

Innovative ways of including low qualified ex-offenders and ex- prisoners to labour market - *INforEX*

Guidelines for Output 3 - Investigation of the state of
the art concerning job inclusion and vocational
training strategies

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About the project

Training of disadvantaged groups, e.g. marginalized low qualified adults ex-prisoners and ex-offenders that have never seen their competences certified due to lack of completion of any kind of training is becoming increasingly important. These target groups, by their nature or because of the life paths they have chosen, show some difficulty in attending “standardized” training courses. Lack of appropriate vocational and social skills increase their social exclusion since they are at high risk of long lasting unemployment, social marginalization, or deviancy.

The **INforEx** Project will reach its objectives by realising an integrated working methodology that combines theoretical analysis with qualitative research and hands-on activities, based on a participative and bottom-up approach, which means active involvement at any stage of all the relevant actors, either project partners or external stakeholders. **INforEX** will develop a training model which will be performed on the job and not in classrooms through practical, interrelations activities thanks to entrepreneurs (small, sole proprietorship) becoming adult trainers and supported by experienced tutors.

The project will also develop a new EU skills certification based on an innovative evaluation model in line with ECVET system requirements, awarded at the end of the training path. To achieve these results **INforEX** will elaborate a state of the art analysis and a training need assessment among 90 stakeholders in the 6 partner countries.

Intellectual Output 3 - Investigation of the state of the art concerning job inclusion and vocational training strategies

This work package consists of a careful analysis of the state of the art concerning job inclusion and vocational training strategies regarding **INforEX** final beneficiaries in each partner country involved, in order to emphasize the good practices and provide a deep analysis about the training needs within each territory with regard to training social marginalised adults and the certification of their skills.

The main aim of this task is meeting the needs of the territory and building a consensus on the project.

This output is consisted by two main activities:

2.1 Framework Analysis

Every partner will provide a research on national approaches to social and job inclusion strategies of the target population¹, collection of good practices on low skilled adults training² and will send the document to the Leader of Activity (Eurosuccess). The final outcome will be both a summary of the existing situation in the 6 participating countries and a collection of 3 per country good practices regarding adult education with regards to the target population. The Leader of Activity will collect the documents and produce a final analysis report containing both good practices and national approaches on this issue in each country involved, thus offering a general over view with regard to the EU situation, specially focus on the Project Partner countries. The report (approx. 30 pages) will be edited in English, translated into partner languages (5) and published on the Project Website. The Report pointing out the main features of the matter will represent the first foundation for the building of the new training methodology.

¹ What initiatives are there in your country to try and include in the society and in the labour market the ex-offenders?

² Is there any kind of training in your country to offer to ex-offenders skills relevant to the labour market?
3 best practices per country.

2.2 Focus group – needs analysis

During the whole project, the intention of the consortium is to practice a bottom up methodology, starting from the training needs of each country involved and consulting the stakeholders on each step of the project; it is really very important to collaborate with operators and institutions which face every day these problems and issues. Thus, Eurosuccess will prepare the focus groups guidelines to be used by all partners involved in during focus groups delivery; then 6 partners (one per country) will organize a 1 focus group inviting all the strategic stakeholders on the topic. It is expected that 20 actors of adult training field will participate in each focus group. The aim of the focus group is to explore the needs in terms of training and skill certification of the project final beneficiaries, pointing out the required competencies which have to be addressed properly in the building training model.

At the end of focus groups, each partner will provide a report and send it to the leader of this Activity who will prepare a focus group final report with result's analysis and indication for the following activity of building the training path.

The questions submitted to the group will regard the state of art related to adult training and low skilled/unqualified people, the training needs for this target population and the methodological issues which should be involved in building up a training path for the aims of Project. Each focus group will be conducted by two people (a leader and a reporter), it will last about two hours and will cover as much as possible different typologies of stakeholders.

Starting from the synthesis reports sent by each partner following the implementation of focus groups the Leader of the task will provide a final Report containing the final version of the stakeholders' need analysis and viewpoints on the topic. The report (approx. 30 pages) will be edited in English, translated into partners' languages (5) and published on Project Website. This analysis will be the starting point for the work of the following step of the project.

Necessary proofing:

- Attendance list – ANNEX 3
- Completed SWOT worksheets (**Summative Version from each participant**) – ANNEX 5

ANNEXES

ANNEX 1 – TEMPLATE FOR NATIONAL APPROACHES AND BEST PRACTICES: To be used during research activity

ANNEX 2 – FOCUS GROUP TEMPLATE: To be used during research activity

ANNEX 3 – ATTENDANCE LIST FOR FOCUS GROUP IMPLEMENTATION: **TO BE SENT COMPLETED TO EUROSUCCESS**

ANNEX 4 – FRAMEWORK ANALYSIS NATIONAL REPORT TEMPLATE: **TO BE SENT COMPLETED TO EUROSUCCESS**

ANNEX 5 – FOCUS GROUP NATIONAL REPORT TEMPLATE: **TO BE SENT COMPLETED TO EUROSUCCESS**

ANNEX 6 – ACTIVITIES AND DEADLINES

Annex 1: Framework Analysis

a. Template for National Approaches to Social and Job Inclusion Strategies of Ex-Prisoners

2.1 Please complete the following table regarding the identification of National Approaches to **social and job inclusion strategies**. Please identify **at least 2 approaches** and copy/paste the table below, as many times needed.

Name of National Approach (if applicable)	
Which subjects are being covered?	
What are the organizations that are implementing this approach? (public/private/NGO) Please provide names.	
What is the target group of this approach? What are their characteristics? (age, skills etc.)	
What is the added value/particularities of this approach in relation to other approaches?	

Which are the gaps/weaknesses that can be identified, if applicable	
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b. Template for 3 best practices on low-skilled adults training

2.2 Use the below table to identify 3 best practices regarding **low-skilled adults training**. Copy/paste the table three times.

Title	What is the name that best describes the good practice?
Publication date	When (month and year) was the good practice documented/published?
Location (Region / Country)	What is the geographical range where the good practice has been used?
Context and methodology	What is the context (initial situation) and challenge being addressed? What methodology was used? Provide a short description.
Impact and key success factors	What are the lessons learned and the key success factors identified? What has been the impact compared to the initial situation / challenge addressed?
Stakeholders and Partners	Who are the institutions, partners, intermediary organisations involved in the good practice, and what is the nature of their involvement?
Replicability and/or up-scaling	What are the possibilities of extending the good practice more widely?
Other remarks:	

Annex 2: Focus group template

Guidelines about focus group

Duration: 2 hours

Number of participants: 20 participants per focus group/partner country

Type of stakeholders involved: teachers and educators in prison departments, VET centers/agencies, relevant NGOs, public bodies, private profit organizations, labour organizations, public employment services, social services, enterprises, associations.

Number/type of persons who will monitor the focus group: two people (a leader and a reporter)

When should the activity take place: the focus group should be organized by the **31st of January 2017**.

Proposed agenda

1. Brief presentation of the project – aims, objectives, results to be achieved.
2. Why we are here today – small introduction about the purpose of the focus group.
3. Current situation with regards to needs in terms of training and skill certification of the project final beneficiaries, pointing out the required competencies which have to be addressed properly in the building training model.
4. Discussion on the needs and future opportunities that may arise.
5. SWOT Analysis.

Question

Please analyze the **current training and skill certification of the project final beneficiaries**, using the SWOT analysis model (see below).

The questions submitted to the group will regard the state of art related to adult training and low skilled/unqualified people, the training needs for this target population and the methodological issues which should be involved in building up a training path for the aims of Project. Before the participants complete the SWOT Analysis Worksheet, the regarding questions and discussion (p.p. 3 & 4 within the above agenda) should take place.

After you collect the below Worksheet completed by all participants, please elaborate the **summative** version and send it to Eurosuccess, within the stated deadline.

SWOT ANALYSIS WORKSHEET

Strengths What are the most dynamic aspects?	Weaknesses What could be improved?
Opportunities What opportunities does IT provide to you? How can you turn the strengths into opportunities?	Threats What kind of threats/challenges can you identify?

Annex 3: Attendance list for Focus Group implementation

Erasmus+ Programme - Strategic Partnerships

Project number: 2016-1-LT01-KA204-023242

Organizer: **INSERT PARTNER ORGANIZATION NAME**

Place & Date:

A/A	Name	Occupation/sector	E-mail address	Signature
1				
2				
3				
4				
5				
6				
7				
8				

A/A	Name	Occupation/sector	E-mail address	Signature
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Annex 4: Framework Analysis National Report template

To be sent to Eurosuccess, duly completed, by 15/02/2017.

2.1 In the below table, complete the approaches identified (minimum 2) in activity 2.1.

A/A	Name of National approach	Subjects being covered	Organizations responsible for the implementation of the approach	Target groups	Added value	Gaps/weaknesses that can be identified
1						
2						
3						
4						

2.2 In the below table, complete the **best practices** identified (3) in activity 2.2.

A/A	Title of best practice	Location	Context and methodology	Impact and key success factors	Stakeholders and Partners	Replicability	Other comments
1							
2							
3							
4							
5							

Annex 5: Focus Group National Report template

To be sent to Eurosuccess, duly completed, by 15/02/2017.

Use the worksheet template below to summarize the results of your focus group.

<p>Strengths What are the most dynamic aspects?</p>	<p>Weaknesses What could be improved?</p>
<p>Opportunities What opportunities does IT provide to you? How can you turn the strengths into opportunities?</p>	<p>Threats What kind of threats/challenges can you identify?</p>

Annex 6: Activities & Deadlines

A/A	ACTIVITY	RESPONSIBLE PARTNER (S)	DEADLINE	COMMENT
1	DEVELOPMENT OF O3 GUIDE AND LAYOUTS	EUROSC	12/12/2016	Draft version
2	COMMENTS FROM PARTNERS – FINALIZATION	ALL	15/12/2016	
3	2.1 Framework analysis	ALL	31/01/2017	
4	2.2. Focus groups – need analysis	ALL	31/01/2017	
5	DEVELOPMENT OF NATIONAL REPORTS	ALL	15/02/2017	Approx. 5 pages each report
6	DEVELOPMENT OF FINAL REPORTS	EUROSC	28/02/2017	Approx. 30 pages each of the 2 final reports
7	PARTNERS FEEDBACK AND FINE-TUNING OF THE REPORTS (IF NECESSARY)	ALL PARTNERS	06/03/2017	
8	TRANSLATION OF FINAL REPORTS (2) IN ALL PARTNER LANGUAGES	ALL PARTNERS	30/04/2017	