

The HOPE-Toolkit

Helping wOMen gain PowEr in their lives



Co-funded by
the European Union



German Institute for
Adult Education
Leibniz Centre for
Lifelong Learning



ANDRAGOŠKI ZAVOD
LJUDSKA UNIVERZA VELENJE

Imprint

Publication coordinated by:



Deutsches Institut für Erwachsenenbildung e.V.
Leibniz-Zentrum für Lebenslanges Lernen
Heinemannstraße 12 – 14
53175 Bonn
Germany

Editors: Miriam Lindermeir, Goran Jordanoski & Pia
Bünger
Year of publication: 2023

The HOPE-Toolkit is published under the following
Creative Commons licence: CC BY-SA 4.0.



This project is funded by the European Commission
through the Erasmus+ Programme (KA220-ADU –
Cooperation partnerships in adult education).

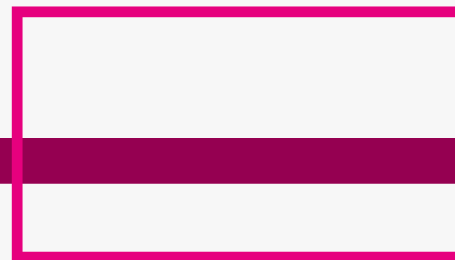
The European Commission support for the
production of this publication does not constitute an
endorsement of the contents, which reflects the
views only of the authors, and the Commission
cannot be held responsible for any use, which may
be made of the information contained therein.

Project code: 2021-1-DE02-KA220-ADU – 000035232



Co-funded by
the European Union

ProfilPASS HOPE



HOPE is an EU-funded project that aims to empower and support women with fewer opportunities toward securing employment, education, or training, and successfully (re-) integrating them into social and economic systems, by offering high-quality counselling, competence assessment and career guidance. Further, the project wants to support counsellors in their work with the target group by offering them materials and guidelines. The project ties in with the EU projects [CORE](#), [COOCO](#), [SCOUT](#), [DISCOVER](#) and [KISS](#), which have been successfully implemented so far.

The project HOPE is carried out by the [DIE](#) as coordinator in cooperation with the following partner organisations:

- [Association of Citizens Laris](#) from Serbia,
- [Ljudska Univerza Velenje \(LUV\)](#) from Slovenia and
- [Lifelong Learning Center \(LLC\)](#) from North Macedonia.



Introduction to the HOPE-Toolkit

Background information

Women are more often in situations that put them at risk of poverty, due among other things to interrupted employment and part-time work as a result of childcare/caring for others, and low independent income. In addition, women are more likely to be victims of sexualised violence and are still discriminated and assigned to certain gender ideals.

The [Comprehensive Report on needs of women with fewer opportunities](#) served as the basis for this toolkit. It provides an overview of the actual needs and current situation of women with fewer opportunities. It reflects the summary of the findings of the national reports in the four partner countries Germany, North Macedonia, Slovenia and Serbia.

What is the HOPE-Toolkit?

The HOPE-Toolkit contains a compilation of competence assessment tools, tools for vocational orientation and career guidance and supporting materials as well as guidelines and handbooks for counsellors from all partner countries that are suitable for the target group, and which can be used by women themselves or with counsellors.

Who is it for?

The target group of HOPE are counsellors and women with fewer opportunities. These are more specifically women with interrupted employment or in part-time work, e.g., because they are/were in charge of childcare/caring for others, single or divorced women with children, women with migration history or refugee experience, victims of domestic and/or gender-based violence and women with low income as well as trans* women. For this reason, the toolkit is divided according to the needs of different women and it is structured in a way that helps the counsellor to easily find a specific tool for a counselee.

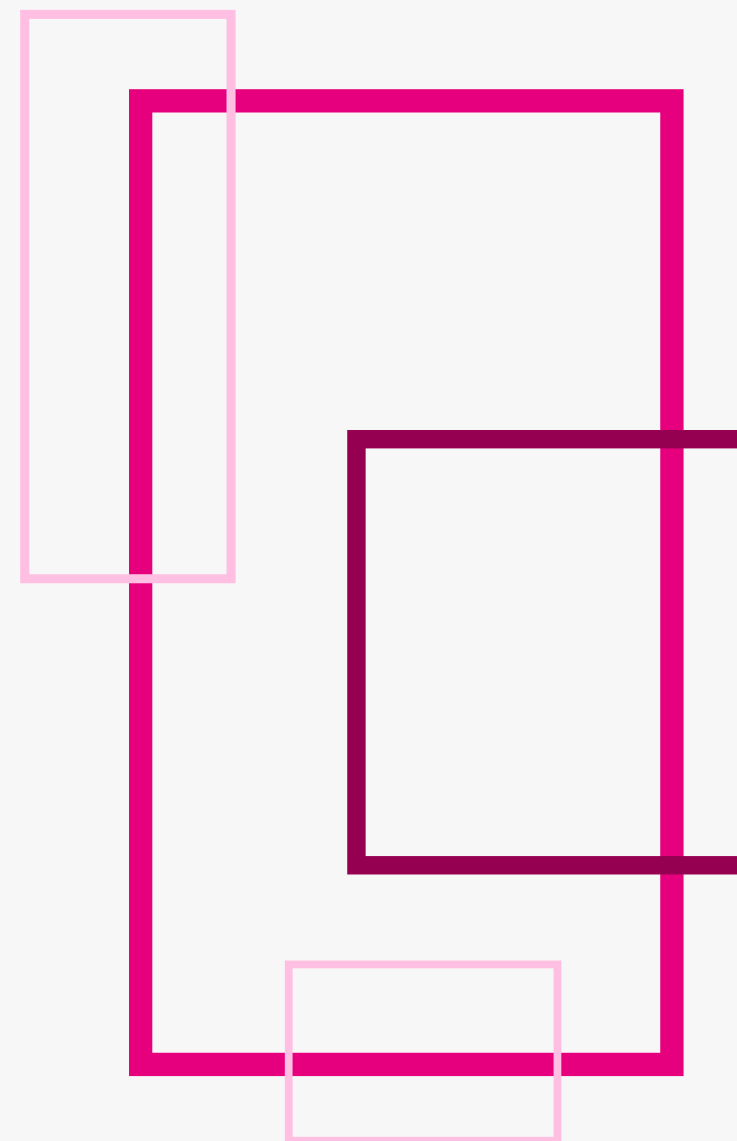


Table of Contents

• Introduction to the HOPE-Toolkit	p. 3
• The structure of the HOPE-Toolkit	p. 5 – 8
• ‘Fact Sheets’ – Important information on each tool listed	p. 9
1. The ProfilPASS for women – We can do it!	p. 10 – 12
2. Tools for competence assessment – diverse tools for diverse women	p. 13
2.1. Tools for competence assessment in general	p. 14 – 20
2.2. Tools for women with migration history or refugee experience	p. 21 – 24
2.3. Tools for mothers and caregivers	p. 25 – 28
2.4. Tools for female entrepreneurship	p. 29 – 35
2.5. Tools for women with learning difficulties	p. 36 – 38
3. Tools for vocational orientation and career guidance	p. 39 – 50
4. Tools for female empowerment	p. 51 – 61
5. Additional support services for women	p. 62
• in Germany	p. 63
• in North Macedonia	p. 64
• in Serbia	p. 65
• in Slovenia	p. 66
6. Manuals for counsellors	p. 67 – 76

The structure of the HOPE-Toolkit



1. The ProfilPASS for women – We can do it!

The HOPE-Toolkit starts with its core element, which is the adapted version of the ProfilPASS developed within the HOPE project to address the target group of women with fewer opportunities. It is specifically tailored to the needs and life situations of these women.

In the first phase of the project, national research was conducted by all project partners, and it was realised that no competence assessment tool exists specifically for this target group. Now this gap is being closed so that the ProfilPASS for women – We can do it! can be used in English, German, Macedonian, Serbian and Slovenian. Further information and special features regarding the newly developed ProfilPASS are explained on the following 'Fact Sheet'.

2. Tools for competence assessment – diverse tools for diverse women

In this section, different competence assessment tools are compiled for the following specific subgroups:

- 2.1. [Tools for competence assessment in general](#)
- 2.2. [Tools for women with migration history or refugee experience](#)
- 2.3. [Tools for mothers and caregivers](#)
- 2.4. [Tools for female entrepreneurship](#)
- 2.5. [Tools for women with learning difficulties](#)

The selection and focus on these subgroups is due to the existing material that has been developed and researched so far. It is advisable to conduct the tools for competence assessment with an experienced counsellor. The aim is to identify, record, determine and evaluate the competences of those seeking guidance and thereby empower them.

The headings of the toolkit serve as an initial guide. To find the most appropriate tool for a particular counselling context and to gain an overview, counsellors can use the 'Fact Sheets', which include the most important information about the respective tool. The 'Fact Sheets' can be found on the following pages.



3. Tools for vocational orientation and career guidance

In the third chapter, tools for vocational orientation and career guidance of women are compiled. With their help, counselling work is supported with regard to career choice and orientation, e.g. reintegration into work after parental leave.

Some of the tools can be used by the counselees themselves in self-assessment. However, it is recommended to use them together with a trained counsellor to achieve the best results. Consideration was given to the subgroups already mentioned in the previous chapter, so that there are special tools that are suitable, e.g. for women with lower language skills or women with migration or refugee experience. However, general tools that have proven successful have also been included. In general, the aim is to invite people to question gender-stereotypical ideas of work.

4. Tools for female empowerment

This chapter contains tools that can be used both by the counselling seekers themselves and with counsellors during the counselling sessions. The tools for female empowerment are intended to support women in their actions and encourage them to follow their ambitions.

The tools are very diverse in content and include, for example, information and instructions for more self-awareness and self-management, help with decision-making, recommendations for action to strengthen women's entrepreneurial competences, how to present themselves in a job interview and how to deal with stress, platforms for exchange among women; as well as a focus on different subgroups of the target group, such as young NEET mothers, people with disabilities and Roma women, as well as a First Aid Manual, which provides important information on how to recognise, assess and manage the risks associated with domestic and sexualised violence.

The acronym **NEET** refers to people who are **Not** in **E**ducation, **E**mployment, or **T**raining.



5. Additional support services for women

On pages 62 – 66 of the HOPE-Toolkit, additional support and assistance services are listed for women living in one of the project partner countries Germany, North Macedonia, Serbia or Slovenia.

The supporting lists include e.g. helplines for women, support services for single parents and information regarding childcare, help with unplanned pregnancy, support with care of relatives, financial assistance for families (e.g. parental leave and child benefit), support services for women with migration history or refugee experience, information for female founders, help for women who have experienced sexualised or domestic violence, some information about networking and strengthening self-confidence, help in case of discrimination and support for trans* women and queer people.

6. Manuals for counsellors

The last chapter is primarily aimed at counsellors and contains a selection of manuals and additional handbooks that focus on different topics, e.g. the needs of women with migration or refugee experience that should be taken into account, various empowerment concepts that can be included in counselling work as well as material on working with unemployed mothers and on stereotype-free career guidance. It also contains practical information on how to deal with trans* women in counselling and a guide on labour inclusion and economic empowerment of these women.

Furthermore, the section contains surveys and information on the needs of Roma women and materials to become sensibilised to the situation of women in the different EU countries.

The content and structure of the supporting lists of support services for women varies depending on the services available in the respective country. All lists are written in the respective national language and are available separately in the [download area of the project homepage](#).

‘Fact Sheets’

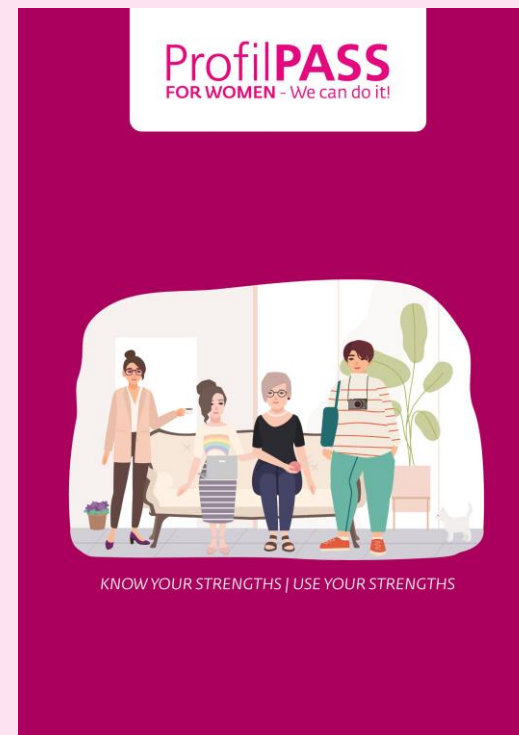
Important information on each tool listed

1. ProfilPASS for women – We can do it!

The first tool and at the same time the core of this toolkit is the ProfilPASS for women – We can do it!, which was adapted to the target group of women (with fewer opportunities) within the framework of the EU-funded project HOPE.

In general, the [ProfilPASS](#) is a competence assessment tool that can be used with the help of an experienced counsellor to identify and assess one's own competences.

Subsequently, the aim is (re)integration into the labour market, into an internship or into other educational measures.



ProfilPASS for women – We can do it!



What is it? What is the aim of the tool?

The adapted ProfilPASS for women – We can do it! contains specific chapters that address women's life realities and are intended to enable them to reflect on their different roles they have as women. The main objective of working with the new ProfilPASS or parts of it is to empower women in terms of their competences and initiate change, activate and encourage them to follow their ambitions and pursue employment, education or training opportunities.

Who is the tool for? Target group and requirements for use

The ProfilPASS for women – We can do it! is aimed at women who want to reorient themselves and their financial and professional situation. To meet the different life situations and needs of this heterogeneous target group, the ProfilPASS was adapted in terms of content, language and design. The adapted ProfilPASS can also be used by others who take responsibility for care work, e.g. in the family, and who want to reflect on their role and priorities in terms of self-care.

Key features

The ProfilPASS for women – We can do it! is characterised by target group-specific adaptations. With the help of the tool a competence profile is created, which is intended to encourage the counselees to become aware of their competences and to plan further steps for their (professional) future. Some chapters are already known from existing ProfilPASS versions, others have been added especially for the target group to integrate elements from everyday and family life that may be directly or indirectly related to working life.

Click here for the tool

https://hope.profilpass-international.eu/index.php?article_id=142&clang=1

Languages available

German, English,
Macedonian, Serbian,
Slovenian

Further information

<https://hope.profilpass-international.eu/>

German Institute for
Adult Education – Leibniz
Centre for Lifelong
Learning (DIE)
Servicestelle ProfilPASS
Heinemannstrasse 12 – 14
53175 Bonn
GERMANY

ProfilPASS for women – We can do it!

Key features (in detail)

In the first chapter 'My Life', counselees are encouraged to reflect on the different roles a woman can have in everyday life, to become aware of their social network and their priorities in life.

The next chapter 'My Qualities' focuses on the evaluation of one's own qualities and tries to find out what kind of person one is (including self-assessment and assessment by others). Language skills and digital competences are also highlighted.

In the 'My Activities' chapter, counselees look at different areas of their lives and examine their activities through the steps of 'Identify', 'Describe', 'Extract' and 'Evaluate'. The areas of life examined are education, work and volunteering experience, activities in my household, my family activities, caring for others, life in extraordinary circumstances, other experiences and self-care.

Then in the chapter 'My Competences – A Summary', a competence profile is compiled. The subchapter 'Let's talk about us' encourages counsellors to plan group sessions to offer women a safer space to exchange with other women in similar life situations and to encourage them in their future plans.

In the last chapter 'My future', one's own interests, wishes and goals are reflected and the next steps necessary to achieve them are planned. This part can also be done in group sessions to promote mutual empowerment and to strengthen their self-esteem.

The users of the new ProfilPASS version receive additional role models and possibilities for identification through the biographical examples used, which are oriented towards possible realities of women's lives. A moderator assists with understanding the text and guides through the ProfilPASS.

ProfilPASS
HOPE



The gender stereotyping of "women's work" should be avoided, while at the same time the real-life circumstances should be recognised.

The adapted ProfilPASS contains gender-sensitive language adapted to the national situation in the project partner countries Germany, Serbia, Slovenia and North Macedonia. The linguistic variant that is considered most empowering and most accepted was chosen. In the German version, for example, the gender asterisk is used to include other marginalised groups such as non-binary people and trans* women.

2. Tools for competence assessment – diverse tools for diverse women

2. Tools for competence assessment – diverse tools for diverse women

2.1. Tools for competence assessment in general

- 2.2. Tools for women with migration history or refugee experience
- 2.3. Tools for mothers and caregivers
- 2.4. Tools for female entrepreneurship
- 2.5. Tools for women with learning difficulties

Pasoš kompetencija

What is it? What is the aim of the tool?

Pasoš kompetencija is a competence assessment tool for recognizing non-formally and informally acquired skills, knowledge and attitudes.

Who is the tool for? Target group and requirements for use

- People facing obstacles in employment and securing paid work
- The tool can be used by anyone interested in self-reflection and learning about themselves
- Requires a counsellor to help facilitate the reflection process and to provide wording and context for some rarely used skills

Key features

Pasoš kompetencija offers you space and time just for yourself. It is comprehensive, holistic, and it encompasses a whole overview of one's life. It is completed with the guidance of a certified counsellor who helps counsees remember everything they have done so far. During these pleasant conversations, they will find that they have been learning and improving skills, knowledge, and attitudes throughout life, giving these competences actual names.

This instrument is adapted to the needs of adults living in Serbia. It is intended for everyone: those who are looking for a job, those who wish to find a better position for themselves on the labour market by undergoing professional retraining, to become aware of their own potential and further develop them. Pasoš kompetencija can also be an effective tool for assisting employers in the process of professional selection or in the classification of professional positions.

Click here for the tool

<https://maps.rs/>

Languages available

Serbian

Further information

<https://maps.rs/en/>

MAPS – The Network of the activists for Passport Competences of Serbia

SERBIA

ProfilPASS – kickstart your career!



What is it? What is the aim of the tool?

The ProfilPASS – kickstart your career! 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 the tool for? Target group and requirements for use

Young adults who are not in education, employment or training, so called NEET adults.

Key features

It provides an opportunity for self-reflection and self-assessment in a structured, guided way and strongly focuses on the future of a young person, searching for employment, schooling or starting their own business. By evaluating different areas in the chapters 'My Life', 'My Activities' and 'My Qualities', a competence profile is developed in chapter four 'All my Competences – a summary'. The chapters 'My Future' and 'My Applications and Documents' are focusing on next steps and how to make good use of the competence profile.

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

- Linguistic simplifications and additional explanations (e.g. through a glossary) to provide accessibility for NEETs with lower educational levels
- A moderator who guides the counselee, explains exercises and gives useful tips
- NEET-Testimonials give examples, serve as positive role models and motivation for the work with the ProfilPASS
- Specific chapters to support career decisions and the process of searching and applying for the right job

Click here for the tool

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

Languages available

German, English, Bosnian, Macedonian, Serbian, Slovenian

Further information

<https://core.profilpass-international.eu/>

German Institute for Adult Education – Leibniz Centre for Lifelong Learning (DIE) Servicestelle ProfilPASS Heinemannstrasse 12 – 14 53175 Bonn GERMANY

The Unexpressed Talent-Toolkit

What is it? What is the aim of the tool?

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

Who is the tool for? Target group and requirements for use

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

Key features

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

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

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

In addition, the toolkit contains activities for the development of unexpressed talents including the categories Learning to learn, values and attitudes, creative thinking, critical thinking and communication and networking.

Click here for 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/>

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

Forcoop Cora Venezia sc
Galleria Vidussi 9
30027 San Donà di Piave VE

ITALY

Nefiks project

What is it? What is the aim of the tool?

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

Who is the tool for? Target group and requirements for use

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

Key features

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

It comes in two different versions:

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



Click here for the tool

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

Languages available

Slovenian

Further information

<https://nefiks.si/>

Nefiks Institute for the
Promotion and Recording
of Informally Acquired
Knowledge

Ob dolenski železnici 12,
1000 Ljubljana
SLOVENIA

My Experiences

What is it? What is the aim of the tool?

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

Who is the tool for? Target group and requirements for use

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

Key features

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

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

Click here for the tool

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

Languages available

Slovenian, English

Further information

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

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

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

SLOVENIA

SVOS

Online Questionnaire Assessment of Skills

What is it? What is the aim of the tool?

The SVOS is an online diagnostic instrument that provides reliable and valid skill assessments for adults of all ages. It offers reliable and valid skill assessments in several areas: an assessment of cognitive skills (textual and mathematical skills, problem-solving skills in technology-rich environments) and its own skills assessment for individuals, the so-called non-cognitive skills (use of skills, health and personal well-being, behavioral competences, career interests and intentions).

Who is the tool for? Target group and requirements for use

This tool is useful for people of all ages and status (women, men, young, people with disabilities, etc.).

Key features

The result of the evaluation process can be:

- created portfolio in physical or electronic form,
- the opinion of a specialist in adult education about the individual's competences,
- developed plan for further education, employment, career development,
- assistance in the preparation of the Personal Collection Folder (for participants preparing to obtain the National Vocational Qualification – NVQ).

Click here for the tool

<https://www.mocis.si/vrednotenje-znanj/>

Languages available

Slovenian

Further information

<https://www.mocis.si/>

Center for adult education
Slovenj Gradec

SLOVENIA

2. Tools for competence assessment – diverse tools for diverse women

2.1. Tools for competence assessment in general

2.2. Tools for women with migration history or refugee experience

2.3. Tools for mothers and caregivers

2.4. Tools for female entrepreneurship

2.5. Tools for women with learning difficulties

ProfilPASS in Simple Language



What is it? What is the aim of the tool?

The aim of the [ProfilPASS in Simple Language](#) is to support (new) immigrants in accessing the labour market through employment, education or training by identifying and acknowledging their competences. This includes not only formal competences, such as those acquired during e.g., school education, but also those acquired in everyday life, in the family or during leisure time. Integration into the labour market is an essential prerequisite for becoming an integral part of society.

Who is the tool for? Target group and requirements for use

- (New) immigrants, people with migration history or refugee experience
- Working with the ProfilPASS in Simple Language requires at least basic language skills (B1 CEFR)

Key features

The ProfilPASS in Simple Language is an adapted version of [the original ProfilPASS](#) and has been specifically designed to suit the needs and the life situation of new immigrants. The following adaptations were made:

- Shortened text passages
- Use of Simple Language (Level B1 of the Common European Framework of Reference for Languages – CEFR)
- Increased use of visualisations, pictograms in order to support the understanding of the texts
- Content that is primarily based on the living situation, the experiences and the vocational situation that new immigrants are faced with
- Additional support (incl. moderators and testimonials) that facilitate access to the text and transfer to their own lives

Click here for the tool

https://scout.profilpass-international.eu/files/profilpass_in_simple_language_desktop_version.pdf

Languages available

English, German, Greek, Slovenian, Spanish, Swedish, Ukrainian:
https://www.profilpass.de/media/pp_einfache_sprache_ukrainisch.pdf

Further information

<https://scout.profilpass-international.eu/>

German Institute for Adult Education –
Leibniz Centre for Lifelong Learning
Servicestelle ProfilPASS
Heinemannstrasse 12-14
53175 Bonn

GERMANY

Competence assessment for people with migration experience

What is it? What is the aim of the tool?

The tool is a checklist for assessing one's own abilities and possibilities. It functions as a personal guide to help people with migration experience become aware of the competences they have developed as a result of their life history. With the help of the tool, formal and informal competences are identified, recognised and documented. At the same time, the tool aims to encourage people with migration experience to reflect on their possibilities and perspectives for living in Germany as well as for returning to their home country or moving on to a third country. Counselees are encouraged to ask themselves what they can do to realise their goals and ambitions.

Who is the tool for? Target group and requirements for use

- People/women with migration or refugee experience
- It is recommended to fill out the tool in a counselling session together with a counsellor.

Key features

The tool guides step by step through the different fields of experience from which skills and competences are drawn and identified. It includes the following four parts:

1. Describe: In which areas have I been active in my life so far? What have I learned there?
2. Recognise: What skills have I gained from them?
3. Prove: How can I document this?
4. Implement: Where can what I have learned be used today? What do I want to achieve with it?

It also includes questions regarding origin, previous places of residence and migration history, as well as a reality check of the individual ideas that go hand in hand with entry into Germany.

Click here for the tool

https://www.dji.de/fileadmin/user_upload/bibs/187/kompetenzbilanz_Haupttext.pdf

Languages available

German

Further information

<https://www.dji.de/index.html>

DJI Deutsches
Jugendinstitut e. V.
Nockherstr. 2
81541 München

GERMANY

Competence Cards

What is it? What is the aim of the tool?

The Competence Cards offer a flexible, low-threshold approach to the topic of competences. The objective is to record social and personal competences in an interactive process between the counsellor and the counselee.

Who is the tool for? Target group and requirements for use

The main target group are people with migration and refugee experience, but the Competence Cards can also be used for people with limited language skills.

Key features

The special feature of the Competence Cards is the compensation of language deficits through consistent visualisation. Furthermore, counsellors are supported by further information for the counselling process.

- The cards can be used as an easy way to start a conversation, as an opener or a starting point for the counselling.
- The cards can be used for a complete competence assessment. Accordingly, the counselee choose 10–15 cards that they consider to be their strengths. Then these strengths are discussed and it is possible to take a closer look 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.
- 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.

The [Ukrainian version](#) of the competence cards is particularly useful in counselling with women who were forced to flee as a result of the Russian attack on Ukraine in February 2022.

Click here for the tool

https://www.bertelsmann-stiftung.de/fileadmin/files/Projekte/Aufstieg_durch_Kompetenzen/Kompetenzkarten/Englisch/Bastelbogen_EN.pdf

Languages available

German, English, French, Russian, Arabic, Farsi, Turkish, Tigrinya, Spanish, Russian, Italian, Albanian, Bulgarian, Croatian, Polish, Romanian, Ukrainian

Further information

<https://www.bertelsmann-stiftung.de/en/our-projects/careers-via-competences/projekttheme/n/recognizing-skills-1-1-1>

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

2. Tools for competence assessment – diverse tools for diverse women

2.1. Tools for competence assessment in general

2.2. Tools for women with migration history or refugee experience

2.3. Tools for mothers and caregivers

2.4. Tools for female entrepreneurship

2.5. Tools for women with learning difficulties

FamCompass – Family Competences Portfolio

Evaluation and recognition of skills and competences acquired in family life



What is it? What is the aim of the tool?

The FamCompass is a tool for self-assessment and assessment by others and gives people who have families the opportunity to find out and document the competences acquired in the everyday life of a family. Within the different fields of activity in a family, e.g. child education, housekeeping, care and nursing as well as in family management, so-called family competences are acquired, e.g. knowledge, skills and attitudes that people have acquired in family life.

Who is the tool for? Target group and requirements for use

- People with family and responsibilities, e.g. mothers

Key features

The Family Competences Portfolio starts with some general questions to reflect on one's own family competences in order to create an initial overview:

- What is your own family situation like?
- When and to what extent was responsibility assumed for family members?

The portfolio itself consists of four specific parts.

1. List of family competences
2. Reflection part
3. Evidence of relevant family competences attached to the portfolio
4. Case studies for family work and from the professional environment

The FamCompass is complemented by an attached manual for users, which supports the process.

Click here for the tool

https://www.dji.de/fileadmin/user_upload/bibs/869_FamCompass_Abschlussbericht.pdf
(English version from p. 41)

The online version at <https://famcompass.odise.e.be/#> is available for institutions after prior registration

Languages available

German, English, Dutch, Romanian, Slovakian, Polish, Lithuanian, Finnish

Further information

<https://bit.ly/3QKoHzo>

DJI München
Deutsches Jugendinstitut e.
V. Nockherstr. 2
81541 München

GERMANY

MOM – Maternity Opportunities and Mainstreaming

What is it? What is the aim of the tool?

The EU project MOM – Maternity Opportunities and Mainstreaming aims at perceiving motherhood as a learning experience through which birth givers learn skills and knowledge that are in demand in today's world of work and can be used in gainful employment. MOM aims to empower unemployed women and mothers to recognise and value their maternal experiences and skills through which they will gain resources that will enhance their employability.

The platform gives mothers the opportunity to self-assess their skills at the beginning and at the end of the MOM training pathway. Self-evaluation through competence mapping and recognition of prior learning (RPL) applies ECVET (European Credit System for Vocational Education and Training) principles and provides a useful overview of personal and professional development.

Who is the tool for? Target group and requirements for use

- Unemployed mothers

Key features

MOM offers:

- Online courses with key training materials, various activities and quizzes
- Open Educational Resources (OER) to expand knowledge
- A forum where people can find each other who have similar experiences and develop a sense of community

The offers are free of charge and can be adapted to one's own needs and learning pace.

Click here for the tool

Introduction:

<https://www.eu-mom.org/en/public/3349>

Free registration:

<https://www.eu-mom.org/en/user/register>

Languages available

English, Bulgarian, Greek, Italian, Spanish

Further information

<https://www.eu-mom.org/en/public/215>

BYMBE - Bringing Young Mothers Back to Education

Set of Intervention Methods to involve Young NEET Mothers

What is it? What is the aim of the tool?

The aim of the set is to support young mothers, who are not in education, employment, or training (NEET) and to lead them back to education.

Who is the tool for? Target group and requirements for use

- Young mothers who have left school early or may have just not finished their education in the first place
- Professionals who work with young NEET mothers

Key features

The Set of Intervention Methods establishes clear guidelines for the techniques and tools to guide professionals working. These are structured in the following chapters:

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

Click here for the tool

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

Languages available

English, German, Bulgarian, Spanish, Italian, Lithuanian

Further information

<https://bymbe.eu/>

Erasmus+-project Bringing Young Mothers Back to Education

Frauen im Brennpunkt
Innrain 25
6020 Innsbruck

AUSTRIA

2. Tools for competence assessment – diverse tools for diverse women

2.1. Tools for competence assessment in general

2.2. Tools for women with migration history or refugee experience

2.3. Tools for mothers and caregivers

2.4. Tools for female entrepreneurship

2.5. Tools for women with learning difficulties

ProfilPASS for Start-ups



What is it? What is the aim of the tool?

The ProfilPASS for Start-ups is an adapted version of the original ProfilPASS and aims to support people in reflecting about their own competences and therefore help them decide if they should start their own business and become self-employed.

Who is the tool for? Target group and requirements for use

- People/women interested in starting a business and consider self-employment

Key features

The main focus of the ProfilPASS for Start-ups is to examine and reflect on the 13 entrepreneurial key competences which are largely based on the EntreComp skills model of the Joint Research Centre of the European Commission:

- | | |
|--|--|
| 1. Enthusiasm & self-motivation | 8. Ability to make decisions and take responsibility |
| 2. Ability to motivate and persuade others | 9. Problem-solving skills |
| 3. Perseverance, determination, ambition | 10. Willingness to learn |
| 4. Creativity, visionary and innovative thinking, sense of opportunities | 11. Teamwork ability |
| 5. Self-efficacy, self-confidence | 12. Leadership skills |
| 6. Able to deal with stress, risks and uncertainty | 13. Networking |
| 7. Planning, organisation & management skills | |

In addition, the following materials are provided:

- Guideline for counsellors on the use of the ProfilPASS for Start-ups
- Online competence trainer, in which those key competences can be trained that achieved a weaker assessment result after completing the ProfilPASS for Start-ups

Click here for the tool

https://www.discover-startup.eu/wp-content/uploads/2020/01/profilpass_en_screen.pdf

Languages available

English, German, Spanish, Polish, Romanian

Further information

Erasmus+-project
DISCOVER

<https://www.discover-startup.eu/>

German Institute for Adult Education –
Leibniz Centre for Lifelong Learning

Servicestelle ProfilPASS
Heinemannstrasse 12-14
53175 Bonn

GERMANY

EMINENT - Supporting Migrant Female Entrepreneurs Online Self-Assessment



What is it? What is the aim of the tool?

EMINENT is an EU-funded project that brings together partners from the UK, Denmark, the Netherlands, Germany and Ireland. The project aims to increase the number of female entrepreneurs with a migration history by improving access to training and the quality of training. The online self-assessment is intended to help women with migration history find out whether they are an entrepreneurial type or not.

Who is the tool for? Target group and requirements for use

- Female founders with migration history or with migration experience
- Women with a migration history or migration experience who are interested in starting a business

Key features

After the self-assessment is done, the report can be downloaded directly free of charge. It consists of a 14-page evaluation and includes:

- A summary and detailed information
- Mental and physical aptitude
- Personal characteristics
- Self-motivation
- Social environment
- Expertise
- Financial background
- Entrepreneurial activities

Click here for the tool

<https://bit.ly/3Ei4dJm>

Languages available

German, English

Further information

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

Project partners:

<https://www.eminentproject.eu/project-partners/>

EMINENT - Supporting Migrant Female Entrepreneurs

Learning Modules – Becoming an Entrepreneur in 6 steps

What is it? What is the aim of the tool?

EMINENT is an EU-funded project that brings together partners from the UK, Denmark, the Netherlands, Germany and Ireland and aims to increase the number of female entrepreneurs with a migration history by improving access to training. The goal is to strengthen women's entrepreneurial skills and encourage them to start their own business by informing and training them in key requirements.

Who is the tool for? Target group and requirements for use

- Female founders with migration history or with migration experience
- Women with a migration history or migration experience who are interested in starting a business

Key features

With the help of the online learning platform, women with a migration history can learn and improve entrepreneurial skills. The 6 modules cover the following topics:

1. On your entrepreneurship journey
2. Research – deep dive into your business idea
3. Getting your business started
4. Finances and funding your start up
5. The power of collaboration and networks
6. The confidence to keep going and growing

Click here for the tool

<https://www.eminentproject.eu/online-learning-platform/>

Languages available

German, English

Further information

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

Project partners:

<https://www.eminentproject.eu/project-partners/>

Handbook for women and girls with information on available opportunities for self-employment or creating a business

What is it? What is the aim of the tool?

A document that offers practical information to women and girls for available state or non-state services for support of self-employment or launching a new business.

Who is the tool for? Target group and requirements for use

- For women and girls interested to create an own business

Key features

The handbook gives an overview on:

- Current state of play of self-employment and female entrepreneurship in North Macedonia
- Overview, basic information and instructions on relevant state measures and programs available for women and girls
- Overview on relevant non-state measures, programs, services and instructions for self-employment and starting a business, open for women and girls

Click here for the tool

<https://stella.mk/documents-and-publications/>

Languages available

Macedonian, Albanian

Further information

<https://stella.mk/network>

<https://stella.mk/documents-and-publications/>

Women's Mentorship Network

Handbook Restructuring female-run businesses in times of COVID-19

What is it? What is the aim of the tool?

This survey was developed in the frames of the project “Measures for Strengthening women-owned businesses after COVID-19”, implemented by the NGO Change Management Center. The document highlights models, recommendations and solutions for micro, small and middle-sized businesses, as the most affected ones during the pandemics.

Who is the tool for? Target group and requirements for use

- The handbook is intended for all women entrepreneurs, owners of micro, small or middle size business, as a helpful tool for a process of business restructure in order to adapt to the rapid changes caused by the COVID-19 pandemic.

Key features

The handbook gives an overview on:

- Summary of the survey on the key challenges for women entrepreneurs during COVID-19 crisis
- A guide for (self)evaluation of the company, focusing on problems and priority intervention areas
- Presentation of measures and steps to be undertaken, as well as the level of their effectiveness
- Overview of existing state support measures

Click here for the tool

<https://cup.org.mk/publication/---19>

Languages available

Macedonian

Further information

info@cup.org.mk

<https://cup.org.mk/?lang=eng>

Change Management
Center

Rajko Yinyifov 44 – 1
1000 Skopje

NORTH MACEDONIA

Training for starting your own business

What is it? What is the aim of the tool?

The training is an introduction to the world of entrepreneurship, and the participants are provided with advisory and informative support, with which they will successfully step into independent business.

Who is the tool for? Target group and requirements for use

- To unemployed people who are interested in starting their own business

Key features

The training is delivered online or in person, and consists of five modules:

- Basics of entrepreneurship
- Legal aspect of entrepreneurship
- Economic aspect of entrepreneurship
- Workshop business plan
- Information on contractual obligations according to the NES

Unemployed people who, after successfully completing the training, decide to implement their business idea, can apply for a subsidy for self-employment. The application for registration of independent activity can also be submitted electronically.

Click here for the tool

https://www.nsz.gov.rs/liv_e/trazite-posao/edukacija/obuka_za_zapo_injanje_sopstvenog_posla.cid257

<https://www.apr.gov.rs/>

Languages available

Serbian

Further information

<https://www.nsz.gov.rs/>

National Employment
Service

SERBIA

2. Tools for competence assessment – diverse tools for diverse women

2.1. Tools for competence assessment in general

2.2. Tools for women with migration history or refugee experience

2.3. Tools for mothers and caregivers

2.4. Tools for female entrepreneurship

2.5. Tools for women with learning difficulties

Barrier-free ProfilPASS in Easy Language



What is it? What is the aim of the tool?

The Barrier-free ProfilPASS in Easy Language supports the systematic recording and documentation of competences with the aim of creating a competence profile and thus promoting personal and professional (further) development and (re)orientation.

Who is the tool for? Target group and requirements for use

- People/women with light forms of cognitive impairment
- People/women with learning difficulties or lower language skills
- It is recommended to work on the ProfilPASS together with a trained counsellor.

Key features

The Barrier-free ProfilPASS in Easy Language:

- Uses Easy Language
- Is simplified
- Focuses on areas such as hobbies, interests, working life, household and family
- Includes new chapters "My daily routine" and "My household chores"
- Contains tasks in which advice seekers reflect on wishes and needs at the workplace in order to find out necessary adjustments at the workplace that make it comfortable so that the person can work successfully there (e.g. clear procedures, fixed contact persons or similar)
- Contains lots of pictures and symbols, which support the structure of the ProfilPASS

Click here for the tool

https://coocou.profilpass-international.eu/files/barrier-free_profilpass_in_easy_language.pdf

Languages available

German, English, Swedish, Greek, Spanish, Slovenian

Further information

<https://coocou.profilpass-international.eu/>

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

Servicestelle ProfilPASS
Heinemannstrasse 12 – 14
53175 Bonn

GERMANY

bff picture set in Easy Language - A tool for counselling with women who have experienced violence

What is it? What is the aim of the tool?

The bff has published a picture set to support the counselling of women and girls with learning difficulties. The picture set can support deaf or speech-impaired women and girls in communication as well as women and girls who are in the process of learning the German language.

Who is the tool for? Target group and requirements for use

- Deaf or speech-impaired women and girls
- Women and girls who are in the process of learning the German language

Key features

The pictures are based on the following themes:

- Gender-based violence
- Prevention of violence
- Self-determination
- What are my rights?
- Empowerment

Further material regarding women with learning difficulties or disabilities are available on the website <https://www.frauen-gegen-gewalt.de/de/frauen-und-maedchen-mit-behinderung.html> (only in German).

Click here for the tool

<https://www.frauen-gegen-gewalt.de/de/postkarten-aufkleber-und-sonstiges-material/bff-bilderset-in-leichter-sprache-ein-hilfsmittel-fuer-die-beratung.html>

Available for 29€

Languages available

German

Further information

<https://www.frauen-gegen-gewalt.de/de/aktuelles.html>

Bundesverband
Frauenberatungsstellen und
Frauennotrufe
Frauen gegen Gewalt e.V.
Petersburger Straße 94
10247 Berlin
030 322 99 500
info@bv-bff.de

GERMANY

3. Tools for vocational orientations and career guidance

Career Cards

What is it? What is the aim of the tool?

Career Cards support career-related counselling and facilitates vocational orientation. Due to their multilingualism, they can be used, for example, for the counselling of women with migration history. The Career Cards complement the [Competence Cards](#) with vocational activities and show career interests and opportunities.

Who is the tool for? Target group and requirements for use

- People/women with lower language skills
- People/women with migration history or refugee experience

Key features

The central element of the set are cards for 48 areas of activity. The set also contains cards for 30 selected professions. These occupations are in particular demand on the labour market or have often been indicated as reference occupations in counselling.

- The front of the individual Career Cards shows photos of typical activities of a profession and lists the job title in the languages mentioned.
- The back side briefly describes the occupation and possible places of employment, typical fields of activity, necessary competences, further qualification options and alternative occupations.

Click here for the tool in the available languages (1)

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

https://www.bertelsmann-stiftung.de/fileadmin/files/Projekte/Aufstieg_durch_Kompetenzen/Bastel_PDF.pdf

Click here for the tool in the available languages (2)

Albanian, Bulgarian, Croatian, Polish, Romanian, Ukrainian

https://www.bertelsmann-stiftung.de/fileadmin/files/Projekte/Aufstieg_durch_Kompetenzen/Bastelbogen2022_berufekarten_Mittel_und_Suedosteuropa.pdf

Further information

<https://bit.ly/3KhURRL>

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

What is it? What is the aim of the tool?

The tool offers an opportunity to take a self-assessment online based on pictures of concrete action situations to determine the extent of their previous professional experience in 30 occupations. Therefore, it supports the integration into the labour market by enabling an initial self-assessment, which only takes 3–5 minutes.

Who is the tool for? Target group and requirements for use

The tool primarily addresses people with migration and refugee experience as well as people with fewer qualifications. These people have often gained valuable work experience outside their education, vocational training or without any formal qualification at all.

Key features

The tool can be used in three different ways:

1. A counselee carries out the self-assessment in the presence of their counsellor.
2. A counsellor pre-selects the occupations to be assessed and sends the session ID to their counselee so that they can carry out the self-assessment themselves.
3. A counselee carries out the self-assessment independently and uses the overview of results by their own for their further work or educational career.

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 can directly 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.

In addition, one can expand one’s own professional vocabulary with the help of the resources listed here: <https://meine-berufserfahrung.de/berufsabc/index.php?action=globalist>

Click here for the tool

<https://meine-berufserfahrung.de/index.php?&lang=en>

Languages available

German, English, French, Spanish, Portuguese, Polish, Russian, Bulgarian, Romanian, Farsi, Arabic, Turkish

Further information

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

GERMANY

Language & Qualification Portfolio for People with Migration or Refugee Experience

What is it? What is the aim of the tool?

The portfolio supports people with migration or refugee experience in defining their own professional future in concrete goals with professional guidance, in planning their qualification and professional (re-)entry into the labour market precisely and in expanding their personal language skills. The aim of the Language and Qualification Portfolio is to record qualifications, knowledge, skills and competences through reflection and self-assessment.

Who is the tool for? Target group and requirements for use

- People with migration or refugee experience, who have the desire to define their own professional future in concrete goals and to precisely plan their (re-)entry into the labour market.

Key features

The chapter “Where do I want to be?” reflects on aspects of and thoughts about work, e.g. gender roles at work. It also encourages people to imagine their ideal job and to set concrete goals.

The chapter, “How do I get there?” is dedicated to the question of the right path and the next steps to the desired job. This part is supplemented by learning strategies for language acquisition as well as time management and planning strategies.

Click here for the tool

https://www.integrationshaus.at/files/content/downloads/publikationen/fachpublikationen/SQuP_englisch.pdf

Languages available

German, English, Arabic, Bosnian/Croatian/Serbian, Persian, Russian, Turkish

Further information

https://www.integrationshaus.at/de/fachpublikationen/publikation/sprachen_un_d_qualifikationsportfolio

Integrationshaus
Verein "Projekt
Integrationshaus,
Engerthstraße 163
1020 Wien
Tel: +43-1-212 35 20
info@integrationshaus.at

AUSTRIA

Overview of tests by the German Federal Employment Agency on personal development opportunities, further training, activities and competence checks

What is it? What is the aim of the tool?

An overview page of the German Federal Employment Agency that offers four different tests to help people (re-)enter the labour market.

Who is the tool for? Target group and requirements for use

- People who would like to (re)orient themselves professionally

Key features

The following tests are available free of charge:

- The test on personal development opportunities helps to assess suitable career prospects and takes about 45 minutes.
- The test on possible further training enables an assessment of suitable career opportunities in a learned profession. It takes about 1 hour and 10 minutes.
- The test on occupations helps to assess quickly attainable occupational alternatives and takes about 1 hour 45 minutes.
- With the help of short (approx. 5 minutes per competence) competence checks, certain competences can be checked and a vocational direction can be indicated.

All tests can be paused and continued at a later time.

Click here for the tool

<https://web.arbeitsagentur.de/sete/testuebersicht>

Languages available

German

Further information

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

Bundesagentur für Arbeit

Different contact persons can be found under the following link:

<https://www.arbeitsagentur.de/ueber-uns/ansprechpartner>

GERMANY

Vocational Cards

VKO točka

What is it? What is the aim of the tool?

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

Who is the tool for? Target group and requirements for use

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

Key features

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

Click here for the tool

https://www.vkotočka.si/wp-content/uploads/2019/04/poklicne_kartice_2_na_stran_a5.pdf

Languages available

Slovenian, English

Further information

Nacionalna koordinacijska točka VKO
VKO@ess.gov.si

SLOVENIA

Detection, evaluation and development competences career planning

Literacy development and identification and recognition of non-formal learning from 2011 to 2014

What is it? What is the aim of the tool?

It is intended to determine the development of career planning competence. The instrument is based on the concept of three components of competence: knowledge, skills and abilities, and personality dimensions with a value system. The statements relate to the four areas of CPC: awarenessself, awareness of options, learning to make decisions and learning to transition.

Who is the tool for? Target group and requirements for use

The Career Planning Competence Measurement Questionnaire (CPC) is a self-assessment instrument intended for the adult population. Users who will fill in the questionnaire can be adults involved in counselling centers that use counselling and information services for the purpose of inclusion in education, training or learning. It is also suitable for students and teenagers. It can also be used in companies for career planning and development employees.

Key features

The questionnaire for measuring career planning competence pursues several goals:

- The questionnaire is a tool for counsellors in the process of identifying and evaluating the informal knowledge of individuals.
- It enables the comparison of results between individuals and between individual regions.
- Using this tool, counsellors can provide feedback to users about their career planning strengths and weaknesses.
- It enables high-quality planning of user education and identification of needs for specific training, as well as support in planning and achieving users' career goals.

Click here for the tool

https://arhiv.acs.si/prirocni-ki/Ugotavljanje_vrednotenje_in_razvijanje_kompetence_nacrtovanje_kariere.pdf

Languages available

Slovenian

Further information

<https://www.acs.si/en/>

Slovenian Institute for
Adult Education
SLOVENIA

Pred izborom sam škole/zanimanja

About to choose a school/occupation

What is it? What is the aim of the tool?

- Psychological support when choosing a school or profession
- Information about opportunities for career development

Who is the tool for? Target group and requirements for use

- Pupils
- Students
- People who want to change profession

Key features

- Interactive questionnaires and information on career choice and career development
- Tests of personality, professional interests and skills
- Getting to know the world of work and education
- A guide to choosing an occupation

Click here for the tool

<https://www.nsz.gov.rs/nsz/pred-izborom-sam-skolezanimanja/4149>

<http://www.vodiczaosnovce.nsz.gov.rs/>

Languages available

Serbian

Further information

<https://www.nsz.gov.rs/>

National Employment
Service

SERBIA

Planiram promenu zanimanja ili karijere

I am planning to change my profession or career

What is it? What is the aim of the tool?

Support in informing about the world of work, education and career

Who is the tool for? Target group and requirements for use

- For people who want to change their profession (retraining, additional training) or improve their career

Key features

In the branches of the National Employment Service, psychologists' support is available during all phases of career development, whether at the beginning of a professional journey, in looking for new business challenges or in dealing with other problems on the labour market and in the field of employment.

Counselling on career development opportunities includes:

- Individual consultation with a psychologist
- If necessary, examination of abilities, personality traits and interests (tests and questionnaires)

Counselling is scheduled according to available capacity – number of users is limited.

Click here for the tool

<https://www.nsz.gov.rs/nz/planiram-promenu-zaposlenja-ili-karijere/4086>

Languages available

Serbian

Further information

<https://www.nsz.gov.rs/>

National Employment Service

SERBIA

BOŠ karijera

Belgrade Open School Career

What is it? What is the aim of the tool?

Tools that support the process of professional orientation, present occupations on the labour market and higher education, provide support in writing a CV and creating a career profile.

Who is the tool for? Target group and requirements for use

- People in the process of choosing or changing their profession

Key features

Tools available here include self-assessment of skills, traits, interests, occupational base, database of higher education institutions, CV and career profile, and online career guidance.

Using these tools is free and the user needs to register. "Career advisors" can ask questions and resolve concerns regarding occupations or education. Useful manuals and materials from the field of career guidance can also be found on the site.

Click here for the tool

<https://karijera.bos.rs/>

Languages available

Serbian

Further information

<https://www.bos.rs/>

Belgrade Open School

SERBIA

Career path of the Employment Agency

Re-entering the Labour Market

What is it? What is the aim of the tool?

The German Federal Employment Agency provides three different career paths (further vocational training, change of occupation and re-entering the labour market), which guide you step by step through the necessary measures. With the help of the path "Re-entering the Labour Market", the possible return to working life is explained.

Who is the tool for? Target group and requirements for use

- Women with children are particularly affected by interruptions in their employment biography. If women want to (re)enter the labour market after the birth of their child/children, they can get an overview of information here.
- Due to the amount of information, it can be helpful to go through the career path together with a counsellor.

Key features

The career path "Re-entering the Labour Market" is divided into four steps:

1. Inform and orientate
2. Ways to re-enter the labour market
3. Clarify framework conditions
4. Successful return to working life

Click here for the tool

<https://web.arbeitsagentur.de/sete/testuebersicht>

Languages available

German

Further information

<https://www.arbeitsagentur.de/karriere-und-weiterbildung>

Bundesagentur für Arbeit

Different contact persons can be found under the following link:

<https://www.arbeitsagentur.de/ueber-uns/ansprechpartner>

GERMANY

Like2be – Which job suits whom?

What is it? What is the aim of the tool?

The electronic game like2be enables young people to broaden their horizons in the career choice process in a playful way. By experimenting with different life plans and career biographies, young people not only learn about a variety of new professions and training opportunities, but also experience how diverse (career) biographies can be. The aim is to develop a reflective relationship to their own career aspirations.

Who is the tool for? Target group and requirements for use

- The target groups are primarily young people, but women can also use the tool to reflect on and question gender-stereotypical ideas of professions and thus broaden their horizons for possible professions.

Key features

By experimenting with different life plans and career biographies, young people not only learn about a variety of new professions and training opportunities, but also experience how diverse (career) biographies can be.

The online learning game serves as an introduction to the topic of career choice and gender, the [accompanying material](#) offer suggestions for deepening knowledge on three topics:

- Diversity in the world of work (broadening career horizons)
- Stereotypical job images
- CVs & career paths (10 years later: What could be?)

Click here for the tool

<https://like2be.ch/>

Languages available

German, French, Italian

Further information

<https://like2be.ch/content/2-educational-resources/1-de/1-kartenset/kartenset-like2be.pdf>

Interdisziplinäres Zentrum
für Geschlechterforschung
IZFG

Universität Bern
Vereinsweg 23
CH-3012 Bern
izfg-info@izfg.unibe.ch
www.izfg.unibe.ch

SWITZERLAND

4. Tools for female empowerment

BYMBE – Bringing Young Mothers Back to Education Empowerment Pack

What is it? What is the aim of the tool?

The Empowerment Pack is a handbook covering various topics designed to help young NEET mothers re-enter education. The handbook tries to encourage young mothers to stay involved in learning and to commit to their future. The content aims to help young mothers learn how to overcome the most common barriers to learning, such as course content and format, behaviour, attendance or attitude, lack of basic skills and learning to learn.

Who is the tool for? Target group and requirements for use

- Young NEET mothers who left the education system at an early age
- Professionals working with young NEET mothers

Key features

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

- Self-Awareness
- Self Management
- Social Awareness
- Social Skills (Relationship Management)

Each chapter consists of 3 subcategories: theoretical background, exercises for developing skills and evaluation. At the end of the handbook, there are examples of training modules (20 training units of 50 minutes each). The training programme can be adapted to the needs and size of the group of participants in each training session.

Click here for the tool

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

Languages available

English, German, Bulgarian, Spanish, Italian, Lithuanian

Further information

Erasmus+-project Bringing Young Mothers Back to Education

<https://bymbe.eu/>

Frauen im Brennpunkt
Innrain 25
6020 Innsbruck

AUSTRIA

EMINENT - Supporting Migrant Female Entrepreneurs

Open Online Platform for Exchange

What is it? What is the aim of the tool?

The online platform aims to strengthen women's entrepreneurial competences and encourage them to start their own businesses. Further, it aims to give them the opportunity of networking with other women with migration history who want to start their own business.

Who is the tool for? Target group and requirements for use

- Female founders with migration history or with migration experience
- Women with a migration history or migration experience who are interested in starting a business

Key features

The platform includes not only 6 online modules, but other materials that women can use to learn about starting a business while being encouraged to take that step. The following sections are provided:

- Knowledge Exchange Platform: This is a closed [Facebook group](#) for women with migration history interested in entrepreneurship, which aims to promote peer to peer knowledge sharing and learning.
- [Knowledge Exchange Workshops](#)
- [Innovation Events](#)
- [Virtual Talks](#): Ted Talks about female entrepreneurs, about specifics of founding as a woman, and about specific challenges that women with migration history have to deal with.
- [Blogs](#) about different case studies
- [Special Interest Groups](#): Different women's groups with migration experience are listed, which can additionally be used to exchange and network

Click here for the tool

<https://www.eminentproject.eu/open-online-platform-en/>

Languages available

English, German, Dutch (under development)

Further information

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

Project partners:

<https://www.eminentproject.eu/project-partners/>

First Aid Manual Emplove! Empowerment for Improvement. Successful Intervention and Prevention against Domestic Violence

What is it? What is the aim of the tool?

The EMPROVE First Aid Manual provides important information on how to recognise, assess and manage the risks associated with violent acts. One goal of the project is to empower survivors of domestic violence. Another aim is to provide information to all people so that they are prepared to provide some form of first aid to a woman in need.

Who is the tool for? Target group and requirements for use

- Women who experience domestic violence
- Counsellor and professionals, who work with women (who experience domestic violence)
- People in general who want to offer initial support to women affected by violence

Key features

The First Aid Manual:

- Explains the different types of domestic violence
- Lists the symptoms and disorders that can be considered as signs of violence
- Explains the so-called cycle of violence
- Gives an overview of the legal framework for the protection and support of survivors of domestic violence, both from an international, European and national perspective
- Provides practical information on how to manage the risk of domestic violence
- Gives information on how to communicate properly with victims of violence
- Provides practical tips for survivors of violence to minimise the risk in different situations
- Includes a number of links to useful resources for training opportunities for professionals, as well as true stories and advice from survivors and experts.

Click here for the tool

https://emproproject.eu/wp-content/uploads/2018/11/Emprove_First_Aid_Manual_EN_Web.pdf

Languages available

English, German, Bulgarian, Lithuanian, Spanish, Romanian

<https://emproproject.eu/first-aid-kit/>

Further information

<https://emproproject.eu/>

The EMPROVE First Aid Intervention Manual has been realised within the framework of the EU-funded project EMPROVE! Empowerment for improvement. Successful Intervention and Prevention against domestic violence
contact@emproproject.eu

Women's Mentorship Network

What is it? What is the aim of the tool?

An online platform that connects girls and women with experienced mentors who offer personal mentorship in different fields of study and work. It offers one-on-one guidance and advice for mentees through individual mentorship in pursuing further studies and/or jobs that best fit their interests.

Who is the tool for? Target group and requirements for use

- It is a tool for women and girls. The interested mentors and/or mentees, after registering on the platform, get contacted and enter the process.

Key features

The platform offers options for interested parties to:

- Apply as a mentee
- Apply as a mentor
- Search for mentors by sector, area of expertise or by name

Click here for the tool

<https://stella.mk/network/>

Languages available

Macedonian, English,
Albanian

Further information

<https://stella.mk/network/>

Female support center

National Network to end violence against women and domestic violence

What is it? What is the aim of the tool?

It is a specialized counselling office for victims of gender based and family violence that offers comprehensive services in line with the individual needs of the victims.

Who is the tool for? Target group and requirements for use

- Women and children – victims of gender based and family violence

Key features

The support center offers following services:

- Psychological counselling and support
- Support in the field of social rights
- Legal help and support

Beside the abovementioned services, the center also offers help with:

- Career guidance and economic empowerment: the mentors work with women – victims of violence who are unemployed or have low income. The individual sessions help the individual in discovering the career development possibilities, choice of profession, priority professional goals, time management, career development etc.

Click here for the tool

<https://mzd.mk/en/nacionalna-mreza-nasilstvo-uslugi/>

Languages available

Macedonian, English

Further information

<https://mzd.mk/en/>

National Network to end Violence Against Women and Domestic Violence - Services and Assistance

NORTH MACEDONIA

Training for active job search

What is it? What is the aim of the tool?

The aim of the training is to increase the intensity and success of the job search and speed up the employment process. It includes adoption of job search strategies and skills, as well as strengthening capacities which are important for a persistent and active job search.

Who is the tool for? Target group and requirements for use

People who are actively looking for a job

Key features

The training is intended for anyone who is not sure they know how to best present themselves to an employer. During the training, self-confidence and ways of overcoming challenges faced during the job search are strengthened. People who are more difficult to employ receive a two-day training, the ATP 2 self-efficacy training, which takes place in the form of a workshop in smaller groups. These trainings are free and can be attended online as well.

Click here for the tool

https://www.nsz.gov.rs/live/trazite-posao/dok-trazite-posao/saveti/obuka_za_aktivno_tra_enje_posla.cid1358

<https://nsz-onlineobuke.nsz.gov.rs/?redirect=o>

Languages available

Serbian

Further information

<https://www.nsz.gov.rs/>

National Employment Service

SERBIA

Self-efficacy training

What is it? What is the aim of the tool?

This training increases confidence in one's own skills, enhances personal responsibility for one's own job search, and one's own ability to overcome job search stress.

Who is the tool for? Target group and requirements for use

The training is intended for people who have been looking for a job for more than a year, as well as for anyone who wants to strengthen their confidence and skills for an active job search.

Key features

The training is conducted by NES psychologists. To participate, people need to be registered with the NES. During the self-efficacy training these topics are covered:

- Recognizing and presenting one's own skills and abilities
- Eliminating obstacles to employment
- Acquiring skills in finding job vacancies
- Job search skills (writing a resume, interviewing for a job)

The training is workshop-based, in smaller groups, with the active participation of participants.

Click here for the tool

<https://www.nsz.gov.rs/nz/trening-samoefikasnosti/4091>

Languages available

Serbian

Further information

<https://www.nsz.gov.rs/>

National Employment Service

SERBIA

Job Search Club

What is it? What is the aim of the tool?

Prevention of long-term unemployment

Who is the tool for? Target group and requirements for use

The project is primarily intended for the unemployed who are employable with the provision of basic services in the field of active job search, and who are facing potential long-term unemployment due to the lack of work experience. Special attention is paid to groups with a significantly higher risk of long-term unemployment, such as technological redundancies, long-term unemployed and members of minority, socially deprived groups.

Key features

The job search club lasts from one to two weeks, i.e., 10 working days, with the possibility of using the information room for the next four weeks. The activities in the club are aimed at teaching and enabling people to present themselves as representatively as possible on the labour market and to indicate the employer, with a good appearance and content of the work curriculum vitae and all the documentation that accompanies a specific application (contact, cover letter, recommendations, diplomas, evidence of additional education and acquired new skills), to invite them for an interview. Emphasis is placed on live examples from the labour market, which the club leader prepared for his students.



Click here for the tool

https://www.nsz.gov.rs/liv_e/trazite-posao/dok-trazite-posao/saveti/klub_za_tra_e_nje_posla.cid2071

Languages available

Serbian

Further information

<https://www.nsz.gov.rs/>

National Employment Service

SERBIA

Workshop for overcoming stress due to job loss

What is it? What is the aim of the tool?

Workshop for people who lost their jobs, to learn how to accept changes and emotionally recover from job loss.

Who is the tool for? Target group and requirements for use

People who have lost their jobs and who have been unemployed and registered with the NES for at least three months. The workshop can also be attended by other users of NES services, provided that they have completed at least a three-year secondary vocational education and are registered as unemployed.

Key features

The workshop is delivered by psychologists from the NES and it teaches:

- Useful strategies for overcoming stress – how to overcome stressful situations in the best way
- Constructive ways of thinking and overcoming emotional blocks – how to deal with unpleasant feelings
- Decision-making skills - how to make decisions more easily and thus solve problems
- Communication skills, understanding and accepting your rights and the rights of others – how to be more successful in communication

Click here for the tool

<https://www.nsz.gov.rs/nsz/radionica-za-prevladavanje-stresa-usled-gubitka-posla/4092>

Languages available

Serbian

Further information

<https://www.nsz.gov.rs/>

National Employment Service

SERBIA

Acquiring practical knowledge

What is it? What is the aim of the tool?

Acquisition of practical knowledge and skills for the unemployed by performing specific tasks at a private company.

Who is the tool for? Target group and requirements for use

People with disabilities and Roma have priority for inclusion in the measure. Unemployed persons from the following categories can be included in this activity:

- Persons without a high school diploma, i.e., without qualifications, including persons who have completed functional basic adult education (FOOO), who participate in the total number of planned participants with at least 40%
- Persons with secondary education, who are on the unemployment register of the NES for more than 12 months, regardless of the type of qualification and work experience, and who do not have adequate and applicable knowledge, skills and competences for performing specific jobs

Key features

The practical knowledge acquisition program is created by the employer and includes learning contents aimed at acquiring practical knowledge and skills for working on specific jobs, for a duration of 3 months, and is implemented through:

1. Establishment of a fixed-term employment relationship
2. Establishing an employment relationship for an indefinite period of time (at the beginning of the program or until the end of the third month, i.e., the end of the program)

During the acquisition of knowledge and skills for work, the National Service reimburses the employer on a monthly basis the net minimum salary of the person (for the full fund of working hours) and the corresponding tax and contributions for mandatory social insurance for a period of 3 or 6 months (depending on the type of employment). Funds allocated on the basis of the practical knowledge acquisition measure are de minimis state aid.

Click here for the tool

https://www.nsz.gov.rs/live/trazite-posao/edukacija/sticanje_prakti_nih_znanja_.cid292

Languages available

Serbian

Further information

<https://www.nsz.gov.rs/>

National Employment Service

SERBIA

5. Additional Support Services for Women in Germany, North Macedonia, Serbia and Slovenia

Support Services for Women in Germany

In this separate document, different support services for women in Germany are compiled, which are subdivided as follows:

- Help telephones for women
- Support services for single parents/childcare
- Help with unplanned pregnancy
- Support for caring for relatives
 - Financial assistance for families (family benefits)
 - Overview of family benefits
 - Parental allowance and parental leave
 - Child benefit/child supplement
 - Maintenance/Advance on maintenance payments
- Support services for women with migration or refugee experience
- Information for women who want to start a business
- Help for women who have experienced sexual and/or domestic violence
- Networking – strengthening self-confidence
- Help with discrimination
 - Trans* women and queer people
- Background information on the HOPE project

Click here for the tool

https://hope.profilpass-international.eu/index.php?article_id=143&clang=0

Languages available

German

Further information

<https://hope.profilpass-international.eu/>

Support Services for Women in North Macedonia

In this separate document, different support services for women in North Macedonia are compiled, which are subdivided as follows:

- Help for women who have experienced sexual and/or domestic violence
- Help telephones for women
- Help with discrimination
- Help for trans* women and queer people
- Information for women who want to start a business
- Health services for women
- Training programs for professionals working with victims of gender based violence

Click here for the tool

https://hope.profilpass-international.eu/index.php?article_id=143&clang=3

Languages available

Macedonian

Further information

<https://hope.profilpass-international.eu/>

Support Services for Women in Serbia

In this separate document, different support services for women in Serbia are compiled, which are subdivided as follows:

- Help for women who have experienced sexual and/or domestic violence
- Help for women victim of human trafficking
- Help telephones for women
- Support for caring for relatives
- Child benefit
- Maintenance/Advance on maintenance payments
- Support for the care of sick relatives in the family
- Information for women who want to start a business
- Help with discrimination
- Background information on the HOPE project

Click here for the tool

https://hope.profilpass-international.eu/index.php?article_id=143&clang=5

Languages available

Serbian

Further information

<https://hope.profilpass-international.eu/>

Support Services for Women in Slovenia

In this separate document, different support services for women in Slovenia are compiled, which are subdivided as follows:

- Help telephones for women
- Support services for single parents / childcare
- Help with unplanned pregnancy
- Support for caring for relatives
- Financial assistance for families (family benefits)
- Support services for women with migration or refugee experience
- Information for women who want to start a business
- Help for women who have experienced sexual and/or domestic violence
- Networking – strengthening self-confidence
- Help with discrimination
- Background information on the HOPE project

Click here for the tool

https://hope.profilpass-international.eu/index.php?article_id=143&clang=4

Languages available

Slovenian

Further information

<https://hope.profilpass-international.eu/>

6. Manuals for counsellors

This part of the HOPE-Toolkit contains guidelines, manuals and information for counsellors. This learning material can support the competence development of counsellors and help them to design counselling processes with the HOPE target group in which the different life circumstances are considered. These include experiences of gender stereotypes, sexualised and domestic violence, and experiences as trans* women.

Toolbox “Strong Paths” – Tried and tested instruments for successful support of women with migration history entering the labour market

What is it? What is the aim of the tool?

The toolbox from the ESF federal programme “Strong at work – mothers with a migration background get on board” provides an overview of the needs of the target group of migrant women and the instruments that can be used to meet them. The toolbox bundles the wealth of experience from the project “Strong at work”. In this way, other providers and organisations are given tools to support the target group on their way into employment.

Who is the tool for? Target group and requirements for use

This toolbox addresses organisations and professionals that work with one of the following target groups and their participation in working life:

Women with migration or refugee experience

- possibly with family responsibilities
- possibly educationally disadvantaged
- possibly in receipt of benefits (e.g. SGB II, SGB III)

Key features

The toolbox has a modular structure:

- Activation and stabilisation, competence assessment
- Reconciliation of family and work
- Family counselling
- Placement
- Cooperation with partners

Not all modules and instruments are used for every woman or are run through in a fixed sequence.

Click here for the tool

https://starkimberuf.de/fileadmin/Umsetzung/Instrumentenkoffer/Gesamt_220520_Instrumentenkoffer_RZ_vo1_zb_BF.pdf

Languages available

German

Further information

Competence centre for the labour market integration of mothers with a migration background in the federal programme “Stark im Beruf – Mütter mit Migrationshintergrund steigen ein” (Strong at work – mothers with a migration background get on board)
<https://www.bmfsfj.de/ressource/blob/186248/fd644a030abe783add8d432b8cb442e2/starker-ansatz-stark-im-beruf-wirkungsanalyse-des-bundesprogramms-data.pdf>

Self-responsible, self-determined, empowered

A series of events on project work with women with refugee experience

What is it? What is the aim of the tool?

In a four-part digital series of events, the importance of empowerment work and empowerment approaches was highlighted and exemplified through various projects. The publication presents various empowerment concepts that can support social workers working with women with refugee experience. It sheds light on what can be understood by empowerment and how project work can accompany women with refugee experience in the empowerment process.

Who is the tool for? Target group and requirements for use

The publication is aimed at interested parties and social workers who work with women with refugee experience

Key features

- Approaching a definition of empowerment
- Experiences and reflections from the practice of empowerment work – An expert discussion
- Examples from practice - How can empowerment succeed?
- A strong professional self as the basis for empowerment work
- Information on the empowerment projects of the individual associations
- Specialist information on the topics of empowerment and power sharing

Click here for the tool

https://www.caritas.de/cms/contents/caritas.de/medien/dokumente/broschure-empowerme1/broschuere_empowerment_2020.pdf?d=a&f=pdf

Languages available

German

Further information

Diakonie Deutschland
Evangelisches Werk für
Diakonie und Entwicklung
e.V.
Caroline-Michaelis-Str. 1
10115 Berlin

GERMANY

Rebekka Lang
Projekt „Empowerment
geflüchteter Frauen“
rebekka.lang@diakonie.de

<https://www.diakonie-wissen.de/web/empowerment-gefluchteter-frauen/home>

MOM – Maternity Opportunities and Mainstreaming Curriculum

What is it? What is the aim of the tool?

The EU project MOM – Maternity Opportunities and Mainstreaming aims at perceiving motherhood as a learning experience through which birth givers learn skills and knowledge that are in demand in today's world of work and can be used in gainful employment. MOM aims to empower unemployed women and mothers to recognise and value their maternal experiences and skills through which they will gain resources that will enhance their employability.

The MOM curriculum contains the scientific and educational background of MOM to address the training to the target group in order to adequately respond to their needs.

Who is the tool for? Target group and requirements for use

- Trainers and counsellors who work with unemployed mothers

Key features

The MOM curriculum contains guidelines and methods for delivering the training and includes a collection of tools and topics that correspond to the agreed MOM training guidelines. In addition, it gives background information on the scientific approach and includes lists, notes and information packs for trainers who (want to) work with unemployed mothers.

Click here for the tool

<https://www.eu-mom.org/en/public/216>

Languages available

English, Bulgarian, Greek, Italian, Spanish

Further information

Tutorial <https://www.eu-mom.org/en/public/214>

Background information on the project:
<https://www.eu-mom.org/en/public/215>

Method set: Cliché-free counselling on professions

E-Learning Kurs

What is it? What is the aim of the tool?

The Method Set "Cliché-free counselling on jobs" is an E-learning course especially for professionals in career counselling. Seven learning modules contain 14 practice-oriented methods for stereotype-free career guidance.

Who is the tool for? Target group and requirements for use

- Counsellors who advise young people in the phase of career orientation and decision-making

Key features

The course includes the following topics:

- Reflecting on one's own actions in relation to gender and professional stereotypes
- Influence of role models on counselling work
- Basic knowledge and practical exercises on the social construction of gender
- Cliché-free language in the context of career counselling
- Cliché-free methods and counselling strategies

The modules are supported by practical case studies and videos. The processing of all modules takes about eight working hours. The course can be paused and continued at a later time.

Click here for the tool

<https://learning.kompetenzz.net/login/index.php>

Free registration required

Languages available

German

Further information

Service point of the Initiative Klischeefrei with the web portal www.klischee-frei.de

Kompetenzzentrum
Technik-Diversity-
Chancengleichheit e. V.
(kompetenzz)
Am Stadtholz 24
33609 Bielefeld
Tel.: +49 521 106 7322

GERMANY

Trans* Quite simple.

At work, in the family, on school trips

– Practical information for relatives, friends and professionals

What is it? What is the aim of the tool?

This booklet, published by the German Trans* Association, is aimed at anyone who is looking for initial information about trans* gender. It contains an introduction to the topic, answers common questions and gives tips on how relatives, friends, teachers, colleagues and employers can support trans* people in their environment.

Who is the tool for? Target group and requirements for use

- Practical information for family members, friends, professionals, teachers, colleagues and employers on how to support trans* people in their environment

Key features

Important terms are briefly explained at the beginning. The chapters follow:

- Basic knowledge
- Trans* and discrimination
- Respecting trans* people in everyday life
- Relationships, love and sex
- Trans* in the family
- Trans* children and young people
- Medical diagnostics
- Identity and body
- Legal questions
- Outlook with counselling centres and further literature

Click here for the tool

https://www.bundesverband-trans.de/wp-content/uploads/2022/02/Trans_ganz_einfach_10_ONLINE.pdf

Languages available

German

Further information

<https://www.bundesverband-trans.de/>

Bundesverband Trans*e.V.
Prinzregentenstraße 84
10717 Berlin
info@bv-trans.de
+49 (0) 30 - 23 94 98 96

Facebook:
BundesverbandTrans
Twitter: @bv_trans
Instagram: bv_trans

TransVisible.

A professional guide to labour inclusion and economic empowerment of trans women.

What is it? What is the aim of the tool?

The EU-funded handbook serves as an introduction to the topic of the employment situation of trans* women and explains why it is so important to take a closer look at their opportunities and difficulties on the labour market. The results of the most important studies in this field are presented. Mechanisms that exclude trans* people from the labour market are examined in more detail and the potential of using an intersectional perspective is discussed. Finally, some typical circumstances that particularly marginalise trans* women in working life are exemplified.

This handbook was developed in an European context, so the practice suggestions are rather general.

Who is the tool for? Target group and requirements for use

- People and counsellors who want to provide good support for trans* people on the job and wants to educate themselves on the topic of trans* women and their specific challenges

Key features

The last chapter of the handbook presents programmes that can be used by employers in particular, but also by trans* organisations, to help trans* women (and trans* people in general) find formal employment.

Click here for the tool

https://www.bundesverband-trans.de/wp-content/uploads/2021/09/Transvisible_Handbuch_Diskriminierung.pdf

Languages available

German

Further information

“TRANSVISIBLE - Methodological innovation in career counselling for the economic empowerment of trans women”

The project is coordinated by SURT (SPAIN).

Other partners are:
Transgender Equality Network (TENI) IRELAND
Bundesvereinigung Trans* e.V., GERMANY
Fundació Universitària Balmes, SPAIN

Availability of measures for competence development and qualification acquisition

National Roma Centrum

What is it? What is the aim of the tool?

This survey was conducted for the needs of the project “Strengthening of Roma women in North Macedonia”, conducted by the NGO National Roma Centrum, supported by WEEffect with financial means of the Swedish Development Organisation (SIDA). It gives an overview of state measures for formal and non-formal education, leading to gaining of competences and/or qualifications for individuals with low level of qualification and skills.

Who is the tool for? Target group and requirements for use

The survey is intended to be primarily used by the 40 member organisations of the network of National Roma Centrum on national level, who are professionally engaged in daily work with socially disadvantaged Roma individuals. It is aimed to serve as a guide to the NGO activists to support, encourage and empower Roma women with low level of skills and qualifications, to enter/return to formal education and/or attend non-formal education forms.

Key features

The survey gives an overview on:

- Roma individuals as a marginalized group – situation and challenges
- Education policies of relevance
- Skills needs
- Measures and possibilities for education and training for Roma women with low level of skills and qualifications

Click here for the tool

http://www.nationalromacentrum.org/mk/wp-content/uploads/istrazuva_nje-kompetencii-novo.pdf

Languages available

Macedonian

Further information

www.nationalromacentrum.org

National Roma Centrum
Done Bozinov 11/5
1300 Kumanovo
info@nationalromacentrum.org

NORTH MACEDONIA

»Competent to do« “Handbook for Tutors Teaching Female Prisoners and Ex-Offenders”

What is it? What is the aim of the tool?

In this project, the idea was first to create open curriculum for trainings with female prisoners and ex-offenders – it describes a modular training programme with a lot of flexible parts for individual learning. After pilot implementation, all partners received feedback from both the tutors and participants (female prisoners and ex-offenders) and through evaluation of the pilot implementation, training guidelines for the topics related to “Business competences” and “Social competences” were created. These guidelines are based on open curriculum and its modules A and B but are adjusted in accordance with the findings from the pilots in Slovenia and Lithuania.

Who is the tool for? Target group and requirements for use

Motivation for continuous education of female prisoners and ex-offenders, easier decision for the type of vocational training, continuing professional education more successful, more successful job search or continue to self-employment. Besides training of tutors to work with female prisoners there is also motivation of female prisoners and ex-prisoners to gain vocational and social competences for a successful continuing learning, easier integration into the labour market and improving opportunities for a self-employment.

Key features

Training guidelines consist of two different groups of topics about “Business competences” and “Social competences”. Each of these topics consists out of 5 themes related to the topic with a certain number of hours suggested for tutors and candidates for tutors. Both topics have 60 hours in total divided within the mentioned themes A1-5 and B1-5. Very important thing to emphasise is that number of hours suggested for each theme can be adjusted by the tutor who will conduct the training for female prisoners and ex-offenders. It depends on the group who will participate at the training and its characteristics.

Click here for the tool

http://competenttodo.splet.arnes.si/files/2017/01/Handbook_for_Tutors_Teaching_Female_Prisoners_and_Ex_Offenders_Frameworks.pdf

Languages available

German, English, Serbian, Slovenian, Lithuanian

Further information

<https://competenttodo.splet.arnes.si/>

CDI UNIVERZUM (Slovenia)
Grošljeva 4
1000 Ljubljana
+386 1 583 92 73
info@cdi-univerzum.si
www.cdi-univerzum.si

SLOVENIA

Gender Equality Index Game

What is it? What is the aim of the tool?

The European Institute for Gender Equality (EIGE) is an autonomous body of the European Union that has developed the Gender Equality Index as a tool to measure progress on gender equality in all 27 EU countries.

The Gender Equality Index Game is a gamification to give a simplified overview of the reality of women's lives and experiences in each country. A direct comparison is made with an average man's life to show differences and disadvantages.

Who is the tool for? Target group and requirements for use

The tool is aimed at all interested parties, e.g. counsellors who want to be sensibilised to the situation of women in the different EU countries, who want to see a direct comparison to an average man's life in the respective country and who are interested in gender equality.

Key features

- Simple to use
- Clear presentation of statistics and figures

Click here for the tool

<https://eige.europa.eu/gender-equality-index/game/BE/W>

Languages available

English

Further information

<https://eige.europa.eu/about>

EIGE – European Institute
for Gender Equality
Gedimino pr. 16
LT-01103 Vilnius

LITHUANIA

