

This road map provides an overview of the transition from school to career.

The "Agentur für Arbeit" (Labour Office) also has a parenting guide, „Guide to career choice“, that is very helpful.

You can download this guide from the Internet or collect it from your nearest Labour Office.

NOTES:

- 1 The CAREERS-Universe is an interactive self-investigation programme offered by the Labour Office. It helps your child to discover his/her own aptitudes and interests and provides information about suitable careers.
- 2 The Career Information Centre (BiZ - Berufsinformationszentrum) provides information about career choice. Here you can search for apprenticeships or study options. Your nearest BiZ is at the Labour Office in Heide.

Runholtstr. 1
Tel.: 01801 - 555 111 *

E-mail: Heide.111-BIZ@arbeitsagentur.de

Office hours:

Mon-Wed: 07:30 – 16:00 Uhr
Thurs: 07:30 – 18:00 Uhr
Fri: 07:30 – 12:30 Uhr

* Landline rate 3,9 ct/min
Mobile rate: max. 42 ct/min

3 For more information about making a career choice and the three steps of **Get oriented**, **Decide** and **Apply**, please visit the "Transitions" section on the education portal (bildungsportal-dithmarschen.de) or planet-beruf.de.

4 Make an appointment with the Career Counselling department:

By telephone: 01801 - 555 111 *

Online: www.sadc.int

„Citizens“ -> „from school to career“ -> „Advice“

In person: in the entrance hall of the Labour Office in Heide, Meldorf and Brunsbüttel.

5 All the latest information regarding compiling your job application dossier can be obtained from the Career Information Centre or on planet-beruf.de. The employees from the Career Counselling department, the Chamber of Industry and Commerce (IHK) and the Chamber of Trades (IWK) would also be pleased to explain to you how good The employees from the Career Counselling department, the IHK and the IWK would also be pleased to explain to you how good application dossier should look.

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6 In the area for "Pupils" on planet-beruf.de there is a section called "How to apply for a job"; this will help your child prepare for job interviews.

7 For more advice on this topic, please visit the following area of the Dithmarschen Education Portal:

„Transitions“ -> „Initial difficulties“

8 Everything you need to know about starting an apprenticeship is explained on the Dithmarschen Education Portal in this area: „Transitions“ -> „Starting an apprenticeship“.

Dithmarschen Education Portal

Project S.Ü.D.

„sozialraumorientiertes Übergangsmangement Dithmarschen“
The Dithmarschen guide to transition in the social environment



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Please visit us on the Internet:

bildungsportal-dithmarschen.de

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praktikum-dithmarschen.de

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PARENTS' ROADMAP TO THE SCHOOL - CAREER TRANSITION



www.bildungsportal-dithmarschen.de

GET ORIENTED

DECIDE

PARENTS' ROADMAP TO THE SCHOOL - CAREER TRANSITION

APPLY

PENULTIMATE SCHOOL YEAR

SUMMER HOLIDAYS

LAST SCHOOL YEAR

August/September

February

July

August/September

February

August/September

Applications open for banks, insurance companies and some large concerns.

IMPORTANT: Apply early – by autumn most positions have already been filled!

Registration opens for apprenticeships in the civil services.

IMPORTANT: Applications close before the holidays!

Applications open for large concerns and some school-based apprenticeships

Application open for school-based apprenticeships.

Application open for small and medium businesses.

Deadline for applications for secondary school is 28.02.

Start of training/apprenticeship or secondary school.

August/September

February

July

August/September

February

August/September

Explore interests and aptitudes

Motivate your child to visit the CAREERS-Universe 1 and discuss the outcome together.

Draw up a list of interesting careers and find out more about them.

Go to the BiZ 2 with your child. Find and make use of useful websites 3 together.

Internships are a great help in choosing a career!

An internship should match your child's own aptitudes and interests.

Appointment with a career counsellor.

Help your child prepare for the interview and accompany him/her to the appointment 4.

Talk to parents, friends, acquaintances.

Take advantage of parent evenings and information events.

Establish first choice for a career as well as alternatives.

Bewerbungsunterlagen vorbereiten

Find out what documents need to be included in a job application 5 Offer to proofread the applications.

Get addresses of schools/companies with apprenticeship programmes.

Show your child where to find the situation vacant ads. Take advantage of personal contacts.

IMPORTANT: The Career Counselling department can provide you with addresses!

Submit first applications.

Prepare for tests and interviews.

Show your child how to practice for job interviews 6 on planet-beruf.de [job planet].

How about another voluntary internship?

Attend information events at secondary schools.

Accompany your child. Are you clear on the deadlines and requirements for applications?

Offer to help: Practice (role-play) the interview together.

Received only rejections?

Clarify alternatives and see a career counsellor or social worker!

Support your child in searching for an apprenticeship 7.

Submit final grade certificate to the secondary school.

IMPORTANT: If your child is not yet 18, he/she has to report to the Vocational Training Centre (BBZ - Berufsbildungszentrum) for compulsory vocational education!

Check and sign an apprenticeship contract.

Support your child in getting organised to start an apprenticeship 8.

Obtain documents: tax number, health insurance etc.

No success yet? Make sure to contact a career counsellor and visit the information event at the BBZ.

Important dates

This is what your child should be doing now

This is how you can help