



Attachment No. 4 to the Rules of Recruitment and Participation in the Project

Detailed description of the services provided by the project

A. Mandatory support.

1. Individual career counseling.

In this task, the Participant meets with a vocational counselor. Meetings will be held in the project office or other agreed place. In justified cases, a remote form of meeting is allowed.

The purpose of this activity is to identify the needs in the field of social and professional integration of Project Participants, such as: the need to use a lawyer, family counseling, psychological support, obtaining information on Polish procedures, formalities, learning Polish, establishing a path of professional development (taking into account the demand of the labor market for their qualifications and skills), obtaining additional skills, qualifications or use of job placement in finding a job.

The result of the meeting with the counselor is a developed or updated Individual Action Plan (including a plan for the implementation of further support in the project).

Working time of a career counselor per person (including the development of an Individual Action Plan): 4 hours.

2. Individual specialized counseling of a legal, family and/or psychological nature.

Within the framework of this task, each Participant has at her disposal an average of 6 hours of professional support, the purpose of which is to help change existing attitudes, ways of making decisions or approaches to problems, resulting in an improvement in the quality of life of the person receiving counseling. Topics of counseling and its intensity will be adapted to individual needs. Counseling takes place in the form of individual consultations at the Participant Service Point, and in justified situations in another place agreed upon by the counselor and the Participant, or by telephone. The place and conditions of counseling allow for confidentiality during the meeting. To the extent possible, the Participant Support process will involve primarily women. Depending on your needs, you may benefit from one or more forms of counseling:

- a) Legal counseling - refers to the provision of information on applicable laws in the field of family and guardianship law, social security, protection of tenants' rights and other aspects of social integration. Thus, it means obtaining information about the generally applicable law in Poland and the practice of its application, in particular by: providing and discussing relevant regulations, providing specimens of legal letters, drafting procedural letters. Legal counseling also means searching in information resources for various possibilities of solving a problem, presenting them to



the Participant along with their consequences, supporting the Participant in choosing a course of action while respecting his/her independence in decision-making and, if necessary, drawing up an action plan together with the Participant. It includes, among other things, assistance in drafting pleadings in the following areas: family law (divorce, separation, limitation of parental authority, determination of legal guardians, foster families, etc.), criminal law (initiation of criminal proceedings and their course), administrative law in relation to family housing law.

- b) Citizenship counseling - refers to the provision of information about the Participant's rights and obligations, to the extent relevant to solving his/her problem, and assistance in choosing the optimal solution. It may concern the following issues: housing, family, social security, employment and unemployment, immigration, financial, disability, citizen vs. institution, deprivation of liberty, inheritance, consumer, interpersonal relations, property.
- c) Family counseling includes problems of family functioning, including the problems of caring for a disabled person, as well as family therapy. The scope of family counseling includes parenting problems, difficulties encountered by parents in dealing with their children, abnormal relationships, the problem of parental divorce, children's destructive behavior (truancy, running away, substance abuse, etc.), problems of family foster care. The goal of the counselor is to seek to correct the parent's parenting behavior by attempting to change habits, customs, methods of influencing the child, relationships between family members, etc.
- d) Psychological counseling - the implementation of psychological counseling is aimed at helping Project Participants with difficulties in adaptation and socio-professional functioning in their current place of residence. Counseling is intended to help develop those personal qualities that are conducive to better coping with stress and daily difficulties.

B. Optional support.

1. Polish language courses.

The aim of the activity is to acquire by 54 participants of the project language competence at the level of A1, A2, B1, B2, C1 or C2, confirmed by obtaining a language certificate in accordance with the CEF. We anticipate organizing 9 language courses in groups of 4 - 8 persons. The language course includes 60 hours of classes (estimated 15 days of classes). A coffee break will be provided during the classes. The courses will be organized taking into account the needs of the Participants - during the week or on weekends, and groups will be selected due to similar level of proficiency.



Polish language. The course ends with an exam conducted by an entity accredited to conduct examinations in the Polish language, and - after passing it - obtaining a certificate confirming the acquired qualifications.

2. Training/vocational courses.

The objective of the measure is to obtain qualifications or acquire competencies confirmed by an appropriate document (e.g. certificate), by at least 72 Participants of the project. Training services will be provided by institutions with an entry in the Register of Training Institutions and will be in accordance with the diagnosed needs of the Project Participant(s). It is possible to organize training groups accompanied by the support of a translator. The Project Participant may participate in one or more training courses/courses with a total value of PLN 2800. The estimated time of implementation of trainings/courses per one Project Participant is 48 hours on average (8 days of 6 hours each). Trainings and courses will be held in training rooms in the project area, with the location taking into account the expectations of the participants. Individuals participating in training courses are entitled to a stipend in accordance with the Law on Employment Promotion and Labor Market Institutions. In the case of identifying the need for the Participant to provide child care for the duration of participation in the training/course, the Applicant will provide support in providing such care *based on the Guidelines for the Implementation of Projects with the European Social Fund Plus Funds in Regional Programs for 2021-2027* (see Appendix 4)

3. Job placement.

Job placement is obligatory for unemployed Project Participants (24 such persons were assumed to participate in the project). Job placement is optional for the remaining persons. The purpose of the activity is to help the Project Participant find a suitable job. Support in this regard includes: - active job search (meetings of the labor intermediary with the Participant(s)), - informing the Project Participant(s) about emerging job offers in line with the Individual Action Plan through mailing, job board at the Participant Service Point, as well as by phone and in person, - familiarization by the labor intermediary with key data for the recognition of the professional situation of the Participant(s) collected in the IPD, undertaking contacts with employers offering jobs, taking into account cooperation with potential employers, intra-regional specifics, including industries identified as key or potentially key to the development of the region, deficit occupations, - initiating interviews by the labor intermediary. In the selection of offers, the job intermediary will be guided by the information obtained on the Project Participant, from the vocational counselor and socio-professional integration assistant. An average of 2 hours of meetings between the job intermediary and the Participant is foreseen.

4. Socio-professional integration assistant.

The aim of the task is to provide assistance to 96 Participants of the project in the process of socio-professional integration in the local environment. The



support will be implemented by socio-professional integration assistants, i.e. people from migrant groups who have settled in Poland long enough to have mastered the Polish language and acquired the skills to move in the local reality. Assumed time of support: an average of 5 hours per Project Participant. The task will be implemented through support that does not fall under the mandatory tasks, i.e.:

- Accompanying foreign families and supporting them in resolving difficult situations,
- Clarifying Polish rules, norms and responsibilities,
- Assisting in the process of finding apartments, establishing contacts with owners,
- mediating relationships with landlords, interpreting regulations and assisting with payment arrangements,
- Assistance in dealing with official formalities and contacts with institutions, including completing applications for temporary or permanent residence permits,
- Support in completing other official documents,
- Providing information on where to get help in difficult situations.

5. Translator.

Translator support will be provided for the 24 Participants who do not know enough Polish to benefit from the project support. This applies to participation in:

- individual career counseling,
- individual specialized counseling of a legal, family and/or psychological nature
- labor intermediation,
- training/vocational courses.