



INTEGRATION PROGRAMME

Instructions

Thank you for providing the young person hired through the Your First EURES Job project with a training programme!

The project provides you with a **financial contribution** for the training and services that you might offer to the new recruited participant in the project for job/traineeship/apprenticeship. The contribution varies according to:

- ❖ the number of modules foreseen by the programme,
- ❖ the country in which your organisation is based.

Check the table below and find out which contribution is available for you.

FLAT RATES APPLIED TO SME INTEGRATION PROGRAMMES FOR YOUNG RECRUITED CANDIDATES		
Recruiting country	Basic induction training (EUR)	Comprehensive induction training (EUR)
Austria	€ 1.310	€ 1.640
Belgium	€ 1.240	€ 1.550
Bulgaria	€ 810	€ 1.010
Croatia	€ 860	€ 1.080
Cyprus	€ 1.060	€ 1.340
Czech Republic	€ 960	€ 1.200
Denmark	€ 1.620	€ 2.000
Estonia	€ 960	€ 1.200
Finland	€ 1.390	€ 1.750
France	€ 1.340	€ 1.670
Germany	€ 1.200	€ 1.500

Greece	€ 1.160	€ 1.460
Hungary	€ 840	€ 1.050
Iceland	€ 1.210	€ 1.510
Ireland	€ 1.300	€ 1.620
Italy	€ 1.270	€ 1.590
Latvia	€ 860	€ 1.080
Lithuania	€ 860	€ 1.080
Luxembourg	€ 1.240	€ 1.550
Malta	€ 1.060	€ 1.320
Netherlands	€ 1.220	€ 1.520
Norway	€ 1.620	€ 2.000
Poland	€ 840	€ 1.050
Portugal	€ 1.060	€ 1.320
Romania	€ 810	€ 1.010
Slovakia	€ 950	€ 1.180
Slovenia	€ 1.060	€ 1.320
Spain	€ 1.140	€ 1.420
Sweden	€ 1.390	€ 1.740
United Kingdom	€ 1.350	€ 1.700

There are two kinds of programmes:

- ❖ **basic introduction training** consists of a training module including only one learning component, as job-related training or a language course without administrative or settlement facilitation,
- ❖ **comprehensive induction training** consists of the provision of at least one training module (e.g. language courses, training visits, mentoring, technical and professional training), combined with administrative support and settlement facilitation.

Access to the financial benefit in 3 steps:

1. **describe** in the **vacancy form** the activities you will provide through your integration programme,
2. **fill in/sign** through your digital signature the **integration programme form** (it must be signed by you and the new recruited worker),
3. **fill in and sign** the **integration programme payment request**.

It is very simple, as we will show you!

Mind that **you will be paid** for the integration programme **after you have delivered it** to the young recruited candidate as long as **you follow the 3 steps above**.

Are you ready? Follow these simple instructions:



Enter in your dashboard with your credential and **click on mange/add vacancies**

The screenshot shows the React website dashboard. At the top, there is a cookie consent banner and navigation links for Home, Terms of use, cookies and privacy policy, and disclaimer. The React logo is prominently displayed. Below the logo, there is a navigation menu with options: Home, Contest, How does YFEJ work?, Jobseekers, Employers, Testimonials, Facts and Figures, and Contacts. The main content area is titled 'My company' and includes a sidebar with links for Messages, Documents, My company, Matches, Storage, and Vacancies. The main text area says 'Welcome to your personal page on YFEJ from this page you can edit your information, create vacancies and review all CVs submitted.' Below this text, there are buttons for 'Edit', 'Bank information', and 'Manage / add vacancies'. The 'Manage / add vacancies' button is circled in red, and a red arrow points to it from the text above.



Add your vacancy, clicking on Add

The screenshot shows the React website dashboard with the 'Job vacancies' section. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Job vacancies' and includes a sidebar with links for Messages, Documents, My company, Matches, Storage, and Vacancies. The main text area says 'Approved / Awaiting approval' and 'Fulfilled'. Below this, there is a section for 'Vacancies not yet validated' with the text 'No vacancies awaiting validation'. Below that, there is a section for 'Vacancies validated' with a table. The 'Add' button is circled in red.

Job title	Left/Tot	Start	Created	Actions
	1/ 1	06/03/2018	27/02/2018 11:57	View Edit Languages Cancel
	1/ 1	12/06/2015	20/05/2015 11:59	View Edit Languages Cancel



Describe the integration programme you will provide in the vacancy form and save it



The screenshot shows a form for defining an integration programme. It includes sections for Probationary period, Interview benefit, Relocation benefit, and a detailed 'Integration Programme' section. The latter section contains fields for Training type, Language Training, Technical Training, Business Visits, Mentoring Support, and Other training, each with a dropdown menu and a description field. It also includes fields for Training duration (hours and days) and Training location. A 'Brief description of the Integration Programme' text area is present, followed by a section for 'Administrative support and settlement facilitation' with various support items like Settlement facilitation, Residence support, Permit support, Assistance to find housing, Assistance to obtain recognition of qualification, and Children's schooling. A 'Save' button is circled in red at the bottom of the form.

Please note: you can do it **also** after you have filled the vacancy form: just **click on Edit** to open the vacancy already filled and add the integration programme description.

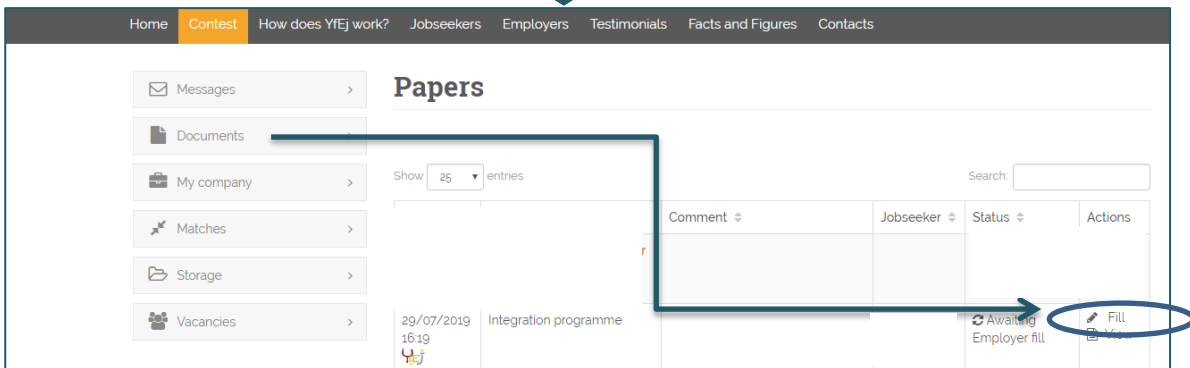


The screenshot shows a 'Job vacancies' dashboard. On the left is a sidebar with navigation items: Messages, Documents, My company, Matches, Storage, and Vacancies. The main content area has a header with 'Approved / Awaiting approval' and 'Fulfilled' tabs, and an 'Add' button. Below this, there are sections for 'Vacancies not yet validated' (with a note 'No vacancies awaiting validation') and 'Vacancies validated'. A table lists validated vacancies with columns for Job title, Left/Tot, Start, Created, and Actions. The 'Actions' column for the first row (Lavoro1) contains 'View', 'Edit', 'Languages', and 'Cancel'. The 'Edit' button is circled in red, and a red arrow points to it from the right.

Job title	Left/Tot	Start	Created	Actions
Lavoro1	1/1	06/03/2018	27/02/2018 09:57	View Edit Languages Cancel



Now go back to the menu, opening documents box, pick the integration programme form and click on fill to sign the integration programme: just a few minutes...



Click on fill paper to sign your integration programme (it is pre-filled because you already provided with the description of the programme in the vacancy form)



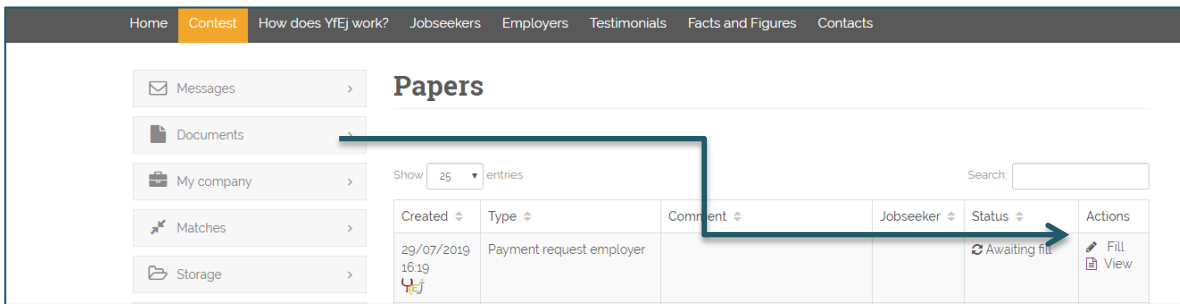
Wait for the signature of the new recruited worker, trainee, and apprentice. After that this one fills in the programme you can start to provide with the integration programme.

Check your dashboard to know if the participant signs the document!



Do you have already provided the new recruited worker, apprentice or trainee with the integration programme? You can apply for the reimbursement request!

✓ Enter in your **dashboard** and you will find the request form: then **click on fill**



✓ Fill in the form and **click on fill paper**

The screenshot shows a form titled 'Training information' with the following fields: 'Integration programme...' (a dropdown menu), 'Number of workers / apprentices' (a text input field), and 'Overall programme content' (a large text area with a 'Max 200 characters' limit). Below this is an 'Attached documents' section with a yellow warning box: 'Please upload the files you select to your Storage section in the folder 'Documents to send' in pdf format. For additional assistance contact an administrator.' There is a 'Training...' dropdown menu and a section for 'I declare / upload' with three options: 'external training' (with a detailed description), 'in-house training' (with a detailed description), and 'other equivalent supporting document (please specify)'. At the bottom, there are two buttons: 'Fill paper' (circled in green) and 'Preview filled paper'.

Have you done it yet?

When the form is filled in and the documentation attached is complete (copy of the job/traineeship/apprenticeship contract must be uploaded in the storage) your application is ready to be checked by the Adviser and project staff.

Whether there are doubts about the application or if the application is incorrect, your Adviser will ask you more information or clarification.

If all documents and information are right, after the project staff documents check, you will receive your benefit as soon as possible.

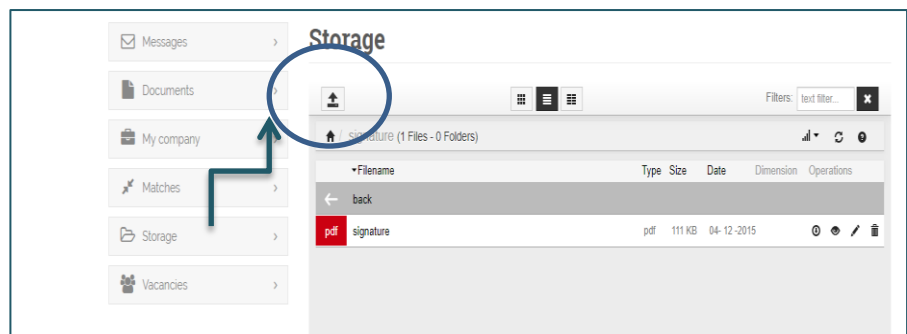
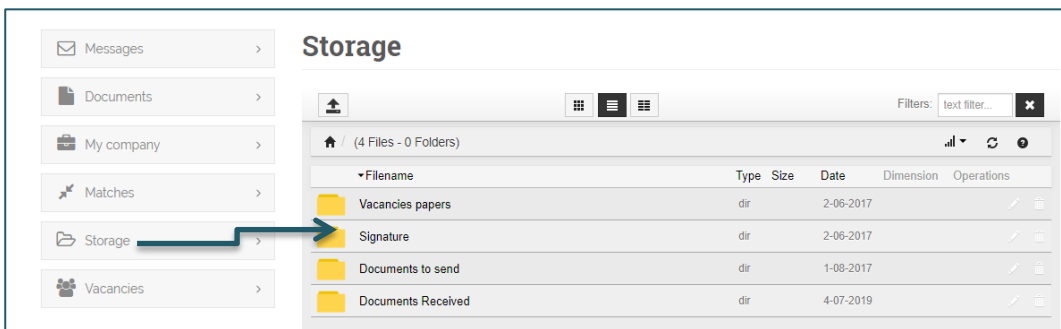
Please note: the amount will be paid from Fondazione Giacomo Brodolini, co-applicant in the project, charged of the benefit payment.

Don't forget...

Before fill in the integration programme application and the payment request, check that you uploaded your **signature** correctly! Follow the right procedure to upload your signature:

- ✓ **Enter with your credential** in the project platform and go to your dashboard
- ✓ **Get into Storage section** (left column)
- ✓ **Prepare your signature** (such file will act as electronic signature allowing you to fill in/sign the forms for benefits automatically), **following these 3 steps:**
 1. **make a copy of your headed paper** signed by the legal representative and stamped,
 2. **make a PDF of your headed paper** copy and save it,
 3. **upload such PDF** into the project platform (click on storage/open signature folder/upload PDF into the signature folder).

Please note: do it just one time, when you fill in the first application form in the project.



...**And be sure** that the bank details box has been filled in and that all data are updated, the financial benefit required can be delivered to you only if your bank details are right!

Do you need more information or clarification about the procedures? Do not hesitate to contact your project Adviser!

PROGRAMMA D'INTEGRAZIONE

Istruzioni

Grazie per aver fornito un programma di integrazione alla ragazza/o che hai assunto nell'ambito del progetto Your First EURES Job!

Il progetto ti fornisce un **contributo finanziario** per la formazione e per i servizi che vorrai offrire al nuovo partecipante assunto per un lavoro/tirocinio/ apprendistato presso la tua organizzazione/impresa. Il contributo varia in base:

- ❖ al numero dei moduli formativi offerti al partecipante tramite il programma d'integrazione;
- ❖ allo Stato in cui la tua organizzazione/impresa ha sede legale.

Controlla la tabella qui sotto e scopri l'importo di cui puoi beneficiare.

IMPORTI FORFETTARI PER I PROGRAMMI DI INTEGRAZIONE PER PMI PER I GIOVANI CANDIDATI ASSUNTI		
Paese di assunzione	Corso di formazione di base (in euro)	Corso di formazione completo (in euro)
Austria	€ 1.310	€ 1.640
Belgio	€ 1.240	€ 1.550
Bulgaria	€ 810	€ 1.010
Cipro	€ 1.060	€ 1.340
Croazia	€ 860	€ 1.080
Repubblica Ceca	€ 960	€ 1.200
Danimarca	€ 1.620	€ 2.000
Estonia	€ 960	€ 1.200
Finlandia	€ 1.390	€ 1.750
Francia	€ 1.340	€ 1.670
Germania	€ 1.200	€ 1.500
Grecia	€ 1.160	€ 1.460
Ungheria	€ 840	€ 1.050
Islanda	€ 1.210	€ 1.510

Irlanda	€ 1.300	€ 1.620
Italia	€ 1.270	€ 1.590
Lettonia	€ 860	€ 1.080
Lituania	€ 860	€ 1.080
Lussemburgo	€ 1.240	€ 1.550
Malta	€ 1.060	€ 1.320
Paesi Bassi	€ 1.220	€ 1.520
Norvegia	€ 1.620	€ 2.000
Polonia	€ 840	€ 1.050
Portogallo	€ 1.060	€ 1.320
Romania	€ 810	€ 1.010
Slovacchia	€ 950	€ 1.180
Slovenia	€ 1.060	€ 1.320
Spagna	€ 1.140	€ 1.420
Svezia	€ 1.390	€ 1.740
Regno Unito	€ 1.350	€ 1.700

Puoi offrire due tipi di programma:

- ❖ la **formazione di base**, che consiste in un solo modulo formativo, come la formazione professionale o un corso di lingua. Il programma base non comprende il servizio di assistenza amministrativa o di supporto alla sistemazione nel Paese di destinazione,
- ❖ la **formazione completa**, che consiste in almeno un modulo di formazione (come corsi di lingua, visite di formazione, tutoraggio, formazione tecnica e professionale), combinato con il supporto amministrativo e l'assistenza alla sistemazione nel Paese di destinazione.

Accedi al benefit finanziario in 3 passaggi:

1. **descrivi** nel **vacancy form** le attività che intendi fornire al giovane tramite il programma d'integrazione;
2. **compila/firma** con la tua firma digitale il modulo di richiesta per erogare un programma d'integrazione nell'ambito del progetto (deve essere firmato da te e dal giovane neo-assunto),
3. **compila e firma la richiesta di pagamento** per il programma di integrazione fornito.

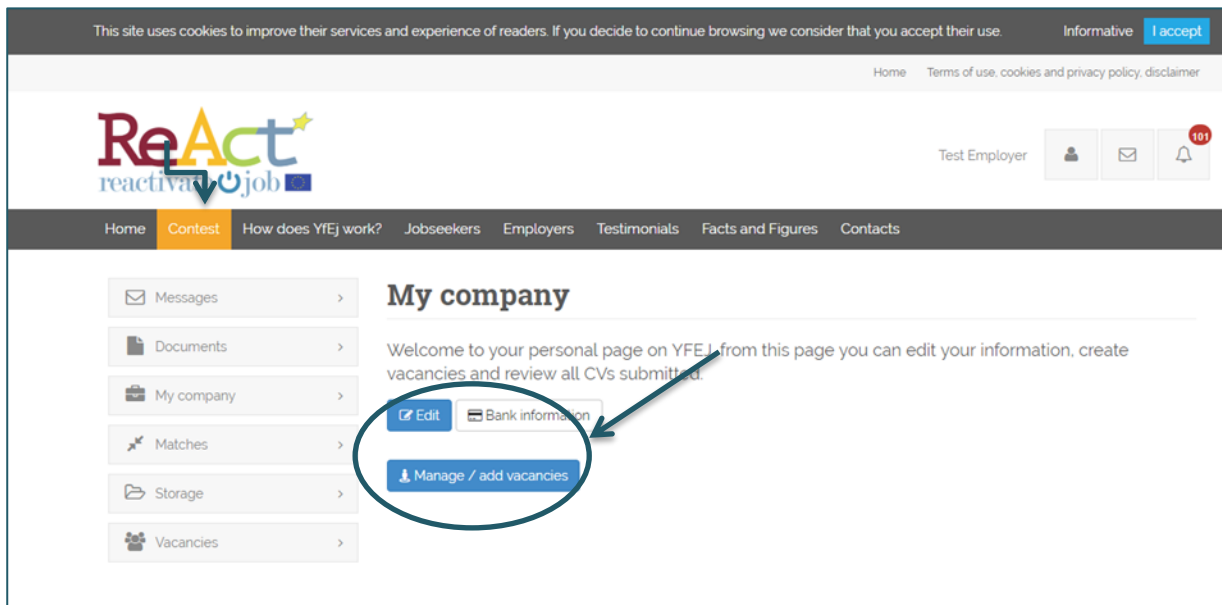
È molto semplice, come ti dimostreremo!

Ricorda che per richiedere il pagamento del programma d'integrazione, devi seguire i passaggi illustrati qui di seguito e riceverai il contributo al termine dell'erogazione del programma al giovane neo-assunto.

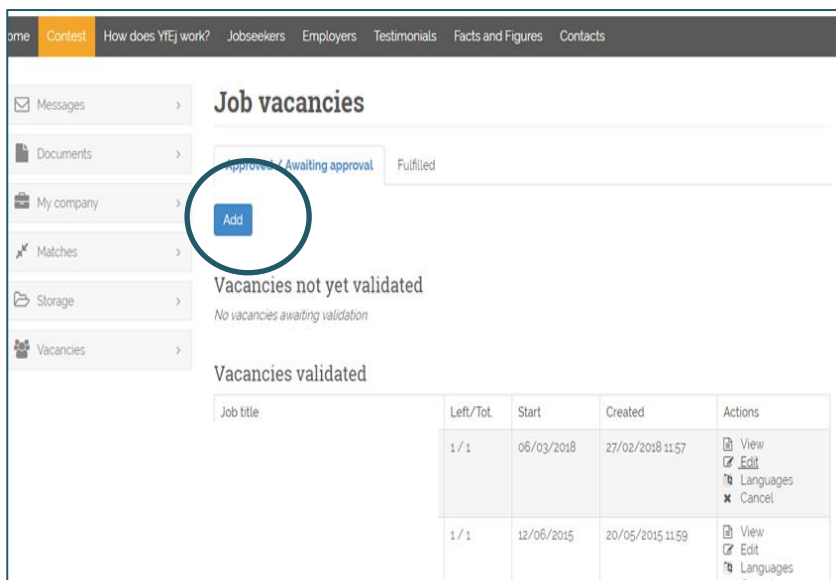
Sei pronto? Segui queste semplici istruzioni:



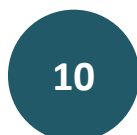
Accedi alla tua pagina personale con le tue credenziali e **clicca** su **manage/add vacancies**



Inserisci la tua **vacancy**, cliccando su **Add**



Descrivi nel **vacancy form** il **programma d'integrazione** che intendi offrire e salva il form cliccando su **save**



Integration Programme registration

Probationary period

Interview benefit: Yes No

Relocation benefit: Yes No

Integration Programme

List of Training and support Activities

Training type: Comprehensive induction training

Language Training: None Individual Group

Language Training Desc.

Technical Training: None Individual Group

Technical Training Desc.: on the job technical training (Illustrator and Photoshop)

---the following fields are optional---

Business Visits: None Individual Group

Business Visits Desc.

Mentoring Support: None Individual Group

Mentoring Support Desc.

Other training: None Individual Group

Other Training Desc.

---end of optional fields---

Training duration (hours): 0

Training duration (days): 0

Training location

Brief description of the Integration Programme: Assigned to mentor who trains new employee in first weeks.

Administrative support and settlement facilitation (mandatory item in the case of comprehensive induction training). It can include one or more of the following support items. Please specify:

Settlement facilitation: Yes No

Residence support: Yes No

Permit support: Yes No

Assistance to find housing: Yes No

Assistance to obtain recognition of qualification: Yes No

Children's schooling: Yes No

Other support: Enable ADV Request possibility

Save

N.B. Puoi inserire la descrizione del programma d'integrazione anche dopo aver compilato il vacancy form: per aprire il form e aggiungere la descrizione del programma d'integrazione al vacancy form già compilato negli altri campi, basta cliccare su **Edit**.

Messages | Documents | My company | Matches | Storage | Vacancies

Job vacancies

Approved / Awaiting approval | Fulfilled

Add

Vacancies not yet validated
No vacancies awaiting validation

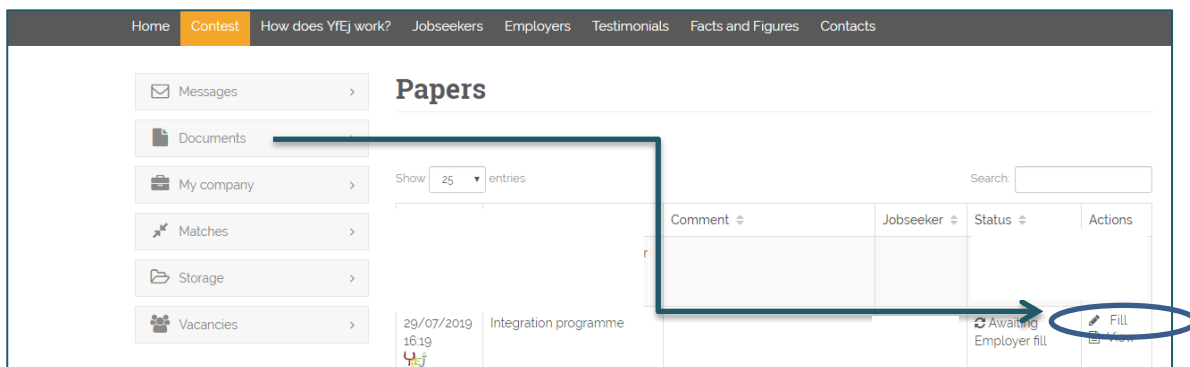
Vacancies validated

Job title	Left/Tot	Start	Created	Actions
Lavoro1	1 / 1	06/03/2018	27/02/2018	<input type="checkbox"/> View <input checked="" type="checkbox"/> Edit <input type="checkbox"/> Languages <input type="checkbox"/> Cancel



Torna al menu, apri il box **documents**, scegli il form **integration programme** e clicca su **fill** per firmare il programma d'integrazione.

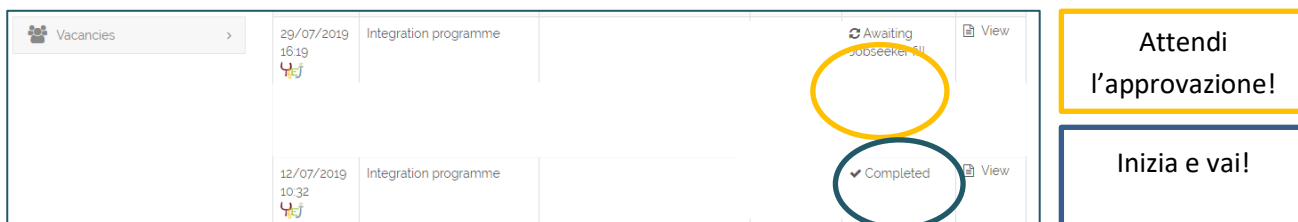
...ancora pochi minuti!



- ✓ **Clicca su Fill paper** per firmare il tuo **modulo per richiedere il programma d'integrazione** (è pre-compilato perché hai già fornito la descrizione del programma nel **vacancy form**)



- ✓ **Verifica** sulla tua pagina personale che il lavoratore neo-assunto per lavoro/tirocinio/apprendistato abbia firmato il modulo. Dopo di che, puoi avviare il programma d'integrazione per il ragazzo/a



Hai già offerto il programma d'integrazione per il nuovo lavoratore/tirocinante/apprendista assunto tramite il progetto? Puoi richiedere il contributo per il programma d'integrazione!

- ✓ **Accedi** alla tua pagina personale dove troverai il tuo form di richiesta, poi clicca su **fill**

Created	Type	Comment	Jobseeker	Status	Actions
29/07/2019 16:19	Payment request employer			Awaiting fill	Fill View

✓ **Compila il form e clicca **click su fill paper****

My company

Matches

Storage

Vacancies

Training information

* Integration programme...

* Number of workers / apprentices

* Overall programme content

Attached documents

Please upload the files you select to your [Storage section](#) in the folder 'Documents to send' in pdf format. For additional assistance [contact an administrator](#).

* Training...

* I declare / upload

external training:
- if training is in progress, copy of signed training registration/enrolment form(s), with a brief description of the training content, duration and participant(s) - if training has been concluded training plan (content, duration, participants) and copy of the receipt of payment from the external training provider

in-house training:
training plan (content, duration, participants) signed by the coach/mentor/trainer and the participant(s)

other equivalent supporting document (please specify)

[Fill paper](#) [Preview filled paper](#)

Hai già completato la procedura?

Quando il form è compilato e la documentazione allegata è completa, il tuo consulente e lo staff di progetto verificano la tua richiesta.

In caso di dubbi sulla documentazione o inesattezze, il tuo consulente potrebbe chiederti ulteriori informazioni o chiarimenti.

Se i documenti forniti sono completi e le informazioni sono corrette, riceverai il tuo benefit in tempi brevi.

N.B. Provvederà all'erogazione del benefit di progetto la Fondazione Giacomo Brodolini, co-applicant nel progetto, incaricato delle operazioni di pagamento.

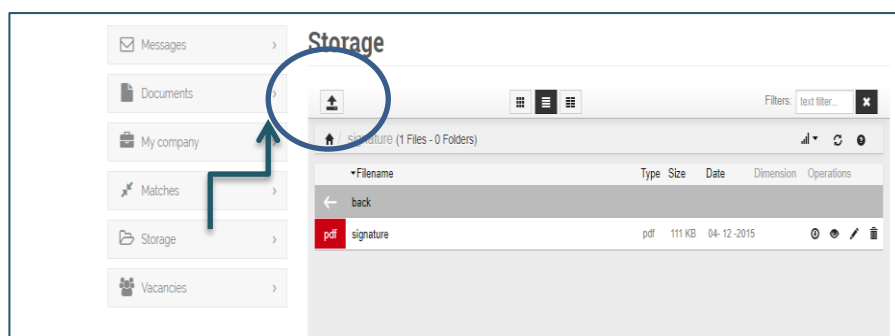
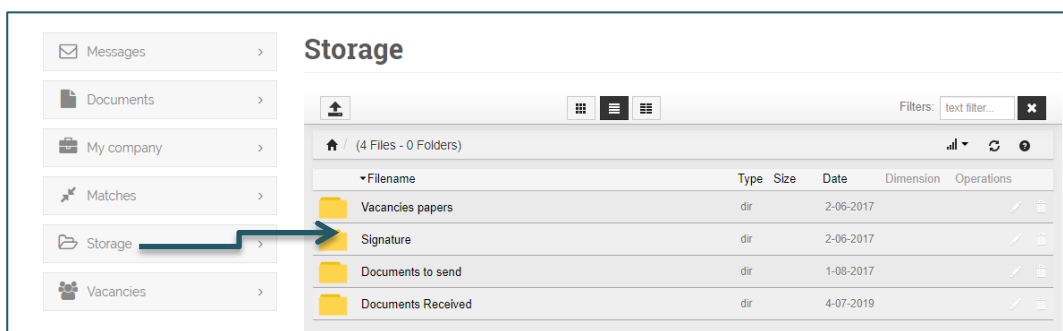
Per maggiori informazioni o chiarimenti non esitare a contattare il tuo consulente!

Non dimenticare...

Prima di compilare il form per il programma d'integrazione e di richiederne il pagamento, verifica di aver caricato correttamente la tua firma elettronica! Segui la procedura corretta per il caricamento della firma digitale:

- ✓ **Accedi** con le tue credenziali nella piattaforma di progetto e **vai** alla tua pagina personale
- ✓ **Apri il box Storage** (colonna a sinistra)
- ✓ **Prepara la tua firma** (salva un file con la firma elettronica che ti servirà per compilare/firmare automaticamente i moduli necessari per usufruire del benefit), **segundo questi 3 passaggi**:
 4. **Fai una copia** di un foglio di carta intestata della tua azienda/organizzazione, **firmata dal legale rappresentante e timbrata**;
 5. **Fai un PDF e salvalo**;
 6. **Carica il PDF** nella piattaforma di progetto (clicca su storage/apri la cartella signature/carica il PDF nella cartella signature).

N.B. Carica la tua firma digitale una sola volta, quando compili per la prima volta un form di richiesta.



- ✓ Infine, **assicurati** di aver inserito i tuoi dati bancati e verifica che siano aggiornati: il benefit richiesto può essere erogato solo se i dati bancari sono corretti!

Per maggiori informazioni o chiarimenti non esitare a contattare il tuo consulente!