

## IPS Collaboration Agreement

 Date:

Name of client:

Date of birth:

Name of IPS specialist:

The IPS specialist describes the service to the client including the principles of IPS and the five stages of the service (as described in Toimintamallikuvaus: IPS-valmennuksen arvot ja periaatteet sekä palvelun viisi vaihetta).

The five stages of the IPS service are:

1. Entry into service, agreeing on the service with the job-seeking client

2. Mapping of skills; vocational profiling

3. Rapid job search; open labour market

4. Collaboration with the employer; agreeing on in-job support

5. Support for maintaining the job; support in and outside the workplace

**Agreeing on the service with the job-seeking client (stage one of the service) is documented with this form.**

Do you feel like you have received enough information about the stages and content of the IPS service?

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Do you want to start the IPS job coaching process?

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What wishes do you have regarding the coaching?

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Do you accept that while the aim is employment, it cannot be guaranteed that you will get a job through the IPS service?

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Do you wish for some aspect of your identity (for example cultural background, religion, gender identity, etc) to be given special attention in the coaching process or at the workplace?

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**Contact with potential employers**

The IPS specialist informs the client that s/he may freely choose whether the specialist will be in direct contact with potential employers in matters regarding her/him.
At the point when a new job is starting, the client will give her/his consent to direct contact between the IPS specialist and that specific employer using Form C Työsuhteen aloittaminen or Form C 2) Keikkatyö. If there is conflicting information in the Collaboration Agreement and Forms C or C 2), then the information on those forms should be followed over the information on this form.

What advantages do you see in the option that the IPS specialist would contact potential employers on your behalf?

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Could there be some disadvantages?

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Do you give the IPS specialist permission to contact potential employers on your behalf? You may change your mind at any time.

[ ]  Yes, I give my permission [ ]  No, I do not give my permission [ ]  I have not yet decided

Are there some things that you do not want the IPS specialist to share with potential employers?

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Something more to add?

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If you decided that the IPS specialist will not be in direct contact with potential employers, what kind of help do you wish to receive?

[ ]  Searching for job vacancies [ ]  Support with writing applications

[ ]  Making/updating your CV [ ]  Identifying personal strengths

[ ]  Preparing for interviews [ ]  Something else, what?

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Signature of the client

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the IPS specialist

[ ]  Tick this box in case the collaboration agreement is changed or specified later (after the first time the form was signed). What is changed or specified?

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Signature of the client regarding a specification or change, in case one was made

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of IPS the specialist regarding a specification or change, in case one was made

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_