



TRAINEESHIP AT CEDEFOP

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

WHAT THE TRAINEESHIP IS ABOUT	
Department/Service	<p>Department of VET and Skills, Area Learning and Employability</p> <p>Team: VET for youth – Teachers and trainers</p> <p>Projects:</p> <ul style="list-style-type: none">• Early leaving from education and training that includes the VET toolkit for tackling early leaving• VET toolkit for empowering young NEETs• Teachers and trainers' professional development
Project description	<ol style="list-style-type: none">1. Cedefop has developed a web toolkit for tackling early leaving (VTL) aimed for policy makers and VET practitioners involved in the design, implementation and evaluation of VET policies and practices to tackle early leaving. The VTL toolkit is based on an extensive evidence of research published by Cedefop over the past years. It provides with practical guidance, tips, good practices and tools for policy makers and VET practitioners working to support learners at risk and early school leavers.2. A new similar toolkit on "Empowering young NEETs" was published in October 2021.3. These toolkits are supported by a virtual community coordinated by Cedefop, the network of ambassadors tackling early leaving from VET. Ambassadors are policy makers, learning providers, experts and other key stakeholders involved in tackling early leaving from VET at national, regional or local level in Europe. They help disseminate the toolkits and enrich their resources by providing good practices, news, publications and statistics.
Project outputs/outcomes	<ul style="list-style-type: none">• New content developments and tools of the toolkit are appropriate, functional and user-friendly;• Increased visibility of the VET toolkit for tackling early leaving and the new toolkit on Empowering young NEETs;

	<ul style="list-style-type: none"> Findings from related Cedefop work and other external sources are analysed and feed into the above two toolkits to enrich their resources. High quality and relevant newsletters are sent regularly to ambassadors (approx. 3 per year).
The trainee's main duties and tasks	<p>The trainee is expected to support the Team Coordinator by:</p> <ol style="list-style-type: none"> Contributing to the development and promotion of the VET toolkit for tackling early leaving and the new one on Empowering Young NEETs: <ul style="list-style-type: none"> Undertake preliminary research on related themes, to enrich the resources of the toolkits. Analyse existing Cedefop research and findings to populate the toolkits. Review the newly uploaded content and regularly test the appropriate functioning of the tools to ensure user-friendliness. Prepare brief messages and content for dissemination through Cedefop social media and other appropriate dissemination channels in collaboration with the Toolkit administrator and the communication's department of Cedefop. Assist in preparation of visually attractive presentations and create graphic materials to be used in different presentations/events. Support the work of the Toolkit administrator to update and regularly check content online. Support the Team Coordinator in its role to coordinate the online Community of Ambassadors <ul style="list-style-type: none"> Assist the toolkit administrator in the preparations of newsletters / blog articles for ambassadors including latest news in the field, toolkit developments, etc. Liaise with ambassadors to update content of good practices, etc.
Expected learning outcomes	<ul style="list-style-type: none"> Improve knowledge about national policies in the field of inclusive VET and European policies for inclusive education and training, tackling early leaving from VET and supporting NEETs; Gain experience in developing web content for online platforms; Gain experience in communicating / animating a network. Participate in Projects that have high visibility and policy at Cedefop and in Europe.

	<ul style="list-style-type: none"> • Participate in projects that have agency-wide implication, and opportunity to work with colleagues from many departments/services; • Work experience in multidisciplinary and multicultural teams; • Acquiring experience of working in a European environment.
ESSENTIAL REQUIREMENTS	
Academic background	<ul style="list-style-type: none"> • Bachelor's Degree (or Master's degree) in Social sciences or Humanities; • English C1 level ; • IT literacy (including presentation software) • Good understanding of European education policies for disadvantaged groups, social inclusion, inclusive education, vocational education and training, tackling early leaving, NEETs, etc.
DESIRABLE	
Experience/exposure	<ul style="list-style-type: none"> • Ongoing PhD in comparative education research; • Experience with web communication; • Visual graphic design for presentations and promotion material; • Very good research skills; • Excellent drafting and analytical skills; • Knowledge of another foreign language.



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

Only applications submitted online will be accepted