



# Developing Future Careers Through Personalised Guidance - guidEU

**Technical Guide:  
Online Career Aptitude Tool for Students**



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## 1. INTRODUCTION

### 1.1. What is guidEU Online Career Aptitude Tool for Students

The guidEU Online Career Aptitude Tool for Students is a web-based assessment tool developed through the guidEU European project. The ICT Tool is located at <https://guideu-tool.eurosc.eu>

The main target groups of the tool are lower-secondary school students and upper-secondary school students.

The main aim of the Tool is to diagnose and measure student's professional skills and predispositions. The Tool also provides helpful insights of student's behaviour, interests and aptitudes to teachers, career counsellors and other relevant experts.

Based on the results of the reports generated through the Tool, the experts (teachers, career counsellors etc.) are recommended to visit and use the guidEU "Training Toolkit", that includes lesson plans for career development to support students in enhancing the knowledge and skills that will help them make informed and careful decisions about their educational and career goals.

This document provides a comprehensive guide for teachers, career counsellors and other relevant experts on the usage of the ICT tool developed for the guidEU project.

The Tool only functions fully in the latest version of Google Chrome or Mozilla Firefox browsers.

The guidEU project respects the privacy rights of the website's visitors and understands the importance of protecting personal data. All information and data are processed with strict discretion and in accordance with all legal requirements.

## 1.2. How is the Tool structured?

The Online Career Aptitude Tool consists of two assessment parts:

- 1) The first part (guidEU-pre) is story-based and focused on the diagnosis of professional predispositions of lower and upper secondary school students. The methodology is based on the Prediger theory of four basic work tasks: People, Data, Things and Ideas (Prediger, Swaney and Mau, 1993).
- 2) The second part (guidEU-com) involves the assessment of specific work-related skills (e.g. teamwork, flexibility, problem-solving etc.).

## 2. ICT ONLINE CAREER APTITUDE TOOL FOR STUDENTS

The web based Tool is accessible through the web address <https://guide-tool.eurosc.eu>. It is a free subscription based system and its functionality and features are available only to registered users. A registered user is considered any user that received the unique generated code displayed on the login page.

### 2.1. Key Features

Feature	Subfeature	Details
<b>User Management</b>	User Accounts	The system supports the below type of accounts <ul style="list-style-type: none"> <li>• Student Account</li> </ul>
	User Account Registration	User accounts can only be registered as below <ul style="list-style-type: none"> <li>○ Unique code displayed on the login page</li> </ul>
	Functionalities	<ul style="list-style-type: none"> <li>• Login/Logout</li> </ul>
<b>guidEU-pre Test</b>	Graphics	<ul style="list-style-type: none"> <li>• Story based- Surviving on a deserted island</li> </ul>
	Taking the test	<ul style="list-style-type: none"> <li>• The student walks through the test scenes and replies to questions by selecting the two most suitable answers for each question.</li> </ul>
	Answers	<ul style="list-style-type: none"> <li>• Each answer for each question corresponds to one of the four main tasks (data, ideas, people, things)</li> </ul>
<b>guidEU-com Test</b>	Skills	<ul style="list-style-type: none"> <li>• Skills questions answered on a scale 1-6</li> </ul>
<b>Reports</b>	User Reports	<ul style="list-style-type: none"> <li>• Story based feedback report</li> </ul>
		<ul style="list-style-type: none"> <li>• Skills based feedback report</li> </ul>
<b>Localization</b>	Languages	ICT Tool supports multi-language
		<ul style="list-style-type: none"> <li>• English</li> <li>• Polish</li> <li>• Greek</li> <li>• Spanish</li> <li>• Turkish</li> </ul>

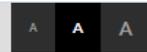
### 2.2. Registration/Login

The ICT tool requires a unique code for accessing the interface. The required unique code is located on the login page and is auto-generated every time a user visits the tool. It is essential to mark down and remember the code for accessing the tool at any time. You can always view the unique code in the right side of the page, below the language settings.



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This website is better viewed using the latest version of Google Chrome or Mozilla Firefox browsers

Login

Insert the code shown on the screen to get access to the system: **916253**

Code

### 2.3. Logout

The user can log out from the tool using the right drop-down menu indicated by the unique code used to login in the first place.



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guidEU guidEU-pre guidEU-com

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Logout

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### 3. NAVIGATION

The ICT tool provides easy navigation with the use of a top bar menu. The menu is used for navigating through the two assessment tests of the tool.

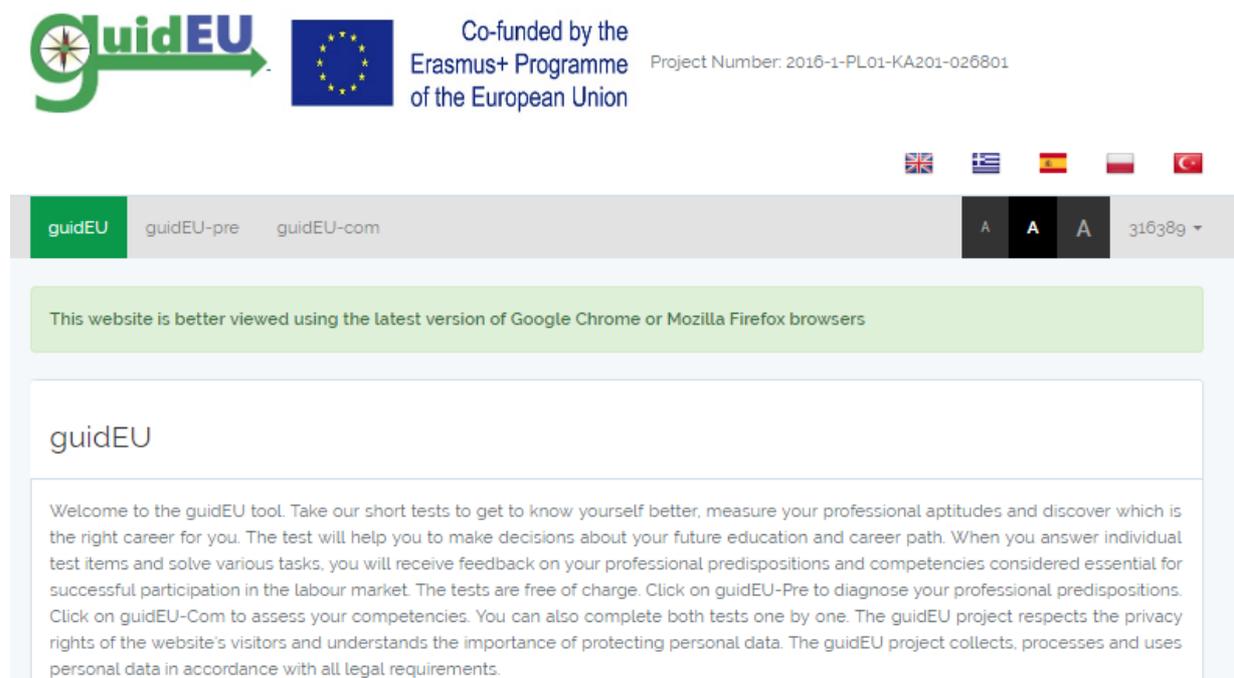
The right hand drop down menu item is used for logging out of the tool.

#### 3.1. Main Menu

The main menu is placed horizontally on the interface.

- guidEU-pre: Access to the professional predispositions assessment test
- guidEU-com: Access to the skills assessment test

The user can complete both of the tests one by one.



## 4. STUDENT DEMOGRAPHIC DATA

The first time a student tries to take one of the tests, s/he will need to fill in some basic demographic data in the profile form. The following data are requested:

- Name and Surname (optional)
- Gender
- Age
- Educational Stage
- Country
- Place of Residence

After filling in the data, s/he can proceed to any of the tests.

Please complete the entire form

Code  
**116251**

Name and Surname (optional)

Gender

Age

Educational stage (selection)

Country

Place of residence

## 5. GUIDEU-PRE: PREDISPOSITION ASSESSMENT

The users can access the professional predisposition test by clicking on the guidEU-pre menu item. The users are given a specific challenge: to survive on a deserted island with their teammates. They will have to respond to different tasks and challenges.



### 5.1. guidEU-pre Story-based Professional Predisposition Assessment

The survival game consists of the following basic phases:

- Entry point: a brief introduction to the purpose of the guidEU-pre assessment. The student has to click on Next to continue to the test.

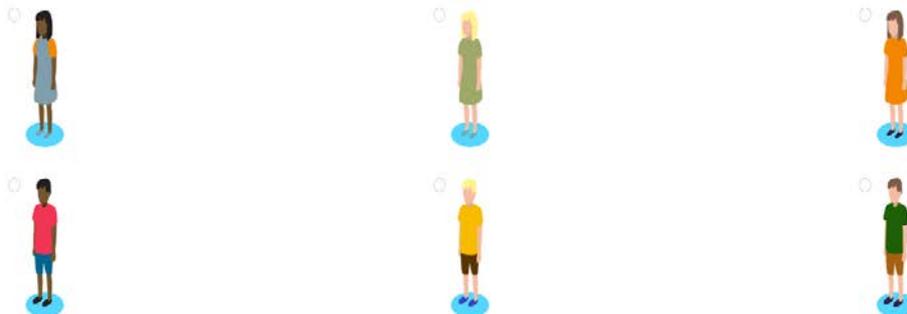
#### Survival Game

Welcome in the guidEU-Pre tool. You will start a game in a moment. In the game you'll find yourself stranded on a deserted island in the middle of nowhere..... You will have to make choices that will help us to assess your interests and things you like to do...

Next

- Avatar selection: the student needs to select an avatar to follow them within the story and click on Next.

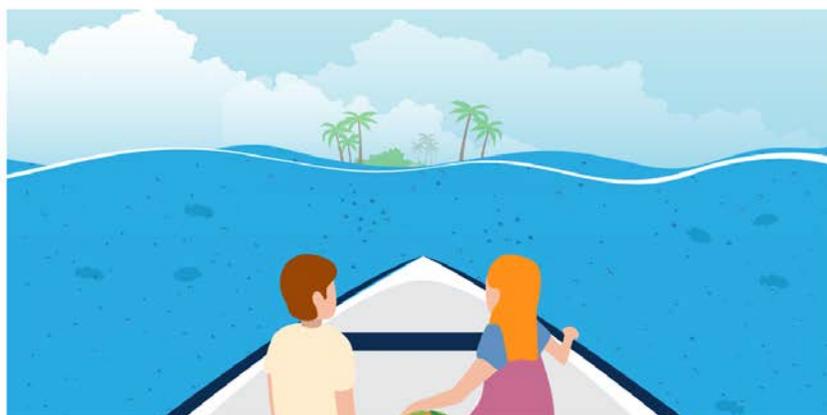
Now select/create avatar that best represents you. You can choose from the following suggestions



Next

- Introduction: the concept of the story is set and explained before the actual test can start. The student needs to click on Start the game to go to the test.

Survival Game



Your school participates in an international research project on survival skills. You were chosen as a representative of your school and have the opportunity to participate in a survival camp on an uninhabited island. During this adventure, your survival skills are tested in the wilderness. Nobody will interfere with your actions, however, you will be observed. The survival team consists of 20 campers who arrive at the island. The participants are equipped with only basic clothing (a cap, two t-shirts, a pair of shorts, trousers, sandals and a warm sweater). You have no food, no electronic devices or any other useful tools (knives, axes, pots etc.). You are left stranded with a few others and your mission is to survive while keeping your mind focused and positive. Once ashore, you have to organize and build a place to live – a settlement. Having limited resources, you have to be innovative and adapt things to use in this new environment. To start a settlement you will have to build a shelter, obtain a source of water, find food, build a fire, think of defence, create a rescue signal, find entertainment and survive as time goes on. Remember there are 20 of you, so organize yourselves well, you depend on each other. Below is a list of actions that should be done to start your new settlement. Please select the tasks that you would like to get involved with. For each task, choose your two most preferred answers.

Start the game

- Story-based Assessment: the actual story unfolds and the student has to answer to all the questions and progress throughout the story. The student needs to select two answers for each question.

Survival Game



You have to select two answers. First select the answer which best applies to you. Then select your second best answer!

- Analyst - writing a diary of your stay on the island
- Helper – taking care of others on the island
- Artist – embellishing the place
- Handyman – repairing, building



## 5.2. guidEU-pre Features

- Gamified environment: the player/student does not feel like being assessed or evaluated.
- Each question requires the student to select two answers. The first choice should be the one that they prefer the most and the second choice should be the second best answer.
- The student can select the answers by clicking on them, in which case they disappear automatically from the screen.
- The story progresses automatically when the two answers are selected.
- The answers are saved at the end of the test when the student selects FINISH and moves on to the reports section.
- Using the small navigation system that is located below the answers, the student can go back and forth and review the answers at any stage of the story. To change the answers in a question s/he needs to click on the reset button.



- The achievement board unlocks a badge for every question answered. At the end of the test, the achievement board is full.



### 5.3. Assessment Results Report

When the student completes all the tasks and clicks on the Finish button in the last section of the test, the answers are saved and the student is directed to the report page of the professional predisposition test. There s/he can download the report with the results or send it to an email address.

Survival Game



**Achievement Board**

Congratulations! You've completed all the tasks. Thank you. Now click on the FINISH button to save your results and receive extensive feedback on your vocational aptitudes.

[Finish](#)

### guidEU Pre Report

You may download the report directly from your browser or choose to send it to an email address you can provide below

Click to download

[Download Report](#)

Email address

[Email Report](#)

## 6. GUIDEU-COM: PROFESSIONAL SKILLS ASSESSMENT

The users can access the skills assessment test by clicking on the guidEU-com menu item in the horizontal main menu of the system.



### 6.1. guidEU-com Skills Assessment

The test is a multi-page assessment form with each page containing a set of statements to be answered using a 6-point scale.

The user cannot progress to the next section unless all statements are answered. The navigation between the test pages is performed using the next and previous buttons.

Upon the final page submission, the answers are saved to the tool and used for the generation of the results report. Unless the user reaches the final page/stage of the test and clicks the Finish button, the answers are not saved.

### 6.2. guidEU-com Features

Test Section/Area	Details
<b>Header</b>	The header of the assessment
<b>Help/Instructions</b>	Right below the header, the necessary instructions are provided related to the scoring system of the statements.
<b>Progress Bar</b>	Arrows in green indicate the test pages, the current page the user is on and the overall progress.
<b>Statement answer scale</b>	The answer scale for every statement is 1-6.
<b>Statements/Answers</b>	The statements within the page and the available scoring answers for the user to select.
<b>Navigation Buttons</b>	Previous/Next buttons at the bottom used for navigating/progressing through the test.

## Help/ Instructions

Welcome to the GuidEU-Com tool. This test will help you to assess your skills and competences. Please read every statement carefully and indicate the extent to which you agree with the following sentences, using the 6-point scale below. There are no right or wrong answers, just answers that are true for you. For each statement, choose the response that best represents your opinion of yourself. Please be open and honest in your responding.

### Progress Bar

	1 - Strongly disagree	2 - Disagree	3 - Slightly disagree	4 - Slightly agree	5 - Agree	6 - Strongly agree
<b>Answer scale</b>						
I know how to keep calm	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
I can easily generate new ideas	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
I keep my eyes and ears open for new ideas	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
I can use collected data to solve the problem	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
I have a rich imagination	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6
I know how to communicate with different people	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6

Navigation Buttons

### 6.3. Assessment Results Report

When the student answers all the statements and clicks on the Finish button in the last section of the test, the assessment answers are saved and the student is directed to the report page of the skills test. There s/he can download the report with the results or send it to an email address.

guidEU-Com Assessment

Welcome to the guidEU-Com tool. This test will help you to assess your skills and competences. Please read every statement carefully and indicate the extent to which you agree with the following sentences, using the 6-point scale below. There are no right or wrong answers, just answers that are true for you. For each statement, choose the response that best represents your opinion of yourself. Please be open and honest in your responding.

	▶	▶	▶	▶	▶	▶	▶	▶				
		1 - Strongly disagree	2 - Disagree	3 - Slightly disagree	4 - Slightly agree	5 - Agree	6 - Strongly agree					
I am able to adapt to changing situations	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6
I can distance myself from the things that stress me	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6
I am able to deal with unexpected situations	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6
I am able to analyse a complex problem	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6
I adapt smoothly to unpredictable situations	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6
I know how to identify the critical activities that determine the achievement of a goal	<input type="radio"/>	1	<input type="radio"/>	2	<input type="radio"/>	3	<input type="radio"/>	4	<input type="radio"/>	5	<input type="radio"/>	6
	<a href="#">Previous</a>					<a href="#">Finish</a>						

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