AGREEMENT ON THE PROCESS OF

RECOGNITION OF PROFESSIONAL GESTURES

Between:

1. the name of the SKY project partner, hereinafter referred to by agreement as the **integration organisation.**

And: 2:

Mr/Mrs ...representing the company ... hereinafter referred to by agreement as the **host company**.

AND/OR the public vocational training organisation, hereinafter referred to by agreement as the **public service;**

And

3. Mr/Mrs .... Hereinafter referred to by agreement as the **jobseeker**.

Reminder of the background and objectives of the agreement

The European SKY project aims to bring the long-term unemployed (more than one year of unemployment) closer to the labour market by facilitating the recognition and, in the long term, the validation of professional skills recognised as essential for practising one of the trades selected in the themes chosen by the project partners.

The present agreement will therefore regulate, with the flexibility inherent to the innovative character of SKY, the relationship between: the host enterprise and/or the public service involved - the organisation for the integration of the long-term unemployed - and the beneficiary, in the presence of the CEC, which will have the final task of conceptualising the SKY methodology and of drawing policy conclusions to be validated at European level. The CEC is not a partner in the trainings.

The objectives of the present agreement are divided into three parts which materialise the will of the parties to be involved by all possible means in the success of the SKY project, with the objective of reflecting on a method of recognition of professional gestures leading gradually to the acquisition of a trade with a view to socio-professional reintegration.

* **First level of involvement: Commitment of the integration organisation with the host companies.**

An analysis of the needs of the territory is carried out jointly by the employment integration organisations and the host companies in order to determine the essential and indispensable professional gestures required for a job in the chosen profession(s), based on the themes chosen by the SKY project partners. If necessary, a tutor from the company is appointed to accompany the beneficiary in improving his/her professional skills.

* **Second level: Agreement between the integration organisation and the jobseeker.**

After the identification of the professional gestures referred to in the above point, in order to carry out one of the trades related to the theme chosen by the integration organisation, the integration organisation carries out an assessment of the professional skills and aptitudes of the potential candidates to perform the tasks of the identified trade. Depending on the mastery of the professional gestures - related to the trade - and on the aptitudes of the candidate, either a short training course (micro-training) for the acquisition of the professional gestures or a direct integration in the job is recommended.

* + **Third level of responsibilities: commitment of the beneficiary.**

The beneficiary agrees to take part in a programme which is by nature progressive, based on the acquisition or improvement of professional gestures, by means of micro-training courses validated by both the integration organisation and the host enterprise. The beneficiary adheres to the SKY project and accepts to undergo an assessment of his or her professional skills and aptitudes prior to the micro-training or job insertion actions.

The aim of the recognition of professional gestures by all parties involved is to ensure the acquisition of new professional abilities and aptitudes that the beneficiary will be able to use to achieve a qualification that can be inserted in a portfolio of competences in view of a return to the labour market or in a training cycle.

In this detailed context, each party to the agreement understanding the steps and trying by all means to comply with them accepts the following voluntary commitments:

**Article 1: Follow-up of the beneficiary in employment**

The integration organisation shall try by all available means to monitor the beneficiary for a period of 6 months - in agreement with the host company - in order to consolidate the beneficiary's acquired professional gestures in the current exercise of his/her work and to estimate the level of performance achieved in relation to the qualification of the targeted job. It draws up a follow-up table to support the methodology.

**Article 2: Professionalization by the host company**

The host company shall use all possible human and material means to professionalise the beneficiary in the professional gestures required in the exercise of the trade with the objective of reaching a level of qualification in line with the needs of the labour market. The host company shall help and encourage the beneficiary to follow micro-training courses according to the needs identified during the prescribed tasks.

**Article 3: Involvement of the beneficiary**

The beneficiary shall voluntarily follow the advice given by the host company in a lifelong learning approach and shall commit to the best of his/her ability, in connection with the integration organisation, to follow the necessary micro-training actions. The need to reconcile professional and private life will be respected for the long-term unemployed involved in the micro-training experience.

**Article 4 - Methodology for the formulation of professional gestures**

In order to respect the principle of reality, it is important that the professional gestures are described jointly by the integration organisation and the host company according to the usual practices of professional tasks of a trade, taking into account the work environment and including in particular: the tools used, the instructions and rules to be followed, the safety criteria to be taken into account, the rendering of the purpose of the work and the expected level of performance (speed of execution, precision of the gesture, etc.) .

**Article 5 - Methodology for the development of the vocational micro-training course**

The integration organisation, alone or accompanied by a training structure that is aware of the specificities of the project, develops a micro-training pathway for the acquisition of the professional gesture(s) defined with the host company. The methods for assessing the professional skills - during training - are described for each micro-training course.

**Article 6 - Validation of the micro-training course by the parties**

The programme and the criteria for evaluating the professional gestures during micro-training are presented to the host company, which discusses them with the integration organisation. During this discussion, the methods for assessing the professional gestures are mutually agreed upon, as well as the tests that accompany this assessment.

**Article 7 - Conduct of the professional gestures micro-training programme**

The micro-training course on professional gestures can be carried out either in the training centre or in the host company. The trainer or the company tutor constructively assess and certify the professional gestures achieved by the beneficiaries. As far as possible, they shall draw up a chart of the beneficiary's progress.

**Article 8 - Information to the beneficiaries on the modalities of the micro-training**

It is essential that the beneficiary is informed of the content, the factual modalities of execution, the learning objectives of the micro-training and all the modalities of evaluation of the learning of the professional gestures. The beneficiary voluntarily commits to follow the entire micro-training course with the caring support of the integration organisation

**Article 9 - Certificate of professional gestures**

A certificate, the form and content of which will be discussed between the integration organisation and the training centre and/or the host company, in order to best reflect the socio-professional realities of the country, will be issued.

Integration organisation (signature) Host company (signature)

Beneficiary (signature)