



Introduction into for the further training module

“Vocational orientation in the industrial- technical sector”

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**Developed by the German partner
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1. Explanation and aim of the module

The target group the module addresses and the requirements to participate in the qualification:

The qualification module is aimed at all persons who implement vocational orientation measures, which are actors such as teachers / trainers / specialists of youth work / consultants. The qualification is predominantly aimed at full-time employees, who, in the course of their work, work in an advisory and accompanying manner in professional orientation and / or professional advice.

The requirements for the participants of the qualification are formulated in such a way that persons with no previous experience in vocational orientation can take place in the qualification as well as experts with already existing knowledge about the subjects of the qualification module. However, their knowledge should be limited to a few basics regarding to the implementation of vocational orientation (measures), because the module includes numerous basics of the VET system, background knowledge to the vocational orientation up to extended application knowledge with regard to the implementation and consultation and thus experienced persons possibly only need parts of the module.

Content of the module:

The module covers in total 7 main topics that build on each other and which encompass the processes of vocational orientation. The individual topics cover both basic knowledge and deepening expert knowledge. The contents of the qualification module take into account both the aspect of the consultation, as well as preparatory, implementing and accompanying activities. In detail, it covers the following topics:

- Basics of vocational training and vocational orientation in general,
- Basics of vocational orientation in the industrial-technical sector,
- Social competencies in the consultation and accompaniment of vocational orientation processes,
- Advancing measures in vocational orientation,
- Cross-vocational vocational orientation measures,
- Vocationally related vocational orientation measures,
- Complementary VO activities.

The content of the qualification module has been compiled according to the needs and the requirements for the implementation of qualification measures on the basis of the results of a qualitative vocational scientific investigation in five European countries.

Aim of the module:

The aim of the qualification is that the participants of vocational orientation measures from different institutions such as schools, free youth and education providers, employment agencies and chambers can accompany and advise young people qualitatively better and more professionally in their vocational choice process. In addition to a great basic and detailed knowledge regarding the main topics of vocational orientation the participants should also understand the relationship between the various aspects of the VET system, the vocational fields and the framework conditions against the background of consultation and



accompaniment of vocational orientation processes. They should be able to initiate all necessary steps to accompany and advise the young people on their way to their own vocational choice and to make recommendations for the vocational orientation.

In detail, they will get to know the background to the topics, the various possibilities of vocational orientation and consultation (such as actors and company requirements, regional specifics, possibilities for consultation) as well as measures for action and measures that help them to advice and to accompany young people during their vocational orientation. The participants should continue to qualify themselves as professionals of vocational orientation.

Work processes and tasks that touch the module:

In essence, the teaching/learning content of the qualification module affects both accompanying/organizational and advisory activities for the actors of the vocational orientation. The accompaniment of young people on their way to a vocational choice needs a wide range of expert knowledge regarding the VET system, the different professions in the industrial-technical sector, the possibilities of vocational orientation in general and in the region (cross-vocational and vocationally related measures) as well as competencies in the analysis and assessment of persons. In addition, this knowledge is to be used professionally in the consultation process or the accompaniment of young people within the vocational orientation process. Against the background of the acquired knowledge, special approaches for action and framework conditions which are also learned within the framework of the qualification module must be taken into account.

2. Framework of the module

Time scale of the module:

The duration of the qualification covers a total of 5 days with an effort of 36 hours (including breaks). This is a predominantly theoretical training, whereby the teaching of the professional know-how is supplemented by numerous case studies, small rolling games as well as task preparations in which the participants work out practical aspects.

In order to deepen the acquired knowledge, a practical part can be attached to the theoretical qualification. There are two different variants of implementation which are recommended:

1. A one-week internship in an institution of vocational orientation.
2. The consultation and accompaniment of up to two persons in a vocational orientation measure and afterwards a documentation of the collected experiences.

In both cases, one day for exchange of the experiences between the participants should be organized.

Framework conditions for the learning process that are used and why (for example training places):

Because it is a predominantly theoretical qualification for vocational orientation, a corresponding training room (classroom) is necessary, equipped with the necessary technology as well as with moderation materials. As a place for the implementation of the qualification, a central place with good infrastructure accessibility should be chosen in order to facilitate the access to the qualification and to save costs (for possible overnight stays).

The technical equipment should include all necessary equipment for carrying out the qualification. Here are mentioned:



- Beamer, projection screen and presentation PC / laptop / tablet (including laser pointer),
- Whiteboard and flipchart as well as presentation cards, pens etc. for the results documentation of results from group work with supplementary moderation materials,
- Internet connection or functional WLAN access to present Internet sources (such as databases),
- Supplementary for each participant a power connection for a personal PC / laptop / tablet with internet connection, if no WLAN access is possible

Number of participants per training unit:

Because the qualification requires team and group work as well as practical role games, the minimum number of participants should be six participants and the maximum number of participants should not exceed 15 participants.

3. Recommended used materials

The teaching and learning materials consist mainly of presentations, worksheets, literatures and internet sources. Furthermore the participants will receive case studies / good practice examples as well as summarized information about the vocational orientation to illustrate individual teaching/learning aspects better. In addition, databases and internet sources are served as supplementary teaching/learning materials.

4. Didactic construction***Structure of the module:***

The structural preparation took place against the background of the fact that the qualification module could be transferred and implemented in different EU countries.

In addition, it is created in such a way that implementing qualification institutions and teachers/trainers can easily understand the contents and the implementation. Thus, the module is divided into three parts:

1. A table of contents with all the teaching/learning contents and a corresponding thematic classification (A to G) and subdivision in detail topics (A1, A2 etc.)
2. A tabular rough concept, which gives an overview of the overall qualification, that means on which day which teaching unit is provided; their duration, learning objectives, teaching/learning contents and the needed time for teaching, teaching method and information on possible performance tests, materials and technical equipment.
3. Detailed schedules for the individual qualification days with a breakdown of the individual teaching/learning units, their duration, content and used materials and methods.

Teaching and learning content (structure):

The qualification module is created in such a way that the participants can acquire a broad basic and background knowledge about the VET system, the different vocational fields in the industrial-technical sector and the vocational orientation, as well as an in-depth expert knowledge of the topic. The content structure follows a certain logic from basic knowledge up to expert knowledge and up to very concrete application examples. In addition to the



teaching of knowledge, approaches for action and examples of how to deal with the topic in the course of the consultation/accompaniment of young people/adults who are in the vocational choice process will also be taught.

The participants should be able to accompany and support young people and adults during the whole process of vocational orientation and the implementation. In order to understand the interrelationships better, the participants acquire knowledge about the VET system as well as about the different professions in the industrial-technical field with their regional specifics. They acquire profound knowledge about the possibilities of vocational orientation (vocationally related and cross-vocational) as well as on the different measures with their objectives, procedures and special features, in order to be able to offer to the target group the necessary information. In order to be able to initiate the right steps/measures and to push the vocational orientation process correctly, they are also taught the necessary social competencies in consultation and accompaniment of vocational orientation processes.

A further aspect is the data collection at clients, assessment tests, work/training market analysis in the industrial-technical sector as well as the development of vocational career plans and life plans. Thus the participants also receive the necessary knowledge regarding possible processes for the accompaniment of young people/adults to actors of vocational orientation in the industrial-technical sector. In order to be able to accompany the application process in the industrial-technical sector, additional topics such as self-reflection methods, information events, consultation of relatives and a visit to the vocational information center are picked out as another central topic. In addition, the participants receive the necessary expert knowledge and learn different approaches of action and examples for the implementation of appropriate measures of vocational orientation, in order to be able to act professionally.

Competencies/skills/knowledge to be acquired

Competencies / skills / know-how	Objectives - at the end of this module the learner will know / can do the following
Knowledge of the national VET system as well as vocational fields and training professions in the industrial-technical sector	They know how the national VET system is structured, and what professional opportunities it offers and know different vocational fields/possible training professions, the specifics and requirements for trainees in the industrial-technical sector
Overview knowledge about vocational orientation (VO) as well as the legal framework of this	They have an overview of the tasks, function, structure, organization of the VO and know where this takes place and who carries out and finances VO measures
They are able to identify changes in the industrial-technical sector and establish a link to the digitization in the working world	They are able to recognize and to identify changes and can classify how the requirements on trainees change
They know the relevant actors of the VO in the industrial-technical sector	They know which actors in the industrial-technical sector in the VO are active and know their tasks and responsibilities and know how they cooperate with one another in order to involve them in the implementation of VO measures



<p>Overview knowledge of the (inter) regional training market in the industrial-technical sector as well as the requirements of companies</p>	<p>They know the existing and realizable training opportunities as well as the regional specifics and the training needs in order to provide young people realistic options and to provide them information on the formal and non-formal requirements of the companies in order to carry out a accurately fitting consultation</p>
<p>Expert knowledge on information and data sources</p>	<p>They know all relevant information/data sources and can use them in a sustainable, goal-oriented manner</p>
<p>All core social competences that are necessary for the consultation and accompaniment of young people by their vocational choice process:</p> <ol style="list-style-type: none"> 1. Communication skills 2. Ability to organize 3. Analytical skills 4. Methodological skills 5. Problem and conflict solving skills 	<ol style="list-style-type: none"> 1. They know different techniques, forms and styles of communication and can easily and purposefully communicate with young people and other actors of the VO and are able to analyze and improve their communication 2. They are able to identify all relevant aspects for the implementation of VO measures and to organize them in a timely manner and to carry out a schedule and to coordinate all the tasks meaningfully 3. They are able to evaluate information and data correctly and to classify them into a context and can assign the results to defined aspects/criteria in order to establish accuracy 4. They know how to get information in different ways, structure it and prepare it, and they are able to use different working techniques and procedures for the implementation of VO measures and are able to optimize their own context thinking 5. They are able to identify conflicts/problems, to analyze them and to solve them professionally
<p>Expert knowledge and implementation of data surveys, assessment tests and profiling as well as the development of vocational career / life plans</p>	<p>They know the relevant aspects/criteria for data collection as well as for different assessment test procedures/profiling and can carry out, document and evaluate them professionally. They are able to create questionnaires and to do interviews, and can develop vocational career and life plans on the basis of the results, taking into account influencing factors in terms of structure and content, as well as making specific target agreements and identifying suitable career possibilities.</p>
<p>Ability to carry out a labour market / training market analysis</p>	<p>They are able to define analytical criteria and to carry out a market analysis methodically</p>
<p>Expert knowledge about the development and maintenance of relevant networks in the industrial-technical sector</p>	<p>They know the objective, relevant actors, information sources, communication paths and possible network structures, and are able to build and maintain a network and to distribute tasks within the network in a meaningful way</p>



Professional accompaniment of young people during visits by other VO actors in the industrial-technical sector	They are able to conduct professional counseling meetings with the labour administration, professional chambers and professional associations, know their requirements and the course of appropriate conversations so that they can intervene at any time to support the consultation
Expert knowledge in various good practice examples that are suitable for the VO in the industrial-technical sector	They know different VO measures, their content, structure, framework and objectives and can explain these others
Expert knowledge in the organization and implementation of VO measures, to accompany young people in these as well as to post-process them with regard to the industrial-technical sector	They are able to select appropriate VO measures and to plan and implement them in detail, taking into account all relevant aspects (partners, time, scope, etc.) as well as to prepare and accompany young people regarding that and to do the post-processing with the young people in a targeted manner by means of different variants and afterwards to evaluate the results
Ability to update their knowledge at any time	They know all the necessary data/information sources by means of which they can update their knowledge and are able to establish and maintain contacts with companies
Expert knowledge in carrying out practical work tests	They are able to identify suitable areas for work tests, to implement them and to accompany young people
Expert knowledge in the implementation of vocational related internships	They are able to select suitable internship possibilities, to prepare, to accompany and to post-process an internship
Expert knowledge in carrying out company visits / inspections	They know different companies and can select them in a targeted way, prepare the company visit, accompany and post-process it and know the advantages / disadvantages of such a visit
Expert knowledge in carrying out an exchange with experts and trainees	They are able to organize and carry out an exchange with experts or trainees professionally and are able to select appropriate target persons
Expert knowledge in the application process in the industrial-technical sector	They know how an application process is taking place and what needs to be taken into account, and can support young people professional (for example, by the creation of relevant documents)
Expert knowledge in self-assessment procedures	They know different methods of self-assessment and can use them methodologically correctly and purposefully and evaluate the results
Ability to plan information events	They know different types of events, their benefits and can plan and carry them out
Ability to counseling with relatives	They know different target groups, can advise them on the basis of their specific characteristics / position
Expert knowledge about the vocational information center (VIC) and the planning of a visit	They know the VIC, its objectives and structure and can professionally plan, carry out and prepare a visit



5. Used teaching and learning methods

Mostly the teaching/learning contents of the qualification module are taught theoretically, but they are always supplemented by practical applications and practice phases. Methodically, lecture-based and action-oriented procedures supplement them by using different data sources (literature and internet). The practical deepening and application orientation is achieved by means of case studies and role games in, in order to be able to illustrate the contents better.

Furthermore, the participants have to implement tasks in individual and group work in a self-organized and self-responsible manner. Thus approaches of action with regard to different topics should be worked out for the practical work. A lot of emphasis are also placed on group discussions and general discussions to give the participants the opportunity to participate in the experience of others and to combine the learned things with their work and experience.



Content table for the qualification module „Vocational orientation in the business field industrial-technical sector “ of the Erasmus+-project „BOQua“

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No. Teach-/ Learning unit	Title of teaching / learning unit	Working steps / Teaching Content	Possible teaching materials (These can be created, adapted or supplemented by the trainer)
A0	Basics of vocational training and vocational orientation in general		
A1	National VET system	Structure and possibilities of the national VET system	A – G Handout
A2	Vocational fields and (training) professions in the industrial-technical sector	Different vocational fields and possible apprenticeships, opportunities for further training, specifics, requirements for trainees in general	A – G Handout
A3	Overview of vocational orientation in general	Tasks, function, structure, organization of vocational orientation	A – G Handout
A4	Legal basis of vocational orientation	Where does VO take place? Scope? Who is implementing VO? Who finances the VO measures?	A – G Handout
B0	Basics of vocational orientation in the industrial-technical sector		
B1	Changes in the industrial-technical sector against the background of digitalization	How have and will job profiles changed? New requirements and competences through digitization	Presentation B1
B2	Actors in vocational orientation in the industrial-technical sector	Employment management, professional chambers, professional associations: tasks, jurisdiction and responsibilities / co-operations	A – G Handout
B3	Training market in the industrial-technical sector	Regional and interregional training opportunities, specificities of the region, possible training professions and vocational qualification chances, training requirements	A – G Handout
B4	Requirements of companies in the industrial-technical field	Formal and non-formal requirements for trainees; conditions in the companies	A – G Handout
B5	Information and data sources in the industrial-technical field	What sources exist?, Where are the sources to be found? How to work with the sources?, benefits and possibilities of the information	A – G Handout
C0	Social competences in the consultation and support of vocational orientation processes		
C1	Communication skills	Communication types. Verbal, non-verbal, methods for improving communication skills, understanding others, communication styles, conversation techniques	
C1	Ability to organize	Organizational skills: time management, process planning, identification of relevant aspects, setting priorities, task coordination	
C3	Analytical skills	Detecting and arranging relationships, assessing information and data, assigning results to e.g. defined aspects / criteria, making fitting accuracies	



C4	Methodological skills	Improve the context thinking, apply different work techniques and procedures, assign work techniques to different VO activities / measures, techniques for information acquisition, structuring and preparation	
C5	Problem and conflict solving skills	Identify, analyse and resolve problems / conflicts, deal with problems / conflicts in consultations	
D0	Preparative measures in the vocational orientation		
D1	Data collection of the clients	Aspects and criteria of data collection: status quo, strengths / weaknesses, inclinations, interests, methods of data collection	A – G Handout
D2	Assessment tests and profiling	Different types of test methods and their use, different target groups and their prerequisites, creation of questionnaires, doing interviews, evaluation	Presentation D2
D3	Labour and training market analysis in the industrial-technical sector	Criteria of analysis, analysis methods and their implementation, evaluation of data	A – G Handout
D4	Development of vocational career plans and life plans	Structure, design and contents of vocational and life plans, implementation and definition of target agreements, identification of relevant data / accurately vocational opportunities, influencing factors	A – G Handout
D5	Establishment and maintenance of relevant networks in the industrial-technical sector	Objective, relevant actors, information sources, communication paths, possible network structures and task distributions, organization of network meetings: What to do and when?	A – G Handout
D6	Supporting young people to actors of vocational orientation in the industrial-technical sector	Consultations with the labour administration, professional chambers, professional associations: requirements, prerequisites and process	A – G Handout
E0	Cross-vocational vocational orientation measures		
E1	Good-Practice Examples, which are suitable for the orientation in the industrial-technical sector	Content, structure and framework, objectives of different VO measures: 1. Planning games with a focus on the industrial-technical sector 2. Camps for vocational orientation (for certain professions) 3. Theatre educational activities 4. Integration of practitioners (economy) 5. Vocational fairs (exclusively industrial-technical professions) 6. Integrated activities in the vocational orientation office 7. Pupil companies 8. Vocational-oriented lessons (integration of industrial-technical content in teaching contents) 9. Seminars/workshops on various industrial-technical professions	A – G Handout



E2	Organization and implementation of VO measures in the industrial-technical sector	Selection of VO measures (criteria), starting contact with relevant stakeholders, institutional implementation of VO measures: setting the time-frame and objective, creating information materials, setting schedule	A – G Handout
E3	Accompanying / supporting of VO measures	Preparatory actions (what the participants of the VO must know), documentation and accompanying measures, involvement in the organization	A – G Handout
E4	Post-processing of VO measures	Types of post-processing: make presentations, talks, group discussion, written documentation of the results of the VO measure, objectives of the post-processing, evaluation of the results of the VO measure	A – G Handout
F0	Vocationally related vocational orientation measures		
F1	Measures to update the level of knowledge regarding the industrial-technical sector	Information and data sources, contact set-up and maintenance regarding companies	A – G Handout
F2	Work testing in industrial-technical vocational sector (professions)	Identification of relevant areas, organization of work testing, implementation and accompaniment of work testing	A – G Handout
F3	Vocationally related internships in industrial-technical sector (professions)	Identification of internships, internship stock markets, preparation, implementation, accompaniment and post-processing of internships	A – G Handout
F4	Company visits and inspections in the industrial-technical sector	Distinction, objective, identification of potential companies, organization / preparation, implementation and post-processing of visits and inspections, advantages and disadvantages	A – G Handout
F5	Exchange with experts and trainees	Selection of experts and trainees, organization and implementation of the exchange / network meeting	A – G Handout
G0	Complementary VO activities		
G1	Application process in the industrial-technical sector	Consultancy aspects, preparation of application documents: application letter, CVs, preparation for job interviews and operational suitability tests	A – G Handout
G2	Methods of self-reflection	What does self-assessment mean and what does it use?, methods of self-assessment for clients, application and evaluation of self-estimation	A – G Handout
G3	Information events	Event types (parents, pupils, students, companies, etc.), benefit, implementation, info selection	A – G Handout
G4	Consultation of relatives	Target groups and their special features, consultancy content / structure	A – G Handout
G5	Visit to the vocational information centre	Objective and structure of the VIC, planning of the visit: preparation, timing, post-processing, virtual possibilities	A – G Handout



Rough concept for the qualification module „Vocational orientation in the business field industrial-technical sector“ of the Erasmus+-project „BOQua“

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	Day 1	Day 2	Day 3
Topic	Basics of vocational training and vocational orientation in general; Basics of vocational orientation in the industrial-technical sector	Social competences in the consultation and accompaniment of vocational orientation processes	Preparative measures in the vocational orientation
Teaching unit	A1 to A4; B1 to B5	C1 to C5	D1 to D6
Total duration	8 hours	8 hours	8 hours
Objectives	<p>A: Get to know national VET system and vocational fields and (training) professions in the industrial-technical sector with its specifics/requirements; get an overview of vocational orientation in general and the legal basis of vocational orientation</p> <p>B: Identification of changes in the industrial-technical sector against the background of digitalization. Get to know the actors in vocational orientation in the industrial-technical sector and open up the training market in the industrial-technical sector with its regional and interregional possibilities, chances, needs, changes and requirements of the companies; open up information and data sources</p>	<p>C: Get to know different communication types/styles and conversation techniques and how to use it and to improve the communication skills. Assessing and improving of the ability to organize and analytical skills. Be able to assess the methodological skills regarding the planning and implementation of Vo measures. Get to know and how to use different working techniques / processes and ways to get information. Be able to handle problems/conflicts in a professional way.</p>	<p>D: Be able to identify the status quo and the skills of young people and document it. Knowledge about different assessment tests and profiling and their use as well as be able implement and analyse them. Be able to carry out a labour and training market analysis in the industrial-technical sector and to establish for this field VO relevant networks and to maintain them. Knowledge of the development of vocational career plans and life plans and to work them out. Be able to prepare and carry out consultations with relevant actors of VO of the industrial-technical sector and to accompany young people to them.</p>
Content	<ul style="list-style-type: none"> • Structure / possibilities of the nat. VET system (A1) • Vocational fields / possible training professions, specifics and requirements (A2) • Tasks, function, structure, organization of the VO (A3) • Legal basis of VO: Where does VO take place? Scope? Who is implementing VO? 	<ul style="list-style-type: none"> • Communication types (verbal and non-verbal), methods for improving communication skills, understanding others, communication styles, conversation techniques (C1) • Ability to organize: time management, process planning, identification of relevant aspects, setting priorities, task coordination (C2) • Detecting and arranging relationships, 	<ul style="list-style-type: none"> • Aspects and criteria of data collection: status quo, strengths / weaknesses, inclinations, interests, methods of data collection (D1) • Different types of test methods and their use, different target groups and their prerequisites, creation of questionnaires, doing interviews, evaluation (D2) • Criteria of labour and training market analysis,



	<p>Who finances the VO measures? (A4)</p> <ul style="list-style-type: none"> • Changes in different professions, new requirements and needs (B1) • Tasks, jurisdiction, responsibilities of labour administration, professional chambers and professional associations in VO (B2) • Regional and interregional training opportunities and specificities, possible training professions, vocational qualification chance and needs in the industrial-technical sector (B3) • Formal / non-formal requirements for trainees, general conditions in companies (B4) • Information / data sources: where to find them, how to deal with them, the benefits and possibilities of the information (B5) 	<p>assessing information / data, assigning results to defined aspects / criteria, fitting accuracy (C3)</p> <ul style="list-style-type: none"> • Improve the context thinking, apply different work techniques and procedures, assign work techniques to different VO activities / measures, techniques for information acquisition, structuring and preparation (C4) • Identify, analyze and solve problems / conflicts, deal with them in consultations (C5) 	<p>analysis methods and their implementation, evaluation of data (D3)</p> <ul style="list-style-type: none"> • Structure, design and contents of vocational and life plans, implementation and definition of target agreements, identification of relevant data / accurately vocational opportunities, influencing factors (D4) • Objective, relevant actors, information sources, communication paths, possible network structures in the industrial-technical sector and task distributions, organization of network meetings: What to do and when? (D5) • Knowledge of counseling conversation with the labour administration, professional chambers and associations: requirements, prerequisites and process (D6)
Method / Duration	<p>Introduction: 30 Min. A1: 30 Min.; A2: 30 Min.; A3: 30 Min.; A4: 30 Min. B1: 60 Min.; B2: 30 Min.; B3: 60 Min.; B4: 20 Min.; B5: 40 Min. <i>Method:</i> Welcome + self- presentation, presentations, group discussion, metaplan technology, working out digital sources</p>	<p>Introduction: 20 Min. C1: 80 Min; C2: 60 Min.; C3: 60 Min.; C4: 70 Min.; C5: 70 Min. <i>Method:</i> Clarification of open questions clarify from day 1, presentations, team / group work, work sheets / tasks, group discussion, metaplan technology, practical exercises</p>	<p>Introduction: 20 Min. D1: 40 Min.; D2: 45 Min.; D3: 45 Min.; D4: 75 Min.; D5: 75 Min.; D6: 60 Min. <i>Method:</i> Clarification of open questions clarify from day 2, presentations, team / group work, work sheets / tasks, group discussion, metaplan technology, practical exercises</p>
Know-how check	Theoretical performance test/check and practical exercises	Theoretical performance test/check	Theoretical performance test/check and practical exercises
Materials	Materials to A + B;	Materials to C;	Materials to D;
Equipment/ room	Classroom or seminar room with beamer, presentation PC, flipchart	Classroom or seminar room with beamer, presentation PC	Classroom or seminar room with beamer, presentation PC



	Day 4	Day 5
Topic	Cross-vocational vocational orientation measures; Vocationally related vocational orientation measures	Complementary VO activities
Teaching unit	E1 to E4; F1 to F5	G1 to G5
Total duration	8 hours	7 hours
Objectives	<p>E: Get to know different Good-Practice examples, which are suitable for the orientation in the industrial-technical sector, their content, structure, framework, and objectives. Knowledge of the organization and implementation of VO measures in the industrial-technical sector and preparation and post-processing. Get to know different kinds of post-processing methods and to assess the measures.</p> <p>F: Knowledge how to update the level of knowledge in the industrial-technical sector and how to contact companies and maintain the contacts. Be able to identify work testing, vocationally related internships and companies for visits and inspections, to organize, implement and accompany young people and to post-process the activities. Get to know the necessary working steps for an exchange with experts and trainees and to implement the exchange.</p>	<p>G: To advise young people regarding the application process in the industrial-technical sector as well as the knowledge about the creation of applications and all other relevant aspects. Get to know different methods of self-reflection and how to analyse it. Be able to plan, organize and implement information events for different target groups and to advise relatives professional. Knowledge of VIC and be able to prepare the participants before a visit of the VIC, to implement and post-process the visit.</p>
Content	<ul style="list-style-type: none"> • Content, structure and framework, objectives of different VO measures in the industrial-technical sector: Planning games, VO-Camps, theatre educational activities, activities in the vocational orientation office, pupil companies, vocational-oriented lessons, seminars/ workshops on various industrial-technical professions (E1) • Selection of VO measures (criteria), starting contact with relevant stake-holders, institutional implementation of VO measures: setting the time-frame and objective, creating information materials, setting schedule (E2) • Accompanying of VO measures: Preparatory actions (what the participants of the VO must 	<ul style="list-style-type: none"> • Consultancy aspects, preparation of application documents: application letter, CVs, preparation for job interviews and operational suitability tests in the industrial-technical sector (G1) • Meaning of self-assessment and needs, methods of self-assessment, application and evaluation (G2) • Types of information events (parents, pupils, students, companies, etc.), benefit, implementation, info selection (G3) • Consultation aspects: Target groups and their special features, consultancy content / structure (G4) • Objective and structure of the VIC, planning of the visit: preparation, timing, post-processing, virtual



	<p>know), documentation and accompanying measures, involvement in the organization (E3)</p> <ul style="list-style-type: none"> • Post-processing of VO measures: Objectives, make presentations, talks, group discussion, written documentation of the results and evaluation (E4) • Information and data sources, contact set-up and maintenance regarding companies to update the level of knowledge (F1) • Identification of relevant areas, organization of work testing, implementation and accompaniment (F2) • Identification of internships, intern-ship stock markets, preparation, implementation, accompaniment and post-processing of internships (F3) • Identification of potential companies for visits/inspections, distinction, organization / preparation, implementation and post-processing of visits and inspections, advantages and disadvantages (F4) • Selection of experts and trainees for exchange, organization and implementation of the exchange / network meeting (F5) 	<p>possibilities (G5)</p>
Method / Duration	<p>Introduction: 20 Min. E1: 90 Min.; E2: 45 Min.; E3: 15 Min.; E4: 45 Min. F1: 30 Min.; F2: 30 Min.; F3: 30 Min.; F4: 30 Min.; F5: 25 Min. <i>Method:</i> Clarification of open questions clarify from day 3, presentations, team / group work, work sheets / tasks, group discussion, metaplan technology, practical exercises</p>	<p>Introduction: 20 Min. G1: 60 Min.; G2: 60 Min.; G3: 30 Min.; G4: 30 Min.; G5: 40 Min. <i>Method:</i> Clarification of open questions clarify from day 4, presentations, team / group work,, Gruppendiskussion, group discussion, metaplan technology, practical exercises</p>
Know-how check	Theoretical performance test/check and practical exercises	Theoretical performance test/check + Final test
Materials	Materials to E + F;	Materials to G;
Equipment/ room	Classroom or seminar room with beamer, presentation PC	Classroom or seminar room with beamer, presentation PC



The detailed schedules for the qualification module “vocational orientation in the business field industrial-technical sector“ of the Erasmus+-project „BOQua“

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Day 1: Teaching unit A and B

Start	Duration [Min]	Title	Content	Material	Methods
9:00	30	Welcome+Introduction	Welcoming the participants, round of introduction, introduction to the topics „Basics of vocational training and vocational orientation in the industrial-technical sector“		Personal presentation + lecture
9:30	30	Unit A1	Structure / possibilities of the nat. VET system	ppt slides	Presentation, pictorial representation
10:00	30	Unit A2	Vocational fields / possible training professions, specifics and requirements	ppt slides	Presentation, pictorial representation
10:30	30	Unit A3	Tasks, function, structure, organization of the VO	ppt slides	Presentation
11:00	30	Morning break			
11:30	30	Unit A4	Legal basis of VO: Where does VO take place? Scope? Who is implementing VO? Who finances the VO measures?	ppt slides, literature, legal texts	Presentation
12:00	60	Unit B1	Changes in different professions, new requirements and needs	ppt slides, literature, assignment of tasks	Presentation; group discussion
13:00	60	Lunch break			
14:00	30	Unit B2	Tasks, jurisdiction, responsibilities of labour administration, professional chambers and professional associations in VO	ppt slides	Presentation
14:30	60	Unit B3	Regional and interregional training opportunities and specificities, possible training professions, vocational qualification chance and needs in the industrial-technical sector	ppt slides, literature, internet sources	Presentation, group discussion
15:30	30	Coffee break			
16:00	20	Unit B4	Formal / non-formal requirements for trainees, general conditions in companies	assignment of tasks	Lecture, group workt, summary of results
16:20	40	Unit B5	Information / data sources: where to find them, how to deal with them, the benefits and possibilities of the information	literature, internet sources	Presentation
17:00	End day 1				


Day 2: Teaching unit C

Start	Duration [Min]	Title	Content	Material	Methods
9:00	20	Introduction	Introduction to the topic „Social competences in the consultation and accompaniment of vocational orientation processes,„		Lecture
9:20	80	Unit C1	Communication skills: Communication types. Verbal, non-verbal, methods for improving communication skills, understanding others, communication styles, conversation techniques	ppt slides, case study, assignment of tasks	Presentation, team-/group work, presentation of results and discussion, practical task preparation
10:40	20	Morning break			
11:00	60	Unit C2	Ability to organize: Organizational skills: time management, process planning, identification of relevant aspects, setting priorities, task coordination	ppt slides, case study	Presentation, group discussion
12:00	10	Coffee break			
12:10	60	Unit C3	Analytical skills: Detecting and arranging relationships, assessing information and data, assigning results to e.g. defined aspects / criteria, making fitting accuracys	ppt slides, case study	Presentation, group discussion
13:10	60	Lunch break			
14:10	70	Unit C4	Methodological skills: Improve the context thinking, apply different work techniques and procedures, assign work techniques to different VO activities / measures, techniques for information acquisition, structuring and preparation	ppt slides, case study, assignment of tasks	Presentation, team-/group work, presentation of results and discussion, practical task preparation
15:20	30	Coffee break			
15:50	70	Unit C5	Problem and conflict solving skills: Identify, analyse and resolve problems / conflicts, deal with problems / conflicts in consultations	ppt slides, case study, assignment of tasks	Presentation, team-/group work, presentation of results and discussion, practical task preparation
17:00	End day 2				


Day 3: Teaching unit D

Start	Duration [Min]	Title	Content	Material	Methods
9:00	20	Introduction	Introduction to the topic „Preparative measures in the vocational orientation“		Lecture
9:20	40	Unit D1	Aspects and criteria of data collection: status quo, strengths / weaknesses, inclinations, interests, methods of data collection	ppt slides, case study	Presentation, group discussion
10:00	45	Unit D2	Different types of test methods and their use, different target groups and their prerequisites, creation of questionnaires, doing interviews, evaluation	ppt slides, assignment of tasks	Presentation, team-/group work, presentation of results
10:45	20	Morning break			
11:05	45	Unit D3	Criteria of analysis, analysis methods and their implementation, evaluation of data	ppt slides	Presentation
11:50	10	Coffee break			
12:00	75	Unit D4	Structure, design and contents of vocational and life plans, implementation and definition of target agreements, identification of relevant data / accurately vocational opportunities, influencing factors	ppt slides, case study, assignment of tasks, literature	Presentation, team-/group work, presentation of results and discussion, practical task preparation
13:15	60	Lunch break			
14:15	75	Unit D5	Objective, relevant actors, information sources, communication paths, possible network structures and task distributions, organization of network meetings: What to do and when?	ppt slides, assignment of tasks, internet sources	Presentation, team-/group work, presentation of results and discussion, practical task preparation
15:30	30	Coffee break			
16:00	60	Unit D6	Consultations with the labour administration, professional chambers, professional associations: requirements, prerequisites and process	ppt slides, literature	Presentation, group discussion
17:00	End day 3				

Day 4: Teaching unit E and F



Start	Duration [Min]	Title	Content	Material	Methods
9:00	20	Introduction	Introduction to the topics „Cross-vocational and vocationally related vocational orientation measures “		Lecture
9:20	90	Unit E1	Content, structure and framework, objectives of different VO measures in the industrial-technical sector: Planning games, VO-Camps, theatre educational activities, activities in the vocational orientation office, pupil companies, vocational-oriented lessons, seminars/ workshops on various industrial-technical professions	ppt slides, Good-Practice guideline, literature	Presentation
10:50	20	Morning break	Morning break		
11:10	45	Unit E2	Organization of VO measures: Selection of VO measures (criteria), starting contact with relevant stake-holders, institutional implementation of VO measures: setting the time-frame and objective, creating information materials, setting schedule	ppt slides, assignment of tasks	Presentation, group discussion, task preparation, general discussion
11:55	10	Coffee break			
12:05	15	Unit E3	Accompanying of VO measures: Preparatory actions (what the participants of the VO must know), documentation and accompanying measures, involvement in the organization	ppt slides	Presentation
12:20	45	Unit E4	Post-processing of VO measures: objective, make presentations, talks, group discussion, written documentation of the results of the VO measure, objectives of the post-processing, evaluation of the results of the VO measure	ppt slides, assignment of tasks	Presentation, group discussion, task preparation, general discussion
13:05	60	Lunch break			
14:05	30	Unit F1	Information and data sources, contact set-up and maintenance regarding companies, update the level of knowledge regarding the industrial-technical sector	ppt slides, internet sources	Presentation, group discussion, Internet research
14:35	30	Unit F2	Identification of relevant areas for work testing, organization of work testing, implementation and accompaniment of work testing	ppt slides,	Presentation
15:05	30	Unit F3	Identification of internships, intern-ship stock markets, preparation, implementation, accompaniment and post-processing of internships	ppt slides	Presentation
15:35	30	Coffee break			
16:05	30	Unit F4	Distinction, objective, identification of potential companies, organization / preparation, implementation and post-processing of visits and inspections, advantages and disadvantages	ppt slides	Presentation
16:35	25	Unit F5	Selection of experts and trainees for an exchange, organization and implementation of the exchange / network meeting	ppt slides	Presentation
17:00	End day 4				


Day 5: Teaching unit G

Start	Duration [Min]	Title	Content	Material	Methods
9:00	20	Einführung	Introduction to the topic „Complementary VO activities “		Lecture
9:20	60	Unit G1	Application process: Consultancy aspects, preparation of application documents: application letter, CVs, preparation for job interviews and operational suitability tests in the industrial-technical sector	ppt slides, case study, literature	Presentation, group discussion
10:20	30	Morning break			
10:50	60	Unit G2	Methods of self-reflection: Meaning of self-assessment and needs, methods of self- assessment, application and evaluation	ppt slides, case study	Presentation, group discussion, general discussion
11:50	30	Unit G3	Types of information events (parents, pupils, students, companies, etc.), benefit, implementation, info selection		
12:20	60	Lunch break			
13:20	30	Unit G4	Consultation aspects: Target groups and their special features, consultancy content / structure	assignment of tasks	Team-/group work, presentation of results and general discussion
13:50	40	Unit G5	Objective and structure of the VIC, planning of the visit: preparation, timing, post-processing, virtual possibilities	ppt slides	Presentation
14:30	30	Coffee break			
15:00	60	Final performance test	Short performance test about the acquired knowledge	questionnaire	Written performance test
16:00	End day 5				

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