Recognition procedure if documentation is missing or incomplete

**SKILLS ANALYSIS**

1. **MIGRATION AND WORK PERMIT**
   - RECOGNITION NOTICE
   - www.recognition-in-germany.de

2. **RECOGNITION FINDER**
   - INITIAL COUNSELLING
   - COUNSELLING AND APPLICATION
   - www.recognition-in-germany.de

3. **Initial Counselling**
   - Migration and work permit assessment of documents / skills analysis
   - In case of complete documents, the equivalence assessment takes place. In case of missing or incomplete documents, follow the steps 5.1 to 5.7 for the skills analysis.

4. **Counselling and Application**
   - Reference to the skills analysis if documentation is missing or incomplete.

5. **Choosing an Expert**
   - You can find experts in companies, chambers, training centres or guilds. Maybe your expert is also a member of an audit committee.
   - Brief your expert regarding the procedure of the skills analysis.
   - You can find information regarding requirements and standards in the Pool of Expertise and Know-how.

6. **Explanatory Talk**
   - The expert checks whether a skills analysis is appropriate.
   - One has to make sure that applicants do understand the exercise and can manage the key parts of it.
   - Only little knowledge of German? Sketches, glossaries or hiring an interpreter could help.

7. **Developing the Exercise**
   - You hire the expert to develop the exercise. Instruments could be a work sample, an interview or a work test at a company.
   - Please take note of the quality standards for a skills analysis.
   - Please formulate the exercise as simply as possible.

8. **Written Decision**
   - The applicant confirms in writing that he or she wants to take part in the skills analysis.
   - Please note that the process for Chambers of Industry and Commerce (IHK) differs.

9. **Conducting the Skills Analysis**
   - The applicant, the expert and you as a counsellor take part in the skills analysis. You can also send a deputy to conduct the skills analysis.

10. **Documentation of Results**
    - Together with the expert, you have to document the results of the skills analysis with the help of a surveillance sheet. The sheet is the basis for the documentation of results, which will be used during the equivalence assessment.
    - You can find templates in the Pool of Expertise and Know-how.

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For counsellors in competent authorities

**Skills Analysis**

For counsellors in competent authorities

**Pool of Expertise and Know-how**

Here you can find working aids, information and contact persons (in German):

- www.annahmein-deutschland.de/experteundwissenspool
- www.bq-portal.de/de/seiten/qualifikationsanalysen

**Costs**

Applicants can be supported by benefits from the employment agency, the job centres or by a special fund for skills analysis ("Sonderfonds Qualifikationsanalyse") organized by the project "Prototyping Transfer".

**Recognition in the field of IHK (Chambers of Industry and Commerce)**

The IHK FOSA as a centralised body is responsible for recognition procedures in this field.

The skills analyses are conducted by each IHK on-site by using the process presented here. However, the procedure may vary from the above presented process.

You can find checklists for skills analyses in the field of IHK in the Pool of Expertise and Know-how.

*Except for IHK Wuppertal-Solingen-Remscheid, Hannover and Braunschweig. They do not participate in IHK FOSA.