



---

## TRAINEESHIP AT CEDEFOP

---

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

Cedefop, the EU Agency based in Thessaloniki, offers a 9-month traineeship starting on 01/10/2019.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Department for Learning and Employability
Project description	Lifelong guidance and Validation of non-formal and informal learning
Project outputs / outcomes	<p>Structured, easy to use information about systems and practices, to be navigated by country, type of intervention and user group.</p> <p>Database updates,</p> <ul style="list-style-type: none"><li>• On Guidance: in cooperation with CareersNet of database in line with monitoring needs associated with 2008 Council Resolution on lifelong guidance and in line with the principles agreed by Member States in the EU Guidelines for Lifelong Guidance Systems.</li><li>• On Validation: in cooperation with the European Commission, based on the 2018, 2016 and 2014 inventory data, in line with the 2012 Council recommendation on validation and the European Guidelines.</li></ul> <p>Databases will be made available on Cedefop's website, in the project's webpage.</p> <p>Database will serve both external and internal users who need to have quick access to clear and complete information on validation and guidance in Europe.</p> <p>Support to CareersNet members and to organisation of activities linked to the network's operation.</p>
The trainee's main duties and tasks	<ul style="list-style-type: none"><li>• Develop, manage and update EU databases on validation of non-formal and informal learning and lifelong guidance systems and practices.</li><li>• Develop internal workflows for database consultation and management under supervision</li><li>• Assure quality development of website and stable integration between back and front office components of the database, in cooperation with Cedefop's ICT and webpage</li></ul>

	<p>development teams.</p> <ul style="list-style-type: none"> <li>• Validate and update information with the cooperation of CareersNet lifelong guidance experts.</li> <li>• Generate targeted templates, departing from database, for policy reporting and pilot their implementation.</li> <li>• Keep database of CareersNet members updated and provide relevant feedback to its members.</li> <li>• Support Lifelong guidance project on the organisation of events or other activities linked to CareersNet.</li> <li>• Carry out analytical work on guidance and validation databases towards development of in-house research.</li> </ul>
Expected learning outcomes	<p>Solid knowledge about European policies and systems on lifelong guidance and validation..</p> <p>Awareness about current practices to support the career development of different client groups and the systems for validation of non-formal and informal learning in Europe.</p> <p>Experience with the construction of EU level database for public usage.</p> <p>Experience in the management of a network of experts and associated activities.</p>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	University degree in social sciences.
<b>DESIRABLE</b>	
Experience/exposure	<p>Master level degree in social sciences, preferably in career guidance or educational research (sociology, education, psychology).</p> <p>Acquaintance with research activities, preferably related to career development, guidance or career education.</p>

**For further information and on-line application please visit:**

<http://www.cedefop.europa.eu/EN/working-with-us/Traineeships.aspx>



**Deadline for the submission of applications: 30/05/2019 at 14:00 Greek time (CET+1).**

**Only applications submitted on line will be accepted.**