

LE.A.DE.R. Project

LEarning And Decision making Resources

KA2-Strategic Partnership - Project N. 2014-1-IT02-KA200-004105



Partner Organization (project partner) and country:	CENTRO STUDI PLURIVERSUM
Other organization involved in the Pilot Action (if not directly the partner organization):	Fondazione TAB sede di Siena – Vocational training course ITS Tuscany Life Style; Metrica Soc. Coop. di Siena (Milani) e Agenzia Formativa CESCOT di Siena (Lorenzini)

INFORMATION ABOUT GUIDANCE CENTER / SERVICE AND STAFF PROVIDING THE PILOT ACTION

Career Guidance Center / Service (NAME of the Service/Organisation)	METRICA Soc. Coop. (Vocational Training Center)
Address, e-mail, website	Strada Massetana Romana n. 56 53100 SIENA info@metrica.toscana.it http://www.metrica.toscana.it/
Career Guidance Provision Describe the service and the activities carried out by this organization (list of services and list of main target groups)	Metrica Soc. Coop. carries out guidance activities in vocational training courses financed by European Union and in private training courses in the catalog of lifelong education. The main target groups of guidance activities are: <ul style="list-style-type: none">- disabled and disadvantaged people;- young indrop-out;- NEET young people (18-29 years);- unemployed or employed in the process of upgrading / professional retraining
Staff and practitioners involved Describe the main roles and professional backgrounds	Stefania Milani, psychologist, psychotherapist, senior guidance counselor with over 15 years of experience in particular in the guidance activities for disadvantaged groups (disabled and disadvantaged), youth and young people at risk of school and training dispersion
Resources and tools Describe main tools available and database,	SORPRENDO career matching software Guidance interviews, simulations

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web sites, etc.	E-portfolio Moodle platform for online and distance learning
Other information (Opening time, on line services, etc.)	

INFORMATION ABOUT PILOT ACTION

Title:	Transition to work guidance module within Higher Education
Short description of the Pilot Action:	The guidance pathway is included within the course ITS Tuscany Life Style and involves two main stages: the first, made at the beginning of the path, dedicated to the analysis of the skills possessed by the participants and the identification of training needs and the second , carried out during the course, which aims to accompany the participants in the most suitable and appropriate choices with respect to their professional skills and inclinations, targeted to the realization of the internship stage and the possible, desirable, job placement.
Target group (with description of specific guidance needs)	Young people aged 18 to 29 who are attending a post secondary school specialization training path to improve their level of employability and enter the labor market.
Expected learning outcomes , within the CMS framework	Personal effectiveness: <ul style="list-style-type: none">- I know who I am and what I am good at- I'm able to reflect on my strengths and address my weaknesses- I make effective decisions relating to my life, learning and work- I make use of appropriate technologies to develop my career- I generate ideas that help me to achieve my goals

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	<ul style="list-style-type: none"> - I am able to set SMART goals (Strategic, Measurable, Achievable, Relevant and Time bound) - I can match my skills to labour market needs, developing my skills with a view to a better job - I establish the most appropriate actions and activities to address situations related to the training and professional development (career) <p>Finding and accessing work and training opportunities</p> <ul style="list-style-type: none"> - I can find work and successfully manage selection processes - I create opportunities and alternative career perspectives to build my career <p>Understanding the world</p> <ul style="list-style-type: none"> - I understand how changes in society, politics and the economy relate to my life, learning and work - I know the world of work and professions
<p>Learning plan, with a list of guidance tools (please, describe the activities and the career guidance resources you will provide to users)</p>	<p>See for detailed description of the guidance activity below.</p>
<p>Evaluation</p>	

Workplan

Detailed Organization of the guidance module: Experimentation of Dual System

Stage 1. EVALUATION OF THE COMPETENCES IN ENTRANCE: 6 hours of group guidance and 2/3 hours of individual counseling interviews

Aims:

- Evaluation of the existing skills of each participant: evaluation will concern their knowledges, understanding, cognitive skills, operational skills, attitudes, etc. concerning the scope of activities covered by the training course, that individuals have acquired in different moments, places and educational systems in order to enhance them as part of the learning process.
- connecting previous experiences to the knowledge / skills of the training reference, with the possible recognition of the entry credits
- Contributing to increasing individual awareness and increase motivation in lifelong learning direction
- Determine any additional training needs required to successfully participate in the training activities, also in order to make the classroom group as homogeneous as possible for prior knowledge
- Draw up a "personal dossier of competencies" to each applicant in order to allow also to every teacher to tailor the discussion of the characteristics of the classroom group. - Re-orient, if necessary, the person towards training more responsive to the attitudes, skills / knowledge possessed.

Activity	Aims	Description	Tools	Duration
Empowerment	Activity aimed to start a process of growth, both of the individual and of the group, based on the increase in self-esteem, self-efficacy and self-determination to bring out latent resources and lead the individual to consciously appropriating of its potential	Group activity	Slides; work sheets	4 hours
Reconstruction and description of skills	Identification of strengths and areas to be strengthened for each student	Group activity: 2 hours Individual meetings: 2/3 hours for each student	Slides; work sheets	2 hours + 2/3 hours for each student

		Reconstruction of the incoming competencies in comparison with those at the conclusion of the training course		
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Stage 2. ONGOING GUIDANCE: 8 hours of group guidance and two hours of individual counseling interviews

The guidance action will be configured as an action of "accompanying" of the class and of individual students and aimed to favor the work placement of the students, starting from an adequate valorisation and capitalization of the placement stage. This activity will help the student to make the most appropriate and adequate choices in respect to their professional skills and inclinations, in function of the realization of the placement stage and the possible, desirable, job placement.

Activity	Aims	Description	Tools	Duration
Self-presentation at work	develop / strengthen the self-presentation competencies at the workplace;	Group activities; Simulations Activities for the management of curriculum vitae, linkedin profiles, and other social media, job interview; presentation of the software SORPRENDO	Slides; Working sheets; SORPRENDO	8 hours
Training and professional project	- encouraging students' awareness of their professional interests, skills, professional values (with administration of software SORPRENDO); - develop guidance competencies aimed at the formulation of a professional goal and its implementation; - support the definition of a training and professional project.	Individual meeting; Use of the software SORPRENDO with the help of the counselor, reading of the results, definition of the training project for the work placement.	SORPRENDO	2 hours for each student

Total duration of the guidance path: 14 hours in group + 4/5 hours for each student