



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 | |
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| Department / Service | Department of Learning and Employability |
| Project description | <p>Develop, manage and maintain Cedefop databases on a) lifelong guidance, b) validation of non-formal and informal learning, c) VET financing</p> <p>Trainee should provide support to research and capacity development activities within the area of VET supporting measures (guidance, validation, financing) via structured queries to the databases.</p> <p>S/He should also provide support to the management of the guidance experts network CareersNet.</p> |
| 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">• On Guidance: in cooperation with CareersNet the database is developed 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.• 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.• On financing: Cedefop's database on financing adult learning provides information on the design and performance of cost-sharing schemes implemented in EU MSs to increase participation and private investment in adult learning. <p>Databases will be made available on Cedefop's website, in the project's webpages.</p> <p>Database will serve both external and internal users who need to have quick access to clear and complete information on validation, guidance and VET financing in Europe.</p> |

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| | Support to CareersNet members and to organisation of activities linked to the network's operation. |
| The trainee's main duties and tasks | <ul style="list-style-type: none"> • Develop, manage and update EU databases in the area of VET supporting measures (guidance, validation, financing) • Develop internal workflows for databases consultation and management under supervision • Assure quality development of website and stable integration between back and front office components of the databases, in cooperation with Cedefop's ICT and webpage development teams. • Validate and update information with the cooperation of Cedefop networks and in particular with CareersNet. • Generate targeted templates, departing from database, for policy reporting and pilot their implementation. • Carry out analytical work on the three databases towards development of in-house research. • Support Lifelong guidance project on the organisation of events and other activities including updating the database of CareersNet members and providing feedback to its members. |
| Expected learning outcomes | <p>Solid knowledge about European systems and policies supporting VET, including lifelong guidance, validation and VET financing.</p> <p>Awareness about current practices to support the career development of different client groups, the systems for validation of non-formal and informal learning and for financing of VET 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> <p>Teamworking in a multicultural and multinational environment.</p> |
| ESSENTIAL REQUIREMENTS | |
| Academic background | University degree in social sciences. |
| DESIRABLE | |
| Experience/exposure | Master level degree in social sciences, preferably in career guidance or educational research (sociology, education, psychology). |

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| | Acquaintance with research activities, preferably related career development, guidance or career education. Acquaintance with network management activities. |
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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.