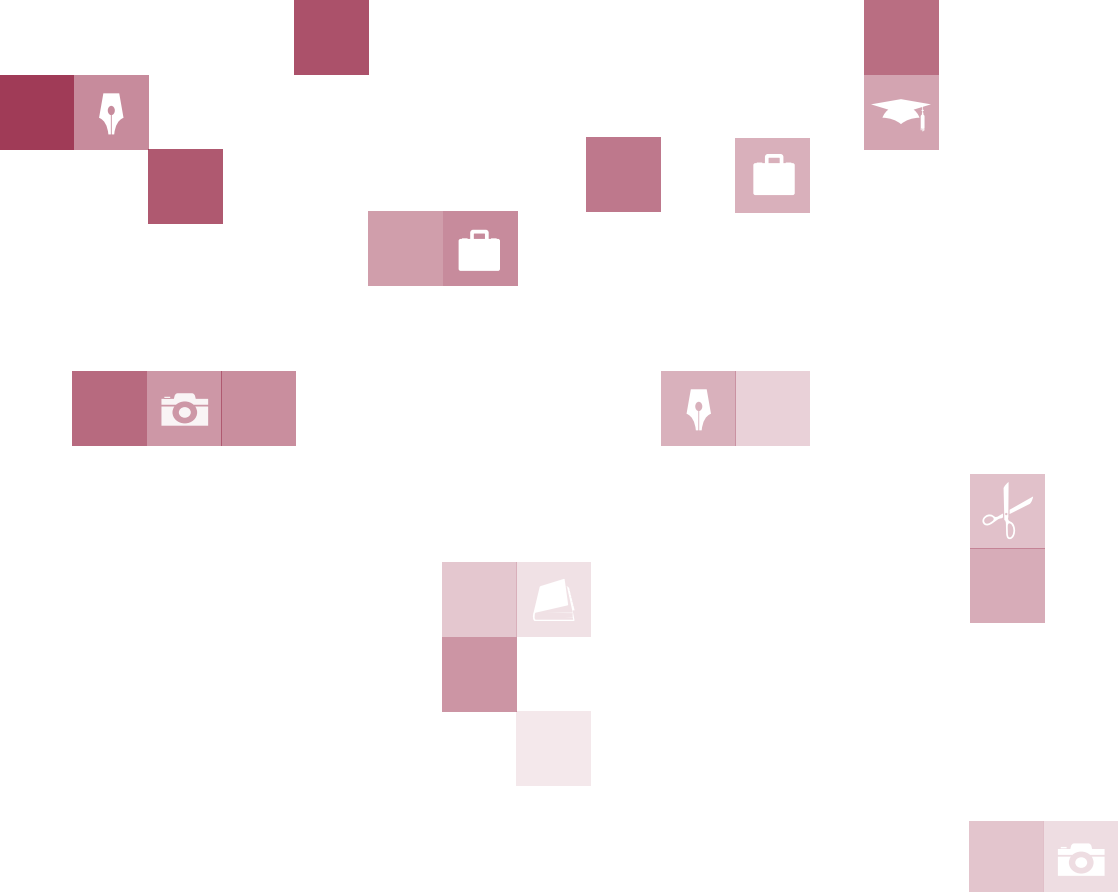




EU Skills Profile Tool for Third Country Nationals



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2nd edition

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EU Skills Profile Tool for Third Country Nationals

What is the EU Skills Profile Tool for Third Country Nationals?

The EU Skills Profile Tool is a multilingual online editor that makes it possible for third country nationals to present their skills, qualifications, and experiences in a way that is understood across the European Union. It helps organisations offering services to third country nationals to identify specific needs, such as language tuition, employment advice or further training and ultimately simplifies the process of matching jobseekers to vacancies.

A Skills Profile can be completed online or offline and can be accessed from most devices, including desktops, mobiles and tablets.



Who can use the EU Skills Profile Tool for Third Country Nationals?

The EU Skills Profile Tool can be used by national authorities and other services in (early) contact situations with third country nationals (asylum applicants, refugees, beneficiaries of international protection and other categories of migrants). Advisers or staff within these organisations should complete the form with input from the individual.

“

We need everyone to be able to fully use their skills and where needed, get support to find a good job and further develop their skills. This is as true for third country nationals coming to Europe to build a new life as it is for EU citizens. This is a social and an economic imperative: everyone benefits when we improve the integration of migrants and refugees into society.

The European ‘Skills Profile Tool’ helps smoothen this integration. It allows national administrations and agencies supporting migrants get a clear understanding of their skills, qualifications and experience in order to guide them towards training, education or help them into employment. I hope that it will help many people on their pathway to integration, to making their skills more visible and to strengthening their ability to put those skills to good use in their new home Europe.

”



Nicolas Schmit
Commissioner for Jobs and
Social Rights

Why do we need an EU Skills Profile Tool for Third Country Nationals?

Giving visibility to the valuable skills and experiences of third country nationals is crucial for their integration, offering them the best opportunity to participate fully in society and the world of work.

But often people fleeing from their country do not come with their diplomas in hand, so it's important that their skills can be presented in a way that can help them to get recognition for what they have done before.

How does the EU Skills Profile Tool for Third Country Nationals work?

The EU Skills Profile Tool is made up of questions that will create an overall picture of an individual's skills, work and education experiences.

The tool allows users to systematically identify and document the range of skills an individual may have acquired in different settings – including formal education, informal training, work experience and beyond.

The tool is multilingual to ensure individuals can accurately understand, identify and communicate their skills. It will be available in all official EU languages, Arabic, Farsi, Pashto, Sorani, Somali and Tigrinya, and can display any two of these at one time on screen.



What are the main sections of the EU Skills Profile Tool?

The main sections of the EU Skills Profile Tool are:



Personal Information

covering personal details, contact information and migration information.



Expectations

including immediate goals, such as language learning, integration courses or finding a job or self-employment.



Skills identification

encompassing a summary of language skills, education and training, literacy, numeracy, digital and professional skills, skills acquired outside the workplace, other skills such as team working or problem solving skills and driving license information.



Overall appraisal and recommended next steps

includes the advisor's comments following the skills identification exercise, e.g. (self) employment advice, priorities for further education and training, referrals to other services, relevant to the expectations expressed.

The third country national will receive a digital and hard copy summary of their Skills Profile. And if they give their consent it can be forwarded to agencies which can provide support to help with the next steps identified, such as public employment services or training bodies.



How can the EU Skills Profile Tool help organisations offering services to third country nationals?

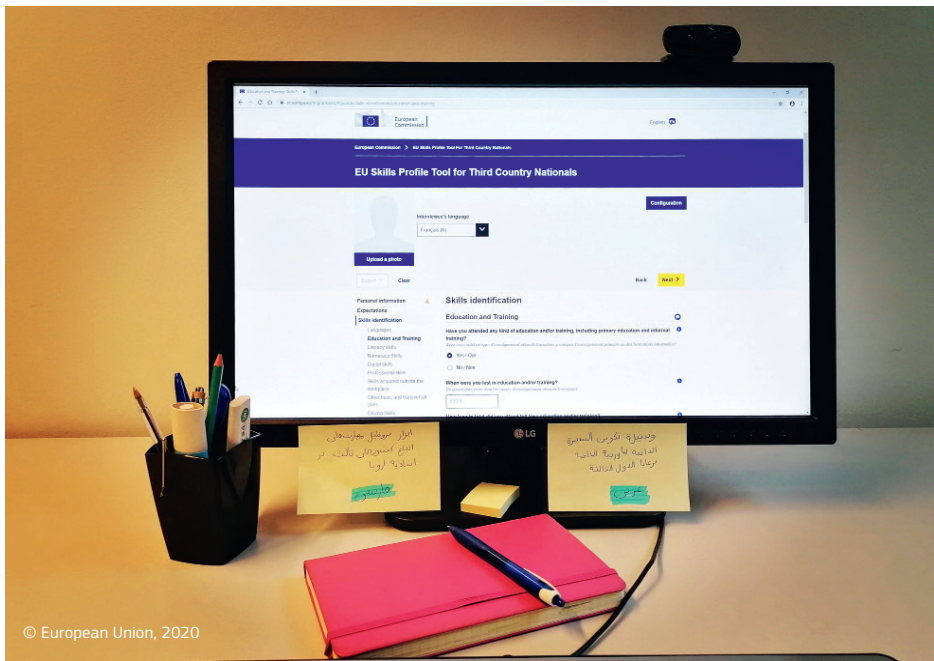


- The EU Skills Profile Tool makes it easier and quicker to understand and present individuals' skills and their skills needs.
- The information collected through the EU Skills Profile Tool can be used to identify what skills assessment or validation is needed, what additional skills are needed, and what qualifications could be formally recognised. Furthermore, it can support better guidance, e.g. towards a job or self-employment. Advisers complement the collected information with targeted referrals for the next steps like web-links, contact information of relevant organisations and services.
- The tool captures information in a consistent way, using standardised terminology used across the European Union.
- There is an option to attach files such as certificates and diplomas to the Skills Profile.
- Skills Profiles can be saved in many formats which, with clearly expressed consent by the individual/owner of the information, may be shared between support services.



How can the EU Skills Profile Tool help third country nationals?

- Completing a Skills Profile makes it possible for individuals to discuss and explain their skills and identify relevant validation, training or job opportunities.
- Third country nationals can show their Skills Profiles to potential training organisations, employers and other organisations. The multilingual nature of the document makes it easier to be understood across borders.
- Alternatively third country nationals may request reception centres or agencies to send on their Skills Profiles to relevant organisations on their behalf. This provides a supportive structure all along their pathway to integration in the labour market.
- Skills Profile data can be imported into other tools such as CV templates.
- The tool is completely flexible – individuals can enter as much or as little information as they wish, and may complete the form all in one go or in stages.



What happens to the information stored in the EU Skills Profile Tool?

A range of personal information can be included in the EU Skills Profile Tool – however, as the vast majority of fields are optional, it is up to the discretion of individuals as to what data they choose to input into the tool.

The EU Skills Profile Tool is hosted and managed by the European Commission, but the Commission will only collect anonymised statistical data. Completed Skills Profiles are not stored on the servers of the European Commission.

Any sharing of Skills Profiles between national authorities and other services supporting third country nationals must be done with the full consent of the third country national. All information must be managed in compliance with national and EU data protection law.

Where can I access the EU Skills Profile Tool?

The EU Skills Profile Tool has been developed by the European Commission and made available for all users free of charge.

The EU Skills Profile Tool can be accessed here: ec.europa.eu/migrantskills

Getting in touch with the EU

In person

All over the European Union there are hundreds of Europe Direct Information Centres. You can find the address of the centre nearest you at:

<http://europa.eu/contact>

On the phone or by e-mail

Europe Direct is a service that answers your questions about the European Union.

You can contact this service

- by freephone: 00 800 6 7 8 9 10 11 (certain operators may charge for these calls),
- at the following standard number: +32 22999696 or
- by electronic mail via: <http://europa.eu/contact>

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EU law and related documents

For access to legal information from the EU, including all EU law since 1951 in all the official language versions, go to EUR-Lex at: <http://eur-lex.europa.eu>

Open data from the EU

The EU Open Data Portal (<http://data.europa.eu/euodp/en/data>) provides access to datasets from the EU. Data can be downloaded and reused for free, both for commercial and non-commercial purposes.

This brochure provides an overview of the EU Skills Profile Tool; a multilingual online editor that makes it possible for third country nationals to present their skills, qualifications, and experiences in a way that is understood across the European Union. It can be used by national authorities and other services in (early) contact situations with third country nationals (asylum applicants, refugees, beneficiaries of international protection and other categories of migrants). Advisers or staff within these organisations should complete the form with input from the individual. The EU Skills Profile Tool has been developed by the European Commission and made available for all users free of charge.

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