



VADEMECUM FOR ACADEMIA NATIONAL COORDINATORS

**Academia staff training
for guidance practitioners in Europe**

2024



The Academia mobility experience promotes the mobility of guidance practitioners in Europe, enhances European networking and cooperation in lifelong guidance, as well as fosters the exchange of good practices and methods among the participants.

This Vademecum has been developed in 2019 and recently updated in 2024 on behalf of the Euroguidance Main Task Group 1 European dimension in guidance by Euroguidance France and Euroguidance Slovenia.

This publication has been co-funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the granting authority. Neither the European Union nor the granting authority can be held responsible for them.

Table of contents

1 Background information	7
History	7
What is Academia?	7
The goals of Academia	8
Coordination	9
Application	10
Dissemination of experiences	10
Learning outcomes	10
Self-evaluation of learning outcomes	12
2 Role of the Academia national coordinator	13
3 Role of the Academia hosting institution	14
4 Timetable	17
5 Responsibilities of participating guidance practitioners	19
6 Resources	20
Annex 1 Charter for hosting institution	23
Annex 2 Example: Academia Application form	24
Annex 3: Evaluation	26

1 Background information

HISTORY

The Academia network for exchange of guidance practitioners was set up in 1992. Since then, around 2300 guidance practitioners have been on a professional exchange in another European country.

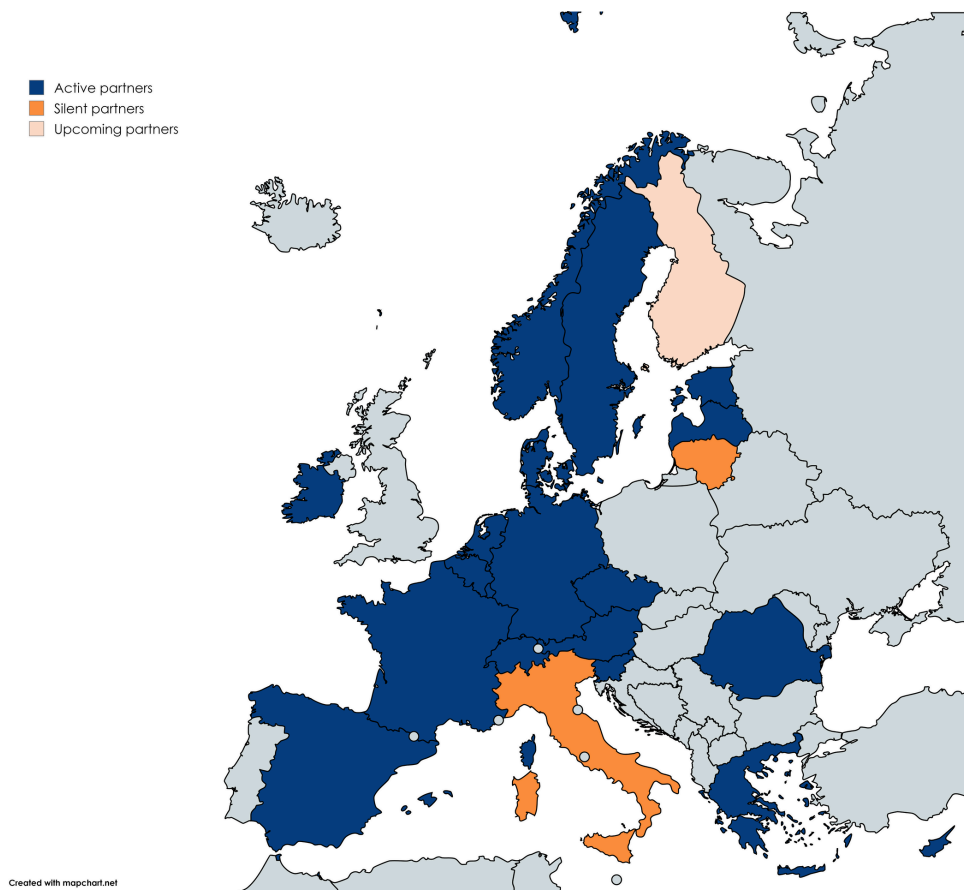
Through Academia many best practices have been presented and several partnerships have developed with the support of grants given by the various European programmes (Petra, Leonardo da Vinci, Lifelong Learning, Erasmus+ including Euroguidance grants). An example of this was the [Academia+ project](#).

WHAT IS ACADEMIA?

Academia offers mobility exchanges as staff training opportunities for guidance practitioners in European countries. Academia participants receive a grant for accommodation, travelling and subsistence costs from their national Academia coordinator. Academia national coordinators apply for European mobility funding from their respective EU programme national agencies or use other funding such as the Euroguidance grant. In the context of the new Erasmus+ programming period, virtual and hybrid mobilities can also be organized. For face-to-face mobilities, green travel guidelines should be respected, as far as possible.

One of Euroguidance network activities is also focused on capacity building and awareness raising to guidance practitioners; specifically, on recent developments in the field of lifelong guidance (e.g., through training, webinars, cross-border seminars, peer learning, conferences or other learning opportunities). Academia contributes to strengthening the European dimension in guidance by building networks and promoting mobility and professional training.

The network includes 10 to 18 partner countries – numbers vary with the years – who organise the hosting of guidance professionals in national guidance settings in accordance with a common charter (see Annex 1). In 2024, there are 18 partner countries and Finland and Switzerland are expected to join in 2025. Active partners send and/or host guidance practitioners, silent partners are currently not active in sending or hosting and upcoming partners are in the process of joining Academia partnership.



The Academia network provides staff training programmes on topics chosen by the network that correspond to European policy goals on education and vocational training. Information about the programmes is available on the [Euroguidance website](#).

Initially, the Academia partners advocated reciprocity in the sending and hosting of counselling professionals, meaning that each Academia partner can send as many guidance practitioners as they host.

The reciprocity is no longer systematic, some partner countries are still hosting, but not or no longer sending counsellors. To offer a significant number of mobility experiences, reciprocity is desirable.

A Europass Mobility certificate can validate this mobility experience, should the sending and hosting organisations agree to use it.

THE GOALS OF ACADEMIA

The main goal of Academia is the exchange of practices among European guidance practitioners.

The Academia mobility exchanges last 3-4 days (preferably 4 days, if possible). They are held between March and May. Every Academia national coordinator organises the daily agenda in cooperation with organisations providing guidance and counselling services. The programme can include group discussions, lectures, site visits, practical demonstrations, and job shadowing. The exchanges are focused on themes related to guidance. Themes for the following year are chosen by the Academia national coordinators at their annual meeting.

COORDINATION

The network consists of Academia national coordinators (usually one per country) located in guidance services that can be representatives of ministries, professional bodies, employment services, training institutes, Euroguidance centres, etc. Academia coordinators manage the project in their country and coordinate the mobility exchanges with Academia coordinators from other participating countries.

Academia national coordinators can send guidance practitioners from their country for mobility exchanges to other participating countries and/or host Academia mobility exchanges with guidance practitioners from other participating countries. Academia national coordinators may delegate hosting functions to other guidance organisations in their country.

Since the beginning, the French partner provided the overall coordination of the Academia network. Current coordinators are Ireland and Germany.

It should be stressed that hosting institutions do not get any funding at all. While the visiting counsellors do have their grants for travel, subsistence and accommodation, the host should plan to invest staff time, meeting rooms, coffee breaks, and organize or offer a welcome event. If possible, a cultural programme would also be appreciated.

APPLICATION

Hosting institutions do not accept individual applications from guidance practitioners. It is necessary to submit a specific application form (see Annex 2) through your national coordinator according to the applications call and respecting the deadlines. Deadlines are negotiated at annual meetings of the Academia national coordinators.

The Academia national coordinator that hosts the Academia group of guidance practitioners from other countries will receive the application forms from Academia national coordinators of the sending countries and not directly from participants.

If there are no Academia coordinator in country, it is highly encouraged for guidance practitioners to negotiate with relevant national guidance association and/or Euroguidance centre to discuss possible options to join the Academia network.

DISSEMINATION OF EXPERIENCES

Academia coordinators may collect presented experiences of participating guidance practitioners and publish them in Academia booklets or handbooks, such as for example Academia Estonia publication 'Compendium of practices from Academia in Estonia 2022' and 'Academia Slovenia publication 2024: Transition from education to labour market'.

Academia coordinators can present their experience through articles in Euroguidance website and newsletter as well as other relevant publications and newsletters. See the resources section for more examples. Participants should disseminate their knowledge among their colleagues.

LEARNING OUTCOMES

The learning-outcome-based approach in European policy documents states back to 2003 and several national initiatives date further back. Today most European countries use learning outcomes to express what they expect a student or pupil to know and be able to do and understand at the end of a programme or learning sequence. Learning outcomes play an increasingly important role in efforts to improve the quality and relevance of education and training in Europe.

Cedefop's Defining, writing and applying learning outcomes: a European handbook (2017) confirms that definition, validation and recognition of learning outcomes is a clear focus also in Erasmus+ programme mobility projects. The programme guide states that the mobility project will consist of the following stages:

- **Planning** (including defining the learning outcomes, activity formats, development of work programme, schedule of activities);
- **Preparation** (including practical arrangements, selection of participants, set up of agreements with partners and participants, linguistic/intercultural/learning- and task-related preparation of participants before departure);
- **Implementation** of the mobility activities;
- **Follow-up** (including the evaluation of the activities, the validation and formal recognition - where applicable - of the learning outcomes of participants during the activity, as well as the dissemination and use of the project's outcomes).

Explicitly stated learning goals give students a way to think and talk about what they have learned. They provide a short and clear description of the expected learning outcome in the form of statements about what the participant should know, understand and/or be able to do following the completion of their mobility. (European Commission, 2022)

To be able to ensure the sound quality of Academia exchanges, including clear communication for potential participants and between sending and hosting organisations, and to reach our common aim (to support competencies of European guidance professionals') Academia partners suggest the following learning outcomes.

The professionals, the participants of the Academia exchange, will be able to:

- understand learning in a multicultural environment;
- be aware of lifelong guidance in the host country;
- be aware of practices and systems in the host country related to the topic of the programme;
- teach and learn from peers on the topic of the Academia programme;
- discuss guidance related topics using professional working language in a multilingual setting;
- widen the professional network at international level.

SELF-EVALUATION SYSTEM OF LEARNING OUTCOMES

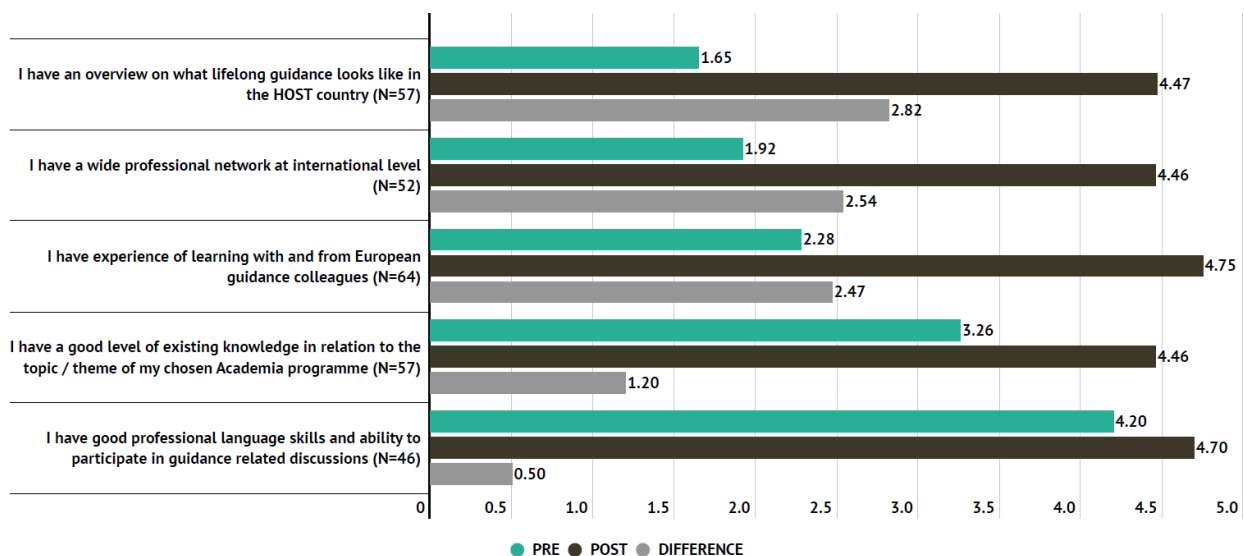
All the above listed learning outcomes share an understanding that a personal international learning mobility experience (learning in a multicultural environment) enriches competencies needed to promote mobility as a valuable investment in career development among guidance users and for their own professional development. To enhance this process we started a pilot self-evaluation system for projected learning outcomes by a select number of countries (Ireland, Estonia, France, Slovenia, Sweden and Latvia) in 2022.

After the initial pilot of evaluation system for the projected learning outcomes, Academia partners agreed to implement this evaluation system to all Academia mobility experiences, implemented in 2023 as well as in 2024. The self-evaluation consists of two online questionnaires filled in by participants prior and following their staff training period. It is hoped to develop an evaluation process that all host countries can avail of in the future.

The evaluation results show clear positive difference before and after mobility as shown below regarding the following learning outcomes:

- an overview on what lifelong guidance looks like in the host country,
- wide professional network at international level,
- experience of learning with and from European guidance colleagues,
- good level of existing knowledge in relation to the topic / theme of the chosen Academia programme,
- good professional language skills and ability to participate in guidance related discussions.

Respondents' self-assessment* before and after the mobility (considered are those responses, which were stated both, before and after the mobility)



*Rated on a 5-point scale, where 1 - disagree and 5 - agree

2 Role of Academia national coordinator

The Academia national coordinator is the contact point for the Academia partnership in a particular country. Contacts can be found on [Euroguidance website](#).

Academia national coordinators can act as a hosting partner or delegate a different hosting institution (or institutions). The national coordinator's tasks are:

- Applying to the call for Erasmus+ (Key Action1, mobility for VET professionals) to request grants for their national guidance professionals or finding a different financial source for the mobility exchanges (e.g., Euroguidance grant or other national resources).
- Management of the mobility project and organization of the Academia staff training for hosting a group of European guidance professionals with the involvement of relevant national organisations.
- Contacts, networking, and communication with the Academia national coordinators' network.
- Participation at the national coordinators' meetings to negotiate distribution of applicants among exchanges, discuss current state, developments, and identification of new themes for the mobility exchanges. One annual meeting is hosted by a different Academia coordinator each year, preferably on site. At least one online meeting is hosted as needed.
- Networking with the partners in their own country, i.e., hosting organizations, guidance structures, etc. to ensure sites for mobility exchanges.
- Guarantee the quality of the hosting partner organisations.
- Guarantee the quality of participating guidance practitioners sent to other countries.
- Posting [national Academia mobility exchanges](#) and information on the Euroguidance website and on the Euroguidance social media ([Facebook](#) and [LinkedIn](#)) with **'#Academia mobility'** .
- Disseminating information on the current opportunities for Academia staff training within the community of guidance practitioners at national level to encourage participation in out-going mobility.

- Working with the hosting organisation to help participating guidance practitioners to assess their learning outcomes achieved through the staff training programme.
- Gathering information on the satisfaction levels of participating guidance practitioners (see Annex 3 for evaluation form samples) and institutions and disseminate such information to the network coordinator and, if needed, to other stakeholders.
- Ensure the collection of information and insights gained from participating guidance practitioners in out-going mobility and the dissemination of these results to the national guidance community.

3 Role of Academia hosting institution

In order to ensure consistent quality of mobility exchanges, the Academia hosting organisations commit themselves to the Academia objectives outlined in the Academia Charter. Objectives contribute to developing the mobility of guidance professionals in Europe through learning about training, education and guidance systems, and the exchange of professional practices.

Hosting organisations do not receive specific funding for these activities unless they are at the same time “project coordinator and hosting organization” (the Erasmus+ grant includes “management fees”).

Staff training offers will specify:

- A detailed programme including group discussion, lectures, job shadowing, discovery of guidance activities, site visits etc. Staff training will also include professional and cultural activities.
- The requirements of the hosting organization relating to the minimum and maximum number of participants that can be hosted and working language.
- One of the themes decided by the Academia partners. The political and strategic context of the theme will be presented. The staff training must also highlight work practices, the acquisition of skills and knowledge as well as promote the development of professional partnerships.
- The dates of the programme. It will last 3-4 full days (indicatively five to six hours including travel).
- A contact person, who can be contacted by participants if needed.

The hosting organisation will:

- Provide documentation on the theme of the staff training.
- Submit the detailed staff training programme to the National Coordinator one month before its start to be posted on the Academia website.
- Prepare a welcome kit for participants, including: a detailed agenda as well as information on transportation, accommodation, cultural activities in the host city and emergency contact details.
- Fill in the Europass mobility documents for participants if required.
- Help participants to assess their learning outcomes achieved through the staff training programme.
- Provide a certificate of attendance to participants and possible additional documents that should be provided before the beginning of exchange.
- Participate in the evaluation of Academia and disseminate information on Academia at the national level.

4 Timetable

Although the sources of funding for mobility differ from country to country, the annual timetable is as follows:

- September:

Meeting of national coordinators to discuss network management issues.

- October:

National coordinators inform guidance professionals in each partner country about available staff training opportunities.

Collection of proposals for staff training in different countries. Posting on the website of the programmes with the selected themes, the number of participants desired, dates and duration.

- November:

Deadline for applications; nomination and selection of participants.

- December:

Academia national coordinators' online meeting with negotiations and allocation of mobility exchanges, as well as selection of themes for next year's programme.

- December-January:

Information sent to the host countries on the number of participants.

- January-February:

Publication of the detailed mobility exchange agenda online. Academia national coordinators contact the participants with practicalities and agenda.

Prepare and submit Erasmus+ project proposal for mobility funding for the following year, if relevant.

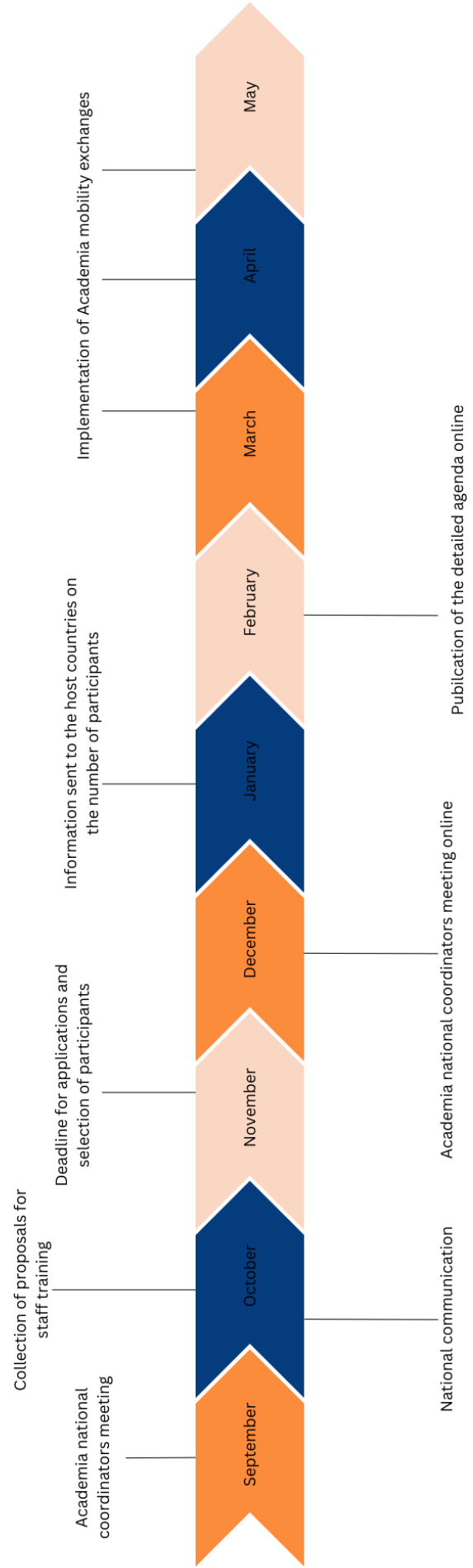
- March to late May:

Implementation of mobility exchanges. Collection of feedback from participants, and submission to Academia network coordinator.

Evaluation.

- June:

Submission of the report for participants that are financed by Erasmus+ mobility grant.



5 Responsibilities of participating guidance practitioners

Responsibilities of participating guidance practitioners include:

- Obtain the European health insurance card and other insurance as necessary.
- Plan travel, following instructions of the hosting and sending organisations.
- Able to communicate in English or other language of the programme.
- Present national guidance systems, own practices and tools, homework assigned by hosting organisation, etc.
- Active participation in discussions.
- Disseminate knowledge acquired to colleagues in their national setting.
- Promotion of Academia, such as photos for Euroguidance social media, blogs, articles, participate in future hosting activities in their country.

6 Resources

Euroguidance network website **NEWS and ARTICLES** includes several Academia articles:

<https://euroguidance.eu/news>

The handbook **MOBILITY ADVICE INTERVIEW** can help mobility advisors assess their counselling competences and set personal learning goals. It is available in the following languages:

- English **Mobility advice interview:**

<https://www.euroguidance.eu/resources/publications/other-publications/mobility-advice-interview>

- French **L'ENTRETIEN CONSEIL EN MOBILITÉ:**

https://www.euroguidance-france.org/wp-content/uploads/2022/03/version-finale-avec-couverture-imprimeur_onisep-fichier-pour-site-web.pdf

- Slovenian **Svetovanje za mobilnost:**

https://www.ess.gov.si/fileadmin/user_upload/Partnerji/Dokumenti_Partnerji/Dokumenti_Euroguidance/Svetovanje_za_mobilnost.pdf

- Croatian **Savjetovanje o mobilnosti:**

https://www.mobilnost.hr/cms_files/2016/02/1456474661_euroguidance-savjetovanje-o-mobilnosti.pdf

The '**Travel Diary**' can support Academia participants before, during and after a mobility experience:

<https://euroguidance.eu/international-mobility/academia-mobility-experience/travel-diary>

COMPENDIA

Academia Estonia compendium of practices 2022. Career guidance in Estonia focusing on multiculturalism, learning and work mobility:

<https://euroguidance.eu/resources/publications/other-publications/academia-compendium-of-practices-2022-career-guidance-in-estonia-focusing-on-multiculturalism-learning-and-work-mobility>

Academia Estonia compendium of practices 2021. Career guidance in higher education and employment offices: how to support learning and CMS development:

<https://euroguidance.eu/resources/publications/other-publications/compendium-of-practices-from-academia-in-estonia-2021-career-guidance-in-higher-education-and-employment-offices-how-to-support-learning-and-cms-development>

Academia Estonia compendium of practices 2020. e-Academia learning mobility in Estonia:
<https://euroguidance.eu/resources/publications/other-publications/compendium-of-practices-e-academia-learning-mobility-in-estonia>

Academia Slovenia compendium of practices 2024. Transition from education to labour market:
https://www.ess.gov.si/fileadmin/user_upload/Eng/Eng_Partnerji/Academia_Slovenia_booklet_2024.pdf

Academia Slovenia compendium of practices 2023. Lifelong guidance in Slovenia:
https://www.ess.gov.si/fileadmin/user_upload/Eng/Eng_Partnerji/Academia_Slovenia_2023_booklet.pdf

Academia Slovenia compendium of practices 2022. Guidance in VET:
https://www.ess.gov.si/fileadmin/user_upload/Eng/Eng_Partnerji/Academia_Slovenia_2022_booklet.pdf

Online Academia Slovenia compendium of practices 2021. Exchange of practices:
https://www.ess.gov.si/fileadmin/user_upload/Eng/Eng_Partnerji/Academia_Slovenia_booklet_2021.pdf

Euroguidance France **GUIDANCE GLOSSARY:**

- French-English:

<https://www.euroguidance-france.org/wp-content/uploads/2020/02/lexique-pour-lorientation-francais-anglais.pdf>

- French-Spanish:

<https://www.euroguidance-france.org/wp-content/uploads/2023/03/vf-lexique-pour-lorientation-francais-espagnol.pdf>

- French-German:

<https://www.euroguidance-france.org/wp-content/uploads/2023/09/lexique-franco-allemand-pour-lorientation.pdf>

OTHER EXAMPLES, INCLUDING VIDEOS:

Euroguidance Germany video about Academia Sweden 2023:

<https://www.youtube.com/watch?v=d08ujNoelY8>

Academia Norway 2024 summary video:

<https://fb.watch/t3w9pV0uc5/>

Euroguidance Academia learning mobility in Estonia 2019 - inspiration from Maike from Germany and her experience in Estonia:

<https://www.youtube.com/watch?v=V9gEOsYcFS0>

eAcademia Estonia 2020, Euroguidance introduces: New digital career tools in Estonia:

<https://euroguidance.eu/resources/video-gallery/other-videos/euroguidance-introduces-new-digital-career-tools-in-estonia>

ERASMUS+ enriching lives, opening minds! eAcademia's story:

<https://www.youtube.com/watch?v=1Pu71Xyex-A>

Annex 1: Charter for hosting institution

In order to ensure consistent quality of exchange offers, the Academia hosting organisations commit themselves to the objective of the Academia network, which is **to develop the mobility of guidance professionals in Europe through learning about training, education and guidance systems, and the exchange of professional practices.**

Staff training will specify:

- A detailed programme: discovery or immersion (work shadowing);
- Requirements of the hosting organisation relating to the number of participants and working language;
- One of the themes determined by the Academia partnership. (The political and strategic context of the theme will be presented, and the staff training must also highlight work practices, the acquisition of skills and knowledge as well as promote the development of professional partnerships);
- The dates of the training. (The training will take place over three to four days and will alternate visits, lectures, practical demonstrations and time for discussions between participants. Training could also include cultural activities);
- A contact person who can be contacted by participants if need be.

The hosting organisation will provide:

- Documentation on the theme of the training;
- Practical information on accommodation, transportation and cultural activities in the host city;
- The mobility Europass for participants if required;
- The detailed programme to the National Coordinator one month before its start to be posted on the Academia website;
- And participate in the evaluation of Academia and disseminate information on Academia at the national level.

Annex 2: Academia Application form

ACADEMIA European Exchange of Guidance Practitioners

<http://euroguidance.eu/academia/>

APPLICATION FORM

Sending country:

Year:

YOUR PERSONAL DETAILS

Name

Surname

Nationality

Date of Birth

Gender

YOUR ADDRESS

Street

Town

Post Code

Country

Telephone

Mobile

Private Email

YOUR PLACE OF WORK

Organisation

Type of organisation

Street Town Post Code

Country

Work Telephone

Work Email

YOUR LANGUAGE SKILLS

Please use the Common European Framework of Reference for Languages - A1 lowest level to C2 highest level

Mother tongue:

English:

French:

German:

Spanish:

Other:

YOUR EMPLOYMENT

Employer sector:

- Education
 Employment
 Other

Employer's web site:

What main functions and tasks do you have in your work?

How long have you worked in guidance?

THE EXCHANGE

Have you ever participated in Academia?

Yes No

When and where?

Please indicate your preferences. Please select the exchanges you would like to participate in, in order of preference. You can find details of the exchanges at www.euroguidance.eu/international-mobility/training-opportunities

1st choice:

2nd choice:

3rd choice:

4th choice:

Why have you chosen these exchanges?

What are your interests and what would you like to learn in the hosting country?

How would you disseminate the experience and knowledge acquired on the exchange to your colleagues?

OTHER COMMENTS

Please write down any comment you want the hosting or sending organisation to take into consideration (e.g. special diet, health disabilities, etc.).

Advice from line manager:

- Very favourable Favourable Unfavourable

Signature and stamp of the institution:

Annex 3: Evaluation

Besides common evaluation of learning outcomes before and after mobility, Academia national coordinators can use also other satisfaction surveys to collect feedback from Academia participants. Below are included examples of questions that can be addressed:

- How valuable do you consider this Academia has been for you?
- How much do you feel you have learned or accomplished in the visit?
- Was there enough opportunity for you to participate and ask questions?
- Discussion topics and site visits were:
- Did your interest increase or decrease as the programme progressed?
- How interesting were the site visits and presentations in general?
- The exchange programme seemed:
- The hosts coordinated the different activities of this course:
- The balance among activities (lectures, discussions, site visits) was:
- How much did you know about (insert country) before your arrival?
- Accommodation facilities were:
- What were the 3 best elements of the programme?
- What do you see as a main challenge for guidance?
- What do you want to implement?
- How did you get the information about Academia?
- Some words on practical arrangements
- Some key words that would describe Academia experience in eg Slovenia.
- How valuable do you consider Academia will be for your future work?
- How much do you consider you will learn?
- Please rate the mutual exchange.
- Please rate the contents of the Academia.
- Please rate the session X by expert X.
- Please rate the organisation of Academia Slovenia.
- Please rate your overall impression of Academia Slovenia.
- What is your main takeaway from Academia Slovenia?
- What topics would you like to address in future programs?
- What did you like particularly?
- How can we improve?

DELPHI EVALUATION

Which were the positive aspects of the Academia exchange?	Agree
+	
+	
+	
+	
+	
Which parts of the Academia exchange worked out less well?	Agree
+	
+	
+	
+	
+	
Suggestions for the next Academia exchange.	Agree
+	
+	
+	
+	
+	

