

# ProfilPASS



Know your strengths – use your strengths

# ProfilPASS



# What is the ProfilPASS?

With the **ProfilPASS**, you can determine your competences that you have acquired over the course of your life. The **ProfilPASS** helps to systematically identify and present these competences. Family, leisure time and volunteering are just as important as your professional career.

Competences are recognised by examining one's own actions and behaviour. This process of reflection, documentation and development of an individual competence profile can be supported by specially trained **ProfilPASS** counsellors.

The **ProfilPASS** for adults was published in 2006. Since then, the established system has been continuously revised and expanded. Today, there is a portfolio of eight versions for different target groups.

**ProfilPASS**  
*for adults*

**ProfilPASS**  
*for young people*

**ProfilPASS**  
*for Start-ups*

**ProfilPASS**  
*in Simple Language*

**ProfilPASS**  
*in Easy Language*

**ProfilPASS**  
*kickstart your career!*

**ProfilPASS**  
*in Preparation for Retirement*

**ProfilPASS**  
*for women – We can do it!*



## ProfilPASS experiences

The ProfilPASS serves to sort out one's life and to create an outline. That can only be a good thing.

*Anonymous participant of a ProfilPASS seminar*

The positive result that I can do more in my life than I thought is very important to me. Above all, I now know exactly what I want to achieve in my life.

*Vera Z., participant of a ProfilPASS seminar*

The ProfilPASS is an important element in lifelong learning!

*Prof. Dr Rita Süßmuth, former President of the German Adult Education Association*



# How does the ProfilPASS work?



## ▶ My Life

The **ProfilPASS** begins with a review of your life up until now. What did you learn? Where have you gained experiences? And which of these are still important to you today? What do you particularly enjoy?



## ▶ My Activities

Whether professional qualification, hobby or volunteering, all activities are identified here, described, brought to the point and evaluated by you: What do you like to do and what are you good at?



## ▶ My Competences

In this chapter, you will take stock: You will create an overview of your special competences and see at a glance how strong your competences are or which competences you particularly like to use.



## ▶ My Objectives

Use your findings for your future life: What are your wishes and personal goals? What would you like to do professionally and what interests would you like to pursue?



# ProfilPASS

Eight versions and their target groups at a glance:



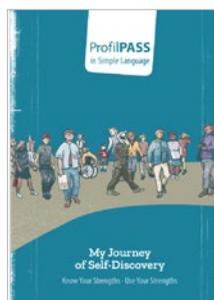
## The ProfilPASS for adults

The ProfilPASS supports adults in planning their professional development, preparing for (re-)entry into working life, in their professional and personal (re)orientation and in planning future learning activities.



## The ProfilPASS for young people

Young people from the age of 13 can use this ProfilPASS to identify their strengths and interests. In particular, they discover the knowledge and skills that are not reflected in school grades. All areas of life are considered: Activities at school are just as important as hobbies, being together with family and friends.



## ProfilPASS in Simple Language

This ProfilPASS focuses on the special life situation of new immigrants and is adapted to the B1 language level. The ProfilPASS is characterized by abbreviated text passages, the increased use of visualizations, pictograms and the use of Simple Language.



## ProfilPASS for Start-ups

This ProfilPASS is aimed at people who want to start a business. They can reflect on and document their skills and experiences in terms of 13 entrepreneurial competences. The transfer to the life and start-up situation of the counsees is supported by biographical examples and testimonials.





### Barrier-free ProfilPASS in Easy Language

A passport  
for your strengths

## Barrier-free ProfilPASS in Easy Language

People with cognitive impairments and learning difficulties are supported. The ProfilPASS is available as a barrier-free PDF and is therefore also suitable for blind and visually impaired people. In addition to the use of Easy Language, special features include the shortened text passages as well as the use of numerous tables, images and filling aids.



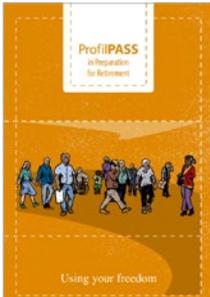
### ProfilPASS KICKSTART YOUR CAREER

KNOW YOUR STRENGTHS USE YOUR STRENGTHS

ProfilPASS  
COOL

## ProfilPASS – kickstart your career!

The ProfilPASS is particularly suitable for young adults who are neither in education nor in employment (NEETs). The version is tailored to the life situation, experiences and needs of the target group and supports career decisions and application processes with additional materials.



### ProfilPASS in Preparation for Retirement

Using your freedom

## ProfilPASS in Preparation for Retirement

The ProfilPASS in Preparation for Retirement is aimed at people who are in the transition to retirement. By using the new ProfilPASS, they can deal with their own competences and thus be supported in their personal and post-professional (further) development and (re)orientation. The ProfilPASS in Preparation for Retirement was developed as part of the latest EU project CONVOLUT.



### ProfilPASS FOR WOMEN - WE CAN DO IT!

KNOW YOUR STRENGTHS USE YOUR STRENGTHS

## ProfilPASS for women – We can do it!

The ProfilPASS for women – We can do it! supports counselling for women with regard to their (re)integration into the labour market. Women are more likely to be in situations that put them at risk of poverty, e.g. due to interrupted employment and part-time work as a result of childcare. The counselling is intended to empower women to reflect on the identified competences and to identify suitable occupational fields.



# What is the philosophy behind the ProfilPASS?

The **ProfilPASS** system is based on humanistic educational objectives. The focus of **ProfilPASS** counselling is on the person's entire personality. In line with its philosophy, the **ProfilPASS** is characterized by the following features:

## ■ Cross-sectoral approach

In order to create a holistic profile of individual strengths, all learning places and forms of learning are included.

## ■ Biographical-systematic approach

The starting point is the biography of the counselee, the focus is on individual stages of life and activities.

## ■ Development-oriented approach

Against the background of lifelong learning, the process of competence assessment and development is never complete. The **ProfilPASS** is suitable for every stage of life – documentation can be resumed at any time.

## ■ Learning self-reflection

Through intensive engagement with the important places and forms of learning in one's own biography, the ability for self-management and self-reflection are trained. Users learn to act independently and to rely on their own strengths.

## ■ Open-ended approach

The open-ended nature of the **ProfilPASS** distinguishes it from closed procedures. Usually, these include competence requirements that are formulated in advance and

are therefore limited to certain competences. With the open-ended **ProfilPASS**, all professional and interdisciplinary competences can come to light.

## ■ Voluntary nature

The voluntary nature of the process is an essential basis for the self-reflection process. The users of the **ProfilPASS** decide for themselves at any time to whom they want to give an insight into the content they have created.

## ■ Openness to self-evaluation and external evaluation

The focus of the **ProfilPASS** is on the self-exploration of one's own competences. In addition, it is recommended that their self-assessment be supplemented by external assessments by qualified counsellors.

## ■ Quality assurance

All certified **ProfilPASS** counsellors have in common that they have been qualified to use the **ProfilPASS** and prove their suitability every two years in a re-certification process.

# ProfilPASS



## We are here for you:

Since 2008, the **ProfilPASS** service centre at the German Institute for Adult Education has been responsible for the continuous development and quality assurance of the **ProfilPASS** and the maintenance of the network. The team at the **ProfilPASS** service centre will be happy to provide you with information about the **ProfilPASS**:



Kathrin Raven  
Phone: +49 0228 3294-326  
Email: [profilpass@die-bonn.de](mailto:profilpass@die-bonn.de)  
[www.profilpass.de](http://www.profilpass.de)

Photo credits: Adobe Stock, iStock,  
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There are more than 900 counselling centres throughout Germany. Find your local counselling centre and use the search function on [www.profilpass.de](http://www.profilpass.de) (only available for Germany).

# ProfilPASS



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[service@wbv.de](mailto:service@wbv.de), [www.wbv-publikation.de](http://www.wbv-publikation.de)

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Lifelong Learning