JOBS 4ALL

JOBS 4ALL

Strengthening the Employability and Key Competences of Young People with Disabilities Through the Digital Transformation and Modernization of Youth Work

Capacity Pack for Youth Workers/Trainers Working with Young People with Disabilities

Module 2: JOBS4ALL Training Pack

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The JOBS4ALL Consortium

The consortium consists of 7 organisations, from 5 countries each one with its own experience and field of expertise.
Their aim is to motivate people to become active citizens of their communities and to branch out into the wider context.

DEMOKRITOS NATIONAL CENTRE FOR SCIENTIFIC RESEARCH — Greece

Emphasys CENTRE — Cyprus

MetropolisNet European network of local development partnerships in metropolitan areas — Germany

APPDA Coimbra — Portugal

Zespół Szkół Specjalnych im. Janiny Porazińskiej w Ignacowie — Poland

2ο ΕΠΑΛ ΑΓΙΑΣ ΠΑΡΑΣΚΕΥΗΣ — Greece

LC YOUTH — Cyprus

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Monitoring & Assessment through Open Badges.

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Module 2:

JOBS4ALL Training Pack

The Training Pack can be found at: https://jobs4all-project.eu/pr2/

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Competence Framework (Syllabus)

The **Competence Framework** conceptually maps the **benchmarks** (aims & objectives) & **indicators** (level of acquisition of competences by the learner) based on which the targeted employability knowledge, **skills**, **attitudes** & **competences** to be acquired by Young People with Disabilities for each specific job are **monitored** and **assessed**.

The Competence Framework is based on **3 different Modules**, each of which comprises **3 different learning levels**:

- ✓ Beginner
- ✓ Intermediate
- ✓ Advanced

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Competence Framework (Syllabus)

- **Module 1: Employability Skills for All Jobs (Generic but focused on 3 jobs)**
- **Module 2: Specific Skills related to 3 jobs**
- **Module 3: Hygiene, Health and Safety based on the 3 jobs**

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Training Pack

The Training Pack refers to the material related to each of the 3 selected jobs. The material is closely linked to the Jobs VR Simulations and includes:

- **5 Booklets** in the form of stories presenting all 3 jobs as well as 2 booklets regarding employability skills and hygiene, health and safety issues and the employee's profile, including requirements, glossary for each job, resources etc.
- **5 Digital Storytelling** video interviews of employees performing the job to be used as a Career Orientation Tool
- **110 Interactive Blended Activities** based on the learning level of participants, for teaching, learning and assessment of the specific competences related to each job, e.g. puzzle, role-play, matching pictures etc. which are embedded in the VR Game

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Training Pack: 5 Booklets - 3 Modules

- **Module 1: Employability Skills for All Jobs (Booklet 1)**

- **Module 2: Specific Skills related to 3 Jobs (Booklets 2, 3 and 4)**
  - ✓ Hotel Service Assistant **(Booklet 2)**
  - ✓ Catering Assistant **(Booklet 3)**
  - ✓ Warehouse Assistant **(Booklet 4)**

- **Module 3: Hygiene, Health and Safety based on the 3 Jobs (Booklet 5)**

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Booklet 1: Employability Skills for All Jobs

Learners will acquire competences in basic employability skills which are important in nearly all vocational fields and jobs. They enable to comprehend, function, and integrate within all kind of working environments. The 4 skills areas are:

- ✓ **Communication Skills**: they will learn how to talk professionally to people
- ✓ **Organization Skills**: they will learn how to organise their work well
- ✓ **Collaboration Skills**: they will learn how to work professionally with other people
- ✓ **Intercultural Skills**: they will learn how to behave appropriately when working with people from other countries and cultures

https://jobs4all.iit.demokritos.gr/course/view.php?id=2

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Booklet 2: Hotel Service Assistant

BEGINNER LEVEL

How to dust the furniture (for example bedside table)

How to water the plants

How to transport hotel linen (for example, bedsheets and towels) and uniforms to the laundry

How to check the condition of the room equipment, hotel advertising material, coffee, tea, sugar, kettle, glasses, towels and bath liquid soap

How to take out the trash

INTERMEDIATE LEVEL

How to use a mop - wet mopping

How to make beds

How to sort hotel linen and uniforms in the laundry

How to transport guests' luggage to and from the room

How to vacuum carpets and rugs

ADVANCED LEVEL

How to mow the grass

How to take care of plants

How to sort waste and recyclables

How to rake leaves

How to shovel snow

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Booklet 3: Catering Assistant

BEGINNER LEVEL

How to wash vegetables and fruits (for example tomato)
How to grate vegetables and fruits
How to sift the solid products (for example flour) into dishes
How to pour liquids
How to categorize the dishes
How to load/unload the dishwasher

INTERMEDIATE LEVEL

How to peel/slice/chop vegetables and fruits (for example apples)
How to wash dishes
How to put food on the table
How to set the table

ADVANCED LEVEL

How to weigh the required solid products
How to measure the volume of liquids
How to operate the dishwasher
How to serve orders according to the scheme (starter, main course, dessert)
How to prepare dishes according to the recipe
How to fry and boil
How to operate of oven and cooker

https://jobs4all.iit.demokritos.gr/course/view.php?id=6

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Booklet 4: Warehouse Assistant

BEGINNER LEVEL

Organization of products on shelves

Replacement of products

Verify out of stock products

INTERMEDIATE LEVEL

Product labelling

Inventory control

Preparation of orders

ADVANCED LEVEL

Customer Service

- Customer Service - In Warehouse
- Customer Service - Telephone

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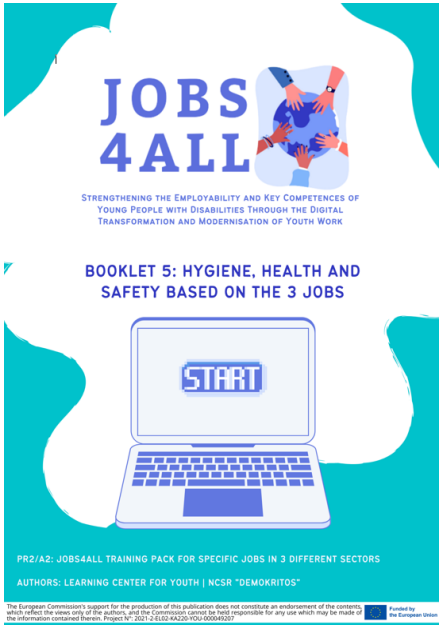
Booklet 5: Hygiene, Health and Safety



Learners will acquire competences in basic hygiene, health and safety skills which are important in all vocational fields and jobs. They enable to comprehend, function, and integrate within all kind of working environments. The 3 skills areas are:

- ✓ **Hygiene Skills**: They will learn how to maintain good personal hygiene and a clean work setting by taking good care of themselves and their work setting
- ✓ **Health Skills**: They will learn how to ensure personal health and a healthy work setting by preventing injuries, managing allergies and avoiding poisoning
- ✓ **Safety Skills**: They will learn how to stay safe at a work setting by identifying hazards and learning about emergency procedures

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Training Pack: Video Interviews

Indicative Questions to be answered:

1. What is your name and age?
2. What is your job sector?
3. What do you like about your job? What is challenging at your work?
4. How to face challenges/difficulties?
5. What tips would you give to your future colleagues about the specific job sector?

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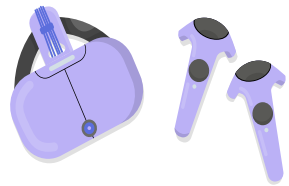
Training Pack: Interactive Activities

- **110 Interactive activities** based on the 3 jobs including elements of employability skills as well as hygiene, health and safety issues
- Activities divided into **3 levels** (Beginner, Intermediate, Advanced)
- All activities are embedded and form the **VR Jobs Simulations Game**



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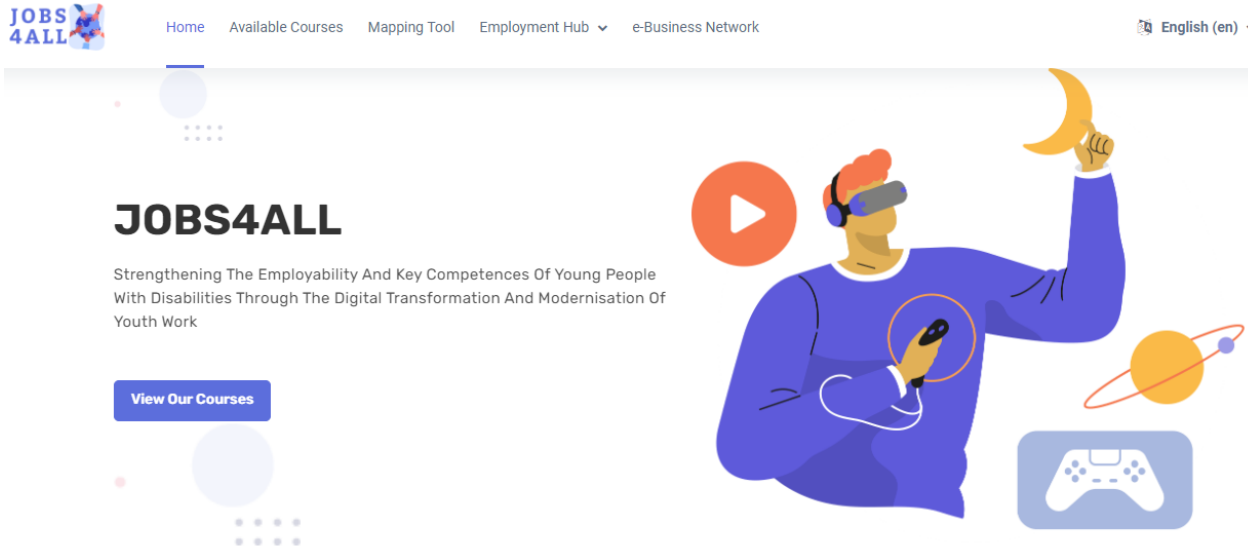
E-Learning Platform



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E-Learning Platform

It includes a wide range of **tools** and **features** that allow learners to gain knowledge online in an **interactive** and **personalized way**. It offers flexibility and access to education, making it a very useful learning tool.

It is a thoughtfully designed set of **tools** and **functions** designed to efficiently deliver the necessary **information** and **educational content**. These tools can serve not only YPwDs, but also trainers, parents and employers. They can provide a valuable source of information and a **forum** for collaboration among all labor market stakeholders.

It's an excellent **collaborative environment** for all stakeholders and it is available **anytime** and **anywhere**, which means that its participants can access the materials there at any time and place convenient to them.

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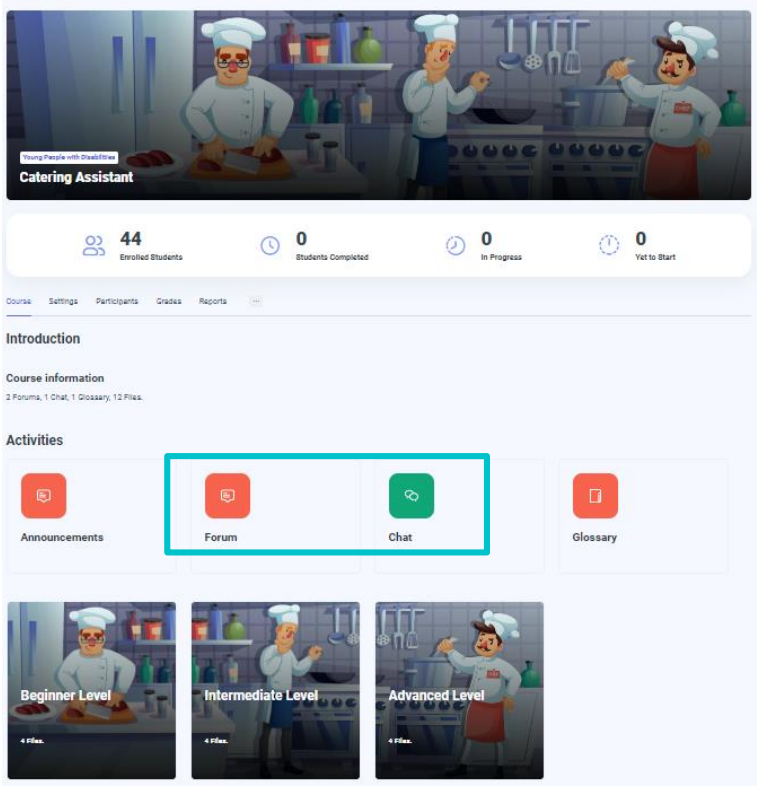
Purpose of e-Platform

This e-platform serves many purposes and offers many functionalities:

1. **E-learning**, hosting all training packs and materials targeting all 3 target groups
2. **E-assessment** hosting assessment activities and the open badges to be awarded to Young People with Disabilities by the Youth Workers
3. **E-communication**, offering various tools for real time and non-real-time communication via forums and chat rooms
4. **E-networking** capabilities



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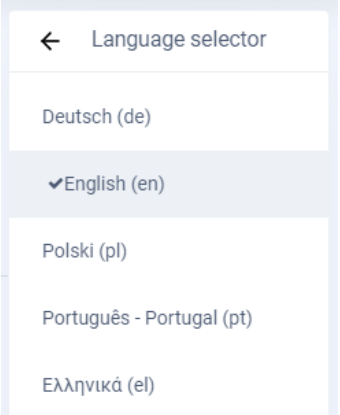
E-Learning Platform Functionalities

The e-learning platform is an Open and Interactive Portal running on Mobile Devices functioning as a central online Employment Hub offering a wide range of services and functionalities to professionals working with YPwDs, parents and employers.
The functionalities include:

Languages: Available in English, Greek, Portuguese, German & Polish
E-Learning Section integrating and hosting the:

- ✓ Dual Capacity Building Material for Youth Workers
- ✓ Dual Capacity Building Material for Employers
- ✓ Training Packs for YPwDs with the 5 Booklets
- ✓ Digital Storytelling Videos from Employees



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E-Learning Platform Functionalities

e-Assessment Tool for monitoring the skills acquisition through the use of Open Badges

Name	Badge status	Criteria	Recipients	Actions
Hotel Service Assistant (Advanced Level)	Available	• Awarded by **ANY** of: Manager, Non-editing teacher, Teacher	0	Award badge
Hotel Service Assistant (Beginner Level)	Available	• Awarded by **ANY** of: Manager, Non-editing teacher, Teacher	0	
Hotel Service Assistant (Intermediate Level)	Available	• Awarded by **ANY** of: Manager, Non-editing teacher, Teacher	0	
Module 2.1 | Hotel Service Assistant Badge	Available	Complete **ALL** of: • Awarded by **ANY** of: Manager, Non-editing teacher, Teacher • Complete **ALL** of: **"Hotel Service Assistant (Advanced Level)"**, **"Hotel Service Assistant (Beginner Level)"**, **"Hotel Service Assistant (Intermediate Level)"**	0	

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E-Learning Platform Functionalities

Course Search:

Module 1 - Employability Skills for all jobs

Module 2.1 - Hotel Service Assistant

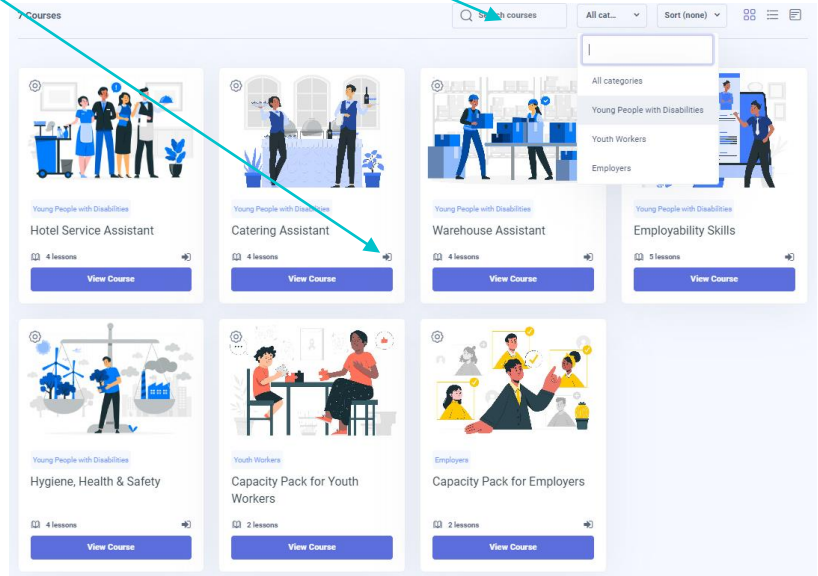
Module 2.2 - Catering Assistant

Module 2.3 - Warehouse Assistant

Module 3 - Hygiene, Health and Safety for all jobs

My Courses:

Enroll on the course(s) you are interested in.



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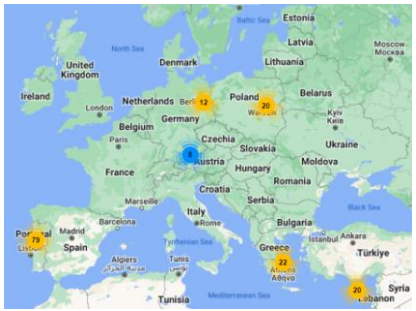
E-Learning Platform Functionalities

e-Mapping Tool: List of good practices of offered programs, organisations and employers with locations based on Google Maps.

e-Employment Hub: Special area that provides access and information to various services, platforms, agents dealing with employment of YPwDs, as well as networking, visibility, promotion of the JOBS4ALL activities, new placements, job opportunities etc.

e-Business Network: An open forum to facilitate communication between e-hubs members (private & public enterprises/youth organisations/training centres etc.), & cross-linking between initiatives, organisations, enterprises etc.



FORUM
e-Business Network

Candidate Registration

Employer Registration

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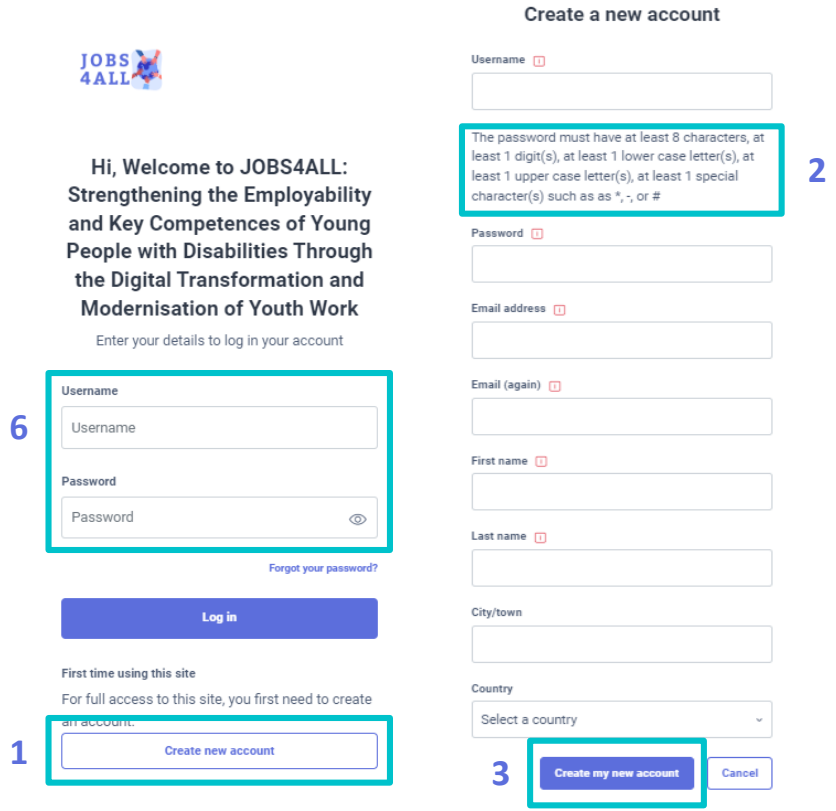
Registration on e-Platform

Registration (Create new Account):

1. Go to Login→Create New Account
2. Fill in at least all the required (*) fields and pay attention to the password requirements!
3. Click on “Create New Account”
4. An e-mail will be sent to the e-mail you provided with a link.
5. Click on the link and you are now a registered (authenticated) user!
6. Next time you visit the platform, simply go to Login and enter your credentials (username and password).
7. You can now create your profile. The Profile page is in the menu under your image.



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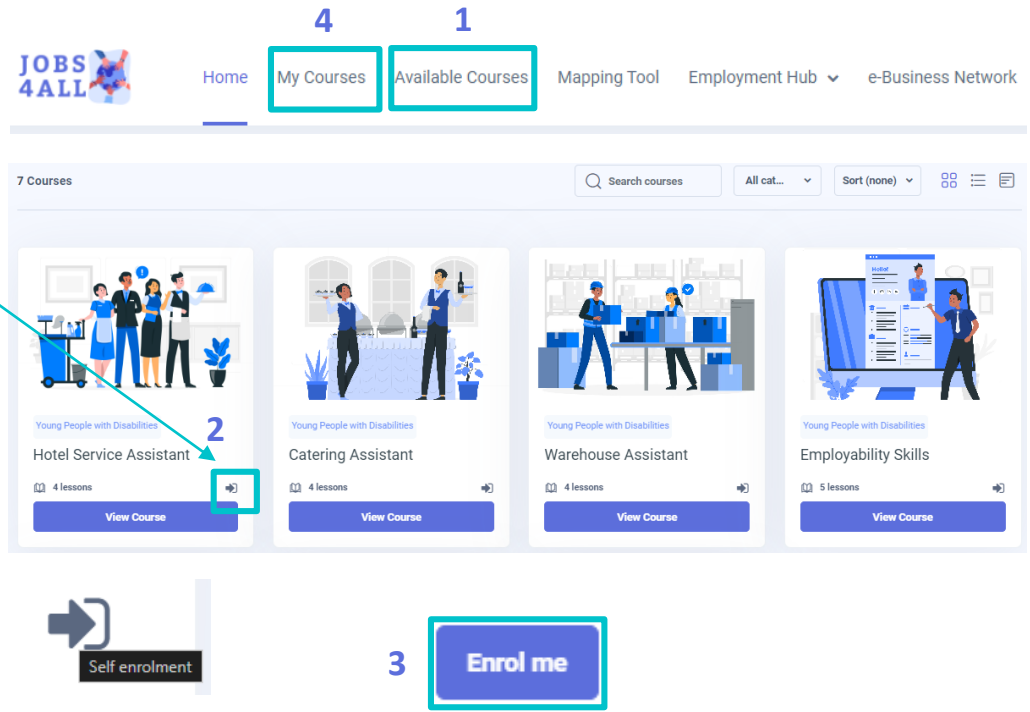
Self-Enrolment in Courses on e-Platform

Self-Enrol in available Courses:

1. Go to Available Courses
2. When you see this icon, it means that the course is in self-enrolment mode so all you need to do is click on the course.
3. Now, simply click on the enrol me button and you are enrolled!
4. The “My Courses” button shows the courses that you have enrolled in.



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e-Platform Roles: Students & Teachers

Student Role

Upon, self-enrollment in the courses you are given the "**Student**" role. This means that you will be able to see only the information and act on the capabilities offered to this role.
In this case, the booklets are the same for both YPwDs and Youth Workers. Therefore, it doesn't make any difference in terms of what you **SEE**.

Teacher Role

The same does not apply, to what you can **DO**. Students cannot **award badges**, whereas teachers can.
This is why, after you enrol in the courses, we will provide you with the "Teacher" role in order to be able to award badges to your students.
Both roles can see who else is enrolled in the course and both roles can unenrol themselves if they choose to do so.

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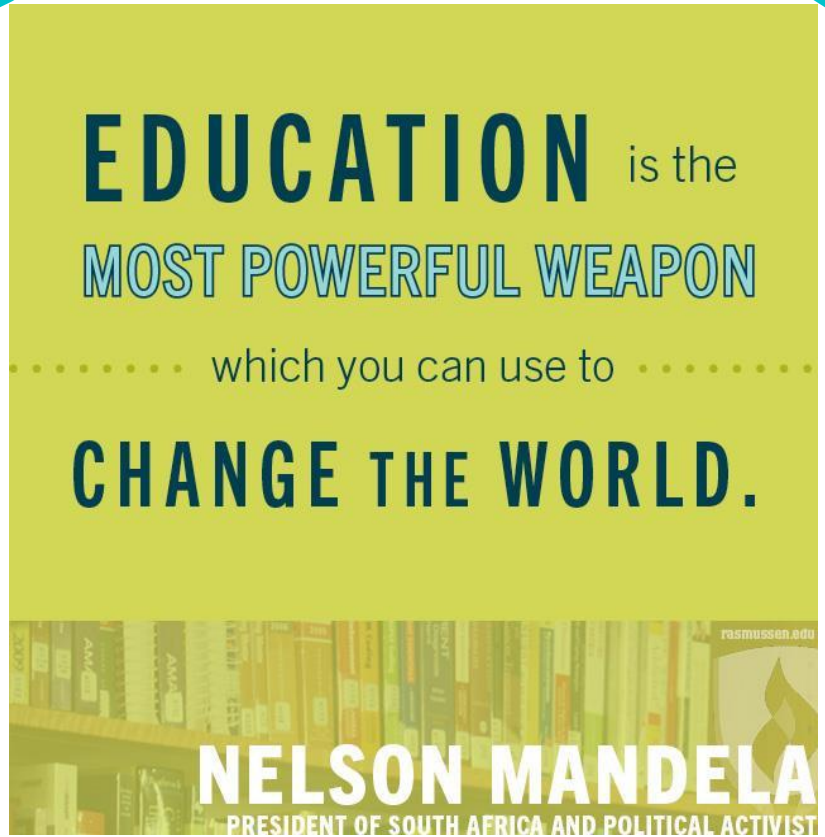

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https://openbadges.org/about/faq

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Contact us through

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