



# The COOCOU- Toolkit

COmpetence Oriented COUnselling for cognitively  
impaired people

Profil**PASS**  
COOCOU

The Erasmus+ funded EU-Project COOCOU - COmpetence Oriented COUnselling for cognitively impaired people is a project linked to the developments related to the ProfilPASS as an instrument for competence assessment. It addresses counsellors working with cognitively impaired people in six European countries, who bring forward their potentials and interests for competence development. For this purpose, the ProfilPASS is adapted to the needs of cognitive impaired people, i.e. a Barrier-free ProfilPASS in Easy Language is created. The project is realized by the DIE as a coordinator in cooperation with partner organizations from Austria, Greece, Slovenia, Spain and Sweden.

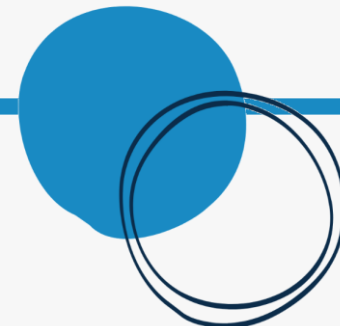
Developed in May 2020  
Last update: June 2021

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

This project is funded by the European Commission through the Erasmus+ Programme (KA204 - Strategic Partnerships for adult education).

Project code: 2019-1-DE02-KA204-006137

Publication Coordinated by:





## The COOCOU-Toolkit

The COOCOU toolkit intends to offer counsellors the opportunity to find methods of competence assessment that can help them work with cognitively impaired people. These methods are adopted to the needs of cognitively impaired persons.

The barrier-free ProfilPASS in Easy Language is the core of the toolkit. In order to meet the needs of the cognitively impaired people the already existing ProfilPASS has been adapted with regard to the needs of this target group.

In addition to the specific instrument “Barrier-free ProfilPASS in Easy Language”, the COOCOU toolkit includes different instruments for competence assessment that are potentially suitable for cognitively impaired persons. In the following these tools are presented in the so called *Fact Sheets*.

The COOCOU toolkit also includes manuals and guidelines for counsellors, which contain relevant and supporting information on barrier-free counselling. This learning materials can support the development of the skills of counsellors working with cognitively impaired people and help them on how to create the counselling processes with the COOCOU target group.

## Contents

- .The COOCOU Toolkit Structure (Pages 2-5)**
- .The ‘Fact Sheets’ (Pages 6-31)**
- .The Handbooks for Counsellors (Pages 32-45)**
- .The Lists of additional Tools and Apps (Pages 46-48)**



# I. Tools supporting the counselling process

## **A. Getting started: pre-counselling steps (individual work of the clients in preparation of the counselling process)**

In preparation of the actual counselling process clients could use competence assessment tools for self-assessment. The COOCOU-toolkit contains instruments that allow clients to independently carry out a partial or complete competence assessment.

⇒ **self-assessment tools**

- [Competence cards](#)
- [Activity Cards](#)
- [Women's lives](#)
- [Picture card set for the competence assessment](#)
- [meine-berufserfahrung.de](#)

## **B. Overcoming barriers: Developing a barrier-free instrument for counselling**

The Barrier-free ProfilPASS in Easy Language is designed to meet the needs of cognitively impaired people. Therefore, several adjustments have been made on the exiting ProfilPASS that was used as a template for the Barrier-free ProfilPASS in Easy Language. The adjustments concern the language (1), the content (2) and the layout (3).

- ⇒ **1. Language adjustments**
- ⇒ **2. Content adjustments**
- ⇒ **3. Layout adjustments**

In the first section, "Tools supporting the counselling process for competence assessment" are presented to conduct and accompany the counseling process, for instance by providing a barrier-free ProfilPASS in Easy Language and other instruments to support the counseling process. The first section is subdivided into three categories:

- ✓ **Getting started: pre-counseling steps**
- ✓ **Overcoming barriers**
- ✓ **Structuring the counseling process**

⇒ Click on each tool to access more information about it in the form of a ['Fact Sheet'](#)



## I. Tools supporting the counselling process

### **B. Overcoming barriers: Developing a barrier-free instrument for counselling (continued from previous page)**

#### **1. Language adjustments on the ProfilPASS**

In order to make the competence assessment comprehensible for people with cognitive impairments, a translation of the ProfilPASS into clear and easy language was necessary. Clear and easy language also helps people whose language knowledge is not yet very pronounced or people who cannot read very well (BMAS, 2018, p. 16). Therefore, the Barrier-free ProfilPASS in Easy Language could help people with cognitive disabilities as well as immigrants who do not have the sufficient language level for the [ProfilPASS in Simple Language](#).

#### **2. Content adjustments on the ProfilPASS**

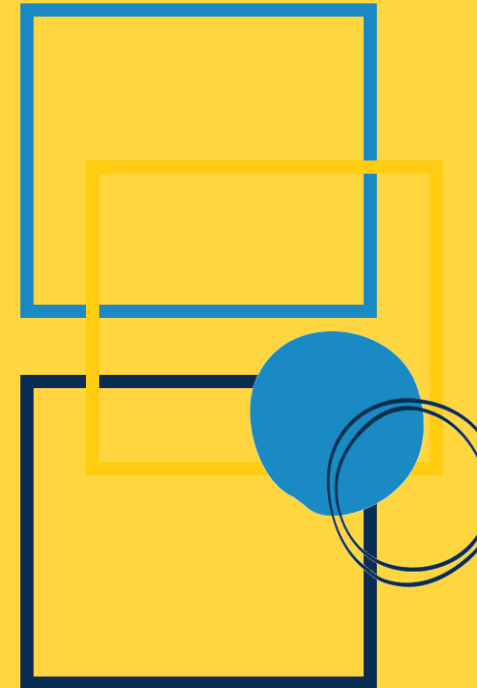
In order to also do justice to the situation of cognitively impaired persons in terms of content, the entire portfolio of the ProfilPASS has been tightened up, as processing is cognitively very demanding and the target group often has difficulty in concentrating. Moreover, the Barrier-free ProfilPASS in Easy Language focuses on the areas of hobbies and interests, working life as well as household and family, as in these areas non-cognitive skills come to the fore. The Barrier-free ProfilPASS in Easy Language also contains tasks that enable the user to reflect wishes and needs at work to find out how the workplace can be designed to feel comfortable and to work accordingly successfully (e.g. clear routines, fixed contact persons or similar).

#### **3. Layout adjustments on the ProfilPASS**

Visualizations facilitate text comprehension for people with cognitive impairments. Therefore, the Barrier-free ProfilPASS in Easy Language contains lots of pictures and symbols and also steadily recurring repetitions. Furthermore, the structure and editing of the ProfilPASS is supported visually. The filling in is facilitated by matrices/ multiple choice/ etc. The content of the ProfilPASS is split into several independent chapters to avoid the requirement to fill in the book from the first to the last page at once.

• [Barrier-free ProfilPASS in Easy Language](#)

**To meet the needs of cognitively impaired people, several adjustments on the ProfilPASS had to be made. The adjustments concern the language (1), the content (2) and the layout (3).**





## I. Tools supporting the counselling process

### **C. Structuring the counselling process (portfolios, interview templates, etc.)**

This category covers tools for competence assessment that can support the counsellors work in different ways. In order to meet the needs of cognitively impaired people such tools have to meet different requirements (see also chapter I: B. *Overcoming barriers: Developing a barrier-free Instrument for counselling*). The instruments presented here differ in whether they require the independent work of the clients or an intensive accompanying work of the counsellor. The tools/instruments also differ in whether they strive for a complete or rather partial competence assessment.

#### **Tools for self-assessment**

- [Competence cards](#)
- [Activity Cards](#)
- [Women's lives](#)
- [Picture card set](#)
- [meine-berufserfahrung.de](#)

#### **Tools mainly for supported counselling processes**

- [So that I know what I can do](#)
- [Hamet2](#)
- [Competence cards](#)
- [Choosing a profession](#)
- [Employment Tool Kit](#)

#### **Tools for supported counselling processes (complete competence assessment)**

- [Barrier-free ProfilPASS in Easy Language – adapted version of the ProfilPASS for the target group of cognitively impaired people](#)
- [Berufswahlpass in simple language for young adults](#)

The section-headings serve as prior orientation points for the counsellor. In order to find the best suitable tool for their respective counselling context, the counsellors then have the opportunity to get an overview on each of the single tools by means of a 'Fact Sheet'.

You can find the '**Fact Sheets**' in the pages to come.



# The 'Fact Sheets'

basic information on each tool mentioned

# Barrier-free ProfilPASS in Easy Language

German Institute for Adult Education -  
Leibniz Centre for Lifelong Learning

## What is it? (Aim of the Tool)

The Barrier-free ProfilPASS in Easy Language is the core of the COOCOUI toolkit. It supports the systematic recording and documentation of competences with the aim of creating a competence profile and thus promoting personal and professional (further) development and (re)orientation.

In order to develop the Barrier-free ProfilPASS, the existing portfolio has been taken as a basis and adaptations were made with regard to the needs of people with cognitive impairments.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The Barrier-free ProfilPASS in Easy Language is addressed to people with light forms of cognitive impairment. In order to meet the special needs of that target-group the ProfilPASS as an instrument of competence assessment has been adapted. More specifically, adjustments on the language, the content and the layout of the ProfilPASS have been made.

## Key Features of the Barrier-free ProfilPASS in Easy Language

- ⇒The Barrier-free ProfilPASS has been translated into easy language;
- ⇒The existing ProfilPASS has been tightened up;
- ⇒The Barrier-free ProfilPASS focuses on areas such as hobbies, interests, working life, household and family;
- ⇒The Barrier-free ProfilPASS contains tasks to enable the user to reflect wishes and needs at work to find out how the workplace can be designed to feel comfortable and to work accordingly successfully (e.g. clear routines, fixed contact persons or similar);
- ⇒The Barrier-free ProfilPASS contains lots of pictures and symbols;
- ⇒The structure and editing of the ProfilPASS is supported visually;
- ⇒The content of the Barrier-free ProfilPASS is split into several chapters;
- ⇒The Barrier-free ProfilPASS includes new chapters “My daily routine” or “My household chores”.

## Try the Tool

[https://coocou.profilpass-international.eu/index.php?article\\_id=143&clang=1](https://coocou.profilpass-international.eu/index.php?article_id=143&clang=1)

## Languages available

German, English, Swedish,  
Greek, Spanish, Slovenian

## Further Information

<https://coocou.profilpass-international.eu/>

*Deutsches Institut für  
Erwachsenenbildung –  
Leibniz-Zentrum für  
Lebenslanges  
Lernen e.V.*

*German Institute for Adult  
Education - Leibniz Centre for  
Lifelong Learning (DIE)*

*Servicestelle ProfilPASS  
Heinemannstraße 12-14  
53175 Bonn, GERMANY*

**ProfilPASS**  
COOCOUI



# my-professional-experience.org

[meine-berufserfahrung.de](http://meine-berufserfahrung.de)

Bertelsmann Foundation

## What is it? (Aim of the Tool)

The tool offers the users an opportunity to take a self-assessment to determine the extent of their previous professional experience in 30 professions. The website also helps in making a decision on further competence diagnosis.

The tool provides support for labor market and integration advisors regarding the planning of paths to employment, qualification, in-depth assessment of competence or formal recognition of professional experience with their clients.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool primarily addresses 'low-skilled' persons and refugees. No special preconditions are required.

## Key Features

The tool comprises 20-40 captioned images for each profession which illustrate selected, typical action situations and which are each presented with the question: "How often have you done this?" (including 4 response options). The results are available in three to five minutes and can be downloaded, printed out or sent via email. There is also a "Next steps"-button that leads to a list of web links providing further information.

## Try the Tool

[my-professional-experience.org](http://my-professional-experience.org)

## Languages available

German, English, Russian, Farsi, Arabic, Turkish

## Further Information

[Bertelsmann Foundation](#)  
[\(Bertelsmann Stiftung\)](#)

Carl-Bertelsmann-Straße 256  
33311 Gütersloh  
GERMANY

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COOCO

# Competence Cards

Bertelsmann Foundation and the bodies responsible for immigration advice service for adults in Germany

## What is it? (Aim of the Tool)

The Competence Cards offer a flexible, low-threshold approach to the issue of competences. Their particularity is the compensation of language deficits through consequent visualization. Simultaneously, support for the counsellors is provided by means of further information for the counselling process. You can create your own competence cards by emailing the creators who will send the template file to you.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The main target group are people with migrant backgrounds. No special preconditions are required.

## Key Features

The Competence Cards are supposed to be applied in an interactive process between the counsellor and the client with different varieties for their use:

- The cards can be used as an easy way to start a conversation, meaning as an opener or rather a starting point.
- Also, a complete competence assessment can be conducted by using the cards. The clients sift the cards and choose 10-15 cards that they consider to be their strengths. These are then discussed and - if necessary – a deepening look is taken at the cards. Finally, the core competences are identified in order to find a possibly suitable vocational field. This process is also applicable for single competence areas.
- A delayed use is possible, as well, meaning that the cards are used as a starter and, after that, a full competence assessment is conducted .

The set of cards also contains profiling-cards which are color-coded cards for an assessment of strengths for the profiling done by the German Federal Employment Agency.

## Try the Tool

<https://www.bertelsmann-stiftung.de/en/publications/publication/did/competence-cards/>

## Languages available

German, English, French, Russian, Arabic, Farsi, Turkish, Tigrinya

## Further Information

<https://www.bertelsmann-stiftung.de/en/our-projects/careers-via-competences/project-news/immigration-counseling-for-adult-immigrants/>

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(Bertelsmann Stiftung)  
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33311 Gütersloh  
GERMANY*

# Hamet drei (3)

Diakonie Stetten

## What is it? (Aim of the Tool)

Hamet3 is an action-oriented test procedure for recording and promoting vocational skills of young people with increased support needs.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The instrument is designed for young pupils at the transition from school to work. It is also designed for people who work with persons with disabilities.

## Key Features

The instrument is based on work samples, observations and PC tasks. A special training is required for the counsellor to be able to offer that instrument. Hamet3 consists of different parts. In the practical, measurable part, basic manual and motor skills are checked. Another part enables competency acquisition in the commercial, economic area. The part "Observing" enables the recording of job-related social skills.

## Try the Tool

<https://hamet.diakonie-stetten.de/hamet-2/messen-1.html>

## Languages available

German

## Further Information

<https://hamet.diakonie-stetten.de/hamet-drei.html>

Diakonie Stetten e.V.  
Schlossberg 2  
71394 Kernen-Stetten  
GERMANY

# Berufswahlpass in easy language

Bundesarbeitsgemeinschaft Berufswahlpass

## What is it? (Aim of the Tool)

The instrument supports people in choosing a suitable profession. It focuses on determining individual strengths. These individual strengths are discovered and promoted so that they lead to a suitable profession.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The instrument has been translated into easy language.

## Key Features

The career choice pass consists of a folder with coloured tab sheets for different chapters. The register sheets divide the tool into the following parts: "Introduction", "Part 1: Advices for the vocational orientation", "Part 2: Career choice", "Part 3: Documentation", "Part 4: Life Planning".

## Try the Tool

[http://berufswahlpass.de/site/assets/files/1015/bwp\\_leichte\\_sprache\\_barrierefrei.pdf](http://berufswahlpass.de/site/assets/files/1015/bwp_leichte_sprache_barrierefrei.pdf)

## Languages available

German

## Further Information

<http://berufswahlpass.de/berufswahlpass/download/>

*Bundesarbeitsgemeinschaft  
Berufswahlpass  
Bundesinstitut für  
Berufsbildung (BIBB)  
Robert-Schuman-Platz 3  
53175 Bonn  
GERMANY*

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COOCO

# Activity Cards for educational counselling and career guidance

biv – Academy for inclusive education

## What is it? (Aim of the Tool)

The Activity cards of the Academy for inclusive education are an instrument of educational advice and career orientation. It contains photo cards with different activities shown. The aim is that participants with low competencies in writing and language get an overview of important activities in their previous life. Activity cards are a tool for self-assessment.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The activity cards are suitable for people with low competences in writing and language.

## Key Features

Activity cards are an instrument of self-assessment. While using the different cards clients elaborate in 30-40 minutes their competencies in the areas "Job", "Education and training", "Family and friends" and "Leisure and hobby". The different areas are sorted by colours. Each activity card shows an activity in picture and words. The instrument offers an alternative to the written recording of ones own competencies.

## Try the Tool

[https://www.biv-integrativ.at/fileadmin/user\\_upload/aktivitaeten\\_fotos\\_FL\\_NAL\\_gesamt\\_72dpi.pdf](https://www.biv-integrativ.at/fileadmin/user_upload/aktivitaeten_fotos_FL_NAL_gesamt_72dpi.pdf)

## Languages available

German

## Further Information

<https://www.biv-integrativ.at/>

*biv - die Akademie für integrative Bildung  
(Academy for inclusive education)  
Mariahilferstraße 76  
1070 Wien  
AUSTRIA*

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# Competence Cards for educational counselling and career guidance

biv – Academy for inclusive education

## What is it? (Aim of the Tool)

The Competence cards of the Academy for inclusive education are an instrument of educational advice and career orientation. It contains 26 picture cards for selected competencies. The aim is that participants with low competencies in writing and language are able to identify their competencies. Competence cards are a tool for self-assessment.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The competence cards are suitable for people with low competences in writing and language.

## Key Features

This tool contains 26 picture cards for selected competencies. At the front page of each card the competence is depicted while at the back of each card the competence is explained in simple language. An attempt was made to find terms for the competencies that were as easy to understand as possible. There are short example sentences on the back of the competence cards, which describe the respective competence in more detail.

## Try the Tool

[https://www.biv-integrativ.at/fileadmin/user\\_upload/kompetenzkarten\\_FI\\_NAL\\_300dpi.pdf](https://www.biv-integrativ.at/fileadmin/user_upload/kompetenzkarten_FI_NAL_300dpi.pdf)

## Languages available

German

## Further Information

<https://www.biv-integrativ.at/>

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Mariahilferstraße 76  
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# Women's lives – Practice book for the course “Biography work with women with learning difficulties”

biv – Academy for inclusive education

## What is it? (Aim of the Tool)

The instrument is an accompanying working aid on the course “Biography work with women with learning disabilities”. The instrument can be used as an instrument of self-assessment, but the counsellor is encouraged to offer support to the client if necessary.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The instrument is designed to meet the needs of women with learning difficulties

## Key Features

The instrument is an accompanying working aid on the course “Biography work with women with learning disabilities”. It contains exercises, worksheets and lesson plans on the thematic blocks: “This is me”, “My childhood”, “My youth”, “I as an adult” and “My wishes for the future”.

## Try the Tool

Free excerpt:

[https://www.biv-integrativ.at/fileadmin/user\\_upload/pdfs/Inhalt\\_und\\_Beispiele\\_Praxisbuch\\_FrauenLeben.pdf](https://www.biv-integrativ.at/fileadmin/user_upload/pdfs/Inhalt_und_Beispiele_Praxisbuch_FrauenLeben.pdf)

Complete tool (to be purchased):<https://www.biv-integrativ.at/material/>

## Languages available

German

## Further Information

<https://www.biv-integrativ.at/material/>

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# So that I know what I can do – Instrument for competence assessment

biv – Academy for inclusive education

## What is it? (Aim of the Tool)

"So that I know what I can do" is an instrument for competence-oriented guidance. It supports the counselling process by guiding the clients on the individual phases of the guidance process.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

Instructions and materials for this instrument are written in simple language.

## Key Features

The instrument contains instructions and materials in simple language to record competencies of the client. Instructions and materials of this instrument are supposed to support the counselling process by guiding the clients on the individual phases of the guidance process that are "Record your career", "Gathering skills", "Perceiving personal skills", "Evaluating and deciding", "Setting goals" and "Describing skills".

## Try the Tool

Free excerpt:

[https://www.biv-integrativ.at/fileadmin/user\\_upload/pdfs/Inhalte\\_und\\_Beispieler\\_Kompetenz-Mappe.pdf](https://www.biv-integrativ.at/fileadmin/user_upload/pdfs/Inhalte_und_Beispieler_Kompetenz-Mappe.pdf)

Complete tool (to be purchased): <https://www.biv-integrativ.at/material/>

## Languages available

German

## Further Information

<https://www.biv-integrativ.at/material/>

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# I want to work – Brochure for people with learning difficulties

AMS – Public Employment Service Austria

## What is it? (Aim of the Tool)

The brochure is designed to help people with learning difficulties to choose a suitable occupation or vocational training. It is a tool for self-assessment and offers guidance in choosing the suitable job by offering helpful support.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This tool is intended for people with learning difficulties who would like to find a job that suits their strengths and competences best.

## Key Features

This brochure is for people with learning difficulties. It is written in easy to understand language so that it is readable and understandable for everyone. It was checked by people with learning difficulties in order to guarantee that it is barrier-free. This is why the brochure has been awarded the seal of approval for "Easy Reading". The seal of approval is from the company capito.

## Try the Brochure

[https://www.ams.at/\\_docs/001\\_ich\\_will\\_arbeiten.pdf](https://www.ams.at/_docs/001_ich_will_arbeiten.pdf)

## Languages available

German

## Further Information

*Arbeitsmarktservice  
Österreich  
Treustraße 35-43  
1200 Wien, AUSTRIA*

Profil**PASS**  
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# I want to work – Accompany people in work: Barrier-free career guidance for and with people with learning difficulties – accompanying booklet

AMS – Public Employment Service Austria

## What is it? (Aim of the Tool)

This booklet offers suggestions and recommendations for targeted use of the brochure “I want to work” and the design of vocational guidance settings for/with people with learning difficulties.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This brochure was designed for teachers, supporters and counselors and is intended to assist in the design of vocational guidance settings for/with people with learning difficulties. The tool can also be used by people with learning difficulties and their families.

## Key Features

In order to enable people with learning difficulties to take an active role in their job search, the brochure is written in barrier-free language. It can be used in different vocational guidance settings (e.g. in schools, vocational integration projects, workshops or day structures for people with disabilities) and consists of two parts: The first part provides concepts, perspectives and information that are important for the design of vocational guidance for/with people with learning difficulties. The second part deals with practical issues and gives recommendations for the barrier-free design of vocational guidance.

## Try the Guidance

[https://www.queraum.org/sites/default/files/downloads/Ich\\_will\\_arbeiten\\_Begleitheft.pdf](https://www.queraum.org/sites/default/files/downloads/Ich_will_arbeiten_Begleitheft.pdf)

## Languages available

German

## Further Information

Arbeitsmarktservice  
Österreich  
Treustraße 35-43  
1200 Wien, AUSTRIA

ProfilPASS  
COOCO

# All about work and disability – A brochure for job seekers with learning difficulties and/or disabilities

AMS – Public Employment Service Austria

## What is it? (Aim of the Tool)

This brochure gives an overview of the various existing offers to help people with learning difficulties to enter or re-enter the labour market.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

It is intended to help jobseekers with learning difficulties to get an overview of the most important offers related to working life. It can be either used by job seeking persons themselves or by counselors during vocational counselling.

## Key Features

This brochure serves as a first orientation and shows the most important offers for people with learning difficulties who want to enter or re-enter the labour market. It also contains contact details and useful information that can help with specific questions (service section in the appendix).



### Try the Brochure

The Brochure is no longer provided by the operator.  
Status as of June 2021

### Languages available

German

### Further Information

*Arbeitsmarktservice  
Österreich  
Treustraße 35-43  
1200 Wien, AUSTRIA*

# Wibs work tips – Brochure for people with learning difficulties

Wibs – We inform consult determine ourselves

## What is it? (Aim of the Tool)

In this brochure, people with learning difficulties seeking for work can find useful information about how to find the right job and how to apply for it.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This brochure is designed for people with learning difficulties. It is written in simple and easy language and therefore provides a barrier-free access. The tool can be used either by counselors together with their clients during the counselling process or by people with learning difficulties themselves.

## Key Features

This barrier-free brochure is designed to assist people with learning difficulties in finding the right job. A main part of the tool is dedicated to empowerment through personal success stories. Furthermore, the tool offers a guide through the application process and provides important tips and information, including contact points for questions and problems. In the last part it explains the rights and obligations of employees.



### Try the Brochure

The Brochure is no longer provided by the operator.  
Status as of June 2021

### Languages available

German

### Further Information

*Wibs – wir informieren  
beraten bestimmen selbst  
Anton-Eder-Straße 15  
6020 Innsbruck, AUSTRIA*

# Give work to people with learning difficulties – Brochure for employers of persons with learning difficulties

Wibs – We inform consult determine ourselves

## What is it? (Aim of the Tool)

This brochure is intended to provide targeted support to companies in recruiting people with learning difficulties.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This booklet is intended as a support for entrepreneurs, HR managers, heads of department, managers and mentors who want to hire people with learning difficulties.

## Key Features

This brochure has been created to allow more people with learning difficulties to access the labour market. It is written in simple and easy language and is aimed specifically at employers by explaining terms, clearing up prejudices and telling personal stories of managers who have successfully integrated employees with learning difficulties into their companies. It also provides more detailed information on support options for employers and employees and offers helpful tips.



## Try the Brochure

The Brochure is no longer provided by the operator.  
Status as of June 2021

## Languages available

German

## Further Information

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beraten bestimmen selbst  
Anton-Eder-Straße 15  
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# About my self-confidence and how I managed the start into a new real job – A personal success story

Wibs – We inform consult determine ourselves

## What is it? (Aim of the Tool)

In this personal success story, a woman with learning difficulties tells about her way of finding a new job that suits her interests and talents by strengthening her self-confidence.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This success story was written and published in order to empower other people with learning difficulties in becoming aware of the own abilities and talents and use them to find the right job.

## Key Features

The story is written in easy and simple language and tells the personal story of a woman with learning difficulties who first worked in a sheltered workshop and found a new job in an EU funded project. She tells in a touching way how she gained more self-confidence and thus managed to find her dream job.



## Try the Brochure

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# Test yourself

Riksförbundet Attention

## What is it? (Aim of the Tool)

This is a database which includes links to different tests which can assist the vocational profiling and the assessment of competences of persons with ADHD.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

Persons with ADHD

## Key Features

It provides 6 different links to online tests in questionnaire format to find out for example which profession is best suited for each person based on their personality type.

Although several of the tests have the same purpose, it is encouraged to take more than one test to get a clear and more precise answer.

## Try the Tool

<http://www.adhdpajobbet.se/testa-dig-sjalv/>

## Languages available

Swedish

Riksförbundet Attention  
Tjurhornsgränd 6  
121 63 Johanneshov  
Tel: 08-120 488 00  
E-post: kansliet@attention.se

ProfilPASS  
COOCO

# What suites me? / where do I fit?

Saco

## What is it? (Aim of the Tool)

It is a tool to help people identify which college or profession that would suit them based on their personality.

Includes free material to download: <https://www.saco.se/studieval/for-studievagledare--larare/studievalsbocker/>

## Who is it for? (Target Group and (pre)conditions for use of the tool)

Job Seekers – Recommended for persons with ADHD by the organization Riksförbundet Attention

## Key Features

This tool is a questionnaire test containing 17 questions of 6 options each which is free for access and completion.

It is a simplified version of the American psychologist John Holland's personality test. The test is designed to give you an initial idea of which academic professions and education might suit you and your interests based on your most prominent characteristics.

## Try the Tool

<https://www.saco.se/studieval/tester/vad-passar-jag-som/>

## Languages available

Swedish

*Saco Sveriges akademikers  
centralorganisation*

*Adress Box 2206 10315  
Stockholm*

*Besöksadress: Mäster  
Samuelsgatan 60, plan 8  
(skyltat Regus)*

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# Personality test

## Shortcut

### What is it? (Aim of the Tool)

It is a questionnaire aimed at helping people to better understand and recognize their personalities.

### Who is it for? (Target Group and (pre)conditions for use of the tool)

Swedish students and Young Professionals

Recommended by Riksförbundet Attention for people with ADHD

### Key Features

This tool is a personality test which was developed by Assessio (the leading supplier of work-related psychological tests in the Nordic countries) in collaboration with Shortcut.

Its main objective is to help people to get to know themselves and understand their personalities.

The questionnaire is free for access and contains 30 questions.

### Try the Tool

<https://shortcut.se/personlighetstest/>.

### Languages available

Swedish

*Shortcut / Oh My AB  
Tavastgatan 26B  
118 24 Stockholm*



# Choosing a profession

## Arbetsförmedlingen

### What is it? (Aim of the Tool)

This is a tool to help individuals identifying other aspects rather than their own interests which are relevant to chose a profession.

### Who is it for? (Target Group and (pre)conditions for use of the tool)

Job Seekers

### Key Features

This free tool consists of a test containing multiple choices and small open questions. It has 8 main topics, with a few questions per topic, and takes about 20 minutes to be completed.

This test includes the following topics: 1. The outlook on the labor market. 2. Do you want to invest in education? 3. Money for education 4. Can you move? 5. How important is salary? 6. How do you want to work? 7. What is a challenge for you? 8. Do you want to pursue a career?

The person can skip questions that they do not think are relevant for them. At the end, the individuals get a summary of their wishes which they can use as a checklist when reading more about different professions or in preparation for a conversation with a career counsellor.

**Try the Tool**

<https://tinyurl.com/3a89wz6>

S

**Languages  
available**

Swedish

*Arbetsförmedlingen  
Swedish Public Employment  
Service  
Telefon: +46 0771-416 416*

Profil**PASS**  
COOCO

# Finding a profession

Arbetsförmedlingen

## What is it? (Aim of the Tool)

This is a tool to help people identifying which professions are the most suitable for them based on the requirements for each job and role.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

Job Seekers

## Key Features

The tool consists of a free database which includes a list of professions in alphabetic order. It also presents the demand for new graduates from the upper secondary program and the possible paths to each profession.

The information applies to the outlook of the labor market for the next three years for 70 different educational orientations. It also includes the opportunities for work in the profession over a five-year term and the number of ads available for each profession at the present day.

## Try the Tool

<https://arbetsformedlingen.se/for-arbetsokande/yrken-och-studier/hitta-yrken/>

## Languages available

Swedish

Arbetsförmedlingen  
Swedish Public Employment  
Service  
Telefon: +46 0771-416 416

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COOCO

# Mapping in adult education

Skolverket

## What is it? (Aim of the Tool)

This tool is aimed at helping revealing an individual's overall experience and actual competences/skills.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

Adults in need of validating their competences/skills

## Key Features

This tool consists of a few documents in Word and PDF format which are free for access and download.

It contains documents to identify the overall experience and competences of an individual. Also contain links for more support and information on how to validate skills and competences in correspondence with the Swedish school system, regardless of how they have been acquired.

## Try the Tool

<https://www.skolverket.se/undervisning/vuxenutbildningen/komvux-gymnasial/bedomning-i-komvux-gymnasial/kartlaggning-inom-vuxenutbildningen>

## Languages available

Swedish

Skolverket

Svetsarvägen 16

171 04 Solna

Box 4002

E-post

upplysningstjansten@skolverket

.se

Telefon: +46 08 527 332 00

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COOCO

# Tools for mapping professional skills at the upper secondary level

Skolverket

## What is it? (Aim of the Tool)

This tool is aimed at providing guidance and assist the mapping of an individuals' professional and vocational skills.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

Study and vocational supervisors as well as vocational teachers and the Employment Service agency who are to survey students' vocational skills in upper secondary school or adult education.

## Key Features

This tool is available in digital format and it is free for access.

The tool can be used for guidance and mapping of people who need to have their professional and vocational skills made visible. It is based on the central content of national vocational courses to make it possible to match the individual's overall experience with the content learned in the secondary education.

## Try the Tool

<https://www.skolverket.se/or-dig-som-ar.../studie--och-yrkesvagledare/vuxenutbildning/verktyg-for-kartlaggning-av-yrkeskunskaper-gymnasialniva>

## Languages available

Arabic, English, Persian, French, Somali, Tigrinya

Skolverket

Svetsarvägen 16

171 04 Solna

Box 4002

E-post

upplysningstjansten@skolverket

.se

Telefon: +46 08 527 332 00

ProfilPASS  
COOCO

# Profession movies

## Arbetsförmedlingen

### What is it? (Aim of the Tool)

This tool is aimed at helping individuals choosing a profession that interests them.

### Who is it for? (Target Group and (pre)conditions for use of the tool)

Job Seekers - Recommended by the Misa Group in Sweden for people with intellectual and learning disabilities

### Key Features

This tool shares information, interviews, and facts about different professions to help people choosing a profession for themselves through several videos. Through the videos, the individuals can get information about different professions, watch movies, read interviews with people in different professions.

It contains 60 videos describing different professions.

Available on YouTube free of cost.

### Try the Tool

<https://www.youtube.com/playlist?list=PL197E8C8170175714>

### Languages available

Swedish

*Arbetsförmedlingen*  
*Swedish Public Employment*  
*Service*  
Telefon: +46 0771-416 416



# Employment Tool Kit

Autism Speaks

## What is it? (Aim of the Tool)

The tool's aim is to support employment search by offering tools and tips while autistic person looks for a job, focusing on their skills and competences. It focuses on strengths and abilities that employers are just beginning to understand. The guide aims to help research, find and keep employment in the current, competitive labour market.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

Although geared towards autistic people, counsellors, families, transition coordinators, vocational rehabilitation staff, business leaders and anyone who is helping someone with autism to find and keep employment would benefit from the Tool Kit.

## Key Features

Employment Tool Kit was developed by a diverse group of stakeholders led by adults with an autism spectrum disorder, parents, business leaders, and academic experts. Stories, tips and resources were developed from this collaboration of people dedicated to increasing the employment participation of adults on the spectrum.

It contains useful tips about self-advocacy, ways to plan your employment search and supports, tips on how to determine the right job, funding options, provider agencies that can help and other useful tools and tips.

## Try the Guide

<https://www.autismspeaks.org/sites/default/files/2018-08/Employment%20Tool%20Kit.pdf>

## Languages available

English

## Further Information

*Autism Speaks*

[help@autismspeaks.org](mailto:help@autismspeaks.org)

US

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COOCO

# Vocational Cards

VKO točka

## What is it? (Aim of the Tool)

Vocational cards are simple tool consisting of playing cards that let players learn about different professions in a fun way. It works great together with workshop Carrier day.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

For counsellors or social workers. Although tool was designed to be used to encourage youngsters to start making decisions regarding their vocational path, it can be used as tool for vocational orientation with focus on skills and competences.

## Key Features

- Cards provide ideas for individual games or career day guidance.
- The game pack consists of 60 cards with various professions and instructions for the game.
- The cards were created to encourage young people to start thinking about their career in a more active and engaging way.
- The cards are ready to print 2 professions per A4 page, hence size A5. They are also available in A4 size 1 format.
- Vocational cards can also be obtained in physical form at the Vocational Training Center.

## Try the Tool

[https://www.vkotocka.si/wp-content/uploads/2019/04/poklicne\\_kartice\\_2\\_na\\_stran\\_-\\_a5.pdf](https://www.vkotocka.si/wp-content/uploads/2019/04/poklicne_kartice_2_na_stran_-_a5.pdf)

## Languages available

Slovenian

## Further Information

Nacionalna koordinacijska točka VKO

[VKO@ess.gov.si](mailto:VKO@ess.gov.si)

Profil**PASS**  
COOCO



## The Handbooks for Counsellors

This part of the COOCOU toolkit includes guides, guidelines, manuals for counsellors, which contain relevant and supporting information on the barrier-free counselling. This learning materials can support the development of the skills of counsellors working with cognitively impaired people and help them on how to create counselling processes with the COOCOU target group.

# Educational counselling – Barrier-free guide for educational and vocational counsellors

biv – Academy for inclusive education

## What is it? (Aim of the Tool)

This is a guide for barrier-free educational and vocational counselling. It shall help counsellors to offer educational and vocational guidance without barriers.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This brochure is destined for all vocational and educational counsellors and offers assistance in addressing people with learning difficulties and/or disabilities as customers and in tailoring counselling services to the needs of the target group.

## Key Features

The brochure contains five chapters: While the first chapter introduces what kind of barriers the target group are facing, the second chapter explains that educational guidance without barriers is possible. The third and the fourth chapter present recommendations and methods in order to abolish those barriers. The last chapter offers contacts and sources for more information.

## Try the Guide

[https://www.biv-integrativ.at/fileadmin/user\\_upload/pdfs/bildungsberatung\\_barrierefrei.pdf](https://www.biv-integrativ.at/fileadmin/user_upload/pdfs/bildungsberatung_barrierefrei.pdf)

## Languages available

German

## Further Information

*biv - die Akademie für integrative Bildung (Academy for inclusive education)*  
Mariahilferstraße 76  
1070 Wien, AUSTRIA

Profil**PASS**  
COOCO

# Adult education barrier-free – Guidelines for a common barrier-free learning

biv – Academy for inclusive education

## What is it? (Aim of the Tool)

This is a guide for barrier-free educational counselling of adults. It shall help counsellors to offer educational guidance to adults without barriers.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The brochure is intended to provide assistance for adult education institutions – especially for managers and pedagogical staff – in order to address the target group of people with learning difficulties and/or disabilities more effectively and to tailor educational offers to the needs of these groups.

## Key Features

The brochure contains six chapters: The first chapter introduces the term “barrier-free” and its value for the counselling. The second chapter presents existing models of integration and weighs up their advantages and disadvantages. In the third chapter, useful guidelines in order to abolish barriers are given. People with disabilities report on their experiences in adult education in the fourth chapter. The fifth chapter contains a checklist with the most important requirements in order to offer barrier-free environments. In the last chapter, contacts and sources for more information can be found.

## Try the Guide

[https://www.biv-integrativ.at/fileadmin/user\\_upload/pdfs/Erwachsene\\_nbildung\\_barrierefrei.pdf](https://www.biv-integrativ.at/fileadmin/user_upload/pdfs/Erwachsene_nbildung_barrierefrei.pdf)

## Languages available

German

## Further Information

*biv - die Akademie für integrative Bildung (Academy for inclusive education)*  
Mariahilferstraße 76  
1070 Wien, AUSTRIA

Profil**PASS**  
COOCO

# Barrier-free educational events – Guidelines for methodical work in adult education

biv – Academy for inclusive education

## What is it? (Aim of the Tool)

This is a guide for barrier-free educational counselling of adults. It shall help counsellors to offer courses, seminars, lectures and workshops without barriers to adults.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This brochure offers adult educators suggestions for barrier-free design of courses, seminars, lectures, workshops, etc. This benefits people with learning difficulties and/or disabilities, but also other target groups in adult education, such as older people or people whose mother tongue is not German, or participants with different social and educational backgrounds.

## Key Features

The brochure contains six chapters: The first chapter highlights the necessity and added value of barrier-free adult education. In the second chapter, the basics for barrier-free educational offers as well as required basic competence of adult educators are explained. The third chapter suggests methods in the educational work in order to abolish barriers. Experts inform about suitable methods for participants with different difficulties and disabilities in the fourth chapter of the brochure. In the fifth chapter contacts and sources for more information are provided. The last chapter presents opinions and impressions both by the educators and the participants.

## Try the Guide

[https://www.biv-integrativ.at/fileadmin/user\\_upload/pdfs/bildungsveranstaltungen\\_barrierefrei.pdf](https://www.biv-integrativ.at/fileadmin/user_upload/pdfs/bildungsveranstaltungen_barrierefrei.pdf)

## Languages available

German

## Further Information

*biv - die Akademie für integrative Bildung (Academy for inclusive education)*  
Mariahilferstraße 76  
1070 Wien, AUSTRIA

Profil**PASS**  
COOCO

# Online counselling barrier-free – Manual for an Internet-based educational counselling

biv – Academy for inclusive education

## What is it? (Aim of the Tool)

This is a guide for barrier-free educational counselling by means of the Internet (web-based online counselling). It shall help counsellors to offer educational counselling online without barriers.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This brochure is destined for all educational counsellors who offer web-based online counselling and offers assistance in addressing people with learning difficulties and/or disabilities as customers and in tailoring counselling services to the needs of the target group.

## Key Features

This brochure provides comprehensive information on the topic of barrier-free web-based online counselling by explaining terms and showing possibilities for barrier-free access to digital counselling services, for example by using simple language and its criteria.

## Try the Manual

[https://www.biv-integrativ.at/fileadmin/user\\_upload/pdfs/onlineberatung\\_barrierefrei.pdf](https://www.biv-integrativ.at/fileadmin/user_upload/pdfs/onlineberatung_barrierefrei.pdf)

## Languages available

German

## Further Information

*biv - die Akademie für integrative Bildung (Academy for inclusive education)*  
Mariahilferstraße 76  
1070 Wien, AUSTRIA

Profil**PASS**  
COOCO

# How barrier-free is your educational institution?" – Checklist

biv – Academy for inclusive education

## What is it? (Aim of the Tool)

This check-list shall assist in reviewing your own institution in terms of accessibility, since barrier-free environments are a basic requirement for people with disabilities in order to be able to gain access to education.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This brochure is destined for all educational institutions who want to offer barrier-free environments to their clients. Since accessibility is different for each target group, the checklist is structured according to forms of disability. In addition, accessibility measures create added value for other groups (older people, parents with prams, foreign language speakers).

## Key Features

Before considering concrete measures that represent a (further) step towards accessibility, it is necessary to take stock of the current situation as accurately as possible. This checklist contains questions that provide you with information about the current situation regarding the accessibility of your institution. Since accessibility is different for each target group, the checklist is structured according to the different types of disabilities. Following the respective sections, you will find at least one contact point that can be contacted for detailed information and advice. The brochure "Adult Learning Accessible - Guidelines for Learning Together without Barriers" can be used as an aid and support for a more comprehensive understanding.

## Try the Checklist

[https://www.biv-integrativ.at/fileadmin/user\\_upload/pdfs/Checkliste\\_E\\_B\\_2013.pdf](https://www.biv-integrativ.at/fileadmin/user_upload/pdfs/Checkliste_E_B_2013.pdf)

## Languages available

German

## Further Information

*biv - die Akademie für integrative Bildung (Academy for inclusive education)*  
Mariahilferstraße 76  
1070 Wien, AUSTRIA

Profil**PASS**  
COOCO

# Counselling for people with disabilities and their families

Συμβουλευτική ατόμων με αναπηρία και των οικογενειών τους

## What is it? (Aim of the Tool)

This tool is more like a comprehensive guide for the counselling process and important aspects the counsellor should have in mind for the process. The aim of the tool is to provide counsellors and professionals with adequate information and counselling models and their use for people with disabilities and/or their families

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool is mainly addressed to professional counsellors and people that want to be part of a psychosocial peer support group and be able to appropriately react to special issues.

## Key Features

The guide provides with a comprehensive set of theories essential to work for the support of people with disabilities. The theories are categorized in multiple chapters including:

- Family
- Special education
- Disability in Greece and Europe
- Counselling theories and models
- Disability and approach models
- The counsellor
- The approach of the positive impact
- Working with ADHD, Cognitive impairment, Down Syndrome, Autism, Hearing impairment, Mobility impairment
- Counselling of people with learning difficulties
- Job counselling of people with disabilities

## Try the Tool

<https://sotiriakarolidou.files.wordpress.com>

## Languages available

Greek

## Further Information

One may contact the counsellor Sotiria Karolidou that created the Guide through [karolidou.sot@gmail.com](mailto:karolidou.sot@gmail.com)

# Research of existing materials in educational and vocational guidance

ibw - Institute for Research on Qualifications and Training of  
the Austrian Economy

## What is it? (Aim of the Tool)

This brochure contains a comprehensive research of available information and working materials in educational and vocational guidance and is intended to provide an overview of existing offers.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The clear presentation of the research results is intended to make it easier for counselors in educational and career guidance to access the various materials.

## Key Features

This instrument contains online tools including applications for mobile use, brochures and working materials, career information films and online orientation procedures ("interest tests"). It presents offers of public institutions and social partner organisations as well as offers of other counselling and service institutions, publishers and professional associations. Chapter 4 looks at materials and tools for specific target groups, such as people with different cultural backgrounds or people with disabilities. Annex I contains a list of the institutions included in the research, organisations and companies.

## Try the Tool

[https://www.bic.at/downloads/de/broschueren/ibobb\\_recherche2014.pdf](https://www.bic.at/downloads/de/broschueren/ibobb_recherche2014.pdf)

## Languages available

German

## Further Information

*ibw Institut für  
Bildungsforschung der  
Wirtschaft  
Rainergasse 38  
1050 Wien, AUSTRIA*

Profil**PASS**  
COOCO



# Guide with learning techniques for counsellors working with people with disabilities

Specialpedagogiska skolmyndigheten

## What is it? (Aim of the Tool)

This guide provide learning techniques and planning for counsellors who are working with people with disabilities. It is not an instrument for competence assessment but shall help counsellors with techniques for their work with people with disabilities.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This brochure offers counsellors different ideas and techniques about the best ways of teaching people with disabilities with examples for various situations and how the counsellors should do in different situations.

## Key Features

- 1) The importance of visual learning and how to use it with students.
- 2) Teaching ways that activate students' long term memory
- 3) Different techniques to help students understand and memories different topics better and how to teach them to the students.
- 4) How to help students read faster and smarter.
- 5) Problem solving method for students.
- 6) How to understand different tasks/ Assignments
- 7) Examples for problems a mentor/counsellor for disabled students can face and how to overcome them.
- 8) Different checklists to be filled by both the mentor and the student to make the studying process more effective.

## Try the Guide

:  
<https://webbutiken.spsm.se/mentor-handbook-for-mentors-supporting-students-in-higher-education/>

## Languages available

Swedish

## Further Information

*Specialpedagogiska skolmyndigheten*

[spsm@spsm.se](mailto:spsm@spsm.se)

Telefon: 010 473 50 00

Profil**PASS**  
COOCO

# Learning Difficulties: support workbooks and tools for social workers

SocialWorkersToolbox.com

## What is it? (Aim of the Tool)

This repository offers free online tools for social workers in order to support their work with their target groups.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

This toolbox provides free support workbooks and tools for social workers, counsellors, volunteers and other relevant professionals.

## Key Features

- Healthy relationships workbook (for people with learning difficulties)
- factsheet: education, health and care plans
- factsheet: extra support in mainstream school support
- factsheet: preparing for adulthood (UK)
- factsheet: education, health and care needs assessment,
- factsheet: help in the early years when your child has additional needs
- short breaks – how your family can benefit (factsheet)
- factsheet: introduction to the care act 2014 – England
- sexual health, relationships & parenthood: workbook for people with learning disabilities
- health services for disabled children and young people (booklet)
- growing up, sex and relationships – a guide for parents of young disabled people
- growing up, sex and relationships – information leaflet for young disabled people

## Try the Guide

<http://www.socialworkerstoolbox.com/category/disability-disorders/learning-difficulties/>

## Languages available

English

## Further Information

*Specialpedagogiska skolmyndigheten*

[spsm@spsm.se](mailto:spsm@spsm.se)

Telefon: 010 473 50 00

ProfilPASS  
COOCO

# Vocational guidance for people with autism

Federación Autismo Castilla y León

## What is it? (Aim of the Tool)

This publication aims to help people with autism to identify their vocational interests and thus guide them in their professional training, through a series of recommendations that contribute to improving their employability, through personal self-knowledge and also knowledge of the labour market.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

It is a complete professional orientation guide for people with autism spectrum.

## Key Features

The "Vocational guidance for people with autism" has been developed in the project "Promotion and contribution of employment for people with Autism Spectrum Disorder" of the Solidarity Network 2017 Call of En Acción, the Social Footprint of Bankia, which aims to contribute to promote the real labour inclusion of people with ASD in the Spanish context, in order to guarantee their right to enjoy an independent life.

## Try the Tool

<http://www.autismo.org.es/publicaciones-de-autismo-espana>

## Languages available

Spanish

*Federación Autismo Castilla  
y León*

*<http://www.autismo.org.es/>  
Paseo de los  
Comendadores, 0, 09001  
Burgos, Spain*

**ProfilPASS**  
COOCOU

# Guide for counsellors working with students with autism

Asociación Autismo Burgos

## What is it? (Aim of the Tool)

This guide is intended to help counsellors to recognize the educational needs of students with autism.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

It is a orientation guide for people with autism spectrum.

## Key Features

The "Guide for counsellors working with students with autism" covers the entire orientation process from understanding the student with autism at a congenital level to the needs of the student with autism, with 16 guidelines, models, adaptations and levels of intervention.

Try the Tool

<http://www.autismoburgos.es/>

Languages available

Spanish

Asociación Autismo Burgos  
C/Valdenuñez 8, 091001  
Burgos  
Telf. 947461243/Fax.  
947461245  
[www.autismoburgos.org](http://www.autismoburgos.org)

ProfilPASS  
COOCOU

# Essential Elements of Career Counseling – Processes and Techniques

Βασικές αρχές επαγγελματικής συμβουλευτικής - διαδικασίες και τεχνικές

## What is it? (Aim of the Tool)

This book tries to cover basic issues that job counsellors have to face during the process of career counselling. The theories are presented in a way that emphasizes their practical use through the use of case studies. In the last chapters there are examples of practical tools, questionnaires and templates, used during the counselling process. The tool is comprehensive and takes into consideration all the different needs of people that seek counselling, including people with disabilities and cognitive impairments.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

The tool is aimed at professional counsellors and gives more emphasis on the knowledge that a counsellor should have depending on the client and how to adapt theories, processes and techniques to different groups of people according to their needs.

## Key Features

What is most interesting about this tool is the use of practical examples and case studies in relation with specific templates and ways of interpretation, as a way to support and educate professional counsellors. The book includes several subjects including:

- Use of theories of professional development in the career counselling
- Framework and planning
- Understanding the problem: Understanding ones self
- Understanding the problem: Wider social factors and labour market
- Use of web services
- Integration, Decision making and action planning
- Progress assessment
- Adaptation of the counselling to the places of implementation

## Try the Tool

<http://repository.edulll.gr/edulll/retrieve/3858/1151.pdf>

## Languages available

English and Greek

*The greek version of the tool is available online for free from the Digital Library for lifelong learning (repository.edulll.gr) managed by the of the National Documentation Center and is provided in pdf format*

*The English version is in book form and you need to buy it.*

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# Manuals for implementing modular programs in the field of competency development for job search

Employment Service of Slovenia

## What is it? (Aim of the Tool)

Series of manuals for 7 competences needed to apply for a job.

## Who is it for? (Target Group and (pre)conditions for use of the tool)

Manuals are intended for the counsellors or mentors to work on them together with clients. The idea is to conduct series of short workshops focusing on 7 job search competences.

## Key Features

- 7 job search competences:
  - professional identity development,
  - adaptability,
  - emotion management,
  - proactivity,
  - responsibility,
  - environmental orientation,
  - self-promotion
- Each workshop includes description goals and several steps how to deliver it.
- Manuals are freely available on VKO Point website

## Try the Guide

<https://www.vkotocka.si/wp-content/uploads/2018/08/B0-modularne-delavnice-SKUPAJ.pdf>

## Languages available

Slovenian

## Further Information

Nacionalna koordinacijska točka VKO  
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COOCO

## The Lists of additional Tools and Apps

If you are in need of further tools or apps for your counselling process or you have not found a suitable tool in the Fact Sheets, you can have a look at the following choice of the additional tools and apps. This pool of tools and apps has been set up in the course of the research for the COOCOU-Toolkit.

# Supporting Tools for Labor Market Integration

Tool name of Origin	Tool name in English	Publisher	Aim of the tool	Web address
Självhjälpsguiden För dig med ADHD på jobbet	Self help guide for you with ADHD at work	Riksförbundet attention	⇒ Help people with ADHD to find their strategies at work	<a href="https://butik.attention.se/wp-content/uploads/2019/05/attention_ADHD-pa-jobbet_sjalvhjalpsguide.pdf">https://butik.attention.se/wp-content/uploads/2019/05/attention_ADHD-pa-jobbet_sjalvhjalpsguide.pdf</a>
ADHD på jobbets Toolbox	ADHD on the job toolbox	Riksförbundet attention	⇒ Give information and tips for ADHD people about work environment and how to be better at the job	<a href="http://www.adhdpajobbet.se/toolbox-verktygsladan/">http://www.adhdpajobbet.se/toolbox-verktygsladan/</a>
Skriva CV	Write your CV	Riksförbundet Attention	⇒ Help people to build CVs	<a href="http://www.adhdpajobbet.se/kriva-cv/">http://www.adhdpajobbet.se/kriva-cv/</a>
Fånga rekryteraren utan ett bling-bling-cv	Capture the recruiter without a bling-bling CV	Shortcut	⇒ This tool includes tips to help individuals build their CVs	<a href="https://shortcut.se/artiklar/fanga-rekryteraren-utan-ett-bling-bling-cv/">https://shortcut.se/artiklar/fanga-rekryteraren-utan-ett-bling-bling-cv/</a>
7 tips för det perfekta personliga brevet	7 tips for the perfect personal letter	Shortcut	⇒ This tool includes 7 tips to help individuals write personal letter	<a href="https://shortcut.se/artiklar/7-tips-for-det-perfekta-personliga-brevet-2/">https://shortcut.se/artiklar/7-tips-for-det-perfekta-personliga-brevet-2/</a>
Let me Talk: Free ACC Talker	Let me Talk: Free ACC talker	Appnotize UG	⇒ A free AAC talker app which supports communication in all areas of life and therefore providing a voice to everyone.	<a href="https://play.google.com/store/apps/details?id=de.appnotize.letmetalk&amp;hl=sl">https://play.google.com/store/apps/details?id=de.appnotize.letmetalk&amp;hl=sl</a>



# Apps to Make the Lives of Persons with Cognitive Impairments Easier

Tool name of origin	Tool name in English	Publisher	Aim of the tool	Web address
Appsök	App search	appsök	⇒ Provide support to find out what apps and mobile tools can be useful for persons with disabilities	<a href="https://appsok.sll.se/">https://appsok.sll.se/</a>
HållKoll	Keep an eye / Keep Track	Abilia AB	⇒ aims to help people with cognitive disabilities have more control over their tasks and create structure over their lives	<a href="https://apps.apple.com/se/app/h%C3%A5llkoll-abilia/id1090728274">https://apps.apple.com/se/app/h%C3%A5llkoll-abilia/id1090728274</a>
Resledaren	Tour leader		⇒ It aims to make the travel in public transports easier for people with autism.	<a href="http://www.resledaren.se/">http://www.resledaren.se/</a>
Evernote	Evernote	The Evernote Corporation	⇒ A note- taking and organizing app which allows its users to create TODO lists and manage their tasks in an easy way.	<a href="https://evernote.com/">https://evernote.com/</a>
Trello	Trello	Trello	⇒ An app that assists in organizing tasks in the form of cards and lists. The user can add comments, attach files, and create checklists with due dates. It can also be shared between the team members.	<a href="https://trello.com/">https://trello.com/</a>
Bildkartenset zur Kompetenzerfassung geflüchteter Menschen	Picture card set for the competence assessment of refugees	German Employee Academy (DAA)	⇒ The picture card set is a language free support tool for vocational position determination. It has been designed for counsellors and clients who cannot - or only restrictedly - communicate with each other.	<a href="https://itunes.apple.com/de/app/daa-kompetenzerfassung/id1084665949?mt=8">https://itunes.apple.com/de/app/daa-kompetenzerfassung/id1084665949?mt=8</a>
Picca	App for autistic and Down syndrome people	University of Granada	⇒ This app is designed for the classroom, as a support tool. This App can be used as a support from counsellors to work with autistic and Down syndrome people	<a href="https://apps.apple.com/es/app/piccaa/id373334470">https://apps.apple.com/es/app/piccaa/id373334470</a>

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

This project is funded by the European Commission through the Erasmus+ Programme (KA204 - Strategic Partnerships for adult education).

Project code: 2019-1-DE02-KA204-006137

**Publication Coordinated by:**

**DIE** Deutsches Institut für  
Erwachsenenbildung  
Leibniz-Zentrum für  
Lebenslanges Lernen

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