



# COMMON CCED CONCEPT

RUSSIAN FEDERATION

Moscow State University of Geodesy and Cartography



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ERASMUS+ Project: "Establishment of the Centers of competence and Employability Development (CCED)" (COMPLETE) (561603-EPP-1-2015-1-DE-EPPKA2\_CBHE-JP

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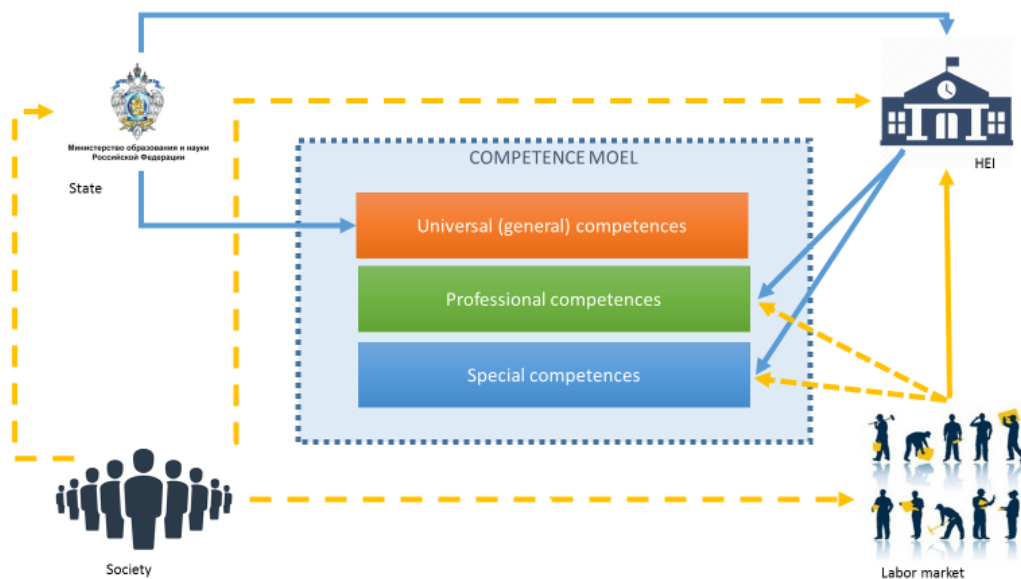


## 1. Introduction

Within the framework of the Bologna process, employability is understood as "... the ability to find and retain decent work or self-employment, and the ability to be mobile in the labor market at the end of a university" (Working Group on Employability 2009, p. 5) .

In this context, the role of higher education is to "... provide students with the knowledge, skills and competences that they need in the workplace and in which employers are interested; to develop new competencies that may be required for employment in the course of working life "(Working Group on Employability 2009, p. 5).

In the Russian Federation, the issue of successful employment of graduates of higher educational institutions in the chosen profession is discussed at the state level, however, a systematic approach to solving this problem has not yet been worked out. Programs that promote the development of the graduates' potential for employment and are designed to facilitate a dialogue between the university and the employer are not available at this time. The implementation of the COMPLETE project is aimed at changing the existing situation through the creation of Centers for Competence and Employability Development (CCED).



The Centers for competence and employability development should create opportunities for the correct formation and actualization of the graduate's own competence models within the framework of a particular study program (profile) and the development of all three competence fields through the use of different forms of work with different target groups.



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## 2. CCED CONCEPT

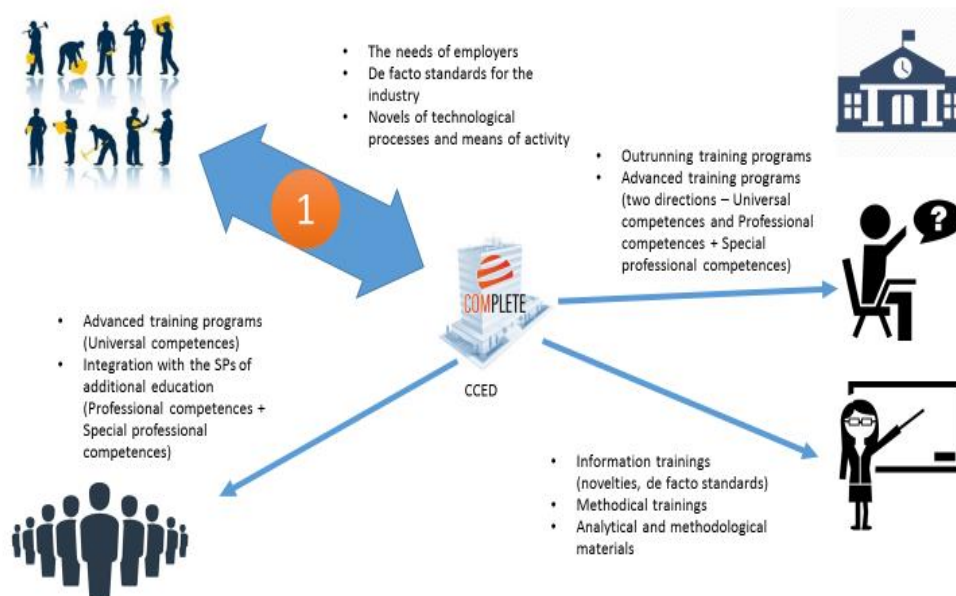
Taking into account the existing conditions in the Russian Federation, as well as on the basis of analysis of the best European practices, the COMPLETE project developed a concept of Centers for Competence and Employability Development, which offers different activities for different target groups with a focus on different categories of competencies through the prism of changes in the labor market.

### ***MAIN CHALLENGES FOR CCED:***

- Promotion of the employment of young students, employment and adaptation to the labor market of graduates and students.
- Ensuring effective interaction and coordination of the Center's activities, faculties, departments in determining ways to transform and develop all types of activities aimed at developing competencies.
- Assistance in implementing the requirements of state educational standards, federal state educational standards and curricula for training specialists, bachelors and masters at faculties in the development of competencies and the potential for work placement among students.
- Summarizing the experience of partnerships between universities with enterprises, organizations, institutions for practical training of students and their employment, enabling enterprises and organizations to search for the required specialists and conclude agreements with them on further employment.

### ***KEY ACTIVITIES OF CCED:***

- information-analytical and consulting activities to clarify graduate's competence models and develop necessary methodological materials, drafts of local regulations and other necessary documents;
- development and implementation of additional vocational education programs in the sphere of competence development and labor potential (professional retraining, upgrading of qualifications) with issuance of supporting documents of the established sample for different target groups.



In Russia, according to the current legislation, the additional education of children and adults is aimed at the formation and development of the creative abilities of children and adults, the satisfaction of their individual needs for intellectual, moral and physical perfection, the formation of a culture of healthy and safe lifestyles, As well as organizing their free time.

**Additional education** is a kind of education that is aimed at comprehensively satisfying the educational needs of a person in intellectual, spiritual, moral, physical and (or) professional development and is not accompanied by an increase in the level of education; Additional study programs include:

- ✓ additional general study programs - additional general development programs, additional preprofessional programs;
- ✓ additional professional programs - programs to improve qualifications, professional retraining programs.

Additional vocational education is aimed at satisfying educational and professional needs, professional development of a person, ensuring that his qualifications match the changing conditions of professional activity and the social environment. Additional professional education is provided through the implementation of additional professional programs (extension programs and professional retraining programs).



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In addition, one of the compulsory activities of the CCED should be the consultancy on employment and career issues currently implemented in all partner universities by the relevant structural units. According to the current legislation, the student has the right to receive information from the educational organization on the employment situation of the population of the Russian Federation in the professions, specialties and directions of training they master.



### 3. TARGET GROUPS AND FORMS OF CCED ACTIVITIES

#### Target group 1: University students and graduates



#### CCED – Students & Graduates

Co-funded by the  
Erasmus+ Programme  
of the European Union



**Activities:**

- Career guidance & assistance
- Soft-skills training
- Monitoring of employment
- Evaluation of acquired competences
- Professional orientation
- Entrepreneurial skills training



**Tools:**

- ✓ Surveys, interviews, networking
- ✓ Trainings, courses, master-classes, games and projects
- ✓ Consulting, fairs, study visits, meetings

#### Target group 2: Teaching and administrative staff of the University



#### CCED – University Staff

Co-funded by the  
Erasmus+ Programme  
of the European Union



**Activities:**

- Assistance in CM development
- Assistance in external CM presentation
- Assistance in CM evaluation and review
- Assistance in GP implementation
- Assistance in evaluation of the students' competences
- Assistance in cooperation with employers


**Tools:**

- ✓ Methodological recommendations, instructions
- ✓ Surveys, interviews, networking
- ✓ Trainings, upskilling, master-classes, workshops
- ✓ Consulting, study visits, meetings






**Target group 3:** Representatives of employers' organizations cooperating with the University.



### CCED - Employers


Co-funded by the  
Erasmus+ Programme  
of the European Union 

**Activities:**

- Assistance in HR recruiting
- Assistance in work placement organization
- Monitoring of demanded competences
- Involvement in CM development
- Assistance in professional promotion
- Assistance in HEI- Business study projects

**Tools:**

- ✓ Guides and recommendations
- ✓ Surveys, interviews, networking
- ✓ Conferences, workgroups, peer-to-peer cooperation, workshops
- ✓ Consulting, study visits, meetings



**Target group 4:** Representatives of various groups of society who are interested in the services of the University.



### CCED - Society

Co-funded by the  
Erasmus+ Programme  
of the European Union 

**Activities:**

- Career guidance & assistance
- Soft-skills training
- VNIL
- Professional orientation

**Tools:**

- ✓ Surveys, interviews
- ✓ Open trainings, courses, master-classes, workshops (including online)
- ✓ Consulting, fairs, meetings







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#### 4. REGULATION OF THE CCED ACTIVITIES

Creation of CCED in all partner universities in Russia will be based on the developed common model, but taking into account regional specificities and based on the needs of the university (faculty) and contacts with specific employers.

The activities of each Center will be governed by a regulation prepared and approved in accordance with the current internal procedures by the partner institution based on the **Sample CCED Regulation (ANNEX 1 - in Russian)** developed by the COMPLETE project.

**The main issues regulated by the CCED Regulation are the following:**

- General provisions;
- Tasks of the Center;
- Functions of the Center;
- Rights of the Center;
- Responsibility of the Center;
- Management and monitoring of the Center;
- Quality management system of the Center

#### 5. FINANCING OF THE CCED ACTIVITIES

The financial sustainability of each Center will be determined by a business plan prepared and approved in accordance with the current internal procedures by the partner institution based on the **Sample CCED Business Plan (ANNEX 2 - in Russian)** developed in the framework of the COMPLETE project.

The first business plan is drawn up and approved for 2017-2020. Subsequent business plans are prepared and approved for periods from 1 to 5 years according to the decision of the university.

**Objectives of the CCED business plan:**

- justification of the profitability of the chosen type of activity - providing educational services in the sphere of additional education using the university's own resources at the internal level (among those who master the educational programs of higher education at all levels) and external (physical and legal persons) markets;
- the identification of market conditions and the forecast of sales of services when capacity is increased in the planned (investment) period;
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- Evaluation of the expected financial results of the business and the construction of a financial strategy for the implementation of the Center's model for the development of competencies and the potential for employment.

**The main objectives in the planned (investment) period:**

- development of links between educational organizations and the labor market to provide clarification of the competence model of the graduate of the university, taking into account the actual requirements of employers;
- methodical support of the processes of updating the educational programs of higher education, taking into account the actual requirements of employers;
- organizational support for the processes of providing educational services for supplementary education programs (retraining, advanced training) for both those who master educational programs of higher education at all levels and for individuals and legal entities outside the university;
- ensuring the increase of the potential for employment for the target audience as a whole.



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## 6. ANNEXES

### ANNEX 1.

COMPLETE Sample Regulation of the Center for Competence and Employability Development (in Russian)

### ANNEX 2.

COMPLETE Sample Business Plan of the Center for Competence and Employability Development (in Russian)