

WORK BASED LEARNING

CHAPTER II

USEFUL INFORMATION FOR VET STUDENTS, UNEMPLOYED PERSONS

2nd Project Meeting
24&25 Oct 2016
Poland

“How to become a successful apprentice in my and other countries”

- 1) CV elaboration*
- 2) Professional portfolio development;*
- 3) Where to find WBL opportunities at national level and also abroad;*
- 4) Development of social, intercultural and team working skills exercises.*

Working methodology

CV elaboration

- *Tips on how to create curriculum vitae*
- *examples of different CV types (europass, chronological, skills based CV, etc.) and enhanced for each one, its main advantages and less positive points, as well as the most appropriated for WBL context;*
- *the strongest points each learner should have in mind when composing the CV and the most common errors they should avoid.*

CEFAE, MALPIS and ZESPOL

Working methodology

Professional portfolio development

- *tips on how a professional portfolio should be done;*
- *collection of some good examples of professional portfolio;*
- *the most appropriated model to be used by learners, according with the objective;*
- *different types of professional portfolios (text file, ePortofio, audio, video).*

CEFAE, MALPIS and ZESPOL

Working methodology

Where to find WBL opportunities at national level and also abroad

- List of companies/employers and other entities who collaborate with schools and VET providers for WBL opportunities.*
- 15 -20 contacts in their country and also at European level*

All partners





















Working methodology

Development of social, intercultural and team working skills exercises

- *collect minimum two (2) activities/ exercises which are used in a VET context, designed to develop learners' social/intercultural and team working competences.*

All partners

WORKPLAN AND PARTNERS TASKS

	CV	PORTFOLIO	DATABASE (15 CONTACTS/PARTNER)	EXERCISES (2/PARTNER)
CEFAE				
MALPIS				
ZESPOL				
BVÖ				
ISQ				

CEFAE - MATERIALS FOR LEARNERS (CV + PORTFOLIO)

CV

HOW TO PREPARE A
CV

HOW TO PREPARE
FOR A JOB
INTERVIEW

GUIDELINES FOR
FINDING A JOB

PORTFOLIO

PREPARING A
PORTFOLIO

EXERCISES

The importance of
the Senses

team spirit,
solidarity and
cooperation

Cultural Week

personal,
intellectual,
cultural, social
and physical
development.

Liberty day

To Choose

personal and
social
development

Database with 15 contacts

MALPIS - MATERIALS FOR LEARNERS (CV + PORTFOLIO)

CV

Methodology for CV
preparation

PORTFOLIO

Guidelines for making
a portfolio

Portfolio Sample
Katrina

Links to online
portfolio

EXERCISES

How to greet each
other

communicati
on

My childhood dream
job

Human
understandin
g

Links to online exercises

Database with 14 contacts

ZESPOL - MATERIALS FOR LEARNERS (CV + PORTFOLIO)

USEFUL INFORMATION

How to prepare a Cover Letter

Dictionary and Glossary

LinkedIn – how to create an account

EU programmes and tolls for Youngsters

Database with 17 contacts (incompleted)

EXERCISES

Know more about myself, easy to choose good profession

Entrepreneurial skills

Borrow or not?

Analytical skills

How to say "NO"

being assertive

Interview

Stressful situations; present myself

ISQ – DATABASE + EXERCISES

Database with 15 contacts

PARTNER COUNTRY ISQ
PARTNER ORGANIZATION PORTUGAL

Nr	Type of Institution	Role in WBL	Name of the Institution	Institucional
1	Other	organizer/planner	AERLIS – Associação Empresarial da Região de Lisboa e Setúbal	national
2	School	the sender	EPI - Escola Profissional de Imagem	national
3	VET centre	the sender	CINEL - Centro de Formação Profissional da Indústria Electrónica, Energia, Telecomunicações e Tecnologias da Informação	national
4	VET centre	the sender	INETE - Instituto de Educação Técnica	national
5	Employer	the host	Leroy Merlin	national
6	Employer	the host	Servilift	national
7	Employer	the host	Nelas Gás	national
8	Employer	the host	Tecniabrantes	national
9	Employer	the host	ThyssenKrupp Elevadores	national
10	Employer	the host	ARALAB	national
11	Employer	the host	Futurcabo	national
12	Employer	the host	ISPT – Industrial Services	national
13	School	the sender	Escola Profissional Vale do Rio	national
14	VET centre	the sender	ISQ - Instituto de Soldadura e Qualidade	national
15	Employer	the host	ISQ - Instituto de Soldadura e Qualidade	national

EXERCISES

LOOKING INSIDE

Self-
consciousness

ONE, TWO, THREE

Communication,
team work, to
pay attention

ROAD TRIP

Argumentation,
Respect and deal
with others
opinion, solving
problems

PRESENTING OTHERS

Communication,
interaction

BVÖ – DATABASE + EXERCISES



WHAT WE HAVE ACHIEVED IN TOTAL

Database 15 contacts * 5

75

61

Exercises 2* 5

10

14

2nd CHAPTER STRUCTURE

Table of Contents

1.	Framework
2.	Guidelines for CV elaboration
2.1.	Preparing the curriculum vitae
	Curriculum vitae – what is and what is its role?
	Types of CV
	Common errors to avoid
	Tips and suggestions
3.	Professional Portfolio
	What is a portfolio?
	Main goals
	What is included in a portfolio
	Preparing a Portfolio
	How to present a portfolio?
	Adopting a presentation format
	Creating electronic Portfolios
	Portfolio samples
4.	Database – Local and European actors involved in WBL
5.	Training Materials: Social and Intercultural exercises
6.	EUROPEAN INSTRUMENTS AND TOOLS
7.	GLOSSARY
8.	LESSONS LEARNED AND MATERIALS FROM THE LEARNING ACTIVITIES
9.	ANNEXES

Next steps:

- i) Partners send missing documents + needed adjustments **12 Nov 2016**
- ii) Partners send documents resulting from Poland LA **4 Nov 2016**
- iii) ISQ compiles everything and finalizes the Chapter II *Useful information for VET students, unemployed persons* Report **10 Dec 2016**



THANK YOU FOR YOUR ATTENTION!

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