

The Immigrant's Business Plan Questionnaire

1. Please fill in the Name of your Organisation, your Working Position and note X in the column that corresponds to its legal status.

Organization		
	Public	
	Private	
	Non governmental / non profit	
Working Position		

2. In which fields does your organisation operate?

Note X in the corresponding boxes.

Career Guidance	
Job placement	
Education/ Training	
Psycho-social support	
Other (please define)	

3. Please answer how often you face the following tasks in your work, putting in circle the corresponding number in the right columns.

(4=very often, 3=often, 2=occasionally, 1=never)

	In my work...	Very often	Often	Occasionally	Never
1	I provide information on educational and training opportunities	4	3	2	1
2	I assist clients to start their own business	4	3	2	1
3	I provide information on available jobs	4	3	2	1
4	I assist clients to develop appropriate professional behavior (e.g. punctuality, responsibility)	4	3	2	1

5	I use tools and other supporting material of career guidance	4	3	2	1
6	I contact potential employers in order to promote job placement	4	3	2	1
7	I assist clients while they implement their career decisions	4	3	2	1

4. Which are your target groups?

Note X in the corresponding boxes.

Students/Trainees	
Employees	
Women	
Unemployed	
Migrants - Refugees	
Young at risk of social exclusion	
People with disabilities	
People with mental illnesses	
People with addictions	
Other (please define)	

5. What kind of tools or methods do you use for them? Please, give some examples:

6. Do you use different tools for other target groups? If yes, please describe:

7. Please describe a method or a tool that you consider as a best practice.

8. If you work with Migrants/Refugees, do you think they need special support/assistance?

- Yes No

8a. If yes, please describe the needs of Migrants/Refugees in the field of further education.

8b. Please describe how you support them.

8c. How do you identify this special support?

Note X in the corresponding boxes.

own survey using questionnaires	
own survey using interviews	
Professional literature	
own experience	
Other (please specify)	

9. If you assist clients to start their own business, in which kind of setting do you do that?

One on one counselling	
Counselling in small groups (up to five persons)	
Training Courses	
Via telephone or internet	
Other (please specify)	

9a. What kind of methods do you use? Please describe:

10. Is it easy to create a company for migrants in your country? Is there any help, programs or grants? Please describe:

11. What are you missing (examples, experiences, knowledge) you could get from other EU partners as a trainer to improve your work?
