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COMpetences in Enterprises on INtegration

COME IN Curriculum
Executive Summary

November 2018

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Introduction

This document has been developed within the framework of the **COME IN-Competences in Enterprises on Integration** project. COME IN is a project co-funded by the Erasmus+ Programme of the European Union.

The main aim of the project is to support the integration of refugees in the labour market by offering tailored training and coaching to key people in enterprises such as employers and human resources managers.

Within the COME IN project an innovative, comprehensive training package was developed explicitly targeting key staff in enterprises, which are willing to get trained and supported in refugees' integration processes in the workplace. The training materials take into consideration the situation in the partner countries Austria, Belgium, Bulgaria, Germany, Greece, and Italy but also at a European level. All materials are highly adaptable and available for free at the Project's e-learning platform.

The training materials aim to provide enterprises and organisations with the necessary instruments and guidelines to face the challenges of employing refugees and managing intercultural workplaces and taking advantages of an effective management of diversity. It foresees to raise awareness for the need to integrate refugees at the work place and inspire employers as well as training providers to deal with the topic

The COME IN Curriculum

The *COME IN Curriculum* describes the contents of the COME IN training, the teaching objectives, and teaching process, the learning outcomes as well as the teaching methodology.

The *COME IN Curriculum* comprises of five comprehensive modules that address the needs of staff in enterprises in improving their knowledge and skills in interacting with refugee employees in the workplace.

a. Description of Modules

Module 1: Refugees' Background

This Module provides trainees the opportunity to better understand refugees' and migrants' background, their experiences and their journey to the host country. Concrete information is, also, provided in ways to distinguish between the different terms of "migrant", "refugee" and "asylum seeker", as well as in the current situation in the European Union and the member states.

Module 2: Refugees' Competence Assessment

Through this Module, participants are introduced to competence assessment methods for every stage of the refugees' integration process on the job, and get to realise the importance of the procedure for both employers and employees. Employers sensitize the benefits of assessing and validating competences familiarising competence-based methodology.

Module 3: On-the-Job Training for Refugees

This Module aims to explain the concept of the on-the-job training and highlight the importance of refugees' integration at the workplace. The necessary resources and appropriate steps to be undertaken for the effective implementation of the on-the-job training are, also, thoroughly explained in this Module.

Module 4: Diversity Management

By concluding this Module, key staff from enterprises will be able to understand the impact of cultural diversity on the company and identify the differences in working cultures across regions. The participants can learn how to overcome challenges based on cultural differences, gain understanding for diversity in communication, as well as build and manage effective, diverse working teams.

Module 5: Easy Language

This Module introduces learners to the concept of easy language, enabling them, for example, to understand which vocabulary should and should not be used, according to people's language skills. Creating sentences which are easy to understand, using numbers and

characters in a supportive way, and supporting understandability with layout and pictures are, also, main objectives of Module 5.

b. Methodology and Duration

The delivery of the *COME IN Curriculum* is based on the blended learning approach; thus, every Module consists of a face-to-face workshop and additional online training material. The face-to-face component of each Module has a duration of minimum 4 teaching hours, except for Module 4: Diversity Management, which is more extensive and requires 8 hours to be concluded. Since the Modules are foreseen to be kept updated according to current circumstances, the duration of the Modules might change accordingly.
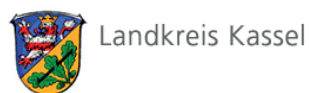
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