SKILLS FOR JOBS
PROJECT

Country: Albania
Funded by Swiss Agency for Development and Cooperation (SDC)
Implemented by Swisscontact
Achievements so far

• In-built Career Center in the 4 VET partner schools and staff trained on its functions (Regions: Lezha, Berat and Vlora)

• Established collaboration with 67 businesses
  ➢ 38 businesses in offering Apprenticeship to 100% of 10th graders in Tourism & Hospitality profile
  ➢ 25 businesses in offering Gradual Skills Development Schemes (GSDs)
  ➢ 4 businesses in offering Sponsorships (teachers training, infrastructure, labs)
Career Center functions

- Business Relations
- WBL Management
- Career Guidance
- Institutional Marketing
- Tracing
GSDs

- Vocational Orientation
- On-site visit at the Business
- Bringing the Business at the School
- Job Shadowing
- Mentoring (Project Based)

Apprenticeship & Internship
On the way...

- Expand the network of businesses offering GSDs and Apprenticeship in Tourism & Hospitality
  - 90 more businesses on board by end of Nov
- Apprenticeship week (Apprenticeship Fairs, AAfA launch)
  20 – 24 of Nov
- Implement the Apprenticeship scheme in ICT
  - Concept developed and validated
  - At least 10 industry leaders in offering Apprenticeship to 100% of 10th graders in ICT profile
- Increase the quality of WBL delivery
  - List of criteria for selection of businesses is developed, but no official assessment of the In-Company Trainer is performed
  - Need for developing mentoring & coaching skills of the In-Company Trainers is identified
Accreditation Program for In-Company Trainers

Step 1: Training & Mentoring Objectives
- Based on the learning program of the students, ensure that the training & mentoring objectives are clearly set.
- Objectives to be revised for each respective education year to ensure

In-Company Trainer Selection
- Employee of the company for at least 18 months
- Relevant experience and seniority (based on learning programme objective)
- Volunteers for this process and shows keen interest in developing others
- Penal/disciplinary background checks

Step 2: Key Topics
- Role of the In-Company trainer/mentor
- Benefits of investing on a certified In-Company trainer/mentor
- How to impart professional expertise
- Millennials, aspirations & added value
- Key skills of a mentor
- What mentors should do & avoid
- Building rapport
- Give constructive feedback (EEC model)
- Provide performance coaching when needed
- Main Coaching Questions
- Mentoring processes

Step 3: Workshop Module

Step 4: On-Site Supervision & Monitoring
- Ad-hoc supervision shall be performed by Mentor/Coach
- Mentor to be provided constructive feedback after the session
- To monitor that mentoring sessions are being performed correctly and on a periodic basis (at least 1/month) an App could be built including:
  - Training/Mentoring Contract
  - Feedback sessions
  - Mentee writing actions for development & respective progress

Step 5: Feedback & Evaluation
- Online feedback on training program to be requested from both mentors & mentees
- KPIs to be considered:
  - % of positive feedback provided
  - No. of Mentoring sessions performed
  - Improvement of overall performance of mentees in practice
  - Improvement of overall performance of mentees in academic performance

Based on feedback, review, needs for further development or gaps to be filled and prepare a re-fresh workshop mainly based on practice sharing, knowledge refresh & practice.

Another option is to implement an online refresh training module with knowledge test (at least 80% threshold) mandated for mentors’ accreditation to the program.