LOWER SILESIAN VOIVODESHIP LABOUR OFFICE
INFORMATION AND CAREER PLANNING CENTRE

Improving Employment Opportunities in the Labour Market for Marginalised Communities

Ennis 2012
Current structure of public administration in Poland

- Central Government
  - Voivodship Office
  - Regional Government
    - Regional (Voivodship) Labour Offices
    - Local Labour Offices
    - Territorial self-government
  - District (Poviát, County) Government
    - Municipality Government
  - Local self-government
Information and Career Planning Centres are units of Lower Silesian Voivodeship Labour Office;

Localization of Centres in LVLO- (the chart on the next slide)

In our region- Lower Silesia- there are 4 such centres. Each centre is autonomous unit with the same scope of activities;

The LVLO operates on the territory of the Lower Silesian Voivodeship.
The Organizational Structure of The Lower Silesian Regional Labour Office
• Information and Career Planning Centre is a unit of Lower Silesian Voivodeship Labour Office specialized in two main services:

  ➢ Vocational information
  ➢ Vocational guidance
Helps unemployed (registered and non-registered in local labour office), job-seekers and others adults to choose a proper occupation and a job place, by:

- Providing information on occupations, labour market and education;
- Specifications of institutions and organizations of similar role- partners on labour market;
- Providing vocational guidance by usage of of professional methods, which enable to choose an occupation, change qualifications or a job by testing interests and vocational abilities.
Also helps employers with

Individual vocational development of their employees
INFORMATION AND CAREER PLANNING CENTRE

Helps with:

- Recognition of interests and vocational abilities;
- Information on regional labour market and possibilities of job finding in specific occupations;
- Information on deficient and surplus occupations;
- Planning educational and vocational path of career;
INFORMATION AND CAREER PLANNING CENTRE HELPS WITH:

- Information on methods and techniques of active job seeking;
- CV and covering letter writing;
- Preparation to job interview;
- Information on conditions of business setting and possibilities of business bailout;
Our main services are:

- **Individual vocational guidance** including distance guidance (via telephone, e-mail, skype or gg communicators);

- **Group guidance**
Our library (reading-room) includes:

- Books on vocational issues;
- Catalogues on professions, schools and training institutions;
- Standards of qualifications;
- Brochures/leaflets;
- Information on local labour market.
Multimedia room equipped with:

- Computers with an access to internet;
- Multimedia programmes/films on occupations and some interpersonal skills (assertiveness, stress, time management);
- Psychological/consulting room for individual guidance;
- Conference room.
We also organize group guidance;

- Actual schedule can be found on our website: [www.ciipkz.dwup.pl](http://www.ciipkz.dwup.pl)

- Some themes of popular workshops:
  - Job interview with a simulation of real interview;
  - Rules of CV and covering letter writing,
  - Methods and techniques of recruitment;
  - Recognition of interests in the perspective of labour market;
  - My own business-my future.
  - Kaleidoscope of professions.
Methods of guidance

- Guidance advisors can use authorized **tests** and **group methods** (interests very often assessed);

**Advisors with psychological education can also test:**

- Abilities
- Intelligence
- Personality or temperament traits.
Our partners are such institutions as:

- Local Labour Offices;
- Urban and Municipal Welfare Office
- Urban Office
- Universities and secondary schools
- Career offices
- Prison
- Army
- Companies considering group layoffs.
Moreover we organize:

- Student trainings;
- Presentations on our services and our unit;
- Consultations and trainings for other guidance advisors (from local labour offices, schools).
Our activities are regulated by the Act of 20th April 2004 on Employment Promotion and Labour Market Institutions (Journal of Laws 2008, No 69, item 415, with further amendments).

The LVLO operates on the territory of the Lower Silesian Voivodeship.

We follow the rules guaranteed by the above mentioned act.

Our services are:

- Free of charge;
- Voluntary;
- Accessible;
- Confidential;
- Equal regardless of sex, age, disablement, nationality, religion etc.)
Information and Career Planning Centre

- Guidance advisors has:
- Professional licenses issued by governor:
  - a candidate for a vocational counsellor,
  - vocational counsellor,
  - vocational counsellor of 1st degree,
  - vocational counsellor of 2nd degree);

- Social education background (psychology, pedagogics, sociology) and postgraduates studies;

- Professional experience in public employment services.
THANK YOU FOR YOUR ATTENTION 😊

Urszula Golińska

Information and Career Planning Centre in Wrocław

Lower Silesian Voivodeship Labour Office

This project has been funded with support from the European Commission under the Lifelong Learning Programme. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.