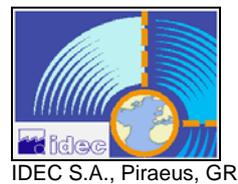


# ICONET

## Transfer Requirement Profile Anforderungsprofil für den Transfer

**Greek Partner**



## Guidelines for Localization of the ICOVET Approach

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### IDEC S.A. / GR

#### 1. Describe the current situation

- What is the main reason for using the tool? What is the special occasion? Which problem should be solved by the use of the tool? Which special circumstances make the use of the tool necessary?

The main reason for the use of ICOVET tool is the development of the ability of workers and the unemployed people to express all their skills that are required in the process of job searching. The tools is focused on skills and abilities that are used and developed by individuals in proceedings beyond their formal education. Might be skills and qualifications that have developed in their social life, while dealing with voluntary groups and work, through their interests in leisure time, etc. The gretest issue that the use of this tool is trying to deal with is the lack of ability on the part of workers to express all of their skills in a standard - official way during an interview process. So a series of competencies, that the workers have, cannot be easily visible which affects both the employees (difficulty in finding jobs) and the employers (non-recovery of 100% of the talents and capabilities of their employees).

The tool is even more helpful used nowadays that unemployment has an impact not only on young people but also on the older ones (over 45 years old).

Making these competencies visible should be useful for a number of reasons:

- Making competencies visible will help the young person to better understand what abilities she/he has and how these abilities can be applied in further learning, in vocational training, in a job but also in private life.
- Making competencies visible to prospective employers will help them to learn more about the abilities of applicants that are not shown in the certificates that they are able to present.

#### 2. Description of the field of application

- In which field and for which target group should ICOVET be adapted?
- In which field of the educational or support system should ICOVET be applied? E.g. School, vocational training, rehabilitation?
- How is this special field positioned within the system of educational or support system?

Workforce: Long term unemployed people in the region of Nea Ionia, Athens, Greece. Long term unemployment is a big issue in Greece. The deindustrialization, the reallocation of large industries outside

borders, the major reduction in traditional industries such as the textile and clothing, affected mainly the low qualified workers over 45, who are very difficult to find a new job and adapt to changes. Nea Ionia is a municipality (in the suburbs of Athens) suffering from unemployment, especially in the age groups of young people and of people over 45, who are characterised as long term unemployed.

ICOVET should be applied in vocational training. The main organisations responsible for vocational education and training in Greece are:

- OEEK, Organisation for Initial education and training, supervised by the Ministry of Education, responsible for all public and private centres for initial VET (IEKs).
- EKEPIS, National Accreditation Centre for Continuing VET, supervised by the Ministry of Employment. EKEPIS is responsible for the accreditation of c-VET centres and trainers and for the special centres (support services) for people with disabilities and ex-drug users.
- OAED, the Manpower organisation responsible for apprenticeships in lower secondary level.

Initial vocational training is recognised through examinations and certification at a national level.

Continuing vocational training is less regulated. The training centres provide certificates of attendance that are a qualification but are not formally recognised (for example in examinations for the public sector).

### 3. Description of the target group

For which target group the ICOVET approach should be adapted?  
Description of

- the level of education
- characteristic circumstances
- social situation
- characteristics of the member of target group in details
- How are the young people integrated in the social support network?
- How do the different social workers, educational consultants communicate?

Target group is:

- Long term unemployed people in the region of Nea Ionia, Athens, Greece. Although we have to deal with heterogeneous group regarding their social environment and educational background, there are some common elements:

Almost all of the people have not followed tertiary education (universities) and some of them not even upper secondary education.

As for the financial and social situation, we mostly deal with people of lower financial ability and by being unemployed for long term they also face a kind of social exclusion.

In Nea Ionia there is an association of unemployed people that was established in 2003 and includes mainly unemployed people over 45 years old. The Association will play a central role in the localization and there will be the bond between the workers and the social or educational consultants.

#### 4. Description of the users

- Who exactly is supposed to use the tool?
- Who could profit from the use of the tool as a support in guiding young people?

Persons in public training and vocational centres who provide education in specific fields. Persons in the national manpower organization (OAED) who provide guidance on unemployed people. Persons in career offices, career advisors and counsellors. Persons in trade unions dealing with employment and unemployment issues.

- How are the users educated?
- Which experiences have they already in the field of psychosocial guidance?
- Are the users volunteers or are they professionals?

All the users are professionals and they are experienced social workers in dealing with unemployed people and working in different vocational centres or other education providers

- What are the typical objectives of their work with young people?

The central objectives of counselling sessions are to identify competencies and skills of unemployed people to orient them to attend appropriate training courses to empower them and give them confidence to follow a new career path.

- How often do they have contact with the young people and in which setting (groups or single)?

Counsellors: one-on-one counselling sessions, or small groups, if necessary

- Reachability of the user by the staff of the project?
- Which institution is responsible, who is the boss?

All the work will be under the surveillance of the association of unemployed people in Nea Ionia and the OBES. Because of the association the problems of reachability can be solved (it is a centre for the area and unemployed people already use the association to provide them with information about new job opportunities).

## 5. Objectives of ICOVET

- Which aims should be reached by the ICOVET approach?

Applying the ICOVET approach

should help to create a situation where workers and unemployed describe their experiences and reflect about what they have learned in their work experiences.

should enable young people to better understand their own competences and to learn how to use them for VET,

should give workers and unemployed better access to training and employment in companies (their grades indicate what they do not know, so on that basis they are not hired for training or employment),

should enable companies or training institutions to systematically use these competences in VET.

- How are the objectives of the tool going to be evaluated?

It is the purpose of the interview, to produce evidence that the activities described have actually taken place and that the competencies that are recorded presumably have been acquired. In general, it cannot be the facilitator's task to verify information beyond what has been produced in the interview. There may be circumstances, though, where gathering additional evidence could help to considerably improve the quality of information and thus be of great use for the young person.

## 6. Description of the tool in detail

The ICOVET methodology will be piloted in long term unemployed people over 45 years old, members of the Association. For the piloting the Association will select a group of 10-12 people, who will go through the process of ICOVET. OBES will appoint one trainer/consultant, who will be trained in the ICOVET methodology. The application of ICOVET will be as follows:

First there will be a presentation of the ICOVET methodology to the group of the unemployed and then face to face interviews of the unemployed with the trainer. During the interview, the trainer will use the ICOVET tool and then will give the interview results in the unemployed. At the end, together they will decide how the skills and competencies acquired through informal learning can be useful in applying for a job.

- Which areas of activities of the young people are regarded?  
Work experiences and experiences advanced during other social activities.
- Are there any particular competences looked at with high priority?  
Personal and social skills, interacting skills

- Should the tool be adapted for the target group? (Pictures, simple language, role play etc.)

The questions of the interview have been adapted to fit the target group which is unemployed people over 45 years old.

- Is there an outline and a schedule for the realisation of the procedure (preparation, processing, follow-up)?

First there will be training on the ICOVET tool for the trainers (the people that will be in charge of the interviews)

Then there will be a presentation of the ICOVET tool and methodology to the group of unemployed.

[to explain objects, possibly individual task, assessment criteria for presentation etc].

Face to face interviews of the unemployed with the trainer.

At the end, the interviewees get the results of the test and together with the trainer they will decide how the skills and competencies acquired through informal learning can be useful in applying for a job.

- Number of staff needed

1-2 persons

- Describe the necessary setting, spaces and materials

Nothing more than equipment needed for a regular job interview (papers for all, probably a voice recorder, stationery etc)

- What is the concrete result of the approach?

- Written material with the interview results
- Explanation of the activities, skills and competences

- Documentation: Whom does the documentation create? In which way (handwritten, printed file etc...) and how will it be processed?

- The trainers do the documentation work
- Different designs are conceivable: Portfolio paper, e-portfolio, presentation file

- How are discretion and confidence assured?

There will be a written commitment on this.

- How will the results be used for the further activities? How will the result be used by other supporters or at the interface between different support system?

The association in Nea Ionia and mainly OBES will be in charge of the transferring of the results. There will be a try not only to transfer the results but also the tool itself and train more relevant actors (social workers, trainers, vocational centres)

- Could the ICOVET tool be used additional to a procedure of guiding young people, which is already performed? Is there an optimal point of time when the tool should be used?

During the seminars or the regular vocational education that is provided by OAED, OEEK and EKEPIS. The goal is the tool to be implemented within the formal training provided by vocational centers.

## 7. Transfer

- Which requirements for the dissemination in similar fields of work can be seen according to this analyses?
- Which conclusions can be drawn?

- Train the trainer modules for vocational trainers, social workers according to the professional background
- to give lectures on didactic concept
- publishing