Co-funded by the Erasmus+ Programme of the European Union

REFRAME

REGIONAL NETWORK FOR WORK BASED LEARNING
2017/1616/585162-EPP-1-2017-1-IT-EPPKA3-VET-APPREN

REFRAME PLATFORM

TOOLS FOR THE WBL

FOR TEACHERS, TRAINERS AND TUTORS

GUIDANCE AND CAREER PLANNING

A SELECTION OF GOOD PRACTICES

FROM THE EUROPEAN PLATFORMS:

NetWBL - Network "Work-based Learning and Apprenticeships"

AND

Erasmus+ Project Results Platform

CONFINDUSTRIA Emilia-Romagna · CIS · FREREF · Generalitat de Catalunya Departament d'Ensenyament · I.I.S. NOBILI · Jan van Brabant College

SUMMARY

1. INTRODUCTION 3
2. NetWBL - Network "Work-based Learning and Apprenticeships" 3
2.1. GUIDES 4
2.2. HANDBOOKS, MANUALS, OTHER TRAINING TOOLS 4
2.3. TOOLKITS 5
3. Erasmus+ Project Results Platform 5
3.1. GUIDES 5
3.2. HANDBOOKS, MANUALS, OTHER TRAINING TOOLS 6
3.3. E-learning modules, online training, MOOC 8
3.4. TOOLKITS 9

1. INTRODUCTION

This document aims at providing a selected set of good practices of Work-based learning (WBL) tools for teachers, trainers and tutors on the topic guidance and career planning suggested and identified by the Italian REFRAME project staff of the lead and project partners. The proposed WBL tools of this document are the project outputs and results of selected projects carried out from a range of stakeholders of the European and national education sectors awarded as good practices and sourced from the two following European platforms: Erasmus + Project Results Platform and NetWBL - Network "Work-based learning and Apprenticeships". The content of this document is framed according the following keywords and practical & reusable resources for practitioners: guides; toolkits: train the trainers and training programmes; handbooks, manuals and training tools; e-learning modules, online training, MOOC, dissemination and training materials.

2. NetWBL - Network "Work-based Learning and Apprenticeships"

- **The WBL TOOLKIT**

The Work-based Learning TOOLKIT is the first web platform which allows users to create, collaborate and share knowledge on work-based learning issues. It's a new way to network online with the WBL community. Learn about WBL, discover tools for developing WBL, test this new toolkit under www.wbl-toolkit.eu. The toolkit was delivered by NetWBL is a network of 29 European national agencies, coordinated by the German National Agency at BIBB.

Compendia with descriptions of more than 200 Projects working in the area of WBL are results of the three European Monitoring Conferences.

- **Compendium** of the 1st European Monitoring conference in Brussels (PDF, 2,4 MB)
- **Compendium** of the 2nd European Monitoring conference in Vilnius (PDF, 1 MB)
- **Compendium** of the 3rd European Monitoring conference in Berlin (PDF, 1 MB)

GUIDES

• **EUPA Guide for Trainers**	The EUPA Guide for Trainers was developed as part of a series of outputs and results (qualification framework; assessment tool; training materials) that centred on facilitating, delivering and measuring learning for those working as a Personal Assistant, or PA.	EUPA Guide for Trainers DETAILS ...
• **VET & WORK: E-learning Course for Students**	The VET & WORK E-learning course comprises 5 video modules that centre on active job search techniques.	VET & WORK: E-learning Course for St DETAILS ...
• **Join in a Job! Workplace Material: Competence-oriented Tools for Career Advancement**	Within the 'Workplace Material' section of the Join in a Job! Practitioner Portfolio, a number of tools and instruments are provided that centre on recognition, development and, ultimately, career advancement, for young migrants in the workforce.	Join in a Job! Workplace Material: Competence-oriented Tools for Career Advancement DETAILS ...

HANDBOOKS, MANUALS, OTHER TRAINING TOOLS

• **NICE Handbook for the Academic Training of Career Guidance and Counselling Professionals**	The NICE Handbook offers an academic perspective on the future of higher education for Career Guidance and Counselling professionals in Europe.	NICE Handbook for the Academic Training of Career Guidance and Counselling Professionals DETAILS ...
• **Handbook: Improve Professional Orientation - A Modular Training Course for VET Professionals**	The Improve Professional Orientation handbook aims at improving and enhancing the performance of teachers and trainers already working in VET and looking to improve their skills and capacities in delivering professional orientation (vocational guidance).	Handbook: Improve Professional Orientation - A Modular Training Course for VET Professionals DETAILS ...

TOOLKIT

BAGRu Toolbox	In the BAGRu Toolbox, a broad range of methods and tools are provided that can be used by trainers, teachers and others working with unemployed or low-skilled adults with a view to imparting job-relevant and transversal skills concepts that will ultimately facilitate labour market entry.	BAGRu Toolbox DETAILS ...

3. Erasmus+ Project Results Platform

GUIDES

• **IO 3 - MATERIALE PER LA FORMAZIONE DEI GIOVANI**	The IO 3 offers methodological tools for trainers who accompany youths during the training course created in a WBL mode (Work Based Learning) according to the INTRAWORK training model. Intellectua...	2016-1-IT01-KA202-005433
• **IO 3 - TRAINING MATERIALS FOR YOUTHS**	The IO 3 offers methodological tools for trainers who accompany youths during the training course created in a WBL mode (Work Based Learning) according to the INTRAWORK training model. Intellectua...	2016-1-IT01-KA202-005433
• **A guidebook on implementation of training in RME**	The guidebook is based on the description and analysis of case studies regarding the implementation of pathways. It provides an overview of the Wind and marine sector, career planning, informati...	2014-1-FR01-KA200-008451
• **Output6_ Hard-Soft Skilling-Charting your career path_Teacher Guide**	The Teaching guide was designed to offer teachers accessible ways to approach teaching about developing high transversal skills including reflection on how to navigate through the work related mat...	2014-1-RO01-KA201-002736

HANDBOOKS, MANUALS, OTHER TRAINING TOOLS

• **Result O3 - Career Tree The system of educational-vocational career diagnosis and counseling. English ve**	Handbook entitled Career Tree The system of educational-vocational career diagnosis and counseling. In this book was describe the method a set of inventories, tests and questionnaires constructi...	2014-1-PL01-KA200-003345
• **Multidimensional adaptive diagnosis in career planning. Design and psychometric adequateness of the Career Tree inventory tool**	The added value of the project Multidimensional adaptive diagnosis in career planning. Design and psychometric adequateness of the Career Tree inventory tool. This book was developed in Polish, ...	2014-1-PL01-KA200-003345
• **Vocational guidance, counselling and career planning – a deliberate move towards one's choice**	- Annual plans 'Vocational guidance, counselling and career planning for 3-11 year-old children and pupils' (pre-school and primary education). - Annual plans 'Vocational guidance, counselling and...	EST-2012-1-LT1-COM13-07179
• **One stop career- career guide for students**	One stop career is a career guidance book designed to assist high school students into making informed decisions on education and career pathways. It includes practical advice on all steps to be f...	EST-2013-1-RO1-COM06-29656
• **Career planning schedule - job information centre**	An important part of the job orienteering process are the visits in the job information centre. Students go there once together with their teacher and the class mates to get an introduction.	2014-1-DE03-KA201-001294
• **Career planning schedule - career investigation form**	This form is used by the German students during their investigations in the job information centre. It has been shared during LTTA in Germany when mixed teams discovered different jobs.	2014-1-DE03-KA201-001294

• **Career planning schedule - exploring companies**	This is a sample of how to explore a company. The students get an impression of what skills are needed and which goods are produced. It can be conducted in every company or institution. Back at sc...	2014-1-DE03-KA201-001294
• **Career planning schedule - inverstigation form for companies**	This is a form the students have developed and which can be used in almost every sector of economy and of course everyone is invited to use it and adjust it to his individual requirements.	2014-1-DE03-KA201-001294
• **Career planning schedule**	The Spaniards carried out a survey about sustainability of their training concerning future jobs of the students.	2014-1-DE03-KA201-001294
• **Career planning schedule**	The „career planning schedule“ is a two year plan for schools and students of how and when to operate job orienteering. It mentions a large variety of different activities that are explained in si...	2014-1-DE03-KA201-001294
• **The Career Box manual - English**	The manual covers the following chapters: 1. Self knowledge, tools for self-discovery; 2. Inventory of skills, interests, values, models used; 3. Exploring occupations, sources, tools; 4. Planning...	2014-2-RO01-KA205-013607
• **Career planning training**	This was another training the volunteers took part in as they were really interested in the field of career orientation and were informed about different methods of self-reflection and self-knowle...	2016-3-SK02-KA105-001113
• **Competencies and Transferable Skills: eService Solutions for the Energy Sector (additional information)**	To address these important issues requires a European level solution. This solution must be transferable, and transparent, and be done in consultation with stakeholders. CATS will develop competen...	ADAM-6776
• **Career planning program**	Career planning curricula created by Lithuanian partner within project and integrated into the	EST-2011-1-RO1-LEO04-14835

	general curriculum of Lithuanian partner school.	
• **WHAT CAREER PLANNING**	What is career planning. How the process works.	EST-2012-1-LT1-COM13-07179
• **Futureplans - What are your plans?**	There is no significant differences in the future prospects of young people from Germany, Sweden and the Netherlands. Most students want to pass their final school exams sucessfully. Most of them...	EST-2013-1-NL1-COM06-13055
• **One stop career- career guide for students**	One stop career is a career guidance book designed to assist high school students into making informed decisions on education and career pathways. It includes practical advice on all steps to be f...	EST-2013-1-RO1-COM06-29656
• **4. Qualification concepts and concepts for personnel development and career planning for a compensa-tion of the lack of skilled workers**	Qualification concepts and concepts for personnel development and career planning for a compensa-tion of the lack of skilled workers	D_06_B_F_PP-146572

E-learning modules, online training, MOOC

• **O5-A1: The educational game**	The Youth@work game is the key deliverable for the YOUTHYES project. The game aims to increase career awareness and adaptabilities in youth (13-19 years). In the game players are on a journey to C...	2014-1-UK01-KA200-001858
• **Development of competence in a web-based laboratory (additional information)**	The aim of the project webLab was to develop a concept of individualised and web based accompany of work placements abroad (webLab-concept). This accompany have been achieved through the junction ...	ADAM-10916
• **Materials: Future game**	A game for career planning developed by Johan Declercq, one of our participants.	EST-2012-1-CZ1-LEO04-09712

• **The Career Box – interactive career guidance guide – English/Romanian**	On the e-learning platform http://thevoyage.eu this product is the first one in the story of the journey. This product was developed in 2 languages: - http://thevoyage.eu/course/view.php?id=10 –...	2014-2-RO01-KA205-013607
• **Output2_Hard-Soft Skilling-Charting your career path_Optional Course Syllabus**	The optional course syllabus is designed as a course planning tool, helping prepare and organize the teaching sessions of the skill instruction. Based on the conclusions of the comparative study, ...	2014-1-RO01-KA201-002736

TOOLKITS

yourKITE - enhancing youth employability	YourKITE provided basic knowledge and skills that can be used by young people in planning their career and in finding future jobs. Through yourKITE transnational training, 18 young people from Nor...	2015-1-NO02-KA205-000521
Career Tree tool. It is a set of diagnostic and support of counseling tools. http://career-tree.eu	O1, O2, O4. The diagnostic part contains six inventories for dimensions examining which are relevant to educational and vocational decisions, a battery of cognitive tests and a survey questionna...	2014-1-PL01-KA200-003345
Counseling	Free counseling - the introduction of elements of long-term career planning, due to the lack of training programs dedicated to career planning.	EST-2010-1-DK1-GRU06-01891
SWOT analyses of a language teacher and a language school	Strengths - Innovation, Confidence, Empathy, Communication, Empowerment, Co-operation, Enthusiasm, Feelings, Sociability Weaknesses - Lack of planning, Lack of time, Lack of resources, Routine, U...	EST-2010-1-SK1-GRU06-01499
Leonardo da Vinci Transfer of Innovation project	Development and implementation of the Leonardo da Vinci Transfer of Innovation project "KOMPASS - Competence Balance, an innovative instrument for career planning and	EST-2011-1-DE2-GRU06-07822

	increasing of employability o...	
Personal Portfolio: MY CAREER PATHWAY	This is a form devised to allow students to think about the results of the "WHAT CAREER IS RIGHT FOR ME?" questionnaire so as to identify their future prospects and expectations together with the ...	EST-2011-1-TR1-COM06-24669
5 Steps Career Planning	Model of student counseling with following parts: A) Five Career Competences: - Discover your talent - Discover your passion - Discover your workplace - Personal initiative - ...	EST-2012-1-FI1-LEO04-09549

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The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors

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