

migrant
literacies



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Digital skills for improving employability of Migrants

by Solidaridad Sin Fronteras

This workshop took place originally in March, 2019, in Alcorcón, one of the biggest suburbs of Madrid Region, and it has been implemented twice a month since then, due to the demand of our users. In this workshop trainers support migrants for the acquisition of the skills to use digital tools and Video CV for improving their employability. They learn to use their mobile devices and social media as tools for finding job opportunities, marketing themselves and gaining soft skills which boost employability and thus social inclusion within host communities. This workshop aims to help migrants to present their job-related skills and use their communication abilities (clear speech, present themselves, hosting country' language/ native language competences) during a job interview.

GENERAL DESCRIPTION

SHORT SUMMARY	<p>Migrants usually don't have enough digital competences, which constitutes the first and main barrier to access to the labour market</p> <p>The aim of this workshop is to provide migrants with the basic-intermediate digital skills to enhance their employability, by acquiring the necessary knowledge for finding a job using internet, preparation of documents (including CVs, cover letters), and data processing, as these are essential skills for most of current jobs.</p>
TARGET GROUP	<p>Migrants (men and women) with work permit.</p> <p>Up to 10 participants</p> <p>Intermediate literacy required</p> <p>Low digital skills oriented</p>
TIME	<p>3 Didactic Units (3 steps)</p> <p>Step 1: Basic digital skills 2 hours</p> <p>Step 2: Related competences related to job searching 2,5 hours</p> <p>Step 3: Using digital tools for improving the employability of migrants 1,5 hours</p> <p>Total: 6 hours</p>
FORM	<p>External workshop / project work</p>
SPACE	<p>Room with computers and Wi-Fi</p>
TOPICS COVERED	<p>Digital competences, digital tools to improve employability, apps to learn and improve hosting country' language.</p>
TOOLS	<ul style="list-style-type: none">• Computers• Projector• Paper• Markers• Text processor• Google apps• Europass• Translator apps

OBJECTIVES	<ul style="list-style-type: none"> • Provide migrants with the very-basic concepts about digital tools and the use of the computer and Internet • Develop the necessary skills to improve the employability of migrants. • Get to know the different digital resources available for finding a job • Help migrants to enhance their self-sufficiency and their language skills by using digital tools
LINGUISTIC SKILLS	<ul style="list-style-type: none"> • Vocabulary related to employment • Identification of professional competences (to acquire new vocabulary) • Writing in the language of the hosting country
DIGITAL/ MEDIA LITERACY REFERENCE	<ul style="list-style-type: none"> • Use of Google apps • Obtain competence for using Office software • Use of text processor for making CVs and cover letters • PC writing • Using social media for job searching.

STEP BY STEP DESCRIPTION

STEP 1

Time
2 hours

Activity description
Basic digital skills

Objective

Provide migrants with the very-basic concepts about digital tools and the use of the computer and Internet.

1. Basic theoretical-practical knowledge about the world of computers.
2. Introduction to Internet browsing.
3. Creation and use of electronic mail.

Material

- Computer
- Projector

Literacy skills

Basic words about computers and internet environment.

STEP 2

Time
2 hours and 30 min..

Activity description
Using digital tools for improving the employability of migrants

Objective

- Develop the necessary skills to improve the employability of migrants.
- Get to know the different digital resources available for finding a job .

1. Preparation of the Curriculum Vitae and cover letter: use of Europass format
2. Digital tools for active job search: online employment pages and apps for job searching.
3. Selection processes: how to optimize the application.
4. Sending of candidatures to offers and self-candidacies to companies.
5. Search for other employment-related resources (trainings, social services, etc.).

Material

- Papers
- Projector
- Computers

Literacy skills

- Digital skills
- Linguistic skills
- Media skills

STEP 3

Time

1 hour and 30 min.

Objective

Help migrants to enhance their self-sufficiency and their language skills by using digital tools.

Material

- Papers
- Projector
- Computers

Literacy skills

- Digital skills
- Linguistic skills
- Media skills

Activity description

Related competences related to job searching

1. Programs and applications for mobile to learn, improve or improve the level of Spanish
2. Training in the use of public e-government platforms

