

Information sheet IAM Competence Check and Educational Guidance

Do you have questions about work, would you like to improve your language skills, take note of your own professional skills and strengths, create a competence profile or have your formal/informal competencies tested in practice?

Our advisory service:

- ▶ Competence analyses
- ▶ Creation of a detailed competence profile
- ▶ Preparation for the course "Competent in the Future - Professional Training in German with Competence Check"
- ▶ Detailed reporting on identified formal/informal competencies and practical skills
- ▶ Job search
- ▶ Training advice
- ▶ Advice on German classes
- ▶ Information on training/further education
- ▶ Assistance with professional recognition
- ▶ Creation of application documents, etc.

Who can receive advice?

Asylum seekers, people granted subsidiary protection, EU citizens, third-country nationals who are registered with the AMS.

How can people join the project?

1. Inclusion in our classic labour market advice "IAM Classic"

- ▶ The advisor provides you with personalised support for German classes, further education, work, etc.
- ▶ When you have achieved language level A2 and present corresponding formal or informal competencies, you move to the project "Educational guidance competence check".

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2. Inclusion in the “Educational guidance competence check” project

- ▶ The advisor creates your personal competence profile and you work together on a career plan for implementation.
- ▶ This gives people with language level A2 and formal/informal competencies the option to participate in the course “Competent in the Future - Professional Training in German with Competence Check”.

3. (If required) Participation in the course “Competent in the Future - Professional Training in German with Competence Check” (with course provider)

- ▶ Attendance at a German course with level B1 including internship opportunities and
- ▶ practical testing of formal and informal competencies through training centres.
 - ▶ So far, practical testing has been carried out in the areas of IT (office applications, Photoshop, AutoCAD, hardware), photography, office/administrative activities, accounting, sales, tailoring, hairdressing, cosmetics, gastronomy (service/bar/kitchen/baking), electrical engineering, painting, metalworking, welding, construction (bricklaying, formwork), tiling, cars and carpentry.

4. Summary of the competencies acquired through the IAM consultant and support with labour market integration and search for suitable training and continuing education.

You will be supported and guided throughout the process by the IAM team.

Here are our contact details:

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Our organisation is open daily from 8am.
Consultation appointments can be made by calling 0463 509301.
You are also very welcome to contact us by email (info@iam.co.at).

Got questions? We are looking forward to hearing from you!

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LAND  KÄRNTEN

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