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AGAINST THE GAP BETWEEN TRAINING AND LABOUR WORLD - GAP

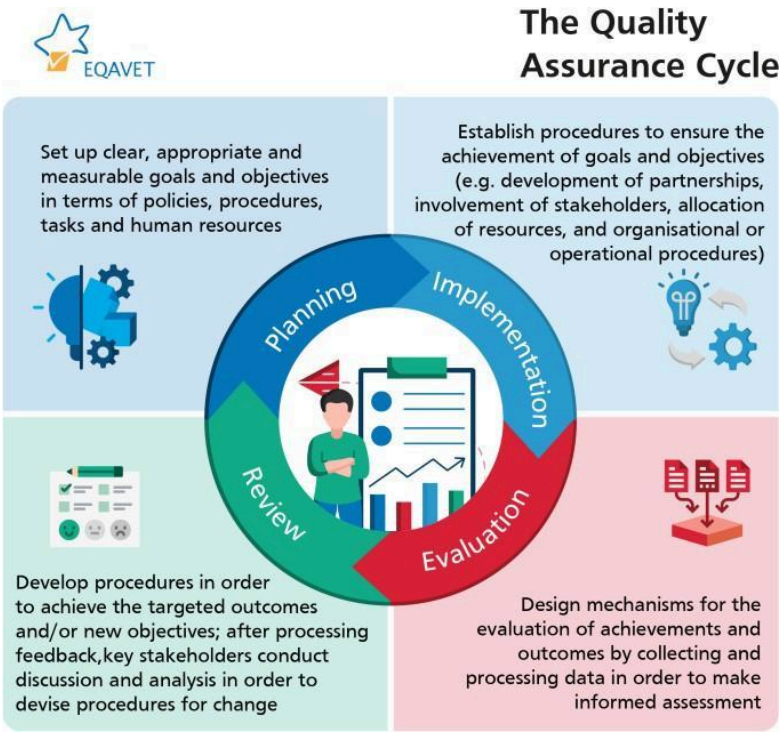
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A set of recommendations for VET centers' managers

Taking into account EQAVET quality assurance



<u>Recommendations</u>

1. **Mission**

   Define clear **mission, vision, and goals** aligned with labor market needs and share them with the organisation's staff and your partners.

   Make sure that you possess data regarding current labour market needs and skills gaps, by conducting labour market needs analysis or by accessing country based relevant databases, as well as customer needs analysis in order to identify training needs and interest.

   Include employability and social mobility as part of the organization's strategic goals.

Ensure full compliance with national education regulations and EU project guidelines, where in place.

2. **Quality**

Align with the requirements of EU quality standards

3. **Annual Strategic Planning**

   Involve in your yearly strategic planning staff members especially coordinators and tutors since they are the key figures within a successful training path.
   Schedule an annual strategic planning retreat involving coordinators, tutors, and trainers
   Develop a shared digital document outlining yearly objectives, roles, and responsibilities.
   - Gather their needs and ideas since they are in direct contact with services users, companies, teacher and trainers
   - Share with them your goals and plans in order to get them on board. Having all staff members on board is the basis for a successful implementation of your plans.

4. **Resources**

- Human Resources: Make sure that you have the availability of qualified resources for the different steps of the training path: teachers/trainers, coordinators, classroom tutors, job insertion coaches, psychologists if needed ets.
- Be sure that the infrastructure is fully accessible for all publics including the digital tools.
- Time allocation: Provide Staff with enough time for project development and meetings in order to make sure that everybody is in line with your organization's goals. Ensure that there is time for meetings focusing on the service users or problems which may arise.
- Financial Resources: Make sure financial resources are spent according to the goals or program in case of use of public funds.

5. **Training for staff Members**

   Ensure that your organization offers yearly training for the different staff members. Training should include procedures, use of tools, approaches and methodologies.

6. **Curriculum & Training Adaptation**

- Make sure that **training programs** are updated frequently to match **current job market demands**.
- Make sure that **soft skills, digital literacy, green skills and entrepreneurial** skills are included in training curricula.

- Create **work-based learning (internships, apprenticeships, job shadowing)** opportunities..
- Make sure that **customized learning paths are provided** for different learner profiles (youth, adults, persons with disabilities, vulnerable groups etc.).
- Ensure alignment with national qualifications frameworks (NQF/EQF)
- Integrate innovation, digital tools and lifelong learning principles into curricula.

7. Procedures for a successful Training and Job insertion Path

Implement procedures to ensure that all staff involved follow the principles and steps necessary for the implementation of an ideal training and job insertion path. These procedures should also include the tools to be used for the different steps of successful training and labour market insertion.

8. Employer & Industry Engagement

- Make sure that your staff organizes and participates together with the beneficiaries in career fairs, job matching events, and employer workshops.
- Create partnerships with **local industries, employers and public authorities**.
- Develop mentorship programs with professionals.
- Promote, when possible, dual training systems combining classroom and workplace learning.
- Promote a recognition program for companies that consistently host trainees.

9. Career Guidance & Support Services

Make sure your organization offers:

- Orientation services to analyse with the service user if further training is needed or if they are for labour market insertion
- **CV writing, interview training, and job search workshops**.
- M**entorship programs** developed with professionals during the first period of job insertion

9. Monitoring, evaluation & Improvement

- Identify KPI and periodic evaluation.
- Conduct internal audits involving your staff by analysing customer satisfaction questionnaires compiled by trainees, employers, teacher/tutors, partners, stakeholders etc.. This will help you monitor the achievement of milestones and ensure the quality of your services.
- Be inspired by **best practices.**