

# Individual Action Plan

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## What is an Individual Action Plan?

The Individual Action Plan (IAP) is an action plan covering basic labour market services supported by labour market instruments to employ an unemployed or a jobseeker.

Assistance provided by the Poviats Labour Office within the IAP is adapted to your individual needs and capabilities, including your educational background, professional experience and the abilities to commence work or business activity.

## Who prepares an IAP, when and on what grounds?

The IAP is prepared by a Customer Advisor in cooperation with an unemployed or a jobseeker.

If you are a registered unemployed, your IAP will be prepared in a mandatory way no later than 60 days after your registration in the Labour Office.

If you are a jobseeker, a Customer Advisor can prepare an IAP for you based on the information provided by you.

## What does an IAP contain?

The IAP contains e.g.:

- actions which can be effected by the Labour Office within the assistance stipulated in the Act, e.g. employment services, career counselling, training;
- actions planned for independent performance by the unemployed or jobseeker to look for a job, e.g. browsing job offers on the **CBOP** (Central Job Offer Database) website;
- planned dates of implementing particular activities;
- forms, planned number and dates of contacts with the Customer Advisor or another employee of the Labour Office;
- date and conditions of completing implementation of the Individual Action Plan.

## IAP monitoring

In the period when the IAP is performed, the Poviats Labour Office is obliged to get in touch with you at least once every 60 days to monitor the circumstances and progress when implementing the actions stipulated in the IAP. The contact can be carried out by the Poviats Labour Office in the form of a meeting, telephone conversation or information exchange electronically or using traditional mail.

## Can an IAP be amended underway?

If your situation as an unemployed or jobseeker changes, the Customer Advisor, in consultation with you, can make relevant amendments to the IAP.