

APPENDIX: GUIDELINES FOR INTEGRATION PLAN

Information regarding integration plan for participants in the introduction programme

About your integration plan

- You and the municipality shall jointly create an integration plan for your participation in the introduction programme. Your participation in the introduction programme shall contribute to you obtaining good Norwegian language skills, knowledge regarding Norwegian society, formal qualifications and a lasting attachment to the labour market. The objective is your early integration in Norwegian society and financial independence.

Competence mapping

- Prior to the preparation of your integration plan, you have the right and duty to conduct competence mapping. The mapping shall at least encompass your language skills and education, work experience and other relevant competence.

Career guidance

- You have the right and duty to undergo career guidance. Career guidance shall provide you with information that enables you to create plans for work and education.

Contents of your integration plan.

- Your integration plan shall contain your end goal and Norwegian goal, plan for instruction, duration of your participation in the programme and your complaint options. Your plan shall be based on the mapping of your education, work experience, competence relating to the labour market, and other relevant information.

The introduction programme shall at least contain:

- a) instruction in Norwegian language
- b) instruction in social science
- c) a course in life skills
- d) vocational or education-centred components.

Participants who have children under 18 years of age shall participate in a parental guidance course.

The introduction programme shall be full-year and full-time.

Your end goals

- The municipality shall establish an end goal for your participation in the introduction programme. The end goal is decided, among other things, based on your previous education.

Norwegian goal

- Participants in Norwegian language instruction shall achieve a minimum level of Norwegian language skills. The municipality and county council shall ensure the provision of instruction so that the participant achieves the minimum level.

Follow-up and evaluation of your integration plan

- During your training, the municipality shall hold meetings with you regarding the functioning of your integration plan. If you are not following your integration plan, or you wish to amend your plan, you must contact your contact person as soon as possible.

Do you want to submit a complaint regarding your integration plan?

- You may submit a complaint regarding both your instruction and the content of your integration plan.

If you want to submit a complaint, you must:

- Submit a complaint no later than three weeks from you received a decision regarding the content of your integration plan
- Submit the complaint to the body in the municipality that has made the decision regarding your integration plan
- Write what your complaint concerns
- You must sign the complaint

A representative may also submit a complaint on your behalf. In order for someone to act as your representative and write a complaint on your behalf, you must have granted the individual in question written authorisation to do so. An authorisation must describe what your representative may do on your behalf. If you have a lawyer, no authorisation is required.

Where can you find more information regarding integration plans?

More information regarding integration plans is available in the Norwegian Introduction Act. The Act with circulars is available at www.imdi.no and at [Skills Norway's website](#).

Best of luck with your training!