

## 1. TITLE OF THE CERTIFICATE (ES)

**Certificado de Profesionalidad de nivel 3 en  
SSCG0109 INSERCIÓN LABORAL DE PERSONAS CON DISCAPACIDAD**

## 2. TRANSLATED TITLE OF THE CERTIFICATE (EN)

**Professional Certificate Level 3 in  
SSCG0109 OCCUPATIONAL INTEGRATION OF PEOPLE WITH DISABILITIES  
(This translation has no legal status)**

## 3. PROFILE OF SKILLS AND COMPETENCES

The holder of this certificate will have acquired the **general competence** to intervene in the personal, social and working environment, applying the Supported Employment Methodology to assist people with disabilities to access and maintain jobs, providing training in the social and working skills needed for finding a job, maintaining contacts with the social and labour environment and collaborating on the analysis of positions, as well as managing information on training and social and employment resources in accordance with established guidelines. This general competence is divided into the following **skills units** (UC):

- Manage the information on social, employment and training resources and collaborate on the analysis of positions to achieve the socio-occupational integration of people with disabilities (UC 1034\_3).
- Carry out actions aimed at training for the acquisition and development of social and employment skills by people with disabilities (UC 1035\_3).
- Support the process of socio-occupational integration of people with disabilities (UC 1036\_3).
- Monitor socio-occupational integration with the company, the worker and the working environment (UC 1037\_3).

The professional skills are acquired through the **learning outcomes** defined within the related Training Modules (MF):

- Management of labour and training resources and analysis of positions for the socio-occupational integration of people with disabilities (MF1034\_3).
- Training in social and employment skills of people with disabilities (MF1035\_3).
- Supported Employment Methodology in the socio-occupational integration of people with disabilities (MF1036\_3).
- Monitoring of the process of socio-occupational integration of people with disabilities (MF1037\_3).
- Practical training at the workplace in monitoring of occupational integration of people with disabilities (MP0164)

(See legal basis for all learning outcomes information acquired by the holder of this Certificate in each MF).

As a reference the learning outcomes include in the Practical training at the workplace that complete and reinforce the learning outcomes acquired in the other training modules, are:

- Cooperate in the detection of socio-occupational resources that can assist in the occupational integration of people with disabilities.
- Cooperate in the development of actions aimed at promoting social skills and personal autonomy, to enable the socio-occupational integration of people with disabilities.
- Take part in processes aimed at promoting communication skills and adapting the conduct of people with disabilities to social and employment environments.
- Assist in applying procedures for collecting data that can provide initial information on the employment needs and expectations of people with disabilities and their families.
- Take part in the proposal for actions aimed at helping socio-occupational integration and job adaptation for people with disabilities to make it easier to move to the monitoring and/or maintenance phase of employment.
- Collaborate on determining the process of transition to the monitoring and/or maintenance phase of participants in collaboration with the team.
- Recognise the conditions favouring the maintenance of jobs during the monitoring with the company, the participants and their personal environment.
- Take part in the company's working processes, following the rules and instructions established at the workplace.

#### 4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THIS CERTIFICATE

The holder of this certificate may work in the service sector, in the community services sub-sector, in centres or facilities that provide occupational integration services and personal care, carrying out functions of support in access to employment and the maintenance of jobs and monitoring of the occupational integration of people with disabilities.

The most pertinent occupations and positions are:

- Employment preparer.
- Job mentor.
- Personal job support specialist.

#### 5. OFFICIAL BASIS OF THE CERTIFICATE

##### **Name and status of the national/regional authority providing accreditation/recognition of the certificate**

The Ministry of Employment and Social Security or the corresponding autonomous regional administration within the scope of its competence, in the name of the King. The certificate is valid throughout Spain.

##### **Level of the certificate**

The Professional Certificate Level 3 of the National Repertoire of Professional Certificates corresponds to level 4 of the International Standard Classification of Education (ISCED-P 2011).

The European Qualification Framework (EQF) level:

##### **Grading scale/Pass requirements**

The grading scale and pass level of the training modules are expressed on a scale of 0 to 10. The minimum score for a pass is 5 in every training module including a pass in the practical training at the workplace module.

The grading system is as follows:

- FAIL: 0 to 4.9
- PASS-SATISFACTORY: 5 to 6.9
- PASS-GOOD: 7 to 8.9
- PASS-EXCELLENT: 9 to 10

##### **Access to next level of education/training**

This Professional Certificate Level 3 gives access to Professional Certificate Level 3 within the same professional area and family.

For validation purposes, the educational authorities will recognise the professional module or modules of the VET diplomas corresponding to the skills units included in the training modules of this certificate.

##### **Legal basis**

Amended by Royal Decree 721/2011 of 20 May, establishing four professional certificates in the professional family Sociocultural and Community Services, which are included in the National Repertoire of Professional Certificates, and updating the professional certificates established as Appendices I and II of Royal Decree 1379/2008 of 1 August. (Appendix III, Code: SSCG0109)

## 6. OFFICIALLY RECOGNISED WAYS OF ACQUIRING THE CERTIFICATE

This certificate may be acquired by:

1. Training: Completion with a pass grade of the face-to-face or online training programme.
2. Recognition of the professional skills acquired through professional experience or non-formal training (prior learning): Completion of a process of skills evaluation and accreditation in all the skills units making up the professional certificate.
3. Dual training: Completion of a training and apprenticeship contract, which may range from 1 year (or 6 months, if stipulated as such in the collective agreement) to 3 years, during which effective working time is combined with time dedicated to training under the training programme for the professional certificate.

The training method (number 1 above) requires successful completion of the training modules and the practical training at the workplace:

Description of vocational training received	Percentage of total programme (%)	Duration (hours)
Training modules	74	350
Practical training at the workplace	26	120
<b>Total duration of training leading to the certificate</b>		<b>470</b>

### Entry/access requirements:

- *Bachiller* Diploma (upper secondary education); or
- Professional Certificate Level 2 in the same professional area.
- If neither of the above or higher certifications are held, a pass in the key skills tests.

**Additional information:** Professional certificates are instruments for official accreditation of the professional qualifications in the National Catalogue of Professional Qualifications for all economic activities, within the scope of the labour administration. The National Repertoire of Professional Certificates is divided into three qualification levels (Level 1, Level 2 and Level 3), and by sectors into 26 professional families and 102 professional areas. More information is available at: [www.sepe.es](http://www.sepe.es)

National Europass Centre: [www.oapee.es](http://www.oapee.es)

(\*) **Explanatory note:** This document is designed to provide additional information about the specified certificate, but has no legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications; Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates; and Recommendation 2001/613/EC of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.

More information is available at: <http://europass.cedefop.eu.int>

## Information on Professional Certificates of the Map of Qualifications and Vocational Training in Spain

