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
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| Sector | Education, employment, social services, the corporate sector. |
| Areas of Application/WorkEnvironment | 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.
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| 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;
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| Module mastery is assessed through practical work. |
| **Recognized/Accepted By**(Confirmed by Memorandum ofUnderstanding) | 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** |