

BEM Microcredential



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)	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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).

	Learning Outcomes (Professional and Key Competencies)	Knowledge <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 Module mastery is assessed through practical work.	Criteria <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Formation of the examination committee;• Determination of exam tasks;• Selection of tasks;• Competency assessment by task completion;• Exam record;• Certificate issuance;	
	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		
	Reference to the national qualification framework	Level 4 of the National Qualifications Framework; Level 4 EQF (secondary vocational school, i.e., secondary vocational education)		
	Credits	5		