

COMPe4Mi – Tools for professionals to assess and develop migrants' competences

INTELLECTUAL OUTPUT 1: Didactic Guidelines

Module 4: Civic Orientation
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Partnership:



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Introduction

The COMPe 4Mi project is designed to provide professional support for migrants as well as ensuring capacity building for professionals working with migrants in their host societies.

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Module 4: Civic Orientation

This module is designed to provide migrants as well as employees “Civic orientation”, knowledge concerning their rights and obligations in the workplace. An effective workplace orientation provides employees with a clear understanding of what is expected of them and how their role fits into the overall objectives of the workplace.

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Aims and Objectives

The main aim is migrants and employers to develop a deeper knowledge and understanding of roles and functions within a company.

Aims and objectives for migrants/employees

Learn **rights** in the workplace:

- Work in accordance with the terms of the contract of employment that cannot be less favorable than the provisions of labor law.
- An employee is entitled to equitable remuneration for work.
- Remuneration for work should be paid at least once a month, at a fixed and predetermined day of the month.
- Working conditions must comply with occupational health and safety rules.
- An employee shall be entitled to annual, uninterrupted, paid holiday leave.
- Employees shall have equal rights resulting from performance of the same duties, in particular this concerns equal treatment of men and women in employment.
- As a rule, an employer may not give notice or terminate an employment contract during pregnancy, as well as during maternity leave of an employee.
- An employee, including a foreigner, has the right to join a trade union.

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Aims and objectives for migrants/employees

Learn *obligations* in the workplace:

- Comply with the working time conditions set for the employing establishment.
- Comply with labor regulations.
- Comply with the rules and principles of occupational safety and health (including performing work in a manner consistent with safety rules and regulations, ensuring proper condition of machinery, equipment, tools and devices and maintenance of order at work, and to immediately notify the supervisor if an accident or a hazard to human life or health is noticed at the location).
- Promote the good image of the employing establishment, protect its property and respect the confidentiality of information that, if disclosed, could be to the detriment of the employer.
- Respect confidentiality of other information as laid down in separate regulations.
- Comply with the rules of social coexistence at the workplace.

Aims and objectives for employers:

*Learn **rights** in the workplace:*

- Receive training and obtain information on occupational health and safety;
- Seek out support and advice regarding prevention process.

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Aims and objectives for employers:

Learn **obligations** in the workplace:

- Familiarize with the scope of their duties, the rules of work (hours of work) performance in a designated position and inform them of their rights.
- Provide safe and healthy working conditions and conduct systematic training in occupational health and safety.
- Receive health and safety information and advice as well as appropriate training.
- Pay wages in a timely and proper manner.
- Facilitate the development of employees' professional qualifications.
- Meet the social needs of workers, subject to available resources.
- Use objective and fair criteria in the evaluation of employees and the results of their work.
- Maintain records relating to employment relationships and personnel files of employees.
- Immediately provide the employee, in connection with the termination or expiration of employment, with an employment certificate.
- Respect the dignity and other personal interests of employees.

Training Content

During civic orientation migrants should:

- Outline expectations from the civic orientation to the host.
- Provide their host with feedback and reflections on what they have observed.
- Take notes, about thoughts and observations. Reflecting on these notes following the experience will allow them to maximize their learning.
- Discuss any disability requirements with their host.

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Training Content

During civic orientation employers should:

- Provide the migrants with information on the workplace.
- Ensure other colleagues are briefed about the civic orientation experience.
- Provide time between sessions or prior to sessions for questions and feedback.
- Discuss any disability requirements with visitors in advance of the placement, to ensure there is enough time to put adjustments.

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Methods

- Trainings, workshops
- Employee placements
- Group discussions with all the colleagues
- Observation
- Reflection and debriefing between employers and employees

Skills & knowledge

- Network with the company
- Understand the way that company works
- Communication Skills
- Knowledge about rights, responsibilities and obligations.

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Assessment

The individual and group evaluation will be provided in order to evaluate the effectiveness of the actions taken: trainings and practical workshops, as well as to maintain appropriate records of education, training, skills and experience. Tool: Survey

For the employees

- How has this civic orientation affected you?
- Was as useful/ enlightening as you expected to be?
- What did you get from this experience?

For the employers

- What did you gain from this experience?
- How did you improve your personal skills?
- How did you improve your professional skills?

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End

Comments

Feedback

Q & A