

Work preparation

Csíkyszereda 20th – 21th of June 2013

PROJECT T-EST

AGREEMENT NR - LLP-LDV-TOI-12-AT-0011

PROJECT NR - 2012-1-AT1-LEO05-06976

At this stage of the project we have to decide how to rewrite the Toolkit for Supported Employment for the three transfer countries (RO, BU, TR). At the second meeting in Romania we get the results from the interviews (RO, BG, TR with NGO, PwD, companies). These results are our background to discuss how an implementation of Supported Employment Tools in the three countries will work and as well the frame of the Toolkit changes.

At the meeting we will have enough time to discuss about the needed adaptations in each chapter, but to achieve an exact textual discussion everybody has to read the Toolkit in detail. I prepared some questions (next two pages) to nearly each chapter, so that we all can think of possible adaptations during reading it. The following questions are only a guideline through the Toolkit – you don't have to prepare answers for the meeting, but the questions should prepare you for our discussion/ revision of the Toolkit. At the meeting we will discuss how to deal with an appendix for each country as well.

Two core questions to prepare for the meeting are:

1. One aim of this project is to implement Supported Employment Tools in your countries (BG; RO, TR) – what main target groups (**PwD**) will you reach within this concept?
2. At the end of September 2013 we will have the training workshop for implementation coaches in Austria. Each country (BG, RO, TR) has to send five persons to this workshop. At this second meeting we have to plan who these people are? Who will come to Austria ☺?

Position papers	
Chapter	Questions
Values, Standards and Principles of Supported Employment S. 9- 12	<ul style="list-style-type: none"> → Rewrite the introduction? → Issues: should we refer more to the UN rights of PwD (strategy 2020)? → Position of the EUSE? Should we only refer to the original Toolkit and give our own position in each country?
Client Engagement S. 13- 16	<ul style="list-style-type: none"> → Rewrite or reduce introduction? → Issues: what are your main issues in your country? → Position of EUSE: professionalization- naming of the projects without this 5 stage process is difficult?
Paid & Unpaid Work S. 17- 19	<ul style="list-style-type: none"> → Too much in detail? Shorten this chapter? What are main issues, main points? → Without payment PwD are excluded from national conditions?
Vocational Profile S. 20- 22	<ul style="list-style-type: none"> → Person centred approach: should we clarify this? → Position of EUSE: rewrite? cancel? our position?
Work Experience Placements S. 23- 26	<ul style="list-style-type: none"> → Background: bringing in more about the UN- Convention for PwD? → Issues: showing national differences or should we remain on general statements?
Job Finding S. 27- 30	<ul style="list-style-type: none"> → Issues: too much in detail or fits in this context? → Position of EUSE: our position? Professional work?
Working with Employers S. 31- 34	<ul style="list-style-type: none"> → Issues: too much in detail (Europe differences in training, etc.) or fits in this context? → Position of EUSE: our position? Professional work? → Two customers: PwD and employers!
On & Off Job Support S. 35- 39	<ul style="list-style-type: none"> → Background: 'place- train- maintain' method is clear? → Issues: national differences in our partner countries should be described? → Mentoring system in BG?
Career Development and Progression S. 40- 43	<ul style="list-style-type: none"> → Issues: Too far-reaching? Soft-skills-training? On the job support? → Different funding systems in the partner countries?
Supported Employment for Key Policy Makers S. 44- 49	<ul style="list-style-type: none"> → Issues: Redundancy? → Position of the EUSE: Should we include our project stakeholder analysis concerning the key policy makers as our position?
Supported Employment for Employers S. 50- 52	<ul style="list-style-type: none"> → Suitable as an employer information?

How to guides

Reconsider the structure of these chapters: Introduction, Methodology, Tips, Reflective questions.

Chapter	Questions
Client Engagement S. 54- 61	<ul style="list-style-type: none"> → What is useful for you? What could be deleted? → Are there any open question?
Vocational Profile S. 62- 78	<ul style="list-style-type: none"> → Vocational profiling with the four stages: should we shorten it? Is it suitable for your organizations? → Is it only a general guideline or do you want to concrete it?
Job Finding & Employer Engagement S. 79- 91	<ul style="list-style-type: none"> → Are the information too detailed? For instance the explanations about writing a letter or approaching the employers? → What would you cancel or adapt to the situation in your country?
On and Off Job Support S. 92- 103	<ul style="list-style-type: none"> → Process and Methodology: too much details or fit to you? What can we shorten? → Different forms of support (S.98): what kind of educational level would have your employees in this field? Is it good to have such information in detail?
The Qualities of a Good Employment Support Worker S. 104- 112	<ul style="list-style-type: none"> → Are there any legal requirements such as a needed educational level of employees in their work with PwD in your country? → Personal qualities, characteristics, skills and knowledge: is that much information needed?
Glossary S. 113- 118	<ul style="list-style-type: none"> → Are there any terms missing? → Should we only give a reference to the SE Toolkit and his glossary and cancel it in our version?