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

Course Ref:

OTC13

Entry Levels
CEFR English B2

Daily Teaching Sessions

Monday to Friday

Total course contact hours 20
One week course: 20 morning hours + 4 afternoon cultural visits

Maximum class size 14

Course Provider:

**Alpha College of English
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in association with:

**Shadows Professional Development Ltd
PIC 949086219**

ERASMUS+

This course 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
- need to increase their awareness of current thinking on Career Guidance Developments
- 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

- 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 consolidate participants' own Career Guidance awareness.
- to provide an opportunity to develop participants' own language skills
- 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

Preparation

Pre-course Preparative Modalities:
- Needs Analysis
- Pre-course cultural information
- Pre-Course general arrival information

Practical Arrangements

Intra-Course Modalities offered by the Course Provider
- Course Tutor
- Learning Materials
- Setting of learning objectives
- Feedback on progress and areas needing special attention
- Guidance and advice on homework exercises
- 24 hour emergency contact number
- Accommodation service
- Optional cultural visits

Follow up provided

Post-Course Modalities
- A Certificate of Attendance and Achievement
- Europass Mobility
- Post-Course Forum

Course Content

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

Format

This **1-week** course on the Theory and Practice of Career Guidance consists of 20 morning contact hours as well as 4 afternoon cultural visits.

Sample Programme

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 -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
Coffee Break					
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
Lunch					
p.m. Visits	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 Topics

Theories of Career Guidance from and Interests and Aptitudes point of view

Completion and analysis of on-line Interest Inventory

Completion and analysis of on-line Aptitudes test

Use of interests and aptitude charts in schools

Educational and Social Histories

Combining interests, aptitudes and social histories

Case Studies

CV and Application Forms preparation

Interview Preparation – including competency based and difficult questions

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

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