

HANDBOOK

Developed by:



SUSTAINABLE KNOW-HOW
FOR ADULT INCLUSION & LIFELONG LEARNING
IN THE REPAIR SECTOR





INTRODUCTION



This handbook is a complementary document to the skills passport. Here you can find instructions on how to use your passport and further information about the project and the references used to develop it.

The skills passport can be used in digital version (PDF) or print version (paper). In this document you will also find recommendations on how to use the passport depending on the chosen format.

This handbook can also be either printed or read in a PDF viewer. The handbook contains both hyperlinks (text that you can click and visit when using the PDF handbook) and QR codes (that you can scan when using the printed handbook to visit the link).

TO COMPLETE MY SKILLS PASSPORT



A user guide



Some definitions



TO TRAIN AND INFORM MYSELF



A test on my digital skills



An e-learning video on the ecological transition



SUSTAINABLE KNOW-HOW
FOR LOCAL, SMALL BUSINESSES & ENTREPRENEURS
IN THE REPAIR SECTOR



PRINT VERSION



If you want to use the print version of the skills passport follow this instructions:

PRINT IT

We recommend printing it in A5 format and choosing the option "booklet". However, you can print it the way you find it more comfortable to use. You can either print it in grayscale or color.

FILL IT

Write the information needed, paste photos, circle the tools and paint the stars. Just follow the instructions.

ADD LINKS IN YOUR PASSPORT

In some sections you will need to add links. You can create a QR code, print it and paste it. To create a QR code you can go to this link.



CREATE A CV

You will need to add a link to your CV, if you don't have one, you can create it here (Europass CV).





DIGITAL VERSION



If you want to use the digital version of the skills passport follow this instructions:

SAVE A COPY

Download the PDF, open it with a PDF Viewer (e.g. Adobe Arobat Reader, which is free) and create a copy using "Save as...".

FILL IT

Use the tool "Type text" to write all the information needed, and "Draw" to circle the tools and paint the stars.



Draw



Type text

ADD AND IMAGE

If you need to add an image (e.g. an image of you in "me" section) you have to open the image (double-click on the image), then right click, and "copy". Finally, paste it in the skills passport and resize it.

CREATE A CV

You will need to add a link to your CV, if you don't have one, you can create it here (Europass CV).



Create your
online CV



MY SKILLS



On your passport you need to define your mastery of a skill, this is how to measure it.



I need help to do



I don't need help to do



I can help someone to do



I am able to teach



4 levels
based on
the European EQF
(click for more)



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