

Conseils pour ceux qui sont dans l'emploi

LLP-LdV-TOI-2008-HU-021

<http://www.adam-europe.eu/adam/project/view.htm?prj=5911>

Information sur le projet

Titre: Conseils pour ceux qui sont dans l'emploi

Code Projet: LLP-LdV-TOI-2008-HU-021

Année: 2008

Type de Projet: Projets de transfert d'innovation

Statut: En cours

Pays: HU-Hongrie

Accroche marketing: Le but du projet est dans l'ensemble d'encourager ceux qui sont dans l'emploi à participer aux formations et à l'éducation en leur assurant l'accès aux conseils et à l'assistance au sein du lieu de travail. Le projet est un programme de Transfert d'Innovation dont le but est de transférer et d'adapter le projet suédois Guidance Merger 1 au cours duquel le partenariat a développé des méthodes innovatives pour mettre l'assistance à la disposition des employés. Les trois pays partenaires appliquent l'orientation des salariés. Des réseaux ont été créés qui fonctionnent pour aider l'entretien du système et celui des résultats.

Résumé: The aim of the project is to encourage those in employment to take up of training and education by providing them access to advice and guidance within the workplace. The present proposal transfers the knowledge and methods used in the original project entitled Guidance Merger 1. The project work showed that making advice and guidance available within the workplace can increase the participation of those in employment in trainings and education. The Guidance Merger 1 project was transferred to 3 new countries (Romania, Slovenia and France) and within this project it is intended to transfer and adapt this learning and enable the setting up of relevant sustainable networks in the 3 new, additional partner countries especially Hungary, Spain and Greece. According to Guidance Merger 2 project this can firstly be done by providing training on the results of the project to the new partners and creating networks in each new partner country.

Description: With the help of the project three new partner countries transferred and adapted the former project of the Swedish partner, Centre for Flexible Learning. The basic idea of the project was to introduce guidance and counselling in the workplaces for those in employment thus encouraging them to take up of training and offering them the opportunity of lifelong learning. The three partners were prepared for the adaptation of the method by the Swedish partner and started the counselling activity for the employees once they were finished with the researches regarding the actual situation of counselling. At the international meetings the actual state of the counselling activity was presented and the emerging problems and questions were discussed. The partners used uniform templates therefore the experiences were easy to compare. When the last block of counselling finished, the activity was evaluated by the employees. All the experiences and results have been summarised in the 'Guide Preparing for Lifelong Learning' and the Final Study at the end of the project. The maintenance and sustainability of the project and its results are helped by the project website and the establishment of the Supporting Networks. The Networks, whose members are among others, the experts, counsellors, employers, training institutions, counselling organizations, trade unions and social partners who take part in the project and work in the field of life-long learning. The Networks facilitate the trying-out, introduction and widespread use of the transferred counselling activity, which will be operating following the project closure.

Thèmes: *** Marché du travail
 *** Développement durable
 *** Formation tout au long de la vie
 *** Orientation professionnelle
 *** Égalité des chances
 *** Formation continue
 ** Dialogue social
 ** Entreprise, TPE, PME
 * Validation, transparence, certification

Sectors: ** Activités de Services Administratifs et de Soutien

Information sur le projet

** Autres Activités de Services

Types de Produit: Méthodes de distribution
Autres
DVD
Site Internet

Information sur le produit: Within the project several useful products have been developed. The basic documents necessary for the successful operation and implementation of a project were worked out, namely the strategies for project operation, management, communication, dissemination and quality assurance and evaluation. As regards the professional materials, the ones helping the successful transferring of the system of guidance at the workplaces by the partner countries and the plans for the research and the counselling activity were also prepared by the responsible partners. The researches were conducted during which questionnaires were used. The study summarising the results of the researches has also been made available. The counselling activity was finished and the counsellors were using uniform templates such as the counsellor's diaries, case descriptions and case studies. When finishing the counselling service, a final product entitled the 'Guide Preparing for Lifelong Learning' was developed providing a handbook for those intending to adapt this method and system or simply interested in the topic. The employees also evaluated the entire service in the form of questionnaires. The project webpage can be visited at www.gute.hu where all the relevant information can be found and visitors can use the forum function to exchange ideas. The dissemination materials (leaflet, DVD, project presentation movie and other materials) were developed in the second half of the project cycle and made available for the participants, members of the Supporting Networks and policy makers.

Page Web du projet: <http://www.gute.hu>

Contractant du projet

Nom: Dél-alföldi Regionális Munkaügyi Központ/Southern Great Plain Regional Labour Centre
Ville: Békéscsaba
Pays/Région: Dél-Alföld
Pays: HU-Hongrie
Type d'organisation: Institution publique
Site Internet: <http://darmk.afsz.hu>

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Partenaire

Partner 1

Nom: Hellenic Regional Development Centre
Ville: Patras
Pays/Région: Peloponnissos
Pays: EL-Grèce
Type d'organisation: Association/organisation non gouvernementale
Site Internet: <http://www.hrdc.org.gr>

Partner 2

Nom: Iniciativas de Proyectos de Formación/Initiatives for Education and Training Projects
Ville: Málaga
Pays/Région: Andalucia
Pays: ES-Espagne
Type d'organisation: Institution de formation continue
Site Internet: <http://www.ipfinternational.com>

Partner 3

Nom: Centrum för Flexibelt Larande/Centre for Flexible Learning
Ville: Söderhamn
Pays/Région: Norra Mellansverige
Pays: SE-Suède
Type d'organisation: Institution de formation continue
Site Internet: <http://www.cfl.soderhamn.se>

Produits

- 1 Manual for for experts and counsellors who provide guidance for people in employment
- 2 Project Managers' Guidelines
- 3 Guide Preparing for Lifelong Learning - for professionals providing guidance in employment
- 4 Final Study on the implementation of the 'Guidance for Those in Employment' - GUTE project

Produit 'Manual for for experts and counsellors who provide guidance for people in employment'

Titre: Manual for for experts and counsellors who provide guidance for people in employment

Type de Produit: Autres

Texte marketing: In order to transfer and adapt the method successfully used in the Swedish Guidance Merger 1 project, it was necessary to have a document to be used as the basis. The Manual is mainly available for experts and counsellors in an electronic way but it is possible to provide those interested in the topic with it.

Description: The Manual contains, among others, the bellow listed points: the counsellors' tasks; the methods, processes, tools, good practices and models that can be used during the counselling activity; the counselling process; the objectives and tasks of the Supporting Network and defining the list of organizations that can be involved in the network; the good practices, methods of forming and operating the Supporting Network; the methodology, processes, tools and good practices of the cooperation with the employers.

Cible: Guidance counsellors and experts who provide the counselling service for those in employment

Résultat:

Domaine d'application: It has been especially used by the counsellors and experts working in the field of lifelong learning who are participating in the project.

Adresse du site Internet: www.gute.hu

Langues de produit: anglais
grec moderne
hongrois
espagnol

Produit 'Project Managers' Guidelines'

Titre: Project Managers' Guidelines

Type de Produit: Autres

Texte marketing: For the successful implementation and operation of the adapted method it is necessary to have a guide for the project management staff.

Description: The Guidelines contains, among others, the bellow listed points: ways of keeping contact, cooperation and communication with the partners; components of the joined learning process developed during the evaluation processes of GM1 Project; description of the project participants' activities as co-researchers and co-evaluators; evaluation of other countries' developments on the international meetings; method of creating the system supporting counselling and learning; copies of documents prepared during the project in the form of an appendix

Cible: Project management staff of the Guidance for Those in Employment project

Résultat:

Domaine d'application: It has been used by the project managers of the GUTE projects.

Adresse du site Internet: www.gute.hu

Langues de produit: anglais
hongrois
grec moderne
espagnol

Produit 'Guide Preparing for Lifelong Learning - for professionals providing guidance in employment'

Titre: Guide Preparing for Lifelong Learning - for professionals providing guidance in employment

Type de Produit: Méthodes de distribution

Texte marketing: The product was completed by the end of the project contributing to the sustainability of the project and its results to a great extent. The document promotes the realisation of the project objectives because a wider public is made aware of the importance and necessity of lifelong learning with its dissemination, which leads to the increasing number of the employed attending education or training and the changing of the employees' attitude towards the support of on-the-job training.

Description: The book describes how a professional can successfully implement guidance counselling in the workplaces and it also includes case studies from three countries therefore the reader can have an insight into the practical side of the professional work.

Cible: The Guide is primarily targeted to help the daily work of adult training professionals, guidance counsellors and practically all experts working in the field of lifelong learning. It proves to be useful for professionals but also for non-governmental organisations and public bodies – such as labour centres – which deal with career orientation as it also contributes to the popularisation of the idea of lifelong learning.

Résultat:

Domaine d'application: In the field of lifelong learning.

Adresse du site Internet: www.gute.hu

Langues de produit: hongrois
espagnol
anglais
grec moderne

Produit 'Final Study on the implementation of the 'Guidance for Those in Employment' - GUTE project'

Titre: Final Study on the implementation of the 'Guidance for Those in Employment' - GUTE project

Type de Produit: Méthodes de distribution

Texte marketing: The product was completed by the end of the project contributing to the sustainability of the project and its results to a great extent. The document promotes the realisation of the project objectives because a wider public is made aware of the importance and necessity of lifelong learning with their dissemination, which leads to the increasing number of the employed attending education or training and the changing of the employees' attitude towards the support of on-the-job training.

Description: The Final Study describes and presents the project from the original idea through its implementation to the very end of it. It also contains the successes but difficulties as well that have been met during the two years.

Cible: It proves to be useful for professionals but also for non-governmental organisations and public bodies – such as labour centres – which deal with career orientation as it also contributes to the popularisation of the idea of lifelong learning.

Résultat:

Domaine d'application: In the field of lifelong learning.

Adresse du site Internet: www.gute.hu

Langues de produit: anglais
grec moderne
hongrois
espagnol

Événements

Final international meeting & conference

Date 17.11.2010

Description The actual state of the project was presented. On the first day the coordinator summarised the two-year project duration and activities and enlisted all the activities done so far and to be further implemented jointly. All the partners were again asked to develop the documents according to the expectations of the Hungarian National Agency and send the amended materials back to the coordinator for a check. There were several documents left to be prepared following the meeting and the partnership set up the deadlines for creating them. The products were evaluated and it was discussed to further evaluate the remaining ones once they are ready and available. The coordinator presented the plan for the dissemination and asked the partners to provide them with the same and to translate the Guide Preparing for Lifelong Learning, send the part material for the Final Study, translate it and have them printed until the agreed deadline. The financial matters were then discussed. Each and every partner was asked to submit their Progress Reports of the final quarter of the project period and to submit all the justifying documents duly. It was announced to prolong the project with one month and the Coordinator told the partners that they had submitted the permission to the National Agency.

On the second day the final international conference was started with a press conference in order to inform the local media on the activities, importance and results of the GUTE project. All the partners, the director of the Labour Centre and a representative of the National Employment and Social Office were participating in it emphasising the importance of lifelong learning. Three persons were holding presentations in the first section of the conference, representing the Ministry of National Development, the National Employment and Social Office and the Hungarian National Agency, the Tempus Public Foundation. The second section was composed of the partners' presentations, the speech of participants who had been taken part in the project as consulted persons and finally the presentation of the project movie, which was a great success.

Cible Staff members, guidance counsellors, policy makers, adult education providers, professional working in the field of lifelong learning.

Public Événement public

Informations de contact

Date et lieu Time: 17-18th November 2010
Place: Békéscsaba, Hungary

Événements

3rd international meeting

Date 21.06.2010

Description The actual state of the project was presented; the partners described the counselling activity in their countries: several questions in connection with the emerging problems during the counselling activity were debated. The last block of the counselling activities were finished by the end of May 2010 therefore it was fortunate to have the meeting organised in June. Moreover the partners implementing the counselling activity had already started the filling in of the evaluation questionnaires and were able to present the total results and conclusions of it. All the three partners (P0, P2, P3) presented their activity as a whole according to the same viewpoints and could tell the others the inputs, the process and the final outcomes of the counselling activity, they also presented how successful or unsuccessful they were because some of the case studies were described. The Swedish partner was continuously commenting the presentations and giving feedback on the results. It was claimed that that the GUTE project was a great innovation in a sense that it further developed the original 'Guidance Merger' projects because it also implemented the testing of the transferred method for guidance counselling. It was agreed to further evaluate the products to be produced afterwards by the different staff members. The partners were reminded of holding one more meeting for the Supporting Networks. The partners were then informed on the comments and requirements of the Hungarian National Agency – due to a monitoring visit – in connection with the quality of the submitted documents. The different tasks were defined for each partner and all of them were asked to amend the documents and send them to P0 until the agreed deadline. One of the major milestones of the meeting was to define the structure, size and content of the 'Guide Preparing for Lifelong Learning'. The partners discussed who the target audience should be, how the guide should be published in what size and what the content of it should be in accordance with its purpose. Several deadlines were set up concerning the further documents to be produced and a possible date of the final international meeting and conference was agreed upon. The coordinator informed the other partners on what target audience they shall invite for the conference and how they intend to organise the conference.

Cible

Public Événement public

Informations de contact

Date et lieu 21st-22nd June 2010
Hellenic Regional Development Centre
Patras, Greece

Événements

2nd international meeting

Date 15.10.2009

Description The actual state of the project was presented; the partners described the counselling activity in their countries; several questions in connection with the emerging problems during the counselling activity were debated; the partners were reminded of preparing the counsellors' diaries and case descriptions for each and every employee and send them continuously (at least in their own national languages) to P0 and P3, who is the responsible partner for the implementation of Work Package 5. They accepted the final form of the diary, the case description and case study templates. They decided to have the first block of counselling finished by the end of the year (2009) and start the next block afterwards; the product evaluation sheet was finalised and the partners decided that the different products would be evaluated by different staff members. They agreed to send the filled versions to P0 and P1, who is responsible for operating the product evaluation team; the details for the operation of the Supporting Networks were discussed. The partners were reminded of holding the Supporting Network meetings after each international meeting and the minutes of the meetings should be sent to P0 and P2; the financial issues were clarified and the partners were informed that the second payment would be done by the National Agency when more than 70% of the initial payment (40% of the total) is spent and justified. The partners were asked to make their registration on the website and agreed that two types of forums would be operating (a public and a non-public one).

Cible Staff members and guidance counsellors

Public Événement non public

Informations de contact

Date et lieu Time: 15-16th October 2009
Place: Málaga, Spain

Événements

1st international meeting

Date 25.06.2009

Description The actual state of the project was presented; the 'Guidance in the Workplace' project was presented and the similarities with the GUTE project was discussed; each and every partner presented the initial experiences of the counselling activity in the relevant countries and agreed on the interpretation of the commonly used terms; the Steering Group session was held; the product evaluation team was established; the use of the website was discussed and the partners agreed on the use of the forum; the financial issues were clarified and the partners were informed on the requirements of the Progress Reports and what documents would be necessary to provide for transferring of the money.

Cible Staff members and guidance counsellors

Public Événement non public

Informations de contact

Date et lieu Time: 25-26th June 2009
Place: Gyula & Békéscsaba, Hungary

Kick-off meeting

Date 28.01.2009

Description The 'Guidance Merger' project was presented: purpose, organisation, working models; good practices, tools and possibilities of guidance counselling were discussed; the major points of the Manual for experts and counsellors who provide guidance for people in employment were discussed and the knowledge was transferred. It was agreed that the Manual and the Guidelines for Project Managers would be completed, finalised and sent out to the partners by P1; the draft of the Quality Assurance Plan and the product evaluation sheet were presented and it was decided that each partner would add the comments by e-mail; forms of communication were agreed; specifications of the website were discussed. It was agreed that P0 would contact subcontractors to submit tenders for the operation of the website. An optional logo of the project was also created; the Steering Group meeting was held where the Communication Strategy and the Organisational and Operational Rules and Regulations were accepted while it was agreed that P0 would send out the Dissemination Strategy when it is translated into English.

Cible Staff members.

Public Événement non public

Informations de contact

Date et lieu Time: 28-29th January, 2009
Place: Söderhamn, Sweden