**Guidelines for the Guide**

implemented within the Strategic Partnership (referent number:

2014-1-HU01-KA202-002269)entitled **‘Promoting Employment through VET’**

of the Public Employment Service Vienna (AMS Wien)

**Introduction:** based on the experiences made within the project the following guide shall provide recommendations and suggestions for counselors and other professionals how to prevent the long-term unemployment of persons who are unskilled and (early) school leavers through vocational educational training (VET).

* **Guides and Recommendations for counselors**
* it is essential to get in contact with the persons as early as possible
* it is important to treat the persons as equals
* it is necessary to gain the persons confidence
* career guidance is one of the main pillars of success, conselors should invest enough time and effort in this part of the solution
* conselors shall know their clients well, that’s the only way to find a tailor made solution for every person an avoid the possibility of drop-outs during the vocational educational training (VET)
* conselors shall invest much time in promoting vocational educational training (VET) and tell the persons the huge advantages of VET when it comes to the question of finding a job on the labour market
* **Guide and recommendations for all institutions offering formal and non-formal VET. Their training organisers, and for experts and professionals working at employment services organising subsided adult education launched with the participation of job-seekers**
  + institutions shall be well informed about the needs of the labour market to be able to supply vocational educational training (VET) in fields of need which predict a huge employment rate of graduates of the specific vocational educational trainings (VET).
  + institutions shall always be up to date of what are the needs of the companies which are going to hire the graduates afterwards and consider that when writing the curriculums of the vocational educational trainings (VET)
  + institutions shall get in contact with companies
  + institutions shall plan vocational educational trainings (VET) for the participants as claiming as possible and consider the needs of the often young persons as much as needed
  + ongoing counselling and guidance is needful to prevent a huge number
  + having role-models working as trainers is a huge advantage
  + of drop-outs during the vocational educational trainings (VET)
  + participants shall have the oportunity to get in contact with companies during the vocational educational trainings (VET) by doing internships and trainings within the companies.
* **Guide and recommendations for teachers and other professionals working in VET and interested in reducing the number of drop-outs.**
  + institutions shall plan vocational educational trainings (VET) for the participants as claiming as possible and consider the needs of the often young persons as much as needed
  + ongoing counselling and guidance is needful to prevent a huge number
  + having role-models working as trainers is a huge advantage