

ERASMUS+ TRAINING COURSE: THEORY AND PRACTICE OF CAREER GUIDANCE – REF. OTC13

1 week. Minimum English language level B2)

Alpha College PIC Number: 945 895 889

This 1 week course on the Theory and Practice of Career Guidance is of significant benefit to Head Teachers, Guidance Teachers, Career Advisers, Subject Teachers and Trainers who work with young people preparing to enter the work place and who need to increase their awareness of current thinking on Career Guidance Developments and to share ideas on best practice in the field with colleagues from across Europe thereby improving the overall approach to raising awareness of Career Guidance in their schools and, as a result, the learner outcomes for their students as they prepare for happy, fulfilling and rewarding adult life.

Objectives

The primary objectives of this 1-week Project Based Learning course are

- to familiarise participants with key concepts and issues in Career Guidance and to help develop their skills in implementing Career Guidance in the classroom
- to increase participants' skill and confidence in the use of occupational interests inventories, aptitude tests, career databases and student educational and social histories to enhance career guidance programmes.
- to cover a variety of school projects in areas like career role models; influencers and influences in making career choices
- to provide an opportunity to develop and consolidate participants' own Career Guidance awareness.
- to establish contacts between Career Guidance practitioners from a variety of European backgrounds and facilitate future networking among these professionals
- to promote awareness of Career Guidance in Ireland and EU

Pre-course Preparation

- Pre-course reading list
- Pre-course cultural information
- Pre-Course general arrival information
- Needs Analysis

Support offered by Alpha College

- Course Tutor
- Learning Materials
- Setting of learning objectives
- 24 hour emergency contact number
- Accommodation service
- Information on optional extra cultural visits

Follow up provided

- A Certificate of Attendance
- Europass Mobility Documentation Completion
- On the final day of the course, the participants are encouraged to examine benefits gained from the course and how they can implement them in their own professional capacity
- Participants are encouraged to keep contact via email and private social networking and to join our forum for previous trainees
- Alpha trainers are available for follow-up advice and support when teachers return to their schools.

Outcomes

- Increased confidence in developing and implementing Career Guidance in the classroom
- Increased confidence in using Career Guidance Interest Inventories, Aptitude Tests, students' Educational and Social Histories that will enable students to make the best career, further education and life-long learning choices that will impress potential employers throughout the EU
- Digital portfolio of Career Guidance material as a reference for implementing new techniques in participants' own classrooms and to facilitate dissemination of their Erasmus+ project to colleagues
- Completion of on-line interests inventory and aptitude tests which generate a list of careers which best suit their mix of occupational interests – a project which serves as a template for customizing a similar application in participants' own schools.
- Increased awareness of and competence in helping students consider their strengths, prepare effective curricula vitae and present themselves positively at interviews
- Enhancement of personal English Language skills – reading, writing, speaking, listening, fluency
- Sharing of experience and knowledge with professionals from a range of European countries
- Increased knowledge of the Irish Career Guidance System in second level education
- Knowledge of Erasmus+ potential for professional development

Format

This course on the Theory and Practice of Career Guidance is a one-week course consisting of 20 morning contact hours as well as an afternoon cultural visits programme. Advice is provided on opportunities for extended Informal Learning and Personal Research related to their course on Saturday and Sunday.

Methodology

This is a practical, hands-on, participative course which focuses on the application of Career Guidance in the classroom. The input sessions are a blend of lecture format and practical activities, including case studies, completion of on-line inventories and tests. Throughout the course participants are encouraged to reflect on their own practice

and consider alternative practices. Participants will build up a portfolio of ideas and practices which may be implemented on their return to their own countries.

The morning sessions are complemented and reinforced by afternoon cultural visits where the participants are encouraged to develop their language skills in a more informal environment outside the classroom and further enhance their knowledge of Ireland.

Course Programme

Day One

- Induction and introduction to the course. Creation of a digital portfolio.
- The language of Career Guidance
- Theories and theorists of Career Guidance, with an emphasis on Interests.
- Participants complete an on-line interests inventory, study the occupational interests generated, analyse, discuss and critique its application
- An orientation tour of Dublin to provide participants with an opportunity to practise their English in a more informal setting outside the classroom, familiarise themselves with the geography and history of the city.

Day Two

- Theories and theorists of Career Guidance, with an emphasis on Aptitudes.
- Participants complete 3 on-line aptitude tests, analyse and discuss the chart generated by this exercise
- Analyse the application of such charts in participants' own schools.
- Visit to the National Museum

Day Three

- Applying knowledge of students educational and social histories in making the best career, further education and formation decisions
- Combining interests, aptitudes, educational and social histories to deliver an effective Career Guidance service.
- Reviewing actual case studies
- Visit to GAA Museum and Stadium

Day Four

- What do employers look for in potential employees
- Writing persuasive and effective curricula vitae, application forms and personal statements
- Case studies and samples
- Visit to a local Enterprise Centre to see how small local industries and start-ups work. (This is an organisation set up to help create and grow young businesses by providing them with necessary support and financial and technical services)

Day Five

- How to help students prepare for interview
- Competencies which companies explore at interviews

- How do students deal with competency based questions
- How to prepare for difficult questions
- Course review and evaluation. Implications for future practice. Finalising digital portfolio.
- Self-guided city centre cultural excursion

Course Dates:

29th July 2019. (or by arrangement for closed groups)

Course Fees:

€495 (Price includes tuition, learning materials, excursions and activities as outlined in the programme, completion of Erasmus+ documentation)

(Participants on this course may extend their programme, if necessary, by taking a 1 week General English language training course for an extra fee)

Host Family Accommodation, standard, single room, half board

€200 for 1 week (July and August 2019)

Student Self Catering Accommodation: July and August only

€295 per week. Single bedroom, private bathroom, shared kitchen/living room. 5 minutes on foot from Alpha.

Airport Transfers (optional)

arrival €70; departure €70

Sample Timetable

Project Based Learning – OTC08					
Wk 1	Monday	Tuesday	Wednesday	Thursday	Friday
09:00 - 10:50	Induction, orientation and Information dissemination. Creating a digital portfolio	Theories – Aptitudes. Completion of on-line aptitude tests	Educational and Social Histories.	CVs, Application forms and personal statements.	Interview preparation. Competencies. Difficult questions. Finalising digital portfolio
<i>Coffee Break</i>					
11:10 - 13:00	Theories of Career Guidance. Completion of on-line interests inventory	Implication of aptitude charts in schools	Combining interests, aptitudes and histories. Case studies	Case studies and samples	Course review and evaluation. Establishing guidelines for future contact and networking
<i>Lunch Break</i>					
p.m.	Orientation tour of Dublin	Visit to National Museum	Visit to GAA Museum/Stadium	Visit to a local Enterprise Centre	Self guided city centre excursion
Saturday: Informal Learning. Self-guided research and cultural activities along guidelines from Alpha College					

Course Presenter

The presenter on this course is a qualified, practising Career Guidance professional with more than 30 years' experience of working with young people preparing to enter the world of work. He is also a Fellow of the British Psychological Society and for the last 15 years has been training Irish Career Guidance teachers as well as HR professionals in a range of industries in the use of Interests Inventories and Aptitude Tests. He works closely with a number of companies in the selection of staff at all levels to ensure the best possible "fit" between the needs of organisations and the occupational interests, aptitudes, personalities, experience and qualifications of employees.