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FOREIGNERS' NEEDS IDENTIFICATION CARD

Document developed based on experiences from mobilities in Portugal, Austria, and Greece within the project "Inclusive Career Guidance", as well as on national documents: the Austrian Integration Plan, the Greek National Integration Strategy, and the Portuguese Strategic Plan for Migration.



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PURPOSE OF THE DOCUMENT

The Foreigners' Needs Identification Card (FNIC) is a comprehensive tool designed to assess the situation of an immigrant or refugee and develop a personalized integration pathway covering five key areas:

1. Language proficiency
2. Access to the labor market
3. Education and skills development
4. Cultural adaptation
5. Social integration

This document is based on European standards and proven practices applied in EU Member States, as well as insights gained during mobilities carried out under the Erasmus+ program by representatives of the WIR Foundation for Development and Innovation.

- Austria – Integration Plan (Integrationsplan): establishes structural frameworks for adaptation through mandatory language courses, career counseling, and integration progress monitoring.
- Greece – National Integration Strategy: focuses on systematic monitoring, inter-institutional cooperation, and a model of individualized support pathways.
- Portugal – Plano Estratégico para as Migrações (Strategic Plan for Migration): and the One-Stop-Shop concept, providing integrated service points for immigrants that offer language, legal, educational, and employment support in one place.

The FNIC incorporates the best elements of these models into the Polish context, ensuring a holistic approach to the needs of foreigners. Its goal is not only to identify barriers and challenges but also to develop an Individual Support Plan (ISP) that includes measures related to language learning, employment, education, and socio-cultural integration.

Additionally, the FNIC features an Integration Test (inspired by Austrian solutions), facilitates ongoing monitoring of progress (in line with Greek standards), and introduces a comprehensive client service model inspired by Portugal's One-Stop-Shop system.



STRUCTURE OF THE CARD

BASIC INFORMATION

- Full Name:
- Date of Birth:
- Country of Origin:
- Legal Status: immigrant / refugee / other
- Native Language:
- Date of Arrival in Poland:
- Email Address and Phone Number:

INTEGRATION TEST

(based on the Austrian model for assessing integration progress)

Purpose:

To assess the current level of integration of a foreign national in five key areas essential for full participation in social and professional life in Poland. The test enables the evaluation of independence and identification of areas requiring support. Assessment is conducted on a scale from 1 to 5, where:

1 – no competence / no experience in the given area

3 – basic level, requiring additional support

5 – high level of independence and proficiency



Integration Level Assessment Table

Area	Description	Score (1–5)
Polish Language Proficiency	Ability to understand and communicate in Polish in everyday situations and professional contexts.
Labor Market Readiness	Knowledge of employment procedures, CV and cover letter preparation, understanding basic labor rights in Poland.
Education	Willingness to participate in upskilling courses; openness to developing professional and digital competences.
Cultural Adaptation	Knowledge of Polish social norms, customs, principles of coexistence, and cultural differences.
Social Integration	Active participation in the local community, having a support network, engagement in community events and integration programs.
Total Score: / 25		

Score Interpretation:

5–10 points – Low level of integration

A comprehensive integration plan is required, including intensive language courses, career counseling, administrative support, and cultural adaptation activities.

11–18 points – Medium level of integration

Support in selected areas is recommended, such as qualification recognition, development of language and social skills, and participation in vocational training.

19–25 points – High level of integration

The individual demonstrates significant independence; ongoing progress monitoring and tailored career counseling are advised to further strengthen competences and support professional growth.



NEEDS ASSESSMENT (AREAS OF SUPPORT)

(developed based on the Portuguese One-Stop-Shop model and insights from Austria and Greece)

Purpose:

To accurately identify the needs of a foreign national in five key areas: language, education, labor market, social integration, and administrative/legal support. The assessment serves as the starting point for developing an Individual Support Plan (ISP).

1. Language Support (the fundamental pillar of integration)

- Do you need a Polish language course? YES / NO
- Current level of Polish language proficiency: none / basic / intermediate / advanced
- Would you like to participate in certified Polish language courses (e.g., A1–B2 levels)? YES / NO
- Do you need an English language course to improve communication at work or in official matters? YES / NO
- Preferred format: classroom-based / online course / tandem learning (language exchange with a volunteer)

Counselor’s notes:

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2. Education and Skills Development

- Would you like to continue your education in Poland (e.g., school, university, vocational courses)? YES / NO
- Do you have diplomas, certificates, or school completion documents from your home country? YES / NO
- Do these documents require translation or nostrification? YES / NO
- Do you need assistance with recognition of qualifications in Poland (e.g., for regulated professions)? YES / NO
- Are you interested in vocational training or upskilling courses? YES / NO
- What are your educational interests (e.g., IT, gastronomy, construction)?
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Counselor’s notes:

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3. Labor Market and Employment Activation

- Do you have a CV in Polish? YES / NO
- Would you like assistance in preparing a CV and cover letter? YES / NO
- Are you familiar with employment procedures in Poland (contracts, taxes, social security – ZUS)? YES / NO
- Do you need help finding a job or internship? YES / NO
- Would you like to attend job interview preparation training? YES / NO
- Profession/trade:
- Professional experience:
- Licenses / certificates (e.g., driving license, professional courses):
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Counselor's notes:

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4. Socio-Cultural Integration

- Do you participate in local community life (e.g., events, meetings)? YES / NO
- Would you like to attend cultural adaptation sessions (understanding Polish culture, traditions, and social norms)? YES / NO
- Do you need family integration support (e.g., kindergarten, school for children)? YES / NO
- Are you interested in volunteering as a form of integration? YES / NO
- Would you like to take part in mentoring programs (support from Polish citizens or other foreigners)? YES / NO

Counselor's notes:

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5. Legal and Administrative Assistance

- Do you have a PESEL number? YES / NO
- Do you have a NIP (tax identification number)? YES / NO
- Do you need assistance in obtaining a residence card, address registration, or other official procedures? YES / NO
- Do you need help with health insurance or registration with the National Health Fund (NFZ)? YES / NO



- Do you have access to information about the education system, social assistance, and healthcare? YES / NO
- Do you need help with employment legalization procedures? YES / NO

Counselor’s notes:

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INDIVIDUAL SUPPORT PLAN (ISP)
 (developed based on the Austrian integration pathway model, with elements of best practices from Portugal and Greece)

Purpose of the ISP:

The plan defines specific actions to support the integration process of the foreign national, tailored to their individual needs identified through the Integration Test and the Needs Identification Card. It covers multiple areas: language, labor market, education, cultural adaptation, and social aspects.

Areas and Actions:

1. Polish Language Course

- Will the participant enroll in a Polish language course? YES / NO
- Starting level: A1 / A2 / B1 / B2
- Course format: in-person / online
- Planned start date:

2. Adaptation (Cultural) Course

- Will the participant attend an adaptation course (covering Polish social norms, functioning of institutions, rights and obligations)? YES / NO
- Format: group workshops / individual sessions
- Planned implementation date:

3. Career Counseling *(based on best practices from Austria and Portugal)*

- Preparation of CV in Polish and/or English: YES / NO
- Job interview preparation training: YES / NO
- Support in recognition of professional experience: YES / NO
- Planned implementation date:



4. Integration and Social Workshops *(in line with the Greek model)*

- Participation in local events and integration meetings: YES / NO
- Intercultural workshops: YES / NO
- Planned number of sessions:

5. Recognition of Professional Qualifications

- Is diploma or certificate validation required? YES / NO
- Support in the nostrification procedure: YES / NO
- Current stage of the process:

6. Other Individual Actions

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Planned ISP Implementation Schedule:

- Start date of activities:
- Completion date:
- Progress evaluation: every 3 months / 6 months / 12 months

Counselor's Notes and Recommendations:

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INTEGRATION MONITORING
(in line with the Greek standard for progress evaluation)

Frequency: 3 / 6 / 12 months

Progress Indicators:

- Participation in a language course: YES / NO
- Employment obtained: YES / NO
- Engagement in social events: YES / NO
- Completion of legal and administrative formalities: YES / NO

6-Month Report:

- **Integration Level:**
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- **Recommendations:**
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SIGNATURES

- **Counselor:**
- **Beneficiary:**