



A.W.A.R.D. Adults and Work – an Aid to Reduce the Distance

Call: 2014, Erasmus+, Ka2- Cooperation and Innovation for Good Practices - Adults
Code: 2014-1-IT02-KA204-003416

Good practices to facilitate work reallocation for unemployed adults

Title : Action Intermédiaire pour un Accès Durable à l'Emploi (A.C.I.A.D.E) (Intermediary Action for Sustainable Access to Employment)

Country: FRANCE

Presentation

Aciaide is a coaching and training paths for unemployed adults for a long time. These courses have a duration which varies from 350 hours to 450 hours, depending on the needs of each person. This action takes place in the “Bouches du Rhône” department. The team of professionals who drive this action is appropriate both for training and coaching. It includes individual and collective working times. It is funded by the Country Council (Department). The proposed approach is an open, based on a project, pedagogy and initiative

Subject (beneficiary)

- RSA beneficiaries (social minimum earning), not covered under any monitoring by an employment support agency
- Volunteers to participate in the action and build a professional project
- Motivated by the prospect of professionally reintegration
- Distant job without experience, or with a very short professional experience, old or obsolete
- Including language and social, health, housing ..., not of an incompatible nature with the purpose and place of the action (time, timetables, alternating in business, group work, group project)

Purposes:

Support to employment or training pathway, workforce very remote from employment and willing to reintegrate for a place in society and profession.
Developing the potential of initiatives and employability in order to build and achieve personal and / or professional project in confrontation and interaction with local resources

Achievements:

Insertion rates in the short-term job at the end of the project for about 50 to 80% of the registered public.
Remobilization and regain of certitude of people who thought not being able to fit into sustainable employment.
Ownership of territory and development of its own representations in relation to the labor market.
All the people who come out of the action, have a new professional project



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Strengths points:

Developing of his professional interest, enriching his knowledge of trades. The revaluation of the person and its regain certitude in itself from the assessment of his experience and his knowledge, to project into his future professional

Weakness points:

This action may concern only voluntary and motivated people to reintegrate into the working world. The cost of the action is important to the community, in terms of its length, but its effectiveness helps to lift people out of welfare systems, which consequently become less dependent on the community.

Compiler (name and surname): Alain MALFATTI – Raymond BANO

Signature:



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ACIADE PHASES PRESENTATION

Phase 1 : ADAPTATION

General Objective: Definition of the framework, objectives and working methods and commitment of the recipient in the process.

Duration: 28 hours spread over two weeks

Cadence: 4 half days per week

The adaptation phase aims to initiate the process by allowing each person to adapt progressively to the cadence, to the mode of organization of the action and to accept the rules of life in training. The emergence of a group dynamics is one of the objectives sought during this first sequence.

Expected objectives:

Acknowledgment by each people of his "capital resources" (past acquisitions, knowledge of the environment, personal, professional, life, other) and his margin of "progression". Be prepared to move from a logic of "I am in training" to an active posture. This phase of adaptation constitutes the effective start-up of the action for each recipient. It is necessary at this time to accompany by the formalization of his objectives of training, access to employment and personal development. This phase concludes with a contractual commitment with the referent trainer.

Phase 1 : EMERGENCE OF THE PROJECT

Duration: 21 hours spread over two weeks

Cadence: 1-2 days / week

1 - Self-assessment in interaction with the territory	
Actions to be taken	Expected impact
<p>This step, which focuses on group dynamics, provides for:</p> <ul style="list-style-type: none"> Collective regulation sessions in order to define the work for skills assessment. Individual interview with the referent to the accompaniment in the different steps, the removal barriers and access to autonomy Promote expression or beginning of a personal and/or professional project and apprehend the approach of exploration technical of the environment in order to set the projects in the reality. 	<ul style="list-style-type: none"> Self-confidence Integration group Awareness of its own knowledge and know-how be Identification of the barriers



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2 - Contracting	
Actions to be taken	Expected impact
<ul style="list-style-type: none"> - Working the adjustment between expectations of the recipient and benefit objectives of the action - Start a program of work on explicit and shared bases 	<ul style="list-style-type: none"> - Appropriation of the framework and work program - Facilitate an optimized understanding of the issues at work

Phase 2: CONSTRUCTION OF THE PROFESSIONAL PROJECT AND REMOVAL BARRIER

Duration : 175 to 294 hours over 10 to 12 weeks

Cadence: 2.5 days to 3.5 days by week

Actions to be taken	Expected impact
<ul style="list-style-type: none"> • Develop a professional project by matching his capacity and motivations with the opportunities of the environment. • Testing professional project in a company 	<ul style="list-style-type: none"> • Be aware of your knowledge be and his expertise, • Locate opportunities in his social and economic environment • Identify barriers. • Accompany the person toward a cadence at a sustained and steady activity • Consider the registration in a course of professional, formative and sustainable inclusion • Restore a professional frame tarnished by the non-employment.

The referent, after contracting, makes an initial diagnosis of his or her personal and professional situation.

In a first time, the referent initiates with the recipient a reflection on personal aspects as significant obstacles to social and professional integration. This work of reflection allows a diagnosis of the social and professional situation of the recipient, the research and the implementation of solutions.

This work "analysis resolution" is transversal throughout the process:

It is a matter of accompanying the participant in his work of research of solutions, of partners having skills to set solutions, to help to solve the problems in the service of the social, professional and sustainable integration.



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Our approach is based on:

- assistance in solving encountered difficulties,
- methods of appropriation of the social and economic environment adapted to the recipient so that he can identify himself the even interlocutors able to solve his difficulties durably
- the objectification of his own progress
- monitoring of the actions and research adjustment

It is to reconciling the person with himself, his environment, the economic context and the values of work by:

- offering him the opportunity to establish new links, to find the consideration of the other, guaranteeing his social existence,
- favouring a sense of belonging to a working group to a collective path of integration, where the team-work and the concept of cohesion of the group of belonging facilitate feedback and invites ideas of each.
- soliciting for a construction other than his own, so that he becomes aware of the capital of the information available,
- allowing to appropriate him for personal methods, of prospecting tools and progress.

Phase 2 is an accompanying step including time working in groups, individually and in company. Group work helps the person to become aware of his own abilities, his personal motivations, the image of himself that he returns to the group. This group, a place of remobilization through the revitalization of each one, allows enrichment through the exchange and construction of social relations based on listening, acceptance of differences, tolerance and respect for others. It makes it possible to break the isolation and to put oneself in a situation of socialization, to de-dramatize problems situations, to determine strategies of success, to seek and to find common solutions, to meet and to dialogue with professionals around the themes and problems more often encountered. The time for group work will also be used for the realization of a collective project serving the group itself towards a wider audience. The nature of the collective project will be defined with the group of participants. It should be both realistic in terms of the format of the action and useful to the progression of the recipients in the action. It could be based on proposals such as:

- a newsletter (1-2 pages) with return of activity report: visits of insertion or corporate sites, corporate, meetings for job knowledge
- the creation of a page on a social network internet to make known and share the progress of the group and each one.
- the creation of a quiz on Europe and the ESF knowledges, which can be used for the following sessions,
- Etc.

Individual coaching is primarily entrusted to the referent, guarantor of the course during the performance. He makes to determine the personal objectives, to make a focus on the action progresses, to finalize the professional project and to provide the necessary support for its implementation. During the project construction phase, he contributes to the valorisation of the recipient's experiences and achievements, so that he can then identify his professional and personal skills and abilities. He helps the recipient to self-assess, and leads him to recognize the strengths of his personality and his achievements and points of support in order to better fill any



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gaps. The work on the project is an opportunity to highlight the distances between the reality in the world of work and the virtual one, desires and intentions.

The approaches and contacts recommended and supervised by the referent make it possible to really put the recipient in a situation of autonomy while expanding his network of places and people resources to solve his social or professional problems.

Periods in companies are adapted to close to the needs of recipients, in terms of their professional project. Thus, these periods may have varying durations. They should, as far as possible, correspond to the most favourable periods, depending on the activities concerned (seasonality, school or extra-curricular periods, volume of orders, etc.) in order to facilitate the most favourable reception conditions in enterprises.

The company will be used here as a means of access to new "concrete" data that the recipient and the referent can exploit and reinvest in the service of building a realistic and achievable employment project. It is a question of apprehending the behaviour of the participant in a professional situation and constituting a "catalyst" of the emergence of the capacities of "employability". Each period in the company therefore aims at enriching, from the collection, analysis and exploitation of the field data, the construction work of the project; the referent relies on these data to guarantee a consistent progression given the situation of each and to make any adjustments.

The final step in this phase will be devoted to the acquisition of job search techniques and the definition of a personalized action plan.

Dynamics of the collective project	
Actions to be taken	Expected impact
<ul style="list-style-type: none"> • Design and formalization of a collective project both interesting and realistic. This production should belong to the participants in the action and avoiding as much as possible the trainer takes the leadership of the project that be their. • However, the trainer remains guarantor of the proper working of, facilitates and comes with, organizes consultation time ranges, production and assessment of the project 	<ul style="list-style-type: none"> • Emergence of a group dynamic favourable to the involvement and motivation of each participant Allow each to identify personal skills in a work-team • Improvement of self-image
Individual accompaniment	
Actions to be taken	Expected impact
<p>This sequence includes regulatory sessions, thematic workshops and the implementation of individualized interviews.</p> <p>It is based on: An individualisation of projects and pathways, Investigation with recourse to immersion in company</p>	<ul style="list-style-type: none"> • Autonomy in the search for solutions to the social and / or professional • Definition new professional tracks. • Diversify professional choices



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Search for place of internship in company	
Actions	Expected impact
<ul style="list-style-type: none"> The internship search is realized by each participant according to his referent trainer . This person supports the research training and, if necessary, solicits his partner network to link the recipients with companies whose activities meet the expectations of the project on which the recipient accompanied. <p>In any case, the referent trainer s' ensures that tutoring is of good quality, and that the structures proposed, among others, activity report adequation with the "profiles" of participants.</p> <p>The preparation and accompaniment of recipients are organized as follows:</p> <ul style="list-style-type: none"> Approach professional sectors holders of jobs, contacts undertaken towards the world economic A study of business locations A method of approach adapted to each target 	<ul style="list-style-type: none"> Integrate a structure likely to welcome the recipient on an experience in connection with his professional project.
Evaluation of employability	
Actions to be taken	Expected impact
<ul style="list-style-type: none"> Frequent and regular contacts with trainer in charge to monitoring in business with the tutor supervising the trainee during the period of reciprocation. The tutor is informed the objectives of the period, the training program and conditions of assessment. Visit on site in tripartite relationship (trainee, tutor, trainer). Readjustment of the strategy: focusing individualization training courses ; it should be envisaged planning of alternation in company depending of people and significant event. 	<ul style="list-style-type: none"> Valuation and recognition of successes, Assessment of the feasibility of professional choice in a short or medium term, Ensuring the pre requisite for employment: attendance, punctuality, geographic mobility, availability, accommodate family commitments (childcare, healthcare, housing, ...) Adapt to the working environment, Evaluate training needs.

Operation of the internship in company	
Actions to be taken	Expected impact
<p>Grouping in centre between different periods of work experience in a company:</p> <ul style="list-style-type: none"> • Class time to regulation for: <p>☐ To express progressions, fears, difficulties of each,</p> <p>☐ Define new strategies for the second time in the company</p> <p>☐ Learning to negotiate employment during the probationary period</p> <p>☐ Implement the expected professional behaviour</p> <p>Operation:</p> <ul style="list-style-type: none"> • Analyse the internship <p>☐ in terms of trade knowledge, ☐ conditions of practice, skills, ☐ requirements of employers</p> <p>- in terms of self-assessment of resources and mobilized skills</p> <p>- in terms of impact on the professional project</p> <ul style="list-style-type: none"> • Accompanying the structuring of experience to take the test in the workplace • Consider ways to access mobilized for the realization (possibility to access to the direct employment of a work contract or training ...) • Assess the impact of the proposed project and the resulting decision 	<ul style="list-style-type: none"> • Relativize lived situations with difficulties by the trainees, • Enhance the involvement and investment of each on experiences overview as successes. • Demonstration of his ability to satisfy the requirements of the workplace • Structuring experience • Appropriation of its impact • Assessing the probability of realization • Measurement of realism of the assumptions to draft of access to employment

Realization of professional project In relation to the resources of the territory	
Actions to be taken	Expected impact
<p>Guiding the identification and use of resources and places for access to employment:</p> <ul style="list-style-type: none"> • Information on aid to employment and contracts • Visit websites related to employment: pole-emploi.fr and other specialised websites • Subscription to offers • Getting Online Profile <p>To inform about the Validation process of the Acquis of the Experience:</p> <ul style="list-style-type: none"> • Identifying devices and agencies VAE • Assessment of the relevance of the device under the profile of the recipient and professional tracks. <p>Guide the identification of training devices and establishments</p> <ul style="list-style-type: none"> • Understanding of financing systems training in relation to the seeker status and screwed training • Identification of media and information relays: catalogues, websites, institutions and places resources • Identification of bodies and decision modalities <p>Taking into account the modalities of implementation in the feasibility study of projects for access to employment</p> <ul style="list-style-type: none"> • Synthesis of the collected information • Analysis of the impact of information on / project / s under the circumstances and priorities of the recipient • Analysis of barriers to employment • Accompanying the solution of barriers until the end of training • Mobilization of services and social efficient partners. 	<ul style="list-style-type: none"> • Knowledge of networks of access to employment • Knowledge of the VAE process • Knowledge of possible training modalities adapted to needs • Knowledge of modalities realization the most adapted to his situation • Networking with social partner may incur an efficient Action



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**Realization of professional project
in relation to the resources of the territory**

Actions to be taken	Expected impact
<p>Evaluation of the feasibility of the project</p> <p>Commission for Evaluation and Valorisation of Projects (representatives of the business world)</p> <ul style="list-style-type: none"> • Bring the perspective of expertise on projects • Validate or adjust the professional project • Advise and guide the student in his procedures looking for employment, creation of activity and the continuation of the course • Connect with companies in the network • Negotiate test periods 	<ul style="list-style-type: none"> • Identification and implementation of the following courses • Positive exchanges between trainees and employers (advice, contacts, proposals for contracts, contacts to accompany a project, others) • Linking business leaders and institutional partners • Trainee recognition by business leaders (who make the effort to come to the company) • Enhanced sense of self-confidence through the recognition of entrepreneurs and institutional partners

Organization and planning of procedures

Actions to be taken	Expected impact
<ul style="list-style-type: none"> • Identify the objectives, targets screwed and the means mobilized • Plan steps to serve the culmination of the project scheduling, pace, timetable • Synergize a facilitator network • Strengthen necessary knowledge to find a job <p>📄 labour regulations: contracts, accompaniment devices</p> <p>📄 functioning of work and business</p>	<ul style="list-style-type: none"> • Building of a personalized strategy to the implementation of the integration project • Commitment in setting: job search, VAE procedures, training research

Define and implement a personal action plan around one or more occupational integration hypotheses	
To acquire operational techniques for job search and / or training in relation to the integration project	
Actions to be taken	Expected impact
<p>Recruitment issues and techniques:</p> <ul style="list-style-type: none"> • Ownership of different technical methods to find a job and for the recruitment processes • Select / the strategy(ies) are most adapted to the context 	<ul style="list-style-type: none"> • Understanding and appropriation of techniques and tools to serve the research process of employment
<p>Prospecting techniques:</p> <ul style="list-style-type: none"> • Open Market: Identify, analyse and practice decoding job offers to formulate an adapted response • Hidden Market: Increase opportunities of access to employment by exploring the hidden market, analyse the modalities of useful access to formulate an adapted response • Offer service: <p>- Practice formulating a service offering on www.pole-emploi.fr</p> <p>- Subscribe and submit his profile on the Pole Emploi profiles bank.</p> <ul style="list-style-type: none"> • Practice phoning techniques 	<ul style="list-style-type: none"> • Development of a deductive reading of job offers • Reconciliation between support points from his career and misses • Presentation of his candidacy knowingly • Acquisition of prospecting techniques • Establishment of a network search method.
<ul style="list-style-type: none"> • Tools for job search or training: <ul style="list-style-type: none"> ⇒ The cover letter ⇒ The CV ⇒ Writing CV (content (s) form (s), headings) ⇒ Interview • Position the recipient to enable him to adapt his arguments about the workplace 	<ul style="list-style-type: none"> • Adapted using to the context • Strengthening the sense of self-confidence • Become aware of his strengths • Identify corrective measures to improve the positive impact of his communication modes

Implementing an intensive job search

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| <ul style="list-style-type: none"> • Implementing job search processes • Making connections on job offers • Follow the progress of the steps in business • Assess impact and facilitate the appropriation of returns • Adapting those based on the results achieved • Readjust professional projects according to the results achieved • Multiply meetings with companies • Negotiate an internship as a probationary period • Consult and update his employment space www.pole-emploi.fr | <ul style="list-style-type: none"> • Development and adaptation of job interviews • Enlargement of targeting • Negotiation contract • Ownership of the methodology of job search |
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Output of the accompaniment: Individual assessment	
Actions to be taken	Expected impact
<ul style="list-style-type: none"> • 1-hour individual interview to: • Evaluate the qualitative and quantitative achievements of the action for identify perspectives and preconize suites of partnership with the social referent • From the point of view of the recipient: • Solicit and guide the synthetic and clear formulation of the project back to employment and its alternatives, as well as achievements and effects of the device, oral and written From the point of view of the reference trainer • Write a final report that reflects shared: <p>☑ Recipient's situation at the end of the accompaniment</p> <p>☑ Actions and results achieved in quantitative and qualitative terms</p> <p>☑ Skills available for the project</p> <p>☑ Other assets mobilized for the project</p> <p>☑ Skills, acquire knowledge</p> <p>☑ Possible barriers</p> <p>Communicating in the perspective of follow-up of paths indicating recommendations of action: resources, steps, modalities, schedule and elements considered useful beyond the training</p>	<ul style="list-style-type: none"> • Capitalization of steps and results • Assessing the impact of the service: support points linked project to the person and the environment - points of progress linked project to the person and the environment - Alternatives solutions • Assessment follow-up and prospects of providing in a short and medium term



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Phase 3 : Implementation and follow-up

Duration: 7 to 56 hours over 8 to 12 weeks

Cadence : According to the needs of the recipients

3 meetings / 6 interviews minimum and more if necessary

Goal : To reinforce the recommendations in the formalization of a personalized action plan Certify course results	Operational objectives: Consolidation of results achieved during intensive accompaniment
Actions to be taken	Expected impact
<p>From the point of view of the recipient:</p> <ul style="list-style-type: none"> Carry out the planned steps in the synthesis document. <p>From the point of view of the referring trainer:</p> <ul style="list-style-type: none"> Regular contacts (physical or telephone interview) with the recipients to regulate and adapt their needs <p>Possibility of grouping: exchange of experiences, information, work on employment search techniques</p>	<ul style="list-style-type: none"> Maintenance of a dynamic job search Adaptation job research tools Confirmation of a training registration Maintenance in employment
<p>At the end of the post-accompanying follow-up, a summary will be drafted with the recipient and transmitted to his referent prescriber and / or social referent. This synthesis will include the recommendations of the intensive accompaniment as well as the steps carried out during the post-accompanying follow-up.</p>	
Exit with Access to employment	
Actions to be taken	Expected impact
<ul style="list-style-type: none"> Accompany the person in his workplace Help ownership changes: how to "re - organizing", change his behaviour Keep watch in the direction of the company 	<ul style="list-style-type: none"> Integration of the person as a workstation Sustainability of the contract Facilitation of contract consolidation
Exit with consolidation of the results achieved	
<ul style="list-style-type: none"> Individualized accompaniment Maintaining a dynamic Enhancement and strengthening of recipient's progress, steps Help for problem solving 	<ul style="list-style-type: none"> Monitoring the registration training Tracking returns to steps of search employment Adaptation of the professional project with the different steps

DIFFERENT PHASES OF ACIADE

Upstream				Phase 1	Phase 2		Phase 3	Following	
Planning sessions linked to the social referent Communication to the social referent Promotion of the action « ACIADE »: - Information meetings for prescribers counsellors	Information to territorial counsellors ACIADE presentation meeting: <ul style="list-style-type: none"> • poster • Action sheet • Flyers • Schedule of sessions Connecting sheet Monitoring online	Orientation by territorial counsellors Information for the public (interview, pre-selection) Recruitment Integration	Commitment Tripartite Agreement - Single referent - Recipient - ACIADE Operator	4 weeks 80 hours Max	7 weeks in Centre + 1 or 2 weeks in enterprise	8 weeks in Centre + 2 à 3 weeks in enterprise	8 - 10 weeks 160 hours by person	Outputs «steps courses» (40%)	
				Admission into the course Adaptation Emergence of professional and collective project	Coaching the finalization of the project World work awareness Resolution brakes Collective project At minimum 1-2 periods set professional situation	Intensive coaching to the project Elaboration and Validation collective project A minimum of 2-3 times put in a professional situation	Realization of the project Post-accompanying monitoring		
				Module A		Module B			
Duration of a course = 280 hours on average 400 hours maximum									
				Monitoring Committee and validation of individual projects: <ul style="list-style-type: none"> - Territorial counsellor referents - Pedagogic team 					Outputs «employment s» (30%)
Entrepreneur awareness					Relations with the partners				
Consultation with counsellor referents					Operational monitoring of the action with the referent coordinator Exchange, consultation, review the inputs, outputs and orientation, mobilizing partners				
Educational coordination and link with all partners Compilation of documents - Archiving									



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Some additional reading :

Blog of the action of accompaniment social and professional "ACIADE" led by ADREP:

<http://aciadeblog.jimdo.com/>

Person-centred approach (Carl Rogers):

<http://www.acp-pr.org/caracteristiques.html>

<http://www.bapca.org.uk/>

<http://www.andredeperetti.net/>

Methodology of social and professional accompaniment:

https://snc.asso.fr/ressources/_publications/1/2188abe-242-Guide-emploi.pdf

<http://www.mais.asso.fr/content/d%C3%A9finition-de-laccompagnement-social>



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