



Students' Readiness

Course guide

Teacher/Developer:

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Course summary:

Introducing the course "Students' Readiness". After finishing secondary school, students need to prepare themselves to either start a professional career (VET) or enter the next educational institution (HE). Both paths require the student to have a different set of skills in order to succeed in the new environment. This course covers 6 topics:

1. Competencies and skills
2. Learning theory
3. Learning strategies and techniques
4. Self-Awareness
5. Learning plan
6. Starting your professional career

By taking this course, students will develop a solid foundation of skills and become more aware of their interests but also current abilities. Hence, the learners will be much better prepared for their new phase in life.

The course strongly depends on the motivation of the learner. The content and tasks have been chosen carefully in order to motivate the learners to actively pick the topics of their interest. The formats, assignments and tests are kept in a nowadays common volume and complexity.

To complete this course, the learners have to complete all required tasks and view the important topics. Assignments and quizzes only require the activeness of the learners.

The teacher can select which units are relevant for his students. There is an introduction video in this course that shows how to work with this moodle course as a teacher and how to adjust it to the specific needs of the class.



Learning outcomes of the course:

1. Knowing about competencies and skills
 - The students will know about the different kinds of competencies
 - The students will know the importance of social competency
 - The students will know how to give and receive feedback
 - The students will know about the relevance of social-emotional intelligence
2. Knowing about learning and learning theory
 - The students will know about how learning happens
 - The students will know about learning theory/theories and paradigms
 - The students will know how the memory works
3. Knowing about techniques, tools and organizing
 - The students will know about
 - The students will know how to motivate themselves
 - The students will know about different learning strategies and working techniques
 - The students will be able to organize their learning process
 - The students will know how to handle stress and anxiety
4. Knowing how to prepare a great application
 - The students will know how to write a letter of motivation / cover letter
 - The students will know how to write a CV
 - The students will know which additional documents have to be attached
5. Knowing how to prepare and succeed in a job interview
 - The students will know how to prepare themselves for job interviews
 - The students will know how present oneself
 - The students will know how to get through a job interview
6. Further development of intrapersonal skills
 - The students will know how to self-reflect and become self-aware
7. Knowing about choosing the right career
 - The students will know how to combine self-awareness, their interests and skills, with their professional motivation
 - The students will know about change and flexibility



Learning material consists of:

- Short theoretical inputs (pages)
- Videos
- Writing assignments
- Quizzes
- Common online-Tests
- Discussion forums / peer review
- References to find useful portals, ICT tools and informative websites

The main course topics and assignments are:

Content (Topics)	Study week	Meetings/lectures	Assignments
Competencies	1-2	Individually (support through forums)	Collaborative task (brainstorming) 1 Quiz 3 Online-Tests Creating a personal document
Learning theory	1-2	Individually (support through forums)	2 Quizzes 2 Online-Tests
Learning strategies and techniques	2-3	Individually (support through forums)	1 Quiz 1 Online-Test Creating a personal document and peer-reviewing
Self-Awareness	3	Individually (support through forums)	1 Online-Test
Learning plan	3	Individually (support through forums)	Creating a personal learning plan
Starting your professional career	3-6	Individually (support through forums)	1 Online-Test 1 Quiz