

Welc*ming booklet

Trappes EDI

Belongs to :



Presentation of the EDI

A personalized support

Rules and regulations

Contacts & opening hours

Qualiopi
processus certifié
RÉPUBLIQUE FRANÇAISE

equalis
Agissons ensemble

Région
île de France

Welcome !

On behalf of the whole team, “welcome” ! You are welcomed in the EDI (Espace Dynamique d'Insertion) of Trappes in order to benefit from an individualized support and an active help in the elaboration of a social and professional integration path. We will do everything we can to help you succeed in building this pathway !

This booklet will help you get to know the program and how it works.

You have a question ? Contact us, we are at your disposal.

The EDI Team

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Presentation of the association

Equalis

Equalis was born from the merger of several associations that have pooled their strengths and expertise over the years to better respond to the needs of people living in situations of exclusion or precariousness. To accomplish our mission, we act every day in the field, making sure to place people at the center of our support approach so that they become actors in their journey. We build quality partnerships with local actors such as the “missions locales”, schools and hospitals. This territorial proximity strengthens our ability to adapt and our responsiveness.

Activities of the association

 To accommodate and support	 To deal with the emergency	 To integrate
 To house		 To support young people
 To integrate through economic activity	 To treat	 To train

What is an “Espace Dynamique d’Insertion” ?

“Espaces Dynamiques d'Insertion” are part of the “Avenir Jeunes” program set up and financed by the Ile-de-France region. Their objective is to welcome young people between 16 and 25 years old who are unable to remain in the integration system due to their personal and/or social difficulties.

The EDI of Trappes offers each young person a personalized and free support in order to remove the obstacles and to acquire the necessary bases to engage a realistic and adapted insertion course. The duration of this support is 12 months maximum.

Joining the EDI, you benefit from :

- ✓ The support of a team of professionals
- ✓ The status of trainee of the professional training
- ✓ A salary (via the “Agence de services et de Paiement”)
- ✓ Social insurance (“sécurité sociale”, CMU)
- ✓ Free transportation in the Ile-de-France region



Remuneration and free transportation

To benefit from the remuneration of the “Agence de Services et de Paiement” and from free transportation in Ile-de-France, here is the list of documents to provide :

- ▶ **French identity document / European identity document / Residence permit authorizing you to work**
- ▶ **Certificate of affiliation to a social security settlement (if the young person is a beneficiary, his/her own social security number must appear : attach page 2)**
- ▶ **Bank or postal account statement in the name of the young person**
- ▶ **Parental authorization filled out and signed (for minors)**
- ▶ **Notification from the CDAPH recognizing the young person as a disabled worker (RQTH) (if MDPH recognition)**
- ▶ **Classic Navigo card in the name of the young person**

Hourly rate

Minor : **1,38 € / hour**

Young adult : **3,30 € / hour**

Young adult with disabilities :
4,52 € / hour



Join the EDI, how does it work ?



Reception

First, we will give you a date for an initial intake meeting. This meeting is an opportunity to exchange ideas and to verify, in a reciprocal way, that the reception within the system is appropriate to your situation. This meeting allows us to outline objectives and to lay the foundations of a relationship of trust. It is also an opportunity for you to get to know the place and the team.



Observation period

At the end of the interview, if we decide by mutual agreement to start a program, you will be invited to take part in an observation period of two weeks. This observation period serves to verify that the support offered in the EDI corresponds to your project and situation. It allows you to get acquainted with the structure in all its dimensions (collective time, daily life, use of the different places and rules...). This observation period starts during the first group time and can be renewed once.



Admission

At the end of the observation period, you will have a second interview with your individual advisor in the EDI. This will be the occasion to make an assessment and to decide together whether or not to continue the program. If the observation period went well, you will be able to refine your objectives with your advisor and establish a new schedule.



Signature of the training contract

At the end of this interview and to formalize our mutual commitment, a training contract is drawn up. This is a document summarizing the terms, objectives and duration of the support (from one week to 3 months, renewable).



End of the program

The training contract that you sign with your advisor indicates a starting and an ending date. This contract can be modified according to your needs and the progress of your course and can last up to one year. The partner structures we work with will be informed of your entry and exit dates by the EDI.

A personalized support



Help in developing a project : With your advisor, you will work on your personal trajectory. You will evaluate your difficulties and strengths and build a social and professional integration path adapted to your situation.



A variety of group activities : Numerous group workshops and outings will be offered to you in order to allow you to develop, identify and mobilize your own resources. These workshops will be suggested according to your needs. Each workshop meets the objectives of the "Skills Card" produced by the Ile-de-France Region.



A flexible monthly schedule : Your schedule is flexible and will be constantly adapted to your objectives, your needs and your availability.



Regular individual follow-up interviews : You will meet regularly with your advisor during individual follow-up interviews. This will allow you to readjust your project according to your needs and the progress of your journey.

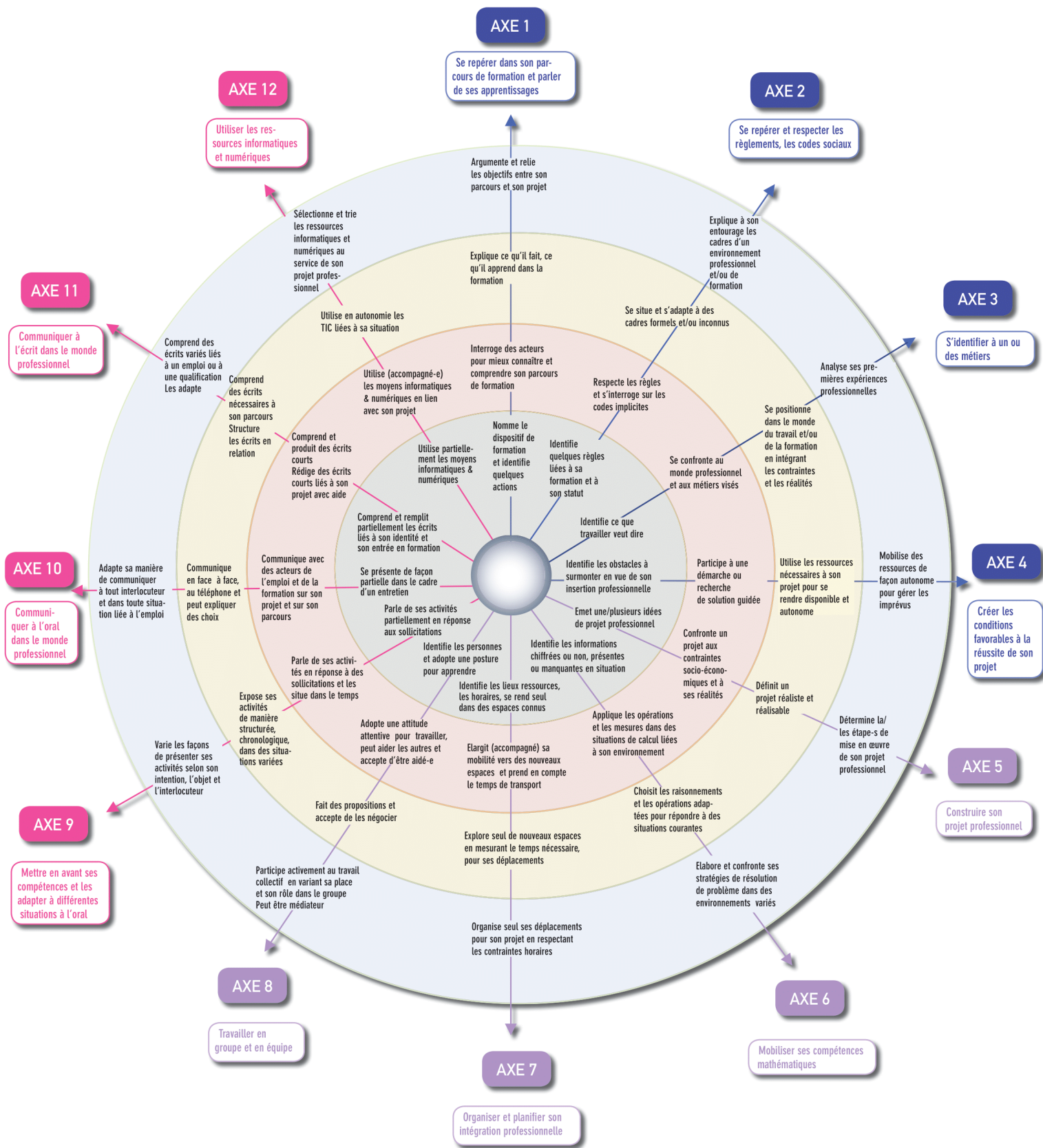


Selected workshops

Professional project			
Selected workshop	Activity leader	Weekly frequency	Comments

The Skills Card

edited by the Ile-de-France region



Cercle 1 : Identifier et s'identifier
Cercle 2 : se confronter et s'impliquer
Cercle 3 : confirmer et expérimenter
Cercle 4 : mettre en oeuvre et gérer

Axe de 1 à 4 : Réfléchir
Axe de 5 à 8 : Organiser
Axe de 9 à 12 : Communiquer

Your rights as a welcomed person

1

Principle of non-discrimination

2

The right to appropriate care and support

3

The right to be informed

4

Principle of free choice, informed consent and participation of the person

5

The right to waive

6

The right to respect of family ties

7

The right to protection

8

The right to autonomy

9

Principle of prevention and support

10

The right to exercise the civil rights attributed to the welcomed person

11

The right to religious practice

12

Respect of dignity and intimacy

Rules and regulations

These rules have been designed to allow the structure to function properly and so that each person can find a place and a space that suits him/her in the group. For individual and collective rights to be respected, each person is subject to obligations which are the fundamental principles of life in society : respect for others, spirit of tolerance, freedom of thought, secularism. Therefore, we draw your attention to the need to respect these rules.

Any act of prejudice will have to be "repaired".

Article 1 - These rules apply to everyone. They are valid for all activities.

Article 2 - For the good progress of the activities, it is asked to each person to respect the schedule of the workshops and to follow assiduously the sessions planned during the construction of your individualized program.

Article 3 - Any absence must be reported to the secretary. A receipt will be requested.

Article 4 - Each participant must sign the attendance sheet at each session.

Article 5 - The personal follow-up is done during individual appointments. The frequency of these meetings is fixed by mutual commitment.

Article 6 - Cellphones must be turned off during group workshops.

Article 7 - Our space is a NON SMOKING place.

Article 8 - The introduction and consumption of alcoholic beverages and illicit products are forbidden in the premises and during activities organized outside.

Article 9 - The consumption of food and drink is not allowed in workshops rooms.

Article 10 - In order to preserve a pleasant working environment for all, each person is required to keep the premises, equipment and documentation provided clean and in good condition.

Article 11 - Each person is responsible for his or her personal belongings.

Article 12 - The accompanying and the follow-up of minors require a parental authorization. For this reason, we reserve the right to contact parents to keep them informed if necessary.

Article 13 - Any behavior detrimental to the group or to the group's work may lead to exclusion from the workshops.

Article 14 - The non-respect of the present rules can lead to permanent exclusion.

Article 15 - The use of the computer room is only allowed according to the individualized schedule established. Internet access is regulated and illegal sites are forbidden.

Article 16 - Wearing a cap or a walkman is forbidden inside the premises.

Contacts & opening hours

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Activities

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**Monday, Tuesday
and Thursday**

8h30 - 12h30

13h30 - 17h30

Wednesday

8h30 - 12h30

13h30 - 17h00

Friday

8h30 - 12h00

Adresse

**7-9 rue Denis Papin
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Equipment allowing access
for people with reduced
mobility

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