

Dear parents, dear legal guardians,


As a school, we want to offer our pupils, your child, the best possible career and study orientation. The first step is a potential analysis in the second half of the school year of grade 7 or in the first half of the school year of grade 8. The potential analysis is carried out by an external agency.


This potential analysis aims to encourage your child to engage with their talents, interests, inclinations and competencies. In addition, the potential analysis aims to offer support in recognizing your child's—as yet undiscovered—potential. A career decision will not and cannot be derived from this measure. Nevertheless, the potential analysis should and will provide initial impulses as a snapshot to actively deal with their own professional future.


Content and implementation of the potential analysis:

Various tasks that your child has to master in groups or alone form the core of the potential analysis. Your child will be informed beforehand how and for what purpose the potential analysis will be carried out. For each of the tasks, all pupils receive sufficient explanations in advance and sufficient time to carry them out. When completing the tasks, your child will be observed by qualified personnel from the provider of the measures. They record their impressions according to specified criteria/characteristics. In dealing with these tasks, speed or completeness is not important. Observations are made as to how your child gets involved in the solution process. The observation results are not assessed according to the known school grading system. Rather, the observers record in writing the strongest competencies that your child has shown after an evaluation process.

The potential analysis takes approximately six hours and will be held outside of school

on  _____

from  _____ until _____

at  _____
(Name of measure provider)

Within a period of 14 days after the potential analysis, an approximately half-hour final evaluation talk will take place in the school between your child and a person from the group of observers. Of course, you can also take part in this conversation; we would in fact welcome this very much. Your child will receive a written copy of the result as a strength profile. This strength profile is stored in a folder specially designed for school career and study orientation, the "Berufswahlpass" (career choice pass), and not in the pupil file. The career choice pass should ideally remain at the school during the school year, as further documents from the ongoing process of career and study orientation from various subjects and activities of the school are stored there for documentation.

Information regarding the measure providers:


The federal government and the state of Brandenburg have deployed the Brandenburg¹ potential analysis project to be able to offer and carry out the potential analysis throughout the state of Brandenburg with the help of measure providers. In the run-up to this, the measure providers went through a very strict selection process. You can be sure that the provider carrying out the measures takes into account the special requirements of dealing with pupils and, in particular, undertakes to strictly adhere to data protection. The employees of the measure providers are trained for this special procedure.

Your child will be advised in the process of career and study orientation in the next grades. For this purpose, class teachers, consultants from the Employment Agency and school social workers, as well as others involved in the career and study orientation process, are available to exchange ideas with you and your child. The potential analysis is a starting point for the consultation.

In the following, you will find further information on the implementation timeframe and the measure providers of the potential analysis. **You will also find a declaration of consent below for your child to participate, which you should fill out and give to your child to hand in at school.**

We thank you for the trust you have placed in us in implementing this extra-curricular offer as part of our career and study orientation program.

¹ www.potenzialanalyse-brandenburg.de

Please sign this page by  L.L.L.L.L.L.L.L and return it to the school.

Information on performing the potential analysis:

Calendar week/timeframe:  _____

Body/measure provider:  _____

(Name and address)  _____

Name of contact person:  _____

Declaration of consent for the following child to participate in a potential analysis in grade 7 or 8

Last name, first name, class

Signature of the parents or a parent/the legal guardians

Note: Failure to give consent will not have any negative consequences for your child. Declared consent may be revoked without any disadvantages by sending a letter or email to the school. In the event of a revocation, all further steps within the potential analysis will be omitted for the child concerned from the time the revocation is received.

As part of the potential analysis in grade 7 or 8, I/we

agree under data protection law that

do not agree under data protection law that

(please tick)

- the child's pupil data (last name, first name and school) be forwarded to the potential analysis measure provider named in the parents' letter
- the content data (observations of the pupils) be collected and processed by the potential analysis measure provider named in the parents' letter
- the child's pupil data be forwarded to the Brandenburg potential analysis project office for billing purposes.
- the strengths profile of the child may be passed on to the teacher by the measure provider to further advise in the process of career and study orientation and may be used for drawing up learning and development plans for my child.

I am/we have been informed about the following things:

Parents or legal guardians may take part in the final evaluation meeting that is held after the potential analysis has taken place. The named measure provider will present the results of the potential analysis in a strength profile, which is given to the child in the evaluation meeting. For further processing, the child will receive a special folder from the school, the career choice pass, in which documents from the ongoing career and study orientation process are stored for documentation. The career choice pass is always available to the child. Parents or legal guardians may inspect the career choice pass at any time. Confidentiality of the data on the career choice pass is guaranteed when it is used at school.

Both the strengths profile and the data on which the strengths profile is based will be deleted no later than two weeks after the end of the evaluation interview by the measure provider. No transfer to third parties outside the school (e.g. chambers, employment agency, etc.) takes place.

The declaration of consent under data protection law may be revoked at any time without any disadvantages by sending a letter or email to the school. In this case, the pupil will take part in the potential analysis under a pseudonym. The strength profile will then also be made out under a pseudonym.

Place, date

Signature(s) of parents or legal guardians