Tools, methods and sample curricula for school career counselors in Latvia

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What to expect

- ESF project context
- Career learning curriculum frameworks
- Methods used by school career counsellors

ESF Project "Career Support in General and Vocational Education Institutions"(2016-2022)

Activities:

1. Development of information and tools for implementing career guidance in schools
2. Development of career learning curriculum frameworks
3. Further training of school career counsellors
4. Skills competitions at national level
5. Skills competitions at international level
6. Funding for career learning and counselling activities

Examples of funded career activities

National Career Week, group counselling, lectures, discussions, coaching sessions, simulation and role play, educational games, enterprise open days, company field visits, master classes, creative workshops, meeting with professionals, interactive skills tests, university open days, school and VET school open days, job shadowing, attending national skills competitions (including demonstration sessions), activities for parents

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National Career Week
2020 discussion:

Who do you take career advice from?

Euroskills 2021:

Team Latvia meets with the Minister of Education and Science

QUESTION:

Have you had an ESF national project to support career guidance in your country?

When?

Can you mention any guidelines, tools or materials developed?

Career learning curriculum frameworks

- [KAA pasākumu plāna paraugs vispārējās izglītības iestādēm](#) (general)

- [KAA pasākumu plāna paraugs darbam ar izglītojamajiem speciālās izglītības programmās](#) (special)

- [KAA pasākumu plāna paraugs profesionālās izglītības iestādēm](#) (VET)

I. Career development support

1a. The essence and objectives of career development support

1.b. Career management skills and their development as a goal of career development support (includes details on skill levels and assessment)

1.c. Areas of career development support

1d. Regulatory documents and requirements governing and supporting the implementation of career development support in educational institutions

Career management skills

a set of skills by which a person **self-manages** his or her education and work activities by collecting, analysing and organising information related to himself or herself, education and employment.

Self-knowledge and self-management skills	Career opportunities research skills	Career decision-making and implementation skills
Ability to maintain a positive self-image	Ability to find information about career opportunities	The ability to build a career vision
Ability to evaluate and improve performance	Ability to evaluate career opportunities	Ability to set a career development goal
Ability to provide information about yourself and career experience		Ability to develop and implement a career development plan
		Ability to cooperate towards a career goal

II. Career development support work at municipal level

2a. Development of a local government career development support plan, including all educational institutions under subordination

2.b. Models for the implementation of career development support measures

2.c. Planning and implementation of centralised career development support measures for learners

2d. Development of a career development support network (local government, NGO, employers and their assocations, further education institutions)

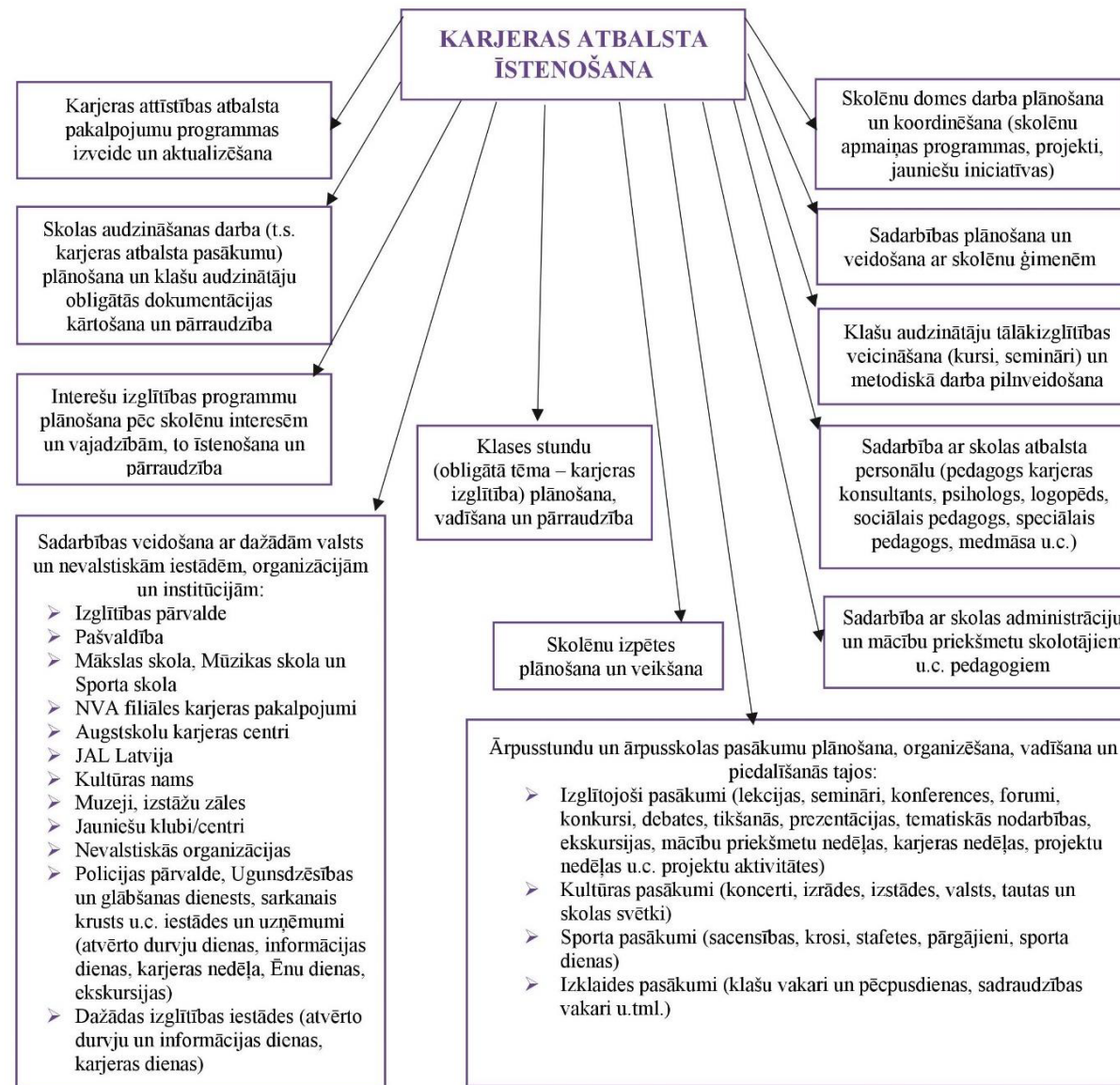# III. Career development support work at the level of an educational institution

3a. The specifics of career development support work in different types of educational programmes (general, special, vocational and interest education)

3.b. Implementation of career education (integration into the curriculum, involved parties and resources, developing a school team, dividing responsibility, documentation, model career education programme)

3.c. Individual career consultations, their provision for learners

3d. Methods of supporting career development (examples, portfolios, projects, career information, recommended resources)

3e. Monitoring the future progress of graduates and involving graduates in the implementation of career development support

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Schematic of implementing career guidance at school, Evita Korna, PhD

IV. Monitoring the impact and quality of career development support

4a. Recommendations for the implementation of monitoring

4.b. Monitoring tools (CMS pre-diagnosis and impact measurement, practitioner competence assessment, collecting feedback on activities, gathering data on plans of final year students)

References and Annexes

Sample curricula for each target audience:
- School level (e.g. grades 1-3, etc)
- Aspect of career learning
- Theme
- Learning outcome
- Integration into subject areas
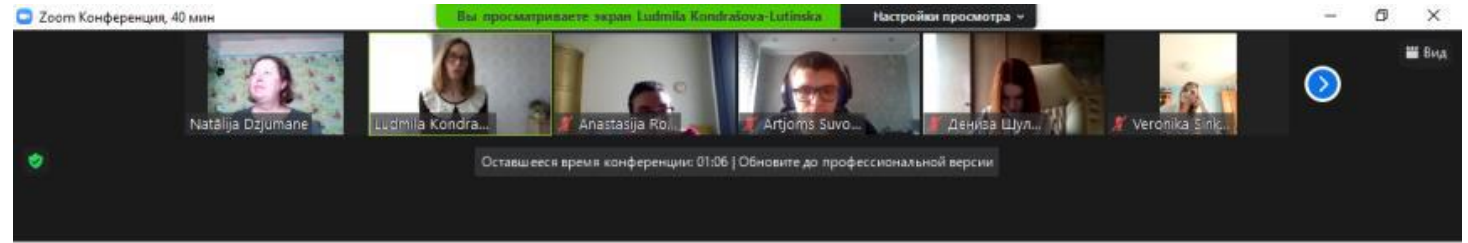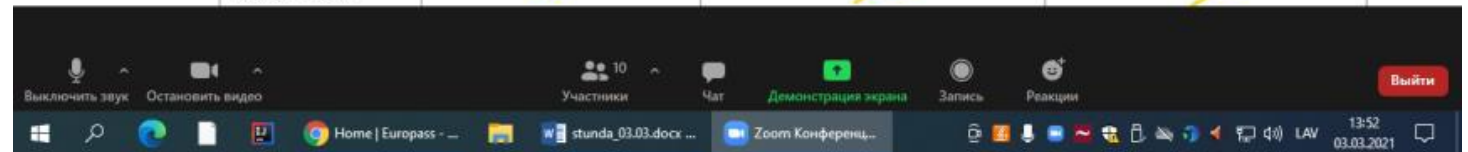- Methods (referenced to anthology of methods)

Group counselling

10th form students indicate what skills they learned that day in the integrated IT / career education lesson

QUESTION:

Do you have a national CMS framework in your country?

To which groups does it apply?

Anthology of 100 guidance methods

- Indexed according to target group (general, vocational or special education and class level)

- Aspect of career learning indicated (self knowledge, career exploration, career planning – decision-making and implementation)

- Glossary of methods (38 different forms/types of activities)

Career guidance

100 metodikas karjeras attīstības atbalstam

Rīga, 2019

Presentation of the methods

- Career learning aspect
- Theme
- Theoretical background
- Target audience
- Goal
- Tasks
- Skills developed
- Form of activity and methods

- Time needed
- Preparation needed
- Materials needed
- Handouts needed
- Description of the process
- Reflection
- Notes
- Bibliography

Career guidance

Themes (just a sampling)

- Developing interests, abilities and talents (further education)
- Self-esteem, self-image, emotional needs
- Communication, cooperation and conflict resolution
- Career choice and career planning
- Diverse world of work
- STEM professions
- Work environment linked to occupation
- Traits/skills and professions

Handbook on Individual Counselling

- Theoretical background on individual counselling, terminology, basic ethical principles and managing the counselling process

- Practical advice on preparing for counselling, initiating and structuring the counselling session depending on the career issues of the student

- Worksheets for counselling interviews and individual career plans

- Tips on giving and getting feedback at the close of the session.

- Counselling microskills

QUESTION:

Do you have any standardized tools or handbooks for counsellors?

Can you mention specific resources or areas that are covered?

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Thank you for your attention!