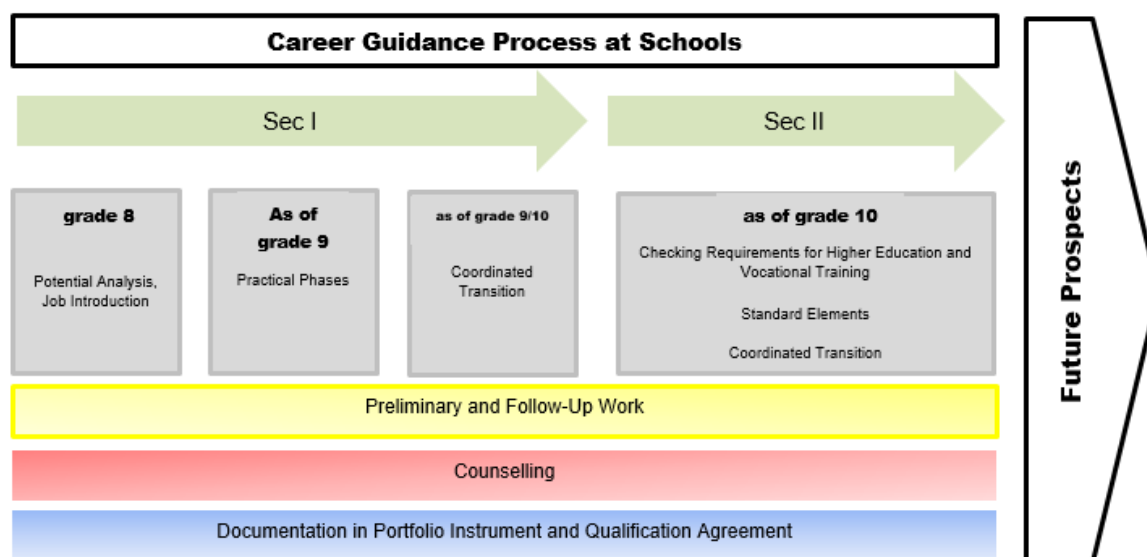


Information About the Statement of Consent to the Potential Analysis

Dear Parents,

For your child to have a secure career after finishing school, guidance and career choices are especially important. As parents, you are the most important partners, since you can assess the interests, potentials and skills of your child particularly well.

At schools in North Rhine-Westphalia, career guidance is an integral part of the curriculum and the state initiative, “Kein Abschluss ohne Anschluss – Übergang Schule-Beruf in NRW” (KAoA) or “No dead-end qualifications - Transition from school to work in NRW.” Various ministries, municipalities, businesses, unions and the German federal employment agency (Bundesagentur für Arbeit) have developed a systematic guidance process for every student from grade 8 until the transition from school to work or university.



To prepare adolescents for this transition, career guidance is provided in several parts—so-called standard elements (Standardelemente). Each standard element is part of the curriculum and builds on the previous elements. At your child’s school, career guidance begins in grade 8 with the standard element, “potential analysis” (Potenzialanalyse, “PA”). This teaches adolescents self-reflection and self-organization and provides the basis for choosing a suitable vocation and finding internships.

Potential analyses are conducted by certified educational institutions. These include education companies that may provide publicly-funded guidance services. These services have been tendered in compliance with German procurement law. Criteria for their content and organization are specified in a service description. These tasks are performed by the State SME Promotion Body of the North Rhine-Westphalian Crafts and Skilled Trade Association (Landes-Gewerbeförderungsstelle des nordrhein-westphälischen Handwerks e.V., “LGH”). Further information about the potential analyses performed on site by each educational

institution is provided by the school in form of a “brief description” (Kurzbeschreibung) of the institution and is part of the information required for consent.

The potential analysis will be conducted like an extracurricular, normally with your child’s class, and serve as “Unterricht in anderer Form” or as another form of instruction (Regulation of the Ministry of School and Education of the State of North Rhine-Westphalia of 21 April 2020 on career guidance or “Erlass des Ministeriums für Schule und Bildung vom 21.04.2020 zur Beruflichen Orientierung”).

Participation in the potential analysis is voluntary. Only students whose parents signed the included statement of consent to the collection, processing and use of the personal data specified below will participate. Students will not be adversely affected in case of non-participation.

For non-participating students, the school offers career guidance without collecting or processing personal data. These students may participate in other standard elements not conducted by an external educational institution, such as the job introduction (Berufsfelderkundung “BFE”) and the practical course or (Praxiskurs “PK”). Your child may also participate in job introductions and practical courses offered by a company.

Further procedure:

At an information event at the school, the educational institutions will inform parents about the procedures applied by the potential analysis and the (observational) data that will be collected. All—attending and non-attending—parents will receive this written information and a brief description of the educational institution performing the potential analysis. This allows parents to make an informed decision about their child’s participation.

On the day of the potential analysis, participating students will be observed by experts during various exercises. These exercises consist of a mix of practical tasks (involving construction, cooperation, etc.) and social forms (individually, as a team, with a partner, etc.). Four adolescents will be observed by an expert. Observational data will be collected and used to determine the results of the potential analysis. After completing the analysis, students will receive a feedback form to be completed anonymously.

In individual cases, potential analyses may be observed by employees of communal coordination bodies and the school board to ensure quality and review the organization and content. Compliance of the service description with legal procurement and contractual criteria is reviewed on site by LGH who may also observe certain potential analyses. As a funder, observations may also be conducted by the German federal employment agency. With prior announcement, scientific staff may also be present for evaluation purposes. No employees of the above-stated institutions will receive personal data or prepare records on students.

In case of need for special assistance, potential analyses may be supervised by teachers with the permission of the parents and in coordination with the institution. If necessary, integration aides of adolescents requiring special assistance may be present during the potential analysis.

The results of the potential analysis will be provided to the students by the institutional staff at an assessment meeting that should also be attended by the parents. After the assessment meeting, the institution will erase all personal data. Therefore, if provided documents are lost, they cannot be reissued.

Lists of participants (with the following data: name, first name, date of birth, sex, whether consent is given) will be forwarded to LGH where they will be used only for accounting purposes and destroyed after 5 years.



The signed statement of consent will be stored by the school for 5 years and then destroyed. Consent may be withdrawn for the future at any time without adverse legal effects for your child.

In case of withdrawal, all personal data will be erased immediately. Withdrawal must be declared to the school who will ensure enforcement by other bodies if necessary.

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Statement of Consent:

I have acknowledged the information about the statement of consent to the potential analysis and the brief description of the institution _____ on the procedure of the potential analysis and consent to the participation of my child

Name, First Name of Student

Class

in the potential analysis as described above and to the processing of my child's personal data—as described by the provided information.

Name of Parent

Place, Date Signature