

Information on the Declaration of Consent in respect of an Analysis of Potential

Dear Parents, Dear Legal Guardians,

Selecting the most suitable vocational training and study course and subsequently choosing an occupation is of utmost importance in order to secure a future for your children such that they will be able to support themselves in future. You, as parents and legal guardians, are the most important partners in this situation as you are the best judge of your children's interests, potential and abilities.

The vocational and study orientation is a fixed part of teaching in schools in North-Rhine-Westphalia, within the scope of the country's initiative "Kein Abschluss ohne Anschluss" (No final exams without continuation - KAOA). By involving ministries, communities, economy, trade unions and the Bundesagentur für Arbeit (Federal Labour Office), each student will be subjected to a systematic process of orientation starting from Year 8 right up to the transition from school into a job resp. to a university.

The young people will be prepared for this transition and obtain information on careers and study courses by various components - so-called standard elements. All of these standard elements are considered to be educational events and build on each other. Further information with reference to the procedure of a potential analysis carried out at the particular school by the sponsor is attached (short description of sponsor) and will be part of the Declaration of Consent.

The vocational- and study orientation starts with a Potential Analysis (PA) in Year 8 at all mainstream schools. This analysis assists the young people to reflect and organise their process of orientation in respect of a career and is the basis in the further process of exploring suitable career opportunities and selecting an appropriate internship. These potential analyses are carried out by certified educational institutions (this means educational enterprises that are authorised to carry out career-preparing measures subsidised - amongst others - by public funds); these measures must be offered in compliance with the Procurement Law. The Landes-Gewerbeförderungsstelle des nordrhein-westfälischen Handwerks e.V. (LGH) is responsible for this task. The criteria of issues in respect of content and organisation are determined in a performance specification.

The analysis of potential will take place outside of normal school hours and is considered to be a different form of teaching (issued by the Ministry of Education and Further Training - *Ministerium für Schule und Weiterbildung* of 07/09/2016 for vocational and study orientation) and is held in the classroom.

Participation in the potential analysis is, however, voluntary.

Only those students will take part, whose parents have signed the attached Declaration of Consent for the survey, processing and utilisation of the above person-related data. Students will not suffer any disadvantage, should they decide not to take part.

Students, who decide not to participate, will be offered a vocational orientation without raising and processing person-related data. These students can take part in further standard elements provided these are not supported by sponsors. (This refers to sponsor-supported exploration of vocational areas (BFE) and sponsor-supported internships (PK); company-related BFEs and PKs are, however, possible).

The Declaration of Consent can be revoked at any time. It will be kept at school for five years and will subsequently be destroyed. In case of a revocation all person-related data will be deleted at once. The revocation must be explained to the school as it will have to be justified to the other bodies involved, if necessary.

About the Procedure:

The sponsors will inform the parents how the potential analysis is carried out, with what kind of procedures and also what kind of (observation-) data is raised at the occasion of an information event at the school. All parents attending the event and those not present, will additionally receive a written report with comprehensive information and based on this will subsequently be able to make a decision on whether their child is to participate.

Experts will watch the participating students while they carry out various exercises on the day when the potential analysis takes place. These exercises comprise practical group tasks as well as written tests and online tests on vocational interests in individual cases. In case of the latter tests no person-related data will be raised - e.g. by access - and stored in the system. One expert will be watching four students, whereby observation data will be raised that are incorporated into the result of the potential analysis. Following the analysis procedure students will receive a feedback questionnaire whereby it is ascertained that this survey remains anonymous.

It is possible, in individual cases that employees from the communal coordination office or school authority may want to carry out ad hoc visits in order to ascertain that the quality assurance of the potential analysis is maintained and to check whether organisation and content are appropriately implemented. The LGH is responsible for checking the procurement and contractual criteria of the description of performance at the school, and they will also carry out ad hoc visits. The Bundesagentur für Arbeit - as financial sponsor - may also carry out ad hoc visits. Upon prior announcement scientific personnel may also visit in individual cases for the purpose of evaluation. It is, however, ascertained that personnel from the mentioned institutions will not receive any person-related data about the students. At no time will they record any details about individual students.

If required, students in need of special pedagogical support may be assisted by integration assistants to be present during the analysis of potentials.

The results of the analysis will be discussed with the sponsors' personnel in an individual meeting which the parents should also be attending. The sponsors will not pass on these data to other persons or bodies in particular not to the schools. Immediately following this evaluation meeting, the sponsor will delete all person-related data. Therefore, in case the submitted documents are lost, it will not be possible to retrieve the data.

The lists of participants (with the following data: family name, first name, date of birth, gender, Form, received Declaration of Consent) are passed on to the LGH and are there only used for invoicing purposes; they will be destroyed after five years.



Declaration of Consent:

I have taken note of the information on the Declaration of Consent of the potential analysis and the short description of the sponsor _____ about the procedure of the analysis of potentials and confirm that my child

_____ Family name, first name of student

_____ Year

will participate in the described procedure of the analysis of potentials and that his/her person-related data - as described in the information - are processed within the scope of this procedure.

_____ Parents / Legal Guardians

_____ Place, Date, Signature