# Erasmus+ - project "BOQua digital"



# Guideline for the implementation of the EU-wide uniform qualification modules for further training of vocational orientation specialists in Spain

(Rosa Caballero Domínguez, Itziar Garciarena González)

**Developed by the Spanish partner**
**"Departamento de Educación- Comunidad Foral de Navarra"**
**Contact data:**
Rosa Caballero Domínguez
Tel.: ++34 848 428983
rcaballd@navarra.es

Itziar Garciarena González
Tel.: ++34 848 426130
mi.garciarena.gonzález@navarra.es

## Content

## Introduction

Digitization has meant a very important change in guidance. It has burst into our lives in such a way that we cannot do anything without referring to digitization. Therefore, we cannot consider guidance without first knowing how digitization influences this broad field.

Professional counselors must have training in digital skills and be aware of the new advances in digitization, as well as knowledge in all those professions that require new skills in digitization, to guide future professionals and help them decide on their professional future focused in the need to acquire digital skills to be able to work.

Throughout the Boqua digital project, the issue of digitization in guidance has been addressed to help young people and people who request it to choose their professional future, taking into account all the changes that occur in the different vocational fields as a result of advances in digitization, as well as the need to know and have training and information on digital skills. To this end, training modules have been designed so that professional counselors can find out how they have influenced and how digitalization affects professions, so that they can help all those people who demand guidance for a better decision in the choice of career.

A professional orientation person must know and be up to date with the changes that have arisen in the professions; digitization has led to changes in the professions, which also require digital skills, and also the appearance of new professions in all vocational fields as a consequence of it. Any update on the new advances in digitization is of great help to these professionals in their daily work of guiding people throughout life in making decisions about their professional itinerary.

The students choose what to study and what they want to specialize in to work, but the lack of knowledge makes them require information from guidance professionals. For this, it is important that these professionals have the necessary information to help students and all those who request it.

Guidance professionals must be aware of the new professions that are appearing in the different vocational fields in order to guide apprentices in digital skills so that they can help them choose their future professions.

This guide describes the specific qualification needs so that guidance professionals have an easier time influencing what is necessary and their intervention as guidance professionals is easier. The proposals to implement the qualifications are also established, it is useless to know the needs and establish criteria if they are not going to be implemented later, it is also necessary to know the different implementation criteria. Finally, the financing proposals are established. This guide seeks greater involvement of the country in question in digital guidance in all areas and in all professional sectors.

## 1. Description of the need of specific qualifications concerning digitisation

There are several specific qualification needs concerning digitization:
Professions are changing as a result of advances in digitization. Since the appearance of covid 19, digitization has quickly imposed itself on society, which has forced it to adapt by leaps and bounds to the new needs that have arisen as a result of it.

The module developed in Boqua digital project is of great help to guidance professionals, digitization has meant a before and after in all vocational fields covered by career guidance. For this reason, this module is a great help to all professionals, since this module facilitates work by putting guidance professionals in contact with the digitization needs adapted to the current demands of society.

Guidance professionals have training in guidance, but this does not mean that their training is focused on the changes that occur as a result of digitization; for this reason, they need to be trained and adapt to all the changes and learn about the advances in digitization, especially with regard to the professions of the different vocational fields, to help people in choosing their professional future and to make the professions known of any vocational field, taking into account the advances in digitization, changes that have occurred as a result of digitization, aspects of digitization and digital skills that the target audience should know.

We can say that there are several needs of guidance professionals regarding the digitization that affects the professions of the different vocational fields:

- Need to adapt to the way in which society relates and seeks knowledge.
- Know digital devices, operating and communication systems.
- Digital literacy.
- Security and digital well-being.
- Correct use of the internet, digital ethics.
- Basic digital skills.
- Digital skills necessary for professions in different vocational fields.
- Profesional guidance focused on digitization.
- Digital changes in the different professions of the different vocational fields.

To this end, the Boqua digital project has the purpose that the specific qualification needs concerning digitization are covered thanks to the modules developed in it, in such a way that it serves as an aid to all guidance professionals in their daily work, helping to all those people who need assistance from a professional to choose their professional career, taking into account the influence of digitization on professions of the different vocational fields and its influence on daily life.

## 2. Proposals for implementation of the specific qualifications in Spain

Aware of the need to implement digital qualifications, whether basic or advanced, the Ministry of Education and Vocational Training in Spain has developed the subject of "Digitalization" to respond to the way in which today's society relates, helping students to satisfy individual or collective needs that have been appearing in the digital culture; for this, the students will have a digitization subject in the training courses of the different educational levels, with which, what has been designed in the BOQua digital project is applicable in all the professional training courses, and useful for all professional orientation people.

Digitization in Spain materializes in the applied technology classrooms, ATECA.

In Vocational Education and Training centers, digital classrooms are created, that is, classrooms that incorporate all the digital advances so that the students have experience and can make use of digital technologies. These classrooms digitally modernize the teaching-learning process, giving students the leading role and facilitating the acquisition of digital skills to deal with changes in professions, and the new professions that are going to be found from now on, all of this in addition to favoring continuity of the educational experience. Professional counselors must be aware of all the new technologies that are implemented in Vocational Education and Training centers in order to be able to inform apprentices, and they can also use this technology to carry out training courses, and even carry out orientation activities with students and with all those who require guidance from a professional. Classrooms with many media and digital resources to be used by guidance professionals in their work.

Guidance professionals should take advantage of the existence of the European Union "sefie" project that is applied in Vocational Education and Training centers so that, Vocational Education and Training center and the students are placed in digital competences and can see where digitization is most necessary, in what fields and where it is necessary to make advances in digitization. Important to know where and at what point we are to influence all those digital skills necessary to work in professions today.

To this end, training courses will be held for guidance professionals outside of school hours in such a way as to allow them to carry out their daily professional work, to put into practice the modules that have been designed in the BOQua digital project.

How are we going to do it and where?

- Groups no longer than 12 people.
- Training course face-to face and online.
- Possibility of offering the modules depending on the sector in which the guidance professional is located to different guidance professionals, and in different Vocational Education and Training centers. In addition, there will be expert people and companies from different professional sectors.
- The recipients of these modules must be specialists in career guidance.
- Realization of the modules in virtual and digital classrooms and in companies from different sectors to know in situ the influence of digitization in the profession.
- The duration of the course is established for each module in the project.

The courses may vary depending on the entity that offers it:

- **Courses offered by the Teacher Support Center**

The implementation of the 5 qualification modules will be carried out through the Teacher Support Center (CAP), in any Vocational Education and Training center that has ATECA classrooms, since they are classrooms with the appropriate digital technology and the appropriate infrastructure and furniture to teach; these modules, both in person and online, as it also has virtual training classrooms.

These modules will be offered outside of school hours for guidance professionals. These modules offered by the CAP have the corresponding official training certification from the educational administration.

The Teacher Support Center has an application to facilitate online training according to digitization and interactive digital classrooms, "IKASNOVA". In addition, it has the information of specialists in training in all areas, with which this center is going to provide the professionals who are going to impart the training of these qualification modules.

- **Courses offered by experts in career guidance from private entities**

Training in career guidance carried out by experts in career guidance from private entities. These courses carry unofficial certification.

- **Courses offered by university guidance experts**

Universities offer training courses from their own orientation departments. These courses carry their own certification established by the University if it is a title offered by the University itself.

- **Courses offered by private entities, Confederation of Employers (CEN)**

Training courses offered by the Confederation of Entrepreneurs to train professionals in digital matters. This confederation is committed to business and society to contribute to development and well-being, helping to achieve a more advanced, competitive society that is prepared for the challenges of the future; for this, it promotes and organizes training programs that affect the updating and acquisition of skills and abilities for the continuous improvement of all the people who participate. Training in digital skills is a leading area of the training plan. These courses do not carry official certification.

- **Courses offered by the Chamber of Commerce**

The purpose of the Chamber of Commerce is the representation, defense and promotion of the interests of commerce, industries and services. Aware of the influence of digitization, it offers aid and training courses to companies to digitize themselves. Professionals from Vocational Education and training centers can take these courses that do not carry official certification.

## 3. Proposals for financing the specific qualifications in Spain

There are several proposals that are given to finance these modules. As we have said, the Ministry of Education and Vocational Training, aware of digital advances and the need to introduce digitization at all educational levels, is responsible via budgets for digitization to be introduced at all educational levels free of charge for all people, in addition to putting the necessary digital media in all Vocational Education and training centers so that this subject can be taught to all students..

Money from the European Union through the European social funds, through the credit allocated to the Autonomous Communities to finance the Vocational Training Plan for economic and social growth and employability; this has facilitated the creation of the ATECA classrooms, to introduce digitization at all educational levels and to all guidance and teaching professionals, incorporating digitization, innovation and entrepreneurship, with a set of resources allowing new models of interaction, such as 3D and the maker movement, providing students with the necessary autonomy to imagine, create, build, taking advantage of learning strategies thanks to the new technologies provided by these classrooms and promoting digital learning methodologies.

Money from Vocational Education and Training centers. This centers have their own set of money that can be used to carry out institutional training. With which the training is free for all. In addition, the Vocational Education and Training centers have ATECA classrooms, which makes it easier for guidance professionals to be aware of digital technology, as well as to carry out the digital modules of the Boqua digital project.

Contributions made by the Ministry of Education in the Autonomous Community. The Ministry of Education in the Autonomous Community has a Guidance Office to coordinate all activities related to educational guidance, with which they can coordinate the delivery of these modules through experts to professional counselors free of charge.

The Teacher Support Center offers free training courses for guidance professionals and all education professionals.

Subsidies made by technology companies that want to publicize the products they have, and that in most cases it is these companies that supply the products to Vocational Education and Training centers, therefore, it is important that they invest in training to publicize the new technologies adapted to professions.

Spanish companies are going to increase their investments in digital transformation, since part of the European NEXT generation funds are going to be used to promote the digitization process, accessing the digital voucher for an amount of money. Therefore, companies are aware that not only they but also students and guidance professionals need to have training in digital skills, for which they will finance courses in which to acquire these necessary skills to be able to work in companies.

The Business Confederations offer subsidized training courses in digital skills, and subsidize Vocational Education and Training center so that they can acquire digital means to train students in the new skills that the market now demands.
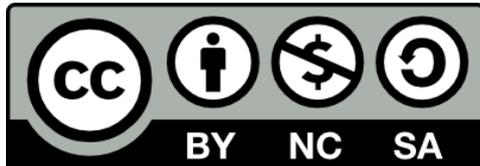
Bank foundations have items created to support digitization, facilitating free access to training and new technologies, providing the digital Kit to educational centers.

The University is also aware of digitization and helps in training in this area. They also offer a master's degree in digital transformation that, depending on whether the university is public or private, the certification may or may not be official.

**Free Licence**

The product developed here as part of the Erasmus+ project "BOQua digital" was developed with the support of the European Commission and reflects exclusively the opinion of the author. The European Commission is not responsible for the content of the documents

**The publication obtains the Creative Commons Licence CC BY- NC SA.**

This license allows you to distribute, remix, improve and build on the work, but only non-commercially. When using the work as well as extracts from this must

1. be mentioned the source and a link to the license must be given and possible changes have to be mentioned. The copyrights remain with the authors of the documents.

2. the work may not be used for commercial purposes.

3. If you recompose, convert or build upon the work, your contributions must be published under the same license as the original.