BEM Microcredential

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| **BEM Content (for all partners)** | Microcredential Title | **Career Advisor** |
| Purpose of the Microcredential | To equip participants to guide clients in using self-assessment tools and finding career-related information sources, provide support in career services development, and assist clients in gaining career-related experiences. |
| Target Groups (for whom it is intended) | * Employee of Education
* HR (Human Resources) in Companies
* Mentors
* Social workers.
* Counselors.
* Frilenseri
* Employees who want a career change
* Employees from Public Employment Services
* Unemployed
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| **Sector** | Education, employment, social services, the corporate sector. |
| Areas ofApplication/Work Environment | National Employment Service, educational institutions, counselling services, private sector employment agencies, NGOs |
| Typical Jobs/Tasks | * Support clients in clarifying their goals, needs, options, and career-related challenges;
* Build a constructive relationship in counseling;
* Assist clients in interpreting complex situations;
* Help clients explore options and make and implement career decisions;
* Ensure the quality of their work according to standards and target group needs;
* Identify client information needs;
* Provide relevant information and information sources to clients, including assessment tools;
* Explore client interests and resources;
* Support familiarization with general educational and professional options;
* Assess clients’ career management competencies;
* Support clients in enhancing their career management skills.
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| **Learning Outcomes** (Professional and Key Competencies) | Knowledge* Understands the importance of self- awareness and the acceptance of

one’s values and the values of others for the development of career management skills (CMS) and identifies their strengths and priority areas for further personal and professional development;* Knows various sources of information on educational and career opportunities;
* Provides support in identifying different ways to achieve set goals and recognizes various learning opportunities;
* Critically assesses different sources of information on educational and career opportunities;
* Understands the importance of sharing experiences and good practices, networking with professionals, colleagues, practitioners, and all stakeholders in
 | Skills* Conducts a SWOT analysis of personal characteristics;
* Applies techniques for boosting self- confidence;
* Uses assertive communication and active listening;
* Develops time management strategies;
* Independently creates a “CV” and a cover letter;
* Collects information through meetings with representatives from the world of work and education;
* Uses ICT to gather and track
 | Key Competencies* Client characteristic assessment;
* Provides support to clients in planning, goal setting, and decision-making important for career development;
* Uses different sources of information on educational and career opportunities;
* Plans and implements training
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|  |  | implementing and/or developing services and programs. | information on the education system and the labor market;* Guides participants towards independent decision-making by considering collected information;
* Identifies the educational needs of the target group;
* Applies

communication and teamwork skills. | programs for CMS development;* Communicates and collaborates with individuals and organizations.
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|  | Criteria* Reliability (alignment of the assessment with established, public, and precise assessment criteria);
* Validity (the assessment reflects learning outcomes – participant engagement, progress, and achieved outcomes);
* Diversity of assessment methods: (applying different methods and techniques to ensure validity, reliability, and objectivity in assessment);
* Non-discriminatory assessment.
 | Procedures |
| Assessment Module mastery is assessed through practical work. | * Formation of the examination committee;
* Determination of exam tasks;
* Selection of tasks;
* Competency assessment by task completion;
* Exam record;
* Certificate issuance;
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| **Recognized/Accepted By**(Confirmed by Memorandum of Understanding) | Companies:Association Timok Club, Knjaževac |
| Training Organizers | Vocational schoolsPublicly recognized organizations for education activities (JPOA) |
| **Additional Information (if applicable)** | Training Requirements | Level 3, i.e. level 4 of NQFS (National QualificationsFramework In Serbia), obtained by completing a three-year, i.e. four-year secondary vocational education on educational profiles in the field of mechanical engineering and metalworking or the field of electrical engineering.**125 hours** |
| Recommended Training Duration |
| **Detailed Content (national, if applicable)** | Placement in Existing Educational Programs | Non-formal trainingLevel 4 of the National Qualifications Framework; Level 4 EQF (secondary vocational school, i.e., secondary vocational education) |
| Reference to the national qualification framework |
|  | Credits | **5** |