

# ICT PROFICIENCY ASSESSMENT AND JOB APPLICATION TRAINING/COACHING

This modular program focuses on specialists and professionals in the field of ICT and aims to help them to develop a job application strategy that will bring them success. The first stage of the proficiency assessment evaluates the employability of the program participants. It is followed by a range of different modules that can be attended and combined according to the participants' individual needs and requirements. Individual assignments are set to ensure the practical application of the theory learnt in these various modules.

## TARGET GROUP

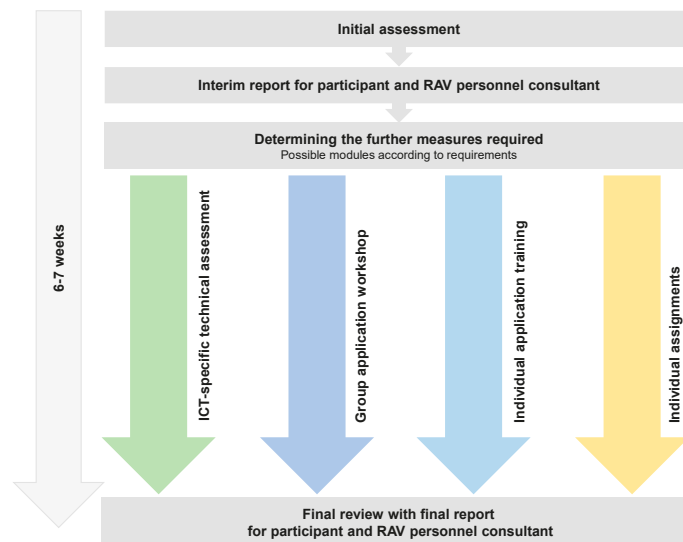
Educated ICT professionals and career changers with at least three years of recent experience in the IT industry in one of the following occupational areas of ICT as defined by swissICT:

- Planning, Control and Consulting (PLAN)
- Design, Engineering, Provision and Implementation (BUILD)
- Operations, Administration and Support (RUN)
- Project Management, Project Supervision and Project Orientation (PM)
- Organization, Process Organization, Structural Organization, Process Design and Allocation of Occupational Titles (ORG)
- Methodology-related Professions (AGILE)
- IT Application (AWI)

## REQUIREMENTS

- A native language other than German
- English skills corresponding to at least CEFR level B2
- PC infrastructure: Internet access, word processing and accessories for video conferencing (camera and microphone) or smartphone

## PROGRAM STRUCTURE



## INITIAL ASSESSMENT

### One-to-one setting, 1 meeting

- Proficiency assessment (employment history, qualifications, skills and personality)
- Drawing up an action plan

A service provided by  
Schweizerisches Arbeiterhilfswerk SAH  
**SAH ZÜRICH**  
Arbeit und Integration

Technology Partner  
Digicomp Academy AG

swissstaffing



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## POSSIBLE MODULES

### ICT-SPECIFIC TECHNICAL ASSESSMENT

#### One-to-one setting, 1 meeting

- Exploring subject-specific formal and informal qualifications
- Identifying the need for further qualification measures to regain employability

### GROUP APPLICATION WORKSHOP

#### Group setting, 5 half-days

- Proficiency Assessment
- Search area
- Search strategy
- Application file
- Self-presentation / interview training

Based on the «Inverted Classroom» teaching method, the participants work through the learning content in self-study with the help of the «SAH online» learning platform. The workshop builds on this knowledge and is designed to be learner-centered. Further questions are discussed in plenary sessions or in small groups, exercises are worked on with immediate feedback. The focus is on the exchange among the participants.

### INDIVIDUAL APPLICATION TRAINING

#### One-to-one setting, a maximum of 8 meetings

- Reflecting on the participant's current approach to job applications and consequent level of success
- Preparing the participant for actual job interviews
- Addressing personality-oriented topics and those connected to the participant's employment history
- Transforming the knowledge acquired in the training sessions into actual promising job applications
- Completion of the application dossier

### INDIVIDUAL ASSIGNMENTS

Testing and implementing the knowledge, skills and abilities acquired in the ongoing job application process

### FINAL REVIEW WITH FINAL REPORT

#### One-to-one setting, 1 meeting

- Summarizing the measures that have been implemented in accordance with the action plan
- Checking the completeness of the application dossier
- Determining the level of maturity achieved by the participant in terms of job application expertise
- Discussing the results of the professional assessment
- Obtaining the participant's evaluation of the program

### REGISTRATION

**Registration is carried out by the personnel consultants of the regional employment center (RAV).**

### LOCATION COURSE CENTER

**Binzstrasse 9, 8045 Zurich, Switzerland**

**There are no parking spaces available at the location.**

### CONTACT

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