



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Agency for Development  
and Cooperation SDC

**EYE** Enhancing Youth  
Employment

# PROFILE

## School-based Career Center for VETschools

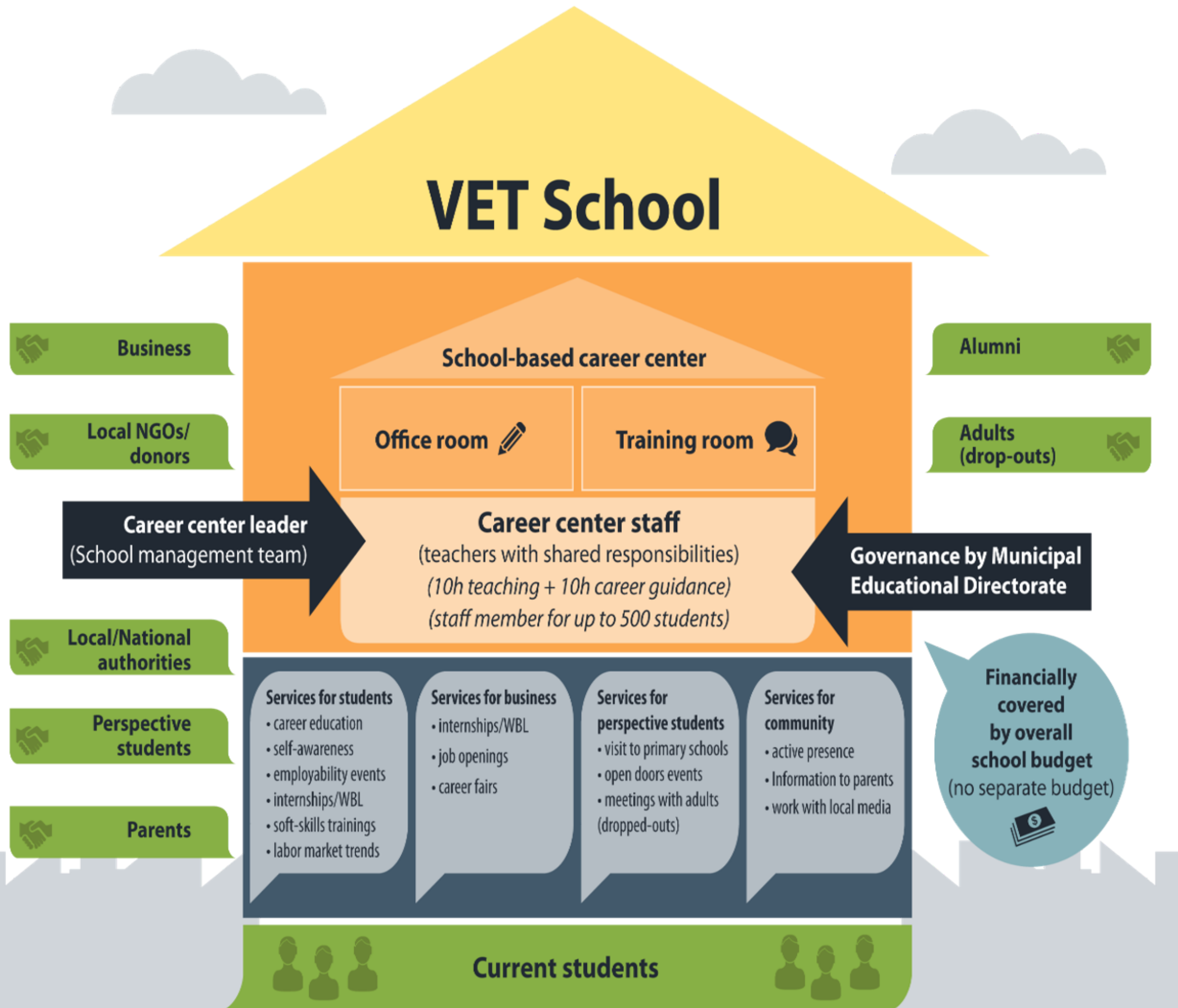


# Vision

Support and guide students to develop their careers through services and processes that facilitate individuals' awareness, understanding the world of work, development of career-related competencies in order to make informed and successful educational, professional and life decisions.

# Mission

Support VET students in improving career management skills and career information (labor market, education and training), liaison with the labor market, and successful networking with stakeholders including parents who have an important role to play in decision making of students for their future profession



# Coherence with the overall VET system in Kosovo

## CENTRAL LEVEL Ministry of Education and Science

- VET Curriculum Framework
  - 10–11–12 grades
  - Professional Practice, and Work–Based Learning
- Policy Making



## LOCAL LEVEL Municipality

- Governance and Management
- Finance (from the Kosovo consolidated budget and own generated revenues)
- Regular Norm of Teachers: 20 hours teaching + 20 hours preparations





# RELEVANCE

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**Law No 04 /L 138 on VET in Kosovo approved in 2013 which requires supporting career development of students as integrated part of lifelong learning (Article 3 point 1 5 and guidance and career counselling should be an integral part of all programmes provided by VET institutions (Article 6 point 3 3**



**Kosovo Curriculum Framework and Core Curriculum, are official documents of Ministry of Education, Science and Technology MEST that determine the results and competencies for all levels of pre university education Career Guidance and Counselling, along with information and communication technologies ICT and entrepreneurial education, is one of the key concepts of curriculum area ‘Life and Work’**



**Lifelong Learning and Guidance Strategy 2015 2019 and Action Plan 2015 2017 Strategic objective 1 Career education and guidance is provided in all pre university education schools, in accordance with the competencies of pupils and new curriculum and provides further education and the transition to the labour market**

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# Beneficiaries of School Based Career Center (SBCC)



## STUDENTS

Develops employability skills and better understanding of labour market trends that leads towards faster transition from school to work.



## EMPLOYERS

Supports recruitment and establish and maintain relationship with employers regarding the practical part of VET; Facilitate s the public private dialogue for better private sector involvement in reforming education



## VET SCHOOL

Serves as a liaison between academic teaching and interpret learning objectives; Supports attracting prospective students.



## AUTHORITIES

Local: Supports local economical development; National: Cost effective mechanism for improving employment and reforming VET education. Beneficiaries of School Based Career Center (SBCC)





# Characteristics of School-Based Career Center (SBCC)

## MISSION, VISION, SHORT TERM /LONG TERM OBJECTIVES

In line with school objectives and development priorities in local level, as well as coordinated and updated with the latest changes in the Kosovo education system.



## ADMINISTRATION AND MANAGEMENT

- Implemented by VET school and supported by Municipal Education Directorate;
- Special status within the VET School;
- Internal organization according to SBCC organizational structure



# Characteristics of School-Based Career Center (SBCC)

## FINANCE

Covered by Municipal Education Directorate within the school allocated budget (no separated budget allocated for SBCC);



## ADMINISTRATION AND MANAGEMENT

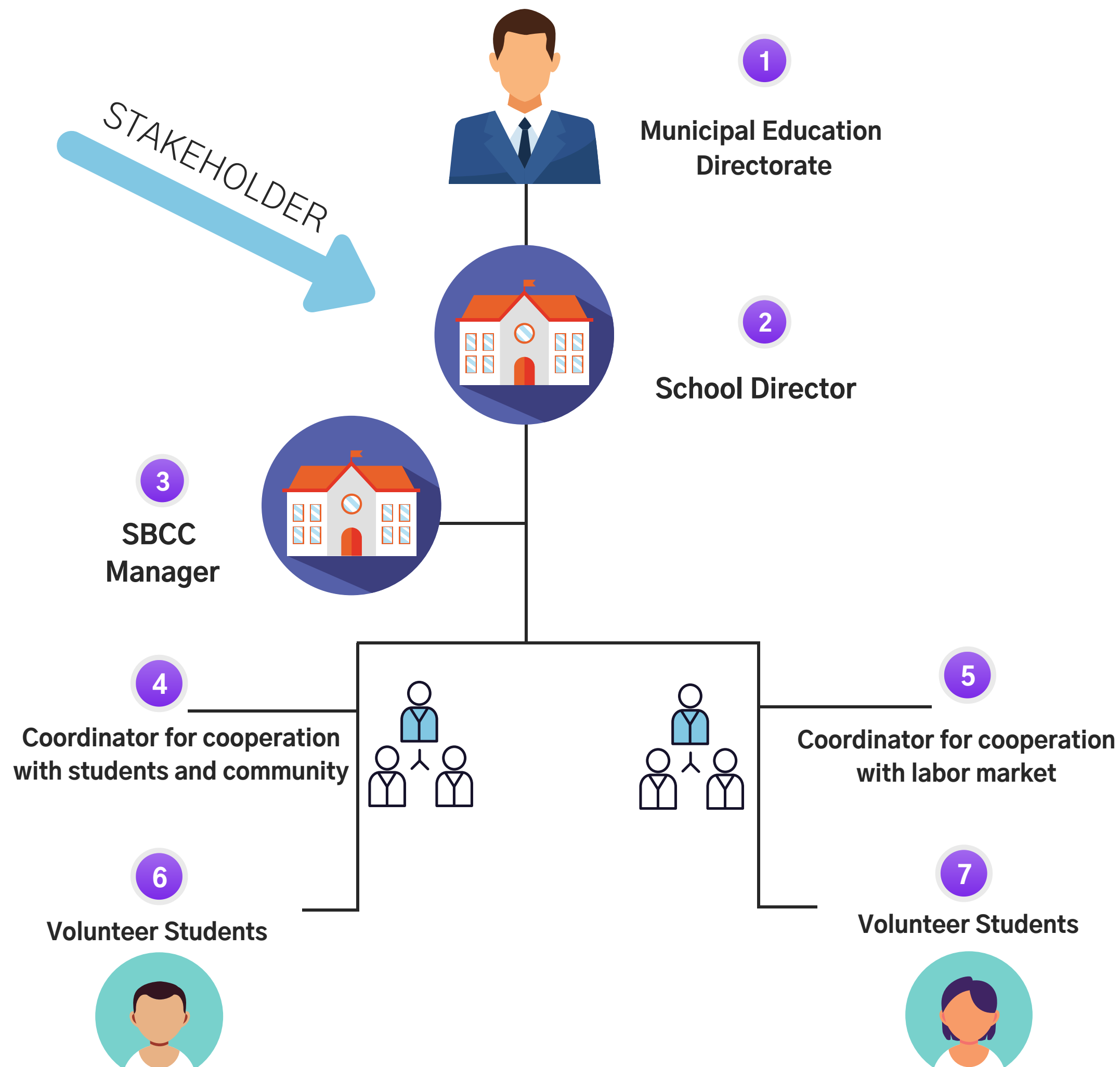
The SBCC premises are located within the VET school to form a pleasant environment that stimulates the effective operation of SBCC.



# Characteristics of School-Based Career Center (SBCC)

## ORGANIZATIONAL STRUCTURE

- Responds to the school size from 500 to 1,500 students
- For the school size under 500 students, SBCC can serve more than one VET school.



# Characteristics of School-Based Career Center (SBCC)

## STAFF

- With pedagogical background;
- Regular contracts;
  - Manager:
    - Free from the teaching process and engaged in addition to other management duties (e.g. Deputy Director, or Quality Coordinator)
  - Coordinator for cooperation with labor market & Coordinator for cooperation with students and community :
    - Teachers who combine tasks of teaching and career services (20 + 20 hours) or free of teaching process and engaged full-norm in career services (40hours);



# Characteristics of School-Based Career Center (SBCC)

## STAFF

- Responsibilities

- ▯ Connecting students to resources so that they can become more knowledgeable about jobs and occupations;
- ▯ Engaging students in the decision-making so they can choose a career path that is well suited to their own interests, values and abilities in the context of local and global labor market trends.

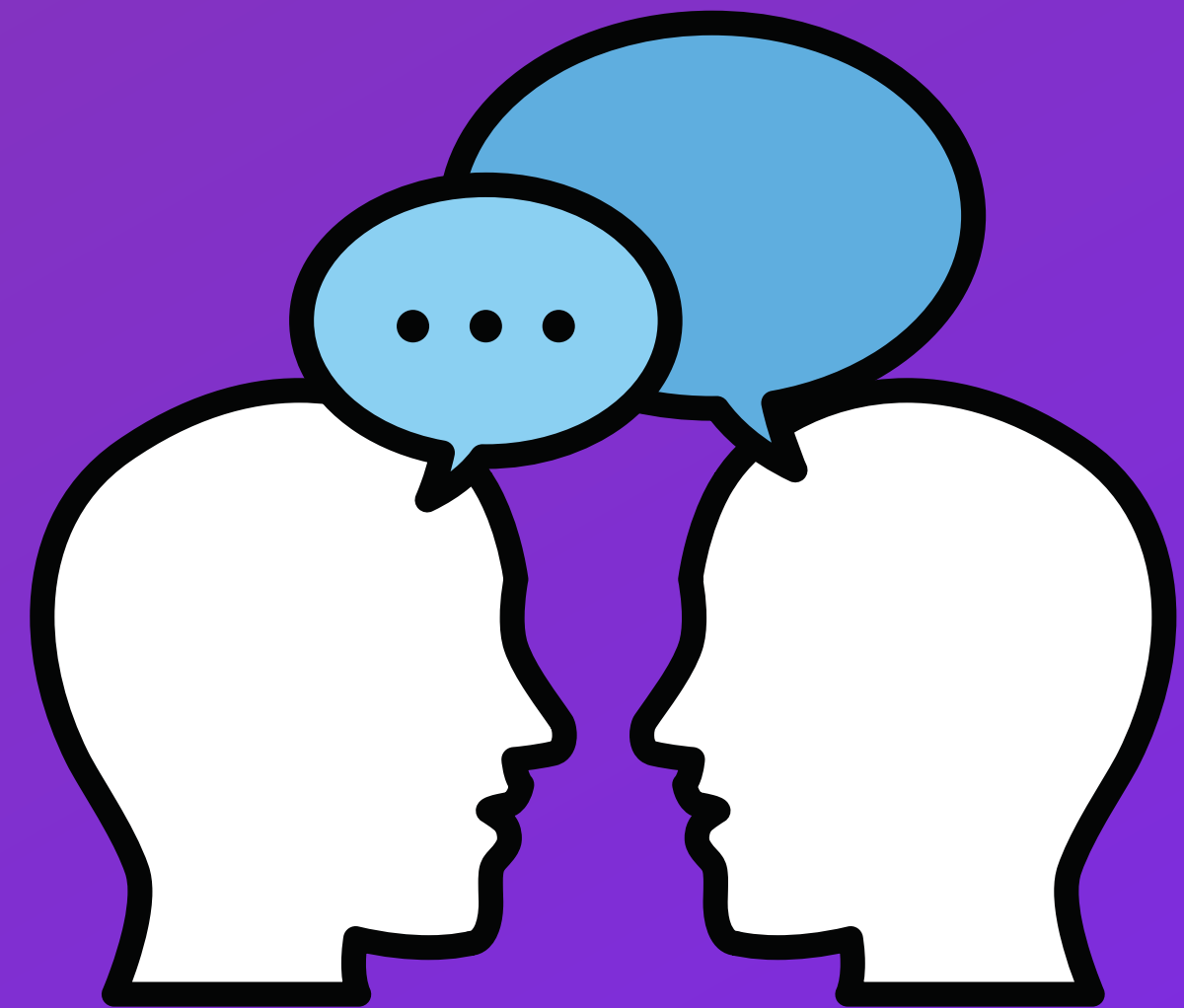




# Characteristics of School–Based Career Center (SBCC)

## STAFF

The most appropriate staff members for “School–Based Career Center” in VET schools are individuals who feel at ease working with young people and possess good knowledge of the labor market and how to communicate with its representatives. Communication skills, patience and gaining insight of the tackled issues, digital skills as well as good command knowledge of English are the key for successful career center staff.



# STAFF

## Initial competencies



Characteristics of School  
Based Career Center (SBCC)

A. PROFESSIONAL SKILLS:	A. SOFT-SKILLS:
➤ <b>Implement Career Guidance Models</b>	➤ Leadership skills
➤ <b>Helping Skills</b>	➤ Team working skills
➤ <b>Work with diverse clients</b>	➤ Communication skills
➤ <b>Identify, Understand, Analyze and Describe Labor Market Information</b>	➤ Presentation skills
➤ <b>Basic Knowledge about Performing Assessments</b>	➤ Networking skills
➤ <b>Develop Employability Skills</b>	➤ Time management skills
➤ <b>Develop and deliver training programs/courses</b>	➤ Negotiation skills
➤ <b>Promotion and Public Relations</b>	➤ Decision making skills
➤ <b>Management, Strategic Planning and Monitoring</b>	➤ Digital skills

In Kosovo there is the Qualification  
Programme for Career Counsellors – 4th and  
5th level

# Characteristics of School Based Career Center (SBCC)



- Provides to VET students (10 11 12th graders) career information, career development, and linkage with LM
- Helps implementation of Career Education module within the curriculum subject area "Life and Work"
- Provides combined career center services with virtual career services of online platform Busulla.com

## Services for Students

## Services for Employers

- DEALS with organizing and monitoring of internships for 12 grade students
- DEALS with promotion and awareness increase of Students, Parents and Businesses regarding cooperation of School with Labor Market;
- DEALS with entrepreneurs to involve them on different school activities.

- DEALS with recruitment of businesses and students for WBL and professional practice in collaboration with school instructors
- DON'T DEALS with organizing and monitoring of WBL and professional practice for students because this is the responsibility of school instructors

- Facilitation of 9th graders for the occupation choice, career fairs, facilitation of adults dropped out.

## Services for perspective students

- Facilitates and mobilizes adults to access vocational education
- Facilitates and collaborates with school career clubs
- Collaborates with the Parents Councils


## Services for community



# Busulla.COM

The official platform of MEST for occupational orientation, education and career guidance.

Get Started



Platforma nazionale  
për orientim në karrierë  
Busulla.com

# Characteristics of School-Based Career Center (SBCC)

## SERVICES

- The key service of SBCC is to establish and maintain relationship with employers regarding the practical part of VET
- In this context, the profile of SBCC makes a clear division of the competences of the career center and the school instructors whose role is defined by the curriculum

	Career Center	School Instructors
Professional Practice	-	Organization and monitoring
Internship	Organization and monitoring	-
Work-Based Learning (WBL)	Recruitment of businesses and students; Promote and raise awareness of students, parents and businesses	Organization and monitoring

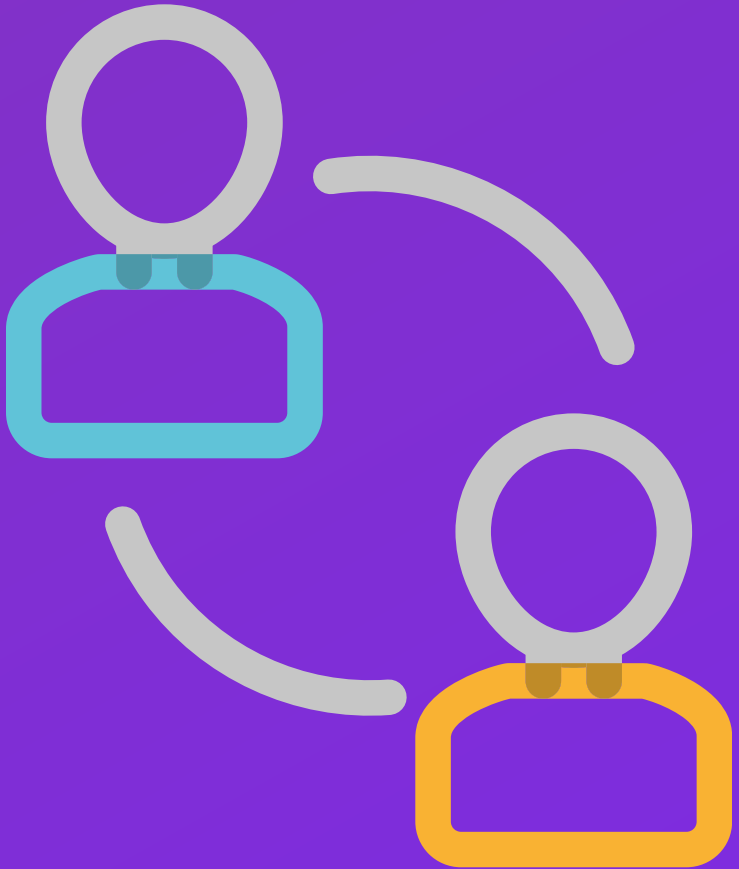


# Characteristics of School-Based Career Center (SBCC)

## SERVICES

Distinct features of Work-Based Learning and Internship.

Differences Between Work-Based Learning and Internship		
Basis for Comparison	Work-Based Learning	Internships
Meaning:	A training program conducted in an industry or undertaking where the trainee gets a chance to learn and earn at the same time is known as apprenticeship.	An internship is a training program whereby the college students get a chance to work in the respective field and gain real world experience.
What is it?	Work based training	Work based learning
Time Duration:	Long	Comparatively short
Provided to:	Potential employees	Students
Part of:	Vocational Education and Training	May or may not be a part of formal education.
Trainees:	Apprentices	Interns
Training ends with:	Job to the employee	Experience to the employee
Pay:	Always paid	May or may not be paid
Orientation and Induction:	Yes	No





# Characteristics of School-Based Career Center (SBCC)

## SERVICES

- Career information
  - Raising the awareness of students and graduates about different professions, career opportunities, job offers, labour market situation and trends, etc providing feedback on resumes and advising students about all aspects of the job/internship search process
- Career development
  - Preparation, organization and delivery of short term courses for students on various career related topics

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# Characteristics of School-Based Career Center (SBCC)

## INFRASTRUCTURE

- At least two premises office: and training room
  - should enable carrying out individual and group meetings with clients
- Should boast a business appearance
  - refurbished and well furnished, so that the office space forms a pleasant environment stimulating the effective operations of the center
- .....
- Should be easily identifiable and easily accessible by clients
  - Logo, signposting, banner





# Characteristics of School-Based Career Center (SBCC)

## EQUIPMENT

- Information technologies and utilization of modern communication tools:
  - at least one computer per staff member
  - telephone, internet access and software to be used as an intranet for daily operation and relation with clients
- Equipped to allow different settings for conducting trainings and presentations:
  - projector
  - multi functional printer
  - information board or TV where the career staff can announce events and activities of the career center
  - recording equipment that will be used for making photos and videos as part of the training process but also for promotional objectives







# Contact

Enhancing Youth Employment (EYE)

+383 38 517 715

[eyeinfo@eye-kosovo.org](mailto:eyeinfo@eye-kosovo.org)

[www.eye-kosovo.org](http://www.eye-kosovo.org); |  
[www.facebook.com/eyekosovo](https://www.facebook.com/eyekosovo)

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