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# ProfilPASS CONVOLUT



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## CONVOLUT TRAINING CURRICULUM

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## 1. INTRODUCTION

The Erasmus+ funded EU-Project CONVOLUT focuses on the recognition of skills, qualifications, and competences of people at the beginning of retirement by developing and using a set of tools to assess and document those competences.

The context and background of the project is the demographic change and the associated health consequences for the individual and the socio-economic challenges for society. The number of people retiring will increase most in the period up to 2035 – which is why it is very important, especially now, to make the competences and skills of these people visible and available to society through civic engagement. Participation and civic engagement of this target group will bring a huge benefit for the whole society in Europe. At the same time, older people will get back the feeling of being helpful for the society, which is one step on improving their lives.

On retirement, a feeling of uselessness can set in, as the loss of professional activity can mean a loss of status, recognition and meaning in life. Voluntary work as a form of civic engagement can serve as a prevention against social isolation and loneliness, which are associated with health risks such as sleep disorders, cardiovascular diseases, depression, and other mental illnesses.

CONVOLUT aims to provide support for reorientation and to motivate people of retirement age to take up voluntary work. CONVOLUT enables people at the beginning of retirement in this transitional phase to take the important step from employment to a fulfilling and socially relevant volunteer position. Thus, it offers a tailor-made profiling service for choosing a suitable voluntary work based on the individual competence profile.

The main objectives of this project are realized through the development of the following project results:

- adapted ProfilPASS for people at the beginning of retirement,
- CONVOLUT-Toolkit with guidelines, guidebooks, and other materials,
- a Manual for Counsellors containing essential background information.

The present Curriculum will support the training delivery and provide the information a counsellor needs to fully implement the developed results.

As the ProfilPASS is a comprehensive tool helping people to reflect on themselves, this can be a challenging process. It is very helpful that people are accompanied in this process by competent counsellors. Hence, the second central objective pursued by CONVOLUT is the support and training of the counsellors, mentors and coordinators providing volunteering activities and mentor new volunteers. Therefore, this Curriculum was set up as a basis for the training of counsellors. In addition, a Manual for Counsellors provides guidelines on how the toolkit and the ProfilPASS in Preparation for Retirement are used to their best.

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CONVOLUT is led by the Deutsches Institut für Erwachsenenbildung – Leibniz-Zentrum für Lebenslanges Lernen (DIE) [German Institute for Adult Education – Leibniz Centre for Lifelong Learning] in the role of coordinator, together with the following partner organisations:

- die Berater® from Austria,
- DAFNI KEK - Dafni Kentro Epaggelmatikis Katartisis from Greece,
- SwIdeas AB from Sweden,
- Andragoski zavod Ljudska univerza Velenje from Slovenia and
- DEFOIN – Formación para el Desarrollo y la Inserción from Spain.



Partners in CONVOLUT project, Malmö, 31<sup>st</sup> August 2022

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## 2. THE TARGET GROUPS

When developing the results the project puts in focus two groups, counsellors (including mentors & coordinators of volunteering activities) and people at the beginning of retirement.

In general, the project addresses the target group of people at the beginning of retirement. This target group is in a transitional phase that requires support for new orientation or reorientation. Retirement is associated with several challenges, such as the increasing risk of social exclusion and associated health consequences. The loss of employment can lead to a feeling of uselessness, loss of control and lack of social recognition. Therefore, the participation and social inclusion of older people in society is of growing importance, which can be achieved with appropriate promotion strategies of volunteering as a form of civic engagement of older people.

With the help of professional counsellors for competence assessment and the project results (products) developed in the context of the CONVOLUT project, these older people will reflect and learn about their competences and strengths for civic engagement and will be supported in finding a voluntary work that suits their competence profile, values, and interests. The main aim of the planned project is to give people impulses at the beginning of retirement and to initiate self-reflection regarding their competences and knowledge to inspire and activate them for volunteering as a form of civic engagement.

CONVOLUT wishes to professionalise counsellors working with this target group and support them through adequate training, counselling tools, useful guidelines, and materials. The aimed professionalisation of counsellors and educators already working with people at the beginning of retirement will maximise the positive effect on the target group. By providing them useful tools and methods as well as a training and valuable background information, the project will extend the counsellors' competences and support their work with the target group making the most out of the counselling process, or rather the competence assessment with focus on civic engagement.

After a targeted counselling with the developed ProfilPASS for this target group and the related matching with a suitable voluntary work and voluntary institution within the framework of CONVOLUT, the probability of beginning and holding a long-term voluntary position by people at the beginning of retirement is certainly higher. After determining individual competences and identifying corresponding volunteer fields of activity on site, participants interested in other cultures will have the opportunity to take part in virtual roundtables on the topic of "volunteering abroad in Europa/European Union".

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### 3. THE TRAINING

The training for counsellors will be conducted based on this Curriculum which was developed to provide guidance and to serve as a reference point for the training. Training is to take part in the second year of the duration of the project. The Curriculum includes all tools and suggests activities/methods to be used during the training. The Curriculum thus serves as a framework which offers basic information for the training but still, the suggested activities and methods are open to individual interpretations and adjustments to the counsellors in training.

Overall, 5 counsellors in each country (30 counsellors in six countries) will be trained on how to apply the new ProfilPASS and the toolkit. The training will be evaluated and – as for the testing phase – the results will inform the final revision of the project results.

The training will last between two and five days, depending on the previous experiences of the counsellors regarding work with the ProfilPASS and will be led by DEFOIN. As the training will be evaluated, DEFOIN will develop evaluation methods in English. The evaluation results will serve as a basis for revising and optimizing the reference material, the new ProfilPASS, the toolkit and the training for counsellors.

- Supporting materials: Comprehensive Report of Identification of Needs,
- CONVOLUT-Toolkit,
- ProfilPASS in Preparation for Retirement,
- CONVOLUT-Manual for Counsellors.

The Curriculum presents the basis for the training; however, it does not require unified implementation of the training itself. This can be adjusted according to the counsellors in training and their needs/requirements. Time frame, methods and area of focus are to be decided prior the training. Sessions can be combined, or even carried out as stand-alone modules. This allows flexibility and makes implementation user friendly, relevant, and adaptable.

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### 3.1 TRAINERS & TRAINEES

Concerning the counsellors, each partner should identify at least 5 counsellors (30 in total) who will be trained in the concept and applicability of the new ProfilPASS and the toolkit. Then, each partner will proceed in testing the relevant procedure with 20 end users, i.e., people at the beginning of retirement, in their country (120 in total). The participants interested in other cultures will get the opportunity to take part in virtual roundtables about volunteering abroad and hear about volunteering opportunities in the partner countries and connect and share their wishes for civic engagement.

Counsellors will be invited to participate on the planned training on the basis of the following selection criteria:

- The counsellors should have some experience in working with people at the beginning of retirement and in relevant contexts of working with the associated partners, so that the transfer into these target groups is facilitated.
- Previous experience in working with the ProfilPASS will also be an advantage.

The end users will be people at the beginning of retirement who are challenged with social exclusion and the associated health consequences in all European countries which makes their inclusion a transnationally relevant issue. All partners will be very engaged in managing communication with and between the participants and counsellors/staff members.

The major target group of people at the beginning of retirement will be reached through the following means:

- informal or formal networks of the partner institutions on local/regional/national level,
- by visiting and informing organizations that deal with voluntary commitment,
- through informing relevant stakeholders (such as employer organisation etc.) who will serve as gatekeepers for contacting and getting involved the immediate beneficiaries, i.e., people at the beginning of retirement,
- through associated partners, namely BAGSO, the German National Association of Senior Citizens' Organisations, the VHS volunteer portal and the Volunteer Agency Münster, ÖJAB, MAKAM, EURESO and REVEAL, INVEL and ZAPOSILISE, CYCLISIS and NGO ASTO, Volontärbyrån, as well as the Municipality of El Provencio (Castilla la Mancha), Manos Tendidas and CEOMA.

Due to the nature of the training it might prove difficult to find one person who has profound knowledge in all relevant topics to deliver the training. Therefore, the training could be delivered as cooperation between experts:

- experienced counsellors (counselling process),
- supported by project partners (familiar with project outputs) and
- mentors experienced in volunteering, coordination of activities, working with seniors is a plus.

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The cooperation between experts would ensure quality and required expertise. As it might prove difficult to engage them face-to-face, the training could be organized in blended form, partially online and partially as a workshop (face-to-face).

## 3.2 TRAINING MATERIALS

Training materials consist of outputs developed within the CONVOLUT project and different versions of the ProfilPASS. The ProfilPASS in Preparation for Retirement is definitely the most useful training material, followed by the CONVOLUT-Toolkit since both focus on the target users' needs and explore users' opportunities. However other versions of the ProfilPASS might prove useful as well, depending on the needs and background of individuals. All other versions are available online in all partner languages (<https://profilpass-international.eu/>).

- **COMPREHENSIVE REPORT OF IDENTIFICATION OF NEEDS**

Before starting to create the CONVOLUT-Toolkit, the partners carried out an Identification of Needs including a synopsis of examples of good practices in the CONVOLUT partner countries.

The content includes answers to the following questions:

- What do organizations working with people at the beginning of retirement need in order to assess their competences?
- What examples of good practice are already available?
- What do people at the beginning of retirement need in order to find voluntary work?
- What should be included in addition to an adopted ProfilPASS?

It also includes the recommendations for the development of the ProfilPASS which were considered when developing the ProfilPASS in Preparation for Retirement. [The Comprehensive Report of Identification of Needs](#) is available on the CONVOLUT project website.

- **THE CONVOLUT-TOOLKIT**

The [CONVOLUT-Toolkit](#) is aimed at people who are transitioning into retirement and would like to find a suitable volunteer position for themselves, as well as counsellors who support that target group in their search for a volunteer position.

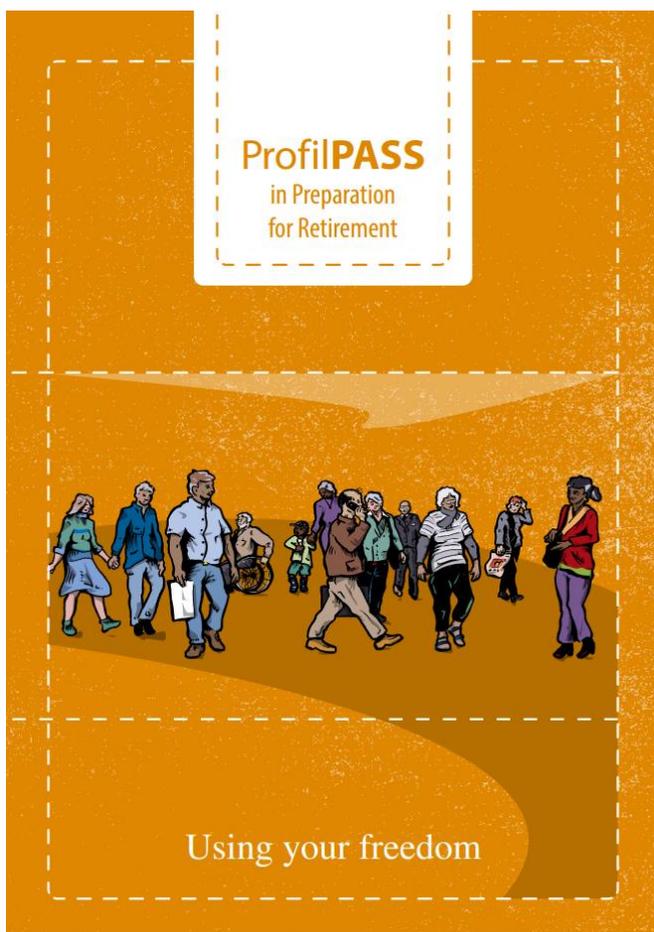
The CONVOLUT-Toolkit contains various other tools that reflectively deal with the topics of retirement, ageing and volunteering. It also presents handbooks for counsellors that can support the counselling process with the intended target group. In the following, these tools are presented in the Fact Sheets.

- **THE CONVOLUT-MANUAL**

In order to ensure that counsellors are capable of successfully working with the CONVOLUT-Toolkit and ProfilPASS, it is necessary that they are provided with guiding reference materials and that they are trained for working with the toolkit and with the target group. A Manual for Counsellors in which essential background information as well as guidelines and suggestions on how the toolkit and ProfilPASS in Preparation for Retirement can be applied best was developed. The Manual supports counsellors in their work with the toolkit and it ensures a professional and competent usage of the toolkit and the ProfilPASS in Preparation for Retirement.

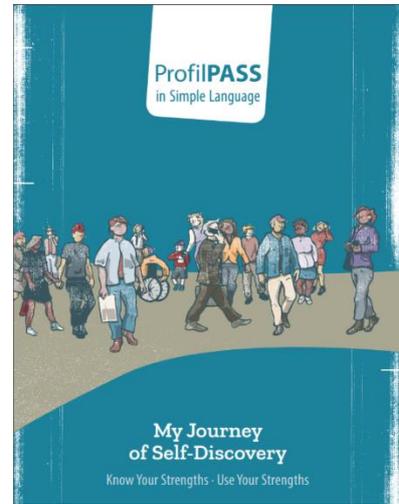
- **PROFILPASS IN PREPARATION OF RETIREMENT**

The ProfilPASS in Preparation for Retirement is adapted to the target group of people at the beginning of retirement and to their needs. It was developed with a clear orientation of the competence assessment towards taking up a voluntary activity. With the help of guided self-reflection, they will be supported in their decision-making process to find a suitable volunteer activity, which will ensure their quality of life and social integration into society.



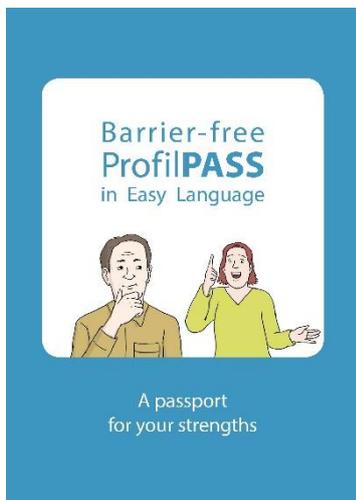
- OTHER VERSIONS OF PROFILPASS
- PROFILPASS IN SIMPLE LANGUAGE (FROM THE SCOUT-PROJECT)
- For potential volunteers with migrant background.

The ProfilPASS in Simple Language is based on the ProfilPASS – a tool for identifying and documenting skills and competences. The ProfilPASS in Simple Language specifically addresses new immigrants and supports counsellors in their work with this target group. It was specially adapted to the needs of the target group, so that content, language, and layout were modified. Using Simple Language means using simple short sentences with common words, without fillers or foreign words. In case foreign words are used, the moderators will explain them to the target group. The moderators serve as additional orientation, and they will guide the target group through the ProfilPASS. The target group is addressed directly, and text passages are shortened. Additionally, the text understanding is supported by the increased use of illustrations and pictograms. Testimonials serve as further aids, which simplify the access to the text and the transfer to the realities of life. The content of the ProfilPASS is adapted to the life situation, experiences, and professional situation of new immigrants.



- THE BARRIER-FREE PROFILPASS IN EASY LANGUAGE (FROM THE COOCOU-PROJECT)
- For people with cognitive impairment, who wish to participate in volunteering activities.

The existing ProfilPASS for Adults has been adapted with regard to the needs of the cognitively impaired people as well as the needs of people with visual impairments and blind people. The Barrier-free ProfilPASS in Easy Language can be used with people with disabilities who wish to volunteer or with people with migrant background who only understand very basic language and would like to get engaged in volunteering activities.



Easy Language is used in combination with images for Easy Language to ensure that all text elements are easy to understand, and the instructions are clear. The text is sensibly structured by sections and headings and supplemented by explanations. Tables and filling-in aids as well as very shortened text passages also provide support. It is possible to fill out the form on an electronic terminal device to avoid possible writing difficulties.

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### 3.3 IMPLEMENTATION

For successful training implementation partners need to make sure that they have everything they need. The following checklist offers support and guidance during the preparation stage:

#### **Before the training:**

- Date and location set
- Training agenda available
- Invitation to the training sent to counsellors
- Invitation published (if training made public)
- Required number of counsellors available
- Materials available in partner language
- Materials printed (if face-to-face)
- Moderator materials available such as flipchart paper & pens, moderation cards, writing materials etc (if face-to-face)
- Supporting materials ready (ppt, videos, etc)
- Freebies available (notes, pens, etc)

#### **After the training – don't forget:**

- Evaluation of the training
- Certificates for participants
- ProfilPASS in Preparation for Retirement available for testing phase
- Monitoring and support during the testing phase
- Evaluation of the testing phase



*Photo by [Jason Goodman](#) on [Unsplash](#).*

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## 4. THE CURRICULUM

The Curriculum refers to the needs and opportunities related to the target group that were identified in the first months of the project and the subsequently identified tools of the toolkit. A special session is dedicated to the ProfilPASS in Preparation for Retirement as the tool was modified and adjusted to the needs and opportunities of newly retired people willing to engage in volunteering activities and as such presents the core element of the CONVOLUT project. The Curriculum suggests activities and methods of work for counsellors to get familiar with the suggested tools and to learn what options newly retired persons have. The goal of the training is to analyse, and test identified tools in the partner countries keeping in mind specifics of the respective working environments of the counsellors and the situation of the target group.

### 4.1 THE STRUCTURE

The Curriculum consists of 4 sessions:

Session 1	• Counselling process
Session 2	• ProfilPASS in Preparation for Retirement
Session 3	• The CONVOLUT-Toolkit
Session 4	• The story of ProfilPASS

#### Learning objectives of the training:

- Learn about the project background;
- Understand the needs of the end users/target group and learn about the opportunities they are facing;
- Learn about volunteering in the partner country and where and how the newly retired can engage in volunteering activities;
- Get familiar with the developed tools (CONVOLUT-Toolkit);
- Understand how to implement toolkit in own work;
- Learn about ProfilPASS in Preparation for Retirement and how to implement it;
- Get familiar with other versions of the ProfilPASS that are available.

Each group in training can decide on the importance and relevance of the individual session and on which one they wish to focus according to their actual needs and the needs of their clients, and of course according to the knowledge and experience that counsellors already have.

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Participants will enter the training focusing on most relevant learning objectives; therefore, the Curriculum is designed in a way that allows individual implementation. The training should therefore be designed in a way that is efficient, relevant, and useful to the participants' needs – focus should be on those objectives identified as most relevant given the situation. For example, if counsellors work with different target groups, they might be interested in all ProfilPASS versions, on the opposite if they already have used previous versions but have little experience with this specific target group, they might aim to learn more on needs of the target group and volunteering situation in a country on which ProfilPASS in Preparation for Retirement is focussing on solely.

Although there is a general recommendation regarding dedicated time for each session, this can be seen as guidance as this may depend on several factors, such as the previous experience of counsellors, time availability and the actual need or interest in the single tools. The estimation of the total training duration is around 20 hours.

## 4.2 SESSION 1 – COUNSELLING PROCESS

All versions of the ProfilPASS are based on a common understanding of counselling. The following counselling process model was developed referring to the original procedure with the ProfilPASS for Adults. It serves as an orientation framework for counselling work with the ProfilPASS in Preparation for Retirement and it shows and explains the working steps that have to be completed during a counselling process with the ProfilPASS in Preparation for Retirement.

Working step in the counselling process	Aim
Preparation	→ developing a realization scenario → organizing the counselling situation
Starting Phase	→ clarifying the counselling mandate (poss. with a contract) → using the structure of the ProfilPASS in Preparation for Retirement
Assessment Phase	→ assessing the competences following the biography and experiences of the counselee → accompanying and supporting the self-exploration
Balancing Phase	→ assessing strengths → creating a competence balance
Development Phase	→ formulating development aims → working out an action plan
Evaluation Phase	→ final counselling and handing out the competence certificate
Post-Processing	→ overview of successful/problematic learning situations → consequences for further learning situations

*NOTE: This part of the Curriculum is especially important for the less experienced counsellors or those new to counselling. The steps should be discussed in a group. Experiences should be exchanged between less experienced/new counsellors and more experienced ones. This requires a mixed group which should be taken into consideration when selecting counsellors for the training.*

On a discovery  
tour of  
your skills

## Session plan:

Session title:	<b>Steps in counselling process</b>
Participants:	Less experienced counsellors; New counsellors; Mentors interested in the use of the toolkit; Mentors working with volunteers.
Objectives and Learning outcomes:	<u>Objectives:</u> To present and understand steps in counselling process, to learn how to plan and prepare a counselling process for each counselee, to discuss different counselling methods, to discuss and exchange experience.  <u>Participants:</u> Understand the complexity of the counselling process, can prepare a counselling process plan, know and understand different counselling methods, exchange their experience and learn their lessons.
Content:	<ul style="list-style-type: none"> <li>• What is counselling?</li> <li>• What are competences?</li> <li>• How to prepare a counselling plan?</li> <li>• Working steps in counselling process.</li> <li>• Counselling with ProfilPASS.</li> </ul> <p>+ See the CONVOLUT-Manual</p>
Method and Activities:	Consultation with the Manual for Counsellors; Discussion with reflection on specifics of the target group; Planning and preparing for the piloting phase using counselling steps.
Suggested materials:	Manual for Counsellors
Duration:	2-4 hours

“Freedom from”  
is “freedom for”

### 4.3 SESSION 2 – PROFILPASS IN PREPARATION FOR RETIREMENT

Session Title:	ProfilPASS in Preparation for Retirement
Participants:	Counsellors in general Mentors working with volunteers
Objectives and Learning outcomes:	<p><u>Objectives:</u> To introduce the ProfilPASS in Preparation for Retirement and its usage during the counselling process, to define steps in counselling processes with regard to ProfilPASS in Preparation for Retirement, to evaluate and analyse the tool and its usability, to discuss localisation with regard to newly retired people the trained counsellors are working with (if needed), to provide project partners with feedback.</p> <p><u>Participants</u> Are familiar with the tools and are able to reflect on the usability (when and how to use the tools), know the content and structure of the ProfilPASS in Preparation for Retirement, know how to structure the counselling process with regard to the usage of the ProfilPASS in Preparation for Retirement, know, when and how to use it, when working with people in preparation for retirement.</p>
Content:	<p>Content of the ProfilPASS in Preparation for Retirement:</p> <ul style="list-style-type: none"> <li>• Retirement as a turning point</li> <li>• “Freedom from” is “freedom for”</li> <li>• Knowing potential, using opportunities, shaping future</li> <li>• “My life – an overview”</li> <li>• Interests and leisure</li> <li>• Family and household</li> <li>• Friends and neighbourhood</li> <li>• Volunteering and voluntary commitment</li> <li>• Work and further education</li> <li>• Training and studies</li> <li>• School, childhood and youth</li> <li>• Result</li> <li>• Next steps and outlook</li> <li>• The testimonials</li> <li>• Links and addresses</li> <li>• Information on the CONVOLUT project</li> </ul>
Method and Activities:	<p>Counselling with the Manual for Counsellors; Testing of ProfilPASS in Preparation for Retirement; Discussion on usability in counsellors’ work field; Analysis of suitability with reflection on specific target group to define implementation strategies for the ProfilPASS; Discussion on translations and adaptations/modifications.</p>

Suggested materials:	ProfilPASS in Preparation for Retirement Manual for Counsellors
Duration:	6 hours

#### 4.4 SESSION 3 – THE CONVOLUT-TOOLKIT

Session Title:	The CONVOLUT-Toolkit
Participants:	Counsellors in general
Objectives and Learning outcomes:	<p><b>Objectives:</b> To introduce tools for competence assessment, to review and test the tools, to consider translations/adaptations/modifications.</p> <p><b>Participants:</b> Know the tools available in the partner country, know the usability of individual tools, know the needs for adaptation/translation.</p>
Content:	<p>The toolkit, which consist of:</p> <ul style="list-style-type: none"> <li>• The structure of CONVOLUT-Toolkit</li> <li>• The 'Fact Sheets' <ol style="list-style-type: none"> <li>1. The ProfilPASS in Preparation for Retirement</li> <li>2. Reflective guides on ageing &amp; transition to (active) retirement</li> <li>3. Tools on volunteering</li> <li>4. Handbooks for counsellors</li> <li>5. Other tools</li> </ol> </li> </ul>
Method and Activities:	<p>Fact Sheets review and online tool check; Discussion on usability and accessibility; Analysis of suitability with reflection on specific target group; Defining implementation strategies for the tools; Discussion on potential translations and adaptations/modifications.</p>
Suggested materials:	The CONVOLUT-Toolkit
Duration:	8 hours (blended learning suggested)



### The CONVOLUT-Toolkit

The CONVOLUT toolkit is aimed at people who are transitioning into retirement and would like to find a suitable volunteer position for themselves, as well as counsellors who support that target group in their search for a volunteer position.

The ProfilPASS in Preparation for Retirement is the core of this toolkit. For this purpose, the already existing ProfilPASS for Adults, which aims to identify and document formally and informally acquired competences of a person, was adapted with regard to the target group described above.

In addition to the specific tool "ProfilPASS in Preparation for Retirement", the CONVOLUT toolkit contains various other tools that reflectively deal with the topics of retirement, ageing and volunteering. It also presents manuals for counsellors that can support the counselling process with intended target group. In the following, these tools are presented in the fact sheets.

#### Contents

- The structure of the CONVOLUT toolkit (pages 3-7)
- The 'Fact Sheets' (pages 8-44)
- 1. The ProfilPASS in Preparation for Retirement (pages 10-11)
- 2. Reflective guides on ageing & transition to (active) retirement (pages 19-35)
- 3. Tools on volunteering (pages 19-35)
- 4. Manuals for counsellors (pages 36-40)
- 5. Other tools (pages 41-44)



### EPALE Resource Kit: Inclusion of the ageing population and intergenerational learning

European Commission

**What is it about? (Objective of the tool)**  
Different contributions and resources which can be used to develop educational offers are presented. The goal is to support the integration of elderly people and to offer them the opportunity to participate in social life and to shape their own ageing in a self-determined way.

**Who is the tool intended for? (Target group and possible applications)**  
The Resource Kit is aimed at organisations, practitioners and learning facilitators working with people in their later years of adulthood.

**The tool at one glance**  
The tool is divided into contributions on blogs, which present e.g. concrete projects, and resources, where methods and materials for working with senior citizens are listed. The resource kit aims to answer the following questions:  
How are the educational needs of the older generation changing? What should be taken into account in educational offers for older participants? What challenges does the Covid crisis create for training providers concerning the conception and implementation of courses? What skills are important for active ageing? How can older people be supported in developing digital media skills? How can we counteract the stigmatisation of older people and promote a positive culture of ageing? How can social participation be shaped through intergenerational initiatives? How can people become aware of the topic of old-age provision from young adulthood?

To access the document, a free registration on the EPALÉ site is required.

**Click here for the tool**  
[https://epale.ec.europa.eu/system/files/2021-04/Bressourcen%20KIT\\_Link%20der%20alternden%20Bevo%CC%88ikerun%20.pdf](https://epale.ec.europa.eu/system/files/2021-04/Bressourcen%20KIT_Link%20der%20alternden%20Bevo%CC%88ikerun%20.pdf)

**Languages available**  
German

**Further information**  
<https://epale.ec.europa.eu/de/blog/epale-deutschland-ressourcen-kits#:~:text=The%20EPAL%C3%A9%20Resource%20Kit%20n%20the%20topic%20inclu%20sion%20of%20the%20ageing%20Bevo%CC%88ikerun%20Concept%20and%20Des%20of%20Educational%20Programmes.>



## 4.5 SESSION 4 – THE STORY OF PROFILPASS

The ProfilPASS is a tool that assists people in finding out what their strengths and competences are. With the help of a counsellor, they discover their hidden competences and set their goals. In different EU funded projects, the tool was adapted to the participating partner countries' needs and on different target groups.

The current ProfilPASS portfolio includes:

- ProfilPASS for Adults
- ProfilPASS for young people
- ProfilPASS in Simple Language
- Barrier-free ProfilPASS in Easy Language
- ProfilPASS – kickstart your career!
- ProfilPASS for Start-Ups
- ProfilPASS in Preparation for Retirement

The aim of this session is to present all versions, discuss potential usability with the target group and to share previous experience, especially with those counsellors who already used different versions.



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## **Session plan:**

Session Title:	The story of ProfilPASS
Participants:	This session is especially useful for those who are not familiar with the ProfilPASS and have not participated in trainings that were carried out within previous EU projects (KISS, SCOUT, CORE, COOCO, DISCOVER).
Objectives and Learning outcomes:	<p><u>Objectives:</u> Familiarize participants with the background of the ProfilPASS portfolio, introduce previously developed ProfilPASS versions (if available), discuss usability of ProfilPASS with regard to newly retired people, learn about experience and lessons learned.</p> <p><u>Participants:</u> Are aware of different ProfilPASS versions, know the differences and adaptations, understand the specifics of the ProfilPASS in Preparation for Retirement.</p>
Content:	<ul style="list-style-type: none"><li>• ProfilPASS for Adults – purpose and aim,</li><li>• Need for adaptations with regards to target users' needs</li><li>• Case studies and examples from previous projects</li><li>• ProfilPASS in Preparation for Retirement – needs for adaptation</li></ul>
Method and Activities:	Presentation of the previous projects – PowerPoint presentation and website; Working with group – testing all ProfilPASS versions available; Discussion – usability of different tool with specific target group.
Suggested materials:	The different versions of the ProfilPASS Project website
Duration:	4 hours

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