BEM Microcredential

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| **BEM Content (for all partners)** | Microcredential Title | **Career Information Advisor** |
| Purpose of the Microcredential | Training users to support clients to obtain relevant information on the labour market and educational options – depending on their individual needs. |
| 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 |
| Sector | Education, employment, social services, the corporate sector. |
| Areas of Application/Work  Environment | National Employment Service, educational institutions, counselling services, private sector employment agencies, NGOs |
| Typical Jobs/Tasks | * Providing information on current jobs, internships, and volunteer opportunities; * Providing information on non-formal education opportunities (training, courses, lectures, workshops, and seminars); * Providing information on different professions; * Providing information about employers, job profiles, required qualifications, and competencies; * Providing information on study programs, admission requirements, and career opportunities post-graduation; * Providing information on opportunities for further studies; * Referring clients to various resources and sources of information on career options; * Providing information on career counseling services; * Providing information on career education programs and other activities; * Providing information on networking activities with the business community; * Organizing events (information days, open days, job fairs). |

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|  | **Learning Outcomes** (Professional and Key Competencies) | Knowledge   * Knows various sources of information on educational and career opportunities; * Understands the importance of up-to-date, accurate, and reliable information sources; * Critically assesses various sources of information on educational and career opportunities; * Collects information through meetings with representatives from the work and education sectors; * Understands the significance and role of business communication in the organization and recognizes different types of business communication and their characteristics. | Skills   * Uses ICT to gather and track information on the education system and the labor market; * Guides participants towards independent decision-making based on the collected information; * Applies oral and written communication skills; * Prepares and delivers professional presentations; * Actively participates in negotiations; * Uses digital tools and platforms for business communication; * Organizes events (information days, open days, job fairs); * Maintains documentation using basic ICT tools. | | Key Competencies   * Utilizes various sources of information on educational and career opportunities; * Organizes and manages information on educational and career options; * Plans work and activities; * Communicates and collaborates with individuals and organizations; * Monitors and improves work. |
| Assessment | Criteria   * Reliability (alignment of the assessment with established, public, and precise criteria); * Validity (the assessment reflects learning outcomes - student 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   * Formation of the examination committee; * Determination of exam tasks; * Selection of tasks; * Competency assessment by task completion; * Exam record; * Certificate issuance; | |
| Module mastery is assessed through practical work. |
| **Recognized/Accepted By**  (Confirmed by Memorandum of  Understanding) | Companies:  Association Timok Club, Knjaževac | | | |
| Training Organizers | Vocational schools  Publicly recognized organizations for education activities (JPOA) | | | |
| **Additional Information (if applicable)** | Training Requirements | Level 3, i.e. level 4 of NQFS (National Qualifications  Framework 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 training  Level 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** | | | |