

Elternpower

Accompanying Letter for Career Choice – Basic Information

SCHULE-BERUF
REGIONALES
ÜBERGANGSMANAGEMENT
NÜRNBERG



Dear Mothers, dear Fathers,

When our children are choosing a career, they may come across many obstacles. New jobs arise all the time, whilst all of a sudden other occupations are no longer in demand. Many young people struggle if they have to make a career choice early on. They are suddenly required to say what they want to do and name their talents and interests. Even if they manage to do so, a suitable job might still be difficult to identify. The hardest obstacle is still to be overcome: getting into training.

Parents often have very little idea of how they can help their children at this stage. They know that choosing a career is an important decision for their child's future. But during puberty, young people often withdraw and reject any outside interference.

Nevertheless, you, as parents, are the most important source of advice for your children, when it comes to choosing a career. Surveys show that for young people their parents' opinion counts much more than anything friends, other relatives, teachers or career advisers recommend. This should encourage you to keep talking to your son or daughter, even if currently it may be difficult to communicate with him/her. Nobody knows more than you about the hopes, strengths and weaknesses of your child.

Our "accompanying letters" on career choice are intended to give you ideas and tips for helping your son/daughter to prepare for a career. Don't worry if you can't answer all the questions your child has concerning his/her career. Often what is needed is a bit of common sense and time to listen to any problems.

We wish you the best of success in helping your child with the transition from school to career your working group



PS: We would be happy to receive your feedback as well as suggestions for further topics.

GEFÖRDERT VOM



Nürnberg



Such is Life ...



Maria (8th form)

"After finishing Hauptschule¹ I want to train as a retail saleswoman or sales assistant, preferably in a fashion shop or in a perfumery. I have already done some work experience in a supermarket. That was rather strenuous, because we had to stand nearly all day. The head of department recommend that I should do my "Quali"² so that I have a better chance of getting a position for training. I hope that this will work out, but my marks so far have not been all that great."

¹ General-education secondary school (level I, yrs 5-9), oriented to the world of work, compulsory for all pupils who do not transfer to other secondary schools

² Qualifying lower secondary general education certificate awarded in some Länder after the ninth school year by a Hauptschule as well as by other schools at lower secondary level to pupils who have attained certain marks and on the basis of other evidence of achievement



Maria's Mother

"If Maria does not get better marks in German and Maths, she will never manage the "Quali". Then it will be hard for her to get training as a retail saleswoman. I am not sure whether working as a sales assistant would be the right thing for her, because it is quite a challenging job. She has applied for three training places, but unfortunately was rejected. I can't really help her with the "Quali". But a girl friend told me that there is a preparation course for the "Quali" for girls in the Centre for Women and Girls in Gostenhof. I think this is where she should go next term to prepare for the exam."



Marco (8th form)

"I love repairing all sorts of vehicles, from bicycles to mopeds. I'd really like to work as a technician in car mechatronics. I have already done two weeks practical experience in a workshop. My class teacher says that it might be difficult to find a position for training, even with the "Quali", because a lot of students from Realschule [secondary modern school] are also interested in this job. You especially need good marks in maths, and I would have to improve quite a lot there. But somehow, I think I'll manage."



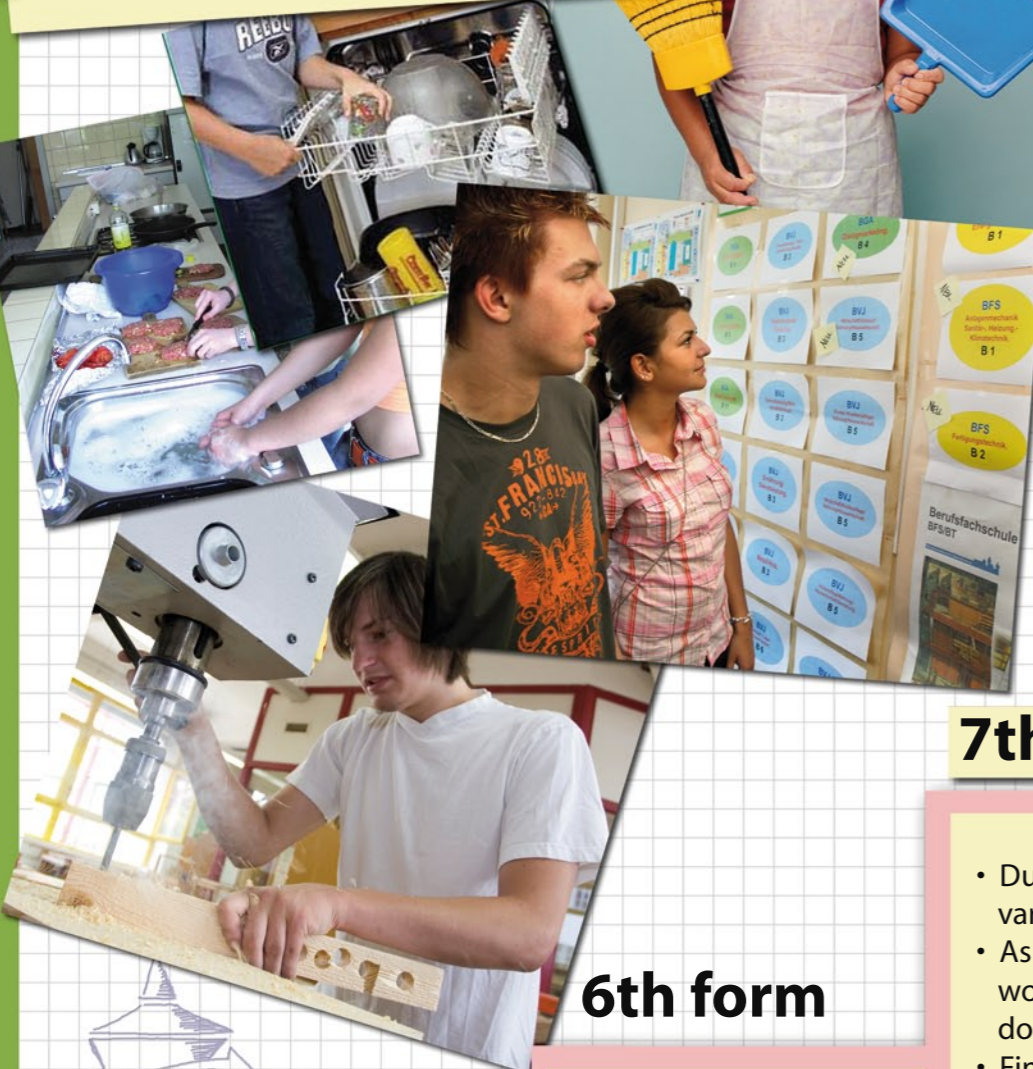
Marco's Father:

"Marco is quite good at working with his hands, but the question is whether that will be sufficient for this. I don't know how many companies he rang about work experience, but most positions were already filled. He did not accept any outside help for a long time. He has his uncle to thank for the fact that the work experience worked out in the end, because he is employed in the same workshop. He has recommended, that Marco should do further work experience as a machine operator. With the "Quali", there would be a better chance of a training place for this."

Marco's Career Adviser:

Marco should by all means do everything he can to pass his "Quali". If in addition to work experience for school students he also does some voluntary holiday work experience, his chances of getting a position for training would improve even more. My advice: he should get information on alternatives to his preferred job. There are many exciting jobs with cars and other vehicles. For example Marco could train as a bike and motorcycle mechanic, or as a bodywork construction or car construction mechanic. Other jobs which might be suitable are working as a mechanic in car body maintenance or on agricultural or construction machinery, or other metal working jobs."

Training Schedule: Career Choice



6th form

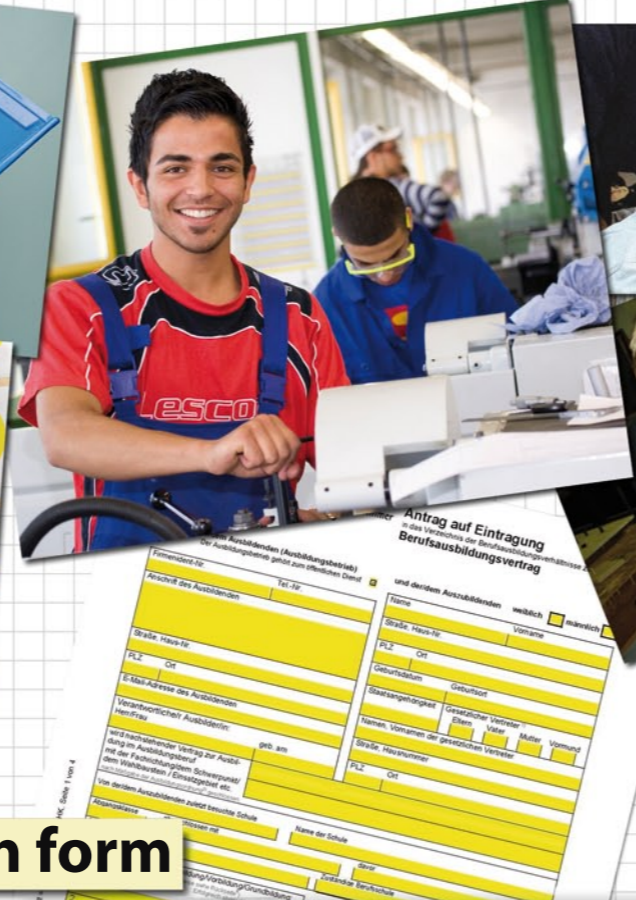
- Give your child specific agreed **household tasks**.
- Talk to your child about your own work experience, or ask relatives and acquaintances to talk about their jobs.
- Tell your child what is important for you in life, what your hopes and goals are.
- Get together and discuss what **strengths and skills, talents and interests** your child has. How could you promote them even further?

5th form

- Get an impression of the school at parents' events: get to know the teachers, the headmaster and other parents.
- Get information on career advice offered by the school.
- Support your child in completing the folder "My Way" with certificates etc.
- Support your child in meaningful **hobbies** and **sports activities**

7th form

- During this school year, collect information about various jobs.
- Ask your child to accompany you to your place of work, or ask relatives, friends or acquaintances to do this.
- Find out which visits to **work places** and **companies** your child makes in school, and talk to him/her about the reports she/he writes on these excursions.
- Go to the parents' evening which introduces the folder "My Way to Training".
- Regularly ask your child's teacher about your child's school performance.
- Could you imagine talking to your child's class about your own professional training and career?
- Accompany your son/daughter to the Job Information Centre at the Nuremberg Job Agency (BIZ) and to events on career choice in the BIZ (usually on a Thursday afternoon).
- Accompany your child to "Job Information Days" and "Open Days" organised by companies.
- At the end of the 7th form, your child should know where to find information on job training and various professions.



8th form

- This is the year when career decisions are made!
- Good marks are very important: when applying for a position for training, your child has to present the 8th form certificate.
- Accompany your child to the "Job Training Exchange" organised by the Trades Chamber and the Chamber of Industry and Commerce and to the "Open Days" at vocational schools.
- Help your child find a position for **work experience**.
- Motivate your child to do additional voluntary work experience during the school holidays.
- Join your child in reading the **advertisements for positions** for training in the Nuremberg daily newspapers and on the internet, and help your child to find out addresses for companies offering positions for training. The Azubi-Beilage (Apprenticeship Extra) of the Nürnberger Nachrichten is displayed on the school's notice board.
- Keep an eye on **deadlines** for job applications.
- Some larger companies and municipal authorities require students to apply for training positions during 9th form. These deadlines have to be met, late applications will not be accepted.
- Take a look at your child's applications. You can also get support – free of charge – from the "Koordinierungsstelle SCHLAU", the Youth Social Work Department in schools (JAS) and the "Application Centre" in the careers advice office.
- Give your child advice on **choosing clothing** for a job interview.
- Accompany your child to a career advice appointment at the Job Agency, no later than the second half of the school year, if he/she has not yet found a training position.

9th form

- This is it: the final stage in the race for a training position!
- You can't do everything yourself. The career advice centre at the Job Agency and the "Koordinierungsstelle SCHLAU" are just some of the places giving information on how to prepare for **job interviews** and selection tests.
- It is not the end of the world if your son or daughter gets a **rejection** – it is quite normal. Help your child not to lose heart if job applications are unsuccessful. But also discuss whether your child has chosen a **suitable job**.
- Even at this stage, a period of voluntary work experience during the school holidays may open the doors to a training position.
- Motivate your child to do further work experience in companies.
- Keep an eye on deadlines for registration, if your child wants to go to a further education establishment. The career advice office of the Job Agency provides a brochure "Alles klar? Beruf Regional" ["Everything okay? Careers in the Region] which gives a list of deadlines.
- If your child has good marks in his/her "Quali", he/she may also transfer to the 10th form of the Mittlere-Reife-Zug [stream for GCSE]. Talk to your child's class teacher and get advice.





Ten Tips for Career Choice

1 Give your child specific agreed household tasks.

This could be shopping, tidying rooms, taking out the rubbish, watering plants or something else. Make sure that your child fulfils these tasks regularly. Reliability and stamina are important skills in professional life, too.

2 Does your child have a hobby?

If not, you might want to look for a meaningful leisure time occupation together with your child. There are clubs for nearly every hobby where the child might get to know others with similar interests. Not everybody is lucky enough to make their hobby their profession later on. But if your child knows what he/she enjoys, this might help with finding a suitable career later on.

3 A record of voluntary work pays off when your child is looking for a job.

Research shows that young people who get involved in the Red Cross, a sports club or other clubs manage to find a training position much faster than others who don't do this. Support your child in such activities outside school.

4 For many recognized occupations, particular marks in certain subjects, or a specific average mark are required.

It would be a shame, if a bad mark in maths was the reason why a young person did not get a training position as an industrial mechanic. Good average marks are often more decisive than a higher education certificate. There is almost always a way to improve marks. Many institutions, such as for example Nuremberg's "Schülertreffs" [students' meeting points] provide free-of-charge coaching. For information, contact the "Koordinierungsstelle SCHLAU" [co-ordination centre SCHLAU].

5 Try to find out about the desires, interests, skills and talents of your child.

Talk to your child about these issues. He/she might not be aware of his/her strengths yet. If you know your strengths, it is easier to find a suitable career. And employers sometimes turn a blind eye to bad marks, if someone knows what they are good at.

6 Many young people don't know much about the jobs their parents do or trained for.

Tell your son/daughter about your own training and about your working life. Tell them about your "dream jobs" when you were a child, to help you discuss your child's own dreams. Relatives, friends and acquaintances may also like to talk about their work experiences.

11 Internationally, German job training has a high standing. So after completing his/her training, your son/daughter also has good career prospects abroad – particularly if he/she is fluent in German and English.

7 Even experts disagree on the maximum number of hours a child should spend at the computer or in front of the TV.

It is, however, a fact that boys in particular spend much too much time in front of screens, as parents hardly ever set limits. You should try to agree with your son/daughter a daily limit for watching TV and playing computer games (e.g. a maximum of two hours) which may not be exceeded, even if it is difficult to control and often leads to quarrels.

8 Regularly get in touch with your child's class teacher.

If there are urgent problems, don't wait until the next scheduled surgery or parents' evening. More and more teachers can be contacted by mobile phone, or you can at least leave a message for them.

9 If your child is invited for an interview after applying for a position, his/her goal is very near.

Help your child overcome this last obstacle. In particular, make sure that your child is appropriately dressed for the interview. Have a trial run of the route to the employer's premises so that your child is not late for the interview.

10 If your child gets rejections in response to his/her applications, he/she needs your support.

Try to motivate your child, particularly when he/she is losing courage and wants to give up. It may also be time to reflect on whether your child is applying for the right position.

How to Help Plan Your Child's Career Choice

Folder 1: "My Way" is aimed at 5th and 6th formers. This folder includes information if your child has been active as class representative or has done voluntary work in a sports club or in another organisation.

Folder 2: "My Way to Job Training" is aimed at 7th to 9th or 10th formers. The folders include information on all the steps your child has taken to decide on a career, certificates from work experience and projects, copies of application forms and similar documents.

The folders are handed out free of charge to all children in Nuremberg's Hauptschulen.

MEINWEG
ZUR AUSBILDUNG

Stadt Nürnberg
Amt für Volksschulen und Förderschulen
Staatliches Schulamt in der Stadt Nürnberg

MEINWEG

und Förderschulen
in der Stadt Nürnberg

Who Can Help?

BIZ Berufsinformationszentrum in der Agentur für Arbeit Nürnberg

BIZ Job Information Centre in Nuremberg Job Centre

Richard-Wagner-Platz 5
90443 Nürnberg
Phone: (0911) 529-28 05
Fax: (0911) 529-21 65
Email: Nuernberg.BIZ@arbeitsagentur.de

Opening times:
Mon-Wed 08:00–16:00 hours
Thu 08:00–18:00 hours
Fri 08:00–15:00 hours

The BIZ also has the brochure "Eltern und Berufswahl" [Parents and Career Choice], containing a lot of important tips and advice.

Handwerkskammer für Mittelfranken

Nuremberg Chamber of Trades

Sulzbacher Straße 11–15
90489 Nürnberg
Phone: (0911) 53 09 0
Fax: (0911) 53 09 2 88
Email: info@hwk-mittelfranken.de
Internet: www.hwk-mittelfranken.de

Opening Times: Mon–Tue 07:30–17:00 hours
Fri 07:30–16:00 hours

On the Handelskammer's website, companies advertise positions for work experience and job training in the "Job Training Exchange". The Handwerkskammer's career consultants give advice to apprentices/trainees, instructors and companies on all job training issue.

Sprungbrett Bayern

Stepping Stone Bavaria

Internet: www.sprungbrett-bayern.de

The website of the Bildungswerk der Bayerischen Wirtschaft e. V. gives young people a chance to look for job training positions. Parents are given advice on how they can best support their children in the transition between Hauptschule and job training / work.

Berufsberatung bei der Agentur für Arbeit Nürnberg

Career Advice at the Nuremberg Job Centre

Richard-Wagner-Platz 5
90443 Nürnberg

For appointments for career advice at the local job centre career advice phone the service number (01801) 55 51 11.

Stadt Nürnberg, Amt für Kinder, Jugendliche und Familien – Jugendamt

City of Nuremberg Office for Children, Young People and Families – Youth Work Department

Dietzstraße 490433 Nürnberg
Phone: (0911) 231 25 34
Internet: www.jugendamt.nuernberg.de

Child and youth welfare activities and youth social work in schools, education consulting, general social services.

IHK Nürnberg für Mittelfranken

Nuremberg Chamber of Industry and Commerce

Hauptmarkt 25–27
90403 Nürnberg
Main entrance Waaggasse
Phone: (0911) 13 35 0
Fax: (0911) 13 35 2 00
Email: info@nuernberg.ihk.de
Internet: www.ihk-nuernberg.de

Opening Times of the Service Centre:
Mon-Tue 08:00–16:00 hours
Fri 08:00–15:00 hours

On the IHK website, companies advertise positions for work experience and job training in the "Job Training Atlas". The IHK's career consultants give advice to apprentices/trainees, instructors and companies on all job training issues.

SCHLAU - Übergangsmanagement Nürnberg

Amt für Berufliche Schulen

SCHLAU - Übergang Schule - Ausbildung

Co-ordination centre SCHLAU

Schoppershofstraße 80 (Tempo-Haus)
90489 Nürnberg
Phone: (0911) 231 47 48
Internet: www.schlau.nuernberg.de

The co-ordination centre SCHLAU (School – Successful Learning – Job Training) coaches and motivates participating students (in particular immigrants) on the transition from school to job training.

SCHLAU - Bildungswege Berufliche Schulen

Schoppershofstraße 80 (Tempo-Haus)
90489 Nürnberg
Phone: (09 11) 231 87 04
Email: schb@stadt.nuernberg.de
The team gives individual information and advice to students graduating from Hauptschule and their parents, concerning educational possibilities in vocational schools after Hauptschule.

The youth services for immigrants advise and assist young people between 12 and 27 years both those who have newly arrived and those who have lived in Germany for some time. They also offer coaching and special support training, computer courses and training on completing job applications. All programmes are free of charge.

Jugendmigrationsdienst der Stadtmission

Youth Migration Service of Stadtmission

in the Südstadtforum Service & Soziales
Siebenkeesstraße 4
90459 Nürnberg
Phone: 0911 / 23 98 27-13
Fax: 0911 / 23 98 27-15
Email: jmd@stadtmission-nuernberg.de
Internet: www.jmd-stadtmission-nuernberg.de

Jugendmigrationsdienst der AWO Nürnberg

Youth Migration Service of AWO Nürnberg

Schanzäckerstr. 33-35
90443 Nürnberg
Phone: 0911 - 23 98 26 10
Fax: 0911 - 23 98 26 11
Email: Edgar.Fochler@awo-nbg.de
Internet: www.jmd-nbg.de

Jugendmigrationsdienst des Caritasverbandes Nürnberg e.V.

Youth Migration Service of Caritasverband Nürnberg e.V.

Leopoldstraße 34
90439 Nürnberg
Phone: 0911/65 74 17 60 / 61
Email: jugendmigrationsdienst@caritas-nuernberg.de
Internet: www.caritas-nuernberg.de/einrichtungen/jugendmigrationsdienst/jugendmigrationsdienst.html

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