

Employment and Vocational Training Institute

The Employment and Vocational Training Institute (IEFP), established in 1979 (Decree-Law no. 519-A2/79, of 29 December), is a public body, under the auspices of the Ministry of Labour and Social Solidarity, which is responsible for executing the employment and vocational training policies defined and approved by the Government.

The Central Services are based in Lisbon:

The 5 Regional Delegations distributed throughout the country in accordance with the regions set up by the Regional Coordination Commissions incorporate 86 Job Centres, 31 Directly Managed Vocational Training Centres, 1 Vocational Rehabilitation Centre and 8 Business Creation Support Centres.

An Institution With History

The attempt to resolve employment problems in Portugal came about at the beginning of the thirties in order to cope with the unemployment resulting from the economic crisis.

In 1931, a survey was drawn up to determine the number of unemployed (approximately 41.000). Subsequently, the Unemployment Fund and Commissariat were set up in 1932 (Dec. 21.699), under the auspices of the Ministry of Public Works, with a clearly defensive action philosophy in view of the situation at that time, as stated in the introduction of this legal measure: *"Knowing beforehand how unemployment is usually attacked in those countries which saw it arise: the gracious unemployment benefit, the alms of the exchequer, established as a natural right of an individual who has no work. The dangers of this measure are known or can be predicted, even in countries with a higher cultural level and those who adopted it most certainly did so as an extreme recourse, in view of millions of stilled arms, powerless to stir them to productive action. Fortunately, Portugal is not in such a precarious condition and, knowing this, the Government can orient the resolution of such a serious social problem otherwise..."*.

It was made to believe that the crisis was temporary, as its solution would be. Thus, in Art. 10 of the referred legal measure, it can be read *"The Unemployment Commissariat shall be of temporary duration and shall be made extinct by the Government when the state of the crisis so advises"*. Those who could register as unemployed were *"individuals who under normal circumstances regularly carry out their occupation and who do not find themselves in a situation of voluntary desertion of their job as a result of a strike or any cause of the unemployed's responsibility"*.

Skill certification is expressed by the issuance of a **Vocational Aptitude Certificate**, which is a document verifying that an individual has the necessary skills to effectively carry out a given profession. It can be obtained, once the academic qualification requirements have been met, in one of the following ways:

- By **attending** a duly approved **vocational training course**;
- Based on duly confirmed **professional experience**;
- Based on the **recognition/equalisation of professional or training titles** issued in other member countries or, in the case of reciprocity agreements of the recognition of titles, in non-member countries.

The Vocational Aptitude Certificate is issued by the Certifying Entity, with the period of validity being established on a case-by-case basis. In order to renew the Certificate, the applicant has to prove that he/she has kept his/her skills up to date.

The certifying entities are responsible for the certification of the vocational aptitude of individuals of a specific sector or vocational area and for the homologation of the respective vocational training courses.

The **Homologation of Training Courses** is the recognition by the nominated Certifying Entity that a training course meets the technical and educational requirements that ensure the quality of the training and that the said course, as it is organised, is capable of providing trainees who successfully complete the course with the necessary skills laid down in the reference vocational profile to carry out their respective profession.

The requirements for a training course to be homologated (recognised) are specified in the **Certification Manual** drawn up by the Certifying Entity.

The **Certifying Entity** is the body qualified to issue Vocational Aptitude Certificates relative to a vocational profile or set of vocational profiles and to homologate the respective vocational training courses.

For more information on the recognition, validation and certification of skills in Portugal, visit the site <http://portal.iefp.pt/pnrq/index.html>.

For more detailed information on our training offer, please visit our portal under the section training offer, which integrates a set of 229 files on the training offer provided by the IEFP (not available in English). These are made available through our network of Directly Managed and Jointly Managed Vocational Training Centres (not available in English).

You may also find further information on:

- Enrolling for vocational training actions
- Support and incentives
- Training references
- Trainers (with emphasis on the National Centre for the Training of Trainers and CANT - New Technologies Training Centre)
- Vocational Training Media Centre
- Dirigir and Formar Magazines (available on electronic media)
- Training entities
- External entities

Vocational Certification

The objective of the **National Skill Certification System** is to certify all competent professionals, irrespective of the manner in which they obtained their skills, i.e. through vocational training, professional experience or training undertaken in another country, namely of the European Union. The skill certification process is designed to contribute towards the continuous improvement of workers, recognizing and certifying already acquired skills and identifying those that still need to be developed, so as to give them a competitive edge in the labour market, bringing them closer to the real needs of the productive tissue.

Skill certification therefore ensures that a professional has the skills necessary to exercise a profession according to a reference job description defined within the scope of the **National Skill Certification System**.

To obtain a **vocational qualification without school progression**, the following modalities are available:

Training Modality	Target Population
Initial and Vocational Qualification	<ul style="list-style-type: none"> • 1 st time job seekers or the unemployed • Individuals over the age of 14 • Compulsory schooling (for level 2 paths) and 11 th level of schooling (for level 3 paths)
Technological Specialisation Courses	<ul style="list-style-type: none"> • 1 st time job seekers • Secondary education and level 3 course
Training for Qualified Active Workers	<ul style="list-style-type: none"> • Actively employed or unemployed individuals • Higher or intermediate qualification
Training for Management and Senior Management	<ul style="list-style-type: none"> • Management and Senior Management responsible for the management and coordination of staff
Requalification, Updating and Further Training	<ul style="list-style-type: none"> • Actively employed individuals or those at risk of unemployment and the unemployed
Vocational Specialisation	<ul style="list-style-type: none"> • Actively employed individuals or those at risk of unemployment
<i>Portugal Acolhe</i> Programme	<ul style="list-style-type: none"> • Legalised immigrants
Training of Trainers	<ul style="list-style-type: none"> • Compulsory schooling • Vocational training certificate or proven professional experience (for initial training) • Initial Training of Trainers Certificate (for continuing vocational training)

Note: In certain cases, more restricted admission conditions apply as a result of the technical content and/or nature of the activity, as well as its regulatory framework.

behind in terms of qualifications, unemployment or socio-economic development, are also made available.

Vocational Training

The IEFP tailors its training offer to different profiles and needs.

There are various possibilities of simultaneously **obtaining a vocational qualification and school progression**. Depending on factors such as age and current school qualifications, we have the following modalities available:

Training Modality	Training Modality
Apprenticeship Training System	<ul style="list-style-type: none">• 1 st time job seekers• Individuals aged between 15 and 25• School qualification between the 4 th and 12 th level of schooling
Education and Training for Young People	<ul style="list-style-type: none">• 1 st time job seekers or individuals looking for a new job• Individuals aged between 15 and 25• School qualification between the 4 th (or lower) and 12 th level of schooling
Education and Training for Adults	<ul style="list-style-type: none">• 1 st time job seekers or individuals looking for a new job and the unemployed• Individuals over the age of 17• School qualification lower than the 4 th, 6 th or 9 th level of schooling

A Participated Intervention

The IEFP has a tripartite management, counting with the representation of the Management and Labour, with a permanent post on the Permanent Commission of Social Dialogue of the Economic and Social Council, on the Governing Board, on the Supervisory Commission, on the Regional Advisory Committees and in the Advisory Committees of the Vocational Training Centres.

Employment

IEFP has a vast array of support services and incentives aimed at jobseekers, using different channels of service provision:

- a more personalised service in our Job Centre network
- self-service facilities (LSE's) in some Job Centres
- via web:

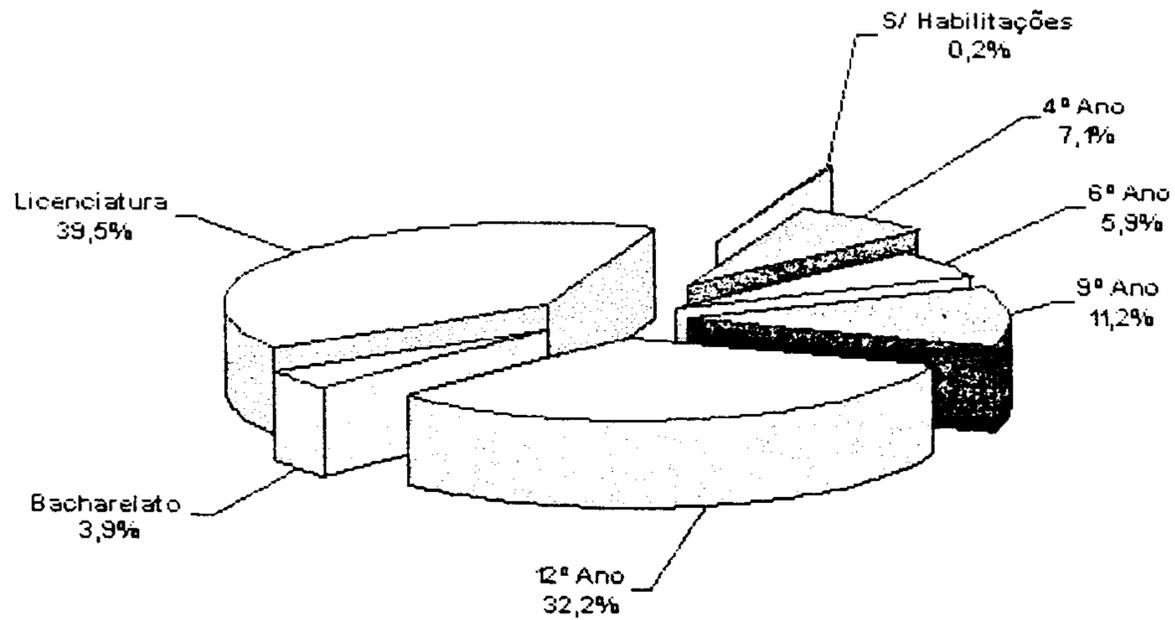
visit [IEFP NETemprego](#) - our job bank on-line! (not available in English)

By registering in the Public Employment Service, either in the Job Centre or via web, and after a thorough assessment of his/her employability needs and deficits, the jobseeker will have access to:

- job opportunities in his/her region, in the whole country or abroad (in Europe)
- CV advertising and job matching facilities (visit [IEFP NETemprego](#))
- information on the labour market
- information and tools in active job search techniques
- vocational guidance services
- incentives and support (technical and financial) to business start-ups
- professional experience
- combined training/employment solutions
- specific programmes aimed at promoting handicraft and cultural, natural and architectural inheritance preservation and valuing activities
- occupational activities

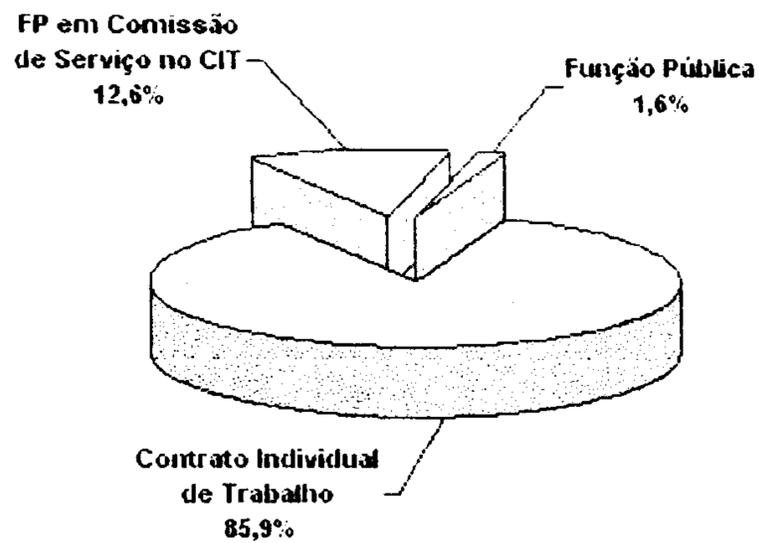
Other active labour market programmes, targeted at the most difficult to integrate groups of workers, as well as programmes and measures specifically adjusted to some regions lagging

Academic Qualifications



No qualifications 0.2%	4 th Grade 7.1%	6 th Grade 5.9%	9 th Grade 11.2%
12 th Grade 32.2%	Undergraduate Degree 3.9%	Graduate Degree 39.5%	

Types of Ties



Civil Service on a Service Commission in the CIT 12.6%	Civil Service 1.6%
Individual Work Contract 85.9%	

now many we are

CAREER		31 December 2003					
		IEFP	Central S (1)	Coordination S (2)	CT.E	CT.VT (3)	GB EB
A	Senior Expert	839	244	162	271	158	4
	Vocational Guidance Counsellor	254	4	6	179	65	
	Employment Expert	422	6	5	392	18	1
	Training Expert	138	4	1	1	132	
	Expert	84	23	13	13	34	1
(% SE, VGC, EE, TE, E)		52.6%	52.2%	52.1%	57.4%	45.3%	35.3%
B	Administrative Expert	1,038	187	129	467	245	10
	Administrative Assistant	73	16	5	37	15	
	Telephonist	63	6	10	31	16	
	Motorist	131	8	10	74	39	
	Other Careers	262	40	18	27	176	1
(% Remaining Careers)		47.4%	47.8%	47.9%	42.6%	54.7%	64.7%
SUB-TOTAL A + B		3,304	538	359	1,492	898	17
C	Directors	218	34	61	83	32	8
	Managers	427	85	31	207	104	
SUB-TOTAL C		645	119	92	290	136	8
TOTAL A + B + C		3,949	657	451	1,782	1,034	25

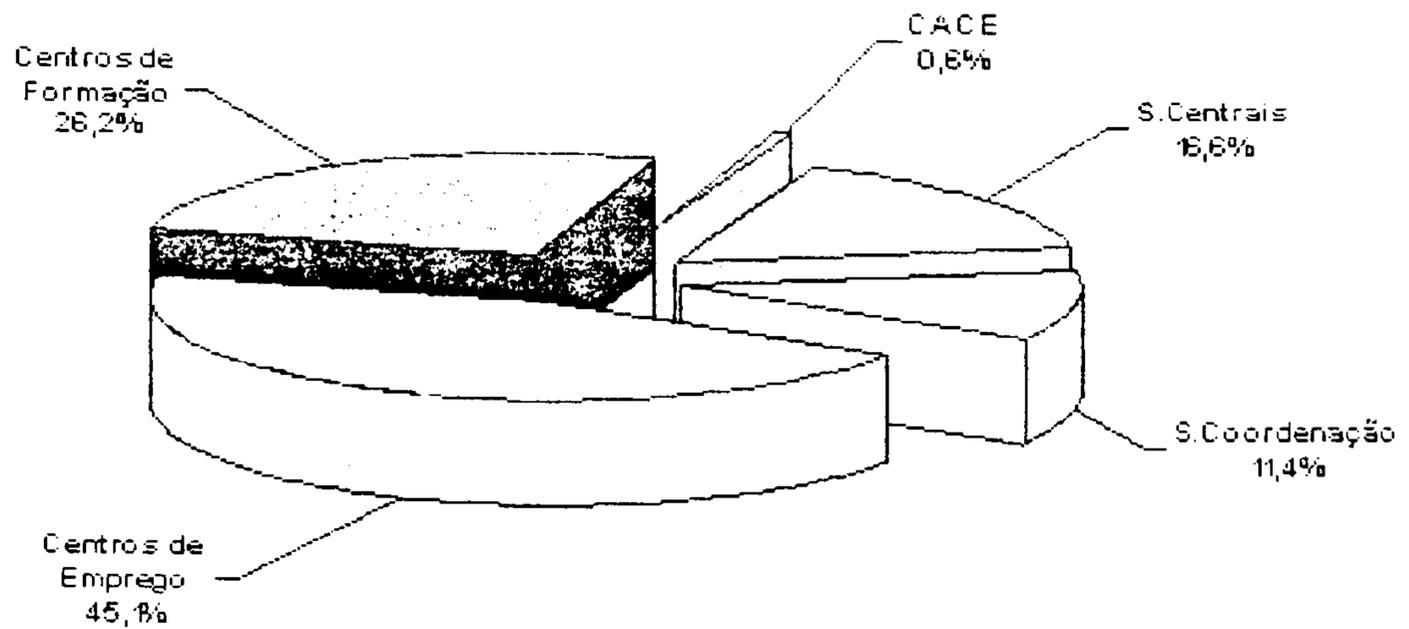
a) Includes 65 Senior Employment Experts and 49 Senior Training Experts.

(1) Includes REDE Programme (14 Employees).

(2) Includes Life-Employment Programme (18 Employees).

(3) Includes Mixed Centres and Rehabilitation Centre.

How we are distributed



Training Centres - 26.2% GB EB 0.6% Central Services 16.6%

Job Centres - 45.1% Coordination Services 11.4%

- To participate in the coordination of technical cooperation activities developed in conjunction with national and international organizations and foreign countries in the fields of employment, vocational training and vocational rehabilitation;
- In general, to collaborate in the conception, elaboration, definition and evaluation of the global employment policy, of which it is the executing body.

Organization of the Services

The organic structure of the IEFP integrates central and regional bodies. The central bodies are the Governing Board, the Executive Board and the Supervisory Commission and the regional bodies are the Advisory Committees and the Regional Offices.

It has a tripartite management made up of representatives of the Public Administration, trade union and business confederations, namely in the Governing Board, in the Supervisory Commission and in the Advisory Committees.

The organic structure of the Central Services (Executive Order no. 297/97, of 6 May) integrates Organic Units of technical, administrative and financial support to the central and regional bodies. The IEFP comprises a structure of decentralized services, organized into 5 Regional Offices, according to the areas defined for the Regional Offices.

The organic structure of the Regional Offices includes the Coordination Services and the Local Executive Bodies (86 Job Centres, 31 Directly Managed Vocational Training Centres, 1 Vocational Rehabilitation Centre and 8 Business Creation Support Centres). The Coordination Services of the Regional Offices are made up of Organic Units that offer technical, administrative and financial support to the Regional Office.

Human Resources

SOCIAL REPORT OF 2003

In order to better understand the potential of the IEFP's Human Resources, we present below a set of indicators that characterise Employees at the service of the Institute, with reference to 31 December 2003.

In 1975, Portugal hosted a mission of the United Nations Educational, Scientific and Cultural Organization (UNESCO), which had a major importance in the rise of modular training.

For the first time, modules took on precise and operational outlines as autonomous learning units, capable of being integrated in different training paths, which enable an individual or a group of individuals to acquire a set of skills, respecting each one's learning pace.

Following the development of the institutional framework mentioned above, the Employment and Vocational Training Institute - IEFP was set up (Decree-Law no. 519-A2/79, of 29 December). The IEFP enjoys administrative and financial autonomy, taking on the form of a personalised service of the State. The duties of the Directorate-General for Employment (DGE), the Directorate-General for the Promotion of Employment (DGPE) and the Workforce Unemployment Fund were transferred to the IEFP.

Objectives and Duties

- To promote as widely as possible and to disseminate employment-related problems so as to contribute towards the definition and adoption of a global employment policy that will consolidate a national programme of progressive improvement of the employment situation through the use of productive resources integrated in socio-economic growth and development;
- To promote and organise the labour market as a vital part of the activity programmes, with an aim to the search for full employment, freely chosen according to preferences and qualifications, as a factor of cultural and technical-professional development of the country's human resources;
- To promote information, training guidance, vocational rehabilitation and placement of workers, with particular emphasis on young school-leavers and other underprivileged social groups, job analysis and geographical and professional mobility of the labour force;
- To promote the improvement of productivity in companies in general through tailor-made vocational training actions (either in-house or in collaboration with other national or foreign entities), in their various modalities, aimed specifically at this objective;
- To support initiatives leading to the creation of new jobs in existing or to-be-created productive units, as well as their maintenance, in the technical and financial fields;

- To promote and disseminate the methods applied in vocational training and respective results;
- To collaborate in the preparation and execution of the economic and social development plans;
- To issue reports on material regarding vocational training on work regulation projects.

In the seventies, the traditional barriers between education, training and work diminished in western countries and there was a growing dissemination of the theses which defended that qualifications could not continue to be obtained based on the classical models. The awareness that training no longer responds to the needs and expectations of the labour market and of the individual, increasingly more valued in personal and social terms, and to the demands of contingent societies that increasingly more demand non-technical skills, such as the capacity to adapt, understanding, perception of wholeness, relating and communication, makes increasingly more pertinent a strategic reflection on the issue of vocational training, in its relationship with the subsystems with which it interacts.

Portugal did not remain oblivious to this problem and experimented with the Occupational Methodical Series - a model proposed by the International Labour Organisation (ILO) for Latin American and made operational in Brazil - which, however, was no more than an isolated and non-generalised experience.

The situation remained unchanged until 1974, year of the Revolution of 25 April and the consequent turnabout of the political regime. The Ministry of Corporations and Employee Benefits changed its name to Ministry of Labour and took on a new structure (Decrees-Law no. 759, 760, 761, 762 and 763 of 30 December 1974). The Unemployment Fund came under the auspices of the Ministry of Labour. The Cabinet for the Management of the Unemployment Fund was created as a replacement of the Unemployment Commissariat and the FDMO was kept under the control of the Ministry of Labour. The Secretaries of State for Labour, Employment and Emigration were also created within the scope of this Ministry. Two Directorate-Generals were set up within the structure of the Secretary of State for Employment: one for Employment (DGE) and another for the Promotion of Employment (DGPE). The former was given the duties of the National Employment Service, which was made extinct.

It also provided vocational guidance and information to those who did not yet know which occupation to choose and occupational health services to evaluate the physical capacity of job seekers in relation to the professional career or placement in mind.

It was still in the sixties that the first serious steps were taken in the scope of Vocational Rehabilitation in Portugal with the promulgation of Dec, 46872, of 15 February 1966, which gave rise to the Vocational Rehabilitation Service. This was a parallel service to the National Employment Service and its main objective was to *"ensure the recovery and vocational re-adaptation of workers who suffered from physical disabilities"*. It was in this context that the Centre of Protected Work of Venda Nova arose and the foundations for the Centre for Vocational Evaluation and Re-adaptation of Alcoitão were laid.

This Service was made extinct in 1969 and its duties were distributed among the National Employment Service and the Vocational Training Service, thus giving rise to a period of over-conservatism, or even retrocession, which was only revitalized with the setting up in 1973 of the National Rehabilitation Commission and later, in 1979, with the creation of the IEFP.

In 1968, given *"the convenience of creating a similar department for extra-school training as the one existing in the employment field (National Employment Service) given the correlation and parallelism of the duties which both departments should perform"*, the Vocational Training Service was set up (Dec. Law 48275, of 14 March), which integrated the Accelerated Vocational Training Institute, the National Monitors Training Centre and a Vocational Training Division which had in the meantime been created within the organic structure of the FDMO.

This service had the following main duties:

- To guarantee the running of the Centres created by the Ministry of Corporations and Employee Benefits
- To cooperate with other entities via the signing of protocols;
- To guarantee the running of the Centres created by the Ministry of Corporations and Employee Benefits;
- To provide technical and/or financial support to entities focused on carrying out Vocational Training actions;
- To prepare didactic material aimed at the development of vocational training actions;
- To prepare monitors and other training agents;
- To implement Vocational Training Centres and to keep up and control their functioning;

- Promoting a study of the labour market and collaborating with other entities or bodies responsible for drawing up social and economic plans, with regard to the employment policy;
- Facilitating the professional and geographical mobility of workers and their families, in a manner suited to a balance between the offer and demand of jobs;
- Collaborating with the competent services of the Ministry of Overseas Affairs and with the Emigration Board in the definition of the national emigration policy, in articulation with that of the overseas provinces;
- In collaboration with the competent authorities, ensuring the registration, information and selection of workers who wished to emigrate overseas with a view to orienting the emigration movement according to the suitability of the employment policy;
- Cooperating in the negotiation and execution of international agreements on recruitment and emigration of workers, or similar instruments;
- Maintaining contacts, through the competent means, with the employment services of other countries, namely those where there are important nuclei of Portuguese workers, with a view to getting to know better the working conditions of those countries;
- Collaborating with the services providing assistance and protection to emigrant workers and to their families in Portugal and abroad, namely as regards problems of a social nature.

The National Employment Service comprised a central administration and regional divisions. The regional divisions had to collaborate with the delegations of the National Institute of Labour and Social Welfare, which existed in the area of its jurisdiction in all matters concerning unemployment problems, and could be assisted, if necessary, by regional consulting boards.

In the first two years, 18 Job Centres were created (one per district).

The intervention of the National Employment Service grew substantially: in the first 10 years it only accepted job offers in Portugal and abroad and tried to fill these vacancies with workers registered on its files. When there were no suitable registered workers to fill these vacancies, it searched among the local population and other Job Centres. It registered workers (unemployed or not) and tried to place them in the registered vacancies or else approached companies directly, promoting the placement of these workers.

8 months) in occupations integrated in priority areas such as civil construction, woodwork, electricity and metal mechanics.

This system imported from France distinguished itself from the school system by the innovative principles it proposed, such as the figure of a single monitor, the existence of an individual job, the break in disciplinarisation and the integration of the technical and practical components, the uniformisation of the contents and teaching practices and methods in a logic of growing adaptation to training (labour market).

In order to attend a training action, candidates had to be at least 18 years old and had to know how to read, write and count. Participants in these training actions, called training periods at the time, benefited from a set of privileges, which included a training subsidy, payment of journeys, medical assistance, insurance against work accidents, work uniforms and registration with the Unemployment Benefits.

Involuntary unemployment situations are a serious social problem and neither the vocational rehabilitation carried out by the IFPA nor the benefits paid to unemployed workers by the FDMO were enough to put a stop to the crisis and to the emigration movement. It was in this socio-economic context that on 9 December 1965 Dec. no. 42731 was promulgated, giving rise to the National Employment Service, under the Directorate-General of Labour and Corporations, of the Ministry of Corporations and Employee Benefits. The duties of this body were to study and organize the functioning of the labour market in accordance with the international guidelines of that time, with a view to incorporating the emigration policy under the national employment policy. It was responsible for:

- Organizing and keeping up the running of the free public placement service;
- Coordinating the activity of the public placement services with that of other similar non-profit-making services;
- Ensuring the vocational guidance of young people starting out in active life, as well as that of adult workers;
- Drawing up and constantly updating the National Classification of Occupations, as well as studying the various occupations and careers in all aspects related to placement, guidance and vocational training of workers;

The FDMO survived on the contributions of the companies included in the industrial reorganization, the amounts of which were established on a case-by-case basis with 15% matched-funding of the annual proceeds of the Unemployment Fund. The Board of the FDMO was made up of representatives of each of the three general directions of the Ministry of Corporations and Employee Benefits and the Unemployment Commissariat.

In 1962, the Accelerated Vocational Training Institute (IFPA) was created (Dec. 44538, of 23 August 1962), with a view to the development of a set of actions designed to increase the professional level of workers and to carry out a study on the reciprocal adaptation problems between man and work.

The duties of the IFPA, which fell under the wing of the Directorate-General of Labour and Corporations until 1966, after which it came under the control of the FDMO, were as follows:

- To bring about the vocational retraining of workers;
- To promote the vocational qualification of undifferentiated or poorly qualified workers;
- To contribute towards the vocational rehabilitation of partially disabled workers;
- To cooperate with companies in the training of their human resources and in the preparation of trainers;
- To contribute towards improving the adaptation of man to technological changes.

"In order to meet its objectives, the IFPA will organize national and regional accelerated vocational training centres. The training shall be carried out using active and highly related methods so as to keep up the rapid qualification of workers, without prejudice to the level of quality required and taking into account the physiological and psycho-technical conditions of each occupation".

On 23 January 1965 (Dec. 46.173) the National Monitors Training Centre (CNFM) was set up with the dual function of preparing training agents to carry out their activity in the Vocational Training Centres and of pursuing studies in the technical areas of training, namely: programmes, evaluation tests, technical-pedagogical materials and the planning of the training space and equipment.

The Accelerated Vocational Training System or Adult Vocational Training was implemented in the first Vocational Training Centres (the Accelerated Vocational Training Centre no. 1 started its activity in 1963 in Xabregas) with the objective of qualifying workers in a short space of time (4 to

Public or private entities that placed workers registered for unemployment benefits by request to the Commissariat could benefit from 50% of the remuneration, in a maximum of 3 days per week, as long as these workers were added to the normal number of staff. The charges were borne by the Unemployment Fund, set up with the income resulting from the 3% contribution on the remuneration paid to the workers, with 1% corresponding to the employer and 2% to the worker. The Unemployment Fund therefore became *"the public works bank"*.

In the sixties, industry was the strategic sector of economic and social development proposed for the country. This period saw the rise of industrial companies and the modernization of existing companies through enlargement, reorganization and the introduction of technological innovation, with a view to getting closer to the levels of development achieved by most European countries. As a result of this industrial reorganization process, situations of technological unemployment arose and the need was felt for professionals who meet the requirements of the new jobs. This framework in which a semi-qualified or undifferentiated workforce with a low level of schooling had a significant weight in the social structure called for the redefinition of an extra-school vocational training policy that made it possible to organize and develop vocational qualification and retraining actions in response to the needs of adults affected by this process.

This led to the publication of Dec. 44506, of 62.08.10, which created the Workforce Unemployment Fund (FDMO) with the objective of creating the most appropriate means for dealing with the unemployment resulting from industrial reorganization projects and an action framework for greater structuring of the labour market. The need was recognized to grant pension funds and invalidity benefits, *"as well as temporary unemployment benefits"* to factory staff who came off stream given that *"the industrial reorganization processes to which the country is committed, as vital as they are to our economic development...bring about in the short term, as happens elsewhere, a certain amount of unemployment as a result of a greater perfectioning of the manufacturing method. The Government cannot fail to take this fact into consideration, as in fact happened with Law no. 2005, of 14 March 1945"*.

It is not enough, *"by means of benefits, to come to the aid of technological unemployment situations resulting from reorganization processes, but rather to favour the mobility of the workforce and placement in other activities"*, thereby thinking of suitable means of vocational regrading.

Solutions for Companies

IEFP has a vast array of support services and incentives aimed at employers, either companies or other entities, of private (profit and non-profit) or public nature, in the areas of:

- Staff recruitment and selection

Get to know [IEFP NETemprego](#), the Portuguese PES recruitment bank on-line! (not available in English)

You can also visit our [national EURES site](#)

- Hiring and maintenance of work positions
- Equal opportunities and reconciling work and family life
- Present and future staff training
- Consultancy, training and management support to small enterprises
- Information on the labour market performance

There are also incentives to business initiatives in some industries and sectors of particular social, cultural and environmental interest:

- Co-operative activities
- Family support services
- Handicraft development
- Cultural, natural and architectural inheritance preserving and valuing

IEFP also delivers support services, incentive measures and information particularly aimed at:

- Companies
- Public and Private Non-Profit Organisations
- Training Providers and
- Temporary Work Agencies.

Companies and other entities can also co-operate with IEFP in the implementation of other active labour market programmes, targeted at the most difficult to integrate groups of workers, as well as programmes and measures specifically adjusted to some regions lagging behind in terms of qualifications, unemployment or socio-economic development.