



MOBILITY FOR GUIDANCE COUNSELLORS IN EUROPE



VADEMECUM FOR NATIONAL COORDINATORS

The Academia mobility experience promotes the mobility of guidance practitioners in Europe, enhances European networking and cooperation in matters of information and lifelong guidance, as well as fosters the exchange of good practices and methods among the participants.

This Vademecum has been developed in 2019 on behalf of the Euroguidance network's Main Task Group 1 Mobility through cooperation among the Euroguidance centres of France, Latvia, Slovenia and Slovakia. Comments and questions may be addressed to Graziana Boscato, Euroguidance France at graziana.boscato@ac-strasbourg.fr, Ilze Jansone, Euroguidance Latvia at euroguidance@viaa.gov.lv, and Sabina Škarja, Euroguidance Slovenia at Sabina.Skarja@ess.gov.si.

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Table of contents

1. CONTEXT OF THE PROJECT	3
2. ROLE OF THE ACADEMIA NATIONAL COORDINATOR.....	4
3. ROLE OF THE ACADEMIA HOSTING INSTITUTION.....	5
4. TIMETABLE	6
Annex I.....	8
Annex II.....	9
Annex III.....	14

1. CONTEXT OF THE PROJECT

The Academia network for exchange of guidance practitioners was set up in 1992. Since then more than 2000 guidance professionals have been on a professional exchange in another European country. Through Academia many best practices have been presented and several partnerships have developed with the support of grants given by the various European programmes (Petra, Leonardo da Vinci, Lifelong Learning, Erasmus +).

Academia offers training opportunities for guidance practitioners in European countries. Academia participants receive a grant for accommodation, travelling and subsistence costs from their national Academia coordinator. Academia national coordinators apply for European mobility funding from their respective EU programme national agencies, or use their Euroguidance grant. Academia contributes to strengthening the European dimension in guidance by building networks and promoting mobility and professional training

The network includes 10 to 18 partner countries – numbers vary with the years – who organize the hosting of guidance professionals in national guidance structures in accordance with a common charter (see Annex 1).

The catalogue, which is located on the Euroguidance website, presents 3 to 4-day exchanges on topics chosen by the partnership and that correspond to European policy goals on education and vocational training. A Europass Mobility certificate can validate this mobility experience, should the sending and hosting organisations agree to use it.

Initially, the Academia partners advocated reciprocity in the sending and hosting of counselling professionals, meaning that each Academia partner can send as many guidance practitioners as they host. The reciprocity is no longer systematic, some partner countries are still hosting, but not or no longer sending counsellors out on placements. To offer a significant number of mobility experiences, reciprocity is desirable.

How does Academia work?

The goals of Academia

The main goal of Academia is the exchange of practices among European guidance and counselling professionals.

The Academia mobility exchanges last 3-4 days (preferably 4 days, if possible). They are held between February and May. Every Academia national coordinator organises the daily agenda in cooperation with organisations providing guidance and counselling services. The programme can include group discussions, lectures and job shadowing. The exchanges are focused on themes related to guidance. Themes for the following year are chosen by the Academia national coordinators at their annual meeting.

More information about Academia national coordinators and the current mobility exchanges: www.euroguidance.eu/academia.

Coordination

The network consists of Academia national coordinators (one per country) located in guidance services that can be representatives of ministries, professional bodies, training institutes, Euroguidance centres, etc. Academia coordinators manage the project in their country and coordinate the mobility exchanges with Academia coordinators from other participating countries. Academia national coordinators can send guidance practitioners from their country for mobility exchanges to other participating countries and/or

host Academia mobility exchanges with guidance practitioners from other participating countries. Academia national coordinators may delegate hosting functions to other guidance organisations in their country.

Since the beginning, the French partner provides the overall coordination of the Academia network. It should be stressed that hosting institutions do not get any funding at all. While the visiting counsellors do have their grants for travel, subsistence and accommodation, the host should plan to invest staff time, meeting rooms, coffee breaks, and organize or offer a welcome dinner.

Application

Hosting institutions do not accept individual applications from guidance professionals. It is necessary to submit a specific application form (see Annex 2) through your national coordinator according to the applications call and respecting the deadlines. Deadlines are negotiated at annual meetings of the Academia national coordinators. The Academia national coordinator that hosts the Academia group of guidance practitioners from other countries will receive the application forms from Academia national coordinators of the sending countries and not directly from participants.

2. ROLE OF THE ACADEMIA NATIONAL COORDINATOR

The Academia national coordinator is the contact point for the Academia partnership in a particular country.

Academia national coordinators can act as a hosting partner or delegate a different hosting institution (or institutions). The national coordinator's tasks are:

- Applying to the call for Erasmus + (Key Action1, mobility for VET professionals) to request grants for their national guidance professionals, or finding a different financial source for the mobility exchanges (e.g. Euroguidance grant).
- Management of the mobility project and, if it is the case, organization of the Academia placement for hosting a group of European guidance professionals.
- Contacts, networking and communication with the Academia national coordinators' network.
- Participation at the annual national coordinators' meeting to negotiate distribution of applicants among exchanges, discuss current state, developments and identification of new themes for the mobility exchanges.
- Networking with the partners in their own country, i.e. hosting organizations, guidance structures, etc. to ensure sites for mobility exchanges.
- Guarantee the quality of the hosting partner organisations.
- Posting national Academia programmes and information on the [Academia website](#) (see link) and on the [Academia Facebook](#) profile.
- Disseminating information on the current opportunities for Academia exchanges within the community of guidance professionals at national level to encourage participation in out-going mobility.
- Gathering information on the satisfaction levels of participating individuals (see Annex 3 for evaluation form samples) and institutions and disseminate such information to the network coordinator and, if needed, to other stakeholders.

- Ensure the collection of information and insights gained from participants in out-going mobility and the dissemination of these results to the national guidance community.

3. ROLE OF THE ACADEMIA HOSTING INSTITUTION

In order to ensure consistent quality of mobility exchanges, the Academia hosting organisations commit themselves to the Academia objectives outlined in the Academia Charter. These include: to develop the mobility of guidance professionals in Europe through the discovery of training, education and guidance systems, and the exchange of professional practices. They do not receive specific funding for these activities, unless they are at the same time “project coordinator and hosting organization” (the Erasmus grant includes “management fees”).

Mobility exchanges will:

- Detail the nature of the mobility exchange: group discussion, lecturers, work shadowing, discovery of guidance activities, etc.
- Detail the specifications of the hosting organization relating to the minimum and maximum number of participants that can be hosted and working language.
- Reflect one of the themes determined by the Academia partnership. The political and strategic context of the theme will be presented. The placement must also highlight work practices, the acquisition of skills and knowledge as well as promote the development of professional partnerships.
- Specify the dates and contents of the mobility exchange: (It will last 4 full days and will alternate visits, lectures and discussion time for exchanges between participants. Mobility exchanges will also include professional and cultural activities).
- Specify a contact person who can be contacted by participants if need be.

The hosting organisation will:

- Provide documentation on the theme of the mobility exchange.
- Prepare a welcome kit for participants, including: a detailed agenda as well as information on transportation, accommodation, cultural activities in the host city and emergency contact details.
- Fill in the Europass mobility documents for participants if required.
- Submit the detailed mobility exchange programme to the National Coordinator one month before its start to be posted on the Academia website.
- Participate in the evaluation of Academia and disseminate information on Academia at the national level.

4. TIMETABLE



Although the sources of funding for mobility differ from country to country, the annual timetable is as follows in order to be in line with Erasmus+ mobility.

The timetable:

- September-October:

Collection of proposals for mobility exchanges in different countries. Posting on the website of the visits with the selected themes, the number of participants desired, dates and duration.

- September-December:

National coordinators inform guidance professionals in each partner country about available exchanges.

- November:

Nomination and selection of participants.

- December:

Academia national coordinators' meeting with negotiations and allocation of mobility exchanges, as well as selection of themes for next year's programme.

- January:

Information sent to the host countries on the number of participants.

- January-February:

Publication of the detailed mobility exchange programme online. Academia national coordinators contact the participants with practicalities and agenda.

- Early February to late May:

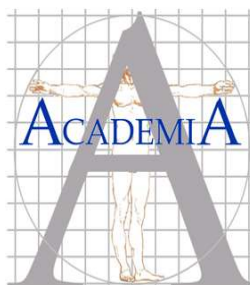
Implementation of mobility exchanges. Collection of feedback from participants, and submission to Academia network coordinator (French partner).

- June:

Submission of the report for participants that are financed by Erasmus+ mobility grant.



European Exchange for guidance professionals



Charter for the hosting institutions

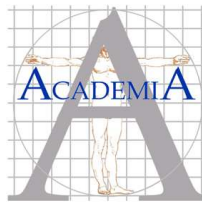
In order to ensure consistent quality of exchange offers, the Academia hosting organisations commit themselves to the objective of the Academia programme, which is **to develop the mobility of guidance professionals in Europe through the discovery of training, education and guidance systems, and the exchange of professional practices.**

Exchange offers will:

- Detail the nature of the exchange: discovery or immersion (work shadowing);
- Detail the specifications of the hosting organisation relating to the number of participants and working language;
- Reflect one of the themes determined by the Academia partnership. (The political and strategic context of the theme will be presented, and the placement must also highlight work practices, the acquisition of skills and knowledge as well as promote the development of professional partnerships);
- Specify the dates of the exchange. (The exchange will take place over three to four days and will alternate visits, lectures and time for discussions between participants. Exchanges will also include professional and cultural activities);
- Specify a contact person who can be contacted by participants if need be.

The hosting organisation will:

- Provide documentation on the theme of the exchange;
- Provide practical information on accommodation, transportation and cultural activities in the host city;
- Fill in the mobility Europass for participants if required;
- Submit the detailed exchange programme to the National Coordinator one month before its start to be posted on the Academia website;
- Participate in the evaluation of Academia and disseminate information on Academia at the national level.



ACADEMIA

European Exchange of Guidance Practitioners

<http://euroguidance.eu/academia/>

APPLICATION FORM

Sending country:

Year:

Personal details

Name :

Surname :

Nationality :

Date of birth :

Male **Female**

Contact information

Personal address:

Street and no :

Town :

ZIP Code :

Country :

Tel. :

Mobile phone :

E-mail (private) :

Place of work

Name of institution :

Street :

Town :

ZIP Code :

Country :

Tel. :

Fax. :

E-mail (work) :

Please indicate the phone numbers in the international format

Language knowledge

Mother tongue :

Please use the European Language Passport notation – A1 lowest level to C2 highest level

English :

French :

German :

Spanish :

Italian :

Other :

Information about employment

Employer category:

- Advice and guidance organisation**
- Labour office**
- Public administration**
- School**
- Trade union**
- Other**

Web page :

What main functions and tasks do you have in your work?

For how long have you been working in guidance?

Have you ever gone to Academia? yes no

When and Where?

Information about the exchanges

Your preferences for exchanges

Please select the exchanges you would like to participate at. Choose from the catalogue at the web page : <http://euroguidance.eu/academia/>

1st choice :

2nd choice :

3rd choice :

4th choice :

Why have you chosen these exchanges? What are your interests and what would you like to learn in the hosting country?

How would you disseminate the experience and knowledge acquired at the exchange?

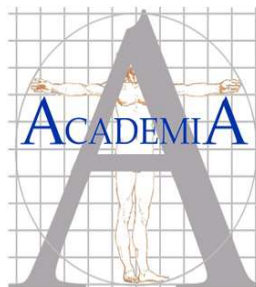
Any other comment

Please write down any comment you want the hosting or sending organisation to take into consideration (e.g special diet, health disabilities, etc.).

Advice from line manager:

Very favourable Favourable Unfavourable

Signature and stamp of the institution:



Example of an Academia evaluation form to be filled in by the participants at the end of the exchange

Items *in italic* to be adapted to the exchange

Evaluation Form ACADEMIA (*insert year, e.g. 2019*)

Exchange of Guidance Practices

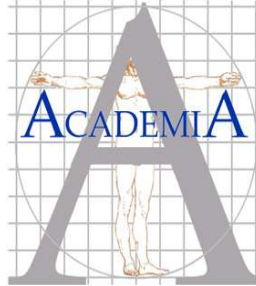
(*Insert city and dates, e.g. Riga, April 3-5*)

Please help us see how useful the programme has been for you. Thank you for your cooperation!

How valuable do you consider this Academia has been for you?	Extremely valuable	5 4 3 2 1	Not at all valuable
How much do you feel you have learned or accomplished in the visit?	A great deal	5 4 3 2 1	Very little
Was there enough opportunity for you to participate and ask questions?	Yes, definitely	5 4 3 2 1	Definitely not
Discussion topics and site visits were:	Very well chosen	5 4 3 2 1	Poorly chosen
Did your interest increase or decrease as the programme progressed?	Greatly increased	5 4 3 2 1	Greatly decreased
How interesting were the site visits and presentations in general?	Very interesting	5 4 3 2 1	Very boring
The exchange programme seemed:	Very well organized	5 4 3 2 1	Very disorganized
The hosts coordinated the different activities of this course:	Very well	5 4 3 2 1	Very poorly
The balance among activities (lectures, discussions, site visits) was:	Very satisfactory	5 4 3 2 1	Very unsatisfactory
How much did you know about (<i>insert country</i>) before your arrival?	A great deal	5 4 3 2 1	Very little

Accommodation facilities were:	Very good	5 4 3 2 1	Very poor
I enjoyed learning about:			
<i>Insert information about each activity of the programme: title of the activity, speaker</i>	Very much	5 4 3 2 1	Not at all
<i>Example: Introduction to the State Education Development Agency, the Latvian education and guidance systems, Ilze Jansone, Euroguidance programme manager</i>	Very much	5 4 3 2 1	Not at all
<i>(Include as many rows as appropriate)</i>	Very much	5 4 3 2 1	Not at all
	Very much	5 4 3 2 1	Not at all
	Very much	5 4 3 2 1	Not at all
	Very much	5 4 3 2 1	Not at all

What topics would you like to address in future programs?



Evaluation ACADEMIA (*insert year, e.g. 2019*)
Exchange of Guidance Practices
(*Insert place and date, e.g. Riga, Latvia 3-5 April*)

What were the 3 best elements of the programme?

What do you see as a main challenge for guidance?

What do you want to implement?

How did you get the information about Academia?

Some words on practical arrangements

Some key words that would describe Academia experience in *(insert country and year, e.g. Latvia in 2019)*
