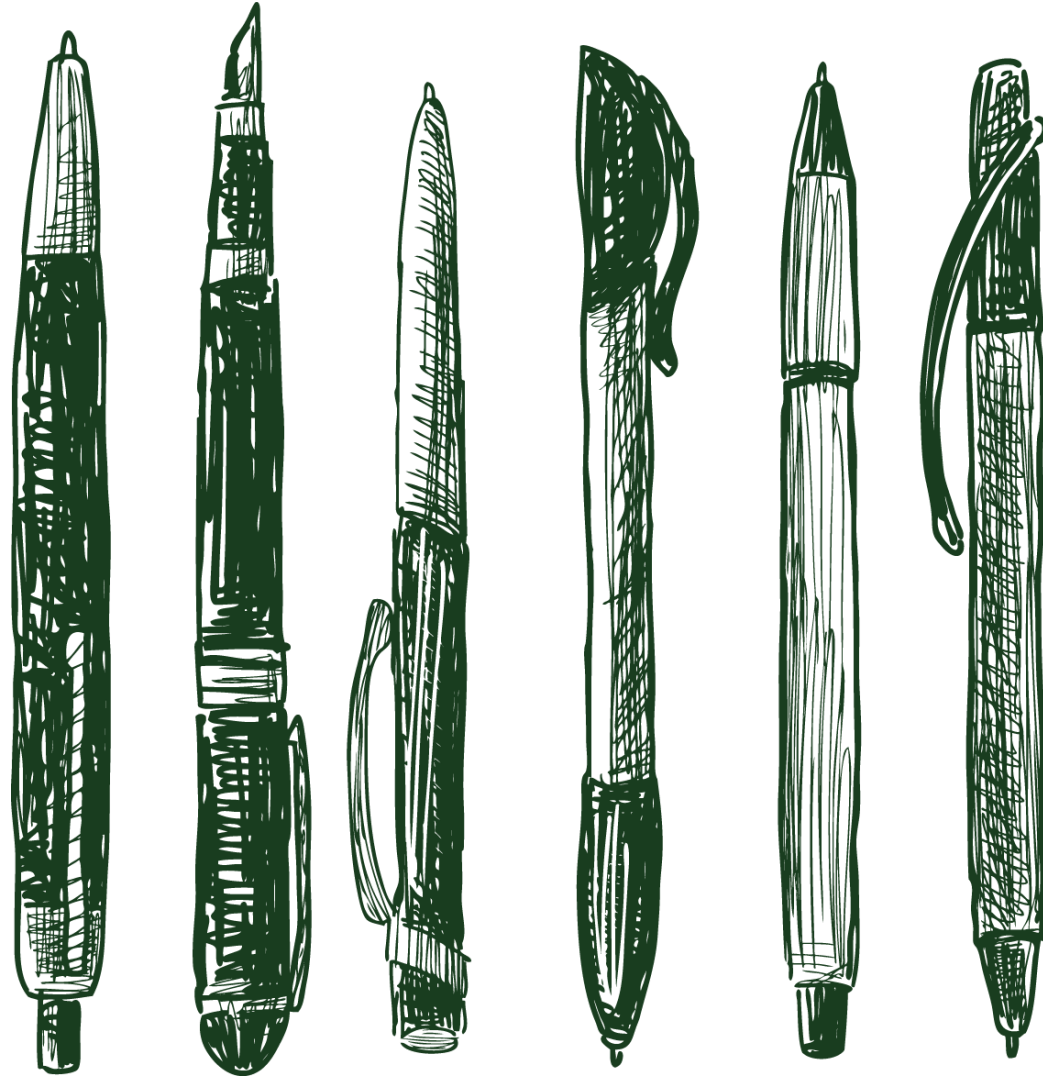




ALMA DIPLOMA
Associazione al servizio delle Scuole





FROM GUIDANCE TO ACCESS TO THE LABOUR MARKET
ALMADIPLOMA TOOLS TO HELP STUDENTS

WHAT IS ALMADIPLOMA?



AlmaDiploma is an association, whose purpose is to support schools in guidance policies of students to study and work, in the assessment of training systems, in educational activities planning. It was born in 2000 and gathers 250 institutes of secondary education.



AlmaLaurea Interuniversity Consortium represents 76 Italian universities and more than 90% of Italian graduates. AlmaLaurea realizes surveys on the Profile and Employment status of graduates, PhDs and master graduates. It gathers graduates CVs in order to put them in touch with companies and helps universities to manage their job placement activities through a web platform. It offers technical and scientific support.



Department of education studies "Giovanni Maria Bertin" takes part in design and supervision of guidance policies of students' activities in collaboration with Ce.Trans. (Center for transition towards job and inside the job)

ACTIVITIES THAT INVOLVE STUDENTS

LA MIA SCELTA (MY CHOICE)

It is an educational and training tool based on self-awareness that helps students to make their own choices about their future.

ALMAORIENTATI

It is an operational and training tool based on the characteristics of the student, on his expectations regarding professions and post-diploma training offers.

CURRICULUM VITAE

Educational tool useful for students to increase their awareness and re-elaborate experiences and skills in relation to the demands of the working world; it is an operational tool designed to increase job opportunities.

ALMADIPLOMA QUESTIONNAIRE

Students provide information and assessments that are listed on Graduates' Institute Profile.

SURVEY ON GRADUATES' LONG-TERM OUTCOMES

It analyses the choices of graduates at 1, 3 or 5 years after they graduate. A section of the survey is dedicated to work-related training activities.

TOOLS FOR IMPROVEMENT OF SCHOOLS

SELF-ASSESSMENT FOR A SCHOOL OF EXCELLENCE

AlmaDiploma gives to Schools useful data for self-assessment (the so called Self-Assessment Report, RAV) and for the drafting of the Improvement Plan.

THE INSTITUTE PROFILE OF GRADUATES

It is a report about graduates' personal details, social background, school performance, linguistic and information technology skills, extra-curricular activities, assessment of scholastic experiences, educational and professional prospects. Every year, Higher Institutes get their own Profile of Graduates for every single study course. Data from AlmaDiploma questionnaire and from school database are used to build the report.

GUIDANCE PROFILE OF THE INSTITUTE (POI)

It is drawn using and summarizing results from AlmaOrièntati activity carried out by students attending class fourth. POI analysis is given to schools at the beginning of the school year. Data obtained are divided according to courses and classes in order to carry out guidance activities aimed at fifth-year students who have previously carried out the AlmaOrièntati path.

TOOLS FOR IMPROVEMENT OF SCHOOLS

SURVEY ON GRADUATES' LONG-TERM OUTCOMES

It is carried out with an integrated web and telephone methodology. Currently it is the only complete and reliable tool that guarantees information about students' careers after 1, 3 and 5 years they graduated; it allows analysis and comparison of the following features:

1. type of collective
2. assessment of school experience
3. occupational and training outcomes
4. university studies
5. non-university post-diploma training
6. entry into the labour market
7. characteristics of current work
8. company characteristics
9. income
10. satisfaction with current work
11. use and request for a diploma at work

TRAINING

In its annual training plan Schools can include courses for teachers provided by AlmaDiploma Association with a dedicated FAD (Distance Learning) platform. Courses are generally modular to allow effective and targeted training.

GUIDING STUDENTS TOWARDS THE FUTURE

MY CHOICE

As an Education and training tool based on self-awareness, it allows students to think about their attitude towards a choice to be made, in this case the post-diploma one.

MY CHOICE consists of four modules.

Your decision style. After investigating students' postgraduate intention, they are asked to think about decisions made in the past and evaluate them. Self-assessment of the attributes will help students to think about their DECISION-MAKING PROCESS, the means they use to reach a decision, and the outcomes, i.e. what they think of what can happen when they make a decision and act accordingly.

Get ready to choose. Students are asked to evaluate the type of context and the type of decision they are making.

HOPE (acronym for "Have you got your goals clear?" - "Organize your resources" - "Plan your steps" - "Run your plan!"). In the first module students are asked to investigate how clear the goals they have declared are. In "Organize your resources" module, some possible obstacles that could interfere with the achievement of the objective are highlighted.

Ready to choose? It investigates the way in which students look for information and the effectiveness of the decision-making strategy they feel they have.

ALMAORIENTATI

AlmaOrientati is a path of individual guidance that suggests students the closest training or professional path to his aspirations and shows the concrete experience of those who have made the same choices and are currently employed. AlmaOrientati allows students to:

identify their strengths through the definition of a detailed profile based on skills and attitudes

get to know the university system and the labor market by acquiring useful and personalized information based on their answers

search for the most suitable degree program to their profile

identify their professional aspirations and the most suitable training paths consciously



After completing the online course, students get a personalized profile - summarized by 18 cute little animals and divided into 5 sections - thanks to which they will be able to understand the best route to follow, based on their aspirations and skills: University or Work.

THE FIVE SECTIONS OF ALMAORIENTATI

SELF-KNOWLEDGE

Answering statements concerning attitudes towards education, assessment of the study method and awareness of personal resources allows us to describe the essential profile of students.

KNOWLEDGE OF THE UNIVERSITY WORLD AND THE WORLD OF WORK

Through questions about these topics, students are given information about publications, sites and links to deepen the different topics.

SEARCH FOR YOUR PROFESSION

It analyses aspects of different jobs: taking into account competences and job preferences declared by students, it identifies the closest professional profiles to them, stating the required qualifications to carry out the profession and useful links such as ISFOL and Unioncamere.

THE CHOICE OF UNIVERSITY

AlmaOrientati enables students to use a search engine that identifies among all courses offered by Italian universities those that are closest to students' expectations and favourite subjects. Useful links are also available for in-depth study on MIUR and AlmaLaurea sites.

WHAT DO YOU WANT TO DO WHEN YOU GROW UP?

Students are asked to figure out their future after graduation/degree through 14 aspects relating to "ideal work": from stability to work autonomy, from time flexibility to earning prospects. Their answers will be processed in order to get one of the ten professional profiles which have been drawn using students' preferences on the same aspects by students interviewed in AlmaDiploma and AlmaLaurea surveys.

BUILDING THE CV: AN EDUCATIONAL ACTIVITY

The preparation of the CV is an **educational activity** as first . At the end of the guidance path, filling the CV with the support of teachers trained to help in this task allows students to:

- think once again about the goals they would like to achieve after graduation;
- summarize and write down in an organized format their experiences and their strengths;
- think about aspects that need more investment to be improved;
- think about the aspects that can be of interest for the labour market;
- deal with a tool of communication with the labour market that can concretely affect their chance to get a job.

BUILDING THE CV, GET IT AND USE IT

The second reason to take part in the laboratory of preparation of the CV is of course **to get it and use it**. Students can decide to publish their CV, this moment on it will be available companies through three channels:

- students can save it as a PDF or print it and send it to companies as a **usual CV**;
- **if the school enabled the placement service** is allowed to transfer CVs to companies interested in. AlmaDiploma offers a **placement platform** to help schools to manage this task on their own. This tool is built to share the information with Public Administrations like ANPAL that is itself a channel for companies;
- **AlmaLaurea s.r.l.** (a company 100% owned by AlmaLaurea Interuniversity Consortium) is allowed to transfer CVs to companies and education and training organisation such as ITS (technical high schools) who look for workers with specific skills.

Students can log in the AlmaDiploma site and update it also after graduation.



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