

CURRICULUM

Guidance skills for practice guidance tutors

1. **Curriculum group** (according to ISCED-F 2013 classification of curriculum groups):
 0031 - Personal development

2. **Total volume of training** (in academic hours): **16**

Contact hours: 16

3. **Basis of curriculum construction**

Guidance is a thorough competence in vocational standards of IV and higher levels.

4. **Target group**

Practice supervisors working in vocational school and companies.

5. **Conditions for starting training**

Belonging to the target group.

6. **Aim of training**

After training, the learner is able to use motivation supporting methods while offering guidance to the trainee.

7. **Learning outcomes**

At the end of the training, the learner:

- knows and communicates the importance of practice purposes;
- gives constructive feedback to the trainee;
- uses communication methods supporting motivation while offering guidance.

8. **Contents of training**

Name of topic	Study hours	Short description of contents
Setting purposes Support for integration, including time planning	4	<ul style="list-style-type: none"> - Setting a purpose for the practice; - identifying mutual expectations; - supervisor's plan of action; - partial profession.
Supervisor's role and competence	2	<ul style="list-style-type: none"> - Supervisor's role and competences, skills; - roles and responsibilities of the practice supervisor; - supervisor's self-reflection.
Traits of character of today's learner and supervising in practice	4	Supervising, including examining the trainee's motivation (also in the process of motivation decrease).
Forwarding work arrangements	2	Communication competences, self-expression.

Importance of feedback and evaluation	4	Evaluating the effectiveness of the training; collecting and analysing feedback at different stages of the training process.
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9. Study methods

Lecture, analysis, role play, problem and case solving, practical assignments

10. Training environment

The training takes place in classrooms, which are equipped with modern study technology needed for adult continued training and retraining. During training, the following equipment/devices are used - computer, data projector, blackboard, paperboard.

11. Independent work

None

12. List of study materials

Helle Gern, Eike Tõnismäe 2008, Äripäeva kirjastus "Juhendamine ja mentorlus"

13. Requirements for finishing studies, including assessment methods and assessment criteria

The prerequisite for finishing the training is completing at least 80% of the curriculum and completing the practical assignments.

Assessment methods	Assessment criteria
Self-analysis	Self-analysis is performed, presented in auditorium and analysed.

14. Document issued after completing the course (certificate or validation)

The learner who has acquired the study outcomes and passed assessment will be given a certificate.

Validation about participation by topics passed will be given to the learner who did not participate at the assessment or did not pass it.

15. Description of supervisor's qualification assuring competence, or study or work experience

Experience in training and supervising adults.