

Personal Budget and the transition from sheltered workshops to the general labour market

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Personal Budget (German Social Code § 17), 2001 Individual right since 2008

- **Aims:**
 - self-determination and choices for disabled people
 - saving of costs for funding givers

- **Personal Budgets in the area of education, qualification and employment:**
 - Qualification in the „ambulant form of sheltered workshops“
 - Occupation in sheltered workshops
 - Transisiton from sheltered workshops to the general labour market
 - School assistance
 - Work assistance
 - Vocational training courses
 - Supported employment measures

Project JobBudget

Main aim:

to develop concepts and methodologies for the realisation of the transition from sheltered workshops to the general labour market by using a personal budget

2008 – 2011, funded by the German compensation fund

Project JobBudget

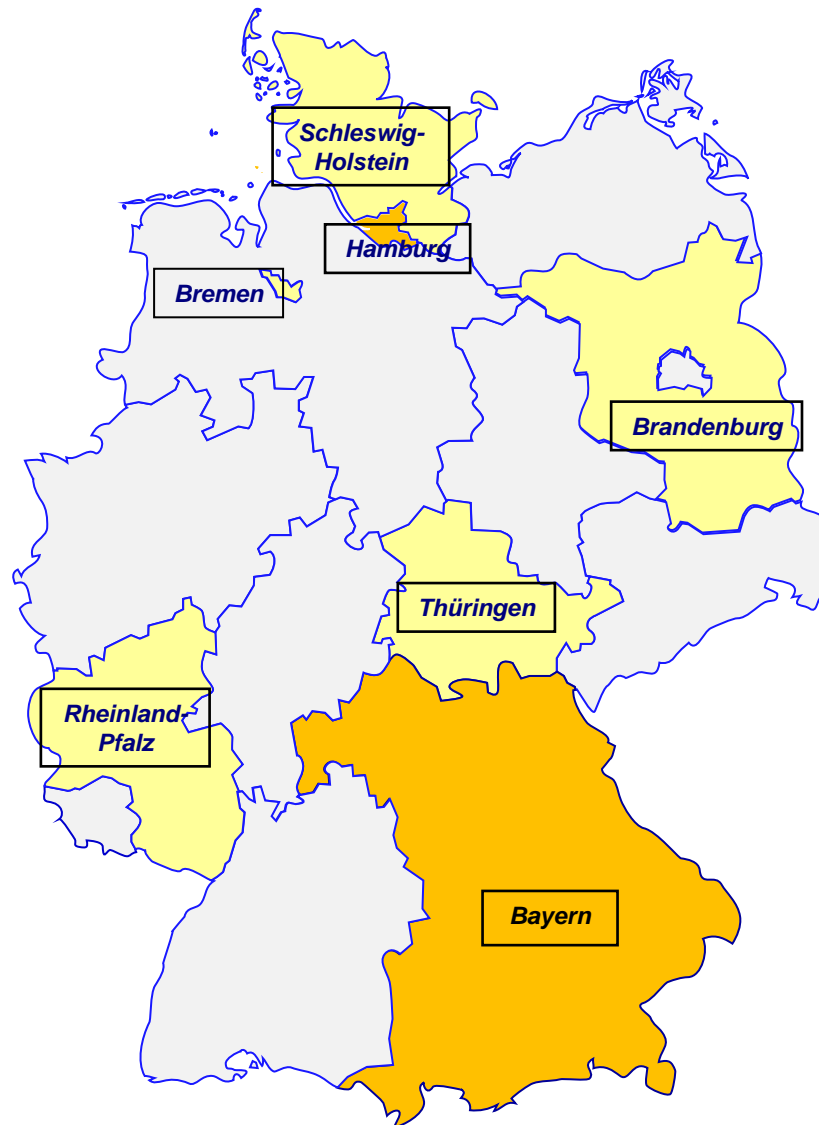
Contents:

- Support of disabled people in their transition from sheltered workshops to the general labour market
- Modularisation of all services which might be necessary in the process
- Price fixing
- Collection of good examples of the transition from sheltered workshops to the general labour market

Project Partners

- 5 service providers of S.E. working with project clients in different regions of Germany
- Cooperation with 12 sheltered workshops in the 5 regions
- German Association of the independent living movement: project management
- 2 experienced service providers: Hamburger Arbeitsassistenten + ACCESS Erlangen: counselling of the projects, training of the job coaches, further development of the whole project
- German Association for Supported Employment (BAG UB): evaluation, vocational training, development of the project
- Advisory-board of the project: Federal Ministry for Labour and Social Affairs, some regional ministries, Federal Work Agency, social assistance authorities, German Association for sheltered workshops

Project Partners





Examples of vocational integration of former employees of a sheltered workshop

Stefanie R. – Assistant in a kindergarten

- She finished the school for individual learning
- After two years vocational preparation she worked in a sheltered workshop from 2002 until 2010
- From Nov. 2009 to Dez. 2010 she was participant to find her way from sheltered workshop to the labour market.
- She did 4 experiences (lasts from 3 to 5 months in a laundry, in a refectory, in a staff cantine and in a kindergarten)
- Her success: a lot of experiences and a regular work-contract in the kindergarten
- Her support: Individual career planning, jobfinding, training on the job by jobcoaching, long-lasting support after the work-contract is possible!



Modularisation

- Description of all services which might be necessary for the transition
- Use of conceptual elements of supported employment
- Combination of services of ambulant service providers with services of sheltered workshops
- Substitution of the „Either – or“ of ambulant and institutional support by a person-centred approach
- Pricing of service modules with the aim of using them with a personal budget

Example

- Mrs. A. works in a sheltered workshop. She wants to work in a garden company in the general labour market
- She buys her support from different service providers:
 - Qualification for gardener from the sheltered workshop
 - Job finding and job coaching from a S.E.-service provider
 - Course for the licence to use a power saw from an adult education programme



Discuss with your neighbour:

**What do people need to realise a successful transition from a sheltered workshop to the general labour market?
Which services should be the contents of the modules?**

Methodic procedure

- Realisation of workshops with the 5 projects to define and to cluster modules and their components
- Description of the modules and components in easy language
- Collection and development of practical / didactic material
- Check-up of the practicability of the levels of modules and components
- Adaption of the modules and components to the practical experiences of the regional projects
- Time-documentation of all work steps within the modules in the 5 regional projects
- Finding prices

Modularisation (process development may 2011)

Systematics

Modules

Total: 8

1	2	3	4	5	6	7	8
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Components

Total: 32

1.1	2.1	3.1	4.1	5.1	6.1	7.1	8.1
1.2	2.2	3.2	4.2	5.2	...		
1...	2...	3...	...				

Modularisation

(process development may 2011)

Modules

1. *Clearing*
2. *Job Finding and preparation of job experience placements*
3. *Orientation and qualification in companies of the general labour market*
4. *Training off the job (key qualifications etc.)*
5. *Personal assistance and support*
6. *Administration / Social security*
7. *Budget-assistance*
8. *Long-term-support in a workplace*

Modularisation (process development may 2011)

Organisation of the transition to the general labour market for employees of sheltered workshops

Service level

Module-level

Component-level

1. Clearing	2. Job Finding and preparation of work experience placements	3. Work experience placements with jobcoaching	4. Training off the job	5. Personal assistance and support	6. Additional support	7. Budget-assistance	8. Long-term-support in a workplace
1.1 First contacts	2.1 Job Finding	3.1 Jobcoaching (getting in a new job / qualification)	4.1 World of labour	5.1 Work assistance	6.1 Social Security	7.1 Budget-counseling	8.1 Support of the disabled employee
1.2 Future Planning	2.2 Interview	3.2 Continuous visits at the company	4.2 Spheres of work	5.2 Mobility organisation	6.2 Administration	7.2 Budgetu-support	8.2 Support of the employer
1.3 Information events	2.3 Application	3.3 Industrial safety	4.3 Social competencies	5.3 Personal Assistance	6.3 documentation		
1.4 Hospitation at the workplace in the sheltered workshop	2.4 Preparation of a work experience placement	3.4 Clearing of prospects to get a contract	4.4 Mobility				
1.5 Job Profiling	2.5 Analysis of a workplace	3.5 Evaluation and further integration planning	4.5 Every day life and society				
1.6 Clearing of perspectives and integration			4.6 Speak about disability				

Module 3 exemplary (process development May 2011)

3. *Work Experience placements with Jobcoaching*

3.1 *Jobcoaching*
(getting in a new job and qualification)

3.2 *Continous visits in the company*

3.3 *Industrial safety*

Systematics:

- *Definition of the term*
- *What is the aim?*
- *How will the aim be realised?*
- *How do we recognise that the aim is realised?*

Module 3 exemplary (process development May 2011)

3. *Work experience placements with Jobcoaching*

3.1 *Jobcoaching
(getting in a new job and qualification)*

3.2 *Continous visits in the company*

3.3 *Industrial Safety*

*For every component there is a collection of **practice tools** for jobcoaches (e.g. check lists, documentation forms...).*

*The **time spent on every module and component is documented** in the course of the project „JobBudget“.*

Documentation of work and travel time for each module and component per person

(process development May 2011)

	lfd. Nr.	Baustein (wenn möglich die Begriffe aus der Modulübersicht verwenden)	Datum (ggf. von ___ bis ___)	Arbeitsdauer der MitarbeiterIn in Minuten	Fahrtzeit der MitarbeiterIn in Minuten (hin und rück)	Gesamtarbeitsdauer in Minuten	Gefahrenre km der MitarbeiterIn (hin und rück)	ausgeführt durch (Qualifikation MitarbeiterIn)
	0 (Beispiel)	Erstgespräch	05.01.2009	70	30	100	20	Soz.-päd.
Modulnr.	Bausteinnr.	Bausteintitel	datum	Arbeitszeit	Fahrtzeit	Zeit gesamt	km	quali
1	1.1,	1.1 Erstgespräch (MA2)	09.04.2009	60	100	160	21	Soz.-päd.
1	1.1,	1.1 weiteres Beratungsgespräch (M	07.05.2009	60	0	60	0	Soz.-päd.
1	1.1,	1.1 weiteres Beratungsgespräch (M	07.05.2009	60	0	60	0	Soz.-päd.
1	1.5,	1.5 Fähigkeitsprofil erstellen	14.05.2009	60	0	60	0	Soz.-päd.
2	2.1,	2.1 Akquise	27.05.2009	60	0	60	0	Soz.-päd.
2	2.1,	2.1 Akquise	28.05.2009	30	0	30	0	Soz.-päd.
2	2.1,	2.1 Akquise	02.06.2009	45	0	45	0	Soz.-päd.
2	2.2,	2.2 Vorstellungsgespräch vorbereite	02.06.2009	60	0	60	0	Soz.-päd.
1	1.4,	1.4 Hospitation am Arbeitsplatz	04.06.2009	95	40	135	21	Soz.-päd.
2	2.2,	2.2 Vorstellungsgespräch durchführ	09.06.2009	30	100	130	23	Soz.-päd.
2	2.4,	2.4 Praktikum vorbereiten	10.06.2009	55	0	55	0	Soz.-päd.
2	2.4,	2.4 Praktikum vorbereiten	17.06.2009	35	0	35	0	Soz.-päd.
2	2.4,	2.4 Praktikum vorbereiten	17.06.2009	10	0	10	0	Soz.-päd.
3	3.1,	3.1 Jobcoaching	25.06.2009	45	100	145	23	Soz.-päd.
2	2.1,	2.1 Akquise	30.06.2009	5	0	5	0	Soz.-päd.
3	3.1,	3.1 Jobcoaching	02.07.2009	30	30	60	23	Soz.-päd.
3	3.5,	3.5 Perspektivenklärung	09.07.2009	55	0	55	0	Soz.-päd.
3	3.5,	3.5 Perspektivenklärung	15.07.2009	50	0	50	0	Soz.-päd.
3	3.5,	3.5 Perspektivenklärung	12.08.2009	5	0	5	0	Soz.-päd.
3	3.5,	3.5 Perspektivenklärung	24.08.2009	5	0	5	0	Soz.-päd.
3	3.5,	3.5 Perspektivenklärung	01.09.2009	35	35	70	21	Soz.-päd.
3	3.5,	3.5 Perspektivenklärung	22.09.2009	5	0	5	0	Soz.-päd.
2	2.1,	2.1 Akquise	14.10.2009	30	0	30	0	Soz.-päd.
2	2.2,	2.2 Vorstellungsgespräch vorbereite	21.10.2009	60	0	60	0	Soz.-päd.
2	2.2,	2.2 Vorstellungsgespräch durchführ	22.10.2009	15	70	85	16	Soz.-päd.
2	2.4,	2.4 Praktikum vorbereiten	22.10.2009	25	0	25	0	Soz.-päd.

Pricefinding by wages per minute and all-in-prices for travel costs, administrative costs, proportionate manager costs

(process development May 2011)

PREISBERECHNUNG					
Minutenlohn der MitarbeiterIn	Personalkosten = Arbeitsdauer x Minutenpreis	Fahrtkosten = gefahrene km x km-Pauschale	Sachkosten- und Verwaltungspauschale inkl. Leitungsanteile in €	Leitungsanteile	Gesamtpreis für die Leistung
		Km-Pauschale in €:	Pauschale in % :	Leitungsanteile in %	
		0,29 €	30%	0%	
lohn	Personalkosten	Fahrtkosten	Pauschale in % :	leitung	Gesamtpreis
0,52	83,20 €	6,09 €	26,79 €	- €	116,08 €
0,52	31,20 €	- €	9,36 €	- €	40,56 €
0,52	31,20 €	- €	9,36 €	- €	40,56 €
0,52	31,20 €	- €	9,36 €	- €	40,56 €
0,52	31,20 €	- €	9,36 €	- €	40,56 €
0,52	15,60 €	- €	4,68 €	- €	20,28 €
0,52	23,40 €	- €	7,02 €	- €	30,42 €
0,52	31,20 €	- €	9,36 €	- €	40,56 €
0,52	70,20 €	6,09 €	22,89 €	- €	99,18 €
0,52	67,60 €	6,67 €	22,28 €	- €	96,55 €
0,52	28,60 €	- €	8,58 €	- €	37,18 €
0,52	18,20 €	- €	5,46 €	- €	23,66 €
0,52	5,20 €	- €	1,56 €	- €	6,76 €
0,52	75,40 €	6,67 €	24,62 €	- €	106,69 €
0,52	2,60 €	- €	0,78 €	- €	3,38 €
0,52	31,20 €	6,67 €	11,36 €	- €	49,23 €
0,52	28,60 €	- €	8,58 €	- €	37,18 €
0,52	26,00 €	- €	7,80 €	- €	33,80 €
0,52	2,60 €	- €	0,78 €	- €	3,38 €
0,52	2,60 €	- €	0,78 €	- €	3,38 €
0,52	36,40 €	6,09 €	12,75 €	- €	55,24 €

Mr. F., assistant in gardening, supported by a JobBudget-project partner

until 2008:

- Special school for pupils with mental disabilities
- Work experience placements in a sheltered workshop and in firms of the general labour market

2008 - 2010 Qualification in a sheltered workshop:

- Work experience in placements with the support of the JobBudget project:
 - butchery (13 months)
 - market garden (9 months)
- Educational day in an group of the sheltered workshop: 1 day a week

Since 01.06.2010:

- Contract in the market garden
- Unlimited, standard wage, wage support for the employer

Long-term-support in the workplace:

- 3 hours per week, at least one visit in the workplace per week





Which ideas of the presented model of modularisation and pricing would you like to transfer into your workplace?



Further information:

www.jobbudget.org