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## Identify your competencies

Do you have experience from a profession and would like to know how you can use your professional experience in Sweden?

By doing a self-assessment, you can obtain an overview of what is required for the profession.

You do the self-assessment by filling in a form that is associated with a profession in the Swedish labour market. The answers are intended to support you, and you can use the self-assessment questionnaire in your meetings with an employment officer. The answers can make it easier for Arbetsförmedlingen and for you to choose which of Arbetsförmedlingen's measures is right for you. You may need support in seeing how you can utilise your competencies in Sweden, information about how to move on, to complete of your education, job experience or a validation.

The self-assessment's questions are based on the requirements of various professions in Sweden. The answers are based on your knowledge and experience from the profession.

All your knowledge and experience count. You assess your own competencies.

### You can identify your competencies based on the following:

#### 1: No experience

- Here, you might have theoretical knowledge, but no practical experience

#### 2: Some experience

- You have worked in the sector for less than a year
- You have had a trial opportunity while in training

#### 3: A fair amount of experience

- You have references and employer's certificates relating to one year's work
- You have worked in several workplaces in the same sector

#### 4: Good experience

- You have at least one year's experience in the profession

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- You have practical experience, and can start working independently relatively soon

### **5: Substantial experience**

- You should be able to be assessed straight away at a workplace as a supervisor, manager or expert
- You have experience of organising and developing operations, and of administration and management
- You have experience of communicating how work in the area is to be carried out, and can engage and motivate colleagues
- You have experience of allocating resources to different projects/groups/operational areas/colleagues

Use the space at the bottom of the form if you want to expand on your experiences. It may be that you have experience from the sector, but that there are no questions about that particular topic in the self-assessment questionnaire.

Can you prove your knowledge and experiences in any way, with education or employment certificates, for instance? If you have certificates of any kind, Arbetsförmedlingen can help you to translate and validate them via UHR (Universitets- och Högskolerådet, the Swedish Council for Higher Education).

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## Self-assessment form

### Professional driver: bus and lorry

Your personal characteristics	1-5 (No experience – Substantial experience)				
1. I am good at meeting customers	1	2	3	4	5
2. I can remain calm in a difficult situation	1	2	3	4	5
3. I can work under stress	1	2	3	4	5
4. I know and understand the implications of being in a workplace environment	1	2	3	4	5
5. I can conduct myself according to the rules of a workplace	1	2	3	4	5
Experience					
6. I have experience of working independently and of making decisions by myself	1	2	3	4	5
7. I have experience of working together with others	1	2	3	4	5
8. I have experience of working as a manager	1	2	3	4	5
9. I have experience of working in another type of leadership position within the sector	1	2	3	4	5
10. I can speak English	Yes	No			
11. I can read and write English	Yes	No			
12. I have experience of giving information to passengers	Yes	No			
13. I have experience of selling tickets	Yes	No			
14. I have experience of handling packages and other items that are to be transported	1	2	3	4	5
15. I have knowledge of the laws that apply when driving under the influence of alcohol or other drugs	1	2	3	4	5
16. I have knowledge of the regulations and laws that apply for speaking on mobile phones and sending text messages while driving	1	2	3	4	5
17. I have knowledge of the speed limits in traffic that apply when driving cars or other vehicles	1	2	3	4	5

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18. I have knowledge of the regulations that apply regarding how closely one may drive to the vehicle in front	1	2	3	4	5
19. I have experience of managing and calculating the loading capacity	1	2	3	4	5
20. I have experience of using technical aids in managing goods	1	2	3	4	5
21. I have experience of transporting goods from a central location to a recipient, such as to shops or companies	1	2	3	4	5
22. I have experience of transporting goods long distances, sometimes at night	1	2	3	4	5
23. I have experience of transporting goods abroad					
24. I have experience of driving a lorry with a trailer that is used when moving	1	2	3	4	5
25. I have experience of driving a vehicle that is used in construction of different types, which can transport materials there and remove debris	1	2	3	4	5
26. I have experience of driving a mobile crane, that is, a vehicle that is equipped with, for example, a scoop, a hook, a personal basket or grapples	1	2	3	4	5
27. I have experience of driving machine trailers that can transport different types of machines	1	2	3	4	5
28. I have experience of driving passengers that have a functional impairment	1	2	3	4	5
29. I have experience of driving a shuttle bus	1	2	3	4	5
30. I have experience of driving buses that follow a schedule	1	2	3	4	5
31. I have experience of driving a timber lorry	1	2	3	4	5
32. I have experience of transporting animals	1	2	3	4	5

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**Write about any additional experience that you may have in the sector, and particularly what you are good at:**