

**Qualification concept for Tutors to advise, to accompany and to support young people in career guidance and at the transition from school to working life and apprentices with problems at the beginning of an apprenticeship.**

1. Description of the tasks:

The Tutors are volunteers. They support the professional mentors. They are apprentices or young skilled workers. Their advantage is, to speak the same language as the young people. So it is easier for pupils/apprentices to get in contact with counsellors. As peers, their advice will be more accepted than if provided by adults. So there is an increased chance that this advice is taken seriously.

The Tutors improve their own core competences and their individual skills. They improve their team and conflict capability and will develop leadership skills.

2. Qualification profile of a Tutor:

- Apprentices of the 2nd or 3rd year or skilled workers, maximum age: 23 years
- Above average commitment to training and education
- Above average social competence
- Interested in voluntary activity
- At least very good main school-leaving qualification or good high-school diploma
- Good performances in the vocational school
- Good performances in the on-job-training
- Good training examination results

3. Tasks:

- Information about their own career path/progression
- Presentation of the requirements in education and training
- Tips about other information, advice and support offers
- Connecting young people with the same questions to organise exchange of information/experience
- Support of young people to make their self-assessment-analysis
- Support of young people to look for professions and give advice on alternative options
- Support to prepare a curriculum vitae
- Support to write an application
- Support in finding practical training companies

- The ability to sensitively engage experts when there are problems in find an apprenticeship or during the apprenticeship itself

#### 4. How to undertake the tasks:

- By being a discussion partner on the Internet
- School open days and talks
- Presentation at career guidance and orientation days for students

#### Qualification:

The training comprises 60 hours theory and a phase of 5 days, together with professional mentors. This is completed by a two-week training exchange abroad, so that there are practical experiences about the personal benefits.

With the training, the Tutors get a basic know-how in the field of pedagogy with the special emphasis on practical training. They learn particularly where information can be found, which laws and difficulties have to be taken into account. They learn how their personal experiences can be transferred, which opportunities, challenges and limits the exchange of experience has on their progress. The training will give less knowledge about facts, but more the opportunity to facilitate an intensive discussion with different topics provided by the participants. The Tutors should not just give tips based on their own experiences but also initiate a process to motivate young people in their group to become independent.

The training is practically orientated with the modules consisting of:

Adolescence - a phase of change, basics of legal information, basics of communication and basics of pedagogy. The concept must be understood in theory and orientation. It is the task of the trainer achieve the objectives along with the participants in the training. The training should be based on this concept and the needs of the participants. It is ensured by participation in the training, the exchange of experience among the new Tutors and with experienced mentors that the completion of the tasks also represents an ongoing training process in itself.

#### 1. Adolescence - a phase of change

Developmental phases

Physical and psychological changes

Development of thinking and the formation of an opinion

Sociological basics

Development of personality

Influences for personal development

Influences of reference persons

Special groups  
Dealing with conflicts and special behaviour

## 2. Legal basics

Examples of vocational and educational training systems and alternative systems  
Vocational training law as a part of legal system in a country and with a special view as to the position of the European Union  
Basic laws of the vocational training and education system: Vocational training act, Young Persons Employment Act  
Basics of labour market law: Protection rules, wage agreements

## 3. Basics of communication and conflict management

Forms of communication  
Model of the communication and process of communication  
Competences for aim oriented conversation  
Leading by questions  
Communication conflicts  
Conflict causes and forms  
Communication in conflict  
Conflict management and solution strategies

## 4. Training and Education in companies - an introduction

Aims and basics of pedagogics  
Didactic principles  
Basic teaching and studying methods  
Instruction at work in the method mix of planning, execution and control  
Apprenticeship: Selection procedure