



## TRAINEESHIPS 2024

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

Cedefop, the EU Agency based in Thessaloniki, offers  
a **10-month traineeship** starting on **1 October 2024**.

WHAT THE TRAINEESHIP IS ABOUT	
Department/Service	Department for VET and Skills (DVS)
Project title	VET Supporting Policy
Project description and outcomes	<p>The project is carried out within the cross-project area of VET supporting policies lifelong guidance, validation, and VET financing, which together enable and smooth equitable access to lifelong pathways to careers and learning, before and during employment, in schooling, and towards older adulthood for active ageing. The trainee would deal with the resources, tools and expert knowledge involved in continuing building an evidence base, especially towards coordinated policy in the 3 areas but also separately in the three policy fields.</p> <p>Within the project and as needed, the trainee would support and benefit from work-based training activities related to the development, management, maintenance and analysis of one or more of the Cedefop databases/inventory on a) <a href="#">lifelong guidance</a>, b) <a href="#">validation of non-formal and informal learning</a>, c) <a href="#">VET financing</a> and linked resources and publications. Additionally, in lifelong guidance, this may involve supporting dedicated in-depth research activities on one or more of the thematic areas covered (e.g., developing papers/articles, or tools).</p> <p>Some support might be provided to the operation of the lifelong guidance experts' network <a href="#">CareersNet</a>, especially work on its Inventory of systems and practices.</p> <p>Main outputs of the project associated with the trainee activity for this period will include:</p> <ul style="list-style-type: none"><li>• Refinement of the presentation of the European Inventory on validation in cooperation with the European Commission, based on the updated</li></ul>

	<p>2023 edition and taking into account previous editions.</p> <ul style="list-style-type: none"> <li>• Improvements of the Lifelong Guidance web resources (e.g., ICT LMI platforms) and LLG inventory, including creation of thematic reports (e.g., monitoring and evaluation): In cooperation with CareersNet the inventory 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 Policy and Systems Development for Lifelong Guidance (2015).</li> </ul>
<p>Trainee's main duties and tasks</p>	<p>Possible tasks involve both those carried out independently under supervision, and those involving support to project activities. Tasks depend on project needs and may be adjusted according to trainee background and the changing demands of the project areas.</p> <ul style="list-style-type: none"> <li>• Review of EU/international/national relevant policy documents and databases in the areas of validation, career guidance and/or finance as input to Cedefop's web resources, databases and research activities/studies</li> <li>• Develop and update Cedefop's online inventories/databases/resources for validation, career guidance and financing including incremental development of relevant webpages. The task may be performed in cooperation with Cedefop networks, where applicable (i.e. CareersNet for lifelong guidance inventory), under supervision.</li> <li>• Assure quality development of website and stable integration between back and front office components of the databases, in cooperation with colleagues and web development team.</li> <li>• Generate targeted templates, departing from a database, for policy reporting and further analysis.</li> <li>• Support the project areas in organisation of events and other activities.</li> <li>• Participate in regular meetings of the respective project area where relevant, supervisory meetings, department meetings, Agency assemblies, and the VET support team</li> </ul>
<p>Expected learning outcomes</p>	<ul style="list-style-type: none"> <li>• Acquired knowledge of European systems, policies and practices supporting participation in VET and individual career development, skills, and qualifications, in particular through lifelong guidance, validation and VET financing.</li> <li>• Experience gained in managing EU level databases for public usage.</li> </ul>

	<ul style="list-style-type: none"> <li>• Insight into the operation of a network of experts and skills acquired through associated activities.</li> <li>• Improved teamworking by working in a multicultural, multi-disciplinary and multinational environment.</li> <li>• Increased skills and competences in carrying out a range of tasks of varying levels of difficulty in a challenging workplace environment.</li> <li>• Increased ability to solve problems and carry out complex tasks with greater independence and adaptability, seeking help when needed, and safeguarding confidential information</li> </ul>
<b>ESSENTIAL REQUIREMENTS</b>	
Academic background	University degree in social or educational sciences
<b>DESIRABLE</b>	
Experience/exposure	<p>Acquaintance with research activities and work experience (including voluntary), preferably related to validation of prior learning and/or career development/career guidance, or education fields (theory and practice, research, policy), or financing in education and training.</p> <p>ICT/digital skills, and those related to database and information management, are an advantage.</p>

**For further information and on-line application, please visit our [website](#)**

**Deadline for the submission of applications:  
Wednesday 22 May 2024 at 13:00 Greek time (CET+1)**

**Only applications submitted online will be accepted**