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# ABOVE "ABilities On the moVE"

**Best practice: PRO-ACTIVE PROJECT – Irecoop Veneto**

Venice, Veneto Lavoro, Via Ca' Marcello, Mestre, 19 April 2018





## OBJECTIVES OF THE PROJECT

- Strengthening the public-private multistakeholder network – by means of a responsible joint planning of re-activation courses necessary for a subsequent labor integration – existing in the territory of the Province of Padova that involves responsibility and heterogeneous and complementary competences.
- Strengthening the technical-professional and relational competences of the persons with disabilities (target group) in view of subsequent paths of professional integration.



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## SPECIFIC OBJECTIVES

- ▶ Raising awareness to local stakeholders about the support needs of the persons with disabilities, thus creating shared processes and styles
- ▶ Guiding to employability persons with disabilities clarifying the accessibility criteria required for each working task, hence improving the positive result of the supply-and-demand job offer
- ▶ Identify common methodological premises about the required support of the persons with disabilities
- ▶ Encourage a holistic approach which allows network operators to guarantee the right to work to persons with disabilities, trying to overcome the frequent prejudices and bureaucratic limitations.





## NETWORK OBJECTIVES

- ▶ Re-activate (pro-actively) the highest possible number of beneficiaries with disability (1.500 estimated) through the strengthening of social and personal resources.
- ▶ Prepare for «PHASE 2» → labor inclusion through internships and job coaching
- ▶ «Profile» beneficiaries in order to foster a real labor re-inclusion
- ▶ Consolidate the public-private network around the territory of the Province of Padova



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# EXPECTED OUTCOMES

- Improve professional competences that respond to the needs of businesses, thus enabling an effective occupational inclusion of persons registered unemployed;
- Encourage the use of a common language among all training agencies in the formulation of the integrated supply of services, actions and activities (PROACTIVE integrated training programme) which includes opportunities, access requirements, the required entry skills, the accessibility criteria of the training paths (useful in perspective for future occupational inclusion), and the skills resulting from the development of key competences (problem solving, social skills training, IT and digital, linguistics).
- Present the offer of the training plan on informal occasions scheduled at the 7 offices of the CPI in Padova to promote access to guidance services especially for long-term or inactive unemployed people, to facilitate the understanding of the proposals.
- Promote the ability to work in a group through the use of teaching methods that stimulate the active participation of all, the discussion and simulation of concrete cases and the ability to analyze problems and search for solutions.
- Based on the needs analysis conducted by the PROACTIVE public-private network (professional database based on the authorization granted, direct needs expressed by companies and cooperatives; employability considering the experiences already completed; ...) different sectors and professional profiles have been identified in order to be able to meet the different characteristics and potential of the recipients involved.



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## WHY IS THIS A GOOD PRACTICE?

- ▶ Width and relevance of the public-private network of partners involved.
- ▶ Accuracy in preparing materials and explicating the *criteria for accessibility to work*
- ▶ Detecting support needs and/or implementing a monitoring tool that allows all operators in all project phases to evaluate the occupational possibilities of the people involved (“profiling” oriented to future employability).
- ▶ At the end of the project the objective is to have an overall picture of the employability of the people involved through: social traineeships, insertions in social cooperatives (for long or short periods of transition), temporary job placements through employment in local businesses, direct placement in companies.



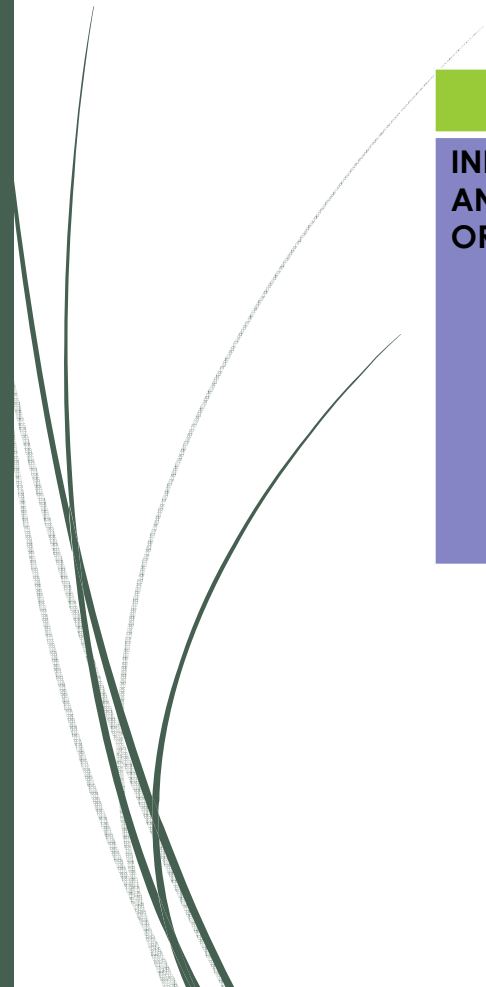
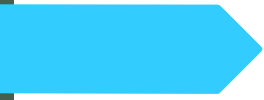
PROJECT PHASES – PHASE 0 (no indications by Veneto Region)		WHO
<b>PREPARATION AND DISSEMINATION TO BENEFICIARIES</b>	<ul style="list-style-type: none"> <li>Group information meetings at all Employment Centers of the Province of Padova</li> <li>Elaboration of the educational offer</li> <li>Drafting of leaflets, application form and powerpoint presentation</li> </ul>	Employment Center Irecoop Veneto (and all partners)  Irecoop Veneto Work Inclusion Services (SIL)
<b>SUMMONING OF BENEFICIARIES</b>	<ul style="list-style-type: none"> <li>Summoning at the 7 employment centers in groups of 15-30 people at the time</li> </ul>	Employment Center with the support of Work Inclusion Services (SIL)
<b>COORDINATION AND TRAINING OF ALL OPERATORS (public and private)</b>	<ul style="list-style-type: none"> <li>2 Workshops (before the start of the project): one coordination meeting to set common bases and 1 to train the operators in order to better welcome people with disability</li> </ul>	All partners, training offered by Work Inclusion Services (SIL)
<b>INFORMATIVE GROUP MEETINGS</b>	<ul style="list-style-type: none"> <li>Beneficiaries attend a group presentation at the Employment Centers and may apply at the end of it or in the following days (March – April)</li> </ul>	All partners + Employment Center + Work Inclusion Services (SIL)



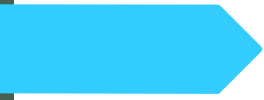
<p>▼ (ID 1)</p> <p><b>Amministrazione Segreteria</b></p> <p><b>ADDETTO/A ALLA SEGRETERIA E AL BACK OFFICE</b></p> <p><b>SEDI DISPONIBILI</b>   <b>DIURATA</b></p> <p><b>60 ore</b></p> <p>Padova, Limena, Mestrino, Cittadella, Camposampiero, Piove di Sacco, Monselice, Montagnana, Este, altre sedi</p>		<p><b>DESCRIZIONE PROFILO</b></p> <p>Sa gestire una informazione in entrata, utilizzando le modalità più appropriate per ricevere, trasmettere e smistare comunicazioni interne ed esterne.</p> <p>Opera utilizzando abitualmente attrezzature informatiche e con colleghi che telefonico e altri tabelle e dotto</p>	<p><b>RISULTATI DI APPRENDIMENTO</b></p> <ul style="list-style-type: none"> <li>Gestione e sviluppo di attività di segreteria e back-office</li> <li>Gestione delle informazioni aziendali attraverso l'utilizzo del PC e di internet</li> <li>Cura degli aspetti amministrativi e del rapporto con i clienti o i contatti aziendali</li> <li>Sviluppo delle capacità in ambito comunicativo e relazionale in contesti formali</li> </ul>
<p><b>CRITERI DI ACCESSIBILITÀ</b></p>			
<p><b>TITOLO DI STUDIO MINIMO DI ACCESSO</b></p> <p>Obbligo formazione e istruzione</p> <p><b>ESPERIENZA PROFESSIONALE PROGESSA</b></p> <p>Minima in attività d'ufficio</p>	<p><b>COMPETENZE IN INGRESSO</b></p> <ul style="list-style-type: none"> <li>Utilizzo principali software di produzione ed elaborazione testi/ tabelle</li> <li>Riconoscimento documenti amministrativi aziendali</li> <li>Padronanza lingua italiana</li> </ul>	<p><b>FISICI</b></p> <ul style="list-style-type: none"> <li>Mantenere posizione seduta</li> <li>Autonomia motoria anche con l'ausilio di dispositivi di assistenza</li> <li>Poter utilizzare il computer per un tempo continuato</li> </ul>	<p><b>CAPACITÀ RELAZIONALI E COMUNICATIVE</b></p> <ul style="list-style-type: none"> <li>Comprensione informazioni</li> <li>Fluidità comunicativa (verbale e scritta)</li> <li>Buona capacità di gestione del cliente</li> <li>Responsabilità sul lavoro</li> <li>Autonomia operativa</li> <li>Problem solving</li> </ul>





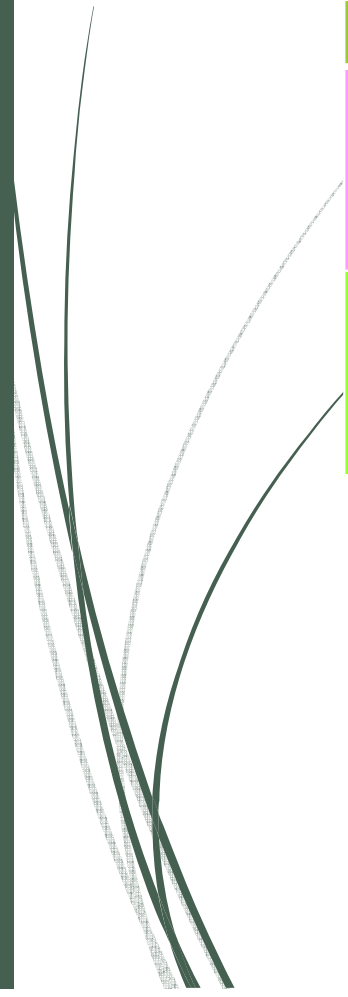
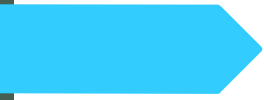


PROJECT PHASE – PHASE 1		WHO
INFORMATION AND LEVEL I ORIENTATION	<ul style="list-style-type: none"><li>• After the group information meetings, the Employment Center gathers the application forms and sends them to the Lead Partner (Irecoop Veneto)</li></ul>	Employment centers
	<ul style="list-style-type: none"><li>• Irecoop Veneto then distributes them to all the partners</li></ul>	Irecoop Veneto



PROJECT PHASES – PHASE 2		WHO
<b>II LEVEL ORIENTATION</b>	<ul style="list-style-type: none"><li>• Phone recall by each partner in order to verify the real interest of the beneficiary</li><li>• II Level orientation (2 hours)</li></ul>	All partners





PROJECT PHASES – PHASE 3		WHO
<b>TRAINING</b>	<ul style="list-style-type: none"><li>• TRAINING COURSES (60 hours each)</li><li>• Filling of the «job orientation» form</li></ul>	All partners
<b>MONITORING ACTIVITIES</b>	<ul style="list-style-type: none"><li>• Periodic monitoring meetings</li></ul>	All partners





Thank you for your attention!

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