



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 16/10/2020.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Department of learning and employability, DLE Projects: <ul style="list-style-type: none">• Early leaving from education and training that includes the VET toolkit for tackling early leaving• 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 recently by Cedefop. 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 "Raising youth employment for people non in education, training and employment (NEETs)" will be published in 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 sending good practices, news, publications and statistics. They are invited to contribute to online discussions, web seminars and Cedefop related events for the further development of the toolkits.4. Cedefop is working on a feasibility study to launch a European survey on VET teachers and trainers. Teachers and trainers working in VET are key actors to ensure its quality

	<p>and relevance to today's demands. They work in the context of innovation, globalisation, rapid technological and societal changes that set challenges to education and training systems across Europe and globally. They have a key role in implementing national and European reforms and to support all VET learners to qualify, including learners at risk of early leaving. The findings of this feasibility study will enrich the resources of the above-mentioned toolkits and will support several other Cedefop projects, such as apprenticeships, guidance, etc.</p>
<p>Project outputs / outcomes</p>	<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 Raising youth employment for NEETs to be launched in 2021; • Preliminary findings of a feasibility study on a European survey for VET teachers and trainers feed into the above two toolkits and enrich their resources.
<p>The trainee's main duties and tasks</p>	<p>The trainee is expected to support the Project Manager by:</p> <ol style="list-style-type: none"> 1. Contributing to the development and promotion of the VET toolkit for Tackling Early Leaving and the forthcoming one on Raising Youth Employment for NEETs: <ul style="list-style-type: none"> • Undertake preliminary research on related themes, such as teachers and trainers, inclusive education and training • 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 project manager 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 content management editor (CMS) editor to update and regularly check content online.

	<p>2. Support the Project Manager in its role as the community coordinator of the online Community of Ambassadors</p> <ul style="list-style-type: none"> • Assist in the preparations of a newsletter for ambassadors including news headlines, toolkit developments, new items, etc. • Communicate with ambassadors to update content of good practices, etc. • Support the preparations of online meetings with ambassadors.
<p>Expected learning outcomes</p>	<ul style="list-style-type: none"> • Improve knowledge about policies in the field of VET and European policies in particular for inclusive education and training, professional development of VET teachers and trainers, etc.; • Gain experience in developing web content for online platforms; • Gain expertise in data handling and in data analysis; • Gain experience in communicating / animating a network. • 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	
<p>Academic background</p>	<ul style="list-style-type: none"> • Bachelor's Degree (or Master's degree) in Social sciences, Humanities, Communication studies, Library and Information Studies, or related fields • English C1 level • IT literacy (including photoshop and presentation softwares)
DESIRABLE	
<p>Experience/exposure</p>	<ul style="list-style-type: none"> • Experience with web communication • Good research skills • Excellent drafting and analytical skills • Good understanding of education policies for disadvantaged groups, social inclusion, inclusive education, vocational education and training, tackling early leaving, teachers and trainers' professional development, etc.

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 30/06/2020 at 15.00 Greek time (CET+1).

Only applications submitted on line will be accepted.