



## FOREIGN PROFESSIONALS DESK

The Foreign Professionals Desk offers assistance to foreign clients who have a three-year degree or higher. Sponsorship and advice on the translation of qualifications and the South African Qualifications Authority processes are provided. Artisans wanting to complete their Trade Tests are assisted. We work closely with clients to develop a professional reputation and offer intensive job application guidance and support.

## JOB PLACEMENTS

EAP's Job Placement Service aims to connect employers to the unemployed, including asylum seekers and refugees. We are not a recruitment agency; this is a FREE service for both employers and prospective employees. In order to ensure suitability of the candidate to the employment on offer, we conduct an extensive screening process through personal interviews and reference checking. Our candidates are experienced in hospitality, domestic/home maintenance, home-based care, childcare, and construction. Through this program, we have developed sustainable relationships with partner organizations and collaborating NGO's to foster networking opportunities.

## ABOUT SCALABRINI

The Scalabrini Centre of Cape Town promotes development in the Western Cape whilst fostering integration between migrants, refugees, and South Africans. We provide a range of services to clients from our premises in central Cape Town.



47 Commercial Street, Cape Town



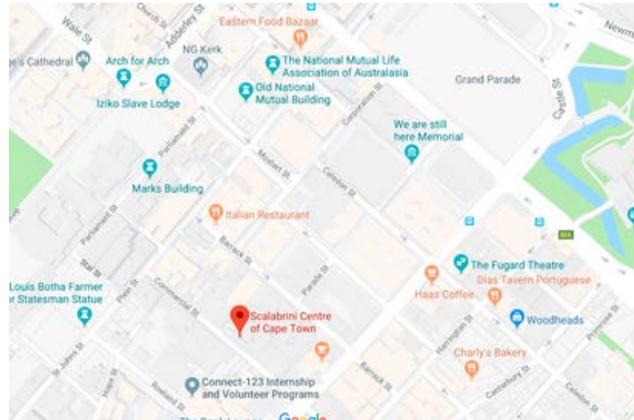
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Scalabrini  
Centre of Cape Town



# EMPLOYMENT ACCESS PROGRAMME

Providing a gateway to employment



@Scalabrini Centre of Cape Town



@ScalabriniCT

## OUR OBJECTIVE

The Employment Access Programme aims to promote the socio-economic integration of asylum seekers, refugees, migrants and South African citizens 'in need' by facilitating access to employment.

## HELP DESK

The Help Desk assists clients to find employment by offering support in the job application process, guidance in writing a CV and assistance with online applications. Clients wanting to find work should come to the desk on Tuesdays, Wednesdays and Thursdays from 9:00 am to 11:00 am. For computer literate clients, the computer lab is open Mondays and Wednesdays from 9:00am – 12pm.

**To join the Help Desk, collect a CV form and make an appointment at reception.**

**Please note: Access to the Employment Access Programme requires that foreign clients hold a valid permit. South African clients must bring their ID.**



## SKILLS TRAININGS:

### 1) JOB READINESS

The workshop builds confidence and self-esteem to apply for work, focusing on phone etiquette, interview preparation and interview skills. All clients registered with EAP qualify to attend the workshop.

**The course is free of charge and offered Monday and Tuesday from 9:00-12:00.**



### 2) FOUNDATIONAL DIGITAL LITERACY

Learn the foundations of Computer Literacy, the main components of a computer, programmes and applications, and basic internet and email. A strong focus will be on improving typing skills.

**The course runs for six days from 1:00pm-4:00pm. The course is charged at ZAR 250.**

### 3) FUNDAMENTALS OF MS EXCEL

This workshop is designed to master the basics of MS Excel. If your goal is to work in a call centre, reception, administration, or an office environment, Excel will be a requirement. Participants must bring their own USB stick.

**The workshop runs for six weeks, on Tuesdays and Thursdays from 9:00-12:00 and costs ZAR250.**

### 4) MS WORD ESSENTIALS

MS Word allows users to produce and share documents. We cover: writing and editing text, formatting and styles, creating tables and graphics, as well as proofing.

**The workshop runs for six weeks, on Tuesdays and Thursdays from 9:00-12:00 and costs ZAR250.**

### 5) PROFESSIONAL SKILLS COURSE

This workshop focuses on professionalism in the workplace. Training provides the tools required to adapt to South Africa's corporate environment, maintain the employment and possibly gain a promotion. Topics covered include Goal Setting, Time Management, Networking, Conflict Management, Stress Management and Effective Communication skills.

**The workshop takes place once a month as an open workshop.**