

Career Guidance for the 21st Century

USER HANDBOOK

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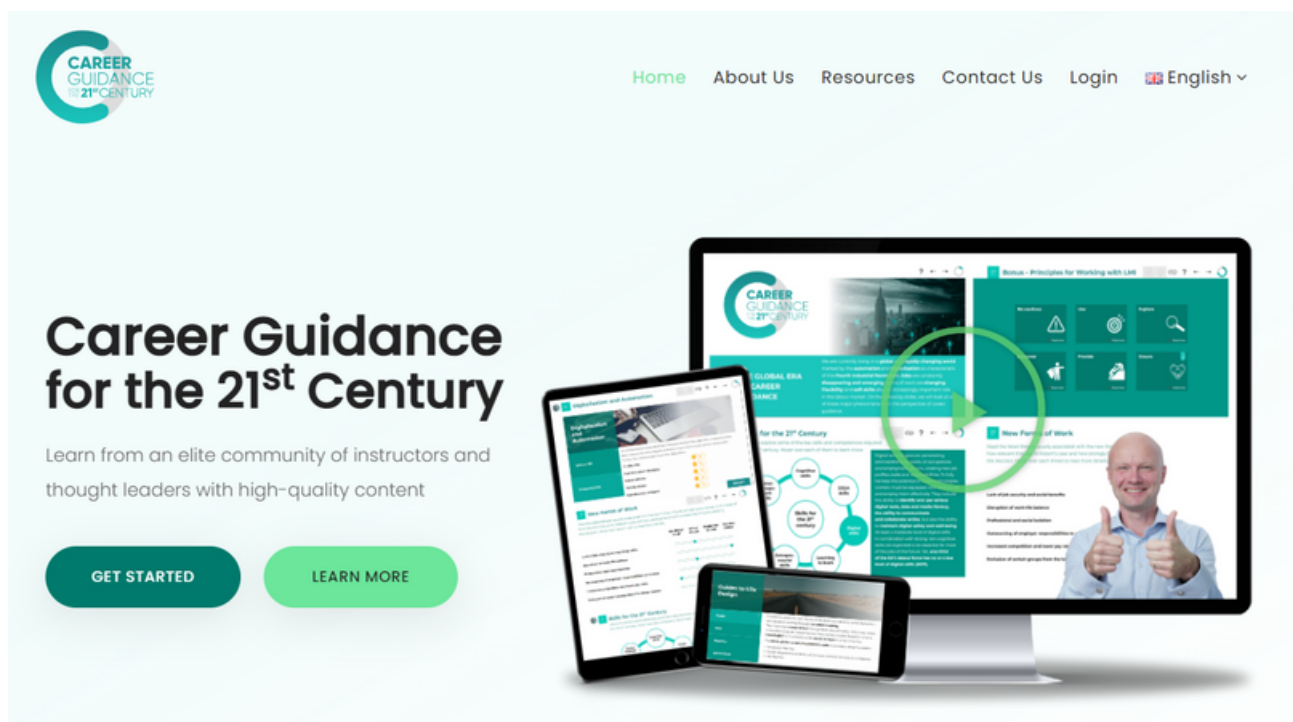
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INTRODUCTION

This handbook introduces you to the **Career Guidance for the 21st Century e-learning course**.



We will explain...

- what the Career Guidance for the 21st Century course is,
- what approach the course takes,
- who created it,
- who it is for, and
- how you can make the best use of it.

We hope that you enjoy using the course and that you will share it with colleagues.

What is Career Guidance for the 21st Century?

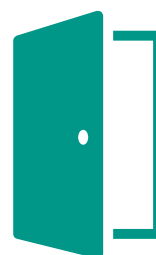
Career Guidance for the 21st Century is a **flexible**, **self-paced** and **freely accessible** e-learning course for career guidance practitioners across Europe.



flexible



self-paced



accessible

It is **interactive** and includes a range of **multi-media content** to make learning easy and enjoyable.

The course is available in **five** different languages.

English

Polish

Norwegian

Slovak

Czech

What topics does it address?

Career Guidance for the 21st Century addresses **four big topics** at the cutting edge of career guidance:

Navigating the world of work

Exploring how the labour market has evolved over time and how career guidance has evolved with it.

Professional enhancement

Exploring the notion of professionalism and reflecting on its role in enhancing the quality of the work of career practitioners.

Career education

Exploring career education and how career competences can be taught and assessed.

The transforming role of career practitioners

Exploring career guidance theories, societal change and digital technologies.

What approach to learning does the course use?

Career Guidance for the 21st Century is a **self-directed and learner centered e-learning course**. It is designed for you to study at your own pace and in the way that you choose. The course also provides you with inspiration, by introducing new topics, theories and models, providing examples, and offering insights from experts.



It encourages you to learn by **engaging with course materials and reflecting on them**. The course is carefully structured to guide you through a series of **activities** to make learning easier for you. Many of the activities take the form of **engaging interactive games** which are designed to test your learning as you go along.



The content and learning approach that underpins *Careers Guidance for the 21st Century*. It is **evidence based** and has been developed by a series of **international experts**.

The course is **open and free to access** for any career guidance practitioners or anyone else who is interested.

Who created this course?

The course was created as part of the Erasmus+ Strategic Partnership by five European organisations.



The Association for Career Guidance
and Career Development
(Czech Republic)



SantiaX
(Czech Republic)



Združenie pre kariérové
poradenstvo a rozvoj kariéry

The Association for Career Guidance
and Career Development
(Slovakia)



**KATALYST
EDUCATION**

Katalyst Education Foundation
(Poland)



INLAND NORWAY
UNIVERSITY
OF APPLIED SCIENCES

Innland Norway University
of Applied Science
(Norway)

Why was the course created?

The project was inspired by feedback from practitioners from previous projects who wanted continuing professional development, but often found it difficult to access.

The project meets four main objectives:



to make quality training available to the widest possible amount of career practitioners;



to show the direction of further education and professional development for career practitioners;



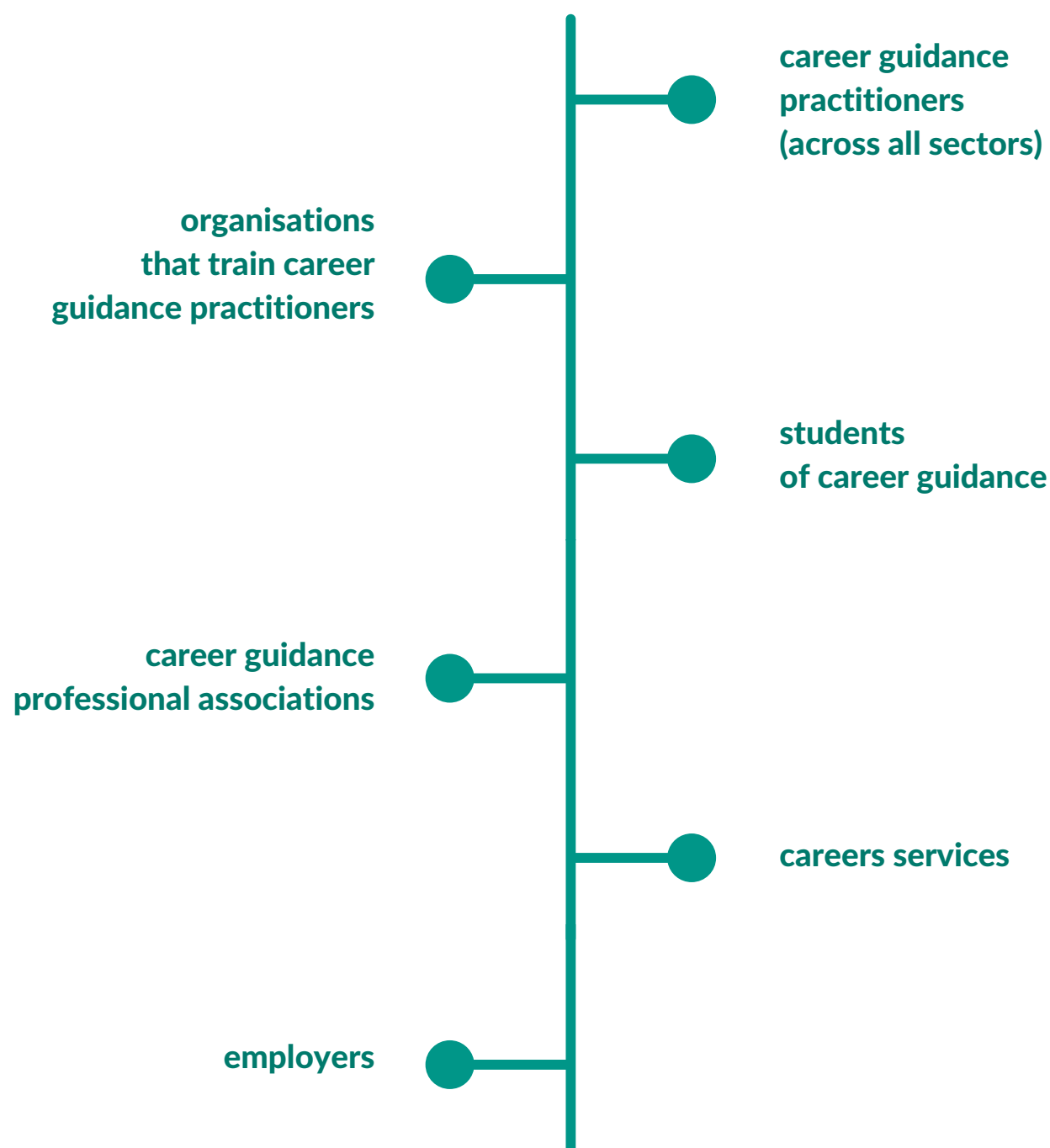
to enable career practitioners to apply the acquired knowledge and skills in their practice; and



to introduce modern training delivery methods in training of career practitioners.

Who is it for?

The *Career Guidance for the 21st Century* course is open access and available to anyone who finds it interesting. We think that it will be particularly interesting to:



CAREER GUIDANCE PRACTITIONERS

As a careers practitioner you can enhance your expertise by:

- working through the course **on your own or alongside peers or colleagues**;
- undertaking professional development **at your own pace** and whenever they want; once you've got an account you can access the course for life;
- taking **the whole course or just a module** that is of interest to you;
- **taking notes and reflecting** on what you are learning;
- **sharing what you are learning** on social media and/or with your peers or co-workers;
- using content from the course **in your own practice**, e.g. embedding videos into presentations or using the models or evidence.

You don't need prior experience or qualifications to access the course, you can work at your own pace and focus on what is new to you.

EDUCATORS AND TRAINERS OF CAREERS PROFESSIONALS

If you are an organisation that educates and trains careers practitioners you are free to combine the course materials with your own programme.

You may wish to do this by:

- combining the e-learning materials with your curriculum to create a **blended learning programme**,
- making *Career Guidance for the 21st Century* an **obligatory or optional module in your programme**;
- **encouraging students** to follow the course, reflect on it and talk about it to their peers;
- showing **videos and other resources** in class;
- setting tasks from the course as **formative homework** or combining them into **formal assessments**; and
- **being inspired** by the possibilities that e-learning and the content of the course could offer for your own course.

STUDENTS OF CAREER GUIDANCE

If you are an organisation that educates and trains careers practitioners you are free to combine the course materials with your own programme.

You can use the course to support your learning by:

- being inspired by the **wider pan-European perspective** on the field of career guidance that the course offers;
- **supplementing the learning** that you are doing in your education and training programme with additional modules from *Career Guidance for the 21st Century*;
- drawing on the information presented in the course to **support you in examinations and assessments**;
- finding **references and resources** to develop your knowledge; and
- using it to get to **know some of the leading organisations, networks and individuals** in the field.

CAREER GUIDANCE PROFESSIONAL ASSOCIATIONS

If you are part of a career guidance professional association you can use the course to enhance the professional development offer for your members.

You can do this by:

- **sending it to your members;**
- using the course as a formal or informal part of the association's professional **development programme;**
- promoting the course as a way to **engage new people in the profession;** and
- presenting materials drawn from the course **at conferences, workshops and events.**

CAREERS SERVICES

If you run a careers service or other type of career guidance business or organisation, you can use the course to help to upskill your staff.

You can do this by:

- building it into the **induction of new staff**;
 - **encouraging all staff** to register;
 - embedding it in **your virtual learning environment**; and
 - recommending that line managers use it to **support underperforming staff**.
-

EMPLOYERS

If you are an employer who is keen to support the career development of your staff, you may want to use the course to develop the career guidance capability within your organisation.

You can do this by:

- encouraging your **human resources team** and other key employees to engage with the course;
- identifying key content and learning that might inform your organisations **career development strategy**; and
- engaging **key line managers** in using the course.

Copyright and attribution

The e-learning “Career Guidance for the 21st century” is an outcome of the Erasmus+ Strategic Partnerships for adult education project “E-learning for Career Guidance Practitioners” N° 2020-1-CZ01-KA204-078378 co-financed by the European Union.

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- you must state that the project was co-financed by the European Union and add the EU logo and the project number (2020-1-CZ01-KA204-078378).

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The project “Career Counselling for the 21st century is an outcome of the Erasmus+ Strategic Partnerships for adult education project “E-learning for Career Guidance Practitioners” co-financed by the European Union, developed by 5 partner organisations: Sdružení pro kariérové poradenství a kariérový rozvoj (Czechia), Združenie pre kariérové poradenstvo a rozvoj kariéry (Slovakia), Høgskolen i Innlandet (Norway), Katalyst Education (Poland), SantiaX (Czechia).

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