



PARENTAL KIT

A GUIDE TO RIGHTS AND LOCAL SERVICE IN SUPPORT OF PARENTHOOD



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MASP | Master Parenting in Work and Life is a European project in partnership with:

LEAD PARTNER:



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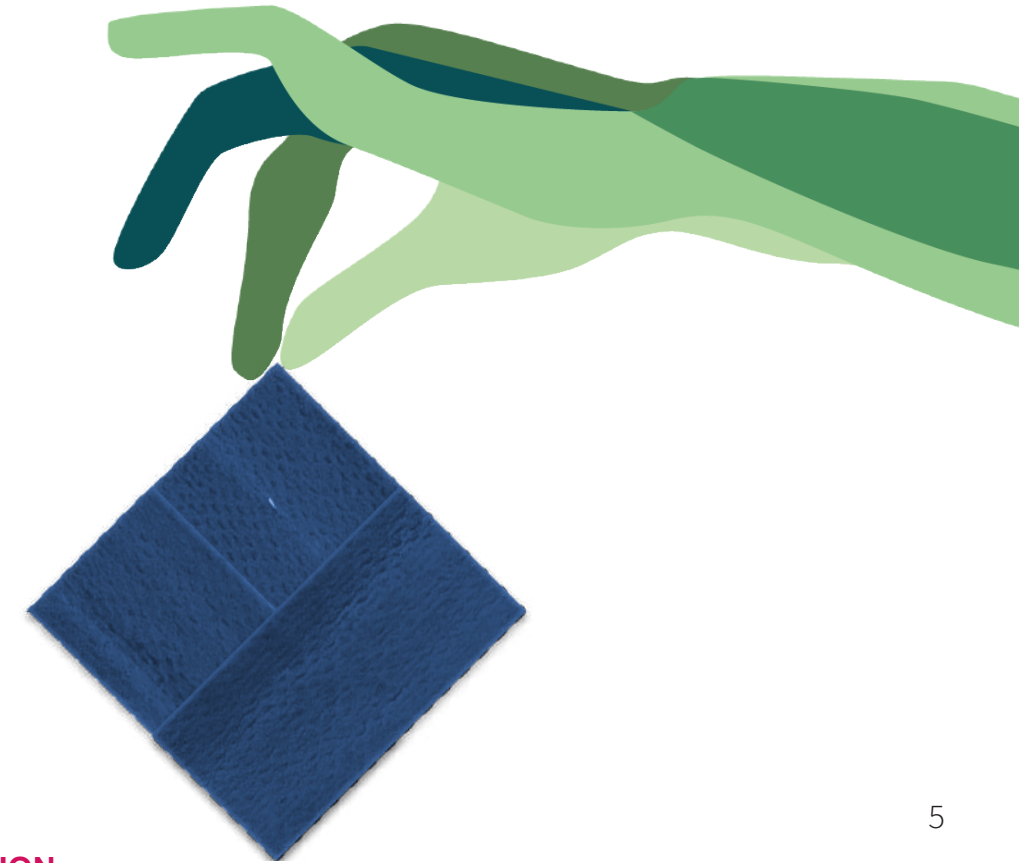
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INTRODUCTION

The **MASP PROJECT** – co-funded by the European Union under the EASI programme – aims to develop and test an innovative work-life balance strategy and the promotion of women's employment through the organisation of innovative take-up routes aimed at unemployed women, based on the recognition of transversal skills and gender-sensitive skills.

The **ACTIVITY**:

- ✓ will facilitate access/re-entry into the labour market of female caregivers
- ✓ will improve the work-life balance
- ✓ will transform the experience of parenthood into an opportunity to develop transversal skills, useful for professional careers
- ✓ will encourage parental leave.



The **specific goals** are:

- ✓ to develop and test an innovative work-life balance strategy. This strategy focuses on two programmes: one dedicated to pregnant women and unemployed mothers; the other targeting the enterprises and their employees
- ✓ to improve the skills and knowledge of key actors involved in the process of reconciliation between work and private life in order to make them more aware and implement innovative measures
- ✓ to develop a multi-level partnerships and sustainable multi-stakeholders in order to create an integrated intervention model
- ✓ to promote knowledge and the sharing of experiences between the different participants
- ✓ to facilitate access to information on social protection rights by creating "parental kits" that will include fact sheets, the guide for MASP operators, credentials for access to a digital platform.

The **ACTIVITIES OF THE PROJECT** include:

- ▶ research and analysis of best practices implemented at national and European level on synergies between work and personal life
 - ▶ sharing of best practices through workshops and study visits
 - ▶ training for employers, business consultants and employment services staff
 - ▶ implementation of digital tools for unemployed women and businesses
 - ▶ dissemination and communication activities
 - ▶ assessment of social impact and policies implemented.
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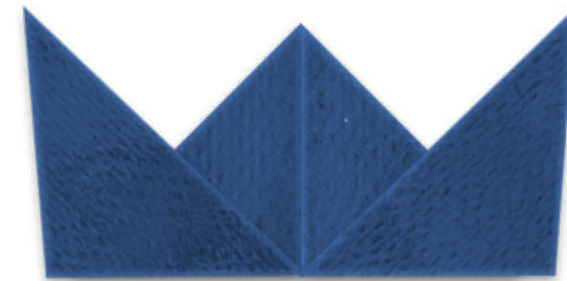
The implementation of the project foresees the following international partnership : **City of Milan** (Lead partner), **Agenzia del Lavoro** della Provincia Autonoma di Trento – ITALIA, **AFOL Metropolitana** – ITALIA, **Associazione BIN** ITALIA – ITALIA, **API** (SME) – ITALIA, **Gruppo Cooperativo CGM** – ITALIA, **EUROMASC** – NORWAY, **LIFEED** (Life FEeds EDucation) – ITALIA, **REVES Network** - BELGIUM, **AICCON** – ITALIA



The **PARENTAL KIT** is a practical tool for mothers and fathers in employment, providing information on available opportunities and local services, the legal rights covering the protection of motherhood and parenthood and the means to achieve a work-life balance. The parenting experience is not always in synergy with the rhythms and needs of work. Knowing the available services and knowing how to navigate through numerous facilities provided is the first step to be able to enjoy your rights as a "working parent" fully, rights that allow you to carry on the most effective and flexible parental strategy while working as a carer without having to give up work outside the home, also safeguarding those precious moments of time for you and your family.

THE FOLLOWING KIT IS DIVIDED INTO THREE SECTIONS:

- ▶ **Section 1** contains the legal references on maternity and parental support and the tools for reconciling working life made available by employers
- ▶ **Section 2** provides an overview of the opportunities and local services in the City of Milan and the Autonomous Province of Trento
- ▶ **Section 3** aims to illustrate the structure and specifications of the MASP platform for women seeking employment.





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CHAPTER 1 WORK-LIFE BALANCE, RIGHTS AND TOOLS

1.1 LEGISLATIVE FRAMEWORK

The legislation on motherhood and paternity has undergone profound changes following the enactment of n. 53 (2000) "**Disposizioni per il sostegno della maternità e della paternità, per il diritto alla cura e alla formazione e per il coordinamento dei tempi delle città**" which, symbolically approved on 8 March, aims to encourage a real alternation of parental roles, for example by introducing the use of parental leave following the European model.

The law emphasized an innovative "**multidimensional approach**" to the area (see below).

IMG. 1
2000: *What is new*



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In 2015, Legislative Decree no. 80 "**Misure per la conciliazione delle esigenze di cura, di vita e di lavoro**", introduces other important innovations in the matter of parental leave and expands some predictions of the Consolidated Law D.lgs 151 of 2001 "**Testo unico delle disposizioni legislative in materia di tutela e sostegno della maternità e della paternità, a norma dell'articolo 15 della legge 8 marzo 2000, n. 53**".

IMG. 2
2015: *What is new*





THE NATIONAL REFERENCE LEGISLATION ON MATERNITY AND PARENTAL SUPPORT

- ▶ Law n. 1204/1971: "**Tutela delle lavoratrici madri**". The measure - repealed by Legislative Decree no. 151 of 2001- deserves to be mentioned because it is the hinge of Italian legislation dating back to the 70s, strongly oriented towards maternity protection.
- ▶ Law n. 53/2000: "**Disposizioni per il sostegno della maternità e della paternità, per il diritto alla cura e alla formazione e per il coordinamento dei tempi delle città**". (see FIG. 1).
- ▶ Consolidated Law Legislative Decree 151/2001: "**Disposizioni legislative in materia di sostegno e tutela della maternità e paternità**" (The inspiring principle of the Consolidated Law focuses on parental sharing, real-time presence with the child of both parents, encouraging working parents to share in the delicate stages of child development).
- ▶ Law n. 92/2012: "**Disposizioni del mercato del lavoro in una prospettiva di crescita**" (introduces compulsory leave for fathers, who can choose, as an alternative to parental leave vouchers to pay a babysitter or to pay the tuition of the kindergarten).
- ▶ Law 228/2012: has delegated to collective bargaining, not only national, but also second level, the task of establishing methods and criteria for taking parental leave on an hourly basis.
- ▶ Legislative Decree 80/2015: "**Misure per la conciliazione delle esigenze di cura, di vita e di lavoro**" (see FIG. 2).

THE EUROPEAN REFERENCE LEGISLATION ON MATERNITY AND PARENTAL SUPPORT

In terms of balance between professional activity and family life the new European Directive 2019/1158 aims to contribute to the achievement of gender equality, promoting the participation of women in the labour market and the fair sharing of family care responsibilities between men and women.

Directive (EU) 2019/1158 of the European Parliament and of the Council of 20 June 2019 on work-life balance for parents and carers and repealing Council Directive 2010/18/EU

1.2 WORK-LIFE BALANCE TOOLS

At least **three macro-types of work-life balance tools can be identified**. Before illustrating them, it is necessary to share, rather than a definition, an approach to the issue of work-life reconciliation. According to the most recent surveys, in fact, the best model, both in terms of emancipation of the role (women in particular) and the potential for development of people and society as a whole, is that of **"gender symmetry"** so that both members of the couple have the opportunity to embark on their working careers becoming income earners or to engage in full-time or part-time care.

In order to make this model workable in practice, the following sections present the main conciliation measures and their delivery and financing models.

► The first group of measures concerns services to support workers' family members: these are classic "time-saving" services (practical work, facilitation of daily life, etc.) as well as services to enhance parental functions (study support, sports, cultural, recreational activities, etc.). In addition to these activities supporting family members, direct services to workers such as counselling and guidance, training programmes, post-maternity reintegration, etc.

► The second group of measures concerns monetary income support, such as funds and insurance, reimbursement of school expenses, children's summer services, support for dependent family members, etc. These resources are in practice intended to co-finance, in variable quotas, the purchase of services by private providers or even, in some cases, the care work carried out by family members.

► The third area corresponds to organisational measures concerning the flexibility of time, particularly in workplaces (entry, exit, breaks, permits, etc.) which includes measures related to the possibility of requesting and accessing part-time jobs and the agile work tool.

Through which welfare models is it possible to access these different resources of conciliation? Here, too, three different modes can be identified, which may also have significant overlapping elements.

1 Perhaps, the most important way to promote and manage integrated systems of conciliation services oriented to gender synergy is that of **corporate welfare**. Workers benefiting from this form of social protection can have access to a **"basket" of services in which they can find not only the aforementioned support for everyday life, but also services with a more marked character of social protection**: educational activities, home care, access to protected facilities, etc. Clearly, the availability of these services is closely linked to the way the platform is organized - digital but increasingly also with physical contact points - through which you can access these activities. This same way of course involves employers, as they can manage the corporate welfare not only looking at tax benefits, but also at the fact that it can turn into a lever of organizational change that improves the internal climate and, more generally, the roots in the social context have a positive influence on company performance.

2 Another way through which it is possible to render available and accessible this system of services of conciliation is represented by the so-called **"first welfare"**, that is by **measures of public nature managed directly by the State** (especially in the case of economic transfers and tax reductions) or

by its authorised and accredited suppliers (often social enterprises and other third-sector entities). Above all, at this stage, there is a multiplication, perhaps excessively, of reductions in the form of bonuses and other contributions that encourage people's and families' consumption choices, including welfare services.

3 Finally, the third way, not to be underestimated, concerns the modalities based on **exchanges of a donative nature and reciprocity (volunteering, informal communities, etc.)**. It is a field, the latter, within which digital infrastructures such as the banks of the time are progressively affirming, but also new physical and virtual meeting spaces where people and families can, at least in part, auto-organise and manage their conciliation network.



1.3 THE MOTHER

THE FUNDAMENTAL RIGHTS

- ▶ prohibition of dismissal up the first year of the child's life;
- ▶ right to keep the job position and the place of work;
- ▶ prohibition of the obligation to work at night and the assignment of unhealthy and dangerous tasks.

Specifically, the law provides that:

- ▶ one cannot in any way be discriminated against in hiring, in professional training and updating, in remuneration, in professional classification and in the attribution of qualifications, duties and career progression (Article 3 of Legislative Decree 151/01);
- ▶ one cannot be dismissed from the beginning of the period of pregnancy until the end of the periods of interdiction from work provided for by the maternity leave, as well as until the child is one year old, unless you commit a serious misdemeanour, or due to the expiry of the employment contract termination, termination of the activity of the company or company branch to which you are employed, or due to your resignation, which must however be validated by the Provincial Labor Directorate (articles 54 and 55 of Legislative Decree 151 / 01);
- ▶ one must be assigned to duties compatible with your state (Article 7 of Legislative Decree 51/01) and cannot be used for the transport and lifting of weights as well as for tiring, dangerous and unhealthy work (art. 7 of Legislative Decree 151/01);
- ▶ one cannot carry out night work from 24 to 6 (art. 53 of Legislative Decree 151/01) until the child is one year old;
- ▶ one cannot do night work up to the child's 3 years, this right is extended as an alternative to the father if he cohabits;
- ▶ one has the right to return to the same production unit, or to another located in the same Municipality, up to one year of age of the child (art. 56 TU).

PERMITS AND LEAVE BEFORE AND AFTER BIRTH

MEDICAL EXAMINATIONS AND PRENATAL CHECKS

You can use paid leave (paid by the employer) for prenatal examinations, clinical assessments and specialist medical examinations, if these must be performed during working hours.

MATERNITY LEAVE

You are entitled to five months of maternity leave (2 months before the expected date of birth and 3 months after the birth). You can also choose to work up to the eighth month and extend the maternity leave after the birth.

From 2019, **maternity leave** has three alternatives:

► **Abstention in the two months before childbirth and the three following months:** the privileged hypothesis remains, in the sense that it is forbidden to employ women in this period. Unless they spontaneously choose one of the next two hypotheses, which require the doctor's approval.

► **Abstention in the month before childbirth and the four following months:** if you choose this possibility, it is necessary that "the specialist doctor of the National Health Service or with an agreement with it and the competent doctor for prevention and protection of health in the workplace certify that this option does not jeopardize the health of the pregnant woman and the unborn child".

► **Abstention in the five months following childbirth:** this is the new option just introduced, which amends Article 16 of the Consolidated Law. As an alternative to the two hypotheses listed above, it provides that you can abstain from work only after the event of childbirth within five months following the same, "provided that the specialist doctor of the National Health Service or affiliated with it and the competent doctor for health prevention and protection in the workplace certify that this option does not harm the pregnant woman health and the unborn child". The new leave after nine months of pregnancy follows all the rules provided by the current laws on compulsory maternity. The period on maternity leave is to all effect a period of work (in terms of seniority, contributions for retirement, thirteenth monthly payments, holidays). You cannot take leave or leave during the mandatory leave period.

► In the case of adoption or fostering of a minor, maternity leave is due for the 5 months following the effective entry into the family of the adopted or fostered minor:

► **if national adoption**, it must be enjoyed during the first 5 months following the actual entry of the minor into the family

► **if international adoption**, the leave can be taken within 5 months following the entry of the minor in Italy or even during the period of stay abroad, always with a limit of 5 months. In this case, you can take advantage of the leave in a fractional way for the period of stay abroad necessary for the related practices, usually bureaucratically complex; without prejudice to the maximum duration of the leave, always five months and one day. Periods of stay abroad, not followed by an adoption or fostering provision valid in Italy, cannot be compensated by way of maternity leave, but must be justified in another way. For periods of stay **abroad, unpaid leave is also provided, without any allowance;**

► **if not requested by the adoptive mother**, it is up to the working father

► **if a minor in foster care**, can be used within 5 months of fostering and can last a maximum of 3 months.

For both national and international adoptions, the maximum age of children to take advantage of compulsory leave is 18 years.

MATERNITY WITH PATHOLOGICAL COMPLICATIONS (MATERNITY AT RISK)

In some cases, expressly provided for by law, you have the right to early leave from work when:

a) **you are affected by pregnancy diseases** validated by medical certification;

b) **you are involved in dangerous and noxious work or harmful work environments** and cannot be moved to other duties.

Workers enrolled in the Separate Management of INPS and self-employed workers
Starting from 7 November 2007, also the workers enrolled in the Separate Management of INPS have the obligation to abstain from the activity during the same periods foreseen for employees.

Mandatory leave from work is not provided, however, for self-employed workers (artisans, traders, direct farmers, settlers and sharecroppers, professional agricultural entrepreneurs) insured by the relevant INPS management; these workers, moreover, are not entitled to early / postponed maternity leave ban.

Those registered in the separate management of INPS must pay an additional contribution rate of 0.72 for sickness, maternity and family allowance in the twelve months prior to the start of the indemnifiable period, that is, the period of compulsory leave.

INTERRUPTION OF PREGNANCY

Before the 180th day from the beginning of gestation, the event is considered abortion and, therefore, a disease caused by pregnancy, not computable for the Statutory Sick Pay maximum period. After the 180th day (inclusive), the event is considered birth in all respects, so you can take advantage of maternity leave.

The calculation is done as follows: there are 300 days are counted backwards from the expected date of birth and 180 days are added to the date thus obtained.

In the event of spontaneous or therapeutic termination of pregnancy after the 180th day from the beginning of gestation, or the event of the child's death at birth or during maternity leave, one has the right to resume work at anytime, with 10 days' notice to the employer. However, the specialist doctor of the National Health System or affiliated with it and the competent doctor for prevention and protection of health in the workplace must certify that this option does not prejudice the mother's health.

PREMATURE BIRTH

In case of premature birth with hospitalization of the newborn (Legislative Decree 80/2015), you have the right to add, to the maternity leave after the birth, the days not used, in part or entirely before the birth, even beyond five months and an expected day. You can return to work, with medical certification certifying your suitability, and have all or part of the compulsory leave to run after the baby returns home.

YOUR REMUNERATION

For all 5 months of leave you are entitled to a daily allowance paid by INPS equal to 80% of the salary for the entire period of maternity leave.

In the public sector, the reference contract provides for a payment equal to 100% of the salary, within a maximum limit of 5 months.

However, the period between the presumed date of birth and the actual date (if later) remains paid at 80%.

For workers enrolled outside with Separate Management: the daily allowance is calculated to an extent equal to 80% of $\frac{1}{365}$ ° of the earned income in the 12 months preceding the month of the leave.

At the end of the compulsory maternity leave, the legislation provides for other optional institutions, aimed at caring for the child.

Both parents can use these rights, with a view to greater sharing of parental and care responsibilities.

STATE MATERNITY ALLOWANCE FOR INSECURE EMPLOYMENT OR UNEMPLOYED

Mothers who work occasionally and precariously, as well as seasonal, unemployed, layoffs, on the move can apply for the **State maternity allowance paid** by INPS.

The allowance can be paid in full if the mother is not entitled to any maternity allowance. As a differential share, if the mother is entitled to a maternity allowance for a total amount lower than the allowance.

They are entitled to the check:

► **Italian or EU citizens residing in Italy** at the time of childbirth or the entry of the adopted /fostered minor into the applicant's family

► **non-EU citizens residing in Italy** at the time of childbirth or entry into the applicant's family, who must have the EU long-term residence permit

MUNICIPAL MATERNITY ALLOWANCE

It is a recognized economic benefit for women who find themselves in one of the following situations:

► **non-working mothers** (unemployed, housewives, students, etc.)

► **working mothers** who are not entitled to any economic protection for maternity

► **working mothers** entitled to economic protection for maternity overall lower than the allowance value.





1.4 THE FATHER

THE FUNDAMENTAL RIGHTS

► THE RIGHT TO KEEP YOUR JOB

Upon your return from paternity leave, you have the right to keep your job in the same location or another location in the same Municipality and you have the right to stay there until the child is one year old.

You must be assigned to the same duties you performed before leave or to other duties that the collective agreement considers equivalent.

The same rights apply to you when you return after parental leave, leave or rest.

► PROHIBITION OF DISMISSAL

You cannot be laid off if you are the one taking paternity leave and up to the child's first birthday.

Remember, however, that the ban on dismissal does not apply in the case of: gross negligence on the part of the worker constituting just cause for the termination of the employment relationship, termination of the company's business, completion of the service for which you have been hired.

The ban on dismissal also does not apply in the case of termination of the employment relationship due to the expiry of the term and negative outcome of the test, even if it will be necessary to verify if the dismissal is not linked to the paternity leave taken.

► RESIGNATION

If you have taken paternity leave, you will have to validate it with the Labor Inspectorate if you voluntarily resign within the child's 3 years of age.

If you resign within your child's first year, including adoptive or foster parents, you are entitled to request the same compensation provided for in the event of dismissal and you must not communicate them with the notice required by the contract.

► PROHIBITION OF NIGHT WORK

Until the child is three years old, you are not obliged to do night work if the mother already does it.

If you are a single parent in charge of the child who lives with you, you are not obliged to perform night work in the first 3 years of the child's entry into the family unit and in any case until the child is twelve years old.

If you have a child under the age of 12 in sole custody or a dependent person with a disability, you are never obliged to do night work.

PERMITS AND LEAVE

► PATERNITY LEAVE

The provisions relating to paternity leave also apply to cases of **adoption or fostering**.

If you are a working father you can use the part of compulsory leave after the birth (up to the day of the child's third month of age) in some specific cases:

- ✓ death of the mother;
- ✓ serious illness of the mother;
- ✓ abandonment of the child by the mother;
- ✓ exclusive entrustment to the father of the child.

Paternity leave can also be used **by working fathers enrolled in the separate management of INPS** and good standing with the payment of three monthly contributions.

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► COMPULSORY PATERNITY LEAVE

Since 2016, compulsory leave for the dependent father has also been in force in Italy, to be taken within 5 months of the child's birth, or in the case of adoption within 5 months of the minor's entry into the family.

The duration of the leave, to date, varies from year to year, as the share is included in the Budget Law. For the calendar year 2021, **the number of compulsory leave days has reached 10**.

The rules for use remain the same, so these seven days of compulsory leave must be used in the first five months of the child's life, even on a non-continuous basis.

The possibility for fathers to abstain for another day in agreement with the mother and to replace her for the compulsory abstinence due to her was also extended for 2020.

This means that the use of the optional one-day leave by the father is instead conditioned by the choice of the working mother not to take as many days of her maternity leave, with consequent anticipation of the final term of the same.



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1.5 PARENTS

PARENTAL LEAVE

Parental leave means the optional leave from work that parents can use after the compulsory leave.

Both parents have the right, individually, to benefit from it up to the **age of twelve of the child**, in the following ways:

- ▶ the mother, for a period of up to a maximum of **6 months**, split or continuous, after compulsory maternity leave;
- ▶ the father, from the day following the birth of the child, for a maximum period of 7 months, split or continuous, provided that he uses it for at least 3 months;
- ▶ **10 months**, continuous or split, if only one parent takes care of the child. The status of "lone" parent is recognized if the other has died or is seriously ill, has abandoned the family or has not recognized the child.

In case of use by both parents, the maximum total usable period is **10 months which becomes 11 months, if the father uses at least 3**. As you can see, a kind of "bonus" is triggered, a month's leave parental more for the father than the mother, to encourage an active involvement in the care of the children.

IMG. 3
Parental leave

11 months mother + father with at least 3 months leave		
6 months mother	7 months father with at least 3 months leave	10 months single parents

Following the provisions of Legislative Decree 80/15, you can also use parental leave on an **hourly basis**. In the absence of collective bargaining, even at company level, parents can take parental leave on an hourly basis equal to half the average daily time of the weekly or monthly cadres pay period immediately preceding the one during which the parental leave.

Female workers and workers registered in the separate management

Law 81/2017 introduces in favour of female workers registered in the separate management, who are not pensioners and not registered in other compulsory social security

forms, the right to an economic treatment for parental leave for a maximum period of six months within first three years of the child's life. In cases of adoptions or pre-adoptive fostering, the period is calculated starting from the child's entry into the family or into Italy. Payments for parental leave, even if used in another management or pension fund, cannot exceed the limit of six months between both parents.

ECONOMIC TREATMENT OF PARENTAL LEAVES

You can use parental leave in the **first 12 years of your child's life**:

- ▶ **up to the 6th year of your child's life**, you are entitled to 30% of your salary for a maximum total period between parents of 6 months;
- ▶ **between the 6th and 8th year of life**, you are entitled to 30% of your salary, provided that the individual income of the recipient is less than 2.5 the amount of the minimum pension (equal in 2015 at € 16,327.35 per year; $502.38 \times 2.5 \times 13$). If used **beyond the 6th year of life** by those who exceed the income limit, it does not give the right to any economic treatment.

28 In the **public sector**, the pay for the first month of leave is 100%, the remaining 5 months 30%, if requested in the first 3 years of the child's age.

DAILY REST

Hourly permits were initially related to breastfeeding (Article 10 of Law 1204/71), but over time they have taken on a more comprehensive sense of the care and presence of parents close to the newborn, thus also extending to the father.

Hourly permits are **one hour a day**, if your **working hours are less than six hours a day**, as in the case of horizontal part time, and **two hours a day**, even cumulative, **if your working hours are equal or more than six hours**.

Hourly permits can be used from the end of compulsory leave and up to the child's birthday.

The working father **can use hourly permit** in the following cases:

- ▶ when the children are entrusted only to the father
- ▶ as an alternative to the employed mother who does not use them
- ▶ if the mother is not an employee but, for example, self-employed para-subordinate
- ▶ in case of death or severe illness of the mother.

PERMITS FOR ILLNESS

During **the illness of your children up to 8 years of age**, you are entitled to obtain unpaid leave, the granting of which is in no way linked to the needs of service.

These permits can be used alternatively by the mother or the father; to this end, a self-certification must be submitted certifying that the other parent is not absent on the same days due to the child's illness.

The company cannot in any way check the health of the child, either through home visits or through hospital checks.

There is no obligation to respect the availability bands.

If the child who falls ill is less than 3 years old, each parent has the right to take time off work, at any time, without time limits and until complete recovery.

If the child who falls ill is aged between 3 and 8, the staff has the right to take time off work for 5 days a year for each child.

As before, these permits are also regulated by law and can be used alternatively between parents.

BABY SITTER – NURSERY VOUCHER

At the end of the mandatory maternity leave period and in the following 11 months, you have the right to request, instead of parental leave, a contribution that can be used alternatively for **the babysitting service** or to meet the costs of the public network of services for childhood or accredited private services.

The contribution is equal to **euro 600 for month** for a maximum of **6 months** for a total of **euro 3600**.

The contribution is paid directly by INPS; the mother must make a request indicating which of the two options she chooses and for how many months;

The INPS pays the contribution for the babysitter through the voucher system, while for the nursery the benefit will consist in direct payment to the chosen facility and accredited by the INPS.

Nests, to be accredited, must submit an application to INPS.

PART TIME

On a one-off basis you can request, in place of parental leave or within the limits of the leave still due, the transformation of the full-time employment relationship into a part-time one, provided that with a reduction in hours not exceeding 50 percent.

The employer is required to carry out the transformation within fifteen days of the request.

MOMS AND DADS OF CHILDREN WITH DISABILITIES

Since 1992, the year of the enactment of the framework law on disability (No. 104), concessions have been introduced that can be used in the workplace explicitly aimed at parents and family members of people with severe disabilities and workers with disabilities. Over the years, especially with Law 388/2000, other benefits have been provided. Finally, with the Consolidated Law (Legislative Decree 151/01) on the protection of maternity and paternity, a reference regulatory framework has been established to help all working parents, including in this area also those with children with severe disabilities

EXTENSION OF PARENTAL LEAVE

After the period of maternity leave (compulsory) and the subsequent months of parental leave, the mother or alternatively the father, assisting a child with severe disabilities, can take advantage of further abstention from work until the completion of the **twelve years of the child's life**.

During this period, you will be able to receive an indemnity equal to 30% of the salary, for the recognition of which there is no income limit; a requirement that is required for parental leave.

The maximum duration of "normal" parental leave and its extension is 3 years overall between parents. Leave is up to the requesting parent, even when the other is not entitled to it.

The extension of parental leave can be taken by adoptive and foster parents, whatever the minor's age, within 12 years of entering the family. It is understood that the extension of parental leave cannot be taken after the minor has reached the age of majority.

PERMIT HOURS

After the child's first year of life and as an alternative to extending parental leave, up to the third year of life, parents who care for a child with severe disabilities can take advantage of **two hours of daily leave paid**; if the working time is less than six hours a day, the paid leave is limited to one hour only.

MONTHLY PERMITS (3 DAYS)

As an alternative to the extension of parental leave and daily hourly leave, parents, including adoptive ones, of children with severe disabilities, can take advantage of **three days of paid monthly leave**, either continuously or split up (even by the hour). Where the parents are both employees, the right can be divided between the two, always within the maximum limit of 3 days.

PART-TIME - NIGHT WORK

In the event of a request by the worker, with a cohabiting child not older than thirteen or with severe disabilities, a priority right is recognized in transforming the employment contract from full-time to part-time. The worker who assists a person with severe disabilities can abstain from night work.

PAID TWO-YEAR LEAVE

The two-year paid leave was introduced with the 2001 budget (law 388/2000). This is an opportunity that is added to the two-year unpaid leave, established one year before the law n.53 / 2000.

Thanks to this rule, natural working, adoptive or foster parents of a child with disabilities **can be absent from work for up to two years**, without suffering any pay penalty.



MILANO

CHAPTER 2 LOCAL SERVICES

2. 1 MUNICIPALITY OF MILAN

EDUCATION

EARLY CHILDHOOD SERVICES

The **NURSERY** is an educational service offered to boys and girls aged 3 months to 3 years. It assists families in children's care, education and socialization and promotes their well-being, within a careful and protected environment. A nursery is a place where children are free to play, explore, think, develop their talents and attitudes and work in continuity with the kindergarten.

The **SEZIONE PRIMAVERA** is offered to infants aged 24 to 36 months. The approach to child development combines nursery care and the educational objectives and tools of kindergarten; in fact, staff (for a maximum capacity of 20 children) comprises of a nursery educator and two from kindergarten.

The **SCUOLA DELL'INFANZIA** is an educational service for children aged 3 to 6. It is a place of growth and care where identity and autonomy are developed and consolidated, and skills are acquired. It assumes a strategic function in continuity with the nursery, the sezione primavera and the first cycle of education.

The **INTEGRATIVE SERVICES FOR CHILDREN** contributes to the education and care of girls and boys and meet the needs of families in a flexible way. They offer children who do not attend a nursery, sezione primavera or other supplementary services, the opportunity to be with adults and peers in a play situation, in a structured environment and in spaces suitable for age.

The services are divided into:

- ✓ times for families, aimed at children aged 3 months to 3 years accompanied by an adult
- ✓ early childhood centres, aimed at children aged 3 months to 3 years accompanied or not by the reference adult
- ✓ playroom / play area, for children from 3 months to 12 years accompanied by an adult.

There are three forms of service management in the Municipality of Milan:

- ✓ direct: the Municipality provides its own facilities and makes use of its own staff (104 infant-toddler centres, 9 Family Care Centres, 1 early childhood center, 2 playrooms, 175 preschools);
- ✓ under contract: the Municipality makes use of outside services, selected through tender (36 nurseries, 2 early childhood centres);
- ✓ through accredited private structures in which a share of nursery places is reserved for children from the municipal rankings and the relative relationships are governed by annual or multi-year agreements (127 agreed).

Childcare services are located throughout the Municipality of Milan. To find the office closest to your home you can use the online map: geoportale.comune.milano.it/geoschool/webapp

THE "SCUOLA NATURA" (i.e. a local learning holiday discovering nature)

The Scuola Natura initiative offers study stays dedicated to Kindergarten, Primary and Secondary Schools at the Holiday Homes located in seaside, mountain and lake locations.

Scuola Natura **is a direct experience with the surrounding territory**: nature and its context become places of active learning where it is possible to experience qualitatively and culturally stimulating situations.

Scuola Natura is not an alternative to school, it is not something that replaces it nor simply integrates it;

Scuola Natura is a school that is expanding, displacing itself, profoundly modifying its proposal, forcing us to think about a project with different spaces and different times and enhancing coexistence and knowledge of what is far from us, the so-called "other than oneself".

The courses are designed in collaboration with the teachers who accompany the class.

For more info: <https://www.comune.milano.it/aree-tematiche/scuola/servizi-6-13-anni/scuola-natura>

34 PRE-SCHOOL SERVICES AND EVENING GAMES AT PRIMARY SCHOOLS

The Municipal Administration has always paid particular attention to families with minors, specifically those in difficulty in looking after their children outside school hours.

Pre-school services and educational activities (evening games) are aimed at pupils of state primary schools. They are reserved for families whose parents / guardians / carers are both workers and must reconcile the daily management of the children with their working time. During the extra-school hours, educational and entertainment activities are carried out, particularly in the sports, linguistic, musical and artistic fields.

For more info: <https://www.comune.milano.it/aree-tematiche/scuola/servizi-6-13-anni/pre-scuola-e-giochi-serali-scuole-primarie-statali>

MOBILITY

Many actions have been undertaken to **overcome the architectural barriers spread throughout the local public transport system** which are dedicated to people with physical disabilities, and valuable for helping **mothers with strollers**.

Furthermore, priority seats are currently being replaced on public transport, both surface routes and underground lines, and are therefore also reserved for pregnant and / or elderly women or those with mobility difficulties. They are contrasting colours, since on most buses the seats are grey, those of the priority are either yellow or blue, to better highlight the reserved function.

FACILITIES FOR FAMILIES ON TRANSPORT IN LOMBARDY

The Lombardy Region recognizes some concessions on transport within the Region, such as: **free tickets** for children up to 14 years if accompanied by family members, advantages on monthly or annual passes for families with more than one child.

The kinship relationships valid for obtaining the benefits are:

- ✓ parents-children
- ✓ grandparents / and-grandchildren
- ✓ uncles / nephews -nieces
- ✓ brothers- sisters.

SUPPORT FOR FAMILIES

ALLOCATION TO FAMILY UNITS WITH AT LEAST 3 MINORS

It is an allowance due to families who have at least **3 dependent children / children**.

The natural or adoptive / pre-adoptive parent of at least three minors, who must be registered in his family status and actually live with him, can apply.

Applications must be submitted exclusively at the tax assistance centres (CAF) offices affiliated with the Municipality of Milan.

The submission of the application to the CAF is free.

SERVICES FOR FAMILIES WITH MINORS FROM 0 TO 18 YEARS

To access the services it is necessary to apply to the Servizio Sociale Professionale Territoriale, (Local professional Social Service) present in all municipalities.

Social workers, upon request, activate support interventions in favour of minors (from 0 to 18 years):

- ✓ of families in difficulty with minors
- ✓ formulated directly by minors
- ✓ in a state of material or moral abandonment
- ✓ without parents or in conflict with them
- ✓ object of mistreatment and abuse
- ✓ on behalf of the juvenile judiciary.

The service offers:

- ✓ economic assistance through a contribution paid for short periods
- ✓ educational tutoring
- ✓ residential services
- ✓ neutral and foster space
- ✓ home assistance with educational and socio-assistance support within the family, as a preventive function for institutionalization and intended as a support to families.

The service also provides, in the case of minors / adolescents, through the presence of an educator, educational support within the family, involving parents and favouring the comparison between parents and children in order to improve relational conditions.

BABYSITTER SERVICE

By booking an appointment by phone or by e-mail you can get:

- ✓ guidance and advice on finding a babysitter
 - ✓ advice and support for the employment contract. **For more info:**
wemi.tatecolfbadanti@comune.milano.it
- WEMI: THE HOME SERVICES OF THE MUNICIPALITY OF MILAN

The offer covers all services for the care and well-being offered by social enterprises and cooperatives accredited by the Municipality of Milan.

You can find services to help families for the care of children or non-self-sufficient people, in managing household activities, pets and much more.

For more info: <https://wemi.comune.milano.it/>

WOMEN

HAPPY POPPING

"Happy Popping" points have been set up at the main municipal services for breastfeeding and childcare. An awareness campaign is also underway aimed at bars, shops, restaurants and public establishments in general, inviting them to reserve and possibly set up a suitable point for happy popping. The city administration has done the same, promoting this initiative area by area in its offices open to the public. To date, 37 spaces are active, the Geoportal of the Municipality of Milan contains the mapping of the Happy Popping points in the city.

For more info: <https://geoportale.comune.milano.it/MapViewApplication/Map/App?config=%2FMapViewApplication%2FMap%2FConfig4App%2F363&id=ags>

CENTRO MILANO DONNA - CMD (Milan women's centres)

The Milan Women's Centres are places to learn new things, collect useful information on local and city services, find psychological support and help in specific difficult situations.

But also a space to watch a movie, do yoga, gymnastics or a theatre class, organize a trip or just get together and have fun. The municipality is working to ensure that each municipality can have its own CMD, to increase the inclusion of women, their sense of self-efficacy, their active participation in the life of the city. The creation of CMDs with services also for children, adolescents and the elderly, in addition to being useful for women, indirectly offers help to families and therefore to society, because it is still mainly women who take on the majority of family problems.

The main services offered are: anti-violence counter, counselling, parenting education, job orientation and economic and financial education, Italian courses for foreign women, homework help services.

For more info: <https://www.comune.milano.it/comune/palazzo-marino/garanti-comitati-e-delegati/delegata-del-sindaco-alle-pari-opportunita-di-genere/milano-per-le-donne/iniziativa>

THE EQUALITY COUNCILLOR

The Equality Councillor is a public official, appointed by decree of the Ministry of Labor and Social Policies in agreement with the Minister of Equal Opportunities, on the designation of the

Regions and Provinces concerned. The officer is locally present and carries out promotion and control functions to implement the principles of equal opportunities and non-discrimination between women and men in the workplace.

The Office of the Equality Councillor is aimed at all citizens who wish to receive information, request protection up to assistance in the case of sex discrimination and violation of equal

opportunities at work. The councillor for equality - provincial or regional in relation to her/his area of competence - intervenes at no cost to the worker, only for cases involving gender discrimination.

For more info: <http://www.cittametropolitana.mi.it/lavoro/consigliera/index.html>

SERVICES FOR WORK

For job seekers it is useful to refer to the Employment Centres managed by AFOL Metropolitana, which are places for professional guidance, where job demand and offer meet. AFOL Metropolitana is a special consortium company owned, to date, by the Metropolitan City of Milan and 69 municipalities, including the Municipality of Milan. It offers a range of services in terms of vocational training, career guidance and work, built on the needs of citizens and businesses in the area with the aim of:

- ✓ preventing and combatting unemployment
 - ✓ increasing employability and the quality of employment
 - ✓ favouring the development of human capital
 - ✓ supporting local development.
- For more info:** www.afolmet.it

FIGHT AGAINST GENDER VIOLENCE

The Municipality of Milan collaborates with the associations that have signed a memorandum of understanding with the Municipality for articulated interventions, capable of **supporting women** in various situations of need and accompanying them in the shared and individualized path of escaping from violence.

It also carries out awareness and prevention initiatives to spread a culture that values **gender difference** and promotes the **overcoming of stereotypes** and **equal opportunities** for all.

The Anti-violence Network of the Municipality of Milan supports women victims of violence by offering the following services:

- ✓ welcoming and competent non-judgmental listening that enhances the relationship between women
- ✓ social responsibility and shared definition of a path to escape from violence
- ✓ hospitality in protected houses or community structures with a secret address
- ✓ job guidance
- ✓ guidance and legal assistance
- ✓ psychological support, self-help groups and psychotherapy courses
- ✓ hospitalization if necessary.

For more info: <https://www.comune.milano.it/servizi/contrasto-alla-violenza-di-genere>



PROVINCIA AUTONOMA DI TRENTO

2.2 AUTONOMOUS PROVINCE OF TRENTO

EDUCATION

NEST AND **SMALL NEST** - PUBLIC SOCIAL EDUCATIONAL SERVICE

Educational, social and public service managed directly by the Municipalities or entrusted to social cooperatives.

It offers a service aimed at children between 3 months and 3 years and has the task of ensuring each child:

- ✓ the right to education, care and socialization in the perspective of psychophysical well-being and the development of cognitive, affective, relational and social potential, in respect of individual identity, also by overcoming territorial and economic as well as ethnic and cultural inequalities;

and to the family:

- ✓ participation in educational choices

- ✓ the facilitation of both parents to reconcile professional and family life, through the continuity of services throughout the year.

For more info: <https://www.trentinofamiglia.it/Politiche-familiari/Servizi-per-la-prima-infanzia/Nido-e-micronido-Servizio-socio-educativo-pubblico>

FAMILY NEST - TAGESMUTTER SERVICE

The family creche - **Tagesmutter service** allows families to entrust their children in a stable and continuous manner to specially trained educational staff who provide education and care professionally and in connection with non-profit social cooperation or social utility organizations.

At her home or other environment suitable for providing family care, Tagesmutter takes care of up to 5 children (3 children if under the age of nine months). The service is aimed at children between 3 months and 3 years old, it can be extended to children up to 13 years old but only in the extra-school periods and times limited to the places available.

For more info: <https://www.trentinofamiglia.it/Politiche-familiari/Servizi-per-la-prima-infanzia/Nido-familiare-Servizio-Tagesmutter>

SERVICES AND SUPPORT FOR FAMILIES

SERVICE VOUCHERS

The Service Vouchers allow you to acquire **educational services for the care and custody of children** up to 14 years of age (18 if certified with disabilities or with learning difficulties or certified situations of particular discomfort) against a personal financial contribution of at least 15 % -20% of the nominal value of the voucher, depending on the age of the minor.

The services financed must be provided in a complementary form to those institutionally guaranteed, due to, for example, the impossibility of accessing the municipal nursery, during extra-school hours or during holidays.

With regard to early childhood, the vouchers can intervene during the opening hours of the municipal nurseries only in the event of exclusion from the admission rankings or the absence of municipal or inter-municipal structures, or until the end of the educational year.

It is possible to request up to three Vouchers during the calendar year (five in the case of exclusive use for services aimed at children under the age of 3).

Each Voucher can have a maximum nominal value between € 900 and € 1,500 depending on income and family assets, certified by a CAF through the specific ICEF Application for Service Vouchers.

Who can apply:

✓ **women employed** or who are about to enter / re-enter the labour market, or involved in forms and /or actions of expulsion from the labor market included in training-retraining courses aimed at actively seeking employment. In the case of a two-parental unit, both parents must be employed

✓ **men belonging to single-parent households**, employed or about to return to the labour market, or involved in forms and / or actions of expulsion from the labor market included in training / retraining courses aimed at actively seeking employment;

✓ **workers with minors in foster care.**

For more info: <http://www.fse.provincia.tn.it/>

FAMILY-FRIENDLY SUMMER ACTIVITY IDEAS

The Autonomous Province of Trento, with the precious contribution of municipalities, family districts, associations, cooperatives, schools, sports clubs, museums, parishes, since 2007 has

collected the summer recreational-educational, sports and linguistic offers in a database to spread knowledge to families.

All the opportunities are easily available on the portal **www.estatefamily** constantly updated, to allow families to choose the initiatives that best meet their needs throughout the summer.

SUPPORT TO THE SHARING OF CHILDREN'S GROWTH ACTIVITIES BETWEEN PARENTS

The Trento Labour Agency grants fathers who use parental leave, as an alternative to working mothers, **financial support** of up to € 350.00 every 15 continuous days of parental leave.

Economic support is not recognized, not even proportionally, for amounts of leave of fewer than 15 days.

Financial support can be requested for a maximum of four months (120 days) for each child. Economic support is not recognized in the case of hourly use of parental leave and can be combined with similar benefits provided by national legislation.

For more info: www.agenzialavoro.tn.it

ACCREDITED CONCILIATION SERVICES FOR THE USE OF SERVICE VOUCHERS

Service created to integrate the supply chain with an offer that differs and is characterized by its **flexibility**. It wants to give families the opportunity to use an appropriate tool to fill the void of other types of service.

CONTINUOUS SERVICES FOR THE 3 MONTHS - 3 YEARS (EXTENDABLE TO CHILDREN UP TO 6 YEARS)

The Municipality can promote and support this service in the absence of public service. The service is aimed at children between 3 months and 3 years old, and can be extended to children up to 6 years old but only in **extra-school periods and times**, limited to the places available.

COMPLEMENTARY SERVICES

Services created to fill the gap in the period / time of **suspension of the school calendar**. All services must be provided, even in cumulative form, in a complementary way to the services provided by the institutional entities operating in the same capacity in the provincial territory, i.e. outside the time slots (including the extension of hours - in terms of advance or postponement - if ordinarily foreseen) and / or of the days guaranteed by the annual calendars of preschools, kindergartens and public or affiliated educational institutions present in the provincial territory.

The list of accredited entities for the provision of service vouchers is available on the website www.fse.provincia.tn.it/

BABY SITTER SERVICE ACCREDITED TO THE USE OF SERVICE VOUCHERS

Qualified and reliable home service, aimed exclusively at minors of the same family, managed by social cooperatives and bodies authorized to provide **care and education services** included in the online catalogue.

The catalogue (available for consultation by local offices and by age group) is published on the Autonomous Province of Trento portal by the Management Authority of the European Social Fund - European Service: http://www.fse2.provincia.tn.it/Trento_fse/buoni_servizio/soggetti_accreditati_lista.php

MEETING SPACES FOR PARENTS AND CHILDREN

The meeting spaces between parents and children are **socialization and sharing** places aimed at mothers, fathers, grandparents and children.

They are spaces designed for families, structured according to the different proposals such as:

✓ play spaces for children while parents find a space for sharing their experiences, facilitated by the presence of educators

✓ socialization opportunities for parents / grandparents together with children

✓ thematic workshops and reception spaces for the parent / child couple

- ✓ moments of discussion on educational issues, of support for parenting in the daily life path
- ✓ meetings with experts of the developmental age
- ✓ child psychomotor / massage course
- ✓ "respite" space: space for children who can be left for a short time with educators
- ✓ activity space for school-age children
- ✓ animated reading spaces with volunteers from the "born to read" project.

The centres are proposed as a place where all families can also find updated information on the opportunities offered locally and the resources dedicated to different age groups.

To join: <https://www.trentinofamiglia.it/Politiche-familiari/Iniziative-family/Spazi-di-incontro-per-genitori-e-bambini/Elenco-spazi-incontro-genitori-bambini>

WOMEN

GENDER EQUALITY COUNCILLOR

The Gender Equality Councillor is the institutional figure responsible for intervening specifically on the issues of **Equal Opportunities between men and women in the world of work**.

- 44 S/he is responsible for **discrimination** against male and female workers in the workplace and can take legal action against any form of discrimination, direct or indirect, individual or collective.

S/he manages a **"Free legal assistance and guidance desk"** aimed at male and female workers.

S/he promotes positive actions and interventions favouring women's integration and permanence in the world of work, also "in dialogue" with companies.

Finally, S/he is also competent in matters of violence, bullying, stalking and harassment in the workplace to the detriment of male and female workers, due to their gender affiliation.

The service can be used by male and female workers, institutions, organizations and employers both in the private and public sectors.

For more info: http://www.pariopportunita.provincia.tn.it/italy/SC/177/Consigliera_di_parity.html

SUPPORT FOR SELF-EMPLOYED WORKERS AND PROFESSIONALS ABSENT FROM WORK DUE TO PREGNANCY OR MATERNITY OR NEEDS RELATED TO THE GROWTH OF CHILDREN

The Employment Agency supports the financing of partial or total replacement projects of entrepreneurs and self-employed women for reasons related to pregnancy, as well as for conciliatory needs for children under the age of 12. To this end, it grants contributions up to up to € 25,000.00. For each child, the intervention can be activated only once. In the case of partial replacement, the contribution is re-proportioned.

For more info: www.agenzialavoro.tn.it

WOMEN VICTIMS OF VIOLENCE

1. Contrast to gender-based violence

The local anti-violence network is made up of all the institutions that, in carrying out their mandate, intercept women victims of violence and their possible children: Health Authority, Law Enforcement and local social services.

To these are added the Third Sector Entities that manage residential and non-residential services that offer support and protection to victims or propose psycho-educational paths for the perpetrators of violence. The Health and Social Solidarity Department deals with the financing and coordination of the activities of the various bodies and intervenes to guarantee the quality of services.

For more info: **Ufficio Pari opportunità e Inclusione UMSE Sviluppo Rete dei Servizi**, via Gilli, 4 - 38121 Trento t. 0461 493839 uff.pariopportunita@provincia.tn.it

2. Guidance and job placement

The Employment Agency promotes interventions aimed at the employment of women who have suffered violence through:

- ✓ the activation of training and orientation internships for entering the labour market
- ✓ the issue of purchase certificates (vouchers) to support people in looking for work and in increasing their skills through services provided by accredited entities
- ✓ the issue of vouchers to people with disabilities or in a disadvantaged condition (including women victims of violence), in order to support, with reception, coaching and support services, their job placement in the context of implementing bodies and consequently favouring the acquisition of new skills and their social integration. The purchase title finances the implementation of individualized projects, which provide for a set of integrated welcoming, tutoring, training and support actions, carried out in constant employment
- ✓ projects of public utility in order to promote the integration into the world of work and the social integration of weak people
- ✓ the granting of employment grants with open-ended or fixed-term contracts of at least 3 months for disadvantaged people including women victims of violence reported by social services.

For info: www.agenzialavoro.tn.it

SERVICES FOR UNEMPLOYED WOMEN

Job search is eased when you refer to the Employment Centre of the Employment Agency, which is a place for professional guidance, where job supply and demand meet. There, specialized personnel are available ready to offer **support in the search for work and bring job seekers'** personal and family needs closer to those expressed by companies.

In addition to services available to all, the Employment Agency to support the integration or reintegration of women into the labour market:

- ▶ promotes **training and orientation internships** for entering the labour market
- ▶ **funds for permanent employment of women** aged between 40 and 49, absent from the labour market for more than 12 months
- ▶ finances **public utility projects for specific categories of workers including mothers of single-parent families** to increase their employability and / or social recovery. For mothers of single-parent families, the economic contribution on approved projects reaches up to 100% of the labour cost

For more info: www.agenzialavoro.tn.it



CHAPTER 3. HOW TO USE THE MASP PLATFORM

The **MASP platform**, developed as part of the European Master Parenting in Work and Life project, is inspired by the MAAM model (www.lifeed.io/), a digital programme that enhances the **educational potential of parenting and care**, bringing value to companies and people both at an economic, managerial and personal level.

In a constantly changing social scenario, the human capital of professionals becomes an increasingly fundamental asset for companies and public administration; acquiring **soft skills**, the set of skills linked to emotions such as **empathy, listening and the ability to manage time**, and investing in their dissemination is one of the objectives that small and large companies must set as a priority.

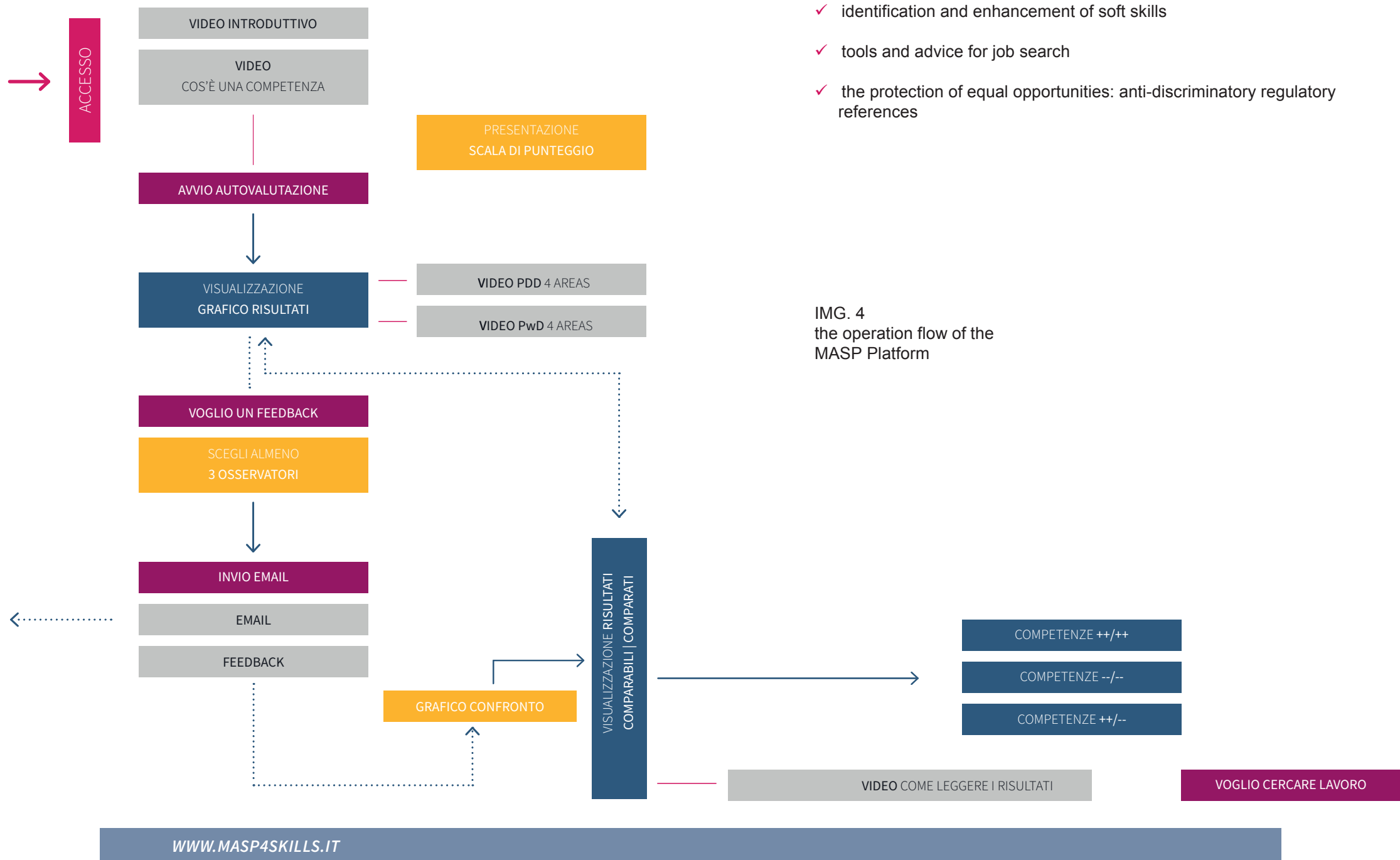
The «core» of the MASP platform is the path of recognition and evaluation of the transversal skills acquired in one's life experiences. The aim is to provide women with unemployed caregivers with useful skills for the world of work, to increase their **empowerment and employability**.

Soft skills are cognitive-relational and communicative skills. They are important personal characteristics in any work context because they influence the way we face the demands of the environment around us from time to time. The development of soft skills (and their degree) depends on the growth environment and life experiences matured by the individual.

The skills have been divided into 4 macro-areas:

- ✓ Emotional
- ✓ Social
- ✓ Cognitive
- ✓ Implementation

For each area, 4 competencies have been identified, in turn, separated into 4 behaviors for a total of 64.



3.1 THE MASP PLATFORM: LOGIC FRAME

The platform is spread over 3 levels:

- ✓ identification and enhancement of soft skills
- ✓ tools and advice for job search
- ✓ the protection of equal opportunities: anti-discriminatory regulatory references

IMG. 4
the operation flow of the
MASP Platform

The levels have been designed in a preparatory way:

1. the **first step** provides the skills map: **the strengths and weaknesses** to work on
2. the **second step**, on the basis of the skills identified, provides tools and suggestions on how to set up a more functional **job search**
3. the **third step** provides protection information, when you are looking for a job or have already entered the labour market if you find yourself in potentially gender discriminatory situations.

3.2 THE MASP PLATFORM: THE PATH

You can access the platform with this link:

<https://www.masp4skills.it>

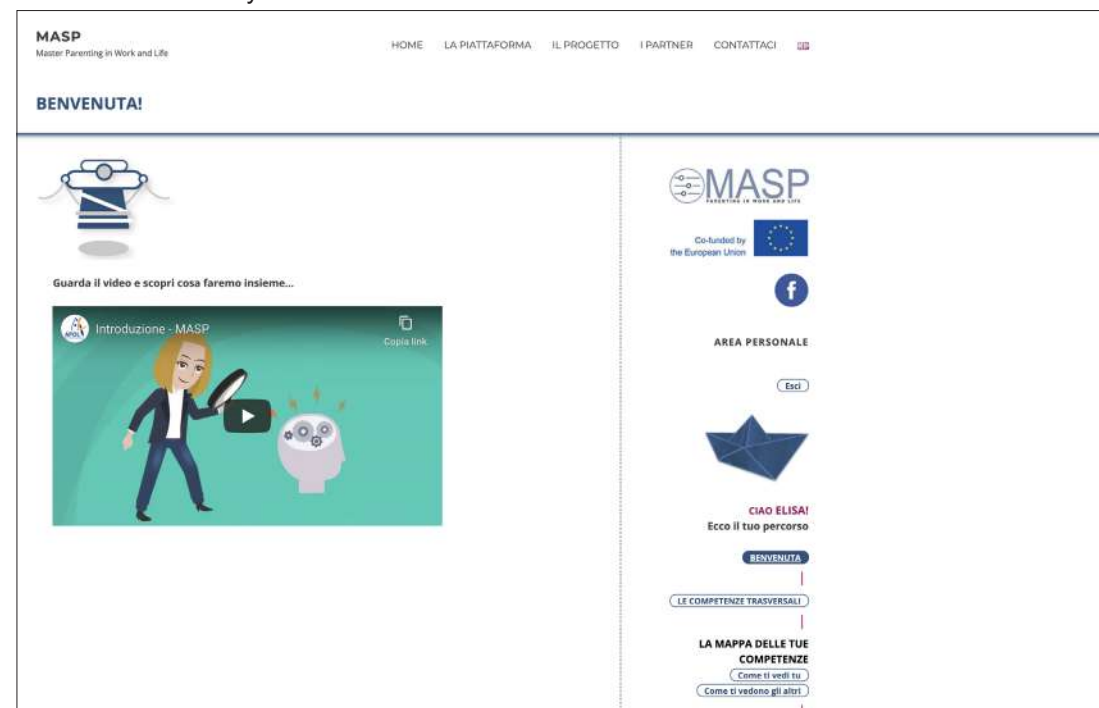
Once registered, the path (index) appears on the right side of the homepage.

The various sections get coloured as you proceed using the contents. The user can decide to stop and resume navigation while maintaining path's status unchanged.

IMG. 5

The introduction to the Path

With reference to the three steps above, let us see in detail how they are structured in terms of functionality



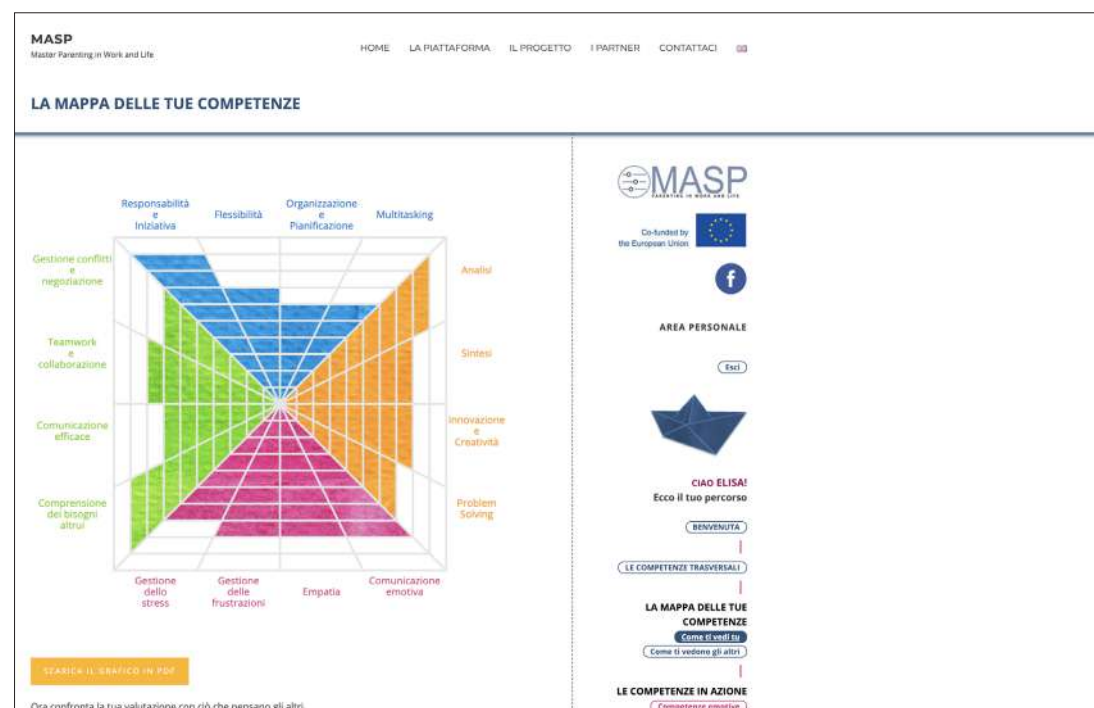
STEP 1: SOFT SKILLS

In this section you will find:

- ✓ **TRANSVERSAL SKILLS** : a video-pill on the definition of soft skills and a first **spontaneous self-assessment** on the 4 macro-areas of competence
- ✓ **YOUR SKILLS MAP**: a **self-assessment test** consisting of 64 questions to create the skills map. At this stage, you can complete your evaluation by sending the test to at least 3 external evaluators, to compare the user's evaluation with external feedback
- ✓ **SKILLS IN ACTION**: a series of informative video pills divided into the 4 macro areas of expertise, aimed at deepening **their potential and their weaknesses**
- ✓ **YOUR STRENGTHS**: based on the assessment results, you are asked **to describe the 4 skills identified** as your strengths, your experience, in what context we gained them, for how long and through which activities.

IMG. 6

The Map of your skills



STEP 2: THE SEARCH FOR WORK

In this section you can find a series of tips and tools to optimize your job search:

- ✓ **MARKET ANALYSIS:** **tips** to understand how the job market works and which are the most sought-after professions at the moment
- ✓ **WHAT JOB ARE YOU LOOKING FOR?:** through the **practice of writing**, you are asked to respond to a series of stimuli to clarify your ideas about the job you are looking for
- ✓ **THE NETWORK AND SOCIAL NETWORKS:** **tips** on how to use social media in the job search
- ✓ **THE CURRICULUM VITAE:** how to **insert and enhance** transversal skills in your CV
- ✓ **THE SELECTION INTERVIEW:** **useful tips** for facing an interview: self-presentation and how to answer questions, from the most common to the most embarrassing and inappropriate ones

STEP 3: WOMEN AND WORK

This section contains, in the form of regulatory references and video pills, a series of information and useful supports to specifically protect women, while they are looking for a job or when they are already inserted in the labour market. if they were to find themselves in potentially discriminatory situations concerning gender, or being treated differently from others for the sole fact of being women (or men).

PERSONAL NOTES



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