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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 16/10/2020.

WHAT THE TRAINEESHIP IS ABOUT	
Department / Service	Department for VET systems and institutions (DSI) VET policies and systems
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>). In the second half of 2020 new priorities will be agreed for the post 2020 period.</p> <p>In 2020, the VPS team will publish a report <sup>(1)</sup> 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><u>Other tasks within this project:</u></p>

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(1) will be made available at <https://www.cedefop.europa.eu/en/events-and-projects/projects/reporting-european-training-policy>

	<p>The team publishes online descriptions 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.</p> <p>In 2020/21, work within the VPS project will also include the update of national VET systems in an on-line data visualisation tool at Cedefop's website, and the 2020 Compilation of Spotlights <sup>(2)</sup>.</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>
Project outputs / outcomes	<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> </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> <li>• Papers for meetings/working groups of policy makers at EU-level and input to presentations at European/international conferences.</li> </ul>
The trainee's main duties and tasks	<p>In a team of 8 members, the trainee will</p> <ul style="list-style-type: none"> <li>• support experts in <ul style="list-style-type: none"> <li>○ collecting, analysing and synthesising country-specific and thematic information and example of practice;</li> <li>○ following up with partners and stakeholders;</li> </ul> </li> </ul>

<sup>(2)</sup> The previous edition is available at <https://www.cedefop.europa.eu/en/publications-and-resources/publications/4168>

	<ul style="list-style-type: none"> <li>○ drafting reports, papers and publications;</li> <li>○ organising events and meeting of stakeholders;</li> <li>● assist the team in             <ul style="list-style-type: none"> <li>○ collecting, processing and analysing quantitative and qualitative data <sup>(3)</sup> ;</li> <li>○ developing, testing and improving online tools, databases and websites;</li> </ul> </li> <li>● contribute to             <ul style="list-style-type: none"> <li>○ developing and improving working methods and approaches of the team in relation to deliverables and outputs;</li> <li>○ preparing presentations and short analytical extracts;</li> </ul> </li> </ul> <p>collaborate with in-house services and external partners.</p>
<p>Expected learning outcomes</p>	<p>As a result of the traineeship, the candidate will gain:</p> <ul style="list-style-type: none"> <li>● insights into policies and processes of European cooperation in education and training and vocational education and training (VET) in particular;</li> <li>● good understanding of VET systems and related policies in EU Member States and their monitoring;</li> <li>● experience in customising/drafting/editing information for different target groups;</li> <li>● experience in working in online applications and environments;</li> <li>● team work skills in a multicultural and multidisciplinary environment;</li> <li>● practical experience in day-to-day business of an EU agency.</li> </ul>
<b>ESSENTIAL REQUIREMENTS</b>	
<p>Academic background</p>	<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, (education) policy analysis, or social sciences;</li> </ul>

<sup>(3)</sup> For example updating the information about 34 EU+ VET systems in Cedefop's [VET in Europe database](#).

	<ul style="list-style-type: none"> <li>English at level C1 (<a href="#">Common European Framework of reference for languages</a>);</li> <li>digital literacy.</li> </ul>
<b>DESIRABLE</b>	
Experience/exposure	<ul style="list-style-type: none"> <li>good knowledge of methods and practical experience in desk research and in drafting research outcomes;</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>analytical skills;</li> <li>experience in teamwork;</li> <li>advanced skills in data processing in Excel;</li> <li>experience with qualitative analysis tools (e.g NVIVO, ATLAS) would be an asset;</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 30/06/2020 at 15.00 Greek time (CET+1).**

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