

Report on the outcome 7.2. (y.2011)

List of all project deliverables and Action plan (y.2011)

List of all project deliverables:

(DEV) 1 Information for university students

- 1.1. Established principles for labour market analyzes
- 1.2. Key staff trained
- 1.3. Gathered information about labour market
- 1.4. Organised information about labour market
- 1.5. Interactive on-line information resource created
- 1.6. Panel discussions resulting with conclusions

(DEV) 2 Information about university students

- 2.1. Employers needs collected
- 2.2. EU practices presented to key staff
- 2.3. Results of the assessment of employers
- 2.4. Gathered data from faculties
- 2.5. Created CareerS - kit employers
- 2.6. Info campaign for employers

(DEV) 3 Cooperation with academic staff

- 3.1. Created plan for cooperation
- 3.2. Created team of associates
- 3.3. Created CareerS-kit for academic staff and students
- 3.4. Distribution of CareerS-kit to academic staff
- 3.5. Career info points created
- 3.6. Promo-campaign for students

(DEV) 4 Cooperation with employers

- 4.1. Key staff acquainted with best EU practices
- 4.2. Round table resulting with recommendations
- 4.3. Package of services for employers developed
- 4.4. Piloted programs for improving graduates employability and their CMS
- 4.5. Exchange of experiences

(DEV) 5 Strengthening capacities

- 5.1. Status report on university career services
- 5.2. National workshop to present the status report
- 5.3. Content of trainings for career services staff
- 5.4. Key staff trained in UK and Poland

- 5.5. Continuing monitoring of EU partners
- 5.6. Raised level of technical requirements for developing E-services
- 5.7. Developed e-services of career centres

(DEV) 6 National Programme and Methodology for CGC

- 6.1.1 Formed Team of experts development of the Programme
- 6.1.2. Formed Team of experts for development of the Methodology
- 6.1.3. Meeting of members of both Teams to result with work plan
- 6.2.1. Report from comparative analysis of CGC programmes
- 6.2.2. Report from comparative analysis of CGC methodologies
- 6.3.1. Prepared First Draft of the Programme
- 6.3.2. Prepared First Draft of the Methodology
- 6.4.1. Round tables for discussing First Drafts
- 6.4.2. Reports on the conclusions and suggestions
- 6.4.3. Event (round table) for public discussion
- 6.4.4. Reports on the conclusions and suggestions from the Round tables
- 6.4.5. Reports and conclusions from the online questionnaires analysis
- 6.5.1. Final version of the National Programme for CGC
- 6.5.2. Final version of the Methodology for the work of CGC Centres
- 6.5.3. Publications of Final Versions of the developed Programme and Methodology
- 6.6.1. Event (one) for public presentation of the Final Versions
- 6.6.2. Publication of the documents

(QPLN) 7 Quality control

- 7.1. Project Quality Plan Document
- 7.2. List of all Project deliverables and Action Plan Document for the Evaluation of all project phases
- 7.3. Internal Steering Committee for the QQ
- 7.4. Internal and external evaluation documents
- 7.5. SOW/Document for the external evaluator
- 7.6. Orientation and Training Plan for the external evaluator
- 7.7. Assessment report

(EXP) 8 Sustainability

- 8.1. National university network of career centres established
- 8.2. Forum for career guidance and counselling
- 8.3.1. International experience brought to Serbia
- 8.3.2. Document with Plan for Development brought
- 8.4. Policy consensus
- 8.5. Mentoring Network of EU partners established

(DISS) 9 Dissemination

- 9.1. External dissemination via project leaflet and branded material



- 9.2. Internal and external dissemination via web site of the project
- 9.3.1. Promotion of new information resources for career information
- 9.3.2. Communication of information on providers of CS
- 9.3.3. Promotion of participation of employers in the Career IGE
- 9.3.4. Promotion of National university network of career centres
- 9.3.5. Promotion of Forum for career guidance and counselling
- 9.4. Created mailing lists for distribution of relevant information

(MNGT) 10 Management

- 10.1.Management structure established
- 10.2.Reports from Steering Committees
- 10.3.Reports from Consortium Meetings
- 10.4.Reports from National Project team meetings
- 10.5.Reports from University teams meetings
- 10.6.Report on the project coordination and administration
- 10.7.Financial Audit

Action plan (y.2011)

FIRST PROJECT YEAR Action plan document set accompanied Consortium Agreements and it contained: Workplan for 1st year with description of actions, by partners and Budget table for 1st year for all activities, by partner and in total per budget headings.

Below is the Workplan for 1st year with description of actions and indicators for progress which shall be used for evaluation process of the project outcomes.

**Report by Marija Jovanović,
University of Belgrade
February 2012**



WORKPLAN FOR THE FIRST 12 MONTHS OF THE PROJECT CAREERS

	1. INFORMATION FOR UNIVERSITY STUDENTS	This work package will focus on information about labour market relevant for university students and academic staff in general, in context of career development and student counseling.			
	<i>Activity title</i>	<i>Description of the activity</i>	<i>starting</i>	<i>participants</i>	<i>indicators of progress</i>
1.1.	Establishing principles for labour market analyses	For the purpose of organising adequate labour market analyses the methodology will be developed in consultation with partners representing business sector in the consortium and after receiving feed back from our EU partner and suitable training it will be finalized and implemented to gather relevant data.	M12	UB, UNS, UN, UNIKG, USGD, SKONUS, ME, MoYS, Infostud	consultation meeting organised and draft of the methodology created
	2. INFORMATION ABOUT UNIVERSITY STUDENTS	Aim of this WP is to develop a system of organised and accessible career information relevant for employers, students and wider community and raise awareness about the reformed study programs at universities and its implications for the labour market.			
2.1.	Survey on employers to assess their needs for information	Preparational steps should be made in order to conduct a survey and collect employers needs: design of a questionnaire for employers to assess their knowledge about the Diploma Supplement and what information they would like/need to receive about university graduates	M12	UB, UNS, UN, UNIKG, USGD, SKONUS, ME, MoYS, EMS	consultation meeting organised and draft of the questionaree created
	3. DEVELOPMENT OF COOPERATION WITH ACADEMIC STAFF	The aim of this WP is development of cooperation within academic community for greater coverage and accessibility of career information, counselling and education.			
3.1.	Creating the plan for cooperation	Each participating partner in this activity will propose a plan for cooperation with academic staff and student representatives and EU partners will give their feedback for improvements.	M10	UB, UNS, UN, UNIKG, USGD, SKONUS, SWAN, UNIPD, US	Cooperation plan proposed and EU feedback received.

	4. DEVELOPMENT OF COOPERATION WITH EMPLOYERS	The aim of this WP is to enable and achieve greater participation of employers in the activities of university career services which aim to improvement of youth employability and their career management skills.			
4.1.	Analysing examples of best EU practices	Key staff should be acquainted with best practises of cooperation of university career services with employers in European countries based on materials received from EU partners who will prepare presentation of best examples of cooperation with employers.	M7	SWAN, UNIPD, US, UB, UNS, UN, UNIKG, USGD	Learning resources/ materials received from EU partners
4.2.	Round table with presentations of best EU practises	Round table will result with recommendations for ways to increase participation of employers in the activities of universities career services after presentations of EU partners at UNS and discussing possibilities to adopt the best practices and transfer them to local work and cooperation with employers	M9	SWAN, UNIPD, US, UB, UNS, UN, UNIKG, USGD, ME, EMS,	event at the UNS
4.3.	Preparing a package of services for employers	Package of services for employers with ready-made templates will be developed to shorten the procedures and ease them in order for employers to be stimulated to use career services of universities.	M10	SWAN, UNIPD, US, EMS	Developed templates, received feedback from EU partners and EMS
	5. STRENGTHENING CAPACITIES	Aim of this work package is to strengthen the capacities of University Career Centres at all academic partner institutions both in terms of raising the level of technical requirements for e-services and students e-corners at the Centres, and for raising the level of human resources competences for high quality provision of career information, education and counselling services.			
5.1.	Snapshot of the current state and perspectives	Status report will be created in order to collect all information and record the current state of university career services 1.for the purpose of dissemination of information on providers at the national level, 2.for the purpose of designing a suitable trainings for the staff on international level	M1	UB, UNS, UN, UNIKG, USGD	prepared report for publication

5.2.	Organisation of workshop to present the snapshot	key staff from university centres will prepare paper and presentation on the current state and perspectives of career guidance at universities and present it at the national workshop at the UB. These will then be sent, accompanied with previously prepared joint status report, to our EU partners to analyse, identify training needs and create the most suitable program for training in EU .	M5	UB, UNS, UN, UNIKG, USGD + all national partners	event at the UB
5.3.	Design of the training for the career services staff	EU partner will design and organise the most suitable program for training of staff of university career centers and delivery of know-how on improving relations and enhancing cooperation of policy makers and practitioners	M6	SWAN, UB	EU partner created and sent proposed content of the initial and advanced trainings and in cooperation with UB designed the training program.
5.4.	Organisation of trainings in EU	Key staff will attend suitable trainings in EU for delivery of career guidance and counselling and of know-how on improving relations and enhancing cooperation of policy makers and practitioners	M7	SWAN, UB, UNS, UN, UNIKG, USGD, ME	Conducted training in UK
5.5.	Monitoring by the EU partner	Monitoring of the trained staff by EU partner will be organised through visit of SWAN to Serbia to monitor development and visit each University Career Center. UB will coordinate visit and provide all needed support.	M12	SWAN, UB, UNS, UN, UNIKG, USGD, ME	monitoring and quality control mechanism developed
5.6.	Purchasing equipment and literature	Equipment will be purchased to fulfil technical requirements for developing e-services in order to enable wider accessibility of career information, counselling and education. Raised level of technical requirements will enable developing of E-services and creation of CareerS corners for students.	M8	UB, UNS, UN, UNIKG, USGD	Tehcnical requirements upgraded and careers corners placed
5.7.	Development of E-services of career centres	Various careers tools and webinars will be developed and websites of all centers will be modernized and interconnected. Developed e-services of career centres will largely contribute to wider accessibility to career information counselling and education.	M9	SWAN, UB, UNS, UN, UNIKG, USGD	E-services developed and promoted

	6. DEVELOPING NATIONAL PROGRAMME AND METHODOLOGY FOR CAREER GUIDANCE AND COUNSELLING	In March 2010 the Government of the RS adopted Strategy of Career Guidance and Counselling in the Republic of Serbia with Action Plan for period 2010-2014. This AP had foreseen the Creation of the National Programme for Career Guidance and Counselling (CGC) pursuant to the Strategy (article 1.1.8.) and Strategy itself recognizes four programmes for four different age groups that the National CGC Programme would include, one of them being the group of people between 19 and 30 years of age, e.g. HE students.			
6.1.	Forming the team of experts working on this WP	BOS will contact selected partners to explain the purpose of development of the National Career Guidance and Counseling Program for Young People between the Ages of 19 and 30 and Methodology for Career Centres in HE institutions in Serbia. After that most convenient experts will be identifies for both working groups. Candidates will complete and submit their CV as evidence for relevant experience and knowledge. Initial meeting for forming two working groups/experts` teams will be organized in Belgrade, lasting 2 working days. Since the BOS, BU and Singidunum experts had had extensive experience in the development of strategic documents they will lead the experts` working groups, and facilitate discussions during meeting. EU experts will give presentations and inputs. BOS will draft a report on the initial meeting and disseminate it to all partners, so that feedback and suggestions can be added. Final version will be used to shape the following activities.	M6	BOS, SWAN, UNIPD, US, UB, UNS, UN, UNIKG, USGD, ME, MoYS	6.1.1. Formed Team of experts development of the Programme; 6.1.2. Formed Team of experts for development of the Methodology ; 6.1.3. Meeting of members of both Teams to result with work plan
6.2.	Analyses of existing programs for CGC and the Methodology	In order to insure greater quality of the Program and Methodology to be developed, BOS will organize Comparative analysis about existing CGC Programs and Methodologies in EU partner Universities/countries, as well as in Serbian universities. The aim would be to collect data on existing methods and contents, and to shape the recommendations for development of Program and Methodology. This analysis will be disseminated within consortium, for feedback and suggestions to be added.	M9	BOS + FORMED TEAMS OF EXPERTS	6.2.1. Report from comparative analysis of CGC programme; 6.2.2. Report from comparative analysis of CGC methodologies

6.3.	Meeting of the working groups	In order to insure more quality of the Program and Methodology to be developed, and for working group members to be equally involved in all phases of the process, BOS will organize the second meeting in Belgrade. 2 representatives from each partner University from Serbia, 2 BOS experts and experts outside the consortium, will work during 2 parallel meetings. These two meetings will focus on recommendations given by the Comparative analysis.	M12	BOS + FORMED TEAMS OF EXPERTS	6.3.0.Event - of the working groups focusing on recommendations from comparative analyses
7. QUALITY CONTROL					
7.1.	Project Quality Plan creation and proposal to Project partners	The plan should content processes to be followed for initialization and planning, tasks performance, the process for project's meetings organization, the way of reporting and monitoring of the project's work, all details regarding quarterly narrative and financial reports, data communication protocols as well as the process for reporting and scheduling, dissemination of events	M1	UB + CONSORTIUM	Project Quality Plan Document
7.2.	Agreement upon the control of the quality, completion etc.	At the kick of meeting, as part of the induction training, all project implementers will be introduced to a list of deliverables, expected outcomes and inputs in order to become familiar with the expected results and perform accordingly. The action plan will be also introduced in order to assure timely and accurate performance and reporting.	M2	UB + CONSORTIUM	List of all Project deliverables and Action Plan Document for the Evaluation of all project phases
7.3.	Internal Quality Review Committee appointment	The Internal Quality Review Committee is body comprising of selected members of Consortium Board members that sets the agenda, runs the evaluation process, reports back on the evaluation and applies changes. Minimum three and maximum five project coordinators will be selected for evaluation and monitoring activities. The committee presents the body that govern the project and their responsibilities, defines the procedures to be applied in order to guarantee high quality of project results.	M4	UB + CONSORTIUM	Internal Steering Committee for the QQ

7.4.	Development of the internal and external evaluation templates	All the evaluation templates and forms foreseen to be circulated will be disseminated to all project implementers at the beginning, but also during the project implementation. Bearing in mind that many of the activities are realizing on the remote location, these documents have to be created as self explanatory and give a clear feedback on the quality of the project performance.	M5	Internal Quality Review Committee	Internal and external evaluation documents
7.5.	Development of the SOW and reviewer for the Q. Assurance	After a period of the project implementation, the external auditor will be hired. The Scope of Work for this person will be created by the leading partner for this WP, which will advertise the position and select the external auditor.	M6	Internal Quality Review Committee	SOW/Document for the external evaluator
7.6.	Orientation and training of the external reviewer	The training and monitoring of the external auditor will be done by the University of Nis and the project coordinator. The Internal Quality Review Committee members will be in charge of the overall monitoring and support this activity as well.	M7	Internal Quality Review Committee	Orientation and Training Plan for the external evaluator
7.7.	Development of the quality assessment format together with the external reviewer	This report evaluates all actions and activities against relevance, effectiveness and efficiency. It also measures the ROI and investments in time, energy and personnel. This report should also content the recommendation for the further quality strategy and benchmarks for the further development.	M8	Internal Quality Review Committee	Assessment report
8. SUSTAINABILITY					
8.1.	Creating the National university network of CC	National university network of career centres will be established and web site of the network will be created. Creating National University Network of career centres will enable joint initiatives and synergetic actions focused on further development and possibilities of additional external funding.	M5	UB, UNS, UN, UNIKG, USGD	National university network of career centres established, web site created
9. DISSEMINATION					
9.1.	Creating project leaflet and branded material	Creating project leaflet and accompanying branded materials containing web-site address, list of partners, information about project aims will be a start-up activity of this WP	M1	UB	Branded material produced and disseminated to partners

WORKPLAN FOR THE FIRST 12 MONTHS OF THE PROJECT CAREERS - 517119

9.2.	Creating web-site of the project	Internal and external dissemination via web site of the project will be enabled through publishing project website with public-access data-base off all key contacts and reports and outcomes which will be updated as the project progresses.	M2	UN	Internal and external dissemination enabled via web site of the project
9.3.4.	Organizing Dissemination conferences and events	Annual conference will be organised to gather all partners, create further plans and promote achieved results / National university network	M12	UB + CONSORTIUM	event at UB
9.4.	Creating mailing lists to distribute information	Mailing lists will be created on several levels and relevant information material will be distributed to different target groups, (to students, academic staff, employers, other universities and non-teaching staff interested in topic, as well as to media and other project's stakeholders that share interest in the success of project initiatives.	M4	UN	Created mailing lists for distribution of relevant information
10. MANAGEMENT					
10.1.	Kick-off meeting and establishing management structure	First activity in this WP will be organisation of 2-days kick-off meeting to present partners to each other, project objectives and working plan and to establish entire management structure. Foreseen is establishment of Steering Committee, Consortium Board, National Project Team and University Teams and Quality Review Committee. Quality Plan will be presented.	M4	UB + CONSORTIUM	event at UB, report on established management structure
10.2.	Regular Steering Committee meetings	Regular Steering Committee meeting will be organised twice a year, and once a year they will coincide with dissemination conferences that will be organised in Serbia and include participation and presence of all EU partners.	M9	UB, SWAN, UNIPD, US, ME, MoYS	Report from Steering Committees
10.3.	Regular Consortium meetings	Regular Consortium Boards will be organised twice a year, and once a year they will coincide with dissemination conferences that will be organised in Serbia and include participation and presence of all EU partners.	M9	CONTACT PERSONS FROM ALL PARTNERS	Reports from Consortium Meetings

WORKPLAN FOR THE FIRST 12 MONTHS OF THE PROJECT CAREERS - 517119

10.4.	National Project Team meetings	National Project Team will meet after the first national workshop for presenting the current state and perspectives for development of career guidance and counselling at higher education institutions in order to review the progress towards achieving project goals and plan specific actions to improve quality and efficiency of the project teams.	M5	CONTACT PERSONS FROM NATIONAL PARTNERS	Report from National Project team meetings
10.5.	University Teams meetings	University teams will meet after each national workshop to report on their ongoing activities and plans and synchronise activities according to the project work plan. Contact person from each university will be responsible for the implementation and will report on achieved outcomes	M5	UB, UNS, UN, UNIKG, USGD	Reports from University teams meetings
10.6.	Daily project coordination and administration	Throughout entire duration of project day-to-day coordination and administration will be done by coordinating institution (UB) to ensure proper project management	M1	UB, UNS, UN, UNIKG, USGD	Report on the project coordination and administration