



SEPTEMBER 2019

BULLETIN



ON FOCUS



OUR TRAINEES SHARE



TRAINING NEEDS OF ASSESSMENT - BASIS
FOR SUCCESSFUL IMPLEMENTATION OF THE
OFFERED COURSES



SCHEDULE OF TRAININGS IN
SEPTEMBER



ON FOCUS

In September this year the Centre will host two seminars funded by the project Integrated Trainings for the Administration in Institutions, working on the Labour Market and in the Social Sphere of the HRD OP 2014-2020.

The first of them is intended for inspectors from all territorial directorates of the GLI Executive Agency, who will have the opportunity to get acquainted with the changes in the ordinance on working hours, breaks and vacations in connection with the summation and calculation of working hours - a topic that is gaining great relevance in the context of the development of new forms of employment and the related problems around the accurate calculation of the amount of work performed.

At the end of the month, a seminar in face-to-face form will be organized on the same project, dedicated to the terms and conditions for providing personal assistance, as well as the specifics of conducting an individual assessment of the needs of people with disabilities. It will be attended by social workers from the Social Assistance Directorates of the Social Assistance Agency and the municipalities, as well as experts from the Agency for people with Disabilities and representatives of NGOs. The involvement of representatives of institutions and organizations will allow the discussion of existing problems from different points of view and will contribute to the successful cooperation of the respective institutions and organizations.

Within the month, three professional courses will be conducted, in which nearly fifty unemployed people will have the opportunity to acquire a new professional qualification. The specialties in which the Centre will accept students are traditionally among the most sought after and most successful in view of the subsequent realization of the students, namely Production of culinary products and beverages and Small and medium business.

For the third year in a row, the Centre also provides training in key competencies that develop the personal potential of students and support their realization in the labor market, regardless of the chosen field of professional development. A training in key competences on Conflict and Crisis Management will be held in September.

OUR TRAINEES SHARE

Traditionally, one of the most successful and desirable courses in the Center for Vocational Training at the CHRDMI is Production of Culinary Products and Beverages. The main reason for this is the demand for staff in this field, which is why many unemployed people decide to continue their professional development in this new and promising direction. At the end of July, the first course in this professional field for this year finished with the practice in leading Sofia restaurants.

One month after the end of the course, our team contacted by phone with some of the participants, who shared how the qualification received changed their professional development.

Stanimir Zakov: He started working in a profession immediately after completing the course, which he is very pleased with. Deciding a legitimate diploma with the appropriate professional qualification was crucial for starting a job. The internship was especially important and useful for him. He is adamant that this is a profession that will work in the future and that makes him feel completely.

Todor Andreev: He is still looking for a job, but he doesn't want to work in a small company. On the question of what was most useful in training he answers confidently: everything. He explained that he graduated such a vocational high school and has prior knowledge in this area, but he needed the opportunity to upgrade and expand his knowledge. Last but not least, social contacts and communication with colleagues within the course were very useful for him.

Plamen Halachev: He shares that he has worked as a chef before, but at one point it turned out to be a problem that he does not have a degree in the specialty, and he somehow felt that had gaps in his theoretical and practical training. That's why he enrolled in the course, which was especially useful for him. Determined to work and develop in this professional field.

Simeon Nikolov: Not yet found a job, but accelerated search and sharing that there are good offers on the labor market. He says that it is absolutely enough from the course in which he enrolls and his only recommendation is to improve the material base. He is especially pleased with the internship that has been provided to him and believes that he has learned many useful things in practice.

From the beginning of September, with an increase in the number of participants, a second course in the same professional qualification started. The profession of Chef is offered over the years as a particularly popular specialty - a trend that extends to the current training year.

TRAINING NEEDS OF ASSESSMENT - BASIS FOR SUCCESSFUL IMPLEMENTATION OF THE OFFERED COURSES

Within the project Integrated Trainings for the Administration in Institutions, working on the Labour Market and in the Social Sphere of the HRD OP 2014-2020. The activity of conducting the annual study of the training needs in the state administration for the Centre is set. This year it will be held in the period September - November.

The assessment is conducted through anonymous questionnaires, which are sent to employees on expert and management positions from the target groups of the Project. They are free to express their views on the thematic scope, intensity, teaching staff and forms of training that would be most useful in view of the current problems and innovations they encounter in the exercise of their current professional duties.

The study of the training needs will start in the period 24 - 27 September 2019 with the sending of invitations for participation to the interested institutions:

- MLSP and Second Spending Units to the Minister of Labor and Social Policy, which will be included both with their central departments and with their territorial administrations, Ministry of Health and Second Spending Units to the Minister of Health, Ministry of Education and Science, Ministry of Regional Development and Welfare and Ministry of Finance;
- Representatives of municipalities from all over the country, the National Association of Municipalities in the Republic of Bulgaria and NGOs;
- The nationally representative organizations of employers and trade unions, including CITUB, Podkrepa, BICA, BIA, CEIBG, BCCI and the Union for Business Initiative.

Letters of invitation to participate in the training needs assessment will be sent between 24 and 27 September.

The involvement of representatives of various institutions in this initial stage of selection of topics for the upcoming training year ensures the implementation of the integrated principle underlying the Project. It is especially important in view of the fruitful work in

conducting the trainings themselves to identify topics that are of interest to different target groups and provide an opportunity for their joint training.

In the period 1 - 10 October 2019, the completed questionnaires will be accepted. 753 respondents took part in the survey conducted in the autumn of 2018, and in 2019 it is expected that between 700 and 800 experts and managers will respond again. The thematic areas in which they will have the opportunity to submit their proposals cover five areas, namely the labor market and labor development, social protection and social inclusion policies, labor legislation and health and safety at work, health and equal opportunities and non-discrimination policies.

On the basis of professional sociological processing of the questionnaires, a report will be prepared, which is a starting point in compiling the Training Catalogue of the CHRDMI for 2020. In December, the topics identified in the needs study will be presented for comments and comments on human resources units of the main interested institutions, which will have the opportunity to discuss them again and to express an opinion on the selection and inclusion of certain topics in the Catalogue of the Centre.

The needs assessment provides the team of the Centre with an objective starting point in the preparation of the upcoming training year and allows maximum flexibility and timeliness of the design of each topic within the Project.

The CHRDMI's team thanks to all the institutions and organizations that participated in compiling of the Catalogue for 2019.

We invite all stakeholders to actively assist in the start-up needs assessment in order to include current and useful topics in the new catalog for 2020!

Current information on the progress of the assessment will be published on the Centre's website:

chrdri.net

SCHEDULE OF TRAININGS IN SEPTEMBER

LANDSCAPING AND FLORISTRY

Period of holding: September 2 - September 30, 2019

Course for acquiring professional qualification in part of the profession for unemployed persons under the National Action Plan for Employment 2019.

The course will be attended by 15 unemployed persons registered in the directorates Labor Office of the EA at the place of residence. The knowledge that students acquire in this course for professional qualification includes acquaintance with the rules for safe work according to the specifics of the profession, as well as acquiring skills for handling the relevant tools and instruments. The main part of the course is the acquaintance with the morphological features of the plants, the biological characteristics and life of the park plants, the main types of ornamental vegetation and the ways for its production and cultivation, the preliminary preparation of the terrain for landscaping, as well as the rules for preparing a park plan. objects.

The theoretical training of the students will be continued by practical training, as a result of which they will be able to recognize the main types of ornamental and park vegetation, to propagate, produce and grow different plant species, will be able to graze terrains and plant ornamental trees, shrubs. and flowers according to the technological requirements of work. The training includes topics for development and maintenance. of suitable park compositions.

All successful graduates will obtain a certificate in the form of the Ministry of Education and Science for mastery of part of the profession Landscaping Worker.

PRODUCTION OF CULINARY PRODUCTS AND BEVERAGES

Period of implementation: September 9, 2019 - January 1, 2020

Course for acquiring professional qualification by unemployed persons under the National Action Plan for Employment 2019

During their training, participants will be introduced to all mandatory modules required for the practice of the Chef profession. In addition to the specific professional training, the training program also includes classes concerning the normative documents for food safety, the legal regulation of the labor process and the team work. The training also includes English language classes, which will contribute to the successful realization of the students.

Based on the successfully completed theoretical training at the end of their studies, each student will have the opportunity to improve the acquired skills during an internship in some of the best restaurants in the capital. Successful graduates will receive a certificate of professional qualification, and the acquired skills will support their successful realization on the labor market.

SMALL AND MEDIUM BUSINESS

Period of holding: September 16 - October 11, 2019

Course for acquiring professional qualification in part of the profession for unemployed persons under the National Action Plan for Employment 2019.

The interest in small and medium business in our country is understandable, as the majority of entrepreneurs have limited capital. This makes professionals trained for small and medium business associates especially sought after and preferred in the labor market. Various European funds and banks provide funds aimed at promoting and developing small businesses in Bulgaria, and in order to effectively absorb these funds, professionally trained staff is needed.

The course, which will start this month, will be attended by 15 unemployed people registered with the employment offices at the place of residence. They will acquire knowledge of basic rules for safe work with equipment and machinery in the workplace, their rights, obligations as participants in the labor process under the Labor Code and the contractual relationship between worker and employer, the legal framework for small and medium business development in Bulgaria and will get acquainted with the main elements of marketing policy. The course will focus on the main mechanisms of accounting, primary accounting documents, a simplified budget of a small enterprise (allocation of financial resources by priorities), as well as entrepreneurship as an activity.

Theoretical training participants will learn in practice, as a result of which they will be able to effectively assess the quality of work performed in accordance with regulatory requirements and accepted criteria in the activity, will acquire skills for analysis of economic resources and optimal choice of alternatives, supply and demand. , as well as for the preparation of a business plan and financial estimates.

All successfully completed participants will obtain a certificate on the model of the Ministry of Education and Science for mastery of part of the profession Small and Medium Business, and the training will be useful if you want to develop your own business.

**AMENDMENTS TO THE REGULATION ON WORKING HOURS, BREAKS
AND HOLIDAYS RELATED TO THE SUMMATION AND CALCULATION
OF WORKING HOURS IN THE CONTEXT OF THE ACTIVITIES OF THE
EXECUTIVE AGENCY GENERAL LABOUR INSPECTION**

Seminar, September 19 - 20, 2019

Form of education: attendance

*The seminar is carried out within the project Integrated Trainings for the Administration in
Institutions, working on the Labour Market and in the Social Sphere*

The seminar is intended for inspectors of IA GLI from all territorial directorates.

The participants in the seminar will upgrade their knowledge about the changes in the Regulation on working hours, breaks and holidays in connection with the summary calculation of working hours, which came into force in 2018 and the basic principles that apply in interpreting and applying the regulation. During their training the participants will acquire practical skills for correct calculation of the work done, establishing the presence of overtime work and taking coercive administrative measures and initiating administrative proceedings in case of violations in the application of the Regulation.

Successful graduates will be issued a certificate of participation according to an approved standard of CHRDR.

**TERMS AND CONDITIONS FOR PROVIDING PERSONAL ASSISTANCE
UNDER THE PERSONAL ASSISTANCE ACT AND THE SPECIFICS OF THE
INDIVIDUAL NEEDS ASSESSMENT**

Seminar, September 26 - 27, 2019

Form of education: attendance

*The seminar is carried out within the project Integrated Trainings for the Administration in
Institutions, working on the Labour Market and in the Social Sphere*

The seminar is intended for social workers from the Social Assistance Directorates of the Social Assistance Agency and municipal structures, experts working in the Agency for People with Disabilities, social partners and NGOs providing services for people with disabilities.

During their training, participants will learn about current changes in the legislation for people with disabilities and will gain knowledge about the mechanisms for providing personal assistance under the new Personal Assistance Act. Special attention will be paid to the acquisition of practical skills for individual needs assessment and issuance of a referral under the People with Disabilities Act, as well as for the application of the criteria for determining the number of hours for personal assistance.

Successful graduates will be issued a certificate of participation according to an approved standard of CHRDMI.

KEY COMPETENCE TRAINING LEARNING SKILLS" ON THE TOPIC:

CONFLICT AND CRISIS MANAGEMENT

Period of holding: September 30 - October 4, 2019

Course for acquiring professional qualification for unemployed persons under the National Action Plan for Employment 2019

The training is intended for unemployed persons registered in the directorates Labor Office of the Employment Agency. Within 40 classes, participants will acquire knowledge and skills for emotion management, as well as for the application of appropriate communication techniques in view of the specific situation, which will support their successful implementation in the labor market.

The training is focused on acquiring practical knowledge and skills for conflict management and crisis avoidance in the team.

Successful graduates will receive a certificate.