Postgraduate Certificate

Active Job Seeker Advisor

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Postgraduate Certificate
Active Job Seeker Advisor

- Modality: **online**
- Duration: **12 weeks**
- Certificate: **TECH Technological University**
- Dedication: **16h/week**
- Schedule: **at your own pace**
- Exams: **online**

Website: **www.techtitute.com/us/education/postgraduate-certificate/active-job-seeker-advisor**

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01

Introduction

The job search process has changed with the emergence of new technologies, being the digital world the dominant one when applying for a job offer and conducting job interviews. In this sense, there are many people who either do not manage in this virtual environment or whose professions belong to a sector outside the current selection processes. In addition, the health and economic crisis has led to an increase in the number of unemployed, so it is necessary that there are professionals in counseling focused on those actively seeking employment, especially if they are long-term. Therefore, TECH has developed this program with an up-to-date and high-quality content to specialize students in a booming field, demanded by different companies and HR departments.

The figure of the Active Job Seeker Advisor is more essential than ever, due to the increase in the number of unemployed people as a result of the health and economic crisis. Develop yourself as such and you will increase their chances of getting a job as soon as possible"

The job search process has changed with the emergence of new technologies, being the digital world the dominant one when applying for a job offer and conducting job interviews through the screen. In this sense, there are many people who do not manage in this virtual environment or whose professions belong to a sector outside the current selection processes.

On the other hand, the health crisis coupled with the economic crisis has led to an increase in the number of unemployed, so it is necessary that there are professionals in counseling for those actively seeking employment, especially if they are long-term. Therefore, TECH has developed this program with an up-to-date and quality content to specialize students in a booming field, demanded by different institutions and HR departments.

In this way, professionals will acquire the necessary knowledge to understand recruitment processes, the latest labor trends and new approaches in personnel selection processes. This is a specific professional orientation for which students need to master the digital environment with dexterity, so the program delves into information and communication technologies for education, as well as quality continuing education.

In addition, this Postgraduate Certificate is 100% online, which allows TECH students to balance their personal and professional life with their studies, since it is only necessary to have an electronic device with an Internet connection to access the content when, how and where they want.

This **Postgraduate Certificate in Active Job Seeker Advisor** contains the most complete and up-to-date educational program on the market. The most important features include:

- The development of practical case studies presented by experts
- The graphic, schematic, and practical contents with which they are created, provide scientific and practical information on the disciplines that are essential for professional practice
- Practical exercises where the self-assessment process can be carried out to improve learning
- Its special emphasis on innovative methodologies
- Theoretical lessons, questions to the expert, debate forums on controversial topics, and individual reflection assignments
- Content that is accessible from any fixed or portable device with an Internet connection

Commit to excellence in consulting, commit to the world's largest online university: TECH"

To become aware of the need for lifelong education as a frame of reference for the entire educational system, knowing the different areas of action of lifelong education"

You will understand the fundamental concepts linked to lifelong learning, so that you will empower job seekers to focus on their strengths.

Expand your knowledge of active job seeker advising when, where and how you want by taking this 100% online program.

The program includes, in its teaching staff, professionals from the sector who bring to this program the experience of their work, in addition to recognized specialists from prestigious reference societies and universities.

Its multimedia content, developed with the latest educational technology, will allow professionals to learn in professionals a situated and contextual learning, i.e., a simulated environment that will provide immersive education programmed to prepare in real situations.

The design of this program focuses on Problem-Based Learning, by means of which professionals must try to solve the different professional practice situations that are presented to them throughout the academic year. For this purpose, the student will be assisted by an innovative interactive video system created by renowned and experienced experts.

02

Objectives

This program aims to enable students to acquire the necessary skills and develop professionally as an active job seeker advisor, a profession that increasingly relies on specialized professionals. To achieve this, TECH proposes an intensive syllabus with the best content, so that students develop the necessary skills in a short time and successfully, acquiring the necessary digital skills and knowledge that complement their work with the dominant virtual reality.

Get educated in the digital environment to carry out online advisory services safely, facilitate communication so that the job seeking can be balanced with family life"

General Objectives

- Learn to teach and guide teaching to each student according to their individual conditions
- Achieve the skills to work with the different ICTs
- Know and understand the elements, processes and values of education and their impact on comprehensive education
- Know how to structure information in an adequate way that allows students to assimilate knowledge correctly
- Understand the importance of professional teaching development and its direct reflection on the quality of education
- Get to know the different pedagogical foundations of Education

Develop yourself as a mentor in active job seeking, bet on a profession that has a positive impact on people"

Specific Objectives

- Acquire the necessary digital skills and knowledge complemented by the pedagogical and methodological skills appropriate to the current context
- Provide an effective initiation in good ICT practices that guarantee a professional teaching development aimed at the management of digital sources for teaching use, communication in digital networks for pedagogical purposes, ability to create educational materials using digital tools and problem management, as well as knowledge of security areas for the correct use of ICT in the classroom
- Manage and create a digital identity according to the context, being aware of the importance of the digital trail and the possibilities offered by ICT in this regard, therefore knowing its benefits and risks
- Generate and know how to apply ICT
- Combine the different ICT in the School as an educational tool
- Identify and discover the importance of ongoing teacher training
- Understand the fundamental concepts linked to continuing education
- Analyze the situation of continuing education as an organizing principle of the educational reality
- Become aware of the need for lifelong education as a frame of reference for the whole educational system
- Know the different fields of actions of continuing education
- Approach the development of intervention processes in the different areas of continuing education

03

Structure and Content

The content of this Postgraduate Certificate in Active Job Seeker Advisor has been structured according to the knowledge that professionals oriented to this function must master. In this way, two modules have been structured with the highest quality with an up-to-date content of the highest quality, focused on the current context and on the mastery of the different selection processes. As a result, students will be able to delve into their pedagogical knowledge, while relying on quality mentoring to boost their academic and professional careers to a higher level.

Advise so that others can achieve their dream jobs. Do it thanks to this TECH's Postgraduate Certificate"

Module 1. Information and Communication Technologies for Education

1.1. ICT, Literacy, and Digital Skills
- 1.1.1. Introduction and Objectives
- 1.1.2. The School in the Knowledge Society
- 1.1.3. ICT in the Teaching and Learning Process
- 1.1.4. Digital Literacy and Competencies
- 1.1.5. The Role of the Teacher in the Classroom
- 1.1.6. The Digital Competencies of the Teacher
- 1.1.7. Bibliographical References
- 1.1.8. Hardware in the Classroom: PDI, Tablets, and Smartphones
- 1.1.9. Internet as an Educational Resource: Web 2.0. and M-Learning
- 1.1.10. Teachers as Part of the Web 2.0: How to Build Their Digital Identity
- 1.1.11. Guidelines for the Creation of Teacher Profiles
- 1.1.12. Creating a Teacher Profile on Twitter
- 1.1.13. Bibliographical References

1.2. Creation of Pedagogical Content with ICT and its Possibilities in the Classroom
- 1.2.1. Introduction and Objectives
- 1.2.2. Conditions for Participatory Learning
- 1.2.3. The Role of the Student in the Classroom with ICTs: Prosumer
- 1.2.4. Content Creation in Web 2.0: Digital Tools
- 1.2.5. The Blog as a Classroom Pedagogical Resource
- 1.2.6. Guidelines for the Creation of an Educational Blog
- 1.2.7. Elements of the Blog to Make it an Educational Resource
- 1.2.8. Bibliographical References

1.3. Personal Learning Environments for Teachers
- 1.3.1. Introduction and Objectives
- 1.3.2. Teacher Training for the Integration of ICTs
- 1.3.3. Learning Communities
- 1.3.4. Definition of Personal Learning Environments
- 1.3.5. Educational Use of PLE and NLP
- 1.3.6. Design and Creation of our Classroom PLE
- 1.3.7. Bibliographical References

1.4. Collaborative Learning and Content Curation
- 1.4.1. Introduction and Objectives
- 1.4.2. Collaborative Learning for the Efficient Introduction of ICT in the Classroom
- 1.4.3. Digital Tools for Collaborative Work
- 1.4.4. Content Curation
- 1.4.5. Content Curation as an Educational Practice in the Promotion of Students' Digital Competences
- 1.4.6. The Content Curator Teacher. Scoop.it
- 1.4.7. Bibliographical References

1.5. Pedagogical Use of Social Networks. Safety in the Use of ICTs in the Classroom
- 1.5.1. Introduction and Objectives
- 1.5.2. Principle of Connected Learning
- 1.5.3. Social Networks: Tools for the Creation of Learning Communities
- 1.5.4. Communication On Social networks: Management of the New Communicative Codes
- 1.5.5. Types of Social Networks
- 1.5.6. How to use Social Networks in the Classroom: Content Creation
- 1.5.7. Development of Digital Competencies of Students and Teachers with the Integration of Social Media in the Classroom
- 1.5.8. Introduction and Objectives of Security in the Use of ICT in the Classroom
- 1.5.9. Digital Identity
- 1.5.10. Risks for Minors on the Internet
- 1.5.11. Education in Values with ICT: Service-Learning Methodology (ApS) with ICT resources
- 1.5.12. Platforms for Promoting Safety on the Internet
- 1.5.13. Internet Safety as Part of Education: Centers, Families, Students, and Teachers and Objectives of the Safety in the Use of ICTs in the Classroom
- 1.5.14. Bibliographical References

1.6. Creation of Audiovisual Content with ICT tools. PBL and ICT
- 1.6.1. Introduction and Objectives
- 1.6.2. Bloom's Taxonomy and ICT
- 1.6.3. The Educational Podcast as an Educational Element
- 1.6.4. Audio Creation
- 1.6.5. The Image as an Educational Element
- 1.6.6. ICT Tools with Educational Use of Images
- 1.6.7. The Editing of Images with ICT: Tools for Editing
- 1.6.8. What Is PBL?
- 1.6.9. Process of Working with PBL and ICT
- 1.6.10. Designing PBL with ICT
- 1.6.11. Educational Possibilities in Web 3.0
- 1.6.12. Youtubers and Instagrmamers: Informal Learning in Digital Media
- 1.6.13. The Video Tutorial as a Pedagogical Resource in the Classroom
- 1.6.14. Platforms for the Dissemination of Audiovisual Materials
- 1.6.15. Guidelines for the Creation of an Educational Video
- 1.6.16. Bibliographical References

1.7. Regulations and Legislation Applicable to ICT
- 1.7.1. Introduction and Objectives
- 1.7.2. Data Protection Laws
- 1.7.3. Guide of Recommendations for the Privacy of Minors on the Internet
- 1.7.4. Copyright Rights: Copyright and Creative Commons
- 1.7.5. Use of Copyrighted Material
- 1.7.6. Bibliographical References

1.8. Gamification: Motivation and ICT in the Classroom
- 1.8.1. Introduction and Objectives
- 1.8.2. Gamification Enters the Classroom Through Virtual Learning Environments
- 1.8.3. Game-Based Learning (GBL)
- 1.8.4. Augmented Reality (AR) in the Classroom
- 1.8.5. Types of Augmented Reality and Classroom Experiences
- 1.8.6. QR Codes in the Classroom: Generation of Codes and Educational Application
- 1.8.7. Classroom Experiences
- 1.8.8. Bibliographical References

1.9. Media Competency in the Classroom with ICT
- 1.9.1. Introduction and Objectives
- 1.9.2. Promoting the Media Competence of Teachers
- 1.9.3. Mastering Communication for Motivating Teaching
- 1.9.4. Communicating Pedagogical Content with ICT
- 1.9.5. Importance of the Image as a Pedagogical Resource
- 1.9.6. Digital Presentations as an Educational Resource in the Classroom
- 1.9.7. Working in the Classroom with Images
- 1.9.8. Sharing Images on Web 2.0
- 1.9.9. Bibliographical References

1.10. Assessment for Learning Through ICT
- 1.10.1. Introduction and Objectives
- 1.10.2. Assessment for Learning Through ICT
- 1.10.3. Evaluation tools: Digital Portfolio and Rubrics
- 1.10.4. Building an ePortfolio with Google Sites
- 1.10.5. Generating Evaluation Rubrics
- 1.10.6. Design Evaluations and Self-Evaluations with Google Forms
- 1.10.7. Bibliographical References

Module 2. Continuing Education

2.1. Nature, Origin, Evolution and Purpose of Continuing Education
- 2.1.1. Fundamental Aspects of Continuing Education
- 2.1.2. Fields and Contexts of Continuing Education
- 2.1.3. Contributions of Continuing Learning in International Organizations and the Digital Society

2.2. Theoretical Bases of Continuing Education
- 2.2.1. Origin and Evolution of Continuing Education
- 2.2.2. Continuing Education Models
- 2.2.3. Types of Teachers: Philosophical-Educational Paradigms

2.3. Continuing Education Assessment Models
- 2.3.1. Introduction
- 2.3.2. Types of Assessment in Continuing Education
- 2.3.3. The Importance of Continuing Education Assessment
- 2.3.4. Conclusions

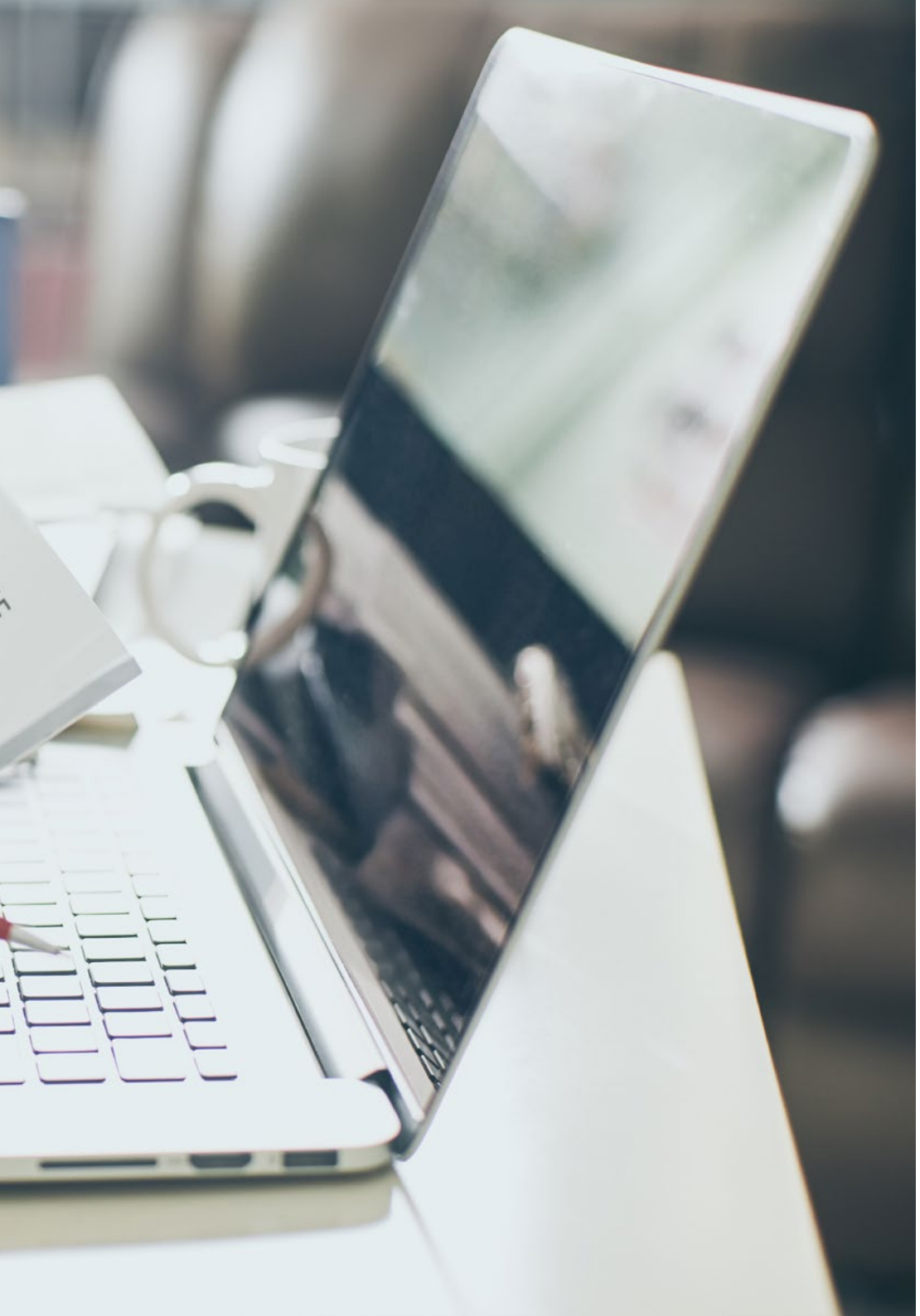
2.4. The Teacher and Continuing Education
- 2.4.1. Professional Profile of the Adult Educator
- 2.4.2. Skills of the Adult Educator
- 2.4.3. Adult Teacher Training

2.5. In-Company Training. The Training Department
- 2.5.1. Function of Company Training. Concepts and Terminology
- 2.5.2. Historical View of the Training Department in the Company
- 2.5.3. Importance of Training in the Company

2.6. Continuous Training and Occupational Training
- 2.6.1. Definitions and Differences between Ongoing and Occupational Training
- 2.6.2. Benefits for the Company of Ongoing Training
- 2.6.3. Importance of Occupational Training in the Current Context

2.7. Professional Training Recognitions, Certifications and Accreditations
- 2.7.1. Vocational and On-the-Job Training
  - 2.7.1.1. Human Resources in Economic Development
- 2.7.2. Qualification of Human Resources
- 2.7.3. Certifications and Accreditations in Vocational Training
- 2.7.4. Importance of Vocational Training

2.8. Training and Work
- 2.8.1. Work and Its Evolution
- 2.8.2. Current Labor Context
- 2.8.3. Skill-Based Training



2.9. Continuing Education in the European Union
- 2.9.1. Evolution of Continuing Education in the European Union
- 2.9.2. Education, Work and Employability
- 2.9.3. European Qualifications Framework
- 2.9.4. New Approach to Higher Education
- 2.9.5. Actions and Programs

2.10. Open and Distance Education in Digital Contexts
- 2.10.1. Features of Distance Education
- 2.10.2. Virtual Education - E-Learning
- 2.10.3. ICT, its Role and Importance of Distance Education
- 2.10.4. Distance Education and Higher Education

If you are looking to specialize as an Active Job Seeker Advisor, this TECH Postgraduate Certificate is for you"

04

Methodology

This training program offers a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.**

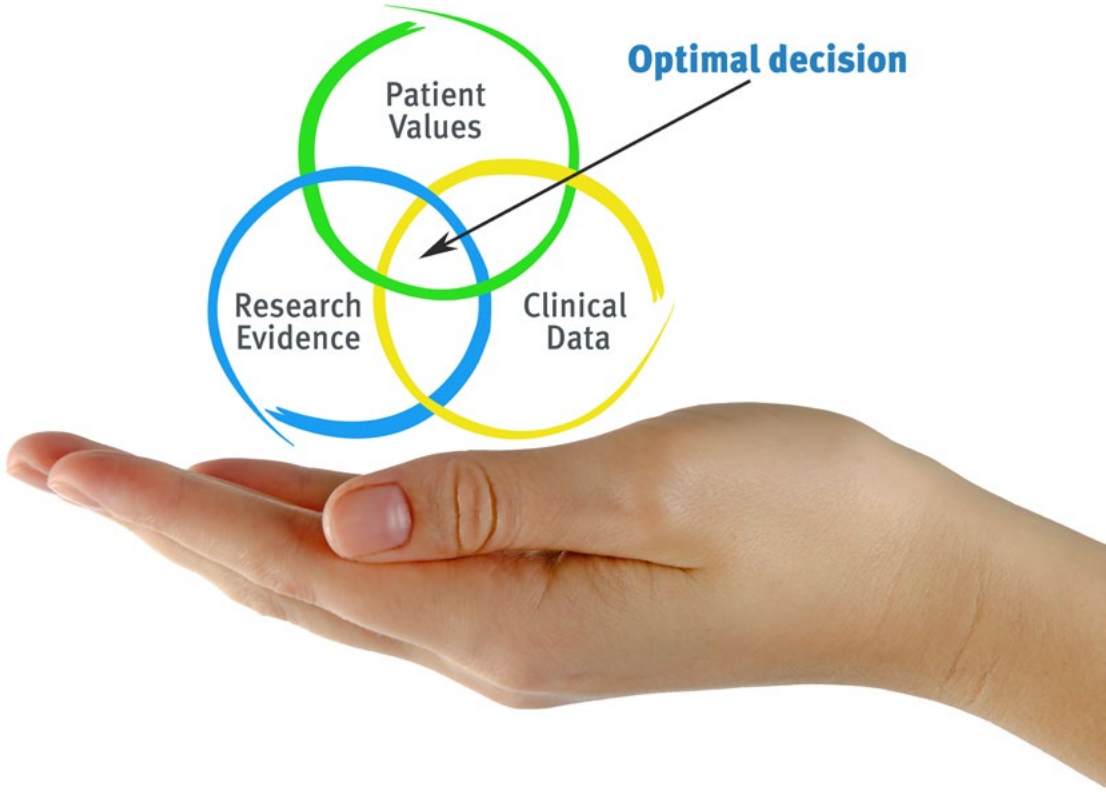
This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.

Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

At TECH Education School we use the Case Method

In a given situation, what should a professional do? Throughout the program students will be presented with multiple simulated cases based on real situations, where they will have to investigate, establish hypotheses and, finally, resolve the situation. There is an abundance of scientific evidence on the effectiveness of the method.

With TECH, educators can experience a learning methodology that is shaking the foundations of traditional universities around the world.



It is a technique that develops critical skills and prepares educators to make decisions, defend their arguments, and contrast opinions.

Did you know that this method was developed in 1912, at Harvard, for law students? The case method consisted of presenting students with real-life, complex situations for them to make decisions and justify their decisions on how to solve them. In 1924, Harvard adopted it as a standard teaching method"

The effectiveness of the method is justified by four fundamental achievements:

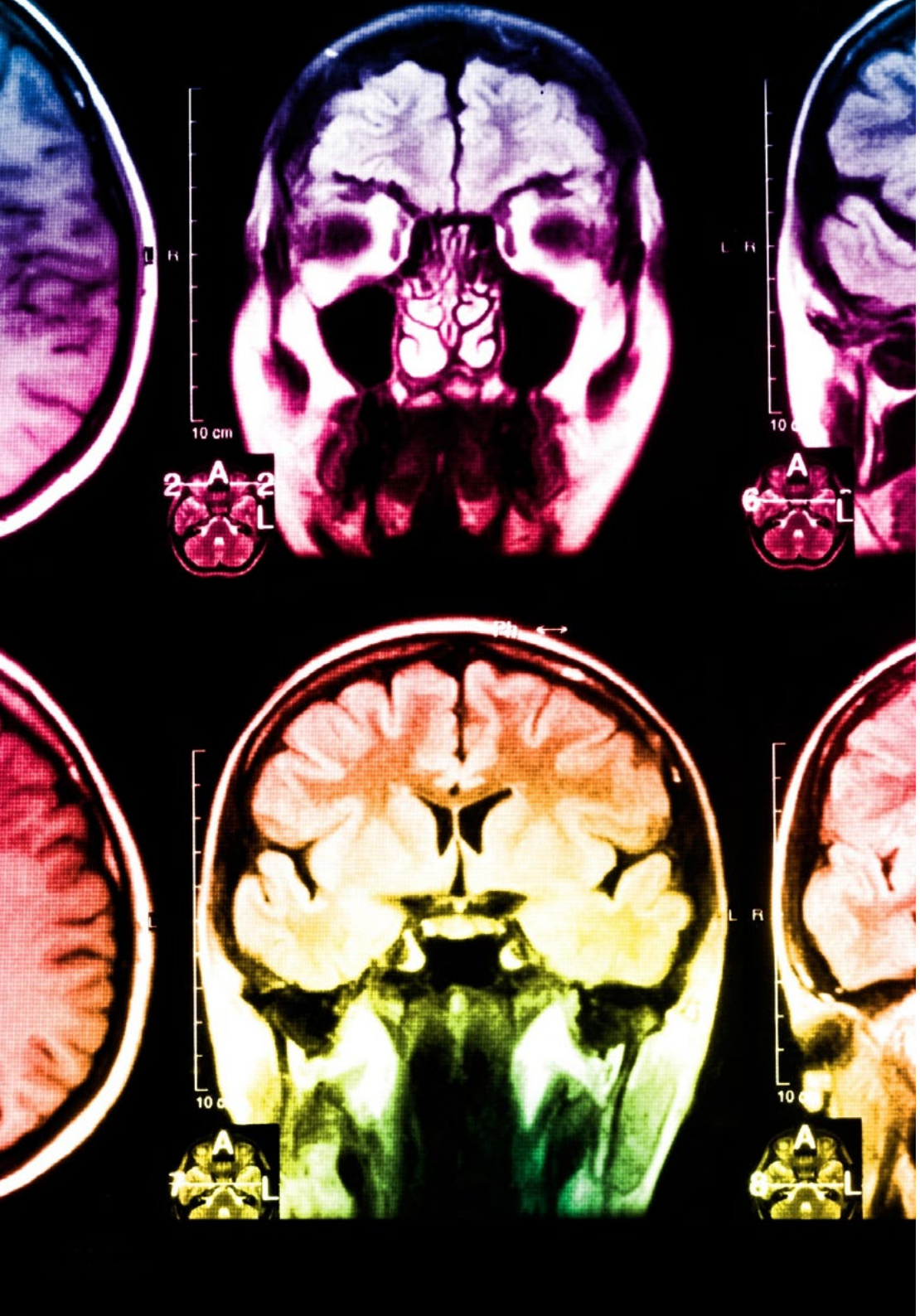
1. Educators who follow this method not only grasp concepts, but also develop their mental capacity, by evaluating real situations and applying their knowledge.
2. The learning process is solidly focused on practical skills that allow educators to better integrate the knowledge into daily practice.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life teaching.
4. Students like to feel that the effort they put into their studies is worthwhile. This then translates into a greater interest in learning and more time dedicated to working on the course.

Relearning Methodology

At TECH we enhance the case method with the best 100% online teaching methodology available: Relearning.

Our University is the first in the world to combine case studies with a 100% online learning system based on repetition, combining a minimum of 8 different elements in each lesson, which represent a real revolution with respect to simply studying and analyzing cases.

Educators will learn through real cases and by solving complex situations in simulated learning environments. These simulations are developed using state-of-the-art software to facilitate immersive learning.



At the forefront of world teaching, the Relearning method has managed to improve the overall satisfaction levels of professionals who complete their studies, with respect to the quality indicators of the best online university (Columbia University).

With this methodology we have trained more than 85,000 educators with unprecedented success in all specialties. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically.

The overall score obtained by our learning system is 8.01, according to the highest international standards.

This program offers the best educational material, prepared with professionals in mind:

Study Material

All teaching material is produced by the specialist educators who teach the course, specifically for the course, so that the teaching content is really specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.

Educational Techniques and Procedures on Video

TECH introduces students to the latest techniques, with the latest educational advances, and to the forefront of Education. All this, first-hand, with the maximum rigor, explained and detailed for your assimilation and understanding. And best of all, you can watch them as many times as you want.

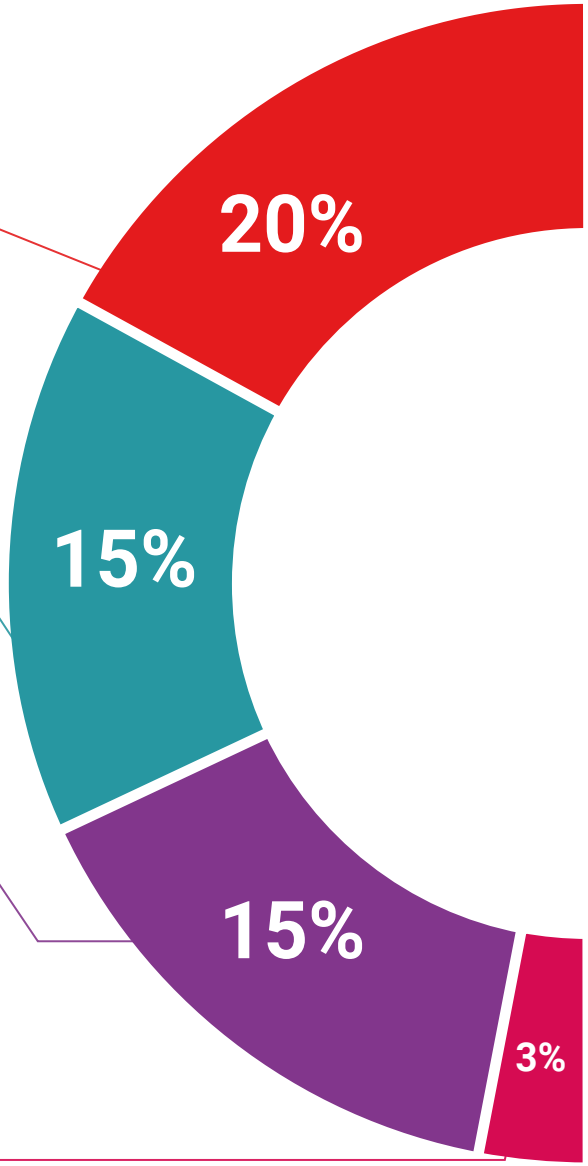
Interactive Summaries

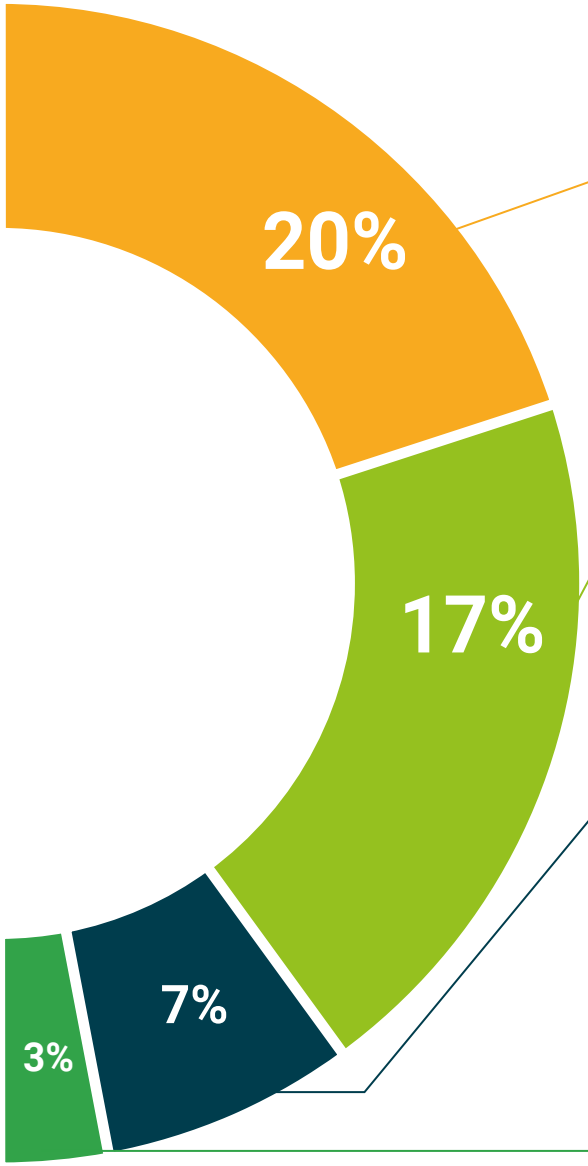
The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive multimedia content presentation training Exclusive system was awarded by Microsoft as a "European Success Story".

Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.





Expert-Led Case Studies and Case Analysis

Effective learning ought to be contextual. Therefore, TECH presents real cases in which the expert will guide students, focusing on and solving the different situations: a clear and direct way to achieve the highest degree of understanding.

Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises: so that they can see how they are achieving your goals.

Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.

Quick Action Guides

TECH offers the most relevant contents of the course in the form of worksheets or quick action guides. A synthetic, practical, and effective way to help students progress in their learning.

05

Certificate

The Postgraduate Certificate in Active Job Seeker Advisor guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Technological University.

Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork"

This **Postgraduate Certificate in Active Job Seeker Advisor** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery*.

The diploma issued by **TECH Technological University** will reflect the qualification and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Title: **Postgraduate Certificate in Active Job Seeker Advisor**

Official Nº of Hours: **300 h.**

tech technological university

Awards the following

DIPLOMA

to

Mr./Ms. _____, with identification number _____.

For having passed and accredited the following program

POSTGRADUATE CERTIFICATE

in

Active Job Seeker Advisor

This is a qualification awarded by this University, equivalent to 300 hours, with a start date of dd/mm/yyyy and an end date of dd/mm/yyyy.

TECH is a Private Institution of Higher Education recognized by the Ministry of Public Education as of June 28, 2018.

June 17, 2020

Tere Guevara Navarro
Dean

Unique TECH Code: AFWORD23S techtitute.com/certificates

*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

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