

FLOWs – Further Learning, Outreach and Working Skills

Project no: 2022-1-TR01-KA220-YOU-000089240

Learning Unit 7: Final Assessment & Expert Talk

WP5: FLOWs Practitioner Training

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LEARNING OUTCOMES

By completing this Learning Unit, you will gain

Experience on how to comprehend the curriculum of the FLOWS training in its entirety. You will be able to formulate your motivation for participation and document it in the Learning Agreement.

Knowledge to be able to prepare all given steps including Transfer into Practice and Personal Transcript to help prepare for the final Expert Talk.

Insight to recognise the responsibility belonging to the task to act as a future FLOWS-trainer by respecting needs of jobseekers.

AGENDA

Overview of the FLOWS Training for Practitioners (based on ECVET):

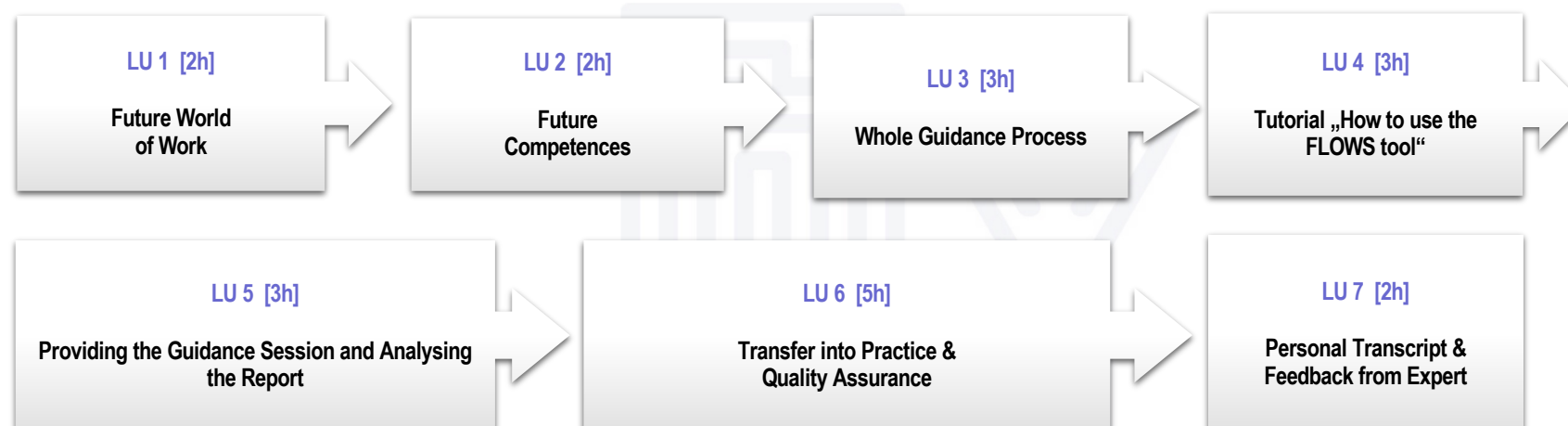
1. Learning Agreement: including description of Motivation and Pre-Qualification
2. Overview on self-directed Learning Units (LU1 & LU2) to get prepared.
3. Overview on Face-to-face Learning Units (or Webinars)
4. How to transfer results into practice? Work with jobseekers and Use Case
5. How to prepare for the final Assessment & Feedback round: Fill in the Personal transcript and get prepared for the Expert talk

THE FLOWS TRAINING FOR PRACTITIONERS

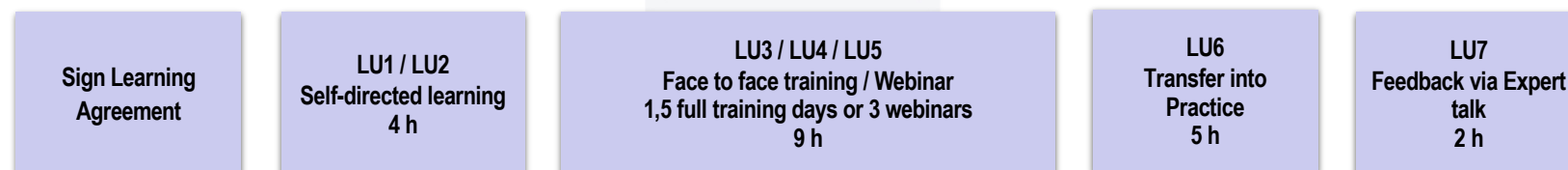
Description of Training Process

LU7: PERSONAL TRANSCRIPT & EXPERT TALK

FLOWS PRACTITIONER TRAINING



Flows training process:



STEP 1: LEARNING AGREEMENT

The training process starts by defining the Learning Agreement, which clarifies prior qualifications and the individual motivation of the learner/practitioner. This agreement should:



1. be signed by the organisation providing the training and the practitioner
2. describe the pre-qualifications of learners (practitioners)
3. describe the motivation of practitioners to take part in the training

STEP 2: SELF-DIRECTED LEARNING

The next step is to go through the self-directed Learning Units (1 & 2):

1. Basic literature on the FLOWS-outcomes must be studied in the self-directed learning sessions, see content of Unit 1 and Unit 2
2. Planning: self-directed learning is approximately 4 hours in total
3. Work on the documents provided for the first two units
4. Search for supplementary videos and material
5. Ask your supervising trainer if you need support



STEP 3: FACE-TO-FACE TRAINING

Learning Unit 3, 4 and 5 are designed for a classical face-to-face training or as webinars if the situation requires it. Recommended structure:

1.5 full training days or 3 webinars: 9 hours in total

Unit 3: Whole Guidance Process

Unit 4: Tutorial: How to use the FLOWS tool

Unit 5: Providing the guidance sessions and analysing the report



NB! Take notes for your Personal Transcript for each Learning Unit!

STEP 4: TRANSFER INTO PRACTICE

The face-to-face sessions are followed by Learning Unit 6, which is dedicated to the transfer into practice and quality assurance. Recommended structure:

You should invest around 5 hours for this practical exercise in LU6 applying the tool in your own field of work.

Create at least one Use Case describing the outcomes for your jobseeker(s).

Refer to the Description of Training Modules (including sample Use Case) and the Practitioner Pack.



STEP 5: PREPARATION FOR EXPERT TALK

This is how practitioners should prepare for the completion of the FLOWS Training: Final assessment via the feedback round with experts

Complete the Personal Transcript in order to document your individual learning process and document one Use Case.

Refer to the Description of Training Modules (including sample Use Case), the Practitioner Pack and the Annexes of Module 7 with the templates.

The final expert talk closes the training and is the prerequisite for the certificate.



GOOD LUCK!

We hope you enjoyed the FLOWS training and that the tool helps you empower your jobseekers!

Don't forget: Everyone learns through the activities that take place in everyday life. Use the tool to show your jobseekers how many skills they already acquired.

Strengthen their self-confidence
so, they can take the next steps.



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