Projects and Products Portal for Leonardo da Vinci

# Skills and Competences Assessment – New career guidance and counselling approach

2011-1-SK1-LEO05-02888

http://www.adam-europe.eu/adam/project/view.htm?prj=9266

## Project Information

Title: Skills and Competences Assessment – New career guidance and counselling approach

Project Number: 2011-1-SK1-LEO05-02888

Year: 2011

Project Type: Transfer of Innovation

Status: completed

Country: SK-Slovakia

Marketing Text: The SCAN project was responding to the need of complex counselling and guidance services in Slovakia and Luxembourg, which supports people in identifying and developing their own job-related goals, their next steps, managing their personal and professional reorientation by choosing the right educational program and in general activating them to manage their work life.

Summary: The SCAN project achieved to improve career guidance and counselling services by adapting and transferring the Kompetenzenbilanz to the target groups, which were the public employment services, consultancy and counselling providers and assessment centres in Slovakia and Luxembourg.

The objectives of the SCAN project were to: transfer the Kompetenzenbilanz coaching procedure to two other member states, scoping needs and adapting materials to cultural and language differences; establish career guidance and counselling system, which makes people aware of their informally and non-formally acquired skills and competences, helping them in their professional and personal development, to develop goals for their vocational future, and especially to get them motivated and active; disseminate outputs across partner countries and the EU.

The consortium was composed of 7 partners from Austria, Slovakia and Luxembourg. These partners formed a very strong and balanced partnership with partners playing distinct roles.

Description: The project delivered: report on needs analyses; translated Kompetenzenbilanz coaching procedure in English language; KOB and Join-In workshops; project website and leaflets in four languages (EN, FR, DE, SK); Quality plan and Dissemination plan; translated and adapted Kompetenzenbilanz coaching procedure; rigorous testing, feedback and modification of the adapted materials; continuously guided monitoring and internal evaluation; dissemination and exploitation of the project through website, print and electronic publicity materials and dissemination events.

The SCAN project had an impact on the career guidance and counselling services provided by the target groups of this project. These can make a use of the Kompetenzenbilanz coaching procedure in their daily work with project beneficiaries, which are the long-term unemployed, especially those that belong to the most vulnerable groups, such as graduates, population over 50 years of age, disabled and minorities. They have often a lot of difficulties and constraints to find a job and the Kompetenzenbilanz can help them to be aware of their skills and competences, thus motivating and activating them and giving them the possibility for further personal and professional development to meet their objectives and to find the job.

Themes:
*** Labor market
*** Recognition, transparency, certification
*** Vocational guidance
*** Continuous training

Sectors:
*** Other Service Activities
*** Education

Product Types:
teaching material
others
website

Product information: The Kompetenzenbilanz is a well-structured coaching procedure for professional establishment of an individual and is accomplished within four weeks. Between the

## Project Information

lessons, each participant is expected to do a lot of work independently. The general objective of the Kompetenzenbilanz is to activate people by means of self-reflection, to strengthen their self-esteem by visualising their competences and help them draft precise objectives and further steps for their future development. The KB is targeted on people who are in a stage of personal or professional reorientation and/or are planning on returning to work.

Projecthomepage: www.careerplanning.eu

## Project Contractor

| | |
|---|---|
| Name: | Regional Development Agency Senec - Pezinok |
| City: | Senec |
| Country/Region: | Západné Slovensko |
| Country: | SK-Slovakia |
| Organization Type: | others |
| Homepage: | http://www.rrasenec-pezinok.sk |

### Contact Person

| | |
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| E-mail: | tkobela@rrasenec-pezinok.sk |
| Homepage: | |

## Coordinator

| | |
|---|---|
| Name: | Regional Development Agency Senec - Pezinok |
| City: | Senec |
| Country/Region: | Západné Slovensko |
| Country: | SK-Slovakia |
| Organization Type: | others |
| Homepage: | http://www.rrasenec-pezinok.sk |

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| E-mail: | tkobela@rrasenec-pezinok.sk |
| Homepage: | |

# Partner

## Partner 1

Name: RubiScon p.l.c
City: Wasserbillig
Country/Region: Luxembourg (Grand Duché)
Country: LU-Luxembourg
Organization Type: others
Homepage: http://www.rubiscon.lu

## Partner 2

Name: BFI Tirol
City: Innsbruck
Country/Region: Tyrol
Country: AT-Austria
Organization Type: others
Homepage: http://www.bfi-tirol.at/

## Partner 3

Name: abif – analysis, consulting and interdisciplinary research
City: Vienna
Country/Region: Vienna
Country: AT-Austria
Organization Type: others
Homepage: http://www.abif.at

## Partner 4

Name: K.A.B.A. Slovakia
City: Martin
Country/Region: Stredné Slovensko
Country: SK-Slovakia
Organization Type: others
Homepage: http://www.kabask.sk

# Partner

## Partner 5

| | |
|---|---|
| Name: | Office of Labour, Social Affairs and Family Dunajská Streda |
| City: | Dunajská Streda |
| Country/Region: | Západné Slovensko |
| Country: | SK-Slovakia |
| Organization Type: | others |
| Homepage: | http://www.upsvar-ds.sk |

## Partner 6

| | |
|---|---|
| Name: | Centre de Recherche Public Henri Tudor |
| City: | Luxembourg |
| Country/Region: | Luxembourg (Grand Duché) |
| Country: | LU-Luxembourg |
| Organization Type: | others |
| Homepage: | http://www.tudor.lu |

## Products

1 SCAN leaflet

2 Research and Needs Analysis report

3 Testing report

4 KOB workshops

5 Join-In workshop

6 SCAN Toolbox

7 Project website

# Product 'SCAN leaflet'

| | |
|---|---|
| Title: | SCAN leaflet |
| Product Type: | others |
| Marketing Text: | Dissemination material to raise awareness about the aims and objectives of the SCAN project. |
| Description: | PDF version of the leaflet that was also produced in print. |
| Target group: | Public employment services, consultancy and counselling providers and assessment centres |
| Result: | Leaflet |
| Area of application: | Dissemination of the project |
| Homepage: | www.careerplanning.eu |
| Product Languages: | German<br>Slovak<br>English<br>French |

## product files

SCAN_leaflet_DE_final.pdf
http://www.adam-europe.eu/prj/9266/prd/1/1/SCAN_leaflet_DE_final.pdf

SCAN_leaflet_EN_final.pdf
http://www.adam-europe.eu/prj/9266/prd/1/1/SCAN_leaflet_EN_final.pdf

SCAN_leaflet_FR_final.pdf
http://www.adam-europe.eu/prj/9266/prd/1/1/SCAN_leaflet_FR_final.pdf

SCAN_leaflet_SK_final.pdf
http://www.adam-europe.eu/prj/9266/prd/1/1/SCAN_leaflet_SK_final.pdf

# Product 'Research and Needs Analysis report'

| | |
|---|---|
| Title: | Research and Needs Analysis report |
| Product Type: | procedure for the analysis and prognosis of the vocational training requirement |
| Marketing Text: | Research and needs analysis have been conducted in Slovakia and Luxembourg in order to identify national specifics and contexts in partner countries. |
| Description: | Research and needs analysis report was carried out in Slovakia and Luxembourg in order to find the right way of how the materials should be adapted to specific conditions in their country. This way the acceptance and quality of the pursued results was ensured. The report collates and summarizes the results highlighting the needs and national specifics and is crucial for the adaptation and transfer work package. |
| Target group: | Public sector, Research institutions, Consultancy and Counselling |
| Result: | The report collates and summarizes the results highlighting the needs and national specifics and was crucial for the adaptation and transfer of the Kompetenzenbilanz coaching procedure. |
| Area of application: | Needs analysis |
| Homepage: | www.careerplanning.eu |
| Product Languages: | English |

## product files

Research_needs_analysis_report.pdf

http://www.adam-europe.eu/prj/9266/prd/2/1/Research_needs_analysis_report.pdf

# Product 'Testing report'

| | |
|---|---|
| Title: | Testing report |
| Product Type: | evaluation methods |
| Marketing Text: | Testing report leading to revision of the adapted Kompetenzenbilanz - SCAN Toolbox |
| Description: | Testing report is a description of testing process and recommendations proposed by the testing partners as well as the clients (project beneficiaries). The testing report served as a reference for the final revision of SCAN Toolbox according to the needs of the target groups and project beneficiaries. |
| Target group: | Public sector, Research institutions, Consultancy and Counselling |
| Result: | The testig of KB was very successful, the high quality of the tools and the well-equipped tool-box allow everybody introduced and trained in the KB-Process to fulfil his tasks as a coach as well as to enlarge an existing own tool-box and to refine the personal working method of experienced coaches. It was also noted that the KB should be implemented in a flexible and individualised way and that the SCAN Toolbox should represent a collection of tools, where a coach can choose the tools that are most appropriate for particular clients. |
| Area of application: | Testing |
| Homepage: | www.careerplanning.eu |
| Product Languages: | English |

## product files

Testing report.pdf

http://www.adam-europe.eu/prj/9266/prd/3/1/Testing%20report.pdf

# Product 'KOB workshops'

| | |
|---|---|
| Title: | KOB workshops |
| Product Type: | program or curricula |
| Marketing Text: | Four 2-day KOB workshops were organised to transfer the Kompetenzbilanz (KB) coaching procedure to the partners in Slovakia and Luxembourg, to be able to adapt them for their needs and to test them with the target groups and project beneficiaries. |
| Description: | It was the core of the whole transfer, to learn the partners how to use the KB, how to test it with the target groups and project beneficiaries. The participants were also certified as being able to provide this training to the project beneficiaries. |
| Target group: | Project consortium, public employment services, consultancy and counselling providers and assessment centres and public interest |
| Result: | Four 2-day KOB workshops organised |
| Area of application: | Transfer of KB coaching procedure to the partners in Slovakia and Luxembourg |
| Homepage: | www.careerplanning.com |
| Product Languages: | English |

# Product 'Join-In workshop'

| | |
|---|---|
| Title: | Join-In workshop |
| Product Type: | program or curricula |
| Marketing Text: | 2-day Join-In workshop organised. The workshop was organised to transfer the Kompetenzenbilanz provided in a group setting to the partners in Slovakia and Luxembourg. |
| Description: | It is the core of the whole transfer, to learn the partners how to use the KB, how to test it with the target groups and project beneficiaries. The participants were also certified as being able to provide this training to the project beneficiaries. |
| Target group: | Project consortium and public employment services, consultancy and counselling providers and assessment centres |
| Result: | 2-day Join-In workshop organised |
| Area of application: | Transfer of KB provided in a group setting to the partners in Slovakia and Luxembourg |
| Homepage: | www.careerplanning.com |
| Product Languages: | English |

# Product 'SCAN Toolbox'

| | |
|---|---|
| Title: | SCAN Toolbox |
| Product Type: | program or curricula |
| Marketing Text: | Adapted and translated Kompetenzenbilanz coaching procedure in both individual and group settings |
| Description: | SCAN Toolbox is the core product of the project. It is the collection of handbook and tools that each trainer needs to be able to do the Kompetenzenbilanz with the client. It was translated from DE to EN, SK and FR so that it is possible to be used in both Luxembourg and Slovakia. |
| Target group: | Public sector, Research institutions, Consultancy and Counselling |
| Result: | SCAN Toolbox developed through translation and adaptation of KB |
| Area of application: | Collection of handbook and tools that each trainer needs to be able to do the Kompetenzenbilanz with the client |
| Homepage: | www.careerplanning.com |
| Product Languages: | German<br>Slovak<br>English<br>French |

# Product 'Project website'

| | |
|---|---|
| Title: | Project website |
| Product Type: | website |
| Marketing Text: | Project website containing information about the project and news about project activities. |
| Description: | Project website is aimed at providing the target audiences with in progress information provided in different language mutations. |
| Target group: | Project consortium, public employment services, consultancy and counselling providers and assessment centres and public interest |
| Result: | Project website developed |
| Area of application: | Dissemination of the project |
| Homepage: | www.careerplanning.com |
| Product Languages: | Slovak<br>English<br>German<br>French |

# Events

## Final conference

| | |
|---|---|
| Date | 17.10.2013 |
| Description | Final conference to present the results of the SCAN project to target audience. |
| Target audience | Public employment services, consultancy and counselling providers and assessment centres |
| Public | Event is open to the public |
| Contact Information | http://careerplanning.eu/en-us/contacts.aspx |
| Time and place | Bratislava, Slovakia, October 17, 2013 |

## 2nd partners meeting

| | |
|---|---|
| Date | 14.03.2013 |
| Description | 2nd partners meeting organised to prepare for the testing phase of Kompetenzenbilanz in Slovakia and Luxembourg |
| Target audience | Project consortium |
| Public | Closed event |
| Contact Information | http://careerplanning.eu/en-us/contacts.aspx |
| Time and place | Luxembourg, March 14-15, 2013 |

## Kick-off meeting

| | |
|---|---|
| Date | 05.12.2011 |
| Description | Kick-off meeting of the SCAN project |
| Target audience | Project consortium, National Agency |
| Public | Closed event |
| Contact Information | http://careerplanning.eu/en-us/contacts.aspx |
| Time and place | Bratislava, Slovakia, December 5-6, 2011 |