JOB and VOCATIONAL COUNSELLING SERVICES

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PRESENTATION PLAN

- Job and Vocational Counselling Services
- Counselling for Jobseekers
- Counselling for Employers
- Vocational Counselling
- Job Clubs
- Job Coaching for the Disabled
- Skills Inventory Project
- TMS, MBRD, MEDAK
- Vocational Promotion Days
- Euroguidance
- İŞKUR Campus
- Human Resources Platforms

JOB and VOCATIONAL COUNSELLING SERVICES

- The main three target groups of job and vocational counselling service are jobseekers, employers and students.
- Job and Vocational Counsellors support jobseekers registered to İŞKUR to find a job, solve their vocational adjustment problems and improve their professional skills.
- In addition, they systematically support jobseekers in changing their professions/jobs, employers to be informed within the framework of the legislation and meeting their demands, and students in choosing a profession.
- Counselling services are carried out on the basis of individual interviews, group interviews, workplace visits and educational institution visits.

JOB and VOCATIONAL COUNSELLING in NUMBERS (2011-2020)

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COUNSELLING DATA for 2021*

Individual Client-Individual Interview Statistics:

- Distribution by Gender;

Gender	Number of Clients	Number of Interviews
Female	360.363	429.491
Male	628.019	816.759
Total	**988.382**	**1.246.250**

- Distribution by age group;

Age Group	Number of Clients	Number of Interviews
15-19	61.326	71.369
20-24	231.139	285.813
25-29	172.273	216.407
30-34	129.986	165.841
35-39	120.814	154.545
40-44	115.757	148.506
45-49	84.226	108.118
50-54	44.887	58.198
55-59	20.670	27.600
60-64	5.411	7.340
65 ve 65+	1.893	2.513
Total	**988.382**	**1.246.250**

Workplace Visit Statistics:

Number of Workplaces Visited	Number of Workplace Visits
303.437	**389.713**

Educational Institution Visit Statistics:

Number of Educational Institution Visits
1.981

*January-July **2021**

COUNSELLING for JOBSEEKERS

COUNSELLING for JOBSEEKERS

- By realising **individual counselling interviews** with jobseekers, Job and Vocational Counsellors help people to
  - Know themselves,
  - Obtain information on vocations and vocational training places,
  - Address to proper jobs, vocations, courses and programmes for themselves by assessing information they obtain.

- Moreover, they realise **group interviews and job seeking skills seminars** in which following topics are explained;
  - Process of improving job seeking skills and description of skills,
  - Expectations of employers,
  - Methods of preparing CV,
  - Interview techniques etc.

COUNSELLING for EMPLOYERS

COUNSELLING for EMPLOYERS

- By visiting employers within their portfolios, Job and Vocational Counsellors help them on following topics;
  - Introducing İŞKUR services,
  - Taking their labour force demands,
  - Realising their works related to İŞKUR.

- They **constitute a bridge bringing supply and demand sides of labour market together** by meeting demand of employers that need employees.
- Besides meeting current needs of employers, Job and Vocational Counsellors indicate a **road map** for them by determining also the vocations they would need in future.
- Employers are informed about **incentives and supports**. By getting in touch with employers who have Investment Incentive Certificate, employers are enabled to benefit from İŞKUR services.

VOCATIONAL COUNSELLING

VOCATIONAL COUNSELLING

- For students who are going to make field/branch choice and university students who are in the process of career planning;
  - **Vocational counselling service** on getting to know themselves, vocations and opportunities of education and having more detailed information about vocational tendency is provided,
  - **Visits are paid to Education and Training Institutions.**

- **Group studies** in which the importance of choosing a vocation and points to be paid attention are explained, information regarding vocations are given, and opportunities of vocational training and a higher option of education and training etc. are explained are realised.

JOB CLUBS

JOB CLUBS-I

- Job Clubs is an intensive job and vocational counselling programme, which aims to give methodical and motivation support for the groups, which require special policy such as women, youth, the disabled, long-term unemployed, ex-convicts and drug addicts.
- In a Job Club, studies lasting 2-5 days are realised with groups that contain up to 15 people. In these studies, theoretical and practical information are provided so participants get to know about their skills, acquire information on labour market, prepare effective CVs, and learn what they should do in job interviews.
- In this scope, **80 Job Clubs** were established in **72 provinces**. Works of expansion throughout Turkey will continue until the end of 2021. From the establishment till today, **102,680 people** benefit from Job Clubs.

JOB CLUBS-II

Employers' Visits to Clubs

Employers, successful actors of business life, are invited to Job Clubs and it is enabled them to meet job seekers. Human resource specialists of employers or firms present information to the participants on significant points in participation in working life. Theoretical trainings they hear from the employers in person creates a great impact on the participants.

Active Participation in the Process

Peer-counselling is utilised in Job Clubs. Thus, active participation of members in the process is ensured. This way rises self-reliance of individuals. While this aspect increases the self-confidence of individuals, it also strengthens the friendship between members and enables them to inform each other about business opportunities.

Simulations

Theoretical trainings are consolidated with practices in Job Clubs. Roles are defined for the participants on matters like interviews, telephone calls with employers. Afterwards, mistakes and right actions made in the interview are evaluated by the all participants.

Success Stories

Former Job Club beneficiaries who are employed are invited to clubs and it is ensured that they share their experiences to new participants. It has been seen through observations made that these application has a motivating impact on members..

ONLINE JOB CLUBS

- Job Club activities which were done face-to-face until the beginning of the pandemic have started to be carried to online as of June 2020.
- In addition to measures of delivering online service regarding health, this service has benefits such as;
  - Increase in access to services,
  - Delivering counselling services in places having no Provincial Directorates and Service Centres.
- Totally **25,588 people** benefitted from online trainings of Job Clubs till the end of July 2021.

JOB COACHING for the DISABLED

JOB COACHING for the DISABLED-I

- In order to **improve** and **standardise the capacity of the services of the Agency**, as of 2018, studies were initiated to implement the **supported employment model**, which is applied in many developed countries in the world in order to bring disabled individuals to employment
- Studies which were started for the infrastructure of the model **in 8 pilot provinces** in 2018 are applied **in 73 units in 51 provinces now.**
- In the scope of training, method and application, studies of expansion to 81 provinces are carried out.

JOB COACHING for the DISABLED-II

Ensuring the **sustainable employment** of the disabled,

Convincing employers to employ the disabled,

Referring the disabled to jobs/professions appropriate to their **skills and qualifications**,

Creating a **follow-up mechanism** for the disabled through **Individual Action Plans**,

Making the Agency's services offered to the disabled more qualified

Project Starting Point:

The core starting point is to provide the necessary support for the permanent employment of the disabled to whom service is rendered.

SKILLS INVENTORY PROJECT

- «Skills Inventory Project» is an investment project that targets to create skills and quality needs database by making job analysis on vocation basis
- Current working life focuses on **qualifications and skills** rather than vocations. Therefore, Skills Inventory Project grounds on putting qualifications and skills forward and matching job vacancies and job seekers on the basis of skills within this scope.
- With the project, it is aimed to
  - **Analyse vocations in Turkish Vocations Glossary (TMS)** defined as compatible with ISCO 08 throughout the country,
  - **Make job analysis for these vocations based on skills and quality basis by grouping them in terms of sectors,**
  - Form a software and hardware that will allow the **matching system** of the Agency **to be realised via qualifications and skills** with skills inventory made.

OTHER ACTIVITIES AND SERVICES DELIVERED

TURKISH VOCATIONS GLOSSARY

- Turkish Vocations Glossary (TMS), in which job and vocations in the labour market are classified according to **International Standard Classification of Occupations (ISCO)** and standard mission descriptions of job and vocations take place, is an important source of reference used by employment services of our Agency, and also by public and private institutions and organisations within this field.
- **By now 7,500 job/vocation descriptions** have been made in Turkish Vocations Glossary, and it is submitted to information and use of the public and private institutions, including primarily Social Security Institution, relevant and the relevant persons.
- Vocations are indicated with **6-unit code structure** in Turkish Vocations Glossary, and the first four digits describe the group the vocation refers and the sixth digit describes the vocation.

VOCATIONAL COUNSELLING COMMISSION (MEDAK)

- MEDAK Members: **The Ministry of National Education, Turkish Statistical Institute, Council of Higher Education, Small And Medium Industry Development Organization, Vocational Qualifications Authority, The Union of Chambers and Commodity Exchanges of Turkey, Turkish Confederation of Employer Associations, Confederation of Turkish Tradesmen and Craftsmen, Confederation of Turkish Trade Unions, The Ministry of Industry and Technology (Directorate General for Productivity)**
- **Missions;**
  - It reviews all points regarding improvement and expansion of Vocational Information, Guidance and Counselling (MBRD) services and ensures that decisions are taken on this matter.
  - It approves vocational information files to be brought into use in vocational information centres.
  - Decisions taken in provincial employment and vocational training boards are shared to improve.
  - Policy and implementation strategies are formed in the area of vocational guidance through common language and terminology.
  - Member institutions and organisations share studies they realised with the international institutions and organisations regarding MBRD services in line with their working areas.

PROTOCOL ON VOCATIONAL INFORMATION, GUIDANCE AND COUNSELLING SERVICES AND MEMORANDUM OF UNDERSTANDING

- In 2004, the Protocol on Vocational Information, Guidance and Counselling (MBRD) Services was signed in order to ensure cooperation and coordination in vocational information, guidance and counselling services.
- The parties and executors of the signed Protocol are **MoNE, MoLSS, the Ministry of Development, TURKSTAT, CoHE, İŞKUR, KOSGEB, the Ministry of Science, Industry and Technology, TOBB, TİSK, TESK, TÜRK-İŞ**.
- Based on the text of the memorandum, the **Vocational Counselling Commission (MEDAK)** studies are carried out four times a year under the chairmanship of our Agency with the participation of the party institutions/organizations.
- The **90th MEDAK meeting** was held in June 2021.

VOCATIONAL PROMOTION DAYS

- With the "**Vocational Promotion Days**" activities launched in 2015; it is aimed to
  - help students before their university preferences.,
  - eliminate the individual and social negative effects of choosing the wrong profession.
  - increase the awareness and recognition of our institution and ensure that our young people are not alone on their career path.
- With the Vocational Promotion Days, the promotion of many vocations is made by the experts of the vocation.

2015	31.150 Students
2016	16.102 Students
2017	34.442 Students
2018	20.246 Students
2019	36.031 Students
2020	9.283 Students
2021	667 Students
Total	**147.921 Students**

JOURNAL OF SUPPORT TO VOCATIONAL SELECTION:

In order to

- increase the employability of the workforce,
- support the unemployed and those, who are at the stage of choosing a profession, in referral to a profession/job and in their career planning, and
- increase the level of knowledge and interest of students who are at the stage of choosing a profession, their parents and guidance teachers, the **" Journal of Support to Vocational Selection"** is prepared for its distribution across Turkey through seminar.

VOCATIONAL INFORMATION CENTRES

- They are centres where information resources containing information about vocations, vocational training places and working life are found and these resources are made available to those in need. Currently, there are **52 CMBs in 46 provinces** within the body of Provincial Directorates/Service Centres, which have physically sufficient, appropriately qualified and sufficient personnel.
- There are **1.002 Vocatıonal Information Files.**

VOCATIONAL KNOWLEDGE BOOKLETS

- For students studying at secondary and high school level throughout Turkey and for other target audiences,
  - **250 vocation-related,**
  - **8 vocational information booklets** are available to young people.

4 Meslek Bilgi Kitapçığı

Acil Tıp Teknisyeni

Acil Tıp Teknisyeni saat ve süre gözetmeksizin, hastaya hızlı ve doğru bir şekilde destek vermeyi amaçlayan kişidir. Meslek ile ilgili detayları diğer sayfada bulabilirsiniz.

Acil Tıp Teknisyeni; kaza, yangın gibi felaketler sonucunda yaralananlarla, kalp krizi, felç, solunum yetersizliği gibi nedenlerle hastalanan insanlara iyileştirici yönde müdahale yapan kişidir.

Acil Tıp Teknisyenleri;

- Yaraları tedavi eder, sarar,
- Şiddetli kanamaları önler,
- Solunumun durması hâlinde suni teneffüs yapanır,
- Zehirli maddeleri vücuttan temizler,
- Deriyi yıpratan maddeleri temizler,
- Şoka giren hastaları şoktan çıkarmaya çalışır,
- Tansiyon ölçer, iğne yapar.

Acil Tıp Teknisyeni olmak isteyenlerin insanlara yardım etmekten hoşlanan, dikkatli, temiz, titiz, soğukkanlı, ani durumlarda hızlı ve doğru karar verebilen kişiler olması gerekir. Acil Tıp Teknisyenleri bazen açık havada (trafik kazaları vb. durumlar) bazen de hastane vb. sağlık kuruluşlarında kapalı ortamlarda çalışırlar. Çalışma saatleri düzenli olmayıp gece nöbetleri vardır. Çalışırken hastalarla, hasta yakınları ve diğer sağlık personeliyle iletişimde bulunur.

Mesleğin eğitimi, mesleki ve teknik ortaöğretim okul/kurumlarının Acil Sağlık Hizmetleri alanı, Acil Tıp Teknisyenliği dalında verilmektedir.

Acil Tıp Teknisyenleri genellikle kamu ve özel hastaneler, poliklinikler ve sağlık ocaklarında çalışırlar. Ayrıca acil yardım istasyonları, ambulanslar ile Türkiye Hudut ve Sahiller Sağlık Genel Müdürlüğünde de çalışabilirler. Meslekte iş bulma olanağı özel sektörde yetenek ve bilgiye bağlıdır.

BENZER MESLEKLER: Hemşire Yardımcısı, Sağlık Memuru

VOCATIONAL APTITUDE TEST BATTERY(VATB)

- It is **one of the measurement tools** used within the scope of job and vocational counselling services to help define the traits of individuals.
- It consists of **346 questions** in total.
- It has been applied to approximately **142 thousand people** since 2013.

GENERAL APTITUDE TEST BATTERY (GATB)

- It was developed by the Employment Unit of the US Department of Labour in order to measure the skills required by the professions. It is a test tool consisting of 12 parts, translated into Turkish in 1996, and the right to adapt and use was given to our Agency .
- Reliability, validity and norm studies were carried out on GATB tests and they were completed and put into practice in 2001.
- The test results were used to support the job and vocational counselling services in the Agency and to assist students and job seekers in choosing a job and profession consciously.
- It was applied to 521 people in total between 2003 and 2007.

EUROGUIDANCE

- The European Guidance Centre (Euroguidance) started its activities in 1992 with the decision of the EU Commission and has continued to work under the name of Euroguidance since 1995.
- **Since 2009, our Agency,** as the **representative of Turkey of the European Guidance Centre** has;
  - followed the guidance trends in Europe through events such as conferences, congresses, seminars, workshops and training,
  - produced printed and electronic resources for career guidance and counselling practitioners,
  - contributed to the development of vocational guidance and counselling systems and the education-employment relationship in our country within the scope of lifelong guidance.

euro | guidance

İŞKUR CAMPUS

- With the **studies of «İŞKUR Campus »,** it is aimed to
  - provide Job and Vocational Counseling by contacting University students more closely,
  - provide counselling service in the form of individual interviews and group interviews on the subjects such as interviews with employers, job seeking methods, recognition of the labor market, preparing a CV, especially for students who are about to graduate, in order to enable them to get prepared for the labor market,
  - enable White-collar employees to benefit from Intensive use of Institutional services.
- İŞKUR Campus operates **in 165 universities in 81 provinces** across Turkey.

HUMAN RESOURCES (HR) PLATFORMS-I

- HR Platforms are **customized counselling services for employers** that identify workplaces having **a human resources department within the workplace and preferably minimum 10 employees** as the target audience.
- HR Platforms were created **to inform employers and improve services and awareness for employers**.
- This structure, which was established with the studies started in 2018, also allows the contact information of the managers/HR officials of the member companies of the HR Platform of the provinces to be listed up-to-date. In this way, employers are **promptly informed about the Agency's services**.
- There are **a total of 106 HR Platforms in 81 provinces.**
- .

HUMAN RESOURCES (HR) PLATFORMS-II

- **The objectives are to**
  - **establish local networks on behalf of the labour market** by exchanging information with the help of different communication tools such as face-to-face communication with employers, e-mail groups and messaging applications,
  - **transfer information quickly and effectively** to employers about our Agency's services,
  - strengthen the **private sector-İŞKUR cooperation** by organizing regular meetings, seminars and training organizations.

- The HR Platform activities will not only promote our Agency services to employers/HR representatives, but also increase the rate of influence of our Agency in the private sector by influencing the cooperation between the private sector and İŞKUR.

İŞKUR
TÜRKİYE İŞ KURUMU

Daima Yanınızda...

THANKS

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