

# QAXOOTIGA & MAGANGALYO- DOONKA

Tilmaan-bixiye waxbarasho, tababar iyo  
shaqo



Waxa advice-resources u soo saaray **RAGU** (Refugee Assessment and Guidance Unit), London Metropolitan University, Bishii Todobaad 2006.

Waxa la cusbooneeyay ugu dambeyn: Bishii Sagaalaad 2008 (Sep 2008).



# Tusmada

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# Waxa uu ku saabsan yahay tilmaan-bixiyahani

Tilmaan-bixiye Loogu Talogalay  
Qaxootiga iyo Magangalyo-doonka



## Ayaa loogu talogalay tilmaan-bixiyahan?

Tilmaan-bixiyahan waxa loogu talogalay qaxootiga iyo magangalyo-doonka qof weyn ah (ka weyn 16 jir) ee ku nool Iglan. Gudaha tilmaan-bixiyahan ereyga 'qaxooti' waxa loo isticmaali doonaa dhamaan dadka haysta Sharci Qaxooti (Refugee Status), Oggalaansho Joogitaan oo Aan Xad Lahayn (Indefinite Leave to Remain) (ILR), Oggalaansho Joogitaan oo Aan Caadi ahayn (Exceptional Leave to Remain) (ELR) ama Oggalaansho Galitaan oo aan Caadi Ahayn (Exceptional Leave to Enter) (ELE), Badbaadin Bini'aadan (Humanitarian Protection) (HP) ama Oggalaansho Joogitaan oo Ku-meel-gaadhsiis ah (Discretionary Leave) (DL), iyada oo si kale la tilmaamay mooyaane. Ereyga magangalyo-doon (asylum seeker) waxa loola jeedaa dadka leh codsi magangalyo oo aan laga soo jawaabin, waxana ku qaatay ama ku jira heerka racfaan ama ambiil.

## Maxaa uu tilmaan-bixiyuhu ka hadlayaa?

Waxa uu tilmaan ka hadlayaa war ku saabsan waxbarashada, tababarka, tabarucidda iyo shaqada, sidoo kalena waxa ku yaalaa xoogaa war dheeraad ah oo ku saabsan xuquuqda iyo waxyaabaha u banaan qaxootiga iyo magangalyo-doonka. Markii aanay suurogal ahayn in aanu bixino war ku saabsan mawduuc gaar ah waxa aanu bixinay magacyada hay'ado kale ama rugo webk ah oo awoodi kara inay ku gargaaraan.

## Sidee baan u isticmaalaa tilmaan-bixiyahan?

Tilmaan-bixiyuhu waxa uu si cad ugu kala qaybsan yahay qaybo ku saabsan mawduucyo kala duwan, sida waxbarashada ama tabarucidda. Waxa aad tilmaan-bixiyaha u akhriyi kartaa si buuxda ama waxa aad toos u tagi kartaa qaybta aad xiiseynaysid. Haddii uu jiro erey ah koobis magac oo aanad garanaynin waxa laga yaabaa in aad ka heshid qaybta erey-bixinta. Waxa xagga dhamaadka lagu bixiyay faahfaahinta la-xidhiidhista hay'ado faa'iido leh.

## Yaa soo saaray tilmaan-bixiyahan?

Waxa tilmaan-bixiyahan soo saaray RAGU (Refugee Assessment and Guidance Unit) oo fadhigiisu yahay London Metropolitan University ([www.londonmet.ac.uk/ragu](http://www.londonmet.ac.uk/ragu)). Waxa loo tarjumay 9 af oo ah afafka beelaha qaxootiga ah. RAGU waxa kale oo ay soo saartay tilmaan-bixiye weheliya kan oo loogu talogalay la-taliyeyaasha la shaqeeya qaxootiga iyo magangalyo-doonka. RAGU waxay si joogto ah u cusbooneysiin doontaa tilmaan-bixiyeaashaa.

## Sidee baan ku bixin karaa jawaabcelin?

Haddii aad qabtid wax ah faalooyin oo ku saabsan tilmaan-bixiyahan loogu talogalay qaxootiga iyo magangalyo-doonka, fadlan u soo dir [ca-advice-resources@lsc.gov.uk](mailto:ca-advice-resources@lsc.gov.uk)

# Xaaladda Imigarayshan, xuquuqda io wixii kuu banaan

Tilmaan-bixiye Loogu Talogalay  
Qaxootiga iyo Magangalyo-doonka



## Sidee buu sharcigayga imigarayshan u saameynayaa xuquuqdayda iyo wixii ii banaan?

Haddii aad tahay **qaxooti** waxa **kuu banaan badi** isla adeegyada u banaan muwaadin Biriitish ah. Xuquuq qaarkood waxay ku xidhan yihiin oggalaanshahaaga joogitaanka iyo wakhtiga aad joogtay wadanka. Haddii aad tahay **magangalyo-doon** waxa aad **xuquuqdaada iyo wixii kuu banaan** ay leeyihiin xad gudaha Boqortooyada Midowday (UK), gaar ahaan wixii la xidhiidha shaqada iyo taageerada dhaqaale.

Haddii **oggalaanshahaaga joogitaanka** Boqortooyada Midowday **uu dhacay** (tusaale ahaan marka aad tahay qof aan qaangaadh ahayn oo la siiyay DL ilaa dhalashadiisa 18-aad) oo aad **codsatay dheereyn** ka dib taariikhda dhicista, waxa markaa **kuu sii socon doonaa oggalaanshahaaga joogitaanka** Boqortooyada Midowday ilaa go'aan laga gaadhayo dheereynta. Xuquuqdaada iyo wixii kuu banaan sidoo kale isma beddeli doonaan.

## Halkee baan ka heli karaa la-talin dheeraad ah?

Haddii aad tahay magangalyo-doon waa in aad la xidhiidhid Adeegga Hal Goob (**One Stop Service**) ee degmadaada si aad u heshid taageero iyo la-talin. Adeeg kasta oo One Stop Service waxa maamula **hay'ad qaxooti** oo weyn, sida Refugee Council. Si aad u heshid adeegga One Stop Service eeg barta: [www.refugeecouncil.org.uk/contact/ukandaddresses.htm](http://www.refugeecouncil.org.uk/contact/ukandaddresses.htm)

Adeegga One Stop Service waxa uu kaa gargaari karaa in aad codsatid taageero iyo guri, uu kuu sheegi karaa war dheeraad ah oo ku saabsan habka magangalyada kuuna gudbin kara hay'ado kale oo faa'iido leh. Haddii aad tahay qaxooti waxa laga yaabaa in adeeggaaga One Stop Service uu awoodi karo in uu kaa gargaaro in aad codsatid gargaarka dawladda (benefits) kuna siiyo war ku saabsan waxbarashada, tababarka iyo shaqada. Waxa aad war faa'iido leh oo ah 20 af oo ku saabsan xuquuqdaada iyo wixii kuu banaan ka heli kartaa barta:

<http://languages.refugeecouncil.org.uk>

## Waa maxay xuquuqdaydu xagga waxbarashada?

Dhamaan **caruurta** magangalyo-doonka iyo qaxootigu **waxa u banaan waxbarasho bilaash** ah. Haddii aad gargaar ama taageero ka heshid NASS waxa kuu banaan in ilmahaaga dugsiga lagu siiyo cunto bilaash ah. Waxa kale oo laga yaabaa in gargaar lagaa siiyo kharashyada dharka dugsiga iyo safarka. Waa in aad la hadashid dugsiga si aad war dheeraad ah uga

heshid arrintan. Dhamaan caruurta jira 3 ama 4 sannadood waxay xaq u leeyihiin boos waxbarasho ah goor hore oo bilaash ah oo laga siiyo goob xanaano ilmo (nursery), koox ciyaareed ama dugsi. Golaha Qaxootigu (Refugee Council) waxa uu hayaa warqad xaqiigeed ku saabsan caruurta qaxootiga:

[http://languages.refugeecouncil.org.uk/pdf/English/Schools\\_English.pdf](http://languages.refugeecouncil.org.uk/pdf/English/Schools_English.pdf)

Magangalyo-doonka iyo qaxootigu waxay **xaq u leeyihiin inay kooras kasta ka qaataan heer kasta**, in alaale intii ay awoodi karaan inay **ka soo baxaan shuruudaha galitaanka** oo ay iska **bixin karaan fiiga ama kharashka kooraska**. Fiiga lagaa rabo in aad bixisid iyo taageerada kuu banaan waxay ku xidhnaan doontaa sharcigaaga imigarayshanka iyo inta ay leeg tahay mudada aad ku noolayd Boqortooyada Midowday.

### ➤ **Waa maxay xuquuqdayda tababar?**

Tababarka farsamo ee aad xaq u leedahay waxa kuu **xidhnaan doonaa sharcigaaga imigarayshanka**. Qaxootigu waxay awoodi karaan inay galaan **barnaamijyada tababarka ee Dawladda** sida Waxbarashada Ku Saleysan Shaqo ee Dadka Waaweyn (Work Based Learning for Adults). Haddii aad tahay **magangalyo-doon** barnaamijyada ay Dawladdu bixiso **kuuma banaana**, xiitaa haddii aad haysatid oggalaanshaha shaqada. Haddii aad tahay magangalyo-doon haysta oggalaanshaha shaqada waxa laga yaabaa in aad awoodid in aad tababar farsamo ka qaadatid shaqo-bixiyahaaga.

### ➤ **Ma la ii oggol yahay in aan cid u shaqeeyo ama iskay u shaqeysto?**

**Qaxootiga** waa loo **oggol yahay inay ka shaqeeyaan** gudaha Boqortooyada Midowday, waana in lool dhaqmaa sida shaqaale kale oo kasta. Waxa taa ku jira in la siiyo ugu yaraan mushaharka ugu yar (minimum wage). Mushaharka ugu yar waa xaq sharci ah oo la siiyo dhamaan shaqaalaha dhaafay da'da ka-tagista dugsi ee qasabka ah waxana dejisay Dawladda. Waxa aad war dheeraad ah ka heli kartaa Khadka Gargaarka Mushaharka Ugu Yar ee Qaranka (National Minimum Wage Helpline) oo ah 0845 6000 678 ama barta:

[www.hmrc.gov.uk/nmw](http://www.hmrc.gov.uk/nmw)

Haddii aad tahay **magangalyo-doon** waxa aan **laguu oggalayn in aad gashid shaqo lacag lagugu siinayo** iyada oo lagu siiyay oggalaansho shaqo mooyaane (permission to work). Waxa taa ku jira iskaa-u-shaqeysiga. Waxa aad **codsan kartaa oggalaansho shaqo** haddii **in ka badan 12 bilood** aad Wasaaradda Gudaha (Home Office) ka sugaysay **go'aanka koobaad ee ku saabsan codsigaaga magangalyada**. Xiitaa haddii aad imminka ku jirtid heerka racfaanka ama ambiilka, waxa aad wali awoodaa in aa codsatid oggalaansho shaqo haddii sugitaankaaga go'aan ee koobaad ahaa 12 bilood ama ka badan. Si aad u codsatid oggalaansho shaqo waa in aad qoraal ku soo hagaajisid Asylum Casework Directorate, Lunar House, 40 Wellesley Road, Croydon, CR9 2BY. Waxa muhiim ah in aad ku soo raacisid lambarkaaga tixraaca ee Home Office.

Haddii lagu siiyo oggalaansho shaqo waa in aad haysatid oggalaanshaha ilaa go'aan kama-dambeys ah laga soo saarayo codsigaaga magangalyo. Kaadhkaga Codsiga Diiwaangalinta (Application Registration Card) (ARC) ayaa wax laga beddeli doonaa si loo muujiyo in aad haysatid oggalaansho shaqo. Waa **in aad tahay codsadaha koobaad ee magangalyada si aad u codsatid oggalaansho shaqo**. Tusaale ahaan, haddii codsiga magangalyadu ku qoran yahay magaca wehelkaaga ama waalid, ma codsan kartid oggalaansho shaqo.



Shaqaalaha Boqortooyada Midowday waxa xuquuqdooda ilaaliya sharciga shaqada, kaasoo taabanaya arrimaha ay ka mid yihiin takooris ku saleysan lab iyo dhedig ahaansho, saacado shaqo oo dabacsan iyo xuquuqda hooyanimada ama aabanimada. Waxa aad war dheeraada ah oo arrintaa ku saabsan ka heli kartaa:

- [www.dti.gov.uk/employment](http://www.dti.gov.uk/employment)
- [www.direct.gov.uk/Employment](http://www.direct.gov.uk/Employment)
- [www.adviceguide.org.uk/employment](http://www.adviceguide.org.uk/employment)

Lambar Caymis Qaran (National Insurance number) (NINO) waa lambar gaar ah oo adiga lagugu aqoonsanayo waxana loo tixraac u isticmaala gargaarka dawladda (benefits) iyo shaqo-bixiyeyaasha. Qaxootiga intooda badani waxay heli doonaa NINO marka ay warqad ka helaan Home Office xaqiijinaysa sharcigooda. Haddii aanad haysan NINO oo aad mid u baahan tahay waa in aad wacdid 0845 6000643. Ka dibna waxa wareysi lagaaga qaadi doonaa Xarun Shaqo (Jobcentre). Waxa aad u baahan doontaa in aad keentid cadeynta aqoonsiga iyo adrees.

### Ma tabaruci karaa?

Tabaruciddu waa gargaar aad siisid hay'ad, badanaa hay'ad samafal ama hay'ad tabaruc, iyada oo aan lacag lagu siin. **Qaxootiga iyo magangalyo-doonka waxa u banaan inay tabarucaan.** Magangalyo-doonku uma baahna oggalaansho shaqo si ay u tabarucaan. Haddii aad tahay magangalyo-doon oo dukumentigaaga Home Office ay sheegayaan in aanad gali karin shaqo aan lacag lagugu siinaynin waxa wali aad awoodi kartaa in aad tabarucdid.

Waa in dhamaan **tabaruceyaashu** helaan **lacag ah kharashyada** sida safarka iyo cuntada. Haddii aad qaadatid taageerada magangalyada ama gargaarka dawladda waa in lacagta lagu siiyo kharashyadaa ay tahay qadarka saxda ah ee aad kharashgareysid. Haddii aad tahay qaxooti oo aad qaadatid gargaarka dawladda waxa aad tabaruci kartaa intii aad jeceshahay, laakiin waa in aanay kaa horjoogsan wakhtiga aad ku heli lahayd shaqo mushahar leh ama aad raadin lahayd shaqo. Waxa aad go'aan ku gaadhi kartaa in aad tabaruciddaada kala hadashid qof jooga Xarunta Shaqada si aan jaho-wareer u dhicin.

### Xaq ma leeyahay gargaarka dawladda ama taageerada magangalyada?

**Magangalyo-doonka intooda badan** waxay xaq u leeyihiin **taageero** ay ka helaan Adeegga Taageerada Magangalyada Qaranka (National Asylum Support Service) (**NASS**). Waxa taa ku jiri kara hoy iyo raashin, ama raashin kaliya haddii aad haysatid meel aad ku noolaatid. Haddii la diiday codsigaaga magangalyada oo aad isticmaashay dhamaan xuquuqdaadii racfaanka waxa laga yaabaa inay kuu banaan tahay Section 4 ama taageerada kiisaska adag (hard cases) ee NASS, haddii aanad awoodin in aad ku noqotid wadankaagii. Waxa muhiim ah in aad la-talin ka heshid adeegga degmadaada ee One Stop Service. Waxa aad war dheeraad ah oo ku saabsan taageerada magangalyada oo ah 20 af ka heli kartaa:

<http://languages.refugeecouncil.org.uk/>

**Qaxootigu waxay xaq u leeyihiin inay codsadaan gargaarka dawladda.** Haddii aad go'aan aqbalaad ah ka heshid codsigaaga magangalyo, taageerada aad heshid NASS waxay ku joogsan doontaa gudaha 28 maalmood. Waxa aad u muhiim ah in aad sida ugu dhakhsaha badan ee suurogalka ah u codsatid gargaarka dawladda (benefits). Si aad u codsatid gargaarka dawladda waa in aad tagtid Xarunta Shaqada (Jobcentre) ee degmadaada. Waxa aad xafiiska degmadaada ka heli kartaa: [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk), ama adiga oo weydiiya adeeggaaga One Stop Service.

**RIES (Refugee Integration and Employment Services) (Adeegyada Dejinta iyo Shaqaaleynta Qaxootiga):** RIES waa adeeg cusub oo bilaabmaya Bisha Tobnaad 2008. Adeegyada RIES waxa ku jira bixinta talo ku saabsan sida loo helo waxbarasho ah luqadda Ingiriisiga, waxbarasho ama koorasyo ah tababar, talo ku saabsan hoyga iyo sida loo helo shaqo. RIES waxa bixiya Refugee Council (Golaha Qaxootiga), Refugee Action, Scottish Refugee Council (Golaha Qaxootiga ee Iskootishka), Welsh Refugee Council (Golaha Qaxootiga ee Waylis) iyo North England Refugee Service (NERS) (Adeegga Qaxootiga ee Waqooyiga Iglan). Barnaamijyadaasi waxay taageero siiyaan qaxootiga sannadkooda ugu horeeya ka dib marka ay helaan oggalaansho joogitaan (leave to remain). Adeegyada ma heli doonaan qaxootiga hore u sii joogay ama qaxootiga cusub ee la siiyo sharci soo maray Case Resolution Programme (Barnaamijka Xalinta Kiisaska). Kaliya waxa uu u banaan yahay magangalyo-doonka la siiyay sharci qaxooti oo soo maray New Asylum Model (NAM) (Nidaamka Magangalyada ee Cusub) ama Humanitarian Protection (Badbaadin Bini'aadan) laga soo bilaabo 1-da Bisha Tobnaad 2008. Rugta internetka ee RIES:

[www.ukba.homeoffice.gov.uk/aboutus/workingwithus/workingwithasylum/integration/ries/](http://www.ukba.homeoffice.gov.uk/aboutus/workingwithus/workingwithasylum/integration/ries/)

Laga bilaabo 11-ka Bisha Lixaad 2007, haddii lagu siiyo Sharci Qaxooti (Refugee Status) ama Badbaadin Bini'aadan (Humanitarian Protection) (oo aad jirtid 18 sannadood ama ka weyn tahay), waxa aad awoodi kartaa inaad codsatid **Daynta Dejinta Qaxootiga (Refugee Integration Loan)**. Taasi waa dayn aan lahayn dulsaar oo kaa gargaari karta inaad iska bixisid waxyaabaha fududeynaya degistaada, sida waxbarashada, shaqo-helista iyo hoyga. Waxa kale oo loo isticmaali karaa gargaar dhaqaale xagga tababarka iyo ictiraafka aqoonta ama waxa loo isticmaali karaa deebaaji ama curaar xagga hoyga. Waa inaad heshaa foom codsi ah oo loogu talagalay daynta isu keenidda qaxootiga taasoo ay wehliso warqaddaada aqbalaadda. Waxaad sidoo kale foom codsi ka soo mingaursan kartaa bartan internetka:

<http://www.ukba.homeoffice.gov.uk/aboutus/workingwithus/workingwithasylum/integration/integrationloan/>

### **Xaq ma u leeyahay hoy?**

Haddii aad tahay **magangalyo-doon ay taageerto NASS** waxa aad **xaq u leedahay** in aad heshid **hoy** ay bixiso **NASS**. Waxa laga yaabaa in aad leedahay saaxiibo ama qoys iyagu hoy ku dejin kara taa beddelkeeda. Haddii aad u baahan tahay hoy ay bixiso **NASS** ma lahaan doontid wax ikhtiyaar ah oo ku saabsan meesha aad kaga noolaan doontid Boqortooyada Midowday.

Haddii aad tahay **qaxooti** waxa aad **maamulka guryaha ee degmadaada** ka **codsan** kartaa hoy. Waxa jira ikhtiyaar kale oo badan sida mulkiileyaal guri oo gaar ah iyo mulkiileyaal guri bulsho oo diiwaansan (registered social landlords). Waxa **muhiim ah in aad la-talin heshid** ka hor inta aanad gaadhin wax ah go'aamo. Wixii ah la-talin xagga hoyga waxa aad la xidhiidhi kartaa Shelter.

Tilmaan-bixiyaha cusub ee Shelter ee loogu talagalay qaxootiga iyo magangalyo-doonka waxa laga heli karaa:

[http://england.shelter.org.uk/shop/publications/adviser\\_tools/housing\\_guides/asylum\\_seekers\\_and\\_refugees](http://england.shelter.org.uk/shop/publications/adviser_tools/housing_guides/asylum_seekers_and_refugees)

### **Ma heli karaa daryeel caafimaad oo bilaash ah?**

Habka daryeelka caafimaadka waxa loo yaqaanaa NHS (National Health Service).

**Magangalyo-doonka iyo qaxootigu** waxay xaq u leeyihiin **daryeel caafimaad oo bilaash ah**. Si aad u ogaatid war dheerad ah oo ku saabsan NHS waxa aad akhriyi kartaa qoraal yar oo

lagu qoray in ka baan 40 af. Waxa aad u baahan tahay in aad booqatid rugta webka ee Wasaaradda Caafimaadka oo ku tala barta: [www.dh.gov.uk](http://www.dh.gov.uk). Gali 'Introduction to the National Health Service' sanduuqa baadhista.

**NHS Direct** waa **adeeg teleefon oo ah 24-ka saacadood** oo bixiya talo iyo war caafimaad oo qarsoodi ah oo la siiyo dadka Iglan iyo Waylis. Waxa aad NHS Direct ka wici kartaa **0845 46 47** haddii aad jiro dareentid ama haddii aad doonaysid faahfaahinta cisbitaalka degmadaada ama Dhakhtar Guud (GP). Haddii aad u baahan tahay turjubaan waxa lagaa rabaa in aad Ingiriisi ku sheegtid afka aad ku hadashid.

Taariikhdu markii ay ahayd 11.04.08 Xaakin Maxkamad Sare ayaa xukumay in dhamaan magangalyo-doonka la diiday ay xaq u leeyihiin daryeel caafimaad.

### ► **Ma heli karaa la-talin sharci?**

Waxa aad u **muhiim** ah in aad **la-talin sharci heshid** ka hor inta aanad gaadhin go'aamo ama si aad foomam u buuxisid si sax ah. Waxay taasi si gaar ah dhab u tahay haddii aad codsanaysid magangalyo, aad racfaan ka qaadanaysid go'aan diidmo ah oo laga soo saaray codsigaagii magangalyo, aad dheereysanaysid oggalaanshahaaga joogitaanka ama aad codsanaysid mideyn qoys. La hadal adeeggaaga One Stop Service ama la xidhiidh mid ka mid ah hay'adaha ku qoran dhamaadka tilmaan-bixiyahan si aad u heshid war dheeraad ah.

Waxa aad 'Sida loo helo talo magangalyo oo fiican' ka akhriyi kartaa barta: [www.advicenow.org.uk/asylumadvice](http://www.advicenow.org.uk/asylumadvice). Warkan oo ku qoran dhawr af ayaa laga helaa barta: [www.multikulti.org.uk](http://www.multikulti.org.uk).

Mashruuca Adeegga Haweenka Qaxootiga ah (Refugee Women's Resource Project) ee ku yaalla Kaalmada Magangalyo Doonka (Asylum Aid) ayaa soo saaray qoraal yar oo loogu talagalay **haweenka magangalyo doonka ah** ee ku dhaqan Boqortooyada Ingiriiska (UK). Waxaa laga heli karaa barta [www.asylumaid.org.uk](http://www.asylumaid.org.uk) waxaana loo tarjumay dhawr luqadood oo ay ku hadlaan mujtamacyada qaxootigu.

### ► **Sidee baan u heli karaa la-taliye?**

Arrimo badan ayaa keeni doona in aad u baahatid gargaar iyo la-talin dheeraad ah si aad u heshid war ama u gaadhid go'aan. Waxa taa loo yaqaanaa IAG (Information, Advice and Guidance). Waxa gudaha Boqortooyada Midowday ka jira **hay'ado badan oo bixiya IAG** iyo qaar si gaar ah ula shaqeeya qaxootiga iyo magangalyo-doonka. Adeegga degmadaada ee **One Stop Service** ayaa kuwaa ka mid ah waxana uu awoodi kaaa in in uu **kuu sii gudbiyo** hay'adaha kale ee faa'iidada leh.

Qaxootiga iyo magangalyo-doonku waxay **la-talin iyo tilmaamid shaqo oo bilaash ah** ka heli karaan **learndirect**. Waxa aad heli karaa talo ku saabsan:

- **Marka aad gashid internetka barta** [www.learndirect-advice.co.uk](http://www.learndirect-advice.co.uk)
- **Adiga oo wacaya teleefonka** 0800 100 900. Waxa la heli karaa xoogaa ah la-taliyeyaal laba af ku hadla (tusaale ahaan Faransiis, Faarsi, Soomaali iyo Urdu).
- **Adiga oo iimay u dira:** [www.learndirect-advice.co.uk/contactus](http://www.learndirect-advice.co.uk/contactus)

**Nextstep** waxay war bilaash ah o ku saabsan shaqo iyo waxbarasho siisaa dadka waaweyn ee jira 20 sannadood ama ka weyn, ee ku nool Iglan. Waxa aad isticmaali kartaa rugta webka ee nextstep si aad u heshid xafiiska degmadaada: <http://nextstep.lsc.gov.uk>

**Connexions** waa hay'ad la shaqeysa dadka jira **13-19 sannadood** gudaha Iglan. Waxa aad xafiiska degmadaada ee Connexions ka heli kartaa: [www.connexions-direct.com](http://www.connexions-direct.com)



# Barashada Ingiriisiga

## Tilmaan-bixiye Loogu Talagalay Qaxootiga iyo Magangalyo-doonka



### Waa maxay sababta ay tahay in aan u barto Ingiriisiga?

Waxa muhiim ah in aad baratid af degmada marka aad ku nooshahay Boqortooyada Midowday. Afka degmada oo aad baratid waxay kaa gargaari doontaa in aad dareentid in aad **ka tirsan tahay beesha** oo aad **saaxiibo yeelatid**, waxa kale oo ay muhiim u tahay **shaqo helidda**. Qaxootiga codsada muwaadinnimada Biritishka waxa imminka laga rabaa inay muujiyaan in afka ay ka joogaan heerka ESOL Entry Level 3. Afka oo aad ku baratid dibadda fasalka waxay kaa gargaari doontaa in aad baratid lajjadda degmada iyo ereyada caamka ah.

### Waa maxay koorasyada ESOL?

Waxa Boqortooyada Midowday ka jira dhawr nooc oo ah koorasyo Ingiriisi. Badidoodu waa koorasyo ah ESOL (**English for Speakers of Other Languages**) (Ingiriisiga Loogu Talagalay Dadka Afaf Kale ku Hadla). Fasalada ESOL waxa **loo qoondeeyay arday leh heerar kala duwan**. Heerka bilawgu (Entry level) waa heerka ugu hooseeya waxana uu u sii kala qaybsamaa saddex heer-hoosaad oo la yidhaahdo Bilaw 1 (Entry 1), Bilaw 2 (Entry 2), iyo Bilaw 3 (Entry 3). Heerka bilawga waxa ku xiga Heerka 1 iyo Heerka 2. Waxa jira 5 heer oo ah ESOL waxana ay yihiin shahaadooyin ah Farsamooyinka Nololsha (Skills for Life). Skills for Life waa tab dawladeed oo lagu hagaajinayo far barashada, tiro barashada iyo ESOL.

### Halkee baan ka baran karaa Ingiriisiga?

#### Koleejyada

Faa'iidooyinka kooleejka oo wax laga barto waa:

- Xulka koorasyada oo fara badan
- Fursada ah dad kale oo lala kulmo
- Kombiyuutaro iyo laybareeri la heli karo
- La-taliyeyaal xagga Adeegyada Ardayda (Student Services)

#### Hay'adaha Qaxootiga

Hay'adaha qaxootiga ayaa bixiya koorasyo ah ESOL. Qaar ka mid ah hay'adaha waxa laga yaabaa inay yihiin RCOs (Refugee Community Organisations) (Hay'ado Beeleed Qaxooti) oo la shaqeeya dadka ka yimi hal wadan ama hal gobol halka qaar kalena ay u adeegi doonaan dhamaan beesha qaxootiga. Faa'iidooyinka halkaa oo wax lagu barto waa:

- Iyada oo aad kalsooni ka heshid in aad wax ku baranaysid meel ay joogaan dad waayo-aragnimo u leh qaxootiga
- La-talin takhasusid leh ayaa la heli karaa

### Dugsiyo af oo gaar ah

Dugsiyo af oo gaar ah ayaa koorasyo Ingiriisi ah oo bilaash ah siiya qaxootiga iyo magangalyo-doonka. Dugsiyada afka ee gaarka ahi waxay isugu jiraan dugsi weyn oo leh goob iyo qalab fiican ilaa dugsi yar oo bixiya dhawr kooras kaliya. U hubso in aad booqatid dugsiya afka ka hor inta aanad is qorin kooras si aad u aragtid in uu kugu haboon yahay iyo in kale.

### Waxa interneta laga helo

Waxa jira illo badan iyo koorasyo bilaash ah oo laga helo internetka oo loogu talagalay dhamaan heerarka Ingiriisiiga. Faa'iidada ay leedahay internetka oo aad wax ka baratid waxa weeye waxa aad wax baran kartaa wakhtiga aad rabtid kuna socon kartaa xawaaraha aad rabtid.

Rugaha internetka ee faa'iidada leh waxa ka mid ah:

- [www.bbc.co.uk/skillswise](http://www.bbc.co.uk/skillswise)
- [www.bbc.co.uk/worldservice/learningenglish](http://www.bbc.co.uk/worldservice/learningenglish)
- [www.learnenglish.org.uk](http://www.learnenglish.org.uk)
- <http://a4esl.org/>
- [www.uefap.com](http://www.uefap.com)

Waxa aad internetka ka gali kartaa laybareeriga degmadaada ama xarun ICT oo dadka u furan. Xarumaha waxa laga helaa beesha dhexdeeda, sida xarun waxbarasho dad waaweyn ama hay'ad beeleed. Labada nooc ee waaweyn ee ah xarun ICT ee dadka u furan waa xarumaha UK Online iyo xarumaha learndirect. Xarumaha qaarkood waxa laga yaabaa inay labadaba yihiin.

**Xarumaha UK Online** waxay bixiyaan qalabka ICT ee aad u baahan tahay iyo gargaar iyo taageero ah xagga isticmaalidda kombiyuutarada iyo internetka. Waxa aad:

- Isticmaali kartaa kombiyuutaro
- limayl
- Aad gali kartaa internetka
- Aad qaadan kartaa kooras gaaban oo ah 'dhadhamin'

Si aad u ogaatid meesha xaruntaada UK Online ku taalo waxa aad weydiin kartaa laybareeriga degmadaada, wac 0800 77 1234 ama eeg rugta webka [www.ufi.com/ukol](http://www.ufi.com/ukol). Xarumaha qaarkood waxay taageero ku bixiyaan afaf kale laakiin waxa aad u baahan doontaa in aad taa kala hadashid xarunta degmadaada.

**Xarumaha Learndirect** waxa laga helaa kombiyuutaro iyo koorasyo internetka laga helo oo ay ku jiraan koorasyo ah Afka Ingiriisiga. Si aad u heshid Xaruntaada Learndirect ee kuugu dhow, ka eeg rugtooda internetka ee ku taalla barta [www.learndirect.co.uk](http://www.learndirect.co.uk). Learndirect waxay haysaa noocyo fara badan oo koorasyo ah waxana ay qiimeyn doonaan heerka afkaaga si loo arko heerka kuugu fiican. Koorasyada muhiimka ah ee ESOL waxa la yidhaahdaa ELLIS waxana ku jira gargaar dheeraad ah oo ah dhawr af. Waxa kale oo learndirect ay bixiyaan kooras ah 'Ku Soo Dhawow Ingiriisiga' oo la siiyo dadka afku ku cusub yahay.

### Sidee baan ku heli karaa kooras Ingiriisi ah?

Si aad u heshid kooras Ingiriisi ah oo aad qaadan kartid:

- La hadal la-taliye jooga One Stop Service ama hay'ad qaxooti oo kale
- Tag koleejka degmadaada oo weydii faahfaahinta koorasyadooda

- Kala xidhiidh learndirect lambarka 0800 100 900 ama eeg rugtooda webka [www.learndirect.co.uk](http://www.learndirect.co.uk)

Ka hor inta aanad bilaabin kooras Ingiriisi ah waxay u badan tahay in lagaa qaado imtixaan gaaban si loo ogaado heerka kuugu fiican. Haddii aad dhaaftay heerka koobaad waxa aad u gudbi doontaa heerka ku xiga. Haddii fasalada heerkaagu ay buuxaan waxa magacaaga la galin doonaa liis sugitaan.

### Sidee baan isu qoraa?

Marka aad is qortid kooras waxa laga yaabaa in lagu weydiiyo in aad **muujisid dukumentiy**o si aad u **xaqiijsid sharcigaaga imigarayshanka**. Waxay taasi noqon kartaa warqad ka timi Home Office ama ARC. Haddii aad **qaadatid taageero magangalyo ama gargaar** waxa lagaa rabi doonaa in aad sidoo kale taa **cadeynteeda muujisid**.

### Immisa ayuu noqonayaa kharashka koorasku?

Laga bilaabo 2007/08 qaxootiga aan shaqo haynin ama qaata gargaarka ku saleysan dakhliga (benefits) waxa wali u banaanaan doona ESOL bilaash ah.

Hase yeeshee, haddii aad tahay **magangalyo-doon** waxa kaliya oo aad **xaq u yeelan doontaa fasalo ESOL oo bilaash ah** lix bilood ka dib **codsigaaga magangalyo**. Waa inaad sugaysid go'aan ku saabsan codsigaaga ama racfaan qaadashadaada haddii lagu diiday magangalyo oo aad qaadatid taageerada 'Section 4' ee NASS; sababta oo ah ma awoodid inaad ku noqotid wadankaagii hooyo, waxa sidoo kale aad awoodi kartaa inaad koorasyada ESOL ku gashid bilaash.

Haddii aad tahay **magangalyo-doon** da'diisu tahay **16-18 sanadood** waxa aad awoodi doontaa inaad **koorasyada ESOL ku gashid bilaash** haddii aad qaadatid taageerada NASS, ama haddii aad tahay ilmo aan la wehelin oo doonaya magangalyo oo ay daryelaan adeegyada bulshadu. Haddii da'daadu gaadho 19 jir inta aad ku jirtid kooras, waad sii wadi karta waxbarashada ilaa dhamaadka kooraska. Haddii aad ku jirtid liis sugitaan kooras oo da'daadu gaadho 19 ka hor inta aan boos lagu helin, waxa aad kooraska ku dhigan kartaa bilaash.

Kharashka kooraska Ingiriisigu ee koleejyada wuu kala duwan yahay wuxuuna ku xiran yahay qadarka lagaa rabo inaad bixisid. Qaxootiga waxa laga qaadi doonaa qadarka hooseeya ee laga qaado ardayda wadanka laakiin magangalyo-doonka waxa laga qaadi karaa qadarka sare ee laga qaado ardayda wadamada dibadda (inkasta oo koleej kasta uu madax-banaani u leeyahay arrintan).

### Sidee baan u dooran karaa kooras?

Haddii aad ku nooshahay aag leh noocyo badan oo ah ESOL waxa aad u baahan tahay in aad si taxadir leh uga fikirtid nooca kooraska aad rabtid. Haddii ay suurogal tahay waa in aad taa kala hadashid la-taliye. Waxa muhiim ah in aad ka fikirtid waxa kuugu fiican iyo habka aad ku nooshahay.

- Ma rabtaa kooras ESOL oo lagu daray mawduuc kale?
- Ma u baahan tahay in aad muhimaddii siisid hal aag oo ah afka?
- Ma rabta kooras loo qondeeyay xirfad gaar ah?
- Waa maxay wakhtiga maalintii aad rabtid in aad wax baratid?

## Sidee baan Ingiriisiga ugu baran karaa dibadda fasalka?

Haddii aad rabtid in aad baratid Ingiriisiga waa in aad shaqo leeg ta aad fasalka ku qabatid aad sidoo kale ku qabatid dibadda fasalka. Ingiriisiga oo aad ku tababaratiid markii aad kari kartid macnaheedu waxa uu noqon doonaa in si dhakhso ah Ingiriisigaagu u hagaago. Haddii saaxiibadaa ku hadlaan isla afka aad ku hadashid, kula heshii in aad Ingiriisi kula hadashid, xiitaa saacad kaliya maalintii.

### Daawashada telefishanka

Waxa aad arki doontaa in daawashada noocyo kala duwan oo ah barnaamijyo telefiskan ay kaa gargaari doonto in aad hagaajisid Ingiriisigaaga. **Barnaamijyada caruurto** waxay noqon karaan hab fiican oo aad ku bilawdid haddii Ingiriisigu kugu cusub yahay sababta oo ah **afkoodu waa mid** fudud waxana jira ku-celin badan. **Barnaamijyada warku** aad bay faa'iido u leeyihiin sababta oo ah waa lagu **soo celiyaa** waxana aad wax ka ogaan kartaa nolosha gudaha Boqortooyada Midowday. Haddii telefishankaagu leeyahay 'teletext' waxa aad qoraalo-hoosaad u heli kartaa barnaamijyada qaarkood marka aad riixdid 888. Haddii aad haysatid telefiskan ah 'dhijital' waxa aad barta doorashada ama menjuuga ka dooran kartaa 'subtitles' ka dibna raaci kartaa fariimaha. Waxa aad barnaamijyada telefishanka ku duubi kartaa fiidiyow si aad u daawatid mar kale.

### Dhageysiga raadyowga

Raadyowga oo aad dhageysatid ayaa ah hab kale oo wacan oo lagu barto Ingiriisiga. Hayso raadyow markasta oo aad kari kartid. Marka ugu horeysa waxa laga yaabaa in aad dareentid in aanad waxba fahmin laakiin si tartiib ah ayaad u soo fahmi doontaa. **Raadyowga degmada** oo aad dhageysatid waxay kaa gargaari doontaa in aad **baratid lahjadda** lagu hadlo waxana iman doonta in aad ogaatid waxa ka socda aaggaaga. Waxa laga yaabaa in ay faa'iido leedahay in aad duubtid waxyaabaha qaarkood ee laga sii daayo raadyowga oo aad mar kale dhageysatid.

### Akhriska

Wargeysyada, majaladaha iyo buugaagta oo aad akhridid waa hab fiican oo lagu tababarto Ingiriisiga oo aad ku kordhisatid ereyadaada. Wargeyso badan oo degmada ah ayaa bilaash ah. Wargeysyada qaranku waxay yihiin laba nooc: baal weyne (broadsheets) iyo baal yare (tabloids). Baal weyneyaasha (sida The Times iyo The Guardian) waxa lagu qoraal Ingiriisi qaab fiican oo sax ah waxana ku jira war u badan siyaasad iyo dhaqaale. Baal yareyaasha (sida The Sun iyo The Daily Express) waxa lagu qoraal af maalmeedka iyo Ingiriisiga hadalka lagu isticmaalayo waxana ku sii badan maaweelada iyo warka ciyaaraha.

### Booqashada laybareeriga

Meel fiican oo wax lagu akhriyi karo waa laybareeriga degmadaada. Laybareeriga in **lagu biiro waa bilaash** mana jirto lacag lagaa rabo si aad u amaahatid buugaagta ama u isticmaashid internetka. Waxa kale oo laga yaabaa in laybareerigaagu hayo tiro buugaag ah oo ku qoran **afafka beesha**. Waxa laga yaabaa in aad lacag bixisid si aad u amaahatid alaabta kale sida fiidiyowga ama DVDs iyo si aad wax uga daabacatid kombiyuutarada. Si aad ugu biirtid laybareeriga waxa aad u baahan doontaa in aad qaadatid 1 ama 2 nooc oo ah aqoonsi uu ku yaalo adreskaagu, sida warqad ka timi Home Office, heshiis kiro ama warqad ka timi GP-gaaga.

### Tabarucidda

Tabaruciddu (Volunteering) waa hab fiican oo aad ku barato isla markaana ku tababaratiid Ingiriisiga. Waxa kale oo ay ku siinaysaa fursad aad mashquul ku noqotid, ku baratid

farsamooyin cusub oo aad wax ku biirisid beesha degmadaada. Waxa aad in dheeraad ah ka sii akhriyi kartaa qaybta 'Tabarucidda' ee tilmaan-bixiyahan.

### **Hagid**

Hagiddu (Mentoring) waa marka qof kale lagugu aadiyo, qofkaasoo ah hagahaaga (mentor), oo tilmaan kaa siin doona nolosha Boqortooyada Midowday. Waxa aad ka wada hadli kartaan arrimo kala duwan ama hagahaaga ayaa ku raaci kara si lagaaga gargaaro hawlo gaar ah. Weydii One Stop Service wixii ah mashruucyo degmada ah.

Mashruuca Time Together waa mashruuc hagid qaxooti oo ah heer qaran oo ay wado hay'adda samafal ee Timebank. Marka aad tahay ka-qaybgale ka qaybgala mashruuca waxa lagugu aadin doonaa hage tabaruce ah oo tababaran mudo ah 1 sanno. Waxa jira mashruucyo ah Time Together oo ku baahsan Boqortooyada Midowday. Booqo [www.timetogether.org.uk](http://www.timetogether.org.uk) si aad war dheeraad ah u heshid.



# Waxbarashada

## Tilmaan-bixiye Loogu Talogalay Qaxootiga iyo Magangalyo-doonka



### Waa sidee habka waxbarashada ee ka jira Iglan?

Waxa laga yabaa in habka waxbarashada ee Iglan uu aad uga duwan yahay kii ka jiray wadanka aad asal ahaan ka soo jeedid. Waxbarashada dadka waaweyn waxay badanaa ka dhacdaa koleejyada iyo jaamacadaha. Waxa aad wax u baran kartaa noocyo kala duwan oo ah shahaadooyin. Meesha aad wax ka baran doontid waxay ku xidhaan doontaa nooca kooras ee kuugu fiican. Waxbarashada sare ee jaamacadda ayaa badanaa loo arkaa inay tahay ta ugu qiimo badan laakiin imminka koorasyo heer sare oo badan ayaa lagu bartaa koleejyada Iglan. Waxa aad u baahan doontaa in aad ku fikirtid nooca kooraska, heerka shahaadada, kharashka suurogal ahaan ku jira meesha, taageerada la heli karo iyo sida ay ugu aadayso qorsheyaashaada mustaqbalka.

War faa'iido leh oo ku saabsan habka waxbarashada, oo uu ku jiro sharaxaad ku saabsan shahaadooyinka kala duwan waxa laga heli karaa:

- [www.direct.gov.uk/en/EducationAndLearning](http://www.direct.gov.uk/en/EducationAndLearning)
- [www.qca.org.uk](http://www.qca.org.uk)

Waxa aad xaq u leedahay in aad baratid kooras kasta oo ah heer kasta, in alaale inta ka soo baxaysid shuruudda galitaanka oo aad bixisid fiiga ama kharashyada kooraska.

### Waa maxay waxbarashada sii socota?

Waxbarashada sii socota (Further education) waa waxbarashada la heli karo ka dib da'da 16 jir, laakiin ka **hooseysa heerka digrii** ama shahaado jamaacadeed. Ulajeedada waxbarashada sii socota waxa weeye in dadka loo tababaro **shaqo ama waxbarasho mustaqbalka ah**. Koorasyada la heli karo waa kuwo dabacsan oo kala duwan. Sidoo kale koorasyo ah waxbarasho sare ayaa lagu bixiyaa koleejyada.

### Waa immisa kharashka koorasyada waxbarashada sii socota?

**Koorasyo badan** oo ah waxbarasho sii socotaa ayaa **bilaash u ah** qaxootiga **qaata gargaarka** dawladda. Waxa lagaa rabi doonaa in aad muujisid marag-kac ah in aad qaadatid gargaarka marka aad is qoraysid. Dadka kale waxay u badan tahay inay koorasyada ah heer sare ay ka bixiyaan fii. Qaxootigu waxay xaq u leeyihiin inay bixiyaan fiiga ardayga wadanka ee hooseeya.

Laga bilaabo 2007/08, magangalyo-doonka (da'doodu tahay 19+) uma banaanaana waxbarashada sii socota ee dawladdu maalgaliso, ilaa ay Iglan ka joogeen lix bilood ka dib codsashadooda magangalyo (isla markaana ay wali sugayaan go'aan ku saabsan codsashadooda ama racfaan qaadashadooda) Taa macnaheedu waxa weeye ka hor lixda bilood waxa laga qaadi doonaa qadarka sare ee laga qaado ardayda wadamada dibadda ee ku

jira waxbarashada sii socota. Qaar ka mid ah kuleejyada waxay ku go'aansan karaan qadarka hooseeya ee laga qaado ardayda wadanka sababtoo ah ayagaa go'aankaas iska leh.

War dheeraad ah oo ku saabsan kharashyada koorasyada ee khuseeya magangalyo-doonka ka eeg qaybta 'Barashada Ingiriisiga' ee tilmaan-bixiyahan, gaar ahaan qayb-hoosaadka 'Immisa ayuu noqonayaa kharashka koorasku?'

### ► **Waa maxay gargaarka dhaqaale ee loo heli karo waxbarashada sii socota?**

Maalgalinta taageerada bartaha (**Learner support funds**) ayaa laga heli karaa kuleejyada si ardayda looga gargaaro kharashyada waxbarashada, sida gaadiidka ama buugaagta. Magangalyo-doonka qaata taageerada NASS ee jira inta u dhexeysa 16 iyo 18 sannadood xaq bay u leeyihiin maalgalintaa. Magangalyo-doonka jira 19 sannadood iyo kuwa ka weyn xaq uma laha.

Haddii aad haysatid sharci qaxooti oo aad jirtid 16 sannadood ama ka weyn waxa aad xaq u leedahay maalgalinta taageerada bartaha. Haddii aan lagu siin sharci qaxooti laakiin lagu siiyay oggalaansho joogitaan gudaha Boqortooyada Midowday, waxa aad markaa u baahan tahay in aad wadanka joogtid 3 sannadood ka hor inta aanad xaq u yeelan maalgalinta taageerada bartaha. Taasi ma khuseyso kuwa 16-18 ee haysta sharcigaa, ee aan u baahnayn inay ka soo baxaan shuruudda ah 3 sannadood oo ah deganaansho.

Waxa kale oo aad xaq u leedahay Gunada Joogteynta Waxbarasha (**Education Maintenance Allowance**) (EMA). EMA waa barnaamij dawladeed oo ardayda jirta inta u dhexeysa 16 iyo 19 xaq u siinaya inay helaan lacag u dhexeysa £10 iyo £30 todobaadkii si ay u dhigtaan kuleej ama dugsi. U-banaanaantu waxay ku xidhan tahay dakhliga qoyskaaga. Waxa taa la siin karaa kaliya dadka haysta sharci qaxooti, badbaadin bini'aadan, ama ILR. Haddii aad haysatid ILR waa in aad 'caadi ahaan deganayd' Boqortooyada Midowday 3 sannadood.

### ► **Waa maxay shuruudaha galitaanka ee waxbarashada sii socota?**

Koorasyo badan ayaan lahayn shuruud galitaan oo gaar ah. Buugga ah tilmaan-bixinta (**prospectus**) ee **koleejka ayaa kuu sheegi doona** haddii ay jiraan wax shuruud ah. Marwalba la hadal macallin dhiga kooraska haddii aad dareensan tahay in aad awoodid dhigashada kooraska laakiin aanad ka soo bixi karin shuruudaha galitaanka ee rasmiga ah, sababta oo ah waxa laga yaabaa inay awoodaan inay qaadaan imtixaan gaaban.

Waxa loo baahan doonaa in **Ingiriisigaagu** uu ahaado mid **ku filan** in aad **la socotid fasalada**. Haddii Ingiriisigaagu u baahan yahay hagaajin waxa jira koorasyo badan oo ah ESOL oo la heli karo. Waxa badanaa la heli karaa koorasyo lagu labeeyay ESOL, ama koleejkaaga ayaa gargaar dheeraad ah ka bixin karta Ingiriisiga.

### ► **Sidee baan ku heli karaa kooras ah waxbarasho sii socota?**

- Booqo koleejka degmadaada - soo qaado buugga tilmaan-bixinta oo la hadal Adeegyada Ardayda
- Tag laybareeriga degmadaada— waa inay helaan buugaagta tilmaan-bixinta kuleejyada
- Eeg rugta webka ee koleejka
- Isticmaal rug web oo kale, tusaale ahaan: [www.hotcourses.com](http://www.hotcourses.com) ama [www.learn-direct-advice.co.uk/findacourse/](http://www.learn-direct-advice.co.uk/findacourse/)

### Sidee baan ku doortaa kooras waxbarasho oo sii socda?

Doorashada sax kugu ah waa muhiim, gaar ahaan haddii ay jiraan kharasho meesha ku jira, sidaa daraadeed **la hadal la-taliye**. Waxa laga yaabaa in aad moodid in koorasyadu leeyihiin qiime isku mid ah, laakiin haddii uu koorasku yahay leh dhibco la ictiraafsan yahay (accredited) wakhti dambe ayuu qiime dheeraad ah kuu yeelan doonaa.

Iyada oo ku xidhan aagga aad xiiseynaysid, waxa laga yaabaa in aad awoodi kartid in aad kala dooratid, ama isku dartid:

- **Kooras Farsamo gacan (vocational)** – kaasoo fiican haddii aad ka heshid in aad baratid farsamooyin gacan iyo wax aad gacanta ku qabatid.
- **Kooras ah jaamici (academic)** – kaasoo fiican haddii aad xiiseynaysid shaandheynta iyo baadhitaanka doodaha iyo aragtiyada.

Doorashada kooras ah jaamici ama farsamo gacan waxay kale oo **ku xidhnaan doonta waxa aad rajeynaysid in aad sameysid ka dib waxbarashada**. Nasiib-daro waxa laga yaabaa in koorasyada loogu talagalay in shaqo lagu helo aanay heli karin magangalyo-doonka aan haysan oggalaansho shaqo. Haddii aad kuwaa ku jirtid, waa inaad la hadashid koleejka. Koorasyada u muuqda farsamo gacmeed laakiin lagu labeeyay ESOL ayaa laga yaabaa in wali la heli karo.

Waxa laga yaabaa in aan kooras farsamo gacan ama mid jaamici ah midna kugu haboonayn. Waxa aad dooran kartaa kooras horumarinaya farsamo gaar ah, sida ICT, ama awood soo-bandhigid oo afka ah. Ikhtiyaar kale waxa weeye in aad qaadatid kooras aad isugu diyaarinaysid waxbarasho sare. Waxa ku jira koorasyada isu-diyaarinta ee takhasuska leh, koorasyo ah Access iyo koorasyo ah Ingiriisi.

### Sidee baan u codsan karaa kooras ah waxbarasho sii socota?

Waxa aad u baahan doontaa in aad **si toos ah koleejka** u codsatid. Mudada weyn ee codsiyada la dhiibto waa Bisha Koobaad ilaa Bisha Sagaalaad, laakiin koorasyada qaarkood waxay soo noqon karaa xilli waxbarasho kasta sidaa daraadeed waxa aad codsan kartaa wakhti kasta. Marka aad tagaysid koleejka si aad isu qortid waa in aad sii qaadatid:

- ARC ama dukumenti kale oo ah Home Office
- Warqad muujinaysa gargaarka dawladda ama taageerada NASS

### Waa maxay taageerada ay koleejku ku siin doonto?

Marka aad gashid koleejka, haddii noloshu kugu adag tahay, la hadal barahaaga kooraska ama **Adeegyada Ardayda**. Waxa laga yaabaa in koleejku ay awoodi karto inay ku siiso fasalo dheeraad ah oo ah Ingiriisi, waxbarasho farsamooyin ama ICT. Haddii dhibkaagu u badan mid shakhsi, waxa laga yaabaa in koleejku leedahay Sarkaal Dano Arday (**Student Welfare Officer**) oo aad kala hadli kartid dhibaatooyinkaaga.

### Waa maxay waxbarashada sare?

Waxbarashada Sare (Higher education) waxay ka kooban tahay **koorasyo heer sare ah** oo lagu dhigo jaamacadaha iyo waliba koleejyada waxbarashada sare, iyo koleejyada funuunka (arts) iyo beeraha iyo kuwa waxbarashada dheeraadka ah. Koorasyada dhameystirkoodu waxa uu qaadan karaa inta u dhexeysa 1 ilaa 6 sannadood, taasoo ku xidhan maadada iyo shahaadada waxana heerkoodu noqon karaa shahaadada koobaad ee jaamacada (**undergraduate**) ama shahaadada ka dambeysa qalin-jabinta (**postgraduate**).

Koorasyada waxbarashada sare waxa lagu heli karaa **saddex nooc oo ah shahaadooyin:**

- Dibloomooyin
- Digriiyo
- Shahaadooyin xirfadeed

### Waa immisa kharashka waxbarashada sare?

kharashyada waxbarashada sare waxay noqon karaan kuwo jaho-wareer leh. Waxa jira **laba qiime ama sicir** xagga waxbarashada jaamacadda: 'fiiga ama kharashka ardayga wadanka' iyo 'fiiga ama kharashka ardayda dibadda'. Haddii aad tahay qaxooti (ama xaasku/ninku ama ilmahaagu yahay) waxa aad xaq u leedahay in aad **bixisid 'fiiga arday wadanka ah'** marka aad dhigaynaysid koorasyo buuxa ama wakhti badhkii ah oo ah waxbarasho sare.

Haddii aad tahay **magangalyo-doon** waxay **u badan tahay** in lagaa qaado 'fiiga arday dibadda' marka aad dhiganaysid koorasyo buuxa iyo kuwo wakhti badhkii ah oo ah waxbarasho sare. Hase yeeshee arrintan **waxa u gacan banaan jaamacadda**. Qaarkood waxa laga yaabaa inay magangalyo-doonka dhamaantood ka qaadaan 'fiiga ardayda wadanka' halka kuwo kale laga yaabo inay go'aan u gaadhaan si shakhsiga ku saleysan. Haddii aad rabtid kooras gaar ah la hadal jaamacadda si aad u aragtid waxa ay oggalaan karaan.

Laga bilaabo Bisha Sagaalaad 2008, jaamacadaha iyo koleejyada Iglan waxay qaadi karaan 'fii arday wadanka ah' oo gaadhaya ilaa £3,145 sannadkii oo laga qaadayo ardayda wakhti buuxa ee cusub.. 'Fiiga ardayda dibadda' waxa uu noqon karaa mid ka badan kaa labanlaabkiisa.

### Waa maxay gargaarka dhaqaale ee loo heli karo waxbarashada sare?

Haddii aad haysatid **sharci qaxooti** waxa kuu banaan taageerada ardayda (**student support**) oo ah shahaadada koobaad ee jaamacadda, waxbarashada ka dambeysa qalinjabinta, tababarka macallinnimo ee hore iyo koorasyo kale oo magacaaban (sida HNC, HND iyo 'Foundation Degree'). Haddii aad haysatid **ILR (aanad lahayn sharci qaxooti), ELR, ELE, HP ama DL** waxa aad sidoo kale **xaq** u leedahay taageero arday laakiin waa inaad tahay '**degane caadi ah**' oo deganahaa Boqortooyada Midowday **saddex sannadood** ama ka badan. Waxa kuwan ku jira dadka sugaya go'aan ku saabsan oggalaansho joogitaan oo dheeraad ah. **Magangalyo-doonku xaq uma laha** taageero dhaqaale oo laga siiyo fiiga ama kharashyada waxbarashada ama kharashyo kale, inkasta ha la ekaato muddada ay joogeen Boqortooyada Ingiriiska (UK).

Qadarka taageero arday ee aad heli doontid waxay ku xidhnaan doontaa inta badan dakhligaaga (iyo ka qoyskaaga). Waxa aad war dheeraad ah ka heli kartaa:

- [www.studentfinancedirect.co.uk](http://www.studentfinancedirect.co.uk)
- [www.scholarship-search.org.uk](http://www.scholarship-search.org.uk)
- [www.hero.ac.uk](http://www.hero.ac.uk)

Haddii aad tahay magangalyo-doon ama qaxooti aanuu u banaanayn taageero arday waxa dhib kugu noqon doona in aad lacag u heshid waxbarashada sare. Hay'adaha waxbarashada iyo samafalka ayaa laga yaabaa inay hayaan xoogaa ah maalgalin ama lacag xad leh. Golaha Gargaaridda Jaamiciyiinta Qaxootiga ah (Council for Assisting Refugee Academics) (CARA) ayaa leh buug yar oo aad u faa'iido badan oo la yidhaahdo, 'Higher Education Pathways' oo uu ku jiro war badan oo ku saabsan maalgalinta. Buuggaasi waa u bilaash qaxootiga iyo magangalyo-doonka. Ka wac CARA lambarka 020 7021 0880 ama eeg barta: [www.academic-refugees.org](http://www.academic-refugees.org).

## ► Maxaa dhaca marka sharcigayga imigarayshanku isbeddelo aniga oo ku dhex jira kooras?

Haddii aad tahay magangalyo-doon oo aad heshid go'aan aqbalaad ah adiga oo ku jira kooras waa inaad **isla markiiba u sheegtid jaamacadda**. Waxa dib lagu qiimeyn karaa '**fiiga ardayga wadanka' iyo taageerada ardayga**. Marka aad heshid go'aan aqbalaad ah, waxa aad xaq u yeelan doontaa in aad bixisid '**fiiga ardayga wadanka'** marka ku xigta ee la qaadayo fiiga. U-banaanaantaada taageero arday waxay ku xidhnaan doontaa go'aanka aad ka heshid Home Office.

Haddii aad heshid **Sharci qaxooti (oo leh ama aan lahayn ILR)** waxa aad xaq u yeelan doontaa gargaar ah xagga bixinta fiiga sannadaha ku xiga ee kooraska. Waxa kale oo aad xaq u yeelan doontaa in lagaa gargaaro bixinta fiigaaga sannadka lagu jiro, haddii sharciga aad heshay gudaha 3 bilood oo laga bilaabay maalinta ugu horeysa ee kooraska. Waxa kuu banaan doona taageero ah kharashka nolosha laga bilaabo saddexda bilood ee ku xiga isbeddelkaaga sharciga imigarayshanka.

Haddii aad heshay **ELR, ELE, HP, DL ama ILR (aan lahayn sharci qaxooti)** waa in aad ku noolayd gudaha Boqortooyada Midowday 3 sannadood ka hor inta aanad xaq u yeelan taageero arday.

## ► Waa maxay shuruudaha galitaanka ee waxbarashada sare?

Shuruudaha galitaanku waa kuwo **aad u kala duwan** marka la eego koorasyada iyo goobaha waxbarasho. Waxa aad shuruudaha galitaanka ee kooras kasta ka heli kartaa buugga tilmaan-bixinta **ee koleejka ama jaamacadda** ama waxa aad ka heli kartaa **rugta webka** ee Universities and Colleges Admissions Service (**UCAS**).

Waxa laga yaabaa in shuruudaha galitaanku sidatan u taxan yihiin:

- Darajooyinka shahaadooyin gaar ah (tusaale ahaan A-levels)
- Darajooyinka mawduucyo gaar ah (tusaale ahaan Fisikis) ama aagag mawduuc (tusaale ahaan Fanka iyo Riwaadahaya)

Haddii aad haysatid **shahaadooyin aad ka qaadatay dibadda Boqortooyada Midowday** oo aan liiska ku jirin, waxa looga fiirsan doonaa gooni ahaan. La xidhiidh jaamacadda ama koleejka oo weydii in aad la hadashid Baraha Galitaanka ee kooraska aad xiiseynaysid. Waxa jamaacadaha intooda badan ka jirtaa dabcsanaan maka laga fiirsanayo codsiyada ka yimaada ardayda waaweyn (da'doodu tahay 21 ama ka weyn).

Waa in **Ingiriisigaagu ahaado heer sare** si aad wax u baratid laakiin ma jiraan heerar rasmi ah oo ah Ingiriisi la rabo. Dhibcaha IELTS ayaa ah tilmaan ay jaamacadaha qaarkood isticmaalaan. Dhibco caadi ahi waa 6.0 iyo wax ka sareeya. Marwalba la xidhiidh goobta waxbarasho si aad u ogaatid waxa ay rabaan.

## ► Sidee baan ku heli karaa kooras ah waxbarasho sare?

Waxa aad u baahan tahay in aad heshid **buugga tilmaan-bixinta ee jaamacada**. Waxa kaa toos looga heli karaa Jaamacadda ama laybareeriyada. Waxa laga yaabaa in ay faa'iido leedahay adiga oo **ka baadha internetka**. Waxa aad buug tilmaan-bixin ka dalban kartaa goob waxbarasho sare kasta ama koleej waxbarasho sii socoto oo ku yaala gudaha Boqortooyada Midowday adiga oo maraya barta: [www.aimhigher.ac.uk/courses/order\\_prospectus.cfm](http://www.aimhigher.ac.uk/courses/order_prospectus.cfm)

Waxay internetku leedahay noocyo kala duwan oo ah rugo web oo aad isticmaali kartid si aad u baahid koorasyo ah waxbarasho sare. Waxa kuwaa ku jira:



- [www.learndirect-advice.co.uk](http://www.learndirect-advice.co.uk)
- [www.hero.ac.uk](http://www.hero.ac.uk)
- [www.hotcourses.com](http://www.hotcourses.com)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.ucas.com](http://www.ucas.com)

### Sidee baan ku dooran karaa kooras ah waxbarasho sare?

Tiro balaadhan oo ah koorasyo ayaa laga heli karaa heerka waxbarasho sare. Waxa aad u baahan tahay in aad qodobo kala duwan xisaabta ku dartid sidaa daraadeed waxa muhiim ah in aad **taageero iyo tilmaan ka heshid la-taliye**.

Marka aad go'aan ku gaadhid dhawr kooras waxa aad wici kartaa jaamacadda ama koleejka si aad war dheeraad ah u heshid. Weydii in aad la **hadashid qof ka tirsan qaybta** si aad ugu sharixi kartid xaaladdaada iyo filashadaada.

Haddii ay suurogal tahay, waa in aad tagtid koleejka ama jaamacadda si aad goobta u soo eegtid oo aad u aragtid sida ay u eeg tahay. Jaamadaha iyo koleejyada intooda badani waxay leeyihiin **Maalmo Furnaansho** markaasoo dadka ka shaqeeya qaybaha kala duwan aad kala hadli kartid waxa aad doonaysid in aad baratid isla markaana aad sidoo kale la hadli kartid Adeegyada Ardayda.

Marka taa laga reebo, waxa jira illo badan oo aad isticmaali kartid oo kaa gargaari kara in aad go'aan gaadhid. Waxa kuwaa ku jira:

- Rugaha webka ee jaamacadaha
- Rugaha webka ee ururada xirfadleyda ama Khadad La-talin
- Wargeysyada iyo joornaalada xirfadleyda
- Tuseyaasha qiimeynta ee koorasyada kala duwan (tusaale ahaan <http://education.guardian.co.uk/universityguide>)

### Sidee baan u codsadaa kooras ah waxbarasho sare ?

Sida aad u codsanaysid waxbarashada sare waxay ku xidhan tahay nooca kooraska aad doonaysid in aad codsatid.

Haddii aad doonaysid in aad codsatid **Shahaadada Koobaad** ee waxbarashada sare, **Shahaado Aasaas ah (Foundation degree), HND/HNC ama Diblooma** waxa aad makaa u baahan doontaa in aad **codsatid adiga oo maraya UCAS**, adiga oo isticmaalaya habka codsiga ee internetka ah. Waxa aad war badan oo kale ka heli kartaa: [www.ucas.com](http://www.ucas.com).

Marka aad doonaysid kooras ah **wakhti badhkii ama mid ah shahaadada koobaad** ee waxbarashada sare waa in aad warka sida loo codsado kooras gaar ah ka heshid buugga tilmaan-bixinta ee jaamacadda ama koleejka. Marwalba u hubso wakhtiyada dhicitaanka codsiga. Waxa aad u baahan doontaa in aad **si toos ah goob waxbarasho kasta codsiga ugu gudbisid**.

### Waa maxay taageerada loo heli karo waxbarashada sare?

Waxay ardaydu taageero heli karaan iyaga oo **mara goobta waxbarasho** nafteeda ama iyaga oo maraya **Ururka Ardayda**. Ururka Ardaydu waa gole ay dhiseen ardaydu si uu u matalo oo uu u siiyo taageero iyo la-talin inta ay ku jiraan waxbarashada sare. Waa uu ka madax-banaan yahay koleejka ama jaamacadda.



# Tababarka

## Tilmaan-bixiye Loogu Talagalay Qaxootiga iyo Magangalyo-doonka

### Ma heli karaa barnaamijyada tababarka ee Dawladda?

Haddii aad tahay qaxooti oo aad heshid gargaarka dawladda waxa aad heli kartaa barnaamijyo tababar oo ay maalgalisay Dawladdu. Magangalyo-doonka (leh ama aan lahayn oggalaansho shaqo) uma banaana barnaamijyadaa tababarka ee dawladda. Barnaamijyada waaweyni waa Waxbarasho ku Saleysan Shaqo oo ah Dadka Waaweyn iyo Tababarasho (Work Based Learning for Adults and Apprenticeships). Koorasyada kale ee tababarka waxa taageera Xarunta Shaqada (Jobcentre Plus). Waa in aad kuwaa weydiisid Xarunta Shaqada ee degmadaada.

### Waa maxay New Deal?

Haddii aad tahay qaxooti oo aad qaadatid gunada Shaqo-doonka (Jobseekers Allowance) waxa laga yaabaa in Xarunta Shaqadu (Jobcentre Plus) ay ku taliso in aad ku biirtid 'New Deal'. New Deal waa **barnaamij Dawladeed** oo hadafkiisu yahay in la **taageero dadka si ay shaqo u helaan**. Waxa aad yeelan doontaa la-taliye New Deal oo gaar kuu ah oo kaala shaqeyn doona qorshe si laguugu helo shaqo haboon. Waxa taa **ku jiri kara barnaamij tababar**. Waxa jira dhawr barnaamij oo ah New Deal oo loogu talagalay kooxaha kala duwan, sida waalidka kali ah, dadka da'da yar iyo dadka ka weyn 25 sannadood.

### Waa maxay Work Based Learning for Adults?

Work Based Learning for Adults (**WBLA**) waa barnaamij kale oo ay bixiso Xarunta Shaqadu (Jobcentre Plus) oo loola jeedo in **dadka la galiyo shaqo**. Waxa barnaamijku uu taa higsadaa iyada oo **la marayo tababar iyo waayo-aragnimo shaqo**. Waxa WBLA badi loogu talagalay dadka ka weyn da'da 25 sannadood ee aan shaqeyn 6 bilood, laakiin waxa laga yaabaa in qaxootiga lagu martiqaado inay ku soo biiraan barnaamijka mudo intaa ka horeysa. Waxa aad isu keeni doontaa qorshe tababar adiga oo gargaar ka helaya Xarunta Shaqada kaasoo ay ku jiri karaan waayo-aragnimo, hawl aad u gashid shahaado ama aqoonsi sida NVQ, tababar ku saabsan shaqo gaar ah ama isku-dar ah kuwaa la soo sheegay.

### Waa maxay u-tababarasho shaqo?

U-tababarasho shaqo (apprenticeship) waa nooc ah tababar oo ku saleysan shaqo oo loogu talagalay dadka da'da yar iyo dadka waaweyn ee xiiseynaya inay bartaan farsamooyin cusub oo ay aqoon helaan inta ay shaqeeyaan. Waxa aad la **shaqeynaysaa oo la tababaraysaa** shaqo-bixiye isla markaana waxa aad wax ka **baranaysaa** bixiye waxbarasho, sida koleejka degmadaada. Tababarada Shaqo iyo Tababarada Shaqo ee Horumarsan waxa loogu talagalay dadka jira 16 ila 24 sannadood waxana caadi ahaan dhameystirkoodu qaataa inta u dhexeysa 1 ilaa 3 sannadood. Shuruudaha galitaanku waa dabacsan yihiin.

Haddii aad ka shaqeysid xirfad gaar ah ama aag ganacsi waxa markaa laga yaabaa in tababar shaqo uu kuu noqdo doorasho fiican. Waxa kuu kordhi doona waayo-aragnimo, aqoon iyo

farsamooyin ah aagga aad dooratay, iyo NVQ ah heerka 2 ama 3, aqoonsi ah Farsamooyinka Muhiimka ah (Key Skills) iyo shahaado farsamo sida Dibloomada Qaranka (National Diploma). Waxa aad u baahan tahay in aad u habsatid in aad qaadnaysid doorashada sax kuu ah ka hor inta aanad is qorin tababar shaqo sababta oo ah waxay noqon kartaa shaqo badan. U hubso in aad la hadashid la-taliye ka hor inta aanad go'aan gaadhin. Waxa aad war dheeraad ah ka heli kartaa barta: [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk).

### Sidee baan tababar uga heli karaa shaqo-bixiyahayga?

Haddii aad ku jirtid shaqo waxa laga yaabaa in shaqo-bixiyahaagu **bixiyo ama maalgaliyo tababar** kuu horseedi kara shahaado jaamici ama farsamo ah. Waxa taa ku jiri kara tababarka farsamooyinka aasaasiga ah ama tababar u gaar ah doorka aad kaga jirtid shaqada. Shaqo-bixiyeyaal badan ayaa u heelan horumarinta shaqaalaha. Aqoonsiga Maalgaliyeyaal Dad (Investors in People) ayaa la siiyaa shaqo-bixiyeyaasha muujiya u-heelaan sii socota xagga tababarka iyo horumarinta shaqaalaha.

### Waa maxay taageerada dhaqaale ee la heli karo?

Waxa laga yaabaa in aad awoodid in aad qaadatid **Dayn Horumarin Xirfad** oo kaa gargaarta bixinta kharashka tababarka. Waxa taa **heli kara** kaliya dadka leh **ILR**. Dayntaasi waxay noqon kartaa £300 ilaa £8000 si loo daboolo kharashyada ay ka mid yihiin fiiga kooraska, alaabta kooraska iyo kharashka nolosha. Waxa loo isticmaali karaa koorasyada ah wakhti buuxa ama wakhti badh ah.

Dayn Horumarin Xirfad ayaa kaa gargaari karta bixinta ilaa laba sannadood oo ah tababar farsamo (shaqo la xidhiidha), ama ilaa saddex sannadood haddii kooraska uu ku jiro waayo-aragnimo shaqo gacanta ah oo ah ilaa sannad. Waa in waxbarashadaadu tahay mid la xidhiidha shaqada waana in aanad taageero dhaqaale ka helin hay'ad kale ama aanad qaadn deeq waxbarasho. Dayn Horumarin Xirfad waxay saameyn karta gargaarka dawladda (benefits) ee aad qaadatid sidaa daraadeed waxa muhiim ah in aad la-talin heshid ka hor inta aanad qadan daynta. Xusuuso in Daynta Horumarinta Xirfadu tahay heshiis u dhexeeya adiga iyo bangiga waana in aad darentid in aad awoodid in aad lacagta si buuxda dib iskaga bixin kartid.

Waxa aad buug war oo yar oo ku saabsan Daymaha Horumarinta Xirfadda heli kartaa haddii aad wacdid 0800 585 505, todobada maalmood ee tobobaadka. Waxa kale oo aad weydiin kartaa Xarunta Shaqada ee degmadaada. Waxa aad war dheeraad ah ka heli kartaa: [www.direct.gov.uk/cdl](http://www.direct.gov.uk/cdl).

### Ma sameyn karaa kooras ah leh meeleyn shaqo haddii aanan haysan oggalaansho shaqo?

**Siyaasadda imminka ee NASS** waxa weeye in magangalyo-doonka qaata taageera ay awoodi karaan inay galaan **kooras farsamo** oo ay ku jirto '**meeleyn shaqo**' oo aan mushahar lahayn. Waa in meeleyntaasi ay qayb ka tahay kooraska oo aanay ahayn shaqo mushahar lagu bixinayo. Waxa lagugula talinayaa in aad la xidhiidhid NASS si aad ugu sheegtid kooraskaaga si aan qas ugu dhicin wixii aad xaq u leedahay ama gargaarkaga. Haddii kooraska ay ku jirto guno tababar waxa laga yaabaa in aad u baahan tahay in shuruudaha oggalaanshaha joogitaanka ku-meel-gaadhsiiska ah wax laga beddelo. Waxa kale oo la rabaa in aad u sheegtid NASS wixii ah guno tababar oo aad qaadatid sababta oo ah waxa laga yaabaa inay saameyso taageerada aad ka heshid iyaga. Waa in aanay NASS xisaabta ku darin wixii ah kharashyo gargaar ama cunto.



# Tabarucidda

## Tilmaan-bixiye Loogu Talagalay Qaxootiga iyo Magangalyo-doonka

### Waa maxay tabarucid?

Tabaruciddu (Volunteering) waa **gargaarid** hay'ad, badanaa hay'ad samafal ama hay'ad tabarucid, **iyada oo aan mushahar lagu siin**. Tabaruciddu waa wax **si weyn caam ugu ah Boqortooyada Midowday** iyo dhamaan dadka leh da' iyo taariikh kasta. Waxa si weyn u ixtiraama shaqo-bixiyeyaasha kuwaasoo qiimeyn doonaa waayo-aragnimada aad ka heshid tabarucidda. Qaxooti iyo magangalyo-doon badan ayaa tabarucid siiya hay'adda qaxooti ee degmadooda, hay'ad beeleedda qaxooti (RCO) ama hay'ad tabaruc oo degmada ah.

### Waa maxay faa'iidooyinka tabaruciddu?

Marka laga reebo inay tahay wax lagu istareexo, waxay tabaruciddu leedahay faa'iidooyin badan haddii aad tahay qaxooti ama magangalyo-doon. Waxay tabaruciddu:

- Hagaajin kartaa Ingiriisigaaga iyo farsamooyinkaaga isgaadhsiineed
- Kaa gargaari kartaa in aad la kulantid dad cusub oo aad sameysatid saaxiibo
- Ku bari kartaa farsamooyin cusub oo aad horumarisid kuwa aad hore lahayd
- Ay kordhin kartaa isku-kalsoonidaada

Waxa kale oo ay tabaruciddu **kordhin kartaa shaqo-helistaada** sababta oo waxay kaa gargaari doontaa:

- In aad wax ka baratid dhaqanka shaqada ee Boqortooyada Midowday oo aad heshid waayo-aragnimo ah goobta shaqada ee Boqortooyada Midowday
- In dad ka heshid tixraacyo faa'iido u leh shaqo helistaada mustaqbalka
- In aad muujisid go'aan-gaadhis iyo u-heelanaan, kuwaasoo ay shaqo-bixiyeyaashu si weyn u qiimeeyaan
- In aad waayo-aragnimo ku heshid aag cusub
- In aad sameysid wax ay qiimeeyaan shaqo-bixiyeyaasha dhamaan aagaga shaqada; ha ahaadaan kuwo gaar ah, dadweyne ama tabaruc

Haddii aad tahay magangalyo-doon oo aanad haysan oggalaansho shaqo waxay tabaruciddu noqon kartaa mid si gaar ah faa'iido u leh. Waxay kaa gargaari kartaa in aad buuxisid **barta banaan** ee ku taala **CV-gaaga** ee ka timi adiga oo aan awoodin in aad gashid shaqo mushahar leh. Waxa kale oo ay tabaruciddu ku siin kartaa wax wacan oo aad ku sii jeedid marka la eego nolol maalmeedkaaga kuna darentid in aad ka tirsan tahay beesha degmadaada.

### Sidee baan ku heli karaa meel aan u tabaruco?

Waxa laga yaabaa in aad imminkaba taqaanid meel aad jeceshahay in aad ka tabarucdid, sida xarun beel, hay'ad samafal oo degmada ah ama hay'ad qaxooti. U tag oo la hadal maamulaha ama qof kale oo ku gargaari kara.

Haddii aad u baahan tahay in aad heshid meel aad ka tabaruci kartid waxa aad la **hadli kartaa** adeeggaaga One Stop Service ama waxa aad booqan kartaa Xarunta Tabarucidda (**Volunteer Centre**) ee degmadaada. Badi magaalooyinku waxay leeyihiin Xarun Tabarucid, taasoo ah hay'ad dadka u soo heshad fursado tabarucid. Waxay ku weydiin karaa waxa aad xiiseynaysid in aad heshid oo ay kugu aadin karaan hay'ad degmada ah. Waxa aad xarunta tabarucidda ee degmadaada ka baadhi kartaa rugta webka [www.do-it.org.uk](http://www.do-it.org.uk). Waxa kale oo aad isticmaali kartaa rugtan webka si aad u baadhid adiga naftaada fursado tabarucid.

Waxa kale oo aad tijaabin karta wargeysyada degmada, ama looxyada ogeysiiska ee ku yaala laybareeriga degmadaada ama xarun beeled. Badanaa hay'adaha raadinaya tabaruceyaal halkaa ayay ku soo dhejiyaan xayaysiisyo.

### Maxay tabaruceyaashu qaban karaan?

Waxay tabaruceyaashu ka qaybgali karaan **tiro balaadhan oo ah hawlo**. Adiga ayay kugu xidhan tahay waxa aad rabtid in aad qabatid tabaruce ahaan sidaa daraadeed dooro wax aad ka heshid sameyntiisa oo xiiso kuu leh. Tusaalooyinka hawlo waxa ku jira:

- Turjubaannimo
- Shaqo la-talin
- Shaqo horumarin beel
- Maamul / shaqo xafiis
- Gargaar aad ka bixisid naadi waayeel / caruur
- Bukaanka jiifa cisbitaal oo aad la saaxiibtid

Waa suurogal in aad heshid wax ku beegmaya farsamooyinkaaga iyo xiisahaaga. Haddii aad doonaysid in aad isku daydid wax cusub, tabaruciddu waa hab fiican oo aad ku hormarin kartid farsamooyin dheeraad ah. Waxa laga yaabaa in aad go'aan ku gaadhid in aad tabaruc uga shaqeysid aag aad jeceshahay in aad mustaqbalka ka shaqeysid. Hawlaha qaarkood waxay kaa rabi dooan in aad si fiican ugu hadashid Ingiriisiga, laakiin waxa jira kuwo kale oo aanay sidaa muhiim ugu ahayn. Xusuuso in tabaruciddu tahay hab fiican oo aad ku tababaran kartid Ingiriisiga.

### Sidee baan ku codsan karaa in aan tabaruco?

Ha'aydo badan oo la shaqeeya tabaruceyaasha ayaa leh **hab codsi oo aad u dabacsan**. Waxa aad la kulmi kartaa maamulaha ama kormeere tabaruceyaal oo aad hadal kooban la yeelan kartaa oo aad ka heshiin kartaan waxa doorkaagu noqon doono. Ka dib si dhakhso ah ayaad u bilaabi kartaa.

Waxa jirta in hay'ado kale ay leeyihiin **hab codsi oo sii qaabeysan** oo ay adeegsadaan. Waxa laga yaabaa xayaysiyaan door tabaruc oo gaar ah. Waxay dadka xiiseynaya ka codsan karaan inay soo diraan **CV ama foom codsi** isla maraana ay codsadeyaasha weydiistaan inay bixiyaan tixraacyo. Ka dib waxa ay hay'addu eegi doontaa codsiyada oo ay go'aan ku gaadhi doontaa inay wareystaan codsadeyaasha jagada. Yaanu cabsi ku galin habkan qaabeysan. Marwalba waxa uu yahay tababar fiican oo lagu qaato shaqo-helista mustaqbalka gudaha



Boqortooyada Midowday. Waxa aad wax dheeraad ah ka sii akhriyi karta habkan codsi ee qaabeysan qaybta ku taala tilmaan-bixiyahan ee ku saabsan 'Shaqo iyo iskaa-u-shaqeysiga'.

### ► Maxaan filaan karaa tabaruce ahaan?

Tabaruciddu caadi ahaan waxay leedahay dabacsanaan waxana aad filan karta inay la qabsan karto hawlahaaga kale, sida koleejka ama qoyska. Waa in aad taa kala hadashid hay'adda aad siinaysid tabaruca.

Marka aad tahay tabaruce waa in aad heshid:

- Fikrad cad oo ku saabsan waxa aad rabtid in aad sameysid
- Taageero laga helo xubin shaqaale oo la magacaabay
- Ku-soo-dhaweyn ururka lagugu soo dhaweeyo
- Lacag ah kharashyada, sida safarka ama cuntooyinka

Waxa laga yaabaa in hay'adaha qaarkood ay awoodi karaan inay daboolaan kharashyada sii-haynta ilmaha. Haddii aad u baahan gargaarkan waxa muhiim ah in aad kala hadashid hay'adda ka hor inta aanad is qorin tabaruce, sababta oo ah mid dhif ah.

Tabaruciddu waa inay ahaato mid farxad leh sidaa daraadeed la hadal kormeere tabaruc haddii ay jiraan dhibaatooyin. Qasab kuguma aha in aad meel u joogtid tabaruce ahaan haddii aanad doonin, laakiin isku day in aad hay'adda siisid ogeysiis in alaale intii suurogal ah haddii aad doonaysid in aad ka tagtid.

### ► Maxay hay'addu iga filan kartaa?

Waxa ay muhiim tahay in aad **tabaruciddaada siisid isla muhimadda** aad siin lahayd shaqo mushahar leh. Waxa aad u baahan doontaa in aad ku dhaqantid wixii ah dhaqamo ee ay hay'addu leedahay, aad ahaato qof **la isku halayn** karo oo **xirfadle** ah oo aad isla markaana hay'adda hormaris ahaan ugu sii sheegtid haddii aad rabtid in iska tagtid ama aanad iman karin wakhtigaaga caadiga ah. Hay'addu way isku kaa halayn kartaa si hawl loo qabto, ama looga soo baxo wakhti fulin hawl, sidaa daraadeed waxa aad u muhiim ah in aad wargalisid. Tixraac aad ka heshid kormeere tabaruce ayaa laga yaabaa in ay kaa gargaarto shaqo helidda mustaqbalka.

### ► Waa maxay baadhis CRB oo ma u baahanahay in la ii sameeyo?

Haddii aad doonaysid in aad **tabaruce ahaan la shaqeysid dadka jilicsan**, sida caruurta ama waayeelka, hay'addaada ayaa ku weydiin doonta in aad buuxisid foomka baadhis. Waxa taa loo yaqaanaa baadhis CRB (Criminal Records Bureau). Waxaa baadhistaa loo isticmaalaa **in la arko haddii aad leedahay diiwaan dambi** oo keenaya in aanad ku haboonayn in aad la shaqeysid dadka jilicsan. Ma aha waxa laga walwalo. Hay'adda ayaa ku siin doonta foomka oo kaa gargaari doonta buuxinteeda. Adeeggani waa u bilaash tabaruceyaasha. Waxa aad war dheeraad ah ka heli kartaa [www.crb.gov.uk](http://www.crb.gov.uk) ama waxa aad wici kartaa Criminal Records Bureau oo leh lambarka 0870 90 90 811.

Waxa qaxootiga iyo magangalyo-doonka dhib ku noqon kara inay soo diraan dukumentiyada taageerada ah ee loo baahan yahay. Haddii aanad haysan baasaboora waxa markaa lagaa rabaa in aad keentid 5 dukumentii oo aqoonsi ah (sida cadeyn guur ama cadeyn dhalasho, warqad bangi, biilka adeeg guri sida korontada, ama kaadhka NHS) oo ka tirsan liis dheer. Haddii aanad keeni karin dukumentiyadaa arrinta u sharax hay'adda. Waxa laga yaabaa in ay awoodi karaan inay si kale kuu hawl galiyaan.

### ▶ **Tabaruciddu ma saameyn kartaa gargaarka dawladdu i siiso?**

Haddii aad tahay qaxooti oo aad qaadatid Gunada Shaqo-doonka (Jobseekers Allowance) waxa aad awoodi kartaa in aad tabarucdid laakiin waa in aad taxadir ka yeelatid in aanay saameynin gargaarkaaga. **Waa in aad diyaar u tahay shaqo**, taasoo macnaheedu yahay in aad awoodi kartid in aad tagtig wareysi shaqo oo leh ogeysiis ah 48 saacadood isla markaana aad diyaar u tahay in aad shaqo bilawdid marka lagu siiyo ogeysiis ah hal todobaad. Waxa kale oo lagaa rabaa in **aad si firfircoon u raadinaysid shaqo**. Waxa taa ku jira in aad iska diiwaangalisid hay'ad shaqo, adiga oo codsanaya shaqooyin ama shaqo-bixiyeyaal u diraya CV. Waa in aad u **sheegtid Xarunta shaqada (Jobcentre) in aad tabarucaysid** si aad uga baxsatid dhibaatooyin. Waa in kormeerahaaga tabaruciddu warqad u qoro Xarunta Shaqada si uu ugu sheego waxa ay yihiin kharashyada lagaa bixiyo, iyo in ay og yihiin in lagaa rabo in aad joojisid tabarucidda si aad u bilawdid shaqo isla markaana ay soo qoraan farsamooyinka aad yeelanaysid tabaruce ahaan.



# Shaqo iyo Iskaa-u-shaqeysi

## Tilmaan-bixiye Loogu Talagalay

### Qaxootiga iyo Magangalyo-doonka

#### Ma la ii oggol yahay in aan shaqeeyo?

**Qaxootiga iyo magangalyo-doonka haysta oggalaansho shaqo (permission to work)** waxay awoodi karaan in galaan shaqo ah gudaha Boqortooyada Midowday. Waxa jira war dheeraad ah oo ku yaala qaybta tilmaan-bixiyahan ee ku saabsan Sharciga imigarayshanka, xuquuqda iyo wixii kuu banaan. Haddii aad tahay magangalyo-doon aan haysan oggalaansho shaqo waxa aad isu diyaarin kartaa shaqo. Tabaruciddu waa hal hab oo lagu helo waayo-aragnimo qiime leh iyo waliba tixraacyo ah Boqortooyada Midowday. Waxa kale oo aad go'aan ku gaadhi kartaa in aad baadhid shaqooyinka ka jira Boqortooyada Midowday, baadhitaan ku sameysid xirfaddaada, ama aad dhistid mareeg ah dad aad la xidhiidhid.

#### Waa maxay baadhis shaqo?

Waxa muhiim ah in aad wax ka ogaatid habka shaqo baadhista ee Boqortooyada Midowday haddii aad rabtid in aad heshid shaqo. Waxa laga yaabaa in ay aad uga duwan tahay habkii aad hore u taqaanay. Habku sidu uu u shaqeeyo gudaha Boqortooyada Midowday waa weeye in aad **heshid jago shaqo**, aad codsatid jagadaa shaqo oo haddii lagu doorto, aad gashid wareysi. Habka shaqo baadhistu waxa uu noqon **karaa mid ay xirfaduhu ku kala duwan yihiin** sidaa daraadeed waxa muhiim ah in aad la hadashid la-taliye ama wax ka sii ogaatid haddii aad doonaysid in aad ka shaqeysid aag gaar ah.

Habka shaqo baadhistu waxa uu gudaha Boqortooyada Midowday qaadan karaa wakhti dheer. Waxa muhiim ah in aad xusuusatid in aad isticmaali kartid farsamooyinkaaga, waayo-aragnimadaada iyo aqoontaada aad kala timi wadamada dibadda ka ah Boqortooyada Midowday. Haddii aad haysatid shahaadooyin ama waayo-aragnimo shaqo aad dibadda kala timi qaybta tilmaan-bixiyahan ee 'Isticmaalidda Shahaadooyinka iyo Waayo-aragnimada Wadamada Dibadda,' ayaa faa'iido kuu yeelan doonta.

#### Sidee baan u baadhi karaa shaqooyinka jira?

Isticmaal qiime leh oo aad ku sameysid wakhtigaaga waxa noqon kara adiga oo baadha xirfaddaada, haddii aad mid leedahay, ama adiga oo si guud u baadha shaqooyinka ka jira Boqortooyada Midowday. Waxa aad u baahan tahay in aad ogaatid qofka aad la hadli kartid, meesha uu joogo iyo sida habku u shaqeeyo.

Haddii aad aqoon dheeraad u leedahay suuqa shaqooyinka ee Boqortooyada Midowday waxay kaa gargaari doontaa in aad fahamtid sida habku halkan uga shaqeeyo. Haddii aad leedahay xirfad ama farsamo oo aad rajeyneysid in aad taa sii wadid, waxa aad u baahan tahay in aad u habsatid in shaqadu tahay isla tii aad taaqanay iyo in looga baahan yahay Boqortooyada Midowday. Qaar ka mid ah **rugaha webka ee ku gargaari kara** si aad u baadhid suuqa shaqada ee Boqortooyada Midowday waa:

- <http://jobseekers.direct.gov.uk>
- [www.prospects.ac.uk/links/SectorBs](http://www.prospects.ac.uk/links/SectorBs)

Haddii aad leedahay **xirfad gaar ah** waxa laga yaabaa in aad isweydiisid:

- Maxay shaqadu ka koobnaan doontaa gudaha Boqortooyada Midowday?
- Shahaadooyinka aan haysto ma ka soo baxayaan shuruudaha Boqortooyada Midowday?
- Ma istaahishaa in aan xirfadayda u helo aqoonsi ama ictiraaf mise xirfad u dhow ayaa iiiga fiican?
- Ma jeclaan lahaa in aan iska beddelo xirfadda?

Si lagaaga gargaaro in aad waxyaabaha ka fikirtid waxa aad sameyn kartaa:

- Waxa aad la xidhiidhi kartaa golaha xirfadda ama waxa aad eegi kartaa rugtooda webka (isticmaal rugtan webka si aad u heshid liiska goleyaasha xirfadaha gudaha Boqortooyada Midowday: [www.hero.ac.uk](http://www.hero.ac.uk)).
- Eeg xayaysiisyada si aad u aragtid waxa shaqo-bixiyeyaashu ay doonayaan
- Codso xidhmooyinka codsi shaqo si aad u eegtid sharaxaadaha shaqooyinka iyo faahfaahinta shakhsiga
- Akhri joornaalada ay leedahay xirfaddaadu
- La hadal qof ka shaqeeya xirfaddaada

### ➤ **Waa maxay farsamooyinka muhiimka ah ee shaqo-bixiyeyaashu raadinayaan?**

Marka lagu daro farsamooyinka gaarka u ah shaqada gaar ah, waxay shaqo-bixiyeyaashu raadin doonaan shaqaale leh farsamooyinka muhiimka ah (key skills). Farsamooyinka muhiimka ahi waa **awoodo** ay **shaqo-bixiyeyaashu doonayaan** in dhamaan shaqaaluhu yeeshaan. Waa kuwo **loo wareejin karo** shaqo kale, waxbarashada iyo nolol. Haddii aad beddelatid xirfadda waxa aad farsamooyinkaaga muhiimka ah ku isticmaali kartaa aaggaaga shaqo ee cusub. Farsamooyinka muhiimka ah waxa ku jira:

- Farsamooyinka isgaadhsiinta
- IT
- Tirinta
- La-shaqeynta dadka kale
- Dhibaato xalinta
- Hagaajinta waxbarashadaa iyo waxqabadkaaga

### ➤ **Waa maxay mareeg xidhiidh (networking)?**

Mareeg xidhiidh waxa weeye **la-kulanka dad** ku siin **kara talo iyo war** ku saabsan aaggaaga shaqo oo **ku bari kara dad kale** oo ka shaqeeya aaggaaga. Waxa dadka loo yaqaana 'xidhiidh'. Dad badan ayaa fursadooda shaqo ee ugu horeysa ka hela mareeg xidhiidh. Marka aad soo saartid shaqo-bixiye, waxa aad sameyn kartaa in aad iskaga tagtid adiga oo u sheegaya in aad rabtid tabaruc ama shaqo mushahar leh.

Waxa laga yaabaa in aadan awoodin in aad isku halaysid mareegaha xidhiidh ee dhaqameed sidaa daraadeed waxa muhiim ah in aad si fiirocoon adigu u sameysatid mareeg xidhiidh gudaha Boqortooyada Midowday. La-taliye xirfad ayaa kaa gargaari kara in aad sameysatid liis xidhiidhyo aad leedahay oo ay ku jiraan:

- Saaxiibo iyo qoys
- Macallimiinta koleejka
- Dad kale oo ka shaqeeya aagga shaqo
- Shaqo-bixiyeyaasha muhiimka ah ee aagga shaqo
- Goleyaasha xirfadaha

## Sidee baan ku heli karaa jagooyin?

### Wargeysyada iyo majaladaha

Waxa aad jagooyin banaan ka raadin kartaa **wargeysyada degmada**, ama waxa aad ka raadin kartaa meel kasta oo ah Boqortooyada Midowday adiga ka eegaya **wargeysyada heer qaran**, gaar ahaan baal weynyaasha. Rugaha webka ee wargeysyada badanaa si fudud ayaa looga baadhi karaa jagooyinka banaan ee la xayaysiiyay. Waxa kale oo aad eegi kartaa majaladaha takhasuska leh ee yaala laybareeriga degmadaada ama uu hayo iibiye wargeysyo.

### Xarumaha Shaqada (Jobcentres)

Qasab ma ah in aad qaadatid gargaarka dawladda si aad u isticmaashid adeegyada laga helo xarunta shaqada.

- **Jobpoints** – waxa Jobpoint uu yahay shaashad ama iskiriin kombiyuutar oo taabashada ku shaqeeya oo laga heli karo xarumaha shaqada kuwaasoo haya kumanaan jagooyin banaan. Kaliya dooro nooca shaqo ee aad raadinaysid waxana kuu soo bixi doona liis ah jagooyin banaan.
- **Internet** – Waxa kale oo aad jagooyinka banaan ee Xarunta Shaqadu hayso ka baadhi kartaa rugtooda webka [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk).
- **Teleefonka** Jobseeker Direct oo ah **0845 6060 234** – Jago kasta oo banaan kala hadal La-taliye Xarun Shaqo. Waxay kuu sheegi karaan jagooyinka ka banaan aagga, ay kuu soo diri karaan foomam isla markaana waxay marmarka qaarkood kuu diyaarin karaan wareysiyo.

### Wakaaladaha Shaqaale-qorista

Dad badan ayaa shaqo hela iyaga oo gargaar ka helaya wakaalad shaqaale-qoris. Kuwaasi waa wakaalado **shirkadaha ka gargaara helista shaqaale** ka shaqeeya jagooyin banaan oo ah ku-meel-gaadhsiis ama joogto. Waxa aad adreesyada wakaaladaha degmadaada ka heli kartaa buugga teleefonka ee degmadaada ama 'Yellow Pages'. Si aad iskaga diiwaangalisid wakaalad shaqaale-qoris waxa caadi ahaan lagaa rabi doonaa in aad ballan la sameysatid. Waxay rabi doonaan inay arkaan koobiga CV-gaaga, tixraacyo iyo cadeynta oggalaanshaha shaqada.

### Daaqadaha Dukaanada iyo looxyada ogeysiisyada

Waxa kale oo aad xayaysiiyo shaqo ka heli karta dukaanada sida iibiyeyaasha wargeysyada, dukaanada guud iyo dukaanada waaweyn. Waxa kale oo laga yaabaa in hay'adaha beesha iyo xarumuhu sidoo kale lagu soo dhajiyo jagooyin banaan. Inta badan shaqooyinka sidaa loo xayaysiiyo waxay noqon doonaa kuwo leh xirfad hoose oo laga yaabo in aanay lahayn mushahar fiican.



## Internetka

Dadka raadinaya shaqo ayaa maalinba maalinta ka dambeysa si soo kordhaysa u isticmaala internetka. Xusuuso haddii aanad internetka ka galin karin koleejka ama guriga in laybareeriga degmaada si bilaash ah looga gali karo. Rugaha webka qaarkood waa kuuwo si guud wax uga hadla halka kuwo kale loogu talagalay xirfado gaar ah oo leh heerar farsamo. Tusaalooyinka waxa ku jira:

### Rugaha guud ee shaqada:

- [www.monster.co.uk](http://www.monster.co.uk)
- <http://jobseekers.direct.gov.uk>
- <http://www.fish4.co.uk/iad/jobs>
- <http://jobs.guardian.co.uk>
- [www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)

### Shaqooyinka dawladda iyo tabaruca:

- [www.lgjobs.com](http://www.lgjobs.com)
- [www.charitypeople.co.uk](http://www.charitypeople.co.uk)
- [www.jobsgopublic.com](http://www.jobsgopublic.com)
- [www.opportunities.co.uk](http://www.opportunities.co.uk)

### Shaqooyinka jaamiciyiinta/xirfadleyda:

- [www.get.hobsons.co.uk](http://www.get.hobsons.co.uk)
- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.thebigchoice.com](http://www.thebigchoice.com)
- [www.doctorjob.com](http://www.doctorjob.com)

## Codsiyada maleynta ah

Marka la sameeyo 'la-xidhiidhis maleyn ku saleysan' macnaheedu waxa weeye adiga oo la xidhiidha shaqo-bixiye sababta oo ah waxa aad u maleynaysaa in shaqo jirto. Waxa aad taa sameyn kartaa adiga oo diraya CV iyo warqad dabool ah, adiga oo teleefonka ku wacaya hay'adda ama booqanaya. Haddii aad go'aan ku gaadhid in aad booqatid hay'adda waa in aad marwalba marka hore wacdid si aad u ogaatid inay taa raali ka yihiin. Waxa aad u baahan doontaa in aad marka hore baadhis ku sameysid hay'adda ka hor inta aanad la xidhiidhin.

## Sidee baan u codsan karaa jago banaan?

Waxa Boqortooyada Midowday ka wada jira habab codsi shaqo oo qaabeysan iyo kuwo aan qaabeysnayn. **Hab aan qaabeysnayn (informal system)** waa mid tiro yar oo badi ka jira shaqooyinka mushaharka yar ama aan joogtada ahayn. Waxa aad la kulmi kartaa maamulaha si aad hadal gaaban ula yeelatid oo aydun si dhakhso ah isfaham u yeelataan.

**Hab codsi shaqoo oo qaabeysan (formal job application process)** waa mid ka hore ka sii caamsan ama ka tiro badan ka hore. Waxay u badan tahay in xayaysiiska shaqadu kaa codsadaan in aad soo dirtid **CV iyo warqad dabool ah** ama in aad teleefon ku soo wacdid ama warqad u soo qortid hay'adda adiga oo codsanaya **xidhmo codsi**. Xidhmada codsigu waxay kuu sheegi doontaa taariikhda kama-dambeysta ah ee la qabanayo codsiga waxana caadi ahaan ku jiri doonaa:

- Sharaxaad shaqo
- Faahfaahinta shakhsi ee la rabo

- Foom codsi shaqo ama in lagaa codsado CV
- Foomka ilaalinta fursadaha loo siman yahay
- Codsii ah tixraacyo

### ➤ Waa maxay sharaxaad shaqo?

Sharaxaadda shaqadu (job description) waxay muujin doonta **waajibaadka iyo xilka**. Waxay kuu sheegi doontaa **waxa laga filayo qofka** gudaha hay'adda. Waa in ay kuu sheegto magaca jagada, qofka ah maamulaha jagada, ulajeedada shaqada oo ay taxdo dhamaan waajibaadka iyo xilka. Waxa muhiim ah in taa si taxadir leh u akhridid si aad u codsatid shaqo adiga sax kugu ah.

### ➤ Waa maxay faahfaahinta qofka la rabo?

Faahfaahinta qofka la rabo (person specification) waxay ku xidhan tahay sharaxaadda shaqada. Waxay dejinaysaa **sifooyinka** laga rabo qofka **hay'addu ay raadinayso**. Waxa laga yaabaa in faahfaahinta qofku ay sheegayso farsamooyinka, waayo-aragnimada, aqoonta, awoodaha iyo tayada qofka laga rabo.

Waxay faahfaahintu qofku kuu sheegi doontaa waxa lagaa rabo in aad yeelatid iyo heerka lagaa rabo. Sifooyinka qaarkood waxa lagu sharaxaa inay yihiin kuwo lagama-maarmaan ah (essential) taasoo macnaheedu yahay in aad leedahay si aad u awoodid in aad qabatid shaqada. Sifooyin kale ayaa lagu sharaxaa inay yihiin kuwo laga helo (desirable). Taa macnaheedu waxa weeye in kuwaasi aanay lagama-maarmaan u ahayn shaqada laakiin ay gargaar siin karaan codsigaaga haddii aad ka soo bixi kartid qaar ama dhamaan sifooyinka laga helo.

Marka hay'addu go'aan ka gaadhayso cidda la wareysanayo, ama cidda 'laga darayo liiska gaaban' (short listing'), waxay eegi doonaan codsigaaga oo ay arki doonaan sida aad u muujisay in aad ka soo baxaysid faahfaahinta qofka laga rabo.

### ➤ Sidee baan u buuxiyaa foomka codsiga?

Waxa foomka codsiga u kala qaybsanaan doonaa dhawr qaybood. Waxa kuwaa ku jiri doonaa warkaaga shakhsi (sida magaca iyo adreeska), aqoontaada iyo taariikhdaada shaqo. Xusuuso in haddii aad leedahay waayo-aragnimo tabaruc ay taasi tahay mid ay qiimeeyaan shaqo-bixiyeyaashu waxana muhiim ah in aad ku soo dartid codsigaaga.

Waxay u badan tahay in codsigaaga footokoobi lagu sameeyo sidaa daraadeed **garaac ama kombiyuutar ku garaac**, ama isticmaal **qoraal gacan oo cad**. Haddii foomka dushiisa ay kaa dhamaato meesha aad wax ku qori lahayd waa in aad ku soo dartid warqad kale laakin u hubso in aad si cad magac ugu qortid.

### ➤ Waa maxay hadal shakhsi?

Hadalkaaga shakhsi (personal statement) waa **qaybta ugu muhiimsan** foomka codsiga. Kaasi waa fursaddii aad ku **muujin** lahayd in aad ka soo baxaysid faahfaahinta qofka laga rabo iyo in aad tahay **qofka ugu fiican inuu qabto shaqada**.

Waxa talooyin faa'iido leh ka mid ah:

- Hadalkaaga shakhsi sii abuur oo meel kale ku sii qor ka hor inta aanad ku dul qorin foomka codsiga
- Wakhti sii hadalka shakhsi si aad u sameyatid codsi tayo sare leh
- U hubso in aad ka hadashid qodob kasta oo ku yaala faahfaahinta qofka laga rabo
- Bixi marag-kac ah in aad ka soo bixi kartid sifooyinka la rabo isla markaana sheeg tusaalooyin kooban
- Shaqo kasta oo aad codsanaysid u qor hadal shakhsi oo cusub
- Ka dhig hadalkaaga shakhsi mid xiiso leh oo gaar ah
- La-taliye weydiiso in uu kaa eego ka hor inta aanad dirin
- Kaydso koobi ah hadalkaaga shakhsi sababta oo ah waxa laga yaabaa in lagu isticmaalo wareysiga

### Sidee baan u qoraa CV iyo warqad dabool ah?

CV, ama Curriculum Vitae, waa dukumenti soo koobaya **aqoontaada, farsamooyinka, waayo-aragnimadaada iyo xiisahaaga**. Warqad dabool ah (covering letter) waa warqad aad la dirtid CV-gaaga si qofka akhrinayaa kuu xiiseeyo waxana ay sharaxaysaa sababta aad adigu u tahay qofka ugu fiican in uu shaqada qabto. Waxa muhiim ah in aanad ku celin waxa ku qoran CV-gaaga laakiin aad sii balbalaadhisid farsamooyinkaaga, waayo-aragnimadaada iyo tayoyinkaaga. Si aad u heshid talo ku saabsan sida loo habeeyo warqaddaada daboolka ah booqo:

[www.get.hobsons.co.uk/advice/applications\\_covering](http://www.get.hobsons.co.uk/advice/applications_covering)

Waxa **muhiim ah in aad talo raadsatid** marka aad qoraysid CV. Waxa aad xoogaa gargaar ah oo ku saabsan sida loo qoro CV ka heli kartaa barta:

[www.learn-direct-advice.co.uk/helpwithyourcareer/writecv/](http://www.learn-direct-advice.co.uk/helpwithyourcareer/writecv/)

Waa in aad **ku beegtid CV-gaaga shaqo kasta** oo aad codsanaysid. Waxa aad ku bilaabi kartaa CV aasaasi ah oo muujinaysa dhamaan farsamooyinkaaga, aqoontaada iyo xiisahaaga. Ka dibna CV -gaaga ayaad wax ka beddeli kartaa si aad u muujisid awoodahaaga iyo tayoyinkaaga muhimad u leh fursadda shaqo.

Waxa CV loo qori karaa siyaabo badan. Kuwa ugu caamsan ee la isticmaalo waa:

- **Functional CV** (CV Hawleed) – waxay kuwaasi xoogga siiyaan farsamooyinkaaga iyo awoodahaaga muhimadda u leh shaqada, halka ay xoogga ka saari lahaayeen shaqadaada iyo taariikhdaada waxbarasho. Badanaa waxay aad ugu fiican yihiin magangalyo-doonka iyo qaxootiga, gaar ahaan haddii in mudo ah aanad shaqeynin, aad iska beddelaysid xirfadda ama aad ka soo shaqeysay dhawr shaqo oo mudo gaaban ahaa. Tusaa CV hawleed ah qaxooti waxa laga heli karaa rugta Prospects: [www.prospects.ac.uk/downloads/sis/bgissues/CV3.pdf](http://www.prospects.ac.uk/downloads/sis/bgissues/CV3.pdf)
- **Chronological CV** (CV Taariikheed) – Kuwaasi waxay warkaaga u qoraan nidaam taariikheed. Waxay muujin karaan sida aad ugu hormartay xirfaddaada iyo sida aad u heshay farsamooyin iyo aqoon. Waxa laga yaabaa in aanay ahayn nooca CV ee ugu fiican in la isticmaalo marka marrar badan aad beddelatay shaqada ama ay jiraan meelo banaan oo ku jira taariikhdaada shaqo.
- **Targeted CV** (CV Jiheysan) – kuwaa si gaar ah ayaa loo qoray si ay uga soo baxaan shuruudaha shaqo-bixiye gaar ah. Waxay muujin kartaa in aad fahamsan tahay baahida hay'adda aad shaqada ka codsanaysid.

Waxa faa'iido leh in aad ku hadashid afaf badan. Waa in aad afafka aad ku hadashid ku sheegtid foomkaaga codsiga ama CV. Waxa fiican in aanad Ingiriisiga ku darin qaybta 'afafka lagu hadlo' sababta oo ah qofka akhriyaya codsigaaga waxa ka soo qaadi doonaa in aad ku hadashid.

### ➤ Waxa maxay tixraac ama tixraac-bixiye?

Tixraac-bixiye (referee) waa qof **si wacan kuu yaqaana** oo **taageeri kara codsigaaga** ku saabsan shaqo ama tabarucid. Waxa laga yaabaa in hay'adda aad shaqo ka codsanaysid ay kula xidhiidhaan teleefon ama qoraal. Caadi ahaan waxa lagaa codsan doonaa in aad bixisid 2 tixraac-bixiye.

Wixii ah ah shaqo mushahar ah waxa badanaa lagaa rabaa in aad bixisid tixraacyo (references) ka imanaya dad aad la shaqaysay, macallinkaaga ama la-taliyahaaga. Waa in aad **dooratid dad aad si wacan kuu yaqaana** oo faalo ka bixin kara farsamooyinkaaga, waayo-aragnimadaada iyo dabeecadaada. Haddii aad codsanaysid shaqo tabaruc ah, waxa laga yaabaa in lagu weydiiyo in aad bixisid tixraacyo 'dabeecad' (character). Kuwaasi waa dad sharixi kaa in la isku kaa halayn karo oo lagu aamini karo. Waxay noqon karaan qof ka tirsan xarun beeleed degmadaada ah (drop-in centre), ama beeshaada ama diintaada. Tabarucidda waa hab fiican oo lagu heli karo tixraac ah Boqortooyada Midowday oo mar dambe loo isticmaali karo shaqo mushahar leh.

### ➤ Sidee baan u sharixi karaa shahaadooyinkayga aan kala imi wadamada dibadda?

Waxa aad u baahan tahay in aad sharaxdid shahaadooyinka dibadda si **hay'addu ay u fahamto**. Xusuuso in shaqo-bixiyuhu xiiseynayo waxa aad taqaanid iyo waxa aad sameyn kartid.

Waa in codsigaagu wato **tarjumad Ingiriisi ah** oo ku saabsan shahaadadaada. Haddii aad u maleynaysid in ay ku gargaari doonto waxa aad ku soo dari kartaa **qiimeynta NARIC**. Waxa kale oo aad ku soo dari kartaa qaar ka mid ah farsamooyinka muhimadda leh ee aad baratay intii aad sameynaysid shahaadada.

### ➤ Sidee baan waayo-aragnimo shaqo uga heli karaa Boqortooyada Midowday?

Waxa laga yaabaa in hal sabab oo aanad shaqo ah firxaddaada u helin ay tahay adiga oo aan lahayn waayo-aragnimo shaqo Boqortooyada Midowday oo kugu filan iyo tixraacyo. Inaad kuwaa heshid waxa kaa gargaari kara meeleyn shaqo (work placement). **Meeleyn shaqo** waa marka aad **qadar wakhti oo lagu heshiyay la joogtid shaqo-bixiye iyada oo ujeedadu tahay inaad heshid waayo-aragnimo shaqo oo muhimad leh**. Meeleynta shaqadu waxay ku siin doontaa **fursad farsamooyinka aad leedahay kaga isticmaashid** goob shaqo oo ah Boqortooyada Midowday. Ururada qaarkood (sida RAGU) waxay leeyihiin barnaamijyo gaar ah oo qaxootiga xirfadlaha ah u raadiya meeleyn shaqo. Dad kale ayaa hela meeleyn shaqo marka ay iskood ula xidhiidhaan shaqo-bixiyeyaasha.

### ➤ Maxaan ka filan karaa meeleyn shaqo?

Meeleynta shaqo waxay noqon kartaa **mid ku kala duwan heerka taageero dhaqaale ee la bixiyo**. Shaqo-bixiyeyaasha qaarkood waxay bixiyaan kharashka safarka, kharashka qadada

iyo sii-haynta ilmaha laakiin qaar baa bixiyaa wax aad u yar. Meeleynta shaqadu waxa kale oo ay **ku kala duwanaan kartaa inta todobaad ee ay soconayso** (min laba todobaad ilaa dhawr bilood) iyo **tirada maalmaha todobaadka ee aad tagaysid**. Waxa laga yaabaa in meeleynta shaqo qaarkood ay leeyihiin **tababar takhasus leh** halka kuwa kale **lagaa filayo inaad kaliya joogitaanka goobta shaqada aad wax ka baratid**. Marka aad ku jirtid meeleyn shaqo waxa aad filan kartaa **guudmar** lagaa siiyo ururka ama shirkadda, **taageero** aad ka heshid horjoogahaaga iyo **fursad aad ku hormarisid farsamooyinkaaga**. Hase yeeshee waa inaad diyaar u noqotid inaad qayb wakhtigaaga ka mid ah ku bixisid qabashada shaqo caadi ah oo aad la qabatid kooxda shaqada iyo adiga oo barta farsamooyin cusub. Dhamaan shaqaalaha waxa laga filayaa inay tan sameeyaan.

**Lacag ma la i siin doonaa marka aan ku shaqeeyo meeleyn shaqo?**  
**Shaqo-bixiyeyaasha qaarkood waxay dadka lacag ku siiyaan** meeleyn shaqo. Badanaa tani waxay tahay mushaharka ugu hooseeya. Waxa aad u baahan tahay inaad **si taxadir leh uga fiirsatid saameynta** ay lacagta lagu siinayo ku yeelan karto **faa'iidooyinka gargaarka (benefits) ama taageero shaqo (in-work support)** oo la siiyo qoyskaaga, sida "family tax credit" (cashuur-dhaaf qoys). Waxa fiican inaad heshid **talo dheeraad ah** oo arrintan ku saabsan. Waxa aad taa ka heli kartaa "Citizen's Advice Bureau" (Xafiiska La-talinta Muwaadiniinta) ama waxa aad weydiin kartaa xafiiska "Jobcentre Plus" ee degmadaada.

**Sidee bay meeleyn shaqo uga duwan tahay tabarucidda?**  
Si weyn bay isugu **eeg yihiin**. Waayo-aragnimo shaqo iyo tixraacyo faa'iidooyin leh oo ah heer xirfadeed kasta ayaad ka heli kartaa tabarucidda. Tusaale ahaan, qareennadu ama looyaradu waxay tabaruc ahaan ugu shaqeyn karaan qareen ahaan. Meeleynta shaqo waxay kaga duwan tahay waa iyada oo sii habeysan waxana ujeedadeedu tahay in lagaa gargaaro inaad waayo-aragnimo shaqo ku heshid aag shaqo oo gaar ah sida xisaabaadka, maamulka, kaaliye macallin. Tabarucidda badanaa way ka dabacsan tahay waxana laga yaabaa inaad ku shaqeynin heerka farsamooyinkaaga. Fiiri qaybta tilmaan-bixiyahan ee ku saabsan tabarucidda si aad u heshid war dheeraad ah.

**Sidee baan ku sharaxayaa meelaha banaan ee ku jira taariikhda xirfaddayda?**

Haddii aad meelo banaan kaga tagtid CV ama foomkaaga codsiga waxa uu shaqo-bixiyuhu u maleyn doonaa in aad wax qarinsid. Haddii ay jiraan kaliya dhawr bilood oo ka maqan taariikhda xirfaddaada waxa laga yaabaa in aad awoodid in shaqada ama waxbarashada ku qortid sannado buuxa, halka aad kaga qori lahayd bilo.

Tusaale ahaan waxa aad qori kartaa:

- Xoghaye, 1998-2001
- Kalkaalin Gaar u ah Maamulaha, 2002-2004

Halka aad ka qori lahayd:

- Xoghaye, Bishii Sagaalaad 1998 – Bishii Tobnaad 2001
- Kalkaalin Gaar u ah Maamulaha, Bishii Saddexaad 2002 – Bishii Kow iyo Tobnaad 2004

Haddii meesha banaani ay ka dheer tahay dhawr bilood markaa isku day in aad sababta u sharaxdid si waxtar leh. Waxa laga yaabaa in aad ku jirtay tabarucid ama korin caruur. U hubso



in aad ku soo dartid wixii ah waayo-aragnimo ee aad leedahay ama farsamooyin aad yeelatay, sida barashada Ingiriisiga.

### ► Sidee baan ku sharixi karaa wakhtiga xabsiga ama xidhista?

Waa in aad la **hadashid ta-taliye** haddii ay suurogal tahay in aad taa ka hadashid. Hay'adaha la shaqeeya qaxootiga waa in ay u dabacsanaadaan arrintan. Waxa laga yaabaa in shaqo-bixiyeyaasha kale aanay fahmin xaaladaha ka jira wadamada kale ee xidhistu ku sii badan tahay.

Haddii lagu xidhay kaliya dhawr bilood waxa laga yaabaa in aad go'aan ku gaadhid in aanad ku sheegin codsigaaga. Haddii aad xabsi ku jirtay mudo dheer waxa dhib ah in meel banaan laga tago. Waa in aad sheegtid taariikhaha aad ku jirtay xabsiga oo aad sharaxdid sababaha, tusaale ahaan, "Waxa la ii xidhay fikradahayga xisaasadeed."

### ► Sidee baan ku sharixi karaa ku-jiristayda hawlo siyaasadeed?

Qof kasta xaaladdisu way ka duwan tahay xaaladda qofka kale sidaa daraadeed waa dhib sidii arrintan looga bixin lahaa talo guud. Waa adiga qofka sida ugu fiican go'aan uga gaadhi kara sidii loo tilmaami lahaa firfircoonidaada siyaasadeed iyo heerka faahfaahin ee aad bixin lahayd. Hawlgalkaagu waxa uu noqon karaa fursad aad ku muujisid farsamooyin muhimad leh, waayo-aragnimo iyo aqoon. Waxa aad go'aan ku gaadhi kartaa inaad si furan u soo bandhigtid siyaasadeed. Waxa kale oo aad go'aan ku gaadhi kartaa inaad u soo bandhigtid si guud, tusaale ahaan:

- U-tabarucid hay'ad xuquuq bini'aadan, urur shaqaale, hay'ad haween, hay'ad xuquuqda dadka tirada yar, iwm.
- Olaleyn lid ku ah ku-shaqeysiga caruurta, gudniinka haweenka, iwm.
- shaqo beeled

Haddii shaki kaaga jiro sidii aad si furan uga hadli lahayd hawlahaaga siyaasadeed ama sidii aad u muujin lahayd farsamooyinka iyo aqoonta aad heshay, fadlan la tasho la-taliye.

Waxa aad muujin kartaa tirada balaadhan ee ah farsamooyin iyo aqoon ee aad yeelatay iyada oo sababtu tahay firfircoonidaada siyaasadeed. Tusaalooyinka waxa ka mid ah:

- Isku-daba-ridka dhacdooyinka
- Maamulista dadka
- Maamulis dhaqaale
- Maamulista mashruucyo leh illo si weyn u xadeysan
- Taageero siinta dadka la takooray ama la fogeeyay
- Ka-jawaabista isbeddelka degdegga ah
- Wada-hadalka
- Xalinta khilaafka

Waxa kale oo aad soo qaadi kartaa aqoonta iyo fahamka aad yeelatay sababta oo ah firfircoonidaada siyaasadeed, sida:

- Arrimaha xuquuqda bini'aadanka
- Xaaladaha siyaasadeed ee sii balaadhan, ama arrimaha dhaqaalaha, dhaqanka iyo kuwa madaniga ah
- Arrimaha deegaanka ee heer caalami iyo heer qaran
- Arrimaha sinaanta iyo kala-duwanaanta dadka

### ➤ **Maxaan sameeyaa haddii aan ka aqoon ama shahaadooyin weynahay jagada aan codsanayo?**

Xoogga saar sharaxaadda shaqada iyo faahfaahinta qofka la rabo. U muuji shaqo-bixiyaha in aad **shaqada si wacan u qaban kartid** oo aad xiiseynaysid gaar ahaan **in aad iyaga u shaqeysid**. Waxa aad u baahan tahay in aad u muujisid in aad niyad u haysid in aad qabatid shaqada aad codsanaysid.

### ➤ **Maxaan u baahan ahay in aan ka ogaado wareysiyada?**

Wareysigu (interview) waa fursad aad hay'adda ugu muujin kartid waxa aad u qaban kartid isla markaana aad ku sii ogaan kartid war dheeraad ah oo iyaga ku saabsan. Waxa aad la kulmi doonta hal ama dhawr shaqaale oo ka tirsan ururka waxana lagu weydiin karaa xoogaa su'aalo ah. Waxay kuwaasi xidhiidh la yeelan doonaan sharaxaadda shaqada, faahfaahinta qofka la rabo iyo codsigaaga.

Haddii aad codsanaysid shaqo mushahar leh waxa uu wareysigu noqon doonaa mid qaabeysan. Marka jagadu tahay mid tabaruc ah waxay u badan tahay in wareysigu ahaado mid dabacsan oo aan qaabeysnayn. Xusuuso:

- In aad hawlgal ahaan iyo maskax ahaanba isa soo diyaarisid
- In aad bixisid tusaalooyin ah farsamooyinkaaga iyo waayo-aragnimadaada
- In aad weydiisatid in su'aal laguug soo celiyo ama si kale laguugu sheego haddii aanad fahmin

### ➤ **Ma weydiisan karaa warcelin ka dib wareysiga?**

Waxa **caadi ah** in la weydiisto 'warcelin' (feedback) ku saabsan wareysiga. Waxay taasi ka koobnaanaysaa qof ka tirsan guddida wareysiga oo kuu sheega waxa aad si wacan uga soo baxday iyo sida aad u sii wanaajin kartid. Waxa laga yaabaa in taa lagu sameeyo teleefonka ama qoraal ahaan. Haddii aanad ku fiicnaan wareysiga waxa laga yaabaa in aad u baahan tahay in aad ku tababarato 'farsamada wareysiga'. Si aad taa u sameysid waxa aad la-taliyaha xirfadda ka codsan kartaa in uu kuu sameeyo wareysi 'matalaad ah'.

### ➤ **Maxaan sameeyaa haddii aan la ii soo bandhigin wareysi?**

- Markale eeg codsigaaga. Ma muujinayaa in aad leedahay farsamooyinka ay hay'addu doonayso?
- Xusuuso in jagooyin badan leeyihiin tartan badan. U hubso in aad baadhis ku sameysid shaqada, shirkadda iyo xirfadda ka hor inta aanad codsi dhiiban.
- Xoogga saar in aad codsatid jagooyinka aad dhabtii doonaysid.

### ➤ **Halkee baan ka heli karaa war dheeraad ah oo ku saabsan iskaa-u-shaqeysiga?**

Waxa laga yaabaa in aad go'aan ku gaadhid in aad dooratid in aad iskaa u shaqeysatid halka aad cid kale u shaqeyn lahayd. Hay'adaha qaxootiga qaarkood ayaa bixiya koorasyo gaar ah oo ku saabsan bilaabista ganacsi. Weydii adeeggaaga **One Stop Service** faahfaahinta wixii ah koorasyo ka jira aaggaaga. Adeeg-bixiyeyaasha waaweyn aya bixin kara talo iyo gargaar laakiin waxa laga yaabaa in aanay fahmin xaaladaha gaarka kuu ah.

Waxa si weyn muhiim u ah in aad si taxadir leh u qorsheysid iskaa-u-shaqeysiga oo aad heshid gargaar taa ku saabsan. Waxa si weyn dhib u noqon kara dhaqaale aad ku bilawdid ganacsi.

Waxa fikrad fiican ah in aad la xidhiidhid Hay'adda Mashaaricda ee Degmada (**Local Enterprise Agency**). Waxa aad faahfaahinta Hay'adda Mashaaricda ee Degmadaada ka heli kartaa: [www.nfea.com](http://www.nfea.com). Waxa aad war dheeraad ah oo ku saabsan bilaabista ganacsi gaar kuu ah ka akhriyi kartaa barta [www.refugeesintobusiness.org.uk](http://www.refugeesintobusiness.org.uk). Waxa adeegyada si gaar ah loogu beegay qaxootiga sidaa daraadeed eeg arrimaha aad la kulmi kartid marka aad bilaabaysid ganacsigaaga. Waxa kale oo jira xidhmo war ah oo loogu talagalay hay'adaha qaxootiga.

Waxa aad u baahan doontaa in aad sameysid akhris badan oo ku saabsan iskaa-u-shaqeysiga. Waxa laga yaabaa in warka aad u baahan tahay aad ka heshid:

- [www.businesslink.gov.uk](http://www.businesslink.gov.uk)
- [www.smallbusinessadvice.org.uk](http://www.smallbusinessadvice.org.uk)

Hay'adda **Prince's Trust** ayaa sidoo kale gargaar ganacsi lagu bilaabay siisa dadka jira 18-30 sannadood. Waxa taa ku jiri kara talo iyo waliba taageero dhaqaale. Tilmaan waxa laga heli karaa rugta webkooda oo ku taala [www.princes-trust.org.uk](http://www.princes-trust.org.uk) ama waxa aad wici kartaa 0800 842 842.

Xafiiska **Xaruntaada Shaqada (Jobcentre Plus)** ayaa laga yaabaa inay awoodaan inay ku gargaaraan. Taa la-taliyahaaga kala hadal. Haddii ay kuu banaan yihiin oo aad ku biirtid barnaamijyada Xarunta Shaqada qaarkood, sida New Deal, waxa laga yaabaa in aad heshid gargaar dheeraad ah.

# Isticmaalidda Shahaadooyinka iyo Waayo-aragnimada Wadamada Dibadda

Tilmaan-bixiye Loogu Talogalay  
Qaxootiga iyo Magangalyo-doonka



## Shahaadooyinkayga wadamada dibadda ma laga ictiraafi karaa Boqortooyada Midowday?

Waayo-aragnimada iyo shahaadooyinka aad kala timaadid wadamada dibadda waxa ictiraafi kara koleejyada, jaamacadaha iyo shaqo-bixiyeyaasha gudaha Boqortooyada Midowday. Waxa muhiim ah haddii aad haysatid shahaadooyin aad ka heshay dibadda Boqortooyada Midowday in aad ogaatid sida loo barbardhigi karo shahaadooyinka Boqortooyada Midowday. Xiitaa haddii aanad haysan wax dukumentu ah oo aad ku xaqiijisid shahaadooyinkaaga, waxa laga yaabaa in aad ictiraaf u heshid waayo-aragnimadaada. Helista ictiraafku sidaa uma fududa waxana ay noqon kartaa mid niyad-jab badan. Haddii aanad ku guuleysan inaad ictiraaf rasmi ah heshid waxa aad wali qiris, fahmid iyo tixgalin u heli kartaa wixii aad soo dhameysay.

## Waa maxay sababta aan shahaadooyinkayga wadamada kale u barbardhigayo kuwa Boqortooyada Midowday?

Shahaadooyinkaaga oo la barbardhigo kuwa wadankan waxay kaa gargaari doontaa inaad **qorsheysatid mustaqbalka** waxana ay dad kale, gaar ahaan la-taliyeyaasha, goobaha waxbarasho iyo shaqo-bixiyeyaasha, **ka gargaari kartaa inay fahmaan taariikhda waxbarashadaada ama tababarkaaga.**

## Sidee baan u barbardhigi karaa shahaadooyinkayga wadamada kale?

Waxa aad u **baahan doontaa dukumentu**yo xaqiijinaya shahaadooyinkaaga si aad u martid habka rasmiga ah isbarbardhigga. **NARIC** ayaa kaala talin doonta sida shahaadooyinkaaga wadamada kale loo barbardhigi lahaa kuwa Boqortooyada Midowday. Hay'ado badan ayaa leh la-taliyeyaal haya warka NARIC oo kaala talin kara heerka shahaadooyinkaaga iyada oo aan lacag lagaa qaadan. Waxa kale oo aad booqan kartaa:

- [www.naric.org.uk](http://www.naric.org.uk) (shahaadooyinka jaamaceed ama xirfadeed)
- [www.uknpr.org.uk](http://www.uknpr.org.uk) (shahaadooyinka farsamada)

NARIC waxay teleefonka lambarkiisu yahay **0870 990 4088** qaxootiga ku siin kartaa **la-talin isbarbardhig oo bilaash**. Waxa lagaa rabaa in aad siisid warkan soo socda:

- Magaca shahaadada
- Goobta waxbarasho ee bixisay
- Dhererka kooraska
- Taariikhda bixinta

NARIC waxa kale oo ay ku siin kartaa cadeyn qoran oo muujinaysa sida shahaadadaadu u barbardhigmayso kuwa Boqortooyada Midowday. Cadeynta Isbarbardhigu (Statement of Comparability) (oo lacagteedu tahay £47.00 ama £39.95 haddii aad internetka ka codsatid) waa

warqad sharaxaysa shahaadooyinka Boqortooyada Midowday ee ay NARIC ka soo qaaday in shahaadadaadu la mid tah

### ▶ **Maxaan sameeyaa haddii aan dareensan ahay in shahaadadayda qiimaheeda hoos loo dhigay?**

Qiimeynta ka timaada NARIC waxa loola jeedaa kaliya tilmaan qiyaas ah ee loola jeedo qiime-beddelaad sax ah. Iyada oo sidaasi jirto ayaa marmarka qaarkood qofku niyad-jabi karaa haddii qiimeynta ay helaan ay ka hooseyso heerka ay filayeen. Haddii aad dareento in qiimeyntooda si weyn u yareysay qiimaha shahaadadaada waa in aad la **xidhiidhid NARIC** adiga oo wacaya 0870 990 4088 **si aad arrintaa ugu hadashid.**

Xusuuso in **qodobo kale** oo ku saabsan shahaadada ay **iyaguna muhiim yihiin**, sida heerka tartanta lagu galo kooraska, mudada iyo nuxurka kooraska, ama sumcadda jaamacaddu ka leedahay wadankaaga. Waxa laga yaabaa in loo baahdo in aad taa sharaxdid marka aad shahaadadaada kala hadlaysid shaqo-bixiye, koleej ama jaamacad.

### ▶ **Sidee baan u barbardhigi karaa shahaadooyinkayga xirfadda?**

Haddii aad haysatid shahaado xirfadeed (tusaale ahaan dhakhtarnimo, looyar ama qareen, injineer ama macallin) aad ka qaadatay wadankaaga, waa in aad la **xidhiidhid golaha xirfadda**. Waxay kuu sheegi doonaan sida shahaadadaadu u barbardhigmi karto kuwa Boqortooyada Midowday. Gole xirfadeed waa hay'ad sharci u dejisa ku-shaqeysiga xirfadda.

Goleyaashu xirfadduhu waxay leeyihiin habab u gaar ah oo ku ictiraafaan shahaadooyinka wadamada dibadda. Waxa laga yaabaa in hababkaa ay ku jirto qiimeyn ay ka helaan shahaadooyinka oo ay sameyso NARIC ama hab kale.

### ▶ **Sidee baan ictiraaf ugu heli karaa shahaadooyinkayga?**

Haddii aad hesho barbardhigga shahaadooyinkaaga aad kala timi wadamada dibadda, waxa laga yaabaa in aad doontid in aad ogaato haddii aad mid ka mid ah u heli kartid wax ictiraaf ah. Waxa laga yaabaa in aad taa u doonaysid si aad **uga soo baxdid shuuradaha galitaanka kooras**, ama si aad **shaqo-bixiye ugu xaqiijisid** in aad qaban kartid shaqada.

### **Sida ictiraaf loogu helo shahaadooyinka xagga shaqada**

Xirfadaha qaarkood waxay leeyihiin shuruud sharci oo ah in shahaadada uu aqbalu ururkoodu, isbahaysigoodu ama golahoodu haddii aad doonaysid in aad ka shaqeysid UK. Waxbarashada, Dhismaha iyo Xirfadaha Caafimaadka badankoodu waxay leeyihiin shuruudo. Taa macnaheedu waxa weeye in aad ka soo baxdid dhamaan shuruudaha diiwaangalinta ee uu dejiyay golaha xirfaddu.

Xiradaha kale ma laha shuruudo sharci laakiin waxa laga yaabaa inay muhiim tahay in aad lahaato ictiraaf iyo xubinnimo koox xirfadeed (tusaale ahaan injineeriinta madaniga iyo korontoyaqaanka). Haddii aanu jirin shuruud sharci oo ah in aad leedahay ictiraaf, waxay ku xidhan tahay shaqo-bixiyaha in uu ictiraafu ama aanu ictiraafin shahaadooyinkaaga wadamada dibadda. Waxa laga yaabaa inay eegaan qiimeynta NARIC ama muhimadda siiyaan waayo-aragnimadaada shaqo iyo wareysi.



### Sida ictiraaf loogu helo aqoontaada xagga waxbarashada

Haddii aad doonaysid inaad codsatid kooras ah waxbarasho sare (iyo koorasyada sii-wadid waxbarasho qaarkood), waa inaad muujisid heerka shahaadooyinkaaga ama aqoontaada. Haddii qiimeyntaada NARIC ay ka soo qaadayso shahaadooyinkaagu inay la mid yihiin shuruudaha galitaanka kooraska, waxay u badan tahay in jaamacaddu taa aqbali doonto. Haddii aan laga soo qaadin inay la mid yihiin, la hadal jaamacadda ama koleejka sababta oo ah waxa laga yaabaa inay kuu dabcaan, gaar ahaan haddii aad tahay arday da' roon (ka weyn 21 sannadood).

### Sidee baan ictiraaf ugu heli karaa waayo-aragnimadayda?

Si shahaadooyinkaaga si rasmi loo ictiraaf waxa aad u baahan tahay cadeymo (certificates) ama cadeymo dhibco (transcripts). Waxa jira habab badan oo aad ictiraaf ugu heli kartid waayo-aragnimada aad leedahay haddii aanad haysan dukumentiyadaadii.

### Boortofooliyo

Boortofooliyo (Portfolio) waa **gal habaysan oo ah dumentiyoo iyo marag-kac kale** oo muujinaya waxa aad soo qabatay. Waxa uu muujinayaa **marag-kac** ku saabsan **farsamooyin iyo waayo-aragnimo**. Waa inaad boortofooliyada si joogto ah u cusboonaysiid oo aad waxyaabaha ku jira ku beegtid xaaladda isticmaalka. Faa'iidooyinka dhisidda boortofooliyo waxa weeyaan:

- Waxa aad garanaysaa farsamooyinkaaga iyo awooddaada
- Waxa aad naftaada u sharaxaysaa sida ugu fiican ee suurogalka ah
- Waxa kuu sii fududaanaya inaad tustid warkaaga muhiimka ah dadka kale

Waxa aad u baahan tahay inaad tustid boortofooliyadaada la-taliyeyaasha xirfadda, koleejyada iyo jaamacadaha, shaqo-bixiyeyaasha ama One Stop Service. Waxa aad isticmaali kartaa boortofooliyo si aad u codsatid koleej ama jaamacad, ama marka aad raadinaysid shaqo tabarucid ah ama shaqo lacag lagu bixiyo, ama horumarinta naftaada.

Waa in boortofooliyadaada ay ku jiraan koobiyada wixii ah dukumentiyoo faa'iido leh ee muujinaya wixii aad waayo-aragnimo iyo aqoon shaqo leedahay. Marka lagu daro wixii aad shahaadooyin haysatid, waa inuu ku jiro:

- CV (Taariikh Shaqo)
- Tixraac (References) ka yimi shaqo-bixiyeyaal (shaqo mushahar leh ama tabaruc ah)
- Cadeynta Dhibcaha Duruusta (Transcripts) /mawduucyada waxbarasho (modules) ee lagu dhigtay koleejka ama jaamacadda
- Koobitaano gaaban (oo la yidhaahdo "abstracts") oo ku saabsan tiisiska (theses, dissertation), ama mashruucyada cilmi-baadhistaha ah ee aad soo sameysay
- Sawirada shaqada farshaxanka (haddii aad tahay farshaxan-yaqaan, naqshadle, muhandas)
- Qorsheyaal hawlqabasho (action plans) oo aad isla garateen la-taliye
- Maqaalada wargeyso ama majalado ee aad qortay ama adiga kugu saabsan
- Wixii kale ee ah marag-kac guuleysi aqoon ama shaqo

### Qiimeynta Waxbarashada Hore ee ka Timi Waayo-aragnimo (Assessment of Prior Experiential Learning) (APEL)

APEL waxay shaqo ku leedahay **eegista waxbarashada ka timaada waayo-aragnimada**. Waxa taasi noqon kartaa waayo-aragnimo ka timi shaqo mushar leh ama tabaruc, maararow,

waayo-aragnimo nololeed ama tababar aad ka qaybgashay laakiin aanad u haysan shahaadooyin. Marka aad isticmaashid APEL waxa aad ictiraafid u heli kartaa guuleysi, aqoon, farsamooyin iyo fahmid. Lama eegayo meesha waxbarashadu ka dhacday, afka ay kugu soo martay, ama xaaladaha weheliyay waxbarashada.

Si aad u heshid qiimeynta waayo-aragnimadaadii hore waxa aad u baahan doontaa boortofooliyo, sida kor lagu sharaxay. Waxa boortofooliyadaada lagu qiimeyn doonaa afar qodob oo waaweyn:

- Sax ma tahay oo ma lagu kalsoon yahay?
- Ma bixisay marag-kac ku filan inuu taageero sheegashadaada?
- Marag-kacu ma cadeynayaa in aad adigu guuleysiga leedahay?
- Aqoontu ma mid cusub baa mise waa mid gabowday?

### **Tabarucid**

Tabaruciddu waa hab fiican oo aad ictiraaf ugu heli kartid waayo-aragnimadaada. Marka aad tahay tabaruce waxa aad isticmaali kartaa farsamooyinkaaga iyo awoodahaaga waxana aad aad heli kartaa tixraac ah Boqortooyada Midowday si aad u xaqiijisid waxa aad qaban kartid. Waxa dhib noqon kara sidii aad u bixin lahayd tabaruc la heer ah aqoontaada iyo waayo-aragnimadaada laakiin ka-warqabid kasta oo ku saabsan xirfad waxa uu faa'iido yeelan karaa mustaqbalka. Tusaale ahaan haddii aad tahay xirfadle caafimaad waxa aad ka tabaruci kartaa cisbitaal taasoo ku siinaysaa ka-warqabid intii hore ka balaadhan oo ku saabsan sida habka caafimaadku u shaqeeyo gudaha Boqortooyada Midowday.

### **Sida ictiraaf loogu helo waayo-aragnimo farsamo**

Waxa laga yaabaa in aad waayo-aragnimo u leedahay farsamo gaar ah, sida tuubo-galinta ama wastaadnimo ama fuundi, laakiin aanad haysan wax shahaadooyin ama tixraacyo ah oo aad ku xaqiijisid. Waxa laga yaabaa inay suurogal tahay in aad ictiraaf u heshid waayo-aragnimadaa farsamo oo aad isla markaana heshid shahaado. Haddii aad haysatid shaqo ah farsamadaada waxa laga yaabaa inay suurogal tahay inaad shahaado ka heshid OSAT (On-Site Assessment and Training) (Qiimeynta iyo Tababarka Goob Shaqo). Waa in taa la diyaariyo iyada oo la marayo shaqo-bixiyahaaga. Qiimeeye ayaa soo booqan doonaa goobtaada shaqo si uu garto farsamooyinka aad leedahay iyo wixii ka maqan farsamadaada. Haddii aad ku guuleysatid waxa lagu siin doonaa NVQ. Wixii ah war dheeraad ah ee ku saabsan barnaamijkan waxa aad u booqan kartaa barta: [www.citb-constructionskills.co.uk](http://www.citb-constructionskills.co.uk).



# Dib-u-aqoonsi

## Tilmaan-bixiye Loogu Talogalay Qaxootiga iyo Magangalyo-doonka

### ➤ Waa maxay dib-u-aqoonsi (requalification)?

Haddii aad tahay xirfadle shahaado haysta, waxa laga yaabaa in aad damacdid in aad ogaatid in lagu oggol yahay in aad xirfaddaada ku shaqeysatid gudaha Boqortooyada Midowday, ama haddii aad u baahan tahay in aad marka hore dib loo aqoonsado (requalify) shahaadadaada ama aqoontaada. Dib-u-aqoonsigu (requalification) waa **hab loo baahan yahay in aad u raacdid xirfadaha qaarkood ee sharci leh** si laguugu **oggalaado in aad ka shaqeysid** gudaha Boqortooyada Midowday adiga oo ka shaqeysana **isla aaggaa xirfadeed**. Xirfadaha aan sharci lahayn waad ku shaqeyn kartaa gudaha Boqortooyada Midowday laakiin waxa lagaa yaabaa in dib-u-aqoonsigu ay kuu fududeyso sidii aad shaqo u heli lahayd. Xiitaa haddii aanad oggalaansho u haysan inaad shaqeysid, waxa aad wakhtigaaga si wacan u isticmaali kartaa haddii aad baadhitaan ku sameysid xirfaddaada oo aad bilawdid isu-diyaarinta heerarka dib-u-aqoonsiga. **La-talin iyo tilmaamid** aad ka heshid la-taliye ama gole xirfadeed ayaa **aad muhiim u ah**.

### ➤ Maxaan u baahan ahay in aan ka fikiro?

Waxa muhiim ah in la xusuusto in:

- Dib-u-aqoonsigu waxa uu qaadan karo wakhti aad u dheer
- Dib-u-aqoonsigu waxa uu noqon karaa hab qaali ah isla markaana maalgalintu la heli karo aad bay u yar tahay
- Waxa loo baahan yahay heer Ingiriisi oo aad u sareeya
- Xiitaa haddii dib-u-aqoonsi lagu siiyo, waxa laga yaabaa in wali ay dhib kugu noqoto sidii aad shaqo u heli lahayd
- Waxa kale oo aad u baahan tahay in aad wax ka baratid habka iyo nidaamka shaqada ee Boqortooyada Midowday
- Waxa aad u baahan tahay qorshe caqli-gal ah oo kaa gargaara sidii aad go'aan uga gaadhi lahayd in aad ku guuleysan kartid aqoonsi aad dib u heshid iyo mudada ay kaa qaadan karto

### ➤ Waa maxay xirfadaha sharci leh iyo kuwa aan lahayn?

Gudaha Boqortooyada Midowday xirfado badan ayaa leh sharci lagu dhaqo (**regulated**), sida Dhakhtarnimada, Macallinnimada ama Muhandasnimada. Taa macnaheedu waxa weeye **waa sharci-daro in lagu shaqeysto iyada oo aan lagu diiwaangalin**. Haddii xirfaddaadu leedahay sharci, waxa lagaa rabaa in aad ka soo baxdid heerka aqooneed ee u yaala golaha xirfadda si lagu diiwaangaliyo. Heerka aqooneed waa mid xirfad kasta u gooni ah.

Xirfadaha qaarkood ma laha sharci lagu dhaqo (**unregulated**), sida Injineernimada ama Dhaqaalaha. Haddii xirfaddaadu tahay mid aan sharci u oolin, **waad ku shaqeysan kartaa gudaha Boqortooyada Midowday**. Laakiin marrarka qaarkood, waxa jira imtixaano caam ah

oo shaqo-bixiyeyaal badan ama macaamiishu ay filan karaan in aad haysatid. Imtixaanadaa oo aad ku guuleysatid waxa laga yaabaa inay kuu suurogaliso in lagugu daro diiwaanka golaha xirfadda ee dejiyay imtixaanadaa.

### ➤ **Waa maxay gole xirfadeed?**

Gole xirfadeed (professional body) ayaa **kaala talin kara habka dib-u-aqoonsiga**, taasoo marrarka qaarkood noqon karta mid aad adag, marrarka qaarkoodna mid fudud. Goleyaasha xirfadduhu way ku kala duwan yihiin adeegyadooda iyo hawlhooda. Waxay yihiin **badanaa kuwo sharci-dejin ah oo heerar aqooneed u dejiya xirfadda**. Qaarkoodna waxay yihiin kaliya kuwo taageero laga helo oo bixiya adeeg xubinnimo. Meesha ugu fiican ee laga heli karo faahfaahinta golahaaga xirfadeed waa internetka.

### ➤ **Dib-u-aqoonsi xirfad ama shahaado ma istaahilaa dadaalka loo galayo?**

Dib-u-aqoonsigu waxa uu noqon karaa mid **aad u adag oo niyad-jab leh**. Waxa loo baahan yahay in aad si taxadir leh uga firisatid arrimaha. Waxa muhiim ah in aad haysatid qorshe hawlgal oo faahfaahsan iyo la-taliye kaa gargaara arrintan. Waa inaad **la-taliye kala hadashid** in dib-u-aqoonsigu yahay jidka kuugu fiican iyo in kale.

Waxa laga yaabaa in aad doontid in aad xisaabta ku dartid da'daada iyo xaaladahaaga dhaqaale marka aad ka fikiraysid dib-u-aqoonsiga. Ka fiiro wixii kale ee aad sameyn kartid. Dad badan ayaa go'aan ku gaadha inay u fiican tahay inay doortaan beddelaad, sida iyaga oo ka shaqeyaya xirfad u dhow toodii hore ama xirfadda oo ay iska beddelaan.

Waa in aad isweydiisid:

- Immisa ayay lacag ahaan igu tagi doontaa?
- Mudo intee leeg ayay iga qaadan doontaa?
- Waa maxay baahida loo qabo xirfadayda gudaha Boqortooyada Midowday?
- Farsamooyinkayga ma lagaga hawlgali karaa gudaha Boqortooyada Midowday?
- Waa maxay heerka tartan ee shaqooyinka banaan?

### ➤ **Waa maxay talaabooyinka aan qaadi karo si aan u gaadho dib-aqoonsi?**

Haddii aad habka baadhitaan ku sameysay oo aad go'aan ku gaadhay in aad rabtid in dib lagu siiyo aqoonsi ah xirfaddaada, waxa jira dhawr talaabo oo aad qaadi kartid, xiitaa aanad haysan oggalaansho aad ku shaqeysatid. Farsamooyinkaaga xagga xirfaddaada oo aad horumarisid waxay faa'iido kuu yeelan doontaa mustaqbalka, meel kasta oo aad joogtid.

Waa in aad muhimadda siisid waxyaabahan soo socda:

- Hagaaji Ingiriisigaaga iyo farsamooyinkaaga isgaadhsiinta
- Hel waayo-aragnimo shaqo
- Ka qaybgal koox waxbarasho oo ah xirfaddaada
- Ku biir kayd-xog (database) ay iska leedahay xirfaddaadu (oo wakhtigan ay leeyihiin dhakhaatiirta, dhakhaatiirta ilkaha, kalkaalisoooyinka/kalkaaliyeyasha iyo injineerada)
- Ka qaybgal kooras 'aqoon korodhsi' ah
- Sameyso boortofooliyo
- Shaqo wareysi (network) la yeelo dad kale
- Qiimee farsamooyinkaaga
- Eeg sharaxaadaha shaqo ee ku saabsan xirfaddaada

## ► Waa maxay beddelaadda dib-u-aqoonsiga?

Waxa jira waxyaabo beddelaad u noqon kara dib-u-aqoonsiga, sida adiga oo ka **shaqeeya xirfad u dhow taadii hore** ama adiga oo **xirfadda iska beddela**. Kuwaa laftoodu ma aha doorasho fudud, waxana muhiim ah in aad la hadashid la-taliye xirfadeed ka hor inta aanad go'aan gaadhin. Waxay kaa gargaari karaan in aad garatid farsamooyinka iyo aqoonta aad haysatid. Qaar badan oo ka mid ah farsamooyinka aad leedahay ayaa shaqo kale lagaga hawlgali karaa ama lagu wareejin karaa.

Haddii aad jeceshay in aad joogtid isla aagga shaqadaada, waxa laga yabaa inay suurogal kuu noqoto in aad ku shaqeysid heer Farsamo-yaqaan (technician). Shaqooyinka noocaa ahi waxay rabaan farsamooyin iyo aqoon gaar ah laakiin ma laha heer waajibaad oo la mid ah xirfad sare. Waxa aad awoodi doonta in aad soo wareejisato qaar badan oo ka mid ah waayo-aragnimadaadii hore. Hase yeeshee waxa laga yaabaa in aad u baahan tahay aqoon aad ka korodhsatid farsamooyin ama habab kale oo lagu isticmaalo gudaha Boqortooyada Midowday.

Haddii aad go'aan ku gaadhid in aad iska beddeshid xirfadda, waxa aad ka shaqeyn kartaa wax aad bilawday ama ka fikirtay wakhti hore. Waxa aad kooras ku saabsan mawduuc cusub ka qaadan kartaa koleej ama waxa aad ka tabaruci kartaa aag cusub. Ka eeg wargeysyada ama internetka si aad u ogaatid farsamooyinka loo rabo shaqooyinka kala duwan. Marka aad kuwaa barbardhigtid kuwaaga waxa aad fikrad cad ka qaadan doontaa shaqooyinka kale ee suurogal ahaan aad ka fiirsan kartid in aad gashid.

## ► Halkee baan ka heli karaa war dheeraad ah?

Waxa aad u baahan doontaa in aad sameysid xoogaa baadhis ah haddii aad xiiseynaysid dib-u-aqoonsi. Waxa si gaar ah faa'iido u leh rugahan webka ee soo socda:

### Rugo web oo guud:

- [www.prospects.ac.uk](http://www.prospects.ac.uk)
- [www.get.hobsons.co.uk](http://www.get.hobsons.co.uk)

### Loogu Talogay Xirfadleyda Caafimaadka:

- [www.rose.nhs.uk](http://www.rose.nhs.uk)
- [www.bma.org.uk](http://www.bma.org.uk)
- [www.rcn.org.uk/news/refugeenurses.php](http://www.rcn.org.uk/news/refugeenurses.php)

### Loogu Talogay Macallimiinta:

- [www.gtce.org.uk](http://www.gtce.org.uk)
- [www.refugeesintoteaching.org.uk](http://www.refugeesintoteaching.org.uk)

### Loogu Talogay Injineeriinta:

- [www.refugee-engineers.org.uk](http://www.refugee-engineers.org.uk)

### Loogu Talogay Shaqaalaha Bulsho:

- [www.gsc.org.uk](http://www.gsc.org.uk)

### Loogu Talogay Dhakhaatiirta Xoolaha:

- [www.rcvs.org.uk](http://www.rcvs.org.uk)



**Loogu Talogay Xirfadleyda Sharciga:**

- <http://lawsociety.org.uk>

**Loogu Talogay Muhandisiinta:**

- [www.arb.org.uk/registration/index.shtml](http://www.arb.org.uk/registration/index.shtml)

# Xidhiidhyada Faa'iido Leh

## Tilmaan-bixiye Loogu Talogalay

### Qaxootiga iyo Magangalyo-doonka



## Hay'adaha qaxootiga

### Refugee Council

[www.refugeecouncil.org.uk](http://www.refugeecouncil.org.uk)

240-250 Ferndale Road  
London SW9 8DB  
020 7346 6700  
Advice Line: 020 7346 6777

### Welsh Refugee Council

[www.welshrefugeecouncil.org.uk](http://www.welshrefugeecouncil.org.uk)

Phoenix House  
389 Newport Road  
Cardiff CF24 1TP  
029 2048 9800

### Refugee Action

[www.refugee-action.org.uk](http://www.refugee-action.org.uk)

The Old Fire Station  
150 Waterloo Road  
London SE1 8SB  
020 7654 7700

### RAGU (Refugee Assessment and Guidance Unit)

[www.londonmet.ac.uk/ragu](http://www.londonmet.ac.uk/ragu)

London Metropolitan University  
The Learning Centre  
236-250 Holloway Road  
London N7 6PP  
020 7133 2110

### Migrant Helpline

[www.migranthelpline.org.uk](http://www.migranthelpline.org.uk)

The Rendezvous Building  
Freight Service Approach Road, Eastern Docks  
Dover CT16 1JA  
01304 203977

### Education Action

[www.education-action.org](http://www.education-action.org)

1-3 Dufferin Street  
London EC1Y 8NA  
020 7426 5801

### North of England Refugee Service (NERS)

[www.refugee.org.uk](http://www.refugee.org.uk)

2 Jesmond Road West  
Newcastle upon Tyne NE2 4PQ  
0191 245 7311

### Refugee Women's Association (RWA)

[www.refugeewomen.org.uk](http://www.refugeewomen.org.uk)

Print House  
18 Ashwin Street  
London E8 3DL  
020 7923 2412

### Council for Assisting Refugee Academics (CARA)

[www.academic-refugees.org](http://www.academic-refugees.org)

London South Bank University  
Technopark  
90 London Road  
London SE1 6LN  
020 7021 0880

### Employability Forum

[www.employabilityforum.co.uk](http://www.employabilityforum.co.uk)

2 Downstream  
1 London Bridge  
London SE1 9BG  
020 7785 6270

**Refugees Into Jobs**

[www.brent.gov.uk](http://www.brent.gov.uk)  
 Policy & Regeneration Unit  
 3-7 Lincoln Parade  
 Preston Road  
 Wembley  
 Middx HA9 8UA  
 020 8937 1234

**Rugaha webka ee la-talinta**

**Citizens Advice Bureau (CAB)**

[www.advice-guide.org.uk](http://www.advice-guide.org.uk)

**Directgov**

[www.direct.gov.uk](http://www.direct.gov.uk)

**Multikulti**

[www.multikulti.org.uk](http://www.multikulti.org.uk)

**Education Action**

[www.education-action.org/advice](http://www.education-action.org/advice)

**learndirect**

[www.learndirect-advice.co.uk](http://www.learndirect-advice.co.uk)

**Refugee Access**

[www.refugeeaccess.info](http://www.refugeeaccess.info)

**Refugee Council (Golaha Qaxootiga)**

<http://languages.refugeecouncil.org.uk>

**Barashada Ingiriisiga**

**BBC**

[www.bbc.co.uk/skillswise](http://www.bbc.co.uk/skillswise)  
[www.bbc.co.uk/worldservice/learningenglish](http://www.bbc.co.uk/worldservice/learningenglish)

**English club**

[www.englishclub.com](http://www.englishclub.com)

**English space**

[www.englishspace.ort.org](http://www.englishspace.ort.org)

**Many Things**

[www.manythings.org](http://www.manythings.org)

**British Council**

[www.learnenglish.org.uk](http://www.learnenglish.org.uk)

**English Page**

[www.englishpage.com](http://www.englishpage.com)

**IELTS**

[www.ielts.org](http://www.ielts.org)

**Using English for Academic Purposes**

[www.uefap.com](http://www.uefap.com)

**Shaqada**

**Job Centre Plus**

[www.jobcentreplus.gov.uk](http://www.jobcentreplus.gov.uk)  
 Jobseeker Direct: 0845 6060 234

**Directgov**

<http://jobseekers.direct.gov.uk>

**learndirect**

[www.learndirect-advice.co.uk](http://www.learndirect-advice.co.uk)  
 0800 100 900

**Prospects**

[www.prospects.ac.uk](http://www.prospects.ac.uk)

**Hobsons**

[www.get.hobsons.co.uk](http://www.get.hobsons.co.uk)

**Monster**

<http://content.monster.co.uk/>

**Business Link**

[www.businesslink.gov.uk](http://www.businesslink.gov.uk)

**Guardian Jobs**

<http://jobs.guardian.co.uk>

## Waxbarashada

### Parents Centre

[www.parentscentre.gov.uk](http://www.parentscentre.gov.uk)

### Learning and Skills Council

[www.lsc.gov.uk](http://www.lsc.gov.uk)

### Hotcourses

[www.hotcourses.com](http://www.hotcourses.com)

### Department for Children, Schools and Families (Waaxda Caruurta, Dugsiyada iyo Qoysaska)

[www.dcsf.gov.uk/index.htm](http://www.dcsf.gov.uk/index.htm)

### Education Advice Centre

[www.ace-ed.org.uk](http://www.ace-ed.org.uk)

0808 800 5793 (advice line)

### Aim Higher

[www.aimhigher.ac.uk](http://www.aimhigher.ac.uk)

### Higher Education and Research Opportunities

[www.hero.ac.uk](http://www.hero.ac.uk)

### UCAS

[www.ucas.com](http://www.ucas.com)

0870 1122211

### Educational Grants Advisory Service (EGAS)

[www.egas-online.org.uk](http://www.egas-online.org.uk)

### NARIC

[www.naric.org.uk](http://www.naric.org.uk)

Oriel House

Oriel Road

Cheltenham GL50 1XP

0870 990 4088

## Caafimaadka

### National Health Service

[www.nhs.uk](http://www.nhs.uk)

### NHS Direct

[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

0845 4647

### Health for Asylum Seekers and Refugees Portal (HARP)

[www.harpweb.org.uk](http://www.harpweb.org.uk)

### Medical Foundation for the Care of Victims of Torture

[www.torturecare.org.uk](http://www.torturecare.org.uk)

111 Isledon Road

London N7 7JW

0207 697 7777

## Hoyga

### Shelter

0808 800 4444 (8 subax ilaa habeen-badh)

<http://england.shelter.org.uk>

### Refugee Support

[www.refugeesupport.org.uk](http://www.refugeesupport.org.uk)

MHT House

Crescent Lane

London SW4 9RS

0207 501 2200

## Tabarucidda

### Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

Regents Wharf  
8 All Saints Street  
London N1 9RL  
0845 305 6979

### Time Bank

[www.timebank.org.uk](http://www.timebank.org.uk)

0845 456 1668

### Jobs in Charities

[www.jobsincharities.co.uk](http://www.jobsincharities.co.uk)

### Charity Job

[www.charityjob.co.uk](http://www.charityjob.co.uk)

### Do-it

[www.do-it.org.uk](http://www.do-it.org.uk)

### Criminal Records Bureau

[www.crb.gov.uk](http://www.crb.gov.uk)

0870 90 90 811 (general enquiries)

## Imigarayshanka

### NASS (National Asylum Support Service)

[www.ind.homeoffice.gov.uk/applying/asylumsupport/](http://www.ind.homeoffice.gov.uk/applying/asylumsupport/)

0845 602 1739

### Joint Council for the Welfare of Immigrants (JCWI)

[www.jcwi.org.uk](http://www.jcwi.org.uk)

0207 251 8706 (Advice Line)

### Home Office – UK Border Agency (Hay'adda Xuduudka ee UK)

[www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)

0870 606 7766

### Bail for Immigration Detainees (BID)

[www.biduk.org](http://www.biduk.org)

0207 247 3590

### Refugee Legal Centre

[www.refugee-legal-centre.org.uk](http://www.refugee-legal-centre.org.uk)

153-157 Commercial Road  
London E1 2DA  
0207 780 3220

### Law Centres

[www.lawcentres.org.uk](http://www.lawcentres.org.uk)

0207 387 8570

### Asylum Aid

[www.asylumaid.org.uk](http://www.asylumaid.org.uk)

28 Commercial Street  
London E1 6LS  
0207 377 5123

### NCADC

[www.ncadc.org.uk](http://www.ncadc.org.uk)

0121 554 6947

### Immigration Advisory Service

[www.iasuk.org](http://www.iasuk.org)

0207 967 1200 (Advice Line)

### British Red Cross

[www.redcross.org.uk](http://www.redcross.org.uk)

Tel: 0870 170 7000



# Erey-bixin

## Tilmaan-bixiye Loogu Talagalay Qaxootiga iyo Magangalyo-doonka



APEL – Assessment of Prior Experiential Learning

ARC – Application Registration Card (waxa la siiyaa magangalyo-doonka)

Asylum seeker – qof ay u taalo ama dhiibtay codsi magangalyo

CRB – Criminal Records Bureau

CV – Curriculum Vitae

DL – Discretionary Leave to Remain

ELE – Exceptional Leave to Enter

ELR – Exceptional Leave to Remain

EMA – Education Maintenance Allowance

ESOL – English for Speakers of Other Languages

FE – Further Education

GCSE – General Certificate of Secondary Education

HE – Higher Education

HND/HNC – Higher National Diploma/ Higher National Certificate

HP – Humanitarian Protection

IAG – Information Advice and Guidance

IELTS – International English Language Testing System

ILR – Indefinite Leave to Remain

IT / ICT – Information Technology / Information and Communication Technology

LEA – Local Education Authority

NARIC – National Recognition Information Centre

NASS – National Asylum Support Service

NHS – National Health Service

NINO – National Insurance number

NRP – National Reference Point

NVQ – National Vocational Qualification

Portfolio – Gal ah dukumentiyoo iyo marag-kac kale oo muujinaya wixii aad soo qabatay wakhtiga tagay

Prospectus – Diiwaan taxaya koorasyada koleejka ama jaamacadda

RAGU – Refugee Assessment and Guidance Unit

Refugee status – Sharci imigarayshan oo la siiyo dadka ay Dawladdu u garato qaxooti

RCO – Refugee Community Organisation

UCAS – Universities and Colleges Admissions Service

WBLA – Work Based Learning for Adults

[www.advice-resources.co.uk](http://www.advice-resources.co.uk)



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