|  |  |
| --- | --- |
| **EU Skills Profile Tool for Third Country Nationals** | |
| **Doe John** | |
| **Personal information** | |
| **General information** | |
| **q1** | a1 |
| **Family name** | Doe |
| **q2** | a2 |
| **First name** | John  John  John |
| **q3** | a3 |
| **Gender** | Male |
| **q4** | a4 |
| **Date of birth** | 20/8/1987 |
| **q5** | a5 |
| **Country of birth** | Belgium |
| **q6** | a6 |
| **Country of nationality** | Belgium  Belgium  Belgium |
| **q7** | a7 |
| **Marital status** | Other |
| **Other marital statuses** | titi  tata  toto |
| **q8** | a8 |
| **q13** | a13 |
| **Personal identification document** | |
| **Type of identity document** | Passport |
| **q9** | a9 |
| **Document number** | 12346789 |
| **q10** | a10 |
| **Country of issue** | Belgium |
| **q11** | a11 |
| **Valid until** | 15/4/2018 |
| **q12** | a12 |
| **Personal identification document** | |
| **Type of identity document** | Other |
| **Type** | other |
| **q9** | a9. |
| **Document number** | 132456 |
| **q10** | a10. |
| **Country of issue** | Belgium |
| **q11** | a11. |
| **Valid until** | 1/2/2050 |
| **q12** | a12. |
| **Contact information** | |
| **q14** | a14 |
| **Address** | Rue Franklin Rossevelt 15/4 |
| **q15** | a15 |
| **Postal Code** | 6840 |
| **q16** | a16 |
| **Country** | Belgium |
| **q17** | a17 |
| **Telephone Number** | 352621141453  0477941917 |
| **q18** | a18 |
| **Email address** | John.Doe@gmail.com  John.Doe@arhs-spikeseed.com |
| **q19** | a19 |
| **q20** | a20 |
| **Migration information** | |
| **q21** | a21 |
| **When did you arrive?** | 20/8/1987 |
| **q22** | a22 |
| **Which was the last country you entered before arriving in Europe?** | Christmas Island |
| **q23** | a23 |
| **What is your residency status?** | In transit |
| **q24** | a24 |
| **Work permit status** | Granted |
| **q25** | a25 |
| **Are you travelling with dependants?** | Yes |
| **q26** | a26 |
| **Minor(s) aged 15 or under** | 1 |
| **q27** | a27 |
| **Minor(s) aged 16 to 18** | 2 |
| **q28** | a28 |
| **Adult(s)** | 3 |
| **q29** | a29 |
| **Elderly person(s)** | 4 |
| **q30** | a30 |
| **Sick/disabled person(s)** | 5 |
| **q31** | a31 |
| **q32** | a32 |
| **Expectations** | |
|  | |
| **q47** | a47 |
| **Expectation 1** | |
| **What would you like to do next?** | Improve language skills |
| **q33** | a33 |
| **Improve language skills** | Afrikaans  Avestan  Abkhazian |
| **q34** | a34 |
| **Expectation 2** | |
| **What would you like to do next?** | Follow integration course |
| **q35** | a35 |
| **Expectation 3** | |
| **What would you like to do next?** | Undertake education and / or training |
| **q36** | a36 |
| **Time commitment** | Part time |
| **q37** | a37 |
| **Type(s) of education** | Literacy course |
| **q38** | a38 |
| **Field(s) of study** | Literacy and numeracy  Literacy and numeracy  Literacy and numeracy |
| **Other field of study** | Other field of study  other 2 |
| **q40** | a40 |
| **Expectation 4** | |
| **What would you like to do next?** | Find work |
| **q41** | a41 |
| **Find work** | Employment |
| **q42** | a42 |
| **Time commitment** | Full time |
| **q43** | a43 |
| **Please indicate the best fitting field of activity** | MINING AND QUARRYING  ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY  MANUFACTURING |
| **q44** | a44 |
| **Please indicate the best fitting occupation** | 3D modeller  Freinet school teacher  3D animator |
| **q45** | a45 |
| **Expectation 5** | |
| **What would you like to do next?** | Other |
| **Other** | Other expectation. |
| **q46** | a46 |
| **Expectation 6** | |
| **What would you like to do next?** | Improve language skills |
| **q33** | a33. |
| **Improve language skills** | Afrikaans |
| **q34** | a34. |
| **Expectation 7** | |
| **What would you like to do next?** | Follow integration course |
| **q35** | a35. |
| **Expectation 8** | |
| **What would you like to do next?** | Undertake education and / or training |
| **q36** | a36. |
| **Time commitment** | Full time |
| **q37** | a37. |
| **Type(s) of education** | Other |
| **q38** | a38. |
| **Other** | other educ |
| **q39** | a39. |
| **Field(s) of study** | Education |
| **q40** | a40. |
| **Expectation 9** | |
| **What would you like to do next?** | Find work |
| **q41** | a41. |
| **Find work** | Employment |
| **q42** | a42. |
| **Time commitment** | Part time |
| **q43** | a43. |
| **Please indicate the best fitting field of activity** | ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY |
| **q44** | a44. |
| **Please indicate the best fitting occupation** | 3D printing technician |
| **q45** | a45. |
| **Expectation 10** | |
| **What would you like to do next?** | Other |
| **Other** | otheeeer |
| **q46** | a46. |
| **Skills identification** | |
| **Language** | |
| **q48** | a48 |
| **What is/are your mother tongue(s)?** | French  English |
| **q49** | a49 |
| **Can you communicate in a language of the host country?** | Yes |
| **Language** | Afar |
| **Speaking** | Sufficient |
| **Listening** | Good |
| **Reading** | Excellent |
| **Writing** | Sufficient |
| **Do you speak other languages?** | Avestan |
| **Speaking** | Basic |
| **Listening** | Sufficient |
| **Reading** | Good |
| **Writing** | Excellent |
| **q52** | a52 |
| **Education and Training** | |
| **q53** | a53 |
| **Have you attended any kind of education and/or training, including primary education and informal training?** | Yes |
| **When were you last in education and/or training?** | 2014 |
| **q54** | a54 |
| **How long in total did you attend education and/or training?** | 1 Week(s)  2 Month(s)  3 Year(s) |
| **q55** | a55 |
| **What was your highest level of education and/or training?** | Higher Education / Training |
| **q56** | a56 |
| **Please indicate your field(s) of study and for how long.** | Literacy and numeracy  Basic programmes and qualifications |
| **Other field of study** | Other field of study  other 2 |
| **Please indicate your field(s) of study and for how long.** | 1 Week(s)  4 Month(s)  5 Year(s) |
| **q57** | a57 |
| **Please indicate the type(s) of education and/ or training you attended.** | School based learning  Work-based learning  Apprenticeship  Internship |
| **q58** | a58 |
| **Do you have some prior learning recognised?** | Yes |
| **q59** | a59 |
| **Did you acquire any certificate or diploma on paper or digitally?** | Yes |
| **q60** | a60 |
| **q66** | a66 |
| **Certificate / Diploma** | |
| **q61** | a61 |
| **Please indicate the title** | certificat |
| **q62** | a62 |
| **Please indicate the name of the school/institution** | school |
| **q63** | a63 |
| **Please indicate the country of issue** | Belgium |
| **q64** | a64 |
| **Please indicate the year of issue** | 1999 |
| **q65** | a65 |
| **Certificate / Diploma** | |
| **q61** | a61. |
| **Please indicate the title** | certificate 2 |
| **q62** | a62. |
| **Please indicate the name of the school/institution** | school 2 |
| **q63** | a63. |
| **Please indicate the country of issue** | France |
| **q64** | a64. |
| **Please indicate the year of issue** | 1998 |
| **q65** | a65. |
| **Literacy Skills** | |
| **q73** | a73 |
| **Numeracy Skills** | |
| **q74** | a74 |
| **Measuring? E.g. length, distance, liquid volume, weight.** | With guidance |
| **Indicate the area in which you do this?** | In daily life  In school / University |
| **q75** | a75 |
| **Doing calculations or estimates using addition, subtraction, multiplication and division of whole numbers?** | Beginner |
| **Indicate how you can do this?** | With calculator |
| **Indicate the area in which you do this?** | In daily life  In school / University |
| **q76** | a76 |
| **Doing calculations or estimates using addition, subtraction, multiplication and division of fractions or decimals?** | Intermediate |
| **Indicate how you can do this?** | Without calculator |
| **Indicate the area in which you do this?** | Professionally |
| **q77** | a77 |
| **Doing calculations or estimates using percentages?** | Expert |
| **Indicate the area in which you do this?** | In school / University |
| **q78** | a78 |
| **Doing basic geometry?** | With guidance |
| **Indicate the area in which you do this?** | In daily life |
| **q79** | a79 |
| **Reading and creating simple visual ways to display numerical information, such as the below?** | Intermediate |
| **q80** | a80 |
| **Dealing with more complex arithmetic, geometry and graphs?** | Beginner |
| **Indicate how you can do this?** | With calculator |
| **Indicate the area in which you do this?** | In daily life |
| **q81** | a81 |
| **Are you familiar with the metric system?** | Expert |
| **q82** | a82 |
| **q83** | a83 |
| **Digital skills** | |
| **q84** | a84 |
| **Using a smartphone or tablet** | With guidance |
| **q85** | a85 |
| **Using a laptop** | Beginner |
| **q86** | a86 |
| **Managing files and folders on a computer** | Intermediate |
| **q87** | a87 |
| **Creating, editing, formatting and printing text documents** | Beginner |
| **q88** | a88 |
| **Creating, editing, formatting and printing spreadsheets** | With guidance |
| **q89** | a89 |
| **Creating, editing and formatting presentations** | Expert |
| **q90** | a90 |
| **Sending / receiving / printing E-mails** | Expert |
| **q91** | a91 |
| **Finding and managing information on the internet** | Beginner |
| **q92** | a92 |
| **Making Internet calls/video calls** | Beginner |
| **q93** | a93 |
| **Purchasing goods and services online** | Beginner |
| **q94** | a94 |
| **Learning/studying online** | Beginner |
| **q95** | a95 |
| **Producing graphic designs** | Intermediate |
| **q96** | a96 |
| **Other digital skills** | Other digital skills 1  Other digital skills 2 |
| **q97** | a97 |
| **q98** | a98 |
| **Professional skills** | |
| **q99** | a99 |
| **Do you have any professional/work experience?** | Yes |
| **q100** | a100 |
| **For how long?** | 1 Week(s)  2 Month(s)  5 Year(s) |
| **q101** | a101 |
| **When were you last in professional/work experience?** | 1987 |
| **q102** | a102 |
| **q112** | a112 |
| **Experience 1** | |
| **Please describe the nature of your professional/work experience** | Own business |
| **q103** | a103 |
| **How long did this experience last?** | 1 Week(s)  2 Month(s)  2 Year(s) |
| **q104** | a104 |
| **In which country/countries was this experience?** | Åland Islands |
| **q105** | a105 |
| **Which language(s) did you mainly use?** | Abkhazian  Akan |
| **q106** | a106 |
| **Please indicate the occupation from the list that best fits the type of work you carried out.** | 3D printing technician |
| **q107** | a107 |
| **Which skills did you need to do your job well?** | 3D lighting  3D printing process  3D texturing |
| **q108** | a108 |
| **What was the size of the organisation? (Number of people working in the organisation)** | 200+ |
| **q109** | a109 |
| **What was the size of your workplace? (number of people working at your workplace)** | 51-100 |
| **q110** | a110 |
| **Do you have any proof of this professional/work experience with you?** | Yes |
| **q111** | a111 |
| **Experience 2** | |
| **Please describe the nature of your professional/work experience** | Self-employed |
| **q103** | a103. |
| **How long did this experience last?** | 1 Week(s)  1 Month(s) |
| **q104** | a104. |
| **In which country/countries was this experience?** | American Samoa |
| **q105** | a105. |
| **Which language(s) did you mainly use?** | Afrikaans  Tibetan |
| **q106** | a106. |
| **Please indicate the occupation from the list that best fits the type of work you carried out.** | ICT accessibility tester |
| **q107** | a107 |
| **Which skills did you need to do your job well?** | 3D lighting  3D texturing  ABAP |
| **q108** | a108. |
| **What was the size of the organisation? (Number of people working in the organisation)** | 11-50 |
| **q109** | a109. |
| **What was the size of your workplace? (number of people working at your workplace)** | 200+ |
| **q110** | a110. |
| **Do you have any proof of this professional/work experience with you?** | Yes |
| **q111** | a111. |
| **Skills acquired outside the workplace** | |
| **q113** | a113 |
| **Caring for children?** | With guidance |
| **Generally how many at the same time?** | 3 |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q114** | a114 |
| **Caring for elderly people?** | Beginner |
| **Generally how many at the same time?** | 3 |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q115** | a115 |
| **Caring for sick or disabled people?** | Intermediate |
| **Generally how many at the same time?** | 3 |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q116** | a116 |
| **Making / mending clothing?** | Expert |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q117** | a117 |
| **Preparing meals?** | With guidance |
| **Generally for how many people?** | 0-5 |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q118** | a118 |
| **Cultivating crops?** | Beginner |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q119** | a119 |
| **Taking care of livestock?** | Intermediate |
| **Generally how many at the same time?** | 3 |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q120** | a120 |
| **Making pottery?** | Expert |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q121** | a121 |
| **Selling or trading products?** | With guidance |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q122** | a122 |
| **Making furniture?** | Beginner |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q123** | a123 |
| **House construction?** | Intermediate |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q124** | a124 |
| **Coaching/teaching?** | Expert |
| **How often?** | Rarely |
| **For how long?** | 2 Month(s)  1 Year(s) |
| **q125** | a125 |
| **q126** | a126 |
| **Other basic and transversal skills** | |
| **q127** | a127 |
| **Work independently** | With guidance |
| **q128** | a128 |
| **Make decisions independently** | Beginner |
| **q129** | a129 |
| **Work in a structured way** | Intermediate |
| **q130** | a130 |
| **Solve problems** | Expert |
| **q131** | a131 |
| **Work with others / collaborate / network** | With guidance |
| **q132** | a132 |
| **Work with people of different cultures / backgrounds** | Beginner |
| **q133** | a133 |
| **Work with customers / clients** | Intermediate |
| **q134** | a134 |
| **Work as a leader / manager / supervisor** | Expert |
| **q135** | a135 |
| **Manage projects** | With guidance |
| **q136** | a136 |
| **Work in stressful conditions / under time pressure** | Beginner |
| **q137** | a137 |
| **Develop new ideas and turn them into action** | Intermediate |
| **q138** | a138 |
| **Inspire and enthuse others** | Expert |
| **q139** | a139 |
| **Take responsability for my own learning / development** | With guidance |
| **q140** | a140 |
| **q141** | a141 |
| **Driving Skills** | |
| **q142** | a142 |
| **Horse and cart** | Yes |
| **q143** | a143 |
| **Two-wheeled vehicles** | Yes |
| **q144** | a144 |
| **Car with manual transmission** | Yes |
| **q145** | a145 |
| **Car with automatic transmission** | Yes |
| **q146** | a146 |
| **Heavy trucks** | Yes |
| **q147** | a147 |
| **Bus** | Yes |
| **q148** | a148 |
| **Tram** | Yes |
| **q149** | a149 |
| **Train** | Yes |
| **q150** | a150 |
| **Agricultural machinery** | Yes |
| **q151** | a151 |
| **Vessels (e.g. boat)** | Yes |
| **q152** | a152 |
| **Fork-lift truck** | Yes |
| **q153** | a153 |
| **Diggers, cranes and other construction machinery** | Yes |
| **q154** | a154 |
| **Aircraft** | Yes |
| **q155** | a155 |
| **Other** | boat |
| **q156** | a156 |
| **q157** | a157 |
| **Overall appraisal and recommended next steps** | |
| **Strengths** | |
| **q158** | a158 |
| **General comments or conclusions on particular strengths of the individual** | Strenghs |
| **159** | a159 |
| **q160** | a160 |
| **Recognition** | |
| **q161** | a161 |
| **Recommendation of which formal qualifications could be recognised** | Recommandation recognition |
| **q162** | a162 |
| **Referral to organisations for recognition of formal qualifications** | Referral recognition |
| **q163** | a163 |
| **q164** | a164 |
| **Validation** | |
| **q165** | a165 |
| **Recommendation of what non-formal and informal learning could be validated** | Recommandation validation |
| **q166** | a166 |
| **Referral to organisations for validation of non-formal and informal learning** | Referral validation |
| **q167** | a167 |
| **q168** | a168 |
| **Training** | |
| **q169** | a169 |
| **Advice on priorities for further education or training e.g.** | Advice training |
| **q170** | a170 |
| **Referral to education and training organisations** | Referral training |
| **q171** | a171 |
| **q172** | a172 |
| **Work** | |
| **q173** | a173 |
| **Advice on finding employment / starting up a business** | Advice work |
| **q174** | a174 |
| **q175** | a175 |
| **Guidance** | |
| **q176** | a176 |
| **Referral to other organisations, e.g. for further guidance, online tools and support.** | Referal guidance |
| **q177** | a177 |
| **q178** | a178 |
| **Organisation** | |
| **Date of Issuance** | 5/3/2017 |
| **q180** | a180 |
| **Place of issuance** | Belgique |
| **q181** | a181 |
| **Type of organisation** | NGO |
| **q182** | a182 |
| **Please enter the name of the issuing organisation.** | COmmune |
| **q183** | a183 |
| **Responsible officer** | Officer |
| **q184** | a184 |
| **Address** | Rue de la comune |
| **q185** | a185 |
| **Country** | Belgium |
| **q186** | a186 |
| **Telephone Number** | 042633827  0123456789 |
| **q187** | a187 |
| **Email address** | commune@alleur.com |
| **q188** | a188 |
| **Organisation** | |
| **Date of Issuance** | 1/1/2019 |
| **q180** | a180. |
| **Place of issuance** | Somewhere |
| **q181** | a181. |
| **Type of organisation** | PES |
| **q182** | a182. |
| **Please enter the name of the issuing organisation.** | The name of the issuing organisation |
| **q183** | a183. |
| **Responsible officer** | Officer |
| **q184** | a184. |
| **Address** | address |
| **q185** | a185. |
| **Country** | France |
| **q186** | a186. |
| **Telephone Number** | 0123456789 |
| **q187** | a187. |
| **Email address** | test@test.com |
| **q188** | a188. |