

MIGRATION AND WORK PERMIT



INITIAL COUNSELLING



COUNSELLING AND APPLICATION

Reference to the skills analysis if documentation is missing or incomplete.

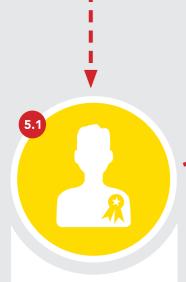


ASSESSMENT OF DOCUMENTS / SKILLS ANALYSIS

In case of complete documents, the equivalence assessment takes place. In case of missing or incomplete documents, follow the steps 5.1 to 5.7 for the skills analysis.



RECOGNITION NOTICE



CHOOSING AN EXPERT

You can find experts in companies, chambers, training centres or guilds. Maybe your expert is also a member of an audit committee.

Brief your expert regarding the procedure of the skills analysis.



You can find information regarding requirements and standards in the Pool of Expertise and



EXPLORATORY TALK

The experts checks whether a skills analysis is appropriate.

One has to make sure that applicants do understand the exercise and can manage the key parts of it.

Only little knowledge of German? Sketches, glossaries or hiring an interpreter could help.

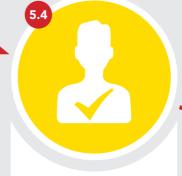


DEVELOPING THE EXERCISE

You hire the expert to develop the exercise. Instruments could be a work sample, an interview or a work test at a company.

Please take note of the **quality standards** for a skills analysis.

Please formulate the exercise as simply as possible.



WRITTEN DECISION

The applicant confirms in writing that he or she wants to take part in the skills analysis.

Please note that the process for Chambers of Industry and Commerce (IHK) differs.



FINDING AN APPOINTMENT

You have to coordinate a date for the skills analysis and clarify the infrastructure and the framework conditions.

Afterwards, you can invite all parties.



CONDUCTING THE SKILLS ANALYSIS

The applicant, the expert and you as a counsellor take part in the skills analysis. You can also send a deputy to conduct the skills analysis.



DOCUMENTATION OF RESULTS

Together with the expert, you have to document the results of the skills analysis with the help of a **surveillance sheet**. The sheet is the basis for the **documentation of results**, which will be used during the equivalence assessment.



You can find templates in the Pool of Expertise and Know-how.



Pool of Expertise and Know-how

Here you can find working aids, information and contact persons (in German): www.anerkennung-in-deutschland.de/expertiseundwissenspool and www.bq-portal.de/de/seiten/qualifikationsanalysen



Costs

Applicants can be supported by benefits from the employment agency, the job centres or by a special fund for skills analysis ("Sonderfonds Qualifikationsanalysen") organised by the project "Prototyping Transfer".



Recognition in the field of IHK (Chambers of Industry and Commerce)¹

The IHK FOSA as a centralised body is responsible for recognition procedures in this field.

The skills analyses are conducted by each IHK on-site by using the process presented here. However, the procedure may vary from the above presented process.

You can find **checklists** for skills analyses in the field of IHK in the Pool of Expertise and Know-how.

¹Except for IHK Wuppertal-Solingen-Remscheid, Hannover and Braunschweig. They do not participate in IHK FOSA.

