

Leonardo da Vinci mobilumo projektas
„Karjeros konsultavimas neįgaliesiems: pažintis su Nyderlanduose taikoma metodika ir praktika“ (Nr. LLP-LdV- VETPRO-2007-LT-0080)

Projekto dalyvių parengimas

LABIAUSIAI VARTOJAMŲ ANGLIŠKŲ TERMINŲ ŽODYNĖLIS

Akiračio praplėtimas	Raising aspirations/ Broadening horizons	The process of getting an individual to aim higher in their career and/or to consider a wider range of options than they currently hold.
Asmeninio tobulėjimo planas	Personal development plan	Details of possible routes to take in order to gain further skills and competencies
Darbuotojas	Employee	Worker who is hired to perform a job by a person or firm (salaried employee, wage earner).
Darbdavys	Employer	A person or firm that employs workers via an economic relationship
Darbo galimybės	Job opportunities	Possibilities for employment offered by the labour market
Darbo paieška/suradimas	Acquisition Job finding	Act of acquiring vacancies
Etika (konsultavimo)	Ethics (Guidance)	The code of behaviour considered correct in the field of careers guidance and related to the relationship between guidance counsellor and client
Gabumas	Aptitude	Potential capacity of a person, which could be developed by education or training, for a particular purpose to accomplish a particular action or activity.
Gebėjimas	Ability	Developed through education/training, it is the mental/physical aptitude or talent/capacity of an individual in a specific area of social activity. Ability could be measured via its manifestation.
Gyvenimo aprašymas	Curriculum Vitae	A summary of a person's employment experience and qualifications usually drawn up for the purposes of job application
Grįžtamasis ryšys	Feedback	A two way process of reflecting on and analysing career guidance practice in order to improve that practice, both between practitioner and client and between practitioner and practitioner
Grupinis konsultavimas	Group counselling	A process of working with clients in a group setting whereby the group members share and enhance the process

Grižimas į darbo rinką	Re-entry in the labour market	Guided return to professional life for a person after a period of absence
Ikiprofesinis rengimas	Pre-occupational training	Training actions oriented to develop basic skills and motivation before beginning a guidance or vocational training process, especially with “at risk” groups.
Individualus profesinio rengimosi planas	Individual training plan	A plan outlining an individual’s vocational aspirations and identifying training targets and goals to achieve this
Į klientą orientuotas konsultavimas	Client centred guidance	Putting the individual at the centre of the information, advice and guidance process, accepting them on their own terms without bias or prejudice, believing that clients are best placed to find solutions to their problems and that counsellor should act as a source of reflection and encouragement
Įsidarbinimas	Employability	The capacity of an individual for getting and keeping a job and managing the factors related to the labour market
Įdarbinimo tarpininkas	Employment counsellor	A specialist working collaboratively with individuals to assess needs related to decision-making, job search skills, training, and employment maintenance in order to help clients improve their employability and self-sufficiency in the labour market
Įgalinti	Empower	To enable and encourage an individual to make their own decisions, take responsibility for them and to act upon these decisions
Įdarbinimas	Placement	1 The placing of an individual in a real working situation in order for them to gain experience and/or understanding of that type of work. 2 The placing of an individual in some form of opportunity, for example a job, a training scheme or a course of study
Įgūdis	Skill	The capacity to carry out job specific tasks acquired by training
Įgūdžių auditas	Skills Audit	A thorough measuring of a person or job in order to reach a description of the abilities, skills, qualifications or experience possessed by the person or required by the job.
Karjera	Career	The sequence of various socially significant human roles deriving from an individual’s work, learning, self-expression and leisure activities and spanning the individual’s working life, work locations, positions and achievements.
Karjeros pasirinkimas	Career choice	An individual’s occupational aim based on their personal aptitudes, abilities, aspirations and goals and tempered by the realities of the labour market
Konsultavimas karjerai	Career counselling	The interaction between a guidance counsellor and an individual contributing to the development of a rational career choice or plan for that individual
Karjeros konsultantas	Career counsellor	A professional trained in career guidance that is able to assist others to make rational career choices
Karjeros krizė	Career crisis	A particular situation in an individual’s occupational/professional life, caused by external or internal factors and related with high disappointment and even some degree of frustration.
Karjeros projektavimas	Career designing	Support for an individual during their life span to make rational vocational choice and later to choose optimal career development path in the field of a selected occupation/profession. It is based on objective information regarding individual’s aptitudes, abilities and aspirations as well on the evaluation of a permanent change of the labour market needs.

	Career guidance	A systematic process that enables individuals to realise their learning, employment and leisure potentials by developing their self awareness and decision making capacity
Karjeros plėtojimas	Career development	The life-long process of managing learning, work and transitions in order to move forward along a personally determined and evolving preferred career path
Karjeros valdymas	Career management	The life, learning, individual, professional and educational decisions which an individual makes during their life to develop their employment and professional goals.
Karjeros planavimas	Career planning	The decisions taken to map and organise an individual's future career
Klientas	Client	An individual who receives guidance, training or professional service
Kognityviniai testai	Cognitive tests	Assessment of acquired knowledge, experience, abilities, etc
Kompetencijos	Competency	Ability to effectively carry out some function or activity to a prescribed standard. It is concerned with what people can do rather than what they know
Konfidencialumas	Confidentiality	An agreement between an individual and a professional as to when, where and how information exchanged can be shared with a third party. Confidentiality is implicit in the professional relationship
Kontaktai	Contact	A communication between a guidance counsellor or other professional and a client. It can be face to face, by telephone, email or letter
Konsultavimas	Counselling	Interaction between a professional and an individual helping them to resolve a specific problem or issue.
Konsultavimo sutartis	Contract	An agreement between two parties which specifies the terms and conditions of a relationship between them (e.g. apprenticeship contract, employment training contract, formative labour contract, job-training contract)
Konsultavimas įsidarbinant	Employment counselling	Helping clients improve their employability and self-sufficiency in the labour market. A problem-solving process addressing one or more of the following domains: career/occupational decision-making, skills enhancement, job search and employment maintenance
Karjeros konsultantas	Guidance counsellor	A trained individual delivering guidance as above
Lygios galimybės	Equal opportunities	The offering of employment, pay or promotion equal to all without discrimination as to sex, race, colour, disability etc
Mokymasis darbo vietoje	Work- based learning	The knowledge and skills acquired in the course of the practical working process.
Patarimas	Advice	An exchange of knowledge, information, views, opinions, arguments, etc. between counsellor and client in an attempt to solve vocational/career problems
Profesija	Occupation	An activity that serves as one's regular source of livelihood
Patirtis	Experience	Knowledge, skills and competencies acquired by an individual during their life
Pokalbis	Interview	Interaction, essentially verbal, between two people in direct contact with a pre-defined objective. For example, it may aim at giving information

Pokalbio etapai	Interview stages	The different steps of the interview process as issues are identified, explored and action agreed
Profesijos pasirinkimas	Occupational Choice	Process of determination of preferred vocational objectives
Profesinė kvalifikacija	Vocational qualification	Combination of aptitudes, knowledge, abilities, competencies and experience acquired enabling the practice of a job or of an occupation.
Praktiniai testai	Practical tests	Involving or concerned with experience or actual use; not theoretical experimentation
Perdavimas	Referral	The process of sign posting an individual to another more appropriate professional to meet that individual's needs
Perorientavimas	Reorientation	Access to a new job requiring a different qualification or to a new professional activity often linked to a dismissal, a loss of a previous job, change of interests or increased promotion opportunities
Personalo nuoma	Rento of personnel Temporal work	The type of contract when the employee is under contract one company which rents the employee to and employer. Advantage is that the company employing the person take over the risks of the employer for fixed period.
Profesijos pasirinkimas	Vocational choice	The occupation selected by an individual. Vocational choice is a multi-layered process determined by a great number of factors that are difficult to assess. Among others, the intelligence, interests, specific skills, the desire to keep contacts, self-consciousness, craving for prestige, economic urgency, work experience but also the social role of sex, familiar influence and membership in social strata are of importance
Profesinis konsultavimas	Vocational counselling	The process of helping an individual to reach a rational vocational choice. It can involve information, advice and guidance.
Profesijos konsultantas	Vocational counsellor	A trained professional who has the necessary skills and qualification to deliver vocational counselling
Profesinis tinkamumas	Vocational fitness	Ability of the individual to meet the requirements of specific occupations
Profesinis rengimas	Vocational training	Preparation for a specific occupation, designed to impart the necessary skills and knowledge required to successfully undertake that occupation
Remiamas įdarbinimas	Supported employment	Support to people with disabilities or other disadvantaged groups to secure and maintain paid employment in the open labour market
Suderinimas (tinkamas darbas žmogui - tinkamas darbuotojas įmonei)	Matching	
Susitarimas	Contracting	Establishing a contract
Struktūruotas (kryptingas pokalbis)	Guidance interview	A dialogue with a guidance counsellor who facilitates the guidance process
Savęs vertinimas	Self-assessment	Procedure through which an individual measures themselves according to personally pre-established criteria regarding occupational requirements

Situaciniai testai	Situational tests	Evaluation carried out under real working conditions in order to assess an individual's levels in different competencies.
Socialinė atskirtis	Social exclusion	Isolation of individuals or a specific societal group from mainstream society.
Tarpininkas	Job finder	The one who tries to find/get the vacancies
	Job coacher	The one who supports the employee and employer on the job
Tarpininkavimas	Mediation Brokerage	Intermediation between job seekers and the labour market by a guidance counsellor seeking to match the needs of the employer and the skills of the job seeker.
Tiesioginis konsultavimas	Direct counselling	Face-to-face counselling interactions, working in an individual or group setting
Ugdymas karjerai	Career education	The systematic cooperation of educational institutions, parents and society in assisting young people and adults to acquire knowledge and skills that will enable them to make rational vocational decisions.
Vertinimas	Assessment	Measuring a person's abilities, experience, skills and knowledge against appropriate criteria on which an evaluation can be made
Veiklos planas	Action plan	A description of the activities developed with a client that maps out the necessary steps they need to take and the services they need to use in order to achieve an identified educational or vocational goal
Veikla	Activity	The set of tasks involved in a specific occupation.
Verslininkas	Entrepreneur	An individual who develops and delivers new businesses
Vadovavimas	Guidance	Help for individuals to make choices about education, training and employment' (Hawthorne, 1991). Career or vocational guidance is often just called guidance by practitioners. Guidance is in fact an umbrella that encompasses counselling as well as activities such as informing, coaching, teaching, assessment and advocacy.