

CAREERS GUIDANCE AT THE EUROPEAN SCHOOL OF LJUBLJANA

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General Provisions

The diverse and mobile nature of the student population and the complexity of subject choices make careers guidance an essential element of the transition process for students as they progress through their education at the European School of Ljubljana. Broadly careers guidance falls into the following activities:

- Organise the delivery of careers guidance programmes.
- Provide careers-related advice to individual pupils, groups, and classes in all years, especially S2 and S3.
- Provide careers-related advice and information for parents.
- Collate, filter, and pass on information from institutions and employers to pupils and parents.
- Raise awareness of the European Schools and European Baccalaureate amongst relevant institutions and employers.
- Provide advice and assistance where needed to individual students on their post-secondary choices especially concerning university applications.
- Organise and update careers information and resources.

These are provided through all cycles however focus is on the following areas:

S2 and S3 Careers Guidance

In S2 and S3 the focus of careers guidance is primarily around an introduction to the world of work, in particular:

- The nature of work and how it has changed in the lifetime of the student's parents and grandparents.
- Skills to predict how the world of work might change during the student's own career.
- Self-awareness of the student's learning preferences and personalities enabling the beginning of an understanding of "what jobs might be good for me?".
- Awareness of how the subject choices made during transition phases at school (S3-S4, S5-S6 in particular) impact these career options.

This is primarily achieved through collapsed days with the S2/S3 population with presentations and student-led activities on the above

topics.

S4 and S5 Careers Guidance

The focus in the S4/S5 cycle shifts towards a vision of practical post-secondary options for students. This is achieved through the following activities:

- Continued student-led discussions on the world of work and building students' competencies in self-awareness and possible career options.
- Introduction to universities, the types of courses available, the basic application process, and how these courses impact career options.
- Visits to universities as part of the S4/S5 international trip.
- Coordination of visits from universities to schools where possible.
- Introduction to the university admission process, timing, documents required etc.
- Active advice to S5 students on their subject choices for S6 and the impact of these decisions on the European Baccalaureate and their university options.

S6 and S7 Careers Guidance

Focus for the S6/S7 cycle shifts to active support for students for their post-secondary options. This is achieved through:

- Group and individual discussions with students regarding university options, with particular focus on key dates, documents, fees, and other process issues (S6/S7)
- Implementation of the work experience program for S6 students:
 - Program is voluntary.
 - Timing is in the main summer holidays, but also possible in Winter break or other school breaks by agreement.
 - Students find their own placement with support from careers guidance utilizing the school community wherever possible.
 - Students prepare a report on their experience to present to the group at the commencement of the following term.
- Assisting students (S6 and S7) in identifying personalized university options where needed.

- Liaising with parents on university options.
- Assisting students with preparation for interviews and CV development.
- Liaising with universities as the focal point for applicants from ESLj
- Assistance in the development of small and large portfolios for students (S7) to assist with their university application process.

University Admissions

The process of applying to universities is the sole responsibility of the student and their parents/legal guardians. While the school may provide guidance and support, it is not responsible for completing applications or for the accuracy and content of any submitted materials.

The European Baccalaureate enables pupils to gain access to higher education in the EU member states and beyond. Pupils who go on to higher education need individual advice and documentation for their applications.

Higher education applications – often to more than one country and institution – are frequently complex and time-consuming. They require one-to-one interaction with pupils and their parents, involving extensive support.

University Admission support consists of the following activities:

- Organise and supervise the application processes, giving advice on courses and higher education institutions, deadlines, tests, submission of applications, and liaising with national careers advisers.
- Provide pupils with guidance and information about entry-level requirements for these institutions, including tests, interviews, and specific work experience.
- Deal – often directly – with institutions, providing any necessary interpretation of the European Baccalaureate for higher education entry.
- Where references are required, oversee the process of:
 - collecting information about pupils through coordination with colleagues,
 - writing, editing, and approving references.

According to the April 2011 decision of the Board of Governors, European Baccalaureate candidates who must produce a higher education

application dossier can be charged a fee to cover the cost of preparing such documents. The fee collected is used to cover the costs of preparing such dossiers where necessary.