Erasmus+ - project

„JobCoach for people with dissabilities”

Erasmus+

**J**ob**C**oach

National concept of qualifications for the purposes of Job Coach for people with a disabilities

POLAND

**Project coordination Product responsibility**

Grone-Schulen Niedersachsen gGmbH Stowarzyszenie Wsparcie Spoleczne Ja-Ty-My

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The national adapted qualification concept for a further training to become a Job Coach for persons with disabilities was developed under the main responsibility of the project partner Grone-Bildungszentrum NRW gGmbH. Each project partner country and its corresponding partner is responsible regarding the development of its country specific national qualification concept. Here are mentioned:

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| --- | --- |
| Grone_Logo_De.jpg | Grone Niedersachsen GmbH  Germany |
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| C:\Users\MN\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\4D5LKDH9\logo.png | Stowarzyszenie Wsparcie Spoleczne Ja-Ty-My  Poland |

# Introduction

## 1. Starting position of the Job Coach in Poland

The term ‘Job Coach’ was used for the first time in legal system in implementation of the Act of 27 August 1997 on Vocational and Social Rehabilitation and Employment of Persons with Disabilities (Dz.U. of 2011, No. 127, item 721), Resolution No. 8/2007 of the Supervisory Board PFRON (Polish State Fund for Rehabilitation of Disabled Persons) dated on 06.04.2007 on the approval of the pilot project **“Job Coach as means of increasing employment level of disable persons”.** The project was implemented by Polish State Fund for Rehabilitation of Disabled Persons in collaboration with project partners: Polish Disability Forum (PFON), Polish Organization of Employers of Disabled Persons (POPON) and KARE Promoting Inclusion for People with Intellectual Disabilities in Ireland. Project was co-financed by the EU’s European Social Fund.

The results of the project become the unofficial national guidelines for PFRON – Polish State Fund for Rehabilitation of Disabled Persons, local authorities, NGOS involved in the process of vocational rehabilitation and supported employment. **The legal definition of the Job Coach still has to be established.**

According to the results of the project “Job coach as means of increasing employment level of disable persons” Job Coach’s work is based on fundamental values defined in the supported employment program, which the coach acquires, develops and strengthens during his work and cooperation with other people. Among these values are, notably:

* treating all people with dignity and respect,
* focusing one’s efforts on the individual client who is developing or using their potential skills and widening their relationships,
* creating conditions for the empowerment of clients by letting them make choices and control the process,
* promoting social and professional inclusion, understood as offering persons with disabilities access to common or generally available places or activities as well as the opportunity to fulfil every social role”. [[1]](#endnote-1)

1.1 Prerequisite for the Job Coach

**At present, a Job Coach occupation** is not formally registered in Poland, nor are the occupational specifications of the people acting as job coaches who offer different types of support, who work with different groups of disadvantaged persons. The role of the Job Coach fuses the competences and the roles of a consultant, an employment agent, a job instructor, a social worker and a therapist. Job Coach works in three stages. The most important stage is supporting the disabled person in the process of vocational rehabilitation, job searching and employment. Second stage is creating proper job environment, where job coach cooperates equally with the employer and co workers of the disabled person. Third stage is about taking care of the relations with the close ones - family and friends. Job Coaches carry out diverse tasks that require them to have a number of personal skills and competences. This should include:

* Good communication skills;
* The ability to collaborate on tasks;
* Good computer skills including programmes for preparation of documents, reports, presentations;
* Good contacts with the job market (including voluntary work, internships, work, placements);
* Experience in the relevant field of employment;
* The ability and willingness to learn;
* Tact, sensitivity and humanistic orientation towards people;
* A sense of responsibility.

1.2 Target group of the qualification:

Bachelor's degree or higher in : pedagogy (special pedagogy), social care, psychology, counselling, human resources management;

Candidates who’s particular strengths are:

**Counselling, Social work**

* Co-ordination and organisational skills, preparing networks and time schedules,
* Planning coach sessions
* Skills of collecting necessary documentation, preparing reports, monitoring progress of trainee

**Pedagogy and Job Counselling**

* Knowledge of educational and coaching methods and techniques,
* Knowledge and skills of vocational guidance,
* Manual/ technical (instrumental) skills (e. g. to prepare adequate teaching material).

**HRM, Macro-economy**

* Knowledge and understanding of operational work structure and job description on positions,
* HRM basic knowledge and skills (recruitment/ job assessment, work career/ development planning/ organizing)
* Observation and analysis of client’s behaviour patterns and reactions,
* Knowledge about disabilities and disorders,
* General knowledge of competences and understanding professional vocabulary.[[2]](#endnote-2)

2. Educational, didactic concept

2.1 What are educational challenges

Polish Integrated System Qualifications is in the process of transition. There is no clear procedures of validation of the result of the job courses. To avoid the legislation problems the best solution is to adopt the training program to the requirements of the educational system – one year program of [postgraduate studies](http://en.bab.la/dictionary/english-polish/postgraduate-studies) adopted to the European Credit Transfer and Accumulation System and European Qualifications Framework.

A role of a Job Coach in Poland is carried out by individuals with different educational backgrounds and work experience. The only training they receive is organized by their employers (NGO or institution involved in supported employment process)- tailoring trainings.

One of the purpose of the implementation of the project “Job Coach as means of increasing employment level of disable persons” was to establish universal system of Job Coach trainings in Poland. Guidelines on service provided by the Job Coaches - tool kit for the Job Coach training didn’t get status of an official document. It was only a recommendation.

One might ask a question if there is a need to establish completely new educational, didactic concept. One solution would be to accepted the status quo. But another would be a new educational didactic concept adopted with key important elements of “The guidelines on service provided by the Job Coaches - tool kit for the Job Coach training” - product of the project **“Job Coach as means of increasing employment level of disable persons”.**

For educational challenges it’s important to construct didactic concept which embraced in its programs changing trends of the labour market and included new technology used at vocational rehabilitation.

2.2 Educational, didactic concept

The one year program of [postgraduate studies](http://en.bab.la/dictionary/english-polish/postgraduate-studies) for Job Coach contain:

1. First Aid Component
2. Occupational safety and health procedures – OSH
3. Study of practical elements of four occupations:

* Cashier
* Shop assistant
* Kitchen assistant
* Waiter

1. Occupational workshops program
2. Three months of obligatory internships: two months in one of the chosen occupations and one month of assisting a person with disability at work.

Six Modules , explained further in point 3 will be included in the education program.

2.3 Successful training, examinations and level

Upon a successful completion of the training a student will be awarded a diploma of [postgraduate studies](http://en.bab.la/dictionary/english-polish/postgraduate-studies) minimum 6 level of EQF. Each module will conclude with a written exam. After each workshops and internship student will receive a written evaluation form a tutor.

3. Content of the education programme

3.1 Module 1: Knowledge needed for the labour market

This module contains the following components:

* **Analysing labour market resources**
* **Cooperation with employment offices**
* **Cooperation with employers**
* **Modern technology in process of job searching**
* **Laws and regulations**
* **Benefits and subsidies**
* **Effective communication**
* **Reintegration instruments process**

3.2 Module 2:Knowledge of clinical issues

Specific knowledge of in the areas of:

* **Learning disabilities**
* **Medical and diagnostic aspects**
* **Mental limitations**
* **Psychological aspects**
* **Behavioural characteristics**

3.3 Module 3: Creation of work places:

* **Vocational profiling**
* **Creation and implementation of Individual Action Plan**
* **Job matching**
* **Presentation of principles of draftingjob application documents**

3.4 Module 4: Accompaniment at the workplace and transfer into an employment

* **Fundamentals of a job interview**
* **Contract conditions and employment procedures**
* **Sensitive information and personal data protection**
* **Social environment at work**

3.5 Module 5: Stabilizing the employment

* **Adaptation to the workplace**
* **Monitoring job performance**
* **Regular support in fulfilling work duties**
* **Analysing current workplace situation**

3.6 Module 6: Social Relations

* **Support in maintaining and developing social relationships**
* **Cooperation with the family**

1. Project “Job coach as a means of increasing employment level of disabled persons” Guidelines on services provided by job coaches Set 1 toolkit for Job coach recruitment chapter I the profile of a Job coach by Małgorzata Gorący [↑](#endnote-ref-1)
2. Erasmus+ Project „Job Coach for persons with disabilities” European qualification profile

   for the Job Coach for persons with disabilities (Edited by Ewa Matuska) [↑](#endnote-ref-2)