**Guide and recommendations for trainers, consultants, training organisers**

prepared in the framework of the Erasmus+ project titled ’VET to JOB – Promoting Employment through VET’

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**Introduction**

## *Aim of the guide:*

Based on the project experiences creating a guideline on what methods and best practices have to be applied by experts and professionals in order to prevent school-leavers leaving formal education and job-seekers having any skills and/or a qualification not demanded by the labour-market from becoming long-term unemployed.

1. **Guide and recommendations for counsellors**

* Study well the socio economic environment of your area before giving any advices. The justified career decisions of adults and young people facing career choice can be promoted by individualised counselling but also with career exhibitions.
* Counsellors can participate in programs promoting employment for young people but also supervise them during employment period.
* Learning new languages and ICT tools can be a strong tool for employment nowadays.
* Non- formal methods in teaching young people can be a benefit in training with important advantages than formal typical training methods.
* Listen well before giving the advice. Every person has special needs and characteristics.

1. **Guide and recommendations for all school-based and non-school based VET organisations and their training organisers, as well as for professionals of employment institutions dealing with the organisation of supported adult education to be implemented with the participation of job-seekers**

* Work experience acquisition type support can help prevent graduates from becoming unemployed. This is a system that is operating perfectly in Cyprus where a lot of University graduates found a job, after 6 months testing in work environment.
* The training and work experience acquisition of students finishing their higher education or left out of higher education contributes to their future employment.
* Socio economic enterprises, Red Cross models and generally organizations putting in the centre people in a need for a job, can offer a lot against unemployment. It is true that a number of people in our societies do not have the capabilities for difficult and demanding jobs but, at the same time, it doesn’t mean that those people cannot work and produce in certain types of works like salesmen, waiters, cleaners etc. We saw that model/ approach operating in practice in Finland and in Austria.
* Foreign language and IT knowledge, is necessary to employ adult and young people. Work-based apprenticeship programmes facilitate the introduction of young people into the world of work, supporting them with unique experiences to face hard working life.
* Local public offices, events, career guidance are very important strategic tools for helping young people to decide for their own future. Of course, hard work is necessary to achieve any goals; nothing is given as a gift.

1. **Guide and recommendations for trainers and other professionals involved in VET and in reducing the drop-out rate**

* The drop-out of students stopping their studies between (ages of 14-18) can be prevented by introducing them in the apprenticeship system, and at the same time their employment can be facilitated. (Apprenticeship system by the Cyprus Government).
* Individual counselling but also focusing on young people special needs and characteristics can solve a lot of problems against drop-out.
* High unemployment rate is connected with drop-outs. That is because; people in suffering due to unemployment, do not pay any attention and do not help young people to finish in success their studies. They abandon them alone to stand on their own feed, but sometimes this not the ideal approach.