
*Bertelsmann Stiftung,
SCHULEWIRTSCHAFT Deutschland,
MTO Psychologische Forschung und Beratung GmbH (Hrsg.)*

Leitfaden Berufsorientierung

Praxishandbuch zur qualitätszentrierten Berufs- und
Studienorientierung an Schulen

Autoren:

Karsten Hammer

MTO Psychologische Forschung und Beratung GmbH

Dr. Jürgen Ripper

MTO Psychologische Forschung und Beratung GmbH

Thomas Schenk

Landesarbeitsgemeinschaft SCHULEWIRTSCHAFT Baden-Württemberg

| **Verlag BertelsmannStiftung**

Abstract

The Vocational Orientation Handbook is a practical guide for innovative schools aiming to create a conceptual framework for vocational orientation that is tailored to specific needs and subject to quality management. The strategies presented in the Handbook can be applied across school types and are designed to facilitate the systematic integration of vocational activities into schoolwork. The Handbook offers educational professionals a complete guide to vocational orientation and related activities. In addition to providing a broad range of background information, it offers a diverse set of teaching materials that substantially reduce the workload of educators. From parent-student »open house« nights to company tours to job application trainings, the Handbook addresses a broad spectrum of ideas and practices.

Vocational orientation in schools introduces children and young adults to the world of employment, a world that is, for them, terra incognita. Given the limited tangibility of this world in its complexity and diversity, good vocational orientation must, at the very least, equip young people with an understanding of the basic expectations they are bound to encounter through the course of their education and career paths. At the same time, good vocational orientation must facilitate their capacity to develop a realistic view of their own abilities and individual talents. Schools can deliver on these points only when vocational orientation activities are integrated into their overall educational framework and are subject to continual updates and qualitative development. Reliable coordination teams and an established framework for quality management are key pillars in achieving long-term success in these areas.

The Vocational Orientation Handbook simplifies teachers' work in several ways. It is designed not to change or radically alter existing activities for vocational orientation, but to make sensible use of them in rethinking their systematization. Schools then assign their measures to four different dimensions: classroom activities, extracurricular activities, cooperation between schools and industry, and cooperation between schools and other partners. Each school then has a status profile that can be used in monitoring individual progress and identifying areas in need of improvement.

During its development, the Handbook was tested, evaluated and improved upon in various types of schools in the German federal states of Baden-Württemberg and North Rhine-Westphalia. The Handbook is therefore field-tested and tailored to the needs of schools. It offers users creative latitude in developing vocational orientation activities that are in line with each schools' own visionary framework. Working with the Handbook does not require specific background knowledge or expertise. The Handbook includes a website with a variety of materials such as checklists and worksheets designed to support teachers both conceptually and in the classroom. All documents are provided in Microsoft Word-format so that they can be easily adapted for individual use. The spectrum of activities addressed range from conducting an initial status analysis to preparing individualized counseling interviews to developing long-term quality standards. The Handbook is a practical tool for schools aiming to help students answer three key questions as they prepare for a career or vocation: Who am I? What can I do? Where do I want to go?