

Requirements profile

Aspired occupation: _____

To complete the apprenticeship in our company, the future learner must have the following skills:

Requirements (Focused on the objectives and requirements as well as on the skills of the occupation to be learned)		★ mandatory	✓ nice to have	✗ not important
Professional skills				
Language of the school:	Reading and understanding texts	☐	☐	☐
	Processing written information	☐	☐	☐
	Writing and editing texts	☐	☐	☐
	Understanding spoken texts	☐	☐	☐
	Oral expression, vocabulary	☐	☐	☐
		☐	☐	☐
		☐	☐	☐
Foreign language:				
	Listening comprehension	☐	☐	☐
	Reading comprehension	☐	☐	☐
	Writing texts	☐	☐	☐
	Oral expression	☐	☐	☐
Mathematics / algebra:	Basic operations, fractions, rule of three, percent, equations	☐	☐	☐
Geometry / geom. Drawing:	Basics, constructions, scope, area, volume, perception of space, shapes	☐	☐	☐
Accounting		☐	☐	☐
Housekeeping		☐	☐	☐
IT		☐	☐	☐
Technical understanding		☐	☐	☐
Basics:	Biology	☐	☐	☐
	Chemistry	☐	☐	☐
	Physics	☐	☐	☐
	History	☐	☐	☐
	Geography	☐	☐	☐
Crafts / manual work (possibly samples)		☐	☐	☐
Music and art (possibly samples)		☐	☐	☐
Physical education		☐	☐	☐

Legend:

- ★ mandatory: The learner must have these skills in order to successfully complete the vocational education and training.
- ✓ nice to have: This is not absolutely necessary but of advantage.
- ✗ not important: This is not necessary for success in this basic vocational education and training.

Requirements	★ mandatory	✓ nice to have	✗ not important
Method skills			
Works carefully and accurately	☐	☐	☐
Works independently	☐	☐	☐
Carries out instructions creatively	☐	☐	☐
Keeps the workspace clean	☐	☐	☐
Sticks to rules	☐	☐	☐
Uses time sensibly	☐	☐	☐
Sets priorities and goals	☐	☐	☐
Takes notes independently	☐	☐	☐
Learns efficiently	☐	☐	☐
Can process and pass on information	☐	☐	☐
Can distinguish between what is important and what is not	☐	☐	☐
	☐	☐	☐
Social skills			
Is open and friendly	☐	☐	☐
Is outgoing	☐	☐	☐
Can communicate well	☐	☐	☐
Can handle conflicts	☐	☐	☐
Is calm	☐	☐	☐
Can integrate into a team	☐	☐	☐
Has self-confidence	☐	☐	☐
	☐	☐	☐
Personal skills			
Acts independently	☐	☐	☐
Shows motivation	☐	☐	☐
Is resilient	☐	☐	☐
Has good manners	☐	☐	☐
Is interested in new things	☐	☐	☐
Is punctual	☐	☐	☐
Is persistent	☐	☐	☐
	☐	☐	☐
Other requirements			
Can tackle tough jobs	☐	☐	☐
Has good physical and mental constitution	☐	☐	☐
Is physically and mentally stable	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐
	☐	☐	☐