**Passport**

**to Employment**

**for Young People with**

**Special Educational Needs & Disabilities**

This portfolio contains information about me and my skills and competencies.

Name Age Phone Email Address

YOUR NAME

MY STORY

Pictures of me

Hint: Add a picture here.

Who I am

Key strengths

What is important to me

MY STORY

What I want to do in the future

My referees and their contact information

MY STORY

Video about me

Hint: You can add a link to a video about you.

**CV**

Hint: You can attach

a link to your CV here.

You can also attach

a CV document below by clicking Add files.

Qualifications

EDUCATION / TRAINING

**Completion date**

**Qualifications**

**School or college**

Education and training courses

**Start date and**

**end date**

**Training programme or training course name**

**School, college or training company**

WORK EXPERIENCE

Certificates and diplomas

Hint: You can list certificates such as the Food Hygiene Safety Certificate.

**Completed Certificate or diploma name**

**School, college or training company**

Hint: Remember to list on- the-job training, summer jobs and work placements. You can include paid or unpaid and full-time or part-time work.

**Dates of Employment**

**Company name Description of my tasks**

WORK EXPERIENCE

Further information about my work

WORK EXPERIENCE

Video

Hint: You can add a link to a video about you

at work.

Pictures of my work

Hint: Add a picture here.

Things I have done

Hint: You can include things you have done at school, at work or a work placement, during your on-the-job training or in your home or community.

Tasks I can do well at work

SKILLS AND COMPETENCIES

Tasks I especially enjoy doing at work

**Things I have done that make me proud**

Hint: You can include any accomplishments you are proud of, for example diplomas, awards and positive feedback you have received from supervisors, co-workers

and customers. Consider all your life experiences.

SKILLS AND COMPETENCIES

My experience of working with others

Hint: You can describe your experience of team work at school or in the workplace or in your free time.

Practical skills

Hint: You can list skills such as cooking and repairing a car.

Languages

Equipment, tools and technology I can use, and my computer skills

Video

Hint: You can add a link to a video that shows you doing things you are good at.

Pictures of things I can do well

Hint: Add a picture here.

SKILLS AND COMPETENCIES

My interests

Hint: You can include here your career interests and personal interests.

My experience of working with others

**My time management style**

Hint: You can describe how you manage your time during your working day. You can also include here

punctuality, attendance, task management and meeting deadlines.

INTERESTS

In my free-time I like to

**In my community I am active in**

Hint: You can list any youth groups, social clubs or organizations or sports teams and your participation in them.

Video

Hint:You can add a link to a video about you and your interests here.

Pictures of my interests

Hint: Add a picture here.

INTERESTS

I need support in the following tasks in the workplace

ADDITIONAL SUPPORT NEEDS

I would like my additional support needs to be taken into account in the following way in the workplace

ADDITIONAL SUPPORT NEEDS

This guide was produced by the SENEL partners who would like to thank all the young people and their employers who so generously shared their stories with us.

**The Partnership**



**Disclaimer**

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.