

The SCOUT-Toolkit

aSsessing Competences fOr fUTURE

Profil**PASS**
SCOUT



ProfilPASS SCOUT

The Erasmus+ funded EU-Project SCOUT focuses on the recognition of skills, qualifications and competences of new immigrants by compiling and developing tools and material for counselors in order to support the assessment and documentation of these skills.

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The SCOUT-Toolkit

The SCOUT-toolkit is supposed to provide counselors with the opportunity to find and get access to different competence assessment tools that support them in their work with new immigrants. In order to ensure an easy access, it will be made available on the [SCOUT webpage](#). For giving an initial orientation for the users of the toolkit, it is subdivided into two main sections: *Tools supporting the counseling process* and *Tools for self-assessment*. Each of the two sections has further sub-sections which then lead to the single tools. Furthermore, each tool is briefly presented by means of a 'Fact Sheet'. In the third and final part of this publication you may find the complete and enriched lists of tools from and for each partner country. The SCOUT-toolkit is accompanied by a manual for counselors which provides essential information and support on how to work with the toolkit and the ProfilPASS in Simple Language.

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- b. **The 'Fact Sheets' (Pages 7-27)**
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I. Tools supporting the counseling process

A. Getting started: pre-counseling steps (individual work for the new immigrants in preparation of the counseling process)

In this category, competence assessment tools are provided that the counselor can utilize or point at before the concrete counseling process starts. Here, self-assessment tools are presented so that the clients can complete a partial or full competence assessment on their own ahead of the counseling process.

⇒ **self-assessment tools** ([see also Section II below or click here](#))

- [EU Skills Profile Tool for Third Country Nationals \(European Union\)](#)
- [Picture card set for the competence assessment \(Germany\)](#)
- [meine-berufserfahrung.de \(Germany\)](#)

B. Overcoming the language barrier (work with counselor)

Here, competence assessment tools are subsumed that explicitly approach the language barrier between the counselor and the client. These tools can either be used as a supplement in combination with other tools or they can be used independently, e.g. when the client's language skills are not sufficient enough for more language-oriented tools.

- [Validation Interpreter \(Sweden\)](#)
- [Competence Cards \(Germany\)](#)



In the first section, "Tools supporting the counselling process", tools for competence assessment are presented which help conducting the counseling process, for instance by providing guidance, visualization aids or documentation templates. The section is subdivided into three categories:

- A. Getting started: pre-counseling steps
- B. Overcoming the language barrier
- C. Structuring the counseling process

⇒ Click on each tool to access more information about it in the form of a ['Fact Sheet'](#)

I. Tools supporting the counseling process

C. Structuring the counseling process (portfolios, interview templates, etc.)

This category covers tools for competence assessment that can support the counselor's work in different ways, for instance by providing portfolios or interview templates as a basis for the counseling process. The counselor might also combine different tools or several sections of different tools.

⇒ **self-assessment tools** ([see also Section II below or click here](#))

⇒ **specialized competence assessment**

vocational focus

- [JobYes \(Spain\)](#)
- [Social ENTrepreneurship for Immigrants-SENTIM \(Greece\)](#)
- [COM\(petences\) PASS \(Austria\)](#)
- [Picture card set for the competence assessment \(Germany\)](#)

soft skills

- [Prometheus: Are you familiar with your teamwork skills? \(Greece\)](#)
- [Prometheus: At the reception \(Greece\)](#)

⇒ **comprehensive competence assessment**

- [ProfilPASS in simple language – adapted version for the target group new immigrants \(Germany\)](#)
- [Competence balance for migrants \(Germany\)](#)
- [Competence record \(revised version for refugees\) \(Germany\)](#)
- [Language & qualification portfolio \(Austria\)](#)
- [The Unexpressed Talent \(Slovenia\)](#)
- [Mapping for validation \(Sweden\)](#)



The section-headings serve as prior orientation points for the counselor. In order to find the best suitable tool for their respective counseling context, the counselors then have the opportunity to get an overview on each of the single tools by means of a 'Fact Sheet'. You can find the '**Fact Sheets**' in the pages to come.

II. Tools for self- assessment

(= tools that can be worked on by the clients without external support **and/or** which can be integrated into the counseling process, e.g. as a prior task for the clients)

The second section “Tools for self-assessment” presents tools that can be worked on by the clients themselves without external support and/or which can be integrated into the counseling process, for instance as a prior task for the clients (see also Category A) or as a separate unit during the counseling process.

⇒ **specialized competence assessment:**

vocational focus

- [Job Skills \(Sweden\)](#)
- [meine-berufserfahrung.de \(my vocational experiences\) \(Germany\)](#)

soft skills

- [Prometheus: Are you familiar with your teamwork skills? \(Greece\)](#)
- [Prometheus: How do I evaluate my communication skills? \(Greece\)](#)

⇒ **comprehensive competence assessment**

- [ProfilPASS in simple language – adapted version for the target group new immigrants \(Germany\)](#)
- [Prometheus: My transferable skills \(Greece\)](#)
- [eGuide+ \(Greece\)](#)
- [Mapping for validation \(Sweden\)](#)
- [JobYes \(self-need analysis & knowledge portfolio\) \(Spain\)](#)
- [The Unexpressed Talent \(Slovenia\)](#)



Analogous to the categorization for the tools in “Structuring the counseling process”, the self-assessment tools are also subdivided into comprehensive and specialized competence assessment with the latter containing a further distinction between tools with a vocational focus and tools covering the assessment of soft skills.

You can find the ‘**Fact Sheets**’ for this section, too, in the pages to come, and by clicking on the tools.

The 'Fact Sheets'

basic information on each tool mentioned

ProfilPASS in Simple Language *(ProfilPASS in Einfacher Sprache)*

German Institute for Adult Education -
Leibniz Centre for Lifelong Learning

What is it? (Aim of the Tool)

The ProfilPASS 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](http://scout.profilpass-international.eu/) generally addresses people in transitional phases who are in need of orientation and counseling. However, the version in simple language facilitates work with the ProfilPASS for the target group new immigrants as it has been particularly adapted to their situation and needs - both with regard to language, content and layout. Working with the ProfilPASS requires at least basic language skills.

Key Features

The ProfilPASS in simple language combines portfolio work and professional counseling.

The tool comprises 5 categories:

- ⇒ You Can Do More Than You Think
- ⇒ My Life – An Overview
- ⇒ My Experience Stations
- ⇒ (Interests, Pleasure and Free Time; Home, Neighbors and Family; School, Professional Education and Studies; Work, Job and Further Education; My Life In A New Country; Good Times – Bad Times)
- ⇒ Now I Know What I Can Do

Try the Tool

https://scout.profilpass-international.eu/index.php?article_id=143&clang=1

Languages available

German, English, Swedish, Greek,
Spanish, Slovenian

Further Information

<http://scout.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
SCOUT

What is it? (Aim of the Tool)

With the help of the competency pass, the participants are enabled to create an overview of their education and training (including volunteer activities). On the basis of this biographical overview, awareness of their individual competences or areas of interest is raised.

Further goals are the promotion of the self-confidence of the participants and support in their decision-making for further education or professional reorientation

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool addresses adults entering the profession or those interested in continuing education and is thus open to all adults looking for vocational (re-)orientation .

Key Features

The tool can be used for both group seminars and individual exercises. Within the scope of the individual exercises, a second person (at the choice of the participant) can also be consulted in order to enable the comparison of self-image and perception by others. Due to the complexity of the procedure, the counsellors play a decisive role here and the clients will have to be ready to engage in a more time-consuming process .

The COM(petences)PASS for adults comprises 3 central elements:

- 1) Part 1: »Stocktaking« (with regard to various aspects)
- 2) Part 2: Competence analysis
- 3) Part 3: Balance, Vision, Goals



Try the Tool

Unfortunately, the COM (petences)PASS is no longer available online. However, information on the COMPASS can still be accessed via the link below. Here, you also have the opportunity to request counselling documents. Status as of August 2019

Languages available

German

Further Information

<http://www.provinz.bz.it/berufsbildung/weiterbildung-meisterausbildung/erwachsenenbildung.asp>

Landesdirektion deutschsprachige
Berufsbildung
Dantestraße 3
39100 Bozen, ITALY

Competence Balance For Migrants

Kompetenzbilanz für Migrant*innen

German Youth Institute (Deutsches Jugendinstitut, DJI), Munich

Try the Tool

[https://www.dji.de/fileadmin/
user_upload/bibs/187/
kompetenzbilanz_Haupttext.pdf](https://www.dji.de/fileadmin/user_upload/bibs/187/kompetenzbilanz_Haupttext.pdf)

What is it? (Aim of the Tool)

The tool primarily aims at supporting the participants in raising awareness of their informally acquired competences (especially from the family area) by means of recording and evaluating social and personal competences from family work and their transfer value, meaning their value for the labor market. In addition, the competency balance helps to raise awareness of one's own strengths and encourages participants to set career goals and/or identify and actively plan their personal development.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool particularly addresses working parents, as well as adults returning to work or changing jobs or persons interested in further education. Migrants and volunteers are further target groups.

Key Features

The competence balance can be used for single and/or for group counselling. It is divided into four major phases:

- 1) Life story as a learning story
- 2) The family as a place of learning
- 3) Competence analysis based on my daily routine
- 4) Create the personal competency profile

At the end of the assessment process, the personal results are related to future professional plans following two core questions:

- Which social skills do I particularly want to use in the future?
- Which one would I like to develop further?

Languages available

German

Further Information

Deutsches Jugendinstitut e. V.
Nockherstr. 2
81541 Munich, GERMANY

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Competence Cards Kompetenzkarten für die Migrationsberatung

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 migrant backgrounds. 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

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Competence Record Kompetenzbilanz für Migrant*innen

The Competence Record is a product of the development partnership SEPA in EQUAL II which was realized in cooperation with the development partnership MigraNet.

What is it? (Aim of the Tool)

The tool aims at the identification, recognition and documentation of formal and informal competences. It further focuses on self-reflexion and empowerment.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool is addressed at migrants and refugees whose asylum procedure is still in process. For being capable to properly work with the tool, the clients must at least have low level language competences.

Key Features

The tool can be used in single or group counselling. It contains 4 core modules :

- Describe: questions on the different milestones in life (e.g. family, migration, school, social life etc.)
- Identify: for every question in the "Describe"-module, the clients reflect which competences they have acquired through these (non-)vocational activities (this is a self-assessment task)
- Recognize/Record: it is determined whether these competences can be recorded/documented (to provide evidence, certificates can be used but also photos, newspaper articles, references, workpieces etc.)
- Realize/Plan: making the competences useful, meaning which competences can be used (in Germany) at which time/on which job/in which context/in which way (connection to a learning and development counselling is recommended)

integrationsprojekte@tuerantuer.de

Try the Tool



The Competence Record is no longer provided by the operator. Status as of August 2019

Languages available

German

Further Information

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Integrationsprojekte GmbH

Schießgrabenstr. 14

86150 Augsburg, GERMANY

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eGuide +

Transfer of Innovation project (ToI) | Lifelong Learning Project

The consortium consists of the following organizations: INEK (Cyprus), Ballymun Job Centre (Ireland), Kadis (Slovenia), CORE (Greece), Web Relations (Greece), E.O.P.P.E.P. (Greece)

What is it? (Aim of the Tool)

The tool aims at providing structured career guidance for disadvantaged and migrant job seekers .

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool has been developed for disadvantaged and migrant job seekers. As it is a web-based tool, the users must have basic ICT skills or they must be supported by an instructor.

Key Features

The tool is an online platform which both users and instructors can access through a Login.

The eGuide tools comprise three core elements for competence assessment:

- an *Interest Explorer*
- a *Personality Explorer*
- a *Cognitive Explorer*

In addition to these assessment tools, there is an 'About Me'-section which supports the evaluation of personal challenges, values and goals .

Try the Tool



eGuide+ is no longer provided by the operator.

Status as of August 2019

Languages available

English, Greek, Slovenian

Further Information

Kadis

Koprska 72

1000 Ljubljana

SLOVENIA

EU Skills Profile Tool for Third Country Nationals

Developed by the European Commission (as part of the New Skills Agenda for Europe)

Try the Tool

<https://ec.europa.eu/migrantskills/#/>

What is it? (Aim of the Tool)

The EU Skills Profile Tool for Third Country Nationals is intended for use by any services that may be offering assistance to citizens of non-EU countries. It aims at supporting early profiling of the skills of refugees, migrants and citizens of non-EU countries who are staying in the EU (third country nationals).

Who is it for? (Target Group and (pre)conditions for use of the tool)

The target group are refugees, migrants and citizens of non-EU countries who are staying in the EU. The Skills Profile Tool is specifically designed for use by: national authorities responsible for reception and integration of refugees, reception centres and so on .

Key Features

The tool is available as a web-tool to be used on a voluntary basis and free of charge. It should be used in an interview situation to get to know the individual, their skills, qualifications and experiences .

The tool comprises 6 modules, each with different subtopics:

- 1) Personal information
- 2) Contact details
- 3) Expectations/Personal needs
- 4) Competence assessment (e.g. in the fields of math, IT-skills, interests etc.)
- 5) Appraisal & Recommendations for next steps (*filled in by the interviewer*)
- 6) Summary

Completed profiles are exportable as PDF or XML files .

Languages available

all EU languages (except Irish), Arabic, Farsi, Pashto, Sorani, Somali, Tigrinya and Turkish*

Note: It is possible to see two languages at the same time on one screen.

Further Information

<http://ec.europa.eu/social/main.jsp?catId=1412&langId=en>

European Commission

DG Employment, Social Affairs & Inclusion

B-1049 Brussels

BELGIUM

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Job Skills

Arbetsförmedlingen – Swedish Public Employment Service

What is it? (Aim of the Tool)

This self-assessment tool creates a competence profile which then serves as a basis for receiving information on jobs and education based on this profile.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The target group are immigrants and as a precondition for using the tool, a language level at B1 is suggested.

Key Features

With the help of this tool, users can create their own competence profile and publish it on the platform in order to find matching jobs or education. The profile covers the following sections:

- Personal information
- Education
- Work experience
- Skills
- Language Skills
- Career interests

Try the Tool

<https://jobskills.se/>

Languages available

Swedish, English, Arabic, Urdu Farsi, Tigrinya, Af-Somali

Further Information

<https://jobskills.se/>

Job-Yes

Social Innovation Fund (Lithuania) (Project Coordinator)

This tool is the product of an Erasmus+-project.

What is it? (Aim of the Tool)

The tool aims at fostering the integration of people with disadvantaged backgrounds and fewer opportunities into the labor market by assessing and improving their soft skills coherent with the employment-related key competences: sense of initiative and entrepreneurship, social and civic competences, digital competences and learning to learn.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool has been primarily designed for people with disadvantaged backgrounds and fewer opportunities on the labor market. The users need basic language and ICT skills when working with the tool on their own.

Key Features

Job-Yes combines competence assessment and training based on four easy to use online learning tools: *Self-need analysis*, *Knowledge portfolio*, *Exercises based on OERs* (Open Educational Resources) and an *Action plan for learners*.

- The *Self-Need Analysis* is an informal and interactive tool to assess the level of the participant's soft skills related to employability.
- In the *Knowledge Portfolio*, the achievements in the development of competences and soft skills obtained through lifelong learning process during formal, non-formal, and informal learning are collected.
- 40 digital *Exercises based on Open Educational Resources (OERs)* are offered freely and openly for self-directed learning and the development of various job-related soft skills.
- The *Action Plan* helps define the next steps to improve the participant's employment possibilities, like organizing an active job seeking, starting own business or proceeding with further formal education and non-formal training/learning in order to improve the competences and skills.

The tool is further complemented by a *Learner's guide* which introduces the participants to the tool and thus enables them to independently work with it.

Try the Tool

<http://job-yes.eu/en>

Languages available

English, Spanish, Italian, Lithuanian,
Latvian

Further Information

<http://job-yes.eu/en>

Language- and Qualification Portfolio

Verein Projekt Integrationshaus, Vienna

This tool was developed in the context of the EQUAL-development partnership '*qualification empowers*'.

What is it? (Aim of the Tool)

The tool aims at the assessment of qualifications, knowledge, skills and competences by means of reflexion and self-assessment. It further provides a preparation for (further) vocational development.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool generally addresses migrants and refugees. The clients need to have at least basic reflection capacities and basic literacy in order to be capable of working with the tool.

Key Features

The Language- and Qualification-Portfolio is a workbook for use in single or group counselling. It is oriented towards 3 basic questions:

- Where am I now?
- Where do I want to be?
- How do I get there?

The workbook further contains a dossier (meaning a filing location for certificates, training confirmations etc.) and a glossary (meaning a space for noting down and explaining important words). Also, there are specific worksheets on biographical experiences which are only accessible for teaching staff/counsellors.

Try the Tool

<https://www.integrationshaus.at/de/publikationen/fachpublikationen>

Languages available

German, English, Arabic, Bosnian, Russian, Persian

Further Information

<https://www.integrationshaus.at/de/publikationen/fachpublikationen>

Verein Projekt Integrationshaus

Engerthstraße 161-163

1020 Vienna

AUSTRIA



Mapping for Validation

Vägledningscenter (Validation center) - The municipality of Örebro, Sweden

What is it? (Aim of the Tool)

Competency mapping tool to help the immigrants/new comers to identify their levels of education, skills, language skills and work experiences

Who is it for? (Target Group and (pre)conditions for use of the tool)

Immigrants/new comers

Key Features

It's available in a simple word and pdf format (16 pages) and is composed of the following sections:

- General personal information
- Education background (in Sweden, education from abroad)
- Licenses (such as driving license)
- Work experiences
- Language knowledge
- Data/computer knowledge
- Description of the previous educational tracks
- Description of previous work experiences and/or internships
- Other types of experiences (other skills from different life experiences such as membership in organisations, associations, hobbies etc.)
- Other Professional experiences subject for validation including additional courses, career counseling
- References

Try the Tool



operator.

Mapping for Validation is no longer provided by the operator.

Status as of August 2019

Languages available

Swedish

Further Information

Vägledningscenter (Validation center)

The municipality of Örebro, Sweden

<https://www.orebro.se/>

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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 8 (soon 30) professions. The website also helps in making a decision on further competence diagnosis.

The tool provides support for labor 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 refugees and 'low-skilled' persons. 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

my-professional-experience.org

Languages available

German, English, Russian, Farsi,
Arabic, Turkish

Further Information

[Bertelsmann Foundation](#)

[\(Bertelsmann Stiftung\)](#)

Carl-Bertelsmann-Straße 256

33311 Gütersloh

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Picture card set for the competence assessment of refugees *Bildkartenset zur Kompetenzerfassung geflüchteter Menschen*

German Employee Academy (DAA)

What is it? (Aim of the Tool)

The picture card set is a language free support tool for vocational position determination. It has been designed for counsellors and clients who cannot - or only restrictedly - communicate with each other.

Still, the cards can also be used for people who do not have language related communication problems but who would profit from a better structuring and illustration of their experiences and vocational aims.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The target group are refugees and other people in need of vocational (re-)orientation. No special preconditions are required.

Key Features

The tool comprises a collection of picture cards for different vocational fields each containing four pictures depicting the detailed contents of the respective field (e.g. construction, administration, nursing etc.). These facilitate getting an initial overview of the experiences and aims of the clients. Two further collections of cards with depictions of work tools and several activity characteristics can be used for a more differentiated analysis. The clients may also variously combine work tools and activities. The cards are complemented by visual queries on the duration and quality of the activity.

Try the Tool

<https://itunes.apple.com/de/app/daa-kompetenzerfassung/id1084665949?mt=8>

Languages available

German, English, French, Arabic,
Farsi

Further Information

Bildkarten.Info@daa.de

DAA Deutsche Angestellten

Akademie GmbH

Alter Teichweg 19

22081 Hamburg

GERMANY

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Prometheus: Are you familiar with your teamwork skills?

Business Foundation for Education (project coordinator)

This tool is the product of an Erasmus+ project.

What is it? (Aim of the Tool)

This tool can specifically be used for the evaluation of skills for teamwork.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool generally addresses people who need their soft skills assessed. It is also useful for people for whose professional development teamwork is important or who aim at the creation of a career development plan.

Key Features

This tool can be applied in the form of an interview or as a questionnaire for self-reflection. A sequence of questions is provided which gives an opportunity to investigate and evaluate the different aspects of teamwork. The consultant can use this selection of questions during an online session to gather information about the knowledge, skills and abilities of the client in relation to teamwork. The set of questions can be individually adapted for each client regarding, for instance, the wording, the content or the order in which the questions are posed.

For example:

- What does it mean to you to be “a good team player” at work?
- When you work in a team, what is your preferred role in it? Can you describe a situation which demonstrates your usual attitude and style of teamwork?

Try the Tool

http://prometheus-eu.net/wp/wp-content/uploads/2016/09/Toolkit_EN.pdf

Languages available

English, Bulgarian, Greek, Italian,
German

Further Information

<http://prometheus-eu.net/wp/>

Business Foundation for Education

7 San Stefano Str., ap. 4

1504 Sofia

BULGARIA

Prometheus: At the Reception

Business Foundation for Education (project coordinator)

This tool is the product of an Erasmus+ project.

What is it? (Aim of the Tool)

The aim of this tool is the observation and evaluation of the communication skills of the client.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool addresses people whose profession requires communication skills or people who simply want their soft skills evaluated. It is also suitable for clients whose purpose for consultation is to receive a plan for career development.

Key Features

This exercise takes place in the form of a role play exercise in which different scenarios can be enacted. The consultant can determine whether to use all hypothetical situations, which one to start with and which one to finish with, as well as whether to change any of them. The consultant is observing the behavior of the client during the conversation, in order to later discuss their behavior, communication strategies, difficulties, emotions, thoughts and feelings.

The consultant can use the “self-evaluation of the process”-questionnaire to help the client share their own evaluation and opinion about the way they coped with the different situations. The same questionnaire can be used as a template in which the consultant marks down the level of communication skills possessed.

Try the Tool

http://prometheus-eu.net/wp/wp-content/uploads/2016/09/Toolkit_EN.pdf

Languages available

English, Bulgarian, Greek, Italian,
German

Further Information

<http://prometheus-eu.net/wp/>

Business Foundation for

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7 San Stefano Str., ap. 4

1504 Sofia

BULGARIA



Prometheus: How Do I Evaluate My Communication Skills?

Business Foundation for Education (project coordinator)

This tool is the product of an Erasmus+-project.

What is it? (Aim of the Tool)

The aim of this tool is to support the self-evaluation of communication skills.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool primarily addresses people for whom communication skills are important for their professional development or who need to have their soft skills evaluated or who want to form a career development plan. The tool can also be used for clients whose goal of guidance is self-evaluation.

Key Features

The client receives a self-evaluation questionnaire with statements describing different communication skills, qualities and abilities. These skills are to be marked according to the extent the client assumes they possess each one of them. In order to ensure a more objective evaluation, the client is asked to use real situations in which they communicated with people in their professional and personal life as a basis for their judgement.

After completing the questionnaire it is important for the consultant to discuss the results with the client. It would be useful to discuss the communication skills the client thinks they need to have further developed, as well as what specific activities can be undertaken to achieve this.

Try the Tool

http://prometheus-eu.net/wp/wp-content/uploads/2016/09/Toolkit_EN.pdf

Languages available

English, Bulgarian, Greek, Italian, German

Further Information

<http://prometheus-eu.net/wp/>

Business Foundation for

Education

7 San Stefano Str., ap. 4

1504 Sofia

BULGARIA



Prometheus: My Transferable Skills

Business Foundation for Education (project coordinator)

This tool is the product of an Erasmus+-project.

What is it? (Aim of the Tool)

The tool aims at gathering the client's transferable skills, meaning skills which are developed throughout one's life in different situations and are applicable in each professional field of work.

Who is it for? (Target Group and (pre)conditions for use of the tool)

This tool is suitable for clients whose goal for guidance is to have their transferable skills evaluated, to prepare a career development plan or whose goal for guidance is related to self-evaluation. The tool can also be used in preparation for a job interview.

Key Features

Before presenting the client with the table of transferable skills, their understanding of the term "transferable skills" (skills which are developed throughout one's life in different situations and are applicable in each professional field of work) can be discussed. After that, the consultant presents a table in which different transferable skills are listed and gives the client the instruction to evaluate independently the level to which they possess or exert the respective skill from the table.

After filling in the table, the consultant discusses with the client the observations, discoveries and thoughts which have accompanied this self-evaluation process. The client is then encouraged to review once more the table and to mark the skills they think are most developed, as well as mark those skills they think need to be developed, in relation to their current job or career development plan. The consultant might also encourage the client to provide examples to support their observations.

Try the Tool

http://prometheus-eu.net/wp/wp-content/uploads/2016/09/Toolkit_EN.pdf

Languages available

English, Bulgarian, Greek, Italian,
German

Further Information

<http://prometheus-eu.net/wp/>

Business Foundation for

Education

7 San Stefano Str., ap. 4

1504 Sofia

BULGARIA

Social ENTrepreneurship for IMmigrants - SENTIM

This tool is the product of an Erasmus+-project.

Partners involved are:

- STEP Institute - Institute for work psychology and entrepreneurship (Slovenia)
- IED - Institute of Entrepreneurship Development (Greece)
- GO Bufalini - Opera Pia Officina Operaia G.O. Bufalini (Italy)
- Burgos Acoge (Spain)

What is it? (Aim of the Tool)

The aim of this tool is to provide a relevant and useful methodology for identification of interest for entrepreneurship and competences needed for entrepreneurship among immigrants.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The target group are immigrants.

Key Features

The methodology developed in the context of SENTIM includes three tools that can be applied in order to identify and assess interest for entrepreneurship and competences needed:

- an interview template to explore experiences and competences of an individual who already has experience in entrepreneurship (including a competence wheel)
- an interview template to explore an individual's experiences and competencies for potential immigrant entrepreneurs (including a competence wheel)
- a workshop with guidelines that can be implemented with the objective to explore interests and competencies of immigrants who are interested in entrepreneurship and would like to start their own business

Guidelines and instructions for the use of the tools are added for each tool.

Try the Tool

<http://www.sentim.org/wp-content/uploads/2017/09/sentim-results-02-all-tools.pdf>

Languages available

English, Greek, Slovenian, Spanish,
Italian

Further Information

<http://www.sentim.org/>

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 stakeholders 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* and *Valorizing*. The tools range from short activities to more complex tools and there are 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/?ref=spelling>

Validation Interpreter Valideringstolk

Swedish Public Employment Service

What is it? (Aim of the Tool)

This tool is supposed to facilitate the communication in competence assessment processes by means of providing translations and visualizations aids for different vocationally relevant terms.

Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool can be used by all people working with non-native speakers in the context of competence assessment and validation.

Key Features

The Validation Interpreter provides a Lexicon in which one can look up the translations for a large number of vocationally relevant words in ten different languages (English, Albanian, Arabic, Bosnian/Croatian, French, Chinese, Persian, Russian, Somali and Spanish). Some of the lexicon entries are complemented by visualizations.

Furthermore, the tool provides terminology dictionaries (in Swedish only) for different vocational fields in which the terms and expressions relevant to a respective profession are collected and explained.

Try the Tool



The Validation Interpreter is no longer provided by the operator. Status as of August 2019

Languages available

Swedish (English, Albanian, Arabic, Bosnian/Croatian, French, Chinese, Persian, Russian, Somali and Spanish)

Further Information

<http://valideringstolk.se/>

The Lists of Tools

If you are in need of further tools for your counseling process or you have not found a suitable tool in the SCOUT-Toolkit, you can have a look at the following choice of another 54 tools. This pool of tools has been set up in the course of the research for the SCOUT-Toolkit. It comprises all tools that did not qualify for the SCOUT-Toolkit but might still provide useful aids for your counseling process.

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
ProfilPASS	ProfilPASS	German Institute for Adult Education - Leibniz Centre for Life-long Learning	⇒ 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.	http://www.profilpass.de/
Bildkartenset zur Kompetenzerfassung geflüchteter Menschen	Picture card set for the competence assessment of refugees	German Employee Academy (DAA)	⇒ Language free support tool for vocational position determination	https://itunes.apple.com/de/app/daa-kompetenzerfassung/id1084665949?mt=8)
Sprachen- und Qualifikationsportfolio (SQuP)	Language and Qualification Portfolio	Verein Projekt Integrationshaus, Vienna	⇒ Assessment of qualifications, knowledge, skills and competences by means of reflexion and self-assessment ⇒ Preparation for (further) vocational development	https://www.integrationshaus.at/de/publikationen/fachpublikationen
Kompetenzbilanz für Migrant*Innen	Competence record for migrants	German Youth Institute (DJI), Munich	⇒ Identification, recognition and documentation of formal and informal competences ⇒ Self-reflexion and empowerment	http://www.migra-info.de/fileadmin/bilder/Download/KompBil_sw.pdf
Kompetenzbilanz für Migrant*Innen (überarbeitete Version für Flüchtlinge)	Competence record for migrants (revised version for application with refugees)	product of the development partnership SEPA in EQUAL II	⇒ Identification, recognition and documentation of formal and informal competences ⇒ Self-reflexion and empowerment	http://www.equal-sepa.de/material/Produkte/material/PG1_Kompetenzbilanz.pdf (-> Chapter 2, p.8-27)

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
Assessment zur Kompetenzfeststellung für Migrantinnen	Assessment center for the competence assessment for migrants	LIFE e.V. - Education, Environment, Equal Opportunities	⇒ Facilitate the entry into professional life for migrants	http://www.netzwerk-iq.de/fileadmin/Redaktion/Downloads/IQ_Publikationen/Thema_Anerkennung/2011_LIFE-Booklet-3.pdf
meine-berufserfahrung.de	meine-berufserfahrung.de (= my vocational experiences)	Bertelsmann Stiftung	⇒ Offer an opportunity to take a self-assessment to determine the extent of their previous professional experience ⇒ Help labor market and integration advisors plan paths to employment, qualification, in-depth assessment of competence or formal recognition of professional experience with their clients	www.meine-berufserfahrung.de
EU Skills Profile Tool for Third Country Nationals	EU Skills Profile Tool for Third Country Nationals	European Commission	⇒ Help individuals produce a profile of their skills ⇒ Help the advisor identify any recommendations or next steps	https://ec.europa.eu/migrantskills/#/
Kompetenzkarten für die Migrationsberatung für erwachsene Zuwanderer	Competence Cards for immigration counseling for adult immigrants	Bertelsmann Stiftung	⇒ Flexible, low-threshold approach to the issue of competences ⇒ Compensation of language deficits through consequent visualization ⇒ Simultaneous support of the counsellors	https://www.bertelsmannstiftung.de/de/publikationen/publikation/did/kompetenzkarten/
KompetenzenPanorama für Migrantinnen und Migranten	Competence Panorama for migrants	InnoVision Concepts GmbH (former IUBM Ltd.)	⇒ Identification and documentation of formally, non-formally and informally acquired competences ⇒ Preparation of a portfolio relevant to the labour market	http://www.equal-sepa.de/material/Produkte/material/PG1_Kompetenzbilanz.pdf (-> Chapter 4, p. 28-33)

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
Kompetenzbilanz des Zukunftszentrums Tirol	Competence balance of the Zukunftszentrum Tirol	Zukunftsbüro Tirol	⇒ Make participants aware of their own abilities.	www.abif.at
Kompetenzbilanz-Portfolios nach dem CH-Q-Ansatz	Competence balance portfolios according to the CH-Q approach	»CH-Q - Swiss qualification program for careers«	⇒ The participants learn to learn from their experiences and to deal regularly with their own biography ⇒ Understand one's own development (important moments / stages, etc.) as well as to become aware of the skills developed during life ⇒ Foster participants' empowerment, self-confidence and self-reflexivity	www.ch-q.ch www.abif.at
KOM(petenzen)PASS	COM(petences) PASS	Department of German Vocational Training in the province of Bolzano	⇒ Create an overview of their education and training (including volunteer activities) ⇒ Create awareness for their individual competences/ strengths or areas of interest (personal »determination of the position«) ⇒ Promotion of the self-confidence of the participants and support in their decision-making for further education or professional reorientation	http://www.provinz.bz.it/berufsbildung/weiterbildung-meisterausbildung/erwachsenenbildung.asp
KOMPETENZCHECK BERUFLICHE INTEGRATION	Competence-check: Professional Integration	Austrian Labour market service in cooperation with three Austrian adult education providers (die Berater, Mentor, ibis acam)	⇒ Inclusion into the labour market through facilitation of relevant, labour market specific competences ⇒ Information about the Austrian professional system – wages, career opportunities, etc. ⇒ Development of a career plan – professional perspective ⇒ Facilitation into the labour market	http://www.ams-forschungsnetzwerk.at/downloadmh/256_Kompetenz-Check.pdf
Kompetenzbilanz für Migrantinnen	Competence balance for migrants	DIJ (Deutsches Jugendinstitut), German youth institute	⇒ Support the participants in raising awareness of their informally acquired competences (especially from the family area), recording and evaluating social and personal competences from family work and their »transfer«, i.e. utilization, for the profession ⇒ Raise awareness of one's own strengths and encourage participants to set career goals and/ or identify and actively plan personal development.	https://www.dji.de/fileadmin/user_upload/bibs/187/kompetenzbilanz_Haupttext.pdf

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
Qualibox	Qualibox	Vocation and educational information center (BIFO) Vorarlberg	⇒ Assisting people with career, career and continuing education planning, preparing for job applications, and developing a foundation for in-house career development.	www.bifo.at
Qualipass	Qualipass	Youth foundation Baden-Württemberg	⇒ Documentation of qualifications acquired by adolescents and young adults as part of voluntary work (schools, associations, community or any type of project) or through courses, stays abroad, internships or continuing vocational training	www.qualipass.info
Kompetenzenbilanz-Portfolio / Bilan de compétence	competence balance portfolio	Association EFFE	⇒ Awareness and appreciation of one's own learning experiences ⇒ Development of the ability to plan the future professional career in a confident and self-determined manner based on their own competencies	www.effe.ch
LEVEL5	LEVEL5	Blinc/Reveal	⇒ Validation of competences development in a specific learning setting over a specific period of time. The tool is neither a test nor an instrument to compare learners' results - it is a tool for the validation of individual development. ⇒ Through the use of a specific software, the development process can be visualized	www.reveal-eu.org
Kompetenzbilanz	Competence balance	biv - Akademie für integrative Bildung, Wien	⇒ To perceive and use unconscious competences. In particular, the visualization of competences developed from experience with disability and illness.	www.biv-integrativ.at

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
Prometheus Toolkit	Prometheus Toolkit	Prometheus project	<ul style="list-style-type: none"> ⇒ Address the needs of people who are in a process of choosing a profession, unemployed people and/or people who search for a change ⇒ Acquisition and evaluation of soft skills as part of the career development ⇒ The last 8 tools can be implemented in the work with all kind of clients and include topics such as planning, aims setting, balance between personal and professional life, etc. 	http://prometheus-eu.net/
THE NATIONAL ORGANIZATION FOR THE CERTIFICATION OF QUALIFICATIONS & VOCATIONAL GUIDANCE – EOPPEP	The National Organization For The Certification Of Qualifications & Vocational Guidance – EOPPEP	Supervised by the Ministry of Education and Religious Affairs	⇒ Up skilling activities for guidance professionals (Seminars/trainings, meetings and conferences) - Guidance studies, tools & practices, handbooks & publications.-Mobility Informational material.-Publicity activities and joint actions with other European networks at national level to inform students, young people and the general public.	http://www.eoppep.gr/index.php/en/eoppep-en
Social Entrepreneurship for Immigrants- SENTIM	Social Entrepreneurship for Immigrants- SENTIM	Erasmus + Project	⇒ Create relevant and useful methodology for identification of interest for entrepreneurship and competencies needed for entrepreneurship among immigrants	http://www.sentim.org/wp-content/uploads/2017/09/sentim-results-02-all-tools.pdf
eGuide+ "Quality career guidance for disadvantaged and migrant job seekers"	eGuide+ "Quality career guidance for disadvantaged and migrant job seekers"	Transfer of Innovation project (ToI) Life-long Learning Project	<ul style="list-style-type: none"> ⇒ Introducing innovative eGUIDE results to career guidance systems in Cyprus, Greece and Slovenia ⇒ Mainstreaming the use of framework and tools ⇒ Making resources available across Europe 	http://eguideplus.eu/?lang=en
LIGHTHOUSE Model: Interactive open space for supporting lifelong learning and career paths for migrants.	LIGHTHOUSE Model: Interactive open space for supporting lifelong learning and career paths for migrants.	Implemented by a consortium of seven partners from Austria, Cyprus, Greece, France, Spain and Norway (Erasmus+ funded)	⇒ Establish an innovative approach and tools for supporting lifelong learning and career paths for migrants by tailored counselling and recognition of prior learning to improve skills, employability and mobility	http://www.lighthouse-project.eu/fileadmin/editors/documents/LIGHTHOUSE_Model_EN.pdf

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
LIGHTHOUSE Guidebook: Innovative strategies and techniques in career guidance and counselling for migrants	LIGHTHOUSE Guidebook: Innovative strategies and techniques in career guidance and counselling for migrants	Implemented by a consortium of seven partners from Austria, Cyprus, Greece, France, Spain and Norway (Erasmus+ funded)	⇒ Useful tool, complementary with other practical products of the project, offering conceptual knowledge and methodological support to all target groups mentioned	http://www.lighthouse-project.eu/fileadmin/editors/documents/LIGHTHOUSE_Guidebook_EN_.pdf
ΕΝΩΣΙΑΚΟ ΕΡΓΑΛΕΙΟ ΚΑΤΑΡΤΙΣΗΣ ΠΡΟΦΙΛ ΔΕΞΙΟΤΗΤΩΝ ΓΙΑ ΥΠΗΚΟΟΥΣ ΤΡΙΤΩΝ ΧΩΡΩΝ	EU Skills Profile Tool for Third Country Nationals	European Commission	⇒ Map the skills, qualifications and work experience of the third country nationals and give them personalised advice on further steps	https://ec.europa.eu/migrantskills/#/
Οδηγός Απασχολησιμότητας & Tutorial Video για Συγγραφή CV & Αναζήτηση Εργασίας	Employability Guide & Tutorial Videos on CV Writing & Online Job Searching	Generation 2.0 For Rights Equality & Diversity	⇒ Facilitate access to the labor market for vulnerable populations with fewer opportunities as well as integration to the Greek society in equal terms with the natives	https://g2red.org/employability-guide-tutorial-videos/
Συμβουλευτική προσφύγων, παλινοστούντων, μεταναστών και αιτούντων άσυλο	Counselling for refugees, repatriates, migrants and asylum seekers	Greek Ministry of Education and Religious Affairs - General Secretary of Adult Education, Institute for Continuous Adult Education	⇒ Help adult educators and advisors work more effectively with people that are new to Greek society and reality, offer an insight on teaching/counselling/group communication methods as well as making them familiar with more legal-bureaucratic stuff in order to be able to help their students cope with everyday-life situations	http://reader.ekt.gr/bookReader/show/index.php?lib=EDULLL&item=131&bitstream=131_01#page/1/mode/1up
NOKUT's Qualification Passport for Refugees	NOKUT's Qualification Passport for Refugees	NOKUT (the Norwegian Agency for Quality Assurance in Education) is an independent expert body under the Ministry of Education and Research	⇒ Establish a multinational, quality assured framework in Europe for recognition of refugees' competence	https://www.coe.int/en/web/education/recognition-of-refugees-qualifications

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
UVPZ - ugotavljanje, vrednotenje in priznavanje znanj priseljencev in priseljenk	Identification, Valuation and Recognition of Migrants' Knowledge	Slovenian Institute for Adult Education	⇒ Contribution to greater recognition of the potential of immigrants and strengthening processes of evaluation and recognition of formally, informally and occasionally acquired knowledge	http://arhiv.acs.si/publikacije/UVPZ_prircnik.pdf
UGOTAVLJANJE IN VREDNOTENJE NE-FORMALNO PRIDOBLENEGA ZNANJA V IZOBRAŽEVANJU ODRASLIH - Metodološki priročnik za vodenje postopkov vrednotenja	ESTABLISHMENT AND EVALUATION OF INFORMAL ASSESSED KNOWLEDGE IN EDUCATION OF ADULTS - Methodological manual for conducting evaluation procedures	Ministry RS for education and school ; European social fund	⇒ Evaluation and recognition of non-formal learning and experience	http://arhiv.acs.si/dokumenti/Ugotavljanje_in_vrednotenje_neformalno_pridobljenega_znanja_v_IO.pdf
THE UNEXPRESSED TALENT METHODOLOGICAL MODEL AND GUIDELINES FOR ITS IMPLEMENTATION	THE UNEXPRESSED TALENT METHODOLOGICAL MODEL AND GUIDELINES FOR ITS IMPLEMENTATION	The project is co-funded by the Erasmus+ Programme of the European Union and is being implemented by a consortium of seven partners from Slovenia, Croatia, Italy, Spain, France, Portugal and Belgim, 2015-2017	⇒ Decreasing social and educational exclusion of young people in school age (14-24 y.o.) as well as young NEETs (15-25 y.o.)	https://unexpressedtalentblog.files.wordpress.com/2017/09/ut_model-and-guidelines_6-0.pdf

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
E-svetovanje	E-counseling	Employment Service of Slovenia	Effective career planning and job search	https://esvetovanje.ess.gov.si/
Zagotavljanje kakovosti priznavanja neformalno in priložnostno pridobljenega znanja	Ensuring the quality of recognizing informally in casual knowledge	Ministry for education, science, culture and sport; Center RS for Vocational Education and Training	Guidelines on how to evaluate and recognize informally acquired knowledge of an individual	http://www.cpi.si/files/cpi/userfiles/Publikacije/zbornik_Zagotavljanje-kakovosti_5.pdf

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
JobSkills	Job Skills	Swedish Public Employment Service	⇒ Assessment & job matching tool	https://jobskills.se/
SkillsManager för yrkesskolor	Skills Manager for professional schools	Folkuniversitetet	⇒ Qualifying & assessment guiding tool for the employment requirements	- under development -
SkillsManager	Skills Manager	Folkuniversitetet	⇒ Assessment guiding tool	- under development -
Valideringsarbete i teori och praktik – en introduktion	Validation work in theory and practice - an introduction	Swedish National Agency for Education	⇒ Tool for counsellors and individuals	https://valideringsutbildning.skolverket.se/core/login?ReturnUrl=%2fportal
Meritportfölj för nyanlända	Merit portfolio for new arrivals	Swedish Public Employment Service	⇒ Competency guiding tool ⇒ Immigrants enrolled in the Employment Service or SFI have the opportunity to create a merit portfolio that contains their combined skills to be accessible for career coaching and job matching	Accessible only via the Swedish Public Employment portals in their premises over the country.

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
Kom igång med att söka jobb	Get started searching for a job	Swedish Public Employment Service	⇒ Job coaching	https://www.arbetsformedlingen.se/For-arbetssokande/Tips-och-rad.html
Tips och råd - Webbinarier	Tips and Advice - Webinars	Swedish Public Employment Service	⇒ Coaching method and information sessions	https://www.arbetsformedlingen.se/For-arbetssokande/Tips-och-rad/Webbinarier.html#/filtred?activitytype=6&page=1
Behörig genom reell kompetens	Competent through real competence	Malmö University	⇒ Competency assessment course	https://www.mah.se/reellkompetens
Skolverkets kartläggning	The school's mapping material	Swedish National Agency for Education	⇒ Assessment modules for newly arrived students in the compulsory schools, but can also be used for staff in upper secondary school and upper secondary school.	http://kartlaggning.skolverket.se/

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
Las Escaleras	Scales	Young Active Methods	⇒ Identify personal qualities and resources	<i>Not available on the web, available in computer support.</i>
El Campo	The Field	Young Active Methods	⇒ Show the participants that, being aware of their social competence, they could be more capable to achieve what they want at a social, professional and personal level. ⇒ Improve the familiarity of youths with themselves and their own personality profile and thus increase the possibility of employment.	<i>Not available on the web, available in computer support.</i>
El Cuestionario	Questionnaire	Young Active Methods	⇒ The participants can carry out self-examination of their social competences	<i>Not available on the web, available in computer support.</i>
El Reloj	The Clock	Young Active Methods	⇒ To type words that will show the person's social and personal position as well as in the labour market	<i>Not available on the web, available in computer support.</i>
Retroalimentación	Feedback Conversation	Young Active Methods	⇒ Assist the unemployed participants in identifying their personal resources ⇒ Participants will learn how to utilize multimedia tools to improve their skills and abilities which in turn will improve their future employment prospects	<i>Not available on the web, available in computer support.</i>

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
Mejorar mi habilidad para ampliar mi red de contactos para tener más éxito en la búsqueda de trabajo	My soft skills needed to participate effectively and constructively in working life.	Job Yes	⇒ To identify and develop key soft skills to become a better networker	http://www.job-yes.eu/
La receta del pastel de trabajo	Recipe	Young Active Methods	⇒ Stimulate job-related motivation	<i>Not available on the web, available in computer support.</i>
Las dos cajas	Two Boxes	Young Active Methods	⇒ Participants will be able to gain a better knowledge of their skills	<i>Not available on the web, available in computer support.</i>
Autoevaluación de habilidades	Auto-evaluation of skills	Web research	⇒ Participants will be able to gain a better knowledge of their skills	<i>Not available on the web, available in computer support.</i>
Saber Escuchas, saber hablar	Know how to listen, know how to speak	Web research	⇒ Identify and use communication components that allow understanding	<i>Not available on the web, available in computer support.</i>



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