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## TRAINEESHIP AT CEDEFOP

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Would you like to gain professional experience in an international environment?

WHAT THE TRAINEESHIP IS ABOUT	
Department/Service	Department for VET and Qualifications (DVQ)
Project description	<p><b>VET policies and systems content support</b></p> <p>The department supports policy development and provides evidence for policy making to help modernise vocational education and training (VET) systems.</p> <p>The VPS team monitors, analyses, and reports on progress in priority areas for VET that EU Member States, Norway and Iceland have set for VET. These priorities are described in the Council <a href="#">Recommendation on vocational education and training</a> for sustainable competitiveness, social fairness and resilience and in the <a href="#">Osnabrück Declaration</a> on vocational education and training as an enabler of recovery and just transitions to digital and green economies.</p> <p>In 2023-24, the VPS team will</p> <ul style="list-style-type: none"><li>• analyse policy developments in VET and lifelong learning in line with the countries' <a href="#">national plans</a> on how they plan to implement the agreed priorities in the Council Recommendation and Osnabrück Declaration.</li><li>• update the descriptions of European countries' VET systems in the <a href="#">VET in Europe database</a>.</li></ul> <p>The team analyses and synthesises qualitative and quantitative information mainly provided by <a href="#">ReferNet</a> (Cedefop's European network for expertise on VET which includes key institutions dealing with VET, VET policy and/or research). Other Cedefop, European and international sources are also used.</p> <p>This work requires collaborating with colleagues in house and external partners, for instance the European Commission, national ministries, employer and employee representatives.</p> <p><u>Other tasks within this project:</u></p> <p>The team publishes online descriptions and concise information ('spotlights') on the main features of VET, and news items prepared by ReferNet. For</p>

	<p>Presidency countries, reports and spotlights on VET are also published in hard copy.</p> <p>VPS work includes preparing information for high-level meetings and events and the European Commission; for instance for its work on the education and training monitor or country-specific recommendations (as part of the economic policy coordination – European Semester).</p>
Project outputs/outcomes	<ul style="list-style-type: none"> <li>• <a href="#">Enhancing European cooperation in VET: outcomes of the Riga cycle. Progress in common priorities for 2015-20</a></li> <li>• <a href="#">National policy developments in vocational education and training</a></li> <li>• <a href="#">VET in Europe database</a></li> <li>• <a href="#">National news on VET throughout the year</a></li> <li>• <a href="#">Spotlights on VET</a>: concise descriptions of VET systems</li> </ul> <p><u>Other outputs:</u></p> <ul style="list-style-type: none"> <li>• Short country reports on policy developments in VET and adult learning for the Education and Training Monitor of the European Commission;</li> <li>• Papers for meetings/working groups of policy makers at EU-level and input to presentations at European/international conferences.</li> </ul>
The trainee's main duties and tasks	<p>In a team of 8 members, the trainee will</p> <ul style="list-style-type: none"> <li>• support experts in <ul style="list-style-type: none"> <li>○ collecting, analysing and synthesising country-specific and thematic information and examples of practice;</li> <li>○ drafting reports, papers and publications;</li> <li>○ coding information for analysis purposes in NVIVO a qualitative analysis tool.</li> </ul> </li> <li>• assist the team in <ul style="list-style-type: none"> <li>○ collecting, processing and analysing quantitative and qualitative data;</li> <li>○ developing, testing and improving online tools, databases and websites</li> </ul> </li> </ul>
Expected learning outcomes	<p>As a result of the traineeship, the candidate will gain</p> <ul style="list-style-type: none"> <li>• insights into policies and processes of European cooperation in education and training and vocational education and training (VET) in particular;</li> </ul>

	<ul style="list-style-type: none"> <li>• good understanding of VET systems and related policies in EU Member States and their monitoring;</li> <li>• experience in customising/drafting/editing information for different target groups;</li> <li>• skills in managing the content of web portal;</li> <li>• experience in working with NVIVO a qualitative analysis tool</li> <li>• teamwork skills in a multicultural and multidisciplinary environment;</li> <li>• practical experience in day-to-day business of an EU agency</li> </ul>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	<ul style="list-style-type: none"> <li>• University studies of at least three years attested by a diploma or equivalent, preferably related to (vocational) education, (education) policy analysis, or social sciences;</li> <li>• English at level C1 (<a href="#">Common European Framework of reference for languages</a>);</li> <li>• digital literacy and very good knowledge of MS Word and Excel</li> </ul>
<b>DESIRABLE</b>	
Experience/exposure	<ul style="list-style-type: none"> <li>• good knowledge of methods and practical experience in desk research and in drafting research outcomes;</li> <li>• knowledge of VET system(s) and VET related policies in at least one EU country;</li> <li>• very good written English;</li> <li>• analytical skills;</li> <li>• experience in teamwork;</li> <li>• ability to show great attention to detail;</li> <li>• Experience in working with content management systems</li> </ul>



**Deadline for the submission of applications:**  
**Thursday 16 March 2023 at 13:00 Greek time (CET+1)**

**Only applications submitted online will be accepted**