

## LEARNING MENTOR

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*Full name: Professionalization and recognition for guidance in education: Qualifications for in-company learning mentors through transfer and further development of high quality concepts and instruments for career advice within Europe*

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### Training Concept:

<b>Event:</b>	Learning Mentor Pilot
<b>Date:</b>	17 <sup>th</sup> and 18 <sup>th</sup> August 2011
<b>Country:</b>	Ireland
<b>Piloted themes:</b>	Online tools
<b>pages:</b>	3

## Documentation of the Pilot Course in Ireland

IDEAS piloted the online tools for the Learning Mentor project. In Ireland, we already had a recognised certificate for Union Learning Representatives (ULRs) which the Learning Mentor is based on. These on-line tools were put on a Moodle platform for ease of use for participants and tutors alike. The pilot took place on 17<sup>th</sup> and 18<sup>th</sup> August in SIPTU College. The participants were a selection of shop stewards and ULRs.

There were three on-line parts that the participants completed under the Job Navigator tool e.g. Profile Analysis, Competence Check and Application Checklist. The profile analysis uses your activities and skills and structures your data into a CV format compatible to the EU Europass DV. The Competence Check comprises of 30 questions to capture your skills and competences skill set that you acquired through out your life and are not easily identified through specific qualifications. It also provides feedback and guides the participant where to look for further information/development. The last tool i- Application Checklist – is a two page document comprising of all the information, tips and structure that a CV, cover letter and references should contain.

Each participant was given a handbook to navigate the site and a registration sheet (which they kept) to record their usernames and passwords so that they could access the information at home. This suited the participants as they didn't know all the specific information required at the time given on the course.

In Ireland, ULRs/ LMs should be:

- Promoting *Awareness* among fellow workers and management,
- Providing *information* and *advice* on learning opportunities to fellow workers,
- Promoting the value and *benefits of learning* and *addressing concerns* among fellow workers around difficulties that they perceive around becoming involved in learning/training programmes,
- *Working with management* on identifying and meeting learning/training needs.

The participants of the On-line piloting tools, were eager to attend the Coaching course as it provided them with training to build on what they have already learned from the ULR course. It gave them additional insights and provided food for thought to build on their working relationships with others e.g. work colleagues, employers, and personal, as seen from the overall high rating that the "Profile Analysis & Competence Tool" received in general (50% rated it no. 5- Yes/ very good/ very satisfactory and 50% gave it a no. 4 rating). The majority of participants found the online tools useful as they:

*"Make you think about your skills"* and they *"don't think about the questions often."*

The Profile Analysis was seen as useful as some of the participants hadn't *"done a CV in 20 years so very useful."* It helped the participants ask *"questions of the themselves."* It also provided a format, especially as some participants don't *"think about the questions often."* The only complaint about it was that some of the questions were too detailed and *"over the top"* to be answering them in a classroom situation. *"Difficult to complete in classroom... remembering school times..."* Participants wouldn't be able to give the same level of guidance to other employees in the workplace due to time and facility issues (need access to a computer etc.). The Competence Check was seen to be useful as it helped the participants to check their *"own experience in the work place.."* and *"...gives a better insight to what is required."*

Overall the tools developed more insightful thinking into area like *“teamwork, communication, tips for making and reminding to keep a constant check that you can understand others and listen and communicate always.”*