

2017

Intellectual Output 6. LIGHTHOUSE GUIDELINES



**SUPPORTING LIFELONG LEARNING
AND CAREER PATHS FOR MIGRANTS
BY TAILORED COUNSELLING AND
RECOGNITION OF PRIOR
LEARNING TO IMPROVE SKILLS,
EMPLOYABILITY AND MOBILITY**

www.lighthouse-project.eu



Erasmus+

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1. INTRODUCTION

"LIGHTHOUSE Supporting lifelong learning and career paths for migrants by tailored counselling and recognition of prior learning to improve skills, employability and mobility" is an innovative project aiming to develop and provide access to new methodologies for career guidance and counselling in Europe.

LIGHTHOUSE focuses on the development of an innovative model for supporting lifelong learning and career paths for migrants – the LIGHTHOUSE - drawn from the combination of two successful frameworks: the Austrian model LOT-House (learning, orienting, trying-doing), developed by the Austrian project partner, BEST; and the well-established French system for the recognition of non-formal and informal learning. Based on the needs identified through a series of professional activities described in the State of the Art and on the intellectual outputs developed (www.lighthouse-project.eu/outputs/), this professional model is tailored, adaptable and transferable to an umbrella of entities.

The **LIGHTHOUSE GUIDELINES** is one of the intellectual outputs of the project. It has been designed to provide to professionals (career and employment counsellors, trainers, social workers, psychologists and other staff) with information and recommendations about the implementation of the LIGHTHOUSE Model in different contexts and organizations. It is based on the development of other products of the project and on the experience of implementation of the LIGHTHOUSE Model in organisations from each partner country in the consortium (Spain, Austria, Greece, Norway, France and Cyprus).

The **LIGHTHOUSE Model** (www.lighthouseproject.eu/model) is structured as an interactive open space created to offer tailored counselling and career guidance for migrants, with four zones, distinguished from each other.

- RECOGNITION zone is the welcome hall of the house and assessment of prior learning.
- TRAINING zone is linked with lifelong learning programmes.
- EMPLOYMENT zone will offer vocational assessment and career guidance.
- MOBILITY zone will analyse the possibility of a new mobility, internal and/or externally.

The LIGHTHOUSE Model provides the necessary conceptual and practical framework to set up a LIGHTHOUSE in partners' country and in any other European country, with the necessary customization, based on organisational context, target needs and cultural/national specificities.

Migrant's people are invited by the LIGHTHOUSE professionals to organise their individual LIGHTHOUSE path through some or all zones, according to their needs and personal goals.

All partners of the consortium of the project have implemented the LIGHTHOUSE tools from each zone of the LIGHTHOUSE Model, involving different beneficiaries and according the profile of each partner organization. The number of beneficiaries in the pilot implementation has been 183 PEOPLE IN TOTAL.

Professionals (Psychologists, social workers, special educators, tutors, counsellors, trainers, coaches) and volunteers from each partner organization were trained to implement the Lighthouse Model through Capacity Building Sessions. The total numbers of professionals were 43.

The social changes and the economic crisis did not affect the implementation of the LIGHTHOUSE project. The great experience of the partners, the variety of stakeholders and the ease of adaptation of the Model in the 6 participant countries allowed the zones, tools and materials to be tested and validated in daily work.

2. TARGET GROUPS OF LIGHTHOUSE IMPLEMENTATION

The LIGHTHOUSE Model has been implemented at different levels. It can be adapted and transferable to an umbrella of entities and contexts, as mentioned above, and addressed to different beneficiaries:

a) At ORGANIZATIONAL level:

- Organizations of migrant people.
- Organizations working with migrant groups/ethnic minorities.
- Centres for guidance and counselling.
- Adult education providers.
- Centres or institutions responsible for the accreditation and recognition of prior learning.
- Employment and job placement services.
- Services and organizations working on mobility programmes.
- Youth organization of, or working with, migrants.
- Training centres.
- Social Services and charity organizations.

b) At PROFESSIONAL level:

- Career and employment counsellors.
- Teachers and trainers in vocational education.
- Youth counsellors.
- Social workers and psychologist.
- Careers officers, educational guides and counsellors.
- Managers and responsible of organizations previously identified (a)

c) At INSTITUTIONAL level:

- National, regional and local Governments, Public administrations and Public bodies responsible for policies and programmes aiming to facilitate the social and labour inclusion of migrant people.
- European institutions and bodies active in the field of education, training and employment.
- European institutions and bodies active in the field of migration.

TARGET GROUPS OF BENEFICIARIES:

- Migrants, Asylum seekers and refugees.
- People with migration background.
- Young migrants in search of or in vocational education.
- Socially disadvantaged people with minority background.
- Youngster with migration background.
- Socially excluded migrants.

3. HOW TO BECOME A LIGHTHOUSE PROFESSIONAL

From the organizational point of view, to become a LIGHTHOUSE professional, the **LIGHTHOUSE Platform OER** (Open Educational Resource, available in English and in the respective languages of the consortium: Spanish, German, Greek, Norwegian and French) offers a preparation through an intellectual output of the project, the Training Curriculum (http://lighthouse-project.eu/fileadmin/editors/documents/LIGHTHOUSE_Training_Curriculum_EN.pdf).

The **LIGHTHOUSE Training Curriculum** delivers the conceptual and practical framework to develop the necessary know-how of the professionals (career and employment counsellors, trainers, social workers,

psychologist and other staff) to implement the LIGHTHOUSE Model and provide counselling and career guidance for migrants.

LIGHTHOUSE professionals have to be also informed about the 4 areas of the Lighthouse Model, the training material (Toolbox), the main services and facilities, the processes and rules, etc.

The **LIGHTHOUSE Toolbox** is an intellectual output that contains a wide range of practical tools and methods adapted to the specific needs of the target beneficiaries, the migrant people, and to the target users; counsellors, educators, trainers, managers and other type of professionals working at career guidance and counselling services for migrants.

The Toolbox provide information about the tools, how to use them, useful resources and required materials.

The Toolbox can be used as a **checklist** to, step by step and within each area of the model, guide the process for the implementation of the LIGHTHOUSE innovative solution for supporting lifelong learning and career paths for migrants.

The process of implementation of the LIGHTHOUSE Model is built on the interactions between the professional/trainer and participant (project target groups). This creates numerous social interactions and the professional/trainer is responsible for creating a good atmosphere.

LIGHTHOUSE professionals are responsible to inform participants at the beginning of the implementation with schedule. Then it is advisable to place the schedule in a visible place that allows all participants to control the time and monitor it.

Professionals have also to guarantee equal opportunity to all participants in activities, process and work group.

4. RECOMMENDATIONS FOR THE IMPLEMENTATION OF THE LIGHTHOUSE MODEL.

Application of the innovative methods and tools in the different areas: RECOGNITION of non-formal and informal learning, TRAINING, EMPLOYMENT and MOBILITY. Analytical and practical point of view.

Instructions, suggestions and recommendations for the LIGHTHOUSE Model are detailed below.

1 First step it's the information and **preparation of the organization** and the staff in the LIGHTHOUSE Model and methodologies for career guidance and counselling, **Capacity Building**.

- PLANIFICATION of the implementation process. It could be prepared a meeting/workshop to present the project, the objectives and the LIGHTHOUSE TOOLBOX, complementary with other practical products of the project).
- Training of Professionals: how to become a LIGHTHOUSE professional (described above).
- To Agree on the adaptability of the model for its implementation process according to reality and characteristics of the entity and provide some the recommendations – tips suggested in this guideline to staff.
- VET teachers, trainers and counsellors must be equipped with the appropriate methodologies, tools and skills for managing diversity.
- To reinforce a supervision of methodology, monitoring own performance, Quality Assessment, Time Plan and final evaluation.

2 **Allocation of resources** physical spaces/areas for the LIGHTHOUSE implementation. It is important to ensure a set of structural conditions as having:

- Common reception area– welcome area – information of LIGHTHOUSE zones, steps, aims.
- Private zone (A place for carrying out an interview with participant)
- Computers room with full internet Connection / Service for Lighthouse OER access. Classroom with the support of an expert professional. It's very important to facilitate the access to internet to participants.
- Meeting room.
- Place Monitoring Workshops /Focus Groups.
- Panel of resource information, offers, processes, requirements, briefing, contact persons, schedule, etc.

- Signalling areas – The participants must be well informed that spaces are intended for assessment and these spaces shall be clearly marked.
- Equipment for presentation (flipchart / notebook with SW for presentation - MS Power Point, data projector).
- A copy of the test and forms for each participant/professional (according The LIGHTHOUSE TOOLBOX aims, complementary with other practical products of the project).
- Model situations – cases related to communication, etc.
- Put the schedule on a visible place for the whole process.
- Develop a clipping of pictures and videos of the whole areas and information.

3

Preparation of the session. It could be individual or group session. Trainers/professionals have to have prepared all the materials and equipment according to the chosen tools and number of the participants. Documents, graphics, guides, forms, hand-outs, etc.

- To select the zones and tools more relevant and useful for the participants target group.
- To adapt the information tools to the characteristics of the organization. Some organizations already use their own tools for the registration and consent informs of their participants. It's possible to adapt those tools to the Lighthouse's ones or make a combination of both.
- Since some of the activities can be organized in group sessions, it's important to motivate participants, to establish direct contact with them and having a following-up.
- To limit the number of participants in the application of the model's sessions to have the opportunity of personalizing and having one to one interviews.
- To promote networking among participants without the use of technology.
- During the implementation phase of the LIGHTHOUSE Model by the partnership of the project, participants reported that the most interesting tools for their target beneficiaries within the Recognition Zone in general were the flyer and the Infodesk.
- The most interesting tools for participants within the Training Zone in general were the Lighthouse Lifelong Learning Plan and the Identification of Soft Skills gaps.
- The most interesting tools for participants within the Employment Zone in general were the Lighthouse Job-Guide, the Workshops planning model and the Employment Database.
- The most interesting tools for participants within the Mobility Zone in general were the Identification of restraints for mobility, Mapping of skills/competencies and Legal Status.

Adaptation of the materials to the beneficiaries:

- Depending on the target group (adults, young people, women, migrant people, refugees, asylum seekers, ethnic minorities, etc.) if needed, the professional will include some definitions of concepts, practical examples and complementary material.
- To reduce or increase contents in specific zones according to participants' needs.
- To promote awareness of the local reality in social, economic and cultural terms.
- To employ other methodologies as video trainings, mobile application, learning games, online form filing. Check the LIGHTHOUSE Didactic Film.
- To use testimonials for better understanding.
- Some beneficiaries may need an introduction of the host country. Professionals can provide more information and knowledge about the country and context of implementation.
- To provide more information about European system of qualifications in any specific context and country: European Credit Systems in Vocational Education and Training (ECVET) and Quality Assurance Systems in Vocational Education and Training (EQAVET).
- To take good practices as examples. It is stated that France is very experienced in the field of **recognition of prior learning of experience**, even when this experience is non-formal.
- During the pilot process of the LIGHTHOUSE Model in the different countries of the consortium, professionals have highlighted the zones of Training and Employment as the most interesting and with useful tools. When possible, it's recommended to use more **innovative CV-work** and more innovative Interview Guide, to give more ready examples of cover letters, to add additional information in some cases related to the labor market, more information about job offers, profiles, opportunities, to have more contents referred to CV on more individualized basis, to have more face to face interviews at labor guidance, to keep updating the tools according to the labor market, to organize study visits in work places, to organize more workshops, for example, for job searching.
- **Europass CV** is considered a useful tool to foster transparency about an individual's skills and qualifications and it facilitates the comparison of CVs (which is directly related with Mobility). Main suggestion for improving the Europass CV is to add a better documentation of learning outcomes, including non-formal and informal learning experiences.

- In the Zone of Mobility it is suggested to provide more information and recommendations about culture factors in external mobility process and to gather specific and detailed feedback from migrants about Mobility Passport.
- To provide with more legal support: information about legal advices, legal permit requirements.
- To use the LIGHTHOUSE Mobility Passport, that includes a set of documentation to support the migrants in their mobility process, including the European tools available online in various languages, to facilitate transitions and better chances to find an employment or training.

5

Follow up and Evaluation. Professionals are encouraged to evaluate every session and the whole process of implementation to test the materials and to have the feedback from participants in order to improve their intervention.

As institutional strategy it is suggested for the evaluation in two levels: evaluation of the implementation by the professional's staff and the implementation with the beneficiaries, migrant people.

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Dissemination of the LIGHTHOUSE Model and Exploitation of the results to any professional and part interested at local, regional, national and European level, providing information, suggestions and tips from the entity's experience of implementation.



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This project (2014-1-ES01-KA204-004980) has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

