



PARENT BOOKLET

Abridged version

CAREER CHOICE DIARY

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Dear Parents

When young people start lower secondary education, their choice of career starts to become relevant. You, as parents, can help your children find a career by inspiring, supporting and encouraging them. You are the closest and most important contact person for young people. This parent booklet shows how you can support your child in choosing a career in the best possible way.

We wish you and your son or daughter lots of luck and success in choosing a career.

Preparing your child

Taking note of positive attitudes is key to preparing your child for choosing a career. Understanding guidance based on partnership with positive behaviour reinforcement is helpful.

Attitudes described with examples from parents:

Self-belief

“Our daughter went to see the teacher about a mark she thought was unfair.”

Independence

“Our son took us by surprise when he organised some work experience by himself.”

Initiative

“Our daughter never has enough time off. She always finds a activity to do in her free time that she enjoys.”

Perseverance

“Our son has a unique hobby: he is very interested in postbuses.”

Interpersonal skills

“Our oldest child is a bit shy. However, he has three peers who always visit him.”

Characteristics of understanding guidance based on partnership

- Understanding feelings
- Showing understanding
- Offering help
- Encouraging your child to reflect
- Allowing scope for decision making

I think you have written a great application. I just have two suggestions as to how you could formulate it even better.



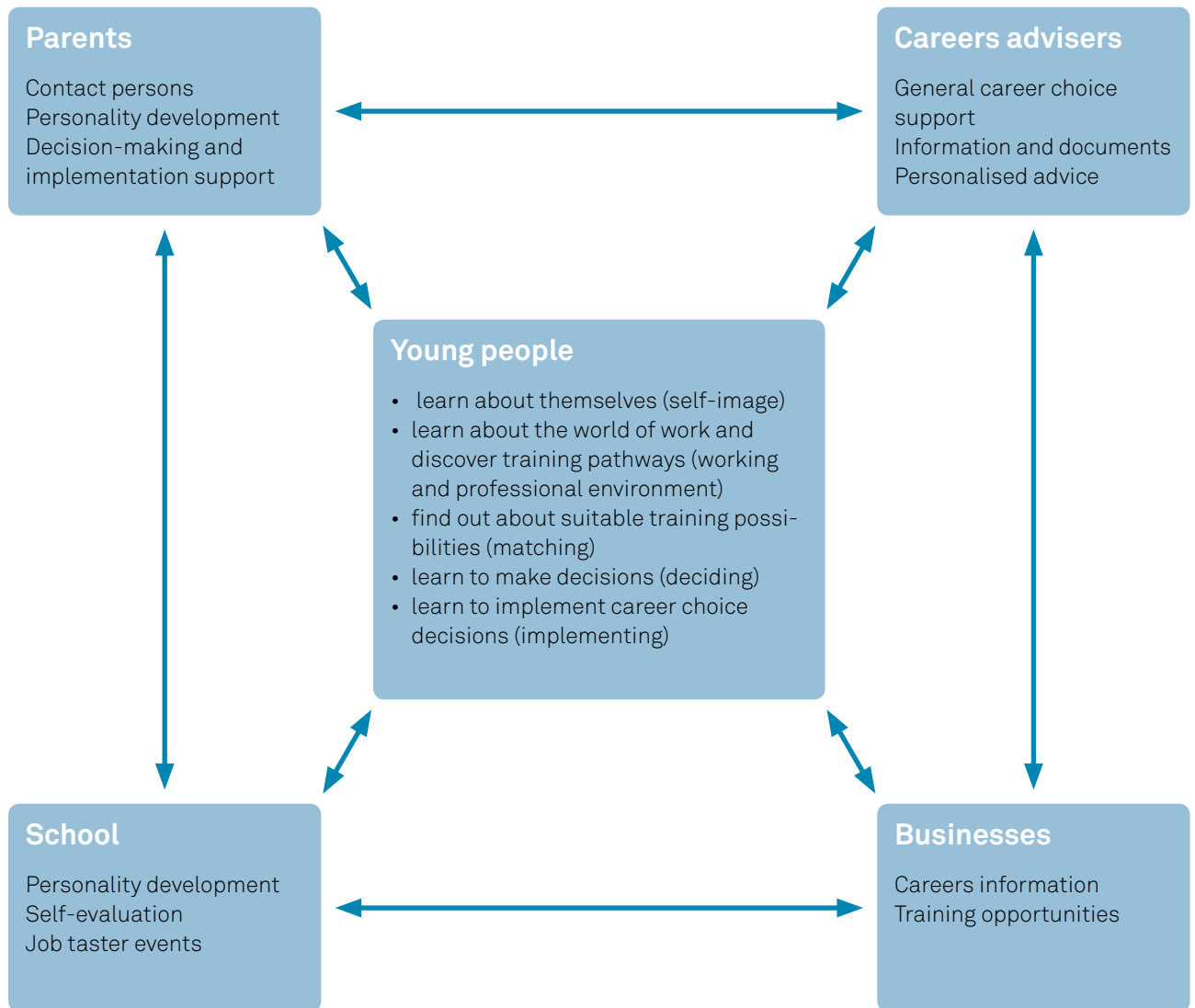
TIP

- Reinforce positive attitudes such as self-belief, independence, initiative, perseverance and interpersonal skills.



The cooperation model

The cooperation model shows that it is not just parents who can support young people in choosing a career. The school, careers advisers and businesses all have a part to play.



The cooperation model for preparing to choose a career shows the most important contact persons.

Five steps to finding a career

Your child's transition from compulsory education to a career or to further education has various stages. The goal is to find a solution for what to do next.

1

I learn about myself

Getting to know interests and skills

- Determining their current position and conducting a self-assessment in the workbook
- Observations from free time and school
- Talks with parents, teachers, career advisers



2

I learn about the world of work

Obtaining information about careers

- Careers information centre (BIZ):
General literature, job profiles, course information,
booklets on career choices
- Internet resources
- Job taster events



TIP

- From time to time, ask which topics your child is working on and find out information about them.

I compare my skills to different careers

3

Finding suitable career and training objectives

- Interest questionnaire, interest compass and the directory of professions
- Ranking preferred careers
- Favourites and requirements
- Talks with parents, teachers, careers advisers

I find out about careers and make decisions

Finding out about the world of work and making decisions

- Work experience
- Talks with professionals and vocational trainers
- Job taster days
- Job-related visits and orientations
- Information events
- Check your chances: information, prospects of being accepted onto an apprenticeship, alternatives, etc.

4



I put my decision into practice

Finding an apprenticeship position

- Searching on LENA (addresses for apprenticeship positions)
- Writing applications
- Interview
- Handling rejection

Finding an interim solution or bridge-year course

- Improving prospects
- Preparing for a career or school
- Developing language skills

Planning for further education

- Choosing a school
- Transferring
- Passing the entrance exam

5





Learning about everyday working life

It is important and fascinating for young people to have direct experience of everyday working life. It brings them much closer to achieving their goal of finding a career.



Young people come face-to-face with the reality of working life and gain an insight into the world of work.

- Job taster events
- Job-related visits and orientations, information events
- Trial visits, trial apprenticeships (career choice internship)
- Talks with professionals

Looking for apprenticeship positions

Lists of company addresses can help young people apply to apprenticeship vacancies.



TIPS

- Help them to look for apprenticeships.
- Visit the websites at www.berufswahltagbuch.ch/lehrstellen for lists of apprenticeship positions
- Ask relatives, friends and teachers for help and addresses.
- Look out for job adverts in newspapers and on the Internet.
- Ask companies directly.
- Look for related professions in good time.



Interviews

The impression conveyed in the interview is a determining factor for the success of the application. Parents cannot prevent rejections but they can alleviate the disappointment.



TIPS

Practice the interview

- “Why do you want to learn this profession?”
- “How well do you know this profession?”
- “What are your strengths and weaknesses?”

What you can do in the event of a rejection

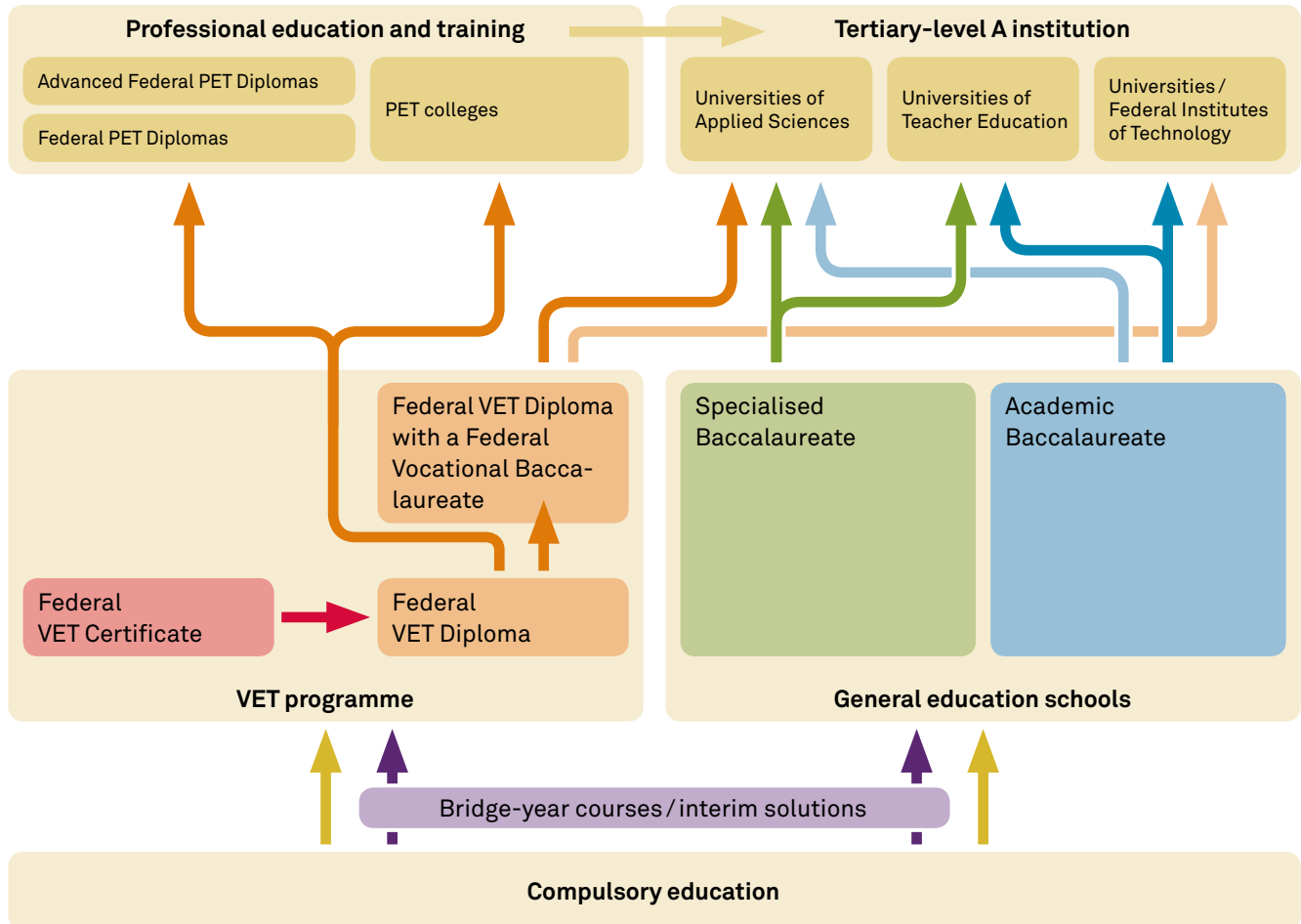
- Don't let yourself be discouraged.
- Show your child that you understand and sympathise with their unhappiness.
- Look for solutions together.

Tips for dealing with frequent rejections

- Ask for the reasons behind the rejection.
- Help your child with further applications.
- Check the application documents.
- Get support from a teacher or careers adviser.

Switzerland's education system

There are a variety of vocational and academic courses available at the end of compulsory education. Get to know the different training pathways so you can help your child make a sensible decision. The illustration depicts common pathways in the Swiss education system. Other pathways are possible in some cases.



The darker lines are training pathways that are directly accessible.



Additional qualifications or professional experience are required for the lighter lines.

Impressum

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