**Educational counselling to improve the quality of life for people 55+ (“EDUCATIONforFUTURE”)**

Project No.: 2023-1-DE02-KA210-ADU-000127510

Questionnaire of the learner’s educational background

**Instructions for Counsellor:**

Dear Counsellor,

Thank you for assisting with the administration of this questionnaire. This tool is designed to help individuals aged 55 and above reflect on their educational background and explore opportunities for further education. Your role is crucial in guiding them through this process. Please follow these instructions to ensure a smooth and effective experience for the participants.

**General Instructions**

1. Inform the participants that the questionnaire is intended to help them evaluate their educational background and identify potential areas for further learning and development.
2. Each questionnaire should be completed in approximately 12 minutes. Ensure participants are aware of the time limit and encourage them to stay on track.
3. Be available to provide any necessary assistance or clarification to participants while they are completing the questionnaire.
4. Ensure all responses are kept confidential and used solely for the purpose of providing educational guidance.

**Administering the Questionnaire**

1. Start by explaining the purpose of the questionnaire and how it can assist them in planning their educational journey.
	* Example: "This questionnaire is designed to help you reflect on your educational background and consider opportunities for further learning. Your responses will help us understand your experiences and interests, and guide you in your educational journey."
2. Closed Questions: Guide participants through the closed questions. Encourage them to select the option that best fits their experience. If they choose "Other," make sure they provide a brief written explanation.
3. **Open Questions:** Encourage participants to share their experiences and thoughts in detail for the open questions. Assure them that their honest feedback is valuable and there are no right or wrong answers.

**Final Steps**

1. Quickly review the responses to ensure all questions have been answered to the best of the participant's ability.
2. Use the responses to facilitate a discussion about potential educational paths and opportunities that align with their interests and background.
3. Thank the participants for their time and valuable input.

We appreciate your cooperation and support in making this guidance session successful. If you have any questions or need further assistance, please do not hesitate to contact us.

**Instructions for Learner:**

Dear Participant,

Thank you for taking the time to complete this questionnaire. Your responses will help us better understand your educational background and assist you in identifying potential opportunities for further learning and development. Please follow the instructions below as you complete the questionnaire.

**General Instructions**

1. This questionnaire is designed to help you reflect on your educational background and explore opportunities for further education.
2. The questionnaire should take approximately 12 minutes to complete. Please be mindful of the time to ensure you can answer all the questions.
3. Your honest and thoughtful responses are valuable. There are no right or wrong answers, and your feedback will be kept confidential.
4. If you have any questions or need clarification while completing the questionnaire, please do not hesitate to ask the counsellor for assistance.

**Completing the Questionnaire**

1. For each closed question, select the option that best applies to your experience. If none of the provided options fit, please select "Other" and specify your answer in the space provided.
2. Please provide detailed responses to the open questions. Your insights and experiences are very important.

**Final Steps**

1. Once you have completed the questionnaire, quickly review your responses to ensure you have answered all the questions to the best of your ability.
2. Feel free to discuss your responses with the counsellor, who can provide guidance on potential educational paths based on your interests and background.
3. Thank you for your time and valuable input. Your responses will help us better support your educational journey.

If you have any questions or need further assistance, please do not hesitate to ask the counsellor.

**Service data:**

|  |  |
| --- | --- |
| Counsellor's name and surname |  |
| Participant's name and surname |  |
| Meeting date and place |  |
| Form of the meeting |  |

**Questions:**

1. **What is your highest level of formal education?**

[ ]  High School Diploma

[ ]  Bachelor's Degree

[ ]  Master's Degree

[ ]  Doctorate Degree

[ ]  Other (please specify)

1. **How many years ago did you complete your highest level of education?**

[ ]  Less than 10 years ago

[ ]  10-20 years ago

[ ]  21-30 years ago

[ ]  31-40 years ago

[ ]  More than 40 years ago

1. **What was the field of study you completed, and why did you choose this particular field?**
2. **Did you pursue any additional certifications or vocational training after your formal education?**

[ ]  No

[ ]  Yes (please specify)

1. **Are you currently enrolled in any educational courses or programs?**

[ ]  No

[ ]  Yes (please specify)

1. **What motivated you to pursue your highest level of education?**
2. **Can you describe any challenges you faced while continuing your education as an adult?**
3. **What types of educational resources or support have been most beneficial to you?**

**Additional questions:**

1. **How has your educational background impacted your career and personal development?**
2. **What advice would you give to other adults considering further education?**
3. **What were your most significant achievements or experiences during your past education?**
4. **Is there a specific lesson or event from your educational past that stands out to you? If so, please share about it.**
5. **What skills or knowledge from your educational past do you find most valuable or useful in your daily life or professional career?**