

GED-PLAN

Development of Quality standards for GED consultancy at workplaces

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Main aim:
Development of Quality standards for GED consultancy at workplaces

Objectives:

- to develop quality standards for training program “GED consultant at workplaces”.
- to design quality standards for e-learning-conducive workplaces for training of GED consultants.
- to create quality standards for training institutions.
- To elaborate quality standards for GED consultant profile.

Results:

The document will be finalized in December 2009 and will be published in 2000 copies in English.

The document will be also placed to the project's web-site
www.gedplan.eu

Quality standards for training program

are designed to indicate abilities which participants receive at the end of the training program “GED consultant at workplaces”

Quality standards for training program

describes abilities of the GED consultants after finishing training program “GED consultant at workplaces”. They are able to:

- understand the basics of equal treatment for all at workplaces in European and national context.
- analyze the cases of discrimination at workplaces on the ground of gender, age, ethnicity, religion and beliefs, disability and sexual orientation.
- define the ways of prohibition the discrimination at work places by implementing gender equality and diversity measures.
- evaluate the state of equality at workplaces.
- create awareness of the equal workplace as ethnical norm as well as a factor of well-being, profitability and public image.
- utilize existing good practices on gender equality and diversity planning at workplaces for improving the situation on the organization.
- develop and monitor the gender equality and diversity plans for equal workplace.
- influence the developing strategy of the organization for promoting equality at work.

Quality standards for e-learning-conducive workplaces for training

describes dimensions and presents indicators for the provider of online training and develops recommendations for workplace GED consultants

I. Dimensions for e-learning consider that ability and success to provide online training for GED consultants includes adequate resources and didactical approach; and personal support using the available channels (e.g., e-learning mode) as well.

There are described indicators for training offer; consulting, teaching and learning issues.

Quality standards for e-learning-conducive workplaces for training

II. Recommendations for GED consultants workplace on:

- **legal bases.** Informed decisions should be based on internationally valid documents on gender equality and diversity, and also national documents both of imperative and consulting level.
- **individual's needs.** However, documents provide just the legal frame for the decisions as all decisions should be based on individual's specific situation, needs, and biography, and also values.
- **social network.** GED consultant should be aware and able to provide support in the field of social interactions, and to be able to perform in a sensitive way with the respect to social network, shared values and aims.
- **infrastructure.** This dimension concerns GED planning from the specificity of each organisations which may be worldwide, and colleagues may not know each other, because they may work in different countries or continents. Therefore GED consultant should be able to perform in the infrastructure of a given organisation with a respect to its specificity.

Quality standards for training institutions

are designed to describe specific aspects of the training institution which is able to provide training for GED consultants

I. Technical resources reveals possibility to provide training based on blended learning approach combining e-learning and face-to-face meetings. This requires:

- classrooms for participants, multimedia projector and laptop, Power Point presentations, flipchart, paper and pens, learning material and other adequate equipment;
- also personal computers for GED consultant's needs with an elaborate password, reliable internet connection; different software should be installed in the computer (Word, PowerPoint, Excel, and other).

Quality standards for training institutions

II. Human resources are sufficient and appropriate to guarantee the quality of training.

Trainers are trained as GED trainers for the training program “GED consultant at workplaces” and they have:

- *comprehensive knowledge* of GED issues, of inter-group relations, and the societal and institutional processes;
- *specific approach* to GED work within the anti-bias framework and use non-discriminatory and gender-sensitive language.

The GED trainer:

- *possesses personal traits* and presents attitudes which encourage learning in relationships with learners (GED consultants) and communicating;
- *creates conditions* that enable the learners to enter into e-learning mode and activate their regularity they can use for changes in their work places.

Quality standards for GED consultant profile

are designed for GED consultant duty description, which serve as basis for learning outcomes / competences of the Outline curriculum “GED consultant at workplaces”

GED consultants abilities and duties

GED consultants abilities and duties are connected with the knowledge of:

- *EU legal acts* assuring gender and diversity equality and the prevention of discrimination on the ground of gender, age, ethnicity, religion and beliefs, disability and sexual orientation at work;
- *most common inequality problems* in the are of:
 - recruitment policies and practices,
 - salary and remuneration policies,
 - education and training for employees,
 - career and work opportunities development,
 - working conditions and health environment,
 - reconciling work and family life.
- *main steps* for development of GED plan in the organization.

GED consultants abilities and duties

GED consultants aware of benefits for organization about:

- multicultural working environment and diversity sensitive work organization;
- good practices of implementation of disability sensitive workplace and using gender sensitive policies and workplaces;
- age diversity in organizations and "care giving friendly" workplace practices.

GED consultants are able to:

- carry out pay survey within organization;
- create equal opportunities to all employees:
 - to raise their professional qualifications and to participate in trainings held within organization;
 - for occupational development and access to career advancement;
- develop working conditions at workplaces to ensure they are suitable for both women and men;

GED consultants abilities and duties

GED consultants are able to:

- perform equality assessment at the enterprise using statistical information on GED situation at enterprises, the equality survey and the pay survey;
- set up the concrete measures for GED plan and achieve equality goals in the organization and identify the indicators for monitoring in order to ensure equal opportunities to all:
 - during recruitment process;
 - and also in the are of salary and remuneration policies, education and training for employees, career and work opportunities development, working conditions and health environment, reconciling work and family life.

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- Thank you for your kind attention!