

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:	University of Camerino
Other organization involved in the Pilot Action (if not directly the partner organization):	High Schools and Enterprises

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

Career Guidance Center / Service (NAME of the Service/Organisation)	Guidance and Placement Office at the University of Camerino
Address, e-mail, website	www.unicam.it
Career Guidance Provision Describe the service and the activities carried out by this organization (list of services and list of main target groups)	<ul style="list-style-type: none">- services that offer academic assistance as well as academic counselling. These include orientation and tutoring, that is assistance through the entire academic career of the student.- services that help the student find work training programs and job placement upon graduation. All this represents a 'system quality management' which was certified in July 2003 according to the international norms UNI EN ISO 9001:2000 by the French certifying company GROUPE AFAQ.
Staff and practitioners involved Describe the main roles and professional backgrounds	Emanuela Pascucci, Margherita Grelloni: Guidance office Target : youth 14-19 years old Sara Ramadori, Federica Ubaldi: Placement office Target : Graduates Milena Moreschi: Stage and training Target : academic Students
Resources and tools	Guide line provided by the Ministry and Marche Region

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Describe main tools available and database, web sites, etc.	Results and outputs provided by the European project Training courses and materials provided Italia Lavoro Training courses and Materials provided by ISFOL and INDIRE - JOB FINDER PLATFORM (tool) -SORPRENDO software (tool) - Career DAY (event) - Open Day (event) -Annual Conference in Guidance and Counselling
Other information (Opening time, on line services, etc.)	

INFORMATION ABOUT PILOT ACTION	
Title:	Awareness and practices in managing CMS in guidance and students services - 1
Short description of the Pilot Action:	The improvement of our services passes inevitably through the satisfaction of our target. Career guidance services, often, accompanied other services, such as mobility, international cooperation, incoming, placement etc.. In order to guarantee a continuous improvement of our services and their combination we decided to test the career management skills framework as tools for the self-assessment of our students that attended a traineeship abroad exploiting the opportunities provided by the Key Activity 1 under Erasmus Plus. In order to understand the reliance of the traineeship abroad as

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	<p>experience for the growth in terms of career management skills we administrate a simple questionnaires to collect data and useful information that we hope we allow to provided improvement measures in our services.</p> <p>In particular they are going to investigate a simple of students that before starting the trainees ship attended a dedicated training sending trough the on-line platform.</p>
<p>Target group (with description of specific guidance needs)</p>	<p>Academic students attending the last two years before the graduation that are involved in the Erasmus Mobility for traineeships.</p>
<p>Expected learning outcomes, within the CMS framework</p>	<p>Personal effectiveness</p> <ol style="list-style-type: none"> 1. I know who I am and what I am good at. 2. I'm able to reflect on my strengths and address my weaknesses. 3. I make effective decisions relating to my life, learning and work. 4. I remain positive when facing setbacks and I keep a positive orientation to the future. 5. I make use of appropriate technologies to develop my career. 6. I generate ideas that help me to achieve my goals 7. I can match my skills to Labour Market needs (building social partnerships for better skill and better jobs) <p>Finding work and accessing learning</p> <ol style="list-style-type: none"> 1. I learn throughout life. 2. I can find work and successfully manage selection processes (Job search skills) 3. I create opportunities and alternative career perspectives to build my career.

	<p>4. I create synergies in my career</p> <p>5. I assess the pros and cons of formal and informal sources of information</p> <p>6. I adapt my life plan as circumstances changes</p> <p>Managing life and career</p> <p>1. I manage my goals, my time and my personal in a way that supports my career building</p> <p>2. I adapt my varied roles, jobs responsibilities, schedules and contexts</p> <p>3. I am innovative and creative in my thinking about my work learning and life</p> <p>4. I manage to face transitions in a flexible and adaptable way</p> <p>Understanding the world</p> <p>1. I understand how changes in society, politics and the economy relate to my life, learning and work.</p> <p>2. I understand how life, learning and work roles change over time.</p> <p>3. I identify, create and capitalize on unforeseen situations, either positive or negative ones. (Readiness to happenstance).</p>
<p>Learning plan, with a list of guidance tools (please, describe the activities and the career guidance resources you will provide to users)</p>	<ol style="list-style-type: none"> 1. Information and preparation to the use of the on line JOB FINDER tools for managing the traineeship 2. Preparation activities in developing tools for active job search 3. Matching skills and capabilities with companies needs 4. Training activities for a successful experiences in companies 5. Improvement and exploitation of the career management skills

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Evaluation	The collection and analysis of data useful for the evaluation of the pilot action will be carry on with the support of two main tools: - A report in order to understand the strength and the weakness of the new activities introduce to improve the services and the career guidance experts' competences.
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