EQAVET4INCLUSION training material for vocational school's staff

Module 3

Training Methodology

The EQAVET for Inclusion will be developed in the form of a distance course through Moodle open-source

The objectives of the training include:

- Inform the school staff about using EQAVET
- Develop the Prevention Plan training material
- Develop a process to identify and track pupils who are at risk of drop-out and respond to the warning signs

Target Group – To whom it may concern

The target groups of the training are:

- teachers,
- school management officers
- guidance counsellors

Detailed Training Programme

Module 3: Student development (Orientation and guidance)	Training Methodology: Distant asynchronous learning
	Duration hours: Appx 15-20 hours

Unit 3.1: Content of the guidance and prevention offer of the institute

Activity 1: Guidance Resource Scavenger Hunt

Outcome: Participants will gain familiarity with various guidance resources available to support students in their VET institute.

Target Audience: VET school staff and trainers seeking to understand and utilize guidance resources effectively.

Detailed Approach for Implementation:
- Prepare a list of guidance resources available within the institute, including handbooks, online platforms, and counselling services.
- Organize participants into small teams.
- Provide each team with a list of resources and a set of clues or questions related to those resources – 10 min -
- Instruct teams to locate and explore the resources to find answers to the questions – 1hour-
- Encourage discussion and collaboration among team members. -20 min-
- Debrief the activity by discussing the importance of these resources in student support. - 15 min-

Accompanying Material:
1) Indicative list of resources:
- Student Handbook: This resource typically contains important information about academic policies, support services, and campus resources. It's a go-to guide for students.
- Online Learning Platform: If your institution uses an online learning management system, it may host valuable resources like course materials, discussion forums, and academic support tools.
- Counselling Services: Information about counselling services, including contact details and the range of counselling available (e.g., academic, career, mental health).
- Career Centre: Details about the career center's offerings, such as career assessments, job listings, and workshops on resume building and interview skills.
- Library Resources: Information on library services, databases, and research assistance available to students for academic support.
- Student Support Services: Details on support services for specific student populations, such as those with disabilities, international students, or veterans.

- Financial Aid Information: Resources on financial aid options, scholarships, and assistance programs for students seeking financial support.
- Mentorship Programs: Information about mentorship opportunities and how students can connect with mentors in their field of study.
- Study Skills Workshops: Schedules and descriptions of workshops or training sessions aimed at improving study skills and time management.
- Campus Clubs and Organizations: A list of student clubs and organizations that offer opportunities for personal development, networking, and leadership.
- Emergency Contacts: Important contact numbers for security, health services, and emergency situations.
- Academic Calendar: Key dates for the academic year, including registration deadlines, exam schedules, and holidays.
- Online Academic Resources: Links to online resources like academic journals, research databases, and e-books available through the institution's library.
- Student Portal: Information on how students can access their personalized portal for grades, schedules, and course registration.
- Feedback and Evaluation Forms: Resources for students to provide feedback on courses, instructors, and services, indicating avenues for improvement.
- Online Tutorials: Links to tutorials and guides on how to use the institution's online systems, access resources, and navigate academic processes.
- Peer Support Programs: Information on programs where students can seek support and advice from peers who have excelled in their studies.
- Community Resources: Details about nearby services and resources that students may find useful, such as healthcare facilities or public transportation options.

2) Indicative list of clues/questions

Clue/Question 1:
Clue: "Start by finding the official guide that contains everything you need to know about your journey in this institution."
Question: "What is the title of the handbook, and where can you find it?"

Clue/Question 2:
Clue: "Navigate to the digital space where you access your courses, assignments, and grades."
Question: "What is the name of the online platform, and what academic resources can you access through it?"

Clue/Question 3:
Clue: "If you ever need someone to talk to about academic challenges, personal issues, or career decisions, this place offers support."
Question: "What services are available at the counselling center, and how can you contact them?"

Clue/Question 4:
Clue: "Looking to kickstart your career? Explore this center to find tools and opportunities."
Question: "What resources does the career center provide to help students in their career development?"

Clue/Question 5:

Clue: "If you need books, research materials, or assistance with academic inquiries, head to this place."

Question: "What services are offered at the library, and how can you access academic resources?"

Clue/Question 6:

Clue: "Support for students with unique needs can be found here. Look for information on accommodations and assistance."

Question: "What specialized support services are available for students with disabilities?"

Clue/Question 7:

Clue: "Find a space where you can connect with mentors who can guide you in your academic and career journey."

Question: "What mentorship programs are available, and how can you get involved?"

Clue/Question 8:

Clue: "Discover organizations and clubs that align with your interests and can enrich your college experience."

Question: "What student clubs and organizations are currently active on campus?"

Clue/Question 9:

Clue: "In case of emergencies or urgent situations, this number should always be at hand."

Question: "What is the emergency contact number for immediate assistance?"

Clue/Question 10:

Clue: "Stay updated with important dates, deadlines, and events throughout the academic year by checking here."

Question: "What are some key dates mentioned in the academic calendar?"

Trainer Tip: Make sure to include material that are not available in the institute and discuss why those are important and how is lacking those material affect the quality of education.

Activity 2: Guidance Resource Creation Challenge

Outcome: Participants will develop creative guidance resources tailored to the specific needs of their VET institute.

Target Audience: VET educators, instructional designers, and support staff responsible for creating guidance materials.

Detailed Approach for Implementation:
- Provide an overview of the importance of tailored guidance resources – 20 min-
- Form small groups and assign each group a specific student population or challenge (e.g., students with disabilities, first-generation students).- 10 min-

- Instruct groups to create guidance materials (e.g., pamphlets, videos, infographics) addressing the unique needs and challenges of their assigned population- 45 min -
- Have each group present their created guidance resource to the rest of the participants. – 30 min-
- Facilitate a discussion on how these resources can be effectively integrated into the guidance program. -15 min-

Tip for trainers: Encourage creativity and innovation in resource design
Accompanying Material:
Indicative overview: The Importance of Tailored Guidance Resources
In the realm of vocational education and training (VET), one size rarely fits all. Each student comes with a unique set of aspirations, challenges, and learning styles. To effectively guide and support these diverse learners, it's imperative to recognize the value of tailored guidance resources.

1. Addressing Diverse Needs:

Tailored guidance resources acknowledge that students are not homogenous; they have diverse needs. Some students may require additional support due to disabilities, while others may seek specialized career advice. Tailoring resources ensures that every student can access the guidance they need, precisely when they need it.

2. Enhancing Relevance:

Generic, one-size-fits-all resources often lack relevance to individual students. Tailored resources are designed to be context-specific, making them more engaging and relatable. When students find the content relevant to their goals and challenges, they are more likely to engage with it proactively.

3. Promoting Inclusivity:

Inclusivity is a core principle of quality education. Tailored resources are an essential tool for promoting inclusivity by addressing the unique requirements of marginalized or underserved student populations. This inclusivity aligns with EQAVET's focus on Indicator 8: Prevalence of vulnerable groups.

4. Empowering Student Autonomy:

Tailored resources empower students to take control of their learning and personal development. By providing resources that match their specific needs, students can make informed decisions, set achievable goals, and chart their own paths.

5. Enhancing Quality of Support:

Institutions that invest in tailored guidance resources demonstrate a commitment to the quality of support they provide. When resources align with students' needs, it contributes to a more effective and efficient support system, ultimately improving the overall student experience.

6. Fostering a Supportive Culture:

Tailored resources can contribute to building a supportive campus culture. They send a clear message to students that their unique needs are acknowledged and addressed. This fosters a sense of belonging and trust in the institution.

7. Meeting EQAVET Indicators:

Customized guidance resources play a pivotal role in meeting EQAVET indicators, particularly Indicator 8, which emphasizes addressing the needs of vulnerable student populations. By

tailoring resources, institutions can proactively support these groups, leading to more equitable outcomes.

8. Adapting to Change:

The educational landscape is dynamic. Tailored resources are adaptable and can evolve to meet changing student demographics and needs. This adaptability is crucial for staying relevant and effective in a constantly evolving VET environment.

Conclusion:

Tailored guidance resources are not just a convenience; they are a strategic necessity. They enable VET institutions to provide effective, inclusive, and high-quality support to students, helping them navigate the challenges of their educational journeys and equipping them for success in their careers and lifelong learning. In Activity 4, participants will have the opportunity to create these crucial resources, contributing to a more supportive and responsive learning environment.

Template and instructions guidance resource creation, indicative design tools or software

Title of Guidance Resource: _____

Target Audience: _____

Purpose: _____

Contents:

Introduction

Provide a brief overview of the resource's purpose and what students can expect to gain from it.

Topic 1: [Insert Topic]

[Description of the content for Topic 1]

Topic 2: [Insert Topic]

[Description of the content for Topic 2]

Topic 3: [Insert Topic]

[Description of the content for Topic 3]

Additional Resources: [List any recommended books, websites, or further reading related to the topic.]

Contact Information:

[Include contact details for relevant support services or individuals.]

Design Elements:

Colours: Choose a colour scheme that is visually appealing and aligns with your institution's branding.

Images/Graphics: Include relevant images, icons, or graphics to enhance engagement.

Fonts: Use readable fonts, and consider font size for accessibility.

Layout: Organize content logically with headings, subheadings, and bullet points for clarity.

White Space: Ensure adequate white space to avoid clutter and improve readability.

Formatting:
Use a consistent formatting style throughout the resource.
Proofread and edit content for accuracy and clarity.
Ensure that the resource is accessible to all students, including those with disabilities (consider using accessible document formats).

Design Tools and Software:

Several design tools and software can assist in creating visually appealing guidance resources. Here are some options:

- Microsoft Word: Word is widely accessible and can be used to create well-structured documents. It provides basic design features for adding images, formatting text, and creating tables.
- Microsoft Publisher: Publisher offers more advanced design features, making it suitable for creating visually engaging materials. It provides templates and design tools for brochures, flyers, and other resources.
- Canva: Canva is a user-friendly online design tool with a range of templates for various document types. It offers a wide selection of images and design elements.
- Adobe InDesign: InDesign is a professional design software commonly used for creating visually stunning documents. It provides advanced layout and typography options.
- Google Docs/Slides/Sheets: Google's suite of productivity tools allows for collaborative editing and sharing. Google Slides can be used for presentations or creating resource materials.
- Lucidpress: Lucidpress is an online design and publishing platform with customizable templates and collaboration features.

Unit 3.2: Integration of guidance support in the educational program
Activity 3: Curriculum Integration Workshop
Outcome: Participants will develop a plan to integrate guidance and support activities seamlessly into their educational program.
Target Audience: VET program coordinators, trainers, and curriculum developers responsible for curriculum design.
Detailed Approach for Implementation:
- Provide an overview of the importance of integrating guidance into the curriculum -15 min -
- Share examples of successful integration from other institutions – 30 min -
- Divide participants into small groups based on their respective program areas.

- Instruct each group to identify specific courses or learning modules that they provide where guidance can be integrated – 30min -
- Guide participants in brainstorming and outlining how guidance can enhance learning in these areas – 15 min -
- Encourage groups to create a sample integration plan – 45 min -
- Facilitate group presentations and discussions – 30 min -

Accompanying Material: Sample integration plans, and examples of successful integrations from other institutions.

1) Overview of the importance of integrating guidance into the curriculum along with examples of successful integration from other institutions

Integrating guidance into the curriculum is a proactive and student-centered approach to enhancing the educational experience. It recognizes that guidance is not a separate service but an integral part of a student's journey. Here's why it matters:

1. Holistic Student Development: Guidance integrated into the curriculum ensures that students receive support in various aspects of their development, including academic, career, and personal growth. It addresses the whole student, nurturing their skills, competencies, and well-being.

2. Timely Support: When guidance is part of the curriculum, students receive support at critical moments in their academic journey. For example, career planning guidance can be embedded when students are selecting majors, ensuring timely and relevant assistance.

3. Improved Engagement: Curriculum-integrated guidance engages students directly in their learning process. They see the practical relevance of what they're studying and how it relates to their future careers, making learning more meaningful.

4. Equitable Access: All students, regardless of background or needs, have access to guidance when it's integrated into the curriculum. This inclusivity aligns with the principles of equitable education.

5. Academic Success: Guidance can help students navigate challenges, improve study skills, and set academic goals. When integrated, it contributes to better academic outcomes and reduces the risk of dropouts

6. Career Readiness: Integration of career guidance ensures that students are prepared for the job market. They receive guidance on skills development, internships, and job search strategies as part of their education.

7. Long-Term Benefits: Curriculum-integrated guidance fosters lifelong learning and adaptability. It equips students with the skills to navigate their careers successfully beyond graduation.

Examples of Successful Integration from Other Institutions:

University of Manchester (UK): The university integrates employability skills workshops into the curriculum, helping students develop crucial skills like communication, problem-solving, and teamwork.

Aalto University (Finland): Aalto integrates entrepreneurship education into various programs, encouraging students to develop an entrepreneurial mindset and skills while pursuing their degrees.

Monash University (Australia): Monash integrates global citizenship and leadership development into the curriculum, preparing students to be responsible global citizens.

Examples of Successful Integration per Application:

Peer Mentorship Programs: Some institutions have successfully integrated peer mentoring programs into specific courses. For example, a psychology course may include peer mentors who provide academic support and guidance to fellow students, enhancing engagement and learning outcomes.

Capstone Projects with Career Focus: In engineering programs, students often complete capstone projects. Some institutions have integrated career guidance into these projects, requiring students to explore the real-world applications of their studies and consider their career paths as they work on their projects.

Personalized Learning Plans: In K-12 education, successful integration involves the creation of personalized learning plans for each student. These plans outline academic goals, career aspirations, and the courses required to achieve them, ensuring that guidance is an integral part of the curriculum.

Embedded Academic Advisors: Some universities embed academic advisors within specific academic departments. These advisors work closely with faculty to provide guidance tailored to the requirements of individual programs and courses.

Experiential Learning Opportunities: Institutions often integrate guidance into experiential learning opportunities like internships and cooperative education programs. Students receive academic credit for these experiences and are guided in making connections between their academic learning and practical work.

Embedded Workshops and Seminars: Integrating guidance may include incorporating workshops and seminars on study skills, time management, and career preparation into courses. These sessions provide students with practical skills and knowledge to excel academically and professionally.

2. Sample integration plans

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Sample Integration Plan 1: Integrating Career Guidance into a Business Administration Program

Program: Bachelor of Business Administration

Integration Focus: Career Development

Integration Steps:

Curriculum Mapping: Identify key courses within the Business Administration program where career development topics can be integrated. For instance, courses related to professional development and management skills are suitable.

Course Syllabus Enhancement: Collaborate with instructors to revise course syllabi to include career-related learning objectives and activities. For instance, add assignments that require students to research potential career paths or develop career portfolios.

Guest Speakers and Workshops: Organize guest speaker sessions and workshops featuring alumni or industry professionals who can share insights on career paths and provide networking opportunities.

Career Advising Sessions: Embed career advising sessions within the curriculum. For example, during the third year of study, students meet with career advisors to discuss internship opportunities and post-graduation plans.

Integration into Capstone Project: Incorporate a career-focused component into the capstone project. Students may be required to analyse industry trends and assess the relevance of their program's coursework to real-world careers.

Assessment and Reflection: Develop assessments that gauge students' career readiness, such as creating a professional development plan or participating in mock job interviews. Encourage students to reflect on their career goals throughout the program.

Sample Integration Plan 2: Embedding Academic Support in STEM Courses

Program: STEM (Science, Technology, Engineering, and Mathematics) Education
Integration Focus: Academic Support

Integration Steps:

Course-Specific Academic Resources: Identify STEM courses with historically challenging content. Develop course-specific academic resource pages within the learning management system (LMS). Include supplemental materials, video tutorials, and links to virtual tutoring sessions.

Embedded Peer Tutors: Introduce a peer tutoring system where advanced STEM students offer virtual tutoring hours within the LMS. Ensure these tutoring hours align with course schedules.

In-Class Support: Collaborate with STEM instructors to allocate time within lectures for in-class review sessions. These sessions can be led by academic support staff, offering immediate clarification on complex topics.

Online Discussion Forums: Create discussion forums within the LMS for each STEM course. Encourage students to post questions and engage in peer-supported learning. Academic support staff can monitor and respond to inquiries.

Individualized Study Plans: Introduce individualized study plans for struggling students. These plans may include recommendations for supplementary materials, study strategies, or additional tutoring.

Progress Monitoring: Implement a progress monitoring system to identify students at risk of falling behind. Send timely alerts to instructors and academic support staff to provide targeted assistance.

Sample Integration Plan 3: Infusing Wellness and Stress Management into the Health Sciences Curriculum

Program: Health Sciences
Integration Focus: Student Wellness and Stress Management

Integration Steps:
Wellness Seminars: Schedule wellness seminars within the curriculum, covering topics like stress management, mental health, and work-life balance. These seminars can be part of a required wellness course or integrated into related courses.

Wellness Modules: Develop online wellness modules that students can access through the LMS. Modules may include self-assessments, relaxation techniques, and resources for managing stress.

Faculty Training: Provide training for faculty on recognizing signs of student stress and referring them to wellness resources. Encourage faculty to incorporate wellness-related discussions into their courses.

Peer Support Programs: Launch peer support programs where upper-level health sciences students serve as mentors or peer counsellors. These programs can offer one-on-one support and host wellness-themed events.

Supportive Learning Spaces: Designate areas within the campus as "wellness corners" where students can unwind, practice mindfulness, or access stress relief materials.

Integrated Assessments: Include assignments and assessments related to wellness topics, such as reflective journals on stress management strategies or presentations on maintaining well-being in healthcare professions

Unit 3.3: Development of career management competencies and LLL

Activity 4: Career Planning Simulation
Outcome: Participants will practice guiding students through career planning, applying the principles learned in the unit.
Target Audience: VET trainers and career counsellors responsible for guiding students in career development.

Detailed Approach for Implementation:

- Introduce a simulated scenario where participants act as career counsellors – 20 min -
- Provide profiles of fictional students with diverse backgrounds, interests, and career goals – 10 min -
- Instruct participants to conduct mock career counselling sessions for these students, helping them set career goals and create action plans – 45 min -
- Tip: Encourage participants to apply the career management competencies discussed in the unit.
- Facilitate group discussions after the simulation, allowing participants to share their experiences and strategies – 30 min -

    Accompanying Material: Student profiles, career planning templates, sample action plans.

Scenario and Profiles

1) Scenario: Career Planning Simulation
   Background:
   You are a career counsellor at the Virtual Career Guidance Center of XYZ University. Today, you will be working with three fictional students, each with their unique backgrounds, interests, and career goals. Your role is to guide them through the career planning process, helping them set career goals, explore suitable career paths, and develop action plans.

   Student Profiles:
   Student 1: Sarah Rodriguez
   Background: Sarah is a first-generation college student from a low-income background. She is majoring in social work and is passionate about making a difference in underserved communities.
   Interests: Community service, advocacy, counselling, working with at-risk youth.
   Career Goal: Sarah aspires to become a licensed clinical social worker and work with marginalized populations.

Student 2: Alex Chen
Background: Alex is an international student from China, pursuing a degree in computer science. He is fascinated by technology and has a knack for programming.
Interests: Software development, artificial intelligence, robotics.
Career Goal: Alex aims to secure a job as a software engineer in a renowned tech company.

Student 3: Maya Johnson
Background: Maya is a military veteran transitioning to civilian life. She holds a degree in logistics but has a strong interest in environmental sustainability.
Interests: Renewable energy, sustainable agriculture, conservation.
Career Goal: Maya hopes to combine her logistics expertise with sustainability by working for an eco-friendly logistics company.

Simulation Process:

Introduction:

Begin by introducing yourself as the career counsellor. Explain the purpose of the session and ensure students are comfortable sharing their aspirations.
Student Interaction: Participants (acting as career counsellors) interact with each student one by one, asking questions about their interests, skills, values, and any challenges they foresee in achieving their career goals.

Goal Setting: Encourage each student to articulate their short-term and long-term career goals. Help them define clear, achievable objectives.

Exploration: Offer guidance on suitable career paths, potential employers, and strategies to achieve their goals. Discuss the importance of networking, internships, and skill development.

Action Plan: Work with each student to create a personalized action plan outlining the steps they need to take to reach their career goals. Discuss timelines and milestones.

Feedback and Conclusion: Provide feedback and encouragement to each student, highlighting their strengths and areas for improvement. Emphasize the importance of continuous learning and adaptability in today's job market.

    a. Scenario: Career Planning Simulation

Background:
You are a team of career counsellors at the Career Development Center of a local community college. Today, you will be conducting mock career counselling sessions with three fictional students, each with distinct backgrounds, interests, and career goals. Your goal is to guide these students through the career planning process, providing personalized advice and resources.

Student Profiles:

Student 1: Javier Morales
Background: Javier is a recent high school graduate and the first in his family to attend college. He is undecided about his major but has a strong interest in art and creativity.

Interests: Drawing, graphic design, and digital art.

Career Goal: Javier is considering careers in graphic design, but he's uncertain about the steps to take.

Student 2: Aisha Khan
Background: Aisha is an international student from Pakistan pursuing a degree in business administration. She has a passion for entrepreneurship and aims to start her own tech-related business.
Interests: Tech start-up's, product development, innovation.
Career Goal: Aisha wants to become a successful entrepreneur in the tech industry.

Student 3: Carlos Rodriguez

Background: Carlos is a military veteran transitioning to civilian life. He has a background in logistics and supply chain management from his service.
Interests: Supply chain optimization, project management, leadership.
Career Goal: Carlos is interested in a career that combines his logistics expertise with civilian opportunities.

Simulation Process:

Introduction:
Begin by introducing your team as career counsellors and explaining the purpose of the mock career counselling sessions.

Student Interaction: Participants (acting as career counsellors) interact with each student one by one, asking open-ended questions about their interests, strengths, and aspirations. Listen actively and empathetically.

Goal Clarification: Help each student clarify their short-term and long-term career goals. Encourage them to reflect on what they are passionate about and what aligns with their values.

Exploration: Discuss potential career paths, industries, and employers that match each student's interests and goals. Provide insights into job market trends and opportunities.

Action Planning: Collaborate with each student to create an actionable career development plan. Identify steps such as skill-building, networking, internships, and resume development.

Resource Sharing: Share information about college resources, workshops, and services available to support their career development. Provide recommendations for relevant courses or extracurricular activities.

Feedback and Encouragement: Offer constructive feedback and encouragement to boost each student's confidence. Highlight their strengths and the potential they have to achieve their career aspirations.

Follow-Up: Discuss the importance of ongoing career planning and offer the possibility of follow-up counselling sessions to track progress and adjust plans as needed.

Sample Career Planning Template:

Student Name: _____
Date: _____
Career Goals:
Short-term (1-2 years): _____
Medium-term (3-5 years): _____
Long-term (5+ years): _____
Interests and Passions:
List your interests, hobbies, and activities you are passionate about.

Skills and Strengths:
List your key skills, talents, and strengths.
 Values and Priorities:
 What values are important to you in your career and life?
Potential Career Paths:
 Based on your interests and skills, list potential career paths or industries that align with your goals.
Education and Training:
 Identify any additional education or training you may need to pursue your career goals.
Action Steps:
 What specific actions will you take to move toward your short-term, medium-term, and long-term career goals?

Sample Action Plan:

Student Name: _____
Date: _____

Short-term Career Goal: To gain practical experience in graphic design.

Action Steps:

Enrol in the Graphic Design Course:

✓ Register for a beginner's graphic design course at XYZ College.

✓ Complete coursework and assignments with dedication.

Build a Portfolio:

✓ Create a portfolio showcasing design projects, including logos, posters, and digital artwork.

✓ Request feedback from instructors and peers for improvement.

Internship Search:

✓ Research local design agencies and studios offering internships.

✓ Apply for internships, emphasizing your coursework and portfolio.

Networking:

✓ Attend design-related events and meetups in the community.

✓ Connect with professionals on LinkedIn and request informational interviews.

Medium-term Career Goal:

✓ To secure a junior graphic designer position.

Action Steps:

Enhance Skills:

✓ Continue advanced graphic design coursework to refine skills.

✓ Explore specialization areas, such as web design or branding.

Internship Experience:

✓ Successfully complete an internship, gaining real-world design experience.

✓ Request a letter of recommendation from the internship supervisor.

Resume and Cover Letter

  ✓ Update your resume and create a compelling cover letter.

  ✓ Highlight coursework, internship, and portfolio in application materials.

Job Search

  ✓ Regularly search for junior graphic designer positions on job boards.

  ✓ Tailor application materials to each job posting.

Long-term Career Goal:

  ✓ To become a lead graphic designer at a renowned design agency.

Action Steps:

Continuous Learning:
Pursue advanced design courses or certifications.
Stay updated on industry trends and design software.

Professional Network:
Cultivate a strong professional network within the design industry.
Attend design conferences and join design associations.

Leadership Development:
Seek opportunities for leadership roles in design projects.
Mentor junior designers to enhance leadership skills.

Portfolio Enhancement:
Continuously update and expand the design portfolio with impressive projects.
Seek high-profile design projects or freelance opportunities.

Activity 5: Skills-Based Workshops

Outcome: Participants will facilitate and engage in skills-based workshops aimed at fostering career management and lifelong learning skills among students.

Target Audience: VET trainers, career counsellors, and educators responsible for delivering workshops and training.

Detailed Approach for Implementation:

- Assign each participant a specific career management or lifelong learning skill to focus on (e.g., resume writing, goal setting, online learning). -10 min-
- Instruct participants to design and deliver a short workshop or training session on their assigned skill. -1 hour-
  TIP: Encourage interactive and hands-on activities during the workshops.
- Have participants go through each other's workshops designs and provide constructive feedback. -45 min-
    - Debrief the experience, highlighting effective strategies and improvements. -30 min-

Accompanying Material: Workshop design templates, resources on career management and lifelong learning skills.

Workshop Design Template: Career Management and Lifelong Learning Skills

Workshop Title: Career Management and Lifelong Learning Skills
Duration: [Specify the duration, e.g., Half-day Workshop]

Workshop Objectives:
- ✓ To equip participants with essential career management skills.
- ✓ To emphasize the importance of lifelong learning in career development.
- ✓ To help participants create actionable career development plans.

Agenda:
Introduction (15 minutes)
Welcome and icebreaker activity.
Overview of the workshop objectives and agenda.

Session 1: Understanding Career Management (30 minutes)
Presentation on the concept of career management.
Discussion on the significance of setting career goals and self-assessment.

Session 2: Lifelong Learning for Career Success (45 minutes)
Interactive session on the importance of continuous learning.
Case studies and examples of successful lifelong learners.
Break (15 minutes)

Session 3: Skills for Career Advancement (30 minutes)
Presentation on key skills needed for career advancement.
Self-assessment activity to identify areas for skill development.

Session 4: Creating a Career Development Plan (45 minutes)
Guided activity to help participants create a personalized career development plan.
Peer sharing and feedback.

Session 5: Resources and Tools (30 minutes)
Introduction to online resources for career management and lifelong learning.
Hands-on exploration of recommended websites and platforms.
Q&A and Wrap-up (15 minutes)

Open floor for questions and discussion.
Recap of key takeaways and next steps.
Networking and Resource Sharing (Optional) (30 minutes)

Participants can network and share additional resources or insights.

Materials Needed:
- ➢ Presentation slides
- ➢ Flipcharts and markers
- ➢ Laptop/projector

➢ Handouts and worksheets
➢ Internet access (for online resource exploration)

Online Resources for Career Management and Lifelong Learning:

- LinkedIn Learning: Offers a wide range of online courses on career development, leadership, and soft skills.
- Coursera: Provides access to courses from top universities and organizations on various subjects.
- edX: Offers online courses, micro-credentials, and professional certificates from universities and institutions worldwide.
- MyPlan.com: Provides career assessment tools, including interest and skills inventories.
- Occupational Outlook Handbook (U.S. Bureau of Labour Statistics): Offers information on careers, industries, and job outlook.
- TED Talks: Features inspiring talks on personal development, career success, and lifelong learning.
- Khan Academy: Provides free educational content on a wide range of subjects.
- Skill share: Offers classes in creative fields, such as design, photography, and writing.
- Code academy: Focuses on coding and programming skills for those interested in tech careers.
- Courageous Learning Hub: Offers resources on self-directed learning and building a learning mindset.

This workshop template and the accompanying online resources can be used to design and deliver an eng session on career management and lifelong learning skills for participants. Adjust the content and durati needed based on the specific goals of the workshop and the needs of the audience.

Please see below some indicative Training Techniques per type of training methodology.

● **Case studies**

In a group exercise a cohort of trainees work together through a given scenario or problem to identify and explore a solution. Then they have to present their solution(s). This technique provides the opportunity for participants to use multiple skills, from problem solving to presentation skills as well as appreciating the opinions of others and working effectively in a team.

● **Power Point Presentation**

The most well-known technique used for classroom training. Power Point Presentation can be combined with any other lecturing technique. For its effective implementation, a Power Point template has been designed, in order to help trainers to deliver their lectures. Apart from basic written information, PPTs will also include visual stimulators, such as images, graphs, and tables, to better describe and frame their topic of interest.

- **Open Questions**

  Open questions consist of a question that cannot be answered with a single yes or no but requires a developed answer. It is raised over a matter which is undecided and invites trainees to provide longer responses in order to demonstrate their understanding, using their own knowledge and/or feelings.

  Open-ended questions also tend to be more objective and less leading providing trainees the context to construct a free-form answer. Open-ended questions typically begin with words such as "Why" and "How", or phrases such as "Tell me about...". Open-ended questions are useful for examining in-depth understanding and comprehension while at the same time, they may question reasoning or critical thinking.

- **Closed Questions**

  The closed Questions and answers technique consists of composing specific questions that will be asked to the trainees. This technique increases trainees' participation and encourages active learning. In this project, six different formats of Closed Questions and answers will be used, namely:
  - True or False,
  - Multiple Choice,
  - Multiple Response,
  - Multiple Choice Text,
  - Sequence Matching Questions

  True or False format is mostly used in order to emerge a crucial difference between two sentences, while multiple-choice asks the learner to select the most appropriate option. Multiple response is similar to multiple choice but provides more than one correct answer. Multiple-choice texts extend the multiple-choice technique in the context of a whole text with gaps filled by various provided choices. Sequence matching is a procedure that asks the learner to match terms of two groups while Word Bank consists of a text with gaps and a provided pool of words aiming to be placed in the correct place in order for the text to make sense. Closed questions are often used in assessments; therefore, this technique is useful when preparing trainees for exams.

- **Video Analysis**

  The main aim of video analysis is to create resources that objectively display key information and facts about an activity that can be used to support and enhance the feedback process. When delivering training sessions on video analysis tools to a group of trainees, whatever their level of education or experience, it is a good practice to base the analysis on three main but trivial steps:
  - Present video
  - Ask the trainees for key messages
  - Ask important questions and get the feedback from the trainees
  - Provide additional coaching or feedback

- **Self-directed Activity**

  In a self-directed activity, the learner is provided with a case study or another type of challenge and is requested to provide comments, express opinions, or resolve an issue. Feedback is provided to the learner at the end to ensure that the activity is effective enough for the learner.

- **Bibliographic Review**

A bibliographic review or literature review is a type of review resource. A bibliographic review is a scholarly paper, which includes the current knowledge including substantive findings, as well as theoretical and methodological contributions to a particular topic. Literature reviews are secondary sources and do not report new or original experimental work.

A literature review has four main objectives:

- It surveys the literature in your chosen area of study
- It synthesizes the information in that literature into a summary
- It critically analyses the information gathered by identifying gaps in current knowledge; showing limitations of theories and points of view; formulating areas for further research and reviewing areas of controversy
- It presents the literature in an organised way

A literature review shows that its contactor has an in-depth grasp of a subject.

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