

## 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	
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 *upload certificate if available	Area/ Programme of Study ISCED FoET 2013
Primary education		Y/N	*
General secondary education		Y/N	*
Vocational secondary education		Y/N	*
Higher education		Y/N	*
Other		Y/N	*

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) 1-10 11-50 51-100 >100
What was the size of the organisation (numbers of people working in the organisation)		
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 :**

<b>What would you like to do next? [Select all that is relevant]:</b>	
<b>Find work</b>	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"
<b>Undertake education/training</b>	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"
<b>Improve your language skills</b>	Y/N
- If yes, which language? [Search]	ISO 639-1

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### Part 2: SKILLS IDENTIFICATION

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

<b>Numeracy Skills</b>	
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]

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

Solve problems	Basic, Independent Experienced
<b>Working with others</b>	
Work with others	Basic, Independent Experienced
Work with people of different cultures	Basic, Independent Experienced
Work with customer's / clients	Basic, Independent Experienced
<b>Leadership</b>	
Work as a leader / manager /supervisor	Basic, Independent Experienced
Manage a project	Basic, Independent Experienced
<b>Attitudes and values at work</b>	
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
<b>Digital skills</b>	
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

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

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	<p style="text-align: center;"> <i>Heavy truck</i>  <i>Waste collection vehicle</i>  <i>Heavy duty trucks for snow removal</i>  <i>Bus</i>  <i>Tram</i>  <i>Train</i>  <i>Agricultural machinery (steer) Vessels</i> </p>		
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<b>Other Skills</b>						
<b>Acquired through education, training, work or in other contexts</b>						
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]	

<b>Qualifications acquired (if relevant)</b>				
*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
Free 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"> <li>• <i>Advice re: priorities for further education training/up-skilling</i></li> </ul>
Free text,
<ul style="list-style-type: none"> <li>• <i>Advice re: priorities for accessing employment / business start-up information and guidance</i></li> </ul>
Free text
Referrals
<ul style="list-style-type: none"> <li>• <i>Referral to other organisations</i></li> </ul>
Free text, where possible links to information in separate database
<ul style="list-style-type: none"> <li>• <i>Referral to online supports/tools</i></li> </ul>
Free text, where possible links to information in separate database

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: