

What is the skill set portfolio?

The skill set portfolio is for people who have recently moved to Germany from overseas. The skill set portfolio is for education, advice and career matters. In the skill set portfolio you write down the education that you have and your work experience.

So with the skill set portfolio you gather your personal information and other documents together. This can include for example school reports, records of language courses attended, continued training courses and vocational qualifications.

How do I fill out the skill set portfolio?

You get help with filling out the skill set portfolio. For example from the staff in education establishments, advisory services, voluntary services, Stadt Braunschweig municipal education access support workers or friends and family. You can also get the support of an interpreter, if you need it.

When and where can I show the skill set portfolio?

You can use the skill set portfolio in various situations where you discuss your educational and professional background. For example in schools or community colleges.

Or where you get advice, for example at the young peoples' migration service, the refugees' advisory service, the migration advisory service and the integration advisory service.

You can also show your skill set portfolio during your appointment at the Jobcenter or employment agency. Or in connection with training courses, like for example foreign language courses. And during interviews for a place on a vocational training course, an internship or a job.

With the skill set portfolio you have all the important information for these interviews gathered together in one place.

Where do I get the skill set portfolio?

The skill set portfolio is available for free in all establishments that run foreign language courses, from advisory services like the refugees' advisory service, migration advisory service or integration advisory service, young peoples' migration service, vocational training schools, Jobcenter, employment agency, and foreign citizens' office. No money is to be paid for the skill set portfolio.

What else must I take note of?

Some pieces of information may be hard to understand. That's why lots of explanations about these words appear on the left-hand page. The words with explanations are printed in colour on the right-hand page. The explanations are in the same order as the words on the right-hand page.

CONTENTS



ME

Important personal information like your name, address, ...
Institutions and contact persons
Advisory services and points of contact
Copies of important personal documents



MY EDUCATIONAL BACKGROUND AND LANGUAGE

Information on qualifications, courses attended, languages and other knowledge
Advisory services and points of contact
Copies of important documents about education and languages



MY WORK AND INTERNSHIPS

Information on work experience, skills and career aspirations
Advisory services and points of contact
Copies of important documents about work and internships



MY ADVISORY SERVICES

Advisory services and points of contact in various areas



MY LEXICON

Translations of the most important terms in the skill set portfolio

DEUTSCH

ENGLISCH

| | |
|-----------------------------------|--|
| abgelehnt..... | declined |
| abheften..... | to file away..... |
| abhängige Beschäftigung..... | employment..... |
| Abschluss | diploma |
| Abschlusszeugnis | diploma certificate |
| absolviert | graduated..... |
| Agentur für Arbeit | employment agency..... |
| allein..... | alone..... |
| allgemein | general..... |
| Alphabetisierung..... | literacy |
| Alphabetisierungsgrad..... | literacy rate..... |
| Alter | age |
| anerkannt..... | recognised..... |
| Anmerkungen | notes..... |
| Ansprechperson | contact person |
| Anzahl..... | number..... |
| Arbeit..... | work..... |
| Arbeitserlaubnis | work permit |
| Asylantrag..... | asylum application..... |
| Aufenthalt..... | residence |
| Aufenthaltstitel | residence title |
| Aufenthaltsgestattung | provisional permission to remain |
| Aufenthaltserlaubnis..... | residence permit..... |
| Ausländerangelegenheiten..... | foreign citizens' administration..... |
| Ausländerbehörde | foreign citizens' office |
| Ausländerzentralregister..... | central register of foreign citizens |
| ausreichend | sufficient |
| Änderungen..... | changes..... |
| beantragt | applied for |
| Beratungsstelle/Anlaufstelle..... | advisory service/point of contact..... |
| Bereich..... | area |
| Beruf | occupation..... |
| Berufsausbildung | vocational training..... |
| Berufsbezeichnung/Tätigkeit..... | professional title/occupation..... |
| Berufswunsch..... | career aspiration..... |
| besondere..... | special |

DEUTSCH

ENGLISCH

| | |
|---|--|
| besucht..... | attended..... |
| Bezeichnung..... | title..... |
| Bildung..... | education..... |
| Bildungsinstitut..... | education establishment..... |
| bitte..... | please..... |
| Bundesland..... | German federal state..... |
| Bürgerberatung..... | citizens' advice service..... |
| Datenschutz..... | data protection..... |
| Dauer..... | duration..... |
| Deutschkurse..... | German courses..... |
| divers..... | miscellaneous..... |
| Dokumente..... | documents..... |
| Dolmetscher*in..... | interpreter..... |
| Duldung..... | permission to remain until deported..... |
| Ehrenamt..... | voluntary work..... |
| ehrenamtliche*r..... | voluntary..... |
| Eigenschaften..... | features..... |
| eingereicht..... | submitted..... |
| Einrichtung..... | establishment..... |
| Einstufung..... | placement..... |
| ein wenig..... | a little..... |
| Eltern..... | parents..... |
| entscheiden..... | to decide..... |
| Erfahrung..... | experience..... |
| erlaubt..... | permitted..... |
| erreicht..... | reached..... |
| Erwachsene..... | adult..... |
| Fachbereich Kinder, Jugend und Familie..... | children's, youth and family services department..... |
| Fachbereich Soziales und Gesundheit..... | social affairs and health services department..... |
| Familie..... | family..... |
| Familienkasse..... | family fund..... |
| Familienname..... | family name..... |
| Familienstand..... | marital and family status..... |
| Fiktionsbescheinigung..... | certificate of application..... |

DEUTSCH

ENGLISCH

| | |
|---------------------------------|---------------------------------------|
| Fragen | questions |
| Führerscheinklasse | driving licence category |
| Geburtsdatum | date of birth |
| Geburtsort/Geburtsland | place of birth/country of birth |
| gehören | to belong |
| Gemeinschaftsunterkunft | shared accommodation |
| Genehmigung | permission |
| Geschlecht | sex |
| Gesundheit | health |
| gut | good |
| Gültigkeit | validity |
| Hinweis | notice |
| Integrationskurs | integration course |
| Interessen | interests |
| Jahre | years |
| jetzt | now |
| Jobcenter | jobcenter |
| Jugendamt | youth services office |
| Jugendhilfe | youth welfare services |
| Jugendliche | young people |
| Kenntnisse | knowledge |
| Kinder | children |
| Kindergeldstelle | child benefit office |
| Klage | claim |
| Klasse | class |
| Kontaktperson | contact person |
| Kopien | copies |
| Kundennummer | customer reference number |
| Kursbezeichnung | course title |
| Kursdauer | course duration |
| Kursinhalte | course content |
| Kursumfang | course scope |
| lateinisch alphabetisiert | literate in the Roman alphabet |
| leben | to live |
| lesen | to read |
| mehr | more |

DEUTSCH

ENGLISCH

| | |
|--------------------------------------|---|
| meine | my..... |
| Migrationsberatung..... | migration advisory service..... |
| Mutter..... | mother |
| Muttersprache | mother tongue |
| muttersprachlich alphabetisiert..... | literate in the mother tongue |
| männlich..... | male..... |
| Nachweis..... | record..... |
| Name..... | name..... |
| Nebenbestimmungen..... | ancillary stipulations..... |
| nicht | not..... |
| Notiz..... | note |
| Pate*in..... | godfather/godmother |
| Person..... | person |
| persönliches | personal matters |
| Praktika | internships |
| Praktikumswunsch | internship preference..... |
| Prüfung..... | exam |
| Qualifizierung | qualification |
| Schulabschluss | school diploma |
| Schulart | type of school..... |
| Schule | school..... |
| schulische Ausbildung | school career |
| sehen..... | to see..... |
| sehr..... | very |
| sonstiges | other..... |
| Sozialamt..... | social services office |
| sozialpsychiatrischer Dienst..... | social and psychological support services |
| Sprache..... | language |
| Sprachniveau | language proficiency level..... |
| Staatsangehörigkeit | nationality |
| Stand..... | status/last updated |
| Studienfächer..... | subjects..... |
| Studium | university-level studies |
| Teilnahmebescheinigung..... | certificate of attendance |
| Thema | issue..... |
| uneingeschränkt..... | unrestricted |

DEUTSCH

ENGLISCH

| | |
|--------------------------------|---|
| Vater | father |
| verhandlungssicher..... | fluent..... |
| Verwaltungsgericht | administrative court..... |
| Vorgehen..... | approach..... |
| vorhanden..... | present/available..... |
| Vormund..... | legal guardian..... |
| Vorname | first name |
| was | what..... |
| weiblich | female |
| weitere | further..... |
| welche..... | which |
| wo | where |
| Wohngemeinschaft..... | flatshare/houseshare..... |
| Wohnung..... | apartment |
| Wohnraumhilfe | housing association assistance |
| Wörterbuch..... | dictionary |
| Zertifikat | certificate |
| Zeugnis | school report |
| zusätzliche Informationen..... | additional information..... |
| Zweitschriftler*in | student of a language with an additional alphabet..... |