



Co-funded by
the European Union

AccessCareer

Enhancing Inclusive Access to Career Counselling

2024-1-ES01-KA220-ADU-000254803



D3.2 Career Self-management Tools Development



AccessCareer
Enhancing Inclusive Access to Career Counselling

D3.2 Career Self-management Tools Development

Lead Beneficiary	Adecco Formazione S.r.l. (Mylia)
Deliverable Version	V0.8
Due Date	30.09.2026
Delivery Date	29.09.2026
Dissemination Level	PU (Public)

Project Information

Project Acronym	AccessCareer
Project Name	Enhancing Inclusive Access to Career Counselling
Call	Erasmus+ KA220-ADU
Reference	2024-1-ES01-KA220-ADU-000254803
Type	KA220 ADU
Project Starting Date	Oct 24
Project Duration	24M
Coordinator	ACCION LABORAL, Spain

Deliverable Information

Activity	A3.2 Guidance Tools Development
Deliverable Name	D3.2 Career Self-management Tools Development
Due Date	30.09.2026
Delivery Date	29.09.2026
Type	R - Document / report
Dissemination Level	PU (Public)
Main Author(s)	Elena Somano (Adecco Formazione S.r.l. - Mylia)



D3.2 Career Self-management Tools Development

AccessCareer
Enhancing Inclusive Access to Career Counselling
2024-1-ES01-KA220-ADU-000254803

Activity	A3.2 Guidance Tools Development
Contributors	Acción Laboral; Adecco Formazione; Headway; KMOP Policy Center; The Learning Edge Ventures
Document Reviewers	All Partners
Security Reviewer	All Partners

Version History

Version	Issue Date	Author(s)	Content and Changes
0.1	30/07/2026	Elena Somano (Mylia)	Structure and partner content collection
0.2	17/08/2026	Elena Somano (Mylia)	First draft
0.3	07/09/2026	Elena Somano (Mylia)	Second draft
0.4	14/09/2026	Elena Somano (Mylia)	Third Draft
0.5	22/09/2026	Elena Somano (Mylia)	Forth Draft
0.6	25/09/2026	Elena Somano (Mylia)	Final Draft
0.7	28/09/2026	All Partners	Consortium Internal Review
0.8	29/09/2026	Elena Somano (Mylia)	Consolidated Final version

Table of Contents

Executive Summary.....	8
1. Introduction	9
1.1 Objectives and Scope of Task 3.2	9
2. Methodology and Selection Criteria	10
2.1 Selection and assessment criteria	10
2.2 Stakeholder and practitioner inputs	11
3. Resource Mapping and Comparative Analysis	11
3.1 Complementarity and overlap	12
3.2 Access and inclusion findings	13
3.3 Thematic gaps and mitigation	13
About this handbook	15
Your career self-management journey	16
Step 1. Understand your starting point	17
Step 2. Explore career options and labour-market opportunities	22
Step 3. Build the skills you need	26
Step 4. Prepare your job application	30
Step 5. Search and apply for opportunities	32
Practical page 1. Build and use your network	35
Practical page 2. Create a safe professional online presence	35
Practical page 3. Prepare for an interview	36

Practical page 4. Consider work-related costs.....	37
Personal Career Action Plan	38
Final next-step checklist.....	39
Glossary.....	39
Overall Findings and Recommendations	41
Conclusion.....	42
Annex I. Consolidated Resource Inventory.....	43
Annex II. Resource Fiche Overview.....	45
Annex III. Harmonised Resource Fiches.....	46
Annex III.1 CV Maker	47
Annex III.2 Europass Profile.....	50
Annex III.3 EURES - European Employment Services.....	53
Annex III.4 Skills-OVATE	56
Annex III.5 EU Academy	59
Annex III.6 Skills Builder Universal Framework.....	62
Annex III.7 IBM SkillsBuild	65
Annex III.8 ESCO - European Skills, Competences, Qualifications and Occupations	68
Annex III.9 EU Skills Profile Tool for Third-Country Nationals	71
Annex III.10 Empléate - Portal Único de Empleo	74

Error! Bookmark not defined.

Table of Abbreviations and Acronyms

Abbreviation	Meaning
AccessCareer	Enhancing Inclusive Access to Career Counselling
CSM	Career self-management
DE&I	Diversity, equity and inclusion
EURES	European Employment Services
ESCO	European Skills, Competences, Qualifications and Occupations
LMI	Labour-market information
NEET	Not in employment, education or training
WP	Work Package

Executive Summary

Deliverable D3.2 presents the AccessCareer approach to supporting socially disadvantaged individuals in career self-management. It combines a technical account of the collaborative resource selection and assessment process with a standalone user-oriented handbook. The deliverable brings together ten free online resources contributed by the project partners and analyses their potential to support different stages of career self-management. The selected resources cover skills identification, occupational exploration, labour market information, skills development, CV preparation and job search.

The resource selection and contextualisation process was informed by findings from the WP2 needs assessment activities, as well as by collaborative discussions and expert exchanges conducted during WP3 implementation. Together, these inputs helped identify practical and accessible resources capable of supporting the career self-management needs of socially disadvantaged individuals. A shared Excel inventory and a standard resource fiche were used to collect comparable information on purpose, target users, practical use, accessibility, strengths, limitations and stakeholder or practitioner input where available.

The added value of the project lies in the selection, assessment and contextualisation of ten online resources, their integration into a coherent career self-management pathway, and the development of complementary guidance materials, including practical checklists and an individual Career Action Plan. Annex II contains harmonised resource fiches providing a consistent overview of all selected resources.

1. Introduction

The project aims to enhance inclusive access to career counselling and increase the ability of socially disadvantaged individuals to navigate learning and employment pathways. The project recognises that career barriers are not limited to a lack of information. People may also face language barriers, low digital confidence, interrupted employment histories, limited professional networks, inaccessible services, caring responsibilities, financial constraints, discrimination or difficulties in communicating skills acquired outside formal education.

Career self-management therefore requires more than providing a list of websites. Individuals need a structured way to understand their starting point, explore realistic career options, identify learning needs, prepare application materials, search for opportunities and review progress. The resources in this deliverable are organised around that journey. The Handbook is designed as a detachable project result so that it can be made available separately on the AccessCareer website and used directly by beneficiaries and support organisations.

1.1 Objectives and Scope of Task 3.2

Task 3.2 aims to provide practical and accessible tools supporting career self-management among socially disadvantaged individuals. The activity combines a user-oriented handbook with a curated collection of ten online resources contributed by the project partners. Together, these resources address key areas of career self-management, including skills identification, career exploration, labour-market information, skills development, CV preparation, and job search. The task also includes the assessment and contextualisation of the selected resources, the identification of potential accessibility barriers and support needs, and the development of complementary guidance materials to support their effective use.

2. Methodology and Selection Criteria

The consortium adopted a resource curation and contextualisation approach. This responded to implementation constraints while maintaining the objective of delivering practical resources that could be accessed without a direct user fee. The process comprised six phases.

Phase	Implementation
1. Consortium discussion	Partners discussed the implementation approach and agreed at the Athens meeting to contribute two existing free online resources per partner.
2. Common collection framework	Mylia prepared a shared Excel inventory and standard resource fiche to collect consistent information.
3. Resource identification	Partners selected resources relevant to career self-management and the AccessCareer target groups.
4. Partner assessment	Partners described practical use, target users, access conditions, strengths, limitations and complementarity.
5. Consolidation and review	The collection was checked for duplication, overlap, thematic coverage, languages, registration, accessibility and support needs.
6. Contextualisation and integration	Resources were translated into user-friendly cards and arranged into a coherent career self-management journey.

2.1 Selection and assessment criteria

Criterion	Application
Free access	The resource was free to access or offered substantial free functionality at the time of review.

Criterion	Application
Online availability	The resource could be accessed online through a website or platform.
Career relevance	The resource supported at least one stage of career self-management.
Target-group relevance	Partners explained potential value for disadvantaged individuals and relevant support needs.
Practical usability	The fiche described how beneficiaries and practitioners could use the resource.
Accessibility awareness	Language, registration, digital access and known accessibility features or uncertainties were recorded.
Quality and limitations	Partners provided scores, strengths, limitations and a selection rationale.

2.2 Stakeholder and practitioner inputs

During the resource assessment process, partners were invited to gather feedback from practitioners and relevant stakeholders where appropriate and feasible. Insights collected through these exchanges were considered during the assessment and contextualisation of the selected resources and, where relevant, reflected in the corresponding resource fiches. This process contributed to enriching the analysis by incorporating practice-based perspectives on the potential use, accessibility and relevance of the resources for different target groups.

3. Resource Mapping and Comparative Analysis

The ten-resource collection covers the principal stages of career self-management, with strongest coverage in skills identification, exploration, skills development and job search. The

grouping below reflects the primary role assigned in the Handbook. Several resources support more than one stage.

Career stage	Selected resources
Understand your starting point	Europass Profile, Skills Builder Universal Framework, EU Skills Profile Tool for Third-Country Nationals
Explore career options and labour-market opportunities	ESCO – European Skills, Competences, Qualifications and Occupations, Skills-OVATE
Build the skills you need	EU Academy, IBM SkillsBuild
Prepare your job application	CV Maker
Search and apply for opportunities	EURES, Empléate – Portal Único de Empleo

3.1 Complementarity and overlap

Some overlap is intentional. Europass Profile, ESCO and Skills-OVATE all address skills and career exploration, but from different perspectives: personal experience, occupational requirements and labour-market demand. EU Academy and IBM SkillsBuild both support learning, but differ in thematic focus and content availability. EURES and Empléate both support job search, while operating at European and Spanish national levels respectively. The collection is therefore designed as a sequence rather than as ten interchangeable tools.

3.2 Access and inclusion findings

All selected resources were reported as free at the time of review, although full functionality may require registration.

- Multilingual availability is a major strength of several European platforms, while CV Maker, Empléate and Skills-OVATE have more specific language limitations.
- Online access may create barriers for users without a suitable device, stable internet, email access or digital confidence.
- Technical labour-market tools such as ESCO and Skills-OVATE may require practitioner support for interpretation.
- The EU Skills Profile Tool for Third-Country Nationals is primarily intended for supported use with a practitioner.

No independent accessibility audit of the external platforms was conducted by AccessCareer; suitability may vary by function and individual need.

3.3 Thematic gaps and mitigation

The selected platforms provide limited direct coverage of networking, professional online presence, interview preparation and personal financial planning. Rather than adding unassessed platforms after the consortium collection was closed, the Handbook addresses these areas through concise AccessCareer checklists and planning prompts. These pages contextualise the resource journey without being presented as standalone software tools.



Career Self-Management Handbook

A practical guide to understanding your skills, building your profile and taking the next career step

About this handbook

This handbook brings together resources for supporting career self-management at different stages. It was prepared within AccessCareer project for adults who may face social, economic, linguistic, digital or other barriers when accessing employment, learning and career guidance. The handbook does not assume that every person can or should use every digital resource independently. Instead, it shows which tools may be used directly and where support from a career counsellor, employment adviser, trainer, social worker or trusted support service may be helpful.

What career self-management means

Career self-management is the ability to understand your skills and interests, explore realistic opportunities, make decisions, build relevant skills, prepare applications and review your progress over time. It is an ongoing process rather than a single decision.

Who may find it useful?

- Adults seeking employment or returning to the labour market.
- Long-term unemployed people and people changing career direction.
- Migrants, refugees and third-country nationals navigating an unfamiliar labour market.
- Young adults and NEETs who need a structured starting point.
- Low-skilled adults or people whose experience is difficult to communicate.
- People facing digital, financial, language, disability-related or other access barriers.

How to use the handbook

1. Start with the chapter that best matches your current need.
2. Read the support label before opening a resource.
3. Check language, registration and digital-access requirements.
4. Use one resource at a time and record the result.
5. Translate the result into one concrete next action.
6. Ask for professional support when a resource feels difficult, inaccessible or unclear.

Support labels

Independent use possible: many users can start alone.

Independent use possible; support may help: the resource can be used alone, but guidance may improve results.

Support recommended: technical language, data or choices may be difficult to interpret alone.

Supported use recommended: the resource is designed mainly for use with a practitioner.

Important accessibility note

Free online access does not automatically mean that a resource is accessible to everyone. Internet connection, devices, email access, language, literacy, digital confidence and disability access may affect use. AccessCareer did not conduct an independent technical accessibility audit of the external platforms.

Your career self-management journey

Step	Focus	Outcome
1	Understand your starting point	Identify skills, experience, interests and transferable strengths.
2	Explore options	Compare occupations, skills requirements and labour-market demand.
3	Build skills	Choose realistic learning activities linked to a career goal.
4	Prepare applications	Create and tailor a clear CV and supporting information.
5	Search and apply	Use reliable vacancy channels, alerts and employment support.
6	Review and act	Track progress, build networks and update the action plan.

Step 1. Understand your starting point

Looking for an alternative in your language? Start with the website of your national or regional public employment service. Choose resources that clearly identify the provider, state whether they are free, explain registration requirements and provide privacy information. Avoid entering personal or payment data before checking the service conditions.

Career planning begins with a clear picture of what you already know, what you can do and what matters to you. Formal qualifications are only one part of the picture. Paid work, unpaid work, family responsibilities, volunteering, community participation and informal learning can also build relevant competences.

Before you start

Write down one question you want this step to answer and one result you want to keep. This will help prevent information overload.

Europass Profile

Inventory

What can this resource help you do?

Europass Profile is a free online tool developed by the European Commission that helps individuals identify, document and manage their skills, qualifications, work experience and achievements in one place. It supports career self-management by facilitating skills reflection, career planning and access to learning and employment opportunities

Recommended for	Multiple Disadvantaged Groups
Support level	Independent use possible; support may help
What you need	Language: Multilingual (31 European languages) Registration: yes Format: Online Tool

Recommended for	Multiple Disadvantaged Groups
Go to the resource	https://europass.europa.eu/en/europass-tools/europass-profile
Last checked	September 2026; external conditions may change

How to use it

Users can create and maintain a personal profile to record skills, qualifications, work experience and achievements.

The tool supports self-assessment, career planning, CV preparation and the identification of education, training and employment opportunities.

It can be used independently or within career guidance activities.

Strengths

- Free and officially supported by the European Commission
- Available in multiple languages
- Supports skills identification and career planning

Things to consider

- Registration is required
- Some users may need basic digital skills to create and maintain their profile
- The platform offers many features that may initially appear complex to inexperienced users

Accessibility and inclusion note

Available online, multilingual, accessible from different devices, allows users to store and update information over time.

Skills Builder Universal Framework

Language note: core content is primarily available in English. Automatic translation may support access, but translation quality can vary. Where possible, use the framework with a practitioner or verify whether an official or trusted adaptation exists in your language.

Life Skills

What can this resource help you do?

A free, open-source framework developed with businesses, educators and academics that breaks eight essential transferable skills into step-by-step levels, from beginner to mastery. It supports skills assessment, structured skill-building, and progress tracking for employability.

Recommended for	Long-term Unemployed
Support level	Independent use possible; support recommended
What you need	Language: Primarily English; embedded automatic translation may support additional languages Registration: Registration is required for the Skills Builder Benchmark self-assessment; framework information can be browsed online Format: Online Tool
Go to the resource	https://www.skillsbuilder.org/
Last checked	September 2026; external conditions may change

How to use it

Beneficiaries can self-assess where they currently sit on each of the 8 essential skills using the step-by-step framework, then track their own progress as they build up from basic to advanced levels; practitioners can use it to structure a coaching or training plan, set concrete skill-building goals, and evidence progress over time (useful for people with little formal work history, since progress is visible even from a very basic starting point).

Most useful at the skills assessment and skills-building stage — bridging the gap between self-awareness and being job-ready

Save or review the result and decide your next action.

Strengths

- Free, open-source and backed by years of research

- Applicable across education, employment and social-impact settings
- Breaks skills into small, measurable steps suitable for absolute beginners

Things to consider

- Licensed under a non-commercial, no-derivatives licence, limiting adaptation
- No published formal web accessibility compliance statement identified
- Originally developed in the UK and mainly in English, though used internationally

Accessibility and inclusion note

Free to access and download, usable for non-commercial purposes without payment, available as downloadable toolkits/PDFs, developed with input from disability and neurodivergence advisory groups

EU Skills Profile Tool for Third-Country Nationals

Inventory

What can this resource help you do?

Free multilingual online tool developed by the European Commission to help third-country nationals, including migrants, refugees and asylum seekers, document and communicate their skills, qualifications, work experience and language competences through a structured profiling process.

Recommended for	Migrants
Support level	Supported use recommended
What you need	Language: Nearly all official EU languages; supports bilingual use Registration: No Format: Online tool / assisted skills profiling tool
Go to the resource	https://ec.europa.eu/social/main.jsp?catId=1412&langId=en

Recommended for	Migrants
Last checked	September 2026; external conditions may change

How to use it

Primarily used in a guided one-to-one session with a career counsellor or caseworker.

The beneficiary and practitioner jointly document education, vocational and informal training, work experience, language skills and personal circumstances.

The resulting profile can support referrals to employment services, training, qualification-recognition pathways and subsequent CV preparation.

Strengths

- Free and maintained by the European Commission
- purpose-built for third-country nationals
- bilingual interface

Things to consider

- Designed mainly for guided use rather than independent self-service
- requires practitioner time
- does not provide vacancies or direct job matching

Accessibility and inclusion note

Free browser-based access and multilingual, bilingual use. Mobile use is possible. Formal accessibility for people with disabilities was not established in the partner assessment.

Step 2. Explore career options and labour-market opportunities

A realistic career decision connects personal interests and strengths with occupational requirements and labour-market conditions. Information tools can help, but they should not be treated as predictions or guarantees. Use them to ask better questions and identify options for further exploration.

Before you start

Write down one question you want this step to answer and one result you want to keep. This will help prevent information overload.

ESCO – European Skills, Competences, Qualifications and Occupations

Career exploration / Skills identification

What can this resource help you do?

A free European Commission multilingual platform that allows users to explore occupations and the skills, knowledge and competences associated with them. It supports career exploration, skills identification and understanding of labour-market requirements.

Recommended for	Job seekers, unemployed adults, career changers, adult learners, career counsellors and other individuals exploring occupations and skills
Support level	Support recommended for some users

Recommended for	Job seekers, unemployed adults, career changers, adult learners, career counsellors and other individuals exploring occupations and skills
What you need	Language: 28 languages, including Greek and English Registration: No for browsing/searching the ESCO classification; some additional functions such as dataset download may request details Format: Website / Online database and classification
Go to the resource	https://esco.ec.europa.eu/en
Last checked	September 2026; external conditions may change

How to use it

Beneficiaries can search occupations and explore the skills and competences associated with different career options.

Career practitioners can use ESCO during guidance sessions to discuss occupational profiles, identify existing skills and skills gaps, and support career or learning planning.

Save or review the result and decide your next action.

Strengths

- Free
- European Commission resource
- available in Greek

Things to consider

- It is primarily a classification/information resource rather than an interactive career-guidance tool
- the amount and technical nature of information may be overwhelming for some disadvantaged or low-skilled users without practitioner support.

Accessibility and inclusion note

Multilingual terminology including Greek; web-based access; structured occupational and skills information. Formal accessibility features should be verified separately.

Skills-OVATE

Language note: the tool interface and technical labour-market terminology are in English. If English is a barrier, use the resource with a career practitioner or consult labour-market information from a recognised national or regional employment service in your own language.

Labour-Market Intelligence / Career Planning

What can this resource help you do?

Free Cedefop labour-market intelligence tool analysing online job advertisements to provide information on skills, occupations and sectors in demand across European labour markets. It supports evidence-informed career exploration, planning and identification of skills-development needs.

Recommended for	Multiple Disadvantaged Groups
Support level	Support strongly recommended
What you need	Language: English Registration: No Format: Online tool
Go to the resource	https://www.cedefop.europa.eu/en/tools/skills-online-vacancies
Last checked	September 2026; external conditions may change

How to use it

Users can explore occupations and sectors, examine skills appearing in online vacancies, compare labour-market patterns across countries and identify potential skills gaps.

Practitioners can use the data to support career exploration, upskilling/reskilling discussions and action planning.

Save or review the result and decide your next action.

Strengths

- European focus
- evidence-based labour-market intelligence



- supports informed career planning

Things to consider

- English only
- labour-market data may require guidance to interpret
- online vacancies do not represent the entire labour market

Accessibility and inclusion note

Free online access; no registration; accessibility for people with disabilities is not clearly established; English-only interface may create a language barrier

Step 3. Build the skills you need

Once a goal and a skills gap are identified, the next step is focused learning. Choose a manageable learning activity connected to a practical objective. Completing many unrelated courses is less useful than completing one relevant course and applying the learning.

Before you start

Write down one question you want this step to answer and one result you want to keep. This will help prevent information overload.

EU Academy

Language note: the platform interface is multilingual, but the language available can vary by individual course. Check the course language before enrolling and look for an equivalent course from a recognised public or educational provider if the content is not available in a language you understand.

Agency & Empowerment

What can this resource help you do?

A free European Commission online learning platform offering multilingual courses on a wide range of themes, including digital skills, entrepreneurship, languages, etc. It supports skills development, self-paced upskilling, and access, where available, to certificates or digital credentials that can document completed learning.

Recommended for	Multiple Disadvantaged Groups
Support level	Independent use possible; support may help
What you need	Language: Multilingual: The platform is accessible in over 35 languages, including non-European ones. Registration: Registration is required for the Skills Builder Benchmark self-assessment; framework information can be browsed online Format: Online Tool

Recommended for	Multiple Disadvantaged Groups
Go to the resource	https://academy.europa.eu/
Last checked	September 2026; external conditions may change

How to use it

Beneficiaries can independently browse and enrol in free online courses according to their learning and employability needs.

They can follow self-paced training, monitor their progress and, where available, obtain certificates or digital credentials.

The platform can support individual upskilling plans, particularly in areas such as digital skills, entrepreneurship, languages and financial literacy.

Strengths

- Free and officially supported by the European Commission
- Available in multiple languages
- Offers self-paced, flexible learning

Things to consider

- Requires a stable internet connection and basic digital literacy to navigate
- The level of accessibility may vary across individual courses and content types
- Course quality and depth can vary between topics

Accessibility and inclusion note

Available online, multilingual, accessible from different devices, allows users to store and update information over time. The platform offers online and multilingual access. The accessibility of individual courses and functions should be checked against the user's specific requirements.

IBM SkillsBuild

Language note: language availability varies by course. Check the language of the selected learning pathway before registering. If the course is not available in a language you understand, look for equivalent free training from a recognised public employment service, public education provider or trusted organisation.

Digital skills and employability / Skills development

What can this resource help you do?

A free online learning platform offering career-focused training in digital and professional skills, including AI, cybersecurity, data and workplace skills. It supports adults entering employment, changing careers or developing skills for career progression.

Recommended for	Adult learners, job seekers, unemployed adults, career changers, low-skilled adults and individuals seeking digital/professional upskilling
Support level	Independent use possible; support may help
What you need	Language: 20+ languages; availability varies by course. English and several other major languages available. Greek availability is not confirmed. Registration: Registration is required for the Skills Builder Benchmark self-assessment; framework information can be browsed online Format: Website / E-learning platform / Online courses
Go to the resource	https://skillsbuild.org/adult-learners
Last checked	September 2026; external conditions may change

How to use it

Beneficiaries can independently select learning pathways and courses to develop employment-related digital and professional skills.

Career practitioners can recommend specific courses based on identified skills gaps and incorporate them into individual career-development/action plans.



Save or review the result and decide your next action.

Strengths

- Free
- career-focused
- self-paced

Things to consider

- Registration is required for the full learning experience and credentials
- Greek does not appear to be available across the platform
- requires basic digital literacy and internet access

Accessibility and inclusion note

Online access from different devices; multilingual content; self-paced learning. Specific accessibility features should be verified for individual courses.

Step 4. Prepare your job application

A CV should make relevant experience easy to understand. The purpose is not to record every life event, but to show evidence that matches the opportunity. People with fragmented or informal experience may benefit from support in identifying transferable skills before writing the CV.

Before you start

Write down one question you want this step to answer and one result you want to keep. This will help prevent information overload.

CV Maker

Language note: this resource is available in Italian. If needed, look for a free CV builder offered by a recognised public employment service or trusted employment organisation in your country and language. Check costs, registration requirements and privacy conditions before entering personal data.

Job Application Support

What can this resource help you do?

Free online CV creation tool that guides users through the development of a professional curriculum vitae using structured templates and practical suggestions. The tool helps users highlight their skills and experience in a clear and effective way.

Recommended for	Multiple Disadvantaged Groups
Support level	Independent use possible
What you need	Language: Italian Registration: no Format: Online Tool

Recommended for	Multiple Disadvantaged Groups
Go to the resource	https://www.adecco.com/it-it/cvmaker
Last checked	September 2026; external conditions may change

How to use it

Used by job seekers to create, review and improve their CV independently.

It can also be integrated into career guidance sessions, employability workshops and job-search support activities led by counsellors and trainers

Save or review the result and decide your next action.

Strengths

- Free and easy to access
- user-friendly interface
- supports individuals with limited CV-writing experience

Things to consider

- Available only in Italian
- focused specifically on CV creation rather than broader career planning
- requires basic digital skills.

Accessibility and inclusion note

Online access from desktop and mobile devices; intuitive interface; no specialised knowledge required.

Step 5. Search and apply for opportunities

Job search is more effective when it is structured. Define target roles, use reliable channels, create alerts, record applications and review results. Online portals can widen access but do not remove language, qualification, transport, discrimination or caring barriers.

Before you start

Write down one question you want this step to answer and one result you want to keep. This will help prevent information overload.

EURES

Job Search / Career Planning

What can this resource help you do?

Free European employment support portal providing access to job vacancies, labour-market information, guidance and employment support services. It supports job search, career exploration, application preparation and European employment mobility.

Recommended for	Multiple Disadvantaged Groups
Support level	Independent use possible; support may help
What you need	Language: Multiple European languages Registration: Yes Format: Online platform
Go to the resource	https://eures.europa.eu/index_en

Recommended for	Multiple Disadvantaged Groups
Last checked	September 2026; external conditions may change

How to use it

Users can search and filter vacancies, explore labour-market and working conditions information, review employment guidance and access EURES Advisers.

Practitioners can use selected vacancies and labour-market information for guided job-search and application activities.

Save or review the results and decide your next action.

Strengths

- Free
- European coverage
- direct access to employment opportunities

Things to consider

- Digital skills may be required
- vacancy terminology can be difficult for some users
- does not guarantee employment

Accessibility and inclusion note

Multilingual interface; online access; accessibility features available, although suitability may vary by user needs and content

Empléate – Portal Único de Empleo

Language and geographic note: this portal is mainly in Spanish and is intended primarily for job search in Spain. For another country or language, use the official national or regional public employment service and verify the provider, costs, registration and privacy conditions.

Job Search

What can this resource help you do?

Official Spanish public employment portal operated by SEPE. It brings together vacancies from the National Employment System, regional public employment services and participating job boards, and provides job alerts and labour-market information to support structured job search.

Recommended for	Multiple Disadvantaged Groups
Support level	Independent use possible; support may help
What you need	Language: Spanish; some sections may be available in co-official regional languages Registration: Yes for alerts and saved profiles; browsing is possible without registration Format: Website / Online Tool
Go to the resource	https://www.empleate.gob.es
Last checked	September 2026; external conditions may change

How to use it

Users can browse and filter vacancies by location, sector and contract type.

Registered users can create a candidate profile, save searches and receive personalised alerts.

Career practitioners can support first-time registration, help users define realistic search criteria and use current vacancy information during guidance and application-preparation activities.

Strengths

- Free official government portal
- aggregates public employment vacancies
- regional and sector filters

Things to consider

- Primarily available in Spanish
- personalised functions require registration, an email address and basic digital skills
- does not itself provide skills profiling or CV-building support

Accessibility and inclusion note

Browser-based and mobile friendly. Full personalised use requires an email address and registration. Primarily available in Spanish. Formal accessibility for people with disabilities was not established in the partner assessment.

Practical page 1. Build and use your network

Networking is not limited to formal business events. A network can include former colleagues, teachers, neighbours, community organisations, public employment services, volunteering contacts and online communities. The objective is not to ask everyone for a job, but to improve access to information, advice and opportunities.

- ☐ List five people or organisations that may know about work, training or support opportunities.
- ☐ Prepare a two-sentence introduction explaining what you are looking for.
- ☐ Ask for information or advice rather than immediately asking for employment.
- ☐ Attend one local or online event related to the target sector.
- ☐ Record who you contacted, what was discussed and the next follow-up date.
- ☐ Respect privacy and do not share sensitive personal documents openly.

Practical page 2. Create a safe professional online presence

- ☐ Search your own name and review publicly visible information.
- ☐ Use a clear professional summary aligned with the roles you are seeking.
- ☐ Check spelling, dates and consistency across profiles and CVs.
- ☐ Review privacy settings before uploading documents.
- ☐ Do not publish identity documents, addresses, private phone numbers or sensitive personal data.

- ☐ Verify job offers and avoid requests for payment, banking credentials or unnecessary personal data.

Practical page 3. Prepare for an interview

- ☐ Re-read the vacancy and highlight the three most important requirements.
- ☐ Prepare one short example showing each relevant skill.
- ☐ Practise explaining career gaps or changes factually and briefly.
- ☐ Prepare two questions about the role, workplace or next steps.
- ☐ Plan transport, accessibility, technology and timing in advance.
- ☐ Ask for reasonable adjustments when needed and appropriate.

Practical page 4. Consider work-related costs

A job or training opportunity may involve costs that affect whether the option is realistic. The following prompts support planning and are not financial advice.

Possible cost	My estimate	Possible support or solution
Transport		
Childcare or dependent care		
Clothing or equipment		
Internet or device		
Training or certification		
Relocation or accommodation		

Personal Career Action Plan

Planning question	My answer
My current career goal	
Strengths I can use	
The main gap I need to address	
Resource I will use	
Action I will complete	
Target date	
Person or service that can support me	
How I will know I have made progress	
Review date	

Final next-step checklist

- ☐ I can describe my main skills and experience.
- ☐ I have identified one or more realistic target roles.
- ☐ I understand at least one skills gap or learning priority.
- ☐ My CV or professional profile is updated.
- ☐ I have selected reliable vacancy channels and alerts.
- ☐ I know what support I may need and where to ask for it.
- ☐ I have one next action and a review date.

Glossary

Term	Meaning
Career self-management	The ongoing process of understanding, planning and acting on learning and career goals.
Transferable skill	A skill that can be used across different roles or settings.
Skills gap	The difference between current skills and the skills needed for a goal.
Labour-market information	Information about occupations, vacancies, sectors, skills demand and working conditions.
Digital credential	Digital evidence of learning or achievement, subject to the issuing organisation's conditions.
Professional support	Assistance from a counsellor, employment adviser, trainer, social worker or relevant service.



D3.2 Career Self-management Tools Development

AccessCareer
Enhancing Inclusive Access to Career Counselling
2024-1-ES01-KA220-ADU-000254803

External resources disclaimer

The external resources included in this handbook were freely accessible at the time of review. Availability, content, language options, accessibility features and registration requirements may change over time. Users should verify current conditions directly on the relevant platform. AccessCareer Project does not own or control the external platforms and cannot guarantee their continued availability.

Overall Findings and Recommendations

Overall findings

The collection provides a coherent pathway from skills recognition to employment search.

The strongest resources combine free access, multilingual content, clear user outcomes and the possibility of professional support.

The principal recurring barriers are registration, language, digital confidence, technical terminology and the need for access to devices and internet.

No single resource addresses all needs. Combining tools across stages is more effective than treating one platform as a complete solution.

Career practitioners remain important, particularly where users face literacy, accessibility, qualification-recognition or data-interpretation barriers.

Recommendations for use and sustainability

Publish the handbook on the project website and ensure that links to the selected resources remain up to date. URLs, access conditions and language availability should be reviewed periodically, as external platforms may change over time.

Use the Career Action Plan to connect online activity with a specific goal and follow-up date.

Encourage practitioners to pre-select relevant content for users who may be overwhelmed by large platforms.

Avoid presenting free online resources as substitutes for reasonable accommodation, personalised guidance or public support services.

Collect user feedback during subsequent project activities to inform future updates of the handbook and resource collection.

Conclusion

The AccessCareer Project demonstrates that career self-management can be strengthened through the effective combination of existing resources, practical guidance and targeted support. Rather than focusing on individual tools in isolation, the deliverable promotes a structured pathway that helps users understand their skills, explore opportunities, build capabilities and take informed career decisions.

The resulting framework provides a flexible foundation that can be adapted to different national contexts and user needs. By combining accessible resources with practical guidance materials, AccessCareer contributes to making career support more understandable, actionable and inclusive for individuals facing social and labour-market disadvantages.

To support future use and adaptation, the deliverable includes a practical handbook for beneficiaries and support organisations, as well as a set of harmonised resource fiches documenting the resources assessed within the project.

Annex I. Consolidated Resource Inventory

Partner	Resource	Primary category	Language	Score
Accion Laboral	EU Skills Profile Tool for Third-Country Nationals	Inventory	Nearly all official EU languages; supports bilingual use	4.3
Accion Laboral	Empléate – Portal Único de Empleo	Job Search	Spanish; some sections may be available in co-official regional languages	4.7
Adecco	CV Maker	Job Application Support	Italian	5
Adecco	Europass Profile	Inventory	Multilingual (31 European languages)	4.7
Headway	EURES	Job Search / Career Planning	Multiple European languages	4.7
Headway	Skills-OVATE	Labour-Market Intelligence / Career Planning	English	4.7
KMOP	EU Academy	Agency & Empowerment	Multilingual: The platform is accessible in over 35 languages, including non-European ones.	4.5
KMOP	Skills Builder Universal Framework	Life Skills	Primarily English; embedded automatic translation may support additional languages	4
The Learning Edge	IBM SkillsBuild	Digital skills and employability / Skills development	20+ languages; availability varies by course. English and several other major languages available. Greek availability is not confirmed.	4.5



D3.2 Career Self-management Tools Development

AccessCareer
Enhancing Inclusive Access to Career Counselling
2024-1-ES01-KA220-ADU-000254803

Partner	Resource	Primary category	Language	Score
The Learning Edge	ESCO – European Skills, Competences, Qualifications and Occupations	Career exploration / Skills identification	28 languages, including Greek and English	4

Annex II contains the ten harmonised resource fiches prepared from partner contributions.

Annex II. Resource Fiche Overview

1. EU Skills Profile Tool for Third-Country Nationals | Acción Laboral
2. Empléate – Portal Único de Empleo | Acción Laboral
3. CV Maker | Mylia
4. Europass Profile | Mylia
5. EURES | Headway
6. Skills-OVATE | Headway
7. EU Academy | KMOP
8. Skills Builder Universal Framework | KMOP
9. IBM SkillsBuild | The Learning Edge
10. ESCO – European Skills, Competences, Qualifications and Occupations | The Learning Edge

Annex III. Harmonised Resource Fiches

No.	Resource	Contributing partner
1	CV Maker	Adecco Formazione S.r.l. (Mylia)
2	Europass Profile	Adecco Formazione S.r.l. (Mylia)
3	EURES - European Employment Services	Headway A.E.
4	Skills-OVATE	Headway A.E.
5	EU Academy	KMOP Policy Center
6	Skills Builder Universal Framework	KMOP Policy Center
7	IBM SkillsBuild	The Learning Edge Ventures LTD
8	ESCO - European Skills, Competences, Qualifications and Occupations	The Learning Edge Ventures LTD
9	EU Skills Profile Tool for Third-Country Nationals	Acción Laboral
10	Empléate - Portal Único de Empleo	Acción Laboral

Annex III.1 CV Maker

Contributing partner: Adecco Formazione S.r.l. (Mylia)

Field	Information
Resource	CV Maker
Provider	Adecco Italia
URL	https://www.adecco.com/it-it/cvmaker
Country / partner	Italy / Adecco Formazione S.r.l. (Mylia)
Languages	Italian
Update status	Ongoing online service
Format	Online Tool

Purpose and scope

CV Maker is a free online tool designed to support individuals in creating a professional curriculum vitae through a guided and user-friendly process. The platform helps users organise personal information, educational background, work experience and competences into a structured format that aligns with labour market expectations. The resource aims to reduce one of the most common barriers experienced by job seekers, namely the difficulty of preparing a clear and effective CV. Through practical guidance and predefined sections, users can better identify and communicate their skills, qualifications and professional achievements. The tool is particularly useful for individuals with limited experience of recruitment processes, first-time job seekers, unemployed adults and people requiring support in presenting their profile effectively to employers. By facilitating the preparation of application documents, the resource can contribute to improved application readiness and greater confidence during the job search process.

Target users	Career self-management dimensions
Job seekers; Young people; Long-term unemployed; Migrants; Low-skilled adults; Women returning to work; NEETs; Other vulnerable groups; Specify: Socially disadvantaged individuals facing barriers to labour market participation.	Career Planning; Job Search; Job Application Support; CV Development

Practical use

Beneficiary use	Practitioner use
Beneficiaries can access the platform independently and follow a step-by-step process to build a professional CV. First, users enter their personal information and educational background. They then add work experience, skills and additional qualifications. The platform guides users through each section, helping them structure information in a clear and employer-friendly manner. The generated CV can then be downloaded and used for job applications. Beneficiaries can return to the platform whenever they need to update their profile with new qualifications, training experiences or work achievements. For socially disadvantaged individuals, the resource reduces uncertainty regarding application requirements and empowers users to independently prepare professional documentation for employment opportunities. The tool can also be used during employability programmes, workshops and individual guidance sessions.	Career counsellors, employment advisors and trainers can integrate CV Maker into job-search workshops, employability programmes and individual counselling sessions. The tool provides a practical environment in which participants can immediately apply the guidance received and produce tangible outputs. Practitioners can use the platform to demonstrate effective CV-writing techniques, explain recruitment expectations and support participants in identifying transferable skills and work experience. The resource may also be combined with interview preparation activities and broader career planning interventions.

Recommended stage

Action planning; Job search; Application preparation

Inclusion and accessibility

This resource is highly relevant for socially disadvantaged individuals because preparing a professional CV is often a significant challenge for people with limited knowledge of recruitment practices or restricted access to career guidance services. The tool simplifies the process and helps users present their skills and experience more effectively. By providing free and easy access to CV development support, the resource contributes to greater autonomy, employability and confidence. It addresses a practical need directly linked to labour market participation and therefore represents a valuable tool for users seeking employment opportunities.

Access conditions

Free of charge ☒ Yes ☐ No Registration required ☐ Yes ☒ No Mobile friendly ☒ Yes ☐ No Accessible for people with disabilities ☐ Yes ☒ No Partially ☐ Unknown Available in multiple languages ☐ Yes ☒ No Specify: Available online via desktop and mobile devices. The platform offers a user-friendly interface and can be used without registration. Basic digital skills are required.

Strengths	Limitations
- Free and easy to access. - User-friendly interface. - Supports independent use. - Produces practical and immediately usable outputs. - Suitable for a wide range of disadvantaged groups.	- Available only in Italian. - Focused specifically on CV creation. - Requires basic digital skills.

ACCESS Career assessment

Selection rationale	Contribution and complementarity
The resource was selected because it addresses one of the most common needs reported by job seekers: the preparation of a professional CV. Its accessibility, simplicity and immediate applicability make it particularly relevant for disadvantaged individuals who may have limited access to personalised career support.	The tool strengthens career self-management by enabling users to independently develop and maintain a professional CV. It promotes self-reflection on skills, experience and achievements while supporting active participation in job-search activities. CV Maker complements resources focused on self-assessment and career planning by providing a practical application tool that translates identified skills and experiences into a professional job application document.



Illustrative application and success factors

Illustrative scenario

The following example is an illustrative scenario and is not presented as an implemented or evaluated Access Career case. A participant attending an employability support programme can use CV Maker to develop a professional CV during a job-search workshop or individual guidance session. Starting from basic personal information, the user is guided through the process of describing education, work experience and skills in a structured and professional way. The completed CV can then be directly used to apply for vacancies, internships or training opportunities. The resource therefore helps transform career aspirations into concrete job application actions and supports users in becoming more autonomous in their job-search activities.

This scenario is illustrative and is not presented as an implemented or evaluated AccessCareer case.

Success factors: Free and immediate access without registration User-friendly interface requiring only basic digital skills Practical output that can be immediately used for job applications Supports autonomous job application preparation Helps users effectively communicate their skills and experiences to employers

Complementary references: Europass Profile; Europass CV; EURES Job Mobility Portal; Adecco Job Search Services; LinkedIn Profile Development Resources

Annex III.2 Europass Profile

Contributing partner: Adecco Formazione S.r.l. (Mylia)

Field	Information
Resource	Europass Profile
Provider	European Commission
URL	https://europass.europa.eu/en/europass-tools/europass-profile
Country / partner	Italy / Adecco Formazione S.r.l. (Mylia)
Languages	31 European Languages
Update status	Ongoing online service
Format	Online Tool; Self-assessment Tool

Purpose and scope

Europass Profile is a free multilingual online tool developed by the European Commission to help individuals identify, record and manage their skills, qualifications, work experiences and achievements in a single personal space. The platform supports career self-management by enabling users to build a comprehensive overview of their educational and professional journey and continuously update their profile throughout different stages of life. The tool promotes self-reflection and skills awareness by helping users recognise competencies acquired through formal education, non-formal learning, volunteering activities and work experiences. In addition, Europass Profile supports career planning by allowing users to document achievements, identify strengths and explore future educational and employment opportunities. By encouraging a structured approach to skills management and career development, the resource empowers individuals to make informed decisions regarding their learning and employment pathways. It is particularly useful for individuals seeking to improve employability, increase self-awareness and strengthen their ability to navigate an evolving labour market.

Target users	Career self-management dimensions
Job seekers; Young people; Long-term unemployed; Migrants; People with disabilities; Low-skilled adults; Women returning to work; NEETs; Other vulnerable groups; Specify: Individuals seeking support in identifying skills, planning career development and improving employability.	Skills Inventory; Career Exploration; Career Planning; Job Search; Job Application Support; Agency and Empowerment

Practical use

Beneficiary use	Practitioner use
Beneficiaries can create a personal Europass account and progressively build a profile containing information about education, training, work experience, language competences, digital skills, volunteer activities and other achievements. The platform allows users to store and organise this information in a structured way, helping them maintain an updated overview of their skills and professional development. Through the process of completing and updating their profile, users are encouraged to reflect on their strengths, identify transferable skills and recognise competencies acquired in both formal and informal settings. This process contributes to greater self-awareness and confidence, which are particularly important for disadvantaged individuals who may underestimate their abilities or have difficulties articulating their competences. The profile can then be used as a basis for future career planning, learning pathway decisions and the creation of job application documents.	Career counsellors, trainers, social workers and employment advisors can integrate Europass Profile into individual counselling sessions, employability programmes and career guidance workshops. The platform provides a structured framework to support discussions around skills identification, personal strengths, career aspirations and future development opportunities. Practitioners may use the profile to facilitate self-assessment exercises, guide beneficiaries through competency mapping activities and support the development of personalised career plans. The resource is particularly useful when working with individuals who struggle to recognise or communicate their abilities, as it helps convert experiences into identifiable and transferable competences. Europass Profile can also be used to monitor progress over time and support participants in preparing for education, training and employment opportunities.

Recommended stage

Initial assessment; Career exploration; Action planning; Job search; Continuous career management

Inclusion and accessibility

Europass Profile is particularly relevant for socially disadvantaged individuals because it supports self-awareness, empowerment and informed career decision-making. Many vulnerable individuals experience difficulties in recognising and communicating their skills, especially when competencies have been acquired through informal learning, volunteer experiences or fragmented employment pathways. The resource provides a structured environment that enables users to identify, document and showcase their strengths. By encouraging reflection on experiences and achievements, the platform helps individuals better understand their capabilities and potential career opportunities. Furthermore, the tool promotes autonomy and active participation in career development. Beneficiaries are encouraged to take ownership of their learning and professional journeys, increasing confidence and motivation.

Access conditions

Free of charge ☒ Yes ☐ No Registration required ☒ Yes ☐ No Mobile friendly ☒ Yes ☐ No Accessible for people with disabilities ☒ Yes ☐ Partially ☐ Unknown Available in multiple languages ☒ Yes ☐ No Specify: The platform is available in 31 European languages and can be accessed via desktop and mobile devices. Users can continuously update their profile and securely store information related to their learning and professional experiences.

Strengths	Limitations
- Free and officially supported by the European Commission - Available in multiple languages - Supports skills identification and self-reflection - Encourages lifelong career management - Connects users with learning and employment opportunities	- Registration is required - Basic digital skills are needed to create and manage a profile - Some features may initially appear complex for inexperienced users

ACCESS Career assessment

Selection rationale	Contribution and complementarity
Europass Profile was selected because it is one of the most comprehensive and widely recognised free career self-management tools currently available in Europe. The platform directly supports skills identification, career planning and employability development, which are core objectives of ACCESS Career. Its multilingual availability and accessibility make it suitable for a broad range of beneficiaries, including socially disadvantaged individuals facing barriers to employment or education opportunities. The resource promotes self-awareness, autonomy and proactive career management while providing practical tools that can be used throughout different stages of learning and employment.	Europass Profile contributes directly to career self-management by enabling users to identify, organise and continuously update information regarding their skills, qualifications and professional experiences. The platform encourages reflection on personal strengths, career aspirations and learning needs, helping users make informed decisions regarding education, training and employment opportunities. By supporting lifelong documentation of competences and achievements, the resource strengthens beneficiaries' ability to manage career transitions and actively participate in their professional development. Europass Profile complements practical employment-oriented resources such as CV Maker by focusing on skills identification, self-reflection and long-term career planning. While CV Maker helps users create application documents, Europass Profile helps users understand and document their competences, providing the foundation upon which effective job applications and career decisions can be built.

Illustrative application and success factors

Illustrative scenario

The following example is an illustrative scenario and is not presented as an implemented or evaluated ACCESS Career case. An unemployed adult participating in a career guidance programme can use Europass Profile to document education, training, work experience, language competences, digital skills and volunteer activities. Through this process, the individual develops a clearer picture of personal strengths and identifies competencies that may be relevant for future employment opportunities. The profile can subsequently be used to prepare CVs, explore learning opportunities and support job-search activities. The resource therefore contributes to increased self-awareness, employability and career planning capacity.

This scenario is illustrative and is not presented as an implemented or evaluated AccessCareer case.

Success factors: Supports self-reflection and skills awareness Encourages autonomy and career self-management Available free of charge across Europe Multilingual and widely recognised Facilitates lifelong documentation of skills and achievements

Complementary references: Europass CV; EURES Job Mobility Portal; European Digital Credentials for Learning; Adecco CV Maker; European Skills Agenda

Annex III.3 EURES - European Employment Services

Contributing partner: Headway A.E.

Field	Information
Resource	EURES — European Employment Services
Provider	European Labour Authority & European Employment Services network
URL	https://eures.europa.eu/index_en
Country / partner	Greece / Headway A.E.
Languages	Multiple European languages
Update status	Currently available and continuously updated
Format	Online resource

Purpose and scope

EURES (European Employment Services) is a free European employment support network and online portal designed to help jobseekers find employment opportunities and access information and guidance related to working and living in Europe. The portal provides access to job vacancies, information on labour-market conditions, country-specific information and links to employment support services. It also connects users with EURES Advisers and European Job Days. The resource is particularly relevant to career self-management because it helps individuals move from general career intentions towards concrete job-search and employment-related actions. Users can explore vacancies, compare opportunities across countries and regions, identify the types of skills and qualifications requested by employers, and access information that may be important when considering work in another European country. EURES also provides practical guidance for jobseekers, including advice on CVs, cover letters, interviews and the steps involved in searching for work. Through its network of advisers and support services, it can complement independent online job searching with access to human guidance.

Target users	Career self-management dimensions
Specify: Individuals seeking employment or training opportunities in Europe, including people who need support in identifying vacancies, understanding labour-market requirements, preparing applications or exploring mobility opportunities.	Skills Inventory; Career Exploration; Career Planning; Job Search; Job Application Support; Agency and Empowerment

Practical use

Beneficiary use	Practitioner use
The following steps illustrate a possible way of using the tool to organise and strengthen the job search: Access the EURES portal and familiarise themselves with the available job-search and employment-support services. Define a job-search objective, such as a preferred occupation, sector, location or type of employment. Search and filter vacancies using relevant keywords, occupations, countries, regions or other available criteria. Review vacancy requirements, including qualifications, experience, language skills and other competences requested by employers. Compare opportunities and identify which vacancies are realistic and relevant to their skills, interests and circumstances. Prepare or adapt application materials, using the available jobseeker guidance and, where appropriate, complementary tools such as Europass. Explore information on living and working conditions when considering employment in another European country. Seek additional support from an EURES Adviser or relevant employment service if they need guidance on applications, mobility, recognition of qualifications or other practical matters.	Career counsellors, employment advisors, trainers and social workers can use EURES as a practical resource during the job-search and application stages of guidance. It can be introduced after a beneficiary has identified a general career direction or completed a skills and interests assessment. Practitioners can support users in defining realistic search criteria, identifying suitable occupations and understanding the language used in vacancy descriptions. They may also use selected vacancies as examples during guidance sessions to help beneficiaries recognise employer expectations and identify skills or qualifications they may need to develop. EURES can support application preparation by helping users understand the requirements of specific vacancies and by directing them towards relevant CV, cover-letter and interview guidance. It can also be used to discuss employment mobility, including practical information about living and working conditions in different countries.

Inclusion and accessibility

EURES is particularly useful for socially disadvantaged individuals because it provides a structured and free entry point into employment opportunities and labour-market information across Europe. People who are unemployed, have limited access to professional networks, are unfamiliar with recruitment systems or are considering work in another country may benefit from having access to a recognised employment-support platform rather than relying only on informal sources of information. The portal can help users identify vacancies, understand employer expectations and compare opportunities according to occupation, location and other criteria. This can support more informed decision-making and reduce some of the uncertainty associated with job searching. Its information on living and working conditions is also relevant for migrants and other individuals considering employment mobility, as it can help them understand practical aspects of working in a different country.

Access conditions

Free of charge ☒ Yes ☐ No Registration required ☒ Yes ☐ No Mobile friendly ☐ Yes ☐ No Accessible for people with disabilities ☐ Yes ☐ Partially ☐ Unknown Available in multiple languages ☒ Yes ☐ No The EURES portal is available in multiple European languages, including Greek and English. Accessibility features are provided, but the suitability of every function may vary depending on the user's needs and the specific content accessed.

Strengths	Limitations
• Free access to employment opportunities: Provides a recognised European platform for searching vacancies and exploring employment options. • Broad labour-market coverage: Supports job searching across participating European countries and regions. • Practical employment guidance: Includes information and advice related to CVs, applications, interviews and working conditions. • Access to human support: Connects users with EURES Advisers and other employment-support services. • Useful for mobility and inclusion: Provides information relevant to individuals considering employment in another European country, including migrants and jobseekers with limited access to other employment networks.	• The portal may be difficult to navigate for users with limited digital literacy or limited experience with online job searching. • Vacancy descriptions may use unfamiliar occupational terminology or require language skills that some users do not yet possess. • The quality and completeness of vacancy information depend on the employers and employment services providing it. • EURES does not replace personalised career counselling or guarantee employment. • Some opportunities may require qualifications, language proficiency, mobility or other conditions that create barriers for disadvantaged users. • Users may need additional support to adapt their CVs and applications to specific vacancies.

ACCESS Career assessment

Selection rationale	Contribution and complementarity
EURES was selected because it provides a direct and practical connection between career self-management and access to employment opportunities. While many career resources focus on self-assessment, skills development or career planning, EURES supports the next stage: identifying realistic opportunities, understanding labour-market requirements and taking concrete steps towards employment. Its European scope is particularly relevant to ACCESS Career, as the project aims to support socially disadvantaged individuals in accessing learning and employment opportunities. The portal offers a recognised source of vacancies and labour-market information, while also providing access to employment-support services and advisers. This combination of independent online use and potential human guidance makes it suitable for a wide range of users.	EURES contributes to career self-management by helping individuals take an active and informed role in their job search. Rather than relying only on general advice or informal sources of information, users can define search criteria, explore vacancies, compare opportunities and identify the skills, qualifications and experience requested by employers. This supports several dimensions of career self-management. It encourages career exploration by exposing users to occupations, sectors and employment contexts they may not otherwise consider. It supports career planning by helping individuals identify realistic next steps, such as acquiring a qualification, improving a language skill or adapting their application materials. It also strengthens job-search and application skills through practical guidance and access to relevant employment-support services. For disadvantaged individuals, the resource can contribute to agency by making employment opportunities more visible and helping users understand how to approach them.

Illustrative application and success factors

Illustrative scenario

Provide an example of practical application: A career counsellor working with a jobseeker who has limited access to employment networks could introduce EURES during a job-search guidance session. After discussing the beneficiary's interests, experience and preferred working conditions, the counsellor could help them define suitable search criteria and identify relevant vacancies. The beneficiary could then review selected job advertisements, identify the main requirements and compare them with their own skills and experience. Where gaps are identified, the counsellor could support the beneficiary in considering realistic next steps, such as additional training, language development or adapting their application materials.

This scenario is illustrative and is not presented as an implemented or evaluated ACareer case.

Success factors: Clear identification of the beneficiary's interests, skills and employment goals before searching. Guided support in interpreting vacancies and understanding employer requirements. Use of realistic search criteria and relevant occupational terminology. Connection between vacancy analysis and practical application preparation. Additional support for users facing language, digital, qualification or mobility barriers.

Complementary references: EURES — Jobseekers; EURES — Hints and tips for jobseekers; EURES — EURES services; EURES — Help and support; Europass Profile

Annex III.4 Skills-OVATE

Contributing partner: Headway A.E.

Field	Information
Resource	Skills-OVATE
Provider	European Centre for the Development of Vocational Training (Cedefop)
URL	https://www.cedefop.europa.eu/en/tools/skills-online-vacancies
Country / partner	Greece / Headway A.E.
Languages	English
Update status	Currently available and continuously updated. Cedefop indicates that the underlying online job advertisement data are regularly refreshed.
Format	Online resource

Purpose and scope

Skills-OVATE (Skills Online Vacancy Analysis Tool for Europe) is a free online labour-market intelligence tool developed by Cedefop. It analyses information from online job advertisements to provide insights into the skills, occupations and sectors currently demanded by employers across European labour markets. The tool allows users to explore patterns in skills demand and compare trends across countries, occupations and sectors. For career self-management, Skills-OVATE can help individuals move beyond a general understanding of their interests and skills towards a better-informed view of what employers are currently looking for. Users can explore which skills are associated with particular occupations, identify skills that are becoming more or less prominent in labour demand and compare patterns across countries. The resource is particularly relevant at the career exploration and planning stages. It can help jobseekers and career guidance practitioners connect individual career interests with evidence about labour-market demand. This can support more realistic career decisions and help identify potential areas for upskilling or reskilling. Skills-OVATE is not designed to replace individual career counselling or provide personalised job recommendations.

Target users	Career self-management dimensions
Specify: Socially disadvantaged individuals who are exploring career options, considering reskilling or upskilling, or seeking to understand which occupations and skills are currently in demand in European labour markets. It is also particularly suitable for career counsellors, employment advisors and trainers supporting these groups.	Career Planning; Labour-market awareness and skills intelligence

Practical use

Beneficiary use	Practitioner use
A beneficiary can use Skills-OVATE to connect their career interests and existing skills with current labour-market demand. The following steps illustrate a possible way of using the tool as part of a structured career exploration and planning process: Start with a career interest or occupational area. The user can identify an occupation, sector or type of work they are considering. Explore relevant occupations and skills. The tool can be used to examine the skills associated with occupations and understand which competences appear in online job advertisements. Select a country or European labour market. Users can explore differences between countries and examine where particular occupations or skills appear in demand. Compare skills requirements. A user can identify recurring skills and consider whether they already possess them, need to strengthen them or would benefit from acquiring additional competences. Identify learning needs. Where the user identifies a skills gap, this can become the basis for discussing training, reskilling or further learning opportunities. Review career options.	Career counsellors, employment advisors and trainers can use Skills-OVATE as an evidence-based complement to individual career guidance. It can be introduced once a beneficiary has identified one or more occupations or sectors of interest. A practitioner can use the tool to demonstrate how labour-market demand relates to the skills required for particular occupations. For example, a counsellor could select an occupation discussed during a guidance session and examine the skills most frequently appearing in relevant online job advertisements. The beneficiary can then compare these requirements with their existing competences. The tool can also support discussions around upskilling and reskilling. Where an occupation requires skills that the beneficiary does not currently possess, the practitioner can use the findings to identify possible learning priorities and connect them with appropriate training resources. In group guidance, Skills-OVATE could be used as the basis for a practical labour-market exploration exercise.

Inclusion and accessibility

Skills-OVATE can be particularly valuable for socially disadvantaged individuals because access to reliable labour-market information is an important element of informed career decision-making. Individuals who have limited professional networks, limited previous exposure to the labour market or limited access to career guidance may find it difficult to understand which occupations offer opportunities and which skills employers currently value. The tool provides a European-level evidence base that can help make labour-market information more accessible. Instead of relying solely on general perceptions of which jobs are "in demand", users can explore data on skills and occupations derived from online job advertisements. This can help beneficiaries identify emerging opportunities, recognise skills that may increase their employability and make more informed decisions about learning and career development. This is particularly relevant for people considering a career change or returning to employment.

Access conditions

Free of charge ☒ Yes ☐ No Registration required ☐ Yes ☒ No Mobile friendly ☒ Yes ☐ No Accessible for people with disabilities ☐ Yes ☐ Partially ☒ Unknown Available in multiple languages ☐ Yes ☒ No The tool is available in English. Its main value for AccessCareer lies in providing free access to European labour-market and skills intelligence rather than in providing a multilingual counselling interface.

Strengths	Limitations
• Strong European relevance: Developed by Cedefop and focused specifically on European labour-market demand. • Evidence-based career exploration: Uses information from online job advertisements to identify skills and occupational demand. • Supports informed career planning: Helps users connect career choices with current labour-market requirements. • Useful for upskilling and reskilling: Can help identify skills gaps and potential learning priorities. • Complements other ACCESS Career resources: Adds a labour-market intelligence dimension that is different from training platforms, occupational classifications and job-search portals.	• The tool is available in English, which may create a barrier for users with limited English proficiency. • Labour-market data can be difficult to interpret without guidance, particularly for users with limited digital or data literacy. • Online job advertisements do not represent the entire labour market and may contain biases or incomplete information. • The resource does not provide personalised job recommendations or direct application support. • Some occupational and skills terminology may be unfamiliar to low-skilled users. • Results should be interpreted alongside other labour-market sources and practitioner expertise.

ACCESS Career assessment

Selection rationale	Contribution and complementarity
Skills-OVATE was selected because it introduces a distinct and complementary dimension of career self-management to the ACCESS Career resource collection: understanding labour-market demand. The resources already included by consortium partners cover important areas such as skills development, occupational classification and career-related learning. Skills-OVATE complements these resources by helping users understand how skills and occupations relate to actual European labour-market demand. It therefore creates a useful bridge between what an individual can do or would like to do and what employers are currently seeking. Its European focus is particularly relevant to ACCESS Career. The tool was developed by Cedefop and analyses online job vacancies across European labour markets, providing information on skills, occupations and sectors.	Skills-OVATE contributes to career self-management by helping individuals make career decisions based not only on their personal interests and existing skills, but also on an understanding of current labour-market requirements. The tool supports career exploration by allowing users to investigate occupations and sectors and examine the skills associated with them. This can help beneficiaries broaden their awareness of possible career pathways and identify occupations that correspond to their existing competences. It also supports career planning by making skills gaps more visible. When users compare their current competences with the skills demanded in an occupation, they can identify areas where further development may be useful. This can provide a concrete basis for setting learning objectives and planning next steps. For disadvantaged individuals, this process can strengthen agency and informed decision-making.

Practitioner or stakeholder input

Feedback received from the Expert Feedback was sought from relevant career guidance and employment-support stakeholders regarding the potential usefulness of Skills-OVATE for career exploration and planning. The feedback indicated that the tool could be particularly useful for helping beneficiaries connect their career interests with current labour-market demand and identify skills that may require further development. Due to the summer period and the limited availability of relevant stakeholders, the feedback collected at this stage was limited in scope. Suggested improvements or adaptations: For effective use with socially disadvantaged individuals, Skills-OVATE would benefit from being introduced through guided and simplified labour-market exploration activities rather than expecting users to interpret the data independently.

Illustrative application and success factors

Illustrative scenario

Provide an example of practical application: A career counsellor is supporting an unemployed adult who is considering a change of occupation but is unsure which career direction would offer realistic opportunities. During a guidance session, the counsellor identifies two or three occupations that correspond to the beneficiary's interests and existing experience. Using Skills-OVATE, the counsellor and beneficiary explore the skills associated with these occupations and examine current patterns of demand. They identify several skills that are common across the occupations and compare these with the beneficiary's existing competences. The exercise highlights both transferable skills and skills that require further development. The counsellor then uses these findings to support an action plan, identifying relevant learning opportunities and defining a realistic target occupation.

This scenario is illustrative and is not presented as an implemented or evaluated AccessCareer case.

Success factors: Start from the beneficiary's interests, experience or career objectives. Use the tool together with a practitioner where users have limited digital or data literacy. Focus on a small number of relevant occupations rather than presenting excessive information. Translate labour-market findings into concrete learning or career-planning actions. Combine Skills-OVATE with other resources and current labour-market information rather than treating it as a standalone source.

Complementary references: Cedefop Skills-OVATE; Cedefop – Skills trends; ESCO – European Skills, Competences, Qualifications and Occupations; EURES – European Employment Services; IBM SkillsBuild

Annex III.5 EU Academy

Contributing partner: KMOP Policy Center

Field	Information
Resource	EU Academy
Provider	European Commission – Joint Research Centre (JRC)
URL	https://academy.europa.eu/
Country / partner	Belgium / KMOP Policy Center
Languages	36 languages available, including non-European ones.
Update status	Launched in 2020, regular updates (latest in 2023)
Format	Website; Online Tool; Video; E-learning Module

Purpose and scope

EU Academy is a free online learning platform developed by the European Commission's Joint Research Centre, offering short, self-paced courses on topics directly relevant to employability, including a wide range of relevant themes (language courses, financial literacy, entrepreneurship, digital skills...). Its main objective is to make policy-relevant EU knowledge accessible to the wider public, through a modern, engaging and multilingual learning environment. Courses combine videos, readings, interactive exercises and quizzes, allowing learners to progress at their own pace without prior qualifications. On completion, many courses issue certificates or digital credentials, where available or certificates, which learners can add to a Europass profile and share with employers. For career self-management, the platform functions as a low-barrier upskilling tool: it lets socially disadvantaged individuals build concrete, verifiable skills and confidence in areas employers increasingly require, while giving practitioners a free, ready-made resource to recommend as part of guidance or training plans.

Target users	Career self-management dimensions
Job seekers; Young people; Long-term unemployed; Migrants; People with disabilities; Low-skilled adults; Women returning to work; NEETs	Skills Inventory; Career Planning; Digital Literacy; Life Skills; Financial Literacy; Agency and Empowerment

Practical use

Beneficiary use	Practitioner use
A socially disadvantaged individual can access EU Academy for free by creating an EU Login account with just an email address, with no cost and no proof of qualifications required. Once registered, the user browses the course catalogue by topic (e.g. Digital Skills, Entrepreneurship, Green Transition, Employability) and enrolls in a course matching their interests or a gap identified during a guidance session. Courses are self-paced, so learners can complete short modules of 30–60 minutes whenever they have time and internet access, which is particularly useful for people juggling caregiving, part-time work, or unstable schedules. Progress saves automatically, and most courses include short quizzes so learners can gauge their own understanding as they go. On completion, the platform issues a digital certificate or badge, which the learner can download or link directly to a Europass profile, giving them concrete, shareable evidence to include in job applications or discuss in interviews. Because the platform is free and requires only a browser and internet connection, it removes common financial and technical barriers.	Career practitioners can use EU Academy as a free referral resource to fill specific skill gaps identified during an initial assessment, for example recommending a digital skills course to a beneficiary lacking basic computer literacy, or an entrepreneurship course to someone considering self-employment. Because completion produces a verifiable certificate, practitioners can treat it as a structured "quick win" between guidance sessions, giving beneficiaries a concrete task and tangible outcome to review together, which helps build motivation, particularly for people long out of education or employment. Trainers and social workers running group sessions can project a course during a workshop and work through it collectively, pausing to relate content to participants' own situations. Since certificates connect to Europass, practitioners can fold the platform into a broader career-planning workflow that also includes profile-building and job-matching.

Recommended stage

Career exploration; Action planning; Continuous career management

Inclusion and accessibility

EU Academy is particularly relevant for socially disadvantaged individuals because it removes several of the most common barriers to skills development: cost, entry requirements, and geographic access. Unlike many private online learning platforms, EU Academy is entirely free which matters directly for unemployed adults, NEETs, and low-income individuals who cannot afford paid courses or certifications. The self-paced format accommodates irregular schedules, caring responsibilities, or health constraints, since there are no fixed class times. For migrants and refugees, availability in multiple EU languages can support both skills development and exposure to a new language of employment. For low-skilled adults or people with long employment gaps, the platform offers an accessible entry point to build recent, verifiable, EU-recognised credentials without enrolling in longer formal education.

Access conditions

Free of charge ☒ Yes ☐ No Registration required ☒ Yes ☐ No Mobile friendly ☒ Yes ☐ No Accessible for people with disabilities ☐ Yes ☒ No Partially ☐ Unknown Available in multiple languages ☒ Yes ☐ No Specify: 36 languages available

Strengths	Limitations
- Free and officially supported by the European Commission - Available in multiple languages - Self-paced and flexible, suited to irregular schedules - Issues certificates or digital credentials, where available/certificates linked to Europass - Covers practical, employability-relevant topics (digital skills, entrepreneurship, green transition)	Requires a stable internet connection and basic digital literacy to register and navigate; website accessibility for people with disabilities is only partially compliant with EU standards and was last tested in 2023; course depth and quality can vary between topics; content is primarily text- and video-based, which may not suit all learning styles; course availability can change over time, requiring periodic re-checking.

ACCESS Career assessment

Selection rationale	Contribution and complementarity
Many beneficiaries in the ACCESS Career target groups cannot afford paid online courses and may lack the confidence or prior qualifications to enrol in formal education. EU Academy removes these barriers with free, self-paced courses developed directly by the European Commission, no entry requirements, and official digital credentials on completion. It also complements resources focused on job search or CV preparation by addressing an earlier stage of the career journey: building the skills that make a person job-ready in the first place. Its multilingual availability and low technical barrier to entry (only a browser and email address needed) further support its relevance for migrants, low-skilled adults, and other resource-constrained groups.	EU Academy contributes to career self-management by letting individuals independently identify and close their own skills gaps. Rather than relying solely on a practitioner, beneficiaries can browse the catalogue, choose topics aligned with their own goals, and progress at their own pace, building the self-directed learning habits central to sustained career self-management. Completing courses and earning digital credentials also supports self-efficacy and motivation for people with limited or interrupted employment histories, by providing visible, EU-recognised proof of progress. Because certificates connect to Europass, the platform encourages beneficiaries to actively document and update their skills and achievements over time, reinforcing career self-management as an ongoing, iterative process. EU Academy complements job-search or mobility resources (such as EURES or Europass) by addressing an earlier stage of the career journey: building the underlying skills and credentials that make a beneficiary competitive.

Practitioner or stakeholder input

Feedback received from the Expert The expert indicated it was a great tool to be used independently by job seekers. In their context, it was especially used by social entrepreneurs, and was found to be a great multi-faceted resources to gain language and practical skills quickly. Suggested improvements or adaptations:

Illustrative application and success factors

Illustrative scenario

The following example is an illustrative scenario and is not presented as an implemented or evaluated AccessCareer case. A career counsellor working with a long-term unemployed adult targeting an administrative role identifies a lack of digital confidence as a barrier during an initial session. The counsellor recommends a relevant EU Academy digital skills course, which the beneficiary completes independently over two weeks at their own pace, using a public library computer. At the next session, the counsellor reviews the digital certificate together with the beneficiary, discusses how to reference the new skill in a CV or interview, and helps add it to their Europass profile, giving them a concrete achievement to point to despite a long employment gap.

This scenario is illustrative and is not presented as an implemented or evaluated AccessCareer case.

Success factors: Success depends on the practitioner clearly linking the course to a beneficiary's specific goal rather than presenting it as a generic task; providing basic digital support for those unfamiliar with online platforms; and following up after completion to reinforce the achievement and connect it to next steps.

Annex III.6 Skills Builder Universal Framework

Contributing partner: KMOP Policy Center

Field	Information
Resource	Skills Builder Universal Framework
Provider	Skills Builder Partnership, developed with employers, educators and academics
URL	https://www.skillsbuilder.org/
Country / partner	Belgium / KMOP Policy Center
Languages	Primarily English. An embedded automatic translation tool may support additional languages; translation quality may vary.
Update status	Originally developed in 2008; most recently updated as "Universal Framework 2.0" (2025)
Format	Guide; Handbook; E-learning Module; Self-assessment Tool

Purpose and scope

The Skills Builder Universal Framework is a free, open-source framework that breaks eight essential transferable skills — Listening, Speaking, Problem Solving, Creativity, Staying Positive, Aiming High, Leadership, and Teamwork — into a sequence of measurable steps, from absolute beginner through to mastery. Its main objective is to give a common, practical language for identifying, teaching and measuring transferable skills that matter across education, employment and everyday life. Individuals or practitioners can use the accompanying free self-assessment tool, Skills Builder Benchmark, to generate a personal skills profile, then use structured toolkits and activities to build specific skills step by step. For career self-management, it offers a credible, research-based method for understanding one's current level in essential soft skills, paired with concrete, actionable next steps, rather than a vague or generic skills label.

Target users	Career self-management dimensions
Job seekers; Young people; Long-term unemployed; Migrants; People with disabilities; Low-skilled adults; Women returning to work; NEETs	Skills Inventory; Career Planning; Life Skills; Agency and Empowerment

Practical use

Beneficiary use	Practitioner use
A beneficiary can start by taking the free Skills Builder Benchmark self-assessment, which asks questions about how they currently approach situations related to each of the eight essential skills and generates a personal profile showing their current step (1 to 16) in each area. From there, the individual can pick one or two skills to focus on based on their own goals, for example "Staying Positive" if job-search rejection is discouraging, or "Teamwork" if preparing to enter a new workplace. Using the freely available step descriptions and activities, the beneficiary practises concrete, small actions tied to their current step and works towards the next one. Because progress is broken into small, visible steps rather than a single before/after judgement, beneficiaries with very limited prior work experience or confidence can see measurable movement quickly, which can be motivating. The framework can be revisited periodically to re-assess progress, making it a tool for ongoing self-management rather than a one-off test. It works best when the beneficiary also has some outside feedback, since self-perception of skills like leadership or communication can be hard to judge alone.	Career counsellors, trainers, and employment advisors can use Benchmark results as a structured basis for a coaching conversation, helping a beneficiary move from a vague definition of individuals' skills to a specific, addressable step within a named skill. Practitioners can select relevant activities and toolkits to run individual or group sessions targeting a particular skill gap, tracking progress over time using the same step-based language, which is useful for demonstrating tangible outcomes in a guidance programme. Because the framework is free and open-source for non-commercial use, practitioners in NGOs, public employment services, or community organisations can adapt materials into their own guidance activities without licensing costs, provided the framework itself is not modified and is properly attributed.

Recommended stage

Initial assessment; Action planning; Continuous career management

Inclusion and accessibility

The framework is particularly relevant for socially disadvantaged individuals because transferable soft skills like communication or teamwork are frequently cited by employers as barriers to hiring people with long employment gaps, limited formal education, or non-traditional career histories, yet these skills are rarely assessed or developed in a structured way. By breaking each skill into small, sequential steps, the framework lets individuals starting from a very basic level, someone with no prior work experience, or re-entering the labour market after a long absence, see concrete, achievable progress rather than facing an intimidating, all-or-nothing judgement of their abilities. This is especially valuable for NEETs and long-term unemployed adults, who may have internalised negative beliefs about their own capabilities. The framework's development specifically included input on inclusion for people with disabilities and neurodivergent individuals, increasing its suitability compared to more generic personality-based assessments.

Access conditions

Free of charge ☒ Yes ☐ No Registration required ☒ Yes ☐ No Mobile friendly ☐ Yes ☒ No Accessible for people with disabilities ☐ Yes ☐ Partially ☒ Unknown Available in multiple languages ☒ Yes ☐ No

Strengths	Limitations
• Free, open-source and backed by research • Applicable across education, employment and social-impact settings • Breaks skills into small, measurable steps suitable for absolute beginners • Developed with dedicated input on inclusion, neurodivergence and disability • Used by more than 950 partner organisations according to the developer, indicating broad practical uptake	• It functions as a document/toolkit rather than a fully interactive online platform, so applying it well generally requires a facilitator or self-guided structure rather than being fully self-serve; it is licensed under a non-commercial, no-derivatives licence, limiting adaptation; no published formal web accessibility compliance statement was identified; it was originally developed in the UK and is primarily available in English; and it works best alongside guided coaching or feedback rather than as a fully independent self-assessment, since self-perception of soft skills can be difficult to judge alone.



ACCESS Career assessment

Selection rationale	Contribution and complementarity
The Skills Builder Universal Framework was selected because it fills a gap left by more job-search- or technical-training-oriented resources: it offers a structured, evidence-based way to assess and build the transferable soft skills that often determine whether socially disadvantaged individuals can secure and sustain employment, even once technical skills or qualifications are in place. Unlike generic personality quizzes, it breaks skills down into small, concrete, measurable steps, making progress visible and achievable even for beneficiaries starting from a very basic level or with little confidence.	The framework directly supports career self-management by giving individuals a concrete, structured language and method to understand where they currently stand in essential transferable skills and what a realistic next step looks like, rather than a vague aspiration to "improve soft skills." Because the self-assessment can be completed independently and revisited over time, beneficiaries can track their own progress and take ownership of their development, reinforcing the ongoing, self-directed nature of career self-management. The step-based structure also supports goal-setting and action-planning, since a beneficiary and practitioner can agree on a specific, achievable next step within a skill area rather than a broad, hard-to-measure development goal. The framework complements Europass Profile by adding a structured focus on transferable skills, and complements EU Academy and IBM SkillsBuild by addressing essential skills alongside technical and digital learning.

Illustrative application and success factors

Illustrative scenario

The following example is an illustrative scenario and is not presented as an implemented or evaluated ACCESS Career case. A trainer working with a group of NEETs preparing for their first work placement opens a session by having each participant complete the Skills Builder Benchmark to identify their current step in each of the eight essential skills. The group focuses on "Teamwork" and "Staying Positive", two skills identified as commonly low across the group, using structured activities from the framework's toolkits to practise specific, step-appropriate behaviours, such as contributing constructively in a small group task. Over several sessions, the trainer revisits the benchmark to show participants concrete movement from one step to the next, using this visible progress to build confidence ahead of their placement.

This scenario is illustrative and is not presented as an implemented or evaluated AccessCareer case.

Success factors: Success depends on pairing the self-assessment with guided follow-up, since participants can struggle to accurately judge their own soft skills without feedback; focusing on one or two skills at a time rather than all eight at once; and using the framework's concrete step language consistently across sessions so progress feels tangible and specific rather than abstract.

Annex III.7 IBM SkillsBuild

Contributing partner: The Learning Edge Ventures LTD

Field	Information
Resource	IBM SKILLSBUILD
Provider	IBM
URL	https://skillsbuild.org/adult-learners
Country / partner	Cyprus / The Learning Edge Ventures LTD
Languages	Multiple languages; availability varies according to content/course. English is available.
Update status	Continuously updated online platform
Format	Online resource

Purpose and scope

IBM SkillsBuild is a free online learning platform designed to help adult learners develop practical skills relevant to employment, career development and the changing labour market. The platform provides structured learning opportunities in areas such as artificial intelligence, cybersecurity, data, digital technologies and professional or workplace skills. The resource is particularly relevant for individuals seeking employment, considering a career transition or wishing to strengthen their existing skills. Learners can select courses and learning pathways according to their interests and professional-development needs and progress through the content at their own pace. Selected learning experiences can also lead to IBM digital credentials that allow learners to demonstrate acquired knowledge and skills. From a career self-management perspective, IBM SkillsBuild can support individuals in taking greater responsibility for their professional development by identifying areas in which they require further learning and accessing relevant training opportunities. Career practitioners can also use the platform as a complementary resource when supporting beneficiaries to develop realistic learning and career action plans.

Target users	Career self-management dimensions
Job seekers; Young people; Long-term unemployed; Migrants; People with disabilities; Low-skilled adults; Women returning to work; NEETs	Skills Inventory; Career Exploration; Career Planning Literacy; Online Presence Management; Agency and Empowerment

Practical use

Beneficiary use	Practitioner use
Beneficiaries can use IBM SkillsBuild as a self-directed learning resource to strengthen skills that may improve their employability and support their career development. A user can first access the platform and explore the learning opportunities available for adult learners. Based on their career interests, previous experience and identified development needs, they can select a relevant learning pathway or individual course. For example, an unemployed adult interested in improving their digital skills could select introductory learning content related to digital technologies, artificial intelligence or data. A person considering a career transition could explore learning opportunities connected to an emerging occupational area and use these to begin developing relevant knowledge before undertaking more advanced training. Users can complete the learning activities at their own pace, allowing the resource to be incorporated around other responsibilities. Where available, digital credentials can provide additional evidence of learning and can support discussions with career counsellors or potential employers.	Career counsellors, trainers, social workers and employment advisers can use IBM SkillsBuild as a complementary learning resource within individual or group career-guidance activities. A practitioner could initially work with a beneficiary to identify career goals and potential skills gaps. Based on this discussion, the practitioner can help the beneficiary identify appropriate SkillsBuild learning opportunities and incorporate these into an individual career-development or employability action plan. The platform may be particularly useful when a beneficiary needs to develop digital or professional skills before progressing towards a particular employment objective. Rather than simply recommending that an individual “improve their digital skills”, the practitioner can refer the beneficiary to a concrete, structured and free learning opportunity.

Inclusion and accessibility

IBM SkillsBuild can be particularly relevant for socially disadvantaged individuals because limited access to training and opportunities for skills development can create additional barriers to employment and career progression. Providing free access to structured online learning reduces the direct financial barrier associated with participation in professional-development activities. The platform can support unemployed adults, low-skilled individuals, people returning to employment and individuals considering a career change by enabling them to develop knowledge and competencies connected with current labour-market needs. Its self-paced format can also benefit learners who may have caring responsibilities, employment obligations or other circumstances that make participation in fixed-schedule training difficult. The resource is particularly valuable in relation to digital competence.

Access conditions

Free of charge ☒ Yes ☐ No Registration required ☒ Yes ☐ No Mobile friendly ☐ Yes ☐ No Accessible for people with disabilities ☐ Yes ☐ Partially ☐ Unknown Available in multiple languages ☒ Yes ☐ No 20+ languages, availability varies by course.

Strengths	Limitations
• Free access to career-relevant learning opportunities. • Strong focus on digital and professional skills relevant to contemporary employment. • Self-paced learning allows flexibility for adult learners. • Content is provided by an established technology and skills-development organisation. • Selected learning pathways provide opportunities to earn digital credentials.	• Potential limitations include the need for internet access and a suitable digital device, as well as a basic level of digital literacy to navigate an online learning platform independently. Registration is required for the full learning experience and for tracking progress or obtaining credentials. • Not all content is available in all languages, and Greek-language availability may be limited. Some socially disadvantaged beneficiaries may therefore require language support. • The platform also focuses substantially on digital and technology-related competencies. It should consequently be considered a complementary career self-management resource rather than a comprehensive career-guidance platform. Users with limited confidence, low literacy or little experience of independent online learning may benefit from initial practitioner support.

ACCESS Career assessment

Selection rationale	Contribution and complementarity
IBM SkillsBuild was selected because it provides free and structured opportunities for adults to develop skills relevant to employability and changing labour-market requirements. This aligns with ACCESS Career's objective of strengthening career self-management among socially disadvantaged individuals and supporting their ability to access learning and employment opportunities. The resource is particularly relevant because career self-management requires not only identifying career goals but also recognising and addressing skills gaps. SkillsBuild provides a practical mechanism through which beneficiaries can act on an identified development need by accessing structured learning without a direct financial cost. The platform can also complement the work of career practitioners.	IBM SkillsBuild contributes to career self-management by enabling individuals to take active steps towards developing competencies relevant to their career goals. Once a beneficiary has identified a skills gap or area for professional development, the platform provides accessible learning opportunities through which they can begin addressing that need. This supports a progression from career reflection to action. Rather than career planning remaining limited to identifying desired occupations or employment goals, users can undertake concrete learning activities that strengthen their readiness for future opportunities. Self-paced learning can also encourage autonomy and personal responsibility. Users decide which learning opportunities are relevant, manage their learning progress and can continue developing their competencies as their career needs evolve.

Practitioner or stakeholder input

Feedback received from the Expert IBM SkillsBuild was considered a useful complementary resource for supporting job seekers and adults who need to strengthen their digital and professional skills. Its free and self-paced format was viewed positively, particularly for individuals who may not have easy access to paid training opportunities. The resource could be incorporated into career counselling by identifying a beneficiary's skills-development needs and recommending relevant learning activities as part of an individual action plan. However, some disadvantaged users may require initial guidance to navigate the platform and select learning content appropriate to their level and career objectives.

Illustrative application and success factors

Illustrative scenario

The following example is an illustrative scenario and is not presented as an implemented or evaluated ACCESS Career case. A career counsellor working with an unemployed adult could use IBM SkillsBuild after an initial career-guidance session has identified digital skills as an area requiring development. The counsellor and beneficiary could jointly explore available learning opportunities and select an introductory course appropriate to the individual's career goals and current skill level. Completion of the selected learning activity could then be included as a specific action in the beneficiary's career plan. During a subsequent counselling session, the practitioner could review progress with the beneficiary, discuss skills developed and identify the next appropriate step.

This scenario is illustrative and is not presented as an implemented or evaluated AccessCareer case.

Success factors: Key success factors include free access, flexible self-paced learning, practical and career-relevant subject areas, structured learning pathways and the availability of digital credentials for selected learning experiences. Practitioner support can further strengthen its usefulness for socially disadvantaged individuals by helping beneficiaries select appropriate learning opportunities and remain engaged with their career-development plan.

Complementary references: IBM SkillsBuild – Adult Learners; ESCO – European Skills, Competences, Qualifications and Occupations; Europass – European career and learning tools

Annex III.8 ESCO - European Skills, Competences, Qualifications and Occupations

Contributing partner: The Learning Edge Ventures LTD

Field	Information
Resource	ESCO – European Skills, Competences, Qualifications and Occupations
Provider	European Commission – Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL)
URL	https://esco.ec.europa.eu/en
Country / partner	Cyprus / The Learning Edge Ventures LTD
Languages	28 languages, including Greek and English.
Update status	First full version published in 2017; current version ESCO v1.2.1, updated December 2025.
Format	Online resource

Purpose and scope

ESCO – European Skills, Competences, Qualifications and Occupations – is the European multilingual classification of occupations and skills developed by the European Commission. It functions as a common reference system that identifies and describes occupations and the knowledge, skills and competences associated with them across the European labour market. The current ESCO classification contains 3,039 occupations and 13,939 skills. Occupational profiles provide descriptions of occupations and identify relevant knowledge, skills and competences, allowing users to understand more clearly what different occupations involve and what may be required to work within them. From a career self-management perspective, ESCO can support individuals in exploring career possibilities, understanding occupational requirements and identifying skills relevant to their current or desired career path. It can also help career practitioners structure discussions about a beneficiary's existing competencies, possible skills gaps and future learning needs. The resource is freely accessible online and available in 28 languages, including Greek, making it particularly relevant to a European project such as ACCESS Career.

Target users	Career self-management dimensions
Specify: Career changers, adult learners and individuals seeking to understand how their existing skills relate to different occupations.	Skills Inventory; Career Exploration

Practical use

Beneficiary use	Practitioner use
Beneficiaries can use ESCO to explore occupations and understand the skills and competences associated with different areas of employment. A user who is considering a particular occupation can search or browse the ESCO classification and access information about that occupational profile, including relevant knowledge, skills and competences. This can support career self-management in several ways. First, beneficiaries can use the information to gain a clearer understanding of occupations that interest them. Second, they can compare occupational requirements with their own previous education, employment experience and existing skills. This can help them recognise strengths that may be transferable to another occupation as well as areas in which additional training or development may be required. For example, an unemployed individual considering a career change could explore an occupation through ESCO and identify the skills associated with it. Together with a career counsellor, they could then identify which of these skills they already possess and which require further development.	Career counsellors, trainers, social workers and employment advisers can use ESCO as a structured reference resource during career exploration and career-planning activities. For example, a counsellor can work with a beneficiary to explore occupations related to their interests or previous experience. Once an occupation has been identified, the practitioner can use the associated ESCO skills to facilitate a discussion about the beneficiary's existing competencies. Together, they can identify skills already possessed, transferable skills and potential skills gaps. This information can subsequently inform an individual career or learning action plan. Where a skills gap is identified, the practitioner can support the beneficiary in locating appropriate education or training opportunities.

Inclusion and accessibility

ESCO can be valuable for socially disadvantaged individuals because understanding occupations, identifying existing competencies and recognising skills gaps are important components of career self-management. Individuals who have experienced long-term unemployment, career interruptions, migration or limited access to career guidance may find it particularly difficult to understand how their previous experiences relate to current labour-market opportunities. ESCO can provide a structured starting point for this process. By connecting occupations with relevant skills and competences, the resource can help beneficiaries recognise that competencies acquired through previous employment, education or other experiences may be relevant to different career pathways. The multilingual nature of ESCO represents an additional advantage. The classification is available in 28 languages, including Greek and English, which can reduce some linguistic barriers for migrants and other multilingual users.

Access conditions

Free of charge ☒ Yes ☐ No Registration required ☐ Yes ☒ No Mobile friendly ☐ Yes ☐ No Accessible for people with disabilities ☐ Yes ☐ No Partially ☒ Unknown Available in multiple languages ☒ Yes ☐ No Specify: ESCO is available in 28 languages, including all official EU languages as well as Icelandic, Norwegian, Ukrainian and Arabic. Greek and English are both available.

Strengths	Limitations
• Free and publicly accessible European Commission resource. • Available in 28 languages, including Greek and English. • Provides structured information on more than 3,000 occupations and almost 14,000 skills. • Explicitly connects occupations with relevant skills and competences. • Useful for career exploration, skills identification and discussion of skills gaps.	• ESCO is primarily a structured classification and information resource rather than an interactive career-guidance or self-assessment tool. Users need to interpret the occupational and skills information and relate it to their own circumstances. • The amount of information and labour-market terminology may be difficult for individuals with low literacy, limited digital competence or little previous experience with career-planning resources. These beneficiaries may therefore require support from a career counsellor or employment adviser. • ESCO also does not independently assess a person's skills, recommend a complete career pathway or provide training in the skills identified. Additional resources may therefore be necessary to move from occupational exploration and skills identification to practical skills development and employment preparation.

ACCESS Career assessment

Selection rationale	Contribution and complementarity
ESCO was selected because it provides free, reliable and multilingual information connecting occupations with the skills and competences relevant to the European labour market. This makes it particularly suitable for supporting career exploration and career self-management within the context of ACCESS Career. The resource can help beneficiaries move beyond simply identifying a job title that interests them by exploring what that occupation actually requires. This creates opportunities for individuals and career practitioners to discuss existing competencies, transferable skills and potential development needs. Its multilingual availability is particularly valuable within ACCESS Career.	ESCO contributes to career self-management by supporting individuals to understand the relationship between occupations, skills and personal development needs. Effective career management requires individuals to understand not only what occupations are available but also what competencies different occupations require. By exploring ESCO occupational profiles, beneficiaries can identify relevant skills and compare them with their own knowledge and experience. This can support several stages of career self-management: exploring possible occupations, recognising transferable skills, identifying gaps, establishing learning priorities and making more informed career decisions. The resource can also strengthen individuals' ability to communicate about their competencies using terminology that is relevant to the European labour market. ESCO's common terminology is specifically intended to improve transparency and comparability of occupations and skills across Europe.

Practitioner or stakeholder input

Feedback received from the Expert ESCO was considered particularly useful as a supporting resource during career exploration and skills-identification activities. The connection between occupations and their associated skills can help career counsellors structure discussions with beneficiaries about existing competencies, transferable skills and areas requiring further development. Its multilingual availability, including Greek, was considered an important advantage when working with diverse groups. At the same time, the amount of information and terminology available through ESCO may make independent use challenging for beneficiaries with low literacy or limited experience with career-planning tools.

Illustrative application and success factors

Illustrative scenario

The following example is an illustrative scenario and is not presented as an implemented or evaluated ACCESS Career case. A career counsellor could use ESCO with a long-term unemployed beneficiary who is considering changing occupational direction but is unsure how their previous experience could transfer to another field. During a guidance session, the counsellor and beneficiary could explore several occupations through ESCO and review the skills associated with each one. The beneficiary could identify skills they already possess through previous employment or other experiences and distinguish these from skills requiring further development. The resulting skills-gap discussion could then inform an individual action plan. The beneficiary might be referred to relevant training, such as IBM SkillsBuild or another resource included within D3.2, to address identified development needs.

This scenario is illustrative and is not presented as an implemented or evaluated AccessCareer case.

Success factors: Key success factors include free access, multilingual availability, European labour-market relevance and the systematic connection between occupations and skills. ESCO's usefulness can be enhanced when a career practitioner supports disadvantaged beneficiaries in interpreting occupational information and translating identified skills or gaps into realistic career-development actions. Complementary references: ESCO Classification; IBM SkillsBuild; Europass

Annex III.9 EU Skills Profile Tool for Third-Country Nationals

Contributing partner: **Acción Laboral**

Field	Information
Resource	EU Skills Profile Tool for Third-Country Nationals
Provider	European Commission (DG Employment, Social Affairs and Inclusion)
URL	https://ec.europa.eu/social/main.jsp?catId=1412&langId=en
Country / partner	Spain / Acción Laboral
Languages	Nearly all official EU languages, used bilingually
Update status	Originally launched 2017; periodically updated
Format	Online Tool; Self-assessment Tool

Purpose and scope

The EU Skills Profile Tool for Third-Country Nationals is a free, multilingual online tool developed by the European Commission to help migrants, refugees and asylum seekers document, structure and communicate their skills, qualifications and work experience. Rather than functioning as a job board, it acts as a structured interview guide: a career practitioner sits with the beneficiary and, working bilingually where needed, builds a profile covering education, vocational training, work experience, language skills and personal circumstances. The resulting profile can be exported as a PDF, Word or Excel document and used to support referral to employment services, further training or qualification validation. The tool was designed specifically for populations with incomplete documentation, limited literacy, or unfamiliarity with the destination country's labour-market conventions, and is available in almost every official EU language. For ACCESS Career it responds directly to a documented gap: in the Spanish Needs Assessment survey, immigrants were the largest single disadvantaged group represented (26 of 129 respondents), and Spanish counsellors reported barriers linked to unrecognised qualifications and limited professional networks.

Target users	Career self-management dimensions
Migrants; Other vulnerable groups; Specify: Third-country nationals (migrants, refugees, asylum seekers); also used directly by career counsellors and caseworkers supporting this group.	Skills Inventory; Career Exploration; Job Application Support; Agency and Empowerment



Practical use

Beneficiary use	Practitioner use
A migrant or refugee beneficiary typically uses the tool in a guided one-to-one session with a career counsellor rather than independently, since its value lies in the structured conversation it prompts. The session moves through education history, vocational and informal training, work experience (including undeclared or informal work, common among this group), language proficiency in both the country of origin and the host country, and any interruptions to the career path (displacement, caregiving, health). The counsellor records this in the language the beneficiary is most comfortable with, while a parallel version in Spanish is generated automatically, so the beneficiary can see how their profile reads to a Spanish employer or training provider. Once complete, the beneficiary receives an exportable profile they can keep, update, and bring to interviews, training enrolments or further guidance appointments.	For career counsellors, the tool functions as a structured intake and diagnostic instrument that standardises how skills information is captured across a caseload of migrant clients, reducing reliance on ad hoc interview notes. Because it prompts specific questions about informal learning, undeclared work and interrupted trajectories, it helps counsellors surface skills and experience that might otherwise be under-reported - relevant given that Acción Laboral's needs assessment identified unrecognised qualifications as a repeated barrier in the Spanish context. The exportable profile can be attached to referral files sent to training providers, SEPE, or NGOs, avoiding the need for beneficiaries to repeat their story at every service touchpoint. Practitioners can also use the bilingual output as light language support during the session itself, reducing dependence on formal interpretation for routine skills-mapping conversations.

Recommended stage

Initial assessment; Career exploration

Inclusion and accessibility

This resource is particularly valuable for socially disadvantaged individuals because it directly addresses two of the most frequently cited barriers in the ACCESS Career needs assessment: limited recognition of foreign qualifications and low self-confidence linked to unfamiliarity with the host labour market's expectations. The Spanish investigación documental highlighted that migrants and refugees often struggle with unrecognised credentials and a fragmented, bureaucratic validation system; this tool gives counsellors a concrete, standardised first step to address that gap before the beneficiary even applies for jobs. Because it does not require the beneficiary to already possess strong digital skills or Spanish-language fluency, it is accessible at a very early stage of integration, unlike many job-search platforms that assume a baseline of digital literacy and language proficiency.

Access conditions

Free of charge: Yes Registration required: No (practitioner-led session; no personal account required) Mobile friendly: Yes (browser-based)
Accessible for people with disabilities: Unknown Available in multiple languages: Yes Specify: Available in nearly all official EU languages, enabling simultaneous bilingual use between counsellor and beneficiary.

Strengths	Limitations
• Free and developed/maintained by the European Commission • Purpose-built for migrants and refugees with unrecognised qualifications or incomplete documentation • Bilingual, simultaneous-language interface reduces need for formal interpretation • Structured format ensures consistent, comparable profiles across a caseload • Exportable output usable across multiple services (training providers, SEPE, NGOs)	• The tool works best as a guided, in-person or video-call session rather than something a beneficiary would complete alone, so it requires counsellor time and is not a self-service resource. It does not itself list job vacancies or connect users to employers, so it must be paired with job-search tools such as Empléate. Beneficiaries with very limited literacy in their own language may still need additional support to articulate their experience even with bilingual prompts.

ACCESS Career assessment

Selection rationale	Contribution and complementarity
Acción Laboral selected this resource because immigrants represented the largest single disadvantaged group identified in the Spanish arm of the ACCESS Career needs assessment (26 of 129 survey respondents), and because unrecognised qualifications and limited professional networks were repeatedly cited as barriers by both jobseekers and career counsellors. Existing generic CV or job-search tools generally assume beneficiaries can already articulate their own professional profile in the local language; this resource instead helps build that profile in the first place, filling a gap earlier in the guidance pathway. Its European Commission backing and free, non-commercial nature also made it a natural fit for a public-facing project deliverable.	The tool directly strengthens the Skills Inventory dimension of career self-management by helping beneficiaries externalise and structure experience that might otherwise remain invisible to employers and training providers, including informal learning and undeclared work. It also supports Agency and Empowerment: seeing their own trajectory translated into a professional document in the host-country language gives beneficiaries a tangible artefact of their own employability, addressing a psychological barrier the Spanish focus group linked to low self-esteem and limited digital access. Because the profile is durable and portable, it also supports Career Planning over time, as beneficiaries can update it as they gain new skills or qualifications are recognised. This resource complements job-search and application tools such as Empléate (also submitted by Acción Laboral) by providing the foundational skills profile a beneficiary needs before actively searching or applying for vacancies.

Illustrative application and success factors

Illustrative scenario

The following example is an illustrative scenario and is not presented as an implemented or evaluated ACCESS Career case. A representative use case: a Spanish-speaking career counsellor at Acción Laboral works with a recently arrived migrant who holds a technical qualification from their country of origin, not yet formally recognised in Spain. Using the tool bilingually, the counsellor documents the beneficiary's technical training, related work experience, and self-taught digital skills. The resulting profile is used to support an application to a qualification-validation pathway and is subsequently shared with a training provider identified through Empléate.

This scenario is illustrative and is not presented as an implemented or evaluated AccessCareer case.

Success factors: Success depends on counsellor familiarity with the tool's structure, sufficient session time (typically 45-60 minutes), and pairing the resulting profile with concrete next steps such as qualification validation or job-search platforms, so the exercise translates into action rather than remaining a standalone document.

Complementary references: • <https://ec.europa.eu/migrantskills>; • Empléate (SEPE): <https://www.empleate.gob.es>

Annex III.10 Empléate - Portal Único de Empleo

Contributing partner: Acción Laboral

Field	Information
Resource	Empléate – Portal Único de Empleo
Provider	Servicio Público de Empleo Estatal (SEPE), Ministerio de Trabajo, Gobierno de España
URL	https://www.empleate.gob.es
Country / partner	Spain / Acción Laboral
Languages	Spanish (some sections available in co-official regional languages)
Update status	Originally launched 2018; continuously updated
Format	Website; Online Tool

Purpose and scope

Empléate is the official single job portal of the Spanish Public Employment Service (SEPE), bringing together in one place all vacancies published by the National Employment System, the employment services of Spain's autonomous communities, and participating private job boards. Beyond a vacancy listing, it functions as an integrated labour-market orientation tool: registered users can set up personalised job alerts, browse real-time data on which professional profiles and sectors are hiring most actively in their region, and identify the skills most in demand. Employers can also post vacancies free of charge, increasing the volume and diversity of opportunities available through a single channel. For ACCESS Career's target groups, the portal is significant because it is entirely free, government-run, and does not privilege candidates with existing professional networks - addressing the 'limited professional network' barrier that counsellors identified as one of the most frequent gaps observed among disadvantaged jobseekers.

Target users	Career self-management dimensions
Job seekers; Long-term unemployed; Migrants; Low-skilled adults; Women returning to work; NEETs; Other vulnerable groups; Specify: General public employment-service user base; used broadly across all ACCESS Career target groups.	Career Exploration; Job Search; Job Application Support; Online Presence Management

Practical use

Beneficiary use	Practitioner use
A beneficiary can register free of charge on Empléate and build a basic candidate profile, after which the alert system notifies them by email whenever a new vacancy matching their profile, sector or region is published - removing the need to search manually and repeatedly across multiple sites, which the Spanish needs-assessment survey found was one of the most commonly cited practical difficulties (limited access to job vacancies, 84 mentions in the comparative barriers survey). Users can browse listings without registering, filter by province, sector and contract type, and consult the portal's real-time labour-market data to see which profiles are currently most sought after in their area, helping beneficiaries with limited labour-market knowledge make more realistic decisions about where to focus their search. For beneficiaries with limited digital confidence, the portal's structure is comparatively simple compared with commercial job boards and can be used on a shared or library computer, since no software installation is required.	Career counsellors and employment technicians can use Empléate both as a live labour-market intelligence source and as a coaching tool. During guidance sessions, counsellors can pull up real-time data on in-demand profiles and sectors in the beneficiary's province to ground career-planning conversations in current local market conditions rather than general assumptions - directly responding to the gap identified in the Spanish focus group, where the training and orientation process was described as 'stereotyped and disconnected from real opportunities'. Counsellors can also help beneficiaries register, set up alerts and interpret vacancy requirements during a session, particularly useful for beneficiaries with low digital confidence, since guided first use increases the likelihood they will continue to use the portal independently afterwards.

Recommended stage

Job search; Application preparation; Continuous career management

Inclusion and accessibility

Empléate is particularly relevant for socially disadvantaged individuals because it removes cost and network barriers that disproportionately affect this group: it is entirely free, requires no intermediary agency fees, and does not depend on the informal professional connections the ACCESS Career needs assessment identified as systematically weaker among migrants, long-term unemployed people and women returning to the labour market after a career break. Because it aggregates vacancies from the national and all regional public employment services in a single place, it is especially useful for beneficiaries who may not know which regional or local employment service applies to their situation, or who have moved between regions - a relevant consideration for the mobile populations and rural women identified in the Spanish focus group.

Access conditions

Free of charge: Yes Registration required: Yes (for alerts and saved profile; browsing possible without registration) Mobile friendly: Yes
Accessible for people with disabilities: Unknown Available in multiple languages: Partially Specify: Primarily Spanish, with some sections available in co-official regional languages.

Strengths	Limitations
• Completely free, official government portal with no intermediary fees • Aggregates vacancies from national and all regional public employment services in one place • Real-time labour-market data on in-demand sectors and profiles by region • Personalised job alerts reduce the burden of manual searching • Backed by SEPE, giving beneficiaries confidence that vacancies are legitimate	• Primarily available in Spanish, which can be a barrier for beneficiaries with limited Spanish proficiency, particularly newly arrived migrants. Full functionality (alerts, saved profile) requires registration, which assumes a baseline level of digital literacy and access to a personal email address. The portal does not itself provide skills-mapping or CV-building support, so it works best when paired with resources like the EU Skills Profile Tool for building the underlying profile.

ACCESS Career assessment

Selection rationale	Contribution and complementarity
Acción Laboral selected Empléate because 'support in identifying suitable vacancies' was the single most frequently requested form of support among socially disadvantaged respondents in the Spanish survey component of the ACCESS Career needs assessment (53 mentions, the highest of any listed option), and because 'limited access to job vacancies' was also cited among the top barriers to employment. As Spain's official public job portal, Empléate directly addresses this gap at no cost to the beneficiary and without requiring pre-existing professional networks, which the needs assessment also identified as a common shortfall among the target groups Acción Laboral primarily works with, including long-term unemployed adults and women returning to the labour market.	Empléate strengthens the Job Search and Job Application dimensions of career self-management by giving beneficiaries a single, reliable channel to monitor opportunities over time rather than relying on ad hoc, fragmented searching, and by building the habit of proactive, ongoing engagement with the labour market through job alerts. Its real-time labour-market data also supports the Career Planning dimension, helping beneficiaries and counsellors make evidence-based decisions about which sectors or training pathways to pursue given actual local demand rather than assumptions. Used together with a documented skills profile, it gives beneficiaries a practical route from self-knowledge to active job search, supporting the shift toward greater autonomy that ACCESS Career's second project objective specifically targets.

Practitioner or stakeholder input

☑ Yes Feedback received from the expert: The resource was reviewed with Acción Laboral's own Técnico de Empleo, specialised in outplacement (recolocación) and training for outplacement. Both the professional and the wider entity are already registered with national employment and training programmes (such as Programa Orienta and similar initiatives) that reference Empléate as a working channel, giving them direct, ongoing familiarity with the portal in day-to-day outplacement practice. The technician confirmed the portal's relevance and credibility as a resource genuinely used in real casework, rather than one being tested for the first time. Findings were subsequently shared with the entity's Human Resources department.

Illustrative application and success factors

Illustrative scenario

The following example is an illustrative scenario and is not presented as an implemented or evaluated ACCESS Career case. A representative case: after completing a guided skills-mapping session using the EU Skills Profile Tool, a long-term unemployed beneficiary registers on Empléate with counsellor support, sets up alerts for administrative and customer-service roles in their province, and begins receiving several relevant vacancy notifications per week - replacing what had previously been an unstructured, sporadic search across several informal channels.

This scenario is illustrative and is not presented as an implemented or evaluated AccessCareer case.

Success factors: Success depends on beneficiaries completing registration with support during a guidance session (rather than being left to register alone), setting realistic and specific alert criteria, and counsellors following up periodically to review results and adjust the search profile as needed.

Complementary references: • European Commission – Skills Profile Tool for Third-Country Nationals: official landing page with background information, practitioner guidance and supporting materials - <https://ec.europa.eu/migrantskills/>; • SEPE – Orientación Profesional: the wider public employment-guidance service that Empléate forms part of - <https://www.sepe.es>



accesscareer.eu