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

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

Questionnaire of the professional past

**Instructions for Counsellor:**

Dear Counsellor,

Thank you for your assistance in administering the questionnaire on the learner's professional past. Your role is vital in ensuring that participants feel comfortable and supported throughout the process. Below are the guidelines to help you facilitate this session effectively:

**Introduction**

1. Explain to the participant that the questionnaire aims to gather information about their professional past, which will help in understanding their circumstances and guiding them towards educational opportunities.
2. Assure the participant that their responses will remain confidential and will only be used for research purposes.
3. Inform the participant that the questionnaire should take approximately 12 minutes to complete, and encourage them to answer each question thoughtfully.

**Administering the Questionnaire**

1. Guide the participant through the closed questions, ensuring they select the most appropriate option for each question. If none of the provided options fit, encourage them to choose "Other" and specify their response.
2. Encourage the participant to provide detailed responses to the open-ended questions. Remind them that there are no right or wrong answers, and their honest feedback is valuable.
3. If time permits and the participant is willing, proceed with the optional questions to gather additional insights. However, prioritize the completion of the essential questions within the time limit.

**Support and Assistance**

1. Be prepared to clarify any questions or uncertainties the participant may have about the questionnaire.
2. Provide emotional support if the participant expresses any difficulties or challenges during the session.
3. Encourage the participant to reflect on their experiences and share openly, assuring them that their input is valuable and will contribute to meaningful insights.

**Final Steps**

1. Before concluding the session, review the participant's responses to ensure all questions have been answered satisfactorily.
2. If the participant wishes to discuss any aspects of their responses further, be open to facilitating a discussion and providing guidance as needed.
3. Thank the participant for their time and participation. Reiterate the importance of their input.

**Follow-up**

1. Offer further assistance or support if the participant expresses a need for additional resources or guidance.
2. Invite the participant to provide feedback on their experience with the questionnaire session, including any suggestions for improvement.

Thank you for your dedication to supporting our participants through this process. If You need further assistance, please do not hesitate to contact us.

**Instructions for Learner:**

Dear Participant,

Thank you for taking the time to complete our questionnaire on your professional past. Your input is valuable and will help us better understand your circumstances to provide relevant support and guidance. Please follow these guidelines as you proceed with the questionnaire:

#### Introduction

1. The questionnaire aims to gather information about your professional past, including your employment status, and overall satisfaction. Your honest responses will contribute to valuable insights.
2. Rest assured that your responses will be kept confidential and used only for counselling purposes. Your privacy is important to us.
3. The questionnaire should take approximately 12 minutes to complete. Please try to answer each question within the allocated time to ensure completion.

#### Completing the Questionnaire

1. For each closed question, select the option that best represents your situation. If none of the provided options apply to you, choose "Other" and specify your response.
2. Provide detailed responses to the open-ended questions. Your insights and experiences are valuable, so feel free to share openly.
3. If time permits and you are willing, you may also answer the optional questions to provide additional insights. However, prioritize completing the essential questions within the time limit.

#### Assistance and Support

1. If you have any questions or need clarification about any part of the questionnaire, don't hesitate to ask for assistance from the counsellor.
2. If any of the questions evoke strong emotions or if you find certain aspects challenging to discuss, take your time, and know that support is available.
3. Be honest and genuine in your responses. Your feedback will help us better understand your situation and provide relevant support.

#### Final Steps

1. Before submitting your responses, take a moment to review your answers to ensure they accurately reflect your circumstances.
2. Once you have completed the questionnaire, thank the counsellor for their assistance and your participation.

Thank you for your time and cooperation. Your input is invaluable to us, and we appreciate your contribution.

**Service data:**

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

**Questions:**

1. **How many years of professional experience do you have?**

……………………..

1. **Have you ever been self-employed? If yes, for how long?**

[ ]  No

[ ]  Yes, (for …………………………)

1. **Have you ever experienced a significant career break (more than one year)? If yes, for how long?**

[ ]  No

[ ]  Yes, (for ………………………..)

1. **Which of the following sectors did you primarily work in before retiring or reducing your work hours? (Please select all that apply)**

[ ]  Agriculture

[ ]  Business and Finance

[ ]  Education

[ ]  Health and Social Work

[ ]  Manufacturing

[ ]  Public Sector

[ ]  Technology

[ ]  Other (please specify)

1. **How would you describe your overall satisfaction with your professional life?**

[ ]  Very satisfied

[ ]  Satisfied

[ ]  Neutral

[ ]  Dissatisfied

[ ]  Very dissatisfied

1. **Please describe the roles and responsibilities you held in your primary profession.**
2. **What were the most significant changes in your profession during your career?**
3. **What has been the most rewarding job you have held, and why?**
4. **Reflecting on your professional journey, what are some skills or knowledge areas you wish you had learned more about?**

**Additional questions:**

1. **Which of the following barriers have you encountered in your career? (Select all that apply)**

[ ]  Difficulty in learning new technologies

[ ]  Age discrimination

[ ]  Limited promotion opportunities

[ ]  Health-related issues

[ ]  Work-life balance challenges

[ ]  Lack of professional development opportunities

[ ]  Stereotypes about older workers

[ ]  Other (please specify): \_\_\_\_\_\_\_\_\_\_

1. **What strategies have you found most effective for maintaining job satisfaction and motivation?**
2. **What motivated you to change jobs or careers, if you have done so?**
3. **Can you provide an example of a significant challenge you faced in your career and how you overcame it?**
4. **What were some of the most valuable lessons you learned from your colleagues or supervisors?**