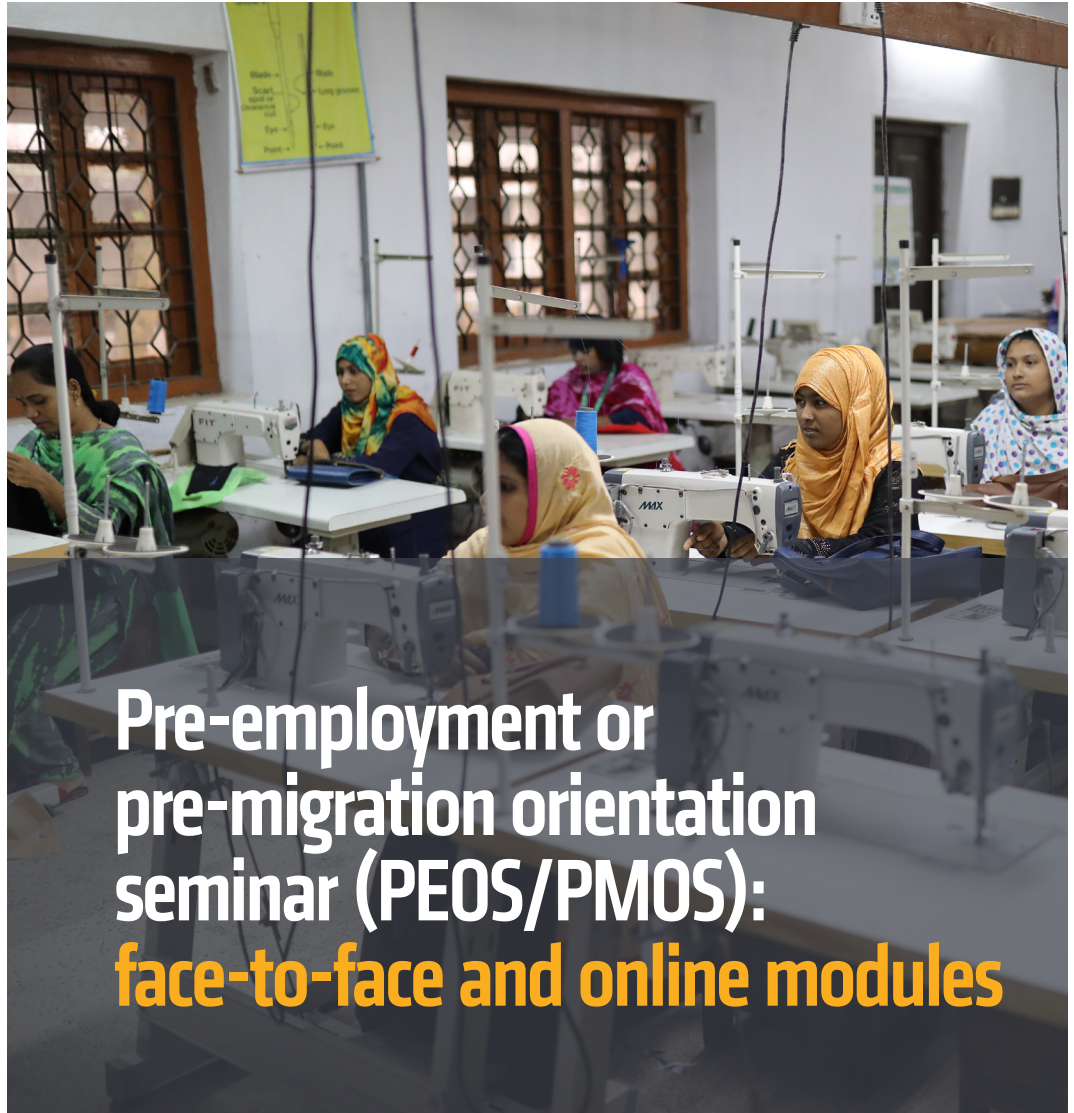
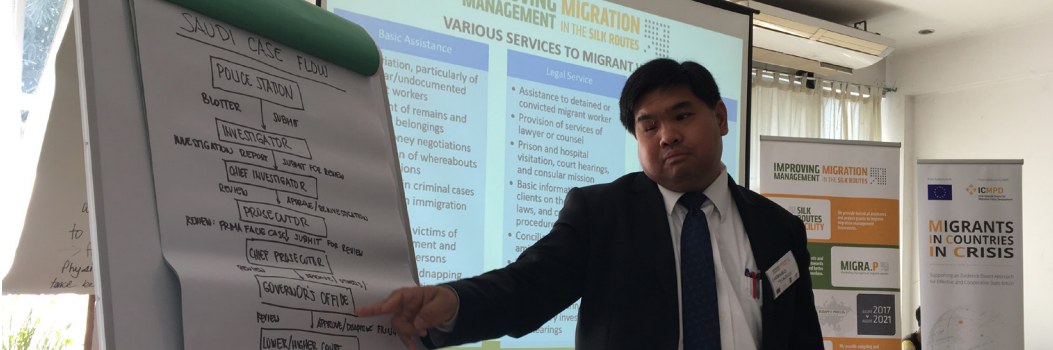
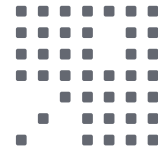
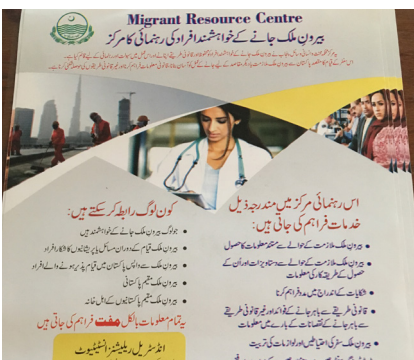


IMPROVING MIGRATION MANAGEMENT IN THE SILK ROUTES



Pre-employment or pre-migration orientation seminar (PEOS/PMOS): face-to-face and online modules



Funded by the European Union



Implemented by



**Pre-employment or pre-migration orientation
seminar (PEOS/PMOS):
face-to-face and online modules**



This module is prepared by the International Centre for Migration Policy Development as part of the project Improving Migration Management in Silk Routes supported by the European Union.

This module is an evolving document that will be expanded when new information, policy, programmes or services are available as relevant. Country specific modules for the Silk Routes countries will also be available by 2020.

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What is pre-employment or pre-migration orientation seminars or services (PEOS or PMOS)?



Pre-employment or pre-migration orientation seminars or services (PEOS/PMOS) are conducted prior to a person getting a job or work overseas, usually while he/she is deciding on which course or degree to take, or about to finish education, or just graduated, or is in the look-out for employment options.

PEOS/PMOS are usually conducted during job fairs where legitimate and qualified employers, companies or recruitment agencies can solicit job applications in schools, training institutions or local governments. Within job fairs are seminars (PEOS) on safe and regular migration, “dos and don’ts” on overseas works, working conditions and laws in select countries of destination, etc.

PEOS/PMOS is also provided in schools, either in the formal academic set-up as part of the regular courses or lessons or co-curricular activities, or in informal setting. Technical and vocational training centres are one of the best venues to provide PEOS/PMOS because students/trainees are enrolled here to have skills and competencies that will strengthen their chances of being employed locally or in other countries.

If allowable or in countries where migration is part of the cultural and family setting, involvement of the prospective migrant’s families in the PEOS/PMOS is important so that the families can contribute to the decision-making process in migrating. This activity is strengthening the process to prepare way in advance the community (including the prospective migrant and his/her family) to make informed decisions regarding migration and craft their paths towards safe migration and avail of the best terms and conditions in working and living overseas. The involvement of the family is critical because they will be impacted by the migrants’ situation in other countries, benefit from the remittances, help migrants in their adjustment and integration in the host countries as well as in the return and reintegration process, etc.

Who can provide or implement PEOS/PMOS?

The providers of PEOS/PMOS are migration-related agencies, especially the division for managing recruitment or facilitating employment. When available, the Migrant Resource Centres are the appropriate structures that can conduct PEOS/PMOS. Civil society, migrant organisations and training institutions also conduct PEOS/PMOS. In some countries, PEOS/PMOS are also conducted by recruitment agencies, especially the legitimate and ethical recruiters. The modules can be done in two days at best, one day at the least if face-to-face or using a classroom set-up. It can also be done online where prospective migrants can take the modules at their own pace. The online version can provide maximum outreach to potential migrants.



What are the benefits of the PEOS/PMOS?

PEOS/PMOS will:

- a. Provide prospective migrants with adequate information on the living and working conditions overseas, their rights, duties and responsibilities, and various coping mechanisms while abroad, among others
- b. Assist prospective migrants in making informed decisions about migration
- c. Guide prospective migrants towards safe, regular and orderly migration
- d. Advise prospective migrants on the dangers and consequences of irregular migration, illegal recruitment, trafficking of human beings, smuggling of people, and related issues and challenges

In some labour-sending countries, attendance to PEOS/PMOS are required to educate prospective migrants on many topics about migration, especially on how to settle properly in destination countries. After attendance to the PEOS/PMOS, the prospective migrants will be given a certificate or stamp in their passports to indicate that they have complied with the requirement. They will be allowed to exit the immigration upon showing the certificate or stamp, and upon compliance with the other requirements.



What are the topics covered in PEOS/PMOS?

This PEOS/PMOS is composed of three parts corresponding to three categories of migrants: domestic workers, highly-skilled migrants and low-skilled migrant workers.

1. *Module 1 – To migrate or not to migrate: factors and foresights to consider before deciding to work overseas*

- a. Migration as a choice, as a right, as an opportunity; but not a necessity
 - i. Understanding the multiple dimensions and faces (pros and cons) of migration involving the individual, family, community and country
 - ii. Preventing the “culture of migration”
- b. Self-reflection and analysis on the following (availability of metrics or indicators):
 - i. Availability of skills, education and qualification in relation to the job
 - ii. Readiness in leaving family behind, preparedness to meet demands and expectations from families left behind
 - iii. Readiness in terms of financial requirements for overseas employment application
 - iv. Preparedness to settle in new, unfamiliar or different locality or work
 - v. Determination to meet challenges and overcome risks overseas
- c. Understanding changes attendant to working overseas
 - i. Different culture, lifestyle, traditions and laws
 - ii. Higher cost of living and remittance transfers
 - iii. Different language
 - iv. Potential severe weather and environmental change
 - v. Possibility of underemployment, temporary or different nature of work
 - vi. High demand from overseas work and expectations from foreign employers
 - vii. Different work ethics and practices
 - viii. Developing new relationships with co-workers, neighbours, etc.




2. Module 2 – Recruitment and deployment of migrant workers: rules, requirements and resources

d. Searching for the right job

- i. Finding the legitimate source and information on job vacancies (personal, on-line, referrals, advertisements, etc.) and visa application
- ii. Understanding and traversing through the specific rules, requirements and processes in recruitment, hiring and deployment
- iii. Getting to know the legitimate or illegitimate recruitment agencies, their responsibilities and accountabilities
- iv. Knowing the third parties in the recruitment process (agents, look-out, etc.), their role and accountabilities, and how to avoid them
- v. Fees, costs and contributions (placement fee, travel, visa, work permits, pre-departure seminars, and other documentary requirements): who is accountable for processing and payment? Is the migrant worker ready to pay and comply, as appropriate? (refer to list of allowable costs of migration)
- vi. Other requirements (language and training certificates, medical examinations, etc.): who is accountable for processing and payment? Is the migrant worker ready to pay and comply, as appropriate?
- vii. Do's and don'ts in recruitment and departure

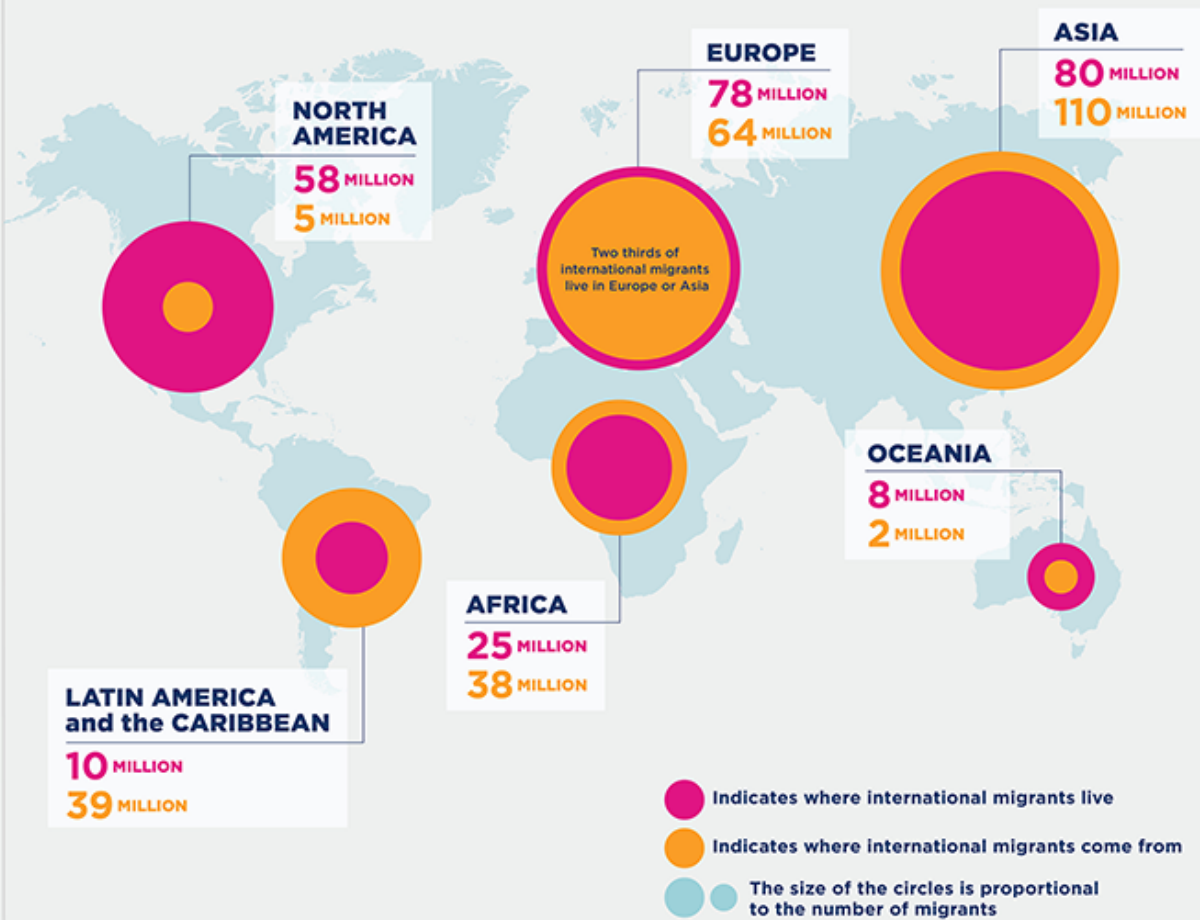


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- e. Complying with all requirements: passport, visa, work contracts, employment permits, training and language certification, medical examinations, migrant worker's ID, pre-departure seminars, travel clearances, membership in welfare fund, enrolling in insurance or provident savings program, getting health card, payment of taxes, etc.
 - f. Sealing the deal: tips and advice in signing employment contracts
 - i. Understanding each provision of the contract; should be written in language/s easily understood by signing parties
 - ii. Verifying accuracy and completeness of contracts: knowing from whom to seek legal advice (refer to document on standard employment contracts)
 - iii. Providing contracts in advance and not at the airport or during day of departure

3. Module 3 – Involving the family members

- g. Rationale and objective of involving family members in decision making and preparatory process
 - i. Common and coherent migration plan between the migrant worker and family members
 - ii. Managing expectations
 - iii. Exercising caution on family as a push factor in migration
- h. Role of family members
 - i. Contributing to the costs of migration
 - ii. Keeping records and documents
 - iii. Managing expectations on remittances and budgeting finances
 - iv. Engaging in other productive activities, livelihood, entrepreneurship, etc.
 - v. Participating in migrant family circles or organisations
 - vi. Support network for other migrant families
 - vii. Preparing contingency or emergency plans

Number of International Migrants in 2017



 **258 MILLION**

The number of international migrants reached 258 million in 2017. An increase of 85 million since 2000.

MEDIAN AGE 39

 **14% ARE BELOW 20 YEARS OLD**

 **48% WOMEN**

NOTES:

- All numbers are millions of people.
- Unknown residuals were redistributed proportionally to the size of groups for which data on international migrants were available by origin.



MODULE FOR THE ONLINE OR FACE-TO-FACE PEOS/PMOS



PART I. REGISTRATION PROCESS AND CREATING YOUR ACCOUNT

1. Registration (please fill up the following accurately)

- First, middle, last name
- Birthdate
- Place of residency
- Nationality
- Email address (where all notifications will be sent such as password verification, certificates, etc. It will also serve as the log-in name.)
- Password
- Repeat password

[Once done, you will be prompted to check the email sent to the email address that was indicated in the registration. Click the link in the email. The link will lead you to the log-in page. Please log-in using your email address and password.]

2. How to go through the modules

Step 1:

The outline of the modules are indicated below. Go through the modules one by one and one step at a time. You have to complete one module and pass the exercises in each module before you can proceed to the next module. Complete the exercises as available and pass the mini-examinations at the last part before going to the next step. There are 7 modules in this Step 1.

Step 2:

Once Step 1 is completed, you will be asked if you prefer to get a certificate and will be prompted to a page where you will fill up the form. Once finished, you will be issued a certificate which will also be emailed to you. You can print the certificate for your file which you may use in the future.

PART II.

GOING THROUGH THE MODULE FOR DOMESTIC WORKERS OR HOUSEHOLD SERVICE WORKERS [majority of the information in the modules is also applicable to low-skilled worker]

1. Video/Animation/Story-telling:

- Story of a woman, age 30, with family, with two kids
- Graduate of high school/secondary education, with 2 years of college/tertiary education
- With job as a guest relations office in a private company, but not stable
- Growing family, needs are increasing, costs of living also increasing
- She is thinking how to improve her family life and condition
- She is thinking of going abroad, and asks: Am I ready to leave my family? Do I know how to use modern equipment? Will I be bored or long for my family or be homesick? Am I ready to face challenges in other countries? Can I adjust to different culture and lifestyle? Do I have enough money to apply? Am I ready? What about my family? Is going abroad the best decision?

2. Module 1. Will I go and work abroad or not?



Note: This Module is presented from the perspective of the prospective migrant. The migrant is self-reflecting, understanding the various processes, weighing the pros and cons, evaluating other factors that will affect his or her decision whether to go abroad or not.

Going abroad to work and reside means that you have to temporarily leave behind your family, friends, usual lifestyle, etc. This requires thinking, weighing of pros and cons, evaluating and decision making. In order to make an informed decision, please consider the tips, advices and guides in the next slides.

1. I plan to work abroad. What are the things that I should know about? What are the pros and cons? What do I have to prepare for? What do I have to consider in order to make a correct and informed decision?

2. Going abroad, working in a new and different environment and leaving your family behind are some things that you have to think about thoroughly. In order to make the right decision, there are information you need to know and items you have to think about.
3. First on leaving your family behind – the questions you will ask are:
 - a. Am I ready to leave them?
 - b. Will I be able to communicate with them regularly?
 - c. Can they survive on their own?
 - d. Who will take care of my children, parents and/or siblings?
 - e. Is it ok if I miss out on milestones such as birthdays, school graduation and other important occasion?
4. Modern technology facilitates easier communication now. I can use Viber, FB Messenger, WhatsApp, etc. so that I can talk to them regularly and help in their assignments. However, it still makes a lot of difference if I am physically present. I have to prepare them and myself for this eventual new set-up in our daily lives. I have to budget my income to allot some for communication.
5. Who can take care of my children or family? My parents are already in their 60s and 70s and may not be strong and healthy enough to take care of our family. I may need to find a part time worker or caretaker to help my parents or family. I have to factor this in our budgeting.
6. Homesickness is one of the challenges I have to face if I work abroad. This will affect me psychologically and emotionally. There will be changes in my schedule, habits and lifestyle when I go abroad. Will I be allowed or have time to do some things that I used to do? Will I be able to find new activities that will help me cope up with homesickness?
7. If I will be a domestic worker overseas, I have to be familiar and used to doing several household chores and become multi-tasker. Do I know how to use washing machine, dryer, dishwasher, electric stove, oven, microwave, vacuum cleaner, mower, etc.? I have to learn all of these. I may need to enrol in a vocational or technical course for this.
8. How much is the cost to enrol in a vocational or technical course? What are the requirements? Maybe there are free courses or training offered by the government. I have to look for these and get more information.
9. Do I have the money to pay for all the fees and requirements if I apply for work overseas? If not, where will I get the money? There are government services that are free. I have to get more information about these. There are also private sector such as banks that give loans. Recruitment agencies also offer financial assistance. I have to be aware and

understand very well the payment modalities, interest rates and other terms and conditions if I get a loan. I should also exercise caution in availing of loans from recruitment agencies because they might deduct a lot from my salary.

10. How much is the costs of passport, training, certificates, etc.? Do I have to pay for all the costs? I read also that domestic workers need not pay a placement fee because the employer will pay for this. Despite this, I have to pay for other requirements such as the welfare fund, medical examinations, certification of my diploma, etc. Aside from these expenses, I should have sufficient budget for food, transportation and other incidental expenses while I process my application, at the same time support also my family. I have read that some migrants have spent as low as USD 500 for the recruitment process while others have spent as high as USD 4000. I have to check what is the difference.
11. Will I be able to survive, adjust and integrate into a new environment, language, household, weather, culture, food, etc.
12. It is not just a new physical environment with a different weather, temperature or varying seasons or topography. It is also the cultural side of dealing with new language, customs, religious beliefs, etiquette, family situation, etc. It is also about new food which I may not always like or used to. It is also about how to be dressed up inside and outside my place of work. It is also about having new friends or meeting other people. It is also about being fit and healthy in order to cope up through different weather or varying seasons.



13. For example, in other countries, there are places that I am not allowed to go to either because of my nationality or my gender/sex. In some Middle East countries, I cannot go out alone and be in public places if I am alone. I cannot be in the company of somebody in the opposite sex if we are not married. There are also different outfit or clothes that I have to wear depending on where or what am I going to do or who are the people I am meeting.
14. Will I be able to cope up with the many challenges, issues or possible dangers in a new working environment? Will I survive with a new work?
15. Are my employers kind? Will I be able to mingle well with them? Will they allow me to have a day-off? Will I be able to go and travel around? Will I be able to have a rest day? How many days off am I allowed? Will I have my own room or private space in the house where I will work? How does it look like? If there are fires, earthquakes or other emergencies or calamities, where will I go? Do I know what to do?
16. I am going to another country to work, earn a better income, and hopefully provide better opportunities for my family. I have to remember, however, that as time passes by, the costs of living increase and the needs of the family expand. I have to factor these in my decision and in my planning. As my salary increases, my expenditure also increases.
17. I also have to remember that salaries may be higher in other countries but the costs of living are also more expensive than where I am from. This will affect my budget which I have to consider in computing the remittances that I have to send to my family.
18. I also have to remember that as a migrant worker, I cannot stay in other countries forever or perpetually. I also have to think of saving money so I can prepare for my return in advance. As such, is it still proper for me to leave my family behind and work abroad? Will my working abroad respond and address my and my family's needs? Is migration the answer?
19. Are the costs of migrating abroad worth the price in return?
20. How will my life look like after 2 or 5 years of working abroad?
21. Am I ready? Is my family ready?

Welcome! Planning to work abroad? Look before you leap!
Choose the PEOS Online module for you.



Professional and Skilled Workers



Domestic Workers

Module 1 Examinations

Please identify whether the following statements are true or false.

[You have to answer majority of the questions correctly or 50% in order to pass the examinations and proceed to the next module.]

	true	false
a. I have to have sufficient funds or money to be able to process the requirements for my job application. Otherwise, I will be paying more interests if I borrow money from others.		
b. It is ok to have only few information about the country where I am going. I will learn them when I am there.		
c. If my salary is higher, it is possible that I and my family will have more needs and wants that will also increase our expenses.		
d. In other countries such as the Kingdom of Saudi Arabia, it is allowed for a woman to be in a public place alone.		
e. For me to know how to use modern or new appliances, I can enrol in skills training or vocational courses offered by government.		
f. There are costs that I have to pay during my application for work abroad but there are also costs that will have to be paid by my employer.		
g. When I have to take loan, it is better to take it from the recruitment agency because they are more familiar with my situation as a potential migrant worker.		
h. Any of my relatives can be the guardian for my children when I am away. I do not need to regularly communicate with them.		



3. Module 2. How to apply as a migrant worker?

If you decide to go abroad and work, start things right. Make sure all your documents are complete, accurate and authentic. Apply in registered or licensed recruitment agencies. If you are hired directly, make sure that you have contracts and other documents. If in doubt, there are government agencies who can assist. The MRC can also provide you with timely and comprehensive information.

1. If I want to apply as domestic worker, what are the rules and requirements? What are the processes that I have to go through? [check country requirements]

The following are the basic requirements:

- Age: you should be at least 23 years old
- Skills certification: you should pass the skills certification level II of TESDA or TVET
- Pre-departure training: you should attend the pre-departure training conducted by BEOE, MRCs or other agencies
- Others

2. What is to be a domestic worker? What are my duties and responsibilities? What about my rights and privileges?

Domestic work is sometimes referred to as household service work. Most often, as domestic worker, you will stay in a household together with a family or employer. Your major tasks are: cooking, cleaning, doing laundry, ironing clothes, going to markets, help pay bills, help manage household, etc. In some situation, and should be specified in the work contract, you will take care of children or sick relatives who are members of the household.

In few countries in Europe and America, domestic workers are not stay-in; rather, they are only in the household during day time and go back to their own respective houses after work. Sometimes, the work is in night time. The main difference in this set-up is that the domestic worker does not live together in the same household of the employer.

[see other rules and regulations, duties, rights and responsibilities under the Module on Standard Employment Contract]

3. Are there international and national laws and agreements that will guide and protect me as a migrant domestic worker?

ILO Convention 189 specifically provides the rules, regulations and protection mechanisms for domestic workers. In some countries, they have their own national laws for the same purpose. Some of the rules under this Convention that are protective of the migrant workers' welfare and interests are:



- Minimum salary of 400 USD per month for migrant domestic workers
- Free meals and accommodation
- One full day break within a given week
- No placement or recruitment fee demanded from the migrant worker
- Transportation from origin to destination country shall be paid for by the employer

4. How and where do I apply? [check country requirements]

There are different kinds of hiring of domestic workers. The most common is through licensed recruitment agencies. They can also be hired directly by diplomatic officials or by officers of international organisations. In both cases, they have to go through the regular processes and requirements of the government.

5. How and where do I apply?

Apply only through registered and licensed recruitment agencies by the government.

It is also important for you to check the current status of the agency whether they are valid, cancelled, suspended or delisted. It is possible that the agency is registered or licensed but is currently suspended or delisted. You may check the current status also through the authorised government entity.

Remember that only the government can provide registration, accreditation or license to recruitment agencies. The status and role of your recruitment agency is critical in

DECLARATION

I declare that:

I have read and understood the eight (8) learning modules of the PEOS Online; and I have completed all the modules without the help of anybody else.

I attest to the truth of the foregoing declaration.

Mr./Ms.

10 REMINDERS TO AVOID ILLEGAL RECRUITMENT

1. APPLY ONLY WITH LICENSED RECRUITMENT AGENCIES. DON'T APPLY WITH CONSULTANCY FIRMS, TRAINING CENTERS, TRAVEL AGENCIES, AND FOUNDATIONS THAT PROMISE JOBS ABROAD.
2. CHECK WITH POEA WHETHER THE POSITION YOU ARE APPLYING FOR HAS AN APPROVED JOB ORDER
3. TRANSACT ONLY WITH AUTHORIZED REPRESENTATIVE OF A LICENSED AGENCY.
4. TRANSACT BUSINESS ONLY AT THE REGISTERED ADDRESS OF THE AGENCY.
5. PAY ONLY THE ALLOWABLE PLACEMENT FEE. IT SHOULD BE EQUIVALENT TO ONE MONTH SALARY, EXCEPT IN CASES WHERE CHARGING OF PLACEMENT FEES IS PROHIBITED.
6. PAY THE PLACEMENT FEE ONLY AFTER YOU HAVE SIGNED AN EMPLOYMENT CONTRACT. DEMAND AN OFFICIAL RECEIPT REFLECTING THE ACTUAL AMOUNT PAID AND PURPOSE FOR WHICH PAYMENT WAS MADE.
7. BE WARY OF JOB OFFERS THROUGH THE INTERNET THAT REQUIRE APPLICANTS TO REMIT IMMEDIATELY PAYMENT FOR INTENDED VISA, AIRFARE, AND PROCESSING COSTS.

ensuring your protection and compliance with your work contract. Once you apply to an illegal recruiter, there are negative consequences and dangers corresponding to it. It is possible that the job they offer does not exist at all, or that the work is too difficult, dirty and dangerous.

6. How do I detect if the recruitment agency is not licensed or is performing acts that are not in line with its authority?

The most common indicators or signs are the following:

- Immediately asks for fees or payments
- Does not issue any receipt or invoice; if it issues, it is generic and does not contain details such as address, tax identification number, license number, etc. of the company or the agency
- Promises to fast track the process using tourist or visit visa
- Advises you not to go through authorised government agency
- Recruits in malls, parks, restaurants, houses and other areas which are not its official or registered address
- Offers jobs online and requests for bank transfers without personal meeting

[see other various forms of illegal recruitment in Module 3: How to Avoid Illegal Recruitment]

7. The following documents need to be prepared before you apply for work: [check country requirements]

- CV
- Photos
- Passport
- Marriage certificate
- Diploma
- Skills certificate
- Police clearance
- Others as may be required by the law of the country



8. There are documents that need to be certified or authenticated as true and correct copy in order that they are valid and recognised in other countries. This includes your diploma and skills certificate. Please check the requirements of your country on this matter. The MRC counsellors can help you.



9. Do not submit fake or falsified documents. This will be a ground not only for your disqualification from the job but also of being criminally charged and punished.
10. Once all your documents are complete, please submit to the registered recruitment agency directly. Avoid submitting them to the agent or middleman or to other people whom you do not trust or not familiar with. It is better if you do it your self directly.
11. Once submitted, the recruitment agency may conduct interviews to verify your documents, know you better and check on your background and qualifications. If given documents for filling-up, study them carefully. Be honest in your answers. Ask questions if you are not clear of any information asked or provided. Do not sign any document or contract if you did not fully understand its content. Do not be afraid or hesitant to ask or refer the matter to others. The MRC counsellors can help you.
12. Standard employment contract is the best proof, in addition to having a working visa, that you are officially employed and went through the regular processes. Go through the details of your work contract and understand them fully. It contains your rights, duties and responsibilities, as well as information about your employer. Should any untoward incident happen later, such as non-payment of wages, you use your contract to demand for what is due to you.

[see details of Standard Employment Contract in Module 4]

13. Once given a go-signal by recruitment agency, have your medical examinations in government-accredited hospitals, clinics or medical institutions. Under the laws of other countries, they only recognise examinations conducted by their duly accredited or authorised entities. Please check the rules applied in your country for this purpose. Your recruitment agency or the MRC can help you on this matter.
14. Have your qualifications or skills be assessed by the government. There are various assessment procedures that are most often recognised by other countries. If you do not have the necessary skills, enrol in trainings. There are free trainings available, mostly provided by the government, but some are also with fees. There are also online courses but may be limited. Remember to get a certificate or proof of training afterwards. Have them also certified or authenticated so that they are recognised abroad.
15. Once hired, you will be required to attend a pre-departure training or orientation seminar through the authorised government agency. The MRC also offers a pre-departure training.

PDOS are provided to hired migrant workers who are in the process of completing or have finalised their work contracts, visas, and other requirements, and are about to depart their origin country for work overseas. To prepare them for work and life overseas, and facilitate their settlement in destination countries, region/country and work-specific PDOS are provided wherein the details of the work contracts are discussed along with the rights and responsibilities of the workers. The support network, redress mechanisms, culture and language of destination country, financial literacy, etc. are also discussed during PDOS. In most cases, an ID or certificate is issued to prove compliance with the PDOS.





16. Why is PDOS important? How is it different from PEOS/PMOS?

Both PDOS and PEOS/PMOS provide detailed information on migration to intending, prospective or departing migrants.

PEOS/PMOS is focused on helping you make an informed decision on whether to migrate or not and provide you the correct and sufficient information on how to go through the processes and requirements of migrating or applying for work abroad.

PDOS is focused on helping you prepare for the life and work abroad and provide correct and sufficient information on the things you need to prepare and be aware of before you leave. You attend the PDOS when you are in the process of completing the requirements for employment overseas or have completed them and ready to leave your country for another place.

17. You will also be asked to pay other fees or requirements such as the welfare fund and insurance.





The Welfare fund is:

- Membership based, paid prior to departure by migrant worker, valid through duration of employment contract
- Amount ranges from USD 25-50, depending on the country
- Benefits include welfare assistance, loans, repatriation, injury and death benefits, family support, scholarships, housing loan, etc.
- Only paying members can avail of benefits; mandatory in most countries

The Insurance is:

- In most countries, paid by the employer/recruiter
- Depending on the type of insurance, most benefits are for injuries, medical needs, death, etc.
- Amount ranges from USD 25-50, depending on the country
- Mandatory in most countries

18. What is a placement fee? If I apply as domestic worker, will I pay for it?

Domestic workers are exempt from paying placement fees because the employer pays for it. Placement fees are paid to the recruiter/agency in order for it to process the employment. In this case, the domestic worker will only pay the other costs such as passport, medical examinations, welfare fund, etc.

19. After attending and complying with all the requirements, you will be issued an overseas employment certificate. The Overseas Employment Certificate or Foreign Service Agreement is a proof that you have complied with all the requirements and is now qualified for and ready to work abroad.

20. How do I detect a fake OEC or FSA?

Some possible signs of a fake OEC are:

OEC is without signature (in other countries, original signature is required)

OEC does not indicate the name, contact information of the government agency issuing it

Printed copies are easily erased, destroyed or of poor quality

Information are misspelled or not written properly

21. Once you have an OEC, you are now a legitimate overseas or migrant worker. The OEC will be one of the documents that you will show at the immigration counter when you leave your country. It proves that you also paid all the required fees and will become the document you show to avail of some tax exemptions and benefits.
22. Make sure that your flight reservation or booking are confirmed. You may call the travel agency or the airline to confirm this. Be informed of your baggage allowance and what items are you allowed or not allowed to bring to your country of destination.
23. Understand fully the flowchart which provides the important steps in the application for work abroad.
24. What if I want to back out after complying with all the processes and requirements and that I am already issued a visa, working permit or overseas employment certificate? What are the consequences?

Depending on the country rules and regulations, if a migrant worker backs out after complying with the requirements without justifiable reasons, you have to reimburse the recruitment agency the placement and other fees paid by the employer or recruitment agency.

If it is done again for the second time, you may be suspended or “blacklisted” for future application for work abroad.



Module 2 Examinations

Please identify whether the following statements are true or false.

	true	false
a. It is ok to sign the work contract immediately upon receipt. I will just read through them in details when I have time later.		
b. It is the recruitment agency who is responsible in processing my visa application, medical examinations and other requirements.		
c. If I submit fake documents, one of the consequences is that I will be disqualified to apply for overseas work in the future.		
d. Domestic workers can be hired by all types of foreign employers without going through a recruitment agency.		
e. My employers are members of the diplomatic community. All of us can speak and understand English. It is ok for me not to learn the different language of my host country.		
f. Recruitment agencies are allowed to collect placement fees via salary deduction.		
g. The Overseas Employment Certificate also serves as travel exit clearance for me as a migrant worker.		
h. Since I am already given free food and accommodation, it is ok that my salary is 300 USD monthly.		



4. Module 3. Work Abroad Safely – How to Avoid Illegal Recruiters?

Despite having laws, programmes and services to promote safe, regular and orderly migration for all, it is unavoidable that there are people who wish to prey on the vulnerable people, make promises, get unauthorised payments, falsify documents, traffic and smuggling people, etc. The promises made by the illegal recruiters are so good that a person who does not have the correct, timely and sufficient information will easily believe them and comply with their demands. Illegal recruiters use various means, strategies and schemes in order to consume their unlawful acts.

1. Be observant, cautious and vigilant about recruitment agencies. Always check with the government agency in charge of regulating or monitoring them. Make it a habit to double or triple check their current status. It is possible that they have a license or permit to request last month but are already suspended today.
2. The following are some signs or manifestations of illegal recruiter: [check country specific rules and regulations]
 - Does not have job order
 - Immediately asks for fee or payments
 - Does not issue any receipt or invoice; if it issues, it is generic and does not contain details such as address, tax identification number, license number, etc.
 - Promises to fast track the process for employment application using tourist or visit visa
 - Advices you not to go through authorised government agency and deal with them exclusively
 - Requires you to have medical examinations even without contract or job assurance
 - Recruits in malls, parks, restaurants, houses and in other places which are not its official or registered address
 - Poses as connected to a high-ranking official or persons with authority
 - Does not disclose or explain in details; they are evasive or secretive in their answers or information
 - Does not also ask more questions from the prospective migrant, does not check their background or their skills/knowledge/competencies; they just accept all types of applicants so long as they pay; this is often called “pooling”
 - Offers jobs online and requests for bank transfers without personal meeting
 - Other modus operandi?

3. The following are tips or advice on how to avoid illegal recruiters:

Deal only with licensed or registered recruitment agencies.

Regularly check if such agencies are with valid job orders or foreign demand.

Transact business in the official or registered office address of the agencies or recruiters.

Avoid dealing with agents or middlemen. Check their profile if the agents or middlemen reach out to you.

Do not immediately pay the placement fee. Check if you are required to pay it. Pay only when the job is assured or when there is already a contract.

Ask for official receipt or invoice.

Be cautious about agencies who immediately ask for payments for visa, flights, etc.

Do not apply to agencies whose published address is only PO Box. Do not send the documents only in PO Box.

Do not accept tourist or visit visas for purposes of work or employment abroad. Ensure that you have a work visa.

4. What are the different forms of illegal recruitment or schemes and modus operandi used by illegal recruiters? [check country specific rules and regulations]

- Tourist visa
- Escort service
- Backdoor exit
- Assumed identity
- Student-Worker or Trainee-Worker scheme [unless authorised by host countries]
- Immigration consultancy
- Reprocessing through tie-ups [where a non-licensed agency conspires/ties up with a licensed agency to process the recruitment on its behalf]
- Mail-order spouse
- Blind ads
- Correspondence: email
- Internet scam

- Camouflage through attendance in conferences, religious events, sports competition, educational tour, pilgrimage and related events
 - Detached visa (could be related to visa trading)
 - Open market in airports for denied labour migrants
 - Boyfriend/girlfriend system
 - Domestic workers method
5. Illegal recruiters can be drug traffickers too, using the following modus operandi.
- Baggage scheme
 - Body courier scheme
 - Free flights and accommodation
6. The following are tips and guide to avoid drug trafficking:
- Secure your luggage
 - Do not just accept requests for items for inclusion in your luggage; if you accept, check the contents thoroughly
 - Be cautious of all things free and fast track or expedited actions
 - Know the details of your recruiter and employer, document your transaction, keep records of your documents in different places
7. The following are tips and advice on how to check a fake visa
- Visa is without signature or stamp or seal of the issuing country (in other countries, original signature in the visa is required)
 - Printed copies are easily erased, destroyed or of poor quality
 - Information are misspelled or not written properly

UNITED ARAB EMIRATES
MINISTRY OF INTERIOR
General Directorate of Residence &
Foreigners Affairs



دولة الإمارات العربية المتحدة
وزارة الداخلية
الإدارة العامة للإقامة وشؤون الأجانب



0702010212197631

EMPLOYMENT - عمل

ENTRY PERMIT No. : 2197631/201/2012

اذن دخول رقم :

Date & place of issue : 09-MAY-2012 DUBAI

Valid Until: 07-JUL-2012

تاريخ ومحل الاصدار :

U.I.D. No :

الرقم الموحد

Allowed to Enter U. A. E. to :

أجيز بدخول دولة الامارات العربية المتحدة الى :

Full Name :

الاسم الكامل :

Nationality : PAKISTANIAN

الجنسية :

Place of Birth : BAKHAR PAK

محل الميلاد :

Date of Birth : 1985

تاريخ الميلاد :

Passport No. : Passport:

رقم الجواز :

Profession : ARCHIVE CLERK

المهنة :

Accompanied by

المرافقون

Wife : None

الزوجه :

Children : None

الأبناء :

None

Sponsor الكفيل

Name : AMIRA ALI TECHNICAL SERVICES

الاسم :

Address : 042242930 P.O.Box:186816 DEIRA 2/1/201066

العنوان :

NOTES :

تعليمه

909044/1

Director Entry Permits & Residence Department
please turn over



مدير إدارة أذونات الدخول والإقامة
لإستئذان وثيقة الترسيم والخلف

Module 3 Examinations

Please identify whether the following statements are true or false.

	true	false
a. One of the modus operandi of illegal recruiters is to escort migrants in airport and port of exit, and then bribe immigration officials in order to allow migrants to leave even without legal documents.		
b. Immigration consultancies are allowed to accept job application and process working visas.		
c. A tourist visa can be converted into a working visa so it is ok to leave using a tourist visa.		
d. Most countries have severe punishment for people bringing in drugs into their territories. Some countries even impose death penalties.		
e. It is ok to accept extra luggage from other fellow passengers at the airport, especially if you still have allowable luggage space.		
f. People who recruit in malls and restaurant are ok because they do their activities in public.		
g. A registered or licensed recruitment agency who is currently suspended can continue recruiting people for jobs abroad.		
h. Make it a habit to double check the accuracy of the receipt, invoice, visa and other documents provided.		

5. Module 4. What are the different fees and costs associated with application for work abroad? How much do they cost? Who pays for them?



It is important for you to learn what are the different costs and fees associated with application for work abroad, the exact, average or allowable costs for each item, and who pays for them. In this regard, you can prepare in advance for these costs. You will also avoid being duped by illegal recruiters or by licensed recruiters yet may still demand for higher amount.

Table and categories of allowable costs, who pays, how much [see sample table used for Afghanistan as an example; check country specific rules and regulations]

- a. Preparatory documents including skills training
- b. Employment related documents including medical exams
- c. Welfare fund and related expenses: social security, insurance
- d. Incidental costs: travel, printing, photos, food

Costs for migrant workers, allowable fees, and accountable persons or entities¹

A. Pre-departure stage					
Requirements ²	Costs in local currency	Costs in USD	Who is responsible for payment? As a general rule	Responsible agency(ies) in processing, documenting or monitoring	Remarks
1. Passport		\$20-25	Migrant worker	Ministry of Interior Affairs Directorate of Passport	Review rules on issuance of passports for females
2. Birth certificate		\$5-10	Migrant worker	Ministry of Interior Affairs	
3. Marriage certificate		\$5-10	Migrant worker	Ministry of Justice	
4. Police clearance or related documents		\$5-10	Migrant worker	Ministry of Interior Affairs	

¹ This list can be used as reference in determining validity of work offers, in preparing the standard employment contract, and in negotiating for bilateral or multilateral arrangements with destination countries.

² This list is non-exclusive. Other costs may be allowable by government agencies depending on the nature of work and countries of destination. Some of these costs may not also be applicable in certain countries while some may be negotiated with the appropriate government agency in charge in order to lower the cost if related to labour migration, in order to help reduce the costs and unburden the migrants. When in doubt about the costs' legality or amount, check with the appropriate agency of the government.

5. Other security clearances for no pending criminal or other cases (e.g. National Bureau of Investigation)	\$5-10	Migrant worker	Ministry of Interior Affairs	
6. Transcript of records for academic degrees, including its red ribbon/certification, authentication or verification (CAV)	\$5-10	Migrant worker	Ministry of Education, Ministry of Higher Education, Ministry of Foreign Affairs	
7. Training certificates, including its CAV	\$5-10	Migrant worker	Ministry of Education, Ministry of Higher Education, TVET, Ministry of Foreign Affairs	Unless paid by employer; e.g. seafarers, government-to-government hires
8. Professional licenses (e.g. license for teachers, accountants, engineers, etc.)	\$5-10	Migrant worker	Ministry of Education (for verification)	
9. Medical or health examinations	\$80-150	Migrant worker	Ministry of Health	Unless employer requires additional medical examinations beyond the basic requirements, employer pay
10. Recruitment fee or placement fee or overseas employment fee^{3 4}	Equivalent to one month salary	Employer	MOLSA Authorised recruitment agency	Unless, by law, recruitment fee is not required, e.g. domestic work

3 Depending on the laws of the origin or destination countries, there are jobs or work that do not require placement fees to be paid by the worker such as seafarers or domestic work. Generally, the employer is accountable for paying the recruitment or placement fees. Depending also on the bilateral or multilateral agreements, there are also countries that generally do not require recruitment fees such as the United States, Ireland, South Korea under the Employment Permit System, Japan under the nurse and caregiver programme, and Germany for the hiring of health professionals. Check with the appropriate government agency of the destination country for these exemptions. Some recruitment agencies also advocate and adopt the “no placement/recruitment fee” policy; i.e. all costs related to the recruitment shall be borne by the employer and not the worker.

4 In select countries, if placement fee is allowable, the amount is equivalent to not more than the one-month salary of the migrant worker as indicated in the employment contract.



11. Visa and other related costs	\$50-100	Employer	MOLSA Embassies or Consulates Authorised recruitment agency	
12. Work permit (if separate from the visa)		Employer	MOLSA Embassies or Consulates Authorised recruitment agency	
13. Identification card, overseas employment certificate for migrant worker	\$3-10	Employer	MOLSA	Unless provided for free by government of origin country
14. Transportation from origin country to place of work (round trip airfare as appropriate and from airport to job site)	\$800-1,000	Employer	Authorised recruitment agency	
15. Processing fee with government agency	\$5-10	Employer	Authorised recruitment agency	
16. Welfare scheme/plan membership fee (e.g. Membership with Overseas Pakistanis Foundation, Welfare Fund Board)	\$16-20	Migrant worker	MOLSA (unless a specific agency is created for this purpose)	
17. Insurance fees (medical, life, property and other insurance)	\$35-50	Employer	MOLSA Private insurance company Authorised recruitment agency	

18. Provident savings, retirement programme and other social security benefits	\$16-20	Migrant worker	MOLSA (unless a specific agency is created for this purpose)	Unless provided also by the employer
19. Attendance to pre-departure orientation seminar and other related seminars or requirements	\$5-10	Employer	MOLSA MRC	Unless provided for free by government of origin country
20. Opening of bank account for remittances	Minimum amount; maintaining balance; \$60	Migrant worker	Authorised recruitment agency Private banks Da Afghanistan Bank	Unless same bank account is used for payment of salaries, employer pays
21. Immigration fees (if required)	\$5-10	Employer	Ministry of Interior Affairs	Usually included in the travel costs
22. Travel tax (if required)	\$12	Employer	Ministry of Finance Ministry of Information and Culture	Usually included in the travel costs
23. Other costs (photocopying of documents, transportation from residence to government agencies for processing of work permits, etc.)	\$20-25	Migrant worker		
24. Other costs				

B. On-site (while migrant worker is at the destination country or place of work)

Requirements	Costs in local currency	Costs in USD	Who is responsible for payment? As a general rule	Responsible agency(ies) in processing, documenting or monitoring	Remarks
25. Accommodation		\$200-800	Employer	Embassy, Consulate or Labour Attaché	Unless not included in the contract; in this case, salary must be commensurate to payment of lodging For domestic workers, lodging is provided by employer and specifically indicated in work contract
26. Food		\$200-800	Migrant worker	Embassy, Consulate or Labour Attaché	For domestic workers, food is provided by employer
27. Clothing		\$100-200	Migrant worker	Embassy, Consulate or Labour Attaché	
28. Communication (telephone, internet, cable, etc.)		\$50-80	Migrant worker	Embassy, Consulate or Labour Attaché	Unless provided by the employer
29. Transportation from residence to job site and vice versa during work hours		\$100-200	Migrant worker	Embassy, Consulate or Labour Attaché	Unless provided by the employer
30. Additional training or skills upgrading required for work		\$100-200	Employer	Embassy, Consulate or Labour Attaché TVET	
31. Optional or voluntary training or skills upgrading			Migrant worker	Embassy, Consulate or Labour Attaché TVET	
32. Membership in clubs, unions, associations, etc. required to fulfill work contracts		\$100-200	Employer	Embassy, Consulate or Labour Attaché	

33. Voluntary memberships in clubs, unions, associations, etc.		Migrant worker	Embassy, Consulate or Labour Attaché
34. Regular medical examination or health emergencies	\$100-200	Employer, health insurance	Embassy, Consulate or Labour Attaché Private health or medical insurance Welfare Fund (if created)
35. Remittance fees	Average of \$3 for every \$100 remittance	Migrant worker	Embassy, Consulate or Labour Attaché Private sector Da Afghanistan Bank

In case of complaints, dispute settlement, arrest, imprisonment and other untoward incidents involving migrant workers onsite and complaint/case is related to their overseas work⁵

Responsible agency(ies) in processing, documenting or monitoring

36. Legal fees	\$1,000-5,000	Government of origin country	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Can be sourced through the welfare or assistance to nationals or legal fund of origin countries
37. Documentary requirements (e.g. notarisation, police clearance, docket fees, translation of documents)	\$500-800	Government of origin country	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Can be sourced through the welfare or assistance to nationals or legal fund of origin countries

5 Generally, this list does not include expenses related to cases or complaints filed by migrant worker that are personal in nature or not directly or indirectly related to his or her employment such as non-payment of debts, support to families, recognition of and support to children, alimonies, payment for physical injuries or damages arising from imprudence, brawls or recklessness. In this case, migrant worker shall be personally liable. However, his/her government agency can provide legal or other forms of assistance.

38. Transportation to government or related agencies for court hearings, dispute settlement, money claims, etc.	\$100-200	Government of origin country	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Can be sourced through the welfare or assistance to nationals or legal fund of origin countries
39. Interpretation	\$100-300	Government of origin country	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Can be sourced through the welfare or assistance to nationals or legal fund of origin countries
40. Jail visitation and provision for prisoner/migrant workers' needs (e.g. food, medicine, toiletries, etc.)	\$100-200	Government of origin country	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Can be sourced through the welfare or assistance to nationals or legal fund of origin countries
41. Bail, bond or security fee	\$1,000-5,000	Government of origin country, migrant worker, family, CSO	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Can be sourced through the welfare or assistance to nationals or legal fund of origin countries
42. Blood money, <i>diyat</i> or related costs	Depending on the nature of the crime and profile of the victim: \$1,000-50,000	Government of origin country, migrant worker, family, CSO	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Other countries do not allow payment of blood money

43. Medical emergencies caused by accidents, illness, etc.	\$2,000-3,000	Employer, Government of origin country, health or medical insurance	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	
44. Repatriation costs	\$2,000-3,000	Employer, Government of origin country	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	In other countries, private recruitment agency can also be liable under the “joint and solidary liability” clauses in employment contracts and applicable laws
45. Shipment of remains	\$2,000-3,000	Employer, Government of origin country	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	In other countries, private recruitment agency can also be liable under the “joint and solidary liability” clauses in employment contracts and applicable laws
46. Emergency evacuation in case of crises, conflicts, calamities, etc.	\$2,000-3,000	Government or both host and origin countries	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Included in the crises contingency plans for each country
47. Other costs				

C. Return and reintegration					
Requirements	Costs in local currency	Costs in USD	Who is responsible for payment?		Remarks
48. Immigration exit fees⁶		\$2,000-3,000	Employer	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Unless migrant worker violates contract, then migrant worker pays; In other countries, private recruitment agency can also be liable under the “joint and solidary liability” clauses in employment contracts and applicable laws
49. Transportation from job site to host countries to specific place of residence		\$800-1,000	Employer	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	Unless migrant worker violates contract, then migrant worker pays; In case of repatriation caused by disaster or conflict or other crises, government of origin countries pays
50. Welfare assistance to repatriated workers (medical examination, emergency fund, capitalisation for livelihood, temporary housing, etc.)		Depending on the needs; \$100-50,000	Insurance, government of origin countries, welfare fund for migrant workers	MOLSA Welfare Fund (if created) Authorised recruitment agency (under the joint and solidary liability)	
51. Re-training or skills upgrading		\$100-200	Migrant worker	MOLSA TVET Ministry of Higher Education Private sector	Except for seafarers; when training is required by International Maritime Organisation or law, employer pays
52. Certification of acquired skills from work overseas		\$20-30	Migrant worker	MOLSA TVET Ministry of Higher Education Private sector	Unless provided for free by government of origin country
53. Other costs					

6 Some countries, especially in the GCC, require payment of exit fees especially when contracts are not completed or when violations of contracts occur.

1. Average Monthly Salaries in USD for Domestic Workers (according to the HelperChoice study, 2016)



\$439
in Singapore

\$431
in Qatar and Saudi Arabia

\$388
in Kuwait

\$123 & \$143
in Myanmar

\$556
in HK

2. Who are exempt from paying placement fees? Why? Who pays?

Depending on the laws of the origin or destination countries, there are jobs or work that do not require placement fees to be paid by the worker such as seafarers or domestic work. Generally, the employer is accountable for paying the recruitment or placement fees. Depending also on the bilateral or multilateral agreements, there are also countries that generally do not require recruitment fees such as the United States, Ireland, South Korea under the Employment Permit System, Japan under the nurse and caregiver programme, and Germany for the hiring of health professionals under the Triple Win programme.

In your case, as domestic worker, you are exempt from paying the placement or recruitment fee.

Check with the appropriate government agency of the destination country for these exemptions. Some recruitment agencies also advocate and adopt the “no placement/recruitment fee” policy; i.e. all costs related to the recruitment shall be borne by the employer and not the worker.

In select countries, if placement fee is allowable or required to be paid by the applicant or intending migrant worker, the amount is equivalent to not more than the one-month salary of the migrant worker as indicated in the employment contract or job order.

3. Be cautious of salary deduction and passing on the costs or funds transferability to the migrants by the recruitment agency. A recruitment agency has to pay some fees to the government in order to process the employment. These are part of their roles and responsibilities and the costs for such is included in the placement fee. Therefore, they are not authorised to pass these costs unto the migrants. Sometimes, they are “hidden” fees and they are added up to the authorised fees. Hidden fees are not allowed.
4. Pay only those that are indicated in the receipt or invoice. As such, review very well the content of the receipt or invoice.
5. What are the benefits of welfare fund?

Some of the benefits for the migrants (as well as to their family members) include welfare assistance, loans, repatriation, injury and death benefits, family support, scholarships, housing loan, training, livelihood assistance, etc.

6. What is covered under the insurance?

Depending on the type of insurance, which is usually health insurance for migrant workers, the benefits are payment for hospitalisation, medicines, medical examinations, injuries, accidents, deaths, etc.

Insurance or welfare fund may also include expenses for repatriation and contingency/emergency costs.



In other countries, insurance includes benefits such as compassionate visit. When a migrant worker is hospitalised for more than 7 days, the insurance will pay for a family member to travel to the work site and help the migrant who is in the hospital.

Depending also on the type of insurance, any accident, death or injury caused to the family member of the migrant may also be covered by the insurance.

7. Most labour sending countries adopt the policy or rule on “joint and solidary liability of recruitment agencies and employer”. This means that both or either the employer and/or the recruiter are liable for any offense, liability or acts committed against the migrant worker on employee-employer related matters, done individually or in conspiracy with one another. In effect, if the employer did not pay for the salary of the migrant worker for unjustifiable reason, the recruiter is liable to pay for the salary even if the recruiter has nothing to do with the reason or failure of the employer to pay the salary.

8. Knowing and understanding these different costs, the migrant worker needs to reflect further on his or her plans to apply for overseas employment: Do I have sufficient funds to pay for them? If not, what are the options? How can I avail of loans? Who are the authorised or legitimate entities who offer loans with the most convenient or reasonable conditions?

9. How can I avail of loans? What are the consequences?

There are private companies such as banks or micro-finance which offer loans to prospective migrants. Example of these are the fly-now-pay-later scheme. Some are legitimate while others are not. If you avail of loan, understand the terms and conditions very well. Some of the things you have to watch out for are:

- Are the terms and modes of payment, interest rates if allowed, penalties for failure to pay, etc. in accordance with national laws? Are they onerous or excessive?
- If deducted from salary, are there additional or “hidden” fees or charges?
- Will the loan lead to debt bondage where the migrant worker be forever indebted to the employer or recruiter? Will this result to a migrant worker being ordered to do work beyond the regular terms and conditions in order to pay for the loan?

- Will it be a cause for non-issuance of exit permits (especially applicable to Middle East countries)?

Module 4 Examinations

Please identify whether the following statements are true or false.

	true	false
<i>a. Under the compulsory insurance coverage for migrant workers, repatriation costs as well as emergency costs during emergencies, calamities and other crises in destination countries are covered.</i>		
<i>b. The migrant worker will pay for the visa fee.</i>		
<i>c. Neither the compulsory insurance coverage nor the welfare fund can pay for the loss of sight or body parts as consequence of demanding work abroad.</i>		
<i>d. If the recruitment agency processes your application for passport, it can charge you with additional service fee.</i>		
<i>e. The employer will pay for the welfare fund of the migrant workers.</i>		
<i>f. Domestic workers and seafarers need to pay a placement fee equivalent to one month of their expected salary.</i>		
<i>g. Be cautious of salary deduction and passing on the costs or funds transferability.</i>		
<i>h. If the employer did not pay for the salary of the migrant worker for unjustifiable reason, the recruiter is liable to pay for the salary even if the recruiter has nothing to do with the reason or failure of the employer.</i>		

6. Module 5. The Standard Employment Contract for Migrant Workers

It is important that the different provisions or information included in the standard employment contract is fully and completely clear and understandable to you. This contains your duties and responsibilities, benefits and privileges, rights and obligations. This is the best proof when you demand or file complaint against an employer or recruiter for any untoward incident later.



1. What is STOE or Standard Terms of Employment? What is its importance to me as an intending migrant worker?

STOE is also called contract or agreement. It is the agreement between the employer and employee (migrant workers) on what are the terms and conditions of the employment, duties, responsibilities and rights of both the employer or employee, and other related matters that govern the employment of migrant worker abroad.

They are standard contracts because they set the minimum requirements for overseas employment in order to ensure the protection of migrants while in their work place and to also make them responsible and compliant with their duties and responsibilities. Same goes with the employer.

Any provision or inclusion that undermines the minimum standards are not allowed. The employer, however, may provide other benefits and remuneration above and beyond the minimum salary and incentives provided under international or national laws.

2. Which countries and work adopt and use STOE? Will I be covered?

There are several major labour sending and receiving countries that adopt and use the STOE. For example, KSA has standard employment contract not only for domestic workers but also for all formal or legal forms of employment. Especially for government to government hiring modalities, STOE are prescribed and agreed upon by both the governments of origin and destination countries of migrants.

It is strongly recommended that all migrant workers should have a STOE to protect them from any untoward incident later.

Since the contracts are generally agreed upon and enforceable in two different countries – the origin country of migrant where he or she was recruited and the destination country where the employer resides – most contracts are written in two languages. For example, Arabic and Dari or English and Bengali.

One of the important regulations in recruitment reform is that the STOE should be written in a language that is clear and understandable to the migrant worker.

3. What are the different provisions of the STOE that I should know and understand fully?

The following are the provisions of the STOE or items that need to be included or clarified in relation to the terms and conditions of the employment:

- a. Full name and contact details of employer and employee
- b. Employment terms or description or scope of work, tasks and responsibilities, job category
- c. Duration of employment
- d. Salaries, remuneration and other incentives, when and how are they paid, allowable deductible items, issuance of payslips
- e. Working hours and rest days
- f. Leaves (annual, vacation, sick, emergency leaves, public holidays)
- g. Social security and health insurance
- h. Food and accommodation
- i. Communication and information facilities
- j. Visa, passport and other related employment and immigration documents
- k. Occupational safety
- l. Joining or forming associations/unions
- m. Skills training and professional development
- n. Dispute settlement
- o. Termination of the contract
- p. Renewal of the contract
- q. Actions in case of death, accident, physical injuries, etc.

4. What is the consequence for not complying with the STOE? Will I be affected?

Non-compliance of any of the provisions of the contract by both or either the signatories (employee and employer) will have corresponding penalties and sanctions which could be imprisonment, payment of fine or penalties, reimbursement of expenses, suspension or cancellation of license or permit, “black-listing” of employer, recruiter or migrant worker, etc. Various cases can be filed against the violator such as criminal, civil or administrative cases, or in countries where available, through money claims.



5. What are other matters or information related to STOE that I should know of?
- The contract should be signed by the employer and employee/migrant worker. The date of effectivity should be specified, which is usually the date of the full signing of the contract.
 - There shall be non-confiscation of the migrant worker’s documents and personal things by the employer.
 - There are penalties and sanctions for contract substitution or alteration.
 - Other provisions that promote the whole well-being of the migrant worker may be included. Both parties have their respective duties of care.
 - Duplicate and triplicate copies of the contract should be available – one each for employee, employer and recruiter (in some countries, copies of contracts need to be submitted to the authorised government agency).

Module 5 Examinations

Please identify whether the following statements are true or false.

	true	false
<i>a. As a domestic worker, I am allowed to rest for at least one full day within a week.</i>		
<i>b. It is the responsibility of my employer to send my personal things or effects if ever I pass away or die while abroad</i>		
<i>c. STOE should be provided before I leave my country of origin, not upon arrival in my workplace.</i>		
<i>d. The extent or period in which I will work (which could be in months or years) should be clearly stated in the contract.</i>		
<i>e. I cannot be terminated by my employer if I refuse to obey his or her instructions that are related with my work.</i>		
<i>f. The exact address of my employer or where my I am going to work should be clearly indicated in my contract. If not indicated, I can work in one or more different places.</i>		
<i>g. The STOE should be signed by the employer, recruiter and migrant worker.</i>		
<i>h. The minimum salary for migrant domestic worker is USD 400 plus meals and accommodation.</i>		

7. Module 6. How do you take care of yourself when another country?

Working and living abroad is also accompanied by health risks, crisis and emergencies. There are epidemic and contagious diseases or viruses in which migrants are more vulnerable to such as HIV/AIDS, SARS, MERS, Zika and Ebola. In adjusting to new environment, your body will also adjust to new weather, food and surroundings that can affect your health and immune system. Added to these are the need to prepare for emergencies, calamities and crisis. Emotional, mental and psychological issues may also be present. You have to take care of yourself in order to be able to work well.



1. How can I take care of myself and my family while working abroad? Why is it important?

A worker who is not physically, psychologically and emotionally fit will not be able to perform his or her duties and responsibilities well. If you incur frequent absences and tardiness, you will not be able to complete your work and this may irritate or anger the employer. If persistent, it may cause your dismissal or non-renewal of your contract.

Exercise regularly. Sleep well. Drink lots of water. Eat healthy food. Take vitamins. Avoid unhealthy habits such as smoking and drinking frequently or heavily. Visit the doctor regularly. Rest well. Practice some hobbies.


Taking care of your self physically is not enough, you also have to address or cope up with homesickness, boredom, discrimination or xenophobia, or depression which are the potential consequences of being in a new environment and workplace and being away from your family.

At times, you will also worry too much of the situation of your family back home. You are worried if they are safe, healthy, etc. Advise your family members to also exercise their duties of care and not rely on you at all times for their needs and emergencies. The family members should also be empowered to be able to take care of themselves in the absence of the migrant worker. This way, the migrant worker can also focus on his/her work and be at peace while abroad.

2. How can I cope with physical health issues?

Make it a habit to know and learn more about the diseases that affect migrants.

- a. What is the disease (HIV/AIDS, SARS, MERS-COV, Zika, Ebola, etc.)
- b. What are the symptoms
- c. What are the remedies
- d. How do you prevent it

- 
3. How can I cope with mental and psychological issues such as homesickness, boredom, discrimination or xenophobia, depression?

The following are some of the tips and advice:

- Engage in some hobbies like gardening, learning new language, visiting historical or interesting sites
- Become a member of existing migrant groups or organisations
- Participate in Embassy or Consular events
- Communicate regularly with friends and family
- Find new friends outside your work; meet other nationalities; do not limit your friends to your own nationality
- Write your thoughts, views, etc.; make your diary
- Know more about the culture, practices, laws, etc. of other nationalities working with you or you encounter regularly, especially of your employer

4. How can I use my insurance and other related benefits?

To properly use and maximise the benefits of your insurance:

Know and understand very well its provisions, contents, benefits and coverage

Pay the fees regularly and timely (if the insurance is paid by the employer, check regularly if it is timely paid; if not, report to the employer or recruiter)

Secure copies of the forms that will be used if you avail of the benefits

Know the contact information of the nearest office where you can submit your claims

Keep duplicate copies of any medical results, doctors' prescriptions, receipts or invoice, etc.

5. What are contingency plans and emergency preparedness and response? How am I affected by these?

Contingency plans and emergency preparedness are integrated document, plan or strategies that are made operational in times of crisis or emergencies or preferably, before they occur, in the host or destination countries of migrants. Emergencies or crisis include political conflict, public unrest, calamities or natural disasters, fire or other accidents that affect a substantive number of people, including the migrants. The importance of these contingency plans is to prepare the government, in partnership with support networks, to protect, provide for the needs, relocate or evacuate the migrants when the

crisis or emergency escalates, and ensure that they are safe, secure and protected. Being a migrant, it is also important for you to be familiar with the contingency plans.

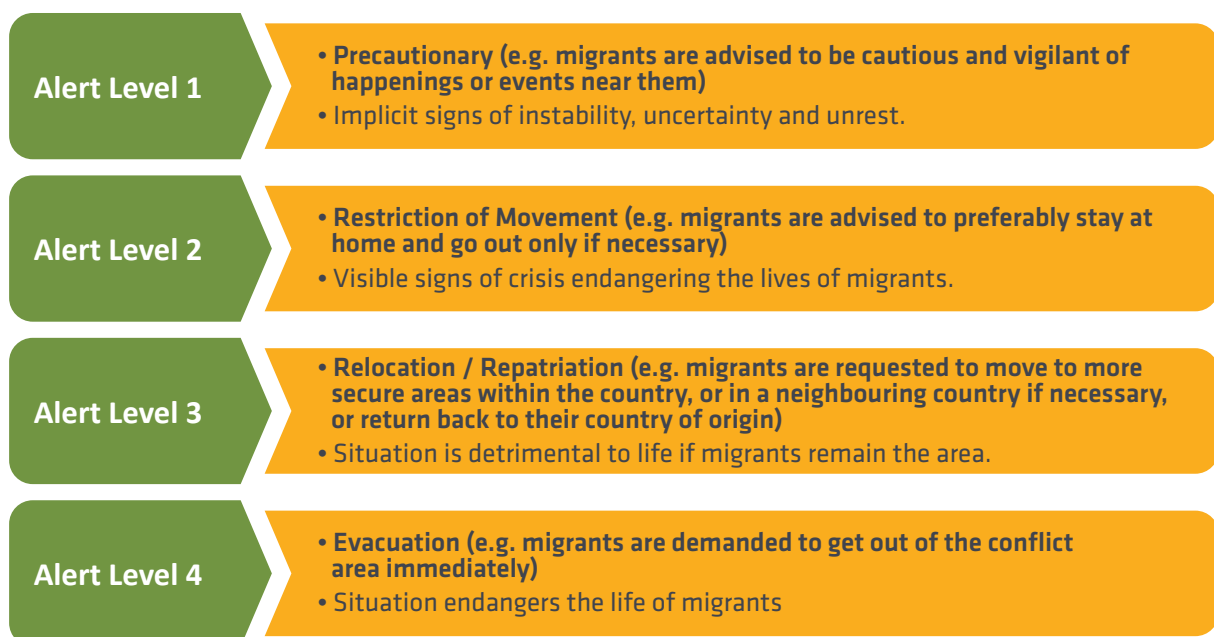
They should be country-specific because they have to contain information and respond to emergencies specific to countries that will affect the nationals. Examples of these crises are Ebola that affected migrants in West Africa; Libyan political conflict that relocated a substantive number of migrants first to Tunisia then back to the migrants' respective countries; and the Asian financial crises that also resulted to massive lay-offs of migrants.

The usual content of a contingency plans are the following:

- Profile of migrants
- Potential crisis or emergencies associated with such country
- Relocation, evacuation and repatriation plan
- Support networks such as transport providers, shelters or temporary lodging, medical clinics and hospitals, etc.
- Government structure and responsibilities
- Communication strategies

6. What are the alert level warnings in times of crisis or emergencies that I should be familiar with?

Below is an example of alert level warning especially when there is a political conflict, war or public disturbance in a certain locality or country.





7. What should I do in times of or in preparation for emergencies?

The following are tips and advice in times of emergencies:

- Do not panic
- Ready or get your emergency bag (containing necessities such as water, food, medicines, essential documents and communication equipment, and some clothing) for eventual evacuation or relocation
- Know your exit routes and ways going to the Embassy, Consulate or other support network (police, hospital, shelter, etc.)
- Memorise emergency telephone numbers of police, hospital, fire station and other relevant numbers
- Communicate with friends, buddies, other colleagues or co-workers

Other tips will depend on the nature of the emergencies. As such, participate in trainings or drills, know the various evacuation procedures, get regular updates and advice from authorities, and keep calm.

8. Who are the support network that I can reach out to in times of crisis or emergencies?

The contingency plan or the Embassy usually have this list. For your own safety, know and memorise the emergency numbers of your Embassy or Consulate as well as the police, hospital and fire station.

There are also temporary shelters, Migrant Resource Centres and community club/centres that offer help during emergencies such as Red Crescent or Red Cross.

Module 6 Examinations

Please identify whether the following statements are true or false.

	true	false
a. <i>In order to avoid homesickness, one remedy is to join migrant organisations and participate in their activities.</i>		
b. <i>Be familiar with the evacuation strategies and emergency responses such as the fire exit within your place of residence and work.</i>		
c. <i>I have never been sick in the past so it will be difficult for me to be affected by new viruses in other countries.</i>		
d. <i>Since I have an insurance which will pay for my medical bills, I need not worry about being sick while working overseas.</i>		
e. <i>Memorise the address and phone number of the Embassy or Consulate so that you can call them in times of emergencies.</i>		
f. <i>If there are warnings about political unrests or conflict that are occurring nearby my place of work or residence, it is ok for me to walk around since I am a foreigner and I am not involve with their political unrest or conflict.</i>		
g. <i>If I face discrimination abroad from other nationalities, I should fight back at once so that they will not repeat it.</i>		
h. <i>One of the strategies to avoid xenophobia and discrimination is to open more communication and understanding with people of other culture, language, beliefs and practices.</i>		

8. Module 7. Government Agencies for Migrants

These government agencies are responsible for taking care of the migrant workers. [check country specific government structure and their respective mandate, responsibilities, programmes and services]

Country	Institutions		
Afghanistan	Ministry of Refugees and Repatriation	Displacement and Refugees Expert Committee	Ministry of Labour and Social Affairs
Bangladesh	Ministry of Expatriates Welfare and Overseas Employment	Wage Earners Welfare Board	Ministry of Home Affairs
Iraq	Ministry of Migration and Displaced	Ministry of Home Affairs	Ministry of Labour and Social Affairs
Pakistan	Ministry of Overseas Pakistanis and Human Development	Overseas Pakistanis Foundation	Ministry of Home Affairs

1. The governance structure and primary mandate of the government agencies mentioned above responds well to the profile of their respective migrants. Bangladesh and Pakistan's migrants are approximately 80% labour migrants; migrants from Afghanistan and Iraq are predominantly refugees or displaced people due to conflict and crisis.
2. In addition, the countries' respective Ministries of Foreign Affairs is also critical in the governance structure as it represents the country in negotiating with host governments, providing consular services to migrants, dealing with foreign employers, etc.
3. For migrant workers in particular, MOFA is important because the Embassies and Consulates will be your first point of contact on all matters while abroad. Labour or community welfare attaches work together with the Ambassador and consular officials for the protection of migrant workers.
4. The mandate of Ministries of Home Affairs in the migration process is in line with the issuance of travel documents such as passports, in managing borders (such as manning immigration counters in airports), and in leading activities or enforcing laws to address human trafficking and people smuggling.



Module 7 Examinations

Please identify whether the following statements are true or false.

	true	false
a. No authorised government agency from your country will assist you if you are staying irregularly in other countries.		
b. In the absence of a labour or community welfare attaché, a consul posted in the Embassy or Missions abroad will be responsible for migrants.		
c. Only one government agency in a country is enough to deal with matters related to migration.		
d. The government will only be able to protect regular migrants in accordance with international and national laws.		
e. In order to get my visa, I have to go to ___ agency in ___ country.		
f. The agency that registers and monitors recruitment agencies is the ___.		
g. In addition to government, there are also support networks such as civil society, migrant groups and international organisations that can help me in times of needs while abroad		
h. The host government does not have any responsibility over me because I am a foreigner and an irregular migrant in its territory.		



MODULE FOR THE ONLINE OR FACE-TO-FACE PEOS/PMOS (Skilled Migrant Workers)



PART I. REGISTRATION PROCESS AND CREATING YOUR ACCOUNT



1. Registration (please fill up the following accurately)

- First, middle, last name
- Birthdate
- Place of residency
- Nationality
- Email address (where all notifications will be sent such as password verification, certificates, etc. It will also serve as the log-in name.)
- Password
- Repeat password

[Once done, you will be prompted to check the email sent to the email address that was indicated in the registration. Click the link in the email. The link will lead you to the log-in page. Please log-in using your email address and password.]

How to go through the modules

Step 1:

The outline of the modules are indicated below. Go through the modules one by one and one step at a time. You have to complete one module and pass the exercises in each module before you can proceed to the next module. Complete the exercises as available and pass the mini-examinations at the last part before going to the next step. There are 7 modules in this Step 1.

Step 2:

Once Step 1 is completed, you will be asked if you prefer to get a certificate and will be prompted to a page where you will fill up the form. Once finished, you will be issued a certificate which will also be emailed to you. You can print the certificate for your file which you may use in the future.



PART II.

GOING THROUGH THE MODULE FOR SKILLED MIGRANT WORKERS

1. *Video/Animation/Story-telling:*

- Story of a man, age 34, single
- Recently a graduate of Masters in Industrial Engineering
- Has 12 years of work experience in an engineering/construction company; has been promoted 4 times in a span of 12 years; currently occupying a senior-level supervisory position in Petronas Company
- Wants to explore other options and opportunities in other countries
- His needs are increasing, costs of living is also increasing
- He is thinking of going abroad, and asks: Can I apply my skills in other countries? Is it in the same professional level or will I work in other fields not directly related to engineering? Are my skills recognised? Will I earn more abroad? Am I ready to face challenges in other countries? Can I adjust to different culture and lifestyle? Do I have enough money to apply? Am I ready? What about my family? Is going abroad the best decision?

Note: The modules cited above will also be applicable to skilled migrants. Such modules as applicable will be included in this section.

The difference between domestic workers and skilled migrant workers are the following and these will be included in the applicable module or sections as above.

1. There is no minimum wage for skilled migrant workers as defined under international law or convention. It will depend on the national laws of the country where they work.
2. Skilled migrant workers may not also require the support of recruiters or agents in getting employed abroad. They can directly apply with the foreign employers (called direct or name hiring in other countries). Despite this, however, and depending on the national laws, they are still required to register with the authorised government agency and comply with some requirements such as membership with and payment of the welfare fund.

Since they need not pass through recruiters, they also need not pay placement fees.

3. Depending on the country of destination and nature of work, the skilled migrant worker may bring along his or her family with him/her. The issue or challenges about leaving family behind as elaborated on the module for domestic workers and low-skilled migrants may not be applicable to the skilled migrants at all times.
4. The most critical issue faced by skilled migrant workers in working abroad is whether they will maintain the work category or level they have in their origin country when they work abroad. This is line with mutual recognition of certificates, skills or qualifications. Some skilled migrant workers may be underemployed in other countries because of the different certification levels adopted by origin and destination countries.
5. Under the STOE, employers are not mandated to provide for food and accommodation for skilled migrant workers compared to domestic workers by the nature of their work.



MODULE FOR THE ONLINE OR FACE-TO-FACE PEOS/PMOS (Low-Skilled Migrant Workers)



PART I. REGISTRATION PROCESS AND CREATING YOUR ACCOUNT



1. Registration (please fill up the following accurately)

- First, middle, last name
- Birthdate
- Place of residency
- Nationality
- Email address (where all notifications will be sent such as password verification, certificates, etc. It will also serve as the log-in name.)
- Password
- Repeat password

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PART II.

GOING THROUGH THE MODULE FOR LOW-SKILLED MIGRANT WORKERS

1. *Video/Animation/Story-telling:*

- Story of a man, age 28, married with family, 3 kids aged 2, 4 and 5
- Finished a one-year certificate course in auto mechanic from TEVTA
- Has 10 years of work experience as mechanic of a local business for car repairs and maintenance
- Wants to explore other options and opportunities in other countries
- His needs are increasing, costs of living is also increasing
- He is thinking of going abroad, and asks: Can I apply my skills in other countries? Because I finished a certificate course from a local vocational training institute, will my skills be recognised? Will I earn more abroad? Can I work longer than one year? Am I ready to face challenges in other countries? Can I adjust to different culture and lifestyle? Do I have enough money to apply? Am I ready? What about my family? Is going abroad the best decision?

Note: The modules cited for domestic work will also be applicable to low-skilled migrants. Such modules as applicable will be included in this section.

The difference between domestic workers and low-skilled migrant workers are the following and these will be included in the applicable module or sections as above.

1. There is no minimum wage for low-skilled migrant workers as defined under international law or convention. It will depend on the national laws of the country where they work.
2. The most critical issue faced by low-skilled migrants in other countries is the short-term employment abroad, at the most one year per contract. They can be renewed at the discretion of the employer and based on market demand. As such, they have to evaluate whether the costs and efforts they incur in preparing for their work abroad is worth the salary and benefits they will receive within one year of employment.



3. Under the STOE, employers are not at all times mandated to provide for food and accommodation for low-skilled migrant workers compared to domestic workers by the nature of their work. Accommodation may be provided such as when the work site is located in far places where public transportation to residential areas are not available.

CONGRATULATIONS! You completed the module for the Pre-Employment Orientation Seminar. Your certificate will be issued asap. The organisers will get in touch with you for this purpose.

We hope that you learned a lot and will be able to apply what you have learned and understood when you eventually decide to migrate or work abroad. If you have any question or clarification, please feel free to contact the Migrant Resource Centres:

<https://www.mrc.org.pk/en/>

<https://www.mrc.afghanistanaf/en/>

www.mrciraq.iq

https://www.facebook.com/Migrant-Resource-Centre-Bangladesh-126181728780059/?modal=admin_todo_tour

We wish you all the best!

