



Cascais WorkLab

NORMATIVE

1. FRAMEWORK

Cascais WorkLab is a programme promoted by Câmara Municipal de Cascais (CMC), through the Divisão de Empregabilidade e Promoção de Talento (DEPT) and aims to provide learning and mentoring experiences in a short-term work context, to facilitate the approach to the labour market for people with refugee or asylum seeker status, regardless of their country of origin.

2. OBJECTIVES

The objectives of Cascais WorkLab are:

- a) To provide contact experiences with the Portuguese labour market;
- b) To provide an opportunity for experimentation in a real work context, in order to facilitate the development of essential skills for re-entry into the labour market, particularly in terms of transferring knowledge already acquired and adapting to the methods presented;
- c) Provide daily contact and training in the portuguese language;
- d) Facilitate the transition to the global labour market, by enriching the curriculum;
- e) Promote active and efficient attitudes in developing personal and professional futures.

3. ASSOCIATED COMPONENTS

The programme includes the following components:

3.1 Work experience of up to 542 hours duration, with a minimum of 10 and a maximum of 40 hours per week;

3.2 Follow-up session(s), depending on the duration of the experience:

	Up to 150 hours	151 to 300 hours	More than 300 hours
No. of sessions	1	2	3

3.3 Training sessions totalling 10 hours, provided by Cidade das Profissões de Cascais or other training entities (to be determined according to the activity and the participant's profile);

3.4 Final assessment.

4. RECIPIENTS

Organisations

Municipal services and private, profit-making or non-profit-making organisations (located or not in the Municipality of Cascais) can provide experiences.

Depending on the functional profile of the participants, it is up to DEPT to determine which organisations are available and can provide meaningful experiences for each of the participants.

If there is interest in collaboration, the organisation must submit the most relevant functional content of the activity to be developed, and it is the responsibility of DEPT, in cooperation with the entity, to adjust it to the profile of the participant.

Participants

Participants in the Cascais WorkLab may include people who have been taken in by the refugee support programmes, have refugee or asylum seeker status, and who are aged between 18 and 65 (at the start of the activity) and reside in the Municipality of Cascais.

This programme is only accessible during a *Career Consulting* at the proposal of an employability coach.

Participants must submit the following documents:

- a) Official document proving refugee or asylum seeker status;
- b) Certificate of qualification; <https://www.dges.gov.pt/pt/noticia/estudantes-em-situacoes-de-emergencia-humanitaria-nacionais-da-ucrania> (dispensable when there is no possibility of access to it);
- c) Curriculum Vitae;
- d) A certificate of residence.

Each participant is only allowed to take part in one Cascais WorkLab programme.

After the conclusion of the programme, participants can no longer apply for other programmes with a participation fund, for activities in the same context where they underwent the Cascais WorkLab activity. Participation in Câmara Municipal de Cascais programmes that include work-based experiences are limited to 1,500 hours per participant.

For participants with Specific Employability Needs, the number of hours is limited to 3000h.

5. CONDITIONS

Participants will benefit from the following terms and conditions during the Programme:

- 5.1 Personal accident insurance assured by CMC/DEPT, covering the risks of eventualities that may occur during and as a result of participation in the experience, as well as on the journey between their home and the place of activity;
- 5.2 Participation fund of €4.00 (four euros) per hour of activity in the context of the work experience or course. This amount is fully covered by CMC/DEPT.

6. DUTIES OF CMC/DEPT

CMC/DEPT is also obliged to fulfil the following duties:

- 6.1 Assign an accompanying technician, responsible for organising the follow-up session(s) and evaluating the experience;
- 6.2 Pay the participation fund, as stated in the previous point, up to the 15th working day of the month following the month to which the attendance report refers (with the exception of January, which can be until the last working day);
- 6.3 Issue a certificate of participation in the Programme at the end of the work experience;
- 6.4 Evaluate the programme.

7. DUTIES OF THE ENTITIES PROVIDING THE CONTEXT

The organisation that provide experiences are obliged to fulfil the following duties:

- 7.1 Assign a tutor to each work experience, who will be responsible for the functional framework, pedagogical accompaniment and evaluation of the participant;
- 7.2 Ensure the physical conditions, equipment and material resources required to develop the experiment;
- 7.3 Respect and ensure respect for the health, safety and hygiene conditions at work to which it is legally obliged;
- 7.4 To cover any expenses whenever the participant has to travel away from the usual location for the sake of the municipal/collective service;
- 7.5 Provide CMC/DEPT with all relevant information about the work experience;
- 7.6 Register participants' attendance on a form provided by CMC/DEPT;
- 7.7 Send the participants' attendance register to cascais.worklab@cm-cascais.pt by the 2nd working day of the month following the month to which the register refers;
- 7.8 Participate in the follow-up session(s);
- 7.9 Evaluate the programme.

8. DUTIES OF PARTICIPANTS

Participants are obliged to fulfil the following tasks:

- 8.1 Attend the work experience punctually and assiduously;
- 8.2 Participate actively in the work experience, fulfilling the tasks assigned to them with dedication;
- 8.3 Respect the organisation and its representatives;
- 8.4 Loyalty to organisation, with confidentiality regarding information that comes to their knowledge;
- 8.5 Ensure that the equipment and other property entrusted to them is well maintained;
- 8.6 Inform the organisation in advance whenever they plan to be absent from the work experience (and submit the respective justification within 5 working days of the occurrence);

8.7 Provide CMC/DEPT with all relevant information about the work experience.

8.8 Participate in the follow-up session(s);

8.9 Evaluate the programme.

9. ABSENCE REGIME

The participant's absences are justified or unjustified, in agreement with the regime applicable to all employees of the organization.

Absences for the following reasons are considered justified:

1. Accident at work;
2. Illness;
3. Marriage;
4. Parenthood (maternity/paternity leave);
5. Disgust;
6. Taking exams at an educational/training establishment;
7. A child's guardian attending school;
8. Provision of unavoidable and indispensable assistance to a family member;
9. Other absence authorised by the municipal service/organization.

All other absences are considered unjustified.

The participation fund is not due when there is a suspension of the work experience or in the event of absences during the scheduled hours of activity in a work context.

10. SUSPENSION OF THE WORK EXPERIENCE

10.1 The organisation and the participant may suspend the work experience, as long as this intention is communicated in writing to the other part no later than 8 working days before, stating the reason and the expected duration;

10.2 The suspension may not exceed 30 days, with the exception of the participant's illness or parental leave, which may provide for a suspension of up to 6 months;

10.3 Suspension of the work experience does not affect its duration, but only delays the end date;

10.4 The CMC/DEPT must be informed in advance of the suspension of the work experience, by email to cascais.worklab@cm-cascais.pt.

11. TERMINATION OF EXPERIENCE

11.1 The work experience is ended by its expiry, mutual agreement, notice of termination by either part or by the effect of absences in accordance with point 9;

11.2 If they intend to terminate the work experience, the organisation and/or the participant must notify the other part in writing no less than 15 consecutive days in advance, stating the reason(s);

11.3 Termination by mutual agreement must also be done by means of a written document, signed by both parties, which expressly and unequivocally states the date on which the agreement was signed and when it will take effect;

11.4 The CMC/DEPT must be informed in advance of the end of the work experience, by email to cascais.worklab@cm-cascais.pt.

12. CASCAIS WORKLAB AGREEMENT

The experiment is translated into a written document - "Acordo Cascais WorkLab" according to the CMC/DEPT model, signed in 2 copies, one copy for each of the parties (and a copy for CMC/DEPT).

13. DOUBTS AND OMISSIONS

Doubts and omissions will be dealt with by CMC/DEPT, guaranteeing the application and fulfilment of these regulations.