

# Guideline

# “Move free and prosper?!”

## Practical advice and information for working abroad

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## INTRODUCTION

Our Leonardo Partnership project, Move free and prosper?!, began in autumn 2011 and following two years of collaboration across the partnership, was completed in summer 2013. During these two years four partner organisations working in the field of adult and further education and labour market support, took part in knowledge exchanges and collaboration, and created some useful tools for people looking to emigrate to find work.

The main deliverable of this project is a toolkit, consisting of the project's website [www.move-free.eu](http://www.move-free.eu) and this guideline for free workers and relevant stakeholders. This toolkit describes the current situation in the participating regions and contains practical advice for job seekers, training institutions, coaches, and employment services on emigrating, both within the European Union, and further afield.

This guideline begins with short descriptions of the participating organisations and their regions and also contains summaries of the results from two different surveys carried out by the partners. These surveys and additional research allowed us to compile Top Tips and a Checklist for those thinking about working abroad. Furthermore we added information about further education possibilities in each partner country. Specific information about popular host countries and four good practice examples from the participating countries complete our guideline.

We hope our research results and practical advice act as a helpful resource to you, if you are currently looking to find a new job abroad or if you are thinking about emigrating.

## PROJECT SUMMARY

Any citizen of the European Union has the freedom to seek and undertake employment in any other member state under the same conditions as a national of that state. In the past forty years this so-called 'free movement' of workers has been continuously developed and expanded. It has a significant social dimension by encouraging the social, economic and cultural integration of migrants into their host countries. From 2011 the free movement of workers also fully applies to the new EU member states (e.g. Poland), and will be extended to Bulgaria and Romania in 2014.

Move free and prosper?!, a Leonardo Partnership project focused on the consequences of this and aimed to improve support services for those who wish to exercise their right to free movement and to optimise the knowledge transfer between countries. Organisations from four countries, namely Germany, Poland, Ireland and Turkey, worked together with their respective national networks in order to investigate and evaluate the existing services available to free workers in each of the four countries, particularly focusing on those free-workers currently seeking employment who also had low levels of educational attainment. The partnership consisted of organisations from traditional host countries, such as Germany and Ireland, and from traditional sending countries, like Turkey and Poland. This project offered partners the unique opportunity to exchange perspectives, and compare the availability of supports to migrants in their own countries. The aim was to create improved supports and information provision for the target group through further education and counselling, supporting their mobility. This is to support all people involved in the process and in particular to encourage the integration of European migrants with low levels of educational attainment into the labour market and further education avenues in each of the four partner countries.

## DESCRIPTION OF PARTICIPATING ORGANISATIONS

### ttg team training GmbH



team training is a provider of adult and further education and offers a variety of training programmes and educational supports. These include language and computer courses, vocational training, job services, and general further education as well as counselling and coaching. The company was founded 1997 and has 9 offices in 7 different locations in the region Neckar-Alb in the southwest of Germany.

Training participants include men and women, job seekers, long-term unemployed, migrants, early school leavers, single parents, employees, business owners and many more. team training offers different supporting measures for those who are at risk of social exclusion and combine education with targeted supports, for example, in projects supported by the European Social Fund. In addition, team training has built up a wide regional network with other aid organisations and cooperates closely with all regional job centres to help to provide a more coherent service to local members of the target groups.

### Wojewódzki Urząd Pracy w Katowicach



Established in 2000, the Voivodeship Labour Office (VLO) in Katowice is an organizational unit of the local authorities of the Silesian Voivodeship. Its responsibilities are concerned with developing labour market policy as well as initiating and supporting activities promoting and developing the labour market in the Silesian Voivodeship.

The tasks and objectives of the Voivodeship Labour Office include the organization of work placement abroad, provision of career guidance and information services, coordination of activities in the field of continuing education and training for unemployed persons and jobseekers as well as information on the trends in the regional labour market. The Voivodeship Labour Office also organizes and initiates regional and local programmes aimed at creating new places of work and alleviating adverse effects of unemployment. Every year it holds a whole range of events such as conferences, seminars and the region's largest job fairs. Such undertakings not only promote positive features such as mobility in the field of employment, but they also address various crucial labour market issues relating to socially disadvantaged groups.

The key mission of the Voivodeship Labour Office is to promote employment, reduce the effects of unemployment and stimulate job activation aiming to reach high rates of employment, human resources development, and reduce the instances of under-employment while continuously fostering the development of social inclusion initiative in the region.

One of the main areas of activity of the Office is the implementation of the European Social Fund within the Silesian Voivodeship.

## Hüyük İlçe Milli Eğitim Müdürlüğü



Hüyük Provincial National Education Directorate is a state non-profit institution which is tasked with the planning and coordination of a variety of educational and training programmes in pre-school, primary, secondary and adult education in the province of Hüyük. Its target groups include education support staff, students, teachers, caretakers and cleaners and civil servants who work across all levels of education in this region. The institution organises training seminars, conferences and in-service training days for teachers; and social activities for students. Hüyük Provincial National Education Directorate provides a pivotal link between the schools and official authorities; identifying needs and gaps in provision for the schools, and filling these gaps through referrals to government initiatives and support schemes offered by the municipality and local governor offices.

With the help of the Move-Free and Prosper?! project the directorate aims to encourage the staff; learners, workers, and teachers associated with the institutions to become more aware of employment opportunities abroad, and to be open-minded about other countries, opportunities and culture. The institution also hopes to promote self-confidence and the benefits of language learning to its students and teachers, and to encourage intercultural awareness among its target groups and staff.

## Meath Community Rural and Social Development Partnership



Meath Partnership is the county-wide community organisation responsible for the design and implementation of local, rural and community development programmes across the region. The company specialises in building the capacity of local communities through the design and implementation of a range of projects and programmes tackling persistent incidence of exclusion and disadvantage. It is a not-for-profit organisation with charitable status.

Meath Partnership is responsible for the implementation of the LEADER programme in County Meath, and focuses on improving the economic, social and cultural quality of life through the creation of sustainable rural communities locally. To achieve this end Meath Partnership provides a range of services to the local community including capital investment, training opportunities and mentoring support for the development and expansion of micro-enterprises; self-employment initiatives for jobseekers; up-skilling opportunities to low-skilled workers and jobseekers through work-placement programmes; basic training programmes for lone parents, early school leavers, older people, migrants and low income farm families and industry-focused training opportunities for jobseekers in the areas of e-business, eco-tourism, artisan food, creative industries, renewable energy, business start-up and tourism and hospitality.

In addition Meath Partnership operates a “one stop shop for voluntary activity” providing information and advice to people interested in volunteering, and to organisations looking for volunteers. Additionally, the Dr Curran Training Centre offers opportunities to local jobseekers, businesses and community members to help to improve the skills, capacity and employability of people living in County Meath.

## SWOT ANALYSIS ABOUT THE REGIONAL LABOUR MARKET

Every partner organisation carried out a SWOT analysis regarding the regional labour market in its own country. A SWOT analysis is where the **Strengths, Weaknesses, Opportunities and Threats** of supports and services are considered and measured, and recommendations for improvements can be made based on the conclusions reached. The results of this analysis, which can be found below, give an overview of the current situation in each partner regions.

### Tübingen, region Neckar-Alb, Germany

#### Spatial structure:

Germany has a population of approximately 80 million people. Tübingen is located in southern Germany, approximately 30 km from the regional capital of Stuttgart. It is situated in the federal state of Baden-Württemberg which has borders to France and Switzerland. Tübingen is a classical university town with one of the oldest universities in Europe. About 85.000 people live in Tübingen, around 600.000 in Stuttgart and approximately 11 Million in Baden-Württemberg.

#### Economic structure:

German employees typically work as public and private service providers (approximately 12.6 million in total). Particularly in the southern region of Germany, there is a very strong local economy, comparable to the national economy. The focus in this region is on the automotive industries, such as Mercedes-Benz and Porsche and their suppliers. This region is strong in engineering, especially manufacturing systems engineering but also vulnerable to international crisis because of having no natural resources and depending strongly on export. In Tübingen the University is a big employer and comprises of the core University structure and many auxiliary services provided by the University.

#### Human population in our region:

The region is attractive to employees from all over Germany and from abroad, but it is anticipated that demographic change will create a new structure to its population. In this region it is predicted that population growth will decrease and the average age will increase from 40.2 years in 2000 to 48.6 in 2050. Due to this predicted demographic change Germany needs to prepare to fill the predicted skilled worker shortage; for example through targeted up-skilling programmes for women and migrants. More than 25% of the population in Baden-Württemberg has a migration background. Around 85% of them have their roots in Europe. The largest group comes from Turkey (23%), followed with almost 14% of immigrants from some countries of former Yugoslavia (Croatia, Serbia, Bosnia and Herzegovina), Italy (12%), Greece (5%) and the former Soviet Union and other countries of the former Eastern Bloc.

In the region most jobs are available in the area of production of raw materials, and general production and manufacturing but there are regional differences. More and more companies are shifting their production abroad. Low- or unskilled workers lose their jobs easier than highly-skilled workers and it will become more and more difficult for them to find alternative meaningful employment.

### Unemployment rate:

According to the Federal Employment Agency, there are 3,932 (3.5%) unemployed persons in Tübingen and 10,008 (3.8%) unemployed persons in the greater Neckar-Alb region as of April 2013. These figures show an increase of 5.7% compared to the previous year. Of these, 54.1% are male and 45.9% are female. This is significantly lower than the national unemployment rate, which is currently at 7.1%, and slightly lower than the unemployment rate in Baden-Württemberg, the associated federal state, which is at 4.2%.

### Education and qualification:

Around 5.7% of pupils of the region leave school without a basic qualification; the majority of whom have a migration background. Approximately 30% leave school with a basic qualification, 37% leave school with Mittlere Reife (secondary school level I certificate) and 26% leave school with the highest degree (Abitur).

## The Silesian Voivodeship, Poland

### Spatial structure:

The Silesian Voivodeship is located in the southern part of Poland. It borders the following voivodeships: Opolskie, Łódzkie, Świętokrzyskie and Małopolskie as well as the Czech Republic and Slovakia. The voivodeship covers a total area of 12 333 sq km which equates to approximately 3.9% of Poland's total area. At the end of 2011 the number of inhabitants comprised 4.63 million or 12% of Poland's total population. It is the most densely populated voivodeship in Poland - 1 sq km is inhabited by 375 people where the country's average is 123 persons per square kilometre. The natural increase per 1000 population amounted to a negative birth-rate of - 0.6. The high urbanization rate is evident by looking at the number of people who live in the region's 71 cities; almost 77.7% of the total populations of the region. The largest cities of the Silesian Voivodeship include Katowice, Częstochowa, Sosnowiec and Gliwice. The largest cities in Poland are Warszawa, Kraków, Łódź and Wrocław.

### Transport connection and infrastructure (public transport, highways):

The municipal transport network in the Silesian Voivodeship is well developed, and enjoys a share of over 20% in length of all the transport lines in Poland. Silesia has also one of the largest railway networks in Poland, available for passengers and for the transport of goods. The rail network in the voivodeship is responsible for approximately 50% of all domestic rail transports. Another key part of the infrastructure in this region is presence of the International Airport in Pyrzowice.

### Economic structure:

At the end of 2011, industrial workers made up the majority of the working population in this region, totalling almost 30% of the whole working population. Following industry, the following are the most popular sectors where employment is found; trade, repair of motor vehicles (16,5%), education (almost 8%), construction (over 7%).

The Silesian Voivodeship is rich in mineral and natural resources, which create much of the employment in the region through its well-developed extractive industry. Silesia also has the potential to expand its technological industries.

#### Employees, proportion of men/women:

At the end of 31st December 2011, the number of people in employment amounted to 1,648,100 which constitutes 11.8% of all working people in the country. Almost 56% of working people in the voivodeship were men, amounting to 913,100.

#### Unemployment rate:

At the end of January 2013 the unemployment rate reached 11.9% of the region's population. This was 2.3 points lower than the national average of 14.2%. Furthermore the Silesian Voivodeship ranks third nationally, only behind the Mazowsze and Wielkopolska regions, in terms of having the lowest unemployment rate. There is a noteworthy difference in the unemployment rate across the voivodeship. At the end of January 2013, the lowest unemployment rate in a city was found in Katowice with a rate of only 5.5%. The highest unemployment rate was observed in Częstochowski district, which saw 21.6% of its population unemployed.

#### Availability of jobs:

In January 2013, the local labour offices were advertising a total of 9,337 vacancies. Between January and December 2012, local labour offices received notification of almost 97,600 vacancies. Pivotal to finding opportunities for employment is the availability of the central base with the job offers. Migration trends are encouraged by attractive job offers from foreign and overseas employers, which is similarly advertised by local labour offices.

#### Education and qualification:

The majority of unemployed people registered in the local labour offices have relatively low levels of education. The two largest groups among jobseekers comprise of those persons with basic vocational education and lower secondary education and those with primary and incomplete primary education, 28% and 27.5%, respectively, of the total number of unemployed people registered at the end of 2012. Graduates from post-secondary and vocational schools amounted to 22.9% of the total number of unemployed people, with graduates from tertiary schools constituting 12.3% and those who have completed general secondary school numbering 9.3% of all unemployed people registered with the labour offices during this period.

## Konya, Turkey

#### Spatial structure:

Hüyük is a town in the region of Konya city, which is located in the middle of Turkey. There are 4,000 inhabitants in Hüyük town. This figure is quite low, but it can be explained due to high number of young people who leave the town and move to bigger cities, mostly to Konya city, to find employment. Farming, fishing and local administrative offices provide the main source of employment in



Hüyük. Pottery making is also a popular industry in the region, due to the fact that of the area's soil is suitable for pottery-making. Although it has a good agricultural base, the land size of farms in this region is relatively small due to the mountains which surround the region. In contrast, Konya city houses many factories, in particular sweet factories, which are one of the larger employers in the city. Across the region the land is suitable for agriculture providing there is adequate rainfall and in general farmers make a decent profit from their products.

#### Transport connection / infrastructure (public transport, highways):

Public transport in Hüyük is often time consuming and difficult as although there are links between transport services, there is very limited direct transport and so many changes often have to be made in order to complete the journey. In this regard, public transportation in the town is not convenient and so most people own a car for convenience. In general the perception of this town for the future is that as it lacks many of the services of the modern cities close to it, it is unlikely that Hüyük will be a popular place to live among young people in the future, and it is anticipated that migration rates will be high in the future.

In contrast, the public transport network of Konya city is very well developed, and the presence of an airport, a bus station and regular tram services mean that travelling around the city is a lot more convenient. There is also a regular shuttle bus from the city to the airport and vice versa. Once in the city, trams, buses and private minibuses provide a regular and well-integrated transport network.

#### Economic structure:

Despite the fact that the economy of Hüyük is doing quite well and that the people enjoy similar living and working conditions as those who live in the city, the industrial sector of Hüyük is undeveloped, there are few opportunities for employment and agricultural practices are out-dated in some instances.

Apart from these short-comings, however, the climate and the land are both suitable for agriculture. For this reason, apart from those employed in clerical roles, there is a high percentage of farmers in Hüyük. Nowadays in Hüyük, extra emphasis in farming is placed on producing organic and natural products, with strawberries being one of the area's main exports. However despite the success of farming in this region, it is not a popular career choice among young people with many of them preferring to move to the city to find alternative employment.

In Konya city, however, the situation is very different from that of Hüyük town. In the city, industry is well-developed. Konya is also home to many migrants from other cities of Turkey and some migrants from abroad, attracted to the city because of its employment opportunities. The city, because of its role as an economic hub in this region, also houses many kindergarten schools and childcare facilities, where parents may send their children after they are 18 months old.

#### Human population in our region:

Turkey has three main cities, namely İstanbul, Ankara and İzmir. The population of İstanbul stands at approximately 12 million. Ankara is the capital city and has a population of about 4.5 million. İzmir is an industrial city with a large tourist industry, and a population of approximately 3.5 million people. Konya is the 8th largest city in Turkey, with a population of about 1 million people in the

city centre. There are 3 towns and 3 town municipalities in the city centre of Konya and there is 1 large City Municipality in Konya. The municipalities provide services such as vocational courses and hobby courses for free to local residents to encourage social activity and social inclusion.

#### Unemployment Rate:

The unemployment rate as of February 2011 stands at 11.5%. The number of unemployed people at this time was 2,964,000, a figure which dropped to 2,721,000 during the same period of 2012. The number of employed people increased from 22,802,000 to 23,338,000.

Research results of February 2012 show that 69.1% of all men are currently in employment. The situation is different for women as it has increased by 0.2% to 24% in the 12 month period from February 2011 to 2012. An examination of those in employment reveals that workers aged between 15 and 24 make up 15.6% of all workers. Of those workers who have a high school qualification or lower 66.7% of men and 23% of women are employed. However of those who have a University degree or equivalent, 85.1% of all men with this qualification are in employment, as are 70.4% of all women with this level of educational attainment.

In Konya, the unemployment rate has decreased by 0.7% to a total of 6.1% in the last 12 months. In 2012, across the 26 regions of Turkey, Konya had the 5th lowest rate of unemployment.

## County Meath, Ireland

#### Spatial structure:

County Meath is located in the Mid-East region of Ireland, in the province of Leinster and has a population of 184,034 according to the 2011 census. Meath is the 14th largest of Ireland's 26 counties in area and 6th largest in terms of population. County Meath also has the only two Gaeltacht areas (areas where Irish is the primary spoken language) in the province of Leinster, at Ráth Cairn and Baile Ghib. There are 2,603 Irish language speakers in County Meath, with 1,299 native speakers in the Meath Gaeltacht. In addition there are 1,304 attending the seven Gaelscoils outside the Meath Gaeltacht area. The area of the county is 2,342 km<sup>2</sup>.

#### Transport connection / infrastructure (public transport, highways):

Located just 30 minutes north of Dublin in the North East of Ireland and at the heart of Ireland's Boyne Valley, County Meath can boast an unrivalled and enviable location at the hub of four major motorways - the M1, M2, M3 and M4. County Meath is located only 30 minutes from Dublin International Airport while the ferry ports in Dublin, Dun Laoghaire and Belfast are also convenient. Regular train services from Dublin stop at Laytown, Drogheda and Dunboyne while there are frequent bus services throughout County Meath from Dublin. There is a commuter train service from Enfield. Although the service is very infrequent (only 8 trains a day to Dublin with no direct trains 4 pm - 9 pm), not many villages like Enfield have a commuter service at all.

#### Economic structure:

Meath has few multinational investment facilities, but Drogheda, Blanchardstown, Swords, and Leixlip are neighbouring towns that provide employment in this regard. Europe's largest under-

ground lead-zinc mine, Tara Mines, has operated since 1977. The current ore production from the mine is 2,600,000 tonnes of ore per year, containing over 200,000 tonnes of zinc metal. Glacial deposits of gravel exist in a band stretching from the Offaly border at Edenderry, to the sea at Laytown. This is the basis of a long running quarrying tradition. A large cement plant near Duleek is situated in this territory. Further to this there are meat processing plants in Clonee and Navan, and horse breeding and training are also popular industries locally. While traditionally the main industry in Meath has been agriculture, recently production volumes have decreased due to competition for labour from other sectors of the economy. Migrant labour from Eastern Europe has helped however. Meath is Ireland's leading producer of potatoes, and a significant producer of beef, barley, milk, wheat, and root vegetables.

### Human population in our region:

The data of vital statistics from the third quarter of 2011 showed that Meath County has the second highest number of births in Leinster, after Kildare (996). The birth rate for Meath (21.5 per 1,000 population) has increased in line with the national picture (17 per 1,000 population in Ireland) but at a higher rate. According to the Census of 2011, the total population of County Meath stands at 184,034. The total number of non-Irish nationals reached 544,357 across the State, an increase of 30% or 124,624 during the intercensal period. In Meath the number of non-Irish nationals as a percentage of the total population is slightly below the national average, at 10.8%. However, it was found that a total of 19,802 non-Irish nationals lived in County Meath, only behind counties Dublin, Cork, Galway and Kildare in terms of actual non-Irish population. A total of 3,252 people living in Meath identified themselves as "Black or Black Irish", representing 1.8% of the total population, compared with 1.4% nationally, a higher number than the national average. A further 2,050 (1.1%) identified as "Asian or Asian Irish", 1,412 (0.8%) as "Other" and 967 (0.5%) as "White Irish Traveller". A special note needs to be taken regarding the unusual figures for Lithuanian nationals in County Meath. For UK, Poland, Other EU 27 and Rest of World nationals Meath has between 0.3% and 0.5% less than the national average, which accounts for Meath's slightly below average percentage of non-Irish nationals. The one nationality which bucks this trend is Lithuanian. 1.84% of Meath's population is Lithuanian compared with 0.81% nationally.

### Unemployment rate:

There were 16,205 people unemployed in County Meath at the time of the 2011 Census. Of these 3,003 or 18% were non-Irish nationals, which is higher than the live register average figures of approximately 14.7%. The largest groups experiencing unemployment were Lithuanian (607), Other EU27 (i.e. EU members excluding the UK, Poland and Lithuania – 571), Polish (545), British (436), African (334) and Asian (145).

### Gender and Urban/Rural Profile:

Of the non-Irish nationals living in County Meath there is an even split (almost 50:50) between the sexes, with 9,856 women and 9,810 men. Roughly three quarters of non-Irish nationals lived in "Town Aggregate Areas", totaling 15,314. The remainder, approximately a quarter 4,352 persons, lived in "Aggregate Rural Areas".

## SUMMARY OF OUR SURVEYS AND CONCLUSIONS

Over the course of this project each partner organization undertook two separate research studies. In order to undertake this research, each partner drafted a questionnaire and completed the surveys with local members of the target group and local stakeholders. This research was carried out in order to help partners to gain a better understanding of the needs of migrants and stakeholders in their locality, and also to gather useful information to be used in the development of this guideline.

### Results from the First Questionnaire:

The first survey was concerned with assessing the educational needs of free workers in each partner region, and the results of this survey have been presented below. The aim of this survey was to get an overview of the educational needs of people who would like to work abroad. Partners from Ireland and Germany asked migrants in their country, partners from Poland and Turkey asked people who had lived abroad before. Altogether 60 individuals completed this survey.

#### Employment status

In Germany, Ireland and Poland most of the respondents are unemployed or jobseeking when taking part in the survey (69% of respondents). Only in Turkey more than half of the respondents are retired and the rest worked occasionally, or had a part-time or full-time job or were self-employed.

#### Participation in further education and educational needs

Migrants from Ireland and Germany participated to a high extent in further training (85%) whereas in Turkey and Poland there was minimal interest in further education from migrants. The respondents in Ireland and Germany participated in further training with topics that vary from computer and language skills to vocational training and social skills.

When asked about the reasons for not participating in training, the most common responses included a lack of information and notice about up-coming training programmes, a lack of time and the fee for the course often being too high.

However, when asked if they would like to participate in future courses, respondents from Germany, Ireland and Poland gave a positive answer and expressed that they would like to participate in further training (85%). The majority of all respondents expect increased employability following the completion of a training programme. In addition, respondents from Poland and Ireland expect personal development, as well as professional development when undertaking to complete a training course. Only in Turkey were more than 50% of respondents unwilling to take part in further education.

Most respondents from all four countries would like to participate in courses which language skills, computer skills or which cover vocational topics. Moreover, the respondents in Turkey would be also interested in orientation courses and Irish responses indicate that there is also a need to provide courses for migrants to develop their social skills.

When the respondents were asked about their preferred learning methods, interactive learning and learning in pairs or small groups were among the most popular modes of delivery. In Germany and Turkey, on-the-job training is also popular, as is providing lecture-style courses in Ireland.

## FURTHER EDUCATION POSSIBILITIES FOR FREE MOVERS IN THE PARTNER COUNTRIES

One result from this survey is that migrant workers would like to take part in further education to a higher extent. Migrants are often already disadvantaged due to the fact that they are often unaware of where to go for help and advice with applying for a training course. Therefore each partner organization undertook further research in this field and summarized key information on further education opportunities in their region for migrants. Due to the diverse range of opportunities only some examples can be mentioned here.

### Germany

There are many opportunities in Germany that allow people to attend further education courses after leaving formal education either at secondary or tertiary level, including vocational training. There is the option to acquire general qualifications or school-leaving certificates by attending adult education classes. There are a range of organizations and websites where it is possible to search for further education opportunities. The following list comprises some of the main offers/ organizations in Germany:

On a national level people can search for opportunities on [www.bildungsserver.de](http://www.bildungsserver.de) or at [kursnetfinden.arbeitsagentur.de/kurs/](http://kursnetfinden.arbeitsagentur.de/kurs/). For a more regional search the different federal states offer various possibilities. In Baden-Württemberg for instance the website [www.fortbildung-bw.de](http://www.fortbildung-bw.de) provides information on many training programmes.

There are a range of training providers which offer evening and weekend courses, which is convenient, particularly for those in full-time employment. These are, for example, the Volkshochschulen (public associations of training and education) and the IHK (chamber of commerce). Every local adult education institution publishes its own programme and information on courses in specific regions should be sourced directly from the institution.

Information on German language courses and on funding which can be secured in order to complete this training is available from the website of the Federal Ministry for Migration and Refugees, [www.bamf.de](http://www.bamf.de).

The Federal Employment Agency (Bundesagentur für Arbeit) is an important contact for issues concerning continuing professional development courses. Their most important tasks include work placement, providing information on training opportunities, career counseling and distributing unemployment benefits. People should contact their local employment agency directly to discuss their available options, any funding support which may be available to them and potential opportunities to undertake further education. [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

Another unique funding opportunity is the Bildungsprämie, which is an education bonus payment. For more information on this scheme, please visit the following website; [www.bildungspraemie.info](http://www.bildungspraemie.info).

## Poland

An online portal, [www.inwestycjawkadry.info.pl](http://www.inwestycjawkadry.info.pl), created by the Polish Agency for Enterprise Development is a key source for information on vocational training opportunities as well as details of postgraduate studies. This portal also contains information about paid training opportunities and those courses which are co-financed under the European Social Fund.

Local labour offices in Poland provide lists of free training programmes which are generally targeted towards those unemployed people who are registered with the labour offices. The individual websites of the Voivodeship Labour Offices also provide information on which companies or institutions have received funding under the European Social Fund to run such projects. Information specific to the Voivodeship Labour Office in Katowice can be found here:

<http://efs.wup-katowice.pl/bezplatne-wsparcie-nieaktywni-zawodowo>.

Private training institutions also provide access to non-formal education. Registration with the register of training institutions is required in order for any training institution offering courses for unemployed persons and jobseekers to apply for public resources under any European funds, the Labour Fund, the National Disabled Persons Rehabilitation Fund (PFRON) in order to deliver these courses. Registers of training institutions are maintained by the Voivodeship Labour Offices and details of the registered institutions can be found at <http://ris.praca.gov.pl/ris/index.ftl>.

## Turkey

In Turkey, İŞKUR is the national umbrella organization for employment and training opportunities. İşkur provides information on job vacancies and provides a matching service to identify suitable employers for employees. It also provides training opportunities for all workers and pays unemployment benefit. Free workers interested in İŞKUR should visit its website and get more detailed information ([www.iskur.gov.tr](http://www.iskur.gov.tr)).

Apart from İŞKUR, free workers could also visit Education Ministry's website which contains details of all departments which support workers ([www.meb.gov.tr](http://www.meb.gov.tr)). The Education Ministry, Apprenticeship Training Centres and Adult Education Centres also provide support for workers. These education centres offer evening and weekend courses and all courses offered by these bodies are free of charge. Adult Education Centres offer a range of training opportunities including foreign language and Turkish language courses for migrants.

There are many private companies which provide a range of further education opportunities for migrants and free workers. Of these, the following were identified as being the most important and they include SABANCI ([www.sabanci.com](http://www.sabanci.com)), KOÇ ([www.koc.com](http://www.koc.com)), and FOCUS ([www.focus-meslekiegitim.com](http://www.focus-meslekiegitim.com)). These companies, while they do organize courses they are not always free of charge and they are mostly targeted for their own workers, instead of for migrants, jobseekers and free workers.

## Ireland

There are a range of organisations which offer further education opportunities in Ireland including FÁS (Irish National Training and Employment Authority), Vocational Education Committees (VEC's) and Skillnets. In addition there are a range of initiatives including the Back to Education Initiative

(BTEI) and English language training programmes which help with further education attainment. With respect to each of these organisations, FÁS offers training courses suited to the needs of jobseekers looking for employment ([www.fas.ie](http://www.fas.ie)). While VEC's offer a wide range of learning opportunities to people who want to improve their skills and qualifications ([www.vec.ie](http://www.vec.ie)). The courses offered by VEC's include Post Leaving Certificate Courses ([www.studentfinance.ie](http://www.studentfinance.ie)) and Vocational Training Opportunities Scheme (VTOS) which provides a range of courses designed to meet the needs of unemployed people ([www.qulaifax.ie](http://www.qulaifax.ie)). Meanwhile, Skillnets support and fund networks of enterprises to engage in training under the Training Networks Programme, about which further information can be found on [www.skillnets.ie](http://www.skillnets.ie).

In addition to the above, there are a range of initiatives on offer to assist migrants including Back to Education Initiative (BTEI). BTEI provides part-time courses for over-16's aimed principally at those who have not completed leaving certificate or equivalent qualifications ([www.education.ie](http://www.education.ie)). A range of initiatives are also available which offer English language training. Accreditation and Coordination of English Language Services (ACELS) manages English Language Training Organisations (ELTO's) in Ireland. All recognised ELTO's available are listed on the ACELS website [www.acels.ie](http://www.acels.ie).

Information on all of the above is available through the Citizens Information website [www.citizensinformation.ie](http://www.citizensinformation.ie). This site provides information on public services and entitlements in Ireland and provides very detailed information with regard to education and training opportunities for free workers.

## PLOTEUS – PORTAL ON LEARNING OPPORTUNITIES THROUGHOUT THE EUROPEAN SPACE

On the portal [www.ec.europa.eu/ploteus](http://www.ec.europa.eu/ploteus) you will find information on learning opportunities and training possibilities available throughout the European Union. The website contains links to websites of universities and higher education institutions, databases of schools and vocational training and adult education courses.

### Results from the Second Questionnaire

The second survey was concerned with assessing the needs of those looking to emigrate from one of the four partner countries, and was also an assessment of the preparatory steps that were taken ahead of their move. The aim of the second survey was to collect information about needs and obstacles of people who would like to work in another country. This survey helped us to develop our guideline since we asked people who would like to work abroad about their needs and preparatory steps they were taking. Altogether 85 people were surveyed.

#### Relevant support

The question about the contact with support agencies for moving abroad was answered differently by each country. In Germany, 44% of the respondents had no contact with a support agency. They used the internet or had direct contact with prospective employers. In Turkey, 48% of the

respondents used an employment agency and in Poland the EURES service, local labour offices and private employment agencies were contacted the most. The respondents in Ireland mentioned as support institutions the Citizen's Information Centre and FÁS and many contacted the embassy of the prospective host country.

### Job searching possibilities

Internet adverts are the most popular resources used by people interested in working abroad. Only in Turkey do the respondents use employment agencies more frequently than internet searches. For 44% of those surveyed from Germany job advertisements in the local press were also important resources.

### Preparatory actions

Among the preparatory actions undertaken before going abroad, three were cited as being used most frequently in all four countries: preparing CV, contacting friends who are already in host country and participating in additional training, especially for foreign language acquisition.

The respondents of the four countries answered the question regarding the additional supports they felt were needed for a smooth transition to the host country very differently. In Poland only 11 out of 24 persons needed additional support for their efficient transition to their host country. Survey results highlight that language skills might be an obstacle for those respondents as they need translation support or would like to participate in language courses. They would also like to have assistance in finding accommodation. In Ireland around 40% of the respondents would like to have financial support and advice and around 30% would like to make use of a network of people who have already gone through transition. Those surveyed from Turkey would also like financial support and support concerning language acquisition. Language support as well as contact with other people who have gone through transition previously was highlighted by German respondents as well as their need to gather information on the social security system and tax system of the host country.

## TOP 10 TIPS

All partner organisations collected shorts tips and snippets of advice which they thought were important for someone wanting to move to another country. The 10 tips below are a summary of the tips compiled by each partner, and in our opinion, are the most useful tips for those looking to move abroad:

- Make sure that you've brushed up on **local laws, taxes and traditions**, to avoid nasty surprises. Pay particular attention to cultural differences in your host country.
- Get detailed **information about labour shortages and surpluses** in the host country before you move.
- Learn about **working and living conditions**. Create your own personal SWOT analysis taking into account the host country demands.



- Search for local groups in **social networks**. In many social networks you can find a huge amount of groups like “new in town” where you can normally get in contact with other people easily. Often they are pleased to provide useful information and advice as they have been through the transition already.
- Prepare a **list of different organisations and institutions** that might be needed abroad (e.g. embassy, hospitals).
- Prepare **additional pocket money** in case of an emergency arises.
- **Pack up your life and streamline**. Shut down all your hardly used bank accounts and credit cards, have a big household clear out. Unlock your phone. Change all your addresses to a family members or friends or at least set up a years’ postal redirection. Sort your CV. Shut down or change address on sports memberships, libraries, car insurance, child benefit, doctors, dentists, gas, electricity, council tax, home and mobile phone, internet, home insurance, life insurance, pensions, banks – the list goes on and on but you get the idea!
- Make sure you bring a laptop and are renting somewhere that has internet access. If you don’t have a laptop, ensure you know where the nearest computer is to you in your host country; keeping in mind that local libraries usually provide the public with access to a PC. A computer or laptop will be your life line in the first few weeks. From looking for work, long term accommodation, finding a car, to locating your nearest chemist or supermarket. **You will need the Internet**. Also, join local groups to keep abreast of what’s happening in your local community. Make sure you and your family and friends have set up Skype and Viber accounts for free video and phone calls.
- There are many **things you can do in advance** of your move to make life easier for yourself upon arrival. Things such as book your hire car, set up your arrival accommodation, set up a money transfer agent, open a bank account and transfer some funds over.
- **Ask Questions**: The best source of information is the people around you, most have been here a lot longer than you and are familiar with the area, how things work and places of interest. They can also offer advice on good areas to live, good schools, commuter distances, childcare, sports facilities and social groups and the best places to buy things locally. People are usually more than willing to give advice and information, so ask questions.

## CHECKLIST

Additionally to the tips above, the Polish organisation, Wojewódzki Urząd Pracy w Katowicach, developed a checklist to help free workers to prepare for emigrating by providing a list of single steps that need to be completed before moving abroad. It can be used by counsellors and advisors in collaboration with their clients or by individuals.

- Ensure your passport and/or national identity card is in date.
- If you are a migrant from outside of Europe or a citizen from a new EU member country - check if you need documents such as a work permit - <http://ec.europa.eu/social/> or apply for a visa in the embassy of your host country.

- If your family is moving with you, it might be advisable to bring your marriage certificate and birth certificates for your children.
- Check what is required to legalise your stay and learn about *Living & Working Conditions* in your host country. Research where you can look for a job and what are working conditions – contracts matter, minimum salary, working hours. More information is available on [www.eures.europa.eu](http://www.eures.europa.eu).
- Learn which languages are mainly spoken in your country of destination and try to evaluate your language skills. *Language Passport* - a self-assessment tool can be very useful <http://europass.cedefop.europa.eu/>.
- If you are looking for work, prepare your CV, copies of qualifications and references in a language understandable for the employer. Take a few photos. *CV Europass* can be a useful tool which enables you to create a professional application <http://europass.cedefop.europa.eu/>.
- If you have a job arranged, make sure you have all suitable documents.
- Check if your profession requires a recognition of qualifications [http://ec.europa.eu/internal\\_market/qualifications/](http://ec.europa.eu/internal_market/qualifications/).  
If so, please contact ENIC-NARIC in your host country <http://enic-naric.net/> in order to gain further information.
- Plan your finances to ensure that you will have enough money to travel and cover accommodation costs and food.
- Make copies of all important documents such as ID cards, passports and driving licenses and keep them in a safe place.
- If you already have a job secured give your relatives or friends the name, address and phone number of your new employer. Tell them where you are supposed to reside and agree with them how often you will contact them. Please also check if you have enabled roaming on your mobile phone.
- Check with your bank at home how money can best be transferred to another country to save carrying large amounts of cash with you and see if your bank can help you to open an account in your host country.
- If you are a national from the EEA or Switzerland bring a European Health Insurance Card (EHIC) to access free or reduced cost healthcare.
- Consider buying insurance before you leave your home country to cover any medical costs and your belongings in case of theft, and bring these documents with you.
- If you are entitled to unemployment benefit and wish to transfer your claim to an EU/EEA country, you will need to bring the U2 form with you. Please ask your labour office about how to obtain this form <http://ec.europa.eu/social/>.

## COUNTRY SPECIFIC INFORMATION

In the following chapter we provide information regarding living and working conditions in some European countries and additionally in Australia and Canada. Following the surveys conducted by project partners with local people looking to move to another country, the following countries were identified as being the most popular choices of host country to those emigrating from Germany (Switzerland, Sweden and Italy), Poland (Norway and the UK), Turkey (Germany and the Netherlands) and Ireland (Spain, Australia and Canada). For information on living and working conditions in countries not identified as part of this survey, please visit the 'Living and Working' page of the EURES (EUROPEAN Employment Service) website, which can be found at [www.ec.europa.eu/eures](http://www.ec.europa.eu/eures).

### Sweden



**Number of Inhabitants:** 9.5 Million

**Form of government:** Constitutional Monarchy, Parliamentary Democracy

**Capital:** Stockholm

**Area:** The third largest country in Western Europe

#### Economic status

**Average incomes:** The average pay for all occupations in 2011 was SEK 29.000 - SEK 31.200 (€3.387 - €3.644) per month for men and SEK 26.800 (€3.130) per month for women. The difference in earnings can be largely explained by different occupations men and women work in and by the fact that more women than men work part time.

**Cost of living:** For a person living alone the cost of living, housing costs excluded, is around SEK 9.120 (€1.065) per month in 2012 (calculations by the Institute for Private Economy). The costs for a couple account for SEK 13.570 (€1.585). Therein contained is the cost of necessary basic consumption of food, clothing, hygiene, healthcare, sports, car, leisure activities, local travel, insurance, electricity, telephone, etc.

#### Working conditions

- A general framework for working in Sweden is given by the Swedish labour law legislation.
- A position can be either indefinite (permanent) or for a certain period of time.
- The trade unions have a very strong position in the workplace.
- Although there is no statutory minimum wage in Sweden, a basic wage is often agreed in collective agreements.
- Standard working hours are 40 hours per week. Flexitime is very common.
- Parents with children below the age of eight can reduce their working hours by up to 25%.
- Compared with international standards there are only very small differences between the incomes for different groups (e.g. high skilled and low skilled workers)

- Self-employment: advice can be provided by The Swedish Agency for Economic and Regional Growth (Tillväxtverket) and by the International Entrepreneur Association IFS (Internationella företagarföreningen).

**Potential for employment:** Have a look at the current labor shortage list (<http://www.sweden.se/eng/Home/Work/Get-a-job/Labor-shortage-list/>). If your profession is on the list, your chances of finding work will increase.

Note that some professions are regulated. A regulated profession is a job that requires authorisation or certifications. If your profession is regulated, please contact the advised authority in order to learn how to proceed.

## Climate

Sweden's climate is mostly cool and temperate; however the southern quarter of the country is warmer. Despite its northern latitude, Sweden has a mild climate due to the Gulf Stream. The yearly rainfall is moderate, thanks to the Norwegian mountains in the west. Swedish summers are pretty sunny with only occasional rainfall. Temperature varies between southern and northern areas, where the northern part of Sweden is always colder. In the summer the temperature is between 15°C and 25°C and in winter the average temperature is around -4°C up to 2°C (in the very north the temperatures can plummet as low as -50°C).

## Cultural awareness / differences

- Sweden uses the krona (plural kronor) as currency. One krona is divided into 100 öre.
- In Sweden titles are not used as they are in Britain thanks to the "you-reform" at the end of the 1960s.
- The majority of Swedes are able to understand and speak English. This is among other things because of a strong Anglo-American influence, especially in regards to arts and culture. In Sweden it is customary to subtitle rather than to dub foreign television shows and films. But learning Swedish can open doors to employment, social life and greater understanding of the culture, to name a few.

## Italy



**Number of Inhabitants:** 60 Million

**Form of government:** Parliamentary Republic

**Capital:** Rome

## Economic status

**Average incomes:** The average gross earnings for all occupations in 2012 were €2.071 per month.

**Cost of living:** On average, Italians spend about €37 a day. Although the average income in Italy is very low in comparison with other European countries, products and services are the same as in other European countries.

### Working conditions

- The European Commission provides a “regulated professions database” where you can see if a particular profession is also regulated in Italy
- There are different types of employment contracts that are open to all professional grades :
  - Permanent and temporary employment contracts with obligatory working hours and duties. These may be extended only once.
  - Extendable employment contracts, flexible forms of temporary employment, with flexible working hours and workplace but they must be coordinated with the employer.
  - Freelance employment contracts for professionals, consultants and professional activities, including manual trades, with full autonomy concerning working hours and methods.
- The normal working hours is 40 hours per week
- Workers are entitled to take annual leave for at least four weeks each year
- There are special measures for persons with disabilities as well as for lone parents
- Self-employment: EU citizens are entitled to become self-employed on a permanent or temporary basis under the same conditions as Italian citizens.

**Potential for employment:** The main pillars of Italy’s economy are tourism, manufacturing, textiles, chemical industry, food processing and the production of vehicles, fashion and shoes.

### Climate

The climate ranges from humid sub-tropical to humid, continental and oceanic. The coastal regions have mild winters and warm and dry summers, although lowland valleys can be quite hot in summer. Average winter temperatures vary from 0 °C on the Alps to 12 °C in Sicily, and similarly the average summer temperatures range from 20 °C to over 30 °C. [en.wikipedia.org/wiki/Italy](https://en.wikipedia.org/wiki/Italy) - cite\_note-66

### Cultural awareness / differences

- In Italy there is no strict separation between business and private life: a good relationship between business partners is important
- Many Italians communicate on a more emotional and expressive level, with much non-verbal communication
- In Italy it is natural to pay others a compliment
- Titles play an important role in social and professional life (for example, refer to people as professore, dottore, ingeniere, where necessary).

## Switzerland



**Number of Inhabitants:** 8 Million

**Form of government:** Democratic Federal State

**Capital:** Bern

**Official languages:** German, French, Italian, Romansh

### Economic status

**Average incomes:** The average pay for all occupations in 2011 was CHF 5 979 per month (€4.864). The average pay varies depending on the industry one is working in. The Swiss Federation of Trade Unions (SGB/USS) provides a pay calculator to determine age- and qualification-related pay levels. In general, women's pay is less than men's pay, regardless of qualification.

Foreign employees (not Swiss nationals or holders of C permits) have to pay their taxes every month (pay as you earn).

**Cost of living:** The cost of living is one of the highest in the world. But Swiss wages take the cost of living into account. In 2009 the average disposable income for private households in Switzerland was CHF 6 650 (€5.410) per month. After subtracting the main items of expenditure in household budgets (insurance, housing and energy, tax, groceries and eating out) and other recurring monthly expenditure (transport, health care and entertainment, recreation and culture) the private household is left with an average surplus of around CHF 1 160 (€944) or 12.4% of gross income for saving.

### Working conditions

- There is no statutory minimum wage in Switzerland at the present
- Wage levels are higher in Switzerland compared to other European countries
- The European Commission provides a "regulated professions database" where you can see if a particular profession is also regulated in Switzerland
- There are different types of employment contracts and in each of them part-time and home-working can be regulated:
  - individual employment contracts
  - collective labour agreement
  - standard employment contract
- For people with disabilities there is a law which provides for various measures to facilitate their integration into the world of work (adaptation of workplaces, financial assistance with integration, etc.).
- The average weekly working hours were 41.28 hours per week in 2011
- If you are setting up as being self-employed, you have the same rights as an employed worker. Before you can start working you have to register with the authorities and apply for a self-employed person's work permit.

**Potential for employment:** As Switzerland is not a very big country, international qualified employees are important for the country. Sectors which most often require positions to be filled by qualified workers from abroad include the pharmaceutical industry, financial services and manufacturing systems engineering. Moreover, qualified employees are in demand for the production of watches and for the production of machines for data processing.

Other sectors include public health service (physicians as well as nursing staff), engineering, computer sciences, bioengineering, teachers for mathematics and natural sciences.

### Climate

Switzerland's climate is mostly temperate, but can vary greatly between the locations – from the northern glacial landscape of the Alps to an almost Mediterranean climate in the south. The day-time temperatures are around 18 °C to 28°C in summer and around -2 °C to 7°C in winter.

### Cultural awareness / differences

- Switzerland uses the Swiss franc as currency.
- Switzerland is not a member of the European Union
- Each canton of the Swiss Confederation has a unique culture and mentality
- Switzerland has four official languages (German, French, Italian, Romansh) which are spoken in different parts of the country



## Norway

**Population:** Norway has over 5 Million inhabitants. The biggest group of citizens from EEA countries come from Poland, Lithuania, Spain, Sweden, and Germany. Non-EEA nationals are mainly from Somalia, Pakistan, Iraq and Vietnam.

**Form of government:** Constitutional Monarchy with a parliamentary system of government

**Currency:** Norwegian krone (NOK)

**Capital:** Oslo

**Area:** 387 000 square kilometres, the seventh largest country in Europe

### Economic status

**Average incomes:** Full-time employees had average monthly earnings of NOK 39 600 (€5,200) in 2011. Monthly earnings for part-time employees were NOK 31 600 (€4,160). Average monthly earnings for all men were NOK 40 800 (€5,370) while earnings for women were NOK 34 800 (€4,580) in 2011.

**Cost of living:** Clothing and food prices as well as income tax are average for Europe. Housing is expensive – approx. 40-50% of your income, luxury items – hotels, restaurants, cars, alcohol, cigarettes – are very expensive. Value Added Tax on some items is higher than in other countries.

Looking for work in Norway can be very expensive. The best thing would be to find a job before arriving. You can check your cost of living in Norway on [www.numbeo.com/cost-of-living](http://www.numbeo.com/cost-of-living)

### Working conditions

- Written contract is mandatory.
- 3-6 months probationary period – the length must be agreed in advance.
- In some sectors such as construction, shipping and shipbuilding and agriculture statutory minimum salary has been introduced. In many other sectors there are collective agreements. You can find minimum wage rates for the above mentioned sectors and other useful information about working conditions on [www.arbeidstilsynet.no](http://www.arbeidstilsynet.no) - The Norwegian Labour Inspection Authority.
- Standard working hours are 37.5 - 40 per week. For overtime, you must be paid a minimum of 40% in excess of your standard hourly wage.
- Every worker is entitled to a minimum of 21 days annual leave per year.
- If you work in Norway you become a member of the Norwegian National Insurance scheme from your first day of your new job. Under this scheme your employer will draw tax from your monthly income.
- Unless otherwise agreed in writing, the parties are each required to give one month's notice before ceasing to work. Notice must be given in writing and, as a rule, will be applicable as of the first of the month following submission of the notice.

**Potential for employment:** The greatest labour shortage in Norway is for engineers, including engineers and civil engineers in petroleum and geosciences, and ICT workers. There is also a great shortage of healthcare and nursing professionals, with nurses being in particular demand. Qualified workers from the construction sector – welders, pipe fitters, joiners and carpenters – also have a strong chance of finding employment in Norway.

### Climate

The climate of Norway varies from coastal to inland areas. The coastal regions have a climate with relatively mild winters and cooler summer. Inland areas have a continental climate with colder winters, but warmer summertime. Temperatures can drop to minus 30 degrees Celsius during the winter and reach plus 30 degrees Celsius in the summer.

### Cultural awareness / differences

- In Norway, it is customary to eat lunch at 11 am and dinner at 5 pm.
- Dressing up for social occasions and dressing down for work is common.
- There is an assumption that there is no such thing as bad weather in Norway, only bad clothing.
- Winter sports are very popular. More than a third of the population of Norway are actively engaged in some kind of sport.



- Contact with nature and landscape protection is an important issue in Norway.
- The majority of Norwegians are able to understand and speak English. In some sectors such as the construction, farming, fishing and hospitality and catering, a good command of English may be sufficient. However, many employers require at least some Norwegian language skills.
- Make arrangements with former employers or colleagues in your country who can provide references. Norwegian employers may wish to contact them.

## The United Kingdom



**General:** The United Kingdom of Great Britain and Northern Ireland comprises of England, Wales, Scotland, Northern Ireland, Isle of Man and the Channel Islands. There are 3 nationalities: English (England), Welsh (Wales), and Scottish (Scotland).

**Population:** The United Kingdom has over 49,8 million inhabitants. The biggest group of citizens from EEA countries come from Poland, Lithuania, Spain, Italy, and Romania. Non-EEA nationals are mainly from India and Pakistan.

**Form of government:** Constitutional Monarchy with a parliamentary system of government

**Currency:** Pound Sterling (£)

**Capital:** London

**Area:** 243 610 square kilometres

### Economic status

**Average incomes:** In April 2012 median gross weekly earnings for full-time employees were £506 (€590). For men, full-time earnings were £546 (€640) and £449 (€520) for women. In April 2012 median gross weekly earnings for full-time employees were highest in London, at £653 (€760), and lowest in Wales, at £453 (€530). Excluding overtime, median gross hourly earnings of full-time employees were £12.76 (€14.95) per hour in April 2012.

**Cost of living:** Cost of living varies within the UK, between rural and urban areas and between towns and cities. Cities tend to be the more costly to live in, with London being the most expensive city in the UK. It is considered to be cheaper to live in the Midlands and the North of England, than in London and the South East. UK households spent an average of £484 (€567) a week in 2011. Categories which saw the largest amount of spending included transport, recreation and culture, and housing (excluding mortgages) fuel and power. You can check cost of living in the UK on [www.numbeo.com/cost-of-living](http://www.numbeo.com/cost-of-living).

### Working conditions

- In the UK, a contract does not have to be in writing but the employer must provide an employee with a written statement within 2 months from their start date, where details of your employment will be listed. If you want to find out more about what a statement should include please visit <https://www.gov.uk/employment-contracts-and-conditions>.

- The National Minimum Wage rate per hour depends on your age: 21 and over - £6.19 (€7.25), 18 to 20 - £4.98 (€5.83), under 18 - £3.68 (€4.32).
- Check current rates on: <https://www.gov.uk/national-minimum-wage-rates>
- Workers don't usually have to work more than 48 hours a week on average. The usual working day starts at 9am and finishes by 5pm. Most people work a five-day week.
- Employers don't have to pay workers for overtime. However, employees' average pay for the total hours worked mustn't fall below the minimum wage. An employee's employment contract will usually include details of any overtime pay rates and how they're worked out.
- Employees on average are entitled to 25 days annual leave each year.

**Potential for employment:** There is high demand for permanent staff in the following sectors; healthcare, engineering, construction, IT and Computing sectors, accounting and financial services.

### Climate

Britain is an island country and the surrounding sea gives England a varied climate. The weather in Great Britain is known as unstable and changing from day to day. Climate is cool and mild, with regular rain and clouds. Generally the United Kingdom has cool to mild winters and warm summers with moderate variation in temperature throughout the year. This means that it is mild with temperatures not much lower than 0°C in winter and not much higher than 30°C in summer.

### Cultural awareness / differences

- People moving to the UK are expected to respect the opinions and cultural backgrounds of others, no matter how different they seem to be.
- Going to a public house (pub) is a popular social activity.
- In the United Kingdom and Northern Ireland a bank holiday is a public holiday, when banks and many other businesses are closed.
- The best way to start a conversation is to talk about the weather.

## Germany



**Number of Inhabitants:** 80 million

**Form of government:** Federal Parliamentary Republic

**Capital:** Berlin

**Area:** The area of Germany is 357,021 km<sup>2</sup> and it is the third largest country in Europe.

### Economic status

**Average incomes:** Germany is the largest economy in Europe and the fourth largest in the world. It's an industry-driven economy with many small to medium sized enterprises. The country's main

sectors include automotive, manufacturing, engineering, high technology and chemical production. The average pay for all occupations is between €1800 and €4000 per month.

**Cost of living:** For a person living alone the cost of living, housing costs excluded, was around €900 per month in 2012. Therein contained were the necessary basic consumption of food, clothing, hygiene, healthcare, sports, car, leisure activities, local travel, insurance, electricity, telephone, etc.

### Working conditions

- A normal working day cannot exceed 8 hours on average over 6 months.
- Average working hours per week are 37.4 hours in the Western part of Germany and 38.8 hours in the Eastern part.
- Especially in traditional industries, trade unions have always played an important role in advocating for acceptable payment, decent working conditions, reasonable working hours and annual leave allocation.
- After the birth of a child, if either parent decides to leave work for a certain period of time, the state pays 67% of the monthly average income, not to exceed €1800 per month.
- If a person is hoping to move to Germany and become self-employed and if they meet certain criteria, they will most likely will be issued a residence permit automatically (for both the individual and their families) if they can prove that their business will have a positive effect on the German economy. The local office for Foreign Affairs will most likely ask for certain documentation and then may well check with the local Chamber of Commerce or other organizations to see whether or not the business is specialized enough and economically viable.

**Potential for employment:** The reported demand for labour is declining but still remains high. In September 2012, the number of reported vacancies stood at 485,000. The greatest demand at present is for skilled laborers in the fields of electrical trade, metalwork, mechanical and automotive engineering, logistics, wholesale and retail trade and health care. The Federal Employment Agency (Bundesagentur für Arbeit – BA, <http://www.arbeitsagentur.de/>) is the largest provider of labour market services in Germany, with a network of more than 700 agencies and branch offices nationwide.

### Climate

As with most European countries, Germany is not especially dependable weather-wise. In general, the climate is temperate throughout the country with warm summers and cold winters - prolonged periods of frost or snow are rare. Rain falls throughout the year, with much of Germany experiencing its maximum rainfall during summer. The average January daytime temperature is 3°C and in July is 22°C. Extremes commonly reach -10°C in winter and 35°C in the summer months.

### Cultural awareness / differences

- In Germany Euro is used as currency.
- The official language of Germany is German, with over 95% of the population speaking German as their first language

- Greetings are formal. Titles are very important and denote respect.
- A quick, firm handshake is the traditional greeting. When entering a room, shake hands with everyone individually, including children.
- This is a culture that prizes forward thinking and knowing what they will be doing at a specific time on a specific day. Careful planning provides a sense of security.
- Work and personal lives are rigidly divided.

## Netherlands



**Number of Inhabitants:** 16.5 Million

**Form of government:** The politics of the Netherlands take place within the framework of a parliamentary representative democracy, a constitutional monarchy and a decentralised unitary state. The Netherlands is described as a consociational state.

**Capital:** Amsterdam

**Area:** The total area of the Netherlands is 41,526 km<sup>2</sup>

### Economic status

**Average incomes:** Salaries are high in the Netherlands but so are taxes. When signing an employment contract, employees are expected to negotiate a gross salary (i.e. before tax) but what employees are really interested in is the net income (i.e. income that goes directly to your bank account). Women earn between €28,272 and €49,665 per annum, and men earn between €34,584 and €65,432, annually.

The leading sectors of the Dutch economy are shipping, fishing, trade and banking, with the chemical industry, manufacturing of machinery and electrical goods, and tourism also playing a major role.

**Cost of living:** The cost of living in Netherlands is high compared to other places. For a person living alone the cost of living, housing costs excluded, is around €4,000 per month in 2012. Therein contained is the necessary basic consumption of food, clothing, hygiene, healthcare, sports, car, leisure activities, local travel, insurance, electricity, telephone, etc.

### Working conditions

According to Dutch law, employees should not work more than eight hours per day or 40 hours per week. Depending on the industry, a maximum of nine hours per day and 45 hours per week is acceptable, but no one is allowed to work more than 2,080 hours per year. All employees should be given a 30-minute break after completing each 4.5 hours of work.

Members of the EU/EEA can start a business in the Netherlands without having to apply for a work permit or residence visa. However, the usual red tape still has to be taken care of. Since 2008, you

can register with the Commercial Registry (*Kamer van Koophandel*) and the Dutch tax office (*Belastingdienst*) at the same time.

**Potential for employment:** The Netherlands currently has very low levels of unemployment compared to the rest of the Euro-zone. In November 2012, the Netherlands had the 4th lowest unemployment rate in the Europe, at 5.6%. A list of employers from the Netherlands who are currently advertising vacancies, please visit [www.topemployers.nl](http://www.topemployers.nl). This website also provides a list of the top IT employers in the Netherlands, as this is a growing industry globally.

There are several ways to find a job in the Netherlands. The most common methods include, internet searches, notices from employment agencies which advertise positions specifically for non-Dutch speakers and through networking. In the Netherlands, establishing a network of contacts is invaluable. Networks can be created by registering with the professional body in the relevant sector whose employees are engaged in or looking for work in.

## Climate

The Netherlands has a maritime climate, with cool summers and mild winters. The average temperature is 2 degrees Celsius in January and 19 degrees Celsius in July, with an annual average of about 10 degrees Celsius. Clouds generally appear every day, and in the winter months fog is common, while rainfall occurs frequently. Average annual rainfall is about 76.5 cm. The mild, damp climate is ideal for dairy-farming and keeping livestock, but the limited sunshine restricts the growing of food crops.

## Cultural awareness / differences

- **The Dutch** see the family as the foundation of the social structure. Families tend to be small, often with only one or two children. Relatively few women work outside the house full-time as compared to many other cultures. This allows mothers to be more available to their children throughout the entire day.
- Dutch people place high value on cleanliness and neatness.
- The Dutch are very private people. They do not boast about their accomplishments or their material possessions.
- The Dutch are egalitarian and highly tolerant of individual differences.
- Dutch children are raised without gender biases.
- There is practically no abject poverty in the country because of the social programmes, which, as well as being a positive social measure, also increase the tax burden on workers.
- The boss may be the final decision maker in work, but he/she will typically want input from the workers and will strive for consensus.
- Everyone is valued and shown respect.



## Spain

**Number of Inhabitants:** 47,190,493 people as of Census 2011.

**Form of government:** Constitutional Monarchy.

**Capital city:** Madrid

**Area:** The total area of Spain is 505,992 km<sup>2</sup>

### Economic status

**Average incomes:** The average salary in Spain remains one of the lowest in the European Union. At the low end of the EU pay range alongside Greece, Portugal and Poland, Spain's average salary is €24,600 per year compared with €39,000 across all 27 EU member states.

**Cost of living:** The current overall cost of living in Spain is average compared to other places worldwide. On average, a couple can live on €644 per month in addition to any rent or mortgage payments. Madrid excepted, rents for a two-bedroom apartment in a city can be €450 to €650 per month, while a three-bedroom house can be around €1,250 per month. Living costs in Spain are fairly low, even in the cities. The current overall cost of living rank for Spain is 380 out of 780 international locations (where rank 1 is the most expensive and rank 780 is the least expensive). Fuel costs and transport, recreational activities and eating out and the cost of personal care items are among the most expensive items to spend money on in Spain.

### Working conditions:

- An ordinary day of work in Spain usually begins around 9 or 9:30 in the morning and lasts until 8 in the evening, with an average two-hour lunch break between the hours of two and five. Depending on where you are from, this aspect of working in Spain may seem a bit excessive. However, this lunch break is not only an excuse to eat and take the traditional Spanish *siesta*, but also an opportunity to discuss business.
- A 40-hour week with up to 30 days of paid vacation is the norm.
- The months of July and especially August are rather slow for business, with shortened working hours. Therefore, do not schedule any important meetings during this time while working in Spain.

**Potential for employment:** Spain currently has the highest unemployment rate in the European Union, and the European Commission predicts that unemployment will continue to rise in 2013. The unemployment rate increased to 26.02 percent in the fourth quarter of 2012 from 25.02 percent in the third quarter of 2012. However, according to information from the National Public Employment Service's Jobs Observatory, there are certain areas in which posts are not filled, or at least where there is a certain difficulty in filling them. Being bilingual or trilingual greatly facilitates access to jobs in various activities and in high- to medium-qualified posts such as teaching, engineering, information technology, commercial relations, real estate, hotels and restaurants and tourism. (<https://ec.europa.eu/eures>)

## Climate

Spain is one of the warmest countries in Europe. Spain has a predominantly warm Mediterranean climate, with dry summers and winters with balanced temperatures. It enjoys more than 3,000 hours of sunshine per year. However, in the higher parts of the country, the climate is harsher and it is common to see snow from the beginning of winter to the end of spring. (source: [www.spain.info](http://www.spain.info))

## Cultural awareness / differences

- According to a February 2013 study by the Spanish Center of Sociological Research about 70.5% of Spaniards self-identify as Catholics, 3.1% other faith, and about 24.1% identify with no religion. Most Spaniards do not participate regularly in religious worship.
- Consider the following list of tips for general behavior while working in Spain:
  - Be punctual, but do expect to wait 15-20 minutes for the arrival of others.
  - Dress conservatively as neat clothing is important.
  - Begin with a bit of small talk before more serious topics come up.
  - Do not expect to close a deal and settle upon negotiations quickly.
  - Avoid confrontations and attempt to solve problems and disagreements without accusations.
  - Do not boast about your success. Humility is considered a virtue.
  - Although it may be customary in your own country to invite business colleagues or partners to your home for dinner, this is not usual in Spain. An invite to a Spanish home is normally reserved for close personal relationships.
  - Although most Spanish business people speak English, it is greatly appreciated (and a distinct advantage on a professional level) if you speak Spanish.

## Australia



**Number of Inhabitants:** 21, 507, 717 people as of Census 2011

**Form of government:** Australia's formal name is the Commonwealth of Australia. The form of government used in Australia is a constitutional monarchy.

**Capital city:** Canberra

**Area:** Australia is the world's sixth largest country with a total area of 7, 692, 024 km<sup>2</sup>

## Economic status

**Average incomes:** The average annual salary for the country's most popular industries differs largely considering the different business sectors. In the sector of accommodation, cafés and restaurants the annual salary is approximately \$49,982 (€36,820) whereas in the sector of mining it amounts to \$121,586 (€89,560). For further information and other examples please have a look at [www.livingin-australia.com](http://www.livingin-australia.com).

**Cost of living:** The current overall cost of living rank for Sydney is 11 out of 780 international locations covering every country in the world (rank 1 is most expensive, rank 780 is least expensive). The areas which have the highest cost include: healthcare; clothing; rent; food and groceries; telephone and internet subscription, mobile tariffs and data costs; personal care and cosmetics; furniture and appliances; alcohol and tobacco; transport and recreational activities such as eating out, cinema, and sport and theatre tickets.

### Working conditions

- Australian working conditions are regulated by federal legislation, workplace agreements, awards and contracts.
- The Australian Fair Pay and Conditions Standard protects the minimum wage, maximum work hours and minimum leave entitlements of all employees in Australia.
- The average Australian working week is currently 36 hours from Monday to Friday; however, this does vary considerably across occupations and industries.
- A standard working day for a trade occupation is typically 7am to 3.30pm, while working hours in most offices are 9am to 5pm, with rest and meal breaks.
- Overtime rates of pay and flexi-time arrangements in the workplace are becoming more common and are often negotiated in an occupation's award.

**Potential for employment:** Please consult the current labour shortage list which can be found on the website of the Department of Education, Employment and Workplace Relations, for a full list of current job sectors which are seeking suitably qualified workers (<http://deewr.gov.au/skill-shortages-o>).

Many Australian employers have readily employed migrant workers, especially in times of labour shortages. Migrants with the best prospects for finding employment in the Australian labour market include those with strong proficiency in the English language, recognised post-secondary qualifications and high skill levels.

### Climate

The island continent of Australia features a wide range of climatic zones, from the tropical regions of the north, through the arid expanses of the interior, to the temperate regions of the south. Australia is the world's second-driest continent. Summers are hot through most of the country, with average January maximum temperatures exceeding 30 degrees Celsius over most of the mainland. Winters are warm in the north and cooler in the south, with overnight frosts common in inland areas.

### Cultural awareness / differences

- Australia uses the Australian Dollar (AUD) as currency. The current exchange rate in 2013 is approximately €1-\$1.23 AUD.



- All people in Australia are encouraged to learn English, which is the national language. However, languages other than English are also valued; with more than 15 per cent of Australians speak languages other than English at home.
- Australia is a predominantly Christian country, with around 64% of all Australians identifying themselves as Christian. But people are free to practise any religion they choose.
- Australia has one of the most diverse cuisines in the world but has no national dish.

If you are considering emigrating to Australia and are looking for more information on visas and work permits, please consult the Australian Embassy in your country.

## Canada



**Number of Inhabitants:** 34,482,779 people as of World Bank Report 2011.

**Form of government:** Canada is a democratic constitutional monarchy, with a Sovereign as head of State and an elected Prime Minister as head of Government.

**Capital city:** Ottawa

**Area:** The total area of Canada is 9,984,670 km<sup>2</sup>

### Economic status

**Average incomes:** Overall the salary in Canada rose by 2.2% from the end of 2010 to the end of 2011, meaning that the country's average salary is roughly \$883 (€650) a week or \$46,000 (€34,000) per year. In the food and hospitality sector the average monthly wage is about \$375 (€277) and in the sector of mining, quarrying, and oil and gas extraction it amounts to \$1.952 (€1,445). For further information and other examples please visit [www.livingin-canada.com](http://www.livingin-canada.com).

**Cost of living:** Most people from Europe find the cost of living in Canada is significantly lower than their home country. Canadian housing is particularly cheap compared with other developed nations - the average house price in Canada is around seven times the average annual wage. Compared with many other western countries, food is cheaper in Canada, as are most forms of recreation, petrol and gasoline, and cars. Car insurance, on the other hand, is very expensive. For further information on the price of housing, goods and services in Canada please visit, [www.livingin-canada.com](http://www.livingin-canada.com).

### Working conditions

- The Canadian workplace thrives on diversity of cultures and ideas, but there are certain standards of behaviour expected of most workers. Most employers will expect you to arrive on time every day and take breaks only when scheduled.
- Standards of grooming and dress are different for each job, but you should generally avoid wearing clothing that contains potentially offensive slogans or symbols. Most workplaces expect employees to be polite and friendly.
- Some workplaces are relaxed and informal, but it is still important to demonstrate respect and courtesy.

- Where possible, try to follow your supervisor's instructions quickly and accurately. If you have a suggestion, offer it at the appropriate time.
- On average, employees in Canada work 36.4 hours per week.

**Potential for employment:** While it can be difficult to secure employment from outside of Canada, it can be accomplished with some perseverance. This becomes easier when you are living in Canada. Many Canadian employers are looking to employ skilled workers and professionals, with more than 50,000 vacancies going unfilled every day. In 2011, Canada had an employment rate of 72.0% amongst the population aged 15-64.

As a general rule, the first step in securing a work permit is to obtain a valid job offer from a Canadian employer. Open work permits are the exception and do not require a prior job offer. Open work permits may be available to the spouses or partners of certain work permit holders.

### Climate

Canada is the second-largest country in the world and sees great climatic variation. From the temperate coast of southwestern British Columbia to the Arctic tundra of Nunavut, points in Canada see wildly different temperatures throughout the year. Canada's weather sometimes turns violent. In winter, severe blizzards and ice storms may afflict parts of the country. Fueled by rising heat thermals, thunderstorms are not uncommon in Canadian summers. (*source: [traveltips.usatoday.com](http://traveltips.usatoday.com)*)

### Cultural awareness / differences

- Canada uses Canadian Dollars (CAD) as currency, with €1=\$1.32 (CAD) in 2013.
- English and French are the official languages of Canada, as is decreed by the Canadian Constitution. While these are the official state languages a multitude of other languages are spoken. According to the 2011 census, English and French are the mother tongues of 56.9% and 21.3% of Canadians, respectively.
- Canada has no official state religion; instead there is huge support for religious pluralism in Canada's political culture. The 2001 Canadian census reported that 77% of Canadians claim adherence to Christianity, followed by no religion at 16%, but rates of religious adherence have been steadily decreasing, and Canada is now seeing a complete decline in the number of citizens actively involved in Christian practices.

If you are considering emigrating to Canada and are looking for more information on visas and work permits, please consult the Canadian Embassy in your country.

## LINK TO STAKEHOLDER LIST AND EURES

On the Move Free and Prosper?! project website there is contact details and offers from different organisations who work in to provide information and services for the free movement of workers, as well as migration and vocational education and training organisations. If you live in one of the four project partner countries and you would like to work abroad, please have a look at the lists of contacts on the website, as this will give you a clear idea of where you will find further information and assistance. If you have already moved abroad or would like to move from any European country to one of the four partner countries in this project, this list will also provide you with useful addresses and links covering relevant topics.

→ <http://www.move-free.eu/advice.htm>

“The European Job Mobility Portal” is one of the tools which are used by EURES (EUROpean Employment Services). EURES is a cooperation network designed to facilitate the free movement of workers within the European Economic Area and Switzerland. Partners in the network include public employment services, trade unions and employers’ organisations. The network is coordinated by the European Commission. The purpose of EURES is to provide information and advice, as well as recruitment and work placement services for jobseekers and employers as well as for any citizen wishing to benefit from the policies of the free movement of workers across this area.

→ <http://ec.europa.eu/eures/>

## BEST PRACTICE EXAMPLES FROM THE PARTICIPATING COUNTRIES

### Job Searches using Social Media from Germany

At the beginning of 2012 the German city Schwäbisch Hall in the southwest of Germany was looking for skilled workers and invited seven journalists from different European countries affected by the crisis. Schwäbisch Hall is located about 60 kilometres northeast of Stuttgart and has 37,000 residents. During this time around 3,500 people were registered as unemployed, which amounts to approximately 3.4% of the total population. The employment service advised that the town had around 2,500 unfilled positions. Officials from the city council and the public employment service, over a period of two days, advised the journalists about job opportunities in the area.

After this press conference the employment service received more than 2,500 e-mails overnight from Portugal. Those looking to fill these positions were quite surprised and overwhelmed by the reaction, but were also shocked that there were almost no applications or queries received from Spain or Greece. In contrast to Spain and Greece, the Portuguese press published this article online and the news spread widely over social networks like Facebook, for example. Approximately four weeks later almost 20,000 people had 'liked' the article on Facebook. And more than 10,000 people from Portugal had already applied to firms and the city's employment service. Even though the campaign was focused on skilled workers, the employment service received applications of all kinds: cleaning ladies and construction workers applied alongside engineers and IT specialists.

Applications were not only sent to the employment service but also to companies in the town. Furthermore a few workers from Portugal were so excited that they came directly to Schwäbisch Hall without first receiving notice that their application was successful. In some instances, this bold move paid off as advisors from the employment service were able to directly arrange appointments with employers. However the volume of applications received was so great that the employment service had to assign more employment service workers to deal with all email enquiries. The employees had to work overtime just to process everything. Despite the volume of applications however 75% of the applicants already had jobs in Portugal and the employment service wanted to concentrate on people from Portugal who were currently unemployed.

The first outcome of the action was sobering. Although more than 15,000 applications were received in the city, only 26 people found employment in the six months after the press conference. Obviously, supply and demand have not always gone together. The successful applicants were mostly those who had come directly to the city. Of the 65 spontaneous applicants, approximately 20 people found employment. This was mostly in the restaurant business as a chef, waiter or bartender. Among the 6 people, who were placed via a conventional application sent by email, they were qualified professionals who found employment as IT specialists, electrical and mechanical engineers and industrial mechanics.

Overall, the employment service had identified more than 2,000 suitable candidates out of all applications received. Approximately 1,000 of these candidates had been referred to the ZAV - Zentrale Auslands- und Fachvermittlung (International Placement Services), to be considered for any future vacancies which would be relevant to their skills and qualifications.

During a project meeting partners of this Leonardo Partnership discussed this story and jointly considered it as a good practice example. Despite the fact that only 26 people found employment, the example of using social media to promote job vacancies proved to be very effective. The mechanisms employed for dealing with such a high volume of applications definitely need to be improved, so as to avoid this increased workload for staff of the employment service; however, this example shows that social networks can be a very effective alternative to an official application process.

## European Job Fairs of Entrepreneurship, Job and Education from Poland

On the 11<sup>th</sup> of October 2012 Voivodeship Labour Office in Katowice held the European Job Fairs of Entrepreneurship, Job and Education. The fair took place in Katowice, Częstochowa and Bielsko-Biała city. There were 135 exhibitors consisting of representatives of Polish Public Employment Services – Local and Regional Labour Offices and Voluntary Labour Corps; representatives of EURES from EU/EEA countries; Polish employers; employers from EEA countries; universities, training institutions, information stands such as Europe Direct, European Information Point, European Social Fund etc. and organisations who help with business start-up grants. In total, the number of visitors is estimated to have reached 4,350. The average number of job seekers who visited one exhibition stand was 130 visitors throughout the whole event.

At this fair, a total of 5,703 job vacancies were on offer and being advertised. These vacancies were advertised by Polish employers who were looking for welders, CNC operators, joiners, electricians, plumbers, IT specialists, software developers, forklift operators, warehouse workers, customer service advisors, miners, locksmiths underground, butcher-boners, supermarket workers, cleaners, train drivers and call centre workers.

As well as these vacancies from Polish companies, there were also 6 employers from 3 EEA countries, namely; 3 from Norway, 2 from the Czech Republic and 1 from the United Kingdom. Employers from these countries were looking for joiners and carpenters, electricians, metal sheet workers, car panel beaters, pipefitters, welders, team welding leaders, CNC operators, locksmiths, IT specialists, fruit picking & packing jobs, quality controllers, warehouse workers, bakery workers. EURES advisers from the Czech Republic, Germany, Norway, Finland, France, Slovakia, Ireland, the United Kingdom and Poland also presented 1,223 job vacancies.

During this fair a series of workshops were held and presentations made which attracted 332 participants in total.

This fair also provided jobseekers, free workers and all visitors with the opportunity to meet some labour market stakeholders face-to-face in order to discuss their options. On the day visitors had the opportunity to meet representatives from Europe Direct (Katowice), The Regional European Information Centre (Katowice), Europass National Centre, and the Embassy of Canada in Poland, all of whom provided the visitors with information about their services.

The European Fairs of Entrepreneurship, Job and Education are organized by the Voivodeship Labour Office in Katowice in every year.

## Istanbul Human Resources and Employing Fair from Turkey

Istanbul Human Resources and Employing Fair is an annual job fair held in Istanbul which is running in its third year this year. It provides companies and employers with the opportunity to advertise any vacancies they may have in their companies, and it gives employees the chance to meet with employers and stakeholders face-to-face.

In 2011, in the first year of the fair, more than 50,000 people visited the exhibition which took place over 3 days. Of all those who visited, approximately 30,000 people applied for a job and of these 3,000 people were successful in securing employment. In 2012 100,000 people visited the fair. This year the fair aims to find employment for at least 10,000 jobseekers. Through participating in this fair, large multi-national and domestic companies were encouraged to come together to create employment opportunities for thousands of unemployed people.

The fair took place between the 24<sup>th</sup> and the 27<sup>th</sup> of April 2013 in Yıldız Teknik University Campus. It was organised by the Municipality of Esenler, which is a town of Istanbul City, and with the support of the Official Employment Office, İŞKUR, the Istanbul Trade Centre and Yıldız Teknik University. The fair was opened with a ceremony, which as well as speeches and welcomes, also included some theatrical performances, information seminars, discussion panels and mock job interviews.

The most important social part of the organizing this fair was that it prepared young people and jobseekers alike, for undertaking job searches as they were encouraged to create a CV and to practice interview skills at this fair. This helped to create a healthy atmosphere at the fair, where everyone was taking responsibility for their own CV and actively seeking employment opportunities.

The fair was well attended by public figures as well as employers, jobseekers and employees looking to change careers. Some of the public figures present include the Istanbul Governor, the İşkur Director of Istanbul, the Yıldız Teknik University Rector as well as some politicians. Further to this, approximately 160 companies participated in this fair. These companies came from a range of employment sectors, including food production, media, white goods, textiles, information technology and PR and communication. More than half of these companies were from Turkey, with the remaining companies coming from Europe and some multi-national corporations.

This fair has proved to be very popular in Turkey, and has been well publicized through social media. The fair has been advertised on its own website, which can be found at <http://isiiffuari.com>. As well as the promotional poster and information on the dates the fair will be held, this website also contains some practical information such as transport links to get to the venue of the fair, a list of all exhibitors and the contact details of the fair organisers. As well as the fair's website, the mayor of the Esenler also promoted the fair, and new employment and education initiatives on his own website, which can be found at [www.esenler.bel.tr](http://www.esenler.bel.tr). The fair received further media coverage when it featured on regional and national news stations. A clip of this can be found at: [www.youtube.com/watch?v=6yrVYKrt8x8](http://www.youtube.com/watch?v=6yrVYKrt8x8). This fair now has been promoted all over Turkey. Overall the fair has been well received and is being organised in the larger cities in Turkey every year.

## The EPIC Programme from Ireland

The **EPIC** programme stands for **E**mployment for **P**eople from **I**migrant **C**ommunities. It is delivered by Business in the Community (BITC), an organisation based in Dublin. The aim of this initiative is to 'support legally resident adults, from both EU and non-EU countries to find employment and/or further training and education in Ireland'. The EPIC programme is funded by the Office for the Promotion of Migrant Integration (formerly the Office of the Minister for Integration) under the Department of Justice and Equality and co-financed under the European Social Fund Human Capital Operational Programme 2007-2013.

There are two main elements to the EPIC programme, namely, clients take part in a six-week training module which is then followed-up by a one-to-one career guidance session. First, participants take part in a six week training module which covers five core elements. For the first three weeks participants attend a course entitled, Pre-Employment and English for Work Training. At this course migrants cover topics such as CV and cover letter writing techniques, identifying and describing skills, telephone skills for job interviews and in the workplace and advice on how to dress for a job interview. Following this participants complete a one week intensive interview preparation programme where they learn different tips, skills and techniques for performing well at an interview. Each client then attends a mock interview with CPL, a leading Dublin-based recruitment agency. The programme then requires that migrants take a two week course which refers to living and working in Ireland. This is delivered through a series of information sessions which tackle a variety of issues, all aiming to facilitate networking, social inclusion and an understanding of the Irish system. Topics covered in these sessions include employment rights and entitlements, social welfare payments, and access to education and healthcare. There is then a short IT training programme which focuses on using Microsoft Office Word, Excel and PowerPoint; and finally participants take a short course encouraging them to use social media to find employment. Following the successful completion of this course, participants receive a Certificate of Participation.

Following this initial training programme, the second element of the EPIC Programme is the option to avail of a one-to-one session with one of EPIC's Training and Employment Officers. EPIC's Training and Employment Officers, with expertise and experience in offering career advice and job placement, provide one-to-one support sessions on the various steps in seeking new employment or pursuing further education. They offer support with CV and interview preparation, psychometric testing, coaching for interviews as well as working with the participant to source and secure further education or employment.

This initiative also provides auxiliary services to its participants which include advice on housing and family issues, work placements and advice for entrepreneurs. They also provide free access to computers for online and assisted job searches.

In order to be eligible for participation on the EPIC programme, participants must first meet three essential criteria. Firstly, participants must be adults from EU states entitled to work in Ireland or those from non-EU states with Stamp 4 status. Stamp 4 pertains to people who are permitted to remain in Ireland until a specified date. As the EPIC Programme is based in Dublin, participants must also be living in Dublin or the Dublin Greater Area. Finally, in order to participate in the programme, it is essential that participants have an intermediate to a high level of both written and spoken English. To ensure this, participants will have their English assessed prior to beginning the training through a written and spoken assessment.

The EPIC programme brings huge benefits to clients in terms of improving their English, their job seeking skills, raising their motivation and confidence, increasing their understanding of Irish culture and the work environment; building their networks and promoting overall social integration. The EPIC Programme is a unique initiative in Dublin only, which to date has impacted the lives of over **1,300 people from 93 nationalities**, with 69% of EPIC clients finding jobs, volunteering or returning to education.

For more information on the EPIC programme, please contact the Business in the Community office by calling +353 1 874 7232 or by emailing [info@bitc.ie](mailto:info@bitc.ie).



## PROJECT PARTNER CONTACT DETAILS

If you require any further information or advice on any of the information contained in this guideline please do not hesitate to contact one of the project partners below:

### **team training**

Germany

Mrs Susanne Haug  
susanne.haug@team-training.de

www.team-training.de

### **Wojewódzki Urząd Pracy w Katowicach**

Poland

Mr Paweł Durlęta

Mrs Ilona Wiącek

pdurlęta@wup-katowice.pl

iwiacek@wup-katowice.pl

www.wup-katowice.pl

### **Hüyük İlçe Milli Eğitim Müdürlüğü**

Turkey

Mrs Sevim Tetik

sevim\_demircioglu@yahoo.com

http://huyuk.meb.gov.tr

### **Meath Community Rural and Social Development Partnership Ltd (MCRSDP)**

Ireland

Ms Jennifer Land

jennifer.land@meathpartnership.ie

www.meathpartnership.ie