



ONLINE

SKILLS DEVELOPMENT

TRACER STUDIES

FOUR WEEKS STEP BY STEP TUTOR- BASED E-LEARNING

13 MAY – 07 JUNE 2024

 4 WEEKS, 20 HRS/WEEK

Information Note



International
Labour
Organization



International Training Centre

INTRODUCTION TO THE COURSE

The **ITCILO and ILO's Employment Department, Skills and Employability Branch** join forces to organize a set of micro-courses on the skills anticipation and matching methods. The first edition of this learning pathway will focus on “Tracer Studies” and “Establishment Skills Surveys”.

A tracer study or graduate survey is a standardised survey of graduates from education institutions, which takes place sometime after graduation or the end of the training. The subjects of a tracer study can be manifold, but common topics include questions on study progress, the transition to work, work entrance, job career, use of learned competencies, current occupation and bonds to the education institution (school, centre, university).

Tracer studies are common in higher education, but are becoming more and more popular in **technical and vocational education and training (TVET)**. Reforms and programmes seeking improvement of TVET systems try to respond to labour market needs and contribute to overcoming skills mismatch, and support the transition from school to work; to achieve these objectives, TVET institutions need data from tracer studies to measure their effectiveness and the impact they have generated.

THE COURSE AT A GLANCE

THE WHY?

Upon completion of the course, participants will have a good hold on design and development of tracer studies, including data collection and analysis and presentation and dissemination of results to concerned users.

THE WHAT?

This course will help to comprehend and practice critical design steps, methodological procedures, develop questionnaires, techniques and approaches to conduct tracer study; it will support participants to establish realistic timelines, identify resources required, and assign roles and responsibilities to the involved stakeholders.

THE WHO?

Policy- and decision-makers, staff of research centres, survey firms, expert networks, research institutions, universities, vocational centers, managers of education/TVET institutions and education reformers.

THE HOW?

Through a learner-centred and practice-oriented approach, participants will embark in a four-week learning journey to develop the required skills through innovative and user- friendly e-activities.

WHO ATTENDS THIS COURSE?

This course is intended for a **wide range of stakeholders**, who are interested in learning about Tracer studies, or are currently involved in designing, implementing or monitoring tracer studies, including:

- Tracer study practitioners: researchers, school teachers, university lecturers or administrative staff;
- Staff of Ministries and public agencies in charge of TVET or Skills Development at national, regional or sector levels seeking to obtain information and data to inform decision-making;
- Research centres and expert networks involved/engaged in carrying out tracer studies for clients; associations and networks with interest in evidence offered by tracer studies;
- Managers of education institutions and other policy- and decision-makers who want background knowledge about tracer studies;
- Social partners and experts who design labour market policies and participate in decision making process of approving skill training projects/programmes;
- Representative from enterprises to develop modern human resource management strategies;
- Experts and technical staff who directly get involved in study design and implementation, such as survey managers, data collectors and analysts.

OBJECTIVES

The main objective of this course is to help participants preparing to carry out tracer studies in their respective professional environment with a practical, output-oriented, quality assured approach.

- Upon completion of the course, participants will have all the necessary tools to:
- plan and design a tracer study with clear objectives;
- develop the questionnaires and roll out the data collection phase;
- analyse data, interpret and present results and apply self-evaluation.

Participants will leave this course connected to a **global network of experts and practitioners** involved in tracer studies throughout the world, which will offer them the opportunity to exchange regularly on this topic even after its conclusion.

MODULES

This micro-course will consist of the following four learning units:

UNIT 1 • PREPARING FOR A TRACER STUDY

- Key concepts, terminologies/definitions
- Tracer study - basic steps, timeline, work tasks & minimum requirements
- Setting key objectives of tracer studies
- The design cycle

UNIT 2 • ROLLING OUT A TRACER STUDY

- Questionnaire modules for a tracer study
- Questionnaire development
- Data collection methods

UNIT 3 • ANALYZING AND PRESENTING THE RESULTS OF A TRACER STUDY

- Data analysis – recommended software, techniques and approaches
- Interpretation of results and practical conclusions
- Presentation and dissemination of results
- Self-evaluation of study quality

UNIT 4 • INDIVIDUAL ASSIGNMENT DEVELOP • YOUR TRACER STUDY PROJECT

FORMAT AND METHODOLOGY

This innovative micro-course has been designed according to a **learner-centred** and **practice-oriented** approach in order to better involve participants and keep them motivated. It is highly interactive and engaging, using different methods throughout the four weeks of the course to genuinely provide practice opportunities, make the content interesting, relevant and entertaining.

Each unit is made up of interactive and practice-oriented activities, which take the participant through a systematic learning journey from practice of simpler to complex concepts, and a proficient know-how on how-to design, and conduct tracer study in a specific context. The course features interactive practice activities through easy-to-reference infographics, how-to exercises, methodological templates, group work, webinars with experts, self-reflection questions and interactive quizzes.

Through coffee-room discussions and peer-to-peer projects, participants also have the opportunity to learn from international experts and engage in knowledge exchange and co-creation with fellow participants.

The resource gallery provides compendium of different complementary learning resources, case studies and success stories from across the globe.

A certificate of participation will be issued for participants who complete the required criteria set through participation frequency, activity completion and the individual assignment.

LANGUAGE

Participants will be required to have a good knowledge of **English**, as training materials will be available on the e-platform in this language.

APPLICATION

If you wish to participate in this course, please fill in the online application available here by <https://oarf2.itcilo.org/DST/A9717164/en> **8 May 2024**.

Kindly indicate how your participation will be financed and attach to the form or send us by email a letter of financial support from your sponsor

TUITION FEES

€ 1,190

WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course:
No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course:
Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course:
Penalty of 100% of course price.

INFO

FOR FURTHER INFORMATION PLEASE CONTACT

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