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### **Overview of all Stations**

The Parcours consists of 7 physical (phys) and 7 digital (dig) stations

	Station	Mindset
1	Minimizing the carbon footprint of a canteen (phys)	Act sustainable at work: the impact you can have as a professional is huge!
2	Let the train of your future run! (phys)	There is not just one way to go – embrace lifelong learning and un-straight careers!
3	Making your workplace climate friendly(phys)	There are various ways to make professional life climate-friendly.
4	Good News from good jobs (phys)	Sustainable action is possible in every job!
5	Practise sustainable water management (phys)	Sustainability is complex and sometimes not (easy) to be reached.
6	Make a change in other parts of the world! (phys)	Sustainability in your future job has positive effects on the global scale.
7	Diverse occupations for diverse people. (phys)	Overcoming gender clichees is necessary if you want to find your real own way.
8	Digital power up - unlock your skills! (dig)	Sustainability is complex and sometimes not (easy) to be reached (dilemma).
9	The dark side of your smartphone (dig)	Digitalization can bring sustainability forward, but it doesn't automatically do so.
10	Hands on for the planet (dig)	The world is going through a sustainable transformation, and VET (Vocational Education and Training) careers are at the heart of it.
11	Women to remember: a memory game (dig)	Overcoming gender clichees brings justice and wealth to society as a whole.
12	Career Compass: Spin your values (dig)	Getting to know your own values is important, when you want to find your professional way.
13	Twists and turns - the real career journey (dig)	There is not just one way to go – embrace lifelong learning and un-straight careers!
14	Step into tomorrow (dig)	You need to envision the alternative future – then you can bring it forward step by step.













### **Rebuilding the Parcours**



This manual guides you to rebuild the Parcours for the Future! To make the Parcours a playful and lively experience, it is made up by a variety of three-dimensional, haptic materials. This manual contains information on all necessary materials and the single construction steps for each Parcours station. For any information on the content and further educational information please use the educational manual. Both, the rebuild and educational manual are also available in German, English, Italian,

Macedonian and Romanian language. For the manuals and any further information please check the PAFF website: https://paffproject.net.

The Parcours consists of two parts – a digital and a physical Parcours. They can be used in a common course/workshop, each station covers a different topic. Nevertheless, this manual mainly applies to the physical Parcours, as this part needs construction work.

#### **General recommendations**

We recommend to build the Parcours with eco-friendly materials. This means preferring ecologically produced materials, recycled or used materials. This can apply e.g. to papers used, to pens or to materials to be aquired such as playing tracks, drinking glasses, a kitchen scale and many more. Also preferring durable materials instead of easily breakable will help to save ressources, as you will be able to use it longer. This also the reason why we recommend laminating of certain paper materials, as this helps to minimize the reprint materials.



Important: the rebuilding might take a lot of time – so if you plan to use the Parcours, start to rebuild it early enough. The purchasing/getting of materials and the set up of the specific station materials both take time.



#### **Physical Parcours**

The Physical Parcours is put together by seven physical stations. They each consist of instructions, displaying the task, and the station specific working materials.

Instructions: Each station has a consistent instruction structure. There is one DIN A4 instruction sign, helping to get into the scenario of each station. Also it displays the mindset















behind the station. Then a step by step instruction with folded A5 signs guides the users through the stations.

Materials: Each station comprises specific items and materials. They consist of picture and text materials to be printed out and physical items that must be somehow acquired. There are permanent materials and materials for use (the latter are mainly working sheets).

#### **Digital Parcours**

For the seven digital stations basically WLAN and computers/tablets are necessary. You can also print out a scenario, analogue to the first page of the physical stations' instructions.



#### This Manual

On the following pages you will find

- An overview of all station and mindsets
- The construction instructions for every station, one by one accompanied by graphic impressions and photos
- An overall material list, to make the shopping/acquiring more manageable

#### **Please note**

The graphic materials and photos accompanying the stations represent the English version of the Parcours. Also some of the pictures represent former steps of the Parcours stations development and therefor slight changes in the current (real) Parcours materials might occur.















# Station 1: Minimizing the carbon footprint of a canteen

#### **Necessary materials**

What	Specification/info	
Kitchen scale	If possible measuring range between 2 and 2000 g	
Weights:	The weights represent the real CO <sub>2</sub> emissions from the production of	
e.g. iron plates	the burger components. For the specific weights, see below in the	
e.g. plastiline	table. Other heavy material is also possible: it is important to reflect	
e.g. cardboard	the weights (column e)	
Pen	Color pens for drawing the burger	
	normal pen to write the menu	
Scissor and all-purpose		
glue		
Laminator machine and	e.g. 80 Micron sheets	
sheets		
Prints	1. Instructions on thick paper, e.g. 250 g/m², DIN A4	
	2. Materials, print on one side, DIN A4	
	<ul> <li>Burger components on thick paper, e.g. 250 g/m²</li> </ul>	
	<ul> <li>Menu, one sheet per group on normal paper (80 g/m²)</li> </ul>	

#### Set up

#### Instructions

- Follow the printing manual in the PDF.
- You will receive an A4-sized overall instruction.
- The A5 stepwise instructions will be printed out at half a page to be folded. Cut of the printer margins please.

#### **Burger components**

- Print the burger components on thick paper, cut them out and laminate them.
- Stick them on the upper and lower side of the weights, transforming each of the weight into one burger component.
- Follow the table below for the weights. The last two columns reflect the total weight of each component and the height of a 10 cm diameter steel round, with a density of 7,85 t/m³ and a suggestion for each component, which material to use.















Table with burger parts, real weight of the emitted CO<sub>2</sub> per Portion<sup>1</sup>

a) component	b) specification	c) weight per portion in g	d) CO2/ kg component	e) g CO2 per portion	f) material/ height of metal
Patty	beef, deep-frozen	120	9	1080	1,75 cm metal
	chicken	120	5,5	660	1,07 cm metal
	soy	120	1,1	132	0,21 cm metal
bun	two pieces white bread	40	0,7	28	cardboard, pastiline
vegetables	tomato, free	10	0,8	8	cardboard
	tomato, greenhouse	10	2,9	29	cardboard, pastiline
	salad, washed	5	0,4	2	cardboard
	onion	5	0,2	1	cardboard
sauce	mayonnaise	20		111	0,18 cm metal
	ketchup	20	2,6	52	0,08 cm metal
cheese	real cheese	20	7,2	144	0,23 cm metal
	vegan fake cheese	20	2	40	cardboard, pastiline

#### **Pictures**

Scale and burger components



<sup>&</sup>lt;sup>1</sup> Numbers based on: <a href="https://www.umweltbundesamt.de/sites/default/files/medien/6232/dokumente/ifeu\_2020\_oekologische-fussabdruecke-von-lebensmitteln.pdf">https://www.umweltbundesamt.de/sites/default/files/medien/6232/dokumente/ifeu\_2020\_oekologische-fussabdruecke-von-lebensmitteln.pdf</a>, <a href="https://apps.carboncloud.com/climatehub/product-reports/id/121922188761">https://apps.carboncloud.com/climatehub/product-reports/id/121922188761</a>, <a href="https://foodfootprint.nl/en/foodprintfinder/mayonnaise/">https://apps.carboncloud.com/climatehub/product-reports/id/121922188761</a>, <a href="https://toodfootprint.nl/en/foodprintfinder/mayonnaise/">https://toodfootprint.nl/en/foodprintfinder/mayonnaise/</a>; calculated portion size based on own internet reserach e.g. cooking websites















# Station 2: Let the train of your future run!

#### **Necessary materials**

What	Specification/info		
Tracks	Please use the wooden toy-tracks. They can be found 2 <sup>nd</sup> hand. But we		
	recommend to buy the tracks, because the track switches have to be		
	built in a row and therefore have to be identical in the connections		
	and the space to put the text.		
	You need:		
	one track straight forward		
	7 three-sided track switches with the same connections on the		
	ends		
Waggons	One engine/locomotive		
	At least 7 waggons		
	They should be fitting in the tracks.		
Bag or basket	It should be non-transparent, so that you don't see before which track		
	you are taking.		
Dices	For the printing-templates not less than 2 x 2 x 2 cm.		
	4 green dices		
	4 yellow dices		
	4 blue dices		
Adhesive printable foil,			
non-transparent			
Velcro-tape	Self-adhesive		
Laminator machine and	e.g. 80 Micron sheets		
sheets			
Color Prints	1. Instructions on thick paper, e.g. 250 g/m², DIN A4		
	2. Materials, DIN A4, print on one side		
	<ul> <li>Text for dices and switches on printable self-adhesive foil</li> </ul>		
	Competences on normal paper		

#### Set up

#### Instructions

- Follow the printing manual in the PDF.
- You will receive an A4-sized overall instruction.
- The A5 stepwise instructions will be printed out at half a page to be folded. Cut of the printer margins please.















#### **Track switches**

- Cut out the options for the tracks on the self-adhesive foil.
- Place the text on the track junctions.

#### **Dices**

Cut out the text-fields and place them on the dices.

#### Skills

- Laminate the skills sheet.
- Cut the cards out.
- Put one side of the velcro-tape on each card.

#### Waggons

• Put the other side of the velcro-tape on the waggons.

#### **Pictures**

Bag with tracks and dices



skills cards





Tracks and waggons with skills cards















# Station 3: Making your workplace climate friendly

#### **Necessary materials**

What	Specification/info	
Paper cutter/scissors	You will need a paper cutter to cut out the polygons of the printouts	
Pen	Pencil oder ballpoint pen	
Pocket calculator	Optional calculator app on smartphone	
Color Prints	1. Instructions on thick paper, e.g. 250 g/m², DIN A4	
	2. Materials, print on one side	
	- Office polygons incl. office info, e.g. 250 g/m², DIN A4	
	- several copies of the evaluation table (80 g/m²), DIN A3 (!)	

#### Set up

#### Instructions

- Follow the printing manual in the PDF.
- You will receive an A4-sized overall instruction.
- The A5 stepwise instructions will be printed out at half a page to be folded. Cut of the printer margins please.

#### Office polygons incl. office info

- Print out and laminate.
- Then cut out the along the lines and sort the polygons by color.

#### **Evaluation table**

- Print several copies per workshop, this is material to be consumed.
- Amount: 3-4 copies per workshop of 25 persons (with teams of two) reason: 4 columns allow for 4 teams of students to document their findings.















#### **Pictures**

Instruction and office polygons

#### evaluation table















# Station 4: Good News from good Jobs

#### **Necessary materials**

What	Specification/info	
2 Tablets + WLAN	Tablets must scan the QR Codes on the items	
30 Marbles	Or any other small things for the survey	
5 small glasses	They form the containers for the marbles in the survey;	
	each around 3-4 cm diameter	
Items representing the	5 items, see in table below. Each item must represent its topic.	
jobs		
All-purpose glue	To stick the numbers and QR codes on the items, if you do not use	
	adhesive label	
Color Prints	1. Instructions on thick paper, e.g. 250 g/m², DIN A4	
	2. Materials, DIN A4, print on one side	
	<ul> <li>5 QR Codes + numbers: normal/ adhesive paper</li> </ul>	
	<ul> <li>"Vivid Survey" sign: print on thick paper, e.g. 250 g/m²</li> </ul>	
	"second hand label" to be put to the doll furniture/object 3	
	(table below)	

#### Set up

#### Instructions

- Follow the printing manual in the PDF.
- You will receive an A4-sized overall instruction.
- The A5 stepwise instructions will be printed out at half a page to be folded. Cut of the printer margins please.

#### Items with QR codes

Stick the numbers with the QR codes onto the respective items.

#### Glasses and vivid survey

• Stick the single numbers onto the glasses (one number each) for the survey. The glasses should stand on the "vivid survey" sign and therefor match the circles' seizes.

#### Overview of the items

This table shows ideas for the items representing each sustainable solution and occupation

Nr	Item	Sustainable solution	Occupation
1	Corn	Organic agriculture	Farmer















2	Glas with food	Sell unpackaged food	Retail clerk
3	doll furniture, e.g. couch	Sell used things	Branch manager
4	False Money, safe	Social investment	Credit officer
5	Wood piece, small brick,	Sustainable building	Civil engineer

#### **Pictures**

Tablet and items with QR codes















# Station 5: Practise sustainable water management

#### **Necessary materials**

What	Specification/info	
1 scissor	Paper scissors are sufficient	
1 thin permanent marker	Permanent marker is used to mark the glasses, so that lines are not	
	washed off during the game	
4 transparent glasses	at least 10-12 cm height, preferably the same slender shape for all	
	glasses	
Bottle, pot	for use with tap water	
Laminator machine and	e.g. 80 Mircon sheets	
sheets		
All purpose glue	Needed to stick the stickers on the dice, if normal paper instead of	
	adhesive foil is used	
Dice	Normal or slightly bigger dice (e.g. 1-3 cm edge length)	
Color Prints	1. Instructions on thick paper, e.g. 250 g/m², DIN A4	
	2. Materials, DIN A4, follow instructions in printing material	
	Role cards and stakeholder cards, thick paper	
	stickers for the water dice (can be printed on adhesive paper)	

#### Set up

#### Instructions

- Follow the printing manual in the PDF.
- You will receive an A4-sized overall instruction.
- The A5 stepwise instructions will be printed out at half a page to be folded. Cut of the printer margins please.

#### Stakeholder cards

- Follow the printing manual in the PDF (print on both sides, flip on long edge).
- Laminate them and cut out to get 4 cards.

#### **Water dice**

• Print the numbers and stick them onto the 6 sides of the dice.

#### Prepare glasses and bottle

 Draw the same scala on each of the glasses. Make 9 lines in constant distances (because the maximum amount of needed water for one glass is 9 levels)















- e.g. for a 12 cm glass: start 1 cm from the bottom of the glass and make a short stitch every 1.0 cm on one side, make 10 lines, one above the other.
- Mark for each glass the amount minimum needed in 3 years and write "MIN" there

cattle farm: 6 levels
inhabitants: 6 levels
wetland: 6 levels
car factory: 9 levels

#### **Pictures**

#### Role cards



#### Stakeholder cards and glasses















# Station 6: Make a change in other parts of the world!

#### **Necessary materials**

What	Specification/info	
Red string	App. 100 cm length	
Pen and marker		
Color Prints	1. Instructions on thick paper, e.g. 250 g/m², DIN A4	
	2. Materials, print on one side	
	Round badges and transportation signs, thick paper, DIN A4	
	Improvement plates on thick paper, DIN A4	
	Offer sheets on normal paper, DIN A3	
Optional:	Material to make the stages of the supply chain touchable/tactile for a	
	deeper experience. This is not mandatory.	
Cotton	Possible: cotton wool for wound treatment or cotton blossoms available in	
	flower shops	
Fabric	Red cotton fabric	
Mini shirts	Cutout of red fabric in form of shirt	
Double sided adhesive tape		

















#### Set up

#### **Instructions**

- Follow the printing manual in the PDF.
- You will receive an A4-sized overall instruction.
- The A5 stepwise instructions will be printed out at half a page to be folded. Cut of the printer margins please.

#### Round badges and transportation signs

- Please cut the round badges. If the paper is not thick enough glue the printed paper on cardboard before you cut it. Cut the round badges then together with the cardboard.
- Connect the red string with the last badge "Your personalized workwear" with tape on the back.
- Cut out the transportation signs and fold it in half.



#### **Improvement plates**

There are two ways to cut the plates out. It is important that the plates are somehow handy and tactile, therefore they should be thick.

You can glue the plates on thick cardboard and cut out only the green plates.	You can use thick paper to print on and cut the folding parts out and glue them together to form a 3D-item.
No child or forced labour in fabric production +9,15€	organic organic organic forming forming in cultivation in cultivation +9,15€









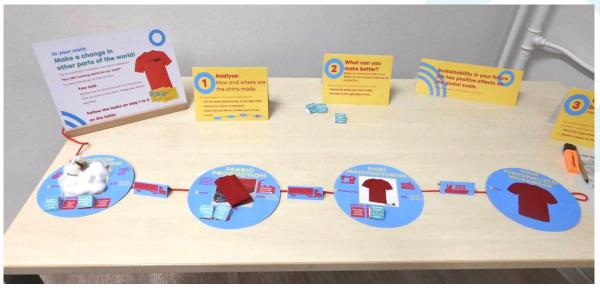






#### Optional: Making the stages of the supply chain touchable/tactile for a deeper experience.

You can improve the tactile experience by not only providing printed material. You can include the real material of the chain stages. Therefor you take double-faced adhesive tape, and put on the pictures of the materials. There you glue the "real" and tactile material on it.



The chain with the tactile material

#### **Cotton production**

Here you can use cotton wool (which you can get in pharmacies for wound treatment). This is raw cotton with less fat. Or you take a cotton blossom, which you can sometimes get in flower shops.

#### **Fabric production**

Here you can use a bit of fabric to represent the next stage after spinning, weaving and colouring.

### Shirt manufacturing & Shirt manufacturing

For both you can cut out of a red fabric a shirt in the size of the shirt on the photo and glue it over it. For shirt manufacturing you can add with a fine marker the fictional logo off the PAFF Inc. which is showed on the printed badge.





















# Station 7: Diverse occupations for diverse people

#### **Necessary materials**

What	Specification/info	
Scissors	Paper scissors are sufficient	
Laminator machine and	e.g. 80 Micron sheets	
sheets		
Color Prints	1. Instructions on thick paper, e.g. 250 g/m², DIN A4	
	2. Materials, follow instructions, DIN A4	
	<ul> <li>occupation and person cards, thick paper</li> </ul>	
	<ul> <li>working sheet "a diverse career", normal paper</li> </ul>	

#### Set up

#### Instructions

- Follow the printing manual in the PDF.
- You will receive an A4-sized overall instruction.
- The A5 stepwise instructions will be printed out at half a page to be folded. Cut of the printer margins please.

#### Occupation and person playing cards

- Print on both sides, flip around long edge.
- Cut out the cards and laminate the cards.
- This is material for use. Print one for each participant in the workshop.















#### **Pictures**

A diverse career sheet	Person and oc	cupation cards
	back	front
Characteristics for discrete proping  A diverse occupation for discr	Commission of the Company of the Com	helmet  ear rings high-visibility vest holding habv wheel chair & high heels













## **Digital Parcours Stations**

For the seven digital Parcours stations you need a laptop/tablet each. You can also print out the instruction/mindset.

#### Set Up the laptops/computers

Make sure to access the stations. Link with access to all stations:

https://escoaladevalori.ro/paffprojects/

#### Station 8: Digital power up - unlock your skills!

Link to access the station https://escoaladevalori.ro/paffprojects/en/digital-powerUp-en/

#### Station 9: The dark side of your smartphone

Link to access the station <a href="https://escoaladevalori.ro/paffprojects/en/darkside-my-smartphone-en/">https://escoaladevalori.ro/paffprojects/en/darkside-my-smartphone-en/</a>

#### Station 10: Hands on for the planet

Link to access the station https://escoaladevalori.ro/paffprojects/en/hands-onPlanet-en/

#### Station 11: Women to remember: a memory game

Link to access the station https://escoaladevalori.ro/paffprojects/en/women-to-Remember-en/

#### Station 12: Career Compass: Spin your values

Link to access the station https://escoaladevalori.ro/paffprojects/en/career-Compass-en/

#### Station 13: Twists and turns - the real career journey

Link to access the station https://escoaladevalori.ro/paffprojects/en/twist-andTurns-en/

#### **Station 14: Step into tomorrow**

Link to access the station https://escoaladevalori.ro/paffprojects/en/step-into-tomorrow-en/















### **List of Materials**

#### General Material, needed for all/many stations

What	Specification	Your Notes	Check
Laminator machine			
Scissors	to cut (thick) paper		
Thick paper A4	e.g. 250 g/m²		
Normal paper A4	80 g/m²		
Laminating sheets	e.g. 80 Micron		
Color printer			
pens	Color pens, ballpoint pen		
markers	Thin permanent marker, text marker		
All-purpose glue	To stick materials on wood, glass,		
Adhesive printable	non-transparent		
foil			

#### **Specific Materials**

List of additional materials, needed for the specific stations

What	Specification/info	Check
Station 1: Minimizing the car	bon footprint of a canteen	
Kitchen scale	If possible measuring range between 2 and 2000 g	
Weights:	The weights represent the real CO <sub>2</sub> emissions from the	
e.g. iron plates	production of the burger components. For the specific weights,	
e.g. plastiline	see below in the table. Other heavy material is also possible: it	
e.g. cardboard	is important to reflect the weights (column e)	
Station 2: Let the train of your future run!		
Tracks	Please use the wooden toy-tracks. They can be found 2 <sup>nd</sup> hand. But we recommend to buy the tracks, because the track switches have to be built in a row and therefore have to be identical in the connections and the space to put the text. You need:  • one track straight forward 7 three-sided track switches with the same connections on the ends	
Waggons	<ul> <li>One engine/locomotive</li> <li>At least 7 waggons</li> <li>They should be fitting in the tracks.</li> </ul>	
Bag or basket	It should be non-transparent, so that you don't see before which track you are taking.	















Dices	For the printing-templates not less than 2 x 2 x 2 cm. 4 green dices 4 yellow dices 4 blue dices	
Velcro-tape	Self-adhesive	
Station 3: Making your work	place climate friendly	
Pocket calculator	Optional calculator app on smartphone	
Station 4: Good News from	good Jobs	
2 Tablets + WLAN	Tablets must scan the QR Codes on the items	
30 Marbles	Or any other small things for the survey	
5 small glasses	They form the containers for the marbles in the survey;	
	each around 3-4 cm diameter	
Items representing the	5 items, see in table below. Each item must represent its topic,	
jobs	e.g.	
	Corn	
	Glas with food	
	doll furniture, e.g. couch	
	False Money, safe	
	Wood piece, small brick,	
Station 5: Practise sustainab	ple water management	
4 transparent glasses	at least 10-12 cm height, preferably the same slender shape for	
	all glasses	
Bottle, pot	for use with tap water	
Dice	Normal or slightly bigger dice (e.g. 1-3 cm edge length)	
Station 6: Make a change in		
	other parts of the world!	
Red string	other parts of the world!  App. 100 cm length	
Red string Optional:		
	App. 100 cm length	
	App. 100 cm length  Material to make the stages of the supply chain	
	App. 100 cm length  Material to make the stages of the supply chain touchable/tactile for a deeper experience. This is not mandatory.  Possible: cotton wool for wound treatment or cotton blossoms	
Optional:  Cotton	App. 100 cm length  Material to make the stages of the supply chain touchable/tactile for a deeper experience. This is not mandatory.  Possible: cotton wool for wound treatment or cotton blossoms available in flower shops	
Optional:  Cotton  Fabric	App. 100 cm length  Material to make the stages of the supply chain touchable/tactile for a deeper experience. This is not mandatory.  Possible: cotton wool for wound treatment or cotton blossoms available in flower shops  Red cotton fabric	
Optional:  Cotton  Fabric  Mini shirts	App. 100 cm length  Material to make the stages of the supply chain touchable/tactile for a deeper experience. This is not mandatory.  Possible: cotton wool for wound treatment or cotton blossoms available in flower shops	
Optional:  Cotton  Fabric  Mini shirts  Double sided adhesive tape	App. 100 cm length  Material to make the stages of the supply chain touchable/tactile for a deeper experience. This is not mandatory.  Possible: cotton wool for wound treatment or cotton blossoms available in flower shops  Red cotton fabric  Cutout of red fabric in form of shirt	
Optional:  Cotton  Fabric  Mini shirts	App. 100 cm length  Material to make the stages of the supply chain touchable/tactile for a deeper experience. This is not mandatory.  Possible: cotton wool for wound treatment or cotton blossoms available in flower shops  Red cotton fabric  Cutout of red fabric in form of shirt	
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Optional:  Cotton  Fabric  Mini shirts  Double sided adhesive tape  Station 7: Diverse occupation	App. 100 cm length  Material to make the stages of the supply chain touchable/tactile for a deeper experience. This is not mandatory.  Possible: cotton wool for wound treatment or cotton blossoms available in flower shops  Red cotton fabric  Cutout of red fabric in form of shirt  ns for diverse people	
Optional:  Cotton  Fabric  Mini shirts  Double sided adhesive tape  Station 7: Diverse occupation  No specific materials	App. 100 cm length  Material to make the stages of the supply chain touchable/tactile for a deeper experience. This is not mandatory.  Possible: cotton wool for wound treatment or cotton blossoms available in flower shops  Red cotton fabric  Cutout of red fabric in form of shirt  ns for diverse people	











