



Report on Initial Meeting on the CareerS project's Work Package 6 - National Career Guidance and Counselling Programme and Methodology for Age Group 19-30

Belgrade, Belgrade Open School, Masarikova 5/16,

11.06.2012 - 12.06.2012

The Initial Meeting on the CareerS project WP6 was conducted in the Belgrade Open School facilities during 11th and 12th of June 2012. In total for both days 25 representatives were present from the University of Belgrade, University of Novi Sad, University of Nis, University of Kragujevac, Singidunum University, University of Swansea, University of Padua, University of Silesia, Ministry of Youth and Sport (MoYS), Ministry of Education and Science (MES) and host civil society organization Belgrade Open School (BOS). Meeting participants will also be involved as experts for the development of Program and Methodology.

The objectives of the Initial Meeting were:

- To form the team of experts for development of the Program and Methodology of career guidance and counseling of young people aged 19-30
- To learn about different career guidance systems and standards in the UK, Italy and Poland
- To present system of career guidance and counseling in Serbia
- To develop common understanding of the significance of the documents that will be developed through WP6
- To develop detailed Work Plan for experts' work through the WP6.

Here are the brief minutes from the sessions implemented during the Initial Meeting.

1. Introductions and Presentation of the Work Package 6

The Initial Meeting on the CareerS project WP6 was opened by the officials from the BOS who also presented the agenda, meeting objectives as well as the WP6 activity plan. It was explained among other things that the Work Package 6 consists of two main parts: Development of National Career Guidance and Counselling Programme in Serbia for age group 19-30, and Development of National Career Guidance and Counselling Methodology in Serbia for age group 19-30. The meeting proceeded to identification of participant's expectations and possible contributions to the successful implementation of WP 6. UBG representatives presented the summary of activities undertaken during the CareerS project and emphasized the importance of the WP6, metaphorically describing it as a "crown and a head among other work packages".

2. Serbian Career Guidance and Counselling System: Why National Career Guidance and Counselling Programme and Methodology for Age Group 19-30





The second session on 11th June that consisted of the presentation of Serbian Career Guidance and Counselling System had a task to show why it is important to develop the National Career Guidance and Counselling Programme and Methodology for age group 19-30. The session started with the presentation of public institutions perspective (MoYS, MoES and others) done by Ms Snezana Klasnja from the Ministry of Youth and Sport, and continued with the presentation of the analyses of the state of university career centres done by Ms Marija Jovanovic from the University of Belgrade.

3. Career Guidance and Counselling Systems and Standards in Poland and Italy

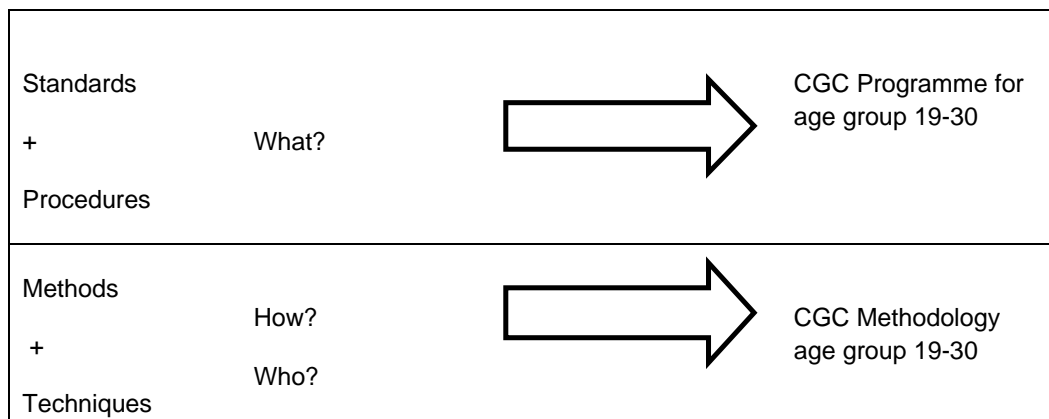
The first day finished with the third session which included presentations of career guidance and counselling systems in Italy, done by Ms Gilda Rota, and Poland, done by Ms Barbara Smorzewska and Ms Agnieszka Dunaj. Participants had a chance to learn about different institutions implementing career guidance standardization or providing career services in these country, as well as about standards and procedures for practitioners education and training.

4. Career Guidance and Counselling System and Standards in UK

The second day started with presentation of career guidance and counselling system in the UK. Ms Pauline McDonald presented the matrix standards that are used in the UK and explained to the team that the process of standardization in UK started the decades ago, and currently is in a state of reform and improvement.

5. National Strategy for Career Guidance and Counselling in Serbia: Standards for further Development of the Program and Methodology

The second session's (of 12th June) was very productive, as it was aimed to get the participants acquainted with the National Strategy for Career Guidance and Counselling and more particularly Career Guidance and Counselling Standards that were prescribed within for the age group 19-30 (namely, personal development, information on possibilities for education, training and employment and career planning). Also, the participants discussed various steps that are imminent to development of the Programme and Methodology and the differences between the two concepts and documents (Programme and Methodology). Very illustrative graph that Ms Iskra Maksimovic from the University of Singidunum used to explain the difference between two documents was as follows:





Participants agreed the following considering the process of the development of both documents:

- Although it is difficult to separate the development of the Programme and Methodology, it is adopted among the meeting participants that firstly Program components should be defined, and Methodology components should follow.
- It would be better for the process as understood by meeting participants, i.e. experts that will work on the WP6, that they all work together on both documents, rather than to divide into two sub-groups.
- The steps in developing the intended documents should include:
 - identification of clients (stakeholders) – students, employers, academic staff, etc.
 - definition of the needs of the clients, that should be used for the elaboration of the standards and procedures for career guidance and counselling program (what?)
 - formulating the role of career centre’s staff and competences according to the role,
 - formulating the methodology the staff is going to use (how?)

Considering the last bullet, participants’ discussion about the staff needed in a career centre and various competencies they should possess, was very fruitful and led to certain conclusions. First of all, it was agreed that there are certain **transversal competencies** that career guidance and counselling practitioners in Serbia (working with young people aged 19-30) should also possess. **Competencies could be divided in two groups: mandatory and desirable.** Some competencies identified by the experts involved in Work Group on WP 6 were as follows:

<ul style="list-style-type: none"> - counselling competences level 1 (empathy, trust building, report...) - working under stress - team work - communication - time management - foreign language - analytical thinking - presentation - IT skills (at least basic) - didactic competencies 	<p>Mandatory for all staff</p>
<ul style="list-style-type: none"> - project management - marketing skills (“selling skills”) - creative writing - PR - LMI + Labour Law 	<p>Desirable and for some staff mandatory</p>



<ul style="list-style-type: none"> - visual arts skills - WEB skills - counselling competences level 2 (knowledge of the career guidance theories, experience in advising...) 	
---	--

Representatives from the UK and Italy shared with the rest of the group what roles does their career services include and what tasks are attributed to that roles.

<p><u>UK</u></p> <p>Help desk</p> <ul style="list-style-type: none"> - receptionist, assistant, welcome, friendly face,... <p>Information manager</p> <ul style="list-style-type: none"> - researching and updating WEB content - newspaper, WEB office, internet,... <p>Employer projects coordinator</p> <ul style="list-style-type: none"> - information assistant - job data base update - annual career fair - sponsorship organisation - other events organisation (employability week,...) <p>Careers advisor</p> <ul style="list-style-type: none"> - counselling with students - LMI - workshops - talk with employers 	<p><u>Italy</u></p> <p>Front office receptionist</p> <ul style="list-style-type: none"> - must know everything about the office and services <p>Officer that deals with job vacancies and internships based on sectors</p> <ul style="list-style-type: none"> - 2 hours a week goes to faculties to work directly with students and professors <p>International sector</p> <ul style="list-style-type: none"> - mobility programmes - international projects - info on financial support <p>Career advisors (higher advisors)</p> <ul style="list-style-type: none"> - job placements, contact with employers - need to show portfolio with competencies <p>Job market observatory</p> <ul style="list-style-type: none"> - field work - surveys - career days - study professions related to job... <p>Information manager</p> <ul style="list-style-type: none"> - web site - news - updates
---	--



<p>Centre coordinator, manager, director</p> <ul style="list-style-type: none"> - political skills - strategic skills - communication skills - planning skills - marketing skills - quality insurance and enhancement skills - presentation skills - HR management skills - evaluation skills - conflict resolving skills - financial management skills - project management skills - problem solving skills 		<p>Common for all career centres</p>
---	--	--------------------------------------

6. Development of Detailed Work Plan for the Work Package 6

During the final session meeting participants agreed upon the following steps to be underdone in the framework of the project's WP6 and the envisaged timeline.

Activity	Months	Timeline
6.1: Forming of the teams of experts that will be working on the WP	3	April – June 2012
6.2: Research and comparative analysis of the existing career guidance and counselling programmes or practices for age group 19 to 30 in EU countries and Serbia – comparative analysis	2-4	Data to be sent to WP6 coordinator until the end of the August.
6.3: Development of the First Draft of the Programme and First Draft of the Methodology	4	To be defined
6.4: Public Discussion on both documents	3	To be defined
6.5: Development of the Final Versions of both documents (Programme and Methodology)	4	To be defined
6.6. Presentation of the documents.	2 at least	To be defined



Regarding the sub-activity 6.2. Comparative analysis, which is the first next step, participants agreed on the following:

- BOS team will send the report from the Initial Meeting together with the form – table to be filled in by the participants from EU and Serbian Universities.
- Experts from UK, Italy and Poland will fill in the sent research form for their own country, and one neighbouring country that they are familiar with in matters of career guidance systems.
- Experts from Serbian Universities and Ministries will fill in the form according to the practice and experience of the career services they run or support.
- Form will also be sent to the institution outside of the consortium that are providing career services to the young people aged 19-30 (e.g. National Employment Service, active youth offices, NGOs, etc.).
- All data should be received before September 1. After the data collection comparative analysis will be prepared, presented and discussed, leading to the next steps.

