

THIRD E-NEWSLETTER

January, 2016



COACH@WORK

EQAVET SYSTEM - for recognition, validation and accreditation of skills, knowledge and competencies of supported employment providers for people with disabilities



*"Learn more
about
the Supported
Employment
and find your role
and place in it"*



Start: 01 September 2014

End: 31 August 2017

Duration: 36 months



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2014-1-BG01-KA202-001529



Editorial

Welcome to the 3rd edition of the COACH@WORK Newsletter. COACH@WORK stands for „EQAVET system for recognition, validation and accreditation of Supported Employment providers of people with disabilities” and is a project funded by *Erasmus +* programme of the European Commission.

Via this newsletter we will update you on the project progress, the various project intellectual outputs development, forthcoming events and planned activities, useful articles on topics relevant to the project, as well as guidelines how to benefit from COACH@WORK achievements.

If you wish to contribute to the content of the newsletter you could send your materials to zguraprojects@gmail.com.

Enjoy reading!

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The process of incorporation of the Supported Employment Model in Bulgaria continue...

As we informed you in the previous edition at the first half of 2015 the four Bulgarian partners combined their efforts and expertise and successfully lobbied about the incorporation of *Supported Employment Model* in the Labour law of the Republic of Bulgaria.

In the second half of the year the National Federation of Employers of People with Disabilities (NFEPD) submitted a written proposal at the Bulgarian Ministry of Labour and Social Policy (MLSP) for the inclusion of the new occupation **“Supported Employment Consultant”** (SE Consultant) in the National Classification of Occupations and Duties (NCOD). The Ministry had reviewed the proposal and a work meeting with all stakeholders was held in December 2015, incl. with the active participation of the National Federation. During the meeting our project partners successfully defended the position on the need for legitimization and formalization of this profession.

As a result of efforts made by the Bulgarian partners, the new occupation is included to the National Classification. In fact the Supported Employment Consultant is already recognized and the Bulgarian employers can appoint such specialist within their organizations or enterprises. According to the Bulgarian Qualification Framework it refers to level 4 (EQF level 4).

We will keep you informed about other developments and steps related to the introduction of the new profession in Bulgaria and other European countries in the next edition.



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In parallel the National Federation of Employers of People with Disabilities with the support of the National Agency for Vocational Education and Training (NAVET) prepared a plan for incorporation of the **new profession "SE Consultant"** in the List of professions for vocational education and training (LPVET).

The List of Professions for Vocational Education and Training is developed by NAVET and is coordinated with the line ministries and the national representative organisations of employers and employees. The LPVET is an open system and proposals for changes in the List could be made by the line ministries and then they are considered by the corresponding Expert committee within NAVET. Finally they are approved by the Managing Board of NAVET and legitimated with ordinance by the Minister of Education and Science. Periodically, each year, the Agency initiates an update of the List.

You could find the actual List here: <http://www.navet.government.bg/en/lpvet-2014/>

At the beginning of 2016 the Ministry of Labour and Social Policy approved the submitted by the National Federation motivated proposal and redirected it to NAVET for continuing the procedure.

At the forthcoming meeting of the Committee of Experts in the professional field "Social services", the representative of the project will defend the arguments for the inclusion of the new profession in the LPVET. Firstly it is necessary to highlighting the following - the need of the profession "SE consultant" and the service itself is not only in favor of the employers but predominantly of the people with disabilities. This is also mentioned in the Strategy for employment of people with disabilities for the period 2011 -2020.

You could find the Bulgarian text of the Strategy here: [Long- term Strategy for Employment of People with Disabilities 2011 - 2020](#)



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New competences of the new occupational profile “SE consultant”:

The SE consultant:

- ♦ knows how to manage the process of providing Supported employment services to PwD and how they can be adapted to different customer groups
- ♦ is able to differentiate the needs of employers and job seekers with disabilities as beneficiaries of Supported Employment and to communicate with both sides in an appropriate manner
- ♦ knows the different approaches in working with people with disabilities (person-oriented, empowerment, self-determination, gender equality, diversity management, etc.)
- ♦ is able to apply various tools for job searching
- ♦ is able to advise customers how and when to disclose his/ her disability during the job search
- ♦ is able to conduct training to the client with disabilities for his/ her first day at work
- ♦ assists clients in the whole process of their integration in the workplace
- ♦ is able to apply person-oriented approach to each client with disabilities, taking into account his / her strengths and desire for career development
- ♦ is able to explain/ promote the process of Supported employment to other stakeholders (employers, governmental institutions, foundations, etc.)
- ♦ demonstrates increased awareness of the needs and attitudes of customers (people with disabilities) and employers
- ♦ is able to support people with disabilities to make their own decisions
- ♦ builds and develops "networks" of cooperation with various government institutions, private organizations and individuals
- ♦ is able to find appropriate government employment programs for people with disabilities

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The partners continue to work actively on the other project tasks - *RESULTS & OUTPUTS*

Job Description

Job Title:

Supported Employment Consultant

Job Purpose:

Supporting people with disabilities/ disadvantages to access and maintain paid employment in the open labor market within a fully insured working place. In line with the five stage process of Supported Employment, the principles and standards in working with people, purpose can be defined as a matching between possible employers and future employees.

(<http://www.euse.org/index.php/resources/definition>)

Main duties regarding:

People with disabilities

Knowledge	Skills	Competences
<ul style="list-style-type: none">. 5 stages of Supported Employment. Disability knowledge. Person centered methods. Assessment methods. Needs analysis	<ul style="list-style-type: none">. Communication/ assessment skills. Usage of alternative communication systems. Soft skills (empathy, listening skills, etc.). Positive reassurance. Consultant skills. Negotiation and marketing skills. Self-assessment. Training skills	<ul style="list-style-type: none">. Strengthen decision making. Combination of knowledge and skills. Creating networks. Responsibility/ autonomy in implementation of SE service

Employers/ companies for people with disabilities

Knowledge	Skills	Competences
<ul style="list-style-type: none">. Labour market framework. Labour legislation. Financial funding possibilities. Different kind of disabilities and their impact on work. Safety rules on working places	<ul style="list-style-type: none">. Mediation skills. Observation and analysis skills. Advising skills. Good communication skills in consultancy with employers	<ul style="list-style-type: none">. Negotiation of job opportunities. Management of different perspectives and expectations. Creating networks

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Job Description

Networking

1. Develop a network of contacts and build relationships with health professionals, social services, labour offices, welfare benefit experts et cetera to assist with the referral, assessment and support of job seekers.
2. Person centered approach: build relationships with job seekers natural supporters as well.
3. Work with employers to develop employment opportunities through a range of support initiatives.
4. Raise awareness of Supported Employment through presentations, attendance at meetings/events and marketing.

Awareness raising on different levels

1. Public level: Disability and employment issues. Changes in society's attitude towards people with disabilities.
2. Governmental/funding level: topics relating to employment including governmental programmes, social service funding, etc.
3. Employers level: raising awareness of versatility of PwD
4. PwDs level: raising awareness of versatility, human right of work, UN conventions, legal frameworks, etc.

Knowledge	Skills	Competences
<ul style="list-style-type: none">. Awareness raising methods. Knowledge of relevant stakeholders/parties	<ul style="list-style-type: none">. Communication skills. Networking skills. Marketing skills. Self-presentation/ presentation skills and creativity	<ul style="list-style-type: none">. Creating networks. Open-minded towards different networks/initiatives. Team supervisions

Usage of techniques and ICT tools

Knowledge	Skills	Competences
<ul style="list-style-type: none">. ICT knowledge. Technical support possibilities/ equipment	<ul style="list-style-type: none">. Consultancy skills. Computer based communication skills	<ul style="list-style-type: none">. Creating networks. Ability of using new, creative techniques

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Modules

The unique *ECVET* training programme for SE consultants is under development and will cover nine Modules, developed by the partners:

Module 1. Disability awareness

Module 2. Acquisition of key and transversal competences

Module 3. Practical methods in the coaching process – face to face, additional trainings, games, ICT, Social media

Module 4. Mainstreaming and digital technologies as support to the education, employment and well-being of PwD

Module 5. Supported Employment Basics – curriculum

Module 6 Career guidance – labour market methods

Module 7. Approaches and attitudes towards PwD

Module 8. Pre employment agenda

Module 9. Implementation and Networking

Module Appendix SE Toolkit for Diversity – sustainable, inclusive labour market

At this stage of the project (O4-A2) the curriculum of each of the modules is ready and currently the partner countries develop their specific content.

More information can be found at http://supportemployment.eu/?page_id=15



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COACH@WORK awarded as best practice in Bulgaria

We are pleased to announce You that after an assessment procedure (valorization) of a number of projects under the program "Erasmus +", started in 2014, our project "EQAVET system for recognition, validation and accreditation of skills, knowledge and competencies of Supported employment providers for people with disabilities" has been highly appreciated. The Human Resources Development Center (HRDC) in Sofia organized on December 10, 2015 a *Valorization conference*, including the official ceremony at which the COACH@WORK project has been assigned a quality award.



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Produced by the team of NAVET and
Interprojects.