



Co-funded by
the European Union

Your Future Job





Your Future Job

This is a guide.

A guide helps you to learn.

You will learn about yourself and your future job.

It is written in Plain Language.

Plain Language is easy to understand.

Everybody can understand Plain Language.



What is Pla(i)n VET?



The name of our project is Pla(i)n VET.

VET means Vocational Education and Training.

Vocational Education and Training means education and training for jobs.

The EU gives money for support to the Pla(i)n VET project.

EU is the short form for European Union.



What is Pla(i)n VET?



The European Union describes itself:

The European Union is a group of 27 countries in Europe.

These countries came together to make things better,
easier and safer for people.

They agreed to work together and help each other.



Different organizations and schools are working on Pla(i)n VET.

We come from Austria, Sweden, Cyprus, Spain and Germany.



What Do We Want?

Pla(i)n VET wants to help people with difficulties after they finished school.

The time between school and work is important for you.

We want to support you during this time.

We want to help you find the right vocational education.

In the guide we use plain language.

Everybody understands plain language. Understanding is important.

If you understand, you make your own choices.

Why should you use the guide?

We want to help you find the right vocational education.

We made this guide to help you.

You will learn more about what you like and what you are good at.

You will feel confident for your future.

You will find the right job for yourself.

If you want to learn more about this guide, continue to read.

How to use the guide?

The guide is a digital tool. You can read the guide online.

You can save the guide on your computer.

You can print the guide.

You can read it alone or ask for help.

You will improve your digital skills.

Digital skills mean that you can use a computer or phone.

Digital skills mean that you can use the internet for learning and working.

Why should you use the guide?

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What are your strengths?

What is a strength?

A strength is, when you can do something good.

A strength is, when you enjoy doing something.

A strength can also be in your character, for example the way you are.

It is important to know your strengths.

It helps you in your daily life to know your strengths.

It helps you find the job you are good at.

You have a strength already

or you can learn a strength.

You can learn a strength when working on it.

Do you know your strengths?

Think about what you are good at.

Think about what you enjoy doing.

Those are your **strengths**.

For example:

If you are good at drawing pictures,
your strength is drawing.

If you are the best swimmer in your swim class,
your strength is swimming.



If you are the best swimmer in your swim class,
your strength is swimming.

These questions can help you:

- What are you good at?

You can write it down here:

- What tasks do you like to do?

You can write it down here:

- What hobbies do you have?

You can write it down here:

- Why do you like these hobbies?

You can write it down here:

Friends and family can help you to find your strengths.
They know you and they tell you what you are good at.

What tasks do you enjoy?

To find out what you enjoy doing,
think about your past work.

For example:

If you worked in a restaurant kitchen and liked it,
cooking could be your strength.

To find out what you enjoy doing,
think about your time at school.

For example:

If you liked art at school.

If you had good grades in art
creativity could be your strength.

To find out what you enjoy doing,
think about your free time.

Maybe you also did volunteer work.

Volunteer work means that you offer your help without getting paid.

For example:

If you helped in an animal shelter
and you are good with pets,
taking care of animals could be your strength.

To find out what you enjoy doing,
you can also think of your childhood.

Think of your **childhood memories**.

Memories are what we remember from our past.

Try to remember what tasks you liked to do.

Did your teachers and parents tell you
that you were good at some tasks?

When you are older,
you can still be good at that task.

These questions can help you to find the tasks you enjoy doing:

Which activities do you enjoy?

Write them here:

Which activities are difficult for you?

Write them here:

It is important to know your strengths.

It is important to know the activities you enjoy.

It helps you to find the right job.

Think about a job where you can do activities you enjoy.

For example:

If you like to work with wood,
you could be a carpenter.

If you like to bake,
you could be a baker or a chef.

What is a weakness?

Everybody has strengths.

Everybody has **weaknesses**.

Weaknesses are things you are not good at.

Weaknesses can be things you do not like doing.

Weaknesses are things you can practice
and get better at doing.

It is okay to have weaknesses.

It is okay to not be good at everything.

Everybody has weaknesses.

For example:

If you always burn your food
your weakness can be cooking.

If you cannot keep your apartment clean,
your weakness can be cleaning.

What are your weaknesses?

Write them here:

You can find out about your strengths and weaknesses
when you **try new things**.

You can try sports, painting, cooking.

Do you enjoy trying new activities?

Ask yourself the following questions:

- What did you like about trying new activities?

Write your thoughts here:

- What did you not like about trying new activities?

Write your thoughts here:

- Was it easy to try new activities?

Write your thoughts here:

- Was it difficult to try new activities?

Write your thoughts here:

- Would you like to continue to try new activities and get better?

Write your thoughts here:

What is your goal?

A goal is an aim you have.

A goal can be something you wish to become real.

A goal can be something you wish for the future.

You can have many goals.

You can set goals for yourself.

Make a list of your wishes.

What are your wishes?

Write them down here:

Keep the wishes which are important for your future job.

For example:

Your wish is to run a marathon.

A marathon is a great wish

but it might not be important for your job search.

It is good to know your wishes.

When you know your wishes
you can turn your wish into a goal.

Goals help you understand what you need to do.

You can work to fulfill your goal.

For example:

If your goal is to become a chef,
you can start learning new recipes.

You can go to cooking classes.

If you do not like cooking,
being a chef is not the right job for you.

You need to set clear goals.

You need to set small goals.

Small goals are more realistic.

Small goals help you to reach your big goal.

For example:

If your goal is to be a gardener,
your smaller goals can be the following:

- You apply for VET in a gardening school.
- You learn how to garden.
- You finish your VET.
- You apply for a job as a gardener.

What is your goal?

Write here:

What can be smaller goals,
that will help you to reach your goal?

Write them here:

To reach a goal can take a long time.

To reach a goal can be difficult.

Here are some tips that can help you reach your goal:

You need to be patient.

You can learn from your mistakes.

Be proud of yourself.

Now you know how to find your strengths.

Now you know how to find your weaknesses.

You also know how to set your goals.

Knowing yourself well helps you
to find the right job for you.

Vocational Education and Training System

What is Vocational Education and Training?

Vocational Education and Training means education and training for jobs.

The short form for Vocational Education and Training it is VET.

Schools offer VET.

You will learn in schools, in work places, or in both.

VET is different from country to country.

In VET you develop practical skills that are important for jobs.

Skills are things that you learned or will learn.

For example: In school you learn how to write.

Writing is a skill that you can learn.

VET also teaches skills, such as:

- How to learn
- How to work in teams
- How to communicate

VET is different from country to country.

VET has different levels.

A level means how difficult something is.



VET in my country

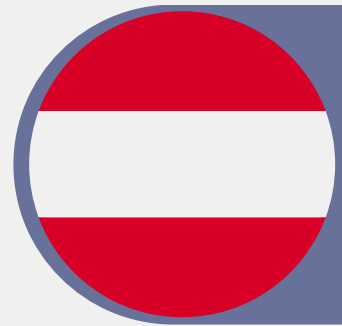
Austria

VET takes place in technical schools and companies.

You can start VET when you are 15 years old or older.

You can finish your VET in 1 to 4 years depending on the job.

VET helps you find a job in offices, hotels, factories, shops, and farming.



Spain

VET takes place in technical schools and companies.

You can start VET when you are 15 years old or older.

You can finish your VET in 1 to 2 years depending on the job.

VET helps you find a job in gardening, farming, construction work, and in shops.



VET in my country

Germany

VET takes place in technical schools and companies.
You can start VET when you are 15 years old or older.
You can finish your VET in 2 to 3 years depending on the job.
VET helps you find a job in hotels, hospitals, shops, farming,
and transportation.



Cyprus

VET takes place in technical schools.
You can start VET when you are 14 years old or older.
You can finish your VET in 1 to 4 years depending on the job.
VET helps you find a job in hotels, hospitals, banking, and shipping.



VET in my country

Sweden

VET takes place in technical schools and in companies.

You can start VET when you are 16 years old or older.

You can finish your VET in 3 years depending on the job.

You can choose the subjects you like in technical schools.

VET helps you find a job in nursing homes, hotels, shops, farming, and gardening.



Chapter 3

The job application

Searching for a job can be difficult.

Before you start a job, you need to apply for a job.

You apply with a job application.

In a job application, you give information about you.

You say why you want to do the job.

A good preparation helps you when you search for a job.

This guide shows you how to prepare.

It gives you information on job applications.



How do you find a job?

You can ask for help when searching for a job.

For example, you can contact job centres.

Job centres are places that help you find the right job.

You can find job centres on the internet.

You can search for job centres in your town.



Career counsellors work in job centres.

Career counsellors can help you to find an education or job.

Career counsellors have lists of jobs, they have information on

- The tasks you do on the job
- The education you need for the job
- The money you get for the job



What job is right for you?

You found an interesting job.

In the job offer you see the tasks of the job. You like these tasks.

In the job offer you see the skills to do the job.

Do you have these skills?

You learned about your skills in chapter 2 of this guide.

Write down your skills.

Compare your skills with the skills to do the job.

Career counsellors can help when you are not sure if your skills match.

When you have the skills, you can apply for the job.



What is a job application?

In a job application, you give information about you. You say why you want to do the job.

A job application consists of different documents.

For example, one document is a CV.

To apply for a job, you write a CV.

CV is the short form for Curriculum Vitae.

The CV is:

- a presentation of who you are and what you like

For example, you are friendly, and you love nature.

- a presentation of your education

For example, you went to a school.

- a presentation of your work experience.

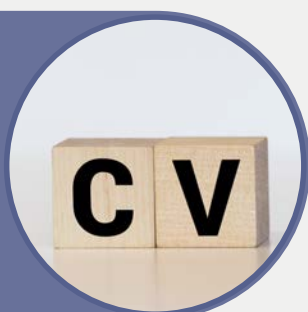
For example, you had a job or a training.

- a presentation of your strengths

For example, you work with a computer, or you talk to people.

The CV is a short presentation of yourself.

You can write 1 or 2 pages.



The CV should fit the job you apply for.

For example, when you apply for a job in a bakery,
you should write that you like baking.

If you apply for a job in a shop, you should like to talk to people.

If you like to talk to people and want to work in a shop, you should write
that in your CV.

if you want to apply for a job in farming, you should write down your
training or experience in farming.

A job application consists of different documents.

For example, one document is a **letter of motivation**.

To apply for a job, you write a letter of motivation.

In the letter of motivation, you explain why you want to apply for the job.

For example, you apply because you wish to become a zookeeper.

The letter of motivation explains why you are the best candidate for the job.

For example, you like taking care of animals.

You can write 1 page.

The employer can ask for more documents.

The employer will inform you which documents they need.

These documents can be for example **certificates**.

Certificates prove that you did a course or education.

These documents can be for example reference letters.

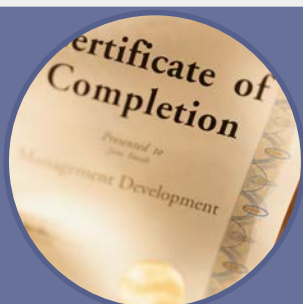
Reference letters show that you are great for the job.

How do you write a job application?

When you find a job that you like, you write your application.

The job application includes:

- Your CV
- Your letter of motivation
- Your certificates from your school or other education
- Your certificates from your jobs or internships



You can also make a **video application**.

In a video application you present yourself.

It shows your creativity and what you like doing.

Ask the employer before you make and send a video application.

Some employers accept only written applications.

In the application you should explain:

- Who you are
- What you like doing
- What you are good at
- Why you want to apply for the job

You send your application to the company,

you can send it via email or via post.

Then you need to wait to hear from the employer.

The employer will send you an email or letter.

The employer might invite you to an interview.



How do you prepare for an interview?

In the interview, the employer wants to get to know you.

The employer tries to find out if you are the right person for the job.

Job interviews can be stressful.

It is okay to be nervous before the interview.

You can prepare for the interview to be calmer.

The following steps can help you to prepare for the interview:

- Search for the address of the company.

You check how to get to the company.

You can walk, go by bike, go by car, or take the bus.

You can try how long you need for the way already some days before the interview.

- Check on the internet for the website of the company.

You read the information about the company.

You write down questions if you have any questions.

- Prepare a short introduction of yourself.

In an interview, you introduce yourself.

You can prepare a short introduction.

You can say your name, your age, where you live, why you want the job.



If you practise the introduction, you will be less nervous.

- Write a list of why you are a good candidate for the job.

The employer asks why you are a good candidate for the job.

You can prepare your answer to this question.

You think about what you are good at and what you enjoy doing.

- Write a list of your strengths and weaknesses.

The employer asks about your strengths and weaknesses.

You can prepare your answer by writing down strengths and weaknesses before the interview.

You feel safer when you prepare your answers.

You can practise your answers at home.

Read your answers out loud alone

or practise with friends or family members.



What do you bring to the interview?

You bring your certificates from school.

You bring your references from your jobs.

You bring your CV.

You bring your letter of motivation.

You bring a pen and paper to take notes.

What do you do after the interview?

You thank the employer for the time.

You ask when they will decide on your application.

You ask how they will inform you about their decision.

Then you wait to hear from the employer.

We wish you good luck!