

From school to job

Information for Parents

Dear Parents

You have a daughter or a son in the 7th, 8th, 9th or 10th class (Harmos: 9th, 10th, 11th or 12th class). Your son or your daughter must now decide on a job or a school for further education. This is an important step: With a finished education in a job or with qualifications of a school for further education, young people in Switzerland have a good basis for their further development in the professional life.

How does the school help?

The school prepares students from the 8th and 9th classes (Harmos: 10th and 11th classes). for the choice of a job or a school for further education. Ask your teachers, for example at a parents evening, how this preparation exactly looks like.

How does career counselling help? ¹

Career counselling centres provide information about professions and further training possibilities. Moreover, you can arrange personal interviews to discuss your interests, talents and professional options. This offer is free and confidential for students.

School and career guidance assist young people in the choice of a profession or a school of further education, if necessary, also in finding an apprenticeship. However, the responsibility together with the principal work remains with the concerned family.

What must young people do for themselves? How can you help your child?

Your son or daughter must do a lot on his or her own, until he or she finds a place for further education after the 9th or 10th class (Harmos: 11th or 12th class). For many, this is difficult. It is therefore very important for mothers and fathers to help their children. If you have questions and do not know what to do anymore, please contact the career-counselling centre.

Choosing a profession or a school of further education is a process, during which young people should ask questions and find the right answers to them. This process needs time. The most important questions and the most important ways to get the answers are described in the following:

A Get to know yourself

Your children have to ask themselves:

- What am I good at in school? Which subjects do I like?
- What have I learnt in my spare time or from my family? (e.g. to speak other languages, to clean, to cook, to shop, to repair something, to listen to my friends when they have problems, to help in a sports club, in a youth group or in another club when there is a celebration.)

¹ Each canton has at least one career counselling centre. The addresses can be found at your school, commune or under: German: www.berufsberatung.ch/biz French: www.orientation.ch/offices Italian: www.orientamento.ch/uffici

The career counselling centre is often better-known under a particular name or abbreviation:

In German-speaking Switzerland	BIZ, Laufbahnzentrum
In French-speaking Switzerland	OP, SOPFA, OFPC, COS, OROSP, CIO, OCOSP
In Italian-speaking Switzerland	orientamento, UOSP

- Did I prove in an extra job, that I am on time and reliable? (e.g. when delivering newspapers, looking after children, mowing the lawn, helping out in a company during 2-3 hours a week)
- Where are my strengths? What weak points do I have?

How can you help your child as parents?

- Together with your daughter or son, try to find out, what activities could suit her or him, and what strengths she or he has.

B Get to know jobs

Your child gets to know professions thanks to information and „Schnupperlehren“ (brief work placement in a company, where your child gets a taste of the profession)²

- Getting to know jobs means informing oneself: Read job descriptions, watch films about professions, attend information events ³ and job and further education fairs ⁴ , talk to the career counselling professionals
- Do a "Schnupperlehre" and get some practical work experience. During a "Schnupperlehre", one gets to know a profession in a company better. Such a "Schnupperlehre" usually lasts 2 to 3 days. Companies also often use these "Schnupperlehre" as a selection tool: they want to get to know youngsters. Whoever makes a good impression during a "Schnupperlehre" has a better chance of getting an apprenticeship in that company.

How can you help your children as parents?

- If possible, accompany your daughter or son to information events. Help your child to remember the dates of information events.
- Accompany your daughter or son to a career-counselling centre. Obtain information about the education and apprenticeship possibilities in Switzerland.
- Talk to your daughter or son about her or his experiences during the "Schnupperlehren".

C Choose a job or school

During the process of choosing a job or school your children must pay attention to the following:

- Choosing a job or a school for further education needs time for consideration and time for undertaking various activities.
- When choosing an appropriate career or a school of further education, it is important to keep 1-2 alternatives in reserve.

² German	Schnupperlehre
French	stage d'orientation
Italian	stage d'orientamento

³ Information events:

In German-speaking Switzerland	www.berufsberatung.ch/infoveranstaltungen
In French-speaking Switzerland	www.orientation.ch/manifestations
and Italian-speaking Switzerland	www.orientamento.ch/eventi

⁴ Job and further education fairs:

Ask the career counselling professionals or your teachers at school, when and where there are job and further education fairs. These fairs have the following names:

German	Berufsmesse, Ausbildungsmesse, Berufsschau
French	Salon des métiers, Cité des métiers, salon de la formation
Italian	ESPOProfessioni

- Ask your teachers: "Where do I have knowledge gaps? How can I prepare myself at school for further education after the 9th or 10th class (Harmos: 11th or 12th class)?"

How can you help your child as parents?

- Take an interest in this decision-making process.
- Discuss the chosen career and appropriate alternatives with your child.

D Look for a place for further education (*generally in the autumn of the 9th class [Harmos: 11th class]*)

When looking for a place for further education, the following leaflet can help your child:

- "Looking for an apprenticeship: How do you best proceed?" ⁵

How can you help your child as parents?

- Help your daughter or son to start looking for an apprenticeship early enough.
- After negative replies, encourage your daughter or son to keep looking for a job.

Dear Parents,

If you have questions about your daughter's or your son's choice of job, waste no time. Ask the teacher or the career-counselling centre.

⁵ www.berufsberatung.ch > Direkteinstieg: Ich bin... > Neu in der Schweiz
www.orientation.ch > Accès direct: Je suis... > Bientôt ou depuis peu en Suisse
www.orientamento.ch > Accesso diretto: Sono... > Da poco in Svizzera