



TECHNICAL DOCUMENT FOR EDUCATORS AND COUNSELLORS

Breaking Barriers and Building Community for an Effective, Sustainable and Inclusive
Digitalization of Adult Education Services



Title and acronym: Breaking Barriers and Building Community for an Effective, Sustainable and Inclusive Digitalization of Adult Guidance Services -
DIGI BREAKER+

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This document will serve as a guide for organisations of Adult Education providers and job counsellors/practitioners, providing them with information on practical activities and advice on incorporating the DB+ project methodology into their daily practices with jobseekers. The document is designed to be user-friendly, engaging, and informative, ensuring that it serves as a valuable resource for its intended audience.

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Overview:

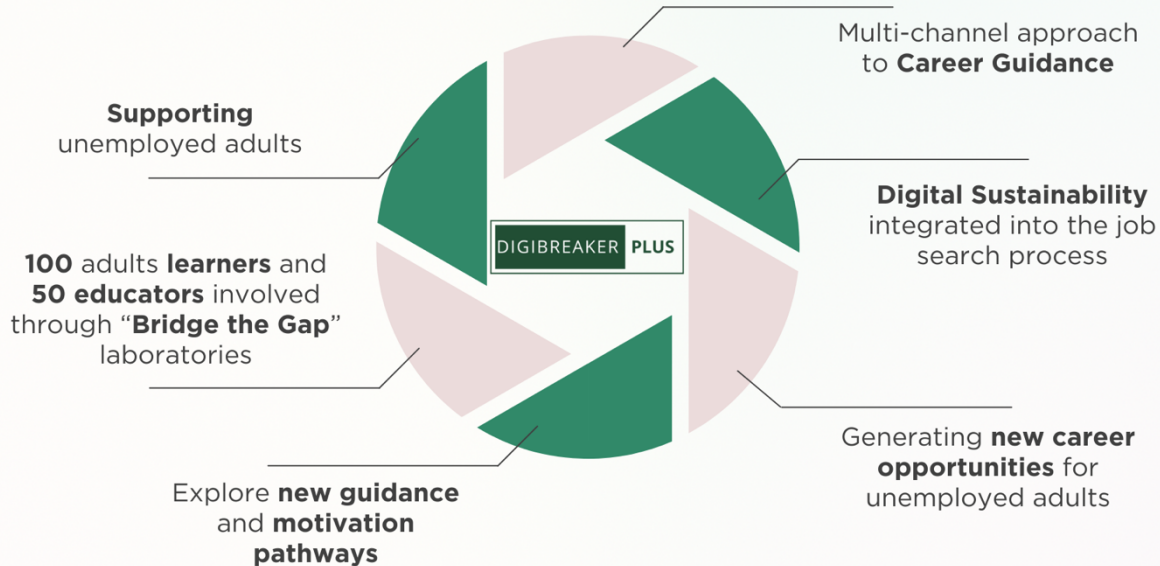
1. **Introduction:** outline of the DB+ project, its goals, and the importance of integrating its methodology into adult education and career counselling.
2. **DB+ Methodology Overview:** a detailed explanation of the DB+ project methodology, its core principles, and how it can be applied in the context of adult education and career counselling.
3. **Practical Activities and Strategies:**
 - a. **For Educators:** activities and strategies for educators to implement the DB+ methodology in adult education settings, including classroom-based and online learning environments.
 - b. **For Counsellors:** techniques and approaches for counsellors to integrate the DB+ methodology into career counselling sessions, with a focus on personalised guidance and support.
4. **Tools and Resources:** a compilation of tools, resources, and materials that can be utilised to effectively implement the DB+ methodology, including digital tools, assessment methods, and instructional materials.
5. **Case Studies and Best Practices:** real-life examples and success stories demonstrating the effective implementation of the DB+ methodology in various adult education and career counselling contexts.
6. **Evaluating and Monitoring Progress:** Guidelines on how to evaluate the effectiveness of the DB+ methodology implementation, including feedback mechanisms, assessment tools, and continuous improvement strategies.
7. **Conclusion and Further Resources:** Final thoughts on the importance of the DB+ methodology in adult education and career counselling, along with additional resources for further exploration and learning.

Section 1:

Introduction DB+ Project Overview

The **DIGI-BREAKER PLUS** project represents a collaborative partnership between six organisations from different countries (Belgium, Bulgaria, Italy, Lithuania, and Sweden). This initiative is designed to develop comprehensive solutions for generating new career opportunities for unemployed adults, particularly those with low skills and qualifications. The project focuses on broadening the adoption and establishment of digital guidance services within local communities, thereby creating a cascading effect across the participating countries and at a European level. The core of the DIGI-BREAKER PLUS project lies in designing, developing, and testing a sustainability-based digital skills framework. This framework, presented in the form of an **e-book** and a **Massive Open Online Course (MOOC)**, aims to support the uptake of a digital, green, open, and multi-channel approach to career guidance. It fosters stronger dialogue between unemployed adults and career counsellors/adult educators, while also raising awareness about how digital sustainability can be integrated into the job search process.

PROJECT OVERVIEW



Role of Adult Education Centers in DB+

The DB+ consortium consists of a European alliance of Adult Education Centers, each possessing significant expertise in applying digital technologies in their everyday practices. These centres play a crucial role in exchanging and sharing competencies and networks to ensure the widest possible impact and dissemination of the project outcomes, both nationally and at a European level.

Involvement and Impact

A total of 100 adult learners and 50 educators and counsellors will be directly involved in the piloting of the project materials through "Bridge the Gap" laboratories and a series of workshop activities. These activities are designed to create a DIGIBREAKER community of practitioners across all participating countries and at the European level. The testing of course materials and the

Community Development Action Plan will activate a cascading effect, amplifying the project's impact across the EU and reaching a minimum of 1,000 adult learners, educators, employment and career counsellors throughout the project's lifetime.

Addressing Adult Education Priorities

The DIGI-BREAKER PLUS project responds to key priorities in Adult Education by supporting unemployed adults, especially those with lower skills and qualifications, in exploring new guidance and motivation pathways. This is achieved through the development of digital tools that enhance self-awareness and understanding of available learning or career opportunities. Additionally, the project extends the competencies and tools available to employment counsellors, career guidance professionals, and adult education providers by offering innovative digital solutions. These solutions enrich the methods used to support unemployed adults in finding new learning and job opportunities.

Section 2:

DB+ Methodology Overview

DIGI-BREAKER PLUS Methodology

The DIGI-BREAKER PLUS project methodology revolves around the concept of enhancing adult education and career counselling through the digitalization and sustainable development of guidance services. This methodology is grounded in the creation of a digital skills framework that is sustainability-based, aiming to

transform the way unemployed adults interact with career guidance and adult education opportunities.

Core Components of the Methodology

1. Sustainability-Based Digital Skills Framework:

A key component of the DIGI-BREAKER PLUS methodology is the development of a digital skills framework centred on sustainability. This framework guides the integration of digital technologies with an emphasis on environmental, social, and economic sustainability in career guidance and education.

2. E-Book and MOOC for Adult Learners and Employment Counsellors:

The methodology includes the production of an E-book and a Massive Open Online Course (MOOC) tailored for adult learners and employment counsellors. These resources provide comprehensive guidance on implementing the digital skills framework and utilising digital tools in career counselling and adult education.

3. Inclusive and Open Approach to Education and Training:

The methodology promotes an inclusive, open, and innovative approach to education and training. It enhances access, participation, and performance of learners, facilitating transitions between different levels and types of education and training, and from education/training to the world of work.

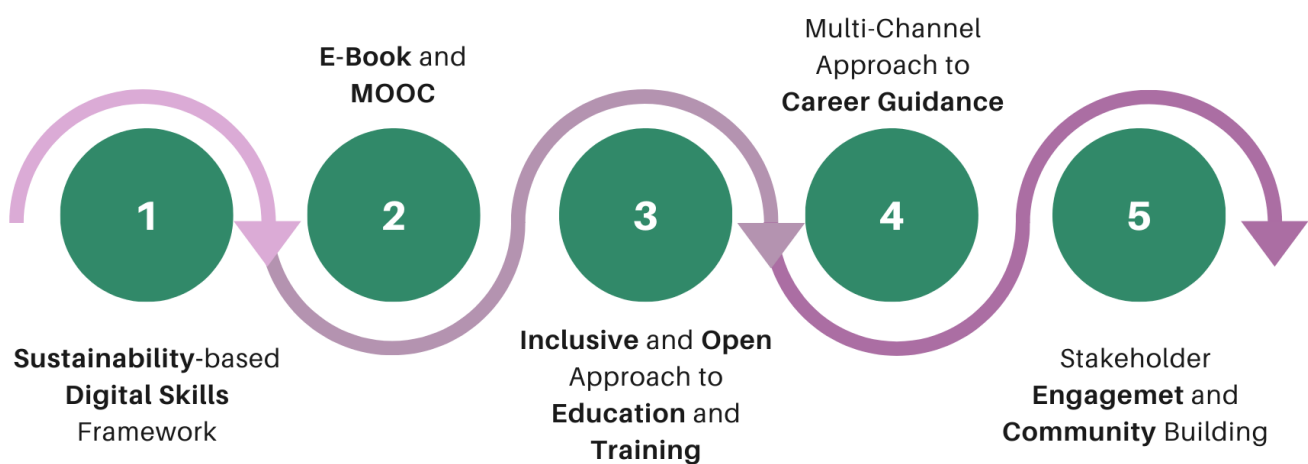
4. Multi-Channel Approach to Career Guidance:

Emphasising a multi-channel approach, the methodology encourages the use of various digital platforms and tools for career guidance. This approach fosters a stronger dialogue between unemployed adults and career counsellors/adult educators, creating a more dynamic and interactive learning environment.

5. Stakeholder Engagement and Community Building:

The methodology involves engaging various stakeholders, including Adult Education Centers, educators, counsellors, and unemployed adults. This engagement aims to create a community of practice that shares competencies, experiences, and networks to maximise the impact and dissemination of the project outcomes.

CORE COMPONENTS OF THE METHODOLOGY



Implementation Strategy

The implementation of the DIGI-BREAKER PLUS methodology involves a series of activities, including the piloting of project materials through workshops and collaborative activities. These activities not only test the effectiveness of the digital skills framework and associated resources but also facilitate the building of a community of practitioners dedicated to the advancement of digital and sustainable career guidance services.

Goals and Expected Outcomes

The goal of the DIGI-BREAKER PLUS methodology is to create new career opportunities for unemployed adults by providing them with digital tools and resources that enhance their career management skills. Additionally, the methodology aims to enrich the competencies and methods used by career guidance professionals and adult education providers, offering innovative digital solutions for supporting unemployed adults in their pursuit of new learning and job opportunities.

Section 3:

Practical Activities and Strategies

For Educators: Integrating DB+ Methodology in Adult Education

1. Incorporating Digital Tools in Curriculum:

Educators should integrate digital tools and resources from the DIGI-BREAKER PLUS project, such as the e-book and MOOC, into their

curriculum. This integration can include dedicated sessions on digital skills, sustainability in career planning, and using digital platforms for career guidance.

2. Interactive Learning Activities:

Implement interactive learning activities that involve the use of digital tools. These can include online simulations, digital storytelling, and collaborative projects that utilise digital platforms to enhance learning and engagement.

3. Customised Learning Pathways:

Develop customised learning pathways for adult learners, taking into consideration their individual career goals, skills levels, and learning preferences. Utilise the digital skills framework to guide these pathways.

4. Feedback and Assessment:

Regularly collect feedback from learners about the effectiveness of digital tools and methodologies. Incorporate assessment tools that measure the development of digital skills and the impact on career management abilities.

For Counsellors: Applying DB+ Methodology in Career Counselling

1. Digital Profiling and Assessment Tools:

Use digital profiling and assessment tools provided by the DIGI-BREAKER PLUS project to understand the unique needs and aspirations of jobseekers. These tools can help in creating personalised career guidance plans.

2. Virtual Counselling Sessions:

Implement virtual counselling sessions using digital platforms. This approach can help in reaching a wider audience and providing flexible scheduling options for jobseekers.

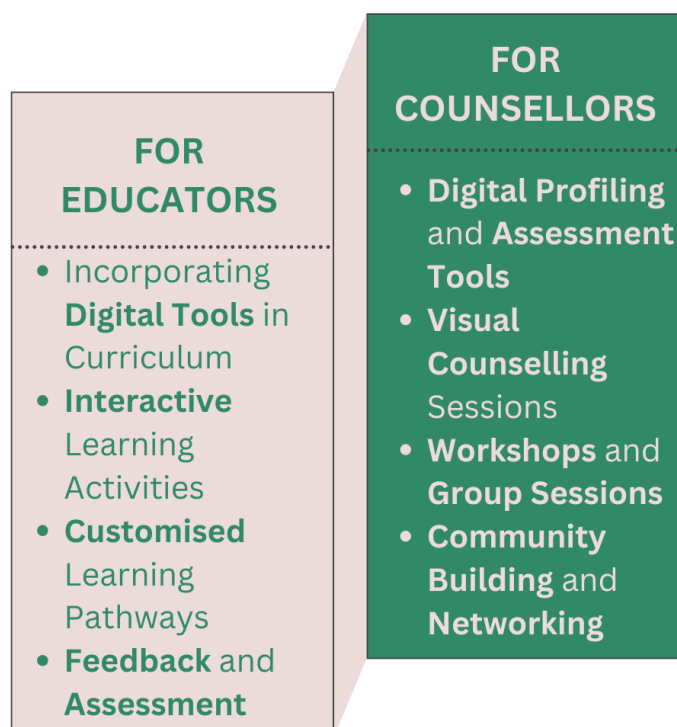
3. Workshops and Group Sessions:

Conduct workshops and group sessions that focus on career management skills, leveraging digital tools. Topics can include resume building, digital networking, and online job search strategies.

4. Community Building and Networking:

Encourage jobseekers to participate in online communities and networks related to their career interests. Utilise digital platforms to facilitate connections and collaborations among jobseekers and industry professionals.

INTEGRATING DB+ METHODOLOGY IN ADULT EDUCATION



Cross-Cutting Strategies

1. Professional Development:

Regularly update the skills and knowledge of educators and counsellors in the latest digital tools and methodologies. Provide training sessions and workshops that focus on the effective application of the DIGI-BREAKER PLUS methodology.

2. Stakeholder Engagement:

Engage with other educators, counsellors, and organisations to share best practices and experiences in implementing the DB+ methodology. Form partnerships for collaborative projects and initiatives.

3. Continuous Improvement:

Collect data and feedback on the effectiveness of activities and strategies. Use this information for continuous improvement of the DB+ methodology implementation.



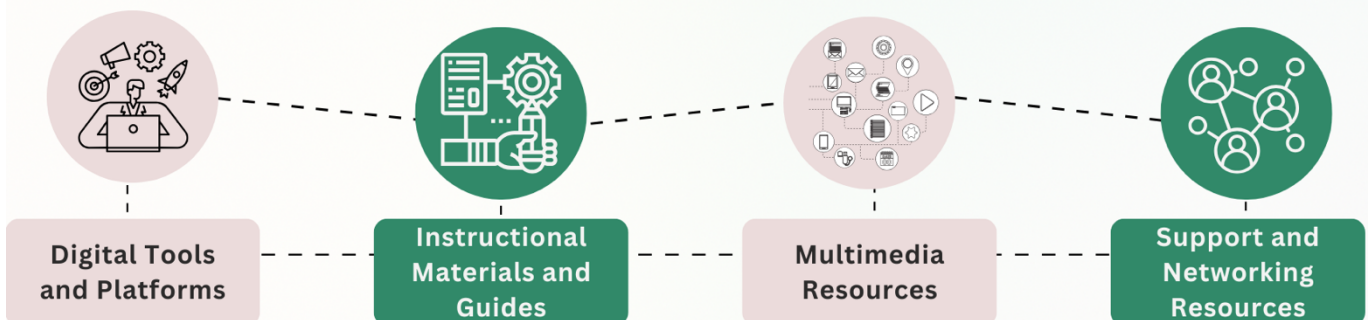
Section 4:

Tools and Resources

Digital Tools and Platforms

- ❖ **DIGI-BREAKER PLUS E-Book:** a comprehensive guide that covers the digital skills framework and methodologies for integrating digital and sustainable practices in career guidance and adult education.
- ❖ **MOOC (Massive Open Online Course):** an online course offering detailed instructions and interactive learning experiences related to the DIGI-BREAKER PLUS methodology, tailored for both adult learners and employment counsellors.
- ❖ **Digital Profiling and Assessment Tools:** online tools for assessing the skills, interests, and career aspirations of jobseekers, aiding in the creation of personalised guidance plans.
- ❖ **Virtual Collaboration Platforms:** recommended platforms for conducting virtual counselling sessions, workshops, and group activities, facilitating remote engagement and interaction.
- ❖ **DB+ Digital tools database and platform**

TOOLS AND RESOURCES



Instructional Materials and Guides

- ❖ **Activity Templates:** ready-to-use templates for various activities, including interactive workshops, group discussions, and project-based learning, aligned with the DB+ methodology.
- ❖ **Career Guidance Toolkits:** comprehensive sets of resources for career counsellors, including worksheets, checklists, and guides for effective career planning and management.
- ❖ **Sustainability Integration Guides:** materials that focus on integrating sustainability principles into career guidance and adult education, promoting awareness and action on environmental, social, and economic sustainability.
- ❖ **DB+ Instructional guide and materials database.**

Multimedia Resources

- ❖ **Promotional Videos:** videos that explain the DIGI-BREAKER PLUS project and its objectives, suitable for use in educational settings and counselling sessions to introduce the methodology.
- ❖ **Webinars and Online Workshops:** recordings of past webinars and workshops that provide insights into the practical application of the DB+ methodology in various contexts.
- ❖ **Podcasts and Interviews:** audio resources featuring discussions with experts in adult education and career counselling, sharing experiences and best practices in implementing the DB+ methodology.

Support and Networking Resources

- ❖ **Community Forums and Discussion Groups:** online platforms for educators and counsellors to share experiences, ask questions, and collaborate with peers implementing the DB+ methodology.
- ❖ **Professional Development Opportunities:** Information on training sessions, workshops, and conferences focused on digital skills, career counselling, and adult education.
- ❖ **Partnership and Collaboration Opportunities:** A directory of organisations and networks involved in the DIGI-BREAKER PLUS project, facilitating connections and collaborative efforts among professionals in the field.

Section 5:

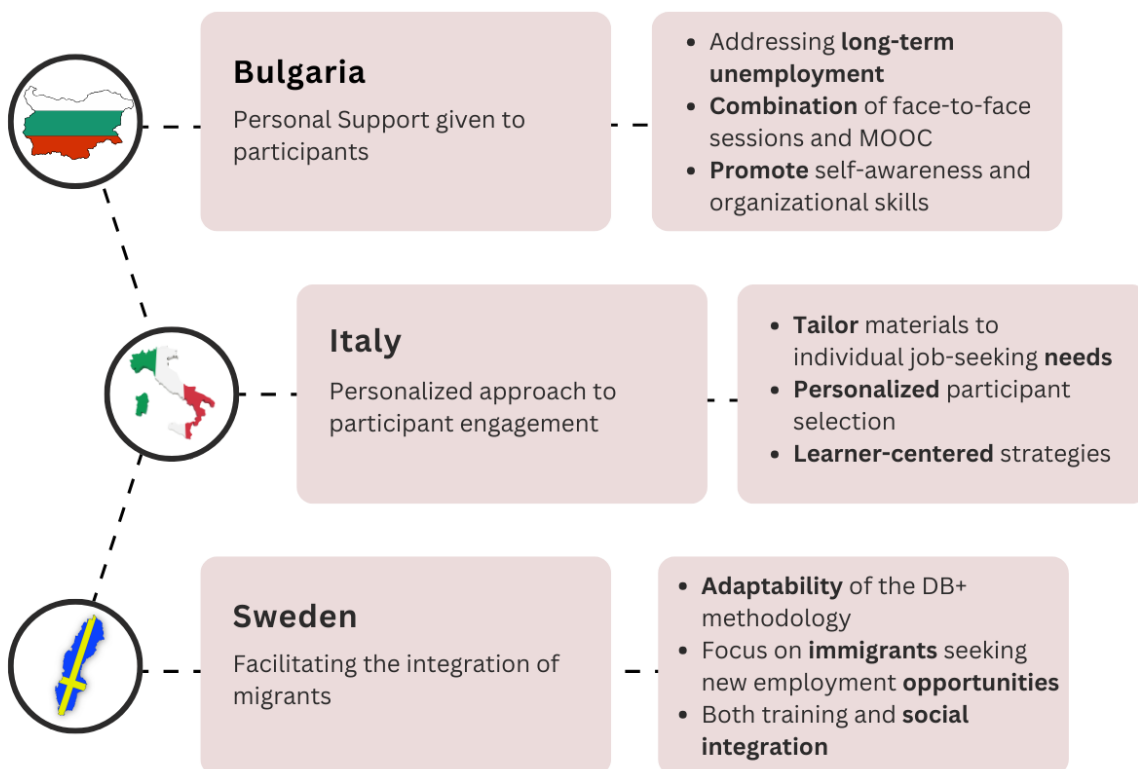
Case Studies and Best Practices

The implementation of the Digi Breaker Plus program has proven successful across various countries, demonstrating how its adaptability and tailored approach can foster the development of green and digital skills in adults, especially those facing barriers to employment. Below are key examples from Bulgaria, Italy, and Sweden, highlighting best practices and aligning them with the overarching goals of the DB+ project.

In the country of Bulgaria, the DB+ pilot was particularly impactful in addressing long-term unemployment, a key focus of the program's goal to improve the employability of marginalized adults. The combination of face-to-face sessions

and MOOC (Massive Open Online Course) access allowed trainers to bridge the digital divide, helping participants—from older adults to those with low digital skills—access vital training. By introducing both digital and green skills, the pilot directly contributed to the project's aim of integrating sustainability into job searches, even in contexts where green thinking is not yet widespread, ensuring that they would not be left out from the fast evolving job market.

CASE STUDIES AND BEST PRACTICES



Key to this success was the personal support given to participants, such as troubleshooting registration issues and assisting with basic technology use. This practical assistance aligned with DB+'s objective to provide tailored support, ensuring that participants could meaningfully engage with the course were less incentivized to drop out when facing barriers or difficulties. Such element acts

exactly within the gap found in the needs assessment analysis conducted as ground base for the initiative. Feedback from trainers and participants emphasized the importance of grounding the green skills content in practical, everyday examples, showing how these skills can enhance employability and align with sustainable practices in the workforce.

This approach not only improved participants' digital skills but also promoted self-awareness and organizational skills, crucial elements of the DB+ goals to foster independence and long-term employability. Furthermore, the suggestion to integrate a two-way feedback channel echoes DB+'s emphasis on continuous improvement and adaptability to meet participants' evolving needs. By addressing the practical challenges faced by participants and adjusting to their learning levels, this pilot embodies best practices for ensuring that training is both relevant and effective in enhancing employability. Differently, Italy's success was rooted in the personalized approach to participant engagement. Tailoring materials to individual job-seeking needs and motivations ensured that content was not only relevant but also aligned with participants' career aspirations, a core aim of the DB+ project. This strategy maximized engagement and allowed participants to focus on closing specific gaps in their digital and green skill sets.

Personalization also extended to participant selection, where detailed profiling helped ensure that those most committed to improving their employability were invited to join the program. This approach is directly aligned with the DB+ objective to target individuals who could most benefit from digital and green upskilling, increasing the likelihood of tangible outcomes such as better job prospects and confidence in the digital labor market.

Incorporating learner-centered strategies allowed participants to take ownership of their learning process, increasing motivation and engagement, key elements of the DB+ philosophy. By tailoring the program to meet diverse needs, the Italian pilot demonstrated a clear best practice for creating more impactful, participant-driven training that directly contributes to participants' employability.

Similarly Sweden's case study exemplified the adaptability of the DB+ methodology in catering to diverse learner groups, with a special focus on immigrants seeking new employment opportunities. This inclusion of immigrants not only addressed a critical demographic but also added significant value to the project, expanding its reach and impact. By offering tailored digital competence training, the program helped participants, particularly immigrants, gain confidence in navigating the digital job market, addressing the unique challenges they face.

Here, a key strength of this initiative was its ability to provide both training and social integration—two crucial elements that complement and reinforce each other. The project not only equipped participants with essential digital and green skills for employment but also fostered a sense of inclusion and belonging in society. This holistic approach contributed to the project's overall aim of improving employability while facilitating the integration of immigrant participants into their new communities.



The feedback from both participants and career operators indicated that the training and methods were well-received, with practical, problem-based learning being particularly effective. The insights gained from these sessions will help refine the program, ensuring its continued success in promoting inclusion, employability, and societal integration.

Section 6:

Evaluating and Monitoring Progress

Establishing Evaluation Criteria

- ❖ **Skill Development:** measure the improvement in digital skills and career management abilities among adult learners and jobseekers. Use pre- and post-assessment tools to track progress.
- ❖ **Engagement and Participation:** monitor the level of engagement and participation in DIGI-BREAKER PLUS activities and resources. Track attendance in workshops, completion rates of the MOOC, and usage of digital tools.
- ❖ **Feedback Collection:** regularly collect feedback from both learners and educators/counsellors on the effectiveness and applicability of the DB+

methodology and resources. Use surveys, interviews, and focus groups for comprehensive insights.

Monitoring Tools and Techniques

- ❖ **Data Analytics for Digital Platforms:** utilise analytics tools for digital platforms, such as the MOOC and virtual collaboration platforms, to analyse user engagement, progress, and interaction patterns.
- ❖ **Progress Reports:** encourage educators and counsellors to maintain progress reports for their learners and clients, documenting the application of the DB+ methodology and its impact.
- ❖ **Case Studies and Success Stories:** use case studies and success stories that highlight effective implementation of the DB+ methodology. Use these as benchmarks for evaluating progress.

EVALUATING AND MONITORING PROGRESS

Collaborative Evaluation

Peer Reviews and Sharing Sessions
Stakeholder Engagemetn
Reporting and Dissemination

Continuous Improvement Process

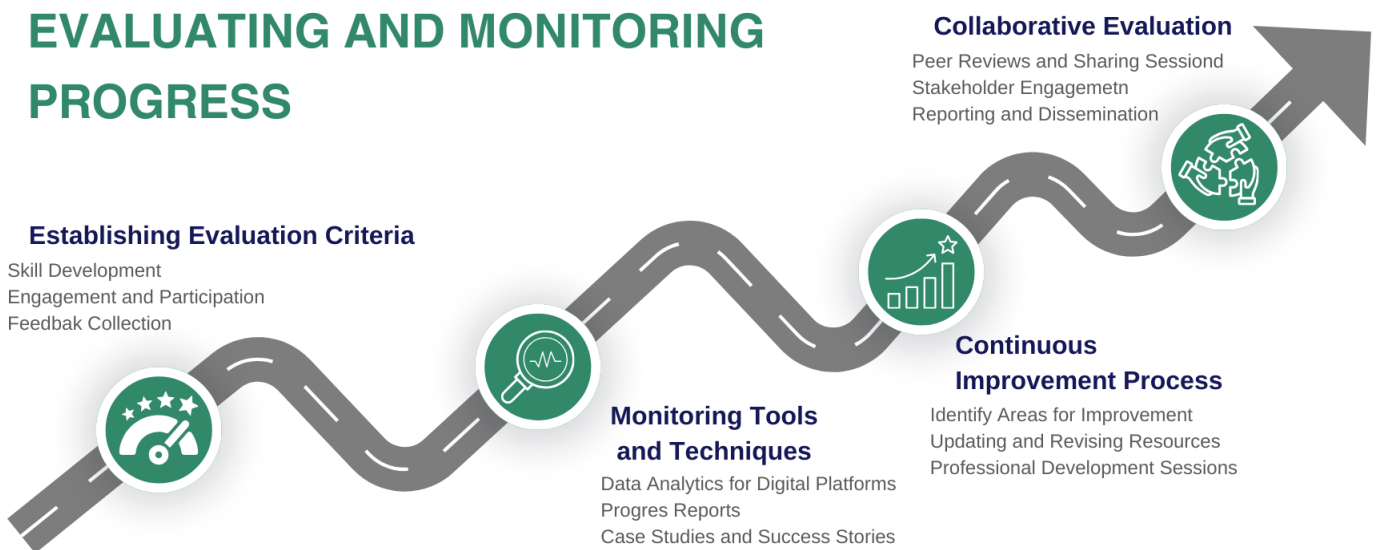
Identify Areas for Improvement
Updating and Revising Resources
Professional Development Sessions

Monitoring Tools and Techniques

Data Analytics for Digital Platforms
Progres Reports
Case Studies and Success Stories

Establishing Evaluation Criteria

Skill Development
Engagement and Participation
Feedbak Collection



Continuous Improvement Process

- ❖ **Identifying Areas for Improvement:** analyse feedback and data to identify areas where the DB+ methodology and resources can be enhanced. Focus on tailoring the approach to meet the diverse needs of adult learners and jobseekers.
- ❖ **Updating and Revising Resources:** regularly update the digital tools, instructional materials, and multimedia resources based on feedback and emerging best practices in the field.
- ❖ **Professional Development Sessions:** organise ongoing training and development sessions for educators and counsellors to stay updated with the latest advancements in digital skills and career guidance methodologies.

Collaborative Evaluation

- ❖ **Peer Reviews and Sharing Sessions:** facilitate peer review sessions and sharing meetings among educators and counsellors to discuss the effectiveness of the DB+ methodology in different contexts and share insights for improvement.
- ❖ **Stakeholder Engagement:** engage with all stakeholders, including learners, educators, counsellors, and partner organisations, in the evaluation process to ensure a holistic understanding of the impact and effectiveness of the DB+ methodology.
- ❖ **Reporting and Dissemination:** prepare comprehensive reports on the outcomes and impacts of the DB+ methodology. Disseminate these reports among the DB+ community and wider audiences to showcase achievements and learnings.

Section 7:

Conclusion and Further Resources

Conclusion

The DB+ Technical Document for Educators and Counsellors aims to provide comprehensive guidance on the effective implementation of the DIGI-BREAKER PLUS methodology in adult education and career counselling settings. The methodologies, practical activities, tools, case studies, and best practices outlined in this document are designed to empower educators and counsellors to enhance their practices, improve learner outcomes, and foster sustainable and inclusive digitalization in career guidance services.



Further Resources

- ❖ **Additional Reading and Research:** a list of recommended books, articles, and research papers that provide deeper insights into digital education, career counselling, and sustainability in adult learning.
- ❖ **Online Communities and Forums:** information on online communities and forums where educators and counsellors can connect, share experiences, and seek advice.
- ❖ **Upcoming Training and Conferences:** details about upcoming professional development opportunities, including training sessions, workshops, and conferences relevant to digital education and career counselling.
- ❖ **Contact Information for Expert Support:** contact details for experts and organisations involved in the DIGI-BREAKER PLUS project, providing avenues for further support and collaboration.



ALPHABET FORMATION

November 2024

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