



CAREER SKILLS MOOC

HANDBOOK FOR TRAINERS



THE CAREER SKILLS PROJECT



The project aims to create a European one-stop-shop platform addressing career guidance practitioners, policy actors and users who want to improve their key career management competences.

Career Skills platform: <https://app.career-skills.eu/index.php/en>

This handbook provides guidance and instructions on the use of the Career Skills MOOC (Massive Open Online Course).



THE CAREER SKILLS PARTNERS



The Career Skills project involves 6 experienced organisations:

- **The Business Foundation for Education** (coordinator) – recognised leader in lifelong career guidance in Bulgaria.
- **University of Jyväskylä** has an in-depth expertise in career guidance.
- **Reseau International des Cité des métiers** is part of an international network of 33 information and guidance centres in 9 countries
- **Volkshochschule im Landkreis Cham e.V.** is a renowned adult education centre in Bavaria, Germany
- The **Institute of Entrepreneurship Development** is a Greek organisation committed to the promotion of innovation and the enhancing of the entrepreneurial spirit.
- **Aspire-Igen Group** is the largest careers and training organisation in the Yorkshire region, who has also acted as the UK Euroguidance centre.



CAREER MANAGEMENT SKILLS



In order to have a successful and fulfilling career in modern life, one should not only possess profession-related competences, but also a wide range of “soft” skills (problem-solving, creativity, leadership, etc.).

It refers to everyone – recent graduates, people looking for alternative career paths, and experienced professionals.

These competences have to be developed deliberately and consistently, and career counsellors may become facilitators of this process.



THE CAREER SKILLS PLATFORM



The Career Skills platform combines different resources to support career guidance professionals and clients:

- Create a profile and stand out with your portfolio
- Promote yourself on the Career Services Map
- Share your projects, news and events in the Network section
- Use the assessment tool to evaluate clients' needs and progress
- Update your knowledge about CMS in the Catalogue
- Enrich your training and counselling resources in 12 fields
- Help clients develop their career skills in 3 levels



THE MOOC ADDRESSES 12 SKILLS:



Self-Awareness



Labour Market Awareness



Career Planning



Employability



Resilience



Problem Solving



Self-employment



Creativity



Collaboration



Communication



Leadership



Curiosity



THE 12 CAREER SKILLS



These 12 career management skills have been identified as a result of extensive study of international policy papers and strategic documents, including:

- Council Recommendation on Key Competences for Lifelong Learning (2018)
- LifeComp: The European Framework for Personal, Social and Learning to Learn Key Competence (2020)
- Career Management Skills Framework for Scotland (2012)
- ELGPN: Designing and Implementing Policies Related to Career Management Skills (2015)
- ProfilPass (2016)



COMPETENCE FRAMEWORK



Each module contains descriptors explaining the essence of a specific competence, for example:

Collaboration



- Teamwork, multicultural awareness, tolerance;
- Handling job-related conflicts
- Using networking and relations in a work setting
- Valuing equality, diversity and inclusion
- Working together and cooperating with others to develop ideas and turn them into action
- Solving conflicts and facing up to competition positively
- Valuing equality, diversity and inclusion



LEARNING LEVELS



The materials of each module are divided into three levels:

- Basic
- Intermediate
- Advanced

Users can determine their level of mastery by using the Career Skills Assessment Tool.

They can directly go to the identified level or, if they wish, they could pass the whole module – from Basic to Advanced level.



LEARNING APPROACH



The modules are suitable for users with different learning styles. They combine short theoretical information and practical tips, case studies, inspiring videos and articles, quizzes, self-reflection, mock exercises, and other practical tasks.

These should help the user understand the essence of a specific skill and enable them to practise it in real-life situations.



MOOC EXPLOITATION



The Career Skills MOOC may be used in various ways:

- to improve career management competences of recent graduates, people in-between jobs or those looking for alternative career paths (as part of career counselling services)
- to be taught as an elective subject in a university course
- to prepare the participants of mobility projects, internships, volunteering projects, etc.



Step 1. REGISTER



- Register your profile on the Career Skills Platform to fully benefit from the platform's functionalities. It is free and only takes a minute.
- In Profile Setup you can describe your services.
- Fill the data in Edit Profile so that the information about your services can be displayed on the Career Skills Map.



Step 2. EXPLORE



Take advantage of the resources available on the platform:

- Check the Career Skills Catalogue and the Framework.
- Use the Assessment tool to see if you need to upgrade your skills.
- Download the modules and go through the exercises, in order to discover the resources that you can use with clients.
- You could offer the exercises and activities in group training and in individual sessions.



Step 3. SUPPORT THE CLIENTS



- Encourage clients to learn about career skills and register on the platform.
- Ask them to take the Assessment Tool and identify their skills level.
- As a result of the assessment, they will receive a personal recommendation which level they should start with (Basic, Intermediate or Advanced).
- Agree upon the skills they want to improve and what kind of support they would need from your side.



Step 4. ASSESSMENT



- Organise sessions to track clients' progress and to address emerging questions.
- If necessary, suggest appropriate follow-up activities.
- Upon completion of the level/module, ask the clients to repeat the Assessment Tool and to check if they have improved their competencies as compared to their initial results.





Find more information on
<http://app.career-skills.eu>

