

**REGULATIONS FOR VALIDATION OF OUTCOME OF LEARNING**  
**in "My chance in Poland" project**

**1) Subject of the Regulations**

It defines:

- I. Development criteria in the validation of the project "My chance in Poland".
- II. How the participants take part in the validation
- III. Stages and course of the validation.
- IV. Technical conditions.
- V. Duties of the validation advisor.
- VI. Assessor's duties.
- VII. Rights and responsibilities of participants.
- VIII. Appeal process.

**2) General information**

- I. The purpose of the participant's attendance in the validation process is:
  - a) checking whether the learning outcomes specified in the project have been achieved and can be confirmed
  - b) obtaining confirmation of specific learning outcomes (certificate)
- II. The people involved in the validation process are: Participant, Validation Advisor, Assessor.
- III. The project leader and the institution that grants certificates of the acquisition of learning outcomes specified in the project is CASE - Center for Social and Economic Analyzes.
- IV. CASE's partners are the Foundation for Somalia and the Salvation Foundation. These institutions will mediate in the first contact between the participant and the assessor.
- V. The validation process has been carried out since January 2021. until the end of February 2022
- VI. Validation is conducted in Polish, Russian or English in a stationary or online form.form.

### **3) Criteria for participation**

I. A participant in the validation process is:

- a) a foreigner over 25 years of age from Warsaw or the surrounding area and,
- b) has the right to legal employment in Poland and
- c) who has successfully completed at least one training under the project "My Chance in Poland"

II. Participant's attendance in the validation process is voluntary.

III. The process of validation can be applied to the skills acquired during one, two or three trainings under the project.

### **4) How the participants take part in the validation**

I. The participant expresses his willingness to join the validation process to the support supervisor.

II. The Support Supervisor provides the contact details of the participant to the Assessor who will contact the participant to arrange the date of the verification.

### **5) The course and stages of Validation**

I. The validation process consists of four stages: identification, documentation, verification and certification. For participants of the project "My Chance in Poland" who want to participate in the verification of learning outcomes, the stages of identification and documentation are optional.

II. At the Identification stage:

- a) the knowledge and skills that the participant has acquired in the learning process to date are defined and analyzed, including the learning period in the project "My chance in Poland".
- b) it is possible to indicate possible gaps (competency gaps) which are worth or should be filled
- c) the Identification stage can be carried out by the participant alone or with the support of a Validation Advisor

III. The participant may contact the Validation Advisor by phone: (22) 206 29 00, at the CASE headquarters by appointment and / or by e-mail [adviser.walidacyjny@case-research.eu](mailto:adviser.walidacyjny@case-research.eu)

IV. At the Documentation stage:

- a) The participant collects evidence of the achievement of selected learning outcomes (in the form of work samples)

b) Participant wishing to have Validation of training no. 3: Searching for job offers, creating a cover letter and CV (assigned to the training 4 Basics of looking for a job in Poland), may present a CV and cover letter prepared during the course as proof,

V. At the stage of verification:

a) it is checked whether the participant has achieved certain learning outcomes

b) the candidate's learning outcomes are verified by an experienced assessor

c) The participant proceeds to solve the knowledge test, practical tasks and / or to present the proof of mastery of the skills provided for the selected course. The assessor will also conduct a short interview with the participant

d) The assessor has specific criteria for the verification of learning outcomes - for each question in the test, interview and practical task, on the assessment sheet for the assessor's answers, verification criteria are attached in the form of YES or NO answers (Managed/Did not Manage)

e) a maximum of 2 hours are allocated for the verification of learning outcomes for one course.

f) the validation advisor informs the participant about the results obtained by the participant immediately after receiving the information from the assessor

g) obtaining a positive result entitles participant to receive a certificate with a list of confirmed learning outcomes

h) in case of a negative result, it is possible to re-approach the verification of all or some of the sets of learning outcomes, if the funds remaining in the project budget allow it,

VI. At the Certification stage:

a) The candidate receives a document confirming the achievement of all or part of the learning outcomes. The certificate is attached as Appendix 1 to the Regulations.

VII. In case of a negative result of the validation, CASE provides the rationale for the decision.

## **6) Technical conditions**

I. Verification of learning outcomes takes place stationary - at the place of training at Partners' premises or online.

II. The Leader and Partners will ensure the availability of rooms for people with disability and care for dependent people.

III. Candidates joining the verification in the stationary form will be provided with access to the necessary hardware and software. Candidates undergoing online verification are required to have a stable internet connection, a camera and microphone enabled to communicate with assessors, and a program that allows text editing.

IV. Assessors are provided with a verification scenario, answer sheets for the test and interview task, and a sheet of paper for the practical tasks.

### **7) Tasks of the Validation Advisor**

I. The validation advisor has a psychological education

II. The Adviser may support the Participant:

1) in identifying the possessed skills and advising on the most favorable paths necessary to obtain a set of learning outcomes by providing the Participant with information about the course of the validation process

2) supporting the Participant, at his request, at the stage of identifying and / or documenting learning outcomes, including identifying competence gaps and further development paths.

III. The Adviser provides the Participant with the results of the verification during a face-to-face meeting, and if this is not possible, during a telephone or online conversation.

### **8) Assessor's duties**

The assessor is obliged to:

I. Fulfillment of the validation requirements described in the Learning Outcome Sets

II. To ensure that the verification process is carried out correctly

III. Express in a way that is understandable to the person who joins the verification and answers any questions regarding the correct understanding of the content of the command.

IV. Not prompting or allowing unfair practices to participants.

V. Submitting the verification results to the validation advisor within 3 working days of its performance.

### **9) Participant's rights and obligations**

Persons participating in validation have the right to:

I. Reliable information on the course of the validation process and the methods used in it

II. Ask questions and make sure he understood the question / command correctly

III. Use the support of a validation advisor at the stage of identifying and documenting learning outcomes

IV. Appeals against the result of the validation, according to the appeal procedure

V. Free childcare during the verification period.

VI. Obtaining a certificate of completing the course and confirmation of acquiring skills.

Training participants are required to:

- I. Presentation of authentic and original evidence of the acquisition of learning outcomes, collected at the documentation stage.
- II. Appear to the meeting arranged with the validation advisor or assessor, and in the event of any incidents preventing the arrival - immediately inform about it.
- III. Participation in activities related to the validation process undisturbed by psychoactive substances.

## **10) Appeal procedure**

- I. The validation participant has the right to appeal against the result of the Validation.
- II. The appeal is possible within 7 working days of receiving the validation decision.
- III. The appellant should submit the appeal in writing, indicating the reason for the appeal and its description. The appeal may be submitted by post to the following address: CASE Centrum Analiz Społeczno-Ekonomicznych, ul. Jana Pawła II 61/212, 01-031 Warsaw or by e-mail: [adviser.walidacyjny@case-research.eu](mailto:adviser.walidacyjny@case-research.eu). In all cases, the date on which the appeal is received by CASE counts.
- IV. Appeals are examined by an appeal committee composed of a representative of CASE and one of the Partners. Members of the commission cannot be involved in the participant's educational support process beforehand.
- V. Depending on the subject of the appeal, the decision of the appeal committee may take one of the following forms:
  - a) in the event of an appeal against the conditions for conducting validation:
    1. negative consideration of the appeal, if the committee finds no shortcomings as to the conditions;
    2. positive consideration of the appeal and making it possible to approach a given (indicated in the appeal) part of the verification of learning outcomes, when deficiencies were found.
  - b) in the event of an appeal against the outcome of the Assessment of Learning Outcomes
    1. negative consideration of the appeal in a situation where the commission does not recognize the confirmation of additional learning outcomes indicated by the appellant
    2. positive consideration of the appeal and change of the validation decision into a positive decision, when the committee recognizes additional learning outcomes
- VI. The appeal is considered within 14 working days of its receipt. The appellant is informed about the decision to proceed by e-mail or by traditional mail (depending on the method indicated by the validation participant)

## **11) Additional information**

**Project leader:**

Center for Social and Economic Research

[www.case-research.eu](http://www.case-research.eu)

phone: (22) 206 29 00

e-mail: [case@case-research.eu](mailto:case@case-research.eu)

**Project partners:**

Foundation Ocalenie

[www.ocalenie.org.pl](http://www.ocalenie.org.pl)

Tel. 22 828 04 50

e-mail: [biuro@ocalenie.org.pl](mailto:biuro@ocalenie.org.pl)

Foundation for Somalia

[www.fds.org.pl](http://www.fds.org.pl)

Tel: 22 658 04 87

e-mail: [biuro@fds.org.pl](mailto:biuro@fds.org.pl)

ATTACHMENT 1.

CERTIFICATE OF SKILLS

acquired in the project "My chance in Poland"

Name and surname of the participant

Date and place of validation

Assessors

The participant under the project confirmed the following learning outcomes: (list confirmed)

**KNOWLEDGE ABOUT POLISH CULTURE**

Uses knowledge of Polish culture and language

- > Identifies traditional Polish dishes
- > Lists the names of people of merit for Polish culture (writers, composers, painters, etc.)
- > Lists the national and ethnic minorities living in Poland
- > Lists the dates of the most important national and religious holidays in Poland
- > Identifies the official language of Poland, coat of arms, flag, anthem, capital city, largest cities and geographical regions, and indicates them on the map
- > Shows Poland on the world map and indicates its neighbors
- > Describes the place where he is in Poland (name of the place, its size, cultural and natural values, etc.)
- > Distinguishes between linguistic forms used in official and informal situations

Uses knowledge about Polish society and the political system

- > Identifies the political system in Poland
- > Lists the most important institutions in Poland according to the model of the tripartite division of powers
- > Lists the largest political parties in Poland

- > Lists Poland's affiliation to major international / political organizations (EU and NATO) and dates of Poland's accession to these organizations
- > Indicates the name of the president and prime minister, searches for the names of ministers and the tasks of selected ministries
- > Lists the categories of foreigners residing in Poland and the most numerous nationalities
- > Lists the rights and obligations of foreigners residing in Poland

Finds a cultural offer in the immediate vicinity

- > Searches the Internet for information on cultural heritage in the immediate vicinity
- > Lists institutions that can be used while in Poland

It takes advantage of the cultural offer available in the immediate vicinity

- > Checks the location of the nearest cultural center, cinema, museum, etc. on the Internet
- > Performs electronic booking of tickets to the cinema, museum, etc.
- > He buys a ticket to the cinema, museum at the box office
- > Checks whether there are formal groups or non-governmental organizations dealing with culture in the immediate area
- > Plans monthly expenses related to culture and social life

### **CREATING OFFICIAL LETTERS, FILLING OUT OFFICIAL FORMS AND KNOWLEDGE OF THE TITLE. FUNCTIONING OF OFFICES IN POLAND**

Prepares an official letter

- > Finds the information necessary to compose a letter or reply to a letter
- > Determines the recipient
- > Formats a letter or uses a ready-made letter template (indicates a place for the addressee and sender, titles, enters the date and place)
- > Prepares an appropriate reply to the received correspondence
- > Uses the rules for the spelling of the Polish language
- > Lists the methods of obtaining a confirmation of receipt of the letter (letter with acknowledgment of receipt, confirmation of delivery, confirmation of handwritten submission)

Completes the official form

- > Reads the instructions (on the form, in the office, on the website of the office) on how to correctly enter information in the individual fields of the form



> Fills in the information in the appropriate fields of the form

> Uses the rules for the spelling of the Polish language

> Checks whether the form has been completed correctly and corrects any errors

It indicates the sources that can be used to create the letter and fill in the official form

> Identifies areas in the created letter or completed form that require help from other people or institutions

> Indicates places where area-specific advice can be obtained

> Asks for help from an institution or person

> Indicates places (also on the Internet) where you can search for sample letters or get help in finding them

Characterizes the administrative system in force in Poland

> Lists the sources of law in Poland

> Lists the court instances and levels of power (including the division into government authority

Uses knowledge about the functions of state offices and self-government institutions)

> Indicates the appropriate offices and prepares the data necessary to settle civil matters

> Specifies the scope of activities of Poczta Polska

> Specifies the scope of activities of emergency services - Police, Ambulance Service, Fire Service

> Defines the scope of activities of the health care service

> Specifies the scope of activities of the education system units

> Specifies the scope of activities of the Tax Office

## **SEARCHING FOR OFFERS, CREATING A CV AND COVER LETTER**

Searches for job offers and assesses their credibility

> Lists the sources of job advertisements

> Sets up filters on the page in order to find the most relevant offer

> Lists the necessary information that should be included in a reliable job offer

> Analyzes the scope of information that the employer provides about himself and verifies its credibility (e.g. in available registers and online resources)

Prepares the information necessary to respond to the offer

> Matches his/her educational experience to the requirements of the offer;

## **I WORK IN POLAND**

The Participant uses knowledge of the types of contracts in Poland

- Lists and discusses the basic differences between employment contracts, contracts for specific work, mandate

- Searches for contract templates on the Internet - for employment, specific work, commission

- Indicates the risks of not reading contracts before signing

Participant uses user information and online resources related to job searching

- Lists the various sources of job advertisements (Internet, newspapers, etc.)

- Verifies the sources of job advertisements in terms of their credibility

- Analyzes the information contained in job advertisements in terms of:

- responsibilities

- the type of contract proposed

- credibility of the company

- requirements for the candidate

- salary

- Analyzes the information contained in job advertisements in terms of usefulness for the development of their own professional career and potential threats, including those related to the risk of illegally working

Uses knowledge about legal and illegal work

- Can judge when work is legal and when illegal

- Lists the risks of working in the so-called "Gray zone" in areas related to:

- earnings

- career development

- health

- retirement

- further stay in Poland (deportation, etc.)

- Lists entities that can control the legality of employment in Poland

He/She can prepare for a conversation with the employer

- Provides information on activities performed at work
- Communicates his needs or comments to the employer in an assertive manner
- Can choose the right outfit for a suitable work occasion

## **PLANNING AND KEEPING A HOME BUDGET**

Participant plans and monitors monthly household budget

- Prepares a statement of income and fixed costs
- Estimates possible money pool for unforeseen expenses
- Analyzes the budget on a monthly basis, including defining categories of expenses
- Estimates the weekly cost of grocery shopping
- Sets spending priorities for the budget in the short and long term
- Calculates the percentage of each spending category within the budget
- Discusses budget plans with other household members, taking into account their needs
- Checks how the budget assumptions are being implemented and communicates this information to other members of the household
- Discusses the rights and responsibilities of household members in the context of managing the household budget

Uses knowledge of credits and loans

- Indicates the differences between: bank credit, loans (short term loans, loan at work)
- Indicates sources of reliable information about finances
- Finds information on records of credit and loan agreements
- Discusses the dangers of improper management of money and the spiral of debt
- Discusses the methods and different criteria for comparing loan and credit offers
- Indicates the positive sides of credit / loan insurance

Participant uses knowledge of the rights and obligations of consumers

- Indicates the benefits and differences in the offers of bank accounts, selects the most advantageous offer
- Knows the types of taxes in Poland.
- Uses knowledge of types of contracts and consumer rights