

# Technical User Guide

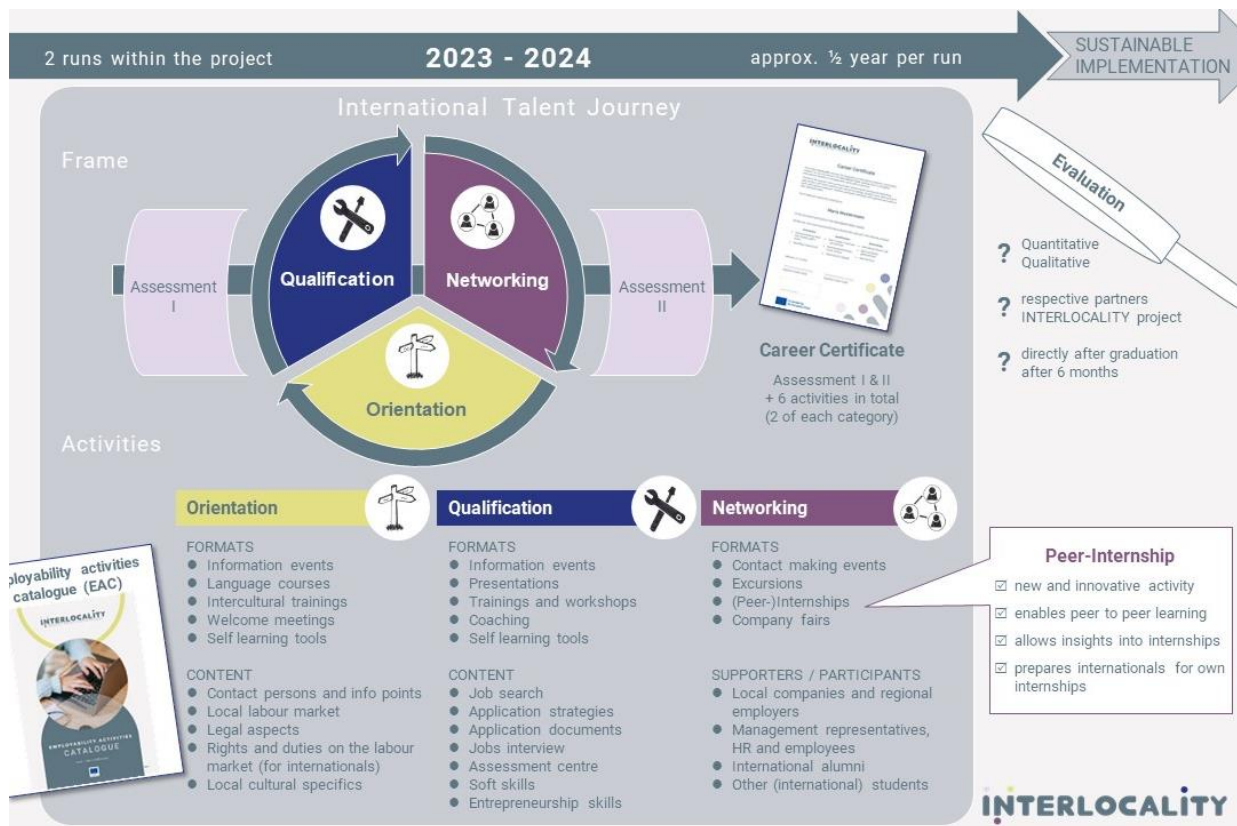
## for administration of activities within the International Talent Journey and the awarding of a Career Certificate

This short technical guide will provide you with the necessary insights to ensure a seamless digital solution to administrate the activities within the International Talent Journey and the awarding of a Career Certificate within your institution.

The Career Certificate is an essential credential that signifies a student's mastery of specific knowledge and skills, making them well-prepared for future career endeavors. It is awarded for international students after successful participation in the International Talent Journey (ITJ).

The International Talent Journey is a guided career process for international students that includes employability assessments and activities in the three categories: orientation, qualification and networking.

The International Talent Journey was tested in two runs:



## Requirements for implementation:

### 1. Requirements Analysis:

Gather detailed requirements from all relevant stakeholders to ensure that the needs of the Higher Education Institution are fully captured.

### 2. Architecture Design:

Design a scalable and flexible software architecture that allows event management, module grouping, and certificate tracking. Consider the integration of user accounts, permissions, and notifications.

### **3. Technology Selection:**

Choose appropriate technologies and frameworks that align with the project's requirements.

### **4. Database Design:**

Develop a database model that defines the structure for events, modules, certificates, and participants.

### **5. Software Development:**

Implement the functionalities for event management, module grouping, and certificate tracking. Ensure that the user interface is user-friendly and easy to understand.

### **6. Testing and Quality Assurance:**

Conduct comprehensive testing to ensure that the software functions flawlessly and meets the requirements. Implement appropriate tests for usability and security.

### **7. Documentation:**

Create a comprehensive technical guide that explains the installation, configuration, and usage of the software. Include examples and best practices.

### **8. Training and Support:**

Offer technical support to address questions and issues.

### **9. Implementation and Deployment:**

Support other universities in implementing the software in their environments. Ensure that the software operates stably in a production environment.

### **10. Ongoing Maintenance:**

Plan regular updates and maintenance to keep the software up-to-date and address security vulnerabilities.

If some universities already have software in place for event organization, and the exact technical specifications of that software are not known, there are still ways to implement the Career Certificate.

Here are some steps to take in such a situation:

STEP	ACTION	CONTENT
1	<b>Requirements Analysis</b>	Gather as much information as possible about the existing software, including its features, interfaces, and data structures. Identify the specific requirements for implementing the Career Certificate within the existing environment.
2	<b>Integration and Customization</b>	Explore whether the existing software can be extended or customized to meet the requirements of the Career Certificate. Investigate the possibility of integrating additional modules or plugins to add the necessary functionality.
3	<b>Interface Development</b>	If the existing software supports interfaces (APIs), develop corresponding interfaces to exchange data and functions between the existing software and the Career Certificate system.
4	<b>Data Migration</b>	Plan the migration of relevant data from the existing software into the Career Certificate system to ensure a smooth transition.
5	<b>User Interface Adaptation</b>	If necessary, adapt the user interface of the existing software to incorporate the new Career Certificate features and ensure they are intuitive for users.
6	<b>Training and Support</b>	Offer technical support to address any questions or issues that arise.

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|----------|--------------------------------------|--|
| <b>7</b> | <b>Testing and Quality Assurance</b> | Conduct comprehensive testing to ensure that the integration works smoothly and avoids data loss or functional disruptions.  |
| <b>8</b> | <b>Documentation</b>                 | Create a guide for integrating and using the Career Certificate in conjunction with the existing software. Document the interfaces and processes for future reference. |

The exact implementation will heavily depend on the characteristics of the existing software and the specific requirements. Close collaboration with the involved department and IT teams is crucial to develop the best possible solution and ensure that the International Talent Journey and Career Certificate requirements can be met without fundamentally altering the existing software.

#### ABOUT

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