

## **ProfilPASS – the German instrument to assess one’s own competencies and abilities - key information in English for Users and counsellors**

Taken from the website

[http://www.profilpass-online.de/index.php?article\\_id=3&clang=1](http://www.profilpass-online.de/index.php?article_id=3&clang=1) (for users)

[http://www.profilpass-online.de/index.php?article\\_id=2&clang=1](http://www.profilpass-online.de/index.php?article_id=2&clang=1) (information for ProfilPass counsellors )



The ProfilPASS assists by determining and documenting one’s own competencies and abilities how and where they were acquired. The ProfilPASS inspires to deal intensively with one’s own activities and abilities that were used thereby and supports by making aware of personal strengths and weaknesses.

### **Knowing one’s own strengths is useful by**

- Planning career advancement,
- Preparation of re(entering) the labour market,
- Occupational and personal re-orientation
- Planning future learning schemes.

Furthermore the ProfilPASS-folder is suited to collect certificates, attestations and other documents. It also contains a whole lot of helpful advices and tips for personal development.

ProfilPASS is more than a ring binder with working sheets and forms: it is part of a system that comprises a training of counsellors and a network of training providers that assist you – if you like - to utilize the chances the ProfilPASS offers in an ideal way.

Competences that were gained outside the school system get a chance of revaluation with the ProfilPASS system. By this the ProfilPASS contributes to increase equal opportunities and participation in education and society.

## **The ProfilPASS-system´s philosophy**

**1.** The *ProfilPASS* is an instrument for autonomous identification and balancing of abilities and skills. it supports the individual in presenting of his or her skills in a precise and secure way. Furthermore it supports the ability of self-organised learning.

The ProfilPASS helps to make visible formal, non-formal and informal acquired skills. It is necessary to recover this knowledge about the personal skills. So called 'matter of facts of experiences', which are relevant biographically, have to be reactivated and reconstructed for the individual and thereby made available again. It requires individual processes of reflection and an active examination with one´s own biography so the individuals can more and more make themselves as a subject of their biography.

**2.** The *ProfilPASS* supports the individual reflection, balancing und designing of the personal and professional biography.

The ProfilPASS is an instrument that is able to connect past, present and future with each other. The self exploration of abilities and skills in different job-fields provides a contribution to a reflected and individual design of one´s own biography and at the same time is help and motivation for further learning-, life- and career-planning. This is the particular benefit of the ProfilPASS.

**3.** The *ProfilPASS* supports evaluation and balancing abilities and skills as well as phrasing individual goals with the help of professional monitoring.

The ProfilPASS-Counseling aims to provide a support for the identification of informal acquired skills and the drawing up of a skill-profile, in order to provide a basis for individual goals, to plan further steps in education and to cope with private and professional situations of challenge in a goal-oriented way.

**4.** Working with the *ProfilPASS* is a permanent process which takes place against the background of lifelong learning.

The application of the ProfilPASS is not aiming for a one-time processing. Furthermore this method should give an impulse to a process of reflection which can be continued on demand in specific temporal intervals and becomes a lifelong process. Taking into account different job-fields shall contribute to the ProfilPASS´s initiation in a target group- and educational-area-comprising way.

**5.** The *ProfilPASS* supports the 'recognising-culture' for non formal and informal acquired skills.

The ProfilPASS effects below the regulatory level. The ProfilPASS does in no way give authorization considering the acquisition of specific qualifications or higher rating of pay-scales. Furthermore it sensitizes for the meaning of non-formal and informal learning.

## **The ProfilPASS-system at a glance**

The determining and documentation of one's own competencies and abilities is carried out with the help of the ProfilPASS folder. Abilities that were acquired during vocational training, voluntary work, work, leisure time or family work are in the matter of interest. Scientific results show that without the support of an expert the determination of one's own competencies and abilities is not very easy. A view from outside widens the perception of one's own competencies and abilities. For this reason professional support in form of guidance or a course is recommended. Going through such a process helps detecting abilities that were covered up. The aim is to get a comprehensive idea of the different abilities and competencies. If required first steps for further personal development can be discussed. The ProfilPass-folder and the professional support build together the so called ProfilPASS-system.

### [ProfilPASS-instrument](#)

How is the ProfilPASS-folder composed?

Here you find information about working with the ProfilPASS-folder ...

### [Guidance + courses](#)

## **Why is professional guidance so important? You ar Professional guidance**

Professional guidance is an important part of the ProfilPASS sysetm. Qualified counsellors and trainers have a supporting function. With well directed questions they facilitate the reflection process and the specification of one's own competencies and abilities. This kind of guidance can take place in an one-to-one situation with a counsellor or within a group during a special ProfilPASS course. Providers of **ProfilPASS-guidance and courses** you will find [here](#).

e looking for guidance or training courses close to where you live?

## **Requirements for Participation in Counsellor's training**

The offer for the qualification as a ProfilPASS-Counselor addresses to persons, who are working as a counselor at the meantime and are skilled counselors yet. Usually a university degree, preferably with relation to counseling activities, and several years of professional experience should be on hand. To meet the requirements of the ProfilPASS's concept it is possible to substitute a university degree with a certification of good professional experience and participation in specific further education concerning counseling.

### **With university degree**

*Professional experience:*

2 years in main profession or 3 years avocation/voluntary work

*Further education in counseling required:* optionally

## **Without university degree**

*Professional experience:*

3 years in main profession or 4 years in avocation/voluntary work

*Further education in counseling required: Yes*

## [Frequently asked questions](#)

Answers to frequently asked questions you will find here .....

### **FAQ**

#### **1. How is the ProfilPASS operating?**

With the ProfilPASS you will get an overview about your personal skills and competencies. First you will gather activities according to your different spheres of life. Then you will extract competencies and abilities that you used for those activities. Third you will make up a balance of your competencies. In order to get a precise picture of your skills the support of a qualified counsellor is recommended when you work with the ProfilPASS. In section ProfilPASS Plus you can collect certifications and certificates and get suggestions for applications.

#### **2. What is the benefit of it?**

Often people have competencies and abilities that they are not aware of. Those competencies should be uncovered with the ProfilPASS. The detection of those competencies and abilities is not only strengthening the self-confidence but is also opening doors for new possibilities and aims. With the support of professional counsellors the glance at one's own life is a creative process that can be experienced as inspiring and enriching.

By the way you can work with the ProfilPASS individually – there is no need to work with it in one go. For instance one can concentrate only on few fields of activities and continue at a later point of time.

#### **3. I think I do not have very much competencies. Does it make sense for me to work with the ProfilPASS?**

Yes it does! Most people know a lot more and are able to do more than they assume. Through working with the ProfilPASS you not only learn more about your competencies but you also learn to present your strong points to other people in better way. And that is enhancing your self-assured appearance. Everybody has strong points and weak points. If those points are readily available you are also developing your personality.

#### **4. Most of the activities don't apply to me. Does it still make sense to work with parts of the ProfilPASS?**

Yes, the plurality of activity fields is less important than the precise characterization of your activities. It is only important what you do or what you have been doing.

#### **5. Until now my life was rather turbulent and diversified. Is the ProfilPASS open for all these different experiences?**

Yes, you can demonstrate your experiences in eight different activity fields. Together with each activity field there are more or less typical activities that are going to be valued by you.

#### **6. I did a lot in my life and have a lot of experience but no formal qualification. Can the ProfilPASS replace them?**

No, the ProfilPASS can not replace formal qualification. But it helps you to get a clearer picture about your competencies and gives you impulses for personal aims. With the ProfilPASS you also have to answer the question how you can use your competencies for the planning of your future life. Moreover you find hints and information about alternative ways of recognition of your competencies so that possible employers get an impression about your strong points.

**7. How can I document my work with the ProfilPASS?**

If you work with the ProfilPASS within the scope of guidance with the trained ProfilPASS counsellor you receive a ProfilPASS-certificate that balances your competencies.

**8. Who has access to my ProfilPASS?**

Only you decide whether and to whom you deliver insight.

**9. Where can I find trained ProfilPASS counsellors?**

You will find providers of training and guidance [here](#).

**10. How much does the ProfilPASS cost?**

The ProfilPASS costs 27,90 €. The price varies also with the amount of copies you order. The precise price list [you will find here](#).