22-23

DEGREE

# MÁSTER UNIVERSITARIO EN ORIENTACIÓN PROFESIONAL

CODE 230701

UNED

22-23

**MÁSTER UNIVERSITARIO EN ORIENTACIÓN PROFESIONAL**

**CODE 230701**

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## INTRODUCTION

This official Master offers its students an innovative perspective on career guidance and a specialized profile aimed both at intervention for the integral professional development of young people and adults **(*)**, as well as research in this field. In this objective, it facilitates the understanding and analysis of the set of factors that are associated with said development, offering students a panoramic, comprehensive and practical vision of the different dimensions and strategies of orientation and diagnosis, allowing their exercise in different contexts and for the various populations receiving this orientation.

The learning objectives and specific competences included in this Master have been delimited according to studies carried out by the International Association for Educational and Vocational Guidance (IAEVG, 2008), and by the European Accreditation Scheme for careers guidance practitioners (EAS, 2008 ), as well as from the descriptors that appear in the Spanish Framework of Qualifications for Higher Education (MECES). Also, in line with the Dublin objectives, the Tunning Report and the Reflex Report (ANECA, 2007), some of which will have to reach a deep level of development.

The Master includes a wide and varied content, in accordance with the great challenges that are currently posed in the field of career guidance, using a methodology based on the use of new communication technologies and distance education, and from a vocation quality. For this, it has a highly specialized teaching team in each of the study subjects.

**(*)** *Therefore, guidance and teaching for ages and school contexts of infant, primary and secondary education are outside this specialization profile.*

## OBJECTIVES AND COMPETENCES

This Master has the objective of providing students with advanced training in different areas of knowledge of professional orientation, both theoretical and practical, that completes the training acquired in undergraduate studies and to serve as the foundation for a competent, effective and open to innovation professional practice. It also aims to provide a solid base of knowledge from which to carry out a research activity in the field of career guidance, which will subsequently allow the development of a doctoral thesis.
It is therefore about training students on the theoretical and practical foundations, so that they can develop a responsible exercise in counseling, helping young people and adults to manage their professional careers and maintain their employability. Aid that must be based on scientific knowledge and a critical, and on flexible approach, open to changes in the socio economic environment and adapted to the diversity of needs and situations.
Thus, it is intended that the master's students contribute to the future development of new

possibilities and intervention strategies in the orientation of people throughout life.
Specifically, it is intended that students develop the following **skills**:

1. To deepen the knowledge and application of the principles, theoretical approaches and intervention models that support orientation in the professional fields, as well as their interactions with related professional and scientific fields.
2. Identify and analyze the different contexts, situations, needs and dimensions in which professional counselors carry out their professional practice.
3. Apply the knowledge acquired on professional guidance to new situations or problems that require a guiding intervention, through the development of strategies and specific methodological techniques in the practice of professional guidance.
4. Integrate and apply the knowledge acquired in the formulation of judgments in situations that require professional guidance, from reflection on social responsibility, ethics and the code of ethics.
5. Justify and communicate the proposals and results about the activity carried out to the various agents involved (oriented person, colleagues, environment agents) in a clear and rigorous way.
6. Adopt attention to diversity and equity in the different contexts of guiding intervention.
7. Apply research and evaluation methodologies to the understanding and transformation of the reality of professional guidance, using criteria of scientific rigor.
8. Develop learning skills that allow them to continue studying in a self-directed, self-regulated and cooperative way, particularly through the use of virtual environments.

These objectives translate into a series of competencies that the student must achieve, both generic and specific, typical of this professional field:

***Generic skills***

1. Manage and plan professional activity.

*Take initiatives and put them into practice, within the responsibilities and orientation tasks. Maintain a high willingness to work and get the proposals. Plan the work in advance and realistically organize the necessary tasks, times and resources.*

2. Develop higher cognitive processes.

*Analyze and synthesize. Apply knowledge to practice. Solve problems in new or unfamiliar environments. Use creative thinking and critical reasoning. Make reasoned decisions. Adapt to new situations and tasks.*

3. Manage improvement, quality and innovation processes.

*Monitoring and evaluation of the tasks carried out. Application of improvement measures. Innovation. Concern for quality.*

4. Communicate orally and in writing in all dimensions of your professional activity with all kinds of interlocutors.

*Clearly express ideas or facts, in a persuasive way, and convince others of your point of*

*view. Communicate their knowledge and scientifically argued conclusions, orally and in writing, to specialized and non-specialized audiences in a clear and effective way.*

5. Use the tools, information and resources of the knowledge society effectively and sustainably.

*Manage with agility the digital information tools, editing and telematic communication. Select, organize and transform information. Information evaluation. Manage information from various sources in its search, selection, storage and recovery bases.*

6. Work as a team.

*Coordinate and collaborate with other professionals. Know how to advise and influence others, as well as encourage the team to work, mobilize their capacities and achieve the proposed objectives. Listen and create channels of empathetic and assertive communication with other people within the framework of the different orientation tasks.*

7. Develop ethical attitudes in accordance with ethical principles and social commitment.

*Maintain an attitude of ethical integrity, respect for the client. Maintain an attitude of social commitment and commitment to the quality of the guidance work. Apply the legal framework of the professional area. Make judgments based on the information handled and act in a thoughtful, honest and responsible manner towards people, maintaining the confidentiality of personal information records and assuming the ethical code of the profession.*

***Specific competences***

1. Know and identify the theoretical-conceptual bases and the developments that support the guiding intervention on young people and adults in the professional and work environment.
2. Know how to diagnose the needs and traits linked to professional and personal development, promoting self-evaluation.
3. Know and evaluate the socio-labor environment and the labor market, its characteristics, operating mechanisms, resources and opportunities.
4. Identify and evaluate the situations and risk factors of exclusion from the labor market between individuals and groups, as well as the resources to promote inclusion.
5. Know how to design professional orientation programs on different contexts and recipients, from critical reflection and with quality criteria.
6. Advise and guide people in the different moments of the orientation process: in the construction of the professional project, in the planning of the insertion itinerary, in the identification of opportunities in the environment, and in the follow-up throughout said processes.
7. Use knowledge about the processes of transition, insertion and inclusion to achieve change in the career and personal development of people oriented.
8. Manage information about resources and strategies to promote personal and professional development, through the use of ICTs (job placement, job training, orientation, coordination, etc.).

9. Design research and innovation processes applying, with scientific rigor, methodological techniques and procedures aimed at solving problems in the framework of professional guidance.
10. Apply the principle of equal opportunities to career guidance activities, and within that framework, the intercultural perspective and the gender perspective.
11. Be able to face situations of performance and professional practice in the field of professional guidance, being able to integrate and transfer the learning and knowledge acquired.
12. Be able to transmit to specialized and non-specialized audiences the knowledge acquired in the field of professional guidance.

## CAREER OPPORTUNITIES

This title is aimed at both specialized professional practice and initiation into research activity in this field.
Currently, the exercise of professional guidance is made up of a set of occupations and positions that make up a relatively new professional field in the workplace, and which has grown in recent decades to the rhythm of social needs and the development of the welfare society. Thus, in the various contexts of the employment system, there are several names to designate similar positions, expressed below:
•***Technician in employment and labor insertion***: Professional who participates in programs and actions aimed at the labor insertion of unemployed people in general and of those with special difficulties (young people, women, over 45 years old, immigrants or people with disabilities). It performs functions related to direct intervention with the users of the programs (orientation, information, training), with the management of job boards (intermediation), with the management of subsidies and unemployment benefits (in offices of the State Public Service Employment and regional employment services), with training in personal and job skills to find or change jobs, training companies and social services.
•***Job Coach***: A professional who works as a counselor, advisor or personal trainer for an employee, manager, unemployed person, student or others, who are in a time of transition, change or job growth. In reality, this figure is not new: they are job counselors, self-employment advisers, managerial skills trainers and other professionals whose objective is to promote the development of new behaviors and attitudes that allow them to acquire techniques to grow professionally, improve performance work, better manage time, find or change jobs, create a company, or improve your relationships with the work environment. The usual way of working is through individualized tutoring (although there are also group sessions).
•***Socio-labor insertion agent***: Socio-labor insertion has become one of the priority objectives of western societies. From the economic perspective, it is associated with the fight against unemployment, especially the one that affects the groups with the highest risk of exclusion, that is, those with the highest levels or rates of unemployment (women, youth,

people with disabilities, immigrants , etc.). They can carry out these functions in services or areas of City Halls or Local Administration; Supra-Municipal or Regional Entities; Provincial Entities; and independent entities of public bodies.

•***Labor Counselor***: Professional whose objective is to design itineraries for insertion and work-life balance. Linked to the social intervention area, they have as users, on the one hand, people with specific difficulties of access and permanence in the labor market, and on the other hand, the general population in transition (first job, unemployment to employment, employment precarious to stable) for those who propose the most appropriate measures for the development of an adequate working career (improvement of qualification, modifications in coping, training in job search techniques, information on the labor market, special intermediation strategies, and others).

•***Equal opportunities agent***: Professional who designs, directs, coordinates, streamlines, implements, manages and evaluates positive action plans, programs, projects and campaigns related to equal opportunities between women and men in different professional areas and settings. His professional settings are located primarily in the fields closest to the needs of citizens. Local administrations (city councils, county councils), county units, women's associations and unions constitute those spaces in which rights, possibilities and capacities for collective action are specified, and therefore it is revealed as an immediate channel of intervention in equality of opportunities. The media, the publishers, while occupying a strategic position in the creation of currents of opinion and in the persistence of certain values âÂâÂâand norms; and companies as spaces in which the imbalance in relationships must be corrected are also areas of action.

This set of occupations has a common profile of competences, although they may give rise to more specific profiles depending on the recipients, the contexts and the orientation needs raised.

It is also worth mentioning other more indirect ways for which the skills developed through the Master may be to some extent transferable and complementary; however, their performance would also require other specific qualifications in the field of human resources. This is the case of occupations such as manager of organization training, human resources technician and personnel selection technician.

Like good guidance professionals, this professional field needs feedback from basic and applied research, which provides evidence about the phenomena and the social and personal dimensions that intervene in these processes of professional development and guidance intervention. Hence the research orientation that this Master also adopts.

For this, the Master includes, in a cross-sectional way and in close connection with the contents and subjects of the study plan, training in various research methods and techniques. Likewise, each student, through his Master's Final Project, will put into practice a series of investigative competences, whether from basic or applied research. In this way, and in accordance with Royal Decree 1393/2007, which establishes the organization of university education, this Master's degree allows access to Doctoral studies in the research period.

Therefore, the training of professionals committed to quality and whose future dedication could be aimed at innovation and the generation of new proposals and advances in the field of professional guidance is intended.

**Job bank for graduates of the Master of UNED**

In collaboration with the Guidance, Information and Employment Center / Centro de Orientación, Información y Empleo (COIE), a job bank will be managed for the Master's graduates, thus promoting their employment. This bag will collect, on the one hand, job offers with professional profiles associated with the Master published by employers; and on the other, the CVs of the graduates who wish to be part of the database. Through this exchange, job offers will be disseminated and free pre-selections of candidates will be made to companies and employers that request it.

## ACCESS PREREQUISITES

The priority recipients of this Master are graduates or graduates in the field of education and psychopedagogy, as well as those professionals who, from other degrees, already have experience in the field of vocational guidance and want to achieve more training. advanced.
Depending on the degree of origin, the students will be able to access the Master directly or they will have to take certain previous modules that allow them to do it with certain guarantees of success.

**1) DEGREES OR LICENSORS RELATED TO THE FIELD OF EDUCATION**

All Master's or Bachelor's degree holders can directly access the Master in:

- Pedagogy
- Education Sciences
- Social education
- Psychopedagogy
- Psychology

**2) SOCIAL EDUCATION GRADUATES / MAGISTERY GRADUATES**

In the event that the students come from any of the current diplomas in the field of Education (Teaching in their different specialties or Social Education) they must previously pass the Leveling course (16 ECTS credits). The subject structure of this course is as follows:

23302047 1C - Diagnosis in education (5 ECTS) (1st semester)
23302013 1C - Introduction to research in education (5 ECTS) (1st semester)
63024102 1C - Professional and personal guidance (6 ECTS) (1st semester)

The Leveling course may be taken before starting the Master or simultaneously with it. However, the defense of the Final Master's Project (TFM) will be conditioned to the completion of the entire Leveling course.

**3) GRADUATES OR LICENSORS NOT RELATED TO THE FIELD OF EDUCATION**

In the case of students who come from undergraduate degrees or bachelor's degrees not related to Education, they must previously pass the Adaptation course (27 ECTS credits) consisting of the modules and subjects necessary to adapt their training level to the demands of a highly specialized course like this Master:

23302047 1C - Diagnosis in education (5 ECTS) (1st semester)
23302013 1C - Introduction to research in education (5 ECTS) (1st semester)
2330209- 1C - Comparative educational systems (5 ECTS) (1st semester)

63024102 1C - Professional and personal guidance (6ECTS) (1st semester)
63013044 2C - Socio-educational intervention for the prevention of social exclusion (6 ECTS) (2nd semester)
The Adaptation course can be taken before starting the Master or simultaneously with it. However, the defense of the Final Master's Project (TFM) will be conditioned to the completion of the entire Adaptation course. For this reason, it is recommended not to start Master's studies until you have passed this course.

## ADMISSION CRITERIA

The maximum number of admitted students will be 60 students. Of these, 80% direct access to the Master and 20% access to the Leveling and Adaptation courses.

In the event that the number of applicants exceeds the possibilities of admission of the degree, the Master's Commission will establish a selection process in two phases based on the merits provided by the applicants.

**ADMISSION CRITERIA FOR APPLICANTS FOR DIRECT ACCESS TO THE MASTER**

**PHASE 1.** For direct access to the Master, in a first phase, the academic record will be taken into account as the main criterion on the basis of: (1) the average academic qualification in the title of access to the Master, (2) the title of origin and (3) the modality in which he has studied (distance / face-to-face).

1. **Academic qualification** of the degree or degree from which you intend to access the Master. The score will correspond to the average mark obtained in said degree. The minimum score will be 5 points and the maximum 10 points.

2. Title from which you intend to access the Master, accredited by the official academic title or personal academic certification. The assessment will be made on a maximum of 10 points, according to the following scale:

| *Títle of origin* | *Score* |
|---|---|
| Educational Sciences /Pedagogy Licensor or Graduate in the specialty of Scholar Guidance | 10 |
| Psychopedagogy Licensor or Graduate | 10 |
| Pedagogy / Social Education Graduate | 8 |

| | |
|---|---|
| Educational Sciences / Pedagogy Licensor in other specialties | 8 |
| Psychology Licensor in the Specialty of Industrial or Organizational Psychology | 7 |
| Psychology licensor in other specialties | 5 |

3. Modality of the studies carried out by the student in the academic title of origin:

| *Modality* | *Score* |
|---|---|
| Distance | 2 |
| Face-to-face | 1 |

**PHASE 2.** In the event that the number of applicants exceeds the possibilities of admission, a second selection phase will be carried out on the 80 candidates who obtained the best score in the first phase, according to the following criteria: (4) possession of other academic titles, apart from the title of access to the Master; (5) professional experience; and (6) the motivations of the candidates to study the Master.

4. **Other university-level academic titles**, accredited by personal academic degree or certification. The assessment will be made up to a maximum of 5 points, according to the following scale:

| *Other academic titles* | *Score for title* |
|---|---|
| Doctor title | 3 |
| Other official masters | 2 |
| Other higher degrees (License or Graduate) | 2 |
| Other unofficial master's or postgraduate degrees | 1 |
| Specialization courses related to the content of the master, lasting more than 150 hours | 0,25 |

Training that is not accompanied by the corresponding supporting documentation will not be valued.

5. **Accredited professional experience** in the specific field of vocational guidance. The assessment will be made on a maximum of 3 points, according to the following scale:

| *Years of accredited experience* | *Score* |
|---|---|
| 6 years or older | 3 |
| Between 2 and 5 years | 2 |

| | |
|---|---|
| Between 6 and 24 months | 1 |

The accreditation of professional experience will be carried out through:

•Work Life Report, together with

•Work certificate for each period worked. This certificate must indicate: position held, main functions and responsibilities in relation to the guiding function, start and end date.

Professional experience that does not accredit the exercise of specific tasks in professional orientation will not be taken into account.

6. In addition, and in order to resolve tie situations in the candidates' scores, the Commission will assess the **motivations** for taking the Master, with a maximum score of 5 points, through:

- The candidate's application letter explaining their motivations.
- The personal interview with the candidate (if required by the Master's Commission).

**ADMISSION CRITERIA FOR LEVELING COURSE APPLICANTS (Social Education Diplomat/ Teaching Diplomat and Graduate)**

**PHASE 1.** For access to the Leveling course, in a first phase, the academic record will be taken into account as the main criterion on the basis of: (1) the average academic qualification in the Master's degree and (2) the modality in which you have completed your studies (distance / face-to-face).

1. **Academic qualification** of the degree or diploma from which you intend to access the Adaptation course. The score will correspond to the average mark obtained in said degree. The minimum score will be 5 points and the maximum 10 points.

2. **Modality** of the studies carried out by the student in the degree of origin:

| *Modality* | *Score* |
|---|---|
| Distance | 2 |
| Face-to-face | 1 |

**PHASE 2.** In the event that the number of applicants exceeds the possibilities of admission, a second selection phase will be carried out on the 50 candidates who obtained the best score in the first phase, according to the following criteria: (3) possession of other academic titles, apart from the title of access to the Master; (4) professional experience; and (5) the motivations of the candidates to study the Master.

3. **Other university-level academic degrees**, accredited by personal academic degree or certification. The assessment will be made up to a maximum of 5 points, according to the following scale:

| *Other academic titles* | *Score for title* |
|---|---|
| Doctor title | 3 |
| Other official masters | 2 |
| Other higher degrees (License or Graduate) | 2 |
| Other unofficial master's or postgraduate degrees | 1 |
| Specialization courses related to the content of the master, lasting more than 150 hours | 0,25 |

Training that is not accompanied by the corresponding supporting documentation will not be valued.

5. **Accredited professional experience** in the specific field of vocational guidance. The assessment will be made on a maximum of 3 points, according to the following scale:

| *Years of accredited experience* | *Score* |
|---|---|
| 6 years or older | 3 |
| Between 2 and 5 years | 2 |
| Between 6 and 24 months | 1 |

The accreditation of professional experience will be carried out through:

•Work Life Report, together with

•Work certificate for each period worked. This certificate must indicate: position held, main functions and responsibilities in relation to the guiding function, start and end date.

Professional experience that does not accredit the exercise of specific tasks in professional orientation will not be taken into account.

6. In addition, and in order to resolve tie situations in the candidates' scores, the Commission will assess the **motivations** for taking the Master, with a maximum score of 5 points, through:

- The candidate's application letter explaining their motivations.
- The personal interview with the candidate (if required by the Master's Commission).

**ADMISSION CRITERIA FOR ADAPTATION COURSE APPLICANTS (academic titles not related to the field of education)**

**PHASE 1.** For access to the Adaptation course, in a first phase, professional experience will be taken into account as the main criterion (1).

1. Accredited professional experience in the specific field of vocational guidance. The assessment will be made on a maximum of 10 points, according to the following scale:

| *Years of accredited experience* | *Score* |
|---|---|
| 6 years or older | 10 |
| Between 3 and 5 years | 8 |
| Between 2 and 3 years | 5 |
| Between 13 and 24 months | 4 |
| Between 6 and 12 months | 3 |

The accreditation of professional experience will be carried out through:

•Work Life Report, together with

•Work certificate for each period worked. This certificate must indicate: position held, main functions and responsibilities in relation to the guiding function, start and end date.

Professional experience that does not accredit the exercise of specific tasks in professional orientation will not be taken into account.

**PHASE 2.** In the event that the number of applicants exceeds the possibilities of admission, a second selection phase will be carried out on the 50 candidates who obtained the best score in the first phase, according to the following criteria: (2) the academic qualification average in the degree of access to the Adaptation course; (3) the modality in which they have completed their studies (distance / face-to-face); (4) the possession of other academic degrees, apart from the title of access to the Master; and (5) the motivations of the candidates to study the Master.

2. **Academic qualifications** of the degree or degree from which you intend to access the Master or the Adaptation course. The score will correspond to the average mark obtained in said degree. The minimum score will be 5 points and the maximum will be 10 points.

3. **Modality** of the studies carried out by the student in the degree of origin:

| *Modality* | *Score* |
|---|---|
| Distance | 2 |
| Face-to-face | 1 |

4. **Other university-level academic degrees**, accredited by personal academic degree or certification. The assessment will be made up to a maximum of 5 points, according to the following scale:

| *Other academic titles* | *Score for title* |
|---|---|
| Doctor title | 3 |

| | |
|---|---|
| Other official masters | 2 |
| Other higher degrees (License or Graduate) | 2 |
| Other unofficial master's or postgraduate degrees | 1 |
| Specialization courses related to the content of the master, lasting more than 150 hours | 0,25 |

Training that is not accompanied by the corresponding supporting documentation will not be valued.

5. In addition, and in order to resolve tie situations in the candidates' scores, the Commission will assess the motivations for taking the Master, with a maximum score of 5 points, through:

- The candidate's application letter explaining their motivations.
- The personal interview with the candidate (if required by the Master's Commission).

Along with the Application for Admission, the following documentation must be attached:

•Curriculum vitae

•Certified photocopy of the academic title of access and personal academic certification that includes the average grade.

•Certified photocopy of other accredited degrees or personal academic certification of the same.

•In your case:

•Work Life Report (1) (issued by the Ministry of Labor and Immigration) and

•Work certificates for each period worked (issued by each employer). Each certificate must indicate: position held, main functions and responsibilities in relation to the guiding function, start and end date.

•Letter from the candidate explaining his / her motivations regarding the Master.

The lack of supporting documentation about any of the alleged merits, will mean its non-evaluation in the corresponding criteria. The Commission may require any original or certified document that it deems necessary to prove any of the alleged merits.

The documentation must be sent through the UNED online pre-registration form or to the following postal address (or in any case, according to the channels established by the UNED):

UNED-Facultad de Educación
Negociado de Posgrados Oficiales
Apdo. Correos 60098
28080 MADRID

Inquiries related to the pre-registration and enrollment process, as well as administrative questions, should be addressed to the email educa.posgradosoficial@adm.uned.es or to the telephone number 913 989 539.

(1) It can be requested at the Ministry of Employment and Social Security, at https://sede.seg-social.gob.es/Sede_1/ServiciosenLinea/Ciudadanos/168694

## NUMBER OF NEW STUDENTS

The maximum number of admitted students will be 60 students. Of these, 80% direct access to the Master and 20% access to the Leveling and Adaptation courses.
This limitation is explained and justified in the need to guarantee the quality that we intend to grant to the teaching and learning processes, ensuring at all times a personalized monitoring of the progress of each student.
In the event that the number of applicants exceeds the possibilities of admission of the degree, the Master's Commission will establish a selection process in two phases based on the merits provided by the applicants.

## CURRICULUM

Cada estudiante debe cursar **60 créditos de formación ECTS**. El plan de estudios incluye tanto contenidos obligatorios como contenidos optativos que permiten profundizar en determinadas competencias del perfil profesional. Se completa además, con dos elementos importantes: por un lado, la realización de Prácticas externas en centros de trabajo, para atender así a su perfil profesionalizante; y por otro, la presentación y defensa del Trabajo de Fin de Master, para atender al desarrollo de sus competencias investigadoras y la puesta en práctica de los conocimientos adquiridos.
Para la superación de este programa educativo, el/la estudiante deberá cursar los 60 distribuidos del siguiente modo:

| | |
|---|---|
| 4 asignaturas obligatorias | 24 créditos |
| 2 asignaturas optativas | 12 créditos |
| Prácticum (obligatorio) | 12 créditos |
| Trabajo de Fin de Máster (obligatorio) | 12 créditos |

**ASIGNATURAS OBLIGATORIAS**

23307017 Diagnóstico en orientación profesional (6 ECTS) (1º cuatrimestre)
23307021 Orientación para el desarrollo profesional (6 ECTS) (1º cuatrimestre)
23307036 Orientación para la construcción del proyecto profesional (6 ECTS) (1º cuatrimestre)

23070032 Metodología de investigación en orientación profesional (6 ECTS) (2º cuatrimestre) **(*)**

**(*)** Esta asignatura, bajo el código 23307178, tiene carácter optativo solo para los/las estudiantes antiguos que se matricularon por primera vez antes del curso 2021/22.

**ASIGNATURAS OPTATIVAS**

Los estudiantes deben elegir dos sobre las siguientes:

23070026 Orientación para la igualdad y la inclusión sociolaboral (6 ECTS) (1º cuatrimestre) **(**)**

23307055 Mercado laboral, empleo y profesiones (6 ECTS) (2º cuatrimestre)

2330706- Orientación para la evaluación y acreditación de competencias profesionales (6 ECTS) (2º cuatrimestre)

23307074 Asesoramiento para el autoempleo (6 ECTS) (2º cuatrimestre)

23307089 Orientación para la conciliación laboral-personal y la gestión de conflictos (6 ECTS) (2º cuatrimestre)

23307093 Orientación sociolaboral para personas con discapacidad (6 ECTS) (2º cuatrimestre)

23307178 Metodología de investigación en orientación profesional (6 ECTS) (2º cuatrimestre)

23307197 Aplicaciones de las TIC en orientación profesional (6 ECTS) (2º cuatrimestre)

2307001- Mentoría y coaching: Estrategias y técnicas de acompañamiento y orientación (6 ECTS) (2º cuatrimestre)

**(**)** Esta asignatura, bajo el código 23307040, tiene carácter obligatorio solo para los/las estudiantes antiguos que se matricularon por primera vez antes del curso 2021/22.

**PRÁCTICUM**

23307106 Prácticum (12 ECTS) (Anual)

**TRABAJO DE FIN DE MÁSTER (TFM)**

2330713- Trabajo de Fin de Máster (Plan 2015) (12 ECTS) (Anual)

Para defender el TFM el estudiante deberán haber cursado y superado el resto de las asignaturas del Máster.

Requiere consultar con antelación las condiciones de la modalidad de TUTELA TFM.

El Trabajo Fin de Máster (TFM) supone la realización por parte del estudiante de un proyecto, memoria o estudio, en el que se apliquen y desarrollen los conocimientos adquiridos en el Máster. Podrá consistir en:

A. Diseñar un proyecto de intervención orientadora a partir del análisis de una problemática, la definición de unos objetivos y el análisis de un contexto dado, aplicando la metodología de investigación evaluativa.

B. Diseñar un proyecto de investigación o estudio sobre una temática directamente relacionada con los contenidos estudiados en las materias del Máster.

La tutoría de los TFM se iniciará desde el momento en que le sea asignado/a el/la Tutor/a y finalizará con la defensa del mismo. La defensa de los TFM tendrá lugar en las fechas indicadas en la Guía del TFM para las convocatorias ordinaria y extraordinaria.

La Guía de estudio del TFM ofrece los detalles y la orientación académica específica para su realización, así como otras informaciones importantes. Asimismo, incluye la Normativa de la UNED sobre "Regulación de los Trabajos de Fin de Máster" (Aprobado en Consejo de Gobierno de 10 de octubre de 2017).

**Modalidad**

La metodología de estudio del Máster es la propia de la UNED. El proceso de enseñanza-aprendizaje se llevará a cabo desde el entorno o plataforma virtual del Máster.

Se utilizará una metodología constructivista en la cual el estudiante construye su conocimiento a través del apoyo docente, de las distintas actividades y del trabajo llevado a cabo con la ayuda de herramientas digitales.

No obstante, serán presenciales:

- El Bloque II del Prácticum
- La defensa del Trabajo Fin de Máster (aunque en ciertos casos podrá realizarse por vía telemática) y las pruebas presenciales en las asignaturas que la incluyen.

**Régimen**

El máster se puede estudiar a tiempo completo o bien a tiempo parcial.

**Cómo hacer la matrícula**

Recomendaciones para hacer la matriculación a tiempo parcial:

A. En dos años: En el primer curso las asignaturas obligatorias (excluyendo Prácticum y TFM) y optativas; y en el segundo las asignaturas de Prácticum y de Trabajo Final del Máster.

B. En tres años: En el primer año las asignaturas obligatorias (excluyendo Prácticum y TFM); en el segundo curso las asignaturas optativas y de Prácticum; y en el tercer curso el Trabajo Final del Máster.

## RULES

NORMATIVA ESTATAL

- RD 43/2015, de 2 de febrero, por el que se modifica el Real Decreto 1393/2007, de 29 de octubre, por el que se establece la ordenación de las enseñanzas universitarias oficiales, y el Real Decreto 99/2011, de 28 de enero, por el que se regulan las enseñanzas oficiales de doctorado.
- RD 967/2014, de 21 de Noviembre, Homologación, Declaración de Equivalencia y Niveles MECES.
- RD 861/2010, de 2 de julio, por el que se modifica el Real Decreto 1393/2007, de 29 de octubre, por el que se establece la ordenación de las enseñanzas universitarias oficiales.

•RD 1002/2010, de 5 de agosto, sobre expedición de títulos universitarios oficiales.
•RD 1393/2007, de 29 de octubre, por el que se establece la ordenación de las enseñanzas universitarias oficiales.
•RD 56/2005, de 21 de enero, por el que se regulan los Estudios Universitarios Oficiales de Posgrado
•RD 49/2004, de 19 de enero, sobre homologación de planes de estudio y títulos de carácter oficial y validez en todo el territorio nacional
•RD 1125/2003, de 5 de septiembre, por el que se establece el sistema europeo de créditos

NORMATIVA UNED

•Regulación de los trabajos de fin de master en las enseñanzas conducente al título oficial de master de la UNED.
•Actualización de los procedimientos de organización y gestión académica de los Másteres Universitarios oficiales y Doctorado de la UNED, para su adaptación en lo dispuesto en el RD. 1393/2007.

INFORMACIÓN ADICIONAL

•Normas de permanencia en estudios conducentes a títulos oficiales de la Universidad Nacional de Educación A Distancia.
•Normas y criterios generales de reconocimiento y transferencia de créditos para los másteres.

## PRACTICES

El Máster en Orientación Profesional tiene entre sus finalidades formar al estudiantado para el ejercicio profesional. Esta formación, en su vertiente práctica, tiene lugar a través del Practicum, una asignatura de carácter anual, con una dedicación de 300 horas (12 créditos ECTS).

El Practicum supone para el/la estudiante una experiencia de desempeño, compromiso e implicación en un contexto profesional del ámbito de competencias de la orientación profesional y la inclusión sociolaboral. Se materializa en la realización de prácticas externas en centros de trabajo, a través de las cuales el estudiante podrá desarrollar las competencias generales y específicas del Máster, en situaciones reales de ejercicio profesional. Y se complementa con diversas actividades prácticas, individuales y grupales, en el aula virtual.

**Modalidad**

Tiene carácter PRESENCIAL para la realización de las prácticas en un centro colaborador, y carácter VIRTUAL en el desarrollo de diversas actividades individuales y grupales.

Asimismo, el estudiante tiene la posibilidad de realizar prácticas con la metodología de APRENDIZAJE-SERVICIO (ApS) de manera que realicen aprendizajes curriculares mientras dan respuesta a las necesidades de la comunidad. Consideramos que en “los estudios de Master, al tener un carácter marcadamente profesionalizante y vinculado directamente con las necesidades y problemáticas actuales del mundo laboral, es especialmente sensible y

muy indicado para introducir ApS entre sus materias, en este caso a través del prácticum" (Manzano-Soto, 2018).

**Nota importante**

Para la realización del Prácticum es imprescindible cumplimentar la **Ficha de Preferencias del Prácticum,** antes del **15 de noviembre**. Esta ficha estará disponible en el espacio virtual de esta asignatura.

**Estructura del Practicum**

El Practicum supone un proceso formativo gradual que se desarrollará en tres fases. Las fases I y III se realizan con metodología a distancia en las que se desarrolla un conjunto de actividades prácticas. La fase II es un período de prácticas de 180 horas en el centro colaborador, con carácter necesariamente **presencial**. Esta fase requerirá obligatoriamente haber cursado previamente la Fase I.

Los lugares de realización de las prácticas (para la Fase II) dependerán de los centros proporcionados por las instituciones y entidades colaboradoras del Máster, garantizándose la posibilidad de realizar las prácticas en todas las Comunidades Autónomas.

No obstante, **el equipo docente no podrá garantizar que el horario o lugar de prácticas se adapten a las preferencias de cada estudiante**. Dependiendo del lugar de residencia del estudiante y de las localidades de los destinos ofertados, es posible que deba desplazarse a otra localidad dentro de su Comunidad Autónoma, o en alguna Comunidad limítrofe. Asimismo, deberá adaptarse al **horario** del centro colaborador y su organización. En su mayor parte, estos centros funcionan en horario de mañana.

**Prácticas extracurriculares**

El ***Centro de Orientación y Empleo (COIE)*** dispone de una oferta de prácticas extracurriculares a través de Convenios de Cooperación Educativa. La información puede encontrarse en el siguiente enlace.

**NOTA INFORMATIVA**

La Ley que regula la protección Judicial del Menor (1/199626/2015 de 28 de julio) dispone que será requisito para el ejercicio de actividades que impliquen contacto habitual con menores, el no haber sido condenado por sentencia firme por algún delito contra la libertad e indemnidad sexual. Con el fin de dar cumplimiento a esta normativa, y para demostrar la ausencia de antecedentes, es necesario disponer de una certificación negativa del registro central de delincuentes sexuales (RD 1110/ 2015 del 11 de diciembre).

Para cumplir con la normativa, la UNED solicitará a la Administración de Justicia un comprobante de dicho certificado. Si el estudiante en la matricula desautoriza a la UNED a realizar dicho trámite o una vez hecha la consulta no cumple con los requisitos normativos, no podrá realizar prácticas en un centro donde tenga contacto habitual con menores.

En el caso de que cumpla los requisitos y se le asigne un centro de prácticas que atienda habitualmente a menores, el estudiante deberá obtener dicha certificación directamente de la Administración de Justicia (http://www.mjusticia.gob.es/cs/Satellite/Portal/es/ciudadanos/tramites-gestiones-

personales/certificado-delitos) y entregarla en la entidad de prácticas.
Asimismo, los estudiantes de origen extranjero o que tuvieran otra nacionalidad, deberán aportar, además, certificación negativa de condenas penales expedida por las autoridades de su país de origen o de donde sean nacionales (art. 9.3 del Real Decreto 1110/2015, de 11 de diciembre, por el que se regula el Registro Central de Delincuentes Sexuales).

## OFFICIAL DOCUMENTATION

In accordance with current legislation, all universities must submit their official degrees to a verification, monitoring and accreditation process.
In the case of UNED, the University Council receives the memory of the degree and sends it to ANECA for its evaluation and issuance of the Verification Report. If the report is favorable, the Council of Universities dictates the Verification Resolution, and the Ministry of Education submits to the Government the official proposal of the degree, orders its inclusion in the Registry of Universities, Centers and Degrees (RUCT) and its subsequent publication in the Official State Gazette.
Official master's degrees must renew their accreditation before four years from their verification or from the date of their last accreditation, in order to check whether the results obtained are adequate to guarantee the continuity of their teaching. If they are adequate, the University Council issues a Resolution accrediting the degree.
These resolutions and reports are included in the Registro de Universidades, Centros y Títulos (RUCT).

**VERIFICATION / MODIFICATION**

•Title Memory

•ANECA Verification Report

•CU Verification Resolution

•Reports modifying the Study Plan

•Inscripción Registration of the Degree in the Registro de Universidades, Centros y Títulos

•Publication of the Study Plan in the BOE

**TRACING**

•Title monitoring report 2015

**ACCREDITATION**

•Accreditation renewal report 2015

•Accreditation renewal report 2019

•CU 2015 accreditation resolution

Therefore, the Master of Professional Orientation was accredited by ANECA in 2014 and soon in 2019 it will be reaccredited.

# INTERNAL QUALITY ASSURANCE SYSTEM FOR THE TITLE

La UNED dispone de un Sistema de Garantía Interna de Calidad (SGIC-U) que alcanza a todos sus títulos oficiales de grado, máster y doctorado, así como a los servicios que ofrece, cuyo diseño fue certificado por la ANECA.

El SGIC-U contempla todos los procesos necesarios para asegurar la calidad de su profesorado, de los recursos y de los servicios destinados a los estudiantes: el acceso, la admisión y la acogida, las prácticas externas, los programas de movilidad, la orientación académica e inserción laboral, el seguimiento y evaluación de los resultados de la formación, la atención de las sugerencias y reclamaciones y la adecuación del personal de apoyo, entre otros.

Los responsables del SGIC son:

•La Comisión Coordinadora del Título

•La Comisión de Garantía de Calidad del Centro

•El Equipo Decanal o de Dirección

•La Comisión de Garantía de Calidad de la UNED

A través del Portal estadístico, la UNED aporta información a toda la comunidad universitaria tanto de los resultados de la formación como de los resultados de satisfacción de los distintos colectivos implicados.

Documentos del SGIC del título:

•Principales resultados de rendimiento

•Resultados de satisfacción de los diferentes colectivos

•Calidad en el Centro

**Comisión coordinadora del título**

María Fe Sánchez García (Coordinadora del Master) (Coordinadora del TFM)

Ana Fernández García (Secretaria del Master) (Coordinadora del Programa de Mentoría)

Lidia Losada Vicente (Coordinadora del Prácticum)

Beatriz Alvarez González

Esther López Martín

Beatriz Malik Liévano

Berta García Salguero

## PROFESSIONAL ATRRIBUTIONS

This Master is not among the degrees with regulated professional powers. His professional projection is linked to the occupations listed in the "Professional, academic and research opportunities" section of this Guide.

## CONSEJOS PARA LA MATRÍCULA

Antes de realizar la matrícula, es necesario tener cuenta los requerimientos del plan de estudios. Particularmente, hay tres que deben tenerse muy presentes:

- En el caso de cursar simultáneamente el curso de Nivelación o de Adaptación junto con asignaturas del Máster oficial, la defensa del Trabajo de Fin de Máster estará condicionada a la superación de la totalidad del curso de Nivelación o de Adaptación. Por ello se recomienda iniciar el Máster una vez superado el curso.
- Para defender el Trabajo Fin de Máster es necesario tener aprobadas todas las asignaturas restantes del Máster. Se puede realizar antes, pero no defenderlo sin este requisito.
- La Parte II del Prácticum tiene carácter presencial, y por tanto, requiere obligatoriamente asistir al centro de prácticas (Ver apartado de Prácticas).

Es **altamente recomendable**:

**a)** Planificar la matrícula de forma equilibrada, teniendo en cuenta la carga de estudio (créditos) en cada cuatrimestre y considerando el tiempo real disponible para estudiar. Debe tenerse en cuenta que el Máster puede cursarse en más de un curso académico (a tiempo parcial) si el estudiante no tiene posibilidad de estudiarlo en un solo curso (a tiempo completo). A tal efecto, recomendamos la consulta de este enlace:

- Planificación de estudios / Técnicas de estudio en la UNED

**b)** Antes de cursar la **Parte II del Prácticum**, haber cursado las asignaturas obligatorias.

**Recomendaciones a la hora de realizar la matrícula si estudia a tiempo parcial:**

A. En dos años: En el primer curso las asignaturas obligatorias (excluyendo Prácticum y TFM) y optativas; y en el segundo las asignaturas de Prácticum y de Trabajo Final del Máster.

B. En tres años: En el primer año las asignaturas obligatorias (excluyendo Prácticum y TFM); en el segundo curso las asignaturas optativas y de Prácticum; y en el tercer curso el Trabajo Final del Máster.

En caso de estar realizando el curso de Nivelación o de Adaptación se recomienda priorizar la realización de estos créditos e igualmente distribuir la carga lectiva de forma equilibrada en los cursos académicos.

Los/as estudiantes que cursen la asignatura optativa *"Mentoría y coaching: Estrategias y técnicas de acompañamiento en orientación"* podrán participar como *e-mentores/as* dentro del **Programa de eMentoría** del Máster, que ofrece apoyo para los/as nuevos/as estudiantes

(Ver apartado de Orientación y Acogida de nuevos estudiantes).

## RECONOCIMIENTO DE CRÉDITOS

Las solicitudes de reconocimiento de créditos serán estudiadas por la Comisión del Máster, de acuerdo con la normativa establecida por la Universidad. En ningún caso podrán ser reconocidos créditos de estudios de Grado, ni de la titulación de acceso al Master.
La asignatura de Prácticum en su globalidad no podrá ser objeto de reconocimiento de créditos. No obstante podrán solicitar la **exención** del **Bloque II** del Prácticum, aquellos estudiantes que tengan una **experiencia profesional acreditada** de, al menos, un año a tiempo completo y dentro de los últimos cinco años, en puestos directamente vinculados al **perfil de este Máster (*) (Ver apartado específico más abajo)**.
Tanto la solicitud de reconocimiento de créditos como de exención del Bloque II del Prácticum se realizará a través de la ***aplicación informática de Preinscripción*** (señalando la casilla correspondiente) y dentro del plazo de la Preinscripción. Pasado ese plazo no será posible realizar esta solicitud. Una vez formalizada la matrícula y antes del 30 de octubre, el/la estudiante deberá remitir a la Coordinadora del Máster **un escrito** en el que explique el detalle de qué asignaturas o créditos que desea convalidar y en base a qué formaciones o méritos concretos. Deberá acompañarse toda la documentación justificativa con el detalle de los programas cursados, certificados, etc. En el caso de solicitud de exención del Bloque II del Prácticum, deberá remitir igualmente la documentación justificativa. La Comisión del Máster podrá solicitar más documentos justificativos. Se enviará a:
Comisión del Máster en Orientación Profesional
Att. Ana Fernández García (Secretaria del Máster)
Facultad de Educación. UNED
c/ Juan del Rosal, 14, despacho 2.12
28040 Madrid
anafernandez@edu.uned.es

**RECONOCIMIENTO DE EXPERIENCIA PROFESIONAL (PARA LA EXENCIÓN DEL BLOQUE II DEL PRÁCTICUM)**

Los estudiantes que soliciten el reconocimiento de créditos por experiencia profesional deberán realizarlo junto con la solicitud de admisión al Máster. Cada solicitud, que deberá ir acompañada de la correspondiente **documentación acreditativa**, será valorada y resuelta por la Comisión del Máster. Si ésta es concedida, para superar la asignatura el estudiante deberá realizar, no obstante, el Bloque I en el primer trimestre y el Bloque III en el tercer trimestre.

Para ello, deberán aportar los siguientes documentos:

**1. Certificado de Vida laboral expedido por la Seguridad Social.**

**2. Certificado de empresa indicando las fechas y las funciones detalladas** en el ejercicio profesional como orientador/a profesional.

Estos Documentos deben llevar firma y sello de la dirección del centro de trabajo. A fin de poder comprobar la veracidad de la información aportada o de completarla, la Comisión del Máster podrá requerir la aportación de la documentación complementaria que estime conveniente.

La documentación original deberá enviarse antes del **31 de octubre** para que pueda ser estudiada por la Comisión del Máster antes del inicio de las prácticas. Se enviará a:

Comisión del Máster en Orientación Profesional
Att. Ana Fernández García (Secretaria del Máster)
Facultad de Educación. UNED
c/ Juan del Rosal, 14, despacho 2.12
28040 Madrid
anafernandez@edu.uned.es

(*) Este perfil se recoge dentro de la *Guía del Título*, en el apartado de *Presentación*. No se concederá la exención si la experiencia profesional ha tenido lugar en puestos relacionados (por ejemplo, en contextos de educación primaria, secundaria y de formación profesional) pero no específicamente en el perfil del Máster.

(**) Los Bloques I y III no podrán ser objeto de exención ni de reconocimiento de créditos.

## ORIENTACIÓN Y ACOGIDA DE NUEVOS ESTUDIANTES

### PROGRAMA DE MENTORÍA

Para la **orientación y acogida** de los nuevos estudiantes, este Máster cuenta con un **Programa de e-Mentoría,** cuyo objetivo es facilitar al nuevo estudiante una mejor acogida y acompañamiento en la dinámica del Máster. Así, puede contar con el apoyo personal de **un Mentor/a.** Esta figura está desempeñada por un compañero/a que ya cursó con éxito el Máster o parte de este, y que cuenta con una formación específica para ejercer este rol.

**¿En qué consiste la Mentoría?**

Es una relación de ayuda entre una persona que actúa como mentor/a y otra con menos experiencia, con el objetivo de facilitar y desarrollar las habilidades, conocimientos, confianza

y socialización del mentorizado, incrementando su probabilidad de éxito.

Cuando la comunicación está mediada por ordenador se denomina eMentoría.

El Programa de eMentoría persigue la acogida y orientación de los nuevos estudiantes del Máster atendiendo a sus necesidades relacionadas con:

•La integración en la vida universitaria

•El acceso a la información académica

•El logro del éxito académico: estrategias de estudio autorregulado a distancia

•La gestión del tiempo

•Las exigencias y características del Máster

•Las competencias genéricas previas en el uso de las TIC

•El uso de los recursos disponibles

•La motivación para estudiar y afrontar los obstáculos que puedan surgir

Por tanto, se trata de proporcionar un apoyo y acompañamiento cercanos al estudiante durante el primer curso.

**¿Cómo participar en el Programa de Mentoría?**

Una vez formalizada la matrícula, el estudiante podrá acceder con su usuario y contraseña al espacio virtual del Máster. Al entrar por primera vez, encontrará la información necesaria para apuntarse al Programa y que le sea asignado un Compañero-Mentor/a, con quien tendrá lugar la relación de ayuda.

Asimismo, los/as estudiantes que hayan cursado la asignatura optativa ***Mentoría y coaching: Estrategias y técnicas de acompañamiento en orientación*** podrán participar como **e-mentores/as** dentro del **Programa de eMentoría** del Máster, dado que la asignatura les permite adquirir las competencias necesarias.

## INFORMACIÓN ADMINISTRATIVA

**Información general:**

- E-mail: infouned@adm.uned.es
- Teléfono: 91 398 60 00 / 66 00

**Información administrativa**:

Para todos los asuntos relacionados con la **gestión y administración** (matrícula, certificaciones, etc.) los estudiantes se podrán dirigir:

- E-mail: educacion.posgradosoficiales@adm.uned.es
- Teléfono: 91 398 95 39
- Dirección postal:

Facultad de Educación de la UNED

Negociado de Posgrados (Máster de Orientación Profesional)

Calle Juan del Rosal, 14 - Ciudad Universitaria
28040 MADRID

## COORDINACIÓN DEL MASTER

The University Master in Professional Guidance is coordinated from the UNED Faculty of Education:

•Coordinator of the Master: María Fe Sánchez García
•Secretary of the Master: Ana Fernández García
•Coordinator of the Practicum: Lidia Losada Vicente
•TFM Coordinator: María Fe Sánchez García
•Other members of the Master's Commission: Beatriz Alvarez González, Berta García Salguero, Esther López Martín, Beatriz Malik Liévano.

## CALENDARIO DE ADMISIÓN

In accordance with the University regulations, the student can apply for admission through the Internet on the date indicated on the UNED Official Masters website.

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## GENDER EQUALITY

Consistent with the assumed value of gender equality, all the denominations that in this Guide refer to single-person, representative, or members of the university community and are made in the masculine gender, when they have not been replaced by terms generic, shall be understood as interchangeably in female or male gender, depending on the sex of the holder who performs them.