



QUALIFYING DIFFERENCES



# HOW TO FIND A JOB?

A guide for people with disabilities  
UILDM SAVIANO, ITALY

# Index

<b>INTRODUCTION</b>	<b>1</b>
<b>EMPLOYMENT POLICIES AND STRATEGIES: A LOOK AT EXISTING LEGISLATION AND CARE SERVICES FOR PEOPLE WITH DISABILITIES</b>	<b>3</b>
Relevant Regulations	4
Assistance services	8
<b>TOOLS FOR EMPLOYMENT RESEARCH OF PEOPLE WITH DISABILITIES</b>	<b>15</b>
CV	16
Cover Letter	18
Interview	19
Internships	20
<b>CASE STUDIES: TESTIMONIES AND PROJECTS</b>	<b>22</b>
Jobmetoo People	23
PLUS (For Useful and Social Work)	23
Salvatore Allocca	24
Giovanni De Luca	25
<b>SOURCES</b>	<b>27</b>

The image features a large yellow geometric shape on the left side, which tapers towards the bottom right. A white banner with a slight drop shadow is positioned at the bottom right, containing the text 'INTRODUCTION'.

# INTRODUCTION

---

The aim of this guide is to provide the basic information needed to find employment for people with disabilities.

Therefore, what follows is a comprehensive overview of the specific tools and services that the Italian State makes available to citizens with disabilities to guarantee the fundamental right to an adequately remunerated job and to foster the development of the individual's independence.

However, given the continuous updating of the systems, as well as the dynamics that regulate the intermediation for work, it is necessary to specify that the information contained in this document - such as, for example, that relating to the laws in force or active welfare services - is to be considered current for the date on which it was collected and drafted.



## **2. EMPLOYMENT POLICIES AND STRATEGIES: A LOOK AT EXISTING LEGISLATION AND CARE SERVICES FOR PEOPLE WITH DISABILITIES**

---

With Law no. 482 of 2 April 1968 "General regulations on compulsory recruitment in public administrations and private companies" - repealed by Law no. 68 on 12 March 1999 - there was the first organic reference on the compulsory hiring of people with disabilities in *private companies and state administrations, including those with an autonomous system, regional, provincial and municipal administrations, state and municipal companies, as well as the administrations of public bodies in general and institutions subject to government supervision of war invalids, military and civilian invalids, invalids on duty, civilian invalids, blind, deaf-mute, orphans and widows of war or service or work invalids, ex-tuberculosis and refugees* .

(Law n. 482/68: <http://www.handylex.org/stato/I020468.shtml>)

Currently, the Italian legal system recognizes people with disabilities with a reduction in working capacity of more than 45% as belonging to the so-called protected categories which, by law, are therefore entitled to a facilitation in accessing the world of work (Law no. 68/99 - discussed later). At the same time, the same companies subject to the obligation are granted an incentive.

A public or private company that reaches a minimum of **14 employees**, must therefore mandatorily employ people with disabilities in the following measures:

- 7% of workers employed, if they employ more than 50 employees;
- 2 workers, if they employ from 36 to 50 employees;
- 1 worker, if they employ from 15 to 35 employees.

In order to provide a comprehensive information framework on the statutory rights of persons with disabilities, it is appropriate to analyse the main milestones that have led to the current situation described above.

### **Relevant Regulations**

***Law no. 104 of 5 February 1992 - Framework law for the assistance, social integration and rights of disabled people***

This measure represents a point of arrival as an affirmation, in its contents, of a new way of conceiving people with disabilities - also in terms of terminology - and their needs within

society, while at the same time constituting a fundamental starting point for the implementation of policies better suited to meet the new requirements of full citizenship and integration of the disabled population.

Specifically, the working environment is regulated mainly through Articles 17, 18, 19. In particular:

- Art. 17 "Vocational training" - It regulates the implementation of professionalizing courses specifically for people with disabilities and allocates funds for the organization of internships, internships and projects to start work;

- Art. 18 "Work integration" - Rules the establishment and maintenance of the regional register of bodies, institutions, cooperatives, guided work centres, associations and voluntary organizations that carry out activities suitable for the integration and work integration of people with disabilities;

- Art. 19 "Persons entitled to compulsory placement" - It provides that compulsory placement shall also apply to those who are suffering from mental disabilities and have a working capacity that allows them to be employed in compatible tasks.

***Law no. 68 of 12 March 1999 - Rules for the right to work of disabled people***

This amendment regulates the protection of disabled workers for the first time, providing specific guidelines for the promotion of the inclusion and integration of people with disabilities into the world of work, referring both to job seekers and entrepreneurs. Over the years the law has been taken over and updated several times in order to strengthen protection for disabled workers.

Article 1 "Placement of the disabled" defines that the targeted placement applies to:

- people of working age suffering from physical, mental or sensory impairments and the intellectually handicapped, which result in a reduction in working capacity of more than 45%;
- persons disabled at work with a degree of disability of more than 33%;
- blind or deaf-mute people;
- invalids of war, civilian invalids of war and invalids for service.

In case of post-employment accidents, due to illness or accidents in the workplace, the law protects the maintenance of the job by placing specific constraints and duties on entrepreneurs.

The concept of targeted placement for people with disabilities is established, meaning *that set of technical and support tools that allow to properly assess people with disabilities in their working abilities and to put them in the right place, through analysis of workplaces, forms of support, positive actions and solutions to problems related to environments, tools and interpersonal relations in everyday workplaces and relationships.*

(Law n. 68/99: <http://www.parlamento.it/parlam/leggi/99068l.htm>)

As mentioned above, Law no. 68/99 defines the establishment of "reserve quotas", i.e. the obligation for companies to employ people with disabilities according to the number of employees they have. Originally, those who employed between 15 and 35 employees were required to do so, triggering the obligation only in case of new hiring. Since 2018, with the so-called Jobs Act (specifically through Legislative Decree no. 185 of 24 September 2016), the obligation to hire is triggered when 14 employees are hired according to the measures listed above.

The economic and regulatory treatment provided by collective agreements are applied to hired workers. In case of worsening of health conditions or significant changes in the work organization, the disabled worker may request that the compatibility of the tasks entrusted to him/her with his/her own state of health be ascertained.

In addition, through this regulation:

- special agreements have been defined for work integration, in particular: the performance of traineeships for training or orientation, hiring with a fixed-term employment contract, the performance of probationary periods longer than those provided for in the collective agreement, provided that the negative outcome of the test, if it is attributable to the impairment from which the subject is affected, does not constitute grounds for termination of the employment relationship ;



(Law n. 68/99: <http://www.parlamento.it/parlam/leggi/99068l.htm>)

- The Regional Fund for the employment of the people with disabilities was set up, consisting mainly of the amounts resulting from the administrative penalties provided for in this law, as well as the contributions paid by employers themselves in accordance with the provisions set out in the legislative text, to be used to finance regional employment programmes and related services.

For further information please consult the law at the following address:

<http://www.parlamento.it/parlam/leggi/99068l.htm>

***Legislative Decree no. 216 of 9 July 2003 and Decree Law no. 76 of 28 June 2013***

Legislative Decree No 216 of 9 July 2003 implements Directive 2000/78/EC on equal treatment in employment and occupation by laying down provisions relating to the implementation of equal treatment between persons independently from religion or belief, disability, age or sexual orientation as regards employment and occupation.

In 2013, the European Court of Justice enshrined the concept of disability, which establishes a general framework for equal treatment in employment and occupation, defining its interpretation on the basis of the existence of a pathological state, caused by an illness diagnosed as treatable or incurable, where such illness leads to a limitation, resulting in particular from physical, mental or psychological impairments, which, in interaction with barriers of different kinds, may hinder the full and effective participation of the person concerned in professional life on an equal basis with other workers, and such limitation is of long duration.

Italy was condemned for failing to adequately transpose Article 5 of the EC Directive on employers' obligations to adopt "reasonable accommodation" for people with disabilities in the workplace to ensure "equal conditions". It is therefore with Decree-Law no. 76/13 (also known as the "Labour Decree", converted by Law no. 99/13) that this provision is also transposed into Italian law.

### Legislative Decree no. 151 of 14 September 2015

In this context, it is also necessary to consider Legislative Decree no. 151/2015 "Provisions for the rationalization and simplification of procedures and requirements for citizens and businesses and other provisions on employment relations and equal opportunities, in implementation of Law no. 183 of December 10, 2014", which provided for the issue of one or more legislative decrees (to be adopted within 180 days) with which to define specific guidelines on the targeted placement of people with disabilities in order to facilitate their employment on the basis of certain principles such as:

- the promotion of an integrated network with the social, health, educational and training services of the territory and with INAIL ( the National Institute for Insurance against Accidents at Work);
- the promotion of territorial agreements with the comparatively more representative trade union organisations at national level, associations of people with disabilities and their families and other third sector organisations;
- the identification of bio-psycho-social evaluation methods of disability and the definition of the criteria for the preparation of employment integration projects that take into account the barriers and environmental facilitators detected;
- the analysis of the characteristics of the jobs to be filled, also with reference to the reasonable accommodation to be adopted by the employer;
- the promotion of the establishment of a job placement manager in the workplace, with the task of preparing personalised projects and solving problems related to working conditions (so-called "Disability manager" figure);
- the identification of good practices of work inclusion.

However, despite the willingness to proceed with a targeted placement reform, no implementing legislative decrees have yet been issued.

## Assistance services

### The Integrated Desk

It represents a form of facilitation activated by the territorial ASLs (Local Health Authorities) to provide citizens, within each Socio-Sanitary District, with a unitary access point to obtain information on opportunities and services provided by the State.

This information desk shall perform the following functions:

- to provide information, updated in real time and available online for the operator, concerning the different opportunities, resources, services, facilities, services of the existing domicile system and accessible to the users of the territory;
- make a first reading of the needs, proposing to the citizen the services and services accessible to him/her, according to the type of need;
- collect applications for access to services and facilities and, where appropriate, forward them to the relevant departments;
- offers the citizen the services and facilities suitable for him;
- send complex and/or delicate situations to specialist services and operators, which may need to be subsequently assessed and taken care of in an integrated manner.

The Integrated Desk is therefore the first service available to citizens, aimed at promoting equal opportunities of access to information and services by those who need/righteously need them, to bring back to units access and parcelled interventions that the same citizen makes at different services and bodies, to promote interaction and integration between services and bodies, to simplify bureaucratic procedures for the citizen. The person in charge in each seat of the Socio-Sanitary District, can also operate in decentralized offices such as municipalities or districts as long as the network sharing of information and access to services is guaranteed.

### **Employment Integration Service (SIL)**

The Employment Integration Service (SIL), aims to promote and support the occupational integration of disadvantaged people, pursuing the following objectives:

- improve the quality of life of people in a disadvantaged situation, favoring the ability to become themselves protagonists of their own individual project through pathways of employment;
- offer through work experience opportunities for growth and fulfilment, but also for the assumption of a social role through experiences conducted in real work contexts;
- to promote synergies to achieve the labour and social integration of disadvanta-

ged people in their living environment.

SIL operates through:

- knowledge and assessment of individual needs of people and companies;
- the planning and management of individualized pathways of work integration for a positive match between labour supply and demand;
- the monitoring of experiences;
- the promotion of collaboration between actors (institutions, enterprises, vocational training systems, social and voluntary cooperatives, associations of disabled people and their families);
- the collaboration with the services and Employment Centres of the Province in the management of Law no. 68/99.

In order to achieve these objectives, SIL realizes orientation, training and mediation paths to promote the meeting between disabled people and the work context through the structuring of personalized projects diversified according to the needs of individual subjects. These projects can be traced back to three fundamental categories:

- Guidance interventions to assess the person's potential and aptitudes in a work situation in terms of autonomy and learning the basic rules for a job placement;
- training interventions in situations for the overall maturation of the personality, for the rehabilitation of functions and competences in the psychic, psychomotor and/or relational sphere, for the acquisition of social competences and for the learning of working skills;
- mediation interventions at the placement to encourage the learning of specific working skills, the achievement and maintenance of a working relationship.

The beneficiaries of the SIL interventions are people with disabilities recognized as more than 45% or recognized as such pursuant to art. 3 of the above mentioned Law no. 104/92.

It is possible to access the Employment Integration Service by activating a request independently, on the action of the family members on behalf of the person concerned or on the report of competent services. Following the evaluation and taking charge of the person, the

service starts an insertion path supported by a personalized project.

### **Employment Centres**

Young intellectually handicapped people seeking employment can apply to the Provincial Employment Centre, which generally provides a branch or a specific person in charge for the registration of handicapped people in accordance with Law no. 68/99.

It is necessary for individuals to present themselves with:

- original disability certificate (not photocopies or photos), issued by the civil invalidity commission of the ASL of residence - which must result in a percentage higher than 45%;
- ID and Social Security number;
- all original documents certifying the qualifications achieved and any certificates of attendance at pre-work and/or vocational training courses, qualifications. It is not sufficient to present a self-certification at the time of registration.

All members are given a score calculated on the basis of seniority of registration, the number of dependent family members, income and the percentage of disability.

### **Targeted placement**

As specified in the paragraphs concerning the reference legislation currently in force, Law no. 68/99 introduced the methodology of targeted employment, through which companies can hire handicapped people by means of specific projects that allow them to adequately assess individuals on the basis of their actual work skills, subsequently placing them in a suitable job position.

It is also regulated that the working environment, following the placement of the person with disability and in order to promote a profitable work performance, is properly adapted to his specific needs through:

- the provision of any technological or analogical instrumental aids necessary for the individual;

- the removal of any architectural barriers present in the work structure.

In case of intellectual disability, the targeted placement provides for the presence of a reference operator, whose initial task is to prepare the work environment, foster interpersonal relationships, facilitate the learning of the tasks so as not to create damage to the general trend of production and help the person assisted to enter the company organization.

### **Work Placement Service**

The Provincial Employment Centre makes use of the Job Placement Service which in turn serves to implement the targeted placement in the company. For the implementation of this service, trained operators are involved with the aim of assisting the disabled person to be placed in the company, supporting him/her in the early stages of start-up and being available in case of problems arising after placement.

In addition, it may be the same person with a disability, especially if intellectually or physically handicapped with limited autonomy, to ask for the Employment Insertion Service to take charge.

### **Territorial support services for job placement**

Although the services to be listed date back to 2016, it is considered useful to mention them as examples of the opportunities available to disabled people entering the world of work, both in terms of evidence of the realities that the state and regional authorities realize for the employment of disabled people, and of opportunities in the area.

- The training islands (Province of Varese) - These are workshops within companies where disabled workers, as trainees, are supervised and coordinated by a tutor. This modality allows to carry out the training activity in a real context, favouring the concrete learning of the working tasks of specific areas and the socialization to rules and interpersonal relationships. In this way it also allows a guided and gradual transition from activities carried out in a protected place to activities of the normal work cycle .

- The evaluation of potential (already in use in the provinces of Milan, Monza-Brianza, Bergamo and Varese) - Disabled people enrolled in the Targeted placement are assessed in depth from the point of view of skills and difficulties to understand which occupations are

most suitable for them. Special forms are made available to employers in order to detect the training and work histories, as well as the personal condition of the candidates, in order to better identify the individuals to be hired.

- The development of territorial networks (Provinces of Lodi, Mantua and Cremona) - The service aims to consolidate the district connection between accredited operators and social welfare and health services, through professional teams and shared working methods, so as to activate personalized interventions on disabled people. The network allows a better knowledge of the people assisted and a better use of available resources.

- Hospital work placements - Due to the delicacy and complexity of the activities carried out within hospital companies, these entities have more difficulties in covering their reserve shares. For this reason, the Province of Milan has set up a series of framework agreements with them in order to be able to assign work orders to cooperatives that employ disabled people for certain services such as, for example, cleaning, maintenance, gardening.

- Social agriculture project (Province of Mantua) - These are training modules specifically dedicated to young people with psychiatric or intellectual disabilities leaving school. The AdS (Azione di Sistema – System Actions) has created a memorandum of understanding between the services of the Targeted placement and the educational institutions for the creation of innovative training modules and work placement internships.

### **New active policy " Guarantee IN (INsertion, INclusion, INtegration)".**

On 7 January 2020, the Campania Region approved the Call regarding the new active policy "Guarantee IN (INsertion, INclusion, INtegration)", an initiative aimed at establishing a series of measures aimed at people with disabilities under Law no. 68/99, resident in Campania, who intend to start their own business, enter the world of work, do extracurricular traineeships or further training courses.

In particular, with regard to self-entrepreneurship, about €1 million has been allocated to support entrepreneurial initiatives in favour of people with disabilities; the funding covers operating and investment costs, with a maximum of €25,000 per capita.

It is possible to apply for the contribution by filling in the application form issued by the local Employment Centre and following the instructions provided by the body.

Following the submission of the application and the applicant's identity card, Campania Region will carry out the examination of the applications for assistance admitted to the technical-economic and financial evaluation phase of the proposals. Applications will be evaluated on the basis of the date of submission and until the funds are exhausted.

The purpose of this initiative is also to support post-recruitment pathways, therefore, funding has been provided for the acquisition of specialist skills aimed at completing the professional profiles of new hires with disabilities, thus bridging the training gaps found and aligning their team on the basis of the company's needs.

Companies not subject to the employment obligations regulated by Law no. 68/99 may also access loans.





**TOOLS FOR EMPLOYMENT  
RESEARCH OF PEOPLE  
WITH DISABILITIES**

---

## CV

The Curriculum Vitae represents the first form of contact between the worker seeking employment and the company, so it is important not to underestimate its structure and to give it the appropriate attention and care.

For the sake of correct drafting, a number of aspects to be taken into account in the compilation process will be listed below.

### What to include in a CV

- Personal data (name, surname, year of birth, address, tax code)
- Phone number
- Email address
- marital status
- Driving licences
- Training (schools attended, specialization courses, advanced training, professionalizing, etc.).
- Previous work experience
- Technical skills (knowledge of specific software or instrumentation, etc.).
- Transversal skills (stress management, cooperation in teamwork, etc.).
- Knowledge of one or more foreign languages
- Other information that is deemed necessary and essential for the desired job position

### Advice for a correct drafting of the CV

- Use modern and dynamic but simple templates, able to convey the identity of the candidate and at the same time provide a clear and clean structure to the CV.
- Maximum length of 2 pages
- Use a formal, simple and essential language
- Set up a clear and linear structure so that the recruiter can easily find the information he needs to obtain on behalf of the candidate (personal data, school education, work experience, projects he has worked on, knowledge of foreign languages, etc.).

- Highlight the information you want to catch the recruiter's attention (possession of special skills, knowledge of software or other tools specifically related to the job you are looking for, previous work experience of particular prominence)

- Fill in the CV paying attention to grammar and syntax

### **What not to do when writing your CV**

- Do not use colloquial and informal language
- Do not declare false information
- Do not enter unnecessary information that is of no use to the recruiter
- Do not over-format text, so do not use colours, bold, italic or underline.
- Do not highlight experiences that led to dismissal or periods of unemployment.
- Do not write your CV by hand

### **Photo insertion**

It is not obligatory to include a photo of yourself in your CV, but if you are explicitly requested to do so by the company it is important to follow the instructions below:

- Place the photo at the top of the CV, making sure it is in 4x4 format.
- Use a photo in which you are alone, with a neutral background and expression and that portrays up to your shoulders (commonly called "half-bust").
- Avoid that photo is "extrapolated" from group photo
- Use an up-to-date, well-lit, high-resolution photo

### **A disabled person's CV**

The person with disability is not obliged to specify his/her disability in his/her CV, as there are no laws to the contrary, as this is private and personal information.

However, it is important to point out that informing about your physical or pathological situation may be necessary if you intend to send your Curriculum Vitae to an employment center, for example. In this case, on the one hand, the institution needs to have this information in order to identify the most suitable work activity for the case, on the other hand, the company needs the same information in order to make changes or adaptations to the works-

tation and/or work environment.

Another aspect not to be underestimated is the recognition of incentives for companies that hire disabled workers. If you decide to omit information about your disability, the company that has opened jobs for people with disabilities may reject your application.

Irrespective of the above mentioned cases, it is also possible to communicate the disability possessed during the cognitive interview.

In case of inclusion of disability information in the CV, the following elements should be specified:

- Type of disability (physical, psychological, sensory, etc.).
- Grade of disability

### **Cover Letter**

The cover letter, also known as a cover letter, is a very important tool for finding a job, as it allows you to focus on your added value, your strengths and the motivations and aspirations that drive you to apply for one company rather than another.

It is attached to the CV and allows the recruiter to identify the reasons why it would be more advantageous to hire a particular candidate than another; it should mention the problems that the candidate could solve once he or she has joined the company and explain the degree of job flexibility that the candidate believes he or she possesses.

### **How to write a proper cover letter**

- The cover letter must consist of 3 paragraphs:
  - Introduction - after the greetings it is necessary to indicate the source of the advertisement and the position for which you are applying for
  - Presentation of the candidate - summarize the skills and strengths possessed, linking them to previous experience (work and training), referring in parallel to the requirements required in the job advertisement

- Motivations - indicate the stimuli and professional ambitions that prompted you to propose your application

- It should be sent to a specific addressee, if the job advertisement provides the name and surname of the recruiting person, or to the Personnel Department or Personnel Manager, if the name of the contact person is not known.

- It is useful to take inspiration from such a well written facsimile, taking care not to copy its contents, but to customize it according to your goals and the needs of the company for which you apply.

## **Interview**

The interview is the phase following the sending of the CV and covering letter, if they have positively impressed the recruiter. The purpose of this step is to try to understand, through questions of various kinds, if the person called is suitable for the position available in the company as it seemed from reading the two documents mentioned above.

### **Advice to prepare properly for an interview**

- Reply to the email inviting you to the interview, writing a short reply to confirm the appointment and show flexibility in case of changes to the agreed appointment (e.g.: "Do not hesitate to contact me if you need further information")

- Gather detailed information about the company by visiting the website (in particular the pages related to their mission and vision, as well as the activities carried out in recent years)

- Re-read the announcement, cover letter and CV before the interview, so as to "review" what was said in the preliminary stage

### **How to deal with questions**

- Demonstrate that you're hand-picked and teamwork oriented
- Be concise, without dwelling on the negativity addressed (dismissals, discussions, etc.).
- Being assertive, making people realize that they are aware of the possibility of making mistakes but that this will be a source of learning.

- Sharing with the recruiter the personal objectives that are pursued through the work for which the application is made, but avoiding any reference to factors such as salary or career advancement

- When listing your strengths in relation to the other candidates, you should not overdo it either in pride or modesty.

- When asked to express an opinion on any negativity found in the company or workplace, it is important to try to balance; therefore, if on the one hand there is a negative criticism, on the other hand there will be an emphasis on cross-cutting positivities.

- It is advisable to prepare a few questions for the recruiter and to ask them mainly if requested. This will show interest and involvement in the company.

- Ask when you will receive feedback and what the next step of the selection process will be

### **Internships**

With the Law n. 68/99 also for the protected categories is provided and guaranteed the performance of training and internships in the company, in order to promote more and more equal opportunities. In particular, these activities are prepared to be built and designed specifically on the basis of the skills and needs of the disabled trainee.

In companies, the maximum duration of internships and apprenticeships is 12 months, although the possibility of extending them for a further 12 months is envisaged, reaching a total of 36.

In this regard, an important testimony is the European Plan for the fight against youth unemployment "Youth Guarantee", which provides for the duration of the activities for 12 months and an allowance for trainees paid by the funding bodies of the Programme.

As a result of joining "Youth Guarantee", participants will be able to benefit from orientation activities, carry out individual cognitive interviews during the initial phase and analysis of skills. The tools used to carry out these activities are calibrated according to the individual's abilities.

The tutors in charge of the project carry out a proper evaluation of the people who have joined and their working skills, in order to put them in the most suitable place; they must also ensure a constant presence alongside the disabled trainees they are in charge of.

Subsequently, during the matching of supply and demand, they have to evaluate the available resources and verify that the member companies have the facilities to include disabled workers.

The image features a white banner with a drop shadow, set against a background of yellow geometric shapes. The banner contains the text 'CASE STUDIES: TESTIMONIES AND PROJECTS' in a bold, black, sans-serif font. A thin yellow horizontal line is positioned below the text.

**CASE STUDIES:  
TESTIMONIES AND PROJECTS**



## Jobmetoo People

The "Jobmetoo People" project was born in January 2016 to collect testimonies of people with disabilities and companies that met thanks to the digital platform Jobmetoo.com, which connects companies and disabled workers looking for employment. Both can fill in a presentation form with their respective needs (e.g.: a company is looking for a social media manager; a worker is looking for a job in digital marketing) and look for each other with the constant support of Jobmetoo recruiters.

Some testimonies:

- Stefano Quattromani Piterà - Technical Support Engineer at Maserati

<https://blog.jobmetoo.com/stefano-dal-volontariato-come-clown-in-corsia-alla-passione-per-i-motori/>

- Isabella Patruno - Processing & Invoicing Office Assistant at TUV SUD

<https://blog.jobmetoo.com/isabella-amore-la-ragioneria-ed-cinema/>

- Lucia Armano - Junior Recruiter at Jobmetoo

<https://blog.jobmetoo.com/lucia-armano-la-recruiter-jobmetoo-con-la-passione-per-i-viaggi/>

- Gessica Condoluci - HR Administration Specialist at Autostrade per l'Italia

<https://blog.jobmetoo.com/gessica-condoluci-passione-nel-lavoro-e-in-cucina/>

- Maria Morabito - Accountant suppliers at OREAL

## PLUS - Per un Lavoro Utile e Sociale (PLUS - For Useful and Social Work)

It is a project of social and occupational inclusion for people with disabilities between 18 and 40 years old, financed by the Ministry of Labour and Social Policies with the first "single" call for proposals foreseen by the reform of the Third Sector (issued in November 2017) and directed by UILDM (Unione Italiana Lotta alla Distrofia Muscolare).

Launched in June 2018 and lasting a total of 18 months, the initiative was launched with the aim of improving the quality of life of people with disabilities by encouraging and promoting their occupational, social and territorial integration by offering each of them guidance, training and job coaching .

The project has been structured in the following phases:

1) The first phase involved 40-hour classroom training, which ended in February 2019, with 80 participants engaged in a variety of topics including safety at work, work organization, sociology of communication, and active job search techniques.

2) The second phase, in July 2019, saw the start of practical training, lasting 30 hours, in enterprises, cooperatives and public bodies located throughout the country. The proposed activities were identified through the analysis and enhancement of the characteristics of the person, his aspirations and needs, personal paths, professional qualifications and experience, qualifications.

3) Finally, since November 2019, 16 desks managed by 23 project participants have been activated to offer information and support on social and welfare services in the area. The counters, located in 16 Italian regions, have been a reference point for requests in the field of job placement and social secretariat. The other 57 participants, during the same period, continued their work placement process.

Therefore, the activities carried out have been:

- training, internship and job placement in companies, cooperatives;
- creation of a reception desk.

The project ended on 12 July 2020; these are the words of Marco Rasconi, UILDM National president:

"PLUS has been a path that has given rise to a number of good practices for the employment integration of people with disabilities. We treasure what has been the path of these months: the participants in the project have put themselves at stake and have been able to measure themselves with the training and work experience to create a wealth of useful and expendable skills in the future. »

### **Salvatore Allocca**

He graduated in Accounting and obtained a degree in Clinical Psychology, later specializing in Psychotherapy.

He has a disability in his lower limbs, but he is able to help himself in walking through the use of walking sticks. He has been working for 15 years in the municipality of his country, a position obtained thanks to the job placement service. About his duties he says:

"My work keeps me in touch with the public and gratifies me a lot, even if it is not aligned with my studies. I am very satisfied with my work because it is useful to the people I receive every day".

In addition, he also works independently as a volunteer psychologist and collaborates with various Ngo associations.

## **Giovanni De Luca**

He graduated in Advertising Graphics, is 38 years old and currently works at Da.Dif. Consulting srl, a company that deals with training, active labour policies, facilitated finance and safety in the workplace. Giovanni is affected by Limb Girdle Muscular Dystrophy and moves with the help of the triride, (an electronic aid, which can be connected to a manual wheelchair to transform it into a motorized wheelchair).

Within the company he has had the opportunity to study the regulations of the Campania Region on the activation of extracurricular traineeships (for work placement and reintegration); in particular so far he has been involved:

- of filling in the forms for internships;
- the creation of teaching materials and handouts for the FAD (Distance Learning);
- of collecting and entering data into company databases;
- the preparation, drafting and sending of internal and external communications by e-mail.

He also collaborates with and supports the heads of the extracurricular traineeships, active employment policies and apprenticeships.

He came to Da.Dif. Consulting srl in 2019, thanks to the participation in the PLUS project; the company hosted him for 30 hours in a period of practical training, with consequential

internship of 5 months, for a total time of 25 hours, divided into 5 hours per day for 5 days per month.

He claims to be very satisfied with his work.

## SOURCES

- <http://www.parlamento.it/519> (for laws)
- [https://ec.europa.eu/commission/presscorner/detail/it/CJE\\_13\\_42](https://ec.europa.eu/commission/presscorner/detail/it/CJE_13_42)
- [http://www.edscuola.it/archivio/norme/leggi/l104\\_92.html](http://www.edscuola.it/archivio/norme/leggi/l104_92.html)
- <http://old.iss.it/binary/asso/cont/ServiziSociali.pdf>
- <http://www.provincia.va.it/code/43451/Piano-Disabili-2012-20132>
- [http://www.capire.org/attivita/note\\_informative/NI\\_Lombardia\\_2016\\_25.pdf](http://www.capire.org/attivita/note_informative/NI_Lombardia_2016_25.pdf)
- <http://www.adecco.it/>
- <http://www.garanziagiovani.gov.it/Documentazione/Pagine/default.aspx>
- <http://blog.jobmetoo.com/>
- <https://www.uildm.org/>
- <https://www.virvelle.com/lavoro/parte-la-misura-garanzia-in-a-sostegno-delle-persone-di-sabili-nel-mondo-del-lavoro/?fbclid=IwAR2FVvxwvTqiWoyaObGx4zutMkoyl9IOzCXAk4ZxNpqZ1Vt7BVIKZHQlaao>
- <https://www.uildm.org/concluso-il-progetto-plus>



Epralima - Escola Profissional do Alto Lima, C.I.P.R.L.



CESUR - Centro Superior de Formação Europa Sur



Unione Italiana Lotta alla Distro a Muscolare  
Sezione di Saviano



DAFNI KEK



E-Seniors



MUNI - Masaryk University



Co-funded by the  
Erasmus+ Programme  
of the European Union

“This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.”