

## **Agreement**

### **on realization of a competence report**

Between Bildungsinstitut PSCHERER gGmbH  
Firmenstammsitz Lengendorf  
Reichenbacher Straße 39  
08485 Lengendorf

in the following named as ‚agency‘

and

Ms/Mr

born on

in the following named as participant

the execution of a competence report will be agreed on in the course of the project

„XXXXXX“

Period of time:

#### **§ 1 Objectives**

The competence report should enable the person to

- gain a clearer picture of oneself (acquired knowledge and skills, attitudes, motivations, qualities and characteristics) and to identify existing strengths and weaknesses precisely
- build a realistic professional career on that and to check plans as well as
- establish motivations in order to face new professional challenges on the base of existing competences.

#### **§ 2 Implementation requirements**

The participant confirms his/her active participation. He/She is obliged to provide the necessary information for the successful course of the competence report and to take part actively in all the steps of the seminar being proposed.

The agency is obliged to use reliable methods and techniques being used by qualified personnel in order to gain necessary information to describe the person and his/her future professional career.

### § 3 Applied procedures and means

The following procedures are applied in a personal competence report:

- intensive individual work,
- tests and analysis procedures,
- monitoring procedures,
- face-to-face interviews.

### § 4 Final results

At the end of the competence report the participant will receive a syntheses paper which will be discussed with him/her.

It will contain information about the personality of the participant in the form of existing degrees, knowledge, skills and competences, main qualities and behaviors as well as additional factors.

The syntheses paper is predominantly designed for the participant. A copy is sent to the appropriate job centre. Other people or institutions are only allowed to receive the paper on agreement.

### § 5 Handling of documentation

The syntheses paper and the training materials will be archived and finally deleted after the course of the project according to the legal retention period.

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place, date

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place, date

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agency

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participant