



## corporate curriculum

company name	<b>AFOL Metropolitana</b> <b>Agenzia Metropolitana per la formazione, l'orientamento e il lavoro</b>
legal nature	Azienda speciale consortile nata dalla fusione delle agenzie territoriali della Provincia di Milano operative dal 2006, oggi partecipata da Città Metropolitana di Milano, dal Comune di Milano e dai Comuni di Arese, Assago, Baranzate, Basiglio, Bellinzago Lombardo, Bresso, Buccinasco, Bussero, Carpiano, Carugate, Casarile, Cassano d'Adda, Cassina de' Pecchi, Cernusco sul Naviglio, Cerro al Lambro, Cesano Boscone, Cesate, Cinisello Balsamo, Cologno Monzese, Colturano, Cormano, Cornaredo, Corsico, Cusano Milanino, Dresano, Garbagnate Milanese, Grezzago, Inzago, Lacchiarella, Lainate, Liscate, Locate di Triulzi, Masate, Mediglia, Melegnano, Melzo, Opera, Paderno Dugnano, Pantigliate, Paullo, Pero, Peschiera Borromeo, Pessano con Bornago, Pieve Emanuele, Pioltello, Pozzo d'Adda, Pozzuolo Martesana, Pregnana Milanese, Rho, Rozzano, San Donato Milanese, San Giuliano Milanese, San Zenone al Lambro, Senago, Sesto San Giovanni, Settala, Settimo Milanese, Solaro, Trezzano Rosa, Trezzano sul Naviglio, Tribiano, Truccazzano, Vanzago, Vaprio d'Adda, Vignate, Vimodrone, Vizzolo Predabissi, Zibido San Giacomo.
registered office	Via Soderini 24 – 20146 Milano
accredited offices	<b>Milano città</b> Milano, via Soderini 24 Milano, via Strozzi 9 <b>area Nord - Ovest Milano</b> Garbagnate Milanese, via Milano 21 Bollate, piazza Martiri della Libertà 1 Cesate, via Romanò 39 Cinisello Balsamo, via Gorki 65 Cologno Monzese, largo Salvo D'Acquisto 12/15 Cormano, via dell'Innovazione 1 Paderno Dugnano, piazza Divina Commedia 3/5 Rho, via Villafranca 8 Sesto San Giovanni, viale Italia 548 <b>area Sud – Est Milano</b> Cernusco sul Naviglio, strada Padana Superiore 2/B Corsico, via Leonardo da Vinci 5 Melegnano, piazza Bianchi 2 Melzo, via San Martino 4 Melzo, via Cristoforo Colombo 8 Pieve Emanuele, via dei Gigli 7 Rozzano, via degli Oleandri 27 Rozzano, via Matteotti 33/35 San Donato Milanese, via Parri 12
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### SEDE LEGALE

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## activities

Founded in 2015 from the merger of seven local AFOLs, AFOL Metropolitana, Agency for training, orientation and work, is a public company that guarantees a complete range of work and training services for individuals and companies based on the logical integration of its functions and their strong orientation towards the labor market.

AFOL helps citizens in need of reacquiring the qualifications sought for job placement, strengthening their professional skills, supporting them in their transitional phases and helping them avoid the risks of social exclusion as they adapt to possible socio-educational changes. At the same time, the Agency provides a range of services to local businesses to support and assist them with administrative procedures as they search for professional profiles to include in their workforce, both training staff and participating in projects or initiatives encouraging innovative process and product development. The integrated delivery of a complete range of services, as well as, the effective collaboration with public and private bodies and local and non-local economic actors, make AFOL Metropolitana that model of excellence recognized nationally and looked upon favorably by a number of foreign partners.

AFOL Metropolitana is UNI EN ISO 9001:2015-certified agency, accredited in the Lombardy Region for both work and training services including certifying competencies under non-formal and informal conditions.

AFOL Metropolitana furnishes its services in branches spread throughout the metropolitan area: in 7 employment centers, 17 training sites and 40 territorial offices.

AFOL Metropolitana is registered on the "Research and Innovation" portal of the European Commission (PIC number 933467861) and is qualified to present projects accessing EU funds.

## workforce

Inside AFOL Metropolitana more than 600 employees and 500 collaborators with a wealth of professional qualifications provide training, job placement and support services.

AFOL personnel boasts specific skills for the activities provided and is selected by special commissions based on predefined criteria. Guidance experts provide skills assessments on a daily basis to redefine previous work experience, coach activities to support choice and change, offer evolving job search support, as well as assist in creating self-employment opportunities for (re)entering the labor market. Selected teachers accompany adolescents and adults in specific training courses, filling the knowledge and skills gaps needed to enter the job market as qualified candidates.

Specially trained and selected representatives work with corporate business partnerships to raise awareness and improve the organizational contexts that identify and foster the realistic integration of people with diversified disabilities or vulnerabilities. AFOL staff apply management objectives logic in developing and implementing common organizational goals and ongoing improvement.

## SERVICES FOR CITIZENS

### TRAINING

AFOL Metropolitana designs and delivers training services that cover the entire training supply chain and are divided into the following categories:

- legal obligations in education and training
- ongoing technical and specialized training
- continuous education.

Courses are designed to improve users' professional skills and access to the job market. The development of training courses in AFOL Metropolitana is strongly linked to understanding territorial needs, based on contextual data formulated and decoded thanks to AFOL's internal Observatory. Synergy with a network work of companies, research centers, universities, educational institutions and other accredited bodies is also crucial.

Responding to specific thematic needs, the courses reflect true specializations acquired by each of the different territorial offices:

Milan: administration and accounting, wellness, design, photography, information technology, languages, fashion, software, video  
 Garbagnate Milanese: computer science, languages, vocational courses  
 Cesate: commercial services, plant and construction mechanics  
 Sesto San Giovanni: catering, mechanics  
 Cormano: wellbeing  
 Cologno Monzese: well-being  
 Cernusco sul Naviglio: administration and accounting, commerce and food, information technology, languages, transport and logistics, social-health  
 Rozzano: well-being, mechanic, plant and construction  
 San Donato Milanese: wellness, mechanics, plant and construction, catering, commercial services  
 Melegnano: well-being and catering  
 Pieve Emanuele: catering

## **JOB ORIENTATION**

AFOL promotes guidance through a set of activities that enables citizens of all ages, at any time in their lives, to identify their skills, competences and interests as they make decisions on education, training and employment.

AFOL Metropolitana organizes info-orientation moments for young people and families, such as strengthening post-diploma orientation actions and non-university tertiary education, with particular focus on IFTS and ITS courses.

## **WORK**

AFOL Metropolitana, offers its users access to an entire supply chain of work services, from the administrative services provided by the Employment Centers to active labour policies. These include services for obtaining Declarations of Immediate Work Availability (DID), registering for targeted placements, assisting protected categories, subscribing to some personalized service agreements, issuing certifications, handling mobility and so on.

Completing the range of services offered by the Center for Employment are those promoting employment, matching labour supply and demand in Italy and abroad (AFOL Metropolitana is a EURES partner), activating extracurricular internships, job placement for people with disabilities, assisting business development.

## **disabled work integration**

AFOL Metropolitana has developed specific know-how in the field of disabled work integration both through the supervision of complex projects and the direct management of Employment Insertion Services.

Support for this category of user is varied, ranging from the management of Disabled Employment Services (SOD), commissioned by the Metropolitan City of Milan in January 2019, to the assessment of an individual's residual work potential in order to identify more suitable and fulfilling tasks, to personalized projects of workplace reinsertion.

Companies also receive support including specific regulatory advice on the 68/99 law in order to correctly respond to the regulatory provisions or assistance during the insertion phases.

## **SERVICES FOR COMPANIES**

### **TRAINING**

AFOL Metropolitana designs and organizes training courses based on corporate needs and aimed at the professional requalification of their employees. The courses are both paid or funded with financial resources made available by inter-professional and regional public funds. AFOL Metropolitana also helps companies with specialized training for young apprentices. Using the most modern tools and techniques available, AFOL is able to deliver training on dedicated platforms and webinars, thus allowing access to a greater number of users. Content is designed based on expressed needs.

### **WORK pre-selection**

AFOL Metropolitana supports companies in the delicate re-insertion phase of recruitment. Specialized operators help the company define its needs and, after conducting preliminary research, present companies with a shortlist of selected reinsertion candidates most suitable for the professional profile requested.

**internships** AFOL Metropolitana supports employers interested in initiating training courses by identifying the most suitable human resources for their needs and preparing required documentation and administration. The real strength of the process, however, is the delicate work of monitoring and oversight carried out by the tutors, which allows both parties, trainee and company, to successfully achieve their developmental objectives.

**job placement for disabled people** AFOL Metropolitana assists companies in their recruitment of personnel pursuant to law 68/99, making use of the strong skills developed in the area of disadvantages and social fragility. Careful evaluations of each individual's work potential effectively match identified candidates with appropriate job positions. Companies receive support from our specialized operators during all phases of the process, from specific regulatory consulting on the 68/99 law to accompaniment during the insertion phases.

**EURES – European Employment Services** Together with EURES (European Employment Services), AFOL Metropolitana helps companies find the best candidates for their needs in Italy and Europe by providing a web portal where they can advertise job offers and consult potential candidates' CVs; providing assistance and free furnished offices during the search and pre-selection of candidates; advising on labour regulations in Italy and other European countries and on hiring procedures for EU citizens; identifying appropriate profiles based on up-to-date information on the European labour market; offering access to sector events for refined and specific profile research, including through close collaboration with universities and their graduates; and, lastly, supporting the creation of partnerships and networks between companies.

## **INNOVATIVE SERVICES**

AFOL Metropolitana constantly renews and expands the range of services offered to meet the needs of a constantly changing labour market.

In this perspective, two co-working and fab-labs were created in Milan and Rozzano, new work and sharing spaces in which it is possible to experiment with different business concepts.

Through a special agreement with the International Telematic University UNINETTUNO, AFOL has further expanded its range of services, becoming a distance-learning university affiliate.