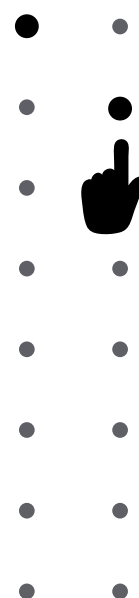


# CALL FOR EMPLOYERS EMPLOYEES TO FIT YOUR BUSINESS

## Work Based Learning Training Platform



# CALL FOR EMPLOYERS

## EMPLOYEES TO FIT YOUR BUSINESS

### Work Based Learning Training Platform

#### GENERAL INFORMATION

NIRAS - IP Consult is a Germany-based consulting company that is mandated by the Swiss Agency for Development and Cooperation (SDC) to implement the program 'From Education to Employment' (E2E). The E2E improves the position of youth on the Serbian labour market through modernization of youth employment policies and the development of young skilled labour demanded by the private sector.

The main purpose of the Call for Employers is to provide technical and financial assistance to private sector employers in need of qualified labour force, through the organization of various work-based learning opportunities via the **WBL Training Platform** for current or future jobseekers, mainly focusing on youth under 30 years of age, but not excluding other potential participants, particularly from vulnerable groups. The E2E promotes decent work and will support companies who offer decent employment conditions.

This Call for Employers shall be implemented in selected territories of Serbia through the E2E network of local partners – called "brokers". The Eligible territories are presented within the Figure 1.

Depending on the available funds, decentness of proposed workplaces and other specific conditions, applications from other territories may be taken into consideration.

#### BENEFITS FOR EMPLOYERS

This Call is designed for companies who are lacking competent workforce. By participating in one or more measures (Window 1-3) offered under this Call, selected employers may receive:

- support to easier find and train new workforce for improving their productivity,
- support to identify the company training needs and tailoring training programs,
- professional HR support in the recruitment and pre-selection of suitable trainees from among eligible beneficiaries,
- training of in-company instructors (mentors),
- professional support in the development of the training/traineeship curriculum,
- reimbursement of parts of the program costs such as: administrative costs, theoretical training, beneficiaries' wages/salaries, relevant insurance, protective suits and equipment, engagement of mentors, material for practical training etc. See individual measures (Window 1-3) for details.
- additional training time and/or adaptation of workplace for training of persons with disabilities.



Figure 1 - Eligible Districts

## ELIGIBLE EMPLOYERS

Application for one or more of the offered windows shall be accepted from employers who fulfil the following administrative criteria:

- have the status of an entrepreneur or legal entity that actively performs a registered activity and belongs to the private sector (share of private capital in the ownership structure is over 50%),
- have been operating in Serbia or abroad, for at least 18 months prior to the date of application,
- have not been continuously recorded for more than 30 days in the last six months in the register of debtors of forced collection of the National Bank of Serbia,
- have a registered business unit in at least one of the E2E target territories (see Figure 1),
- have at least 5 full-time employees at the moment of applying, and having available staff for mentoring (maximum number of trainees cannot exceed 1/3 of the number of employees)
- are not engaged in activities related to games of chance, production or trade in weapons and/or support to political activities,
- reapplicants settled previous contractual and other obligations towards NIRAS-IP.

### Priority shall be given to employers who:

- have recorded revenues growth and/or have not had substantial layoffs since the latest APR report and current period (from CROSO),
- offer more complex trainings/placements,
- include more persons from hard-to place groups.

During the evaluation process applicants that agree to open their doors for the Job Shadowing program for youth will be granted higher evaluation points and 2% less co-financing of the main windows.

- **NOTE:** Companies will be encouraged and incentivized to adapt their workplaces to people with disabilities if needed, and/or request longer training durations for people with disabilities.

## PROGRAM BUDGET AND CO-FINANCING RULES

In total 75 Mio. RSD funds are available for this Call.

The E2E will provide support for employers who invest efforts in acquiring qualified work force among eligible beneficiaries. The budget for the training shall be the result of a joint funding of the following costs:

- salaries/wages (min. overall allowances 35 TRSD per month per person),
- costs of theoretical training
- material and other implementation costs (appointing mentors) of the WBL program (20-30 TRSD per candidate per training month),
- entry health/sanitary exam for trainees and additional insurance for trainees if needed,
- other costs depending on the specific program/beneficiary needs.

The budget shall propose employer's co-financing that shall be at least (according to the Accounting Law, as presented in the APR classifications):

- a) 30% of the overall budget for entrepreneurs, micro and small companies
- b) 50% of the overall budget for medium and large sized companies

## TRAINING PLATFORM OPTIONS – WINDOWS 1-3

The Work-Based Learning Training Platform covers various programs/windows depending on the specific characteristics of the beneficiaries and the needs of companies:

1. **Standard E2E Work-Based Learning Program** for 2-6 training months for unemployed persons without formal qualifications and work experience in the envisaged occupation.
2. **Short-term traineeship** for 1-2 months, with the option to extend up to 4 months for jobs that require higher education, particular for the following target groups:
  - a) unemployed persons with formal qualifications and/or work experience and for students of the final years of VET schools/university in the requested profile or
  - b) integration into workplaces that do not require previous formal qualifications/experience.
3. **Upskilling/reskilling** for 1-4 months intended for current workers younger than 30 years (35 for hard-to-place persons<sup>1</sup>) or women engaged on flexible forms or definite/indefinite employment contracts. Further info is provided in Window 3 description.

**Upskilling** is the process of training workers new skills, for example due to the new equipment procurement. Upskilling may involve occupational as well as other skills (digital, language, organizational skills) .

**Re-skilling** is the process of training a worker to fill completely different occupation in the same company, due to the business development. It usually involves training on a new skill set to adapt to new functions.

**Job Shadowing (bonus program)** – “open door days” for pupils and students to visit employer’s premises and to spend 1-5 days for job shadowing with their assigned mentor. Employers applying to programs 1-3 shall be granted financial incentive if they apply for the bonus program in parallel. The bonus program may also be used independently outside of this call (please consult your broker).

## THE ROLE OF E2E LOCAL PARTNERS – “BROKERS”

Eligible companies shall be supported by the E2E local partners – called “brokers” – which are organizations mandated by NIRAS - IP to collect applications and develop full training programs jointly with each employer. Brokers organize and conduct several activities important for the training programs, such as:

- Informing candidates, conducting competence assessment and pre-selection of each trainee,
- Performing skills-gap analysis (SKA) and curriculum development / adaptation,
- Conducting training of in-company instructors (mentors),
- Administration and management of the contract, follow-up, monitoring of the training and reporting towards NIRAS – IP for each training programme.

1 See Annex 1 for list of hard-to-place categories and supporting documentation.

## APPLICATION PROCEDURE

Interested employers are invited to contact directly one of the brokers for assistance in Kragujevac, Kruševac, Pirot, Knjaževac, Požega, Niš or Šabac using the contact details on the last page. Applications can also be submitted directly through the [SmartME](#) application platform, in which case broker will be automatically assigned to assist further the process. Applicants need to specify concrete needs for their skills and envisaged number of candidates for each of the windows.

### **Business entities that meet the conditions for participation can apply for several windows at the same time by applying:**

- Under one application for up to three trainings for the unemployed (windows 1 and 2 on the Platform), with max. 60 trainees in total.
- Under one application for up to three trainings for existing employees (window 3 on the Platform), with max. 20 trainees in total.

### **The precise conditions for applying and list of eligible beneficiaries are listed within each program window**

## STEP 1: EOI - Expression of Interest (template annexed within each window)

Interested employers are invited to fill and submit an Expression of Interest using the online-based fund management software [SmartME](#) or using the contact details on the last page.

Applicants need further to specify their concrete needs for skills and the preliminary number of trainees for each training program and/or number of employees for reskilling/upskilling.

Applicants submit separate Eols for:

1. trainings of the unemployed persons (windows 1 and 2) – up to three WBLs/traineeships,
2. trainings of the existing employees (windows 3) – up to three programs of reskilling/upskilling.

## STEP 2: Full Application (templates annexed within each window)

Upon checking the eligibility criteria and potentials of the local labour market, the E2E local brokers will provide feedback, and coordinate the participation of other interested parties, such as the local/regional VET school for conducting e.g. the theoretical training or checking the availability of potential candidates for trainings, and compile the full programme offer in close cooperation with the chosen applicant. Full applications with budgets and supporting documentations are submitted exclusively by the broker via the online-based fund management software [SmartME](#). The templates for full application and budget are provided in annexes within each window description.

Applicants submit separate applications for:

1. trainings of the unemployed persons (windows 1 and 2) – up to three WBLs/traineeships,
2. trainings of the existing employees (windows 3) – up to three programs of reskilling/upskilling.

**Supporting documentation** to be attached to the full programme offer:

1. proof of minimal number of 5 full-time employees such as CROSO certificate; applicants are invited to respect national legislation in relation to personal data security requirements by making invisible all personal and other data that are not necessary, i.e. personal ID number or address;
2. Pictures of the workings situations, the workplace and training facility;
3. Additional documentation for in-house training: proof of qualifications/expertise and work experience of mentor(s) – CV verified by an authorized person from the company;
4. Additional documentation for Window 3 Reskilling/Upskilling:
  - Information on suggested training program if outsourced to an JPOA training provider,
  - Statement about the status of suggested training candidates such as the structure of contracts and history of their employment status.

**NIRAS-IP reserves the right to request other evidence relevant to the decision.**

## PROTECTION OF PERSONAL DATA

All personal data submitted to NIRAS – IP Consult will be processed exclusively for the purpose of participating in the Call for Employers, and in accordance with the Serbian Law on Personal Data Protection.

Access to personal data will only be given to authorized persons who are obliged to maintain the confidentiality of personal data and will not be disclosed to the third parties, unless it is necessary for the purpose of controlling the procedure of conducting the Call i.e. auditors, external evaluators, brokers.

NIRAS – IP Consult will keep personal data within the period provided by the Law, in addition to application of appropriate technical, organizational and personnel measures. Persons whose data are processed have the right to access, correct and delete their own data, the right to limit the processing of their data, the right to object and the right to a complaint to the Commissioner for Information of Public Importance and Personal Data Protection.

## EVALUATION AND DECISION-MAKING

The evaluation of applications will be done in three consecutive steps through the online based fund management software – *SmartME*:

- 1. Administrative check-up** with reference to the eligibility criteria of this Call for Employers including on-the spot check for overall budgets over 5 Mio. RSD in value;
- 2. Independent external assessment** from at least three expert evaluators on the basis of given criteria, whereby each criteria is weighted with max. 5 points: i) perceived working conditions e.g. in terms of working space, safety and health requirements /regulations, available training equipment, availability of mentors, ii) company growth potential e.g. employment trends of the company in previous 2 years, sector perspective, iii) career perspective (e.g. financial compensation, future career paths, promotional options, type of contracts (unlimited), job decency in terms of working conditions), iv) inclusion potential, v) overall impression. Offers that receive a positive recommendation and at least 50% of the total amount (min. 15 points) from the majority of evaluators will be considered for approval in the final step.
- 3. Decision making:** the Decision Board, consisting of members of NIRAS – IP Consult and SDC representative, reviews eligible offers and approves them by majority of votes twice a month (15th and 30th).

Evaluations shall be done by order of arriving until the exhaustion of available funds. Decisions are made twice a month and applicants will be timely informed of the outcome of the evaluation process. NIRAS-IP reserves the right to ask for further documentation, further clarifications and/or an on-the spot check of an offer. Validity of decision is up to three months, and if the contract between brokers and company is not signed in that period, decision is void.

This Call is opened throughout the year. **The deadline for applying is 31/12/2022.**

## CONTRACTING PROCEDURE AND OBLIGATIONS FOR SELECTED EMPLOYERS

Applicants whose offer is approved by the Decision Board will proceed with contracting. Contracts are concluded between the employer and the broker, meaning each program is defined under separate window with its budget.

- NOTE:** Evaluation and contracting procedure usually takes up to 6 weeks.

Obligations of the selected employers are provided within each of the programs on the Platform (1-3).

## WHERE AND HOW TO SEND THE APPLICATION OR FIND ADDITIONAL INFORMATION

Please submit your interest for the WBL Training Platform via the 1st Step Expression of Interest (template annexed with each window) directly through the online application platform SmartME (link) on our E2E homepage\*. The 2nd Step Full Application will be afterwards submitted by brokers in close cooperation with each applicant via SmartME.

**ANY QUESTIONS? - CONTACT US:**

**EMAIL: [E2E@niras.com](mailto:E2E@niras.com)**

**PHONE: +381 66 8333 054**





## ANNEX 1: LIST OF HARD-TO-PLACE CATEGORIES RECOGNIZED UNDER THIS CALL

- Women
- Long-term unemployed of at least 12 months
- Persons from rural areas of over 20 km away from the training centre and/or with no timely or affordable public transportation
- Persons with disabilities
- Victims of domestic violence
- Single parents
- Persons in the process of leaving or who left foster care in the last 12 months
- Roma
- Ex-prisoners /ex-protégées of a correctional institution
- Returnees
- Persons seeking asylum for 9 months and more / persons with approved right to asylum
- Beneficiaries of social assistance
- Non-qualified or low qualified persons (maximum achieved level of education of I or II)
- NEET category of youth – not in employment, education or training.

# STANDARD WORK-BASED-LEARNING PROGRAM (WBL)



*(Please first read “General Information” to the Call)*

Companies that lack skilled workers are invited to apply to jointly develop work-based trainings in the duration of **2-6 months**. Examples of training occupations are provided in **ANNEX 1**.

**ELIGIBLE APPLICANTS** shall be those private sector companies who:

- fulfil the administrative criteria given in “General Information” of this Call,
- are in need of new workers,
- are able to provide work-based learning places in accordance with the EZE methodology (see Box 1), namely: i) ensure the participation of their staff for SKA analysis / curriculum development and ii) appoint in-company mentors and to allocate sufficient time for the training of mentors,
- are ready to co-finance the training programme with the prescribed percentage,
- do not propose to train persons who were in the period of six months prior to the application date employed in the same occupation as the proposed training by that same employer, or by the employer who is the founder, or person / entity related to the applicant-employer.

**ELIGIBLE IN-COMPANY PROFESSIONALS** - mentors shall fulfil the following conditions: i) have adequate qualifications and/or work experience and interest to become instructors with successfully completed training for mentors within the EZE program or within the Dual Education ii) be assigned to maximum 3 trainees (ratio 1:3). Please see Box 2 for information on in-company mentors’ training.

Eligible beneficiaries shall be persons who fulfil all the following conditions:

- unemployed up to 30 years of age or unemployed from hard-to-place category (as given in the “General Information” to this Call),
- without formal qualifications and with no work experience in the proposed training occupation,
- up to level IV of formal qualifications, unless long-term unemployed,
- able and ready to accept a job (if offered) upon completion of the training.

- **NOTE:** Eligible applications shall keep focus on youth and propose participation of at least 60% of persons under the age of 30.

*For further details in relation to the application procedure, evaluation criteria, decision making and deadlines see “General Information”.*

## Box 1:

Eligible training programs shall be developed in accordance with the EZE methodology: i) SKA Needs Analysis (SKA= Skills, Knowledge and Attitudes) in the companies, ii) developing occupational competence profile, iii) designing modern WBL curricula to acquire the competences within the requested profile.

Each WBL course consists of a theoretical training provided by the provider such as the local/ regional vocational school and a practical training in the workplace at company’s premises. It provides opportunities to combine theory and practice, whereas more than 80% of the curriculum is work-based learning in the company. This allows trainees to learn in real-life situations and become part of a company and working culture. There is a prospect for accreditation of curricula in accordance with the new Law on NQF as JPOA.

## Box 2:

Trained in-company instructors (mentors) are an asset to a company that wants to approach and integrate new workers in a systematic way. Appointed in-company instructors for the EZE windows shall be invited to attend a 3-day mentor training related to the role of being mentor, how to successfully communicate with trainee, structure the training planning etc. Mentors already trained by the EZE or through the Dual Education shall participate only in a 1-day training for the proposed curriculum.



**Templates for EoI, Full Application and the Budget are in annexes 2, 3 and 4 of this window.**

**SELECTED EMPLOYERS SHALL BE OBLIGED TO:**

- appoint staff with adequate work experience to: i) contribute to the SKA analysis and curriculum development/adaptation and/or ii) to attend training for in-company instructors (mentors);
- perform the final selection of trainees, based on the pre-selection done by the brokers of the E2E;
- ensure co-financing with the prescriptive percentage as described in the text below;
- coordinate and conduct the WBL course in accordance with the approved curricula;
- issue contracts to trainees for the training period (including taxes and social contributions (such as health insurance), in accordance with applicable legal provisions and regulations related to labour, employment and health and safety at work, as well as all other legal provisions applicable to specific occupations and/or categories of trainees, whereby contracts concluded through a temporary employment agency shall not be considered eligible;
- ensure regular monthly transfer of WBL trainee wages/salaries with taxes/social contributions to their bank accounts;
- provide conditions for conducting final competence assessment of the trainees executed by an independent assessor organized by the E2E;
- offer employment to all participants who satisfy the needs and the criteria set by the employer, which includes, but is not limited to, successfully completing the training;
- provide regular reports and timely inform of any changes significant to project implementation; cooperate with local partners and NIRAS-IP in communication measures and provision of information related to monitoring and evaluation of the training.

**FINANCIAL OBLIGATIONS AND DYNAMICS OF PAYMENTS TOWARDS OF SELECTED EMPLOYERS:**

NIRAS-IP allocates funds to the broker for each of the training programs based on the approved final budget corresponding to that training program in two installments as follows:

- 1. First installment** in the amount of 50% of the donor's contribution from the Final Budget upon:
  - Approval of the training program and the list of selected candidates by NIRAS-IP;
  - Approval of the list of trained mentors by NIRAS-IP;
  - Submitted correctly filled Request for payment of, as well as a copy of contracts with the trainees and applications for compulsory social insurance.
- 2. Second installment** in the amount equal to the difference between the amount of realized costs reported and approved in the final financial report and the amount paid in the first installment after the successful implementation of the training program, based on:
  - Positive assessments of acquired competencies for at least 75% of trainees by an external assessor appointed by NIRAS-IP;
  - Verification of supporting documentation and (if applicable) a proof for the completed Job Shadowing program.

**ELIGIBLE COSTS AND CO-FINANCING RULES:** The budget for the training shall be the result of a joint funding of the following eligible costs for the duration of the approved training:

- **Salaries/wages:** every trainee shall be entitled to a minimal gross amount of 35,000 RSD per training month. In justified cases this amount shall be increased by 5,000 RSD for additional transportation costs and/or by 5,000/10,000 RSD for childcare support for one/two+ children;
- **Contribution for training:** compensation of material/energy consumption, machine depreciation, mentors' hours, protective suits and productivity loss, as follows: i) up to 20,000 RSD per trainee/month in services (except workplaces with higher material costs) and ii) up to 30,000 RSD per trainee/month in production (except workplaces with lower material costs);
- **Theoretical training costs:** compensation in the amount of 2000 RSD per training hour and group of up to 20 trainees. In cases of using only in-house trainers, the obligatory co-financing for theoretical training is minimum 50%;
- **Entry health/sanitary exam:** compensation of costs in case of training in workplaces that require entry exam in accordance with employer's Act on Health and Safety;
- **Broker's costs:** compensation for i) outreach, preselection and entry competence assessment per trainee and for ii) management and administration of the grant contract with employer.

Depending on the size in accordance with the Law on Accounting, selected employer shall be obliged to co-finance the budget with min. 30% and 50%, for micro/small/entrepreneurs and medium/large, respectively, as well as budget lines for salaries/wages, contribution for trainings, and broker's costs in the same percentage.

- **NOTE:** Re-applying companies shall present higher co-financing (min +2,5%) with each new application. Companies applying for bonus program may apply with lower co-financing of (max -2%).

*Annex 1: Examples of training occupations per complexity /duration*

*Annex 2: Template of Expression of Interest via SmartME*

*Annex 3: Template for Full Application via SmartME*

*Annex 4: Template of the Budget*

## ANNEX 1: EXAMPLES OF TRAINING OCCUPATIONS PER COMPLEXITY / DURATION

Standard WBL program shall include trainings with levels of complexity from 2 to 4. Trainings with level of complexity 1 shall be administered through Window 2 – “Short-Term Traineeship”.

**LEVEL 2 complexity of training:** training duration of 320-480 hours, corresponding to 8-11 weeks or 2-2,75 months. This training level applies in cases of the following criteria:

- theoretical preparation and adequate practice, use of the knowledge and skills to work on less complex tasks in a particular industry sector;
- medium complex, diverse, occasionally non-standard practical work tasks;
- usage of complex tools, equipment and accessories by using adequate techniques and usage of various materials;
- collecting and selecting information;
- performing work tasks in accordance with established technological procedures with increased independence;
- autonomously organizing own work tasks.

### Examples:

Profession / WBL Programme	Theory	Practise	Total hours
Worker in furniture production	50	270	320
PVC and ALU joinery installer	50	310	360
Rubber processing operator	40	320	360
Electro installer assistant	40	320	360
Kitchen and food serving aid worker	50	310	360
Sewer	60	300	360
Spinning mill operator	36	364	400
Heat treatment facility operator	80	320	400
Dairy plant operator assistant	70	330	400
Upholsterer	40	400	440

**LEVEL 3 complexity of training:** training duration of 480 – 600 hours, corresponding to 12-15 weeks or 3-3,75 months. This training level applies in cases of the following criteria:

- knowledge, skills, competences that encompass a broader field of work or learning;
- It implies appropriate theoretical preparation and more intensive training and working practice;
- work at higher level jobs complexity with multiple operations, in a specific industrial area;
- Uses of very complex tools, equipment and machines;
- Expands the scope of work tasks in a relevant field of work.

## Examples:

Profession / WBL Programme	Theory	WBL	Total hours
CNC operator assistant	60 - 120	420 - 360	480
Locksmith fitter	90	390	480
Welder	100	420	520
Blacksmith assistant	80	400	480
Profiling line operator	96	424	520
Operator in the production of optical elements	75	485	560
Printing operator	60	420	480
Electrical fitter (assistant)	80	400	480
Assistant cook	40	440	480
Railway elevator manufacturer	70	410	480

**LEVEL 4 complexity of training:** training duration of **640 – 800 hours**, corresponding to **16-20 weeks** or **4-5 months**. This training level applies in cases of the following criteria:

- training for occupations which belong to the group of occupations no. 3, 5, 7, 8 and 9 within the classification of occupations <http://kodekssifara.minrzs.gov.rs/sifarnici/sifarnik-zanimanja> required for the complexity of requiring full competences within occupational profile;
- extends the scope of work tasks to a broader field of work;
- it implies appropriate theoretical preparation and more intensive training and working practice
- use of vocational knowledge and skills to work at higher level jobs complexity with multiple operations, in a specific industrial area;
- usage of very complex tools, utensils or machines;
- elevated degree of autonomy in performing work tasks;
- organisation of work activities.

## Examples:

Profession / WBL Programme	Theory	WBL	Total hours
Locksmith - tool service operator	66	574	640
CNC operator	160	640	800
Assistant studio cameraman	80	720	800

## ANNEX 2: Template of Expression of Interest via SmartME

# Inicijalna prijava - Izjava o interesovanju

Obuke na radnom mestu, program Znanjem do posla

## Opšti podaci

**Naziv podnosioca prijave \***

**Molimo odaberite lokalnog partnera prema opštini \***

Molimo odaberite ▼

Uz posredstvo lokalnog partnera će se kasnije razviti program obuke, njegova realizacija i izveštavanje.

**Matični broj \***

**PIB \***

**Pravni status \***

Molimo odaberite ▼

**Veličina \***

Molimo odaberite ▼

**Datum osnivanja \***

**Ukupan broj zaposlenih \***

**Šifra delatnosti \***

**Naziv delatnosti \***

**Adresa sedišta \***

**Adresa mesta obuke \***

## Informacije o zakonskom zastupniku

Ime i prezime zakonskog zastupnika, funkcija i kontakt podaci

**Ime i prezime \***

**Funkcija \***

**E-mail adresa \***

**Broj telefona \***

## Informacije o kontakt osobi za potrebe programa obuke

Ime i prezime kontakt osobe, funkcija i kontakt podaci

**Ime i prezime \***

Molimo popunite

**Funkcija \***

Molimo popunite

**E-mail adresa \***

Molimo popunite

**Broj telefona \***

Molimo popunite

## Podaci o predloženom programu obuke

**Molimo odaberite odgovarajući program obuke iz liste \***

Molimo odaberite

**Naziv predloženog programa obuke**

Popuniti samo ukoliko je iznad odabrana opcija "Program nije na listi"

**Navedite spisak glavnih radnih zadataka na ovom radnom mestu u vašoj organizaciji \* \***

Molimo popunite

**Traženi broj polaznika obuke \***

Molimo popunite

**Očekivano trajanje obuke u satima \***

Molimo popunite

**Traženi nivo kvalifikacija polaznika obuke (ulazni uslov) \***

Molimo odaberite

**Interesovanje za program "job shadowing" iz poziva za poslodavce**

- Nismo zainteresovani za uslugu "job shadowing"
- Potvrđujem zainteresovanost za "job shadowing" (navesti zanimanje ispod)

Please specify



**ANNEX 3: Template for Full Application via SmartME**

# Full WBL program offer

**Title of the occupation profile \***

Change if already filled with something else

**Broker applicant \***

## Company details

Basic details

**Company name \*****Date of founding \*****Total number of employees \*****Activity code \*****PIB number \*****Company address \*****Training facility address \*****Company webpage**

Description

**Economic sector \*****Description of the company; main products, services, markets \***

## HR and staff development

**Average number of employees in 2020 \***

Submitted to APR

**Number of in-company instructors (mentors) intended to be part of WBL \***

**Average number of employees in 2021 \***

Submitted to APR

**Number of in-company instructors previously trained through E2E or for dual education \***

**Needed number of new workers for the occupation whose training financing is requested through E2E \***

**General business plans for the near future (1-2 years) \***

Expansion plans, new markets, etc.

**Description of the regular recruitment process of new employees \***

**Type of programme you are applying for \***

- Standard E2E WBL Programme
- Short-term traineeship
- Both

## Training, occupation and workplace details

**Name of the theoretical training provider \***

VET school or in-company training center

**Education level requirement \***

Please select



**Describe the intended target group \***

Describe the intended target group and outreach strategy, especially towards HPY

**Expected salary for employed trainees \***

Salary, contract type, duration, etc.

**Total number of planned trainees \***

**Number of planned HPY trainees \***

**Education level requirement \***

Please select ▼

**Description of working conditions; Work tasks and activities, tools or machines used, etc. \***

**Target territory \***

**Market relevance of occupation \***

**Sector growth potential \***

## Annexes

### Budget template

[Click here to download the latest budget template](#)

### Budget

### Proof of minimal number of full-time employees \*

CROSO certificate of number of employees, copies of indefinite employment contracts, application for social security, or similar

### Only In case of re-applying companies: Update on previously trained trainees

A document guaranteeing employment of trainees at the moment of signing. Needs to have company stamp, names, surnames and working positions of employees trained through E2E

### Pictures of the workplace, training or other facility

**Use the "Add row" button below to add more. Please label the pictures correctly. They should contain the workplace, as well as workers, protective equipment, etc.**

Add row

### Other documents

**Please attach any other documents here. Use the "Add row" button below to add more.**

Add row

## ANNEX 4: Template for Budget

WBL / TRAINEESHIP FINAL BUDGET - application number XXXX							
Part A - Practical WBL training		Unit	Number of units	RSD Unit price	RSD Total budget (E2E + COMPANY)	RSD E2E funded	RSD Company co-financing
1.1	Gross wages/salaries of trainees	# trainees * months	0	0.00	0.00	0.00	0.00
1.2	Entry sanitary exam	# trainees	0	0.00	0.00	0.00	0.00
1.3	Additional life & health insurance	# trainees	0	0.00	0.00	0.00	0.00
1.4	Contribution to the realisation of the WBL programme*	# trainees	0	0.00	0.00	0.00	0.00
<b>Total Part A - Practical WBL training</b>				0.00	0.00	0.00	0.00
Part B – Theoretical part of the WBL training							
2.1	Contribution per group (up to 20 participants) per training hour trained - external provider	# groups*hours	0	0.00	0.00	0.00	0.00
2.2	Contribution per group (up to 20 participants) per training hour trained - internal provider	# groups*hours	0	0.00	0.00	0.00	0.00
<b>Total Part B - Theoretical WBL training</b>					0.00	0.00	0.00
<b>Total Part A+B – Operational WBL budget</b>					0.00	0.00	0.00
Part C – Administration Broker Fee							
3.1	Fee per competence assessment trainee	# trainees	0	10,000.00	0.00	0.00	0.00
3.2	Curricula and Management Fee	% (A+B)	5%-10%	0.00	0.00	0.00	0.00
<b>Total Part C – Administration Broker Fee</b>					0.00	0.00	0.00
Part D – PwD's							
4.1	Costs for adaptation of the workplace for trainees with special needs	lump-sum	1		0.00	0.00	
4.2	Additional cost for mentorship	lump-sum	1		0.00	0.00	
<b>Total Part D - People with Disabilities</b>					0.00	0.00	0.00
<b>Total Part A+B+C+D – Total WBL budget</b>					0.00	0.00	0.00

# SHORT-TERM TRAINEESHIP

*(Please first read “General Information” to this Call)*

Companies that lack skilled workers are invited to apply to organize traineeships in the duration of **1-2 months** with an option to extend up to 4 months for higher level education jobs. Examples of training occupations are provided in **ANNEX 1**.

**ELIGIBLE APPLICANTS** shall be those private sector companies who:

- fulfil administrative criteria as given in “General Information” of this Call;
- need new workers;
- can provide work-based learning places in accordance with training programme based on an agreed list of competencies and appoint in-company mentors;
- are ready to co-finance the training programme with the prescribed percentage training program based on agreed list of competencies;
- co-finance training programme in prescribed percentage
- do not propose to train persons who were in the period of six months prior to the application date employed in the same occupation as the proposed training by that same employer, or by the employer who is the founder, or person / entity related to the applicant-employer.

**ELIGIBLE IN-COMPANY PROFESSIONALS - MENTORS** shall fulfil following conditions: i) have adequate qualifications and/or work experience ii) be assigned to max. 5 trainees (ratio 1:5), iii) attend two-day info-seminar.

**ELIGIBLE BENEFICIARIES** shall be persons who fulfil all of the following conditions:

- unemployed up to 30 years of age or unemployed from hard-to-place category up (as given in “General Information” of this Call);
- in possession of some competences in the training occupation, acquired either through formal education or informally, including workplaces for which the entry level of qualifications is completed elementary schools able and
- are ready to accept a job (if offered) upon completion of the training.

- **NOTE:** Eligible applications shall keep focus on youth and propose participation of at least 60% of persons under the age of 30.

*For further details in relation to the application procedure, evaluation criteria, decision making and deadlines see “General Information”. Templates for Expression of Interest, Full Application and Budget are in annexes 2, 3 and 4 of this window.*



## SELECTED EMPLOYERS SHALL BE OBLIGED TO:

- appoint staff with adequate work experience to attend a two-day seminar for in-company instructors (mentors);
- perform the final selection of trainees, based on the pre-selection done by the brokers of the E2E;
- ensure co-financing with the prescriptive percentage as described in the text below;
- coordinate and conduct the training in accordance with the approved list of competences;
- issue contracts to trainees for the training period (including taxes and social contributions), in accordance with applicable legal provisions and regulations related to labour, employment and health and safety at work, as well as all other legal provisions applicable to specific occupations and/or categories of trainees, whereby contracts concluded through a temporary employment agency shall not be considered eligible;
- ensure regular monthly transfer of WBL trainee wages/salaries to their bank accounts;
- provide conditions for conducting final competence assessment of the trainees executed by an independent assessor organized by the E2E;
- offer employment to all participants who satisfy the needs and the criteria set by the employer, which includes, but is not limited to, successfully completing the training;
- provide regular reports and timely inform of any changes significant to project implementation; cooperate with local partners and NIRAS–IP in communication measures and provision of information related to monitoring and evaluation of the training.

## FINANCIAL OBLIGATIONS AND DYNAMICS OF PAYMENTS TOWARDS OF SELECTED EMPLOYERS

NIRAS–IP allocates funds to the broker for each of the training programs based on the approved final budget corresponding to that training program in two installments as follows:

- 1. First installment** in the amount of 50% of the donor's contribution from the Final Budget upon:
  - Approval of the training program and the list of selected candidates by NIRAS–IP;
  - Approval of the list of trained mentors by NIRAS–IP;
  - Submitted correctly filled Request for payment of, as well as a copy of contracts with the trainees and applications for compulsory social insurance.
- 2. Second installment** in the amount equal to the difference between the amount of realized costs reported and approved in the final financial report and the amount paid in the first installment of after the successful implementation of the training program, based on:
  - Positive assessments of acquired competencies for at least 75% of trainees by an external assessor appointed by NIRAS–IP;
  - Verification of supporting documentation and (if applicable) a proof for the finished Job Shadowing program.

**ELIGIBLE COSTS AND CO-FINANCING RULES:** The budget for the training shall be the result of a joint funding of the following eligible costs for the duration of the approved training:

- Salaries/wages: every trainee shall be entitled to a minimal gross amount of 35,000 RSD per training month. In justified cases this amount shall be increased by 5,000 RSD for additional transportation costs and/or by 5,000/10,000 RSD for childcare support for one/two+ children;

- Theoretical training costs: compensation in the amount of 2000 RSD per training hour and group of up to 20 trainees. In cases of using only in-house trainers, the obligatory co-financing for theoretical training is minimum 50%;
- Contribution for training: compensation of material/energy consumption, machine depreciation, mentors' hours, protective suits and productivity loss, as follows: i) up to 20,000 RSD per trainee/month in services (except workplaces with higher material costs) and ii) up to 30,000 RSD per trainee/month in production (except workplaces with lower material costs);
- Entry health/sanitary exam: compensation of costs in case of training in workplaces that require entry exam in accordance with employer's Act on Health and Safety;
- Broker's costs: compensation for i) outreach, preselection and entry competence assessment per trainee and for ii) management and administration of the grant contract with employer.
- Depending on the size in accordance with the Law on Accounting, selected employer shall be obliged to co-finance the budget with min 30% and 50%, for micro/small/entrepreneurs and medium/large, respectively, as well as budget lines for salaries/wages and broker's costs in the same percentage.

● **NOTE:** Re-applying companies shall present higher co-financing (min +2,5%) with each new application. Companies applying for bonus program may apply with lower co-financing of (max -2%).

*Annex 1: Examples of training occupations*

*Annex 2: Template for Expression of Interest via SmartME*

*Annex 3: Template for Full-Application via SmartME*

*Annex 4: Template of the Budget*

## Annex 1: Examples of training occupations

Profession / WBL Programme	Theory	Practise	Total hours
Internal transport equipment operator	30	130	160
Warehouse worker	30	130	160
Sales agent	48	152	200
Assembler of cable joinery	56	224	280
Manufacturer of leather goods	50	270	320
Operator in the production of cardboard packaging	50	270	320
Seller	50	270	320
Operator in production of windshield cleaning systems	40	280	320
Road Maintenance Worker	30	290	320
Construction worker assistant	60	300	360
Waiter – Barman	40	320	360
Assembler of audio-aid equipment	70	290	360
Paper goods manufacturer	70	290	360
Car seat cover sewer	40	320	360

**Annex 2: Template of the Expression of Interest via SmartMe**

# Inicijalna prijava - Izjava o interesovanju

Obuke na radnom mestu, program Znanjem do posla

## Opšti podaci

**Naziv podnosioca prijave \***

**Molimo odaberite lokalnog partnera prema opštini \***

Molimo odaberite ▼

Uz posredstvo lokalnog partnera će se kasnije razviti program obuke, njegova realizacija i izveštavanje.

**Matični broj \***

**PIB \***

**Pravni status \***

Molimo odaberite ▼

**Veličina \***

Molimo odaberite ▼

**Datum osnivanja \***

**Ukupan broj zaposlenih \***

**Šifra delatnosti \***

**Naziv delatnosti \***

**Adresa sedišta \***

**Adresa mesta obuke \***

## Informacije o zakonskom zastupniku

Ime i prezime zakonskog zastupnika, funkcija i kontakt podaci

**Ime i prezime \***

**Funkcija \***

**E-mail adresa \***

**Broj telefona \***

## Informacije o kontakt osobi za potrebe programa obuke

Ime i prezime kontakt osobe, funkcija i kontakt podaci

**Ime i prezime \***

Molimo popunite

**Funkcija \***

Molimo popunite

**E-mail adresa \***

Molimo popunite

**Broj telefona \***

Molimo popunite

## Podaci o predloženom programu obuke

**Molimo odaberite odgovarajući program obuke iz liste \***

Molimo odaberite

**Naziv predloženog programa obuke**

Popuniti samo ukoliko je iznad odabrana opcija "Program nije na listi"

**Navedite spisak glavnih radnih zadataka na ovom radnom mestu u vašoj organizaciji \* \***

Molimo popunite

**Traženi broj polaznika obuke \***

Molimo popunite

**Očekivano trajanje obuke u satima \***

Molimo popunite

**Traženi nivo kvalifikacija polaznika obuke (ulazni uslov) \***

Molimo odaberite

**Interesovanje za program "job shadowing" iz poziva za poslodavce**

- Nismo zainteresovani za uslugu "job shadowing"
- Potvrđujem zainteresovanost za "job shadowing" (navesti zanimanje ispod)

Please specify

**Annex 3: Template of full application via SmartMe**

# Full WBL program offer

**Title of the occupation profile \***

Change if already filled with something else

**Broker applicant \***

Please select



## Company details

Basic details

**Company name \*****Date of founding \*****Total number of employees \*****Activity code \*****PIB number \*****Company address \*****Training facility address \*****Company webpage**

Description

**Economic sector \***

Please select

**Description of the company; main products, services, markets \***



## HR and staff development

**Average number of employees in 2020 \***

Submitted to APR

**Number of in-company instructors (mentors) intended to be part of WBL \***

**Average number of employees in 2021 \***

Submitted to APR

**Number of in-company instructors previously trained through E2E or for dual education \***

**Needed number of new workers for the occupation whose training financing is requested through E2E \***

**General business plans for the near future (1-2 years) \***

Expansion plans, new markets, etc.

**Description of the regular recruitment process of new employees \***

**Type of programme you are applying for \***

- Standard E2E WBL Programme
- Short-term traineeship
- Both

## Training, occupation and workplace details

**Name of the theoretical training provider \***

VET school or in-company training center

**Education level requirement \***

Please select



**Describe the intended target group \***

Describe the intended target group and outreach strategy, especially towards HPY

**Expected salary for employed trainees \***

Salary, contract type, duration, etc.

**Total number of planned trainees \***

**Number of planned HPY trainees \***

**Education level requirement \***

Please select ▼

**Description of working conditions; Work tasks and activities, tools or machines used, etc. \***

**Target territory \***

**Market relevance of occupation \***

**Sector growth potential \***

## Annexes

## Budget template

[Click here to download the latest budget template](#)

## Budget

## Proof of minimal number of full-time employees \*

CROSO certificate of number of employees, copies of indefinite employment contracts, application for social security, or similar

## Only In case of re-applying companies: Update on previously trained trainees

A document guaranteeing employment of trainees at the moment of signing. Needs to have company stamp, names, surnames and working positions of employees trained through E2E

## Pictures of the workplace, training or other facility

**Use the "Add row" button below to add more. Please label the pictures correctly. They should contain the workplace, as well as workers, protective equipment, etc.**

Add row

## Other documents

**Please attach any other documents here. Use the "Add row" button below to add more.**

Add row

## Annex 4: Template for the Budget

WBL / TRAINEESHIP FINAL BUDGET - application number XXXX							
		Unit	Number of units	RSD Unit price	RSD Total budget (E2E + COMPANY)	RSD E2E funded	RSD Company co-financing
<i>Part A - Practical WBL training</i>							
1.1	Gross wages/salaries of trainees	# trainees * months	0	0.00	0.00	0.00	0.00
1.2	Entry sanitary exam	# trainees	0	0.00	0.00	0.00	0.00
1.3	Additional life & health insurance	# trainees	0	0.00	0.00	0.00	0.00
1.4	Contribution to the realisation of the WBL programme*	# trainees	0	0.00	0.00	0.00	0.00
<b>Total Part A - Practical WBL training</b>				0.00	0.00	0.00	0.00
<i>Part B – Theoretical part of the WBL training</i>							
2.1	Contribution per group (up to 20 participants) per training hour trained - external provider	# groups*hours	0	0.00	0.00	0.00	0.00
2.2	Contribution per group (up to 20 participants) per training hour trained - internal provider	# groups*hours	0	0.00	0.00	0.00	0.00
<b>Total Part B - Theoretical WBL training</b>					0.00	0.00	0.00
<b>Total Part A+B – Operational WBL budget</b>					0.00	0.00	0.00
<i>Part C – Administration Broker Fee</i>							
3.1	Fee per competence assessment trainee	# trainees	0	10,000.00	0.00	0.00	0.00
3.2	Curricula and Management Fee	% (A+B)	5%-10%	0.00	0.00	0.00	0.00
<b>Total Part C – Administration Broker Fee</b>					0.00	0.00	0.00
<i>Part D – PwD's</i>							
4.1	Costs for adaptation of the workplace for trainees with special needs	lump-sum	1		0.00	0.00	
4.2	Additional cost for mentorship	lump-sum	1		0.00	0.00	
<b>Total Part D - People with Disabilities</b>					0.00	0.00	0.00
<b>Total Part A+B+C+D – Total WBL budget</b>					0.00	0.00	0.00

# UPSKILLING/RESKILLING

*(Please first read “General Information” to this Call)*

Companies are invited to apply for increasing competences of their existing workers for **1-4 months**. In this way workers can learn new skills or broaden their knowledge to match the company's requirements. The main outcome of this program shall be an improvement of the position of their existing workers within the company.

- **NOTE:** An employer with up to 5 employees has the right to include one worker in the training. Employers with more workers can include in the training one worker per each 5 employees, but not more than 20 workers per application.

**UPSKILLING** is the process of teaching workers new skills, for example due to the new equipment procurement. Upskilling may involve occupational as well as other skills (digital, language, organizational skills).

**RE-SKILLING** is the process of training a worker to fill another position in the same company. It usually involves training on a completely new skill set to adapt to new functions.

**BENEFITS** for employers using reskilling or upskilling methods in the workplace are wide ranged:

- retaining talented workers,
- reducing recruitment costs,
- overcoming constant digital changes and challenges,
- enhancing attractiveness of a company as an employer offering continuous staff training.

**ELIGIBLE APPLICANTS** shall be those private sector companies who:

**ELIGIBLE BENEFICIARIES** shall be persons who fulfil all of the following conditions:

1. fulfil administrative criteria as defined in the “General Information” of this Call,
2. ensure participation of their staff for the development of a list of missing competences,
3. appoint in-company professionals (mentors) whereby 1 mentor may be assigned to max. 5 employees (ratio 1:5) if the training is done in-house,
4. are ready to co-finance the training programme with the prescribed percentage,
5. issue an indefinite employment contract to trainees/indefinite employment contract with increased salary prior to the end of contract and retain workers in employment on the same contract conditions for at least 6 months after the end of the training.

**ELIGIBLE TRAINING PROGRAMS** shall depend on the specific needs of a company/candidate. In this sense the program may be conducted through an in-house training, or through an accredited external training provider (JPOA). If done in-house, the training program shall be based on the competences (Training Needs Analysis) defined and developed by the company with assistance of the broker and approved by the NIRAS-IP Consult PIU. In case of certified training providers, accredited training program may be used.

- **NOTE:** Basic IT training will not be eligible for assistance under this Call.

**ELIGIBLE BENEFICIARIES** shall be workers who are under 30 years of age (35 for hard-to-place persons<sup>1</sup>) and women regardless of the age who are:

- engaged through flexible forms of work engagement (occasional/temporary work, service contract)
- employed on a definite period of time by the company
- employed on indefinite employment contract (up to max 50% of trainees)
- have been working in the company for 12 months or less.

• **NOTE:** Workers engaged indirectly via temporary employment agencies may be included in the training provided that they are hired by direct employment contract (ugovor o radu) with the employer-applicant prior to the beginning of the training program.

**ELIGIBLE IN-COMPANY PROFESSIONALS - MENTORS** if the training is done in house shall fulfil following conditions: **i)** have adequate qualifications and/or work experience **ii)** are assigned to maximum 5 trainees (ratio 1:5), **iii)** attend one-day info-seminar organized by the broker.

*For further details in relation to the application procedure, evaluation criteria, decision making and deadlines see "General Information". Templates for Expression of Interest, Full Application and the Budget are in annexes 1, 2 and 3 of this window.*

#### **SELECTED EMPLOYERS SHALL BE OBLIGED TO:**

- appoint staff with adequate work experience to attend a one-day seminar for in-company instructors (mentors) for in-house training;
- ensure co-financing with the prescribed percentage as described in the text below;
- coordinate and conduct the training in accordance with the approved list of competences;
- ensure regular monthly transfer of WBL trainee wages/salaries to their bank accounts (including taxes and social contributions (health insurance), in accordance with applicable legal provisions and regulations related to labour, employment and health and safety at work, as well as all other legal provisions applicable to specific occupations and/or categories of trainees,
- provide conditions for conducting final competence assessment of the trainees executed by an independent assessor organized by the E2E;
- for trainees who were on flexible contract forms or definite employment contract: issue indefinite employment contracts to at least 70% of the trainees prior to the end of contract and keep them in employment relation for at least 6 months after the end of the training;
- for trainees who were on indefinite employment contracts: issue indefinite employment contract with increased salary to at least 70% of the trainees prior to the end of contract and keep them in employment relation for at least 6 months after the end of the training;
- provide regular reports and timely inform of any changes significant to project implementation; cooperate with local partners and NIRAS-IP Consult in communication measures and provision of information related to monitoring and evaluation of the training.

<sup>1</sup> See Annex 1 in "General information".



## FINANCIAL OBLIGATIONS AND DYNAMICS OF PAYMENTS TOWARDS OF SELECTED EMPLOYERS

NIRAS-IP allocates funds to the broker for each of the training programs based on the approved final budget corresponding to that training program in two installments as follows:

**1. First installment** in the amount of 50% of the donor's contribution from the Final Budget upon:

- Approval of the training program and the list of selected candidates by NIRAS -IP
- Approval of the list of trained mentors by NIRAS -IP
- Submitted correctly filled Request for payment of, as well as a copy of contracts with the trainees and applications for compulsory social insurance.

**2. Second installment** in the amount equal to the difference between the amount of realized costs reported and approved in the final financial report and the amount paid in the first installment of after the successful implementation of the training program, based on:

- Positive assessments of acquired competencies for at least 75% of trainees by an external assessor appointed by NIRAS -IP
- Verification of supporting documentation, including copies of employment contract for an indefinite period of time, as well as (if it was attached with the Budget) proof of finished Job Shadowing program.

**ELIGIBLE COSTS AND CO-FINANCING RULES:** The budget for the training shall be the result of a joint funding of the following eligible costs for the duration of the approved training:

- **Salaries/wages:** every trainee shall be entitled to a minimal gross amount of 35,000 RSD per training month;
- **Contribution for training (if done in-house):** compensation of material/energy consumption, machine depreciation, mentors' hours, protective suits and productivity loss, as follows: i) up to 20,000 RSD per trainee/month in services (except workplaces with higher material costs) and ii) up to 30,000 RSD per trainee/month in production (except workplaces with lower material costs);
- **Theoretical training costs:** compensation in the amount of 2000 RSD per training hour and group of up to 20 trainees. In cases of using only in-house trainers, the obligatory co-financing for theoretical training is minimum 50%;
- **Training provider costs (if done through JPOA):** against an invoice (including theory and practice)
- **Broker's costs:** compensation for i) competence assessment per trainee and for ii) management and administration of the grant contract with employer.

Depending on the size in accordance with the Law on Accounting, selected employer shall be obliged to **co-finance the budget with min. 30% and 50%**, for micro/small/entrepreneurs and medium/large, respectively, as well as budget lines for salaries/wages, contributions to training, JPOA training provider costs and broker's costs in the same percentage.

- **NOTE:** Re-applying companies shall present higher co-financing (min +2,5%) with each new application. Companies applying for bonus program may apply with lower co-financing of (max -2%).

*Annex 1: Template for Expression of Interest via SmartME*

*Annex 2: Template for Full Application via SmartME*

*Annex 3: Template for Budget*

## Annex 1: Template for Expression of Interest via SmartMe

# Inicijalna prijava - Izjava o interesovanju

Obuke na radnom mestu, program Znanjem do posla

## Opšti podaci

Naziv podnosioca prijave \*

Molimo odaberite lokalnog partnera prema opštini

Molimo odaberite ▼

Uz posredstvo lokalnog partnera će se kasnije razviti program obuke, njegova realizacija i izveštavanje.

Matični broj \*

PIB \*

Pravni status \*

Please select ▼

Description

Veličina \*

Please select ▼

Datum osnivanja \*

Ukupan broj zaposlenih \*

Šifra delatnosti \*

Naziv delatnosti \*

Adresa sedišta \*

Adresa mesta obuke \*

## Informacije o zakonskom zastupniku

Ime i prezime \*

Funkcija \*

E-mail adresa \*

Broj telefona \*

## Informacije o kontakt osobi za potrebe programa obuke

**Ime i prezime \***

Molimo popunite

**Funkcija \***

Molimo popunite

**E-mail adresa \***

Molimo popunite

**Broj telefona \***

Molimo popunite

## Podaci o predloženim programima obuka

Odaberite opciju "Add row" - Dodati red, kako biste dodali više obuka (najviše 3)

Da li je u pitanju sticanje kompetencija u okviru novog ili postojećeg zanimanja?

- Novo zanimanje  
 Postojeće zanimanje

**Naziv početnog radnog mesta****Trenutni broj zaposlenih na ovom radnom mestu****Opis posla \*****Naziv ciljnog radnog mesta \*****Trenutni broj zaposlenih na ovom radnom mestu \*****Opis posla \*****Predlog broja kandidata za meru \***

Add row

**Interesovanje za program "job shadowing" iz poziva za poslodavce**

- Nismo zainteresovani za uslugu "job shadowing"  
 Potvrđujem zainteresovanost za "job shadowing" (navesti zanimanje ispod)

Please specify

**Annex 2: Template for Full Application via SmartMe**

# Full upskilling/reskilling program offer

Short description of this form.

**Name of the company applicant \***

**Broker applicant**

Please select



## Company details

Basic details

**Date of founding \***

**Total number of employees \***

**Activity code \***

**PIB Number \***

**Company address \***

**Training facility address \***

**Company webpage**

Description

**Economic sector \***

Please select



**Description of the company; main products, services, markets \***

**Average number of employees in 2020**

Submitted to APR

**Average number of employees in 2021**

Submitted to APR

**General business plans for the near future (1-2 years) \***

Expansion plans, new markets, etc.

## Training details

**Starting workplace**

Description

**Target workplace**

Description

**Please select the measure \***

- Upskilling
- Reskilling

**Provider of upskilling/reskilling**

- In-house
- Accredited outsourced provider

**Please duplicate this section for each upskilling/reskilling measure by using the option "add row" below**

**Rationale for applying for reskilling/upskilling**

Procurement of new equipment, transfer to new production, changes in the market, etc.

**Future job profile and skillset - training outcomes**

**Requested number of training participants for this workplace \***

**Suggested candidates (Please provide description of targeted group for the training. E.g. current type of contract, occupation, level and name of qualification. Provide aggregated structured data instead of individual personal information.)**

**Current salary structure of suggested candidates \***

Aggregated data on current salaries of candidates

**Targeted salary structure of suggested candidates \***

Aggregated data on salaries of candidates after the measure

**Market relevance of targeted occupation \***

**Description of current workplace conditions \***

Please attach photos below

**Description of target workplace conditions**

**Pictures of the starting workplace - Name each picture according to the starting workplace**

Please insert good quality pictures with people working, protective equipment, etc.



Add row

**Pictures of the current workplace - Name each picture according to the starting workplace**

Please insert good quality pictures with people working, protective equipment, etc.



Add row

**Since when have the candidates been engaged in the company?**

Please avoid personal data

**Description of the reskilling/upskilling practice in the company so far**

**Insert the budget here**

**Statement of an authorized person from the company that the proposed candidates have not been employed for more than 12 months**

**Proof of minimal number of full-time employees**

CROSO certificate of number of employees, copies of indefinite employment contracts, application for social security, or similar

## UPSKILLING/RESKILLING FINAL BUDGET - application number XXXX

		<i>Unit</i>	<i>Number of units</i>	<i>RSD Unit price</i>	<i>RSD Total budget (EZE + COMPANYY)</i>	<i>RSD EZE funded</i>	<i>RSD Company co-financing</i>
<i>Part A - Practical WBL training</i>							
1.1	Gross wages/salaries of trainees	# trainees * months	0	0.00	0.00	0.00	0.00
1.2	Entry sanitary exam	# trainees	0	0.00	0.00	0.00	0.00
1.3	Additional life & health insurance	# trainees	0	0.00	0.00	0.00	0.00
1.4	Contribution to the realisation of the WBL programme*	# trainees	0	0.00	0.00	0.00	0.00
<b>Total Part A - Practical WBL training</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>Part B – Theoretical/JPOA part of the WBL training</i>							
2.1	Contribution per group (up to 20 participants) per training hour trained - external provider	# groups*hours	0	0.00	0.00	0.00	0.00
2.2	Contribution per group (up to 20 participants) per training hour trained - internal provider	# groups*hours	0	0.00	0.00	0.00	0.00
2.3	Costs of the JPOA provider	lump-sum	0	0.00	0.00	0.00	0.00
<b>Total Part B - Theoretical/JPOA WBL training</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Part A+B – Operational WBL budget</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>Part C – Administration Broker Fee</i>							
3.1	Fee per competence assessment trainee	# trainees	0	10,000.00	0.00	0.00	0.00
3.2	Curricula and Management Fee	% (A+B)	5%-10%	0.00	0.00	0.00	0.00
<b>Total Part C – Administration Broker Fee</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>Part D – PwD's</i>							
4.1	Costs for adaptation of the workplace for trainees with special needs	lump-sum	1	0.00	0.00	0.00	0.00
4.2	Additional cost for mentorship	lump-sum	1	0.00	0.00	0.00	0.00
<b>Total Part D - People with Disabilities</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Part A+B+C+D – Total WBL budget</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



# JOB SHADOWING

Companies are invited to open their doors to the school community for job shadowing days. Shadowing opportunities for young people last between 1-5 days (4 hours per day).

## **BENEFITS OF JOB SHADOWING**

Job shadowing is a useful way for pupils and students to learn about a particular job of interest. It is a form of short on-the-job training that allows young persons to follow and closely observe a company employee performing the role.

It helps youngsters gain a real-life experience outside of the classroom and help them decide whether they want to pursue a particular career path before applying for further education, job or internship.

### **Benefits for companies**

For employers, job shadowing is an investment in the future. Finding time to meet with young people (or those interested in a new career path) doesn't pay immediately, but to boost community outreach, entice future staff and boost your company brand may make it a worthwhile endeavour.

Companies applying for Window 1 or 2 within this Call can also apply for job shadowing for any position, regardless of the WBL/traineeship occupation. Successful applicants will be awarded with lower co-financing percentage of max -2% for the main training(s) if they realize job shadowing program during the implementation of the main contract.

- **NOTE:** Companies may also apply for job shadowing program throughout the year by contacting the broker outside of WBL call. In this case companies do not need to meet eligibility criteria of this Call.