"ELECTRONIC LABOR EXCHANGE" PLATFORM

**USS** Module

V1.0

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**Abbreviation**

|  |  |  |
| --- | --- | --- |
| **N** | **Abbreviation** | **Abbreviated word or term** |
|  | "Nork" Technology Center | "Nork" Social Services Technology and Awareness Center” Foundation |
|  | ELE | Electronic Labor Exchange |
|  | ID | Identity document |
|  | MLSA | Ministry of Labour and Social Affairs of the Republic of Armenia |
|  | SRP | State Register of Population |
|  | EAEU | Eurasian Economic Union |
|  | EADB | Eurasian Development Bank |
|  | PIG | Project Implementation Group |
|  | EFSD | Eurasian Fund for Stabilization and Development |
|  | PSN | Public Service Number |
|  | RA | Republic of Armenia |
|  | USS | Unified Social Service |
|  | SRLG | State Register of Legal Entities |
|  | IS | Information system |
|  | DB | Database |
|  | OS | Operating system |
|  | MESCS | Ministry of Education, Science, Culture and Sports of the Republic of Armenia |
|  | SRC | State Revenue Committee of the Republic of Armenia |

# ***USS internal system***

## Job seeker

* + The application module for registration of job seekers, which will display applications sent by job seekers from their personal accounts, as well as serving to register applications received in paper form by employees of regional centers ofthe Unified Social Service of the Republic of Armenia,
  + Personal profile of the job seeker, where all data on the latter necessary for the provision of employment services of the Republic of Armenia will be collected,
  + Job offers,
  + State programs in the field of employment in the Republic of Armenia,
  + Certificates and other documents.

## Employer

* + The employer registration module, which will display applications sent by employers from their personal accounts, as well as serving to register applications received in paper form by employees of regional centers ofthe Unified Social Service of the Republic of Armenia,
  + Jobs
  + Offers for job seekers,
  + State programs in the field of employment in theRepublic of Armenia,
  + Certificates and other documents.
* The system of automatic generation of reports, the forms of which are approved by decisions of the Government of the Republic of Armenia, orders of the Minister of Labor and Social Affairs of the Republic of Armenia and other departments for submission to the Statistical Committee, the Ministry of Labor and Social Affairs of the Republic of Armenia and other state bodies. These reports will be generated automatically at the request of users in the appropriate section of the ELE online platform, with the choice of a specified period, territorial center and other filters.
* A system for creating financial documents, in which documents should be generated automatically on the basis of data registered in the system of beneficiaries participating in state employment programs.
* A user and directory management module that will be used by the ELE administrator via an interface, for example to archive USS employee accounts or to add/edit directory values.
* When job seekers and employers submit applications to the USS, their personal profiles will be formed in the USS internal system, which will become available to employees of the relevant USS territorial center, including all the data necessary to make a decision and provide services to the job seeker or employer. Changes in personal profiles will shape the history of the personal profile. Thus, USS users will be able to see the lists of personal profiles that they keep in two main categories: job seekers (including those with the unemployed) and employers. From the list of personal profiles, USS employees will be able to search, view and edit data. When applying to the USS by job seekers and employers, USS employees will have access to all the necessary data and will be able to determine the unemployment rate in the country/region, include beneficiaries in employment programs.

**Technical modules:**

* Separate microservices that provide the overall functionality of the system
* The Gateway API is a bridge between the user interface and individual microservices. He should be responsible for receiving all requests from users of the system, converting them into appropriate microservices and protocols.
* The database of the information system, which is the main data warehouse of the system.
* Data exchange services, which should provide data from internal databases to external databases and vice versa through the platform of interaction of the Government of the Republic of Armenia.
* Features and tools that will ensure information and cybersecurity, as well as the reliability of the platform.

## USS Module

A user with the role of an employee of the USS Regional Center should be able to perform the functions assigned to him within the framework of modules with the following fields and structure:

| **№** | **Field name** | | **Field type** | | **Data collection method** | | **Notes** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **The following main subheadings should be available in the USS user interface:**   * **Employers** * **Job seekers** * **Reports** * **Manage users and directories** | | | | | | | | |
| ***The "Employers" section should include the following main subsections:***   * ***Application*** * ***Visit*** * ***Employers*** * ***Jobs*** | | | | | | | | |
| ***Subsection "Applications"*** | | | | | | | | |
| In the "Applications" section, the user of the internal platform should be able to view the applications submitted by employers according to the table, in which the following data should be displayed:   * **Registration number of the application** - the application number generated by the platform should be displayed here. The platform should provide the ability to search for any application by its registration number. Applications should be located in descending order of the serial number. * **Application Date** – The date automatically recorded by the platform when submitting the application should be displayed here. The platform should provide the ability to search for any application by filing date, for which the search field should be a calendar field with the ability to select a range. * **Territorial center** - the name of the USS territorial center that the user chose when sending the application should be displayed here. The platform should provide the ability to search for any application by territorial centers, for which the search field should be a selection list with the names of all territorial centers. * **Application Type** —The name of the application type selected by the user when submitting the application should be displayed here. The platform should provide the ability to search for any application by type, for which the search field should be a drop-down list with the names of the types of applications. * **Status** – the current status of the application should be displayed here. The platform should provide the ability to search for any application by status, for which the search field should be a drop-down menu with the names of the statuses. Applications entered by the user and sent to the territorial center must have the status **"Received"** (in the online platform: **"Sent")).** If the territorial center processes the application, the application must be assigned the status **"Current"** If the application was answered, it should receive the status **"Completed"**, in case of rejection - the status **of "Rejected".** * **View** - an icon, when selecting which the employer should be able to view all the data specified in the application sent by him. * **Process application** - an icon, at the choice of which the user of the territorial center should be able to process the application sent to its territorial center by clicking the "Process" button in the application, after which the application should receive the status **"In processing".** * **View application response data** - an icon, when selected, the employer should be able to view the response data of the application sent to him, including the data of their approval or rejection. | | | | | | | | |
| ***In the application viewing interface, the territorial center*** employee  ***should see the following data:*** | | | | | | | | |
|  | Application number | |  | |  | | Automatically generated by the platform | |
|  | Name of employer | |  | |  | | a link that, when clicked on, should go to the employer data page in the "Employerand" subsection of the system | |
|  | Application type | |  | |  | | In this field, the user of the territorial center should see what type of application the employer has chosen. | |
|  | Program | |  | |  | | in this field the user of the territorial center should see how the program was selected by the employer | |
|  | Territorial center | |  | |  | | In this field, the user of the territorial center should see the name of the territorial center to which the application was sent. | |
|  | Application date | |  | |  | | In this field, the user of the territorial center should see the date of submission of the application | |
| **Subsection "Employers"**  In this section, the user of the USS Territorial Center should have access to employer data in the form of a list in which the following data should be displayed for each employer:   * Registration Number * TIN * Name of employer * Organizational and legal form of the employer * Type of economic activity   The search must be performed on each of the listed fields. | | | | | | | | |
| Each line of the employer should have a viewing icon, when selecting which the user should see the following information about the employer: | | | | | | | | |
|  | Employer's data   * TIN * Name of employer * Employer registration address * Organizational and legal form of the employer * Registration Date * Registration code * Manager's name * Name of the head * Organizational-legal form * Type of economic activity * Additional data   Contact details:   * Address of activity * Email * Telephone number | | | | | | | |
| In the Employers section of each employer's data view page, the applicationnumbers sent by thatemployer should be visible , which should be a link to the application data view interface.  In the interface for viewing the data of each employer, there should also be a link with the name "Vacancies available from this employer", when choosing it, the platform should switch to the list of vacancies submitted by this employer.  The user of the territorial center should also be able to register a new vacancy announcement for this employer by selecting the "New vacancy" button in the employer's data interface, which, if approved, should become visible in the "Vacancies" section of the personal account of this employer. | | | | | | | | |
| ***Subsection "Vacancies"*** | | | | | | | | |
|  | The user of the Territorial Center should see the job openings already entered in a separate list. The data visible in the list should be: | | | | | | | |
| * Job Title * Name of the organization * Region * Number of vacancies * Zarplata * Publication date | | | | | | | | |
| The following filters should be present in the general list of vacancies: | | | | | | | | |
|  | Job Title | | Free input field | | User inputs | | The search for the text entered in this field should be performed with \*like characteristics | |
|  | Region | | Selection box | | User chooses | | This field should contain the names of the RA regions, the values of which will be obtained from the "Region" directory. Here you will be able to select more than one value from this list. | |
|  | Field of activity | | Selection box | | User chooses | | This field should contain the names of the areas of activity, the values of which should be obtained from the directory "Field of Activity". Here you will be able to select more than one value from this list. | |
|  | Salary | | with the ability to enter a range of free input digital field, e.g. from 100,000 to 200,000 | | User inputs | | This field must be subject to condition validation: the value entered in the first field of the range cannot be greater than the value entered in the second field of the range, and the field cannot accept a number less than or equal to 0. | |
|  | Work experience (year) | | Free digital input field | | User inputs | | This field cannot accept a number less than 0. | |
|  | Employment type | | checkbox | | User chooses | | The values for this field must be obtained from the Employment Type directory. | |
|  | Work schedule | | checkbox | | User chooses | | The values of this field should be obtained from the Work Schedule directory. | |
|  | Education | | Selection box | | User chooses | | The values of this field should be obtained from the reference book "AboutThe Braziliane". | |
|  | Languages | | Selection box | | User chooses | | The values in this field must be obtained from the Language Proficiency reference. | |
|  | Work suitable for people with disabilities | | checkbox | | User chooses | |  | |
|  | Name of the organization | | free input field | | User inputs | | Search for entered text must be performed with \*like characteristics | |
|  | Search | | Button | | User chooses | | When you click on this button, the platform should filterand display a listofvacancies that correspond to these parameters. | |
| It should be possible to view detailed information about each vacancy, for which the user should be able to open a vacancy announcement in a new window. The details should include the following information:   * Job Title * Region * Field of activity * Salary * Work experience (year) * Employment type * Schedule * Education * Availability of a driver's license * Driver's license category * Languages * Number of required specialists * Type of salary * Term of the employment contract * Responsibilities * Other working conditions * Work for people with disabilities * Name of the organization * Additional information | | | | | | | | |
| ***New vacancy***  For the announcement of a new vacancy published by an employee of the territorial center, the following information must be provided: | | | | | | | | |
|  | Publication date | | Calendar field. Required | | Andthe current date is automatically fixed by the platform without the possibility of editing | |  | |
|  | Job Title | | Free input field | | User inputs | | The values in this field must be retrieved from the Job Titles directory. | |
|  | Region | | Selection box. Not required. | | User chooses | | The values in this field must be retrieved from the Region directory. | |
|  | City | | Selection box: Not required. | | User chooses | | The values in this field must be retrieved from the City directory. | |
|  | Community | | Selection box: Not required. | | User chooses | | The values in this field must be retrieved from the Community Directory. | |
|  | Field of activity | | Selection box | | User chooses | | This field should contain the names of the areas of activity, the values of which should be obtained from the directory "Field of Activity". Here youwill be able to select more than one value from this list. | |
|  | Salary | | with the ability to enter a range of free input digital field, e.g. from 100,000 to 200,000 | | User inputs | | This field must be subject to condition validation: the value entered in the first field of the range cannot be greater than the value entered in the second field of the range, and the field cannot accept a number less than or equal to 0. | |
|  | Work experience (year) | | Free digital input field | | User inputs | | This field cannot accept a number less than 0. | |
|  | Employment type | | Checkbox | | User chooses | | The values for this field must be obtained from the Employment Type directory. | |
|  | Schedule | | Checkbox | | User chooses | | The values of this field should be obtained from the Work Schedule directory. | |
|  | Education | | Selection box | | User chooses | | The values in this field must be retrieved from the Education directory. | |
|  | Driver's license | | Radiobutton. Required | | User chooses | | the values in this field must be "no" and "yes" and if you select "yes" you must activate the "category" field | |
|  | Driver's license category | | Labelable field | | User chooses | | The values for this field must be as follows: | |
| * Category "A", subcategory "A1" * Category "B", subcategory "B1" * Category "C", subcategory "C1" * Category "D", subcategory "D1" * Category "BE" * Category "CE", subcategory "C1E" * Category "DE", subcategory "D1E" * Category "T" | | | | | | | | |
|  | Languages | | Selection box | | User chooses | | The values in this field must be obtained from the Language Skills reference. | |
|  | Number of required specialists | | Free input digital field. It's a must. | | User inputs | |  | |
|  | Type of salary | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the Payroll Type directory. | |
|  | Term of the employment contract | | Selection box. Required | | User chooses | | The values of this field should be obtained from the reference book "Term of the employment contract".. | |
|  | Responsibilities | | Free input digital field. It's a must. | | User inputs | |  | |
|  | Other working conditions | | Checkbox. Not required. | | User chooses | | The following values should be available in this field: | |
| * Compensation of rent for housing * Compensation for transportation costs * Compensation of utility costs * Compensation for health care costs * Reimbursement of educational expenses * Reimbursement of insurance costs * Annual extended leave * Annual additional leave * Overtime allowance above the minimum * The amount of the allowance in excess of the minimum for night work * Additional Minimal Supplements for Heavy, Harmful Work * The amount of the allowance in excess of the minimum for hard, harmful work * Payment for work on weekends and non-working days in more than double the amount * Vocational education, training of an employee at the expense of the employer or funds * Difficult, harmful working conditions | | | | | | | | |
|  | Work suitable for people with disabilities | | checkbox | | User chooses | |  | |
|  | Confirm | | Button | | User chooses | | When choosing this button, the vacancy announcement should be saved in the platform database , as well as become available to the employer in the personal account with the ability to activate and deactivate the announcement. | |
| A user with the role of employer should be able to hide and make visible the announcement of each vacancy in the section “Crossroads Job Seeker and Employer” of the platform. In the interface for viewing vacancies attached to this employer, the user of the territorial center should have the following functions available:   * **Make the vacancy available in the section "Crossroads Job Seeker and Employer"** - a field with the possibility of a label, at the choice of which the vacancy should become visible in the section "Crossroads of the job seeker and the employer", which should be available to the user with the role of an job seeker for finding and sending a response to the employer who is the owner of the vacancy. * **Make Vacancy Available in Unified Search System "Work Without Limits" -** a checkbox, when selected, should make the vacancy visible and available in the Unified Search System "Work Without Limits" | | | | | | | | |
| ***Subsection "Visits"***  In this subsection, data on visits made by employers should be visible in the form of a list. The list should display the following information:   * Registration number * Date of visit * TIN of employer * Type of visit * Subtype of visit   It should be possible to search for each of the specified fields. Also, for each visit, there should be viewing and editing icons with the ability to perform the corresponding function. The following data should be displayed in the data viewer interface for each visit:   * Date of visit * Employer’s TIN - must be a link to the interface for viewing employer data * Type of visit * Subtype of visit * Program * Specialist * Place of visit and monitoring * Address: * Region * City * Community | | | | | | | | |
| In the personal profile of each employer there must be a button "New visit", at the choice of which the user of the USS territorial center must be able to enter the data of the new visit in the following fields: | | | | | | | | |
|  | | Date of visit | | Calendar field. Required | | User inputs | |  |
|  | | Type of visit | | Selection box. Required | | User chooses | | The values of this field must be obtained from the "Type of visit" directory. If the value “Visit of USS territorial center specialist" is selected in this field, the fields "Subtype of visit", "Specialist", "Place of visit and monitoring" and "Community" should be automatically enabled: |
|  | | Subtype of visit | | Selection box. Required | | User chooses | | The values for this field must be obtained from the Visit Subtype Dictionary. If this field is set to "Annual Program Monitoring", then the "Program" field should be automatically enabled. |
|  | | Program | | Selection box. Required | | User chooses | | The values in this field must be obtained from the Program dictionary. |
|  | | Visit Specialist | | Selection box. Required | | User chooses | | This selection should display the names of users attached to the territorial center. |
|  | | Address | |  | |  | | This section should have the following fields: |
|  | | Region | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the Region dictionary. |
|  | | City | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the City dictionary. |
|  | | Community | | Selection box. Required | | User chooses | | The values of this field must be retrieved from the Community dictionary. |
| ***The section "Job seekers" should include the following main subsections:***   * ***Application*** * ***Visiting me*** * ***Job seekerand*** | | | | | | | | |
| ***Subsection "Applications"*** | | | | | | | | |
| In the "Applications" section, the user of the internal platform should be able to view the applications submitted by job seekers according to the table, in which the following data should be displayed:   * **Application Registration Number**  - The application number generated by the platform should be displayed here. The platform should be able to search for any application by its registration number. Applications should be arranged in descending order of serial number. * **Application Date** – The date automatically recorded by the platform when submitting the application should be displayed here. The platform should provide the ability to search for any application by filing date, for which the search field should be a calendar field with the ability to select a range. * **Territorial center** - the name of the USS territorial center that the user chose when sending the application should be displayed here. The platform should provide the ability to search for any application by territorial centers, for which the search field should be a selection list with the names of all territorial centers. * **Application Type** —The name of the application type selected by the user when submitting the application should be displayed here. The platform should provide the ability to search for any application by type, for which the search field should be a drop-down list with the names of the types of applications. * **Status** – the current status of the application should be displayed here. The platform should provide the ability to search for any application by status, for which the search field should be a drop-down menu with the names of the statuses. Applications entered by the user and sent to the territorial center must have the status **"Received"** (in the online platform: **"Sent"**)**.** If the territorial center processes the application, the application must be assigned the status **"Current"** If the application was answered, it should receive the status **"Completed"**, in case of rejection - the status **of "Rejected".** * **View** - an icon, when selecting which the employer should be able to view all the data specified in the application sent by him. * **Process application** - an icon, at the choice of which the user of the territorial center should be able to process the application sent to its territorial center by clicking the "Process" button in the application, after which the application should receive the status **"In processing".** * **View application response data** - an icon, when selected, the employer should be able to view the response data of the application sent to him, including the data of their approval or rejection. | | | | | | | | |
| ***In the application viewing interface, the territorial center employee should see the following data:*** | | | | | | | | |
|  | | Application number | |  | |  | | Automatically generated by the platform |
|  | | Name and surname of job seeker | |  | |  | | a link, when clicked on which the system should go to the job seeker's data page in the "Job seekers" subsection of the system |
|  | | Application type | |  | |  | | In this field, the user of the territorial center should see what type of application the employer has chosen. |
|  | | Program | |  | |  | | in this field the user of the territorial center should see how the program was selected by the employer |
|  | | Territorial center | |  | |  | | In this field, the user of the USS territorial center must see the name of the territorial center to which the application was sent. |
|  | | Application date | |  | |  | | In this field, the user of the territorial center should see the date of submission of the application |
| **Subsection "Job seekers"**  In this section, the user of the territorial center must have access to the data on job seekers in the form of a list, in which the following data should be displayed for each job seeker:   * Registration number * Job seeker's PSN * Identity document of the job seeker * Job seeker's name * Job seeker's surname * Job seeker's patronymic * Date of birth * Gender   The search must be performed on each of the listed data. | | | | | | | | |
| Each line of the job seeker should have a viewing icon, when selecting which the user should see the following information about the job seeker:  Personal Details   * PSN or number of certificate of absence of PSN * Identity document * Name * Surname * Patronymic * Address * Date of birth * Gender * Citizenship * Date of issue of the identity document * Validity of the identity document   Contact details:   * Email * Telephone number * Return notification address   Preferences   * Preferred position * Preferred field of activity * Preferred place in RA * Region * City * Community * Distance from the place of residence * Employment type * Preferred working hours * Start * Finish * Preferred Minimum Wage (in Armenian Drams)   Employment data:   * Job Title * Start * Finish * Name of employer   Education data:   * Education * Name of the educational institution * Profession * Start * Finish * Type of teaching * Document Type * Series and number of the document   Courses and training:   * Course Name * Name of the educational center * Beginning of the course * Course Completion   Other data:   * Languages * Computer skills * Driver's license * Own car * Other skills * Knowledge of sign language * Additional information   Attached documents   * Employment record book * Diploma * Certificate * Military ID (in the case of males) * Individual rehabilitation program (in case of disability) | | | | | | | | |
| In the "Job seekers" section of the data view page of each job seeker, the application numbers of the applications sent by this job seeker should be visible, which should be a link to the interface for viewing the application data.  In the interface for viewing the data of each job seeker, there should also be a link "Visits of this job seeker", if it is selected, the platform should switch to the list of visits made by this job seeker.  In the case of each job seeker, the following windows must be present:   * Social status * Granting unemployment status * Decision on non-competitiveness * Needs assessment and conclusions * State Employment Programs * Proposed vacancies | | | | | | | | |
| In the "social status" window, the user of the territorial center should be able to receive and enter the following data about the job seeker: | | | | | | | | |
|  | | Busy | | Radiobutton. Required | | User chooses | | The values for this field must be No and Yes. If Yes is selected,the following label fields should be automatically activated: |
| * + Serviceman   + Employee   + Provision of services under a civil law contract   + Individual entrepreneur or notary   + Payer of patent fee   + Full-time student   + Temporary employment   If each of these values are selected, the required calendar field should be automatically enabled. | | | | | | | | |
|  | | The family is registered in the vulnerability assessment system | |  | |  | | Data is automatically retrieved from the Family Vulnerability Assessment System |
|  | | Family receives benefits | |  | |  | | Data is automatically retrieved from the Family Vulnerability Assessment System |
|  | | Unit of Vulnerability | |  | |  | | Data is automatically retrieved from the Family Vulnerability Assessment System |
|  | | Date of request | |  | |  | | Platform aautomatically recordsthe current date. |
|  | | There are 2 or more children in the job seeker's apartment. | | Checkbox. Not required. | | User chooses | | When you select this field,the ice fields should be automatically activated: |
|  | | Child PSN | | Free input field. Required | | User inputs | | Here you should be able to enter more than one child's PEF data |
|  | | Search | | Button | | User chooses | | When you click on the button, the child's personal data must be obtained from the SRP database |
| * Child's name * Child's surname * Child's identity document * Date of birth of the child | | | | | | | | |
|  | | Disability data | |  | |  | | Data is automatically received from the Pyunik System |
|  | | Pension data | |  | |  | | Data is automatically received from the Pension System |
|  | | Type of pension | |  | |  | | Data is automatically received from the Pension System |
|  | | Date of appointment | |  | |  | | Data is automatically received from the Pension System |
|  | | Book number | |  | |  | | Data is automatically received from the Pension System |
|  | | Death | |  | |  | | Data is automatically received from the registry office database |
|  | | Land user | | Radiobutton. Required | | User chooses | | The values for this field must be No and Yes. When you select the valueI "Yes", I must automatically activatethe required calendar field |
| **Granting of unemployed status** | | | | | | | | |
| **An unemployed person is:**   * a job seeker who has not yet reached the age of entitlement to an old-age pension; * a person who is not engaged in any kind of activity. Activities: * hired work with employers; * provision of services or performance of work under a civil law contract; * individual entrepreneurial and notarial activities; * activities of the patent fee; * compulsory military service; * training in educational institutions, vocational training courses and other forms of education; * is registered with the authorized body for the purpose of employment; * is ready to move to a suitable job and has received the status of unemployed.   The status of the unemployed USS is issued within 5 working days after receipt of the necessary documents.  Thus, in order to grant the status of an unemployed person, it is necessary that the user of the territorial center can register the following data in the case of applying for registration of a job seeker, participation of state employment and employment programsand employment: | | | | | | | | |
|  | | Age | |  | |  | | Age is calculated from the date of birth relative to the current day. Persons under the age of 65 are checked. |
|  | | Type of activities | |  | |  | | In this field, the following conditions must be checked: |
| * hired work with employers - it should be checked that he is not currently registered as an employee in the SRC DB, * provision of services or performance of work under a civil law contract - it must be confirmed that he is not currently registered as an employee in the SRC DB, * individual entrepreneurial and notarial activities - it should be checked that he is not registered as an individual or notary in the SRLG DB, * activity of the payer of patent fee - it is necessary to check the existence of a circumstance of non-payment of patent fee in the database SRC DB at the moment * compulsory military service - it must be noted in the file that the person is in military service, and can obtain the status of unemployed within 6 months after completing military service. * active training in educational institutions, advanced training courses and other forms of training - it should be noted if the person is not studying in a full-time training format | | | | | | | | |
| The authorized body **removes the status of the unemployed** if:   * the unemployed became employedm - checked in the database of the SRC, * has reached the age giving the right to receive an old-age pension for the unemployed - the circumstance of 65 years and older is checked * the unemployed person was legally recognized asincapacitated - the corresponding mark in this field * In andinformationand, providedto the unemployed, false data were found , on the basis of which the status of unemployed was assigned - the corresponding mark in thisfield * An unemployed person refused asecond job offer - in the "Job Offer" window, the presence of two offers is checked. * the unemployed person twice failed to appear at the invitation of the authorized body to obtain suitable employment or a recommendation for inclusion in the state employment program - the circumstances of the rejection of these proposals are checked in the section "Job Offer" and "State of Employment Programs". * after inclusion in the state employment program, the unemployed person refused the offer of a suitable job - the fact of refusal of this offer is checked in the window "State Employment Programs". * an unemployed person has been convicted by a court sentence of deprivation of libertythat has entered into legal force and is serving his sentence in places of deprivation of liberty or is sent to compulsory treatment - a corresponding note is made in this field. * the unemployed person died – the fact of death of the unemployed is checked by the registry office. | | | | | | | | |
| In the "Decision on non-competitiveness” window, the user of the territorial center should be able to receive and enter the following information about the job seeker: | | | | | | | | |
| To obtain the status of uncompetitive in the labor market, the job seeker must be **unemployed**.  The standards for determiningnon-competitiveness in the field of labour are:   * whether a person has a disability or the status of a "disabled child" - "Pyunik" DB is checked * the person's family receives a family or social allowance – "Npast" DB is checked * a person is in the age group from 16 to 30 years and is unemployed for more than three months - age is checked by subtracting the date of birth from the date of the current day and the fact of absence of work in the specified period * a person is in the age group of 31-63 years and is unemployed for more than a year - the age is checked by subtracting the date of birth from the date of the current day and the fact of absence of work in the specified period * a person who has returned from compulsory military service and is registered in the territorial center within six months after returning - in this field a corresponding mark of service is made, and the fact of registration in the territorial center is checked * a person who has returned from places of deprivation of liberty or institutions with the use of coercive measures of a medical nature and has been registered in the territorial center for six months after returning - in this field a corresponding note is made about his conclusion, the fact of registration in the territorial center is also checked * a person is registered in medical institutions that provide out-of-hospital narcological care, and is in remission - in this field a corresponding mark is made * is a victim of trafficking - in this field a corresponding mark is made. * is a refugee - in this field a corresponding mark is made * lives either in the border, or in mountainous or high-altitude areas - in this field a corresponding note is made * the person has been abroad for at least 90 consecutive days and has not been able to find a job for six months after returning - in this field a corresponding mark is made * the person does not have a profession, has not previously worked or worked for up to one month - a corresponding mark is made in this field, information about the work is checked by the SRC DB. For data before 2004, a mark is made in the appropriate field, * a person has a profession, has not previously worked in his profession (qualification) or worked in his profession (qualification) for up to one month, or in the absence of proper demand in the labor market within three months after registration in the territorial center, the center did not have time to employ him for a job suitable for the professional education of the person and qualifications - in this field a corresponding note is made, information about the work is checked by the SRC DB. For data before 2004, a mark is made in the appropriate field, a note is made about non-employment in the appropriate field * a person takes care of his child under the age of three or a child with a disability - in this field a corresponding mark is made * a person has a criminal record, including serving a sentence in an open correctional institution - a corresponding mark is made in this field * the person is a graduate of the institution of social protection of the population (orphanage) - the data are checked by "Manuk" DB * the person is a referred person within the framework of the management of social affairs – in this field a corresponding mark is made * a person is a member of the family (husband, child, father, mother, sister, brother, grandmother, grandfather) of a serviceman who died in the course of hostilities or the performance of military duty or when performing a special task in the Republic of Armenia - a corresponding mark is made in this field * a person is a recipient of a military pension - data by checking "Pension" DB   Thus, in order to make a decision on the non-competitiveness of a person in the personal file of the job seeker, the user of the territorial center must be able to enter the following data: | | | | | | | | |
|  | | Returned from prison | | Checkbox. Not required | | User chooses | | When you select this field, the following fields should be automatically enabled |
|  | | Return date | | Calendar field. Required | | User inputs | |  |
|  | | Attach a document | | Field to attach a document | | User uploads | | It should be possible to attach documents in pdf, jpg, doc format. |
|  | | A person has a criminal record | | Checkbox. Not required | | User chooses | | When you select this field withice fields, the following fields should be automatically activated: |
|  | | The person is being served in an open prison | | Checkbox. Not required | | User chooses | | Aboutthe bottom of these two fields should be mandatory |
|  | | The person is being served at probation service | | Checkbox. Not required | | User chooses | |
|  | | Start | | Calendar field. Required | | User inputs | | You must check for the condition that the value of the Start field cannot be greater than the value of the Finish field. |
|  | | Finish | | Calendar field. Required | | User inputs | |  |
|  | | Attach a document | | Field with the ability to attach a documenta | | User uploads | | It should be possible to attach documents in pdf, jpg, doc format. |
|  | | Returned from institutions with the use of coercive measures of a medical nature | | Checkbox. Not required | | User chooses | | When you select this field withice fields, the following fields should be automatically activated: |
|  | | Return date | | Calendar field. Required | | User inputs | |  |
|  | | Attach a document | | Field with the ability to attach a documenta | | User uploads | | It should be possible to attach documents in pdf, jpg, doc format. |
|  | | Social Case | | Checkbox. Not required | | User chooses | | When this field is selected, the following fields should be automatically enabled: |
|  | | Attach a document | | Field with the ability to attach a documenta | | User uploads | | It should be possible to attach documents in pdf, jpg, doc format. |
|  | | On the register in the narcological service, who are in the period of suspension | | Checkbox. Not required | | User chooses | | When this field is selected, the following fields should be automatically enabled: |
|  | | Attach a document | | Field with the ability to attach a documenta | | User uploads | | It should be possible to attach documents in pdf, jpg, doc format. |
|  | | Family member of the deceased soldier | | Checkbox. Not required | | User chooses | | When this field is selected, the following fields should be automatically enabled: |
|  | | Kinship | | Selection box. Sure. | | User chooses | | It should be possible to attach documents in pdf, jpg, doc format. |
|  | | Victims of trafficking | | Checkbox. Not required | | User chooses | | When this field is selected, the following fields should be automatically enabled: |
|  | | Attach a document | | Field with the ability to attach a documenta | | User uploads | | It should be possible to attach documents in pdf, jpg, doc format. |
|  | | Kindergarten graduate | | Checkbox. Not required | | User chooses | | The data must be obtained from "Manuk" DB. If the data is not received, the following fields must be activated: |
|  | | Attach a document | | Field with the ability to attach a documenta | | User uploads | | It should be possible to attach documents in pdf, jpg, doc format. |
|  | | Victims of natural disasters | | Checkbox. Not required | | User chooses | |  |
|  | | Participant of the war | | Checkbox. Not required | | User chooses | |  |
|  | | Returned from abroad | | Checkbox . Not required | | User chooses | | When this field is selected, the following fields should be automatically enabled: |
|  | | Date of departure from abroad | | Calendar field. Required | | User inputs | | It is necessary to provide a condition according to which the value of the field "Date of departure from abroad" cannot be greater than the value of the field "Date of return from abroad". |
|  | | Date of return from abroad | | Calendar field. Required | | User inputs | |  |
| From "Pyunik" DB, data on disability should be obtained, in particular:   * Person with a disability * Level of loss of professional ability to work (%)   + Degree of disability     - 1     - 2     - 3     - Unlimited   + Disability group     - 1st group with term     - 1st group without term     - 2nd group with term     - 2nd group with term     - 3rd group with term     - 3rd group without term     - Disabled child   + Onset of disability   + Completion of disability | | | | | | | | |
| **In the "Needs Assessment and Conclusion" window, the** user of the territorial center should be able to see the needs assessments already carried out on the job seeker, with a list that should display the following data:   * Date of needs assessment * Nature of work * Working conditions * Preferred minimum wage   All of these fields should be able to searchas well.  For each needs assessment, there should be an icon to go to the view interface. The needs assessment interface should display the following data:   * Date of needs assessment * Nature of work * Working conditions * Preferred minimum wage * If you don't find a job in your profession, are you ready to take a course? * Are you interested in starting your own business? * In your opinion, what can contribute to your employment? * Other information about you   The user of the territorial center should be able to receive and enter the following information about the job seeker: | | | | | | | | |
|  | | Date of needs assessment | | Calendar field. Required | |  | | The platform automatically records the date of the current day |
| Your preferences | | | | | | | | |
|  | | Nature of work | | Checkbox. Required | | User chooses | | The values for this field must be as follows: |
| * Physical * Mental * Organizationaland Administrative * Creative * Contact with a large number of people * Very little contact with people | | | | | | | | |
|  | | Working conditions | | Checkbox. Required | | User chooses | | The values for this field must be as follows: |
| * Only in my profession * Only at the place of residence * No needto use transport * Relocation * Standardized working hours * Shorter working hours * Part-time working hours * Seasonal work * With day shift * S nouchoy shiftoi * Mixed shift * Byjoint care * With increased harmfulness * with particularly increased harmfulness | | | | | | | | |
|  | | Preferred minimum wage | |  | |  | | The data should be automatically obtained from the appropriate field from the job seeker's resume . |
|  | | If you don't find a job in your profession, are you ready to take a course? | | Radiobutton. Required | | User chooses | | This field should have two values: Yes and No. |
| When you select a valueof "Yes", the following mandatory radio buttons should be automatically activated:   * My profession * Other professions | | | | | | | | |
|  | | Are you interested in starting your own business? | | Radiobutton. Required | | User chooses | | This field should have two values: Yes and No. |
| If "Yes" is selected, the following checkboxes should be automatically enabled, one of which should be mandatory:   * Administrative and support activities * Other maintenance services * Other maintenance services * Public administration and protection, compulsory social security * Other maintenance services * Health care and social services to the population * Information and communication * Culture, entertainment and recreation * Education; * Professional, scientific and technical activities * Wholesale and retail trade; car and motorcycle repair * Agriculture, forestry and fisheries; * Water supply, sewerage, waste disposal and recycling * Construction; * Real estate activities * Transportation and warehousing * Organization of accommodation and meals * Financial and insurance activities * Supply of electricity, gas, air purification * Mining and open pit operations * Manufacturing industry * Activities of foreign organizations | | | | | | | | |
|  | | In your opinion, what can contribute to your employment? | | Free input field. Not required. | | User inputs | |  |
|  | | Other information about you | |  | |  | | In this field, the data should be automatically obtained from the fields of the "Decision on non-competitiveness" window |
| * Caring for a disabled child or family member * Caring for a 3-year-old * Returned from abroad * Traveled abroad more than once in the last three years * Lived abroad for more than a year in the last three years, * Returned from prison * Returned from an institution where coercive medical measures were applied, * Registered in medical institutions that provide outpatient drug treatment, and I am in remission, * Victim of trafficking | | | | | | | | |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| To assess the needs, the user of the territorial center should be able to edit with the same fields as in the case of typing. | | | | | | | | |
| For each needs assessment, the user of the territorial center should be able to enter the data of the conclusions, in which he should be able to enter the following data: | | | | | | | | |
|  | | A person is ready to go to work | | Checkbox. Not Required | | User chooses | | When selecting this field, the following field should automatically enabled: |
|  | | Needs information about vacancies | | Checkbox. Not Required | | User chooses | |  |
|  | | A person can start working after taking vocational training courses | | Checkbox. Not Required | | User chooses | | When this field is selected, the following checkable fields should be automatically enabled, one of which must be selected: |
| * Need for information about vacancies * Need for enrolment in vocational training programs * Need for inclusion in support programs for the unemployed entering the labor market for the first time with an acquired profession in order to gain professional work experience with the employer | | | | | | | | |
|  | | A person can get a job by participating in the following employment regulation programs | | Checkbox. Not Required | | User chooses | | When you select this field, the following fields with label capability should be automatically activated, the selection of oneof which should be mandatory: |
| * Labour Fair * Program for providing uniform compensation to the employer in case of employment of non-competitive persons * Organization of vocational training for the unemployed, persons at risk of dismissal, as well as job-seekers, persons who have less than 6 months left before the end of serving the sentence of deprivation of liberty * Providing support to the unemployed for the acquisition of professional work experience in accordance with the acquired profession * Providing support to the unemployed in cases of employment during relocation within the country * Providing support to persons who are not competitive in the labor market for small business activities, as well as animal husbandry * Providing support for the use of employment services provided by non-governmental organizations * Providing financial support to non-competitive persons to visit employers for the purpose of employment * Providing support to enterprises in the agricultural sector through the promotion of seasonal employment * Ensuring temporary employment of the unemployed through the organization of paid public works * Organization of vocational training from employers for mothers who are not competitive and do not have a profession * Providing support to job seekers on leave to care for a child under 3 years of age when returning to work before the child turns 2 years old | | | | | | | | |
|  | | A person needs to be accompanied | | Radiobutton. Required | | User chooses | | This field should have two values: Yes and No. |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| To display a needs assessment, the user of the territorial center must be able to edit with the same fields as when typing. | | | | | | | | |
| To assess the needs, the user of the territorial center should also be able to enter, view and edit the following information about the Support Objectives: | | | | | | | | |
|  | | Employment | | Checkbox. Not Required | | User chooses | | When you select this field, the following fields with label capability should be automatically activated, the selection of oneof which should be mandatory: |
| * With the assistance of the USS Territorial Center * As a result of employment regulation programs - if this field is marked, the following fields with the possibility of a label should be automatically activated, the selection of one of which should be mandatory:   + - Labour Fair     - Program for providing uniform compensation to the employer in case of employment of non-competitive persons     - On the organization of vocational training for the unemployed, persons at risk of dismissal, as well as job-seekers, persons who have less than 6 months left before the end of serving the sentence of deprivation of liberty     - Providing support to the unemployed for the acquisition of professional work experience in accordance with the acquired profession     - Providing support to the unemployed in cases of employment during relocation within the country     - Providing support to persons who are not competitive in the labor market for small business activities, as well as animal husbandry     - Providing support for the use of employment services provided by non-governmental organizations     - Providing financial support to non-competitive persons to visit employers for the purpose of employment     - Providing support to enterprises in the agricultural sector through the promotion of seasonal employment     - Ensuring temporary employment of the unemployed through the organization of paid public works     - Organization of vocational training from employers for mothers who are not competitive and do not have a profession     - Providing support to job seekers on leave to care for a child under 3 years of age when returning to work before the child turns 2 years old | | | | | | | | |
|  | | Ensuring self-employment as a result of programs | | Checkbox. Not Required | | User chooses | |  |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| **In the window "State of employment programs"** the user of the territorial center should see information about the inclusion of the job seeker in the state employment programs, the following data should be included in the list:   * Periodic number * Program * Start of the program * End of the program   It should be possible to search all the specified fields.  For each program entered, the functions of viewing and editing data should be available. By selecting the view icon, the user should see the following information about the program:    **Paid community service**   * + Map:     - Region     - City     - Community   + Program Number   + Type   + Start of the program   + End of the program   + Scope of work provided by the program   + Beginning of participation   + Completion of participation   + Number of days of participation   + Amount of monetary compensation   **Labor practice**   * + Offer date   + Source of funding   + The person refused the offer     - * Employer's bank account       * Bank details       * Data of the person authorized to conclude the contract by the employer:         + Job Title         + Name         + Surname       * An unemployed person acts through a representative       * Date of conclusion of the tripartite contract       * Data of the USS representative who signs the contract         + Job Title         + Name         + Surname       * Tripartite contract number       * Registered in the program         + Yes         + No   Reason  Does not meet the requirements of the order,  There is no demand in the workplace  The employer does not meet the requirements.   * + Position by classification   **Vocational training**   * + Offer date   + Program   + Course Type   + Performing organization (employer or other)   + Start of the program   + End of the program   + ProfessionI   + Beginning of the course   + Course Completion   + Pension   + Certificate issued   + Reason forthe suspension     - Personal initiative     - Employment     - Migration     - Violation of discipline   + Date of suspension   + Refund     - Refundable     - Financial resources expended     - Including paidpension   + As a result, he was employed for six months.     - Yes     - No       * The reason is drop down list         + Low wages         + Inconvenience of working hours         + Poor working conditions         + Incompatibility with qualifications   **Business trip to another place**   * + Map:     - Region     - City     - Community   + Offer date   + Are spouses   + Moved alone   + With family   + Number of persons   + From where   + What   + Distance from the village   + Date of signing of the employment contract   + Bank Account Number   + Bank details   + Transportation costs (unemployed, in cases of relocation with family also for family member)     - Minibus route     - AutoBus Route   + Transportation costs for moving to a permanent place of residence 4 times a year     - Minibus route     - AutoBus Route   + Relocation costs     - 30-50 km     - 50 km or more   + Day pass (more than 30 km away)     - Unemployed     - Family member   + One-time financial support   + Amount of rent and utilities   + Total financial resources   + Paid   + The employment contract was terminated:     - Date of termination of the contract     - Reason for termination       * At the initiative of the employer       * On the initiative of the unemployed       * By agreement of the parties     - Refundable amount     - Has been returned     - Employer     - Unemployed   **Salary compensation**   * + Name of employer   + Uncompetitive group   + Position   + Duration of the program   + Start of the program   + Established wages   + Monthly amount of compensation   + The program has been suspended:     - Date of suspension     - Reason for suspension       * The compensation program has expired       * Theore contract was terminated     - Refundable       * Refundable       * Funds to be refunded by the employer       * Funds to be refunded by the job seeker     - Has been returned       * Return date       * Who         + Employer         + Job Seeker       * Sum       * Receipt   **Business**   * + Number of positive conclusion of the Commission   + Date   + Program Name   + Financial means for the payment of state taxes     - Registration of an individual entrepreneur     - Registration of a commercial organization   + Naming freema for registration   + Forthe purpose of printing   + Total financial resources   + Payment has been transferred     - Registration of state taxes and names       * Yes       * No     - For getting stamp       * Yes         + Registration Date         + Name of trade organization         + Legal type of organization         + State Registration Number         + Number of the certificate of individual entrepreneur         + Place of activity         + Number of employees         + Finances are subject to thefollowing:   Amount of transferred funds  Has been returned  Date   * + - * No   **In the window "State Employment Programs** “, the user of the USS territorial center, on the basis of the job seeker's application for participation in the programs, must be able to receive and enter the following data about the job seeker, depending on the type of program: | | | | | | | | |
| **Paid community service**  Paid public work is carried out in the regions of Armenia, as a matter of priority - in the highland and (or) border areas.  Persons registered in the USS territorial center and who have received the status of unemployed may be involved in paid public works. The specialist responsible for the program, appointed by the head of the territorial center, before starting each paid public works program, as necessary, counts the persons involved in the program in this locality.  Priority involvement in paid public works is given to persons who have received the status of unemployed:  1) whose family is registered in the family vulnerability assessment system and receives family or social benefits;  2) in whose family there are two or more minors.  3) in whose family there is a disabled person(s).  4) who have a risk of needing to travel abroad for work.  5) who are graduates of an institution of social protection of the population (kindergarten);  6) who are referred persons within the framework of social work.  Within the framework of the program, preference is given to those who are registered earlier, according to the registration procedure. An unemployed person may be included in the program more than once. The maximum duration of the paid community service programme is three months. | | | | | | | | |
|  | | Map | |  | |  | | The following fields should be available in this section: |
|  | | Region | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the Region directory. |
|  | | City | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the City directory. |
|  | | Community | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the Community Directory. |
|  | | Program Number | | Free input field. required. | | User enters | |  |
|  | | Type | | Free input field. required. | | User enters | |  |
|  | | Start of the program | | Calendar field. Required | | User enters | | There must be a condition that the value of the " Start of Program " field cannot be greater than the value of the "End of Program" field. |
|  | | End of the program | | Calendar field. Required | | User enters | |  |
|  | | Scope of work provided by the program (person/day) | | Free digital field. Required | | User enters | |  |
|  | | Beginning of participation | | Calendar field. Required | | User enters | | There must be a condition that the value of the "Start of participation" field cannot be greater than the value of the "End of participation" field. |
|  | | Completion of participation | | Calendar field. Required | | User enters | |  |
|  | | Number of days of participation | | Free digital field. Required | | User enters | |  |
|  | | Amount of monetary compensation | | Free digital field. Required | | User enters | |  |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| For a program, the user of the USS Territorial Center must be able to edit with the same fields as in the case of input. | | | | | | | | |
| **Labor practice**  **(Assistance to the unemployed in obtaining professional work experience in the acquired profession)**  The aim of the programme is to ensure stable employment of the unemployed entering the labour market for the first time with an acquired profession, to provide them with the opportunity to gain professional work experience in accordance with their professional qualifications, to become more competitive in the labour market and to find suitable employment.  An unemployed person can participate in the program once, for a period of 3 months, after receiving vocational education and qualifications for a maximum of 5 years. | | | | | | | | |
|  | | Offer date | | Calendar field. Required | | User enters | |  |
|  | | Source of funding | | Selection box. Required | | User chooses | | The values of this field should be obtained from the directory "Source of funding", the values of which should be: State budget and other sources |
|  | | The person refused the offer | | Radiobutton. Required | | User chooses | | The values for this field should be Yes and No. If "Yes" is selected, the following fields should be automatically activated: |
|  | | Employer's bank account | | Free digital field. Required | | User enters | |  |
|  | | Bank details | | Selection box. Required | | User chooses | | The values of this field must be obtained from the directory "Bank details" |
|  | | Data of the person authorized to conclude the contract by the employer | |  | |  | | The section in which the following fields should be available: |
|  | | Job Title | | Free input field. required. | | User enters | |  |
|  | | Name | | Free input field. required. | | User enters | |  |
|  | | Surname | | Free input field. required. | | User enters | |  |
|  | | An unemployed person acts through a representative | | Radiobutton. Required | | User chooses | | The values for this field should be Yes and No. |
|  | | Date of conclusion of the tripartite contract | | Calendar field. Required | | User enters | |  |
|  | | Data of the USS representative who signs the contract | |  | |  | | The section in which the following fields should be available: |
|  | | Job Title | | Free input field. required. | | User enters | |  |
|  | | Name | | Free input field. required. | | User enters | |  |
|  | | Surname | | Free input field. required. | | User enters | |  |
|  | | Tripartite contract number | | Free input field. required. | | User enters | |  |
|  | | Registered in the program | | Radiobutton. Required | | User chooses | | The values for this field should be Yes and No. If "None" value is selected, the following fields should be automatically enabled: |
|  | | Reason | | Radiobutton. Required | | User chooses | | The values for this field must be as follows: |
| * Does not meet the requirements, * There is no demand in the workplace * The employer does not meet the requirements. | | | | | | | | |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| For a program, the user of the USS Territorial Center must be able to edit with the same fields as in the case of input. | | | | | | | | |
| **Vocational training**  **(Organization of vocational training for the unemployed, persons under threat of dismissal, as well as job-seekers who have up to six months to serve their sentences)**  The vocational training program is organized by:   * + For unemployed persons who are registered in territorial centers and have expressed a desire to participate in vocational training courses,   + For persons under threat of dismissal,   + for job-seekers with up to six months to serve their sentence of deprivation of liberty.   Vocational training is organized when:  1) there is no suitable job in the labour market corresponding to the job seeker's vocational education;  2) the professional qualification of the job seeker does not meet the requirements of the labor market;  3) the job seeker does not have professional education and qualifications. | | | | | | | | |
|  | | Program | | Free input field. required. | | User enters | |  |
|  | | Course Type | | Radiobutton. Required | | User chooses | | The values for this field must be as follows: |
| * + - Rehabilitation     - Advanced qualifications     - Preparation | | | | | | | | |
|  | | Performing organization (employer or other) | | Free input field. required. | | User enters | |  |
|  | | Start of the program | | Calendar field. Required | | User enters | | You must stipulate that the value of the "Start of the program" field cannot be greater than the value of the "End of the program" field. |
|  | | End of the program | | Calendar field. Required | | User enters | |  |
|  | | Profession | | Free input field. required. | | User enters | |  |
|  | | Beginning of the course | | Calendar field. Required | | User enters | | There should be a condition that the value of the "Beginning of the course " field cannot be greater than the value of the "End of the course" field. |
|  | | End of the course | | Calendar field. Required | | User enters | |  |
|  | | Education | | Free digital field. Required | | User enters | |  |
|  | | Certificate issued | | Checkbox field: Not required. | | User chooses | |  |
|  | | Reason of suspension | | Radiobutton. Required | | User chooses | | The values for this field must be as follows: |
| * + - Personal initiative     - Employment     - Migration     - Violation of discipline | | | | | | | | |
|  | | Date of suspension | | Calendar field. Ois Not required when you select any value in the "Reason forLeftover" field. | | User enters | |  |
|  | | Refund | | Checkbox field: Not required. | | User chooses | | The following fields must be activated if they are marked in this field: |
|  | | Return date | | Calendar field. Required | | User enters | |  |
|  | | Financial resources expended | | Free digital field. Required | | User enters | |  |
|  | | Including paid pension | | Free digital field. Required | | User enters | |  |
|  | | As a result, he was employed for six months. | | Radiobutton. Required | | User chooses | | The values for this field should be Yes and No. If "None" vaule is selected, the following fields should be automatically enabled: |
|  | | Reason | | Radiobutton. Required | | User chooses | | The values for this field must be as follows: |
| * + - * + Low wages         + Inconvenience of working hours         + Poor working conditions         + Incompatibility with qualifications | | | | | | | | |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| For a program, the user of the territorial center should be able to edit with the same fields as in the case of input. | | | | | | | | |
| **Business trip to another place**  The unemployed may be included in the programme for at least two years. Unemployed persons can be enrolled in the program every subsequent time, at least three years after the end of the program.  A vacancy under the program can be offered to an unemployed person only if it has not been filled within at least one month after receiving information about this job in the territorial center, in addition, within the framework of the program, vacancies, including the professions of teacher and doctor, are filled in turn. | | | | | | | | |
|  | | Map | |  | |  | | In this generalization, the following fields should be available: |
|  | | Region | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the Region directory. |
|  | | City | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the City directory. |
|  | | Community | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the Community Directory. |
|  | | offer number | | Free input field. Required | | User enters | |  |
|  | | Are spouses | | Checkbox field: Not required. | | User chooses | |  |
|  | | Moved alone | | Radiobutton. Required | | User chooses | | The values for this field should be "one" and "with family," and if "with family" value is selected, the following field should automatically be enabled: |
|  | | Number of persons | | Free digital field. Required | | User enters | |  |
|  | | Address | | Free input field. It's a must. | | User enters | |  |
|  | | Distance from the village | | Free digital field. Required | | User enters | |  |
|  | | Date of signing of the employment contract | | Calendar field. Required | | User enters | |  |
|  | | Bank Account Number | | Free digital field. Required | | User enters | |  |
|  | | Bank details | | Selection box. Required | | User chooses | | The values of this field should be obtained from the reference book "Bank requisites" |
|  | | Transportation costs (unemployed, in cases of relocation with family also for family member) | | Checkbox field: Not required. | | User chooses | | The following fields should be automatically enalbed when this filed is selected: |
|  | | Minibus route | | Free digital field. Not required. | | User enters | |  |
|  | | AutoBus Route | | Free digital field. Not required. | | User enters | |  |
|  | | Transportation costs for moving to a permanent place of residence 4 times a year | | Checkbox field: Not required. | | User chooses | | The following fields should be automatically enalbed when this filed is selected: |
|  | | Minibus route | | Free digital field. Not required. | | User enters | |  |
|  | | AutoBus Route | | Free digital field. Not required. | | User enters | |  |
|  | | Relocation costs | | Checkbox field: Not required. | | User chooses | | The following fields should be automatically enalbed when this filed is selected: |
|  | | 30-50 km | | Free digital field. Not required. | | User enters | |  |
|  | | 50 km or more | | Free digital field. Not required. | | User enters | |  |
|  | | Day pass (more than 30 km away) | | Checkbox field: Not required. | | User chooses | | The following fields should be automatically enalbed when this filed is selected: |
|  | | Unemployed | | Free digital field. Not required. | | User enters | |  |
|  | | Family member | | Free digital field. Not required. | | User enters | |  |
|  | | One-time financial support | | Free digital field. Not required. | | User enters | |  |
|  | | Amount of rent and utilities | |  | |  | |  |
|  | | Total financial resources | |  | |  | | This field should automatically calculate transportation costs (unemployed, family member) from the field for the total amount of funds contributed to the fields for rent and utility costs. |
|  | | Paid | | Radiobutton. Required | | User chooses | | the values in this field must be yes and no |
|  | | The employment contract was terminated | | Checkbox field. Not required | | User chooses | | The following fields should be automatically enalbed when this filed is selected: |
|  | | Date of termination of the contract | | Calendar field. Required | | User enters | |  |
|  | | Reason for termination | | Radiobutton. Required | | User chooses | | The values for this field must be as follows: |
| * + - * At the initiative of the employer       * On the initiative of the unemployed       * By agreement of the parties | | | | | | | | |
|  | | Refundable amount | | Checkbox field: Not required. | | User chooses | |  |
|  | | Has been returned | | Radiobutton. Required | | User chooses | | The values for this field must be as follows: |
| * + - Employer     - Unemployed   If one of these values is selected, the required number field "Amount of funds" should be automatically enalbed. | | | | | | | | |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| For a program, the user of the territorial center should be able to edit with the same fields as in the case of input. | | | | | | | | |
| **Salary compensation**  **(Partial compensation of wages to the employer in case of employment of persons who have returned from places of deprivation of liberty, uncompetitive in the labor market, disabled persons, as well as persons with the status of "disabled child")**  An uncompetitive person in the labour market is given priority for admission to the programme if:   * his family receives family or social benefits; * his family has two or more minors; * he has the risk of moving abroad to work; * is a graduate of the institution of social protection of the population (kindergarten); * is a directed person within the social case management. | | | | | | | | |
|  | | Name of employer | |  | |  | | This information is automatically obtained from the SRC database. This is the name of the current employer of this job seeker. |
|  | | Non-competitiveness group | |  | |  | | The data must be obtained from the "Decision on non-competitiveness" section of the job seeker's personal account |
|  | | Current position | |  | |  | | This information is automatically retrieved from the SRC database. This is the name of the current position of this job seeker. |
|  | | Duration of the program | | Free digital field. Required | | User enters | |  |
|  | | Start of the program | | Calendar field. Required | | User enters | |  |
|  | | Established wages | | Free digital field. Required | | User enters | |  |
|  | | Monthly amount of compensation | | Free digital field. Required | | User enters | |  |
|  | | The program has been suspended | | Checkbox field. Not required | | User chooses | | The following fields should be automatically activated when you select this field: |
|  | | Date of suspension | | Calendar field. Required | | User enters | |  |
|  | | Reason of suspension | | Radiobutton. Required | | User chooses | | The values for this field must be as follows: |
| * + - * The compensation program has expired       * Theore contract was terminated | | | | | | | | |
|  | | Refundable | | Checkbox field. Not required | | User chooses | | The following fields should be automatically enabled when this field is selected: |
|  | | Refundable | | Calendar field. Required | | User enters | |  |
|  | | Funds to be refunded by the employer | | Free digital field. Not required. | | User enters | |  |
|  | | Funds to be refunded by the job seeker | | Free digital field. Not required. | | User enters | |  |
|  | | Has been returned | | Checkbox field. Not required | | User chooses | | The following fields should be automatically enabled when this field is selected: |
|  | | Return date | | Calendar field. Required | | User enters | |  |
|  | | Who | | Radiobutton. Required | | User chooses | | The values for this field must be as follows: |
| * + - * Employer       * Job Seeker | | | | | | | | |
|  | | Sum | | Free digital field. Not required. | | User enters | |  |
|  | | Receipt | | A button to attach a document. Required | | User chooses | | The user should be able to upload an image in .jpg or .png format |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| For a program, the user of the territorial center should be able to edit with the same fields as in the case of input. | | | | | | | | |
| **Business**  The beneficiaries of the program are incompetent people in the workplace. An uncompetitive person can enroll in the program for a period of at least two years. | | | | | | | | |
|  | | Number of positive opinion of the Conciliation Commission | | Free input field. Required | | User enters | |  |
|  | | Date | | Calendar field. Required | | User enters | |  |
|  | | Program Name | | Free input field. Required | | User enters | |  |
|  | | Financial means for the payment of state taxes | | Checkbox field. Not required | | User chooses | | The following fields should be automatically enabled when this field is selected: |
|  | | Registration of an individual entrepreneur | | Checkbox field. Not required | | User chooses | | when this field is selected, the field should automatically enabled where the value of 3000 should be automatically fixed |
|  | | Registration of a commercial organization | | Checkbox field. Not required | | User chooses | |  |
|  | | to register a company | | Checkbox field. Not required | | User chooses | | When "Individual entrepreneur" value is selected, the value of 0 should be automatically fixed in this field |
|  | | For the purpose of stamp | | Checkbox field. Not required | | User chooses | | When this field is selected, the required numeric field for free entry should be activated automatically |
|  | | Total financial resources | |  | |  | | This field should automatically count the sum of the values entered from the field "Individual entrepreneur" to the field "For the purpose of stamp". |
|  | | Payment has been transferred | | Checkbox field. Not required | | User chooses | | The following fields should be automatically enabled when this field is selected: |
|  | | Registration of state taxes and names | | Radiobutton. Required | | User chooses | | the values in this field must be yes and no |
|  | | Forthe purpose of printing | | Radiobutton. Required | | User chooses | | The values in this field must be Yes and No. If value "Yes" is selected, the following fields should be automatically enalbed: |
|  | | Registration Date | | Calendar field. Required | | User enters | |  |
|  | | Name of trade organization | | Free input field. Required | | User enters | |  |
|  | | Legal type of organization | | Selection box. Required | | User chooses | | the values in this field must be obtained from the “Organization legal type” dictionary |
|  | | State Registration Number | | Free input field. Required | | User enters | |  |
|  | | Number of the certificate of individual entrepreneur | | Free input field. Required | | User enters | |  |
|  | | Place of activity | |  | |  | | The following fields should be available in this section: |
|  | | Region | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the Region directory. |
|  | | City | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the City directory. |
|  | | Community | | Selection box. Required | | User chooses | | The values in this field must be retrieved from the Community Directory. |
|  | | Number of employees | | Free digital field. Required | | User enters | |  |
|  | | Finances are subject tothe ozvrat | | Checkbox field. Not required | | User chooses | | The following fields should be automatically enabled when this field is selected: |
|  | | Amount of transferred funds | |  | |  | | automatically fixesthe value of the field "Total amount of financial resources" |
|  | | Has been returned | | Radiobutton. Required | | User chooses | | the values in this field must be yes and no |
|  | | Date | | Calendar field. Required | | User enters | |  |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| For a program, the user of the territorial center should be able to edit with the same fields as in the case of input. | | | | | | | | |
| **In the "Work Assignments"** window, the user of the territorial center should be able to see the job offers made to this job seeker, with the following data:   * Vacancy — link to the interface for viewing the vacancy card * Offer date * The job seeker accepted the offer * Territorial center making an offer   All of these fields must have fields to perform the search.  Each sentence must have an icon to navigate to the view interface. The offer view interface must display the following information:   * Vacancy — link to the interface for viewing the vacancy card * Offer date * Meets the standards of convenient operation   + Yes   + No * The job seeker accepted the offer   + Yes     - Direction e was issued       * Yes       * No     - Return date     - Result       * The job seeker refused       * The job seeker did not return       * The employer is ready to hire         + Order number         + Date of posting         + He was hiredby: * Labour Fair * Program for providing uniform compensation to the employer in case of employment of non-competitive persons * On the organization of vocational training for the unemployed, persons at risk of dismissal, as well as job-seekers, persons who have less than 6 months left before the end of serving a sentence of deprivation of liberty * Providing support to the unemployed for the acquisition of professional work experience in accordance with the acquired profession * Providing support to the unemployed in cases of employment during relocation within the country * Providing support to persons who are not competitive in the labor market for small business activities, as well as animal husbandry * Providing support for the use of employment services provided by non-governmental organizations * Providing financial support to non-competitive persons to visit employers for the purpose of employment * Providing support to enterprises in the agricultural sector through the promotion of seasonal employment * Provision of temporary employment and the unemployed through the organization of paid public works * Organization of vocational training from employers for mothers who are not competitive and do not have a profession   + - * + Type of works   Undefined  Temporary   * + - * The employer did not hire       * Returned unmarked   + No     - Reason for refusal       * Low wages,       * Inconvenience of working hours,       * Poor working conditions,       * Incompatibility with qualifications   In the "Job Offer" window of the job seeker's case, the user of the territorial center should be able to go to the section "Crossroads of the job seeker and the employer", which contains vacancies corresponding to the position, salary, Employment type and gender specified by this job seeker in the preferences, in each of which the "Job Offer" button should be available, when selected, a window should open with the ability to enter the following data: | | | | | | | | |
|  | | Vacancy | |  | |  | | there should be a link to the interface to view the job card |
|  | | Offer date | | Calendar field. Required | |  | | The system automatically records the date of the current day |
|  | | The job seeker accepted the offer | | Radiobutton. Required | | User chooses | | This field should have two values: Yes and No. |
| If "Yes" is selected, the following fields should be automatically activated: | | | | | | | | |
|  | | Direction e was issued | | Radiobutton. Required | | User chooses | | This field should have two values: Yes and No. |
|  | | Return date | | Calendar field. Required | | Uploaded by User | |  |
|  | | Result | | Selection box. Required | | User chooses | | The values for this field must be as follows: |
| * + - * The job seeker refused       * The job seeker did not returnthe       * The employer is ready to hire       * The employer did not accept the job       * Returned unmarked   If you select "Employer willing to hire", the following fields should be automatically activated: | | | | | | | | |
|  | | Order number | | Free input field. Required | | User enters | |  |
|  | | Date of posting | | Calendar field. Required | | User enters | |  |
|  | | Hired | | Radiobutton. Required | | User chooses | | The following values should be available in this field: |
| Labour Fair  Program for providing uniform compensation to the employer in case of employment of non-competitive persons  Organization of vocational training for the unemployed, persons at risk of dismissal, as well as job-seekers, persons who have less than 6 months left before the end of serving the sentence of deprivation of liberty  Providing support to the unemployed for the acquisition of professional work experience in accordance with the acquired profession  Providing support to the unemployed in cases of employment during relocation within the country  Providing support to persons who are not competitive in the labor market for small business activities, as well as animal husbandry  Providing support for the use of employment services provided by non-governmental organizations  Providing financial support to non-competitive persons to visit employers for the purpose of employment  Providing support to enterprises in the agricultural sector through the promotion of seasonal employment  Ensuring temporary employment of the unemployed through the organization of paid public works  Organization of vocational training from employers for mothers who are not competitive and do not have a profession | | | | | | | | |
|  | | Type of works | | Selection box. Required | | User chooses | | The values for this field must be as follows: |
| Undefined  Temporary | | | | | | | | |
| If "None" is selected in the "With the job seeker accepted the offer” field, the following fields should be automatically enabled: | | | | | | | | |
|  | | Reason for refusal | | Selection box. Required | | User chooses | | The values for this field must be as follows: |
| Low wages,  Inconvenience of working hours,  Poor working conditions,  Incompatibility with qualifications | | | | | | | | |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data must be stored in platform DB |
| For suggestions made, the user of the territorial center should be able to edit with the same fields as when entering. | | | | | | | | |
| **The subsection "Visits"** should allow the employee of the territorial center to see the data of visits booked by job seekers, with a list in which the following data should be present:   * Registration number * Date of booking * Date of visit * Purpose of the visit * Territorial center * Status   After entering and confirming the data on the visit by the job seeker, the visit to the userof the territorial center should receive the status **"Received"** (for the job seeker - **"Sent"**). After the visit was approved by the territorial center, he must receive the status **of "Confirmed".**. If the visit is rejected by the territorial After visiting and making a note about it by the territorial center, it should receive the status **of "Completed".**  Each visit should have a viewing icon , at the choice of which the user of the territorial center should see all the information about the visit. In the interface for viewing visits with the status "Received", the user of the territorial center should have the following functions:   * **Confirm** – When selecting this function, the user of the territorial center must be able to confirm the date of the job seeker's visit. After saving this information, the visit should receive the status "Confirmed", and information about this should become available to the job seeker. * **Reject** - When selecting this feature, the user of the territorial center should be able to enter the reason for the refusal. After saving this information, the visit should receive the status "Rejected", and information about this should be available to the job seeker. * **Finish** - When selecting this feature, the user of the territorial center should be able to enter data about the fact of visiting me. After saving this information, the visit should receive the status "Completed", and information about this should be available to the job seeker. To complete the visit, the user of the territorial center must enter the following information: | | | | | | | | |
|  | | Received a consultation | | Checkbox. Required | | User chooses | | The values for this field must be as follows: |
| * Selectingthe numberof options and – when you select this value, the mandatory calendar field should be automatically activated. * Change work when you select this value should automatically activate the required calendar field * Work and Employment Status – When this value is selected, the mandatory calendar field should be automatically enabled * Employment programs - when you select this value, fields with the following fields with the possibility of a label should be automatically enabled: * Labour Fair * Program for providing uniform compensation to the employer in case of employment of non-competitive persons * On the organization of vocational training for the unemployed, persons at risk of dismissal, as well as job-seekers, persons who have less than 6 months left before the end of serving a sentence of deprivation of liberty * Providing support to the unemployed for the acquisition of professional work experience in accordance with the acquired profession * Providing support to the unemployed in cases of employment during relocation within the country * Providing support to persons who are not competitive in the labor market for small business activities, as well as animal husbandry * Providing support for the use of employment services provided by non-governmental organizations * Providing financial support to non-competitive persons to visit employers for the purpose of employment * Providing support to enterprises in the agricultural sector through the promotion of seasonal employment * Provision of temporary employment and the unemployed through the organization of paid public works * Organization of vocational training from employers for mothers who are not competitive and do not have a profession * Providing support to job seekers on leave to care for a child under 3 years of age when returning to work before the child turns 2 years old | | | | | | | | |
|  | | Confirm | | Button | | User chooses | | When this button is selected, the data should be saved in the DB of the platform, and the visit should be visible with the new status in the user's visit table. |
| **Report formats of the "Reports" section are presented in Appendix 2** | | | | | | | | |
| **The description of the section "Management" is presented in the document "Terms of Reference of the Electronic Labor Exchange** **Platform"** | | | | | | | | |