

FOR JOBSEEKERS



**Professional
development**

www.mol.fi

Many ways to seek training and a host of reasons for doing so

Rapid changes in working life require not only basic training but the continuous development of professional skills and competence. Choosing a profession is no longer a matter for the young only; professional development issues have to be considered in the later stages of life, too.

The TE Office offers jobseekers (the unemployed or those under the threat of unemployment) and the employed a variety of options for completing personal professional skills and competencies, or training for a completely new profession. All services aim at promoting the employment and longer careers of those participating in training.

Professional development services

- Labour market training
- Self-motivated studies
- Education and vocational information services
- Vocational guidance and career planning services
- On-the-job training and preparatory training for working life
- Vocational rehabilitation

**Educational advice contact number +358 10 19 4901
(from Finland 010 19 4901)**

Labour market training

The aim of labour market training is to develop and maintain the professional competencies of adults. Primarily, this training is intended for adults who have completed their compulsory education, who are unemployed or who are under the threat of unemployment. For students, it is free of charge. The employment and economic development administration procures labour market training e.g. from vocational adult education centres, higher education institutions and other providers of training services.

Vocational labour market training leads to a formal qualification and students can either complete, or partly complete, a basic, further vocational or specialist vocational qualification. Training can also aim at completing interrupted studies at a higher education institution. Further or continuing education is also on offer alongside training in entrepreneur skills for those starting or planning to start a business.

Vocational education can also be acquired **in cooperation with an employer**. In such a case, the training is tailored to meet the needs of both employers and students, with the employer part financing the training and participating in student selection. An entrepreneur or person intending to become one can also participate in training, alongside employees. Leased employees, too, can participate.

Preparatory labour market training can, for instance, be training that focuses on seeking work and education, or professional planning. Training can also improve general IT skills or language skills, and further the integration of immigrants.

You can apply either by completing the electronic application or a form available from the Employment and Economic Development Office. An electronic application submitted via the Internet will be automatically sent to the TE Office in charge of student selection, whereas the paper form should be submitted to your local TE Office in person. In most cases, the TE Office of the location where the training takes place is responsible for student selection.

Information on
labour market
training with
application periods:
TE Offices and
www.mol.fi.

Labour market training benefits

For the duration of labour market training, a student is eligible to receive any unemployment benefit (earnings-related daily allowance/basic daily allowance/ labour market support) to which he or she is entitled during unemployment. If the training is agreed on in the personal employment plan, the student may be eligible for increased unemployment benefit. The prerequisite for receiving unemployment benefit is that the student is a registered jobseeker.

In compensation for any extra meal, travel and accommodation costs due to the training, the student may receive a maintenance allowance. A prerequisite for receiving this is that the student is entitled to unemployment benefit.

Further information on unemployment benefit:

www.kela.fi

www.tyj.fi

Self-motivated studies financed through unemployment benefit

Under certain preconditions, a jobseeker can engage in full-time studies without losing unemployment benefit. Self-motivated studies is subject to agreement with the TE Office.

The student receives unemployment benefit or labour market support for

the duration of the studies. In addition, maintenance support is paid.

If the studies are not eligible for financing through unemployment benefit, the student may still have the opportunity to study on a part-time basis, without losing unemployment benefit.

The preconditions for unemployment benefit in support of self-motivated studies include the following

- Support for studies would fundamentally improve the jobseeker's preconditions for finding employment
- The studies are on a full-time basis
- Support for studies is agreed on in the employment plan or other corresponding plan
- The jobseeker is over 25

Further information on the amounts of unemployment benefit is available from your unemployment fund or Kela.

www.koulutusnetti.fi

www.oph.fi/oppisopimus

Education and vocational information services

The TE Office educational and vocational information service will provide all the information you need on educational options, different lines of work and occupations, and about how to finance your studies. The fastest way to access information is our web service, but you can also fix an appointment with an

education advisor, call, or ask for further information by e-mail. These free-of-charge services are open for all.

By using our education and vocational information services you can

- Discuss professional development issues in person with an education advisor
- Search for information on training, various professions and financing your studies on our website, through our self-service workstations
- Participate in special briefings on training.

This information is intended to help you make a decision on training and professional development.

www.ammattinetti.fi

Utilise the AVO programme and A-career exercises at www.mol.fi.

Vocational guidance and career planning

The vocational guidance and career planning services of TE Offices help you to specify your personal goals and prepare a career plan suited to your needs as a jobseeker.

The vocational guidance and career planning service can help you find answers, for instance to the following questions:

- Which career or training course should I aim at?
- What kind of opportunities do education and working life offer me now and in the future?
- What are my interests and what kinds of positions do I aspire to?
- What are my skills and strengths and what aspects should I develop further?
- How would my health or personal characteristics influence my potential?
- Do I have the courage to embark on a new career?
- How much effort am I ready to devote to achieving my goals?
- How will I go about realising my plans?

A psychologist specialising in vocational guidance will help you with issues concerning career choice or education, by offering the option of group counselling.

Vocational guidance and career planning services are based on confidential cooperation between the applicant and the TE Office.

On-the-job training and preparatory training for working life

As an unemployed jobseeker, you can take part in on-the-job training or preparatory training for working life. This will help you become acquainted with, or return to, working life, while improving your vocational skills and possibilities of finding a job. On-the-job training and preparatory training for working life are good alternatives for trying out new tasks and preparing yourself for working life. They are also ideal ways of finding out which professions and jobs would be interesting and suitable for you.

Your TE Office will find an on-the-job or preparatory training position for you. You can also look for a training position yourself, which will then be approved by your TE Office.

Prior to the beginning of the training period, the TE Office concludes a fixed-term agreement in writing with the jobseeker and provider of on-the-job or preparatory training.

The organiser of on-the-job or preparatory training must ensure that the trainee is provided with the appropriate monitoring and guidance.

On-the-job or preparatory training can be arranged by the state, a municipality, a joint municipal authority, an enterprise, association or other organisation, a foundation or a private entrepreneur.

Please note that a household cannot arrange on-the-job or preparatory training.

On-the-job training

You will qualify for on-the-job training if you are under 25 years of age, have no vocational training and are within the labour market support system. Trainees will receive full labour market support during the training period. On certain preconditions, trainees may also be eligible for maintenance support.

Further information on labour market and maintenance support payments: www.kela.fi

Preparatory training

You may qualify for preparatory training for working life if you are 25 or older, have vocational training, or are receiving the basic or earnings-related daily allowance as unemployment security.

The TE Office is responsible for acquiring on-the-job training and preparatory training positions.

For the duration of preparatory training, you will also receive unemployment benefit (earnings-related daily allowance/basic daily allowance/labour market support) and maintenance support.

Further information:

www.kela.fi

www.tyj.fi

Vocational rehabilitation

Vocational rehabilitation services provided by TE Offices help in preparing plans and making decisions related to work or training, while taking account of the client's health.

Vocational rehabilitation is also arranged by accident and motor insurance institutions, authorised pension providers and the Social Insurance Institution of Finland.

www.vkk.fi

www.tela.fi

www.kela.fi

You can consult the vocational rehabilitation services of TE Offices whenever you need answers to the following:

- What kind of work or training would suit me, regardless of the limitations set by my health?
- Can I continue in my current position or should I consider another profession?
- What are my chances of finding a suitable job or training?
- What kinds of financial and other assistance are available in support of my vocational rehabilitation plans?
- Which rehabilitation provider would be best for me?

National Help Line Työlinja contact numbers

Individual customers

Register as job applicant, vacancies, changed information for job applications, TE Office services, guidance for web services

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tyolinja@TE-toimisto.fi

Educational advice

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Advice on change security

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Advice on unemployment security

+358 10 19 4911
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Telephone charges

To numbers beginning '010 19', local network charge from landline subscriptions, mobile phone charge from mobile phones

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