



This project is co-financed by the European Union and the Republic of Turkey



**Technical Assistance for Promoting Youth Employment in TRC3 Region**  
**EuropeAid/140199/IH/SER/TR Contract Number: TREESP.1.2.PYETRC3/P-01**

**INFORMATIVE NOTE FOR CANDIDATE**  
**INCREASING THE EMPLOYABILITY SKILLS OF YOUNG PERSONS**

**Contents**

**PURPOSE OF THE TRAINING ..... 2**

**SCOPE AND TARGET GROUP ..... 2**

**TRAINING PROGRAMME ..... 5**

    Training Details..... 5

    Content of the Training ..... 5

    Training Delivery ..... 5

    Training Materials ..... 6

    Facilities for the Participants..... 6

    Evaluation of Training Seminars and Feedback ..... 6

**GENERAL INFORMATION ABOUT TRAININGS..... 6**



This project is co-financed by the European Union and the Republic of Turkey



## PURPOSE OF THE TRAINING

The training is delivered in the frame of the Operation “Promoting Youth Employment in TRC3 Region”, developed with the financial assistance of the European Union, where the Ministry of Family, Labour and Social Services acts as the contracting authority and DİKA as the beneficiary.

The training is delivered with the aim of providing specific skills to the participants and promoting therefore their capacity to enter the labour market more easily.

## SCOPE AND TARGET GROUP

Under the scope of project, various face-to-face trainings will be implemented through the project in 4 provinces and related districts. Vocational training participants will receive trainings in accordance with the vocational training modules of the Ministry of National Education. At the end of these trainings, trainees will be awarded certificates which will be issued by the Ministry of National Education.

Therefore, the training courses on Digital Skills, Critical Job Finding Skills, and Technical Trainings are organised in cooperation with Public Education Centres listed below. The training could be organised in other PEC than the ones listed above, located in the districts, only if these PECs have the equipment needed for the specific area of the training. The approved candidates will be informed on due to time.

**Table 1 - VENUES IN THE PROVINCES**

Activity	Region PEC			
	MARDİN	BATMAN	ŞIRNAK	SIİRT
<b>Activity 1.1.1 Digital Skills</b>				
1.1.1.1 Computer Programming Techniques	Artuklu PEC/Mardin Emniyet Cad. Arkası 13 Mart Mahallesi Yenişehir	Central PEC	Central PEC Vakıfkent Mah. 21/3 Sok. Blok No:5-A	Central PEC Yeni Mahalle Hz. Fakirullah Cad. No 78/E Merkez/Siirt
1.1.1.2 Graphics & Animation	Artuklu PEC/Mardin Emniyet Cad. Arkası 13 Mart Mahallesi Yenişehir	Central PEC	Central PEC Vakıfkent Mah. 21/3 Sok. Blok No:5-A	Central PEC Yeni Mahalle Hz. Fakirullah Cad. No 78/E Merkez/Siirt
1.1.1.3 Web Design	Midyat PEC	Central PEC	Central PEC Vakıfkent Mah. 21/3 Sok. Blok No:5-A	Central PEC Yeni Mahalle Hz. Fakirullah Cad. No 78/E Merkez/Siirt
1.1.1.4 Numerical Picture Manipulation - Photoshop Development and Integration	Artuklu PEC/Mardin Emniyet Cad. Arkası 13 Mart Mahallesi Yenişehir	Central PEC	Cizre PEC Şah Mah. Orhan Doğan Cad. No:50 Cizre/Şırnak	Central PEC Yeni Mahalle Hz. Fakirullah Cad. No 78/E Merkez/Siirt
1.1.1.5 Mobile programming on Android Platform	Artuklu PEC/Mardin Emniyet Cad. Arkası 13 Mart Mahallesi Yenişehir	Central PEC	Central PEC Vakıfkent Mah. 21/3 Sok. Blok No:5-A	Central PEC Yeni Mahalle Hz.



This project is co-financed by the European Union and the Republic of Turkey



				Fakirullah cad. No 78/E Merkez/Siirt
1.1.1.6 Development and Integration of Social Media in Work Life	Artuklu PEC/Mardin Emniyet Cad. Arkası 13 Mart Mahallesi Yenişehir	Central PEC	Central PEC Vakıfkent Mah. 21/3 Sok. Blok No:5-A	Central PEC Yeni Mahalle Hz. Fakirullah cad. No 78/E Merkez/Siirt
1.1.1.7 3D Printing	Artuklu PEC/Mardin Emniyet Cad. Arkası 13 Mart Mahallesi Yenişehir	Central PEC	Central PEC Vakıfkent Mah. 21/3 Sok. Blok No:5-A	Central PEC Yeni Mahalle Hz. Fakirullah cad. No 78/E Merkez/Siirt
<b>Activity 1.1.2 Critical Job Finding Skills</b>				
1.1.2.1 Using Office Program	Midyat PEC	Central PEC	Central PEC Vakıfkent Mah. 21/3 Sok. Blok No:5-A	Central PEC Yeni Mahalle Hz. Fakirullah cad. No 78/E Merkez/Siirt
1.1.2.4 Computer Based Accounting	Artuklu PEC/Mardin Emniyet Cad. Arkası 13 Mart Mahallesi Yenişehir	Central PEC	Cizre PEC Şah Mah. Orhan Doğan Cad. No:50 Cizre/Şırnak	Central PEC Yeni Mahalle Hz. Fakirullah cad. No 78/E Merkez/Siirt
<b>Activity 1.1.4 Installation, Maintenance and Repair Services</b>				
1.1.4.1 Interior Installation of Natural Gas	Mardin Vocational and Technical Anatolian High School Ensar, Yeni Yol Cad. No 95, 47100 Mardin Merkez/Artuklu/Mardin	Prof. Dr. Necmettin Erbakan Vocational and Technical High School.		
1.1.4.2 Maintenance and Repair of Air Conditioner and Cooler Home Devices	Mardin Vocational and Technical Anatolian High School Ensar, Yeni Yol Cad. No 95, 47100 Mardin Merkez/Artuklu/Mardin	Prof. Dr. Necmettin Erbakan Vocational and Technical High School.	Cizre Teknik Anadolu Lisesi Kuştepe Mevki Okullar Bölgesi No:1 Cizre/Şırnak	
1.1.4.3 Elevator Maintenance and Repair Assistant	Mardin Vocational and Technical Anatolian High School Ensar, Yeni Yol Cad. No 95, 47100 Mardin Merkez/Artuklu/Mardin	Prof. Dr. Necmettin Erbakan Vocational and Technical High School.	Şırnak Mesleki ve Teknik Anadolu Lisesi Gündoğdu Mah. 21. Cad. no:46 Merkez/Şırnak	



This project is co-financed by the European Union and the Republic of Turkey



The training included in the table 2 below will be organised in premises of the Universities

**TABLE 2 - START DATE AND PROVINCES**

ACTIVITY	MARDİN	BATMAN	ŞIRNAK	SIİRT
1.1.2.2 Training on "Effective Communication, Negotiation and Presentation	29 March 2021 S/ 1 31 January 2022 S/ 2 04 April 2022 S/3	1 September 2021 S/ 1 14 March 2022 S/2	1 March 2021 S/1 4 October 2021 S/2 16 May 2022 S/3	25 May 2021 S/1 1 November 2021 S/2
1.1.2.3 Training on "CV, Motivation Letter and Job Interview"	21 October 2021 S/1 3 March 2022 S/2 2 June 2022 S/3	3 January 2022 S/1 7 April 2022 S/2	18 October 2021 S/1 6 June 2022 S/2 8 June 2022 S/3	6 January 2022 S/1 14 April 2022 S/2
1.1.3.1 Training on "Entrepreneurship with Manufacturing Value Chain"	1 March 2021	15 March 2021	1 March 2021	15 March 2021
1.1.3.2 Training on "Entrepreneurship with Service Value Chain"	24 May 2021	12 April 2021	12 April 2021	29 March 2021
1.1.3.3 Training on "E-trade	24 June 2021	31 May 2021	14 June 2021	3 May 2021
1.1.3.4 Training on "Social Media and Digital Marketing"	5 July 2021	2 August 2021	-	-

For each training, in total **max. 25 young unemployed participants** will be invited, with a quota of at least 25% assigned to female participants (6-7 women) as an action of positive discrimination and gender balance.

Each training is announced two months before the start date through open call, and the call is published on DIKA website for two weeks. Applications submitted after the deadline cannot be considered valid.

*Participation criteria:*

- The young candidates have an age between 18 and up to 29 years.
- The young candidates are unemployed or students.
- The young candidates take the commitment to participate regularly to the full training programme.
- As for level of education, it is expected that the young participants are at minimum high school graduates.



This project is co-financed by the European Union and the Republic of Turkey



- The candidate has to fill in the application form online and to answer correctly to the questions included in the entry level test online.
- The candidate will submit the application and the test online in the requested deadline.

In case of over numbered applications' requests, and of candidates with same characteristic, the assessment for participation is based on the criteria 'first in - first serve'.

Once list of candidates is confirmed, final list of participants will be approved by DIKA, and the young candidates included in the final approved list will be notified by email latest 2 weeks in advance by the Technical Assistance Team. The approved candidate will have to answer about his/her agreement to participate in written form by email in strict time round (maximum 48 hours). Afterwards, the approved participant is obliged to go and register in the Public Education Centre data base and to register as unemployed in ISKUR database.

## TRAINING PROGRAMME

### Training Details

The training will focus on the topics listed in the open call, which have different duration as established by the Ministry of National Education.

The training will be delivered in the Public Education Centres and in the Universities identified in the 4 provinces. Calendar of the training courses is sent to the candidate by the Technical Assistance Team by email.

"Participation Certificate" will be provided by the Project at the end of the trainings for the participants attending the training regularly (at least 80 % of the defined hours).

At the end of the training the participant will also take an exam and if the result is positive, he/she will be awarded with the qualification certificate issued by MoNE/Public Education Centre.

Technical Assistance Team will organise 'Award Ceremonies' where the local authorities and the press will be invited.

### Content of the Training

Main headings to be covered under the training are presented in the table under paragraph 4. below.

### Training Delivery

The training will be delivered in an interactive manner. The training course has been designed to be interactive and include exercises to ensure that participants play an active role in the trainings.

Training materials will be prepared by relevant experts, and they will be presented in slides.

Project Training Support Team will be present time by time to assist the participants regarding any other issues.



This project is co-financed by the European Union and the Republic of Turkey



The participants will sign the presence daily following the rules defined by the Public Education Centre and by the Technical Assistance Team.

The participant will immediately inform the Public Education Centre and the Project Training Support Team in case of absence for illness or due to other personal reason. In case of illness, the participant will provide a medical report when returning to attending the training.

DIKA and the Technical Assistance Team will monitor the participation with on-site visits.

### Training Materials

Supporting training materials will be provided to each participant during the trainings. In addition, project visibility materials will be handed out together with the training materials.

At the end of training all training documentations will be published at project web site and will be downloadable by the participants.

### Facilities for the Participants

Coffee breaks and lunches will be covered by the project and all training materials will be distributed to the participants for free.

### Evaluation of Training Seminars and Feedback

Application for the training is made by the candidate via the web site, and a “Pre-Test Questionnaire” will be applied to determine participant profile and to find out their basic knowledge to enter the training.

Thus, two sections are expected to be filled by the participants while applying for the trainings:

- Application form with personal information
- Pre-Test Questionnaire

A final “Training Assessment Questionnaire” will be applied at the end of each training to measure the benefits derived from the training and to get comments of the participants about the training.

## GENERAL INFORMATION ABOUT TRAININGS

You may select the training topic from the below training list and apply at the time when the Open Call for each training is opened in the DIKA and project website.