

Charter

Centre de Bilan Genève (CEBIG) was established by ACEBIG, a non-profit organisation that is politically independent and religiously and trade-union neutral. Its members are the State of Geneva, the Union des Associations Patronales Genevoises (*Union of Geneva Employers' Associations*) and the Communauté Genevoise d'Action Syndicale (*Geneva Community of Trade Union Action*).

OUR MISSION

- To support individuals in enhancing their employability through an assessment of their professional and personal profile
- To support companies and organisations in managing their human resources (staff mobility, career development, recruitment, job analysis and job descriptions, etc.)

OUR OBJECTIVES

Depending on the needs identified, to enable individuals to:

- Develop a methodology for assessing their experience and skills
- Compile a portfolio of their achievements and acquired skills
- Gain a clearer understanding of their personal and professional profile
- Develop a plan for training, career development and/or entry into the labour market
- Identify any support they may require

OUR COMMITMENT

Services open to everyone

The skills assessment is aimed at:

- individuals who approach CEBIG on their own initiative because they wish or need to change jobs, redirect their career, pursue further education, assess the feasibility of their plans, or receive support in implementing them
- private companies and public sector organisations, in the context of restructuring, skills retraining, training programmes or technological developments, for one or more of their employees
- participants in reintegration and training programmes, enabling them to draw up a plan for returning to employment, retraining or pursuing further education and training in line with their identified goals

A structured and rigorous process

A person-centred approach

We provide individuals with a methodology that enables them to become more autonomous in managing their career development. The role of the career adviser is therefore to support them throughout the skills assessment process by offering a structured methodology, assessment tools, guidance and encouragement as they reflect on their situation.

Where requested or necessary, individual or group support may be provided remotely, subject to the availability of the required resources. Such support is delivered in real time.

A skilled team

Our team of career advisers comprises professionals specialising in vocational guidance, counselling, skills assessment and/or adult education, all of whom hold a higher academic or tertiary qualification. Their expertise is maintained and enhanced through regular ongoing professional development, supervision and educational exchanges.

Professional ethics and standards

- We provide a **welcoming, attentive and supportive** approach, in a spirit of **respect, openness** and **non-judgment**
- We **assess the needs** of the individual and/or the company/organisation prior to the start of the skills assessment
- We **guarantee confidentiality**. No information concerning the results of the skills assessment or the discussions held is disclosed to third parties without the individual's consent. CEBIG's data protection policy complies with Swiss federal requirements.
- We encourage **individuals to commit actively** to the process
- We ensure **transparency in the feedback** provided to individuals, companies and organisations. Any information to be communicated to the client who requested the skills assessment is agreed at the start of the process, in consultation with all parties involved, and is subject to the individual's approval before being shared with the client having requested the assessment.

Proven quality and effectiveness

Ongoing quality management

Quality management and continuous improvement are ensured by ACEBIG's founding members, CEBIG's senior management and staff, as well as through the analysis of all clients' feedback on the services delivered.

CEBIG has been EduQua-certified since 2003.