

Skills Profile Tool for Third-country Nationals

Part 1: PERSONAL INFORMATION

			PHOTO	
Family Name				
First Name		Gender	m/f	
Date of Birth	DD/MM/YYYY	Country of Birth	[Search] ISO 3166 A3	
Nationality	[Search] ISO 3166 A3	Latest country of stay	[Search] ISO 3166 A3	
Country of reception	[Search] ISO 3166 A3	Date of arrival in reception country	DD/MM/YYYY	
Residence Status [Drop-down]	Pending asylum Residence permit linked to refugee (or other) protection status Residence permit not related to asylum Other			
Registration nr				
Marital status [Drop-down]	Single Married, Separated, Divorced, Widowed	Family members travelling	Over age of 10	
			Under age of 10	
Contact Information (address) (Telephone Number) (Email address)				

Language Skills			
Language	Search ISO 639-1		
Mother tongue	check if applicable		
Preferred language for speaking	check if applicable		
Preferred language for writing	check if applicable		
Speaking	A1 – C2 CEFR	Listening	A1 – C2 CEFR
Reading	A1 – C2 CEFR	Writing	A1 – C2 CEFR
Please add languages as necessary			

Education and Training History				
Have you attended education and/or training				Y/N
When were you last in education or training?				YYYY
	Year(s) attended	Completed <small>*upload certificate if available</small>		Area/ Programme of Study ISCED FoET 2013
Primary education		Y/N	*	
General secondary education		Y/N	*	
Vocational secondary education		Y/N	*	[Drop-down]
Higher education		Y/N	*	[Drop-down]
Other		Y/N	*	[Drop-down]

Work/Livelihood		
Have you been caring for your and/or other families?		Y/N
If yes, for how many people		Children under age of 10 nr
		Sick or elderly people nr
Do you have any work experience		Y/N
If yes, how many years in total		X years
When was your last in work experience?		YYYY
Please indicate briefly your work experience		
Experience 1 (Please repeat for all experiences)		
Please indicate the area best fitting the experience		NACE
Please indicate the occupation best fitting		[Search]ESCO occupations
Was it your own business?		Y/N
Was it voluntary work?		Y/N
Was it physically demanding work?		[Drop-down] (scale 1-3)
What was the size of the organisation (numbers of people working in the organisation)		1-10
		11-50
		51-100
		>100
Do you have any proof of professional experience with you? (E.g. work reference, letter of recommendation)		Y/N *upload if available

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Education/Training/Work Expectations of the third country national :

What would you like to do next? [Select all that is relevant]:	
Find work	Y/N
- If yes, what type of work? [Drop-down]	employment, self-employed, voluntary
- Please indicate the area best fitting	NACE
- Please indicate the occupation best fitting	[Search] ESCO occupations + "other"
Undertake education/training	Y/N
- If yes, what type [Drop-down]	General secondary education Vocational secondary education Higher education Other
- If yes, in what area? [Drop-down]	ISCED FoET + "other"
Improve your language skills	Y/N
- If yes, which language? [Search]	ISO 639-1

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Part 2: SKILLS IDENTIFICATION

Literacy Skills	
Do you read every day?	[Y/N]
If yes, what kind of documents?	<i>e-mail</i> <i>Forms</i> <i>Bills or financial statements</i> <i>Instruction manuals or operation manuals</i> <i>Newspapers, magazines or books</i>
If yes what would be the typical size of the document?	<i>1 page or less</i> <i>2 – 10 pages</i> <i>11 – 25 pages</i> <i>More than 25 pages</i>
Do you write/fill-in documents regularly?	[Y/N]
If yes what kind of documents?	<i>e-mail</i> <i>Forms</i> <i>Bills or financial statements</i> <i>Instruction manuals or operation manuals</i> <i>Newspapers, magazines or books</i>
If yes what would be the typical size of the document?	<i>1 page or less</i> <i>2 – 10 pages</i> <i>11 – 25 pages</i> <i>More than 25 pages</i>

Numeracy Skills	
Are you used to measuring or estimating sizes, weights, distances?	[Y/N]
Are you used to calculating price or costs?	[Y/N]
Are you used to performing other multiplications or divisions?	[Y/N]
Are you used to calculating fractions, decimals, percentages?	[Y/N]
Do you use more advanced algebra or math such as geometry, trigonometry?	[Y/N]

Transversal Skills	
Please indicate your proficiency where relevant	
Planning own work and problem solving	
Work independently	Basic, Independent Experienced:
Make decisions independently	Basic, Independent Experienced
Work in a structured way	Basic, Independent Experienced

Solve problems	Basic, Independent Experienced
Working with others	
Work with others	Basic, Independent Experienced
Work with people of different cultures	Basic, Independent Experienced
Work with customer's / clients	Basic, Independent Experienced
Leadership	
Work as a leader / manager /supervisor	Basic, Independent Experienced
Manage a project	Basic, Independent Experienced
Attitudes and values at work	
Service minded attitude	Basic, Independent Experienced
Work in stressful conditions	Basic, Independent Experienced
Work under time pressure	Basic, Independent Experienced
Keep the workplace organised, clean and tidy	Basic, Independent Experienced
Adapt to the rules of a workplace	Basic, Independent Experienced
Digital skills	
Using a smartphone	Basic, Independent Experienced
Using a laptop/tablet	Basic, Independent Experienced
Using a pc	Basic, Independent Experienced
Find information on the internet	Basic, Independent Experienced
Participate in social networks	Basic, Independent Experienced
Use internet telephoning/video calls	Basic, Independent Experienced
Send/receive emails	Basic, Independent Experienced
Make on-line reservations	Basic, Independent Experienced
Purchase goods and services on-line	Basic, Independent Experienced
Learning/studying on-line	Basic, Independent Experienced
Create text documents (using e.g. Word)	Basic, Independent Experienced
Create spread sheets (using e.g. Excel)	Basic, Independent Experienced
Create presentations (using e.g. PowerPoint)	Basic, Independent Experienced
Making graphic designs	Basic, Independent Experienced
Creating an e--calendar	Basic, Independent Experienced
Other Digital Skills	Basic, Independent Experienced

Driving Skills *upload certificate if available			
Please select what you can drive	<i>Carriage</i> <i>Car with manual transmission</i> <i>Car with automatic transmission</i>	Certificate	[Y/N]

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	Heavy truck Waste collection vehicle Heavy duty trucks for snow removal Bus Tram Train Agricultural machinery (steer) Vessels		
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Other Skills						
Acquired through education, training, work or in other contexts						
Area of experience NACE	Occupation ESCO occupation	Skills Acquired ESCO skills	Proficiency beginner, intermediate experienced	Name of employer or organisation, if relevant	Country ISO 3166 country code - A3	Months of experience
[Search]		[Search]	[drop down]		[Search]	

Qualifications acquired (if relevant)				
*upload certificate if available				
Title of Qualification /Award	Year of Award YYYY	Institution	Country ISO 3166 A3	Area/ Programme of Study ISCED FoET
			[Search]	[Drop-down]

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Part 3: OVERALL APPRAISAL AND REFERRALS

Strengths/Key Skills
General comments or conclusions on particular strengths of the individual including opportunities and possibilities for (self) employment or education and training
<input type="text"/>

Skills Needs
General comments or conclusions with any recommendations/priorities and next steps for individual based on the identification exercise. May include:
<ul style="list-style-type: none">Advice re: priorities for further education training/up-skilling
<input type="text"/>
<ul style="list-style-type: none">Advice re: priorities for accessing employment / business start-up information and guidance
<input type="text"/>

Referrals
<ul style="list-style-type: none">Referral to other organisations
<input type="text"/>
<ul style="list-style-type: none">Referral to online supports/tools
<input type="text"/>

Details of Issuing Organisation		
Issuing Organisation Name	Responsible Officer	Date and place of Issuance
Contact information		

I, (name Third Country National) agree that this information, when anonymised, is used for statistical purposes

Check box

I (name Third Country National) agree that this information is stored and shared for guiding purposes

Check box: