

Melba

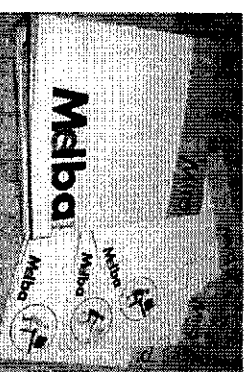
THE INSTRUMENT FOR DOCUMENTATION

The instrument MELBA consists of 3 elements: an ability-profile, a requirement-profile and a profile-comparison:

- The ability-profile offers a clear and reliable documentation of a person's work-related key qualifications.
- The requirement-profile shows, which of these key qualifications are needed to do a given job.
- Finally, the profile-comparison allows to decide about the fit of a person and a job.

Both profiles name 29 key qualifications. All these 29 items are defined. When assessing a person or a job, the level of an ability or a requirement is marked on a 5-point scale. This provides a systematic and standardized documentation, allowing for a wide range of applications. Among others MELBA is used for

- personnel selection,
- quality management,
- the planning of fostering measures and documentation of its course,
- controlling the effects of qualification measures
- the prevention of work-related disorders,
- the lay-out of jobs etc.



MELBA is a well established and widely used instrument with many users. Besides business and companies of different branches and size there are schools, institutions of medical and professional rehabilitation, insurance companies etc.

MELBA has been developed on behalf of the Federal Ministry of Labour and Social Affairs. It is used not only in Germany but in a number of other countries. The following authorized translations are available: Dutch, English, Finnish, French, Italian, Japanese, Lithuanian, and Slovakian.

- ⇒ **Software:** MELBA as well is available in a software version.
- ⇒ **MELBA SL:** For the use of the instrument especially in rehabilitation institutions there is the supplement MELBA SL. This allows a more differentiated documentation of low abilities and requirements.
- ⇒ **Ida:** Ida has been developed in order to assess a person's key qualifications. It is a diagnostic tool tuned to the MELBA items and tuned to the use with disabled as well as non-disabled persons.
- ⇒ **IMBA:** As MELBA focuses key qualifications, IMBA provides information about physical abilities and requirements. IMBA and MELBA are constructed analogous and tuned to each other.
- ⇒ **Qualifications:** The reliable and efficient use of MELBA demands for the qualification of the user, which is documented by a licence.

For more detailed information please have a look at: www.miro-gmbh.de.



Melba

A TOOL FOR VOCATIONAL REHABILITATION AND INTEGRATION

Vocational rehabilitation and integration - on the one hand - very often ask for knowledge about a client's abilities related to work. On the other hand, detailed information about the requirements of a job is necessary if vocational integration is to be successful and long lasting.

MELBA is an assessment tool that allows the documentation of both: the abilities of a person and the requirements of a job. Therefore the instrument provides an ability profile and a requirement profile. The comparison of these two profiles facilitates a placement that aims at optimizing the matching of abilities and requirements.

MELBA has been developed on behalf of the German Ministry of Labour and Social Welfare. It is particularly suitable for application in the vocational integration of people whose psychological abilities are reduced due to any disablement.

The basic key qualifications necessary to accomplish any task are items such as concentration, endurance, responsibility and social capacity.

The ability profiles

The MELBA ability profiles contain the key qualifications that have to be taken into account if a client is to be integrated into work. The client's actual abilities can be documented on a five-point-scale. Each item is defined, so that users of different occupations can use the tool in an identical way.

Among other things the ability profiles of MELBA facilitate

- a standardized documentation of potentials and restrictions;
- the systematic communication about these potentials and restrictions, either with the client himself, another institution or with an employer;
- the systematic planning of measures for fostering and training;
- the description of the course of a measure and the documentation of its success;
- the comparison between self-assessment and a professional's assessment of a client's abilities.

The requirement profiles

The same items which are used to describe the abilities of a person are used to describe the requirements of a job. Documentation of these items is provided by a requirement profile. The same five-point-scale that is used for the ability profile allows to assess the degree to which certain requirements are related with a certain job. Again, each item is defined in order to ensure that any user might achieve comparable results when applying the MELBA package.

With a requirement profile the requirements of any job can be described irrespective to which area or branch of the labour market they belong.

So - among other things - the requirement profiles of MELBA allow

- a standardized documentation of a jobs requirement structure;
- the systematic communication about this structure;
- the comparison of different jobs concerning their demands;
- the shaping of a job corresponding to a desired requirement structure.



The comparison of profiles

Due to the identical construction of the two profiles it is possible to use MELBA as an instrument for profile comparison: By putting the requirement profile - which consists of a plastic film - on top of the ability profile, it is possible to see which abilities match the requirements and which do not. Discrepancies can be noted on a documentation sheet.

Used as a tool for the comparison of abilities and requirements, MELBA allows for instance

- to check whether a given job is suitable for a certain person
- and therefore to choose a job that meets the capacities of a certain person;
- to examine and to define, why a certain job seems to be difficult for an employee;
- the systematic and purposeful deduction of measures aiming at the improvement of a placement, for instance by means of job modification, ability training or supported employment.

Use and users

MELBA is available as a paper-and-pencil-instrument and as a PC-software. It has been tested empirically and - due to its structure - can be used for a variety of applications and by different users.

MELBA is used in nearly all areas of the general and the second labour market; it allows the vocational integration of people who suffer from nearly all sorts of handicaps.

MELBA supports the work of specialist staff of different occupations. It can be applied successfully by ergotherapists, engineers, social workers, psychologists, teachers etc.

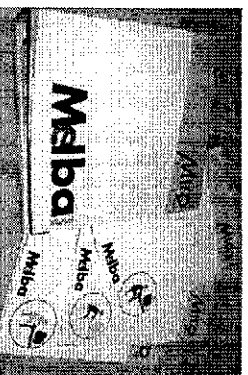
MELBA is used in sheltered workshops, special schools, careers guidance, training centres, in work therapy, in psychiatric and neurological clinics, in companies of the general and the second labour market etc.

MELBA is used as a basis for communication between members of different occupations, for an ability-related job modification, for differentiation of wages in therapeutic institutions, for documentation with regard to financiers, for the planning and implementation of therapeutic measures and the control of their success etc.

MELBA is a tool that - embedded in a concept for vocational rehabilitation - is suitable to foster the integration of severely disabled into work.

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For more detailed information please have a look at: www.miro-gmbh.de.



Supported by the
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ADVANTAGE AND BENEFIT

Uniqueness through the basic principle

MELBA is an ideal instrument to be used in the context "person and work". It is one of the few tools that do consider the employee and the job in an analogous way – with its identically constructed ability- and requirement-profiles. They instantly can be checked for congruence.

As well only MELBA offers such a consistent focus of the important key qualifications. In 5 groups you find 29 work-relevant key qualifications to be assessed.

The items and the scale are chosen to guarantee a universal use: The requirement-profiles are independent of the line of work. And the ability-profiles are independent of the kind and degree of (dis-)ability.

The mere combination of these 3 aspects gives MELBA a unique character. This is supported through further characteristics like the definitions of the items and the specific scale.

Flexibility through the tool-character

MELBA is a tool, an instrument, to be integrated into different concepts. Therefore it can be used most flexible in a variety of contexts and situations.

This is supported by the software-version MELBA 2.1. The possibilities of MELBA can comfortably be used with the computer – integrated into different software surroundings.

Flexibility through a variety of possible usage

Despite the high degree of standardization – which is most characteristic for MELBA – the usage of the tool nevertheless is very flexible:

The user decides, whether he will work with all three elements of MELBA or with the ability- or requirement-profiles alone. So it is possible to use MELBA for finding solutions a variety of different situations.

The ability-profiles can be used for the documentation of the status quo, for instance to show the level of ability a person starts with. As well the course of an education can be planned and its outcome can be controlled.

In this way development is depictable and success can be portrayed.



Another approach is to use MELBA for the comparison of a clients self-assessment with the professional assessment.

As well an optimal placement of an employee is fostered by the comparison of abilities and requirements. Different from nearly all other comparable instruments MELBA does not only show excessive demands but as well those areas, where abilities are higher than demanded and, for instance, can be used to compensate excessive demands.

Universal validity

The key qualifications of MELBA are of universal validity for all kinds of jobs and for every person. Therefore MELBA can be used for manpower policy in general and for rehabilitation and integration, too.

These possibilities are reflected by the actual usage areas of the instrument. Some examples: Selection of candidates for education, qualification and jobs in industry; discussion and determining of main focuses in education; fostering decisions in questions of pension etc.

The specific construction of MELBA guarantees, that it, too, can be used in case of the transition from a special labour market to the general labour market.

Quality through constant review

Miro Ltd. does constantly review and develop MELBA. We consult the users of the instrument and – based on the gained knowledge - make MELBA topical. For you as a user this guarantees, that you find a practicable and topical instrument at any time.

Quality and constancy through many years of usage

Using MELBA means to work with an instrument that did show its reliability throughout many years of everyday usage. You can be sure, that MELBA basically will remain constant and stable. This means, that the data you gained with MELBA will keep actual and won't have to be adapted according to a changed instrument.

Quality through qualification and certification

There is a permanently offered programme of standardized qualification. The participants gain a certification. With this they can prove at any time, that they know how to use MELBA in a reliable and efficient way.

This does relieve the strain on institutions, which employ MELBA as a standard tool: New employees can get a qualification at any time, without colleagues being responsible for their training.



Acceptance through academic character

MELBA has been developed at Siegen University. The research has been supported by the Germany's Federal Ministry of Labour. Of course the given scientific standards have all the time been the basis of the development: From the first few steps, like selecting items, through all phases up to the final examination and review of the new-built instrument.

These standards are underlying the frequent reviews, too.

Based on a theoretically sound construction with consideration of the needs and possibilities of everyday practice MELBA gains high acceptance – from the users, their clients and the customers.

Acceptance through transparency

But not only the scientific background leads to acceptance but also the transparency, that does characterize the assessments made with MELBA. MELBA ability-profiles show without question the professional's judgement of the clients key qualifications – much more clear and unambiguously than other reports do.

In this way the professionals responsibility for their diagnostic work is emphasized, whereas the clients show greater acceptance for the resulting distinct and verifiable assessments.

At the same time the acceptance of customers for professional reports based on MELBA is growing.

Free of discrimination

MELBA is suitable for usage with all persons: The decision, whether MELBA is used or not is independent of the question, to which group a persons belongs. MELBA cannot only be used, if someone is a member of the group of "persons with disability" or "persons with long-term unemployment" or "persons with a background of immigration". Rather the topical question does decided about the use of MELBA – for instance the question "Which qualification is best for a certain person?". And this question can be relevant for "normal" people as well as for persons with handicaps, for the staff of an institution as well as for its clients.

Orientation towards ability instead of focussing deficits

Both, the standardized selection of items and the chosen assessment scale do guarantee that not only restrictions and limited key qualifications of a person will be documented. But those areas with resources and abilities above average will be named and documented as well.

This comprehensive description of the given potentials is in opposition to the still widespread emphasis of a negative performance image.



Improvement of internal communication through interdisciplinary use

MELBA has been developed for an interdisciplinary use.

Especially the high degree of standardization – for instance the defined selection of items, the definitions of their meaning, the assessment scale – results in the fact, that MELBA, with equal benefit, can be used by members of most different professions.

Given this, the communication between professions becomes more clearly and MELBA functions as a valid team instrument. All those team members working on the same case can discuss key qualifications with equal competence – and not only those belonging to the same profession.

Overcoming borders through networks

MELBA does not only overcome borders of professions but as well borders of space, language and other aspects.

The standardization of the instrument is responsible for the fact, that an ability-profile, which has been made in Berlin, can easily be understood in Frankfurt – or anywhere else, where qualified people work with MELBA. So it is no problem, if a client moves into another region.

As well the typically arising problems, if a client does change the institution will be significantly smaller, if both institutions work with MELBA. In this case it will be no problem to continue smoothly with for instance the systematic ability training which has been started in stationary rehabilitation, when a client moves on to ambulatory rehabilitation.

Language borders are overcome by the many translations of MELBA and its use in a number of (European) countries. There is an authorized version of MELBA in French, English, Dutch, Lithuanian, Italian, Slovakian and Finnish and the instrument is used in more than 10 countries. Additionally there is a Japanese translation of MELBA.

Economicalness through calculable costs

Last but not least some remarks about the costs:

If you decide to work with MELBA first of all there are the costs for the MELBA-manual and – possibly – the software MELBA 2.1.

Additionally the basic qualification of the users has to be calculated: Only those, who know how to use MELBA correctly – i.e. not only professionally but as well efficiently – can avoid a number of questions and problem which otherwise might arise during the implementation of the instrument. And avoiding problems means to reduce costs.

On top of these two entries there are nearly no following costs. From time to time new profile forms might have to be bought – if working with the paper-and-pencil-version – or a software upgrade is necessary because of the development of the basic software systems. Additionally to that there are no more costs.





THE DIAGNOSIS OF KEY QUALIFICATIONS

Ida, the instrument for diagnosis of work abilities, is a sound tool to find out about and assess exactly those key qualifications that can be documented with the instrument MELBA. Ida is a set of 14 standardized work samples, being in tune with the MELBA items and their specific definitions. Among some "paper-and-pencil" task there are also a number of task that have to be done manually.

The handy „Ida-box“ contains all necessary information and material:

- For each of the 14 work samples there is a folder with instructions and work sheets.
- You find all necessary tools and material in the box.
- There is a detailed folder for the analysis and evaluation of the client's results.
- And as well there is a folder containing all sheets for copying.



Ida can be used with nearly any client: To work on the task is possible for most persons, there are no special conditions. Some of the work samples are available in different degrees of difficulty and all can be used independently from the age of the client. The 14 work samples have been scientifically tested.

The use of Ida is economical and flexible: It only needs a limited amount of time and with the box it can be carried around and can be used at different places – at home, in an office, etc. Once the user is trained and Ida has got the Ida-box, there are no more costs, as for instance for material or for a licence.

Ida has been established for many years and has many users. Besides enterprises of different trades and different size there are institutions of medical and/or vocational rehabilitation, insurance companies, trade associations, labour services and others. Ida has been developed in cooperation with the „Regional Association of Westphalia-Lippe (LWL) – Main Welfare Office“ – an institution being responsible for vocational integration. The instrument is used in a number of European countries and available in German, Dutch and Lithuanian.

⇒ **Qualification:** To be able to use Ida in an efficient and reliable way, it is necessary to take part in a course. Dates of current courses will be found at www.miro-gmbh.de.

As well seminars can be held exclusively for an institution – wherever it is needed or suitable. And of course we can assist you in implementing the instrument into the work routine of your institution.

⇒ **Ida and MELBA:** Ida has especially been developed for the diagnosis of MELBA key qualifications. Therefore the sound knowledge of MELBA is required: To use Ida is not possible without a MELBA training.

You will find detailed information about the instrument and dates of seminars on our website www.miro-gmbh.de.



Supported by the
Regional Association of Westphalia-Lippe (LWL) –
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Physical work abilities and requirements

IMBA is a so called „profile comparison tool“. To use IMBA one draws up the ability profile of a person and the requirement profile of a job. These profiles can be compared with each other, now.

- The “ability profile” shows the physical abilities of the person.
- The “requirement profile” is build up analogous to the ability profile. It shows which physical abilities a certain job requires.
- The „profile comparison” allows to compare what a job needs and what a person is able to do.

The profiles consist of 70 main items each. They can be assessed on a 6-point-scale. Additional there are a number of items that can be engaged for a more detailed analysis – whenever this seems necessary. In this way IMBA enables a systematic and standardized documentation opening up a variety of uses.

Primarily the instrument is used in the context of vocational rehabilitation of physically disabled persons. Here it helps in the placement process, supports a well directed planning of fostering, allows the documentation of all ability development, shows the need for job modification, helps to prevent job related health disturbance etc.

IMBA is an established tool for years. His users are – among others - enterprises of different trades and different size, institutions of medical and/or vocational rehabilitation, insurance companies, trade associations, labour services and others.

MELBA has been developed on behalf of the Federal Ministry of Labour and Social Affairs. It is used not only in Germany but in a number of other countries. The following authorized translations are available: English, Finnish, Lithuanian, and Slovakian.

IMBA Software: IMBA is as well available in a web-based software version that can be used in a network. There are a number of function allowing the comfortable documentation and management of ability and requirement profiles. The function of profile comparison in particular offers a number of possibilities: One can compare all kinds of profiles (abilities with abilities, requirements with requirements and, of course, abilities with requirements) and one can include many profiles into the comparison at the same time.

IMBA and MELBA: IMBA does focus physical, work related items. The analogous constructed tool MELBA, in addition, offers the possibility to put the focus on key qualifications.

Training: The reliable and efficient use of IMBA demands for the qualification of the user, which is documented by a licence. Dates of current courses will be found at www.miro-gmbh.de. As well seminars can be held exclusively for an institution – wherever it is needed or suitable.

You will find detailed information about the instrument and dates of seminars on our website www.miro-gmbh.de.



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	MELBA handboek incl. module MELBA SL capaciteiten	€ 114,00	€ 18,80 (€ 8,80)
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	bijkooop module MELBA SL eisen	€ 34,50	€ 9,80 (€ 5,80)
F French version: manuel MELBA et ses modules			
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	manuel MELBA incl. module MELBA SL compétences apportées	€ 114,00	€ 18,80 (€ 8,80)
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	manuel MELBA incl. module MELBA SL compétences apportées et demandées	€ 148,50	€ 18,80 (€ 8,80)
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	module supplémentaire MELBA SL compétences demandées	€ 34,50	€ 9,80 (€ 5,80)
GB English version: MELBA manual and supplement			
	MELBA manual	€ 64,50	€ 18,80 (€ 8,80)
	MELBA manual incl. supplement MELBA SL abilities	€ 99,00	€ 18,80 (€ 8,80)
	complementary: supplement MELBA SL abilities	€ 34,50	€ 9,80 (€ 5,80)
Different other language versions			
	I MELBA manual italiano	€ 79,50	€ 18,80 (€ 8,80)
	LT MELBA manual lietuvis	€ 79,50	€ 18,80 (€ 8,80)
	SK MELBA manuál slovenský	€ 79,50	€ 18,80 (€ 8,80)
FIN Finnish version: MELBA-käsikirjat ja -moduulit saatavissa vain Yamlasin kautta. Ks. www.yamlas.fi			

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