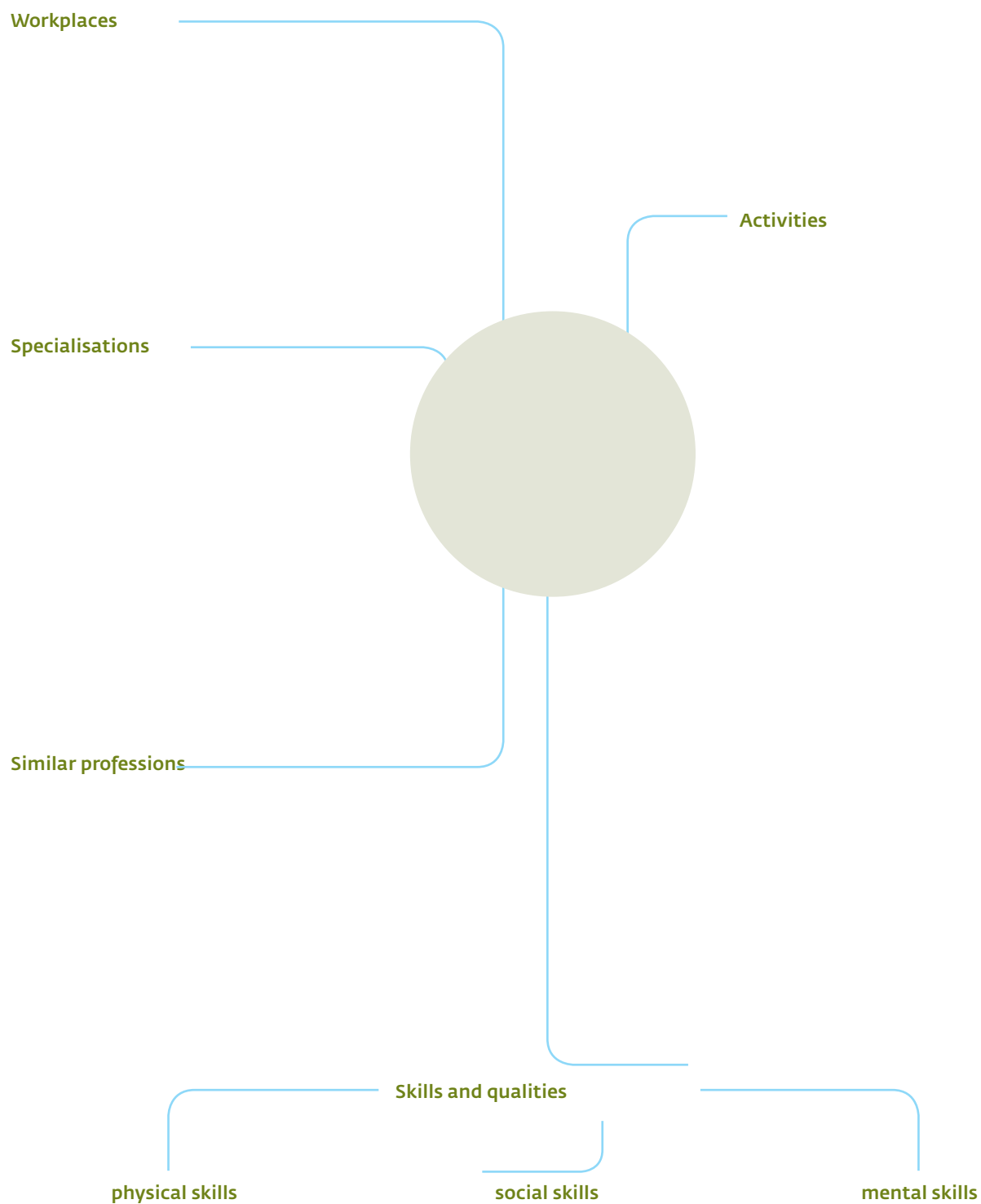
- Physical resilience
- Good with hands
- Enjoy outdoor work
- Being weather resistant
- Not squeamish
- Healthy back, no pollen allergy
- Handling machinery

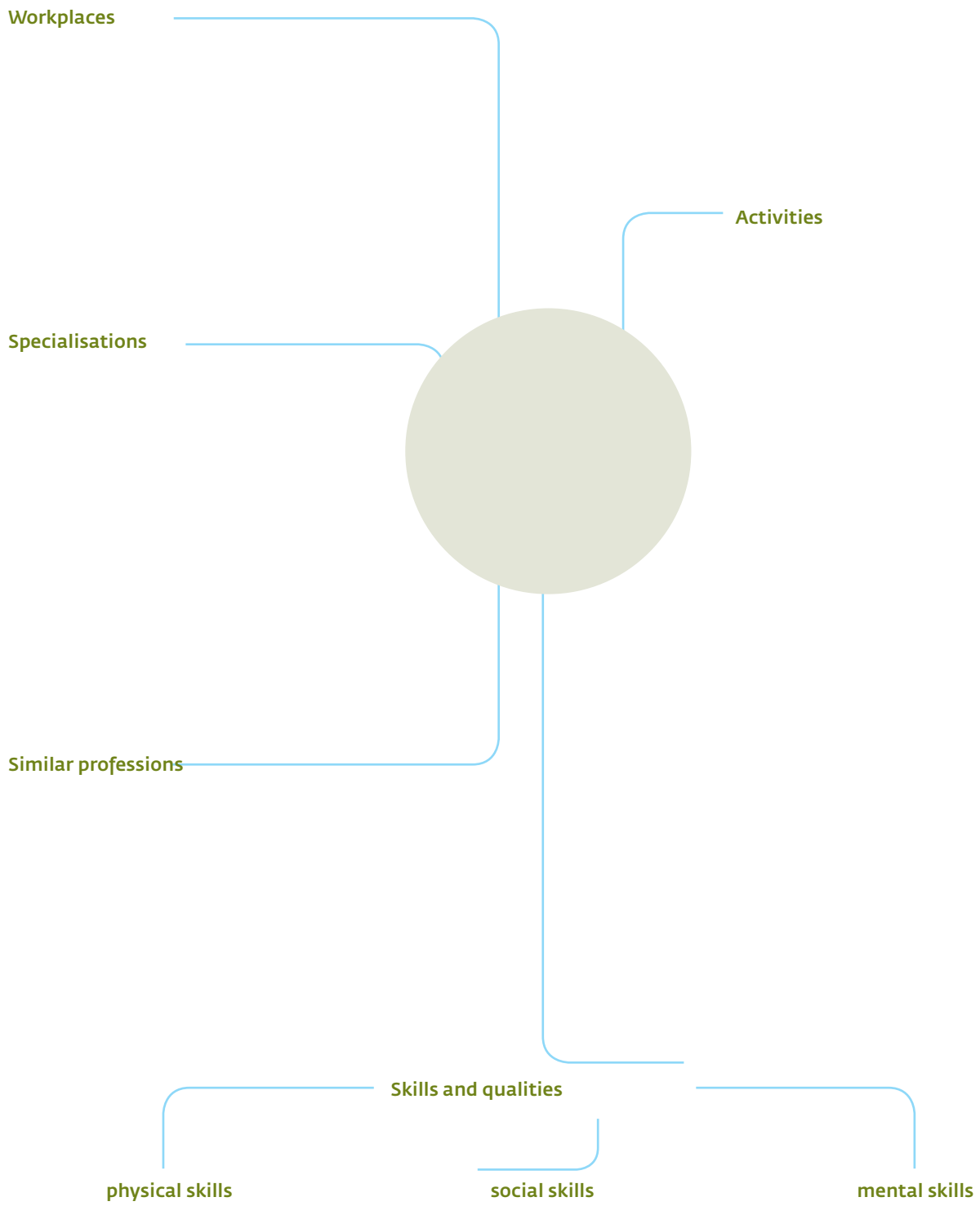
social skills

- Enjoy customer contact
- Teamwork ability
- Reliable
- Responsible

mental skills

- Calculating (e.g. areas)
- Knowing and recognising plants
- Interest in nature and plants
- Knack for planning and organising
- Crafting and technology skills





Does my dream job match my profile?

Now you know a lot more about your dream job.
It is time to find out if it really is right for you.

Ask yourself the following questions:

Are there tasks connected to that job I already enjoy doing quite often?

Are my particular strengths and qualities important for my dream job?

Can I see myself working in one or more of these workplaces?

Is there a similar job that would also be right for me?

To start with, answer all these questions yourself.

Then you should talk to other people about your results (e.g. your **ProfilPASS** advisor, friends, parents). Others will probably have some questions for you, which will make your own ideas and wishes a lot clearer!

Finding My Job – Stepping into Life

When you have reached this point, you have ...

... done some intensive work to find your strengths and qualities.

... done a lot of thinking about the profession you would like to pursue.

... a better idea about what professions could be right for you.

You have fulfilled all the prerequisites to now take the next step towards finding your perfect profession. Here are a variety of options for getting even closer to your dream job. Have a look at all of them and talk to your **ProfilPASS** advisor about which step you should take next.

This is what I want to do next:

- Get to know my dream job in reality, by
 - doing a practical work experience,
 - working in the profession part-time,
 - doing some volunteer work in this profession.

- Visit the Employment Services Centre or local Job Centre for more information.

Who I am and what I want

Everything you have found out about yourself using the **ProfilPASS** is yours alone. It is entirely up to you to decide with whom you want to talk about your experiences, and whether or not you show them your results.

It can be very important for people, who want to help you finding the right profession for you (e.g. your job advisor, vocational guidance teacher), to know and understand your personal strengths and qualities, as well as your interests, and the type of job you want.

The following page allows you to share what you can do and what you want with other people. Again: it is entirely up to you what you want to say.

Who I am and what I want

Name

.....
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School

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.....

Class

My Dream Job(s)

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My Strengths

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My Qualities

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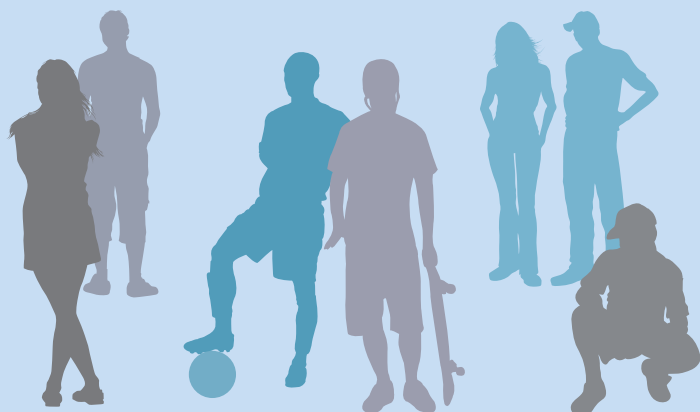
Date, Signature

.....

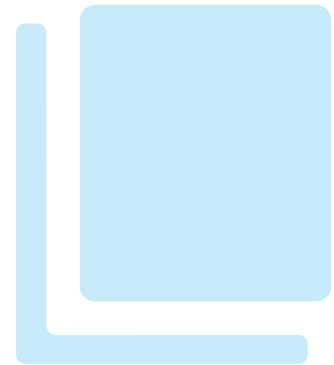


Collecting Proof

- * My Life
- 💡 My Strengths
- + My Interests
- 🎯 My Goals
- 📁 Collecting Proof



Collecting Proof



You can file all your reports, certificates, and references, etc. in this section of the **ProfilPASS**.

You get a report card twice a year at school. And you will be getting reports on your performance throughout your apprenticeship or vocational training. You will often get a certificate of participation or possibly a prize document when you participate in tournaments, competitions, or other projects. Plus there are probably a lot of documents and pictures of you doing something special, maybe even a newspaper report.

All these can help document your activities and achievements.

They might even come in handy for a job application at some point. Collect and file all these documents carefully, so that you have them at hand whenever you need them.

This is the best way to sort and file your documents:

- Reports from school and your apprenticeship or vocational training
- Reports, references, documentation from your apprenticeship/vocational training, the workshop, or your job
- Certificates for course participations
- Proof of membership or activities performed in a club or association
- Certificates or documentation of participation in tournaments or competitions
- Own strengths analysis (e.g. your **ProfilPASS** competence documentation)
- Other



Don't forget that you cannot punch holes into official report cards. These are important documents. Put them in a clear plastic sleeve for filing.

My Job Applications – Overview

This section will help you remember the places, where you have already applied and for which position. You will also see from whom you haven't had a reply yet and should follow-up with.

Company or Institution (Name, location, contact person, phone number)

.....

.....

.....

Date of Application

Date of Follow-Up

Applied for Position:

.....

.....

Result

.....

.....

Company or Institution (Name, location, contact person, phone number)

.....

.....

.....

Date of Application

Date of Follow-Up

Applied for Position:

.....

.....

Result

.....

.....

Company or Institution (Name, location, contact person, phone number)

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.....

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Date of Application

Date of Follow-Up

Applied for Position:

.....

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Result

.....

.....



Company or Institution (Name, location, contact person, phone number)

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.....
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Date of Application

Date of Follow-Up

Applied for Position:

.....
.....

Result

.....

Company or Institution (Name, location, contact person, phone number)

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.....
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Date of Application

Date of Follow-Up

Applied for Position:

.....
.....

Result

.....

Company or Institution (Name, location, contact person, phone number)

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Date of Application

Date of Follow-Up

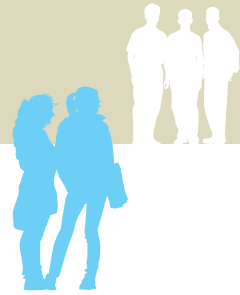
Applied for Position:

.....
.....

Result

.....

Proof of honorary, voluntary, and non-profit activities



ProfilPASS
for young people

.....
Name/First Name

.....
Street/No.

.....
Postcode/City

.....
Phone/E-mail

has provided volunteer work for us.

.....
Activity

.....
When to when

Workload Full-time Part-time with around hours per week

Occasional work of around days | hours per week | month | year

Activity/Activities, Duty/Duties

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Institution/organisation

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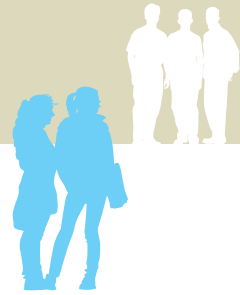
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.....
City, Date, Signature, Stamp

Proof of honorary, voluntary, and non-profit activities



ProfilPASS
for young people

.....
Name/First Name

.....
Street/No.

.....
Postcode/City

.....
Phone/Email

has provided volunteer work for us.

.....
Activity

.....
When to when

Workload Full-time Part-time with around hours per week
 Occasional work of around days | hours per week | month | year

Activity/Activities, Duty/Duties
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Institution/organisation
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City, Date, Signature, Stamp

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