



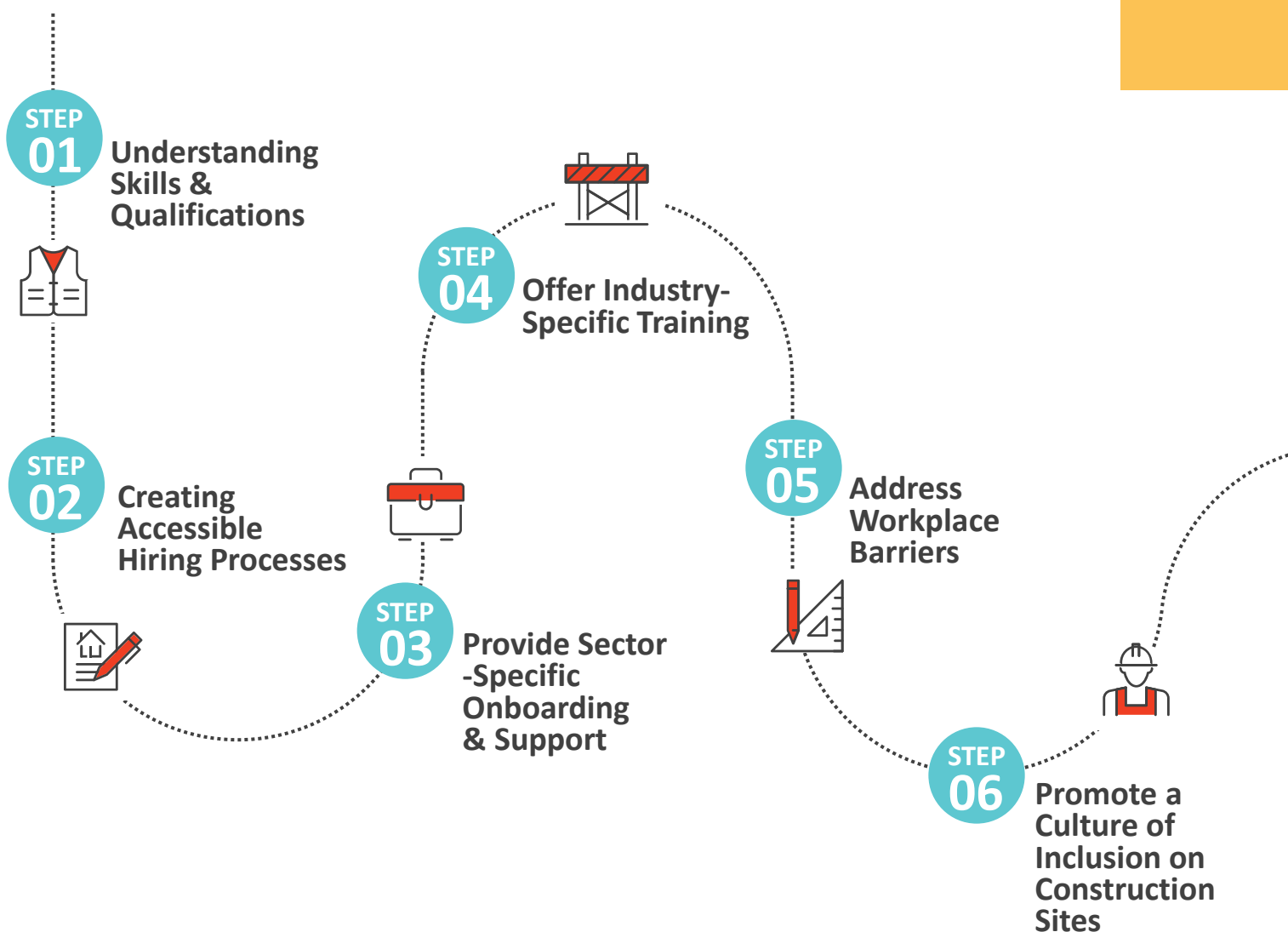
STEP 01:

Understanding Skills & Qualifications

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WELCOME TO STEP BY STEP

Welcome to the **Welcome Work: Step by Step** strategies. We will show you through inclusive practices how to build a thriving work environment for refugees.





STEP 01 - Understanding Skills & Qualifications

In this step we will assess the skills and qualifications of refugees to match them with industry needs.

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01

Conduct a Skills Mapping Exercise

Identify Relevant Skills and Roles

Outline essential construction roles:

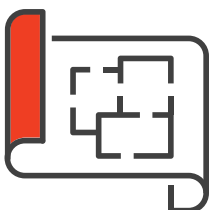
- Technical Skills: Masonry, carpentry, welding, plumbing, electrical work.
- Engineering & Project Management: Civil engineering, site supervision, procurement, budgeting.
- Health & Safety Compliance: Knowledge of safety regulations and standards

Design and Implement Data Collection Tools

- Self-Assessment Surveys: Develop a questionnaire for refugees to document.
- Previous job roles, years of experience, certifications.
- Technical skills and proficiency levels.
- Willingness to undergo training or certification.
- Structured Interviews: Conduct one-on-one interviews for a deeper understanding of practical experience.
- Employer Input: Gather insights from construction companies on key skills required

Develop a Skills Matrix

- Create a structured skills database to document findings.
- Use categorization (e.g., advanced, intermediate, beginner) to highlight expertise levels.
- Identify skills gaps to design targeted training programs



Work with Professional Bodies to Validate Qualifications

Identify Relevant Accreditation Services

- Collaborate with local construction industry regulators and professional trade bodies (e.g., engineering councils, carpenter guilds, electrician certifying agencies).
- Determine qualification equivalency for foreign certifications.
- Verify academic qualifications in your country so you know if candidates meet the requirements.

Facilitate the Recognition Process

- Assist refugees in applying for qualification assessments or conversion courses.
- Offer guidance on bridging programs to meet local certification requirements.
- Provide language and translation support for qualification documentation if needed.

Create Pathways for Certification

- Work with training centers to offer short courses for credential validation.
- Establish partnerships with vocational institutions to create fast-track certification programs.



03

Implement Practical Assessments in Recruitment

Develop Practical Testing Criteria

- Design task-based assessments that mimic real construction work:
- Bricklaying accuracy, carpentry precision, electrical wiring, and plumbing installation.
- Site management simulations for project managers.

Partner with Employers for On-Site Assessments

- Collaborate with construction companies to conduct trial workdays or skills demonstrations.
- Establish mentorship programs where skilled refugees can be paired with professionals for skills verification.

Use Results for Recruitment and Training

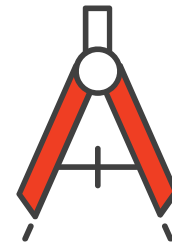
- Assign refugees to appropriate job roles or upskilling programs based on assessment outcomes.
- Offer refresher training for those needing additional support before full employment.
- Provide certificates of competency for those who demonstrate high technical ability.



04

Monitor, Support, and Expand

- Create a tracking system to follow refugees' progress in job placements, training, and certifications.
- Gather feedback from both employers and participants to refine the skills mapping and assessment process.
- Expand partnerships with additional employers, training centres, and industry bodies to scale the initiative.



Organisations Responsible for Accreditation

The Danish Accreditation Institution (AI) is responsible for the accreditation of higher education programmes and institutions. It ensures that education in Denmark meets national standards and quality requirements.

<https://akkr.dk/en/>

COFRAC is the national accreditation body in France.

<https://www.cofrac.fr/>

Quality and Qualifications Ireland is the state agency responsible for promoting quality, integrity, and reputation of Ireland's further higher education system.

<https://www.qqi.ie/>

The Office of Technical Inspection is authorized to recognize qualifications for performing regulated professions and for undertaking or performing certain activities.

<https://www.udt.gov.pl/kwalifikacje-osob/uznawanie-kwalifikacji>

Comunidades Autónomas (regional administrations) is the skills accreditation body in Spain and it is open on a permanent basis.

<https://www.todofp.es/acreditacion-de-competencias/informacion-2024-2025.html>





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