



GOOD ORIENTATION PRACTICES

1. TITLE

ETLLeida Orienta't

2. COUNTRY

INS ESCOLA DEL TREBALL (Lleida)

3. SPECIFIC GOALS

Professional Guidance Tutoring Plan

Goals:

1. To provide individual guidance to students in the following areas:
 - a) personal
 - b) curricular
 - c) professional development
2. To improve personal skills, autonomy and initiative.
3. To elaborate an e-portfolio which includes:
 - a) Professional profile
 - b) Professional curriculum organized by competences
 - c) Personal Guidance Report which includes:
 - Brief explanation of the degree
 - Areas of knowledge
 - Areas of interest
 - Occupations associated with the degree
 - Prospective job market
 - Area of specialization and complementary specialization (2nd course)

4. DESCRIPTION

4.1. Who (Provider)

HUMAN RESOURCES

- Training course tutoring teams: 1 meeting per month.
 - 1st year training module tutor (Coordinator)
 - 2nd year training module tutor (Training tutor at work centers)
 - Training and career guidance teacher
 - Guidance service (to offer support)

PROCEDURE

- The tutoring teams will be set up during the first week of the school year.
- The tutoring teams will meet at least once a month.
- The role of the Tutoring Teams is to:
 - Coordinate the team members' actions in order to create the Personal Guidance Report.
 - Organize monthly follow up meetings in order to monitor the progress and to carry out the agreements.
- The Tutoring Teams have an assigned hour within their schedules to meet and follow up with the students and to carry out the agreements.



4.2. To whom (Target group)

All students enrolled at an Intermediate (CFGM) or Advanced (CFGS) level course.

- 7 different intermediate courses (CFGM).
- 11 different advanced courses (CFGS).
- Current enrollment 720 students.

4.3.How (Method)

TOOLS

- Initial interview before starting the school year (Initial Diagnostic Evaluation)
- The student will develop an e-portfolio that will include:
 - Professional Profile
 - Professional profile (explanation)
 - Professional interests
 - Skills that the student wants to highlight
 - Curriculum Vitae
 - A written curriculum including occupational, personal and social skills.
 - Personal Guidance Report
 - Contains six areas (see Specific Goals)
 - Projects
 - Developed by the students
- The goal of this portfolio is to provide the students with a digital tool that will become the students' tool to present themselves to businesses.

4.4.When (Period)

- The e-portfolio will be developed throughout the two-year course.
- The e-portfolio will help the students not only to find a job but also to discover their goals and interests as well as the best way to achieve them.

PROCEDURE

- At the start of the first year, the student will receive a template that will include all the e-portfolio sections.
- The first year tutor explains the e-portfolio goals and gives the students the possibility of using a Google Sites template or another tool such as Wordpress, Wix, etcetera.
- The training and career guidance teacher will be the one in charge of shaping the e-portfolio. In order to do so, the learning outputs (RA1) have included the necessary skills.



5. EVALUATION CRITERIA

Number of students that complete the e-portfolio.

This plan has allowed us to:

- Improve our knowledge of the modular training curriculum.
- Identify the areas of interest of each student.
- Understand the labour market and professional opportunities.
- Learn about complementary training.
- Build our own personal brand: curriculum vitae, social networks.
- Quickly detect those students who do not like the training module and either reorient them or try to motivate them in order to reduce the fall out.

6. LINK/S TO KNOW MORE

www.escoladeltreball.cat

<https://sites.google.com/a/xtec.cat/ettleida-orienta-t/>