

Call for an expert/facilitator: From Diary to Certificate

SALTO Training and Cooperation Resource Centre, together with the Bulgarian National Agency for Erasmus+: Youth in Action, is **looking for an expert/facilitator for a seminar** on describing one's competences and Youthpass.

„From Diary to Certificate“ is a seminar aiming to fill the gap between writing down one's learning during the project, and describing the acquired competences on a Youthpass certificate. What is such a certificate for, what can one do with it? What should be written on the certificate to make the best out of it? How should one describe the learning outcomes? What and whom should one keep in mind?

And on the other hand: how to best support this process of formulating the learning outcomes, while respecting the individual experiences and achievements?

The seminar will look at the needs of the stakeholders and analyse the challenges in the process, aiming at developing concrete measures to answer these needs and to deal with the challenges. The event will gather about 30 participants from all Europe, experienced youth workers/leaders with knowledge in the area and interest to develop the topic.

In parallel to the preparation of the seminar, a practical booklet will be prepared that will upon its completion also reflect the outcomes of the discussions during the seminar.

To complete the team of organisers and two experts/facilitators, we are looking for an expert to support the development and implementation of the project. **The expert is expected to support the conceptual development and preparation of the whole project, help to facilitate discussions during the seminar and its follow-up, and contribute to the writing of the publication.**

Requirements for the expert

- Experiences and knowledge of youth work, about non-formal and informal learning in the field of youth, and about competence development in youth work;
- Experiences with transparency instruments (certificates, recognition tools);
- Experiences and knowledge from the world of work (employment, career counselling, or related);
- Acquainted with Youthpass;
- Fluent in English;
- Beneficial will be: very good writing skills in English.

Timing of the project

The seminar will be implemented in **Bulgaria, May 26-30, 2015**. The arrival day for the participants is May 26, the expert is asked to arrive on May 25. The date of departure is May 31.

The expert is also expected to take part in the **preparation meeting** which will take place **between March 30 and April 2 in Bonn, Germany**. The preparation meeting will last for 2 full working days, the exact dates are to be agreed together with the selected expert.

The conceptual planning of the booklet will take place in parallel to the preparation of the seminar, the writing of the publication will be completed in the next months following the seminar.

Conditions

In general, the conditions of the SALTO network apply for calculating the fee for the involvement in the seminar: <https://www.salto-youth.net/tools/toy/help/trainerfees/>. The duration of the actual seminar is 4 days, the lump sum per day of preparation/implementation/follow-up is 290 EUR.

The degree of involvement in the writing of the publication and the corresponding work load will be agreed upon together with the expert, depending on the competences and interest of the selected expert.

Application and selection procedure

To apply for this call, please send the following documents by e-mail to kristiina@salto-youth.net, **on February 18 the latest:**

- A short explanation of why you are interested to be a part for this project, and what you can contribute with, considering your expertise and the nature of the project (max 1 A4 page).
- A document/source where we can have an idea of your previous experiences relevant to the themes of the project: a CV, link to your TOY profile, or to any other relevant profile description.
- In case you have authored published texts in English, please provide a list of these texts, and links to those published online.
- Your contact details: full name, address, e-mail address and phone number.

The applicants will be notified of the results of the selection by February 25th.

„From Diary to Certificate“ is a cooperation project between SALTO Training and Cooperation Resource Centre and the Bulgarian National Agency for Erasmus+: Youth in Action, together with the National Agencies of Croatia, Germany, and others. It is carried out within the framework of the Transnational Cooperation Activities of the Erasmus+: Youth in Action Programme.