



## Call for national experts in lifelong guidance and careers education

### - CareersNet -

Cedefop invites national experts to submit their application for cooperation for the development of national lifelong guidance and careers education systems.

### Objective of the call

The aim of this call is to select one national expert for each country covered by Cedefop database on lifelong guidance systems and practices<sup>(1)</sup>. The role of national experts is to contribute to development and update of the database, the development of career information and learning tools and connected activities.

### Cedefop, lifelong guidance and careers education

Guidance services, as well as careers education activities are key to support training and career choices of both young and adults. They are also a growingly centrepiece of both EU and national employment and qualifications policies. Cedefop's support to the development of lifelong guidance systems across Europe has been distinctively consistent and continuous for over a decade.

In the face of growing labour market complexity and challenges, it becomes fundamental to gather accurate information about systems and practices which help citizens choose their studies and work. It also becomes more and more important to accurately document the outcomes of these systems and translate the knowledge gain into policy action. To foster the progress in the direction of better evidence and deeper exchange of information on LLG systems and practices, a call for national experts is being issued with the **objectives** of:

- generating a central repository of up-to-date information and evidence on the characteristics, outcomes and impacts on individual learning and employability of lifelong guidance and careers education systems and practices;
- generating insights on systems and practices coupled with structured peer learning;
- supporting the development of tools and methodologies which can help development in LLG and careers education.

<sup>1</sup> All countries of the European Union, plus Norway, Iceland, Switzerland, Serbia, Montenegro, Albania, the Former Yugoslav Republic of Macedonia and Turkey.

## The LLG database

Cedefop is currently implementing an EU lifelong guidance (LLG) systems and practices database. The aim of this database is to share with policy makers, researchers, managers of national careers services and practitioners, data concerning legislation, statistics, history, good practices, ideas and reflections about various ways that can foster lifelong guidance services, which promote better education, employability and mainly help to acquire better living and working conditions in an inclusive and cohesive society for all. The database will specifically:

1. centralise the currently scattered information on LLG systems and practices across Europe, so that it is fully available in a single reference point;
2. make information on LLG systems quickly available on a friendly format which allows for easy navigation and comparability between systems;
3. act as a hub of evidence relative to outputs and outcomes of LLG provisions.

## Current state of development of the database

Work has been developed on the database to gather available information from both online and paper published sources. Currently the database integrates information of over 160 sources, including Cedefop's studies' source material. Despite this effort, the database still contains gaps and outdated information, thus requiring an update to ensure comprehensive coverage.

The database covers all EU Member States, Norway, Iceland, Switzerland, Serbia, Montenegro, Albania, the Former Yugoslav Republic of Macedonia and Turkey. The structure of the database is based on the Guidelines for Policies and Systems Development for Lifelong Guidance agreed by the Member States representatives gathered in the [ELGPN](#). It is currently available on a restricted access website, editable by the administrator, Cedefop, and authorised users, via password protected access.

## Role of national experts

Experts on career development will be required to update the database on a yearly basis and their contribution will be explicitly acknowledged on the website and in relevant materials. Experts will provide insight into current developments, characteristics and challenges of lifelong guidance and careers education in their country.

The expert is specifically expected to:

- review and update the information concerning his/her country in the EU database for lifelong guidance systems and practices;
- contribute to the development and improvement of the database;

- contribute to initiatives aimed at developing countries' capacity in careers oriented services and provisions;
- contribute to the development of career oriented tools, comprising career information tools, career learning tools and other instruments which may support guidance practitioners and career educators' work;
- participate in the development of thematic activities and articles.

Cedefop will manage and maintain the database, e.g. by assuring language editing and integrating secondary sources information, including from its own studies. Experts will also be required to attend workshops organised by Cedefop to discuss the state of development of the database and to participate in the development of articles and initiatives which make use of the gathered information. Travel, accommodation and subsistence expenses for events/workshops organised by Cedefop will be reimbursed in accordance with the attached rules <sup>(2)</sup>.

## Selection criteria

To be eligible, a candidate should:

- be a citizen of one of the Member States of European Union or one of the following countries: Norway, Iceland, Switzerland, Serbia, Montenegro, Albania, the Former Yugoslav Republic of Macedonia and Turkey;
- have a minimum of five years of experience and documented expertise in research/analysis or system level management (national/regional administration, sector level) in at least one of the following fields: career guidance and counselling, careers education/training, career development;
- have a very good knowledge of their own national systems and practices in career guidance and careers education in both employment and education sectors;
- have a good command of English, at minimum at C1 level of the Common European Framework of Reference for Languages<sup>3</sup> (English is the working language of the project and the language of all documentation and official discussions).

Cedefop will select one representative per country based on the above criteria. Where more than one candidate fulfils all selection criteria, Cedefop may either decide to select the highest-ranking candidate or alternatively, establish a group of experts with the highest-ranking candidate selected as the leading expert of this group.

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<sup>2</sup> Rules adopted on 05 November 2013.

<sup>3</sup> [http://www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)

## Submitting applications

Application forms (see annex) and supporting documents should be sent by e-mail to: [guidance-call@cedefop.europa.eu](mailto:guidance-call@cedefop.europa.eu)

**The deadline for applications is 28 April 2017.**

Required documents:

- application form completed and signed (see annex);
- CV indicating experience in the field (preferably in Europass CV format <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>), including a separate annex clearly indicating which work experiences are relevant for the fulfilment of the specific aforementioned requirements;
- any other supporting documents demonstrating the suitability of the candidate, including academic publications and other relevant articles.

Eligible candidates will undergo a documental selection procedure. All candidates will be informed within 30 days of the deadline for submission of applications whether they have been selected or not.

Cedefop applies a policy of equal opportunities and takes care to avoid any form of discrimination.

### **DATA PROTECTION**

Personal data processed through this processing operation are subject to the Regulation EC 45 of 2001. By providing your personal data and participating in this call, you consent to its use by the organisers only for the purpose of this call.

For additional information on the protection of your data, please see in annex.

Please find information related to Cedefop's Privacy Policy: <http://www.cedefop.europa.eu/EN/legal-notice-disclaimer.aspx>