



Kraków, 31-03-2022

TERMS AND CONDITIONS OF PARTICIPATION IN THE PROJECT "HELPING HAND – 2ND EDITION"

I. Purpose of term and conditions

The aim of the term and conditions is to precisely describe admission requirements, eligibility criteria, the process of recruitment and selection of project participants and conditions of participation in the project.

II. Admission requirements

Participation in the project is open to people experiencing difficulties in finding a job for various reasons, especially:

- people with the status of war refugee from Ukraine (of any nationality);
- people living or staying in Poland of non-Polish nationality;
- people with disabilities;
- those who have not taken up employment after a break due to taking care of dependent people (children, sick or elderly people).

In addition, the following will be admitted to the project, subject availability:

- people working but at risk of losing their jobs
- people working under unfavourable conditions
- people working in positions below their qualifications and professional competence
- young people under 25 years of age without higher education
- people aged 45 and over
- Those who have lost their jobs due to liquidation of their job positions
- those returning from emigration that caused the discontinuity of employment in Poland

III. Criteria for admission to the project

1. Each project participant is required to have:

- a minimum of secondary education;
- communicative/intermediate level of written and spoken English;
- at least basic knowledge of MS Office
- a computer/phone with Internet access
- high motivation to improve their professional situation

IV. Recruitment and selection of participants

1. Recruitment and selection procedure takes into account the need to ensure equal opportunities and non-discrimination with regard to people recruited.
2. Recruitment of candidates to the project is conducted by the Stella Virium Foundation, based in Kraków, ul. W. Syrokomli 11/8,
3. People interested in the project apply by filling in the Application Form via the "Apply" function on the Helping Hand II project website: www.stellavirium.org
- 4) Stages of recruitment:
 - a) Verification of formal criteria
 - b) Recruitment meeting (interview and language test). In order to ensure the objectivity of the assessment, the recruitment interview takes place with the participation of 2 recruiters: a representative of the Foundation and a representative of the Project Founder.
 - c) Assessment and selection of candidates is made on the basis of the results of the recruitment meeting and the completed language test.
 - d) Inviting to the project the applicants who obtained the highest number of points and who, in the opinion of the recruiting committee, need help in the form of participation in the project, and the knowledge and skills acquired in the process of project activities will have a positive impact on changing their professional situation.
 - e) Providing feedback to the applicants.
 - f) Declaration of the participant on joining or resigning from the project.
 - g) A participant who was qualified for the project but will not be able to take part in it due to unexpected circumstances is obliged to inform the Foundation by phone, in person or by e-mail at least 7 days before the beginning of the course.

IV. Conditions of participation in the project

1. The project is co-created and co-organised by State Street Bank Polska and funded by the State Street Foundation.
2. Participation in the project is free of charge.
3. The project is carried out in an online form in the period June - December 2022, the training will take place between 1-15 June 2022. A detailed schedule of training courses will be sent to qualified participants after the recruitment process has been completed. Implementation of other forms of support will be distributed in a broader time frame according to the needs of participants.
4. The participants of the project are entitled to:
 - participation in online trainings provided within the project (10 days x 5h)
 - participation in other offered forms of support, such as: mentoring or coaching (16h), simulated recruitment interview (30-60min), individual conversations in English and/or Polish (16h)
 - training materials from the conducted trainings (in electronic version). It is also possible to deliver a printed set of training materials to the address given by the participant.

5. Participants in the project declare their willingness and readiness to complete it.
6. Due to the voluntary nature of the project (support for the unemployed) in case of resignation from participation during the project, participants do not bear any consequences.
7. The condition for admission to the final exam, enabling the acquisition of a certificate confirming participation in the project is obtaining 70% of the attendance at training courses.
8. The condition for obtaining a certificate confirming participation in the project is passing the final exam at a level of at least 70% of correct answers and completing evaluation surveys on the training courses.
9. Qualification for the project, participation in it and its successful completion (in accordance with IV.5 and IV.6 is not a guarantee of employment.
10. Stella Virium Foundation reserves the right to make changes to the regulations. Participants will be informed about possible changes via e-mail.

V. Processing of personal data

In accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation on data protection) (hereinafter: "RODO"), we inform you that:

1. The administrator of the personal data of the project participants is Stella Virium Foundation for the Development of Qualifications, W. Syrokomli Street 11/8, 30-102 Kraków (hereinafter: "Foundation").
2. The aim of processing personal data of participants by the Foundation is to implement the project "Helping Hand II".
3. The provision of personal data by participants is voluntary (Article 6.1.a RODO), but necessary in order to participate in the project.
4. Project participants have the right to request the Foundation to access, rectify, delete or restrict processing of their personal data and the right to object to its processing.
5. The participant has the right to withdraw consent to the processing of personal data at any time.
6. The participant has the right to lodge a complaint to the supervisory authority - the President of the Office for Personal Data Protection.