

APCDA Glossary of Terms
Traditional Chinese translation

Term	Definition	Traditional Chinese translation
Advising	<p>Advising is a process of identifying the needs of an individual, then providing advice or referral to information sources to answer the questions of the individual.</p> <p>Comment: Advising requires training and knowledge of a specific subject area, such as Educational Advising or Career Advising. It does not require a college degree and the training is often completed in a number of days or months.</p>	<p>「諮詢」意指首先確認個人需求，再針對需求，提供意見或相關訊息的過程。</p> <p>註：諮詢者必須具備訓練與專業知識，如教育諮詢或生涯發展諮詢等。該工作並不要求一定要擁有大學學歷，培訓工作通常在數日或數月內完成。</p>
Career	<p>Definition #1: Career refers to the path an individual takes through life and includes all productive, goal-directed activities in which the individual engages.</p> <p>Definition #2: The intellectual, physical, skill and identity development manifested through a person's occupational or vocational experiences over a lifetime.</p> <p>Comment: In some English-speaking countries, the meaning of "career" has evolved to be different from "vocation" or "occupation" and is represented by Definition #1. In other countries, there are no words which can be used for this new concept, so the understanding remains rooted in tradition (Definition #2).</p>	<p>職涯 職業生涯 生涯</p> <p>定義一：生涯或職業生涯，是指個人終生發展的進程，包含了個人所投入的所有生產性的、目標導向的活動。</p> <p>定義二：個人於一生中，透過職業或工作所呈現的智力、體力、技能和身分認同發展。</p> <p>註：在某些英語使用國家，生涯的意涵有別於「職業」或「工作」，其概念如同定義一樣。在某些國家，這個新的概念無法用當地語言表達，因此對於該概念的理解根植於傳統中（如同定義二）。</p>
Career Counselor	<p>Career counselor is a professional counselor who assists individuals or groups of individuals to make career or vocational decisions.</p> <p>Comment: The process could include learning career decision-making skills, vocational assessment, career exploration activities, education/training decisions, and job search skills.</p>	<p>職涯諮商師 生涯諮商師</p> <p>指幫助個人或團體做出生涯或職業相關決定的專業諮商師。</p> <p>註：此助人過程可能包括學習生涯決定相關技能，職涯評估評量，生涯探索活動，教育或訓練決定，以及求職相關技能。</p>
Career Center	<p>A place or virtual site that provides current career information and other resources useful for making informed career decisions.</p>	<p>職涯中心</p>

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	<p>Comment: It may provide a range of services such as career guidance, advising and/or coaching</p>	<p>實體或虛擬場所，提供現今的生職涯資訊或其他有助於生職涯抉擇的相關資源。</p> <p>註：此類中心可能提供若干服務，像是職涯輔導，諮詢及指導。</p>
Career Choice	<p>Career choice is an individual's decision in choosing a path which the individual believes to be most suitable for him/her.</p> <p>Comment: It is usually chosen based on his/her career interests, work values, work skills, personal aptitudes, aspirations and circumstances. It is also influenced by the social norms, culture and the local labor market situation.</p>	<p>職涯選擇是指個人做出自認最適合自己職涯發展的選擇。</p> <p>註：個人職涯選擇多半是基於下列因素受到影響：職業興趣、工作價值、工作技能、個人性向、志向、客觀環境，及社會規範、文化和當地就業市場情況</p>
Career Decision-Making	<p>Career decision-making is the process of selecting a particular option with regards to one's career.</p> <p>Comment: Career decision-making is a deliberate process that involves identifying one's skills and preferences, exploring occupations and labor market needs, identifying and selecting occupations that match one's skills and preferences, identifying education/training needed for entry, and developing an action plan.</p>	<p>職涯決定是一個過程，指根據個人生涯，選擇特定方向的歷程。</p> <p>註：生涯決定歷程是一個深思熟慮的過程，其中包括確知個人的技能和偏好，探索各個工作和勞動市場需求，確知並選擇符合個人技能和偏好的職業或工作，確知進入工作前需要那些教育和相關訓練，以及從中訂定行動計劃。</p>
Career Development	<p>Career development is the process of growing, changing, or evolving in one's career throughout one's life span.</p>	<p>職涯發展是指個人終其一生，在其職涯中成長、改變以及轉變的歷程。</p>
Career Education	<p>Courses, programs, or learning activities designed to teach skills needed for researching career information, career decision-making, goal setting, career management, employability, and job search.</p>	<p>職涯教育</p> <p>職涯相關課程，計畫項目，或學習活動，意在培養學生相關技能，包括搜尋職涯資訊、職涯決定、目標設定、職涯管理、就業力，和求職找工作等。</p>
Career Guidance	<p>Career Guidance refers to services and activities intended to assist individuals to make educational, training and occupational choices and to manage their career.</p>	<p>職涯輔導</p> <p>指幫助個人進行教育、訓練、職涯選擇，以及進行職涯管理的相關服務和活動。</p>

Career Information/ Guidance System	<p>Career Information or Guidance Systems are computer software or online systems that provide career assessments, career information, educational information, and other types of career or educational advice or information along with searching capabilities and decision-making tools.</p> <p>Comment: The objective of these systems is to help individuals make informed career choices for purposeful employment. Many examples exist, from simple career-related inventories to large systems that integrate both assessments and information into a single program. Often, the system is localized for a specific country or region. May also be called a Computer-Assisted Career Guidance System (CACGS).</p>	<p>職涯資訊輔導系統，是指具有搜尋功能和職涯決定工具等的電腦軟體或線上系統，用以提供了職涯評估、職涯資訊、教育資訊，和其他生涯或教育建議或資訊。</p> <p>註：此類系統的目的是幫助個人作出有利於就業的生涯相關決定。相關的例子有很多，包括簡單的生涯相關測量工具，以及整合測驗與資訊的大系統。大型系統都將職業評估和信息融合為一個獨立的項目。此類系統往往是為特定的國家或地區所設計的，也稱為電腦輔助生涯輔導系統（CACGS, Computer-Assisted Career Guidance System）。</p>
Career Management	<p>Career management is the process of selecting goals, acquiring skills, identifying strategies, and monitoring plans to progress in the career path chosen by the individual.</p> <p>Comment: Career management is frequently used to describe people already in the workforce.</p>	<p>職涯管理意指個人在職涯發展中選擇目標、習得技能、確認策略、和檢視個人計畫進展的過程。</p> <p>註：職涯管理通常用於已經在職場工作的人們。</p>
Coaching	<p>Coaching is the process of working with clients in a thought-provoking and insightful process that inspires them to maximize their personal and professional potential by providing information and asking questions that are life/career oriented.</p> <p>Comment: In Indian settings the word is commonly used to refer to private training provided for preparation for any exams. Internationally, there are many training programs offered for coaching. These programs often last from several days to several months. Normally, a degree is not required.</p>	<p>個人職涯教練</p> <p>指從生活/職涯方面，與客戶一起，透過提供訊息和提問的方式，運用激發思考和覺察的過程，開發客戶個人和專業的潛能。</p>
Counseling	<p>Counseling is the process in which a professional counselor facilitates the resolution of specific problems or issues which individuals or groups of individuals are experiencing.</p>	<p>諮商輔導是指由專業諮商員協助個案或團體成員，解決特定問題的過程。</p>

	<p>Comment: It involves actively listening to the individual's story, and communicating understanding, respect and empathy; clarifying goals and assisting the individual with the decision-making process. International best practices recommend that only professionals with a master's level degree in counseling use the term "Counselor"</p>	<p>註：包括積極傾聽個案的事例，溝通，理解，尊重和同理，釐清目標，並協助個案進行抉擇。國際最佳實踐建議，需具備碩士學位的專業人員方適用「輔導員/諮商師」這個稱呼。</p>
Distance Counseling/Guidance	<p>Distance counseling/guidance is the provision of services through remote means such as email, social media, and telephone or video conference calling.</p>	<p>遠程諮商/輔導，是指透過如電子郵件，社交媒體，電話或視訊通化等方式所提供的助人服務。</p>
Drop-Out	<p>A drop-out is an individual who has withdrawn from an education or training program without completing it.</p>	<p>輟學者是指在未完成教育或培訓，因故退出體制內學習的人。</p>
Early School-Leaver	<p>An early school-leaver is a student who withdraws from an education program without completing it or below the compulsory school leaving age.</p> <p>Comment: Some countries have compulsory school attendance until a specific age while others do not.</p>	<p>義務教育輟學者指未完成法定義務教育的人。</p> <p>註：部分國家具有義務教育的年齡規定，部分則無。</p>
Educational Counseling/Guidance	<p>Educational counseling/guidance is a process in which an individual reflects on his/her personal educational issues and experiences and makes appropriate educational choices.</p> <p>Comment: Career opportunities and planning are also often discussed during the educational counseling/guidance process.</p>	<p>教育諮商/輔導意指個人對於自我教育議題及經驗的反思，做出適當決策的過程。</p> <p>註：教育諮商/輔導的討論中多涉及職涯機會及規劃的議題。</p>
Employability	<p>Employability refers to a combination of personal traits which enable individuals to enter employment, remain in employment, and progress in their careers.</p> <p>Comment: These traits include:</p> <p>a. Personal attributes, including knowledge and skills that are required for employment in an occupation or industry</p>	<p>就業力意指個人就業、維持就業力，與成長競爭力的特質整合。</p> <p>註：這些特質包括：</p> <ol style="list-style-type: none"> 1. 個人特質，包括在某個職位或行業中工作，所需的知識和技能。 2. 在勞務市場中有效運用個人特質的能力。 3. 能進行終生學習以適應千變萬化的大經濟環境。

	<p>b. Ability to use the personal attributes beneficially in the job/labor market</p> <p>c. Engagement in lifelong learning to acquire knowledge and skills required for an evolving economy</p> <p>Prevailing positive social and economic conditions of the country that support economic growth and development also impact the achievement of employment.</p>	<p>國家當前正向的社經情況亦影響就業成果。</p>
Employment Counseling/ Guidance	<p>Employment counseling/guidance is a process in which individuals improve their employability and self-sufficiency in the labor market.</p> <p>Comment: Employment counseling/guidance includes career counseling/guidance, facilitation of skills upgrading and training, job search strategies, and resilience to maintain and stay in employment.</p>	<p>就業諮詢/輔導意指為增進個人在勞動市場的就業力及自我效能的改善過程。</p> <p>註：就業諮詢/輔導包含了職涯諮詢與輔導，技能提升與訓練的強化、求職策略、以及維持就業力的韌性。</p>
Empowerment	<p>The process of encouraging and enabling individuals to take greater responsibility to control their own lives and careers, by developing greater confidence in their own capabilities.</p>	<p>賦能是協助對個人的能力發展出更多信心的過程，鼓勵個人能夠承擔更多的責任，進而掌握他們自己的生活和生涯。</p>
Entrepreneur	<p>An entrepreneur is a person who is engaged in the process of designing, launching, or running a business.</p> <p>Comment: The willingness to take risks is an important personality trait usually considered necessary for an entrepreneur because new businesses have a high rate of failure.</p>	<p>創業家意指開創、推動及經營新事業或生意的人。</p> <p>註：由於新創事業失敗率偏高，願意承擔風險被視為創業家必備的重要人格特質。</p>
Evidence-Based Policy & Practice	<p>Evidence-based policy and practice relates to the need for professionals to quantitatively document the effectiveness of their work to provide solid research for influencing advocacy and public policy.</p>	<p>基於實證的政策和實務是專業人員以量化方式記錄他們工作的成效情形，以提供扎實的研究成果來影響相關倡議和公共政策。</p>

Guidance	Guidance is a process of giving advice or information to individuals or groups. It may be used interchangeably with “advising.”	輔導 意指提供個人或群體建議或資訊的過程，與”諮詢建議”可互通。
Guidance/School Counselor	A guidance/school counselor is a person who assists students to make decisions and resolve problems related to school, educational plans, career plans, or personal concerns. Comment: In some countries the term School Counselor is preferred and in others Guidance Counselor is preferred.	輔導或學校諮商員 是指幫助學生在有關學校，教育計劃，職涯規劃或個人議題上，做出決定或解決問題的人。 註：某些國家使用學校諮商員這個名稱，某些國家使用輔導諮商員的名稱。
Guidance Outcomes	Guidance outcomes result from the choices made by an individual or a group with the help of external assistance. Comment: Guidance outcomes can be immediate and individual-based, immediate and related to the institution that an individual is related to, (school, family or university), or long term and based on the society as a whole. An example of a Guidance Outcome would be that youth are able to make informed decisions.	輔導成效 來自於由個人或團體在接受外部幫助後所作出的決定。 註：輔導成效有可能是個人的即時性成效，與個人所處的場域有關（學校，家庭或大學）；也有可能是長期影響到整個社會的長效影響。青少年經由協助而做出較為完善的決定即是輔導成效的範例。
Guidance Services	Guidance services refer to the systematic and organized procedures and facilities that a professional guidance counselor can offer. Comment: It may range from counseling services to individual inventory service to psychological testing services to follow-up services and research and evaluation services.	輔導服務 指由專業輔導諮商員所提供、具有系統及組織性的服務流程。 註：輔導服務內容包括諮商服務、個人量表施策服務、心理測驗服務、後續追蹤服務以及研究與評估服務。
Guidance System	Guidance system refers to the entire program that provides guidance. Comment: The guidance services may differ in the target group i.e. the population it is targeting, the kind of service i.e., individual or group counseling and qualifications of the practitioner.	輔導系統 指提供所有輔導的方案。 註：服務可能因不同的輔導目標族群、服務類型、和實務工作者的資格而有所改變。目標族群指的是輔導服務所針對的人口，服務種類者的像是個人或團體諮商。

Impact	<p>Impact refers to the marked effect or influence, which may or may not be measurable.</p> <p>Comment: The impact may be of an investment or a collectivistic impact which may result from a social change or a research impact.</p>	<p>影響力指顯著的效果或影響。這些效果或影響未必能夠測量。</p> <p>註：影響力可能是受投資或集體主義所影響，源自於社會變遷或學術研究影響。</p>
Indicator	<p>Indicator is a sign or a symbol which may or may not be represented in numbers used to show the presence of a situation or a state.</p> <p>Comment: An “indicator” may be used to evaluate the effectiveness of a particular psychotherapy or a particular intervention.</p>	<p>指標是種標誌或象徵，用來顯示某種情況或狀態的存在，未必能夠以數字表示。</p> <p>註：指標可用於評估特定心裡治療或干預的成效</p>
Internship	<p>An internship is a short-term experience where an individual works under supervision in a workplace to gain practical skills and experience in a selected occupation and to experience a chosen work environment.</p>	<p>實習工作是有關個人的短期工作經驗。在這段期間，個人在工作場所中接受指導，在所選定的職業中獲得實務技能與經驗，並體驗所選定的工作環境。</p>
Intrapreneur	<p>An intrapreneur is a person who works within an established business and encourages the business to take risks in an effort to solve a given problem or create innovative practices or services.</p> <p>Comment: Intrapreneurship is a relatively recent concept.</p>	<p>內部創業家意指企業內部工作者，願意承擔風險，為解決公司問題或提供創新服務者。</p> <p>註：內部創業精神是一個相當新興的概念。</p>
Job-search Training	<p>Training designed to teach people to purposeful search for jobs/employment.</p> <p>Comment: It includes accurate and current information on resources for employment opportunities, developing skills in writing resumes/Curriculum Vitaes (CVs), learning interview skills, and effective use of technology for job applications. The training could be virtual, on-site or blended, in groups or on one-to-one basis</p>	<p>求職培訓旨在教導求職者如何進行有目的地尋找工作 / 就業機會。</p> <p>註：求職培訓包括取得有關就業機會資源最準確、及時的相關訊息、提升履歷 / 簡歷撰寫技能、學習面試技巧，以及使用現代科技有效應徵工作。求職培訓能以虛擬方式、實地演練，或半虛擬半實地演練方式進行；人數上以團體方式或個別方式進行練習。</p>

Key Competencies	<p>Key competencies are qualities employees, across industries, need to be successful in the workplace.</p> <p>Comment: A cluster of related abilities, knowledge, skills and commitments that enable a person (or an organization) to perform effectively in a job or situation. Competencies effectively fall in three groups:</p> <ul style="list-style-type: none"> • Behavioral Competencies (life skills) • Functional Competencies (technical) • Professional Competencies 	<p>核心素養（職能）意指員工於職場成功需具備的特質。</p> <p>註：若干相關能力、知識、技能和工作熱忱讓個人（或組織）在工作上或工作情境中有效發揮工作能力。這些能力分為三類：</p> <ul style="list-style-type: none"> • 行為能力（生活技能） • 功能性能力（技術能力） • 專業能力
Labor Market Information	<p>Labor market information (LMI) includes quantitative and qualitative data, analysis or interpretation about the past, present or future structure and workings of the labor market and the factors that influence it.</p> <p>Comment: LMI is needed to inform users about:</p> <ul style="list-style-type: none"> • economic and labor market conditions; • education, qualifications, training and skills; • current and future demand and supply of labor and jobs; and • vacancies and recruitment. 	<p>人力市場訊息意指針對勞動市場過去、現在、未來的結構、運作方式及影響市場的因素，做出定量和定性的數據、分析和解釋。</p> <p>註：LMI 用以通知使用者以下相關訊息：</p> <ul style="list-style-type: none"> • 經濟和人力市場情況； • 教育背景、資歷、培訓和個人技能 • 目前與未來勞動市場供需；以及 • 職缺和招募情況
Learning Outcomes of Guidance	<p>Learning outcomes of guidance refers to the skills or knowledge that an individual has acquired as a result of assistance provided by a trained individual.</p> <p>Comment: Learned skills and competencies should be demonstrated throughout the individual's life as the individual strives to achieve goals and desires.</p>	<p>輔導後的學習成果是指個人在接受專業人員的協助後，所習得的技能或知識。</p> <p>註：已習得之技巧與職能，會展現於個人一生中為達到的目標和願望所做的努力。</p>
Lifelong Guidance	<p>Lifelong guidance refers to providing assistance throughout the lifespan specifically related to career decision-making.</p> <p>Comment: Aspirationally, we believe career-related services should be available throughout the lifespan, regardless of gender or economic status or attending school or university.</p>	<p>終身輔導是指提供專一生不同階段裡與生職涯決定相關的協助。</p> <p>註：在理想狀況下，我們認為生涯相關服務的提供應是終身的，且不論個人性別、經濟情況或教育背景。</p>

Lifelong Learning	All learning opportunities undertaken throughout one's life for continuous improvement of one's personal, social and/or professional growth and development.	終身學習 個人一生中所有持續不斷改善個人、人際之間，和/或專業成長及發展的學習機會。
Mentoring (Mentorship)	<p>Mentoring is a professional relationship in which an experienced person (the <u>mentor</u>) assists another (the <u>mentee</u>) in developing specific skills and knowledge that will enhance the less-experienced person's professional and personal growth.</p> <p>Comment: Mentoring is a protected relationship in which learning and experimentation can occur, potential skills can be developed, and in which results can be measured in terms of competencies gained.</p>	<p>導師制度是一種專業關係，其中經驗豐富之人（導師）協助另一人（徒弟）培養特定技能和知識，以此促進新手之專業及個人成長。</p> <p>註：導師制度是一段受保護的關係。在這關係中，以學習與試驗開發潛能，且成果可根據獲得的技能來衡量。</p>
Outcome	An outcome is the end result of individuals' or groups' career planning process and actions towards a defined goal or objective.	成果 是個人或團體針對既定目標的職涯規劃過程和行動的最終結果。
Output (Quality)	See Outcome	結果（品質） 同成果
Performance Measures/Indicators	<p>A list or description of objectives or desired outcomes which is used to judge the success of the services provided.</p> <p>Comment: In career guidance, performance measures often relate to the number and outcome of interventions, client satisfaction level, and successful job placements achieved by the service provider.</p>	<p>績效衡量/指標 目標或預期結果的描述表單，用於評斷服務提供的效果。</p> <p>註：生涯輔導中，績效衡量通常與介入方法的次數與成果、當事人滿意度，以及服務提供者是否成功安排就業有所關聯。</p>
Personal Action Planning	The process of setting goals and identifying steps one needs to take to achieve a desired outcome.	<p>個人行動計劃 為了達到預期成果而設定目標和確定步驟的過程</p>
Portfolio	A portfolio is a collection of materials showcasing the talents, strengths, competences (skills, knowledge and abilities) and experiences of an individual.	個人作品集匯 是多種資料匯總，展示了個人能力、優勢力、各式技能（技能、知識和能力）與經驗的作品呈現。

	<p>Comment: It may include formal qualifications attained, training courses attended, work experiences, and non-work/voluntary activities undertaken by the individual. Awards acknowledging successful work accomplishments and certificates of participation/appreciation may also be included</p>	<p>註：個人檔案可包括個人取得的正式資格、曾參與的培訓課程、工作經歷以，及個人非職業性/志工活動經驗。得獎證明及參與紀錄亦可列入。</p>
Profiling	<p>The process of collecting information and analyzing the characteristics of a person. In the context of career development, it may include information about the person's work values, personality traits, career interests, and skills/competencies.</p> <p>Jobs or occupations may also be profiled in a career information system to facilitate self-understanding and awareness of the world of work.</p>	<p>個人剖繪</p> <p>收集個人相關資訊以及分析個人特質的過程。在生涯發展中，資訊可能涵蓋該人工作價值觀、人格特質、生涯興趣與技能/能力等內容。</p> <p>可用職涯資訊系統來剖析工作或職業，以促進對工作的自我理解和認識。</p>
Qualitative Evidence	<p>The subjective data that is obtained from interviews or focus group discussions is qualitative evidence. This type of evidence is based on the rich and an in-depth analysis of the data.</p>	<p>質性實證</p> <p>從訪談或焦點團體訪談中獲得的主觀數據。這類資料的基礎建立在豐富的內容和深入的分析。</p>
Quantitative Evidence	<p>The outcome of surveys, records, or research studies that can be expressed in terms of numerical digits is known as quantitative evidence. It provides an overall picture of the data and is easily comprehensible.</p>	<p>量性實證</p> <p>可以用數字表示的調查、記錄或研究結果。此資料提供以數據呈現的整體總結，易於理解。</p>
Recognition of Current Competency	<p>The process in which the competency/ies possessed by an individual can be assessed against the relevant unit of competency and may be given recognition through the issuance of an appropriate certificate.</p>	<p>現今能力認證</p> <p>經由職能/素養的評估個人所擁有的能力，可頒發證照予以認可</p>
Recognition of Prior Learning (RPL)	<p>The process of assessing learning from prior experiences outside the formal educational system against the relevant unit of competency and may be given recognition through the issuance of an appropriate certificate.</p>	<p>過往學習認證 (RPL)</p> <p>根據相關能力應用，評估自中所學內容，並可能通過頒發相應證書給予認可。</p> <p>評估個人正規教育體系之外的先前學習經驗所獲得的職能/素養，可頒發證照予以認可</p>

School-to-Work Transition	<p>School-to-work transition is the process of moving from education or training to employment, covering the period in which the change takes place.</p> <p>Comment: It can refer to <u>on-the-job training</u>, <u>apprenticeships</u>, <u>cooperative education</u> and other modes of practical placement programs designed to prepare students to obtain and maintain employment.</p>	<p>從校園到工作的轉換意指從正式教育或培訓到就業的過程，亦涵蓋期間所有的轉變</p> <p>註：校園到工作的轉換可以指在職訓練、學徒制、建教合作教育及其他實務就業計畫模式，旨在幫助學生做好準備、找到並維持工作。</p>
Self-Awareness/ Self-Knowledge	<p>Self-awareness is one's recognition and understanding of one's own personality including feelings, thoughts, and motivation.</p> <p>Comment: Reflection, introspection and personality assessments can aid one in self-awareness. Self-awareness includes interests, strengths, weaknesses, likes, dislikes, values and skills. and the ability to know oneself as an entity separate from the world at large.</p>	<p>自我覺察/自我知識是一個人對自己在個性上，包括感受、想法和動力的認識和理解。</p> <p>註：反思、內省及性格評估工具可以幫助一個人提高自我覺察。自我覺察包括對自己興趣、優缺點、喜惡、價值觀和技能的認識，將自己與身處世界分離，把自己當作獨立個體進行，審視自我的能力。</p>
Self-Efficacy	<p>An individual's perception about his/her ability to successfully perform tasks in specific situations.</p>	<p>自我效能指個人對自己能在特定情況下成功執行任務的認知。</p>
Self-management of Career Competencies	<p>Taking personal responsibility for acquiring/developing/enhancing one's knowledge, skills and attitudes that enable one to successfully perform tasks in a career field.</p>	<p>職涯能力的自我管理指個人對習得/培養/提高個人知識、技能及態度負起責任，讓自己能夠在生涯領域中成功執行任務。</p>
Transferable Skills	<p>Transferable skills are a broad set of knowledge and competencies acquired from a variety of life situations such as education, work, and civic engagement that can be used in other settings.</p> <p>Comment: In some countries the term transversal skill is used as an alternative term.</p>	<p>可轉換技能是從各種生活情境中，例如教育、工作和公民參與活動中，獲得可在其他環境下使用的廣泛知識和能力。</p> <p>註：有些國家用橫向技能此術語表示相同概念。</p>
Transition	<p>Transition is a period of time when a person is going through the process of changing their role or focus of their career.</p>	<p>過渡是一個人經歷轉變職涯上角色或重心改變的時期。</p>

	<p>Comment: This process could occur during times of education and training, work place promotion, job search, and retirement. The term transition suggests both a process of change and the period during which the change is taking place.</p>	<p>註：這個過程可能發生在接受教育和培訓、升職、求職和退休期間。 過渡一詞既表示轉變過程，也表明轉變發生的時期。</p>
Validation of Non-formal and Informal Learning	See Recognition of Prior Learning	非正規和非正式學習認證 同先前學習認證
Vocational Guidance	See Career Guidance	職業輔導 同職涯輔導
Work Experience	<p>Definition #1: Work Experience is made up of knowledge, skills and competencies a person gains while working in various fields or occupations during their working life.</p> <p>Definition #2: Work Experience is a shorter-term work period intended for familiarization with work environments for educational and training purposes.</p> <p>Comment: The short-term experience can be paid or unpaid and often falls in the context of an internship. (See Internship)</p>	<p>工作經歷</p> <p>定義 1：工作經驗意指個人於職涯期間，在不同的領域或工作中，所獲得的知識、技能與素養。</p> <p>定義 2：工作經驗意指為教育及培訓目的，為熟悉工作環境的短暫工作期間。</p> <p>註：短期經驗多指實習期間，有支薪與無薪兩類型態。概念見實習一詞的描述)</p>
Work-Based Learning	<p>Work-based learning is directly applicable to an occupation and focuses on the application of theoretical knowledge and technical skills.</p> <p>Comment: It provides exposure to the challenges and real-life setting of a job to increase and develop employability. It can be in the form of an internship/externship, on-the-job-training or apprenticeship.</p>	<p>工作導向學習直接是與工作直接相關的學習，側重於理論和技術技能的應用。</p> <p>註：個人從中可體驗真實生活上的工作情境及挑戰，以此提高和發展就業能力。工作導向學習可以實習/校外實習、在職訓練或以學徒制等形式呈現。</p>