



TRAINING MANUAL

FOR THE EMPLOYMENT OF
VULNERABLE AND
MARGINALISED PEOPLE IN THE
WELDING SECTOR

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INTRODUCTION TO THE SMELT PROJECT

(Skilling Marginalised people to Enter the Labour market)

SMELT AT GLANCE

The SMELT project - **Skilling Marginalized people to Enter Labour Market** - is aiming to face the paradox of business sectors experiencing workforce shortage and the high number of vulnerable people unemployed, by supporting marginalized people in acquiring and developing key competencies strategic for the labour market.

Marginalization is often due to a lack of adequate education and/or specific technical skills, which contribute to cut off those people from the labour market and, as a consequence, exacerbates their social isolation and marginalisation. This vicious cycle perpetuates inequality, poverty and isolation.

Combining expertise and experiences of association/NGOs working with marginalized people, enterprises, VET centers and educational institute proceeding from **7 countries**, the project is expecting to promote the **access to VET and low-skilled professions** (*in the specific the welder one*) through organizing specific training courses.

The training courses will be shaped for this specific target group mixing technical workshops to learn the welder profession and classes to increase digital skills and soft skills to facilitate people's access into the labour market and, more in general, into social tissue. Specific courses will be carried out to explain how to create a CV, where to send it, how to find job offers, and to reach the job center. The idea at the basis is to foster their inclusion and participation in society.

OUR OBJECTIVES

The project has a triple objective, from one side it aims at increasing vulnerable people's skills in a specific sector, the welder one, and increase their capacities in entering the labour market and the society in general. On the other side, the idea is to match the exigencies of the market by training skilled workers in the sector which are more suffering from workers shortage.





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The project is willing to

- Raised awareness on vulnerable people about their rights and possibilities in the labour market,
- Enhanced soft and transversal skills for vulnerable people
- Increased technical skills of participants in the welder sector
- Improved team-building skills and people's network
- Promote autonomy, active citizenship, self-confidence, a sense of community, and critical thinking amongst workers, through an awareness raising process inside enterprises and workplaces
- Create some tools useful to a wider audience

In the long term, SMELT is expected to decrease workers shortage in the sector, improve living conditions of people living in an unstable situation through strengthening cooperation and networking between organisations.

ACTIVITIES

The project foresees the realisation of 3 IOs: a training to explain vulnerable people the most fundamental information on rights in the workplace, principal contact of where to find a job, a training course, how to write a cv and how to send it, which will end with the co-creation of an Easy handbook on the Labour Market, accessible and easy to read to all; a more technical and practical training course “VET for all – training new welder workers” aimed at increasing job opportunities and developing specific skills in the welder sector.

This Manual represents the result of the Intellectual output 2 “VET for all”. The “**VET for all – training new welder workers**” is a training course conceived for vulnerable people living in partners' communities and aimed at increasing job opportunities and specific skills. They will now build upon their knowledge on the labour market and explore the possibilities they have at local level, in one of the many sectors available, that of welding.

They will familiarize in depth with the particularities of the welding sector, and they will be introduced to the requirements and elements for becoming employed in the construction / welding industry.

The training will be VET compatible and the format will conform to each national context and regulatory framework.



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THE PARTNERS

Samarcanda Cooperativa Sociale Onlus – Leader of the SMELT project, Samarcanda is a Cooperative based in Schio (VI), Italy. It aims to pursue the general interest of the Community, the social integration of citizens and the promotion of equal opportunities. The Cooperative's teams make use of the knowledge acquired over decades of working in integration services (homeless, immigrants), community animation, community development and technical-administrative support to social realities.

Asociación Mar Violeta - Mar Violeta is an association that works in the area of social inclusion. It is located in Gijón, a coastal city in the Principality of Asturias (Spain).

Mar Violeta is specialised in several fields related to the social field. Within this context it carries out different activities (courses, workshops, conferences) and European projects (Erasmus +) in order to promote the social integration of people at risk of exclusion.

Synthesis – Synthesis is a Center for Research and Education based in Nicosia, Cyprus. Synthesis is Cyprus' leader in social entrepreneurship and social innovation. It creates and implement research and educational projects of social impact (particularly in the fields of social inclusion, employment, entrepreneurship, migrant integration, and sustainable development) and manages “Hub Nicosia”, a pioneering social innovation hub which houses and supports organisations, entrepreneurs and enterprises with social or environmental mission.

Euni partners - Euni Partners is a non-governmental organisation, based in Bulgaria, which works to encourage and expand the cooperation among the academia, business, institutions and educational organisations. Its primary fields of activity are education and training, sustainable development and social integration of people with fewer opportunities. Association Euni Partners has over 80 members from different professional backgrounds, including academia; education and training; media and new technologies; business; NGOs, etc.

Center for Democracy Foundation - Center for Democracy Foundation is Serbian based a not-for profit, non-governmental and non-partisan organisation which, along 27 years of operation, has had a remarkable impact in advancing resources for democratic governance and EU oriented reforms in Serbia. It encourages and mobilises citizens for building a democratic society based on solidarity and sustainable development, to advance economic, social and cultural rights and advocate for accountable and efficient institutions through research, education and public dialogue.





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ECOR - Since 1976 ECOR has been a strategic partner for thousands of operators in the rapid and widespread distribution of stainless steel products. The timely and quality service that distinguishes ECOR is the result of a precise balance between expertise, technology and the availability of an unrivalled catalogue. ECOR is based in Schio (VI), Italy.

ALDA – the European Association for Local Democracy – ALDA is a French registered Association dedicated to the promotion of good governance and citizen participation at the local level in the European Union, its Neighbourhood and beyond. ALDA is a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society, mainly acting through participative methods and decentralized cooperation. The Association counts six offices; Vicenza (Italy), Brussels (Belgium), Strasbourg (France), Tunis (Tunisia), Skopje (North Macedonia) and Chişinău (Moldova).





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THE BASIC SKILLS

USING A SMARTPHONE/TABLET/COMPUTER

This module is focused on guiding individuals on how to use a smartphone in order to gain access to employment. The focus is underrepresented or socially marginalised people who might be potentially using a smartphone for the first time. It aims to develop the digital skills of job seekers and help them gain access to basic facilities like the web or their email from their phone. It will focus on the process of setting up one's smartphone in a way that will give them easy and quick access to their phone calls and emails, so as not to miss any correspondence during the process of job hunting.

Learning Objectives:

Knowledge gained:

1. Save the contact details of employers on the contact list of the phone along with their email address if available.
2. Set up one's email correspondence on their smartphone.
3. Send and save one's CV and cover letter on their smartphone.
4. Learn how to schedule meetings or events on the calendar of the phone.
5. Learn how to gain access to the internet from the phone.

Skills gained:

1. Demonstrate the ability to stay on top of things by replying fast to the phone calls or the emails of the employers.
2. Show a good understanding of how to schedule an interview.
3. Organise important information on the phone (*phone numbers, emails, dates of interviews, etc.*).

Attitude shift:

1. Empowering marginalised people to use technology for their benefit while searching for a job.
2. Making a positive impression by replying fast to calls, messages and emails.
3. Seeing job listings as soon as they are posted on the internet and applying to them from the phone.



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❖ Main Content:

You have acquired a smartphone in order to help you in the job searching process. It is now time to learn how to efficiently use that device to make the task of looking for a job an easier one.

PART 1

Saving and accessing important information from the phone

Saving the contact details of employers on the smartphone: It is always useful to have all your contact lists organised into alphabetical order. Fortunately, the smartphone gives you that option. When you acquire the phone number from a job listing and you do not wish to lose it, you should simply save it on your phone under the name of the job or the employer. Simply press on the phone icon on your smartphone's home screen and type in the phone number on the keypad. Usually, a "+" sign appears on the side of the phone number. Press it and the option of creating a new contact will appear. Press save to make sure that the phone number has been successfully stored on the device.

In case you also want to save an email address relevant to the same contact, before saving the new contact on the phone, look for the email option under the phone number and fill it in accordingly. Now, both phone number and email address are safely stored on your device.

Sending and saving one's CV and cover letter on the smartphone: When actively searching for a new job, it is always handy to have your CV and cover letter stored on your smartphone device so that you can easily access them, read them, edit them, and send them to employers. The easiest way to do that is through a Google account that also gives you access to Google Drive, along with other functions. Having Drive on your phone will allow you to access your documents, download them on your device and forward them to other people.

What you need to do:

- Step one is to upload your documents from the computer device where you have them stored onto Drive. To do that, go to the Google Drive website and use your Google username and password to log in.
- Once logged in, locate the "+ New" icon on the left side of the screen and press on it. Select the option file upload and upload your CV on Drive.
- Repeat the same procedure for your cover letter.



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- Once you have completed the above steps, you can access those documents from any device where you are logged in with your Google account.
- Most smartphones usually have the Google Drive app already downloaded. If not, find it and download it from the Playstore (or Appstore) on your phone.
- Once you log in to the Drive app on your smartphone, you can locate your CV document and by pressing on the three-dots sign on the right corner of the document you can select “Download”. Your CV is now downloaded on your smartphone device.

Alternatively, you can select “Send a copy”, then “Gmail” and your CV directly becomes an attachment file in a new email. You can then send it to whomever you wish. The following section will explain how to set up your email account on your phone.

***If you do not already have a Google account:** Use a computer device to set it up. Type on any search engine “Create a Google account” and follow the on-screen steps. Once your Google account is set up, follow the steps mentioned earlier that will enable you to link your documents from your computer to your smartphone.

Setting up your email account on your smartphone: Having talked about how to access Google Drive from your phone, it is important to know how to access your email account from your device as well.

If you are using Gmail: Download the Gmail app from the Playstore (or Appstore) on your smartphone or locate it on your device – most phones have it already downloaded and ready to use.

Tap on the Gmail app and follow the on-screen steps to set up your Gmail on your smartphone.

Alternatively, you can find the Email app on your phone that lets you set up all kinds of email accounts (Gmail, Yahoo, Outlook, etc.) and link them to your device.

Once you link your email account with your phone, you can follow the above steps to download your CV and cover letter on the phone and then forward them as an attachment in an email.



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PART 2

Staying on top of things by using the web to find job listings and by receiving job alerts and other related notifications on the smartphone

Now that you know how to access your email as well as your CV and other documents from your smartphone device, it is time to master the skill of navigating the web efficiently and to the benefit of the job-hunting process.

Select your preferred search engine on your smartphone. Google Chrome is usually the most straight forward app to use and navigate.

Open Google Chrome on your phone and type in the search engine the name of the job finding website that you wish to visit or “job finding websites in (*type location where you wish to work*)” or “jobs in (*enter location*)”, etc. and press enter.

Select the result that appeals to you and you are in a job listing website ready to look for your new job.

Additional functions:

Bookmarking a website: From the three dots on the top right corner of your screen, you can choose to bookmark a website, a search result or a job listing that appeals to you on that website. By doing so, you ensure that you do not lose that information if you accidentally close Chrome or if let’s say your phone dies from battery. When you reopen Chrome hours or days after, simply by selecting the Bookmarks option when you open the browser, you can access the information that you saved.

Enabling notifications: Similarly, by clicking on the three dots on the top right corner of the browser you can enable the notification option for a website. Go to “Settings” and then click “Notifications”. Select “Show Notifications” and you will see a list of the websites that you have visited recently. Switch on the notifications specifically for the website(s) that interest you and now you will get alerts based on your searches on that website. Some websites offer the option of sending you “job alerts” as soon as you visit them or while you are browsing on them. Select “Yes” when they ask you if you want to be sent the latest job listings and you will never miss out on the new opportunities that will come up.



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PART 3

Respond to job listings, communicate with employers from the smartphone and organise important dates on your calendar.

Now that your device is all set up, you can use it to organise yourself and to never miss out on any information regarding the job seeking process. Use your smartphone to respond to job listings, to phone up to express your interest about jobs to employers as well as to send and receive emails concerning job applications.

Another important function of the smartphone is the calendar. Make use of your device's calendar to note down important interviews or appointments that have to do with a job opportunity.

Locate and open your phone's calendar.

Select the date on which you know you have something scheduled.

Press the "add" button or "+".

Note down a title for the event that you have on that date.

Select the time of the event and the duration. If it is an all-day event, select that option.

Write down the location of the event.

Choose whether you want your phone to remind you about this event before it occurs by enabling the alert option.

By having all your job-related activities organised on your phone's calendar you ensure that you never miss an appointment, an important phone call or an interview.

Further Resources:

<https://www.thebalancecareers.com/top-tips-for-using-your-phone-to-job-search-2062201>

<https://www.mobiles.co.uk/blog/how-to-find-a-job-on-your-smartphone/>



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SEARCHING THE WEB

This module is focused on guiding individuals on how to use the web in order to gain access to employment. The focus is underrepresented or socially marginalised people who might be potentially using the internet for the first time. It aims to develop the digital skills of job seekers and help them gain access to basic facilities like setting up an email account or browsing job listing websites. This module will focus on the process of navigating the web efficiently and with the aim of gaining access to important features that will make the process of job hunting an easier one.

Learning Objectives:

Knowledge gained:

- Identifying job listing websites.
- Setting up an email account and accessing it from the web.
- Uploading one's CV, cover letter and other useful documents.
- Using CV creating websites to create or update one's resume.
- Posting one's CV on career websites.

Skills gained:

- Developing digital skills.
- Demonstrating the ability to identify relevant web results.
- Navigating the web efficiently and bookmarking important information on the search engine.

Attitude shift:

- Empowering marginalized people to use technology to their benefit while searching for a job
- Showing professionalism by having an updated CV and by posting it online
- Finding job opportunities that are relevant to one's skills and experience
- Seeing job listings as soon as they are posted on the internet

❖ Main content:

Having access to the web means gaining access to so many other things, including job opportunities. It is now time to learn how to efficiently navigate the web to make the task of looking for a job an easier one.



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PART 1

Finding the right websites for you

The first step is to identify your preferred browsing engine on your computer device. Google Chrome is usually the most straight forward search engine to use and navigate.

Open Google Chrome on your computer and start typing in the search bar. Start with a basic search like “jobs in Cyprus”, for example or “jobs in Nicosia” (*change the location accordingly*) and press enter.

Select the result that appeals to you, and you are in a job listing website ready to look for your new job.

Most websites listing job opportunities use filters to help job seekers find the right job for them. As soon as you enter such a website, you will see that on the homepage you have to select what is relevant to your search. For example, you can type in the kind of job you are looking *for* (e.g. *office clerk*), or a relevant keyword (e.g. *French*), if you are looking for a job that involves the French language.

The next step is to select the location where you wish to be employed. If the website you have visited is a local one, the country option will be already filled in. The only thing you have to do is fill in the city where you want to work, as shown in the example below.

Once you hit enter, browse the website and the job opportunities that appear and see if they are relevant to your skills and experience. Some websites use more filters in order to offer more customized results. Make sure to specify if you are looking for a full-time or a part-time job; if you are looking for a permanent or temporary contract, etc. You might even be able to specify your education level or the languages that you speak, something that will tailor the results of the website to your competences.

Enabling notifications and alerts

Job finding websites usually offer the possibility of sending you alerts or notifications on your device when a new job advertisement is posted.

Make sure to “accept” when they ask you whether you want to receive such messages so as to be one of the first people to see and apply to the latest job listings.

Create a profile on job-finding websites using your email address. Like that, you will be able to receive email notifications regarding job opportunities related to your preferences or your past searches on that website.



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Post your resume on your profile so recruiters can find you – even when you are not actively searching for work.

Alternatively, enable notifications from specific websites on your search engine:

- Open Chrome.
- Go to the three-dot sign on the top right corner of your screen.
- Go to “Settings” and select “Privacy and Security”.
- Choose “Site settings” and then “Notifications”.
- Find the options “Allowed to send notifications”, click “Add” and type in the URL of the website that you wish to get notifications from. Click “Add” again, and you will now be able to receive alerts from the website of your choice.

Bookmarking a website

This is an easy way to save links of web pages that interest you. When you are looking at a particular website and you want to be able to quickly get back to it later, you can create a bookmark for it.

While on the website, go to the right of the search bar and find the white star symbol (☆).

Press the symbol and the “bookmark added” option will pop up.

Alter the title of the bookmark if you wish to.

Select “Bookmarks bar” for the folder option and hit “Done”.

Your new bookmark will appear just below the search bar and you can revisit that website whenever you open the browser.

PART 2

Setting up an email account and accessing it from the web

If you do not have an email account, it is always useful to create one when actively searching for a job. Having an email address is a sign of professionalism and it can facilitate the communication with employers.



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How to set up a Gmail Account:

- Type “Create a Google Account” on your search engine.
- Go to the Google Account creation page.
- Follow the steps on the screen to set up your account.
- Use the account you created to sign into Gmail.

Setting up Drive and uploading your CV and other documents

Having a Gmail account means you also have access to Google Drive. Drive gives you the possibility to upload your documents and access them from any other device just by signing in with your Google credentials. You can also use Drive to edit your documents or forward them as attachments on emails. You can use Drive to your benefit in the job-looking process, simply by uploading your CV, cover letter and other useful documents there. This guarantees that you can easily access them and forward them to employers, especially if you link Drive with your smartphone device.

To access Drive:

- Open Google Chrome.
- Locate the dotted square sign on the right corner of your screen, just between the option Images and your Google account profile.
- Click on it and find the green, yellow, and blue triangle saying “Drive”.
- Once you open Drive, locate the “+ New” icon on the left side of the screen and click on it.
- Select the option file upload and upload your CV on Drive.
- Repeat the same procedure for your cover letter or any other documents that you wish to upload.

Once you have completed the above steps, you can access those documents from any device where you are logged in with your Google account.

To forward documents from Drive as attachments on emails, open Gmail on your device and start composing a new message.

- Select “Insert files using Drive”.
- Select the file you want to attach and click on “Attachment”



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You can now access your documents from other devices as well as attach them to emails, simply by logging in to your Google Account.

PART 3

Using CV creating websites to create or update your resume

One of the great features of the web is that it allows you to simplify and enjoy daunting tasks. If you think that creating a CV is such a task, the internet is here to help you. There are a variety of websites out there to help you organise and outline your skills and experiences on a CV format.

One such website is Canva, a free online resume builder. How to access Canva:

- Type “Canva free online resume builder” in your search engine.
- Click on the first result that comes up.
- Click on “Build my resume”.
- Continue with your Google account.
- Find a resume template that appeals to you and start building your CV.
- When you finish, click on “Share” on the top right corner of the window and then “Download” in a PDF format.

Alternatively, you can navigate the web and search for other CV creating websites that will help you with this process. The important thing is to remember to post your CV when you create an account on career websites so that employers can read it if they come across your profile.

Further Resources:

<https://www.canva.com/create/resumes/>

<https://www.monster.com/career-advice/article/top-10-ways-to-use-the-web-to-get-a-job-hot-jobs>

<https://work.chron.com/5-ways-use-internet-job-search-4429.html>



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BECOMING FAMILIAR WITH JOB SITES

Becoming familiar with job sites in Serbia

People who were looking for a job until a few years ago and before technological progress count on finding it only with a certain recommendation or with an advertisement in the print media. In that case, it was quite difficult to get the desired job and employer. With technological progress came the active development of employment sites. Both in the world and in Serbia. When it comes to employment sites in Serbia, there are more and more of them. One of the most important and most used is <https://poslovi.infostud.com/> where you can find over 5,000 job ads from different industries every day, the good thing about this site is that it is not based on just one city, through it you can find certain job ads for each of the cities of Serbia that currently have open competitions. In addition, this site has a blog where users can share their experiences with employers, as well as specific instructions on how to best apply for the job you want. It is important only to create your own profile. The site also has sections where you can read in detail about the companies you are interested in, descriptions of different occupations and instructions on how to write a CV, but also a set of the most frequent questions that employers ask at job interviews.

This is not the only site for finding jobs in Serbia. Some of them are <http://www.lakodoposla.com/> which has recently been created as an application that you can download to your mobile phone. There are also websites for specific activities, such as the IT industry, but also many others. In addition to these sites, LinkedIn is also increasingly popular in Serbia, through which employers are increasingly and actively finding suitable employees for their companies, but vice versa.

Getting to know the general keywords when searching for a job in Serbia

Zapošljavamo - we are hiring, meaning: used when a company or business/organisation wants to hire new personnel

Tražimo - translation: looking for, meaning: used when a company is looking for new personnel

Radnor mesto - advertisement, meaning: the post of a company/organisation regarding a new position on different media

Zaposleni - employee, meaning: a person who works for wages or salary

Karijera - career, meaning: the job or series of jobs that one might have during their working life



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Mogućnosti - opportunity, meaning: a chance for employment or promotion

Honorarni posao - part-time, meaning: an occupation that uses specific, pre-determined hours of a workday

Puno radno vreme - full-time, meaning: an occupation that uses the whole working hours of a week

Privremeno-povremeni poslovi - Temporary jobs are performed continuously and most often in a certain part of the year

Kandidat- candidate, meaning: someone who an employer evaluates or considers for a specific job

Kvalifikacija - qualifications, meaning: a person's skills in order to do a job

Iskustvo - work experience, meaning: the experience gained through previous jobs or via education on a specific topic

Opis posla - job description, meaning: the description of the responsibilities of an employee

Aplicirati - application, meaning: a request in order to be considered for a position



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Becoming familiar with job sites in Bulgaria

People who are looking for a job cannot count only on the mouth-to-mouth spreading of the job offers. Therefore, the job sites are coming to help the unemployed people and serve in their benefit of finding not only a new job but also one that will suit their abilities and knowledge most.

In this section are presented the most useful and popular websites and pages for finding a job according to the Bulgarian context. Each of them is explained with their key features and how a candidate employee can benefit from registering in them. Also, in this learning section participants will gain key knowledge about what is required to be done in order to find the best job placement for them.

Learning Objectives:

Knowledge gained - learners will be introduced to the actual websites and job platforms; what opportunities the websites offer to the unemployed people; which job websites suit the way of searching and the job offers the participant is looking for, and the exact benefits they can gain from using a website to find a job.

Skills gained - how to apply the gained knowledge and benefit from using job websites, pages, and platforms in the best and most efficient way, which includes registering, searching and applying to a job offer.

Attitude shift - participants will experience the benefits of using a job website in terms of time saving, better orientation in the job offers and will gain the feeling of certainty about finding a job and become an active part of their society and community.

❖ Main Content:

In this learning section the attention is put on the most popular, used and reliable job websites. We will introduce you to the advantages and disadvantages of each of them. We will outline the registration process, searching and filtering the job offers you want and the way of applying for a job offer.

An additional thing concerning searching for a job is that the candidate needs to consider his/ her own abilities in a particular work field and what are the job requirements. This will help them to choose the best job placement for them.



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Zaplata.bg:

One of the benefits of the website is that more often the employers are contacting the candidates. The website is well kept in terms of accurate and new announcements of job offers and the features used in the website are quite similar to the ones in other websites that have the same function.

The registration is simple and quick. The candidate needs to go first on the register button, click on it and then fill in his/ her name, email address and password. Another option is to register with their Facebook account. Then the person receives an email for confirmation and activation of the registration.

Once you register you can upload your CV or create it directly on the website. Then you start your search for job offers based on the filters you mark. When you find a job offer you like you can apply for the position and send them your CV.

Jobs.bg:

This website has the biggest database of job offers in Bulgaria. A large number of companies are using the platform to find employees in Bulgaria as well as abroad. The website also offers the option to create your CV in a ready to use template, which is generated by the platform.

This huge platform also hides a risk for the employee-candidates. Sometimes they can come across and expired job offer and they need to always consider this possibility.

Karieri.bg:

This website has the standard options for looking and applying for a job offer. The difference is that more of the job offers are for working out of Bulgaria. Also there can be found very useful information about any field related to employers and workers, labor rights and relations, laws, etc.

Facebook pages:

There are open Facebook pages for offering and searching for a job. Most of the pages are directed only to particular regions in the country which eases the process of searching. To find such a page the candidate just needs to tap two-three key words in the searching field, such as: "work in Sofia" ("работа в София"). Once you find a job offer you like you can directly contact the person who published the offer.



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One important thing that has to be considered by every candidate who looks for a job in a Facebook page is to check if the company is legal and truly exists, to find more information about the company's field of work and to find any feedback from current or former employees. This is crucial because it can prevent the candidate from applying in a fraud company that will take and probably use their personal information.

Registering process and applying for a job:

In each of the presented websites the registering process and the applying for a job are analogical. Both of them (*registering and applying*) are simplified in order to help the users to find either a job offer or a good candidate for their company.

The registering process is expressed in few easy steps:

- Open the desired website in your browser;
- Go to the button that says "Log in" and choose the option for "Registering";
- Type your name, email address and password;
- Go to the email with which you just registered and you will find an automatic message from the website to confirm the registration (usually in the email you will find a link that you just need to click on);
- After your confirmation is ready you can log in to your created account and start with the next steps of finding job offers and applying for them;

Finding job offers and applying for them:

- Each website provides you with a navigation menu for filtering the options such as: city, field of work, work from home, etc.
- After you choose the desired filters click on the "Search" button and offers will appear;
- Once you find a suitable job offer you can send your CV directly through the website to the company you are applying to.

NB: You need to have a prepared CV, otherwise it is not possible for you to apply for the given job offer.



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After you are ready with registering and applying you wait for a representative of the company to contact you and arrange an interview.

Reflection / Self-Assessment:

1. Do I face any difficulties using job websites and pages?
2. Is the website: suitable for the job I am searching for; reliable in terms of presented and current job offers?
3. What are my professional skills and knowledge in the work field I am applying to?

Tips to the trainer:

A provenly good approach that the trainer can use is to open each mentioned website/ web page and directly demonstrate the ways of working with them to the learners. This will provide the visual learning part, which helps the learners to feel more confident when start working with the job sources. Furthermore, it is beneficial during the training to ask learners to actively participate in this part, as they may already be familiar with some of them, but not to feel very comfortable when they need to register or send their CV through the job sites.

Getting to know the general keywords when searching for a job in Bulgaria

In this module, the participants will be introduced to the importance of keywords in the job searching sector, what they mean, how they work, and how to use them. These words can also be found in job offers, which are frequently used by employers.



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Learning Objectives:

Knowledge gained - Participants know the meaning of keywords and how to use them.

Skills gained - Participants acquire better job searching skills.

Attitude shift - Participants are more aware of the meaning of particular words in a job offer, which make them more confident when applying.

❖ Main Content:

Searching for a job using keywords makes the process of finding one much easier. It makes the search more accurate and easier in terms of our preferences and what we are capable of. There are so many fields to pursue in the job market, and so many different specialties and positions, which can be exhausting on the job seeker's part.

The keywords that can and should be understood by the participants due to their crucial importance are:

#gross salary - Gross salary is what employees earn before taxes, benefits, and other payroll deductions are withheld from their wages. The amount remaining after all withholdings are accounted for is net pay or take-home pay.

#net salary - The net salary (*i.e. free of social security contributions*) is the wage that the employee actually receives before income tax is deducted.

#working time - Working time is the period of time that a person spends in paid labour.

#civil contract - In the civil contract civil rights and obligations between a worker and an employer are lacking. Only the person determines the duration of the work process and its place of execution. (<https://nra.bg/wps/portal/nra/taxes/godishen-danak-varhu-dohdite/grazhdanski-dogovor>)

#employment contract - There are precisely defined working conditions mentioned and stipulated in the labour contract between the parties, such as the location /seat of the work process/, the duration of the working process /in days and hours/, the amount of the basic and the additional annual leave and other clauses. In the employment contract, the worker bears the material responsibility for the service or material he is working with.



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#hourly employment - An hourly employment is an employment paid an hourly wage for a service, as opposed to a fixed salary. Hourly workers may often be found in service and manufacturing occupations, but are common across a variety of fields.

For example:

#English

#welder

#HR

#CEO

#Bachelor's Degree

#suitable for candidates with little or no experience

Reflection / Self-Assessment:

1. Do I know why using keywords is important?
2. Do I know how and where to use keywords?
3. Do I know what difference it makes for the job searching process to use keywords?
4. Do I know any keywords that I can use when searching for a job?

Links to free resources for further reading:

<https://nra.bg/wps/portal/nra/taxes/godishen-danak-varhu-dohdite/grazhdanski-dogovor>

<https://www.mlsp.government.bg/trudovo-pravootnoshenie-vznikvane>

<https://lawfirm.bg/publikatzii/trudov-dogovor-spetzifiki-i-sklyuchvane>

<https://www.mlsp.government.bg/rabotno-vreme>

https://www.nsi.bg/sites/default/files/files/metadata/Labour_Methodology_2.3.pdf



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Tips to the trainer:

It will be a good practice for the participants to be navigated by the trainer in any of the mentioned websites for job searching and try to put some keywords in the search bar to see for themselves the job offers that appear according to the keywords they've chosen.



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Becoming familiar with job sites in Spain

One of the easiest ways to seek employment is to register on a job search site. Some of the most used job sites are Infojobs, LinkedIn, Infoempleo etc.

Learning Objectives:

Increased knowledge on the main job sites in Spain and how to navigate through them

Best ways to make the most of the job search when using these sites

In the particular case of Spain, the one that works best and the most effective is Infojobs (infojobs.net). In order to use it, there are two options: we can use it with or without registration. To register, we must enter our personal data, as well as our work experience and academic training to create an updated Curriculum Vitae, which is an essential tool required if we want to apply for any of the job offers on the page.

1. Enter the link <https://www.infojobs.net/?nocache=true>
2. The screen shows us a search engine for job offers by position or keyword in which we can also make a screening according to the town or region where we live in or where we are at the moment.
3. Once we have made our selection, an updated list of vacancies will be displayed. We can sort it by relevance or date of publication. As an example, I have searched for “administrative assistant” in Asturias and these are the results shown.
4. If we have already registered, we can click directly on the orange button “Inscribirme en esta oferta” and the application will be automatically sent with the data and the CV that we have previously uploaded to the website. In some cases, after clicking on the button it will be displayed a short form related to the job offer. This is part of the recruiting program of certain companies to see if your profile fits the position.



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Infojobs mainly shows long-term job offers which require some sort of qualification or experience. However, there are also other sites such as JobToday, which has its own App and makes easier and more interactive the search for employment as it sends directly to your phone notifications with the newest job offers that fit your profile. In other terms, JobToday also offers jobs for immediate incorporation from the hospitality industry, which may be more accessible to people with low qualifications or experience.

Reflection / Self-Assessment:

Have you used any of this job sites? Which ones? Which ones were new to you?

Did you about about the different job offers that each platform is more directed to?

Do you know job sites that specifically focus on one work field? Do you think they are useful?

Links to free resources for further reading:

<http://elblogdelabora.es/es/como-encontrar-empleo-por-internet-parte-i/>

<https://aulacm.com/paginas-web-buscar-empleo-encontrar-trabajo/>

<https://anaivars.com/redes-sociales-para-encontrar-empleo-portales-de-empleo/>

<https://www.modelocurriculum.net/recomendados/el-seo-y-la-busqueda-de-empleo-como-sacarle-partido>

Getting to know the general keywords when looking for a job in Spain

There are many tecnicisms and specific words that could make the job search process difficult when in Spain as it may have a different employment system different from your home country. To this end we collect here the most conflicting terms related to the search for employment.

Learning Objectives:

- Getting to know the general keywords when searching for a job
- Getting to know the specific keywords depending on the job itself



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Divided into categories, we have different terms concerning...

A. The type of job or the position within the corporate hierarchy

1. **empleado** which means employee
2. **dirección o gerencia** which involves a certain type of responsibility within the company
3. **subcontratación** in this case, the applicant should be a freelancer that will not have any further implication with the company other than the tasks involved in the contract.

B. The different types of employment contract:

1. **Contrato indefinido** : an open-ended contract that ensures your position for an indefinite duration.
2. **Contrato a tiempo parcial**: a part-time contract, usually on the site itself it is specified if it has a morning or afternoon schedule, which makes it easier for the applicant to decide whether or not the job is suitable.
3. **Contrato por obra o de duración determinada**: in this case, the contract has a start and end date or is adapted just for the time that a certain project lasts.
4. **Contrato de relevo or contract relief**: this is also a part-time contract made to fill the vacancy left by a retiree.
5. **Contrato de autónomo**, subcontracting or outsourcing, this is meant for the freelance or self-employed people. This contract requires someone that is already self-employed.

C. Concepts related to the working hours

1. **Jornada completa**: 40 hours per week
2. **Jornada parcial**: 30 or less hours per week
3. **Jornada intensiva o continua**: when this concept appears in an offer on the job site, it refers to morning or afternoon non-stop schedules.

D. The wage conditions

1. **Salario Bruto**: or gross salary, the amount indicated is subject to withholdings for tax and social security payments. This is not the amount the employee will receive.
2. **Salario Neto**: or net wage is the final amount that the employee receives for his work. This could be received in cash or through the bank.



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There are also other terms concerning the specific working experience and the educational training involved in the job offers shown on the internet but none of them seem difficult to understand.

In other terms we can also talk about the keywords related to your own specific case, words that you can use in your CV or even in your job search on the internet in order to find the job that best suits you. You will get this list out of your own research: you have to look for different job offers and take a closer look at the most repeated words in the requirements, for example “manejo de excel” or “habilidades de comunicación”. The point of this research is to find some words or expressions that recruiters look for in candidate profiles so we can add them to enrich our own CV. Thus, it will be easier (and also will take less time) for you to find the position that best suits you, your skills and needs.

Here is a practical guide on how to make your own keyword research:

1. First of all, you have to define the labour field in which we are interested, for example marketing.
2. Then we have to look for job offers in that field and filter them by the location. In this case I looked in InfoJobs for “Marketing in Asturias” and this are some of the results shown
3. As we can see, the most repeated words are “marketing”, “promotor”, “partnership manager” o “asesor comercial”. If we get into the specific requirements of those offers, we should take notes of the most repeated or most relevant words. As we can see, the keywords are “comercial / marketing”, “persona proactiva”, “comunicación eficaz” o “capacidad comunicativa”, “dotes comerciales”.
4. Now that we got that list, we have to find a subtle form to include them in our profile as that’s what the recruiters are looking for in the applicants. This way we will be up in the list of the suitable profiles and we will be more likely to be chosen for a job interview. We can include these keywords or key concepts in our CV or in our motivation letters if they are required. Many CVs may be discarded by the recruiters if they don’t contain certain words that they consider essential. By doing this little research, we can think like the recruiters and will be able to pass their filters.



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Reflection / Self-Assessment:

Did you know about the importance of the keywords when searching for a job?

Do you think it's useful?

Do you think it actually improves your chances of getting a job?

Links to free resources for further reading

<https://elcandidatoidoneo.com/sabes-cuales-son-tus-palabras-clave/>

<https://www.aimdesarrolloprofesional.com//palabras-clave-busqueda-empleo-ejemplos-pasos/>

<https://www.pedirayudas.com/empleo/palabras-clave-en-el-curriculum-cuales-benefician-para-encontrar-empleo-y-como-evitar-las-que-perjudican/>

<https://elsensato.com/las-mejores-palabras-clave-para-usar-en-su-busqueda-de-empleo/>



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Becoming familiar with job sites in Italy

Because of the pandemic familiarizing with job search sites becomes essential. In fact, unemployed people who turn to job centre now have to fill out forms online that they find on websites. It becomes essential for them to acquire basic skills on computer use and internet browsing.

Learning Objectives:

- Create CV online or in PDF
- Find the websites most frequently used by local businesses
- Learn how to register on these, fill in forms or upload CV
- Check the status of your application and reply to any enquiries

❖ Main Content:

- Adapt my CV to websites where I am applying
- Public portal: <https://www.cliclavoro.gov.it>
- Private portal: LINKEDIN, INFOJOBS, MONSTER, INDEED, KIJJI, BAKECA, SUBITO.IT

Reflection / Self-Assessment:

Check if I have entered in the resume:

- a characteristic or an interesting experience for the company to which I propose,
- my contacts,
- my hourly availability

Further Resources:

<https://www.jobbydoo.it/elenco-professioni>

<https://news.biancolavoro.it/modelli-curriculum-vitae-con-esempi-da-scaricare-e-compilare-gratis>

<https://www.youtube.com/watch?v=bPf8BPilfsg>



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Getting to know the general keywords when looking for a job in Italy

During the preparation of the resume, the cover letter or the interview it is important to have pre-emptive sentences and words.

Learning Objectives:

- Prepare sentences that best summarize the skills and abilities.
- Know the keywords of the job search and the sector for which we propose.
- Learn basic terms about employment contracts.

❖ Main Content:

- Professional goal
- Task
- Sector
- Specialization
- Availability

Reflection / Self-Assessment:

- Do I know the keywords of the sector/ work for which I propose?
- Can I use keywords fluently within a sentence?

Further Resources:

<https://www.faberbox.it/argomenti/lavoro/link-utili-lavoro/>

Tips to the trainer:

Make role-play moments to strengthen the use of keywords.



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Becoming familiar with jobs in Cyprus

Cyprus is classified as a small state, and the job market is a reflection of its dimensions. Indeed, interpersonal relationships and networking play a key role in finding a job in Cyprus. However, digital technology has advanced considerably recently, with companies following this development rigorously. During the past decade many young and/or foreign workers search for career opportunities via the internet and today there are multiple online platforms that provide services for successfully finding a job.

One of the most popular sites used for finding a job in Cyprus today is ergodotisi.com. On this online platform, the jobs are listed both by individual companies and recruitment agencies. There is an option for creating an account for free, where personal information, qualifications, and prior experience can be completed. Then the site automatically generates a CV for the applicant and, if desired, the information can be used by recruiters. However, there is an option to merely search the different job listings on the site, where the requirements and job description can be found. Therefore, registration to the website is not compulsory. At the bottom of each listing the user may find the application process and usually there is a link that directs the user to each company's application website. It also offers a blog, where relevant articles regarding the job market can be found.

A similar procedure is followed in another commonly used website for finding a job, namely, carrierista.com. It is used by both companies and recruiters for advertising posts. Similarly to ergodotisi.com, this website also gives the opportunity to the user to fill in their personal information, qualifications, relevant experience, etc. However, this site also allows the user to upload their own version of a CV in English and/or Greek, instead of automatically creating one. The registration is free of charge. Through carrierista.com, a user can send a personal message to the employers who have an account on the page and can be traced by various personnel-seeking companies through the option, under the title, "Find your Ideal Candidate".

cypruswork.com is another website that allows one to either generate their CV within the site or upload their own format of it. Used by both companies and recruiters, it also gives the option to employers finding one's resume, if the user allows it in the options. Registering is optional and a user may benefit from just searching the listings, where all the relevant information regarding a position can be found. At the bottom of each listing there is a clear description on what is required to apply for each job and a link that directs the user to the application process.



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Getting to know the keywords when looking for a job in Cyprus

Προσλαμβάνουμε (translation: we are hiring, meaning: used when a company or business/organisation wants to hire new personnel)

ψάχνουμε (translation: looking for, meaning: used when a company is looking for new personnel)

αγγελία (translation: advertisement, meaning: the post of a company/organisation regarding a new position on different media)

θέση εργασίας (translation: job vacancy ,meaning: an opening for a paid unoccupied job)

βιογραφικό (translation: resume, meaning: a formal document that a job applicant creates to itemise their qualifications for a position)

υπάλληλος (translation: employee, meaning: a person who works for wages or salary)

καριέρα (translation: career, meaning: the job or series of jobs that one might have during their working life)

ευκαιρία (translation: opportunity, meaning: a chance for employment or promotion)

(translation: employment, meaning: the state of having a paid occupation)

μερική απασχόληση (translation: part-time, meaning: an occupation that uses specific, pre-determined hours of a work day)

πλήρης απασχόληση (translation: full-time, meaning: an occupation that uses the whole working hours of a week)

υποψήφιος (translation: candidate, meaning: someone who an employer evaluates or considers for a specific job)

ομάδα (translation: team, meaning: a group of people working together for a specific job, organisation, or project)

προσόντα (translation: qualifications, meaning: a person's skills in order to do a job)

επαγγελματική εμπειρία (translation: work experience, meaning: the experience gained through previous jobs or via education on a specific topic)

περιγραφή θέσης (translation: job description, meaning: the description of the responsibilities of an employee)

αίτηση (translation: application, meaning: a request in order to be considered for a position)



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UNDERSTANDING THE LABOUR REGULATION FRAMEWORK

UNDERSTANDING THE LABOUR REGULATION FRAMEWORK IN SERBIA

Labour legislation in Serbia

The Labor Law prescribes the rights and obligations of both employees and employers. The employer is obliged to inform the employee about the conditions and organization of work and the rights and obligations of the employee in the field of safety and health at work. The employment contract, which is concluded before the employee starts work, stipulates working conditions, which cannot be less favorable than the conditions prescribed by law. If the contract contains such provisions, they are null and void, and the right to establish nullity before the court does not expire.

Some of the rights prescribed by the Labor Law are the right to limited working hours, rest during daily work, daily, weekly and annual leave, as well as the right to earnings, salary compensation and other benefits. An employer may terminate an employee's employment contract only in cases prescribed by law.

Knowing the basic rights and obligations prescribed by the Labor Law is crucial because it is an advantage for the employee when establishing an employment relationship, since the employee is thus aware of all his rights. Thanks to this awareness, he can recognize bad employers who ignore the Law and do not respect the rights of employees, and, accordingly, he can report the employer to the competent labor inspectorate. The employee can seek the protection of his rights through the court, as well as try to resolve the labor dispute peacefully through the Republic Agency for Peaceful Settlement of Labor Disputes.

The employee is obliged to:

1. to conscientiously and responsibly perform the tasks he/she works on;
2. to respect the organization of work and business at the employer, as well as the conditions and rules of the employer in connection with the fulfillment of contractual and other obligations from the employment relationship;
3. to inform the employer about important circumstances that affect or could affect the performance of the tasks established by the employment contract;
4. to inform the employer about any type of potential danger to life and health and the occurrence of material damage.



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The employer is obliged to:

1. pay wages to the employee for the work performed, in accordance with the law, the general act and the employment contract;
2. provide the employee with working conditions and organize work for the sake of safety and protection of life and health at work, in accordance with the law and other regulations;
3. provide the employee with information on working conditions, work organization, rules from Article 15, item 2) of this law and rights and obligations arising from labor regulations and regulations on safety and protection of life and health at work;
4. provide the employee with the performance of tasks determined by the employment contract;
- 5) request the opinion of the trade union in cases established by law, and in the case of an employer where there is no trade union, from a representative appointed by the employees.

When it comes to the employment of foreign nationals, these are prescribed regulations:

1. a foreigner is any person who does not have the citizenship of the Republic of Serbia;
2. employment of a foreigner is the conclusion of an employment contract or other contract by which a foreigner without establishing an employment relationship exercises rights based on work in accordance with the law;
3. self-employment of a foreigner is the employment of a foreigner in a business entity or other form of activity, in accordance with the law, in which that foreigner is the sole or controlling member, in accordance with the law;
4. an EU citizen is a citizen of a member state of the European Union, the European Economic Area or the Swiss Confederation who proves his right by citizenship of a member state of the European Union, the European Economic Area, or the Swiss Confederation;
5. the employer is a domestic or foreign legal or natural person registered to perform activities in the Republic, as well as a branch and representative office of a foreign employer registered to perform activities in the Republic;
6. a foreign employer is a foreign legal or natural person registered abroad to perform activities;
7. the referred person is a foreigner who is employed by a foreign employer with whom he exercises labor rights, and who temporarily performs work on the territory of the Republic, i.e. provides services from the activities of the foreign employer, in accordance with the law, i.e. a confirmed international agreement;
8. a refugee is a foreigner whose right to asylum is recognized in accordance with the asylum regulations, except for persons from the territory of the former SFRY whose refugee status is recognized in accordance with the regulations on refugees, to whom this law does not apply;



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9. a person from a special category of foreigners is a person seeking asylum, a person granted temporary protection, a victim of human trafficking, or a person granted subsidiary protection, in accordance with the law;
10. an independent professional is a self-employed natural person, i.e. an entrepreneur registered for carrying out activities abroad who, on the basis of a directly concluded contract with a domestic employer, i.e. the end user of services, performs work on the territory of the Republic;
11. a student is a foreigner who has been granted a temporary residence permit for studying and who is enrolled in accredited study programs in accordance with the law;
12. seasonal jobs are jobs that have a seasonal character in the field of agriculture, forestry, construction or other activities, and which are characterized by a temporary significant increase in the volume of work in a period not longer than six months within 12 months.

Legal requirements in Serbia

The employment contract is concluded in writing by signing when it is signed by the employee and the employer. An employment contract can be concluded for an indefinite or a fixed period of time, if the time has not been determined, it is considered that the employment contract has been concluded for an indefinite period. If the employer has not concluded a written employment contract with the employee, it is considered that the contract was concluded when the employee started work.

According to the Labor Law, the employment contract contains:

- name and headquarters of the employer;
- personal name of the employee, place of residence, ie residence of the employee;
- the type and degree of vocational education, that is, the employee's education, which are a condition for performing the tasks for which the employment contract is concluded;
- the name and description of the work that the employee should perform;
- work place;
- type of employment (*permanent or fixed-term*);
- the duration of the fixed-term employment contract and the basis for establishing a fixed-term employment relationship;
- day of start of work;
- working hours (*full, part-time or reduced*);
- monetary amount of the basic salary on the day of conclusion of the employment contract;



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- elements for determining the basic salary, work performance, salary compensation, increased salary and other income of the employee;
- deadlines for payment of wages and other benefits to which the employee is entitled;
- duration of daily and weekly working hours;

Workers' rights in Serbia

An employee has the right to an appropriate salary, safety and health at work, health care, protection of personal integrity, personal dignity and other rights in case of illness, reduction or loss of work ability and old age, material security during temporary unemployment, as well as the right to other forms of protection, in accordance with the law and the general act, that is, the employment contract. An employed woman has the right to special protection during pregnancy and childbirth. The employee has the right to special protection for child care, in accordance with this law. Employees under the age of 18 and employed persons with disabilities have the right to special protection, in accordance with the law.

Employees directly, or through their representatives, have the right to join together, participate in negotiations to conclude collective agreements, peacefully resolve collective and individual labor disputes, consult, inform and express their views on important issues in the field of work. An employee, i.e. a representative of the employees, cannot be called to account for the activities referred to in paragraph 1 of this article, nor put in a disadvantageous position in terms of working conditions, if he acts in accordance with the law and the collective agreement.



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UNDERSTANDING THE LABOUR REGULATION FRAMEWORK IN BULGARIA

Labour legislation in Bulgaria

You will be introduced to the Bulgarian labour legislation, what are the more specific things in terms of the welder sector and where to find more information.

Learning Objectives:

Knowledge gained - An overview of the Bulgarian labour legislation - aims, objectives, and main documents. Specificities in labour legislation about welders - main documents and rules.

Skills gained - Where to look and find the welders' requirements, rules, obligations, and rights.

Attitude shift - Participants will be more prepared and well-oriented in the requirements and processes for acquiring qualifications and practicing the welder profession.

❖ Main Content:

Each country has its own unique labour legislation where are written all of the rights and responsibilities of employers and employees. In Bulgaria, the legal labour relations are done under the Labour Code.

This Code aims to ensure freedom and protection of labor, fair and dignified working conditions, as well as the implementation of social dialogue between the state, workers, employees, employers, and their organizations to settle labor and directly related relations. The whole information and regulations concerning Creation, amendment, and termination of employment; Contents of all contract types; Obligations of the employee and the employer; Conditions for remote work; Disciplinary liability; Compensation (*Payment for damages*); Internships; etc. is consisted in the Code and it is publicly available.

In terms of the welding profession Ordinance №13, which describes the rules for acquiring qualifications and practicing the profession of welder, and Ordinance №2, which describes the terms and conditions for validation are the two main documents in which the legal information concerning the profession of the welder is collected.



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The requirements for acquiring a qualification in the profession "Welder" are developed by NAVET (NATIONAL AGENCY FOR VOCATIONAL EDUCATION AND TRAINING) and are officially approved by the State Educational Standard (SES). The structure of the published SES for acquiring a qualification in the profession "Welder" includes: requirements for candidates for training, description of the profession, units of learning outcomes (ERUs), requirements for the material base, and requirements for trainers.

The document contains clearly formulated ERUs for general, branch, and specific professional training, with the necessary learning outcomes - knowledge, skills, and professional competencies.

Reflection / Self-Assessment:

1. Where should I look for information concerning my worker's rights?
2. Where can I find information regarding the validation of welder skills?
3. Where can I find information regarding the requirements of acquiring a qualification in the "Welder" profession?

Links to free resources for further reading:

<https://www.ciela.net/svobodna-zona-darjaven-vestnik/document/2137212687/issue/6422/naredba-%E2%84%96-13-ot-26-may-2021-g-za-pridobivane-na-kvalifikatsiya-po-profesiyata->

<https://lex.bg/laws/ldoc/1594373121>

https://www.navet.government.bg/bg/media/N2_Validirane_21_11_14.pdf

Tips to the trainer:

For the purposes of productive and informative teaching, the teacher must be very well and deeply acquainted with the legal requirements, especially those that directly concern the welder profession.



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Legal requirements in Bulgaria

When applying for a new job, the employer determines the requirements for the preliminary documentation to be submitted by the candidate (e.g. CV and cover letter in a certain format, etc.), but the rules on the documents required when concluding an employment contract are determined by a legal act with which both parties to the employment relationship must comply.

Learning Objectives:

Knowledge gained - Participants know what documents they need to submit when starting a job.

Skills gained - They can prepare all the necessary documents needed for their employment.

Attitude shift - Participants are more aware of what documents are needed and their importance for starting a job, which makes them more prepared for the hiring process.

❖ Main Content:

The offer to conclude an employment contract can be made by either the employee or the employer. The most popular practice is the offer to be written by the employee in the form of a request to commence employment.

The request should be accompanied by the following documents:

- Identity document (*returned to the employee immediately, no copy is kept under data protection regulations*);
- a document certifying education, specialisation, qualification, legal capacity, where required for the post concerned (*if the document is for higher education obtained abroad, a document certifying its recognition in the Republic of Bulgaria should also be submitted. Where the employer is an administrative authority, it is obliged to request certification of its recognition ex officio*);
- proof of professional experience, where the post requires it;
- a medical examination document certifying the employee's state of health if he/she is starting work for the first time or if he/she is transferred to another post due to health problems for a period of more than 3 months;
- a criminal record certificate, where certification is required by law or regulation;
- a permit issued by the Labour Inspectorate if the employee is under the age of 16 or between the ages of 16 and 18.



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- The employer may also require the submission of other documents beyond those mentioned above if this is provided for or implied by law or regulation.

Negotiation of an employment contract

Once an offer has been made, negotiations for the conclusion of an employment contract shall commence if the party to whom the offer is made is interested. Negotiations are conducted in a free form without special requirements and procedures.

Conclusion of an employment contract

- An employment contract is concluded between the employee and the employer before the employee starts work;
- The employment contract is concluded in written form;
- The employment contract shall be signed by both parties, drawn up in 2 copies, one for each party;
- The employment contract shall be in stationery form - stamped, numbered, displayed, etc.

Commencement of the employment contract

The commencement of the performance of the contract of employment shall be the time at which the employee commences work. From that moment he/she begins to perform his/her duties and to enjoy his/her rights under the employment relationship in full.

Reflection / Self-Assessment:

Do I know what documents I need in order to start a job?

Do I cover the legal requirements for starting a job?

Do I understand why I need those documents in order to start a job?



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Further Resources:

<https://www.mi.government.bg/bg/pages/procedura-za-sklyuchvane-na-trudovi-dogovori-222.html>

<https://e.trudipravo.bg/trud-i-pravo/trudovi-otnosheniya/kakvi-dokumenti-e-neobhodimo-da-predostavya-za-sklyuchvane-na-trudov-dogovor-sled-sakrashtenie/>

Tips to the trainer:

The trainer can guide the participants in which institutions or from which places they can get the necessary documents for starting a job. They can make them aware of the process, the time it takes for the documents to be issued, and the order in which they need to be procured.

Workers' rights in Bulgaria

In this module we will introduce participants to their rights at work and how to find out if these rights have been violated.

Learning Objectives:

Knowledge gained - Participants know what their rights are and how labour law protects them.

Skills gained - Participants can oppose injustice directed towards them in the workplace.

Attitude shift - Participants have a clearer understanding of labour law and that it's not made to protect only employers but workers as well, which will give them the self-esteem to fight for their rights.

❖ Main Content:

You must sign a contract before you start work. It is mandatory! If you don't, you are working illegally and have no rights. The contract must be signed in two copies - one for the employee and one for the employer. Never sign before you have read the whole contract and understood everything in it. If there is something you don't understand, ask on the spot or take it with you and seek advice from a friend you trust.

If everything is OK, sign both copies, take yours and keep it. You will need it if you have problems at work, want to leave, etc.



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EMPLOYMENT CONTRACT OR CIVIL CONTRACT?

Both options have their peculiarities. Good to know:

With an employment contract, you have the right to regulate working hours, a safe workplace, paid annual leave, sick leave entitlement, etc. Your employer has to pay all the contributions that entitle you to free medical treatment, pension, etc.

It can be:

1. Fixed-term contract - it is signed for a fixed period: three months, six months, one year, two years or a maximum of three years. Employees on a fixed-term contract have the same rights and obligations as those on an indefinite-term contract. They may not be placed at a disadvantage solely because of the fixed-term nature of their employment relationship. Very often, employers prefer to recruit new employees on a fixed-term contract first so that they can assess how they perform. Once the contract expires, the employer is not obliged to renew it.
2. An open-ended contract of employment - it is concluded for an indefinite period, i.e. until it is terminated in accordance with the procedure mentioned in the contract itself. The contract can become automatically open-ended when the employee continues to work after the expiring date of the fixed-term contract and there is no termination signed between the two parties.

An employment contract is terminated in the following ways:

- By application /request/ by the employee. It must be in written form and comply with the time limit provided in the employment contract. This is usually one month. Always keep a copy of the application you have made and a document (receipt number) from the employee who accepted it.
- Due to a reduction in position by the employer. In this case, you are entitled to compensation. Seek advice from the Labour Office or from a competent friend.
- With an order from the employer. You must receive notice beforehand (at least one month beforehand) stating the reasons. You must keep copies of these documents.

IMPORTANT! No one can force you to resign!



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THE CIVIL CONTRACT

A civil contract is concluded for the performance of a specific task or service. You are not tied to a place of work or working hours. Your contributions are paid by your employer. You are not entitled to holidays, sick leave, or other benefits.

IMPORTANT! Any payment under a civil contract is documented by a pay slip. All receipts must be kept because they are attached to your tax return, which is due in January by April of the following year.

DO THEY PAY MY SOCIAL SECURITY CONTRIBUTIONS?

Every employer is obliged to pay the social security contributions of their employees. If you're not sure if this is the case, you can check the NRA (National Revenue Agency) website. <http://nap.bg/>

PAID LEAVE

All employees who have at least 8 months of service (under a contract of employment), whether accumulated in the current or previous companies, are entitled to paid leave. The leave is a minimum of 20 working days per year (1.7 days per month).

SICK LEAVE

All employees on a contract of employment are entitled to sick leave. It will be paid if you have at least 6 months of social security service (*under an employment or civil contract*), in the current or previous companies. If you don't have that much experience, the leave will be unpaid.

In order to take it, you must present your employer with a sick note, which is taken from your GP (*General Practitioner*).

IMPORTANT! You will receive 30% less pay for the days you are on sick leave.



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WORKBOOK

Your employment record book is an official document that you must keep from the time you start your first contract job until you retire. It records important information that you will need over the years. You must present it when you start work, get reassigned, leave, etc. Only the employer is allowed to write on it.

If you lose it, a duplicate employment record can be issued, but the procedure takes a lot of time and effort.

IMPORTANT! When you leave, be sure to ask your employer to fill in all the details in your employment record.

TAX RETURN

A tax return must be filed by all those who worked on a civil contract, two jobs at the same time, and/ or had income during the year from rents, property sales, etc. There is a special form prepared by the NRA in which all documents related to income received during the year are described and attached. The deadline for submission is January to March of the following year. It must be submitted in person or by registered letter with acknowledgment of receipt to the NRA branch at the place of residence. If you delay or fail to file your tax return you are liable for a penalty. Get help from a competent person before you start filling in the details.

IMPORTANT! Only persons who worked during the year only on an employment contract and had no other income are exempt from filing a tax return.

OTHER IMPORTANT INFORMATION:

- You have the right to be treated equally at work by both your employer and your colleagues.
- Direct or indirect discrimination in the workplace is strictly prohibited.
- Your employer must pay you the agreed salary on the date or by the deadline specified in your contract.
- You have the right to protection against unfair dismissal.
- You have the right to ask for a fair and objective reference from your employer when you decide to apply for another job.
- You have the right to rest. Your employer must provide 1 meal break during the working day, which must not be less than 30 minutes.



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- If you are an asylum seeker, the expiry of your registration card does not equal your legal right to work. You must present your renewed registration card. It must be renewed every 3 months.

Reflection / Self-Assessment:

Do I know what my rights in the workplace are?

Do I know when my rights are violated?

Do I know how to defend my rights in the workplace?

Further Resources:

<https://www.gli.government.bg/sites/default/files/upload/documents/2021-01/kodeks-na-truda.pdf>

<https://eur-lex.europa.eu/summary/chapter/17.html>

https://www.knsb-bg.org/pdf/prava/2_Tvoite_Trudovi_Prava.pdf

<https://migrantlife.bg/bg/articles/prava-na-rabotnicite-v-blgariya>

<https://www.fscibulgaria.org>

Tips to the trainer:

After a detailed explanation of the worker's rights, the trainer can do a role-playing game where the participants are paired up - employer and worker - in which the employer violates one of the worker's rights and the worker exercises his or her right of protection by the labour code. This will help the participants to recognize when they are being abused and to gain the confidence that they can stand up against injustice directed at them.



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Assistance Programmes and opportunities in Bulgaria

The program “ACHIEVING SUSTAINABLE AND QUALITY EMPLOYMENT THROUGH IMPROVING THE ATTRACTIVENESS OF PROFESSIONS IN LABOUR SECTORS THAT ARE KEY TO BETTER DEVELOPMENT OF THE ECONOMIC” has the intention to attract and retain skilled workers in the welding profession in the field of "Mechanical Engineering and Metalworking", through a set of measures aimed at increasing the attractiveness of the profession.

Behind this program are the Operational Program “Human Resources Development 2014 - 2020” under the European Social Fund, Ministry of Labour and Social Policy, and Association of Industrial Capital in Bulgaria.

Learning Objectives:

Knowledge gained - The participants will learn where to find the definitions, terminology, and standard (digital) notation; the requirements of Bulgarian, European and international (BDS, EN, ISO, ASME, etc.) standards in the field of welding; the basic properties and behaviour of welding (weldability) of different types of steels, non-ferrous metals and alloys; the influence of welding modes on the shape of the weld; the different types of welding imperfections, possible causes and ways to prevent and eliminate them; how to detect defects of a technological nature; the types of control of finished welded products; the rules for healthy and safe working conditions.

Attitude shift - The participants will gain a new understanding of the welding profession and how it's of great importance for the Bulgarian Infrastructure as well as they will become more aware of the benefits that the welder profession offers.

❖ Main Content:

Within the program ACHIEVING SUSTAINABLE AND QUALITY EMPLOYMENT THROUGH IMPROVING THE ATTRACTIVENESS OF PROFESSIONS IN LABOUR SECTORS THAT ARE KEY TO BETTER DEVELOPMENT OF THE ECONOMIC is created a detailed plan for promoting specifically the welder profession. **This plan consists of:**

1. Raising awareness of the profession - the training process and basic requirements for the welder position. Through strengthening students' interest in science and technology subjects, encouraging participation in competitions and extracurricular engagement of students in the field of natural sciences and technical fields this programme aims at enhancing the awareness about other opportunities and in particular in the welder sector. On the other hand the organisation of Open Days helps to encourage the interest in technical specialties.



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2. Refining the process of selecting and hiring potential workers: All of the people that acquired a welder certificate are encouraged to work in the sector and develop their professional skills. The programme underlines the importance of the effort that these people can make to improve their welder skills and be hired as high-skilled professionals. Organisations that are in need of welder workers are encouraged to offer better career opportunities and inhouse upskilling trainings for their employees.
3. Introduction of newly hired workers in the organisation of the enterprise and in the work itself. This part strongly relates to the actions that each organisation should do in order not only to present the welder profession as an attractive job, but also to provide a suitable mentoring to the people that will perform as welders in the company/enterprise.

Reflection / Self-Assessment:

Am I informed enough about the educational process in the welding sector?

Do I understand the responsibilities that come with this profession?

What benefits can I derive from training and practicing this profession?

Links to free resources for further reading:

<https://eumis2020.government.bg/bg/7578fea4/Procedure/InfoEnded/02e62eba-1cbf-4a94-8bae-b61177d2effd>

<http://profesii.bg/wp-content/uploads/2018/02/%D0%97%D0%B0%D0%B2%D0%B0%D1%80%D1%87%D0%B8%D0%BA.pdf>

https://www.navet.government.bg/bg/media/naredba-13-ot-26-may-2021-g-za-pridobivane-na-kva_0.pdf



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UNDERSTANDING THE LABOUR REGULATION FRAMEWORK IN SPAIN

Labour Legislation in Spain

According to Article 23 of the Declaration of Human Rights,

1. Everyone has the right to work, to free choice of employment, to just and favourable conditions of work and to protection against unemployment.
2. Everyone, without any discrimination, has the right to equal pay for equal work.
3. Everyone who works has the right to just and favourable remuneration ensuring for himself and his family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.
4. Everyone has the right to form and to join trade unions for the protection of his interests.

Concerning the labour legislation in Spain, the main decrees are listed below.

- Workers' Statute. Royal Legislative Decree 2/2015, of 23 October, approving the revised text of the Workers' Statute Law.
- General Act on Social Security. Royal Legislative Decree 8/2015, of 30 October, approving the revised text of the General Act on Social Security.
- Law regulating social jurisdiction. Law 36/2011, of 10 October, regulating social jurisdiction
- Law on the Prevention of Occupational Risks. Law 31/1995, of 8 November 1995, on the prevention of occupational risk.
- Law on Violations and Sanctions in the Social Order. Royal Legislative Decree 5/2000, of 4 August, approving the revised text of the Law on Violations and Sanctions in the Social Order.
- Right to strike and lockout Royal Decree-Law 17/1977, of 4 March, on labour relations.
- Law for Equality Organic Law 3/2007, of 22 March, for the effective equality of women and men, especially in the employment field.
- Freedom of Association Act Organic Law 1/1985, of 2 August, on Freedom of Association.
- Law on Temporary Employment Agencies. Law 14/1994, of 1st June, regulating temporary employment agencies.

There is also a legislative framework regarding wages and pensions. There is a concept in Spain regulated by the legislation and revised every single year called Salario Mínimo Interprofesional (SMI), in English, "minimum interprofessional wage".



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- SMI 2022 Royal Legislative Decree 152/2022, of 22 February, which sets the minimum wage for 2019.
- Pension revaluation 2022. Royal Decree-Law 65/2022, of 25 January, for the revaluation of public pensions and other urgent measures in social, labour and employment matters.

The unemployment and the benefit entitlement are also covered by the Spanish legal system. “Unemployment protection protects those who, being able and willing to work, lose their job temporarily or permanently, or see their working day reduced by at least on third, with the corresponding loss or reduction of wages due to any of the causes established as legal situations of unemployment. The protection of this situation at the contributory level is called unemployment benefit or benefit entitlement.” [Unemployment Protection Royal Decree 625/1985, of 2 April, which implements Law 31/1984, 2 of August, on Unemployment Protection].

There are also special employment relations governed by other decrees, such as:

- Special character of family home service Royal Decree 1620/2011, of 14 November, which regulates the special employment relationship of the family home service.
- Working activities in prison workshops and for the benefit of the community Royal Decree 728/2001, of 6 July, which regulates the special employment relationship of convicts who carry out work activities in prison workshops and the Social Security protection of those sentenced to community service.
- Senior management staff Royal Decree 1382/1985, of 1st August, which regulates the special employment relationship of senior management personnel.
- Professional sportsmen and women Royal Decree 1006/1985, of 26 June, which regulates the special employment relationship of professional sportsmen and women.
- Disabled workers in special employment centres Royal Decree 1368/1985, of 17 July, which regulates the special employment relationship of disabled people working in Special Employment Centres.
- Lawyers. Royal Decree 1331/2006, of 17 November, which regulates the special employment relationship of lawyers who provide services in individual or collective law firms.
- Trade representatives. Royal Decree 1438/1985, of 1st August, which regulates the special employment relationship of people who take part in commercial transactions on behalf of one or more employers, without assuming the risk of those.



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Legal requirements in Spain

As set out in the Articles 4 and 5 of the Statute of Workers, each worker has rights and duties to fulfil regardless of his or her contract.

Article 4: Labour rights.

Employment relationship rights:

1. Actual Occupation of the position
2. Promotion and professional training at work
3. Not to be discriminated against for employment or once employed, for gender reasons, marital status, age within the limits set by this law, race, social status, religious or political ideas, membership or not of a trade union, as well as for reasons of language, within the Spanish State. Nor may they be discriminated against on the grounds of physical, mental or sensory handicaps, provided that they are able to perform the work or employment in question.
4. Physical integrity and adequate health and safety policy.
5. Respect for their privacy and due regard for their dignity, including protection from verbal or physical abuse of a sexual nature.
6. Timely receipt of the agreed or legally established remuneration.
7. Individual exercise of the actions arising from his or her employment contract.
8. Any other right arising specifically from the employment contract.

Basic rights

1. Work and freedom of choice of profession or trade
2. Freedom of association
3. Collective bargaining
4. Adoption of collective conflict measures
5. Strike action
6. Assembly
7. Participation in the enterprise

Article 5: Work Duties

1. Perform the specific duties of his or her job in accordance with the rules of good faith and diligence.
2. Observe the health and safety measures taken



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3. Comply with the employer's orders and instructions in the regular exercise of their duties.
4. Do not compete with the activity of the company, under the terms laid down in this law.
5. Contribute to the improvement of productivity.
6. Any other duty arising from the respective employment contract, as the case may be.

Depending on whether you are applying for a public institution or private enterprise, the legal requirements are different. In the case of public competitions (oposiciones, in Spanish), you have to...

1. Be Spanish or have the nationality, if not, there are certain competitions for which you can also apply as an European Union citizen.
2. Be over the age of 18.
3. Have the functional capacity to carry out the functions of the position for which you are applying for.
4. Have the required qualifications.
5. And the most important, not be disqualified from public employment or public office by a court order.

In the case of private enterprises, other than being over 16 and having the nationality or a residence and work permit, each one has its own requirements, you have to check them on the job offer or contact the company itself to get to know them. Afterwards, the employment contract is signed. This contract includes the estimated duration of the employment relationship, the enterprise's registered office, a brief description of the labors that will be performed, detailed information about the salary and the way it will be perceived, detailed holiday entitlement and information about the collective bargaining agreement.

How to apply for your own residence and work permit?

The procedure to get this permit will be different depending on the type of job for which we want to apply.

If we want to work as an employee:

A. Requirements

1. You must not have a criminal record in Spain or any other country where you have resided for the five years prior to application.
2. At the same time, there are countries with which Spain has agreements on the admission of citizens. It is therefore compulsory not being rejected in any of them.



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3. It is necessary to prove that the necessary fees have been paid.
4. There must be an employment contract with a start date linked to the granting of the work permit and with a duration similar to the duration of the work permit.
5. Certify the qualification of the person to carry out the work to be done.

B. Documents

1. Valid and complete passport.
2. Diplomas proving the professional certification of the applicant.
3. (For this phase, it is highly recommended to seek professional guidance) Fill and sign the form EX03
4. NIF of the contracting company to represent the applicant
5. Photocopy and original of the employment contract previously stamped by the company.
6. Documentation proving that the applicant has not already the national employment status.
7. Documentation proving the economic solvency of the contracting company.

If we want to be self-employed:

A. Requirements

1. You must not have a criminal record in Spain or any other country where you have resided for the five years prior to application.
2. At the same time, there are countries with which Spain has agreements on the admission of citizens. It is therefore compulsory not being rejected in any of them.
3. It is necessary to prove that the necessary fees have been paid.
4. Have the necessary qualifications to carry out the work for which you are applying in order to obtain the permit.
5. Meet the general legal requirements to become self-employed: carry out a lucrative economic activity on your own without being dependent on the direction of another person or entity, and being this habitual activity considered as main or secondary source of income.
6. Proof of the possession of the sufficient means to carry out the necessary to start up the business and to justify their stay in Spain.

B. Documents

1. Valid and complete passport.
2. Licences and permits relevant to the operation of the business to be established, and also information about the situation of these formalities.



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3. Diplomas proving the professional certification of the applicant.
4. Feasibility project as well as a prior study showing the profitability of the business and, at the same time, proof of possession of the necessary financial resources to carry it out.
5. (For this phase, it is highly recommended to seek professional guidance) Fill and sign the form EX07.

Useful links:

Estatuto de los trabajadores:

<https://www.ilo.org/dyn/natlex/docs/WEBTEXT/37817/64929/S94ESP01.HTM#t1c2>

Requirements for being self-employed:

<https://www.txerpa.com/blog/requisitos-para-ser-autonomo#uno>

Requirements of the employment contract:

<https://www.legalitas.com/actualidad/que-requisitos-legales-debe-cumplir-un-contrato-de-trabajo>

Financial obligations in Spain

As members of society and as active workers, the citizens of Spain have a series of financial obligations to the state. The main three to be discussed in this unit are income taxes (IRPF), social security contributions and related to the first, income declaration (*Spanish: declaración de la renta*).

Learning Objectives:

- Learn about your financial obligations as an employed person, why they exist and what their purpose is.

❖ Main Content:

From the beginning of your working life, either as an employed person or self-employed person, you derive a series of financial obligations.

The first one is paying income taxes. This tax is called IRPF in Spain (*Impuesto sobre la Renta de las Personas Físicas*), and it is deducted from your monthly wage by your employer, who has the obligation to certify it has been done. This deduction acts as an advancement of your tax payment, and it is a progressive tax, meaning that the percentage deducted will be higher or lower depending on the person's income.



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Percentage deductions by annual income. **Source:** <http://www.irpf.com.es/>

Once a year, most workers (*except in cases that do not reach the income threshold and are not obligated*) have to present a declaration of income to the tax authority (Hacienda). When this is presented, it is common that the income that was retained via IRPF was higher than your tax obligation, in which case you are entitled to a reimbursement. On the contrary, there are other cases in which the quantity of taxes you have to pay is higher than the already made retentions, in which case another payment is needed. This is determined by a set of variables that include having children or elders dependent on you, other incomes you may receive, properties and other personal circumstances that may produce either tax deductions or a higher quantity to be paid.

This tax revenue is used by the state to fund social services, such as public health, education, security and defence, retirement pensions and other benefits, infrastructure, public housing, environment, culture and sport policies, development policies and others.

Social security contributions are other financial obligations that are deducted from the worker's wage by their employer, who has the responsibility to pay them to the official institutions in charge. These contributions serve to fund. While income tax is progressive and varies within income groups, social security contributions are a fixed percentage depending on the group, with a minimum and maximum contribution set for each group. In the case of being employed by a company, the company has to pay a part of the contribution as well as the one deducted from the worker's wage, which is paid by the worker.

Contribution percentage per contingency:

Social security contributions cover a series of contingencies, such as unemployment and professional formation, wage guarantee, old-age pensions and pensions in case of temporary or permanent incapacitation, orphan's pensions and widowhood pension.

Reflection / Self-Assessment:

Did you know about your financial obligations as a worker?

Were you aware of what are your tax payments used for?

Links to free resources for further reading

<https://www.bankinter.com/blog/finanzas-personales/que-cotizacion-seguridad-social>

<http://www.irpf.com.es/>

<http://www.irpf.com.es/>





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<https://www.bankinter.com/blog/finanzas-personales/que-son-las-retenciones-por-irpf>

<https://sede.agenciatributaria.gob.es/>

Workers' rights in Spain

In this unit, basic worker's rights are explained, including minimum wages, paid leave, collective agreements and others. Different types of contracts are explained.

Learning Objectives:

- Get to know basic worker's rights and types of contracts
- Become familiar with minimum wage and social security

❖ Main Content:

At the national level, labour law is set out in the Constitution, as well as in laws and regulations, collective agreements and labour contracts. There is a hierarchy of application (*Estatuto de los Trabajadores*), in which the European legislation is above the national legislation, below it is the constitution and below it the laws and regulations of the state, the collective agreements and finally, the employment contract. In case of conflict, the law most favourable to the employee applies.

The constitution stipulates the right to strike and freedom of association, the right to work and the free choice of work, the right to an adequate wage, the right to negotiate collective agreements and to take collective action, the right to social security, to an employment policy, to health and safety at work, to necessary rest and to paid holidays. The Workers' Statute applies to work that must be: personal, voluntary, paid, dependent and employed, excluding some exceptions to which other legislation applies. It includes the same rights as the constitution, and includes the rights of assembly, information, consultation and participation in the company; the right to effective employment, to promotion and professional training at work, to physical integrity and prevention of occupational hazards, to respect for their identity and dignity, and to non-harassment as well as non-discrimination for or at work (*by sex, sexual orientation, marital status, race or ethnicity, religion, social status, political ideas, trade union membership, language, age within the law, disability*). Also to the receipt of the agreed remuneration, to the individual exercise of contractually stipulated actions and other rights derived from the contract.

According to the Statute, the following are considered special employment relationships: those of senior management personnel not included in Article 1.3. The following are considered special employment relationships according to the Statute: those of senior management personnel not included in Article 1.3, family household services, those of convicts in penitentiary institutions,



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professional sportsmen, artists in public shows, persons who take part in commercial operations on behalf of one or more employers without assuming the risk and risk of those operations, workers with disabilities who provide their services in special employment centres, minors subject to the execution of internment measures for the fulfilment of their criminal responsibility, residence for the training of specialists in Health Sciences, lawyers providing services in law firms, individual or collective, and any other work that is expressly declared as a special employment relationship by a law. However, in all cases there is an obligation to respect the labour rights stipulated by the constitution.

Types of employment contracts and recruitment incentives

Contracts can be made in writing, except for ordinary indefinite-term contracts or temporary contracts due to circumstances of production, full time and for a duration of less than 4 weeks, where there is the possibility of a verbal contract. However, a written contract may be required at any time. The contract must contain: **1)** place and date; **2)** parties; **3)** professional category; **4)** place of work; **5)** working hours; **6)** remuneration; **7)** holidays; **8)** notice; **9)** collective agreement; and provisions such as a probationary period, etc. can be added. If any part of the contract is void, the rest of the contract remains valid and if the contract is void in its entirety, the employee retains his or her right to remuneration for the work already done.

Work, temporary and interim contracts: work contracts can last up to a maximum of three years, extendable to four years by agreement, and if this duration is exceeded, they become permanent contracts. It is carried out independently of the company's normal activity, clearly differentiated from it, to distinguish the beginning and end of the contract. Temporary contracts due to production circumstances can last a maximum of 6 months in one year, or one year in 18 months. Interim contracts are contracts to replace workers with the right to reserve or a vacancy during the selection process.

Part-time contracts, relief contracts and partial retirement: part-time contracts are considered to be those with fewer working hours (*per week/year/month*) than a comparable worker or as stipulated by the collective agreement, ordinary + supplementary hours cannot exceed the full working day. Relief contracts replace people in partial retirement. The worker who partially retires must have more than six years' seniority, and reduces the working day by 25-50% (*up to 75% if it is a full-time permanent contract*).

Contract for training and apprenticeship: contracts of 6 months to 3 years (*variable by collective agreement*) compatible with theoretical training for under-25s without professional qualifications who have not worked for more than 12 months. There are exceptions to the age limit (*as long as the unemployment rate is over 15%, it is extended to those under 30; cases of disability*). These contracts prohibit overtime except in cases of force majeure, shifts or night work.



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Internship contracts: for graduates of vocational training, university or professional certificate. Duration from six months to two years, for one or different companies, interrupted by paternity, maternity or pregnancy/breastfeeding risk leave. The salary cannot be less than 60% of that stipulated in the collective agreement in the first year, 75% in the second year, and never less than the minimum wage.

Minimum Interprofessional Wage (SMI) and revaluation of pensions and IPREM

The Minimum Interprofessional Wage (SMI) is the minimum wage stipulated for any worker, for any type of work, on the basis of the working day. It is set each year by the government after consultation with trade unions and employers' associations, taking into account the economic situation, the national average productivity and the CPI (Consumer Price Index). In 2022, the SMI is set to rise to €1,000. Like the SMI, pensions (disability, retirement, widowhood, orphan's, etc.) are revalued every year, as is the Public Indicator of Multiple Effect Income (IPREM), which is used as a reference for the granting of aid, subsidies and grants. Unemployment benefit is granted to those who, being able and willing to work, lose their job temporarily or permanently or whose ordinary working hours are temporarily reduced by between 10 % and 70 % (SEPE). To access it, prior social security contributions are required. It is available even if the beneficiary has worked for less than a year, depending on the number of months contributed and the beneficiary's family responsibilities. It is also available to foreigners legally resident in Spain who meet the requirements and are registered as job seekers.

Working hours and paid leave

Article 34 of the Workers' Statute regulates a maximum of 40 hours per week/year, with a 12-hour rest period between working days and a maximum of 9 hours per day, except in the case of collective agreements (*although always respecting the 12 hours between working days*). When the working day exceeds 6 hours of continuous work, it is stipulated that there must be a break of more than 15 minutes, with more than 30 minutes every 4 hours of effective work for workers between 16 and 18 years of age. Changes in the length and distribution of working hours can be requested by right in order to reconcile work and family life.

Article 37 states that there must be at least one and a half days off per week, 14 working holidays and paid leave of 2-4 days for death, illness, hospitalisation of family members up to the second degree and others for different needs. Paid annual leave is agreed in the contract or collective agreement.



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Reflection / Self-Assessment:

Were you informed about the different types of contracts that exist in the country?

Were you aware of the minimum wage and how it was determined?

Do you believe this information is necessary and useful?

Links to free resources for further reading:

Ley del Estatuto de los Trabajadores.

<https://www.boe.es/buscar/act.php?id=BOE-A-2015-11430>

<https://sites.google.com/a/iesalhadra.org/temario-de-fol/home/unidad-5-el-derecho-del-trabajo>

<https://www.wolterskluwer.com/es-es/expert-insights/subida-smi-2022-nueva-cuanta>

<http://www.iprem.com.es/>

<https://www.sepe.es/HomeSepe/Personas/distributiva-prestaciones/quiero-cobrar-el-paro>

Assistance programmes and opportunities in Spain

In Spain there are different plans and programmes carried out by institutions that are meant to aid social inclusion and inclusion in the job market, youth employment, and employment of different communities.

Learning Objectives:

- Get to know social inclusion and employability plans
- Identify opportunities for employment

❖ Main Content:

National Action Plans for Social Inclusion

The Ministry of Social Rights and Agenda 2030 launched in 2019 the National Strategy for the Prevention and Fight against Poverty and Social Exclusion, dedicated to tackling child and adult poverty and social exclusion through policies to reinforce social security, employment and training,



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equal education, etc. Among the training and employment policies, initiatives are implemented to encourage the hiring of people with more difficulties in accessing employment (*young people, women after maternity and child-rearing, Roma women, people with disabilities, homeless people, people at risk of social exclusion...*) and to improve their employability, as well as to establish measures to prevent labour discrimination and the control of contracts for training and apprenticeship.

Other initiatives and programmes:

- National Action Plan for Social Inclusion 2013-2016.
- European Aid Fund for the Most Deprived 2014-2020
- Comprehensive National Strategy for Homelessness 2015-2020
- Credit for the Fight against Child Poverty and Support for the Family and Children
- Minimum Insertion Income (*Annual Report on Minimum Income*)
- Plan Concertado de Prestaciones Básicas de Servicios Sociales en Corporaciones Locales 2016-2017 (*Concerted Plan for Basic Social Service Provisions in Local Corporations 2016-2017*)
- Integral Family Support Plan 2015-2017
- II PENIA (*II National Strategic Plan for Childhood and Adolescence 2013-2016*)
- National Strategy for the Social Inclusion of the Roma Population in Spain 2012-2020
- State Strategy for Volunteering 2010-2014

Youth Guarantee of the SEPE for youth employability

An initiative of the Public Employment Service focused on unemployed young people who are not in formal education or training, to facilitate the receipt of offers of employment, education and training, including apprenticeships or traineeships, after completing an educational period or becoming unemployed. The Youth Guarantee is available to young people between 16 and 29 years old, registered in a Spanish municipality and with Spanish nationality, nationality of the European Union or a country that is part of the European Economic Treaty, or any other nationality that has a residence and work permit in the country. Registration is also available for unaccompanied minors by providing accreditation from the Child Protection Services of the Autonomous Community.

This guarantee offers opportunities for education and training, internships, employment and self-employment for young people, with different assistance entities in each Autonomous Community. In addition, there are information centres on this guarantee in the employment offices of each Autonomous Community, INJUVE centres, Chambers of Commerce, town councils... where assistance is offered for registration and online access.



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Public policies for the promotion and improvement of the living conditions of the Roma population:

The Roma community has been present in Spain since the 15th century, and today it is estimated to represent 1.5% of the country's population, i.e. around 725,000-750,000 people. The Ministry of Local Rights coordinates the Plan for Equality, Inclusion and Participation of the Roma People 2021-2030, a specific plan to fight against the social exclusion of the Roma community in collaboration with the administration of the autonomous communities. The ministry also publishes studies and holds seminars to analyse the needs of the community. In addition, since 2005 there is the State Council of the Roma People (CEPG), which institutionalises relations between the Roma associative movement and the state administration and proposes social policies for their promotion and welfare.

The Fundación Secretariado Gitano, through the Ministry of Labour and the Ministry of Social Rights, carries out programmes such as Acceder, a project for the labour inclusion of the Roma population that has been running since 2000. This programme aims to bring employment and training services closer to unemployed Roma people, the creation of sheltered employment programmes and support for the creation of companies, as well as active employment policies dedicated to the Roma population; and to raise awareness of the discrimination and prejudices they suffer. In addition to that, it has comprehensive programmes of social inclusion for the Roma people, living, promotion of education and training, health, gender equality and equal treatment. In addition, a wide range of services aimed at facilitating employability, job search and recruitment of Roma people through training programmes, technical assistance, guidance and accompaniment to employment, prospecting and intermediation in the labour market and employment exchanges with profiles adapted to the needs of different companies.

Primary care social services in Asturias:

Primary care social services also work in collaboration with employment services to facilitate the labour insertion of people at risk of social exclusion. Social services in Asturias carry out a socio-labour coordination programme consisting of a series of agreements with agricultural groups and with the Public Employment Service of the Principality of Asturias to intervene jointly and include people benefiting from the Basic Social Wage in employment and training programmes. The Basic Social Wage, on the other hand, is an economic benefit of the social services of Asturias dedicated to cover the basic needs of a cohabitation economic unit that lacks resources to cover them. Obtaining this benefit is linked to a social inclusion programme that may include other initiatives in the psychosocial, socio-health, labour and educational fields.



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Social Inclusion Network (RIS)

The Social Inclusion Network (RIS) 2017-2020 is a space for exchange and dialogue funded by the European Social Fund to improve policies and practice for social inclusion. It is a joint initiative of the European Social Fund Administrative Unit, the Ministry of Labour and Social Economy and the Ministry of Social Rights and Agenda 2030, which is responsible for the coordination of the network. It is composed of several working groups dedicated to the elaboration of analyses, studies and seminars on employment, social exclusion, poverty, and the impact of social inclusion and employment policies on improving the employability of people at risk of social exclusion and reducing poverty.

Reflection / Self-Assessment:

Were you familiar with the Statute of Workers?

Were you aware of the legal requirements necessary to obtain a work visa or become self-employed?

Do you think this information is useful? Would you have liked to learn it before?

Links to free resources for further reading:

Social inclusión network: <http://redinclusion-social.es/que-es-la-ris/>

Fundación Secretariado Gitano: <https://www.gitanos.org/>

Youth Guarantee: <https://www.sepe.es/HomeSepe/Personas/encontrar-trabajo/Garantia-Juvenil/que-es-garantia-juvenil.html>

Social services Asturias https://www.socialasturias.es/servicios-sociales/coordinacion--sociolaboral/coordinacion-sociolaboral_938_1_ap.html



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UNDERSTANDING THE LABOUR REGULATION FRAMEWORK IN ITALY

Labour legislation in Italy

The Labour Law is the complex of rules governing the employment relationship, which protect the fundamental rights of the worker. It is composed of rules governing relations between the worker and the employer and by trade union law, which deals with the associations that represent the parts of the relationship.

FUNDAMENTAL PRINCIPLES

Italian Constitution

Art. 1 Italy is a Democratic Republic, based on labour. Sovereignty belongs to the people who exercise it in the forms and limits of the Constitution.

Art. 4 The Republic recognises the right of all citizens to work and promotes conditions to fulfil this right. According to capability and choice, every citizen has the duty to undertake an activity or a function that will contribute to the material and moral progress of society.

Economic Relations

Art. 35 The Republic protects labour in all its forms and practices. It provides for the training and professional enhancement of workers. It promotes and encourages international agreements and organisations aiming at asserting and regulating labour rights. It recognises the freedom to emigrate, except for legal limitations for the common good, and protects Italian workers abroad.

Art. 36 Workers are entitled to remuneration commensurate with the quantity and quality of their work, and in any case sufficient to ensure to them and their families a free and honourable existence.
- 10 - The law establishes limits to the length of the working day. Workers are entitled to a weekly day of rest and to annual paid holidays; they cannot relinquish this right.

Art. 37 Working women have the same rights and are entitled to equal pay as men for equal work. Working conditions have to be such to allow women to fulfil their essential family role and ensure an adequate special protection of mothers and children. The law establishes the minimum age for paid labour. The Republic establishes special measures protecting juvenile labour and guarantees equal pay for comparable work.

Art. 38 All citizens unable to work and lacking the resources necessary for their existence are entitled to welfare support. Workers are entitled to adequate insurance for their needs in the case of accidents, illness, disability, old age and involuntary unemployment. Disabled and handicapped



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persons are entitled to education and vocational training. Responsibilities laid down in this article are entrusted to public bodies and institutions established or supplemented by the State. Private welfare work is free.

There should be mention of:

- Civil Code, chapter 5
- 15/7/1966 n. 604 Law, edited by 11/5/1990 n. 108 Law, concerning individual dismissals,
- 20/5/1970 n. 300 Law, known as Workers Statute,
- 11/8/1973 n. 533 Law, that regulates individual labour disputes and disputes concerning compulsory social security and care,
- 9/12/1977 n. 903 Law, then integrated with 10/4/1991 n. 125 Law, “Any discrimination on grounds of sex with regard to access to employment, irrespective of the way in which they are recruited and whatever the sector or branch of activity, shall be prohibited at all levels of the occupational hierarchy”,
- 12/6/1990 n. 146 Law, concerning the right to strike in essential public services and on the safeguarding of the rights of the person constitutionally protected,
- 28/2/1987 n. 56 and 27/7/1991 n. 223 Laws, concerning the organisation of the labour market,
- 8/8/1995 n. 335 Law, concerning the Reform of the compulsory and supplementary pension system
- 30/3/2003 Law, known as “Biagi Reform”

Regulations and decisions of the EC (European Community) and the ECSC (European Coal and Steel Community)

These regulations and decisions constitute direct sources of legislation and therefore directly oblige the Member States, without having to resort to ratification laws; The most important measures include:

- Free movement of workers: This includes the rights of movement and residence for workers, the rights of entry and residence for family members, and the right to work in another Member State and be treated on an equal footing with nationals of that Member State,
- Social security for migrant workers,
- European Social Fund



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Legal requirements in Italy

OBLIGATIONS OF THE EMPLOYEE AND THE EMPLOYER

Employee's obligations:

- To diligently and correctly perform the performance laid down in the contract,
- obligation to comply with work directives,
- obligation of loyalty to the company, and therefore also prohibition to compete,
- obligation to observe professional secrecy and not disclose, therefore.

Employer's obligations:

- to use the employment office,
- to make sure the employee has a work -card,
- to pay the agreed remuneration,
- to respect the established working hours,
- to grant annual leave,
- to comply with statutory insurance,
- to pay severance pay

Workers' rights in Italy

Art. 21 Italian constitution and Art. 1 "Worker Statute": Everyone has the right to freely express thoughts in speech, writing, and by other communication, in the workspace. Discriminations (*ie personal vendettas, dictated by antipathy, prejudice, intolerance, ...*) are forbidden.

Art. 32 and 38 Italian Constitution and 300/1970 Law: The Republic safeguards health as a fundamental right of the individual and as a collective interest and guarantees free medical care to the poor. Nobody may be forcefully submitted to medical treatment except as regulated by law. That law may in no case violate the limits imposed by the respect for the human being.

2/5/2001 Ministerial Decree: criteria for the identification and use of Personal Protection Equipment (PPE) and therefore any equipment intended to be worn and kept by the worker to protect him against one or more risks likely to threaten his safety or health at work, and any additions or accessories to this purpose.

Among the professional figures interested in the use of personal protective equipment, in a local authority, we can mention: the electrician, the maintainer, the exterminator, the plumber, the cemetery service operator, the sewage plant operator, the storeman, etcetera.



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As regards sanctions, the employer and the manager are punished with the arrest of three to six months or with the fine of three million to eight million lire, if they do not provide the workers with personal protective equipment, if they do not comply with the legislation in force and if they are not trained in the use of the same; while they are punished with the arrest of two to four months or with the fine of one million to five million lire, if they do not provide comprehensible instructions and if the worker is not informed in advance of the risks from which the personal protective equipment protects him.

Privacy: the employee's health data

The Data Protection Supervisor has established that information on the health status of the employee must be kept separately from other personal information. The worker's file, which contains the documents relating to the appointment, the professional path and the most significant facts of the individual career, may maintain its unity, provided that special precautions are taken. The guarantor has emphasized that the enforced norm, also not getting to establish an obligation of the employer to supply to the absolute and integral segregation of the sensitive data of the dependent, has introduced a series of obligations and precautions to be respected in the processing of personal data. Employers are therefore required to use techniques, codes, or other systems that allow them to be identified only in case of need and solely for the performance of important public interest purposes (Article 3 of Legislative Decree No 135199).

Right to conduct trade union activities

The court of cassation, with the judgment number 7091, has established that it risks the dismissal the union representative, that distributes leaflets against the employer, representing it with insulting cartoons.

Furthermore, the Supreme Court affirms that the norms of the Civil Code, and in particular Article 2043, provide for a broader protection of the offended person, than the norms of the Criminal Code.

Right to strike

Vital services are always guaranteed to the citizens.

Right to remuneration

The employer must deliver the paycheck and the minimum wage is fixed by collective agreements.

Article 36 of the Constitution also states that wages must ensure a free and dignified existence for the worker and his family. The basic elements of remuneration are basic pay, which is fixed by employment contracts; contingency pay, which varies with the cost of living; seniority steps, which are calculated based on length of service; the production premium, which is a premium for the industriousness of workers, with the aim of stimulating the increase in company productivity.



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STATUS OF UNEMPLOYED

In the spring of 2000, the Council of Ministers finally approved the legislative decree defining the definition of "unemployment status" and aiming to involve the long-term unemployed more and more in training and employment initiatives. Long-term unemployed are those who have lost their jobs or been out of work and have been seeking new employment for more than twelve months. However, unemployment will only be recognised if the persons concerned go to employment offices within 180 days of the entry into force of the decree.

CHILD PROTECTION

17/10/1967 n. 977 dpr. 432/1976 – dlgs 9/9/1994 n. 566 LAWS: The law distinguishes between children and adolescents, meaning children under the age of 15 and adolescents between the ages of 15 and 18.

WOMEN'S WORK PROTECTION

Art. 37 Italian Constitution states that working women have the same rights and are entitled to equal pay for equal work. All activities that aim to promote equality between men and women in the workplace are called "positive actions".

The employer may, however, dismiss if the following circumstances apply: - for serious and proven negligence in the work, - if the Company ceases its activity, - if the recruitment was for a fixed period.

Severance pay (in Italian is known as "TFR") art. 2120 civil code - 29/5/1982 n. 297 law

The treatment is calculated by setting aside, at the end of each year of service, a share equal to the amount of remuneration due for that year, divided by 13,5 (therefore 7,40 % of that remuneration).

All sums paid in connection with the employment relationship must be considered on a non-occasional basis. Moreover, Article 2948 number 5 of the Civil Code states that the right to a TFR is time-barred in five years.

Trade Unions

Art. 39 Italian Constitution: Trade unions have the right to organise themselves freely. No obligations can be imposed on trade unions other than registration at local or central offices, according to the provisions of the law. A condition for registration is that the statutes of the trade unions establish their internal organisation on a democratic basis. Registered trade unions are legal persons. They



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may, through a unified representation that is proportional to their membership, enter into collective labour agreements that have a mandatory effect for all persons belonging to the categories referred to in the agreement.

Assistance programmes and opportunities in Italy

In Veneto Region there are many possibilities for unemployed people: they are divided by target

Learning Objectives:

The situations of social and economic disadvantage can be different but there are different solution to them:

- accompaniment and active job search: you can be supported and supported in the active job search, helped to identify professional opportunities through specific active research tools and to evaluate job proposals; you will also be advised on how to best promote yourself in the job market, how to submit your application, and you can receive support for participation in job interviews
- training: you can "strengthen" professional skills that you already have or "acquire" new professional skills in case there is the possibility of re-employment with jobs similar to those you do in the lost work;
- work placement or reintegration (lasting between 2 and 4 months): this type of intervention aims at insertion/ reintegration into work and provides access to highly professional content.

❖ Main Content:

Assistance programs and opportunities can be provided by the Italian state for these targets:

- young unemployed (under 35)
- long-term unemployed (over 12 months);
- persons who have not been in regular paid employment for at least six months;
- unemployed persons over 50 years of age.

These opportunities are:

- Qualification for adults: provides for the realization of training courses aimed at obtaining a professional qualification.
- Mobility for inclusion: with the aim of guaranteeing the right to work to all citizens who belong to disadvantaged groups, at risk of exclusion, both for personal and social problems. These actions are designed to allow disadvantaged people to have access to the labour market through the realization of training experiences abroad or outside the region.



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- Integrated Territorial Cohesion Actions (AICT): a measure to promote active social inclusion pathways aimed at the employability and relocation of highly disadvantaged workers. In particular, the initiative aims to offer to those who want to re-enter the labour market, accompanying measures to work, training and internships and self-employment.

Reflection / Self-Assessment:

Unemployed persons must go to the Employment Centre regularly or have the opportunity to consult the Veneto Region website's online opportunities

Local Context:

Relocation allowance

Unemployed Citizens' Income earners can benefit from a voucher for free qualified assistance in finding a new job. The Relocation Allowance is an active policy tool, introduced by the Jobs Act and valid throughout the country, that allows unemployed people with the required qualifications to receive free qualified assistance in finding a new job.

Over 30

1. Project "Skilling - Reskilling" :

- Reintegration into working life through training courses leading to a vocational qualification lasting between 600 and 900 hours including training and training;
- Return to work through training courses leading to a qualification or certification lasting between 8 and 100 hours of training;

2. Courses "Up-Skilling" of professional updating and improvement of skills for work, lasting between 32 and 90 hours of training.

Further Resources:

<https://www.cliclavoroveneto.it/>



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UNDERSTANDING THE LABOUR REGULATION FRAMEWORK IN CYPRUS

Labour Legislation in Cyprus

Cyprus Labour Law is a combination of Community law and Cyprus codified legislation. The basic principles of contract law govern and supplement primarily labor relations and established rights and obligations. In Cyprus, the most important statute governing labour law is related to the termination of employment (law 14/67). The specific law regulates the termination of employment, the legal grounds for dismissal and the remedies that the employee may exercise in case of illegal dismissal. Cyprus labour legislation is mainly based on the law of contracts. Therefore, employment is a form of contract that is complimented by the principles of labour law. Employment contracts are freely concluded between employers and employees. Any term agreed upon is valid, provided it does not contravene any law.

Apart from the aforementioned basic principles, labour legislation consists of the Social Insurance Law, the Annual Paid Leave Law, the Protection of Maternity Law, the Minimum Salaries Law, the Equal Treatment at Work and Employment Law, the Health and Safety at Work Law, the Law Providing for an Employer's Obligation to Inform Employees of the Conditions Applicable to their Contract or Employment Relationship, and the Collective Redundancies Law. These laws and regulations apply to all employees in the private, public, and semi public sector.

All foreign, non-EU, nationals are allowed permission of employment for a maximum period of four years, with farming and agriculture being an exception and the maximum employment period is six years. High skilled personnel or sports related employment might exceed the maximum period of employment. An employment permit is required before commencement of employment in Cyprus. All EU nationals are allowed to work in the Republic of Cyprus, after following a straightforward registration procedure.

Legal requirements in Cyprus

Any kind of employment in Cyprus, must be established by a contract (written or oral). The employer is obligated to inform the employer regarding the essential terms of the contract or employment relationship within one month of employment. The information of the agreement need to include at the minimum the following:

- The employer's and employee's personal information
- The place of work and the registered place of the company or the home address of the employer



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- The position or specialisation of the employee, their work category, and the subject of their work.
- The starting date of the contract or employment relationship and the duration of their contract, if it is only for a definite duration.
- The paid leave allowance and the way it is going to be provided.
- The deadlines that the two parties have to keep, in case of termination of contract or employment relationship.
- The duration of a regular daily or weekly work of the employee.
- The reference to any collective agreements that govern the terms or working conditions of the employee

Every employee in Cyprus is compulsorily insured under the Social Insurance Scheme. The compulsory insurance falls into two categories: employees and self-employed. Every person who is employed in the service of an employer, such as workers, employees in the private sector, public employees, semi-public employees and apprentices fall under the category of employed persons. Every person who is employed in a business of their own or perform any activities for their own account, such as traders, industrialists, farmers etc., fall under the category of self-employed persons.

Financial obligations in Cyprus

The Social Insurance Scheme covers compulsorily every person gainfully occupied in Cyprus either as an employed person or as a self-employed person. The Scheme is financed by contributions payable by the employers, the insured persons and the State. The rate of contribution for the employed persons as from the 1st of April 2009 is 17,9% and for the self-employed persons as from the 6th of April 2009 is 16,9% on their insurable earnings. The Scheme provides cash benefits for marriage, maternity, sickness, unemployment, widowhood, invalidity, orphanhood, old age, death and employment injury. The Scheme provides also free medical treatment for persons receiving invalidity pension and for employed persons who sustain injuries as a result or an employment accident or an occupational disease.

(<http://www.mlsi.gov.cy/mlsi/sid/sidv2.nsf/All/0592D9827BB620FEC22578680047B>)

Since 2020 any employee (either self-employed or under an employer) is obliged to contribute part of their salaries to the Health Insurance System. An employer (working in the private or public sector) contributes 2.65% of their salary to HIS, their employer contributes 2.90%, and the state contributes 4.70%. Self-employed workers are required to pay 4% of their income to HIS. The highest annual contribution on which contributions are paid is €180,000.



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A person who is a tax resident of the Republic of Cyprus is taxed on income earned or derived from sources both within and outside the Republic and is taxed on income earned or derived from sources both inside and outside the Republic. Paying taxes, when the income is over a certain amount is compulsory by law. The percentage of tax is regulated according to one's earnings. For an income up to €19.500, no tax contribution is required. An income of €19.501 - 28.000 requires a tax of 20%. An income of €28.001 - 36.300 requires a tax contribution of 25% . An income of €36.301 - 60.000 requires a tax contribution of 30%, and an income of over €60.000 is taxed with 35%.

Workers' Rights in Cyprus

In Cyprus the basic workers' rights are protected by the law. The most important rights can be summarised to the following:

- The weekly hours of employment, according to the law, cannot exceed 48 hours, including overtime.
- The termination of employment is only allowed under specific circumstances.
- Salary, like all other benefits (which are not regulated by law), is negotiated by the employer and the employees or their representatives through individual or collective agreements. However, for certain occupations a minimum wage is set annually by an Order of the Ministerial Council that comes into force on 1 April of each year.
- Parents are allowed maternity or paternity leave, while maternity leave period lasts for at least 18 weeks.
- Equal payment for equal work is protected by the law.
- Every employee who has worked 48 weeks within a year is allowed at least 4 working weeks of paid annual leave. Employers who work five days per week are allowed 20 work days of paid leave and employees who work 6 days per week are allowed 14 days of leave.
- The duration of sick leave and whether this is going to be paid is a matter that is agreed between the employer and employee, either via a Collective Agreement, or personal contract, or relevant agreement or business. If such agreement does not exist, the employer is not obliged to pay any sickness benefits and/or the first 3 days for which no sickness benefit is paid by the Social Insurance Services. There is an exception for those employed in hotels and leisure centres where by law they are entitled to sick leave with full benefits from their employers, depending on the period of their employment.
- An employer who regularly employs employees at night must inform the Ministry of Labour and Social Insurance in writing. The employer must take the necessary measures to ensure that shift workers and night workers are protected regarding their health and safety, depending on its nature of their work.



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Assistant programs and opportunities in Cyprus

In Cyprus, the recognised organisation that provides opportunities for employment is The Human Resource Development Authority of Cyprus (HRDA). The vision of HRDA is to enrich the Cyprus human resources with suitable knowledge and skills in order to efficiently respond to the enhancing competitiveness and contribute to the productivity of businesses and organisations.

HRDA offers various programmes and schemes in order to assist unemployment in Cyprus and give opportunities to young people or people who are unemployed for long periods. **The most important programmes that are running at the moment are:**

1. Unemployed Training Programs: Provision of initial and/or continuing training to the unemployed, with the aim of substantially improving their knowledge and skills for productive integration or reintegration into employment and to enable them to be employed in professions in which there is a demand for skilled labour.
2. Scheme of Training to Long time Unemployed People in Businesses and Organizations: Offering opportunities to the long-term unemployed, registered with the Public Employment Service for more than 6 consecutive months until the date of their employment by the company/organization requesting participation in the Scheme, under the age of 60, in order to secure work suitable for their qualifications and gain work experience and specialised complementary knowledge and skills. Contribution to increasing employment and reducing unemployment through the employment and training of the long-term unemployed. Staffing of businesses/organisations with competent and qualified staff through employment and personalised training of the unemployed.
3. Business Staffing Plan with Graduates of Higher Education: Offering opportunities to graduates of higher education under the age of 30 to secure work suitable for their qualifications and to acquire work experience and specialised complementary knowledge and skills. Upgrading the management, improving the operation and strengthening the competitiveness of businesses/organisations in all sectors of the economy through the employment and training of qualified people and their staffing with graduates in appropriate positions.
4. Special Vocational Training Plan for the Unemployed in Public and Wider Public Sector Organizations, Local Government Authorities, Non-Governmental Organizations and Non-Profit Institutions: The The Ministry of Labour, Welfare and Social Insurance implements the "Special Vocational Training Plan for Unemployed in Public and Wider Public Sector Organisations, Local Government Authorities, Non-Governmental Organisations and Non-Profit Foundations through HRDA. The plan aims to provide the unemployed with the opportunity to acquire vocational training and



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5. work experience while at the same time enabling organizations/services to utilize appropriate human resources by implementing vocational training and work experience programs lasting four months (16 weeks).
6. Special Training Plan for Employees in Certain Economic Sectors Affected by the Pandemic: The Plan aims at the acquisition of new knowledge and skills, as well as the upgrading of existing knowledge and skills of the human resources of companies in the following thematic areas: (a) Crisis response and management and business continuity development. (b) Digital knowledge and skills.(c) Safety and health at work, assessing risks in the workplace and defining an action plan to deal with them.(d) Basic principles of food hygiene and personal hygiene. (e) environmental matters

[\(https://www.anad.org.cy/wps/portal/hrda/hrdaExternal/training!/ut/p/z1/04_Sj9CPyksy0xPLMnMz0vMAfljo8ziPTw8HD0s_Q383F3DjAwCLVydTV2CLY1NQg31w8EKDH AARwP9KEL6o_Aq8TTEr8DfxQSqAl8bCnIjDDI9HRUB7xVseQ!!/dz/d5/L2dBISEvZ0FBIS9nQSEh/\)](https://www.anad.org.cy/wps/portal/hrda/hrdaExternal/training!/ut/p/z1/04_Sj9CPyksy0xPLMnMz0vMAfljo8ziPTw8HD0s_Q383F3DjAwCLVydTV2CLY1NQg31w8EKDH AARwP9KEL6o_Aq8TTEr8DfxQSqAl8bCnIjDDI9HRUB7xVseQ!!/dz/d5/L2dBISEvZ0FBIS9nQSEh/)



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THE EMPLOYMENT PROCESS

SEARCHING FOR A JOB

Looking for a job can be a difficult and long job. But with adequate instructions it can be much simpler. As technological progress has come, jobs and employers are increasingly easier to reach via internet platforms, websites, and applications. When looking for a job, the most important thing is to decide in which field you want to work and what you want to do. In this regard, this module is designed to guide you on how and where to start your job search. Also how to present yourself to future employers.

Learning Objectives:

Knowledge gained:

1. Defining in which areas you want to look for work
2. Familiarization with employment sites
3. Sign up for advertisers' mailing lists to receive regular updates information

Skills gained: the best way to present yourself to an employer

Attitude shift: Empower marginalised people to look for jobs

❖ Main Content:

When it comes to actively looking for a job, there are certain segments that are very important and indispensable in that process. In the following instructions, we will list some of them. **Define in which areas you want to look for work:**

- Ask about potential employers
- Research the websites of the companies you would like to work with you work
- Find out about all possible means of advertising jobs
- Prepare an adequate CV
- Post your resume in online candidate databases (Gi Group, InfoStud...)
- Fill out the online application forms on employer portals
- Sign up for advertisers' mailing lists to receive regular updates information



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- Inform your relatives, friends and acquaintances that you are looking for a job
- Prepare for the job interview

You can search for a job through different platforms

From employment sites, HR agencies, but also from other sources such as Internet pages of daily newspapers, local portals, social networks, retail stores.

Here are some of the sources in Serbia:

Internet portals:

- <http://poslovi.infostud.com>
- www.lakodoposla.com
- www.klikdoposla.com
- www.poslovi.rs

HR agencies:

- Gi Group
- Adecco
- HILL International
- Dekra
- City Scope Belgrade
- Walton International
- Manpower
- CVision
- E-search
- Trenkwalder
- Profile Group



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WRITING A CV

The idea of this module is to approach and guide users in the job search process in the best way. Which cannot pass without an adequate CV. The process of presenting yourself to a future employer begins the moment you decide to apply for a specific job advertisement. The first thing you do in order to "get to know" a potential employer is to present yourself to him through your CV.

The reason why you should have a well-written CV lies in the fact that, in most cases, you will have a lot of competition for a job, so the purpose of a well-written CV is to set you apart from other candidates and thus take you a step higher, that is, to a job interview. The better you present yourself and the more your CV matches the employer's needs and requirements, the higher the chances are that he will invite you for an interview. The biography should present you in the best light, in a concise and well-structured way. There are many ways in which you can write a CV and you can take advantage of this fact and be as original as possible. But let's start from the beginning.

Learning Objectives:

Knowledge gained: The knowledge that the participants will acquire through this module is to present themselves to the employer in the best way.

Skills gained:

1. To write their CV
2. To write a cover letter
3. To distinguish between important and less important information

Attitude shift:

Empower marginalized groups to prepare to present themselves to future employers through written resumes.

❖ Main Content:

Writing a CV can be demanding, especially for those who do not have much work experience. But in this process, the most important thing is to show a desire to learn and progress.

- It represents your first contact with the employer
- Your CV is the basis for the employer's first impression of you
- You must present all relevant information in a concise and clear manner
- The biography must satisfy a certain general form



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- Adequate preparation of your work resume helps you to prepare better for an interview
- A resume should include information about you: education, skills, interests and possible work practices.

Personal/contact information:

If your biography catches someone's attention, that person will take a closer look at your personal data, so you should pay attention to this item as well. When specifying personal or contact information, your CV should contain:

- Name and surname,
- Email address
- Mobile phone number

Work experience

When it comes to work experience, it should be emphasized that it is the most important point in the entire CV, and it should definitely be the biggest focus here. Employers look at work experience as a list of your possibilities and generally draw conclusions based on your previous experience, in the sense that what you have done and achieved with your former employers, you will continue to do just as well for them.

Within the scope of work experience, list the companies in which you worked, the period of employment in each of them and the position in which you worked, also, when listing, start with the most recent experience. Don't minimize what you did, and don't be ashamed of it. Show the future employer that you are a person who wants to learn and develop your potential in all situations.

You should focus on the achieved results within the scope of the duties and responsibilities you had in previous positions and you should list in detail only those work experiences that are relevant to the position you are applying for. Use business vocabulary for descriptions of work duties and emphasize that you contributed or directly influenced some of the successes that were achieved, because this emphasizes your active role and it will not be unclear how well you performed your duties. Don't forget, everyone in their team wants people who achieve success and contribute, from their aspect to the growth of the company.

If you have no work experience (or you have little of it), list everything you have done that shows that you are hardworking and have some work habits - e.g. internships you performed, volunteer work, involvement in student organizations, etc. If you don't have any of these, write your professional goals (what you would like to improve and what you would like to achieve at work) so that the employer can see what your professional career aspirations are and how you perceive your future job, i.e. in what way you want to build your career.



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Education

List your highest level of education.

Trainings/courses/seminars

List the professional conferences and seminars you have attended, which are relevant to the position you are applying for, and which you attended relatively recently, for example, ideally no older than 5 years. You can devote more attention and space to this part if you have no work experience or it is scarce.

Name of the organizer, place and time of the event.

Obtained diplomas/certificates/level of knowledge

Acquired knowledge/abilities/authorizations upon completion of the course/training/seminar

With this information, you present yourself as a person who takes the initiative and is ready to fight for a good education, practical experience and a person who is ready to learn and improve.

Work on computers

For most job positions, it will be enough to work in the MS Office package (Word, Excel, Power Point...) and on the Internet, unless you are applying for a position that requires some specific and advanced knowledge, then state the professional knowledge you have. If you have completed a computer course, be sure to mention it, as well as the institution where you acquired that knowledge. Write down all the professional programs you know how to use and determine the level of your knowledge (beginner, intermediate, advanced, expert level).

Languages

List all the languages you speak, indicating how well you know that language (*beginner, intermediate or advanced level*).

- The preferred length of the CV is up to 2 pages.
- It is not recommended to use more than one font (*possibly another font you can use to emphasize section headings*).
- You should not use various thumbnails, colorful letters or colored backgrounds.
- The font size should be moderate or smaller (*eg Arial 10*). the biography would be transparent.
- Avoid using too many text effects (*eg. simultaneously underlining and bolding the title*).



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- Pay attention to grammar and spelling rules.
- It is preferable to have a CV prepared in your native language and English language.

COVER LETTER

If a cover letter is required in the competition, it is required to be attached to the work curriculum vitae.

The purpose of a cover letter is to illustrate your current motivation: why are you applying for that particular competition. You can highlight a couple of key things from my past experience.

The purpose of a cover letter is not to tell your story complete biography in detail.

A letter of motivation is written for each competition separately and must not be longer than half a page. You should leave your personal in it seal, and not to repeat the phrases most commonly used for such opportunities.

If the competition does not ask for a motivational letter, do not write one include in the application because most likely it will not even be taken into account.



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APPLYING FOR A JOB

This module is designed to provide key knowledge on issues related to applying for a job, especially for underrepresented or socially marginalised people as well as for people who have been unemployed for long periods of time. It aims to develop the skills and self-esteem of job seekers and help them gain an understanding of the demands of the market with useful, non-complex material. It will focus on the process of finding a suitable job, applying for jobs, and scheduling an interview. Topics to be discussed include identification of suitable jobs according to one's skills, processes of job applications, writing a compelling CV and cover letter, discussion of gaps in employment, securing and scheduling an interview.

Learning Objectives:

Knowledge gained:

1. Identify fitting jobs for one's skills and abilities via effective research.
2. Expand the job search outside one's area of expertise.
3. Distinguish important and less important information on CVs and cover letters.

Skills gained:

1. Design a resume that can stand out and develop a persuasive cover letter.
2. Develop a personal online profile.
3. Demonstrate a good understanding of how to schedule an interview.

Attitude shift:

1. Empower marginalised people to confidently apply for jobs via a process of evaluation of the market and their skills.
2. Making a positive impression via written documents.
3. Respond positively and confidently to questions regarding lack of experience or employment gaps.



❖ Main Content:

PART 1

1. Finding a new job can be overwhelming, especially when looking for first-time employment, employment after a long period of unemployment, or when looking for a job under socially challenging circumstances. One of the first things one should aim for is to look for jobs where one meets most of the requirements. Find the job that best suits the knowledge, skills, and experience you have. Focus on jobs that you would enjoy and could succeed at. Gather the following information:

- a. What are the basic requirements?
- b. Which employers in your target location are hiring?
- c. How do your skills match the duties of the job you are aiming for?

2. When looking to find a job you need to expand your research by looking for a wide variety of positions that fit your skills. Instead of searching for a specific title, consider what you value most in a job and focus on that. Change your search tactics by looking at a different sector than the one you worked at before or a different role that requires similar skills. It is always wise to be more flexible in your search by adding more keywords. If you are a returning job seeker, who has been unemployed for a long period of time, adjust your search to jobs that are not rapidly developing or change constantly (*for example, avoid the IT sector*).

3. Look for jobs both online and via other sources (*networking, posts, and advertisements in journals or newspapers*). Register in as many websites as you can and join meetings or any free training sessions you might find regarding unemployment. Activate your circle and meet people in different positions and levels in the industry that interests you. Meet people who graduated from the same school as you. Your contacts can also recommend you to potential employers and give you tips that can give you an edge over other candidates.

4. Via scientific researches it has been proved that employers prefer hiring people who have an online profile. Indeed, many employers also indicated that they would like potential candidates to have an online presence and asserted that they were less likely to call a candidate for an interview if they could not find them on the internet at all. Some employers might also see the profiles of those registered in different professional networks via job finding websites. Therefore, registering in websites and uploading a resume makes your profile more visible. The most commonly used networks at the moment are LinkedIn and Google+, so make sure you create an account on at least one of these two.



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PART 2

1. Writing a CV:

Your resume is the first thing an employer will see during the hiring process for a vacancy, and the first glance might be the reason to pay more attention to it. Even if your skills are a perfect match for the role, a cluttered and confusing resume will likely never get a second chance. **Therefore, there are some tips is writing a concise, neat, eye catching CV:**

- a. Use a simple format, simple letter size and font, and keep your CV relatively short and comprehensive (*not more than 2-3 A4 pages*). Have clear sections regarding your relevant experience, education, achievements, languages, IT proficiencies, and soft skills. There are several online templates and it might be beneficial to use some of them to build your CV in an organised and tidy manner. Avoid pictures and any information that are unrelated to your professional/academic background.
- b. Position your most relevant areas of expertise first and describe your past responsibilities by using active verbs. If you are seeking to land your first job, make sure you mention your academic achievements first. If you have been unemployed for a long time, ensure you structure your CV around your skills rather than prior experience.
- c. Only show relevant accomplishments and carefully select the information that is necessary for the specific job. In order to avoid a long CV that will not be considered, ask yourself whether the skill or qualification listed is going to have an impact on the hiring committee's decision and whether it adds something useful to the job. Highlight your key skills and achievements so that they stand out clearly.
- d. Use words that can make your CV pass through automatic CV scanners processes. These programmes scan keywords related to the industry you are applying for so make sure you know what these buzzwords are and use them. Read various job descriptions and advertisements and use these words in your CV.
- e. Adjust your CV for different job applications to make the most relevant points stand out. Tailoring a CV, means you have read the job description carefully. Use some of the words that are found in the job advertisement.

2. Writing a cover letter.

A cover letter is essentially a short text (usually one page), in the form of a letter, that job seekers send along their CV when applying for a job. Its purpose is to highlight the skills that make one an ideal candidate for a position and showcase their soft skills via detailed examples. **The standard structure of a cover letter is usually the following:**



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- a. The letter should include at the very beginning: name, address, telephone, e-mail or fax, address of the company or organization you are addressing, date of writing, name and position of the recipient.
- b. A formal salutation or greeting. It would be good to avoid an impersonal and general recipient and to address the letter to a specific person in the business.
- c. An opening paragraph where you will include the role you are applying for and where you found it. You should also explain the reasons why you are interested and a brief statement on why you fit the position.
- d. In the second paragraph elaborate more on your background. Avoid copying the information already given on your CV and try to have measurable impacts of what you achieved. Summarize your education, skills, and experience. It is useful to connect all these directly to the requirements of the desired position. It might also be beneficial to show that you know a few things about the company.
- e. In this this paragraph focus on the future and the vision you have for the role and the company. Emphasize on your personal values and show enthusiasm and will to learn, if the job requires skills that you do not already possess.
- f. In the closing paragraph ask the employer for a personal interview to further discuss your interest in the role and explore the company's goals about the role. Thank the hiring committee for considering your application. The letter typically closes with expressions such as 'Sincerely', or 'Thank you in advance'.

PART 3

If you are applying as a young professional or a returning potential candidate that has been unemployed for a long time you will have to convince the company to hire you, instead of a more experienced candidate or someone who has continuous years of employment.

Covering lack of experience:

- a. Before applying to your ideal job, you can first try finding any job that might be unrelated to your qualifications in order to cover your lack of experience. Companies also ask candidates for prior experience for skills-related reasons that are not directly related to the specific job. Team spirit, attention to detail, being on time, and more are practiced through any job. If you have been involved in an internship, mention it and highlight it.
- b. Create a portfolio with your past successes, either as a student or as a volunteer. Add anything that shows that even though you might not have had a paid work before, you do have experience in collaborating with others and worked in projects before.



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- c. Produce some own material that relates to your industry before you look for a job. For example, if you are in the creative sector you may try to volunteer to create some sites to build your portfolio. If you want to start blogging on a website, you can start by making your own blog. If you wish to work in the IT sector you may build a simple application. Show your future employer how much you love what you do, how hardworking you are, and how much they stand to gain if they hire you, even though you don't have the required experience.

Justifying employment gaps:

Even though being unemployed for a long period of time might be considered a disadvantage, here are some tips to turn a gap into an advantage:

- a. Share with your potential employer why there are gaps in your resume by being honest and without being apologetic.
- b. Mention something worthwhile and beneficial that you did during that time. It can be a trip that filled you with experiences or a professional seminar from which you gained many things and are now ready to apply them to your new job.
- c. Show some personal development via this gap. State whether you have been actively involved in any voluntary activity or attended seminars or online courses to expand your knowledge or to acquire new ones and enhance your level of education?

PART 4

Scheduling an interview:

If you have been selected for an interview, it means your CV and cover letter stood out from the crowd. It is now time to schedule an interview. In order to assess whether the position is a good fit for you and whether it will be worthwhile for you (*and the hiring manager*) to pursue the opportunity, it is appropriate to ask a few more specific questions on the role.

When you have decided to go through with the interview, you should send an e-mail and address the hiring committee. You should thank them for the opportunity and express how thrilled you are to be chosen for the next stage. You should seek to find a convenient time for both you and the hiring committee by being as flexible as possible. Make sure that on the day and time of the scheduled interview you do not have any other vital engagements and allow sufficient time so that you do not seem in a rush. You need to show that you have invested time to the specific procedure. It is possible to schedule the first round of an interview through phone or video. However, if you move on to the second round it is better to schedule a face to face meeting.



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MANAGING THE INTERVIEW

This course is designed to guide job seekers through all the important steps of a successful interview. It aims to provide knowledge and essential skills to perform an interview, according to an industry's/organization's standards, ensuring that the key techniques and preparation are covered. Topics to be covered include the dress code of an interview, interview preparation, main steps of an interview, stages following an interview, sending acceptance or rejection letters for offers, second interviews, and asking for feedback after an interview.

Learning Objectives:

Knowledge gained:

1. List basic interview steps and acquire basic interview techniques
2. Present a CV and main skills/qualifications.
3. Write follow-up emails, acceptance/rejection letters.

Skills gained:

1. Prepare effectively for a job interview.
2. Handle interview questions and align answers with an organizations' values.
3. Respond critically to difficult interview questions.

Attitude shift:

1. Behavioural approaches to make a positive impression in an interview.
2. Defend lack of knowledge on a particular field/question.

❖ Main Content:

Congratulations! After completing your job search and having successfully applied and secured an interview, it is now time to go through the steps of an effective interview.

1. Dressing code: Your appearance contributes significantly to the first impression and therefore it is crucial to dress professionally and appropriately for an interview. You must modify your attire depending on the business, operation, or industry you are going for. However, you should also consider factors such as the culture of a country and any specific dressing requirements of a profession. For example, some companies might not allow piercing, painted nails, jewellery, etc. A typical guideline is to avoid wearing anything too exposing and to wear simple, smart clothes



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whenever possible. If you are not certain how formal a dressing code of a company is, dress up just in case the environment requires it. Most companies and industries would require a smart/casual outfit. Make sure you also feel comfortable and confident in what you are wearing because it might have an effect on the rest of your behaviour.

2. Being on time: Punctuality/time management is perhaps one of the soft skills mentioned on your CV and it can first be displayed by simply arriving on time for your interview. Whichever means of transportation you might use, delays cannot be completely ruled out. Plan ahead of time in case you miss a train or need to quickly switch to a different route. It is best to arrive with some extra time because time pressure can make you feel more anxious and it practically shows you have are skilled in time management. If you have indeed arrived early and have time on the job site, you can just go around the block to gather your thoughts, or even wait at the reception of the company so that you observe some of the behaviours of other employers.

3. Introductions: The most important part of your interview starts when you are called in by the interviewers. However, remember that your interview starts the moment you enter the workplace. Greet everyone you meet with the same respect whether it is the interviewer or merely an assistant. Wait to be seated or guided to the interview room politely. When the interviewers introduce themselves, reply with 'Nice to meet you Mr./Mrs.' and repeat their name. Smile, introduce yourself confidently, share a handshake, sit up straight, and remember to be courteous. If you have already been in contact or had a phone interview before, you can use expressions, such as 'It is nice to meet you in person'. The first impression that prospective employers will have of you is influenced by more than just what you are wearing, including your behaviour and body language. If you sit with your arms crossed in front of the interviewer or bury your head deep within your shoulders, it displays insecurity, which is exactly what you want to avoid.

4. Answering questions: There are some questions that are very likely to come up in an interview and it is crucial that you are well prepared. Try to practice answering the most common questions beforehand:

a. Tell us a few words about yourself and your background:

This particular question is usually asked at the beginning of the interview and can play a decisive role in the impression you will make. This is your opportunity to present your CV in a more elaborate way. Try to comprehensively refer to the work experience and skills you have developed, without overthinking, while at the same time make sure to develop the aspects of your personality and skills that are necessary for the position you are interested in or that fit the profile of the specific company. It is important that you are honest, because follow-up questions on any false information you provide, will be hard to answer.



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b. What are your strengths regarding this position?

Try to demonstrate how your skills are related to the job description. In order to do that you will have to know the job specifications well. When answering interview questions give real examples of a skill or a qualification you mention, either via your education or prior experience. If you do not have a particular skill, demonstrate how you would gain an understanding or educate yourself on an unknown area.

c. Why would you want to work for us?

To answer this question, it is quite important to research the organisation or business that you are being interviewed for. Give answers that align with the organizations' values and mission to show you are diligent and driven. Research their website and go to the about section to understand their basic work ideology. Have a look at the organization's team and their qualifications and find any similarities that might prove key to selecting you over someone else.

d. What are your financial expectations?

A tactful way to answer this question is to avoid giving a particular number, but rather a range. At the same time, leave room for negotiation. You can also mention that you are interested in the potential of a job rather than merely the starting salary. It is a good idea to research the common salary for similar roles so that you give an answer that aligns with the job description.

There are many more questions that could come up in an interview and you can be prepared for, such as: what is your biggest professional achievement? How well do you deal with stress and deadlines? What are your weaknesses regarding this job? What work environment do you prefer? Can you work well in a team? Make sure you give well prepared answers, but at the same time be truthful, because follow-up questions might occur and, of course, false statements will be exposed if you get the job.

No matter how prepared you might be, there is a possibility you will not have an answer for every question and you might be caught by surprise by 'difficult' questions. If the question asked is not technical, you may ask for a moment to think about your answer, without panicking. If you are asked a technical question which you do not know how to answer, it is better to state it, instead of giving a wrong answer, but at the same time 'defend' yourself by using it as an example of what you would do to find the answer, or educate yourself regarding a subject.

5. Asking questions: Your interview is coming to an end. You feel like you have done great, and the recruiter seems satisfied with your answers. Their last question will probably be 'do you have any questions for us?' It is a great opportunity for you to clarify anything you might not be certain about, but also show that you are interested in the company and have reflective thinking. Suitable questions to ask can be related to the nature of the job, the working hours, the role, the work culture,



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or the team you will be working with. It is common to also ask questions regarding the job benefits, paid leave, sick leaves, health insurance, or facilities at the jobsite. Asking questions expresses your eagerness to work with the specific company and people.

6. Closing the interview: After you have asked your questions the interview will come to an end. When closing the interview make sure to express your gratefulness for the opportunity given, thank the hiring committee for taking the time to meet you in person, and ask politely about the next steps of the hiring process. Do not hesitate to share your enthusiasm in the job once again. If given the opportunity, underscore your skills by providing a few examples on how you would be a good addition to their team.

7. Second interview: If you have been selected for a second interview it means that you are seriously being considered for the job. Therefore, do your best to prepare, even more so than for the first interview. Before the initial interview, you probably did some research on the business. It is time to go even further into that research at this point. Additionally, during the second interview, you will be questioned more specifically about the role, the business, your performance in the position, and how your qualifications match up with what the hiring manager is looking for in a candidate.

8. Asking for feedback: After an interview, requesting feedback from the company can help you develop personally and help you prepare better for future interviews. This typically boosts your motivation and enables you to picture a fruitful work path. Asking for feedback is mostly valuable when faced with rejection. Self-analysis alone will not give you the full picture of why you were rejected, so do not be afraid to ask for a detailed evaluation via a polite email.

9. Follow-up email: After any interview, before getting any reply, it is useful to send a follow-up email, also known as a thank you email. After expressing your gratitude, go into more depth about your reasons for doing so. Mention something you learnt during the interview and give an illustration of how your qualifications are a match for the post.

10. Accepting/Rejecting offers: Once everything has gone your way, it is time for you to accept or decline an offer. When a job is offered to you, first request some time to think about it. You may ask if there is a deadline by which you must make your decision, and mention that you are grateful and interested in the position.



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Acceptance letter:

To set a positive tone for your work with the organization, write a clear, concise, and professional job offer acceptance email.

Follow these steps to write an email:

- i. Create a concise subject line.
- ii. Send the letter to the right person.
- iii. Accept the offer from the recipient.
- iv. Agree to the terms of employment and make a list of them.
- v. Sign the email.

Rejection letter:

If you have carefully considered an offer and determined that a job is not a good fit for you, it is better that you reject it. Make sure your rejection letter is clear but polite. Maintaining good ties with the employer will be crucial if you ever submit an application for another job at the same company. Be sure to thank them for the offer, but do not give great detail on why you are rejecting the offer, and give a less specific reason for the decline, especially if it could upset the hiring manager. If your reasons for rejecting the job are financial, you can consider making a counteroffer instead of immediately rejecting the job.



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SOFT SKILLS

COMMUNICATION SKILLS

In order to build a successful career or at least to have sufficient communication, it is essential to acquire strong communication skills. In this section, we will go through some of the most in-demand skills that will assure and nurture effective communication. On one hand, the reason why obtaining communication skills is important is that not only can deepen the personal and professional relations, but also can prevent conflict and help for better decision making. On the other, you build an environment where the particular message will be delivered clearly, with respect and acceptance from all sides that are involved in the communication.

Learning Objectives:

Knowledge gained - Participants will learn some of the basic factors that are responsible for having fruitful communication. Furthermore, they will be introduced to the efforts that each participant in the discussion needs to make in order to create an acceptable and respectful communicating medium.

Skills gained - Participants will learn: how to apply the basic skills in order to create efficient communication; how to behave properly during a conversation/ discussion; how to build reciprocity during the process of communication and send a clear message.

Attitude shift - By applying this knowledge in their daily lives participants will experience the changes that come from good communication and the benefits of sending and receiving understandable information.

❖ Main Content:

The first step which is crucial for having understandable communication is Listening. Listening allows you to find where your interlocutor(s) is coming from and what is their point of view. It gives you the basis for a conversation that includes the information the other person wants to give you and how he/ she feels at the current moment. The act of listening is noticed by the other person and creates a feeling of acknowledgment and trust in them toward you. This sends him/ her the signal of acceptance and provides them with a possibility to open up more during the conversation and give the same in return.



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When your time comes to speak you need to know how to send your message as clearly as possible in order to be correctly understood. For this, you need to be aware of several things that are an inevitable part of every communication. One of them is to know how to structure your speech and master straight-talking. Straight-talking is constructed by a clear thought about what you want to send as a message and honesty in your speech which will help you to construct the message better and more clearly. To speak straight doesn't mean to be rude, but the opposite - to keep the diplomacy in the conversation. Otherwise, you risk that your interlocutor will go into a defensive mode and the conversation will not end with a good result.

Another part of efficient communication is our body language. The non-verbal communication that we are using is a huge part of the whole communication (*38% - tone of the voice and 55% -body language*) and most of the time happens unconsciously. If you want to send the proper message you need to be aware of what your body is sending as a signal to the other person. It is beneficial to pay more attention to your hand gestures and how you respond when someone else is talking (*if you fold your hands or nod silently to express agreement*).

Always remember to keep your empathic attitude towards the person you communicate with at this moment. Even in the moments when you disagree with your interlocutor's opinion, it's better to keep an empathic manner and demonstrate understanding and acknowledgment of their opinion and feelings. You can use some phrases to help you and the person you speak with to avoid conflict such as: "I understand what you mean..."; "Tell me more about it"; "Let me check if I understood you correctly..."; etc.

Reflection / Self-Assessment:

1. Do I have a particular and clear message in mind?
2. Did I hear the point of view of my interlocutor?
3. Did I present my point of view understandably and concisely?
4. Does my body language align with my opinion?
5. Is my approach empathic?

Further Resources:

<https://blog.smarp.com/top-5-communication-skills-and-how-to-improve-them>

<https://www.shapironegotiations.com/communication-skills/>



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Tips to the trainer:

During the teaching part, it will be beneficial for the trainees to observe two examples of communication: **1.** Efficient, understandable, and with a good result; **2.** Ineffective presentation of opinion with lack of interest from the other interlocutor and ending with misunderstanding.

PRESENTATION SKILLS

The continuation of good communication skills is in the development of equally good presentation ones. This is why in this section we will upgrade your understanding, knowledge, and skills concerning the importance of owning good soft skills in this context. To know how to present yourself is a crucial skill in everyday situations. From introducing yourself, through expressing your opinion, to leaving a positive impression on people, you need to have good presentation skills. This is the reason why they are considered a “must” in almost every field and especially when you want to communicate productively.

Learning Objectives:

Knowledge gained - Participants will learn what they need to do before the presentation and which are the most efficient presentation skills.

Skills gained - They will obtain the ability how to be well prepared and how to present themselves correctly and to send the right message to their audience.

Attitude shift - The participants will gain a new understanding of the importance of good presentation skills and how this can contribute to their everyday life.

❖ Main Content:

In this learning section, the rules explained are applicable to an audience as well as they can be used in a conversation only with one person.

Good presenters always keep a few rules in mind when they need to give a speech or just to send a clear message to their audience.

The first very simple rule is to prepare yourself. This means that you need to have enough knowledge on a certain topic. As you will read in the next section Interview skills, preparation is essential even when you are at a job interview. The process of preparation needs to be done correctly to serve its purpose fully.



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This means that:

1. You should look for information only from trustworthy sources;
2. Take your time to read more and accumulate sufficient knowledge about the topic you are going to present;
3. Clear the message/ idea you want to give to your audience (*keep it simple!*)

The second rule is practicing your speech. By doing this you can easily notice the weaker areas in your speech and work more on them. This will automatically minimize the possibility of making mistakes and will raise your confidence while delivering your speech. An additional tip in the process of practicing the speech is also to break it up into small sections and repeat them every day a few days before giving the speech. You can put more attention to your conclusion and make it memorable for the audience. There are multiple ways of concluding a presentation such as summarizing the key points, using a powerful quote, giving a visual image, making them laugh, etc.

The last rule we will put your attention on concerns the way you present. You always need to remember that your presentation is not about how much you can talk, but how much your audience can understand.

1. So, for this, you need to attract your audience from the very beginning with a good opening which consists of: Presenting yourself briefly;
2. Create an effective opening (*e.g. pose a question, give an amazing fact, or tell a short, interesting story, etc.*);
3. Reveal why your topic is important for the audience;
4. Outline the major points in your presentation.

Then you should be aware of your body language and what it expresses. You need to know that effective body language includes open and confident posture, frequent eye contact with the audience, smiling, and making use of the space by at least walking through it.

Reflection / Self-Assessment:

1. What is the clear message I want to give my audience?
2. Is the information in the presentation coming from trustworthy sources?
3. What are the weakest parts of my presentation?



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Links to free resources for further reading:

<https://www.skillsyouneed.com/presentation-skills.html>

<https://www.indeed.com/career-advice/interviewing/deliver-presentation-in-interview>

<https://publicspeakingforlife.com.au/2017/03/15/5-tips-practice-speech-effectively/>

<https://www.indeed.com/career-advice/career-development/how-to-conclude-a-presentation>

<https://business.tutsplus.com/articles/importance-of-body-language-in-presentations--cms-33171>

Tips to the trainer:

For the full comprehension of this learning section, we suggest that the trainer can make a short example of delivering a speech. He/ she can also encourage participants to do it themselves or to give it as an assignment if the duration of the training allows it.

INTERVIEW SKILLS

In this section, the participants will be introduced to the necessary and key knowledge, competences, and skills that they need to present at an interview. We will explain the crucial aspects of preparation for the interview - from preparation before the interview to arriving earlier, the process of the interview, and what are the best ways of finishing the interview.

Learning Objectives:

Knowledge gained - What are the components of the great self-presentation during the interview; what are the crucial actions that need to be performed and what are the unwritten rules of the perfect interview that can get them the job.

Skills gained - How to prepare themselves for all of the interview stages and how they present themselves in a successful way that will push their candidacy into getting the job they apply for.

Attitude shift - Participants will gain more confidence in their position as interviewees. They will feel more empowered once they acknowledge and apply the guidelines given here.



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❖ Main Content:

We will go through the three crucial stages of an interview - preparation before the interview, interview appearance, and behaviour, and finishing the interview.

Preparation (*before the interview*): After the candidate is invited to an interview he/ she needs to do a few very simple things.

1. Revise your knowledge concerning the particular company and your reasons to apply there - a tip here is to focus yourself on one or two reasons why you desire to start working there and what do you personally like in this company (*e.g. company policy, opportunities to grow and improve professionally, the company offers the job position you've always want to work, etc.*).
2. Prepare your answers to the most common questions that interviewers usually ask. You can find many examples on the Internet. You can use them as guidelines of what a well-structured answer looks like.
3. If the interview is scheduled to be in person you need to find the exact location the day before and make yourself sure you will arrive 5 minutes before the meeting. This shows interest in the job position and a serious attitude as well. By doing this you "send a message" to your potential future employer that you are accountable.
4. Choose your outfit according to the company you apply for. If it is stricter (*e.g. a bank, institution, etc.*) choose clothes that will present you in a stable, balanced manner. Perfect colours for this are blue, white, darker green, and black. If it is a more innovative and young company, you can choose clothes that are between official and casual. Here you need to be careful not to put too many colours in your outfit because this sends the message of a not a well-oriented person with badly defined priorities. Regardless, what is the company you always need to look clean, ironed, and fresh.

During the interview:

1. The interview starts not when you meet your interviewer, but once you entered the building. All of the people you meet before the actual interview can influence the final decision concerning your hiring. As employees in a company communicate with each other consequently they also share their opinion about the new candidate. In this sense, their opinion will be based on your attitude towards them. This is why follow the rule of being respectful and polite from the very beginning.
2. Once you enter the room where the interview will be held, the etiquette is to ask where you should sit. This is how from the very beginning you leave the interviewer to lead the process.
3. When you start answering the questions try to look the interviewer(s) in the eyes and speak at a normal pace (*not too slow, not too fast*). The same is valid for your gestures as well - be moderate when you use your hands to describe something.



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4. When you are not sure you understood the question correctly, you can always ask the interviewer to repeat it or rephrase it. There is nothing wrong with that.

Finishing the interview:

1. At the end of the interview it is your time to ask. A lot of the candidates underestimate this part and miss a great chance to gather more information about the specific things regarding the job, the team, or the company. **Possible questions can be:**
 - Will I go through training before start working in this position?
 - What are the biggest challenges in this position according to you?
 - Will you tell me more about the team that I might work with?
 - What are the next steps after this interview?
2. Always ask for a deadline when they will provide you with feedback from the meeting. This will help you to plan your time and the rest of your tasks and possible interviews.
3. At the very end, when you are supposed to leave - thank them for the time and effort they invested to make the interview with you. This way you show your interviewer(s) your respect and appreciation. This will leave a nice last impression and it is a great end for every interview.

Reflection / Self-Assessment:

1. Am I aware of the professional field and specificities of the company I apply for?
2. Did I clarify for myself my personal reasons to apply and possibly work at this position and in this company?
3. Do I know what is the best appearance I can make and how am I supposed to behave during the interview?
4. What is the best to do at the end of the interview?

Links to free resources for further reading:

<https://www.indeed.com/career-advice/interviewing/job-interview-tips-how-to-make-a-great-impression>

https://www.karieri.bg/news/38464_koi-vprosi-e-vazhno-da-zadadem-na-intervyu-za-rabota

<https://www.monster.com/career-advice/article/boost-your-interview-iq>



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Tips to the trainer:

This part needs to be explained very well to the participants. A useful way to check if the participants understood and remembered the main components is to encourage them to make a role game. So, the participants can be separated into two groups. The first group will be the interviewers and the second - the interviewees. They can have limited time to recreate an interview. After that, the two groups can change roles. By experiencing both sides (*interviewer and interviewee*) participants gain both perspectives and it becomes easier for them to memorize the before-mentioned components and key points because they can put them in a context.

It is also good to be initiated a discussion after the exercise for the trainer to gather feedback from the participants and clarify if they comprehended everything.

TIME MANAGEMENT

Time management is a soft skill that is valuable for employment as well as personal life. In this unit, we share some techniques to improve time management.

Learning Objectives:

- Understand what time management is and why it is valuable
- Acquire methods to improve time management

❖ Main Content:

What is time management?

Time management is the process of organizing and planning how to divide your time between different activities. Time management is a useful skill that helps us plan our day and work smarter, not harder, to achieve results in less time and organize when time schedules are tight. Managing time effectively brings an improvement in efficiency and productivity while reducing stress. Knowing how to choose the best ways of using your time can bring you more confidence and help you achieve your life and career goals, as well as granting you a good reputation in your job and further opportunities of advancement. It is as valuable as a personal as a professional skill.

Time managing starts with knowing your own skills of planning and organization: do you plan your activities? Are you able to focus and start and finish them when you plan to? Do you know how to set priorities? What are your goals? These are four basic pillars for time managing. Scheduling serves for setting the times for each activity in a way that it is most effective for you and your own



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productivity. For an efficient schedule, it is important to know your productivity peaks: when are you most “fresh” and active? What tasks require this kind of energy the most in order to be done efficiently? Being able to concentrate on a task assures that you can make it in the scheduled amount of time, and this requires self-discipline and knowing how to minimize your distractions and get focused. Setting priorities will help organizing your schedule, meet deadlines and identifying those tasks more important to take care of than others. Setting goals that are achievable, specific, relevant and time-sensitive will also improve your planning and keep you motivated, as they help having a sense of progress and fulfilment.

Scheduling and planning tools

The main form that time management takes is planning. Organization is key to avoid wasting time and get tasks done more easily and in less time. An efficient schedule will take into account priorities, goals and work-life balance. Plus, it is important to allocate a defined amount of time for each task, sensitive to possible delays and extensions. Recording the time you take to finish your tasks can help re-arrange the timetable if necessary and identify potential improvements for prioritizing, finding out your productivity peaks and distractions. For that, online tools and chronometers can be useful tools. Online calendars can be a powerful tool too, due to their easy access for multiple devices, their visual interface and the possibility to set time blocks, reminders and to-do lists all in one place.

In order to set time blocks, there are several time-estimation methods that can be used: estimating using another similar task/project for reference, calculating via adding the time required for individual tasks inside the main one (for example, if writing a page takes you 25 minutes, writing a 3-page report will take you 75 minutes), asking a professional with experience in the kind of project you're undertaking for advice on the timeline, or even use mathematical formulas, like PERT estimation. The PERT estimation formula takes into account an optimistic (O) average of time, a pessimistic one (P) and the most likely one (M) and uses the formula $O+P+4*M$ to estimate real time.

On top of that, there are different methods that you can use to establish a working schedule, depending on your priorities for the moment, your energy cycles and concentration skills. **Here are some of the most used methods for time-management scheduling:**

1. The Most Important Task method (MIT)

This method puts the focus on prioritizing tasks. Select your 3 most important tasks for the day and focus on them. Once they are complete, if there is still time, continue with less important tasks. This method is useful to set urgent priorities and have them met in a designed amount of time.

2. The time blocking method

Create time blocks to complete different tasks, assigning a defined length for each one. Knowing the tasks to be completed, create a calendar with different



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time blocks for each, divided in two types: proactive blocks and reactive blocks. Proactive blocks are for tasks that are a priority and must be completed before the end of the day, while reactive blocks correspond to tasks that can be done in spare time.

3. Work-rest interval techniques

The Pomodoro technique alternates intensive work sessions (25-30 minutes) and short rests (5 minutes). Setting a task for those 25-30 minutes to work on without stop, then taking a small rest and continue up until 4 rounds, where the technique recommends to take a longer, 15-30 minutes break. It can be helpful to improve focus and divide projects into smaller tasks that can be completed in the designed amount of time while taking small rests. The 52-17 rule works in a similar manner, but with different time intervals: working for 52 minutes and taking 17 minute breaks. This can work for those who benefit for longer periods of focus and rest, or to complete bigger tasks that require longer amounts of time.

This 90-minute technique works on the bases of ultradian rhythms, individual energy cycles during the day. It estimates that a 90-minute working session and a 20-30 minute break can make use of these rhythms to improve productivity, but it is recommended to record time to adjust the method to your individual cycles.

4. The circadian rhythm technique

The circadian rhythms is what manages our 24h sleep and wake cycle, and this also affect energy levels. Following circadian rhythms, it is estimated that the peak of energy would take place from 10 a.m. to 1 p.m., so this is where the most time-consuming tasks should be undertaken. Then, energy levels lower from 1 to 3 p.m., so it is a suitable time for simpler tasks that do not require thought-intensive processes. Between 3 and 9p.m., more demanding tasks can be taken again, before energy levels lower as bedtime approaches.

Tools for concentration:

Keeping focus can be one of the most challenging parts for time management. Knowing what distract you the most and preparing ahead can be of help: for example, having a coffee or tea if you're prone to get sleepy, having a water bottle and snacks nearby to avoid walks to the kitchen or turning off phone notifications can help better focus, as do scheduling rests. Technology offers many distractions, but it can be used to improve concentration with ambient noise and/or focus directed apps that avoid you picking up the phone. It is also important to understand yourself and be flexible and kind if sometimes focusing is difficult and impossible, and finding a balance between self-discipline and rest.



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Reflection / Self-Assessment:

Do you experience difficulties with time management?

Have you tried any of these techniques before? Do you think they can be useful for a future job?

Further Resources:

<https://www.indeed.com/career-advice/career-development/scheduling-time>

https://www.mindtools.com/pages/article/newHTE_00.htm

<https://www.psychologytoday.com/us/blog/the-integrationist/202008/8-effective-tools-staying-focused-and-getting-stuff-done>

PROJECT MANAGEMENT

Project management is a soft skill that is widely looked for in the professional realm, since many companies work in a project-based methodology. Being familiar with the process of project management and project-based methodology

Learning Objectives:

- Understand what project management is and why it is valuable
- Acquire methods to improve your project management skill

❖ Main Content:

What is project management?

Project management refers to planning, organization, motivation and resource management for the fulfilment of a particular project. This include the setting of goals that are affordable in terms of time, skill and resources and quality to assure the success of the project or projects. Project management requires the coordination of resources like money, products and services, technology and environment, teamwork and communication. It implies the creation of a project plan in order to supervise and measure progress in the fulfilment of set objectives.



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Project management follows five main steps: first, addressing the important questions behind your project; second, define the scope and goals of the project; third, communicate roles, expectations and objectives to your team; fourth, monitor progress and identify difficulties; and five, make sure all deliverables are met by the deadline. Important questions before starting the project may be related to its relevance, worth and reason of being, potential benefits for you or your company, etc. Defining the scope and goals implies setting defined deliverables or dividing your project into parts, decide how to assign them and to whom inside your team (*if working in a team*), and what are the potential risks and difficulties that your project can face and how can they be avoided. Creating diagrams and visual representations when breaking down the project can aid the successful execution of this phase, as well as facilitate communication with team members. Communication is key in team project management because it ensures that objectives, goals and expectations for the project are known to team members and strengthens teamwork and the participant's involvement in the project. Monitoring progress implies controlling timelines and redirecting the scope of the project when needing, identify roadblocks and keeping regular contact with those involved. When all parts of the project are finished and the project is finalized, it can be helpful to take a step back and evaluate the work done: its quality, its progress and potential improvements and changes for future projects.

A successful project plan and management should meet the expectations of all involved *parts* (e.g. *company, stakeholders*), have a clear scope and objectives, maximize resources and provide quality control and continuous monitoring mechanisms, managing risks and reduce failure, be realistic and have the capacity to identify its mistakes and use them to improve in the future. Managing costs, time and multiple tasks are key skills for project management.

Skills for successful project management:

There are a series of soft skills that are very valuable in the field of project management, and therefore appreciated in the job market. The first one is leadership capacity: it is considered as important as technical skills, since leadership abilities imply knowing how to create and manage a good team, assertiveness and good communication skills, decision-making capacity and having the necessary ability to assign the most suitable tasks to each team member. Having motivation, as well as being capable of motivating others, is also a very valued skill. The project manager, as a leader, should be able to tap into the motivations of each team member and keep them involved in the project, listening to their suggestions and advising them. That is other reason why powerful communication skills are highly valued in the industry: a team leader and a project manager has to be able to communicate effectively with their team, organization, stakeholders and clients, communicate the progress and shortcomings of the project, motivate team members, etc. Plus, transparent and honest communication from the project manager leads to trust-building. Knowing how to build trust inside their team through active listening and effective communication and favouring the involvement of team members in project decisions can improve team motivation and



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results. Related to prior skills, developing conflict-solving and conflict management skills is also key to keep the team together and improve workflow. Conflicts can affect the outcome and progress of the project, as well as team morale and trust, so being able to manage and solve conflicts that arise during the realization of the project is a valuable skill for a manager. And as team leader, decision-making capacity is essential: planning out options, evaluating pros and cons, assess possible results and consult peers or team members to make sound decisions is part of the vital skillset of a good project manager. On top of this, organization and time management skills are also highly appreciating in project planning, meeting deadlines, assigning tasks, etc.

Tools for project management:

Technology offers us many tools for project management. For example, there are specific software programmes created to organize all steps and tasks involved in the creation, follow-up and finalization of a project.

1. Kissflow Project

This software offers a very visual, intuitive approach to schedule the project, having important information at hand and monitoring tasks and offering multiple workflow customization options. It is available for free with limited functions, and offers different packages according to the user's or businesses' needs.

2. Workflowmax

Workflowmax puts the focus on teamwork and transparency. It gives team members access to all the details about the project and gives managers the possibility of receiving live updates on the information available, facilitating tracking the progress of the project. It also offers tools for monitoring time and timesheets. This software offers two packages, standard or premium, of varying price depending on the number of users.

3. Liquid Planner

This programme offers a variety of tools and a customizable interface for task management, scheduling tools, options for priority-based scheduling, time tracking and team collaboration. Prices also range from free with limited functions to different options depending on the user's needs.

4. Notion

Available in multiple devices, it integrates tools for managing tasks, boards, databases and notes in order to plan and keep track of projects, allowing users to comment and discuss project-related topics in app. It offers various packages depending on number of users and necessity, as well as a free option.



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Reflection / Self-Assessment:

Do you believe project management is a valuable skill for your future job?

Were you familiar with the concept of project management?

Have you used any of these techniques or tools before?

Further Resources:

<https://www.pmmlearning.com/project-management/>

<https://www.lucidchart.com/blog/5-Universal-Project-Management-Principles>

<https://kissflow.com/project/top-project-scheduling-tools/>

<https://www.villanovau.com/resources/project-management/soft-skills-project-managers>

STRESS MANAGEMENT

In Spain there are different plans and programmes carried out by institutions that are meant to aid social inclusion and inclusion in the job market, youth employment, and employment of different communities.

Learning Objectives:

- Understand what stress and stress management are
- Obtain tools to manage stress

❖ Main Content:

What is stress management?

Stress management refers to a series of techniques and tools put in place to help deal more effectively with stress in their lives by identifying the main stressors and take positive actions to minimize their effects. Stress can be defined as the “psychological, physiological and behavioural response by an individual when they perceive a lack of equilibrium between the demands placed upon them and their ability to meet those demands, which, over a period of time, leads to ill-health” (Palmer, 1989). Stress can manifest in a series of symptoms such as difficulty sleeping and concentrating, teeth grinding, irritability, headaches, stomach aches, weight changes, heartburn,



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fatigue or nausea... Although stress is a natural response (*it is our “fight or flight” response*), repetitive exposure can have damaging effects on our mental and physical health. Long-lasting stress and repetitive exposure to stressors can lead to burnout, that is, when a person is no longer able to cope with the stressing situations. Stress in the workplace has particularly been linked to workplace accidents and absenteeism

This is why having stress management tools can be useful for your daily personal and professional life: to cope with stressing situations and avoid burnout.

The first step to stress management is knowing yourself and identifying how stress manifests for you. Identifying stress signals on your own body and mind is key know when to reach out for your stress management tools. It is also helpful to identify your stress sources, which can be many: family, work, deadlines, health issues... and recognize what are your current tactics to cope with it. Sometimes these learned behaviours can help you identify which tools to use, and sometimes they are unhealthy coping behaviours (*such as drinking alcohol*) which are important to change. Switching your bad coping mechanisms for other options that help you better is important for good, healthy stress management. When in stressful situation, it is important to mind two other things: making self-care a priority and ask for help when needed. Putting yourself first and caring for your own well-being, getting enough sleep, eating well and making time for yourself is important for relieving stress. Asking for support from family, friends or health professionals when feeling overwhelmed is also a good mechanism for dealing with stressful situations and can help us learn new coping mechanisms.

Stress management tools:

Stress management strategies can be divided into three groups: action-oriented, emotion-oriented or acceptance-oriented. Action-oriented approaches are directed to trying to change or stop the stressful situation, emotion-oriented strategies aim to change our perspective or perception of the stressful situation, and acceptance-oriented ones are meant to deal with situations that you have no power over.

1. Action-oriented strategies. Depending on the source of stress, it can be possible to make an active effort to mitigate it and manage the stressful situation by reducing it. For example, if the stress is caused by someone’s behaviour, being assertive and communicating your needs, your wants and what is causing you stress to the people involved can make the situation better. When stress is caused by many external stimuli at the same time, actions like leaving a crowded place, switching off your technological devices and make time for quietness can help relieve it. Applying time management when stress comes from a flood of tasks or responsibilities and establishing healthy boundaries (*defining what behaviours will not be tolerated, work-life separation, having clear priorities and setting time and space for yourself*) are other actions that can be taken to reduce and prevent stress.



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2. Emotion-oriented strategies. These kinds of approaches are linked to trying to use thought to alleviate stress. For example, using positive affirmation, positive self-talk and imagery to counter negative thoughts, understanding where these negative thoughts come from and trying to challenge them and changing the beliefs that are at the core of them, and implementing various strategies to challenge the appearance of negative thoughts and emotions. Therapy can aid in processing stressing emotions and implement cognitive strategies in order to reduce the impact of stressful situations and build resilience.
3. Acceptance-oriented strategies. When actions cannot make the stressful situation or the stress response reduce or disappear, other strategies exist in order to reduce stress levels, such as guided imagery (*commonly known as “going to your happy place”*), meditation and physical relaxation and exercise, which can help clear your mind and relax your body, thus reducing some of the stress. Reducing sugar, alcohol and caffeine intake, as well as having a healthy amount of sleep can also have positive effects on your anxiety level, aiding to reduce stress. Sharing your worries and talking about what is causing you stress is often more beneficial than holding it inside, even when there is no solution to the situation. Speaking with friends and family or a professional and getting external support can be beneficial for your state of mind, and if sharing is not something you want, letting the feelings out by writing them, for example, is also an option. Hugging a loved one or playing with your pet, using sensory stimuli for relaxation (*such as aromatic candles or stress relieving toys*), having a rest and distracting yourself by watching a movie, reading a book or going out with friends can also be helpful stress relievers.

Reflection / Self-Assessment:

Have you used stress management techniques before?

Do you believe it is important to know these techniques?

Further Resources:

Links to free resources for further reading

<https://positivepsychology.com/stress-management-techniques-tips-burn-out/>

<https://www.verywellmind.com/tips-to-reduce-stress-3145195>



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WELDING SKILLS

HEALTH AND SAFETY

The module is focused on Health & Safety Guidelines for individuals who are seeking a career in welding. Areas of focus are the importance of health and safety in welding, the risks involved in the profession as well as guidelines for safety, mitigating workplace hazards and preventive steps to reduce effects of risks.

Learning Objectives:

Learners will gain knowledge on the value of health and safety in the workplace, the risks of the welding profession and what they can do to practice welding safely and responsibly. They will learn about the multiple hazards of welding and what the immediate and long-term health implications. They will understand the importance of the needed diligence of health and safety in this role. Also of importance is the prevention of illness and the maintenance of their health to continue in this field. Also it will assist them in a perception shift that through thorough training and education, as well as consistent application of health and safety principles, they can help keep themselves and others safe while working as a welder.

❖ Main Content:

Introduction to health and safety in welding

Welders work in a variety of industries and environments. The work involves performing repairs, preventative maintenance of machinery and welding equipment, safety checks and understanding safety protocols for tools, melting, fusing and cutting metals using appropriate melting methods and working from blueprints to determine specifications. Among the skills required to be a good welder is attention to detail to ensure effective operation of equipment, good communication and teamwork abilities to ensure smooth and safe work on projects, physical and strength abilities to handle machinery and endure intensity of the work, as well as the developed skill of learning and use of technology, tools and heavy machinery. Because of the nature of the work, these specific set of skills set up welders to work safely and protect their health. Health and safety in welding is paramount to mitigate the risk of the profession. There are several potentially dangerous elements at play and even with experienced welders, the risks are high and any lapses in judgement could have major consequences to the health and safety of yourself and others.



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Legislation exists in many countries and regions regarding health and safety responsibility of employers to ensure they take reasonable care of the health and safety of their employees and the work environment. Failure to do so may also result in consequences. Health and safety must be not only considered within the workplace but throughout a training experience as well to set up future safer work environments and occupational practices by learning property health and safety protocols so you are fully prepared when you are employed as a welder.

Welders are often represented by trade unions. Unions can potentially support any workplace issues that arise and help to promote safer workplaces by helping to ensure health and safety regulations are met. They can also support compensation claims and actions as well as recommend and mandate health and safety training, and the availability of personal protective equipment to keep you safe. Managing health and safety risks at work is critical. Especially in the profession of welding as there are known risks of serious illness such as various forms of cancer and other long term and work related diseases and conditions which is why it's critical to follow health & safety to manage hazards. Ensure that your education and training to become a welder meets local and national standards in order to prepare you in your career development, learn appropriate risk assessment as well as to take care of your health and safety.

Risks in Welding

With so many dangerous elements at play in welding, safety must always be at the forefront of your work. Lapses in judgement even with experienced welders can put them and others at risk, which shows how much focus is required to maintain a safe work environment in this high risk profession. Many welders work under normal settings however some work in high risk, cramped or confined locations and physical activity demands may vary. Though welders must be physically fit, have good muscular coordination and dexterity they are still exposed to a number of hazards in which protection and precautions must be made. The main hazards in welding are:

Electrical Shock - Welding machines utilise a lot of electricity so a high level of voltage runs through machines. A welder's body can create between the welding supply and return so there is a risk of shock or electrocution.

Fire & Burns - A significant amount of heat and sparks are produced with welding which may fly and land on flammable materials in the work environment. Additionally, burns can occur the the high temperatures of materials that can reach between 10,000°F (arc welding temperatures) or 50,000°F (plasma torch welding temperatures)

Gas & Fumes Exposure - Many gases are produced in welding such as argon, nitrogen, carbon monoxide, carbon dioxide and hydrogen fluoride. Additionally metal coatings with zinc, cadmium, chromium, copper, fluoride, lead, manganese, or vanadium can cause metal-fume fever within four hours of exposure. Though the gases produced in welding are ones we breathe in small amounts



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every day they are in much higher concentrations in welding. Workplace environments that are enclosed can also impact inhalation causing irritation of the eyes, nose and throat as well as causing nausea and dizziness.

Radiation Exposure - A high intensity light is produced with arc welding, as a result ultraviolet (UV) and infrared (IR) radiation is produced which can cause sunburns and increase risk of skin cancer. In addition to the material being welded, aluminum and argon (a shielding gas) also increase radiation exposure.

Hearing Damage - There is an increase in hearing loss for welders due to the decibel levels produced by welding and cutting. The fumes in welding can also impact hearing, inhaled manganese can cause nerve damage through being transmitted directly to the brain before being metastasized by the liver.

Vision Damage - UV exposure in addition to foreign bodies and particulate fumes and gases are significant risks in welding. They can result in physical damage to the eye or conjunctivitis and conditions that are referred to as welder's eye or arc eye that may cause cataracts or corneal flash burns.

Guidelines for Health and Safety in the Workplace and Training Personal Protective Equipment (PPE)

PPE is worn to minimise risk and exposure to elements in welding to prevent workplace injuries and illnesses. They limit exposure and contact from radiological, chemical, physical, electrical, mechanical and other workplace hazards. Ensuring training and proper use of PPE that is properly fit, tested, clean and comfortable will ensure use and contribute to a healthy and safe welding work. The chart below shows examples for the use of PPE in welding.



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Welding - Personal Protective Equipment

Body Part	Equipment	Illustration	Reason
Eyes and face	Welding helmet, hand shield, or goggles	<p>Helmet</p>	<p>Protects from:</p> <ul style="list-style-type: none"> • Radiation • Flying particles, debris • Hot slag, sparks • Intense light • Irritation and chemical burns <p>Wear fire resistant head coverings under the helmet where appropriate</p>
Lungs (breathing)	Respirators		<p>Protects against:</p> <ul style="list-style-type: none"> • Fumes and oxides
Exposed skin (other than feet, hands, and head)	Fire/Flame resistant clothing and aprons	<p>No cuffs Heat resistant jacket</p>	<p>Protects against:</p> <ul style="list-style-type: none"> • Heat, fires • Burns • Radiation <p>Notes: pants should not have cuffs, shirts should have flaps over pockets or be taped closed</p>
Ears - hearing	Ear muffs, ear plugs	<p>Ear protection</p>	<p>Protects against:</p> <ul style="list-style-type: none"> • Noise <p>Use fire resistant ear muffs where sparks or splatter may enter the ear, rather than plugs.</p>
Feet and hands	Boots, gloves	<p>Insulated gloves Rubber-soled safety shoes Steel</p>	<p>Protects against:</p> <ul style="list-style-type: none"> • Electric shock • Heat • Burns • Fires

Source: https://www.ccohs.ca/oshanswers/safety_haz/welding/ppe.html



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PPE are an important part of keeping workers healthy and safe but they are not the only steps that welders can take. These are further health & safety tips to keep your welding workspace as safe as possible:

- Safety Guidelines

Electrical Safety

- Machines are correctly set up and have a properly grounded welding machine, particularly if equipment is to be used in wet/damp/humid conditions.
- Conductive elements must be insulated and wearing dry gloves and protective footwear will decrease the risk of shock or electrocution

Fire Safety

- Wear fire resistant clothes will keep you safe from clothes catching fire
- No combustibles should be kept within 30 feet of the work area - if this is not possible a fire resistant shield should be put in place to block any sparks
- If the welding location is in an environment where the risk of fire is high, another person should be standing by with a ready fire extinguisher as well as keeping watch for any potential for smouldering fire.

Radiation Safety

- UV radiation in a welding arc will burn unprotected skin just like UV radiation in sunlight. Direct exposure as well as reflected UV radiation that is reflected from metal
- Wear proper eyewear and protective clothing as well as using nonflammable welding curtains or screens
- Utilise alternative surface finishes, paint colours, substances and materials to reduce the amount of -UV radiation that is reflected

Hearing Safety

- Employers often must ensure hearing decibels are kept under a minimum amount for 8-hour work shifts - this can include regular measuring of sound levels, adjusting engineering controls that reduce sound levels of equipment or physical environment
- Limit time at a noise source where possible
- Using quiet areas where workers can be away from hazardous noise sources
- Maintain distance from noise sources where possible



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Chemical Safety

- Ensure containers are cleaned well of toxic chemical materials. Often welders weld or cut chemical containers or items that have come in contact with grease, tar, acid or flammable/combustible materials.

Cylinder Safety

- Proper labelling and storage of cylinders as they store compressed gases
- Store cylinders upright on a rack or tied together. Valve caps and hoods for those not in use should be used to prevent leakage.
- Transporting cylinders should only be rolled on their bottom edges and never dragged or a cart used to move them.

Respiratory Safety

- Ensure wearing of respirators in areas that are not open as well as exhaust/ventilation systems should be put in place
- Work in areas of open ventilation if possible. It will allow fumes and gases produced through welding to disperse

Working environment

- The workplace environment can be set up and additional measures can be taken preventatively to make the conditions healthy & safe.

Workshop Environment

- Mindfully follow training, communication and administrative information employer/trainer has provided
- Carry out required pre-welding checks before every use to ensure tools and machinery are undamaged to ensure they are safe for use

Ergonomics

- To maintain a good working posture there are accommodations that can be made to the workplace. It is important to learn to recognize symptoms of work related repetitive strain injuries (RSIs)
- Always consider appropriate workplace postures while working
- Take care when lifting and moving heavy items and cylinders
- Always ensure there is sufficient lighting
- Be aware of finishes for welding areas to avoid reflections of welding arc light



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Biological & health monitoring

- Regular health surveillance to ensure that any ill health effects of the profession are detected early
- Hazard Communication & Access to Material Safety Data Sheets (MSDS)
- Products used by welders have a Material Safety Data Sheet (MSDS) that describes potential dangers, necessary precautions, and exposure limits. Reading the MSDS for products being used will ensure you understand the recommendations for use that can help prevent any accidents or exposure to toxic chemicals
- Learn about the local, regional and national governmental and regulatory body requirements - they offer guidelines and requirements by which welders and employees must abide.

Welding is a rewarding but demanding profession that comes with many dangerous risks; however, with proper training and preparation you can be prepared for a career in this field while keeping health & safety in mind. Following regulations and best practices, keeping mindful of risks, having properly set up and maintained equipment and appropriate use of PPE, you can help keep yourself and others safe and have a long and healthy career as a welder.

Reflection / Self-Assessment:

Why do you think it is so important to consider health and safety in the welding profession?

What steps can welders take to preventatively to reduce the risk of the profession?

Do you think it's important to keep learning within the welding profession, and why?

Who is responsible for ensuring safety measures are observed and practiced?

Further Resources:

<https://rockthetrades.com/a-beginners-guide-to-welding-safety/>

<https://www.worksafe.govt.nz/topic-and-industry/welding/health-safety-in-welding/>

<https://www.highspeedtraining.co.uk/hub/welding-hazards-in-the-workplace/>

Tips to the trainer:

Ensure learners understand their role in health and safety along with the responsibilities of the employers.



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Ensure learners understand that there is continual learning in the profession as well as keeping up with new health and safety information, of the safe use of tools/equipment/materials and detect updates or changes of measures from relevant regulatory bodies

Ensure learners understand the health risks and long-term complications if they don't practice proper health and safety protocols, this will assist in retention of learning material as well as adherence to safety measures.



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REGULATIONS

Regulations in Serbia

In this learning section, it will be introduced what are the legal requirements for a person to acquire a welder certificate and practice the welder profession in Serbia.

Learning Objectives:

Knowledge gained: legal regulations regarding work in the welding industry

where they will be able to acquire the necessary knowledge

Attitude shift: Through the acquisition of this knowledge, they will have a clear picture of what the job of a welder offers and what the conditions are for doing that job, as well as how the work space should look like.

❖ Main Content:

Welding, cutting and soldering work (*hereinafter: welding*) can only be performed in places prepared in accordance with the prescribed technical and fire regulations protection. Equipment, apparatus, devices and accompanying welding installations may only be used if are in good condition and adapted to valid technical regulations.

Welding places can be permanent or temporary. Places where, in the technological process, are considered permanent places for welding of production or in workshops, welding is performed continuously or with short interruptions.

Places where welding is performed are considered temporary places for welding as necessary and at the time specified in the approval. Welding can be performed by workers who are professionally trained in handling and use welding equipment and familiar with the prescribed fire protection measures that should be taken during welding.

The works manager must not allow welding to be performed by non-compliant workers conditions prescribed in paragraph 1 of this article

Welding must be performed under the supervision of the works manager at the place and in the manner and in the time specified in the welding permit.

There are courses for welders in Serbia. Which have been developed and offer the possibility of employment after completing the course. There is also a specific course for welders within secondary technical schools in Serbia.



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Regulations in Bulgaria

In this learning section, it will be introduced what are the legal requirements for a person to acquire a welder certificate and practice the welder profession. What is needed for validation of the knowledge and the skills in order to become a welder.

Learning Objectives:

Knowledge gained - Learners will become familiar with the main requirements concerning obtaining a certificate to become a welder.

Attitude shift - Through gaining the knowledge of the legal requirements learners will have a clear vision of what is needed from them to present as current knowledge and the direction they need to follow in order to become certified welders. This will provide them with guidance on the way of welder realization.

❖ Main Content:

In Bulgaria, the state educational standard determines the requirements for the candidates, the description of the profession, the units of learning outcomes, the requirements for the material base, and the requirements for the trainers.

The requirements for learners in terms of obtaining a certificate that will allow them to practice the welder profession are:

- for students and persons over 16 years old - to have completed primary education or to have a literacy certificate;
- for students with special educational needs and/ or disabilities - to have completed 8th grade.

Along with the completed level of education, it is also compulsory for the candidate to present a medical document certifying that the welding profession is not harmful to the person's health.

The validation of the obtained welder skills, knowledge, and competencies is a process of determining whether they meet the state educational requirements, regardless of the aforementioned are acquired through non-formal or informal learning.



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The institutions that are allowed to validate them are:

1. VET schools;
2. Art schools;
3. Sports schools;
4. Professional colleges;
5. Vocational training centers.

The proof for the obtained welder skills, knowledge, and competencies is an issued certificate that can be given only after successfully passed exams on theory (*safety measures, knowledge about different materials and tools, etc.*) and practice (*working with different metals, making particular stitches, using various tools, etc.*).

More detailed information can be found in ORDINANCE № 13 OF 26 MAY 2021 FOR THE ACQUISITION OF QUALIFICATION IN THE PROFESSION "WELDER" and ORDINANCE № 2 OF NOVEMBER 13, 2014 ON THE CONDITIONS AND PROCEDURE FOR VALIDATION OF PROFESSIONAL KNOWLEDGE, SKILLS AND COMPETENCES.

Reflection / Self-Assessment:

1. Do I understand what is the exact level of education I need to have in order to be a candidate for a welder certificate?
2. What do I need to obtain a welder certificate?
3. Which institutions can support me in the validation process?

Further Resources:

1. ORDINANCE № 13 OF 26 MAY 2021 FOR THE ACQUISITION OF QUALIFICATION IN THE PROFESSION "WELDER" (НАРЕДБА № 13 ОТ 26 МАЙ 2021 Г. ЗА ПРИДОБИВАНЕ НА КВАЛИФИКАЦИЯ ПО ПРОФЕСИЯТА "ЗАВАРЧИК")
2. ORDINANCE № 2 OF NOVEMBER 13, 2014 ON THE CONDITIONS AND PROCEDURE FOR VALIDATION OF PROFESSIONAL KNOWLEDGE, SKILLS AND COMPETENCES (НАРЕДБА № 2 ОТ 13 НОЕМВРИ 2014 Г. ЗА УСЛОВИЯТА И РЕДА ЗА ВАЛИДИРАНЕ НА ПРОФЕСИОНАЛНИ ЗНАНИЯ, УМЕНИЯ И КОМПЕТЕНТНОСТИ)

Both of the Ordinances can be found online in Bulgarian language as PDF files.



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Tips to the trainer:

Before teaching the material, the trainer needs to make sure that the presented information is still up to date. In case there are any new Ordinances or other state documents concerning changes in the welder sector in terms of requirements and obtaining a certificate they should be taken into attention.

WELDING EQUIPMENT

In this module the participants will be introduced to the workspace. They are going to learn the main machines and the equipment of the welder. At the same time, they will learn the instructions to work in maximum safety and will become aware of the risks of the carpenter's work.

The instructions of the use the welding, cutting, drilling machines properly is concurrent with the explanation of the risks involved in the processing and with the explanation of the correct use of safety.

❖ Main Content:

The use and risks of the following processes and/or machinery

1. Welding, thermal (or plasma) cutting, brazing processes
2. Column drill drilling and tapping processes
3. Cutting processes of profiles with band saw
4. Finishing and grinding processes of the piece of metal with an emery wheel

WELDING PROCESSES

Welding produces aerodynamic substances in the form of small particles. A considerable part of such particles (with a size of less than 10 micrometers) are breathable, that is, they reach the innermost parts of the respiratory system and are called welding fumes.

The welding technologies examined are:

- Arc welding with coated electrode: obtained with electric arc and is mainly used for non-alloy or low alloy steel, for chromium-nickel steel, for nickel alloys;
- gas-protected arc welding: obtained with electric arc and inert gas (MIG) or active gas (MAG) protection;
- infusible electrode welding (TIG);



The thermal break produces airborne particles with an average diameter greater than that of welding fumes but still mostly breathable. Thermal break includes **plasma cutting**.

Brazing produces variable emissions depending on the materials used and the melting temperatures of the alloys used. The particles that are released during brazing or brazing are mostly breathable.

Risk factors in the welding process

There are many risk factors to which welders can be exposed and can be divided into two main types:

- chemical (*fumes and gases*)
- physical (*non-ionising radiation, noise, vibration, electricity*)

The chemical risks associated with welding operations arise from the development of welding fumes; welding smoke is a complex mixture of more than 40 chemical components, inorganic and organic that are released during the heating phase and possible melting of the piece to be welded.

Of course, the composition and concentration of the relevant chemical agents present in the welding fumes are strictly dependent on the welding material, the composition of the electrode, any filler material and substances covering the manufactured part to be welded.

The most significant risk associated with welding fumes is the presence in the fumes themselves of **metals in the vapor or particulate state**.

Consequences on human health

During processing it is necessary to minimize the quantities of hazardous chemicals that can be inhaled. Various are the damages to the health that can derive from the dangerous chemical agents that are released in the air during the welding operations. In particular, diseases of the respiratory system may occur. In addition, there may also be carcinogenic effects, in particular for working with metals (including stainless steels) containing chromium, nickel, cobalt, cadmium, beryllium, thorium.

The physical risks arise from exposure to non-ionizing radiation, high temperatures and noise. Non-ionizing radiation should be distinguished according to ultraviolet wavelength, visible light and infrared radiation. The flame, and to a greater extent the electric arc, emit optical radiation in both the visible and invisible spectrum. Ultraviolet radiation, the most energetic among non-ionizing radiation and therefore the most dangerous, is absorbed almost totally by the surface protective layers of the skin and only a small fraction (1%) penetrates and acts on the underlying tissues.



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The origin of the noise produced during the welding operations can be traced back to a combustion of the gaseous mixture emitted at high pressure by the torch in the oxyacetylene flame welding; to the electric arc stroke for the other types; plasma leakage from the nozzle that produces a characteristic hiss in plasma welding operations. The noise emitted during subsequent operations such as grinding, grinding, etc.

In addition to the risks directly or indirectly linked to welding operations, there are also risks linked to the **place and conditions of work** (*falling objects, crushing of limbs, entanglement of limbs in moving parts, work at height, etc.*) and **the type of equipment used** (*electricity, gas cylinders, pipes, etc.*).

It is also important to take into account:

- **Microclimate:** The production of heat, in particular of very high temperatures located near the welding zone, is a common feature of gas, electric arc and plasma techniques. In general, welding activity causes a moderate thermal input, more relevant in the case of the use of oxyacetylene flame. In the hot season, the most problematic aspects are the environment, working materials and the need to wear protective clothing, always very heavy.
- **Repetitive movements and incongruous postures:** can cause musculoskeletal damage such as changes in the spine, scoliosis, lordosis, lumbar sciatica.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE), which is essential in welding operations, is intended to protect the body, as well as the body, by means of specific clothing, the respiratory tract, eyes and hearing. Welding, brazing and oxyfuel cutting operations require basically the same types of device for body protection except for the eyes (degree of protection depending on the welding process).

The personal equipment generally consists of:

- Spectacles equipped with side protection and stained-glass filters, with a degree of protection chosen according to the intensity of the radiation or facial screen with an inattinic or liquid crystal filter for electric arc welding;
- Gloves of leather or material of equivalent characteristics, resistant to glowing particles, with wrist and forearm protection;
- Safety shoes with protective toe cap;
- Apron and partial protections of leather or material of equivalent characteristics, resistant to incandescent particles;



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- Respiratory protective mask if special work is required. In addition, as regards risks relating to the place and conditions of work:
- Protective helmet in the event of falling objects or possible head collision with objects at human height;
- Headphones or earplugs against noise.

COLUMN DRILL DRILLING AND TAPPING PROCESSES

Column drill is a machine tool for drilling metal cold using a rotary cutting tool. The piece is stationary and mechanically locked on a fixed table.

Elements of danger

- **Snagging and dragging with the spindle or rotating tool:** The spindle/tool must be protected by an adjustable fixed guard or an interlocking movable guard preventing direct access to the working area. The opening of the interlocking movable guard shall cause the machinery to stop immediately and its closure shall not directly control starting.
- **Projection of chips or other materials:** in front of the spindle/tool there must be an adjustable fixed guard or an interlocked mobile guard that protects the operator from the projection of chips or other material during processing. The opening of the interlocking movable guard shall cause the machinery to stop immediately and its closure shall not directly control starting. The guard must allow good visibility
- **Impact injuries and drag from the rotation of the workpiece:** the workpiece must be firmly locked to the workpiece holder table with clamps, jaws or other holding systems. It is absolutely forbidden to hold in place the piece with your hands.
- **Entanglement and crushing with the motion transmission components such as the speed variator:** The pulleys and belts must be completely protected by a fixed or interlocked mobile guard. The opening of the interlocking movable guard shall cause the machinery to stop immediately and its closing shall not directly control the starting.

CONTROLS ELEMENTS

- **Starting-up:** It must be possible to start the machine only by using specific control devices which are clearly recognizable and protected against the risk of accidental operation (e.g. levers with double movement, buttons protected by a guard ring, pedals with headphones, etc.).
- **Unexpected restart:** the spontaneous restart of the machine following the restoration of electricity must be prevented by a special device.
- **Stopping:** the machinery must be fitted with a control device to enable it to stop in safety conditions.



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- **Emergency stop:** Each machine shall be equipped with at least one emergency stop command located in a position easily accessible by the operator

PERSONAL PROTECTION EQUIPMENT

It must be made a careful assessment of the workings and then define the methods of use of PPE:

- Safety glasses
- Gloves against mechanical risk and waterproofed in the presence of cooling lubricants, the gloves cannot be worn during the rotation of the spindle but only in the change and preparation of the piece.
- Safety shoes with protective toe cap. In the event that chips are produced such that it can pierce the sole of the shoe must have the anti-perforation foil
- Hearing protectors

WELDING TOOLS AND TECHNIQUES

This module introduces participants to the use of welding machines, their history and their use in current production processes. In particular, there are: TIG welding machines, electrode welding machines and finally wire welding machines (MIG MAG).

Learning Objectives:

Acquired knowledge: knowledge of different uses depending on the machines used, their work cycle, power and weldable thickness. The three welding variables (*material thickness, welding speed and electrical power*). Knowledge of the machine and its fixed and mobile parts, machine maintenance, consumables (*gas and filler materials*)

Acquired skills: I know how to prepare the different types of machines to make a weld, the adjustments according to the thickness and the current delivered, the use of the filler material and its loading



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❖ Main Content:

- **TIG welding machine:** the intended use, the torch and the characteristic of its infusible electrode, the different welding techniques with or without filler material, electrode sharpening, the workstation, welding technical tests, power adjustment.
- **Welding electrode or MMG:** detail of the torch handle, the different types and thicknesses of electrodes, adjustment of the machine, the slag produced
- **MIG MAG Wire Welding Machine:** The torch and its use, Power adjustment and wire feed adjustment, machine cleaning and wear parts

THE WELDING PROCESS

Welding is a technological process that creates the continuous connection of two or more metal elements, through a physical continuity. By physical continuity we mean the permanence of the same characteristics in every point of the structure realized. There are other types of connection that do not give rise to a physical continuity (*E.g. nailing, bolting, etc.*). In a welded structure, commonly called joint, there are no more or less important parts, as they are perfectly equal point by point.

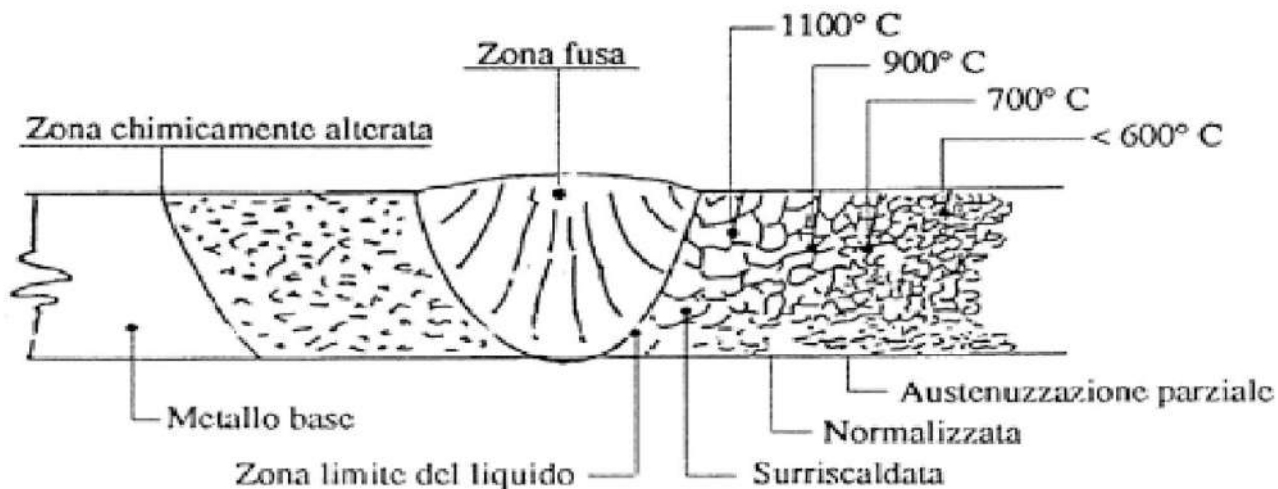
CHARACTERISTICS OF A WELDED JOINT

Welding always involves the constitution of two distinct zones, whose structure is different from that of the base material:

the **MOLTEN ZONE (ZONA FUSA)**, that is the zone in which the fusion took place, and the relative mixing between the base material and the filler material;

HEAT ALTERED ZONE (ZONA TERMICAMENTE ALTERATA), that is the zone not directly affected by the fusion, but adjacent same and that therefore has mainly suffered the thermal effects.

The structure of the **MOLTEN ZONE** is that of a raw body of fusion in the normalized state. In the **HEAT ALTERED ZONE** there is a variety of structures, due to the temperature range in which the different zones have been heated. The most critical areas of a welded joint correspond to the enlarged layer, immediately adjacent to the molten zone. In these areas a dangerous fall in resilience can occur.

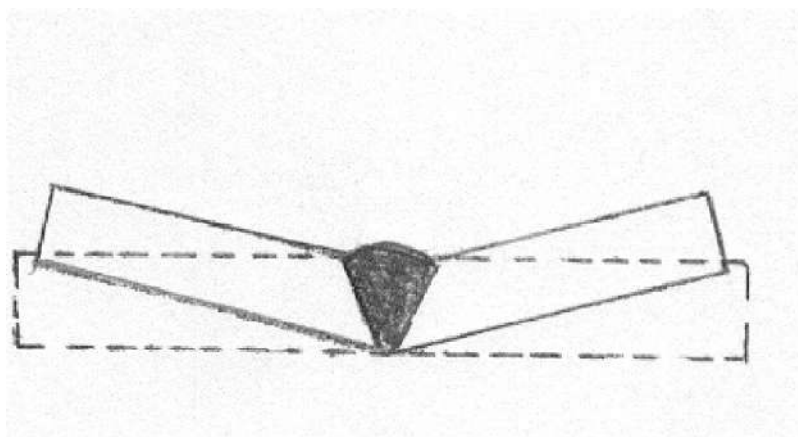
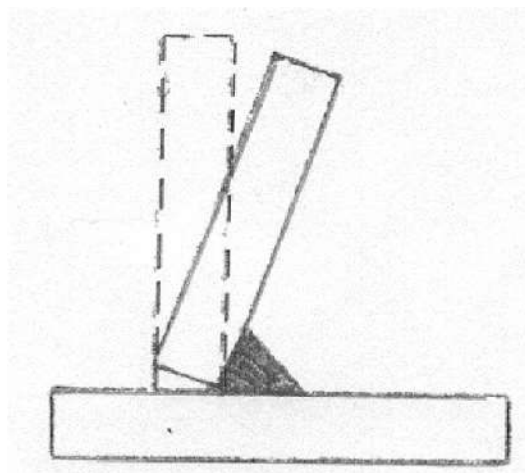


DEFORMATIONS AND RESIDUAL STRESSES

The welds sometimes show deformations due to the phenomenon of **SHRINKAGE** which takes two aspects:

- TRANSVERSE WITHDRAWAL
- LONGITUDINAL WITHDRAWAL

TRANSVERSE SHRINKAGE means the shrinkage that occurs in the welding in the transverse direction to its direction



The most frequent cases are those seen in the figures above.



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To avoid, or reduce, in acceptable limits these deformations are two:

- By arranging the pieces to be joined, giving them a preventative deformation equal and contrary to that expected to be produced by welding. By doing this, the welds will not be stressed by any internal tension. In practical work it is not always allowed to operate in this way.
- Clamp the workpieces firmly to prevent any angular movement. This can be achieved with suitable welding lines in the angle opposite to the weld itself. In this way the wings of the lower plate will remain deformed

LONGITUDINAL SHRINKAGE refers to the shrinkage that occurs in the length of the weld for which it is shortened.

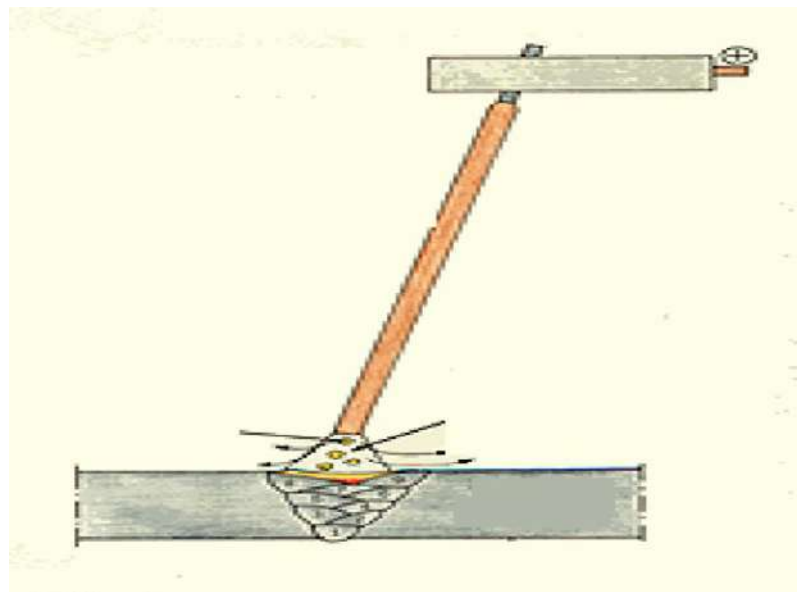
WELDING BY ELECTRODE

ELECTRODES

The electrodes generally consist of a steel core (*generally extra-sweet*) and a coating (*of variable composition*). The coating can be of various types, each of which has particular characteristics that are in function of the composition of the coating.

The most common coating types are:

- BASIC
- ACID
- CELLULOSIC
- RUTILE
- RUTILBASICO
- RUTYLCELLULOSIC
- OXIDANT
- HIGH YIELD





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The electrode core has the function of conducting the current and supplying the filler metal. The functions of the coating are mainly to protect the melting bath from oxidation and to promote the stability of the arc. The melting of the coating releases a gas that covers the entire melting bath preventing oxygen from entering. The oxygen of the air tends to be easily combined with metals, giving rise to oxides; so, if the fusion bath is not protected oxygen enters that in contact with iron forms oxides. Oxygen reacting with carbon also gives rise to carbon monoxide, which is a gas and as such tends to rise to the surface of the melting bath, but it does not always succeed and remains trapped within the molten zone from origin to porosity: The protective functions of the coating are thus fulfilled.

Manual welding with coated electrode finds its major applications in metal structures, shipbuilding and general carpentry. Despite being a fairly slow process due to the continuous electrode change and slag removal, it remains the most flexible and allows welding even with very limited access spaces.

METHODS OF WELDING

Methods for electrode welding vary depending on the position of the workpiece to be welded with respect to the operator. In addition, for each method varies the preparation of the flaps depending on the thickness of the pieces to be joined. Weld seams can also vary, as tight seams can be made (*pulled welding*) or wide (*machined welding*).

The most commonly used welding methods are:

- Flat welding.
- Vertical upward welding.
- Vertical downward welding.
- Horizontal welding on a vertical plane.
- Over-head welding.

In all these types of welds the edges can be headed or chamfered.

PREPARATION OF THE FLAPS

Up to 4 mm thick sheets must simply be made with a gap of about 2mm between sheet and sheet. From 4 mm to 14 mm, the sheets shall be leveled at an angle of 60 mm. At the base of the chamfer a flat area is left, the height of which is equal to the interval between the two plates (*2 or 3 mm*).

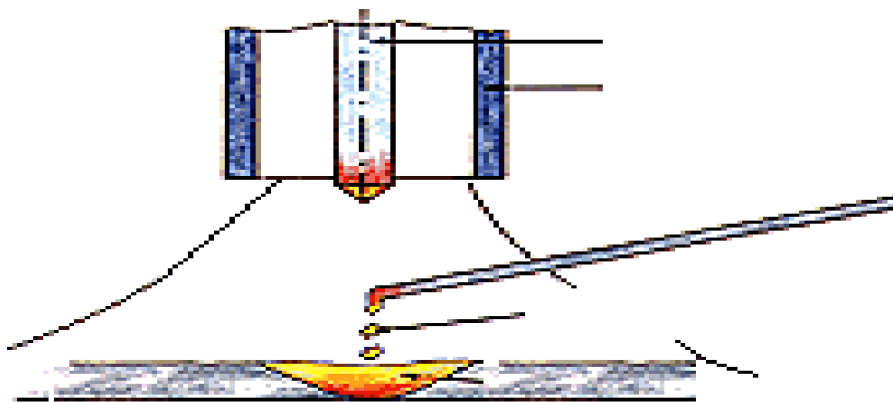


From 14 mm up the chamfer is made to X, always at an angle of about 60. The flat part in the middle of the chamfer is equal to the distance between the two sheets or slightly higher. In addition to these types of chamfers there are other U-shaped or glass ones that generally serve for large thicknesses.

TIG WELDING

The TIG procedure (*Tungsten Arc Welding*), known as GTAW (*Gas Tungsten Arc Welding*), is a welding process that uses a non-consumable tungsten electrode. The electrode, arc and the area surrounding the molten bath are protected from the atmosphere by an inert gas. If it is necessary to add filler material, it is added in the form of a rod or continuous wire.

The TIG process allows to obtain welds of excellent appearance and quality. Since there is no slag, the risk of defects such as inclusions in the filler metal is absent and the seam surface does not require any cleaning. Virtually all metals are welded manually and automatically with TIG, although its optimal application range is aluminum and stainless steel. In particular, is widely used in the nuclear, chemical, aviation and food industries.



CHARACTERISTICS OF TIG WELDING

The basic characteristics that distinguish TIG welding from other welding methods are:

- It is possible to weld all light alloys, stainless steels, copper, low carbon steels and to carry out coatings on cast iron and worn hard surfaces.
- Possibility to operate in all positions, flat, corner, frame, vertical and overhead.
- Increased mechanical strength and corrosion resistance of the welded joint.
- Heating limited to a narrow area and resulting in less deformation of welded parts.
- Possibility of using filler material in the form of rods or continuous wire.



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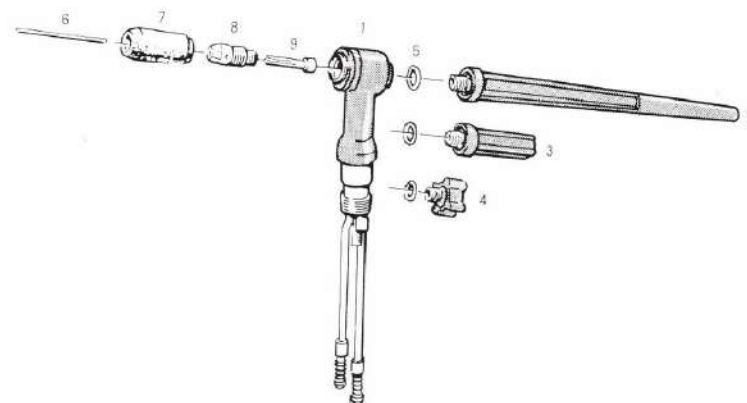
- Possibility of minimizing and even cancelling the metal intake.
- Smooth and glossy welding surface without splashing or scaling.
- Better visibility of the bathroom.
- Possibility of automating welding, making it more regular.
- It does not produce slag.
- High welding quality.
- Sensitive to draughts.
- High costs of protective gasses.
- Low productivity.
- Technique which is difficult to learn

DEFECTS IN THE PROCESS

- Inclusions of tungsten
- Oxidation of the seam to the reverse (*if no gaseous protection precautions have been taken*).
- Gas inclusions due to poor flap cleaning and poor operating technique in torch and rod movement.
- Contamination of protective gas

STRUCTURE OF THE WELDING TORCH

The torch is the tool needed by the welder to make a cord. The TIG torch can be divided into two parts. One part consists of a bundle of hoses and the other consists of the torch body. Inside the flexible part passes the protective gas duct, the power cable, the control cables and depending on the type of torch also the discharge and return pipes of the coolant. In the rigid part we find the handle, where at the bottom there is the power button of the arc, and the torch body. The electrode is inserted into the clamp and then lodged in the clamp holder. The whole assembly is blocked by tightening the pen. The length of this pen varies depending on the use.





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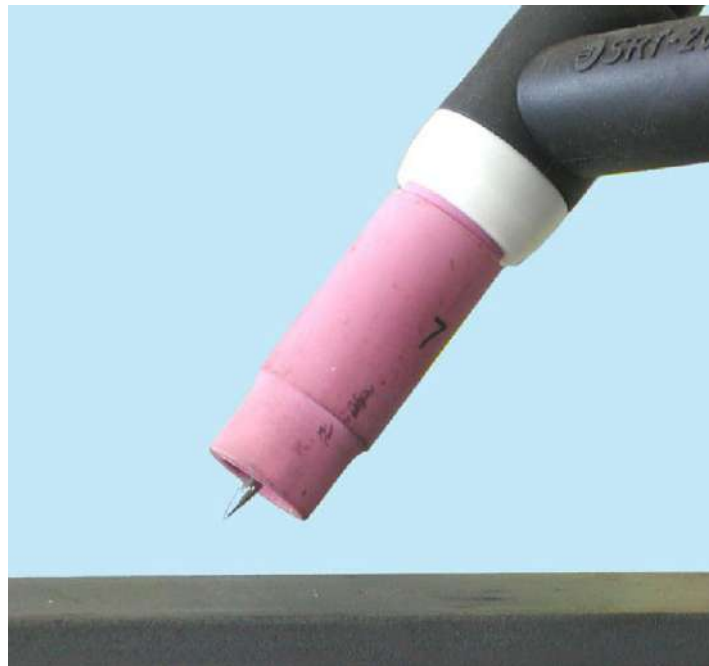
TUNGSTEN ELECTRODES

In TIG welding, the electrode must withstand the very high temperature of the arc without melting. It must therefore have a high melting point. Tungsten has this characteristic and also has the advantage of easily emitting electrons at high temperature, which is necessary to maintain the current passage in the arc. The good properties of tungsten further improve with the addition of some materials. These materials are thorium dioxide, zirconium dioxide, lanthanum dioxide, cerium dioxide. Alloyed tungsten electrodes withstand higher working currents than pure tungsten electrodes.

OPERATIONS

INITIATION OF THE ARC

With high frequency (HF) you should not touch the workpiece, because the workpiece provides a quick trigger when the electrode tip is 3-4 mm from the workpiece. Without high frequency a LIFT ARC (*contact*) trigger must be provided. This procedure involves a specific operation (*see figure below*). The LIFT trigger becomes particularly important where the presence of tungsten inclusions within the cord is irrelevant.





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PERFORMANCE OF THE WELDING

Triggered the arc moves the torch in small circles until the molten bath forms. Then we proceed with the advancement from right to left, holding the torch tilted about 75 nd. relative to the welding plane and the rod, when it is necessary the metal intake, of about 15 th. but in the opposite direction to that of the electrode. The end of the electrode must be at a distance of about 2-3 mm from the melting bath and must never touch either the filler metal or the workpiece. This standard is mandatory to avoid electrode contamination. The torch must always move in the direction of progress at regular speed: The speed is defined by the thickness, the quality of the material and the type of joint. The filler rod, advancing together with the torch, must have a rapid and regular oscillatory movement from top to bottom, so as to periodically immerse the end in the melting bath.

MIG WELDING

In continuous wire welding (*GMAW: Gas Metal Arc Welding*), also known as : MIG if the protective gas is inert (Argon , Helium and its mixtures) MAG if the protective gas oxidizing (*CO₂ , mixtures Ar / CO₂ , Ar / CO₂ / O₂*). An electric arc is kept lit between the wire and the piece to be welded. The arc and the melting bath are protected by an active or inert gas flow. MIG / MAG welding is definitely more productive than electrode welding where the welder needs to stop each time for electrode change. Another advantage over the electrode process is that there is no material waste as there are no electrode butts to throw away. For each kilogram of electrodes purchased, about 65% of the weight will go to be part of the welded joint, while the rest is all waste (*slag, butts*). The use of continuous wires both full and animated has increased this efficiency to 80% - 95 %. This procedure is widely used for light or medium weight metal structures in carbon steel and for aluminum or aluminum alloy structures.

EQUIPMENT FOR THE MIG PROCESS

The equipment to operate by MIG / MAG procedure is as follows:

- Generator.
- Wire trolling feeder.
- Cable harness (*depending on the generator model*).
- Cooling unit.
- Gas cylinder + pressure reducer.
- MIG flashlight.



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TRANSFER OF MATERIAL

Depending on the welding parameters adopted, wire transfer (filler metal) can be obtained in several ways, the most important of which are:

- SHORT ARC
- SPRAY ARC

SHORT ARC TRANSFER

This occurs for lower current and voltage values where the arc length is so short that the end of the wire is immersed in the molten bath; In this way a short circuit is formed whereby the intensity of current increases sharply, which due to the joule effect melts the area of the smallest section connecting the metal drop (*formed at the end of the wire*) to the wire itself. Once this drop comes off, the short circuit is interrupted, the arc is rekindled and the cycle repeats. Used for low thicknesses, forced positions and reverse shots.

ARC SPRAY TRANSFER

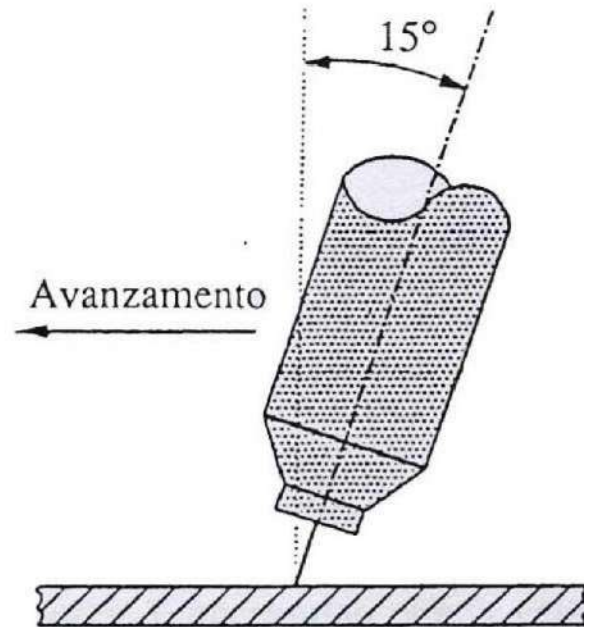
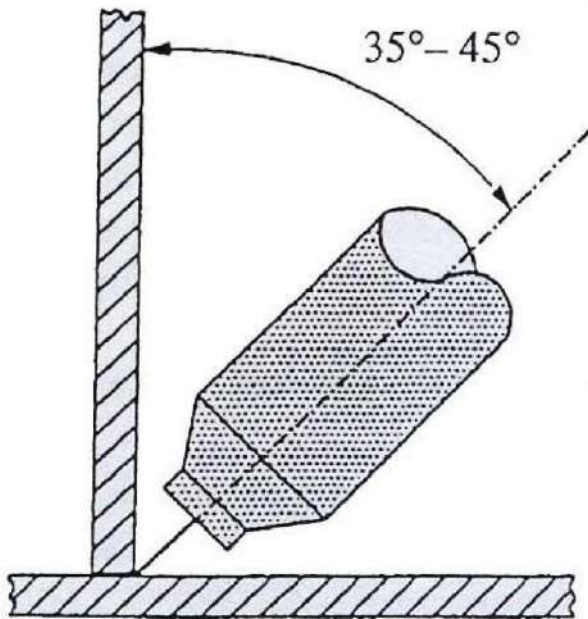
In this process, the tiny droplets that form at the end of the wire are pulled away by the flow of the current and run the distance corresponding to the arc length, within the melting bath. The number of drops formed in the unit of time (= 1 sec) depends on the current intensity (*since this depends on the melting rate*) and the type of protective gas used. **The spray procedure is obtained:**

- With currents above a certain value which depends on the particular diameter of the wire (*for an iron wire diameter 1,2mm from 240 A onwards*).
- With a voltage exceeding 25 volts.

With this transfer the material that is deposited is considerable and therefore the process is limited to the flat or slightly inclined position. Used for large thicknesses, high deposits and high speeds. The high thermal inputs can cause deformation and modification of the microstructure of the welded joint and the adjacent area called thermally altered zone.



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LA SIMBOLEGGIATURA DELLE SALDATURE SUI DISEGNI SECONDO UNI EN 22553:1997
Segni grafici elementari

saldatura a bordi rilevati (con bordi completamente fusi)			saldatura d'angolo		
saldatura a lembi retti			saldatura in foro o in asola		
saldatura a V			saldatura a punti		
saldatura a mezza V			saldatura in linea continua		
saldatura a mezza V con spalla			saldatura a V a fianchi ripidi		
saldatura a U			saldatura a mezza V a fianchi ripidi		
saldatura a J			saldatura d'orlo		
saldatura di ripresa a rovescio			saldatura di riporto		



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PRACTICAL APPLICATIONS

In this module the participants will start to use the machines to build and assemble simple sample pieces. Then the participants will approach the cutting, they will prepare the pieces to be welded adjusting the cutting precision, the many types of spots and seam welding (head-to-head, angle, horizontal welding and downhill welding), the possible drilling of the pieces to the drill column. Last, they will refinish the pieces with the appropriate equipment.

Learning objectives:

Knowledge acquired:

- Knowledge of the main measuring instruments
- Knowledge of how to properly prepare the pieces to be welded
- Knowledge of the joining techniques
- Knowledge of the different grades of refinishing the pieces

Skills acquired: The participants will learn how to precisely cut the pieces and assembles them through the joining welding in a correct manner. Also, the participants will learn how to complete the processing according to the different finishing requests

❖ **Main content:**

- Knowledge of iron materials and different types of iron profiles
- Knowledge of the use of the meter and the use of the gauge for the proper measurement of parts
- Preparation and smoothing of the workpieces to facilitate the welding process
- Drilling of the workpieces to the column drill
- Learn to plot the center of a hole, use of various drill bits and the feed speeds of the column drill
- Assembly of the pieces through welded joint in the various techniques using first the technique of the points and then the cords (*head-to-head, to angle, in descent*)
- Finishing of workpieces and use of emery wheel for levelling, deburring, polishing



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Reflection / Self-Assessment:

- Do I know how to use the gauge and the meter correctly?
- Do I know how to use the bandsaw respecting the cutting dimensions and inclinations?
- Can I organize the joining process: part preparation, spot welding and seam welding?
- Can I complete the piece through using the finishing techniques?

COMMERCIAL SUPPLIES OF STEEL PRODUCTS

In normal retail and wholesale trade you can find an almost unlimited amount of profiles and panels made of steel and other alloys. In this process we review only steel products through the use of a normal commercial handbook:

In particular, the supply measures (*external or thickness*) and the relative weights per linear meter or square meter of the following products are observed:

- Solid rounds
- Full Pictures
- Plates and wide plates
- Angular equal and unequal sides with round edges
- Angular equal and unequal sides with sharp edges
- U-shaped sections
- T-sections
- Profiles to Rail
- NP, IPE, HEA, HEB, HEM beams
- Tubes SS Round and square
- Welded tubes Rounds and squares
- Tubes for windows and doors
- Plates
- Expanded and corrugated mesh

DEFINITION, DESIGNATION AND CLASSIFICATION OF STEELS

DEFINITION STEEL: material whose iron mass content is greater than that of each of the other elements and whose C content is generally less than 2%.

NON-ALLOY STEELS: Contain elements in concentrations below the limits given in the table



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Elemento		Concentrazione massima (% p.p.)
Alluminio	Al	0,30
Boro	B	0,0008
Bismuto	Bi	0,10
Cobalto	Co	0,30
Cromo	Cr	0,30
Rame	Cu	0,40
Lantanidi	La	0,10
Manganese	Mn	1,65
Molibdeno	Mo	0,08
Niobio	Nb	0,06
Nichel	Ni	0,30
Piombo	Pb	0,40
Selenio	Se	0,10
Silicio	Si	0,60
Tellurio	Te	0,10
Titanio	Ti	0,05
Vanadio	V	0,10
Tungsteno	W	0,30
Zirconio	Zr	0,05

STAINLESS STEELS: steels containing at least 10.5% Chromium and 1.2% Carbon maximum.

ALLOY STEELS: all types of steels which do not meet the definition of stainless steels and which contain at least one element in concentration exceeding the limits of Table 1.

ALPHANUMERIC DESIGNATION (*according to UNI 10440*)

In this context only the alphanumeric designation of Group 1 is illustrated. In fact, there are other types of steels that are designated differently according to the presence of other metals or minerals. Steels can therefore be classified as follows:

GROUP 1: Steels designated by their use and mechanical or physical characteristics

S = for structural steels

P = for pressure steels

L = for steels for pipes

E = for steels for mechanical engineering

B = for reinforced concrete steels





Each of these symbols is followed by a number equal to the minimum yield strength prescribed in N/mm².

Es = steel type P355

Most of these products are present in the warehouse of Megahub and are therefore known and used by the students.

USE OF MEASURING INSTRUMENTS

The use of the main measuring systems in carpentry are presented and explained:

<p>ROLLING METER</p>	
<p>GAUGE</p>	
<p>DEPTH GAUGE</p>	
<p>PROTRACTOR</p>	

In order to understand its use in a practical way, many exercises are done to detect measurements from geometrical pieces suitably prepared. Students get used to the use of instruments by taking internal and external measurements and transcribing them.







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WORKSHOP EQUIPMENT RELEVANT TO WELDING

In welding operations, the use of small support and fixing equipment is essential to help the welder in fixing the pieces, during welding. The use of the following equipment is therefore explained:

<p>SNAP-ON CALIPERS</p>		<p>3D ANGLE VISE</p>	
<p>ANGLE VISE</p>		<p>WELDING TABLE</p>	



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CUTTING AND ASSEMBLY OF A STEEL CUBE

The proposed exercise (*the construction of a steel cube*) has, in its path of construction, some characteristic works of metal carpentry.



More specifically, it:

- Choosing the right profile: in this case the object lends itself to be a small table, without great pretensions of scope, but with the need to be elegant and minimal. We will therefore use a square profile 12 x 12 x 1.5
- Precision in cutting materials
- Welding of workpieces that meet the criterion of squaring the workpiece, therefore great care will be taken in the precision of the welding angles
- Aesthetic welds
- Finishing the workpiece through the grinding wheel and with successive passes.



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CONSTRUCTION AND WELDING

This module is divided into two parts. The first part provides the participant with the main techniques of representation of a mechanical drawing. In the second part the participant will experience the notions acquired in the previous modules to get to the construction and completion of some metal objects.

Learning objectives:

Knowledge acquired: knowledge of the main systems of graphical representation of a mechanical drawing, and the relative symbols of welding.

Skills acquired: knowledge to transform a technical drawing into a real piece respecting the measurements, the welding indications, and the finishing levels of the piece.

❖ Main content:

- Simple graphic representations in orthogonal projections of various and simple objects
- Lines, welding graphic signs, dimensions, and levels of precision
- From drawing to practice: distinction of the parts, cutting and preparation, the construction process
- The construction of a work bench

Reflection / Self-Assessment:

- Do I understand what the technical drawing means?
- Can I "see" the final piece and how it will be like once it will be finished?
- Can I organize a construction process and complete the work order correctly?

ORTHOGONAL PROJECTIONS

The orthogonal projections in the mechanical design serve to understand the shape of the piece, in all its forms and characteristics. These orthogonal projections will be completed with all the necessary indications for the construction of the piece.

These indications are as follows:

- quotas
- the tolerances
- signs of working



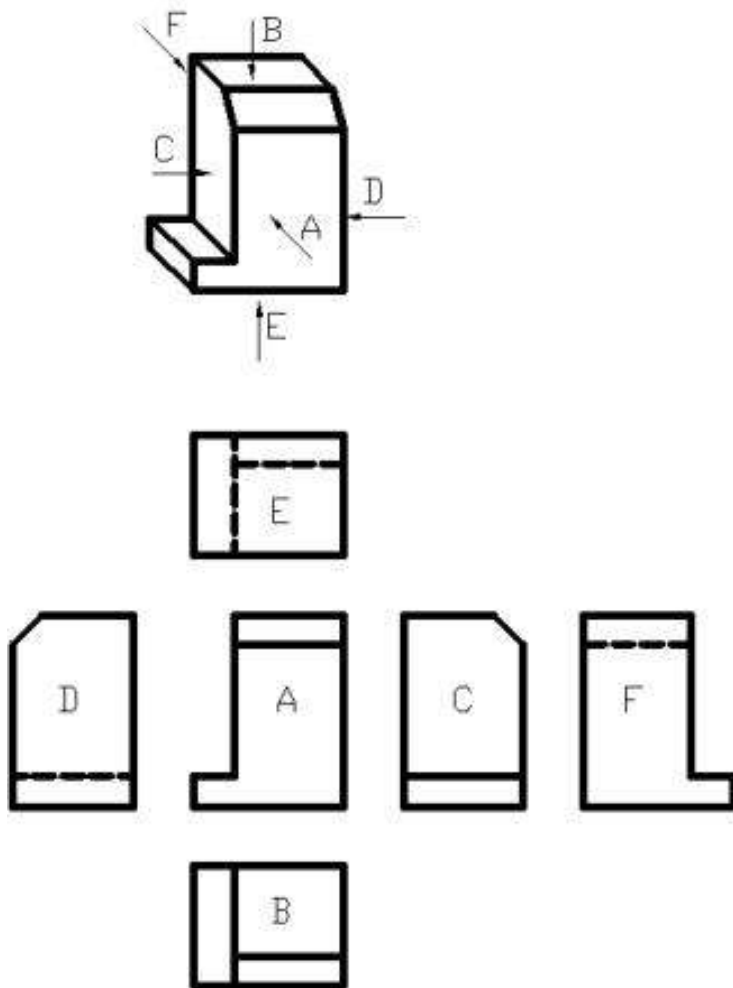
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TYPES OF PROJECTION:

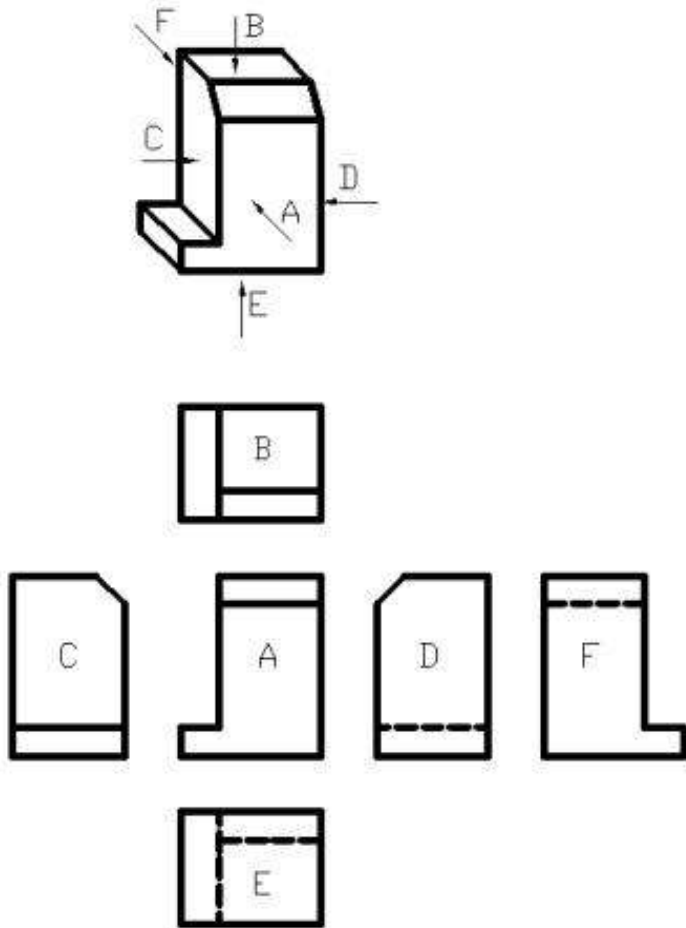
Orthogonal projections must not be understandable only by those who perform them, but be interpreted by anyone, so they must be drawn according to precise criteria. These criteria are called UNIFIED.

1. European method





2. American method



HOW TO PERFORM:

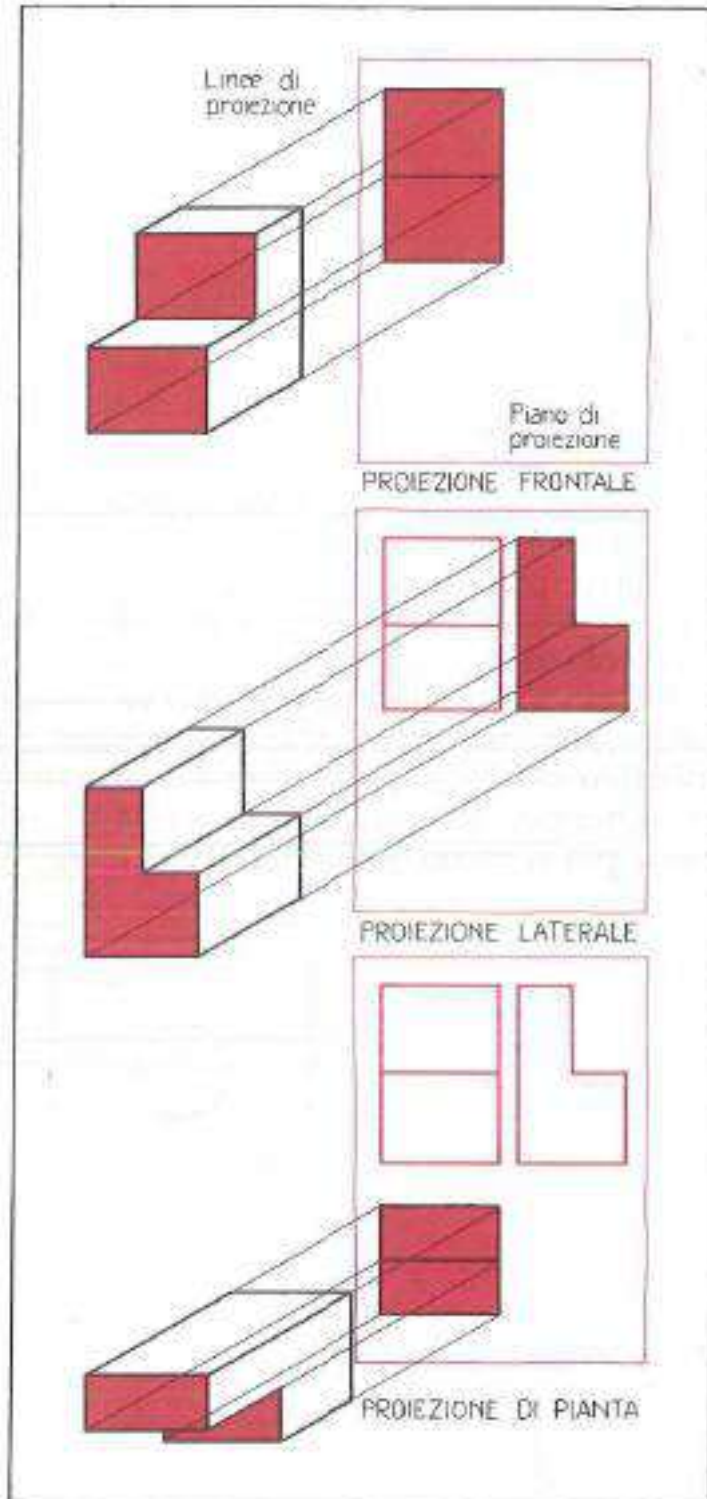
To project means "to throw forward" and orthogonal means "to right angle" that is to say to 90 degrees. Imagine an object placed in front of a plane and suppose to invest it with a beam of rays parallel to each other and perpendicular to the plane: the image that is projected on the plane is an orthogonal projection. If the object is rotated by 90 degrees, the second projection on that plane will be obtained. In the technical drawing almost always two or at most three projections are sufficient for the representation of an object; only in some cases it is necessary to resort to a greater number of projections.

The projections are:

- FRONTAL
- LATERAL
- PLAN (*to which correspond three images of the object*)



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THREE ORTHOGONAL PLANES:

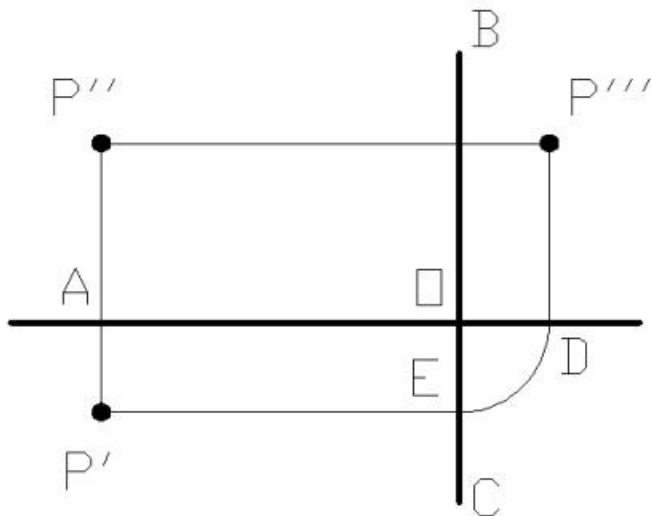
Instead of rotating the object to obtain projections on a single plane, we can place it within a system of three planes, which we indicate respectively as:

- Vertical plane P.V.
- Horizontal plane P.O.
- Lateral plane P.L.

On each of these planes an image of the object is projected, thus obtaining a system of images linked together by projection lines.

METHOD FOR CARRYING OVER PROJECTION LINES:

If we look at the figure, we can see that among the projections P' , P'' , P''' there are the following positional relationships:

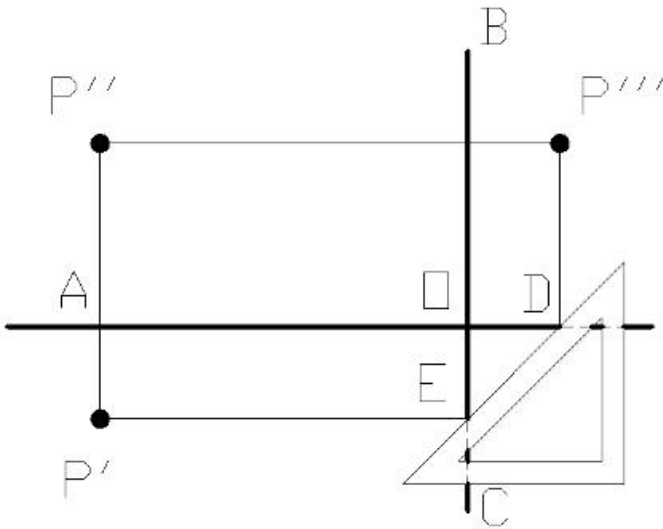


- P' and P'' are on the same perpendicular to the ground line (L.T.)
- P'' and P''' are on the same parallel to the ground line.
- The distance of P''' from perpendicular to O to L.T. is equal to the distance of P' to L.T.

Therefore, given P' and P'' , it is immediately determined P''' with the simple construction indicated in the figure, that is, made center in O, with the opening of an OE compass, a quarter of a circumference is drawn, Determining the point D. Raising D the perpendicular to L.T. and leading from P' the parallel to L.T. determines P''' in their intersection. More simply you can proceed as indicated in the following figure, that instead of the compass, you use a 45-degree square.



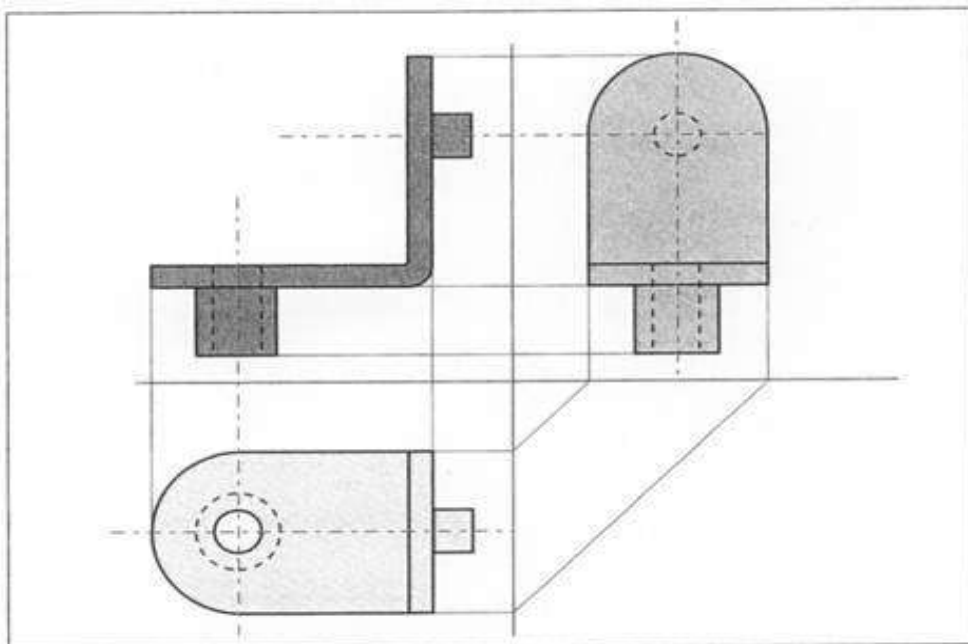
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After this explanation of can proceed to the vision of some detail realized according to the system of orthogonal projections.

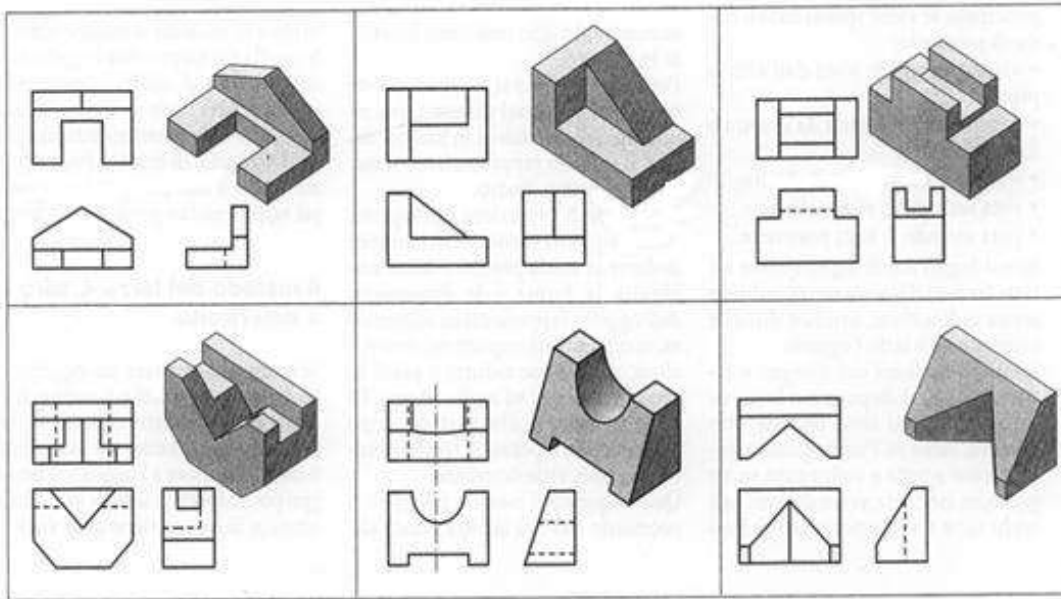
To do this the methodology to follow is as follows:

- note the difference between contour lines and projection lines
- the layout of the plans with their names
- What is the method of returning the projection lines from the horizontal plane to the lateral plane
- respect the dimensions between views.





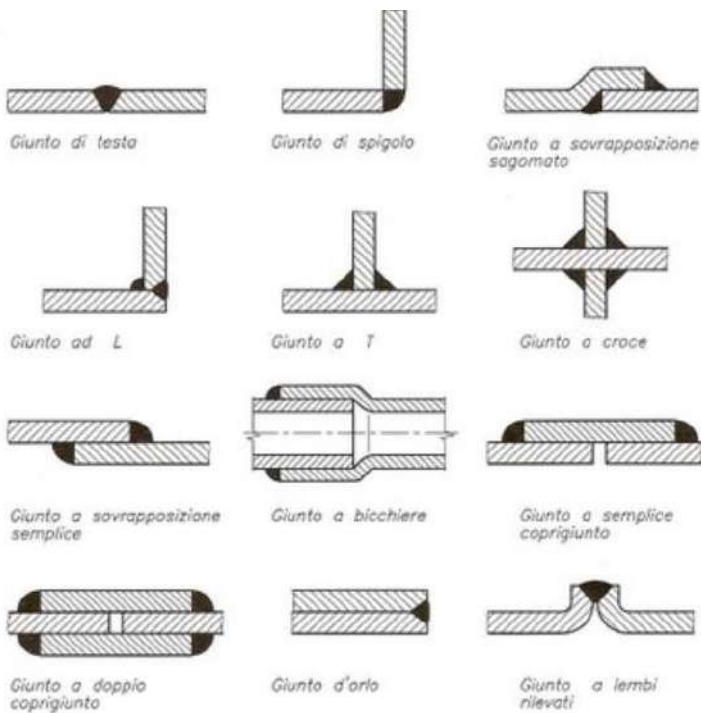
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THE SYMBOLS OF WELDING

In the graphical representations of the welded structures it is necessary to highlight how the welds will be made and how the pieces will be joined.

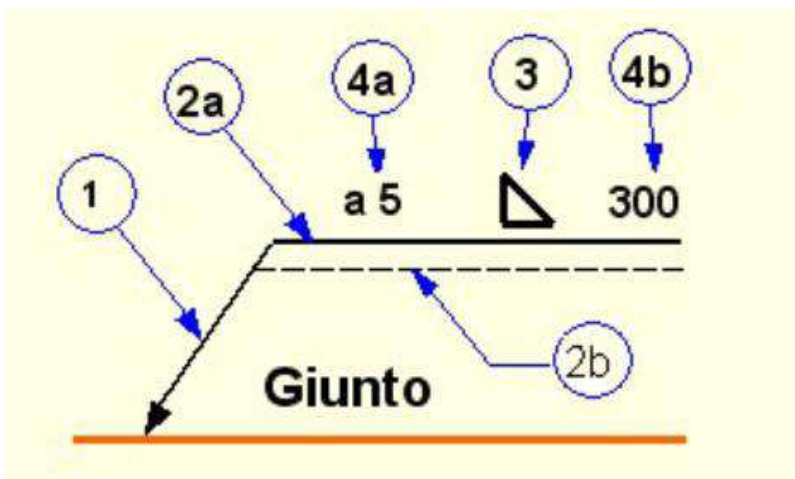
Below are the main welding signs in the technical drawings



The symbolic representation of the welds in the technical drawings is defined by the table UNI EN 22553. It is referred to, although it is possible that designs with weld marks may continue to circulate in workshops according to the old standards. Knowledge of the new legislation, more detailed and complete, still allows the interpretation of all the old designations. The symbolic representation of the welds includes:

- an elementary graphic sign
- an additional graphic sign
- a conventional dimension
- a set of additional information

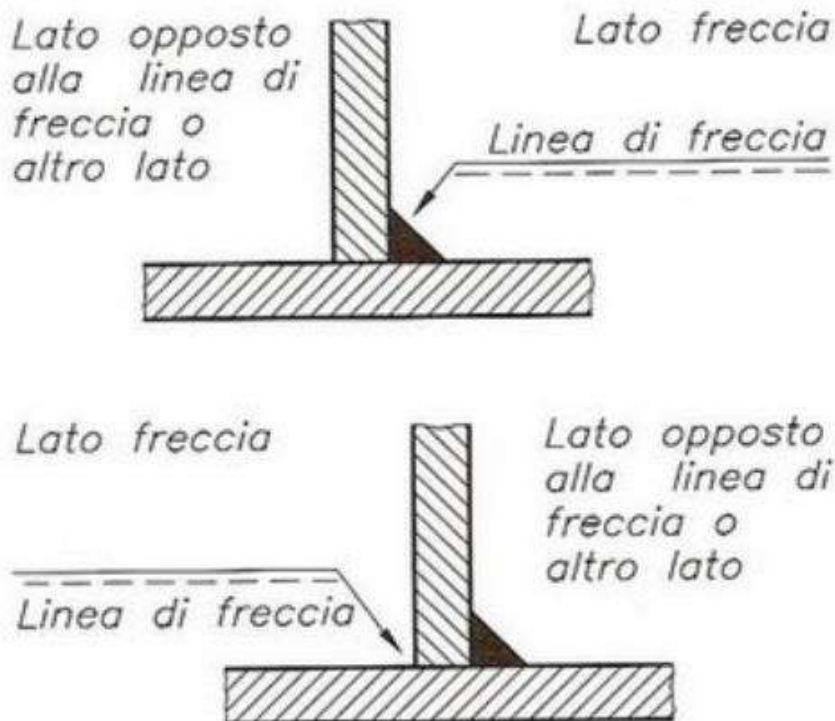
The indications are expressed as shown in Fig. 1:



It can be noted that the representation is very rich, although it can be used in an incomplete way. With reference to Fig. 2, the individual indications are analysed now.

1 ARROW LINE

Relationship between arrow line and joint. The arrow line is a return line with a terminal arrow that serves to indicate the joint on which the welding is to be performed. Between the arrow line and the joint exists a relationship that leads to identifying the arrow side and the opposite side to the arrow line, or other side of the joint. Therefore, the arrow line, indicating the joint, can be placed in any position. The way in which the indications will be expressed will specify whether the welding will be done on the arrow side or on the opposite side.



2 DOUBLE REFERENCE LINE

The double reference line consists of a thin solid line joining with the arrow line and a 2b thin line. The two lines should preferably be drawn parallel to the lower edge of the drawing or, alternatively, perpendicularly. For symmetrical welds, only the continuous reference line is used. The reference lines, continuous and sometimes, can be placed either below or above.

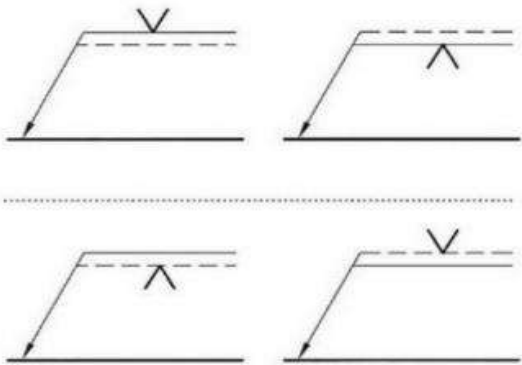
3 ELEMENTARY AND SUPPLEMENTARY SIGNS

The elementary graphic sign, drawn with a coarse solid line (type A UNI 3868), characterizes each type of welding, recalling the shape of the seam section without referring to the adopted enforcement procedure Fig. 2. This elementary graphic sign can be completed with an additional graphic sign, with which the external profile of the weld seam is indicated: flat, convex or concave. The absence of the additional sign means that the external profile does not need to be specified.



POSITION OF THE GRAPHIC SIGNS

The graphic mark of the weld shall be placed on the continuous reference line when welding is carried out on the arrow side Fig. 3



and on the stroke reference line, when welding is done on the side opposite the arrow line Fig. 3

ADDITIONAL INFORMATION

The symbol used for the schematic representation of the welds in the technical drawings may contain other additional indications to specify further characteristics of the welds. A circle placed at the intersection of the arrow and reference line indicates that the welding must be carried out throughout the perimeter of a particular. A weather vane placed at the intersection of the arrow and reference line indicates that the welding is to be performed on site or on site. A numerical symbol written within a fork at the end of the reference line indicates the welding process used. An abbreviation at the end of the reference line, after the numerical symbol indicating the welding process (if this symbol is required), indicates the type of non-destructive testing required.

PREPARATION OF WELDING JOINTS

Table UNI 11001 presents the code of practice for the preparation of flaps in the fusion welding of steel structures. This code provides a guide for choosing the machining to be carried out on the edges of the sheets, In order to ensure a good penetration of the melting bath, the welding operation can be facilitated by the various procedures adopted to obtain a correct reciprocal positioning of the plates forming the joint, even after welding. The processes to be carried out on the edges to be welded are:

- Chamfering: preparation of the edges to be joined with a shaped surface;
- Chamfering: preparation of the edges to be joined with a flat surface.



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Below some images of objects built during the course having different modes and levels of difficulty of execution, both from the point of view of the type of welding that the type of precision required.

CONSTRUCTION OF A WORKBENCH



CONSTRUCTION OF A TABLE LAMP

In this construction particular attention was given to the construction of a construction mask that could give the possibility of replicating the object of the base of the lamps, ensuring the same design measures.





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