

Training and professional integration

WHO?

Anyone aged between 15 and 64 years.

WHAT IS ITS PURPOSE?

Working is not just a necessity, it is a means of achieving social integration, meeting people, making friends and learning French more easily and effectively. The various forms of help set out here are intended to enable you to find a job as quickly as possible.

HELP AVAILABLE

General information

To provide you with more effective support, the help offered depends on:

- your age (between 15 and 18, between 18 and 25, over 25).
- your professional knowledge and experience,
- your level of training.

Depending on your circumstances, you may pursue one or more of these schemes:

- educational support schemes (lessons in French, maths or other subjects),
- short or long-term vocational training schemes,
- further training at the University of Geneva (UNIGE) or at hautes écoles spécialisées - HES SO (University of Applied Sciences & Arts Western Switzerland – HES-SO),
- practical workplace courses (lasting between 15 days and 3 months).

To be able to undertake training, you must have a certain level of education and adequate knowledge of French:

- for basic training or short-term vocational training, you must have school-level education and Level A2 in spoken French,
- for an apprentissage (apprenticeship), practical workplace training, you must have Level B1 in French (spoken and written).

GOOD TO KNOW

Where necessary, interpreters speaking your own language can assist you at sessions and interviews.

If you are unsure about anything or have any problems relating to your vocational or training aims, you can at any time:

- contact Permanence AIS (contact centre for the Swiss Integration Scheme) of the bureau de l'Intégration des étrangers - BIE (Office for the Integration of Foreign Nationals) or
- discuss the matter with the staff responsible for supporting you, with a view to changing your aims or training choices, or finding out about other possible options.

For more information on working in Switzerland, go to the website: <https://refugeesatwork.ch/>

Appraisal of your needs and options. Step 1

When you have achieved Level A1 in spoken French, you will meet staff from the Centre de Bilan Genève - CEBIG (Geneva Skills Appraisal Centre) for an initial interview to assess your personal circumstances and your ability to find work.

If, due to age, health or for other reasons, you are temporarily or permanently unable to work, you can undertake a special scheme: the “Specific social integration” pathway.

GOOD TO KNOW

You can request a review of your case and of the help you have been offered if your circumstances change and you are no longer able to work.

Assessment of your needs and options. Step 2

When you have achieved Level A2 in spoken French, you will meet with staff from the Centre de Bilan Genève - CEBIG (Geneva Skills Appraisal Centre) who will undertake a full appraisal of your skills, experience and interests. This appraisal lasts between 3 and 4 weeks and enables:

- one or more areas of work to be identified which interest you and can be pursued in the Canton of Geneva,
- the most suitable help to be selected in line with your vocational objectives.

1 Basic training

If you are aged between 15 and 18, the college can offer you several ways of improving your basic skills:

- access classes (full-time lessons in French and in your mother tongue, maths, humanities, art, sport and other optional lessons),
- careers guidance classes (full-time lessons and practical training courses),
- vocational integration classes (full-time lessons and preparation for vocational training).

If you are aged over 18 and meet the required conditions, you may:

- undertake basic training (French, reading/writing, maths and IT),
- undertake secondary training [école de commerce (business college), gymnase du soir (evening classes), école de culture générale (technical training school), other],
- undertake further education at the University of Geneva (UNIGE) under the *Horizon académique* (academic horizons) scheme or at hautes écoles spécialisées - HES-SO (University of Applied Sciences & Arts Western Switzerland – HES-SO).

2 Vocational training

If you are aged between 18 and 25 and meet the conditions, you may undertake:

- an apprentissage (apprenticeship): around 2 days per week at a training institute and 3 days' practical workplace training,
- a préapprentissage d'intégration (integration pre-apprenticeship): 1 year's preparation with a view to starting vocational training: 50% at college and 50% in the workplace,
- practical workplace courses: lasting between 15 days and 3 months,
- short-term training (between 3 and 9 months), for people having little or no vocational experience,
- further education under the Horizon académique (academic horizons) scheme of the University of Geneva (UNIGE) or at hautes écoles spécialisées - HES-SO (University of Applied Sciences & Arts Western Switzerland – HES-SO), to obtain a bachelor's degree, a master's degree or secure recognition of qualifications you obtained before coming to Switzerland.

If you are aged **over 25** and meet the required conditions, you may undertake:

- an apprentissage (apprenticeship): around 2 days per week at a training institute and 3 days' practical workplace training),
- a préapprentissage d'intégration (integration pre-apprenticeship): 1 year's preparation with a view to starting vocational training: 50% at college and 50% in the workplace,
- practical workplace courses: lasting between 15 days and 3 months,
- short-term training (between 3 and 9 months) for people having little or no vocational experience,
- further education under the Horizon académique (academic horizons) scheme of the University of Geneva (UNIGE) or at hautes écoles spécialisées - HES-SO (University of Applied Sciences & Arts Western Switzerland – HES-SO), to obtain a bachelor's degree, a master's degree or gain recognition of qualifications you obtained before coming to Switzerland,
- steps to seek recognition of qualifications you obtained before coming to Switzerland.

3 Seeking employment

If you are aged over 18, you wish to work and believe you meet the conditions for seeking employment:

- you will meet with staff from the Centre de Bilan Genève - CEBIG (Geneva Skills Appraisal Centre) to enable one or more areas of work to be identified which interest you and can be pursued in the Canton of Geneva,
- various lessons, training and schemes to prepare you for seeking employment will be offered to you,
- specialists supported by the State departments will help you find a job in your chosen specialist field.

GOOD TO KNOW

The "L'emploi à Genève" (working in Geneva) guide provides you with a full list of the support available in relation to your search for employment:

<https://www.ge.ch/document/4445/telecharger>. This publication is only available in French.