

Charter

The Centre de Bilan Genève (CEBIG) was established by ACEBIG, a non-profit organisation, whose members are: the State of Geneva, the Union of Geneva Employers Associations (Union des Associations Patronales Genevoises - UAPG), and the Geneva Community of Trade Unions Action (Communauté Genevoise d'Action Syndicale - CGAS).

OUR MISSION

To assist any person in enhancing their employability and better managing their career, taking into account their requirements/expectations.

To support companies and organisations in managing their resources.

OUR OBJECTIVES

To assist the persons, in accordance with their identified needs, in:

- Acquire a methodology for analysing their various experiences and competencies
- Clarifying their personal and career profiles
- Obtaining a validation of their achievements and experience
- Developing a project for career evolution or occupational integration
- Identifying their training needs

OUR COMMITMENT

Services available to anyone

Skills assessments are offered:

- To both employees and employment seekers, whatever their education and qualification levels; to both employed and self-employed persons; to both employees and managers.
- To companies and organisations willing to foster their employees' career development, to strengthen their employees' motivation and skills, and/or to facilitate internal or external mobility.

A support process

A person-centred approach

We offer the persons a methodology to help them improve their self-reliance in career management. Consequently, the consultant's task is to support the persons in managing their skills assessment, by providing analysis tools, and stimulating and supporting their reflection.

In case of request or necessity, individual or collective support can be provided, subject to essential resource conditions, remotely and systematically synchronous.

A competent team

Our team of consultants comprises experts in vocational guidance, counselling, skills management, and/or adults training, with relevant diplomas and degrees. Their skills are constantly updated through regular continuous training, supervision, and educational exchanges.

Rigorous ethical principles

- We **welcome, listen** and support with **respect, openness**, and **non-judgment**.
- We **analyse** the person and/or the company/organisation's **requirements** prior to commencing the skills assessment.
- We **ensure confidentiality**. No information regarding the skills assessment findings or the exchanges may be disclosed without the person's consent. The data protection policy of CEBIG complies with federal obligations.
- **The person must adhere to the process**, especially when sent by a third party.
- **Transparency in the reports** issued to the persons, companies, and organisations. Information that shall be issued to the skills assessment's sponsor is defined upon commencing the assessment, in agreement between all parties. It is subject to the person's approval prior to being issued to the sponsor.

Continuous quality management

Quality management and quality improvement are ensured by ACEBIG's founding members and by CEBIG's management and team, and also through analysis of all of our clients' outlook on all of our services. Additionally, CEBIG is EduQua Certified since 2003.