

Path and tools of the global support

Synthesis of the workgroups' outputs

WELCOME / VOCATIONAL GUIDANCE

DEFINITION OF THE PROJECT

ACHIEVEMENT OF THE PROJECT

MONITORING / EVALUATION

OBJECTIVES

ACTIONS

SUBJECTS

TOOLS

WELCOME/ VOCATIONAL GUIDANCE PHASE

ACTIONS

- Demand/indications gathering
- first information and documentation gathering
- first evaluation of the requested pertinence or pointing out

OBJECTIVES

Welcome and possible access to the service

TOOLS

- Question gathering schedule
- Schedule for pointing out (CSM, SERT) and presentation meeting
- informative integrated SIL form

SUBJECTS

Person
Family
Pointed out services
SIL (job insertion service)

WELCOME/ VOCATIONAL TRAINING PHASE

OBJECTIVES

Analysis of the situation:
expectations, needs and
resources

Inventory of the carried out
paths

Skills' profile

SUBJECTS

Person
Family
Socio-health, social,
educative, school services
SIL

ACTION

- Interview with person and family
- groups of welcome/vocational guidance
- Meetings and/or contacts with services
- Gathering and analysis of the documentation

TOOLS

- ICF and checklist
- Evaluation of the Employability potential
- Final report (if the verification of disability has already been done *ex lege* 68/99)

WELCOME/ VOCATIONAL TRAINING PHASE

OBJECTIVES

Information about offer and opportunities

ACTIONS

- Interview with person and family
- groups of welcome/vocational training

SUBJECTS

Person
Family
SIL

TOOLS

Informative material

PROJECT DEFINITION PHASE

OBJECTIVES

Definition of a personalized project:
Objectives, modalities, tools, timing

PROJECT:

- vocational guidance
- training
- job placement
- social integration

ACTIONS

- Interview with person and family
- Meeting and/or contacts with services

TOOLS

agreement

Personalized project

SUBJECTS

Person
Family
Pointed out services
SIL

PROJECT DEFINITION PHASE

OBJECTIVES
Identification of
the company

ACTIONS
Analysis of
companies
and training
opportunities

SUBJECTS
Work group CPI-
SIL
Unindustria
Confcooperative
Technical
Committee

TOOLS
L. 68 overviews,
programme
agreements and
provincial data
base

OBJECTIVES
Meeting with
companies/other
organizations

ACTIONS
Joint visit of CPI-
SIL or unitary
presentation (i.e.
the Province as
first contact, then
visit to SIL)

SUBJECTS
workgroup CPI-
SIL
Unindustria
Confcooperative
Company referent
person

STRUMENTI
Company's
Profile

PROJECT DEFINITION PHASE

OBJECTIVES

Sharing the project with
company/agency:

- objectives
- modalities
- timing
- monitoring and evaluation

ACTIONS

- meeting with company's referent persons
- identification of tutor
- Introduction of the person

SUBJECTS

- Job coach
- Company's referent person
- Person

PROJECT DEFINITION PHASE

ACTIONS

Drawing up and sending of the agreements

OBJECTIVES

Formalization of the training project

TOOLS

- “on-the-job training” Agreement
- “Three-Party” Agreement or SIL

SUBJECTS

**Operator SIL
Company’s referent person
Person**



Strategie per l'Occupazione
sostenibile

PROJECT ACHIEVEMENT PHASE

OBJECTIVES
Pre-placement

ACTIONS
Presentation in the
company (flexible
modalities!)
Tutor training
Preparation of the
company context

SUBJECTS
Job coach
Company's referent
person
Company's Tutor
Colleagues
Person

OBJECTIVES
Placement and welcoming
On-the-job training for:
Learning of trasversal competences
Learning of working competences

ACTIONS
Assistance support of a tutor
Possible support of a job coach

OBJECTIVES
Accompanying and
mediation

ACTIONS
Support and assessment
interviews with the person
(and the family)

SUBJECTS
Job coach
Person (and family)
Company's Tutor

MONITORING AND EVALUATION PHASE

OBJECTIVES

In itinere monitoring

- of the educational project
- of the insertion path

ACTIONS

- Conversation at the SIL and the company
- Comparison with the reference services and the companies

SOGGETTI

Job coach
Person (and family)
Company's tutor
Services

TOOLS

- form "VOC"
- self-assessment
- self-assessment "smile"

MONITORING AND EVALUATION PHASE

OBJECTIVES

Evaluation

- of the training project
- of the insertion path

ACTIONS

- Interviews at the SIL and the company
- Comparison with the reference services and the companies
- Interviews at the office for participated evaluation

SUBJECTS

Job Coach
Person (and family)
Services
CPI and technical Committee

TOOLS

- schedules VOC and self-evaluation
- personalized project
- educational agreement
- questionnaire on the quality life