

Learner's Guide

How to use of the *Job-Yes* online learning tools in the frameset of the *Job-Yes Training Course*

The soft skills play important role in employability, as they are a relevant cross disciplinary theme and should be used automatically and instinctively as a part of the work. We invite you to join the *Job-Yes Training Course* and to expand a vision of your career, to improve your CV and to foster the employment process.

No registration for the training course is needed. It is based on open access and self-reflection.

The aim of the *Learner's Guide* is to introduce the learning process of the non-formal *Job-Yes Training Course* which is addressed to people who want to improve and develop their soft skills related to employability.

This online *Job-Yes* training course can be completed individually:

- Autonomously (self-directed);
- With the support of adult educator/facilitator through an adult education organisation.

The adult educator/facilitator can support your learning pathway and help you to turn your shortcomings into strengths in your quest for a job.

You can apply for the support to your national contact point for this training course:

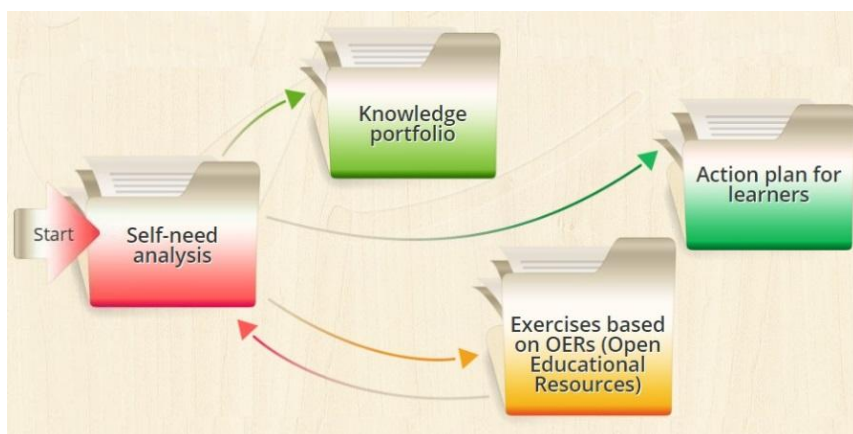
-  Italy, CESIE, www.cesie.org
-  Latvia, Vidzeme Region Vocational Competences Centre, www.pic.lv
-  Lithuania, Baltic Education Technology Institute, www.beti.lt
-  Lithuania, Social Innovation Fund, www.lpf.lt
-  Lithuania, Kaunas Labour Exchange, www.ldb.lt/tdb/kaunas
-  Spain, DEFOIN, www.defoin.es
-  UK, Merseyside Expanding Horizons Ltd., www.expandinghorizons.co.uk

Important!!! Before starting to use the online tools, **it is important to read this *Learner's Guide* till the end as this will help you understand the learning cycle, how to work with online tools and define the learning outcomes.** The *Job-Yes Training Course* is based on the use of the **following on-line learning tools:**

- *The Self-Need Analysis;*
- *The Knowledge Portfolio;*
- *The Exercises based on Open Educational Resources;*
- *The Action Plan for learners.*

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All tools are easy to use. Job-Yes learning cycle is presented in the scheme below:




Important!!! The results of the *Self-Need Analysis*, the *Knowledge Portfolio* and the *Action Plan* can be downloaded or/and printed. Exercises based on *OERs* can be completed online only.

Start to analyse your soft skills by using the *Self-Need Analysis*

We suggest you an attractive and interactive tool to evaluate the level of soft skills you have. On the basis of this evaluation you will get suggestions how you could improve your soft skills. This tool is very simple – in total you have to answer 48 questions which are divided into 4 main parts:

- Part 1. Social and civic competences – **21 skills**;
- Part 2. Learning to learn competences – **8 skills**;
- Part 3. Sense of initiative and entrepreneurship – **15 skills**;
- Part 4. Digital competence – **4 skills**.

A traffic light model will help you self-evaluate the level of each of your soft skill from 1 to 10 (1-being very low or no skills; 10 – highly skilled). More explanation on how to proceed with the self-evaluation is provided within the tool.

 **Time:** As you will have to self-evaluate 48 of your soft skills, approximately 50 minutes will be needed to complete *the Self-Need Analysis*.

Being honest and sincere with yourself is highly important if you want to get a good result from this tool.

At the end of the *Self-Need Analysis* session you will be provided with the complete list of soft skills which you have evaluated: higher than 7 points, between 5 and 7 points and lower than 5 points for all 4 competences. We recommend you to print this list as well as to save it to your computer.

In order to develop your soft skills that you have evaluated lower than 7 points, the *Job-Yes Training Course* will suggest you perform the series of exercises – Open Educational Resources (OERs).

We recommend that you report the soft skills that you accumulated to more than 7 in the *Knowledge Portfolio*.

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You will also get the list of your low-developed soft skills (low than 7 points). Thus, you will be advised to complete the *Exercises based on Open Educational Resources (OERs)*, which will help you improve your soft skills.

The list of the low level soft skills (low than 5 point) you also could put to the *Action Plan* in order to work towards developing them in future.

The detailed instruction on how to work with the *Self-Need Analysis* is provided within the tool.

Report your learning achievements by using the *Knowledge Portfolio*

The *Knowledge Portfolio* is a valuable tool to collect your achievements in development of competences and soft skills obtained through lifelong learning process during formal, non-formal, and informal learning. All information stored in the *Knowledge Portfolio* can be upgraded during and after each of learning processes.

Important!!! The *Knowledge Portfolio* is also very helpful for the development of your CV as well it can be used for further validation of the obtained competences.


The *Knowledge Portfolio* is divided into 3 parts to collect information of your skills and the competences gained during your lifetime:

- **Part I.** School and formal education (school levels, university education, basic vocational education, college, etc.).
- **Part II.** Work experience (including permanent employment, part-time employment, temporary work, work placements, holiday jobs and side-jobs, transitional year, freelance work, etc.).
- **Part III.** Non-formal and informal learning (including knowledge, experience and skills acquired through mass-media, spare time activities, hobbies, voluntary work, memberships in various organizations and clubs, in your private life and/or through implementation of different tasks/activities in your family (unpaid activities), etc.).

After downloading the template of the *Knowledge Portfolio* you could fill in the Part I, II, and III of the *Knowledge Portfolio* with the achievements you already have had prior to the training in the *Job-Yes* course.

According to the results of the *Self-Need Analysis* in *Job-Yes* course, you can attribute your high level skills (higher than 7 points) to the *Knowledge Portfolio* Part III – “Non-formal and informal learning”.

You also can get advice about how to fill in the Knowledge Portfolio from the adult educator/facilitator in the Adult Education Centre.

 **The time** to fulfil the *Knowledge Portfolio* will depend on the extent of your life-long learning process and the competences and skills you acquired throughout this process.

The detailed instruction is provided within the tool.

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Improve your soft skills by completing the *Exercises based on Open Educational Resources*

The **Open Educational Resources (OERs)** are digitised materials offered freely and openly to use for your self-directed learning. Within the *Job-Yes* training course 40 digital the ***Exercises based on Open Educational Resources (OERs)*** are offered freely and openly for your self-directed learning and developing various job-related soft skills. *OERs* include different types of digital assets consisting of various exercises, interactive tests, case studies, videos, quick tips about the employment process, for finding a job and/or starting a new businesses, etc.

OERs exercises are developed in order to cover the 48 soft skills targeted in the *Self-Need Analysis*. All the *OERs* are divided into the 4 groups of competences and cover 7 topics:

Social and civic competences

- My soft skills needed to participate effectively and constructively in working life.
- My soft skills related to understanding of gender equality and diversity at workplaces.

Learning to learn

- My soft skills needed to organise my lifelong learning.
- How to validate my lifelong learning results?


Sense of initiative and entrepreneurship

- Development of my soft skills of initiatives for employability.
- Development of my soft skills for entrepreneurial opportunities.

Digital competence

- My soft skills needed for job search, employability, and entrepreneurship.

All exercises have short descriptions, time needed and the instruction for completing *OERs*. Each exercise is oriented to the development of the certain soft skill or to a deeper understanding of the content of the soft skill.

 **Time:** The time to complete the *OERs* will depend on the number of soft skills you have to develop, according to the results given by your *Self-need Analysis*.

After having completed the set of *OERs*, you are encouraged to complete the *Self-Need Analysis* again and to evaluate your progress on the improvement of your soft skills.

Plan actions for future development of your soft skills by using the *Action Plan*

The *Action Plan* is a tool to define the next steps to improve your employment situation, like organising an active job seeking, starting own business or proceeding with further formal education and non-formal training/learning in order to develop your competences and skills. The *Action Plan* will help you focus on your needs and expectations related to integration/reintegration into the labour market by defining the concrete goals and ways to achieve them.

The *Action Plan* consists of 3 main parts:

- **Part I. Education.** Your goals concerning formal education and non-formal training/learning. Using this part of the Action Plan you will be able to define your goals related to improvement of your competences and skills.
- **Part II. Employment.** Your goals related to active job seeking or/and improving your employment possibilities.
- **Part III. Entrepreneurship.** Your goals (if any) related to starting of your own business.

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You could fill in the Part I, II, and III of the *Action Plan* by yourself. However, if you are now a participant of the non-formal *Job-Yes Training Course* at the Adult Education Centre, you also can get advice about how to fill in the *Action Plan* from the adult educator/facilitator in the Adult Education Centre.

Within the *Job-Yes* non-formal training course after performing the *Self-Need Analysis*, you could get the list of your low level soft skills, which you have to improve. Thus, it is suggested you include this list of your low level skills into the *Action Plan* “Part I. Education” and to think about the further learning activities that would help you improve them.

The *Action Plan* can be used for the effective prioritisation of you tasks, to set the employment goals which are achievable in a specific time period.

If you are working with an Adult Education Organisation, periodically, an adult educator/facilitator will help you to review your progress on the Job-Yes Training Course. Together, you will analyse your progress in reaching personal goals. These meetings will also give the opportunity to talk with one another about new ideas that arise regarding to your career strategy.

These tools are first steps for your employment process comparing with others.

You are now ready to begin your journey with the *Job-Yes Training Course*.

We wish you success!