

# Postgraduate Certificate

## Career Guidance in Vocational Training



## Postgraduate Certificate

### Career Guidance in Vocational Training

- » Modality: online
- » Duration: 6 weeks
- » Certificate: TECH Global University
- » Accreditation: 6 ECTS
- » Schedule: at your own pace
- » Exams: online

Website: [www.techtitute.com/us/psychology/postgraduate-certificate/career-guidance-vocational-training](http://www.techtitute.com/us/psychology/postgraduate-certificate/career-guidance-vocational-training)

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# 01

# Introduction

Having adequate and comprehensive support when choosing a professional path and vocation is of utmost importance for the students. In order to be able to provide students with the accurate picture of the panorama of opportunities opening up to them after vocational training, the psychologist needs to be up to date on all the new developments in the field. This program offers the most complete update on all the new developments that the professional should be aware of.





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*Acquire the mental and practical tools necessary to act as a sound guide in the student's decision making process"*

This Postgraduate Certificate in Career Guidance in Vocational Training is the most complete in the sector, since it gathers up-to-date and concise information regarding the techniques and processes to be followed for an appropriate guidance towards the professional world by the psychologist for the final year student.

The resources found in this Postgraduate Certificate will allow professionals to obtain better short, medium and long term results when supporting students with their career choices and preparing them for the professional world.

Both the activities proposed and the innovative approaches to guidance that you will encounter will enable the student to improve their professional skills and the results of their department in the center.

This program will enable the professional to enhance their skills and techniques in guiding students at the beginning of their career path. To this extent, this program is the best option for the professional who seeks to help young students through social processes.

A high-level step that will become a process of improvement, not only on a professional level, but also on a personal level.

This **Postgraduate Certificate in Career Guidance in Vocational Training** contains the most complete and up-to-date program on the market. The most important features include:

- ♦ 100 practical cases presented by experts in Career Guidance in Vocational Training
- ♦ 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
- ♦ New developments in detection and intervention in Career Guidance for Vocational Training
- ♦ It contains practical exercises where the self-assessment process can be carried out to improve learning
- ♦ Algorithm-based interactive learning system for decision making in the situations that are presented to the student
- ♦ With special emphasis on evidence-based methodologies in Career Guidance in Vocational Training
- ♦ All of this will be complemented by 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



*A high-impact Postgraduate Certificate that will propel you to the next professional level"*

“

*This Postgraduate Certificate will mark you out as a leading professional in the psychological field of vocational guidance”*

The faculty is made up of professionals belonging to the field of Career Guidance in Vocational Training, who bring their work experience to this program, in addition to renowned specialists belonging to reference societies and prestigious universities.

Thanks to its multimedia content developed with the latest educational technology, they will allow the professional a situated and contextual learning, that is to say, a simulated environment that will provide an immersive learning programmed to prepare for real situations.

This program is designed around Problem-Based Learning, whereby students must try to solve the different professional practice situations that arise throughout the program. For this, the professional will be assisted by an innovative interactive video system developed by renowned experts in the field of Career Guidance in Vocational Training, with extensive teaching experience.

*Undertake sound and continuous professional development, converting learning into a new ways of intervening that are safe and effective.*

*Boost your career with this Postgraduate Certificate and place yourself at the forefront of the labor market.*



# 02

# Objectives

The objectives of this program have been established as a guide for the development of the entire qualification, with the specific mission of offering students an intensive refresher course that will really boost their professional progression. A journey of personal growth that will lead professionals to excellence in their practice.







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*Study with the most modern and efficient online teaching methods and build the necessary expertise to create effective protocols to support and guide vocational and professional choices"*



## General Objectives

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- ♦ Acquire the necessary knowledge to act as a support for students' decision making regarding their vocation and vocational orientation
- ♦ Act in an adjusted way in the different personal contexts of the students
- ♦ Know the most effective and useful guidance strategies





## Specific Objectives

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- ◆ Identify the professional opportunities for each vocation
- ◆ Plan the possible paths to follow after the completion of the degrees of the different professions

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*A highly intensive Postgraduate Certificate that will provide you with an update on career guidance”*

03

# Course Management

The faculty is made up of leading specialists in Career Guidance in Vocational Training, who bring their professional experience into this program. Additionally, other recognized specialists participate in its design and preparation, which means that the program is developed in an interdisciplinary manner.





“

*Learn about the latest advances in procedures in the field of Career Guidance in Vocational Training, from leading professionals”*

## Management



### Ms. Jiménez Romero, Yolanda

- ◆ Psychopedagogue specialized in Neurolinguistics
- ◆ Educational psychologist
- ◆ Degree in Primary Education with English
- ◆ Educational psychologist
- ◆ Master's Degree in Neuropsychology of High Intellectual Abilities
- ◆ Master's Degree in Emotional Intelligence
- ◆ Specialized Teacher in High Intellectual Ability
- ◆ Co-director, Author and Teacher in Different University Educational Projects



## Professors

### Ms. García Camarena, Carmen

- ♦ Manager of Step by Step, a vocational guidance company for all professional stages
- ♦ Psychologist and Master's Degree in Business Administration, CAP at the Alfonso X el Sabio University
- ♦ Specialization in FOL and Master's Degree in HR and group techniques
- ♦ Creator of a methodology adapted to high school stages

### Mr. Maroto, José María

- ♦ Computer Engineer
- ♦ Consultant specialized in Coaching, Change Management, Motivation, Emotional Intelligence and Leadership. Professor specialized in Innovation and BigData processes
- ♦ Expert in learning, lecturer and writer of articles and publications related to his areas of expertise

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*Our teaching team will provide you with all their knowledge so that you are up to date with the latest information on the subject"*

# 04

## Structure and Content

The contents of this program have been selected and developed by highly qualified professionals in the field of Career Guidance in Vocational Training. In addition, the design of the program includes audiovisual material, complementary readings and self-knowledge exercises that will delve into the current demands of the sector. It is a well-structured and accessible program for the psychology professional.





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*An intensively structured educational approach, in such a way that you achieve your learning goals consistently and effectively”*

## Module 1. Career Guidance in Vocational Training

- 1.1. The Orientation and Training Department and its Functions
  - 1.1.1. Functions Established in Current Regulations
  - 1.1.2. Functions Established in the Vocational Training Integrated Centers Regulations
  - 1.1.3. New LOMCE Subjects and Teaching Attribution
  - 1.1.4. Origins of the Orientation and Training Department, its Separation from the Guidance Department
  - 1.1.5. Labor Exchanges and Orientation and Training Department
  - 1.1.6. The Collaboration of the Orientation and Training Department and the Guidance Department in High Schools
  - 1.1.7. The Validation of Subjects and its Impact on the Orientation and Training Department
  - 1.1.8. Requests to Educational Administrations by Orientation and Training Teachers to Change the Current Framework
- 1.2. The Tutoring Action: The Tutors of Workplace Training and Vocational Training
  - 1.2.1. Functions of the Workplace Training Tutors Established in the Current Regulations
  - 1.2.2. Functions of the Vocational Training Tutors Established in the Current Regulations
  - 1.2.3. Workplace Training Face-To-Face Tutoring
  - 1.2.4. The Current Problems of the Workplace Training (Withdrawal of Financial Resources from Collaborating Companies)
  - 1.2.5. Company Recruitment and Visits Prior to the Signing of Agreements
  - 1.2.6. The Signing of Agreements and the Assignment of Internships Based on Transcript of Records or Other Criteria
  - 1.2.7. The Tutor's Follow-up of the Work Carried Out in the Company
  - 1.2.8. Training Agreements in Dual Vocational Training
  - 1.2.9. The Tutoring of Internships in Dual Vocational Training and its Problems
- 1.3. The Transversal Module in all Vocational Training Cycles called Orientation and Training: Vocational and Professional Guidance in this Module
  - 1.3.1. The Study of the Training Cycle: Regulatory Regulations, Educational and Vocational Levels
  - 1.3.2. Identification of Training Itineraries Related to the Title of the Training Cycle
  - 1.3.3. Continuing Education for the Graduate's Work and Professional Career: Assessment of its Importance
  - 1.3.4. Professional Options: Definition and Analysis of the Professional Sector of the Training Cycle Title
  - 1.3.5. Employers in the Sector: Public Employers, Private Employers and Possibility of Self-Employment
  - 1.3.6. Process, Techniques and Tools for Job Search and Recruitment in Small, Medium and Large Companies in the Sector
  - 1.3.7. System of Access to Public Employment in Positions Suitable for Cycle Graduates
  - 1.3.8. Internet Resources in the Field of Guidance
  - 1.3.9. Professional Career based on the Analysis of Personal Interests, Aptitudes and Motivations: Self-Knowledge and Professional Potential
- 1.4. The Transversal Module in Most of the Vocational Training Cycles Called Business and Entrepreneurship: Vocational and Professional Orientation in this Module
  - 1.4.1. The Development of Creativity and a Spirit of Innovation to Respond to Challenges in the Processes and Organization of Work and Personal Life
  - 1.4.2. Informed Decision-Making
  - 1.4.3. The Development of Leadership, Motivation, Supervision and Communication Techniques in Group Work Contexts
  - 1.4.4. Communication Strategies and Techniques
  - 1.4.5. Procedures related to the Entrepreneurial, Business and Professional Initiative Culture
  - 1.4.6. Rights and Duties as an Active Agent in Society
  - 1.4.7. The Business Project through the so-called "Business Plan"
    - 1.4.7.1. New Forms of Collaborative Economy and their Impact on Self-Employment
  - 1.4.8. Social Entrepreneurship



- 1.5. The Career Guidance System via Labor Exchanges in Vocational Training. (Job Search)
  - 1.5.1. The System of Labor Exchanges in the University Sector
  - 1.5.2. Employment Agencies and their Linkage with Training Entities
  - 1.5.3. The Lack of "Professionalization" of the Vocational Training Labor Exchange System
  - 1.5.4. The Example of Good Web Practice: Employ Vocational Training (Implemented by Vocational Training Company)
  - 1.5.5. Job Vacancies in Hotel Management and Tourism Schools
  - 1.5.6. Examples of Labor Exchanges that, in addition to Providing Intermediary Services, also Carry out Career Guidance Activities
  - 1.5.7. The "Company Relations" Department that Some Centers Have to Provide a Solution to Workplace Training + Dual Vocational Training + Job Opportunities
  - 1.5.8. Open Days
  - 1.5.9. European Vocational Training Week
  - 1.5.10. Department of Information and Vocational Guidance of the Vocational Education and Training Integrated Centers
- 1.6. The Career Guidance system via Business Incubators in Vocational Training
  - 1.6.1. The System of Business Incubators at the University Level
  - 1.6.2. Business Incubators Promoted by City Halls
  - 1.6.3. The Lack of "Professionalization" of the Business Incubator System in Vocational Training
- 1.7. The Approach to Career Guidance through the Orientation and Training Module: New Trends
  - 1.7.1. Personal Brands
  - 1.7.2. Professional Social Networks
  - 1.7.3. Networking Events
  - 1.7.4. The Personal Learning Environment (MOOCs and NOOCs)
  - 1.7.5. The Personal Learning Network (Groups in Social Networks)
  - 1.7.6. Professional Communities in the Network
  - 1.7.7. Serious Games and Game-Based Selection Dynamics
  - 1.7.8. The Personal Web (Positioning and References)
  - 1.7.9. The Portfolio of Completed Projects
  - 1.7.10. YouTube or the Resizing of the Video-CV

- 1.8. Transition to Adulthood thanks to the Training and Job Orientation Module: Practical Examples (Care for People at Risk of Social Exclusion)
  - 1.8.1. The Phenomenon of Long-Term Unemployment and Vocational Education Training
  - 1.8.2. Disadvantaged Groups and their Integration through Basic Vocational Education and Training
  - 1.8.3. Dropping Out of School and Returning to the Classroom through Intermediate Vocational Training
  - 1.8.4. The Training and Job Orientation Module as an Aid to Social Integration
  - 1.8.5. The Training and Job Orientation Module and Employment of People with Disabilities
  - 1.8.6. The Training and Job Orientation Module and Bridging the Gender Gap
  - 1.8.7. The Work of Vocational Family Departments in Social Integration
  - 1.8.8. Collaboration between the Guidance Department and the Vocational Education and Training Department in Vocational Training Dissemination Activities (European Vocational Training Week)
- 1.9. Promoting Entrepreneurship in Vocational Training: The Business and Entrepreneurship Module, New Trends
  - 1.9.1. Lean Startup in Entrepreneurial Education
  - 1.9.2. Design Thinking Techniques applied to the Business and Entrepreneurship Module
    - 1.9.2.1. Public Initiative Entrepreneurship Programs
  - 1.9.3. Private Initiative Entrepreneurship Programs
  - 1.9.4. The Selfie Entrepreneur Project
  - 1.9.5. The Initiation to the Entrepreneurial and Business Activity Elective and its Link to Financial Education
  - 1.9.6. The Integration of Business and Entrepreneurship with Other Modules, the Example of the Methodological Use of SCRUM (Giner de los Ríos Prize)
  - 1.9.7. The Elevator Pitch and its Importance in Entrepreneurship
  - 1.9.8. The Storytelling. Video Editing Techniques
  - 1.9.9. Tools for Project Prototyping





- 1.10. Soft Skills through the Vocational Education and Training and Business and Entrepreneurship Modules
  - 1.10.1. The Vocational Education and Training Module and the Contents Related to Soft Skills. (Background in the Missing Relationships in the Work Environment Module)
  - 1.10.2. Communication, Leadership, Negotiation and Teamwork as Essential Contents in the Vocational Education and Training Module
  - 1.10.3. Coaching as an Ally of the Vocational Education and Training Module
  - 1.10.4. Digital Skills through the Vocational Education and Training Module
  - 1.10.5. Learning and Employment Opportunities in Europe
  - 1.10.6. Training for the Selection Process for Vocational Education and Training Teachers
  - 1.10.7. The Didactic Use of Recommended Readings to Work on Skills and Attitudes in the Vocational Education and Training Module
  - 1.10.8. Film and Vocational Education and Training, a Very Useful Relationship for Working on Emotional Skills
  - 1.10.9. The IBERICUS Project, a National Alternative to Erasmus
  - 1.10.10. Entrepreneurship Contests and their Impact on Students

“ *A unique, crucial and decisive learning experience to boost your professional development* ”

05

# Study Methodology

TECH is the world's first university to combine the **case study** methodology with **Relearning**, a 100% online learning system based on guided repetition.

This disruptive pedagogical strategy has been conceived to offer professionals the opportunity to update their knowledge and develop their skills in an intensive and rigorous way. A learning model that places students at the center of the educational process giving them the leading role, adapting to their needs and leaving aside more conventional methodologies.



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*TECH will prepare you to face new challenges in uncertain environments and achieve success in your career”*

### The student: the priority of all TECH programs

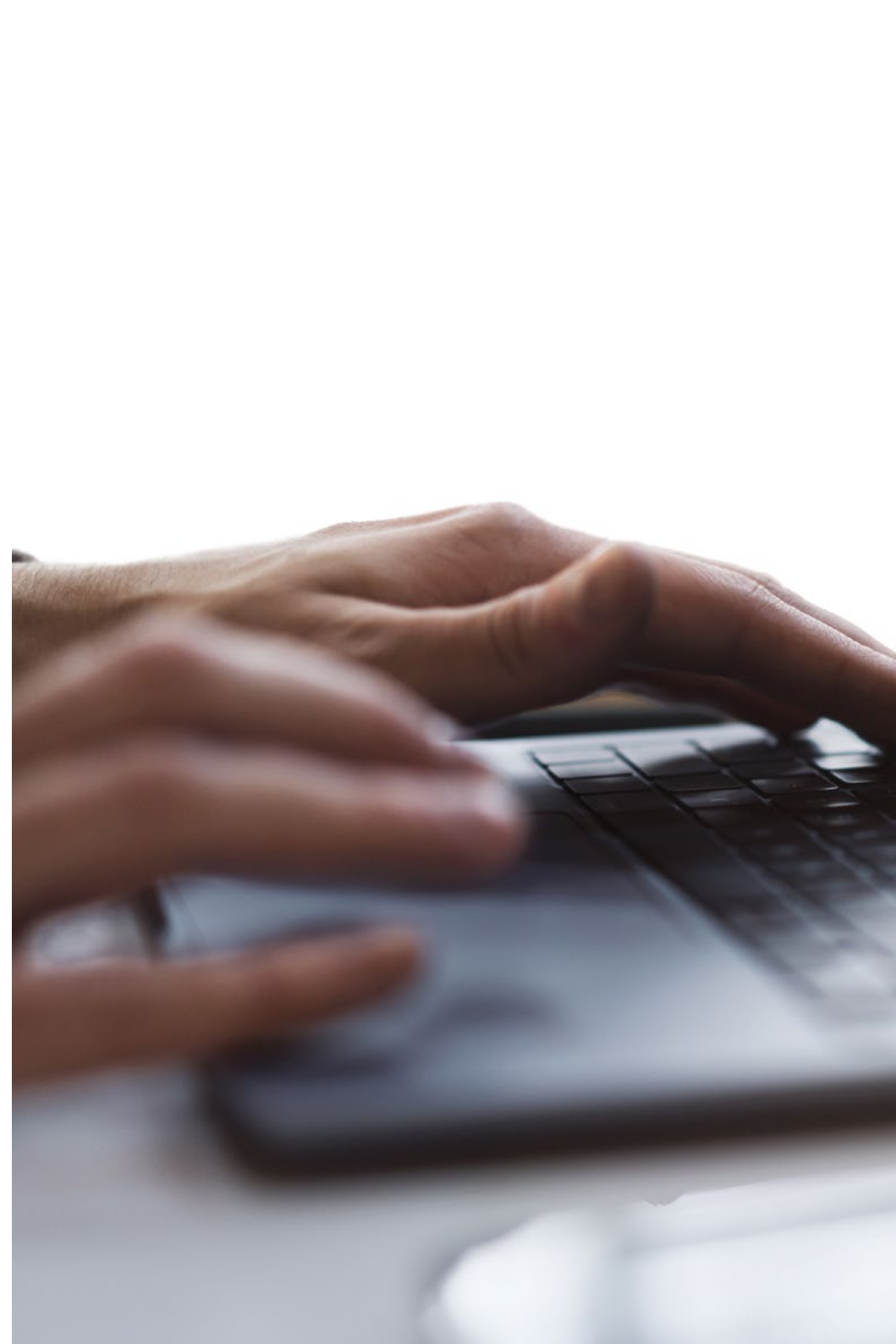
In TECH's study methodology, the student is the main protagonist.

The teaching tools of each program have been selected taking into account the demands of time, availability and academic rigor that, today, not only students demand but also the most competitive positions in the market.

With TECH's asynchronous educational model, it is students who choose the time they dedicate to study, how they decide to establish their routines, and all this from the comfort of the electronic device of their choice. The student will not have to participate in live classes, which in many cases they will not be able to attend. The learning activities will be done when it is convenient for them. They can always decide when and from where they want to study.

“

*At TECH you will NOT have live classes  
(which you might not be able to attend)”*





### The most comprehensive study plans at the international level

TECH is distinguished by offering the most complete academic itineraries on the university scene. This comprehensiveness is achieved through the creation of syllabi that not only cover the essential knowledge, but also the most recent innovations in each area.

By being constantly up to date, these programs allow students to keep up with market changes and acquire the skills most valued by employers. In this way, those who complete their studies at TECH receive a comprehensive education that provides them with a notable competitive advantage to further their careers.

And what's more, they will be able to do so from any device, pc, tablet or smartphone.

“*TECH's model is asynchronous, so it allows you to study with your pc, tablet or your smartphone wherever you want, whenever you want and for as long as you want*”

## Case Studies and Case Method

The case method has been the learning system most used by the world's best business schools. Developed in 1912 so that law students would not only learn the law based on theoretical content, its function was also to present them with real complex situations. In this way, they could make informed decisions and value judgments about how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

With this teaching model, it is students themselves who build their professional competence through strategies such as Learning by Doing or Design Thinking, used by other renowned institutions such as Yale or Stanford.

This action-oriented method will be applied throughout the entire academic itinerary that the student undertakes with TECH. Students will be confronted with multiple real-life situations and will have to integrate knowledge, research, discuss and defend their ideas and decisions. All this with the premise of answering the question of how they would act when facing specific events of complexity in their daily work.



## Relearning Methodology

At TECH, case studies are enhanced with the best 100% online teaching method: Relearning.

This method breaks with traditional teaching techniques to put the student at the center of the equation, providing the best content in different formats. In this way, it manages to review and reiterate the key concepts of each subject and learn to apply them in a real context.

In the same line, and according to multiple scientific researches, reiteration is the best way to learn. For this reason, TECH offers between 8 and 16 repetitions of each key concept within the same lesson, presented in a different way, with the objective of ensuring that the knowledge is completely consolidated during the study process.

*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.*



## A 100% online Virtual Campus with the best teaching resources

In order to apply its methodology effectively, TECH focuses on providing graduates with teaching materials in different formats: texts, interactive videos, illustrations and knowledge maps, among others. All of them are designed by qualified teachers who focus their work on combining real cases with the resolution of complex situations through simulation, the study of contexts applied to each professional career and learning based on repetition, through audios, presentations, animations, images, etc.

The latest scientific evidence in the field of Neuroscience points to the importance of taking into account the place and context where the content is accessed before starting a new learning process. Being able to adjust these variables in a personalized way helps people to remember and store knowledge in the hippocampus to retain it in the long term. This is a model called Neurocognitive context-dependent e-learning that is consciously applied in this university qualification.

In order to facilitate tutor-student contact as much as possible, you will have a wide range of communication possibilities, both in real time and delayed (internal messaging, telephone answering service, email contact with the technical secretary, chat and videoconferences).

Likewise, this very complete Virtual Campus will allow TECH students to organize their study schedules according to their personal availability or work obligations. In this way, they will have global control of the academic content and teaching tools, based on their fast-paced professional update.



*The online study mode of this program will allow you to organize your time and learning pace, adapting it to your schedule”*

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

1. Students who follow this method not only achieve the assimilation of concepts, but also a development of their mental capacity, through exercises that assess real situations and the application of knowledge.
2. Learning is solidly translated into practical skills that allow the student to better integrate into the real world.
3. Ideas and concepts are understood more efficiently, given that the example situations are based on real-life.
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.

### The university methodology top-rated by its students

The results of this innovative teaching model can be seen in the overall satisfaction levels of TECH graduates.

The students' assessment of the quality of teaching, quality of materials, course structure and objectives is excellent. Not surprisingly, the institution became the best rated university by its students on the Trustpilot review platform, obtaining a 4.9 out of 5.

*Access the study contents from any device with an Internet connection (computer, tablet, smartphone) thanks to the fact that TECH is at the forefront of technology and teaching.*

*You will be able to learn with the advantages that come with having access to simulated learning environments and the learning by observation approach, that is, Learning from an expert.*



As such, the best educational materials, thoroughly prepared, will be available in this program:



#### Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise. This content is then adapted in an audiovisual format that will create our way of working online, with the latest techniques that allow us to offer you high quality in all of the material that we provide you with.



#### Practicing Skills and Abilities

You will carry out activities to develop specific competencies and skills in each thematic field. Exercises and activities to acquire and develop the skills and abilities that a specialist needs to develop within the framework of the globalization we live in.



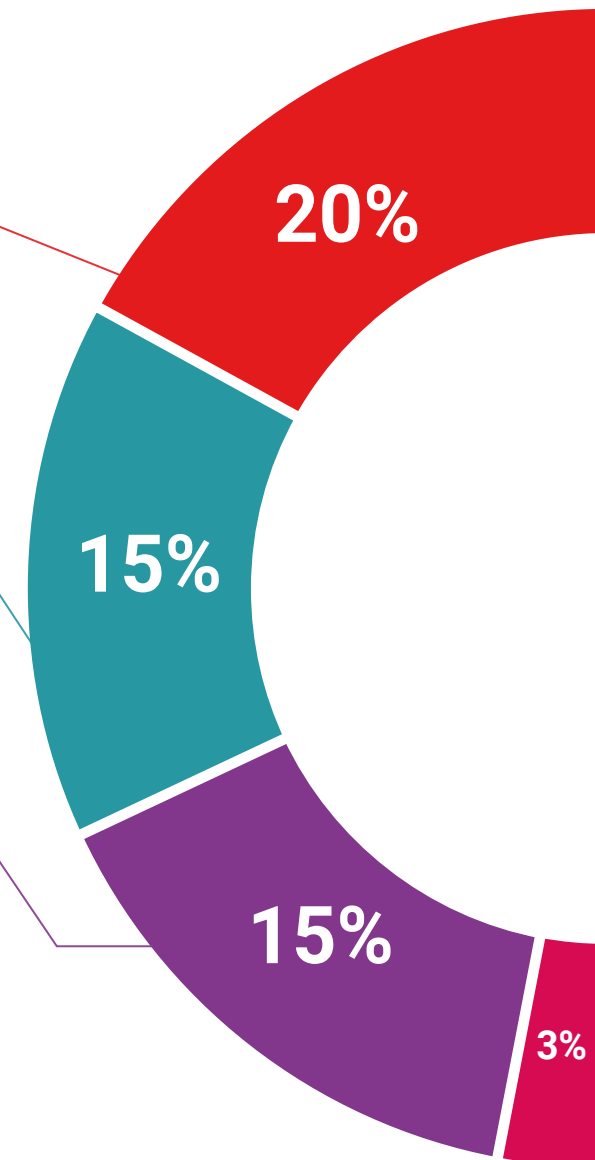
#### Interactive Summaries

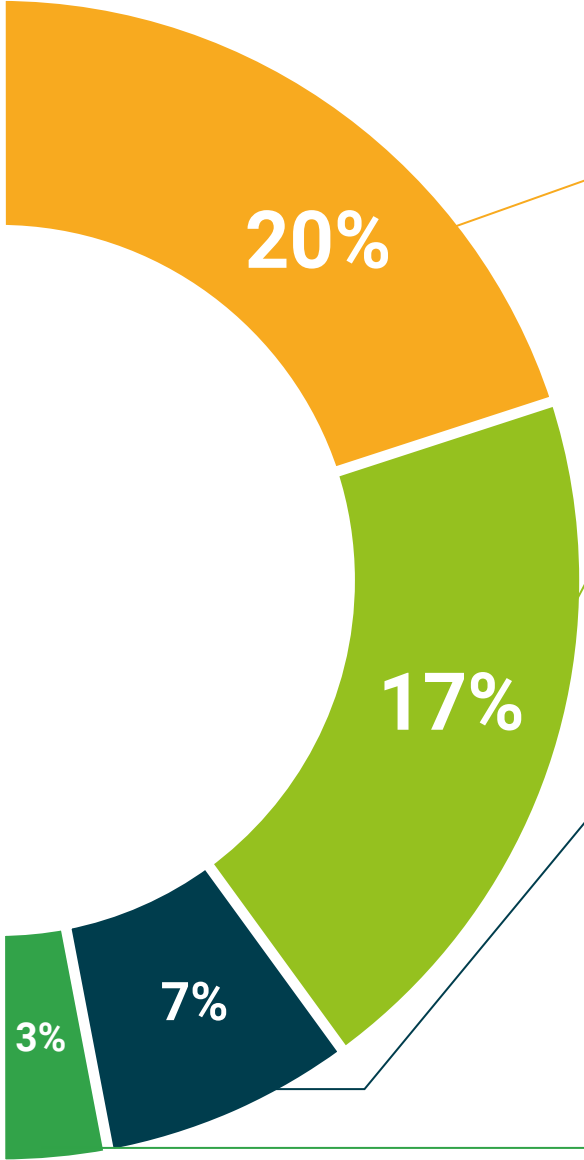
We present the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge. This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".



#### Additional Reading

Recent articles, consensus documents, international guides... In our virtual library you will have access to everything you need to complete your education.





**Case Studies**

Students will complete a selection of the best case studies in the field. Cases that are presented, analyzed, and supervised by the best specialists in the world.



**Testing & Retesting**

We periodically assess and re-assess your knowledge throughout the program. We do this on 3 of the 4 levels of Miller's Pyramid.



**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 for 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.



06

# Certificate

The Postgraduate Certificate in Career Guidance in Vocational Training guarantees, in addition to the most accurate and up-to-date education, access to a Postgraduate Certificate issued by TECH Global University.





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

This program will allow you to obtain a **Postgraduate Certificate in Career Guidance in Vocational Training** endorsed by TECH Global University, the largest digital university in the world.

**TECH Global University**, is an official European University publicly recognized by the Government of Andorra (*official bulletin*). Andorra is part of the European Higher Education Area (EHEA) since 2003. The EHEA is an initiative promoted by the European Union that aims to organize the international training framework and harmonize the higher education systems of the member countries of this space. The project promotes common values, the implementation of collaborative tools and strengthening its quality assurance mechanisms to enhance collaboration and mobility among students, researchers and academics.

This **TECH Global University** private qualification, is a European program of continuing education and professional updating that guarantees the acquisition of competencies in its area of knowledge, providing a high curricular value to the student who completes the program.

Title: **Postgraduate Certificate in Career Guidance in Vocational Training**

Modality: **online**

Duration: **6 weeks**

Accreditation: **6 ECTS**



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

future  
health confidence people  
education information tutors  
guarantee accreditation teaching  
institutions technology learning  
community commitment  
personalized service innovation  
knowledge present  
development language  
classroom



## Postgraduate Certificate Career Guidance in Vocational Training

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