



CASE – Centrum Analiz Społeczno-Ekonomicznych
CASE – Center for Social and Economic Research



REGULATIONS of participation in the Project

“My chance in Poland”

1. General Provisions

The present Regulations set out:

1. The terms of participation in the Project.
2. The terms of recruitment for the Project.
3. Project Participant’s rights and obligations.
4. The extent of support for Project participants, in particular support concerning trainings.

2. Project Information

- I. The main objective of the Project “My chance in Poland” is to improve basic skills of understanding and creating information, mathematical understanding, digital skills and social skills of foreigners with the permit to perform work in Poland.
- II. The objective of the Project “My chance in Poland” will be realized by providing Project participants with support including the diagnosis of needs, trainings, counselling support and, for those wishing to benefit from it, psychological support.
- III. The Project “My chance in Poland” is realized within the project „CHANCE – new possibilities for adults”, co-financed with European Union funds under the Operational Programme Knowledge Education Development 2014–2020.
- IV. CASE – Center for Social and Economic Research is the leader of the Project (hereinafter referred to as: CASE). Foundation for Somalia and Ocalenie Foundation are Project partners.
- V. As part of the project the basic skills of a group of 120 foreigners will be examined. Out of this group, 80 people will be provided with further support within the Project.
- VI. The support within the Project will be carried out between March and December 2021, in three, two-month cycles. A Project participant has the right to benefit from support within only one cycle.
- VII. Trainings will be led in Polish, Russian or English.

3. Project Participants

Support within the framework of the Project “My chance in Poland” is aimed at persons who:

- a) are older than 25 years of age;
- b) are foreigners and have the permit to perform work in Poland;
- c) have basic skills of understanding and creating information, mathematical understanding, digital skills and social skills (level not higher than 3 in accordance with Polish Qualifications Framework).



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4. Stages of Recruitment

- I. The recruitment process will be made up of the following three stages:
First stage: Gathering application forms and verification of the candidates' eligibility to participate in the Project.
Second stage: Interview and assessment of skills and motivation of the candidates.
Third stage: Feedback and settling the extent of educational, counselling and, if applicable, psychological support.
- II. Application forms will be accepted in electronic form through the application form available at: <https://www.interankiety.pl/i/X6kbXVVa>.
In case of problems, while filling out the application form, a candidate may receive help at the offices of the Project partners. A candidate should contact Foundation for Somalia (22) 658 04 87, ul. Bracka 18/63, 00-028 Warsaw, email: biuro@fds.org.pl or Ocalenie Foundation (22) 828 04 50; email: szansa@ocalenie.org.pl; ul. Krucza 6/14A, 00-537 Warsaw.
- III. Recruitment of candidates will be conducted in line with the principle of equal treatment of men and women and in accordance with the principle of equal opportunities and non-discrimination, including accessibility for the disabled.
- IV. The first stage of the recruitment will be stopped after receiving 120 application forms from candidates who will be verified eligible to participate in the Project. In the second stage of the recruitment, 80 candidates will be qualified for further support within the Project. 20 eligible candidates will make up the reserve list.
- V. The results of the recruitment process will be communicated to those who participated by telephone or e-mail.
- VI. Candidates who qualify for the Project may benefit from support within the Project on the condition that he/she signs Individual Program Support (hereinafter referred as: IPW).

5. Project Participant's rights and obligations

- I. Project Participant has the right:
 - a) to benefit from free trainings, led by qualified trainers.
 - b) to free of charge counselling support, which aim is incl. to stimulate the inner and outer motivation of a Project participant.
 - c) if applicable – to benefit from free of charge psychological support, supporting the process of learning and building competencies.
 - d) to free of charge child care during trainings.
 - e) to obtain a certificate of the completion of a given training and a confirmation of acquirement of new skills, on condition that he/she takes part in the process of testing and confirming the effects of learning.
- II. Project Participant is obliged:
 - a) to realize the individual training program, counselling support and alternatively psychological support – so-called IPW.
 - b) to participate in all forms of activities proposed within IPW not disturbed by any psychoactive substances.



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6. Topics of trainings

- I. Within the Project, Project participants will be offered the following theoretical trainings:
 1. Training no. 1: Knowledge about Polish culture
(e.g., symbols, history, geographical location of Poland, membership in international organizations, Polish traditions and culture, political system, Polish language and its place in the world of languages)
 2. Training no. 2: Not-so-scary monsters – public institutions in Poland
(e.g., using public services and support institutions in Poland, such as for example health institutions, labor office, kindergarten and nursery, school, official correspondence and official administrative forms, employment, taxing system, crisis situations, social assistance)
 3. Training no. 3: Looking for a job in Poland
(e.g., writing a CV and a cover letter, searching for job offers, stages of the recruitment process, preparing for an interview, examining the job profile, soft skills like communication, assertiveness, presentation)
 4. Training no. 4: I work in Poland
(e.g., legal employment in Poland, consequences of working illegally in Poland, forms of employment, obligations and rights of the employee and the employer, reporting problem situations, tax system and PIT calculation, social insurance system)
 5. Training no. 5: Financial ABC
(e.g., home budget and its planning, incurring financial obligations, bank account and other banking products, taxes, receipts and invoices, consumer rights - complaints, withdrawal from the contract)
- II. Each participant chooses max. 3 theoretical trainings, incl. one training from no. 1-2 and two from no. 3-5. One training lasts 24 didactic hours.
- III. Each theoretical training will be followed by two practical trainings, which objective will be to practice acquired skills. One practical training lasts 3 hours. The maximal number of hours of support for one Project participant within practical trainings totals 18 hours.
- IV. Theoretical trainings within the Project are led CASE partners at their offices.
- V. Each Project participant will have a possibility to take part in the process of testing and confirming the effects of learning.

7. Schedule

An initial schedule of support will be made available to participants once they have qualified for the project. Training cycles and the program of support may be changed due to e.g. epidemiological situation in Poland.



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8. Additional Information

The leader of the Project:

CASE – Center for Social and Economic Research

www.case-research.eu

phone number: (22) 206 29 00

e-mail: case@case-research.eu

Project Partners:

Foundation for Somalia

www.fds.org.pl

phone number: (22) 658 04 87

email: biuro@fds.org.pl

Ocalenie Foundation

<https://ocalenie.org.pl/>

phone number: (22) 828 04 50

email: cpc@cpc.org.pl



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Annex 1

Application form to the participation in the project „My chance in Poland”

This is the application form to the project „My chance in Poland”. The project „My chance in Poland” is realized within the project „CHANCE – new possibilities for adults”, financed with European Union funds under the Operational Programme Knowledge Education Development 2014-2020. The leader of the project „My chance in Poland” is CASE – Center for Social and Economic Research (www.case-research.eu), Foundation for Somalia (www.fds.org.pl) and Ocalenie Foundation (www.ocalenie.org.pl) are Project partners who realize project trainings.

The objective of the project „My chance in Poland” is to improve basic skills of foreigners with the permit to perform work in Poland. Participants of the project will be able to improve their skills in the field of understanding and creating information, mathematical understanding, digital skills and social skills by benefiting from the support involving trainings, counseling and, for participants who declare their willingness, psychological support.

From the support within the project „My chance in Poland” may benefit a person who:

1. is older than 25 years of age,
2. is a foreigner and has the permit to perform work in Poland,
3. has basic skills of understanding and creating information, mathematical understanding, digital skills and social skills (level not higher than 3 in accordance with Polish Qualifications Framework).

The application form shall be completed in full. A candidate shall give any information, which may help us make a decision on qualifying him/her for the next stage of recruitment. Incomplete application form will be rejected.

In case of problems while filling out the application form, a candidate may receive help at the offices of the Project partners. A candidate should contact:

Foundation for Somalia, phone number: (22) 658 04 87, email: biuro@fds.org.pl, ul. Bracka 18/63
00-028 Warsaw

or

Ocalenie Foundation, phone number: (22) 828 04 50, email: szansa@ocalenie.org.pl, ul. Krucza 6/14
00-537 Warsaw

Details of the project and the extent of the support are included in the Regulations of participation in the Project, available at Partners’ websites.



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Part I. Personal details.

Completion of this part of the form is mandatory.

- Name and surname:.....
- Citizenship:
- Date of birth:
- Sex:
- Legal status of your stay in Poland (choose one):
 - UE citizen or EEA citizen
 - Refugee status or subsidiary protection
 - During the procedure for granting international protection
 - Long-term stay of EU resident
 - Temporary residence permit
 - Permanent residence permit
 - Visa
 - During legalization procedure
 - Other: *provide details*

Name, number and document series confirming the foreigner’s status:

Legal basis to employment in Poland and details (incl. document number and details if it does not result from the owned residence document):

Education:

- Primary
- Secondary
- Higher

Phone number:

E-mail address:

Choose the languages of communication you know at an advanced level (allowing you to work with you in this language):

- Polish
- English
- Russian
- Other: what? (*open question*)

Part 2. INFORMATION ON PARTICIPATION IN THE PROJECT

Completing this part of the form is optional. The information provided here will not affect the recruitment process, however, it will be useful background information for organizations implementing the project.



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Within the scope of the project „My chance in Poland” we will provide support through trainings, counseling and, for participants who declare their willingness, psychological counselling. The provided program will be implemented from April to December 2021, in three two-month cycles. One person participating in the project will be offered to take part in the activities within one cycle.

Within the project we will offer 5 theoretical trainings, amounting to 24 didactic hours each. Each of the 5 theoretical trainings will be subordinated to 2 practical trainings, lasting 3 clock hours each. Here you can find a short description of theoretical trainings:

• **Training No. 1: Knowledge about Polish culture**

(e.g., symbols, history, geographical location of Poland, membership in international organizations, Polish traditions and culture, political system, Polish language and its place in the world of languages)

• **Training No. 2: Not-so-scary monsters – public institutions in Poland**

(e.g., using public services and support institutions in Poland, such as for example health institutions, labor office, kindergarten and nursery, school, official correspondence and official administrative forms, employment, taxing system, crisis situations, social assistance)

• **Training No. 3: Looking for a job in Poland**

(e.g., writing a CV and a cover letter, searching for job offers, stages of the recruitment process, preparing for an interview, examining the job profile, soft skills like communication, assertiveness, presentation)

• **Training No. 4: I work in Poland**

(e.g., legal employment in Poland, consequences of working illegally in Poland, forms of employment, obligations and rights of the employee and the employer, reporting problem situations, tax system and PIT calculation, social insurance system)

• **Training No. 5: Financial ABC**

(e.g., home budget and its planning, incurring financial obligations, bank account and other banking products, taxes, receipts and invoices, consumer rights - complaints, withdrawal from the contract)

As part of the project, you can take part in up to 3 out of 5 theoretical trainings. Training sessions take place on weekdays and weekends. The training schedule is not confirmed now and will be shared at a later stage with selected participants.

Answer the questions:

- Why do you want to take part in the project?



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-
-
- What skills (e.g., counting, IT skills etc.) do you want to acquire by taking part in this project?
-
-

- What additional responsibilities do you have (e.g., work, family) that make your participation in the project and training difficult?
-
-

Part 3. Statements and Consents.

Completing this part of the form is mandatory.

- I declare that the data provided above are true and consistent with the facts.
- I declare that I am familiar with the Regulations and that I have obtained all the necessary information about the project and the methodologies of providing support.

In which Partner Organization would you like to receive support?

- Foundation for Somalia (Fundacja dla Somalii)
- Ocalenie Founcation (Fundacja Ocalenie)
- I have no preferences

• GDPR information clause

In connection with my joining of the project: “My Chance in Poland”, I hereby acknowledge that:

1. The controller of my personal data is the minister responsible for matters related to regional development, acting as the Managing Authority for the Operational Programme Knowledge Education Development 2014–2020 and having their office at ul. Wspólna 2/4, 00-926 Warszawa.
2. The processing of my personal data is legal and meets the conditions referred to in Article 6 (1) (c) and Article 9 (2) (g) of Regulation (EU) 2016/679 of the European Parliament and of the Council – the personal data are necessary for the implementation of the Operational Programme Knowledge Education Development 2014–2020 (OP KED) on the basis of:
 - a) Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the



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- Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006 (OJ L 347, 20.12.2013, p. 320, as amended),
- b) Regulation (EU) No 1304/2013 of the European Parliament and of the Council of 17 December 2013 on the European Social Fund and repealing Council Regulation (EC) No 1081/2006 (OJ L 347, 20.12.2013, p. 470, as amended),
- c) the Act of 11 July 2014 on the Rules for Implementing Cohesion Policy Programmes Financed under the 2014-2020 Financial Perspective (Journal of Laws 2018, item 1431, as amended);
- d) Commission Implementing Regulation (EU) No 1011/2014 of 22 September 2014 laying down detailed rules for the implementation of Regulation No 1303/2013 of the European Parliament and of the European Council as regards templates for the transmission of certain information to the Commission and detailed rules for the exchange of information between beneficiaries and managing, certifying, audit and intermediary authorities (Journal of Laws UE L 286 of 30/09/2014, p. 1).
1. My personal data will be processed for the purpose of implementing these sets of projects: “Operational Program of Knowledge Education Development”, “Central ICT system supporting the implementation of operational programs”,
 2. My personal data will be processed exclusively in order to implement the model, My Chance in Poland. in particular, confirmation of expenditure eligibility, granting support, monitoring, evaluation, control, audit and reporting as well as information and promotion activities under OP KED.
 3. My personal data has been entrusted for processing to the Managing Authority - **Ministry of Funds and Regional Policy, ul. Wspólna 2/4, 00-926 Warsaw**, the Beneficiary implementing the project - **Foundation for the Development of the Education System, Aleje Jerozolimskie 142A, 02-305 Warsaw**, and entities that, on behalf of the beneficiary, participate in the project - Center for Social and Economic Analysis, Scientific Foundation, Al. Jana Pawła II 61/212, 01-031 Warsaw, Foundation for Somalia, ul. Bracka 18/63 00-028 Warsaw, Ocalenie Foundation, ul. Krucza 6/14A, 00-537 Warsaw. My personal data may be transferred to entities carrying out evaluation studies at the request of the Managing Authority, Intermediate Body or the Beneficiary. My personal data may also be entrusted to specialized companies that carry out, at the request of the Managing Authority, Intermediate Body and the beneficiary, controls and audits under OP KED. My personal data may be entrusted to entities providing services related to the operation and development of ICT systems by the Managing Authority.
 4. My personal data may be made available to authorities authorized in accordance with applicable law.
 5. The provision of data is a necessary condition for receiving support, and refusal to provide them results in inability to provide support under the project.
 6. Within 4 weeks after my participation in the project is over, the Grantee provide the data concerning my status on the labour market and with information on my participation in education or a training course and on my acquisition of qualifications or competences.
 7. Within three months after my participation in the project is over, I will provide data concerning my status on the labour market.
 8. My personal data will not be transferred to any third countries or international organizations.
 9. My personal data will not be subject to automated decision-making.



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10. My personal data will be stored until the Operational Program Knowledge Education Development 2014 -2020 is settled and the archiving of the documentation is completed.
 11. I can contact the Grantee with the person responsible for the protection of personal data processing by sending a message to the e-mail address case@case-research.eu or with the Data Protection Inspector appointed by the administrator by sending a message to the e-mail address or iod@frse.org.pl or iod@miir.gov.pl.
 12. I have the right to access my data and rectify it or limit processing if the conditions set out in art. 16 and 18 of the GDPR are met.
 13. I have the right to lodge a complaint with the supervisory authority – the President of the Personal Data Protection Office [*Urząd Ochrony Danych Osobowych*].
 14. In order to confirm the eligibility of expenses in the project and monitoring, my personal data such as name (s), surname, PESEL number, model number, start date of participation in the model, date of completion of participation in the model, insurance title code, amount of health insurance premium, amount accident insurance premiums may be processed in the filing system: “Collection of personal data from ZUS”. For this set, the information above applies¹.
- I confirm that I have read the clause and consent to the processing of my personal data

Thank you for filling in the form!

In case of any doubt please read the rules and regulations again and/or contact us.

Leader of the project:

CASE – Centrum Analiz Społeczno-Ekonomicznych

www.case-research.eu

tel.: (22)206 29 00

e-mail: case@case-research.eu

Project partners:

Foundation for Somalia

tel. (22) 658 04 87

email: biuro@fds.org.pl

ul. Bracka 18/63

00-028 Warszawa

Ocalenie Foundation

tel. (22) 828 04 50

email: szansa@ocalenie.org.pl

ul. Krucza 6/14A

00-537 Warszawa

¹ The processing of personal data in the set „Collection of personal data from ZUS” concerns a situation in which the agreement on project co-financing was concluded with the Beneficiary by the Ministry of Family, Labour and Social Policy or Voivodeship Labour Office within Measures 1.3 or 1.2.



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