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## TRAINEESHIP AT CEDEFOP

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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 |   |
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| Department / Service          | Department for VET systems and institutions (DSI)   |
| 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. For the period 2015-20, they defined five medium term deliverables and transversal priorities (<a href="#">Riga Conclusions</a>):</p> <p>In 2019, the VPS team is preparing a report which will present trends across countries and inform about the developments in the EU Member States, Iceland and Norway (EU 28+). The report and its 'country chapters' will be published on Cedefop's website and inform policy making.</p> <p>VET policy reporting requires sound monitoring approaches and effective methods and tools. The team analyses and synthesises qualitative and quantitative information mainly provided by ReferNet (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>Other tasks within this project:</p> <p>The team publishes descriptions (country reports) and concise information ('spotlights') on the main features of VET, and news items prepared by ReferNet. For Presidency countries, reports and spotlights on VET are also published in hard copy. In 2019/20, work within the VPS project will also</p> |

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|  | <p>include the presentation of national VET policy developments in Europe on an on-line data visualisation tool at Cedefop's website.</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 to achieve the aims of Europe's 2020 strategy – European Semester).</p>   |
| <p>Project outputs / outcomes</p>          | <ul style="list-style-type: none"> <li>• <a href="#">European cooperation in VET. Developments in vocational education and training policy 2015-17</a></li> <li>• <a href="#">Developments in vocational education and training policy in 2015-17 in the EU Member States, Iceland and Norway</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> <li>• <a href="#">VET-in-Europe reports and Short descriptions of VET in the EU Presidency countries</a> ;</li> <li>• <a href="#">Key competences in VET: ReferNet thematic perspectives</a>;</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> </ul> <p>Papers for meetings/working groups of policy makers at EU-level and input to presentations at European/international conferences.</p> |
| <p>The trainee's main duties and tasks</p> | <p>In a team of currently 8 members, the trainee is expected to:</p> <ul style="list-style-type: none"> <li>• support preparing country-specific and thematic information, reports; spotlights and other papers or publications;</li> <li>• help collect, extract, aggregate and analyse qualitative and quantitative data;</li> <li>• contribute to approaches and working methods related to the different deliverables and outputs;</li> <li>• prepare presentations and short analytical extracts;</li> <li>• help organise meetings with stakeholders;</li> <li>• collaborate with in-house services and external partners.</li> </ul>   |
| <p>Expected learning outcomes</p>          | <ul style="list-style-type: none"> <li>• insight into policies and processes of European institutions;</li> </ul>   |

|                               | <ul style="list-style-type: none"> <li>• improved understanding of VET-related policies and systems in EU Member States;</li> <li>• experience in customising/drafting/editing information for different EU-level target groups;</li> <li>• practical experience in day-to-day business of an EU agency;</li> <li>• team working skills in a multi-cultural and multi-disciplinary environment</li> </ul>   |
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| <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 policy or sciences.</li> <li>• English at level C1 (<a href="#">Common European Framework of reference for languages</a>)</li> <li>• IT literacy</li> </ul>   |
| <b>DESIRABLE</b>              |   |
| Experience/exposure           | <ul style="list-style-type: none"> <li>• Good knowledge of and practical experience in desk research; Experience with qualitative analysis tools (e.g NVIVO, ATLAS) would be an asset</li> <li>• knowledge of VET system(s) and VET related policies in at least one EU country and at least one Riga deliverable;</li> <li>• (an)other foreign language(s) at minimum level B2 is/are an asset.</li> </ul> |

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.**