Project **EDIPUS: European Digital Portfolio for University Students**
Reference number: **2015-1-CY01-KA203-011856 Implementation period**: November 2015 – October 2017

THE 4 DAYS EDIPUS Training Course (3 modules per day)

Module 1: The EDIPUS Project, Objectives, Rational and Sulution, Good Practices, Survey results and needs analysis

Module 2: Registration-Login, Security, Navigation, Profile information, Keywaords/Tags, Search, Practice

Module 3: Adding new Categories and Sub-categories, Privacy Settings and Restrictions, Add/Edit/Delete Category "Compenents", Practice

Module 4: The Editor, the File Manager, Notifications, Statistics, Practice

Module 5: Glossary, EDIPUS Database, Practice in the role of the employer

Module 6: How University Students could present themselves through DPP, The content of the Digital Portfolio, Discussion

Module 7: Useful Tips (Dos and Dont's), Best practices and ideas for presenting myself and my work, Creativity in designing the content, How to present qualifications, how to write an attractive profile summary, (Language, Structure, Key points in the summary, How to make pitch video of yourself)

Module 8: Creating the personal DPP

Module 9: How to present education/training and certification, study abroad. Presenting Work Experience (Volunteering, internships, conference and event organization).

Module 10: Projects (academic, research, prototype development, participation in competitions etc), Presenting Skills and Competencies, Presenting knowledge of foreign languages, further completion of the DPP

Module 11: Europass CV and uploading, Communicate abilities and interests to prospective employers, Benefits for employability, Best practices for communication with companies and risks entailed, Self-promotion of skills and competences, Highlighting professional and development goals. Practice

Module 12: Completing the DPP, Publish on EDIPUS Data Base, Review, Evaluation

LEARNING OUTCOMES

Module	Title	Learning Outcomes
1	The EDIPUS Project, Objectives, Rational and Sulution, Good Practices, Survey results and needs analysis	1.1 – derive elements for ones' portfolio and decide where they belong in the structure of the portfolio 1.2 – characterize the current status and the available tools and services available for the concrete exchange of information between university students and the labour market 1.3 – describe tools and good practices in the field (concrete exchange of information between university students and the labour market) 1.4 – explain the purpose of EDIPUS and DPP clearly distinguishing both 1.5 – describe the positioning of DPP in the field 1.6 – identify needs addressed by EDIPUS, in general, and DPP, in particular
2	Registration-Login, Security, Navigation, Profile information, Keywaords/Tags, Search, Practice	2.1 identify the various steps needed to take from start to finish 2.2
3	Adding new Categories and Sub-categories, Privacy Settings and Restrictions, Add/Edit/Delete Category "Compenents", Practice	3.1 give participants an overview of the more advanced features

		3.2 understand which of the features in the DPP should be highlighted
		3.3 learn about various what-if-scenarios
		3.4 learn about how to be careful; what to post and not to post (related to the privacy settings)
4	The Editor, the File Manager, Statistics, Practice	4.1 Manage the Editor
		4.2 Manage supporting evidence
5	Glossary, EDIPUS Database, Practice in the role of the employer	5.1 understand the key words to use and which language to use
		5.2 understand better what the employers are looking for when they will use the DPP
6	How University Students could present themselves through DPP, The content of the Digital Portfolio, Discussion	6.1 – learn to describe themselves in a competitive and effective way that showcases their strengths.
		6.2 – Understand the various sections of a Digital Portfolio and the content that is proposed to be inserted in each one.
		6.3 – Understand the scope of presenting themselves through the DPP.
7	Useful Tips (Dos and Dont's), Best practices and ideas for presenting myself and my work, Creativity in designing the content, How to present qualifications, how to write an attractive profile summary, (Language,	7.1 – learn what elements to include and what not to include in the DP so as to look more professional but personalised.

	Structure, Key points in the summary, How to make pitch video of yourself)o	7.2 – explore ideas and best practices examples of how to structure a DP as templates. 7.3. – learn what makes a DP to be characterized as creative without being overbearing. 7.4 – acquire ways to present qualifications, not as a static meaning, (i.e making a pitch video for employers). 7.5 – understand the basic elements of writing an attractive profile summary
8	Creating the personal DPP	8.1 – getting the "from theory to practice" perspective; 8.2 - learning how to develop the DPP in real life 8.3 Become creative and communicative
9	How to present education/training and certification, study abroad. Presenting Work Experience (Volunteering, internships, conference and event organization).	9.1 – learn how to prioritize/distinguish between education and training. 9.2 – discover how to effectively showcase work experience relevant to their field or targeted position, either using static/ or non-static content.
10	Projects (academic, research, prototype development, participation in competitions etc), Presenting Skills and Competencies, Presenting knowledge of foreign languages, Further completion of the DPP	10.1 – learn how to best present projects according to type and field; practical examples. 10.2 – learn how to present their skills and competences linking

		them with different parts and content recorded in the DP.

10.3 – discover new ways to showcase their knowledge of foreign languages. |
| 11 | Europass CV and uploading, Communicate abilities and interests to prospective employers, Benefits for employability, Best practices for communication with companies and risks entailed, Self-promotion of skills and competences, Highlighting professional and development goals. Practice | 11.1 Learning to master and use the Digital Portfolio so as to be more active, accessible and competitive on the labour market, but also to tailor one's approach with the Digital Portfolio to a company regarding their needs and consequently stand out of the crowd.

11.2 Learning to know oneself better regarding one's strengths and weaknesses (competencies, skills, etc.) both professionally and personally so as to have a better hindsight on oneself, to promote oneself in the best professional way possible and moreover be able to discuss one's potential and mind-set (professional and development goals). |
| 12 | Completing the DPP, Publish on EDIPUS Data Base, Review, Evaluation | 12.1 Deciding what goes public
12.2 Learn how to self-evaluate
12.3 Learn how to reflect |
| | OVERALL LO | 1. Learn and be able to organize your knowledge, experience and skills evidence
2. Understand how to promote your personal digital portfolio
3. Understand how to present yourself to prospective employers |

		4. Learn how to reflect on your existing and/or missing skills and competences 5. Develop communication skills