

# Second Chance - build your Future

## Description

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This Second Chance - Build your Future toolkit contains practical tools for initial assessment and 'train the trainer' materials. It is especially helpful for practitioners working with low qualified and low skilled people.

## Beneficiaries

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Practitioners, learners and policy makers.

## Countries

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Germany



Italy



Netherlands



Poland



Switzerland

## Country/ies or organisation that developed the tool

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The Second Chance project was developed within the LLP European Programme Leonardo da Vinci (TOI - Transfer of innovation), by a consortium of partners involving five countries:

Coordinator:

Conferenza della Svizzera italiana per la formazione continua degli adulti (CH).

Core partners:

- Akademie für Berufsförderung und Umschulung (DE)
- Fondazione Giuseppe Di Vittorio (IT)
- Hertogenbosch Municipality (NL)
- Koning Willem I College (NL)
- Centrum Rozwoju Kariery "Interdydaktyk" (PL)
- Istituto Universitario Federale per la Formazione Professionale (CH)
- Federazione svizzera per la formazione continua (CH)

## Purpose of the toolkit

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Guidance on what works (to help improve the design of policies and practices)

## Description of each of the tools

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The Second Chance toolbox gathers the main tools used during the project to collect and

analyse information on Vocational Education and Training (VET) and early school leaving, to develop the Second Chance training model, as well as a set of possible tools and teaching aids which can be used for the implementation of the training modules, particularly during the assessment phase.

Second Chance is defined as 'an alternative training pathway leading to a VET qualification customized especially for young adults aiming to gain a first professional qualification'.

The toolbox includes: documents produced during the project, teaching aids produced by the EPRO model and other means produced by the partners in previous projects.

Tools:

- **Analysis grid** – to be used to collect and analyse information on VET and early school leavers' situation in a specific country or region. The user is invited to compile data from the national context and on macro and micro level initiatives. The information requested is the following:
  - National context:
    - information on the structure, accessibility, qualification levels, national/regional laws and rules
    - youth unemployment data where missing
    - early school leaving data where missing
    - background, tendencies and challenges in relation to adult unemployment
  - Macro level initiatives:
    - legal framework and basis for VET policies and tools
    - legal basis in the field of active labour market policies (ALMP), tools and measures
    - additional ALMP information
  - Micro level initiatives:
    - good practices
- **Case Study Hans** – the user is invited to explain what could be done in his/her country/region in order to help Hans find a new job.
- **Modular structure for the retail sector** – two different training structures are suggested, one for adults with no work experience and one for those with at least 5 years of experience (2 of which are in sales). The structure includes the timeframe of the training and the areas on which to focus.
- **Learning units for the retail sector** – this is a description of the modules mentioned in the afore-mentioned training structures. They include information on:
  - hours of class study
  - operative skills benchmark
  - operative objectives
  - methodological skills
  - social and personal skills
  - contents
  - area of qualification
  - qualification procedure
- **Training programme Switzerland** – this tool explains how sales training is provided and what special options are available to specific groups of people in the Canton of Ticino. It also discusses the planned activities to be pursued within the framework of the Second Chance project.
- **Tools for the initial assessment:**
  - Concept for the initial assessment based on Career Circle method – a detailed time-table and collection/description of exercises for the initial assessment phase of the training.
  - Manual for the use of the Career Circle method – Didactic material for participants created by 'Career Circles' to assist in career development.

- Tools for guidance and coaching during the training pathway.
  - Concept for the coaching during Second Chance training pathway – a suggested approach to finding work and developing oneself from a professional point of view.
  - Grid for progress monitoring and assessment of the participant to the Second Chance training pathway (only available in Italian) – a suggested structure to keep track of progress made through coaching.<sup>[1]</sup> Progress is tracked through a reporting process in which both the stagiaire and the person responsible for the stagiaire’s development, assess the outcome of the experience. The stagiaire’s progress is assessed on the basis of the following indicators:
    - independent initiative
    - active participation during interviews
    - active participation during ateliers
    - motivation
    - punctuality
    - willingness to travel
- **Project Brochure:** to briefly present the Second Chance project.
  - **Training model Flyer:** to briefly present the training model to stakeholders, young adults and companies.
  - **Exploitation of the model: form to collect, report and analyse exploitation opportunities and difficulties** – this is a template that can be used to analyse the strengths and weaknesses of the Second Chance model and the opportunities/threats its adaptation to the user’s local context could present.
  - **Stakeholders meeting report form:** a form to report meeting and discussions with local stakeholders – A template for reporting.
  - **Examples of training modules** for sales assistants developed by ABU in Germany - (in German).
  - **Pro-Skills Manual: the training concept developed during the European project Pro-Skills** - training concept aimed at supporting adults in developing personal and social skills as a precondition for lifelong learning. The manual presents concepts and training schemes that can be easily adapted and used to the Second Chance training pathway. The concept is divided into parts focusing on the training overall and on the role of the trainer and the participants specifically. The manual also includes a description of a number of pilot schemes.
  - **Pro-Skills train the trainers concept: the guidelines developed during the European project Pro-Skills** – these define the basis of a possible concept to train the trainers dealing with low qualified and low skilled people. It provides background information on the Pro-Skills philosophy as well as several training modules which can be realised in both frames, initial and on-the-job training of staff.
  - **CEDEFOP European terminology:** definition of 130 key terms of the European education and training policy – A glossary of key words and concepts related to education and ESL/ ELVET.

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[1] This particular tool is only in Italian. Most tools are in two or three languages, some only in one and very few are in all languages of the partners (IT, EN, FR, PL, NL).

## Type of guidance given to users

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No solutions are given per se, it’s more of a series of templates and methods which can be used to improve what is already being done.

## Source of information of the different tools

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The toolbox is a collection of tools developed by the partners involved. The partners include

local government, foundations and learning institutes. In some of the tools however, (e.g. train the trainers manual) there are other partners involved.

## Link/s to the toolkit and further information

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<https://www.conferenzacfc.ch/2ndchance>

## Downloads

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 Second Chance – build your Future toolkit

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## Related intervention approaches

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Source URL: <https://www.cedefop.europa.eu/en/en/tools/vet-toolkit-tackling-early-leaving/resources/second-chance-build-your-future>