

The CONVOLUT-Toolkit Manual for Counsellors

CONsider your skills for VOLUnTeering

Profil**PASS**
CONVOLUT



Co-funded by
the European Union



CONVOLUT follows on from the EU projects CORE, COOCOU, SCOUT, DISCOVER and KISS, which have been successfully implemented to date, with the aim of adapting the ProfilPASS as a competence assessment tool for people at the beginning of retirement. This target group is in transition from employment to retirement, requiring support during this important transition phase. CONVOLUT aims to inspire people at the beginning of retirement to engage in fulfilling and socially relevant volunteer work by giving them impulses and motivating them to self-reflect on their skills and knowledge for volunteer work. The project is coordinated by the DIE and is aimed at people at the beginning of retirement and at counsellors in the participating countries (Germany, Greece, Austria, Sweden, Slovenia, and Spain) who work with the target group and promote their potential for volunteering.

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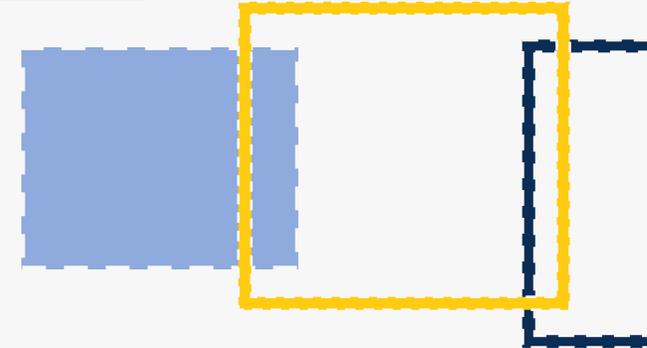


The CONVOLUT-Toolkit Manual for Counsellors

The Manual for Counsellors is reference material which provides essential information and support on how to work with the CONVOLUT-Toolkit and the ProfilPASS in Preparation for Retirement.

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1. Introduction

The transition from employment to retirement is an important transitional phase for those affected. Retirement means that the gainful employment that structures everyday life no longer exists, so that a feeling of uselessness and underachievement can set in. This can be perceived as a loss of recognition and meaning in life. Modern living conditions, the rapid change in the facts of everyday life, economic crisis, health crisis, and the widespread use of new technologies make older people increasingly feel out of context and unable to harmonize with the modern world. The effects on their psyche, socialization, and wider health increase. To counteract the possible isolation that can set in after retirement, it is important to find alternative fields of activity in which people can continue to take on responsibility and tasks and pass on their knowledge and experience to future generations. Therefore, CONVOLUT pursues the goal of supporting people at the beginning of their retirement in choosing the volunteer work that fits their competences.

This handbook is the complimentary Manual to the rest of the results produced during the CONVOLUT project with the main goal to promote the social inclusion and civic engagement of people at the beginning of retirement, as well as assisting in their empowerment and lifelong learning. In essence, it is a guide to navigating the contents of the CONVOLUT-Toolkit and the ProfilPASS in Preparation for Retirement. The Manual is a reference material and gives suggestions for interested parties on how to use the Toolkit and the ProfilPASS in Preparation for Retirement.

The Manual is intended to provide an opportunity to learn about the tools and their application, which can be adapted to the specific needs of the target group. The tools should be used appropriately on a case-by-case basis and counselling approach.

About the CONVOLUT Project

CONVOLUT (CONsider your skills for VOLUnTeering) aims to motivate people at the beginning of retirement to engage in fulfilling and socially relevant volunteer work by giving them impulses and motivating them to self-reflect on their competences and knowledge for volunteer work. People at the beginning of retirement are in transition from employment to retirement and therefore the CONVOLUT project offers support in this life phase. The project is coordinated by the DIE and is aimed at counsellors in the participating countries (Germany, Greece, Austria, Sweden, Slovenia and Spain) who work with the target group and promote their potential for volunteering.

2. Background and Aims of the CONVOLUT-Toolkit

Before starting to develop the CONVOLUT-Toolkit, a comprehensive needs analysis of the initial situation, the background and the needs of the target group people at the beginning of retirement in all partner countries (Austria, Germany, Greece, Slovenia, Spain, Sweden) was undertaken through desk research, expert interviews and focus groups.

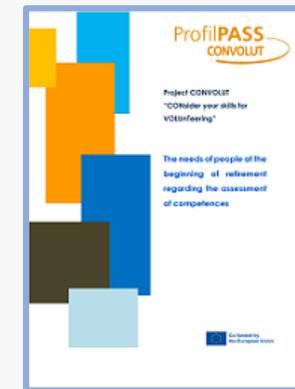
The background of the project is the demographic change and the associated health consequences for the individual and the socio-economic challenges for society. Because of the so-called baby boomers, the number of people retiring will increase most in the period up to 2035 – according to the forecast of the European Commission (European Commission 2012: 3). Therefore, CONVOLUT pursues the goal to motivate this group of people for voluntary activities and to accompany them in the transition phase to retirement.

The planned project ties in with the Decade of Healthy Ageing 2020 – 2030 declared by the WHO, in which people are to be given the opportunity of a healthy and long life through the improvement of physical, mental and cognitive health as well as participation in society and a self-determined life. By taking on voluntary activities, the increasing risk of social exclusion and the associated health consequences, e.g. sleep disorders, cardiovascular diseases, depression and other mental illnesses can be reduced (cf. Huxhold, Engstler 2019: 72).

Moreover, the project follows the concept of lifelong learning, as existing competences are enhanced, promoted, and used through engagement. The global COVID-19 pandemic highlights the importance of volunteering and sustaining social life. Volunteering can make an important contribution to maintaining social cohesion, which the CONVOLUT project aims to promote.

CONVOLUT Comprehensive Report of Identification of Needs

Recently, all six CONVOLUT partner countries (Austria, Germany, Greece, Slovenia, Spain and Sweden) carried out a national research in order to identify the needs of the target group of the project.



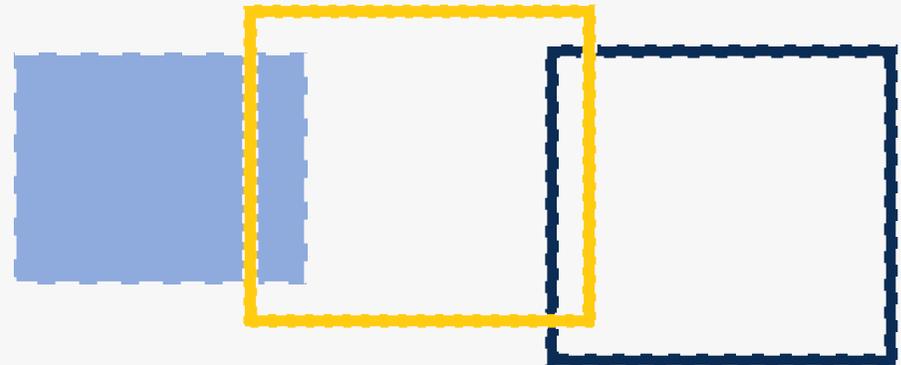
The comprehensive report represents a compilation of the partner's findings and includes good practices as well as useful recommendations for the development of the CONVOLUT-Toolkit.

2. Background and Aims of the CONVOLUT-Toolkit

Based on the aforementioned reasons, the engagement of people at the beginning of retirement with volunteering is of utmost importance as it helps them to retain their social participation and inclusion. Thus, the project aims mainly to give people impulses at the beginning of retirement, to initiate self-reflection regarding their competences and knowledge to inspire and to activate them for volunteering as a form of civic engagement.

This though may not be possible without the aid of counsellors (including mentors, educators, and coordinators of volunteering activities). With their support in the competence assessment and the project materials developed in the context of the CONVOLUT project, the people at the beginning of retirement will have the opportunity to reflect and learn about their competences and strengths for civic engagement and will be supported in finding voluntary work that suits their competence profile, values, and interests.

As such, this Manual for Counsellors provides all the necessary information and guidelines on how to use the CONVOLUT-Toolkit as well as the ProfilPASS in Preparation for Retirement.



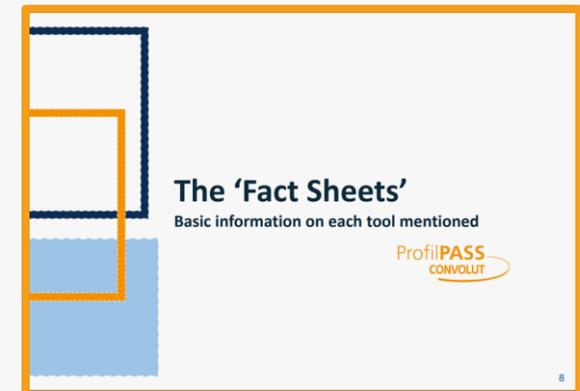
3. How to use the CONVOLUT-Toolkit



As mentioned above, the CONVOLUT-Toolkit is a collection of different tools for competence assessment, tools on volunteering, reflective guides on ageing & transition to (active) retirement and handbooks for counsellors stemming from different contexts and developed by different organisations. It is up to the **counsellors** which tool(s) or method(s) they choose for the counselling process with the target group people at the beginning of retirement. The following explanations will give counsellors some idea of the basic structure of the toolkit and on where to find which tools, guides or handbooks.

The CONVOLUT-Toolkit is divided into **five main sections**, which are presented in the form of **'Fact Sheets'** them being:

- The ProfilPASS in Preparation for Retirement,
- Reflective guides on ageing & transition into (active) retirement,
- Tools on volunteering,
- Handbooks for counsellors,
- and the complementary Lists of additional tools, guides and other useful projects and links, given in the end of the publication.



3. How to use the CONVOLUT-Toolkit

3.1. Tools for Counselling and use of the ‘Fact Sheets’

The first four sections expand into the specific tools. Of these, the three first sections offer an overview of the specific tools for use directly with the target group, whereas the fourth is only addressed to counsellors and their work. Detailed explanation of the first four categories follows on the next pages.

The section-headings serve as prior orientation points. In order to find the best suitable tool for their respective **counselling** context, the counsellors then can get an overview on each of the tools by means of a ‘Fact Sheet’. These Fact Sheets give a brief presentation of the tool by describing its practical usage and its aims, the target group and (pre)conditions needed for working with the tool and the key features of the tool. Furthermore, the Fact Sheet contains a direct web link to the tool and hints on where to find additional information. Thus, the users are enabled to easily find and get access to different tools that will support them in their work with **people at the beginning of retirement** and that suit their respective needs in the counselling process.

ProfilPASS in Preparation for Retirement
German Institute for Adult Education
Leibniz Centre for Lifelong Learning (DIE)

What is it about? (Objective of the tool)
The ProfilPASS in Preparation for Retirement is the centerpiece of the CONVOLUT-Toolkit. It supports the systematic recording and documentation of competences with the aim of creating a competence profile. The users are supposed to recognise their enormous potential. By identifying competences, personal and post-professional (further) development and (re)orientation is promoted. Through a variety of impulses and examples, the possibilities and opportunities of the new phase of life will be demonstrated to the users.

Who is the tool intended for? (Target group and possible applications)
The ProfilPASS in Preparation for Retirement is aimed at people who are transitioning into retirement. In order to develop this version of the ProfilPASS, the existing ProfilPASS portfolio was used and adjustments were made with regard to the needs of the target group. Specifically, adaptations were made to the content and layout.

The tool at one glance

- ⇒ The ProfilPASS in Preparation for Retirement aims to convey different ways of shaping this specific stage of life.
- ⇒ It wants to support people in dealing with and recognising their own competences.
- ⇒ It wants to motivate people to retire actively and to engage in voluntary work.
- ⇒ It wants to direct the view inwards to the strengths and outwards to the opportunities.
- ⇒ The ProfilPASS contains many pictures and icons.
- ⇒ The structure and preparation of the ProfilPASS are visually supported.
- ⇒ It contains quotes from testimonials that illustrate the contents, bring them to life, serve as impulses and have identification potential.
- ⇒ The content of the ProfilPASS is divided into the following chapters: “Retirement as a turning point”, “My life – an overview”, “Interests and leisure”, “Family and household”, “Friends and neighborhood”, “Voluntary work and engagement”, “Work and further education”, “Education and university” and “School, childhood and youth”, “Balance sheet”, “Next steps and prospects” and “The testimonials”.

Click here for the tool
https://convolut.profilpass-international.eu/index.php?article_id=143&clang=1

Languages available
German, English, Swedish, Greek, Spanish, Slovenian

Further information
https://convolut.profilpass-international.eu/index.php?article_id=127&clang=0

*German Institute for Adult Education
Leibniz Centre for Lifelong Learning (DIE)
Servicestelle ProfilPASS
Heinemannstrasse 12-14
53175 Bonn
GERMANY*



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You can zoom in for a closer look to what a Fact Sheet looks like

3. How to use the CONVOLUT-Toolkit

3.1. Tools for Counselling and use of the ‘Fact Sheets’

1. ProfilPASS in Preparation for Retirement

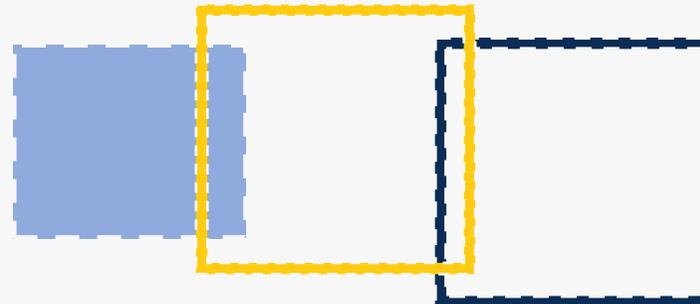
The first tool and at the same time the core of the CONVOLUT-Toolkit is the new version of the ProfilPASS, which has been adapted to the target group of people at the beginning of retirement. The national research of the CONVOLUT partner organizations revealed that no tool or instrument for competence assessment exists specifically for the target group in the partner countries. Therefore, the development of the new ProfilPASS fills this gap. The new ProfilPASS in Preparation for Retirement as well as its adaptations in comparison to the general ProfilPASS will be presented on a fact sheet after the explanation of the structure of this toolkit.

2. Reflective guides on ageing & transition to (active) retirement

Reflective guides on the topics of ageing and transition to (active) retirement are available here. The target group can first take a look back at their previous (working) lives and formulate goals for retirement, so that they can use this as a basis for deciding on a specific volunteer position in the next step. All of these guides can be used independently, but they can also be implemented in the counselling process or in group work.

3. Tools on volunteering

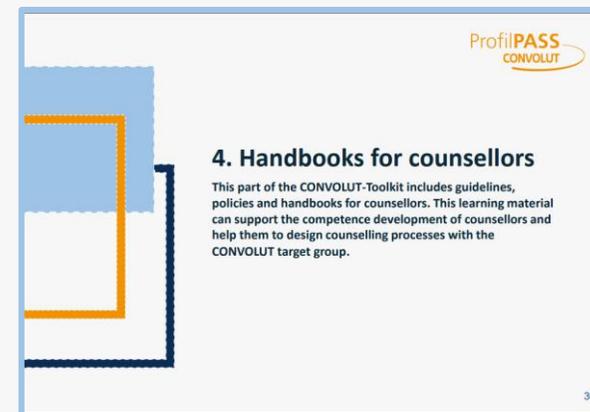
This category includes tools on the topic of volunteering – from looking for a suitable volunteer position, to guides and information on specific areas of volunteering that fit the target group, to documenting competences acquired through volunteering, and many other materials. It is divided into two categories, self-tests and guidebooks for specific fields of voluntary work.



3. How to use the CONVOLUT-Toolkit

3.2. Handbooks for counsellors

This part of the CONVOLUT-Toolkit includes guidelines and handbooks for counsellors. This learning material can support the competence development of counsellors and help them to design counselling processes with the CONVOLUT target group people at the beginning of retirement. The handbooks are presented using again the template of the Fact Sheets.



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-19 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 EPALE site is required.

Click here for the tool
https://epale.ec.europa.eu/system/files/2021-04/Ressourcen%20KIT_Inklusion%20der%20alternden%20Bevo%CC%88lkerung.pdf

Languages available
German

Further information
<https://epale.ec.europa.eu/de/blog/epale-deutschland-ressourcenkits#:~:text=The%20EPALE%20Resource%20Kit%20on%20the%20Topic%20Inclusion%20of%20the%20Ageing%20Bev%C3%B6lkerung,Concept%20and%20Design%20of%20Educational%20Programmes.>

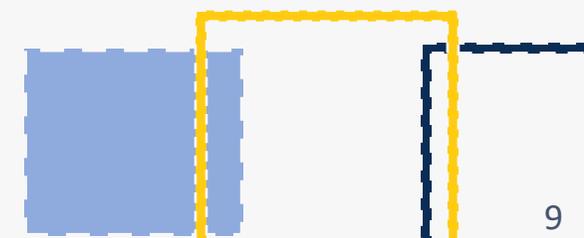
ProfilPASS
CONVOLUT

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The Fact Sheets that present the **Handbooks for Counsellors** are deliberately following the exact structure of the Fact Sheets presenting the tools for counselling as they respectively act aiding the counsellors.

The handbooks have been separated from the rest of the tools due to their multi-applicative nature presenting multiple approaches on a subject thus requiring a different mentality and approach when used.

You can zoom in for a closer look to what a Fact Sheet looks like



3. How to use the CONVOLUT-Toolkit

3.3. Navigating the “Lists of additional tools, guides and other useful projects and links”

If the counsellors are in need of additional tools for the guidance process or have not found a suitable tool in the Fact Sheets, they can have a look at the following selection “Lists of additional tools, guides and other useful projects and links”. These tools, guides and other useful projects and links have been collected as part of the research for the CONVOLUT-Toolkit.

Lists of additional tools, guides and other useful projects and links

If you need additional tools or apps for your guidance process or have not found a suitable tool in the Fact Sheets, you can have a look at the following selection of additional tools and apps. These tools and apps have been collected as part of the research for the CONVOLUT-Toolkit.

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List of other useful projects and links:

Name	Organisation	Special features/description	Language	Web address
Voluntariado	Comunidad Madrid (Spain)	The website of Madrid's volunteering activities also contains a section on training for volunteers. Here, current trainings for volunteers and potential volunteers are offered, e.g. on how to start volunteering or how to work with different target groups.	Spanish	https://www.comunidad.madrid/etiquetas/voluntariado
TSITour	Ovar Forma (PT), CEPROF (PT), Fundación INTRAS (ES), Centro por il Sviluppo creativo "Danilo Dolci" (IT), KMOP (GR), DEFOIN (ES)	The training included in this project aims to provide participants with the right tools to create, implement and evaluate a project on social inclusion of elderly people as voluntary "Local Storytellers".	English, Greek, Italian, Portuguese, Spanish	https://tsitour.eu/about/
Senior Volunteers for Migrant Integration	International House Vilnius-Soros (LT), Anmiro Oy (FI), DIAN (GR), ifa Akademie (GER), GSV095 (FR), Medardo Coboto (LT)	The aim of the project is to promote the development of social, civic, intercultural and volunteer skills by providing representatives of both target groups with unique opportunities for integration and reintegration into society.	English, Finnish, Greek, Lithuanian, French, German	http://www.seniors4migrants.eu/en/about-the-project
Toolkit for youth volunteering and social action in health and social care	NHS Department of health and social care (UK)	The toolkit deals with the recruitment of young volunteers. It also discusses how to make volunteering attractive to young people and how to deal with expectations regarding employment.	English	https://volunteeringmatters.org.uk/app/uploads/2018/11/YSA_Toolkit_2018_FINAL.pdf
Aktive-Renter.de Magazine for senior citizens	TippsNET GmbH (Germany)	This online magazine for senior citizens deals with various senior citizens' topics on a weekly basis and provides tips regarding education, leisure, money, safety and housing.	German	https://www.aktive-rentner.de/

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List of other useful projects and links:

Name	Organisation	Special features/description	Language	Web address
Volunteering and it's Surprising Benefits	Help Guide (USA)	The tool helps to identify one's goals and interests for voluntary work, to find an organisation and to make the most of volunteering. Another interesting feature is that the benefits of volunteering for well-being are described.	English	https://www.helpguide.org/articles/healthy-living/volunteering-and-its-surprising-benefits.htm
Samoocena čustvene inteligentnosti	Vrednotenje in priznavanje neformalnega znanja (VPNZ)	The tool can help to discover one's own profile of emotional intelligence and to identify strengths and weaknesses. This can be particularly useful in the case of emotional tensions and problems in the work or life environment that cannot be solved by oneself, when one experiences tensions in one's own relationships, when one feels that one is not in control of emotional reactions, when one feels tired for no particular reason, etc.	Slovenian	Questionnaire: https://vpnz.acs.si/cv/ Instructions for use: https://vpnz.acs.si/Custvena_inteligentnost_vodila_za_svetovajke
E-Portfolijo	Andragoški centre Republike Slovenije (Slovenian Institute for Adult Education)	The e-portfolio is intended to help formally record the skills acquired through volunteering so that they can be used when looking for a job or for further training. Volunteers can be supported by mentors in their volunteer organisation.	Slovenian	https://eportfolijo.acs.si/
Die Engagement-berater	Deutscher Caritasverband e.V. (Germany)	Caritas Germany offers counselling on volunteering in its approximately 50 volunteer centres. This website provides further information and other materials, e.g. on the work of volunteer centres with refugees or with families.	German	https://www.caritas.de/so-andeundengagement/eng-agieren/ehrenamt/frewilligenzentren/

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You can zoom in for a closer look at the lists

3. How to use the CONVOLUT-Toolkit

3.4. How to work with the CONVOLUT-Toolkit

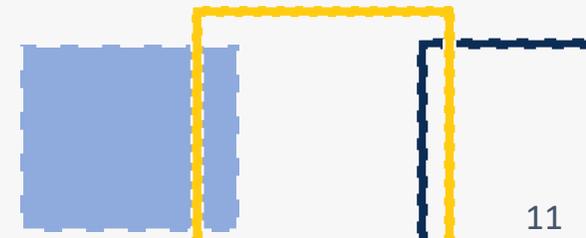
The CONVOLUT-Toolkit presented here provides counsellors with comprehensive selection options and with the opportunity to flexibly utilize tools that best suit their needs for the counselling process and the individual needs of their counsees. You can look for a specific tool on the basis of the given categories and thus find a helpful method for your respective counselling situation.

If you are looking for support in the counselling process, you will have the following options on how to work with the toolkit:

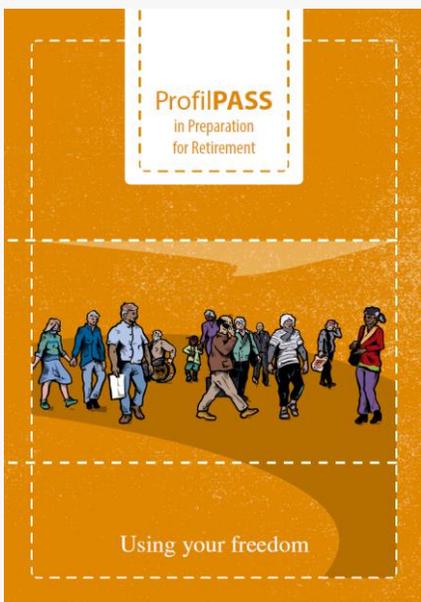
 You can use **competence assessment tools** so that the counsees can complete a partial or full competence assessment on their own ahead of the counselling process. The results of this prior assessment and/or the experiences that the counsee reports might serve as indicators for the counsellor to adopt the further counselling steps to the individual needs and the respective starting situation of the counsee.

 **Tools on volunteering** can also be accompanied by multiple tools presented in the different categories of the CONVOLUT-Toolkit. They can be paired with either some of the aforementioned reflective guides or with the ProfilPASS in Preparation for Retirement to foster the dynamic of the counsee.

**All in all, you are encouraged to creatively work with the toolkit,
for instance, by not only combining different tools, but even certain elements of different tools.**



4. How to use the ProfilPASS in Preparation for Retirement



The ProfilPASS in Preparation for Retirement is aimed at people who are in transition to retirement. The ProfilPASS offers users the opportunity to create a competence profile by systematically recording and documenting their competences and to recognise their own potential, even if it is still unknown.

4.1. Finding the way through the ProfilPASS in Preparation for Retirement

The ProfilPASS in Preparation for Retirement is based on the ProfilPASS – a tool for identifying and documenting one’s own skills and competences. It was originally created by the [German Institute for Adult Education](#) and has been further developed in different European projects.

The ProfilPASS in Preparation for Retirement has a structure and presentation that are visually supported to create the appearance of a magazine. The ProfilPASS contains many pictures and symbols, as well as quotes from testimonials that illustrate the contents, make them more vivid, serve as impulses and have identification potential.

1 The first chapter “Retirement as a turning point” is an editorial style welcoming column that aims to showcase the initial concepts included in the adapted ProfilPASS and motivate the users to go forward. In this chapter the importance of seeing retirement as an exciting life chapter is highlighted.

2 The second chapter “Freedom from’ is ‘freedom for” starts with a set of inspirational statements that showcase how with freedom from obligations comes freedom for all the things that are important to you. A series of experiences by the real-life testimonials are used with the aim to motivate and inspire the users.

3 The third chapter is the “Knowing potential, using opportunities, shaping the future” chapter which serves as an initial way for the individual to understand what is the ProfilPASS and how to use it to discover one’s own strengths and competences. It also gives an orientation how the ProfilPASS can be used in company of a counsellor.

4 The fourth chapter “My Life – An Overview” serves as an initial structuring of the skills and experiences of the users by going through the different activity stations of their lives.

4. How to use the ProfilPASS in Preparation for Retirement

4.1. Finding the way through the ProfilPASS in Preparation for Retirement

The ProfilPASS system works according to the following basic scheme, including four central steps which are to be completed for every experience station (field of activity):

The fifth chapter “On a discovery tour of your skills” further introduces the users to the 4-step scheme according to which their experience stations and the competences are analyzed in more depth.

5



Step 1	Name	Here, the users are asked to identify and name important stages, events and activities in their lives.
Step 2	Describe	Here, the users should describe exactly their activities.
Step 3	Find the essence	Here, the competences will be listed which were developed through their activities.
Step 4	Evaluate	Here, the competences will be evaluated through a rating system and their value will be assessed.

In the sixth chapter, “Interests and leisure”, an overview of everyday life is given with the chance to assess competence in each interest using a one to three star system.

6

In the eighth chapter, “Friends and neighbourhood”, an overview of the community engagement is accompanied by a character and traits evaluation.

8

The tenth chapter, “Work and further education” revolves around professional skills focusing also on what the counselees enjoyed and what they didn’t enjoy throughout.

10

In the twelfth chapter, “School, childhood and youth” the users are able to take some time and reflect on their younger years and what they can use from that time.

12

In the seventh chapter, “Family and household”, an overview of the relationships and homelife is given with assessment tables on each of the inputs using a one to three star system.

7

In the ninth chapter, “Volunteering and voluntary commitment” an overview of how and what counselees do when volunteering is given.

9

In the eleventh chapter, “Training and studies,” individuals have the opportunity to focus on the training and studies they have already completed.

11

A “Result” of all the competences identified and ranked are gathered.

13

4. How to use the ProfilPASS in Preparation for Retirement

4.2. How to work with the ProfilPASS in Preparation for Retirement

What are the basic principles regarding work with the ProfilPASS in Preparation for Retirement ?

All versions of the ProfilPASS are based on a common understanding of counselling. The underlying concept of the ProfilPASS regards counselling as a communicative and interactive process focusing on capacity building in the context of reflexion and exchange. Following this basic understanding, work with the ProfilPASS in Preparation for Retirement is based on three core principles:

- Counselling with the ProfilPASS in Preparation for Retirement is oriented towards a concept of humanity in which human beings are regarded as being capable of lifelong development, change and learning. Counselling thus becomes an attitude rather than a technique and is distinguished by authenticity, appreciation and empathetic understanding.
- The constructivist theory forms the theoretical basis of work with the ProfilPASS. According to this, there is no objective reality but only subjective realities that are actively created by each individual. The acquisition of knowledge and competences is thus considered the personal contribution of each subject. Counselling therefore underlies the principles of a didactics of enabling.
- Finally, counselling is biographical work. This means that the individual biography of a person is the starting point for processes of reflexion and the users shape this process as experts for their own biographies.

Furthermore, the following didactic principles are central:

- ✓ process transparency;
- ✓ participant orientation;
- ✓ support for self-regulation and self-organization;
- ✓ counselling for all parts of the ProfilPASS in Preparation for Retirement;
- ✓ orientation towards competence, reflexion and learning interests.

4. How to use the ProfilPASS in Preparation for Retirement

4.2. How to work with the ProfilPASS in Preparation for Retirement

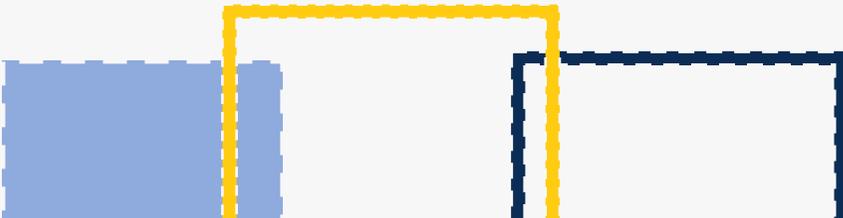
The counselling process

The process of counselling with the ProfilPASS in Preparation for Retirement may be different from case to case depending on the objectives that are agreed upon by the counselee and the counsellor.

The counselling process should, however, always include the following points (see also Tab. 1). At the beginning of the consultation, the counselee has to be informed about the reasons behind working with the ProfilPASS in Preparation for Retirement and the individual steps that will be completed should be presented. Clarifying the user's objectives and their expectations regarding the counselling process is another central part. Furthermore, the counsellors and the counselee should jointly agree on their respective responsibilities in the course of the counselling process. Accordingly, an overall time frame and deadlines will also have to be set up. As a final part of the counselling process, the results and additional targets for the future should be discussed.

Working steps in the counselling process	Aim
Preparation	<ul style="list-style-type: none"> developing a realization scenario organizing the counselling situation
Starting Phase	<ul style="list-style-type: none"> clarifying the counselling mandate (poss. with a contract) using the structure of the ProfilPASS in Preparation for Retirement
Assessment Phase	<ul style="list-style-type: none"> assessing the competences following the biography and experiences of the user accompanying and supporting the self-exploration
Balancing Phase	<ul style="list-style-type: none"> assessing strengths creating a competence balance
Development Phase	<ul style="list-style-type: none"> formulating development aims working out an action plan
Evaluation Phase	<ul style="list-style-type: none"> final counselling
Post-Processing	<ul style="list-style-type: none"> overview of successful/problematic learning situations consequences for further learning situations

Tab. 1 Counselling Process Model for the ProfilPASS in Preparation for Retirement



4. How to use the ProfilPASS in Preparation for Retirement

4.3. Special Features of the ProfilPASS in Preparation for Retirement

Tailoring to the needs of our target group

The full publication of the ProfilPASS in Preparation for Retirement has been designed to assimilate a friendly and easy to read magazine so that it does not seem like an intimidating or patronizing assessment test. To help with this look the following features were established:

- ✓ Use of easy to read and understand fonts available and legible in all partner languages.
- ✓ Real images and avoidance of icons and emojis that the target group may not be aware of.
- ✓ Testimonials by actual people that provide realistic insights in retirement life.
- ✓ Forms and fillable activities on the page, common to the way that they exist in magazines
- ✓ Use of additional aids such as:
 - multiple choice,
 - closes,
 - matrices,
 - printable pdf of the ProfilPASS in Preparation for Retirement,
 - desktop version of the ProfilPASS in Preparation for Retirement.



” There is a little of all 4 types in me. I became 100% self-employed at the age of 59. Before that, I was a full-time employee and freelance writer/copywriter. Now I pass on my knowledge and experience to other, younger people. At the same time, I travel a lot within Europe. I commute between Austria and France. Now I take the time to read books I always wanted to read, for relaxation and my hobby of doing cycle tours. I've built my self-employment 100% remotely, so I can work from anywhere.

Birgit Wichmann ■ ■ ■ ■ ■



” I am the tie-up type. I left my working world and went on a cycling tour that lasted several months. After that, I wanted to use my expertise to create opportunities to work abroad.

Johannes Wiedemann ■

Record the next steps

Within the next week I do:

Within the next month I do:

Within three months I do:

Within six months I do:

Within a year I do:

GOOD LUCK!

“Freedom from” is “freedom for”

ions comes freedom rtant to you. Now or travelling, for len, for friends or to learn ose people re. I will f things d you

perhaps like to use your retirement to pass on your (life) experience and knowledge? Would you like to try something completely new again? Or are you one of those who can't even imagine living without a job and are now wondering what to do in retirement? Perhaps you are already an “experienced retiree”, have enjoyed freedom from all obligations for a while and now realise: There's more?

4. How to use the ProfilPASS in Preparation for Retirement

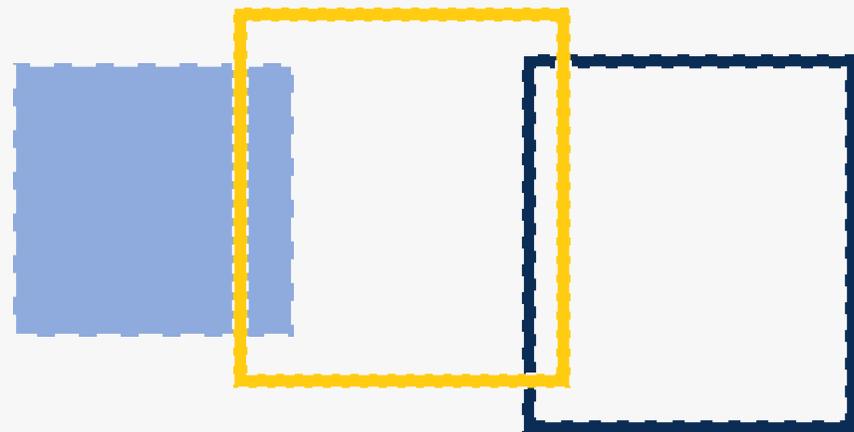
4.3. Special Features of the ProfilPASS in Preparation for Retirement

Duration of counselling

Regarding the temporal framework, the overall duration of the counselling process should at least be 5 hours for a single counselling session and 10 hours for a group counselling session. However, this information refers to a counselling process in which the assessment of competences is in the foreground.

When the development of competences and, for instance, further counselling regarding vocational options are included, the time required increases. As for the variety of options on how to conduct this process, it cannot be determined how much time is needed here.

Also, work with the ProfilPASS in Preparation for Retirement is comprehensive and can be challenging regarding the intensity of reflexion that is needed. Therefore, it might be advisable to schedule breaks in between the counselling sessions. Furthermore, the users could independently work on parts of the ProfilPASS in Preparation for Retirement as homework.



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