Projects and Products Portal for Leonardo da Vinci

CODA Career Opportunities with Disadvantage Awareness

UK/08/LLP-LdV/TOI/163_106

http://www.adam-europe.eu/adam/project/view.htm?prj=4200

Project Information

Title: CODA Career Opportunities with Disadvantage Awareness

Project Number: UK/08/LLP-LdV/TOI/163_106

Year: 2008

Project Type: Transfer of Innovation

Status: completed

Country: UK-United Kingdom

Marketing Text: Men and women with learning disabilities (intellectual impairments)experience lower than average access to vocational training and or entry into employment. Many employers do not understand the skills and competencies that a person with a learning disability can offer in the work place. This situation can be made worse by poor access to appropriate training and preparation for employment, but significantly they do not have the opportunity to showcase their skills and key competencies. In addition, people with a learning disability are not usually able to express their transferable skills and abilities in a way that would enhance their job potential.

The CODA project had resourced, designed and built a secure web based product that endorses and demonstrates the abilities and achievements of learning disabled people to support them into training and work, thus helping them integrate into the labour market. This was be a valuable tool for those for whom a conventional CV is not appropriate. The CODA product comprised three different components held together on the web portal.

The CODA product helped more men and women with learning disabilities into training and work. Agencies and employers could accurately assess competencies of learning disabled candidates. Care was staff receive additional training to help learning disabled clients complete the DCP and support them into training or employment. Launched the CODA product was available for all those with learning disabilities and with low literacy to showcase their achievements and support them into work.

Summary: The CODA project had developed and produced an accessible version of a CV designed for people with intellectual impairments to help showcase their key competencies to employers and support their access into work. All the results and products of the project were integrated and could be found on www.codaonline.com

Description: The CODA project had resourced, designed and built a secure web based product that will endorse and demonstrate the abilities and achievements of learning disabled people to support them into training and work, thus helping them integrate into the labour market. This was a valuable tool for those for whom a conventional CV is not appropriate. The CODA product comprised three different components held together on the web portal

Themes:
*** Lifelong learning
*** Access for disadvantaged
*** Equal opportunities
** Labor market
** ICT
** Open and distance learning
** Continuous training
* Vocational guidance
* Enterprise, SME

Sectors:
*** Human Health and Social Work Activities
* Administrative and Support Service Activities
* Transportation and Storage
* Manufacturing
* Accommodation and Food Service Activities
* Other Service Activities
* Information and Communication

Project Information

* Education
* Arts, Entertainment and Recreation

Product Types: website
description of new occupation profiles
teaching material

Product information: The Digital Career Portfolio (DCP) showcases a range of key competencies and ‘soft skills’ (time keeping, customer relations, ability to travel to and from work) in a visually accessible format that does not exclude men and women with learning disabilities, and also provides information to employers in a concise and appropriate format to help them assess the potential of the learning disabled job candidate. The format of the DCP wwas appropriate for other disadvantaged groups with low educational skills who have difficulty accessing the labour market. As work, training and skills were completed these competences could be added to the DCP to build up a skills log of the holder and promote access to further training or employment.

The web portal was hold the DCPs and enable employers access to a number of different candidates. That helped them choose the right candidate from the range of competencies shown on their DCPs. Both employer and potential employee were helped with this by specially trained job coaches.
A training programme had been incorporated into the web portal aimed at providing a training module for care staff so they can work with the learning disabled candidate and build the DCP with them. There was also a further training module to assist the care staff to understand and perform the role of a job coach so they were better able to support the candidate into work or training and offer ongoing support.

Projecthomepage: http://www.codaonline.com/

Project Contractor

Name:	United Response
City:	London
Country/Region:	Greater London
Country:	UK-United Kingdom
Organization Type:	association/non-governmental organisation
Homepage:	http://www.unitedresponse.org.uk

Contact Person

Name:	Diane Lightfoot
Address:	Vantage House
City:	London
Country:	UK-United Kingdom
Telephone:	
Fax:	
E-mail:	diane.lightfoot@unitedresponse.org.uk
Homepage:	http://www.unitedresponse.org.uk

Coordinator

Name:	United Response
City:	London
Country/Region:	Greater London
Country:	UK-United Kingdom
Organization Type:	association/non-governmental organisation
Homepage:	http://www.unitedresponse.org.uk

Contact Person

Name:	Diane Lightfoot
Address:	Vantage House
City:	London
Country:	UK-United Kingdom
Telephone:	
Fax:	
E-mail:	diane.lightfoot@unitedresponse.org.uk
Homepage:	http://www.unitedresponse.org.uk

Partner

Partner 1

Name:	MISCODE
City:	Porto, Portugal
Country/Region:	Norte
Country:	PT-Portugal
Organization Type:	SME - small and medium-sized enterprise (up to 250 employees)
Homepage:	http://www.miscode.com

Partner 2

Name:	ESTA Buildungswerk
City:	Bad Oeynhausen, Germany
Country/Region:	
Country:	
Organization Type:	continuing training institution
Homepage:	http://www.esta-bw.de

Partner 3

Name:	Internationaler Bund
City:	Frankfurt, Germany
Country/Region:	Hessen
Country:	DE-Germany
Organization Type:	continuing training institution
Homepage:	http://www.internationer-bund.de

Partner 4

Name:	EUROTraining
City:	Stara Zagora, Bulgaria
Country/Region:	Yuzhen tsentralen
Country:	BG-Bulgaria
Organization Type:	continuing training institution
Homepage:	http://euro-trianing.org

Project Files

coda_facebook_1_2.jpg

http://www.adam-europe.eu/prj/4200/prj/coda_facebook_1_2.jpg

Coda on Facebook - Portuguese only

CODA-leaflet-2010.pdf

http://www.adam-europe.eu/prj/4200/prj/CODA-leaflet-2010.pdf

English langauage version

COUNTRY REPORTS RESEARCH.pdf

http://www.adam-europe.eu/prj/4200/prj/COUNTRY%20REPORTS%20RESEARCH.pdf

Each development partner carried out needs research in their own country to establish requirements for the CODA products and to ensure the content, functionality and visuals reflect and are informed by the target group - adults with learning disabilities and beneficiaries - social workers, care staff and job coaches, employer and agencies.

DCP Guidebook english V6.pdf

http://www.adam-europe.eu/prj/4200/prj/DCP%20Guidebook%20english%20V6.pdf

Online training and handbook for supporters and job seekers

employers-questions-codaonline.rtf

http://www.adam-europe.eu/prj/4200/prj/employers-questions-codaonline.rtf

Testing phase user questions

E.P1.iii.a CODA European Dissemination Plan.doc

http://www.adam-europe.eu/prj/4200/prj/E.P1.iii.a%20CODA%20European%20Dissemination%20Plan.doc

The projects plan for European wide dissemination including helps and hints to make dissemination work better

E.P2.i.d CODA leaflet BG.pdf

http://www.adam-europe.eu/prj/4200/prj/E.P2.i.d%20CODA%20leaflet%20BG.pdf

Coda leaflet - Bulgarian language version

E.P3.i.c CODA_leaflet_v2_GER_de.pdf

http://www.adam-europe.eu/prj/4200/prj/E.P3.i.c%20CODA_leaflet_v2_GER_de.pdf

Coda leaflet - German language version

E.P4.iii.a Kuanto Kusta profile.pdf

http://www.adam-europe.eu/prj/4200/prj/E.P4.iii.a%20Kuanto%20Kusta%20profile.pdf

Portuguese employer tells why the Coda project is of great interest to them

IA NEWS 02_2010 Web.pdf

http://www.adam-europe.eu/prj/4200/prj/IA%20NEWS%2002_2010%20Web.pdf

Internationaler Bund internal newsletter

jobseekers-questions-codaonline.rtf

http://www.adam-europe.eu/prj/4200/prj/jobseekers-questions-codaonline.rtf

Project Files

ScreenShot001.jpg

http://www.adam-europe.eu/prj/4200/prj/ScreenShot001.jpg

Eurotraining web site featuring Coda

Screenshot Website IB.doc

http://www.adam-europe.eu/prj/4200/prj/Screenshot%20Website%20IB.doc

supporter-only-questions-codaonline.rtf

http://www.adam-europe.eu/prj/4200/prj/supporter-only-questions-codaonline.rtf

User testing report C.3.R1.b.doc

http://www.adam-europe.eu/prj/4200/prj/User%20testing%20report%20C.3.R1.b.doc

Products

1 Codaonline

Product 'Codaonline'

Title:	Codaonline
Product Type:	website
Marketing Text:	Codaonline is an exciting new website that holds an easy to understand version of a CV, designed so learning disabled job seekers can record their skills and abilities to help themselves into employment. The portal is available in Bulgarian, English, German and Portuguese.
Description:	The CV part of the site is called My CV. The layout is designed in an accessible format with pictures to help describe what content is required. Multimedia options and uploading videos can also be used to show a variety of information about the job seeker. There is an audio option to describe many of the instructions for those with visual impairments. The content of My CV has been designed to refl ect the achievements of people with learning disabilities so they are able to show their skills, qualifi cations and training. A job seeker can also describe the sort of job and conditions they would like to work in to help an employer make the right placement
Target group:	In Bulgaria, Germany, Portugal and UK: Job seekers - people with learning disabilities wishing to access training and/or enter the job market. Supporter or carers who help peole with learning disabilities achieve their potential. Employers - will be able to access and view job seeker's My CV and find out more about their key competencies, learning level (including formal and informal learning) and work experience, helping them more accurately assess their potential as successful employees.
Result:	There are 3 resulta integrated into one web based portal. 1. The Codaonline portal. 2. The Digital Career Portfolio (DCP) 3. Online training modules integrated into the DCP and the portal
Area of application:	Traditional employment practices aren't working for people with learning disabilities. The Codaonline website aims to address this in a practical and uncomplicated way by offering people an accessible online tool to make showcasing their skills easier.
Homepage:	www.codaonline.com
Product Languages:	Bosnian

Events

Contact seminar European cooperation between universities and enterprises in the VET and HE field Warsaw, 13 – 16th October 2010

Date	14.10.2010
Description	The main objective was to seek sustainability for the project. Most of the participants were from HE with knowledge of and use of e-portfolios. However, the project has demonstrated that e-portfolios are a “must have” for the lower skilled and disadvantaged workers. See attached delegate list. The emphasis of the presentation was on how HE institutions and SMEs could work together based on an understanding of the needs of the SME. The opportunities for HE were also explored in meeting their needs.
Target audience	VET organisations Universities employers Training organisations SMEs Larger enterprise In workshop session there were 50 delegates from 15 European countries
Public	Closed event
Contact Information	Roy Smith, The MRS Consultancy roy.smith@mrsconsultancy.com
Time and place	14th October 2010

Events

EVBB

Date	30.09.2010
Description	International Conference “Vocational Education and Training against Poverty and Social Exclusion”
Target audience	The EVBB is an European umbrella association of independent and non-profit vocational training institutes. Its aim is the qualitative improvement of Vocational Education and Training (VET) in European countries and an intensification of efforts concerning VET at European level. The detailed aims are to: enhance the competitive strength of training institutes and promote the further qualification of their staff; encourage and support transnational vocational training schemes as well as the exchange of information and experiences; promote increased efficiency in the fields of vocational training and further education in order to keep them aligned with developments on the labour market. Forty-two vocational training institutes and associations from twenty-two European countries are currently members of the EVBB. Further institutions are being assessed for admission. In total the EVBB oversees more than 35.000 employees in more than 1.500 vocational training institutions. EVBB members are involved in projects in the following countries: Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, France, England, Great Britain, Greece, Hungary, Ireland, Israel, Italy, Latvia, Lithuania, the Netherlands, Norway, Palestine,,Poland, Portugal, Rumania, Russian Federation, Scotland, Slovakia, Spain, Sweden, USA, Vietnam and Belarus. The EVBB adopts a neutral stance with regard to both politics and religion. Its activities are not geared towards economic business and profit. It solely and directly serves non-profit purposes as laid down by the General Fiscal Law of the Federal Republic of Germany.
Public	Event is open to the public
Contact Information	Jürgen van Capelle ESTA-Bildungswerk gGmbH Daniela Keess Internationaler Bund
Time and place	29 September to 2nd October 2010, Lisbon, Portugal

Events

Learning Forum 2010

Date 06.07.2010

Description Learning Forum London 2010
Internet of Subjects Forum
ePortfolio - Key Competencies - Identity
London, 5 - 7 July 2010, Savoy Place.
Presentation of Coda project at Workshop.
Making e-portfolios work for those with learning disabilities
Session abstract – CODA project

Speaker: Joel Voysey (United Response)
Date: Wednesday 6th July
Time: TBA
Conference room: TBA

Background

CODA – or Career Opportunities with Disadvantage Awareness – is a project involving partners from the UK, Portugal, Germany, Bulgaria and France which set out to create a practical resource designed to make finding a job easier for disadvantaged people and with a particular focus on those with a learning disability.

It is funded by the EU under the Lifelong Learning Programme (Leonardo – Transfer of Innovation fund) and has cost 400,000 Euros to create over two years.

Our Product

The product itself consists of two components – the website and the guidebook, entitled My CV. Much of the content on the website is designed to encourage people to understand that people who may not have formal qualifications (or conventional CVs and Portfolios) may still be very worthwhile candidates for jobs and excellent employees.

It has three key audiences which it seeks to address –
• Jobseekers (particularly those with learning disabilities)
• Supporters (these could be family members, paid staff or advocates of the jobseeker)
• Employers

There are distinct messages for each of the target groups and the website is designed to address the particular information needs and concerns of the different client groups.

For Jobseekers we have attempted to make the website accessible for people with learning disabilities or those with lower educational attainment or for whom the language of the website is not their mother tongue. We have produced a step by step guide to completing My CV which is designed to help Jobseekers and Supporters in creating a showcase of their skills and achievements, as well as providing some concrete information for prospective employers as to the type of work and working conditions which would best suit the Jobseeker.

For Supporters, as well as the My CV Guidebook, we have also provided extensive notes on the process of supporting a person with a learning disability into employment. United Response has significant experience of helping people with disabilities to become more involved in their communities and to reach their

Events

personal goals and getting a job is part of this process. We recognize that we may have to work in a different way with Jobseekers and Employers to help people into work and we call this process job coaching. The text on the website is designed to demystify this process and give people confidence to help jobseekers achieve.

For employers, we know from our own research that many of those who do employ people with learning disabilities report that they are very happy with their performance as staff members. However, we also recognize that it may feel like a big step for somebody who may not have had very much contact with people with learning disabilities in the past. By giving information to employers about jobseekers in a slightly different way, we hope to build the confidence of recruiting companies and encourage them to give it a go.

Session plan

Our session will cover the following issues;

• Introduction and outline of process from inception to completion
• Demonstration of product
• Learnings acquired
• Next steps for the website
• Questions from the floor (time permitting)

This event brought together policy-makers, researchers, teachers, trainers, human resource managers and technologists. As a thematic event it allowed an in-depth and broad exploration of the issues - and resulted in real outcomes. Past events have resulted in the creation of national and international networks, contribution to policies, contribution to standardisation bodies, establishing partnerships with other communities in the field of digital identity and human resource standards, transnational projects and numerous publications.
For CODA the conference represents the opportunity to share developments with other professionals who will encourage further discussion and reflection. The forum also enables the project to reach policy-makers and influencers.
Learning Forum is also an international conference with a particularly strong presence from Europe.

Closed event

Diane Lightfoot, Director of Communications and Fundraising, United Response

5 - 7 July 2010, Savoy PlaceLondon, United Kingdom

Events

Contribution to European Small Business Alliance - ESBA Consensus Building Seminar, 04 May 2010

Date	04.05.2010
Description	Contribution to European Small Business Alliance - ESBA Consensus Building Seminar, 04 May 2010 “Digital Agenda for Europe: a Small Business Perspective” (by invitation only). The organisations, drawn from stakeholders in the SME sector in Europe, were in a workshop that produced a policy document outlining the barriers and possible solutions for European SMEs to take full advantage of the EU Digital Agenda. The aim was to present this to the European policy-makers. The Coda project helped illustrate to members of the workshop, and consequently policy-makers, how digital skills and the use of ICT could overcome some of the barriers to work and growth faced by both potential employees with learning disabilities and possible employers.
Target audience	SMEs Policy-makers and influencers Training organisations Employer Associations Technology infrastrucure providers Invetment agencies Communications agencies
Public	Closed event
Contact Information	Roy Smith, The MRS Consultancy roy.smith@mrsconsultancy.com
Time and place	4th May 2010, Brussels, Belgium