



**HUMAN CAPITAL**  
NATIONAL COHESION STRATEGY



**EUROPEAN UNION**  
EUROPEAN  
SOCIAL FUND



# **Measures implemented by the Voivodeship Labour Office in Katowice**

Operational Programme Human Capital



**EU Funds even closer to you**



## EU Funds even closer to you

**Trainings, counselling, placements, validation of qualifications, one's own business activity- there are a number of possibilities of development which are more accessible thanks to the support granted by the European Social Fund.**

The years 2007-2013 introduced a new period for Poland, which allows for an intensive socio-economic development. Areas which are supported within the framework of the **Operational Programme Human Capital** are: employment, education, social integration as well as adaptation of employees and enterprises to changes in the economy, and issues connected with the development of human resources in rural areas, creation of an efficient and effective public administration and health promotion.

Poland is one of the chief beneficiaries of the support from the European Union. The European Social Fund constitutes in our country a key instrument of support aimed at increasing employment opportunities and social cohesion. The experiences of the last years showed that Polish people can effectively and wisely use that tool to attain their goals- beginning from individuals interested in investment in their personal development, through self-governments, private companies and non-governmental organizations.

The Voivodeship Labour Office in Katowice is an institution responsible for the implementation of measures directed towards complex support in the labour market. The unemployed, job seekers, the employed and entrepreneurs can participate in trainings raising the qualifications and competence, courses allowing for acquiring skills which will guarantee a stable position in the labour market, counselling services, job placements or grants for starting one's own business. This kind of support is granted within the measures 6.1., 6.2, 6.3, 8.1 and 9.3 of the Operational Programme Human Capital (OP HC) which are implemented by the Voivodeship Labour Office in Katowice.





**The application procedure for support in those areas involves three basic stages:**

The application procedure for support in those areas involves three basic stages:

**The first stage** - The Voivodeship Labour Office in Katowice announces a competition for funding of projects, selecting beneficiaries, also referred to as project implementers.

**The second stage** - a list of project implementers is available on the website of the Voivodeship Labour Office in Katowice <http://efs.wup-katowice.pl>.

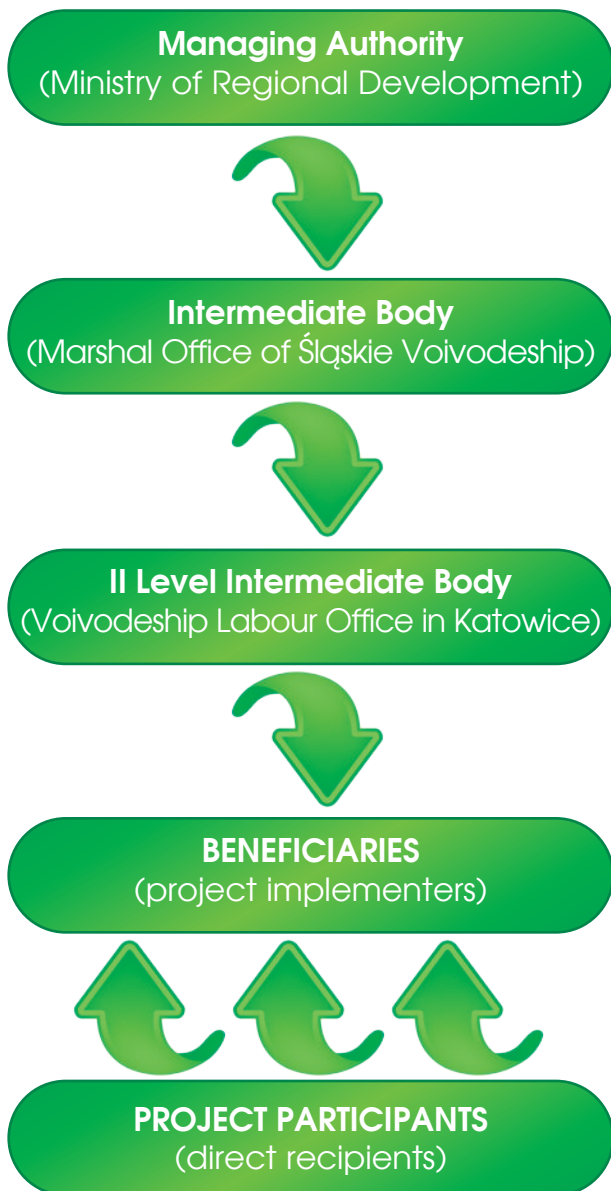
**The third stage** - selected entities arrange the schedule and establish detailed principles of the participation in the project and begin recruitment of the participants.

**Thanks to the support of the European Union from the European Social Fund, the participation in all projects is completely free.**

**Persons who wish to undergo training, need counselling or have an idea for a business, can take advantage of the possibility which is given by the Operational Programme Human Capital.**



# SCHEME OF THE IMPLEMENTATION OF OP HC IN ŚLĄSKIE VOIVODESHIP





## **Support for professionally inactive people**



## Support for professionally inactive people

The professionally inactive have an opportunity of raising their qualifications and becoming more competitive in the labour market. Thanks to the participation in the project within the the Sub-measure 6.1.1. OP HC you can benefit from **employment support programmes** involving the following support forms:

- employment services,
- vocational counselling,
- placements and trainings,
- trainings aimed at raising, complementing or changing professional qualifications,
- subsidizing employment.

### What do you have to do to take advantage of the support?

The Voivodeship Labour Office in Katowice selects institutions implementing projects through a competition under which, their participants can take advantage of the forms of the support mentioned above.

Those, who are interested in the participation in employment support programme, **contact the implementers directly**. Their list with descriptions of the implemented projects is available on our website <http://efs.wup-katowice.pl> in the section Free support. The rules for the participation in the project and the principles of recruitment are established by the implementer.





# Possibilities for future entrepreneurs



## Possibilities for future entrepreneurs

People who wish to set up their own business, can take advantage of the opportunity, which is given by the participation in the project within the framework of Measure **6.2. Support and promotion of enterprise and self-employment of the Operational Programme Human Capital**.

Both an unemployed and working person can apply for obtaining funds. A prerequisite for this is that they cannot have a registered business activity at least 12 months before the commencement of the project.

The participants of the project within Measure 6.2 can benefit from a complex support which involves:

- counselling and trainings which allow for gaining knowledge necessary for setting up and running one's own business,
- allocation of funds for starting one's own business activity,
- financial and counselling support in the first period of business activity.

### What do you have to do to take advantage of the support?

The Voivodeship Labour Office in Katowice selects institutions through a competition (**so-called financial support operators**) which implement projects. The participation in the project of a particular operator, gives an opportunity to apply for the funds for one's own business.

**Financial support operator**- an institution implementing the project within the framework of Measure 6.2 OP HC under which the participant receives support allowing for starting their own business activity.

One's own company is an opportunity for a professional development and realization of dreams. **A person who wishes to take advantage of the support** within the framework of Measure 6.2 OP HC, **contacts the operators directly**, since they establish the dates and detailed principles of recruitment and participation in the project.

A list of operators and descriptions of currently implemented projects are available at <http://efs.wup-katowice.pl> in the section Grants for a business activity.



# Support for dwellers of rural areas





## Support for dwellers of rural areas

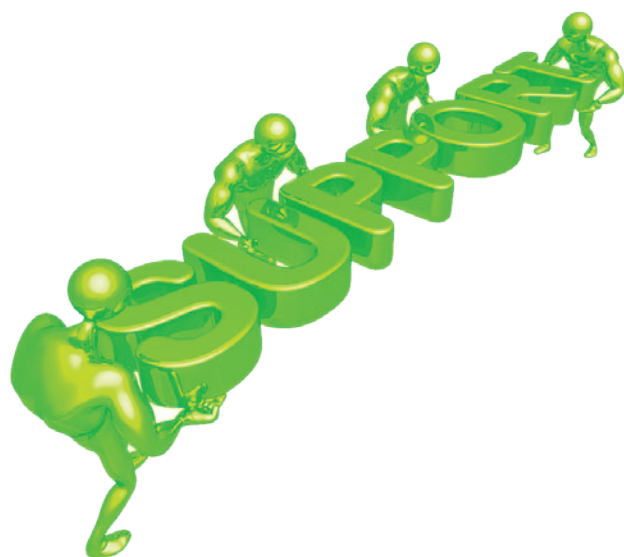
The framework of the Operational Programme Human Capital also involves the implementation of small projects supporting grassroots initiatives from the local communities and entities acting for the sake of their professional activation.

The projects within Measure 6.3. involve support directed towards professional activation, increase of capacity of rural dwellers to seek non-agricultural employment and taking advantage of the opportunities connected with creation of new workplaces in rural areas.

### What do you have to do to take advantage of the support?

**Rural dwellers who are seeking non-agricultural occupation**, can visit the institution which implements the project in their area. Information on the rules of participation, recruitment and dates of recruitment is available directly from project implementers.

Descriptions of the currently implemented projects within the framework of the Measure 6.3. OP HC are available at <http://efs.wup-katowice.pl> in the section **Free support**.





**New qualifications for working people,**



**new possibilities for enterprises**



## **New qualifications for working people, new possibilities for businesses**

A dynamically changing economic reality demands from entrepreneurs and their employees a continuous development and flexible reactions to changes. Trainings constitute a key to knowledge and gaining new qualifications which increase attractiveness and competitiveness in the labour market.

Sub-measures 8.1.1 and 8.1.2 of the Operational Programme Human Capital are directed towards support for entrepreneurs and working people.

### **Sub-measure 8.1.1 OP HC**

The Voivodeship Labour Office in Katowice selects institutions through a competition which offer **support for enterprises and their employees** in the form of:

- general and specialist trainings for the management and company's employees;
- counselling for micro- small and medium-sized enterprises, in particular, in terms of finances, economy, human resource management or accounting;
- trainings, courses and vocational counselling directed towards working adults, who are interested in gaining new skills and qualifications, complementing or raising them (after working hours).

Those who wish to acquire new skills, complement or raise the present ones, can participate in trainings and courses directed towards people with low or obsolete qualifications.

### **Sub-measure 8.1.2. OP HC**

Adaptation and modernization processes are an inseparable element of market economy. Effective changes which involve both restructured enterprises and employees threatened by job loss, can be co-financed within the framework of Sub-measure 8.1.2 OP HC.

The support is granted in the form of:

- trainings and counselling for entrepreneurs which support the process of changing the profile of company's activity.
- trainings whose aim is to change qualifications and counselling services in terms of selection of a new profession and acquisition of new professional skills (including individual action plans and support in the selection of a career and occupation as well as the place of employment).

**Those who are threatened with redundancy or dismissal on the part of the employer, can rely on support in the following forms:**

- trainings and vocational counselling,
- psychological counselling,
- placements and vocational trainings preparing for undertaking work in a new profession,
- subsidizing employment for a new employer,
- trainings whose aim is to change qualifications and counselling services in terms of a choice of a new profession and gaining new professional qualifications,
- support for people who wish to start a business activity.

**What do you have to do to take advantage of the support?**

**An entrepreneur**, who has an idea for a training or counselling project for his/her employees, can submit an application for its funding to the Voivodeship Labour Office in Katowice. Detailed information on the participation in the competition is available on our website <http://efs.wup-katowice.pl> in the section Competitions.

**The employed**, who wish to raise or complement their qualifications, contact directly institutions which implement the projects.

Detailed descriptions of the currently implemented projects are available at <http://efs.wup-katowice.pl> in the section **Free support**.

### **Possibility no 1**

An entrepreneur prepares his/her own training project for employees and submits it in response to the competition announced by the Voivodeship Labour Office. He/she can benefit from subsidizing the costs of the training then.

### **Possibility no 2**

An entrepreneur can contact the training company which will write a project specially for his/her needs and then submits it in response to the competition announced by the Voivodeship Labour Office.

### **Possibility no 3**

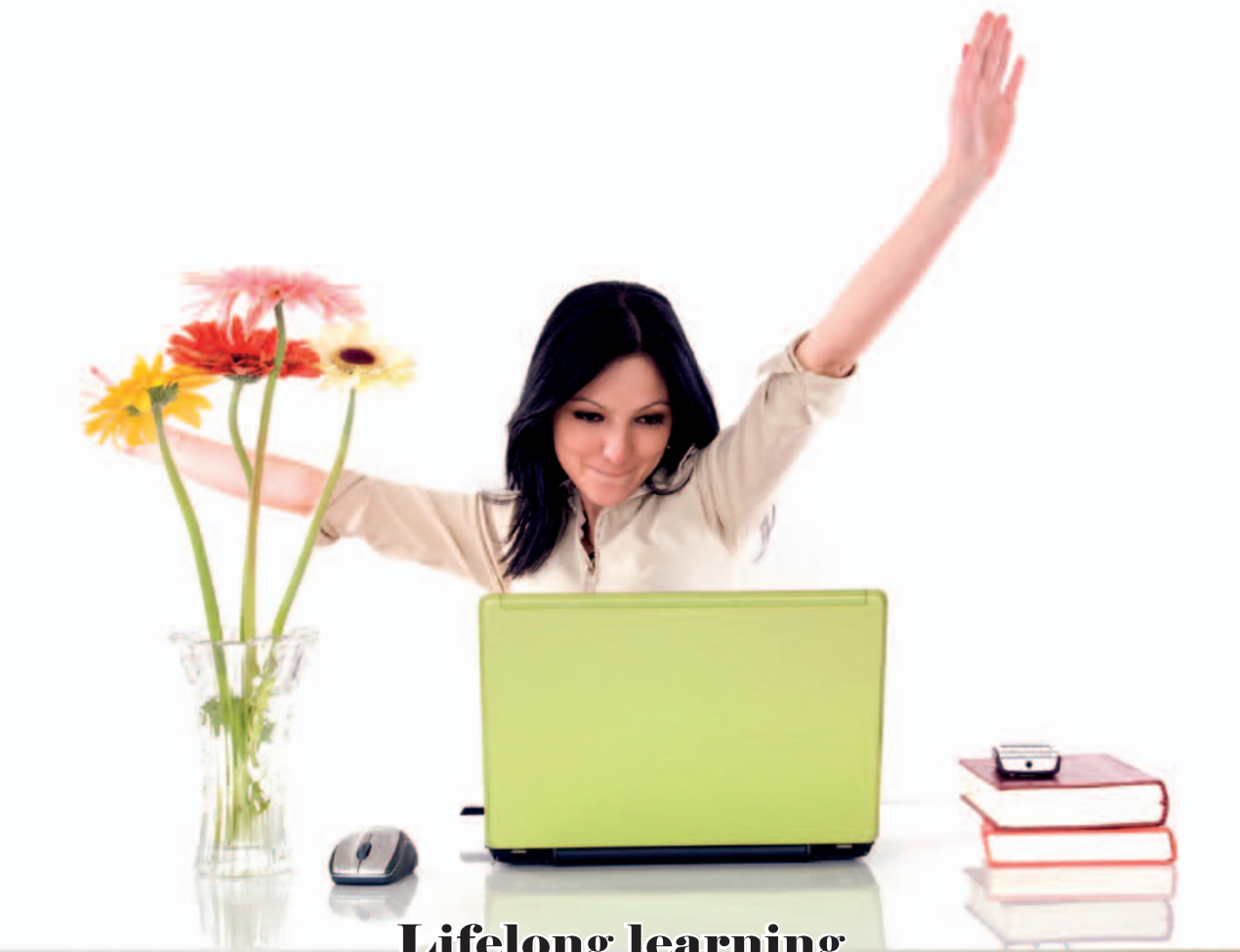
The entity independently diagnoses training or counselling needs for a chosen branch and develops a project. After obtaining the funds, it organizes trainings for the employees of the interested enterprises or entrepreneurs whose costs are partly reimbursed. It guarantees some savings for an employer who does not need to use commercial trainings.

### **Possibility No 4**

Employees on their own initiative can take advantage of the offer from the institution, which submitted their project to the Voivodeship Labour Office and received a grant for the organization of trainings. In this case, people who are working, apply independently (without the mediation of the employer) and participate in completely free trainings after working hours.







## **Lifelong learning**



## Lifelong learning

A regular improvement of qualifications is one of the requirements of the market. It is never too late for learning, especially if the received education allows for finding a better employment.

The answer to this challenge is Measure 9.3 OP HC directed towards adults who are interested in:

- taking advantage of a wide range of counselling services in terms of a selection of a formal education path in schools for adults,
- complementing or improving their own education or qualifications **in schools for adults**,
- **formal validation of the qualifications** gained in an informal way as the possibility of taking an external examination (e.g. test after primary school, exam after lower secondary school, matriculation exam (A-levels), BTEC vocational exam). It will allow for obtaining an appropriate document confirming the possession of the required skills and general and professional knowledge.

Projects of the institutions of continuous and practical training or vocational training aimed at improving the quality of educational offer and adjusting it to the needs of the labour market, can be also subsidized.

### What do you have to do to receive the support?

Those, who wish to develop themselves through continuing education, contact directly the project implementers who determine the dates and establish detailed principles of recruitment and participation in the project. Descriptions of the currently implemented projects are available at <http://efs.wup-katowice.pl>.





**Here you can obtain additional  
information**



## Here you can obtain additional information

In the area of Śląskie Voivodeship, the information concerning **the possibilities and application** principles for obtaining the funds from the European Social Fund within the framework of the regional component OP HC, can be obtained from the following institutions:

### **Wojewódzki Urząd Pracy w Katowicach (Voivodeship Labour Office in Katowice)**

The institution responsible for the implementation of the Measures 6.1, 6.2, 6.3, 8.1 and 9.3 of OP HC.

### **Punkt Informacyjny Europejskiego Funduszu Społecznego (Information Point of the European Social Fund)**

ul. Kościuszki 30, 40-048 Katowice  
room no 2

tel. 32 757 33 11

e-mail: [efs@wup-katowice.pl](mailto:efs@wup-katowice.pl)

website: <http://efs.wup-katowice.pl>

The information is also given by the Heads of the Branch of the Voivodeship Labour Office:

#### **- in Bielsko- Biała**

ul. Piastowska 40, 43-300 Bielsko- Biała  
tel. 33 813 62 43

#### **- in Częstochowa**

Al. Niepodległości 20/22, 42-200 Częstochowa  
tel. 34 363 89 89

The information can be obtained on working days from 7.30 to 15.30.





## **Urząd Marszałkowski Województwa Śląskiego (Marshal Office of Śląskie Voivodeship)**

The institution responsible for the implementation of Measures 7.1, 7.2, 7.3, 8.2, 9.1, 9.2, 9.4 and 9.5 of OP HC.

### **Regionalny Punkt Informacyjny o Funduszach Europejskich (Regional Information Point of European Funds)**

ul. Dąbrowskiego 23, 40-037 Katowice

tel. 32 774 01 93

e-mail: [punktinformacyjny@slaskie.pl](mailto:punktinformacyjny@slaskie.pl)

website: <http://efs.slaskie.pl>



## Regional Centres of the European Social Fund

The Regional Centres of the European Social Fund (RC ESF) help the entities who want to take advantage of the ESF support but also those, who have already received the grant and are implementing projects.

Basic aims of the networks of the Regional Centres of EFS are:

- promotion of knowledge about the possibilities connected with ESF among local and regional entities;
- deepening knowledge concerning ways of solving problems in the labour market;
- passing on knowledge about existing procedures, administrative and financial requirements ESF;
- assistance in preparation of project funding applications;
- supporting local development as well as the development of partnership at the local and regional level.

Services offered within the framework of the RC ESF network are **free**.

**Human – Best Investment!**







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