

COMPe4Mi –Tools for professionals to assess and develop migrants' competences

INTELLECTUAL OUTPUT 1: Didactic Guidelines

Module 1:
Capabilities awareness and orientation to appropriate field of work or volunteering sector

April 2018, Warsaw, Poland



Funded by the
Erasmus+ Programme
of the European Union



Partnership:



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Aims and objectives:

This module is designed to provide migrants with the set of theoretical and practical knowledge regarding the concept of capabilities awareness and orientation before appropriation of a specific work or volunteering sector.

- Participation in a specific training activities
- Providing educational materials
- Obtaining a knowledge about individual and general capabilities

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Introduction:

Capabilities awareness and orientation to appropriate a specific field of work or volunteering sector are crucial for migrants to have a basic understanding while entering a new labour market. General capabilities awareness, expected to operate in order to obtain a job in the current context, comprise an integrated and interconnected set of knowledge, skills, behaviours and dispositions developed by migrants confidently, effectively and appropriately in complex and changing circumstances. Capabilities enhance and complement each other and appear together with factors such as: previous work experiences (e.g. about leadership, teamwork, problem solving and communication), employability skills, stable personal circumstances, appropriate level qualifications).

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The capability involves migrants in learning and engaging with diverse cultures in ways that recognise commonalities and differences, create connections with others and cultivate mutual and intercultural respect.

Module 1 ensure that migrants are aware of the relevance and importance of their activities and how they can contribute to the achievement of the quality objectives of their job or voluntary work.

Methods:

- training,
- workshop,
- audiovisual presentation,
- observation,
- group discussion,
- individual work,
- simulation.

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Sources for gaining awareness and orientation in the beginning of career for migrants:

I. TRAINING content:

- training on the regulation of the labor market regarding employment and taking up work by migrants in each country, as well as drawing attention to the real possibilities of finding employment for migrant workers;
- receiving the information about the legal and practical regulations of employment or working conditions for migrant workers that may increase awareness, such as:
 - an assessment of working conditions,
 - ways of entry job positions,
 - career opportunities,
 - sources of information for migrant workers about labour market,
 - links for the best job search websites,

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- types of possible contracts [e.g. permanent job, part-time job, open-ended, fixed-term, temporary agency work or others, for men, women],
- wage levels or working hours,
- sources and participation in trainings,
- possibilities for competence development;
- obtaining the knowledge about:
 - the current distribution of migrant workers, by gender, sectors and occupations,
 - a view to identify possible concentrations and their reasons, such as skill shortages filled by migrants or difficulties in filling positions in some jobs with lower skilled roles. The information may be essential for making a decision about choosing an appropriate field of work;
- duration of training: 5 hours.

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II. PRACTICAL WORKSHOP content:

1. Writing a CV and motivation letter

The aim of the workshop is to prepare a correct and winning CV and motivation or cover letter, including guide for using the preferred form (sample CV template, layout of content) and necessary components:

- profile,
- personal data,
- education,
- professional experience,
- career development,
- key skills,
- special capabilities or competences,
- interests etc.

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II. PRACTICAL WORKSHOP content:

2. Preparation for the job interview

During the workshop, the participants will learn about the possible elements of the interview process in the company or organization, while taking part in the simulation of the conversation to practice answering interview questions a person will probably be asked during a job interview.

Migrants will obtain information about:

- the rules of self-presentation and proper interview etiquette, e.g. how can you show your transferable skills or capabilities and prove to employers you are suitable for a role, how to use a body language, how to make a positive impression, how to use elements, which are correct and effective and what should be avoided,

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- crucial information and critical parts before the job interview:
 - analysis of job and research of company,
 - assets that match the requirements of the job (qualities, certifications, experiences, professional qualifications, knowledge bases, abilities),
 - items to bring for a job interview, including e.g. portfolio with extra copies of CV, a list of references,
- types of job interview regarding different contexts, e.g. first job abroad, career change, career ladder climber, career break.

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II. PRACTICAL WORKSHOP content:

3. Capabilities and competences

The aim of the workshop is to learn and strengthen individual abilities and competences, such as:

- the importance of self-awareness (recognition of strengths and weaknesses),
- a highly developed sense of personal leadership (authenticity, communication, listening, integrity),
- self-confidence and assertiveness (high level of self-esteem, positive attitude, motivation),
- openness (training to open up new ideas and work in different circumstances, being open, flexible),
- resistance (dealing with rejection, learning from mistakes),
- information (understanding the labor market, the ability to look for vacancies and preparing an effective CV).

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Evaluation of Module 1:

The individual and group evaluation will be provided in order to evaluate the effectiveness of the actions taken: trainings and practical workshops, as well as to maintain appropriate records of education, training, skills and experience.

Tool: survey.