

TERMS AND CONDITIONS OF VOCATIONAL COURSE FOR FOREIGNERS

§ 1. Definitions

1. Controller of personal data - natural or legal person, public authority, agency or another body which determines - alone or jointly with others - the purposes and means of the processing of personal data.
2. Personal data is information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified directly or indirectly, in particular by reference to an identifier such as: a name, an identification number, location data, an online identifier or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of a natural person.
3. Administrator of funds - Minister of Labour and Social Policy.
4. Course - vocational skills course run by the Course Organiser under the programme „Together We Can Do More - First Edition of the 2022-2023 Activation Programme for Foreigners”.
5. Course Organiser - educational establishment where the course is provided as a part of the project:

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(Course Organiser's stamp)

6. Data processor - a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller of personal data.
7. Data processing - any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.
8. Project Implementer - Województwo Łódzkie [Łódzkie Region], represented by the Board of the Łódzkie Region.
9. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (hereinafter referred to as „GDPR”) - an EU regulation containing rules on the protection of individuals with regard to the processing of personal data and on the free movement of personal data.

§ 2. General principles

1. The course is organised within the territory of the Łódzkie region by the educational establishments subordinate to the Łódzkie Region (hereinafter referred to as the „Course Organiser”). The list of courses and Organisers is annexed to Terms and Conditions.
2. The course is commissioned by Województwo Łódzkie [Łódzkie Region] - Department of Sport and Education of the Marshal's Office of The Łódzkie Region, al. Piłsudskiego 8, 90-051 Łódź.
3. The course is organised as a part of the „Together We Can Do More - First Edition of the 2022-2023 Activation Programme for Foreigners” under the Government 2022-2025 Activation Programme for Foreigners.
4. The source of funding for the Programme are the resources of the Labour Fund reserve, administered by the Minister of Family and Social Policy.
5. The course shall take place at the premises of the Course Organiser, on the date and in the manner specified by the Course Organiser, in accordance with the timetable.
6. The duration of the course is between 4 and 5 months, ranging from 60 to 290 teaching hours (depending on course specialisation), up to 30 hours per week, during the day, full-time or part-time.
7. Learning takes place in groups of up to 8 people.

8. Participants are adults (over 18 years of age), legally residing in Poland, who will apply for the course using the application form available on the website of the programme <http://www.lodzkie.pl/rmw> or in the secretariat of the Course Organiser, and who will meet the eligibility criteria.
9. If the Participants fail to comply with the course rules, including the rules laid down in Section 5(4), and if they cause any material damage, any costs will be covered by them.
10. A Participant may take part in a single course under the Programme. Available courses are included in the List of Courses and Organisers.
11. Criteria for the selection of Participants for the course:
 - a) Fulfilment of formal conditions for registration.
 - b) Meeting the age criterion.
 - c) The course is dedicated to foreigners legally residing in Poland, living or working in the Łódzkie region, interested in gaining professional skills.
 - d) Once the criteria set out in paragraph 11(a-c) have been met, course Participants will be selected on a first come, first served basis.
12. The Course Organiser shall select the Participants in accordance with the criteria set out in point 11.
13. The selected Participants sign an agreement with the Łódzkie Region for the organisation of a vocational training course for foreigners.
14. The Participant's failure to sign the agreement is tantamount to the Participant's resignation from the course.

§ 3. Organisation of the course

1. The Course Organiser will be responsible for organising and delivering the course.
2. The Course Organiser is responsible for the correct and safe character of the course.
3. In order to deliver, the Course Organiser must provide teaching staff/trainers, a professional career adviser and an interpreter.
4. The professional skills course organised under the Programme is based on Article 117 of the Education Law Act (Dziennik Ustaw *[Journal of Laws]* 2021, item 1082 as amended) and Regulation of the Minister for National Education of 19th March 2019 on lifelong learning in out-of-school forms (Dziennik Ustaw *[Journal of Laws]*, item 652).
5. The substantive preparation of the curriculum and the provision of courses are the responsibility of the teachers/trainers involved.
6. The activities are continuous, there will not be any so-called. "free time" for Participants, except for short relaxation breaks and/or meals, agreed upon with the teacher/trainer.
7. As part of the organisation of the course, the Course Organiser pays for Participants':
 - a) Teaching materials,
 - b) Lunch breaks,
 - c) Accident insurance for the Participants,
 - d) Cleaning products and, if necessary, personal protective equipment,
 - e) Transport — at Participant's request.
8. Attendance at courses, receipt of documents and equivalents referred to in paragraph 3(7) The Participant shall confirm by hand signature.

§ 4. Main safety rules

1. Participants will be covered by accident insurance.
2. The Course Organiser is not liable for the loss of personal belongings by the Participant, in particular mobile phones, cameras and other valuable equipment and their use by other course Participants.

§ 5. Framework rules and responsibilities for course Participants

1. The aim of the project is to enable adults to study and gain qualifications and professional skills in establishments run by the Łódzkie Region.
2. At the beginning of the course, the principles of good cooperation in a friendly and welcoming environment will be defined.
3. Participants shall comply with the rules presented and accept them.
4. Each Participant in the course is obliged to:
 - a) Read the Course Rules.
 - b) Familiarise themselves with the course schedule and follow it.
 - c) Inform the Course Organiser of any problematic situations.
 - d) Report to the Course Organiser any symptoms of poor well-being.

- e) Ensure the cleanliness of the workstation and take proper care of the teaching aids entrusted to them.
 - f) Use of the workstation's equipment for its intended purpose.
5. In the event of a Participant's breach of the course rules, the Course Organiser may deny the Participant their right to continue the course.
 6. At the end of the course, a Participant who has attended at least 80 % of the classes will receive a certificate of completion of the vocational training course, in accordance with the form provided in Annex 2 to the Regulation of the Minister for National Education on lifelong learning in out-of-school forms of 13th March 2019 (Dziennik Ustaw [Journal Of Laws] 2019, item 652).
 7. The Course Organiser must be notified about the Participant's resignation in writing.
 8. If the Participant resigns within 5 days before the start of the first classes, the next declared person may take the place of the resigning person.
 9. Any complaints must be made in writing no later than fourteen calendar days after the completion of the course, to the secretariat of the Course Organiser. The Course Organiser shall respond to the complaint within 14 calendar days of the date on which the Participant submitted the complaint. Complaints submitted after the expiry of the period of 14 calendar days after the end of the course will not be taken into account.
 10. For matters not covered by these Rules or the Agreement, Kodeks Cywilny [Civil Code] laws shall apply.

§ 6. Financing of the course

1. Vocational course for foreigners, together with the costs indicated in Section 3 point. 7, organised as a part of the „Together We Can Do More - First Edition of the 2022-2023 Activation Programme for Foreigners” programme, is free of charge for Participants.
2. Funds intended to cover the expenditure connected to the implementation of the courses from the Labour Fund Reserve will be transferred to the bank account of the Organiser by the Łódzkie Region.

§ 7. Protection of personal data

Pursuant to Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (hereinafter “GDPR”):

1. The personal data controller is the Board of the Łódzkie Region with its registered office in Łódź 90-051, al. Piłsudskiego 8, who is the implementer of the project entitled „Together We Can Do More - First Edition of the 2022-2023 Activation Programme for Foreigners”.
2. The Controller has appointed a Data Protection Officer who can be contacted by writing to the Administrator's registered office or e-mail address: iod@lodzkie.pl
3. Personal data will be processed for the purpose of performing a task in the public interest, i.e. professional activation and implementation of the agreement concluded between the Fund Administrator and the implementer, i.e. completion of the course, recruitment of Participants, control, reporting, statistics, evaluation of the project, on the basis of:
 - Article 6, par. (1)(e) GDPR in conjunction with the Law of 20th April 2004 on the promotion of employment and labour market institutions;
 - Article 6, par. (1)(b) GDPR, i.e. for the purpose of concluding and implementing an agreement.
4. The recipients/categories of recipients of personal data collected in the programme will be:

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(Course Organiser's stamp)

- Ministry of Family and Social Policy,
- Banks supporting the budget of educational establishments subordinate to the Łódzkie Region,
- providers of IT systems and services,
- persons entitled to receive data on a legal basis,
- postal and courier operators delivering correspondence,

- a person requesting public information or public sector information for re-use only to the extent and subject matter to which the obligation to provide such information is provided for by the applicable law.
5. The data will be kept for a period of 5 years from the beginning of the year following the end of the project.
 6. Persons whose data will be processed in the programme have the right to request access their personal data, the right to rectification and erasure or restriction of processing if the grounds listed in Articles 17 and 18 of the GDPR apply.
 7. Persons whose data will be processed in the programme have the right to object to the processing of personal data concerning the data processed on the basis of Article 6, par. (1)(e) GDPR.
 8. Persons whose data will be processed in the programme have the right to lodge a complaint with the President of the Personal Data Protection Office, when they consider that the processing infringes the GDPR.
 9. The provision of data is voluntary, but necessary for the conclusion and performance of the agreement. Failure to provide data will make it impossible to conclude and implement an agreement for the organisation of a vocational training course for foreigners under the „Together We Can Do More - First Edition of the 2022-2023 Activation Programme for Foreigners”.

List of courses and Course Organisers

1. Basics of floristry - 60 hours. Duration: 4 months.

Course Organiser:

- Centrum Rozwoju Edukacji WŁ w Zgierzu [*Łódzkie Region Centre for the Development of Education in Zgierz*],
- Zespół Szkół i Placówek Oświatowych WŁ w Łowiczu [*Łódzkie Region School and Educational Facilities Complex in Łowicz*],
- Zespół Szkół i Placówek Oświatowych WŁ w Tomaszowie Mazowieckim [*Łódzkie Region School and Educational Facilities Complex in Tomaszów Mazowiecki*],
- Centrum Kształcenia Zawodowego i Ustawicznego WŁ w Piotrkowie Trybunalskim [*Łódzkie Region Centre for Practical Training and Continuing Learning in Piotrków Trybunalski*].

2. Composition and decoration planning - 150 hours. Duration of 4 months.

Course Organiser:

- Centrum Rozwoju Edukacji WŁ w Zgierzu [*Łódzkie Region Centre for the Development of Education in Zgierz*],
- Zespół Szkół i Placówek Oświatowych WŁ w Łowiczu [*Łódzkie Region School and Educational Facilities Complex in Łowicz*].

3. Beauty treatments for natural nail plate - 64 hours. Duration: 4 months.

Course Organiser:

- Centrum Rozwoju Edukacji WŁ w Zgierzu [*Łódzkie Region Centre for the Development of Education in Zgierz*],
- Zespół Szkół i Placówek Oświatowych WŁ w Sieradzu [*Łódzkie Region School and Educational Facilities Complex in Sieradz*]
- Zespół Szkół i Placówek Oświatowych WŁ w Tomaszowie Mazowieckim [*Łódzkie Region School and Educational Facilities Complex in Tomaszów Mazowiecki*],
- Centrum Kształcenia Zawodowego i Ustawicznego WŁ w Piotrkowie Trybunalskim [*Łódzkie Region Centre for Practical Training and Continuing Learning in Piotrków Trybunalski*],
- Centrum Rozwoju Kompetencji WŁ i PGE Polskiej Grupy Energetycznej w Woli Grzymalnej [*The Łódzkie Region and PGE Centre for the Development of Competences in Wola Grzymalina*].

4. Basics of nutrition and gastronomy - 120 hours. Duration: 4 months.

Course Organiser:

- Zespół Szkół i Placówek Oświatowych Nowoczesnych Technologii WŁ w Łodzi [*Łódzkie Region School and Educational Facilities Complex of Modern Technologies in Łódź*].

5. Making handicrafted products using weaving and embroidery - 290 hours. Duration: 5 months.

Course Organiser:

- Zespół Szkół i Placówek Oświatowych WŁ w Łowiczu [*Łódzkie Region School and Educational Facilities Complex in Łowicz*].

6. Installation and commissioning of electrical installations - 240 hours. Duration: 4 months.

Course Organiser:

- Centrum Rozwoju Edukacji WŁ w Łodzi - CKU SWŁ w Łodzi [*Łódzkie Region Centre for the Development of Education in Łódź - CKU SWŁ in Łódź*].

7. Providing care and support to patients - 288 hours. Duration: 5 months.

Course Organiser:

- Zespół Szkół i Placówek Oświatowych WŁ w Sieradzu [*Łódzkie Region School and Educational Facilities Complex in Sieradz*],
- Zespół Szkół i Placówek Oświatowych WŁ w Tomaszowie Mazowieckim [*Łódzkie Region School and Educational Facilities Complex in Tomaszów Mazowiecki*],
- Centrum Rozwoju Edukacji WŁ w Łodzi - CKU SWŁ w Łodzi [*Łódzkie Region Centre for the Development of Education in Łódź - CKU SWŁ in Łódź*],
- Centrum Kształcenia Zawodowego i Ustawicznego WŁ w Piotrkowie Trybunalskim [*Łódzkie Region Centre for Practical Training and Continuing Learning in Piotrków Trybunalski*].

8. Performing care and beautifying eyes and their luminaires - 64 hours. Duration: 4 months.

Course Organiser:

- Zespół Szkół i Placówek Oświatowych WŁ w Tomaszowie Mazowieckim [*Łódzkie Region School and Educational Facilities Complex in Tomaszów Mazowiecki*],
- Centrum Rozwoju Edukacji WŁ w Łodzi - CKU SWŁ w Łodzi [*Łódzkie Region Centre for the Development of Education in Łódź - CKU SWŁ in Łódź*],
- Centrum Rozwoju Edukacji WŁ w Zgierzu [*Łódzkie Region Centre for the Development of Education in Zgierz*],
- Centrum Kształcenia Zawodowego i Ustawicznego WŁ w Piotrkowie Trybunalskim [*Łódzkie Region Centre for Practical Training and Continuing Learning in Piotrków Trybunalski*],
- Zespół Szkół i Placówek Oświatowych WŁ w Sieradzu [*Łódzkie Region School and Educational Facilities Complex in Sieradz*].

9. Performing face make-up – 192 hours. Duration: 4 months.

Course Organiser:

- Zespół Szkół i Placówek Oświatowych WŁ w Sieradzu [*Łódzkie Region School and Educational Facilities Complex in Sieradz*].