2.1 Preventive early career education  
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**Topic 1: Main fears and challenges experienced by young people in their country**

With regard to the issue of fears when entering the labor market, we can resort to the feedback from the personal counselling at the Career Center. A major challenge is that young people often do not know where to apply. The search for suitable companies or suitable jobs is a hurdle when entering the job market. Many young people are concerned that they will miss another great job offer if they accept a job. There is often great uncertainty here.

**Topic 2: Organization of the school and university system**

**School system**

All children who stay in Austria are required to attend school. Compulsory schooling starts on the first of September following the child's sixth birthday, and lasts nine school years. It ends in the last (ninth) school year on the day before the beginning of the summer holidays.

**School Types in Austria**

* Primary school (Volksschule) (1st to 4th grade)
* New secondary school (Lower secondary school) (Neue Mittelschule) (5th to 8th grade)
* Special needs school (Sonderschule) (1st to 4th grade, 5th to 8th grade)
* Pre-vocational year (Polytechnische Schule) (9th grade)
* Secondary academic school (Allgemeinbildende höhere Schule) (5th to 12th grade)
* Vocational school (Berufsschule) (10th to 13th grade)
* Secondary technical and vocational school (Berufsbildende mittlere Schule) (9th to 12th grade)
* Secondary technical and vocational high school or college (Berufsbildende höhere Schule) (9th to 13th grade)
* Academy for social work (Bundesakademie für Sozialarbeit) (3 years)
* Institutes for teacher and educator training (Anstalten der Lehrer- und der Erzieherbildung) (various)

**Higher education system**

After at least 12 years of academic education or vocational education you are allowed to enter higher education (secondary school leaving certificate or higher education entrance examination). Alternative possibility: The secondary school leaving certificate can be substituted by participating in a limited subject-related University Entrance Qualification Examination course. Having passed this examination, students qualify for a specific program (in some cases for a few closely related program). It is not equivalent to a secondary school leaving certificate.

four sectors:

* public universities (22)

268.586 degree program students (143.650 women) (ws 2018)

38.519 newly-enrolled degree program students (21.661 women) (ay 2018/19)

36.655 degree program graduates (19.548 women) (ay 2017/18)

* universities of applied sciences (21)

53.401 degree program students (26.616 women) (ws 2018)

21.424 newly-enrolled degree program students (10.772 women) (AY 2018/19)

14.380 degree program graduates (19.548 women) (ay 2017/18)

* private universities (16)

13.656 degree program students (8.265 women) (ws 2018)

3.986 newly-enrolled degree program students (2.448 women) (ws 2018)

2.247 degree program graduates (1.452 women) (ay 2017/18)

* university college of teacher education (14)

14.595 degree program students (10.734 women) (ws 2018)

4.411 newly-enrolled degree program students (3.286 women) (ws 2018)

2.268 degree program graduates (1.580 women) (ay 2017/18)

source: <https://www.bmbwf.gv.at/en/Topics.html>

**Topic 3 : Overview of Career Guidance**

Next to our workshops and events we offer a range of guidance-topics:

* Job application
* Interview-training/simulation
* Analysis of strengths and weaknesses / potential
* Analysis of the occupational field
* Analysis of employer`s reference and letter of reference
* Individual career questions (job search strategy, preparation assessment center,…)

In form as an individual career guidance (face to face), individual questions via E-mail or telephone or as a speed counselling (without [appointment](https://dict.leo.org/englisch-deutsch/appointment)).  
Our target groups are students and young-[graduate](https://dict.leo.org/englisch-deutsch/graduate)s of our university. For those people our service are for free. For sure, all people can use the Career Center, but the externs have to pay [service](https://dict.leo.org/englisch-deutsch/service) [charge](https://dict.leo.org/englisch-deutsch/charge).

More [facts](https://dict.leo.org/englisch-deutsch/facts) [and](https://dict.leo.org/englisch-deutsch/and) [figures](https://dict.leo.org/englisch-deutsch/figures) you can see in the presentation (ppt).

**Topic 4 : Career guidance and inclusion**

Employment: people who are disabled to an extent of at least 50% are considered as a special group (“favored/registered disabled person”; not if you are school pupil or student), who gets special funds and support and are subject to specific protection against dismissal (also young people in vocational training); companies of a specific size/amount of employees are obligated to employ people who are disabled and get financial support for disabled people vice versa (if the companies don’t they have to pay a compensation); job coaching, work assistance, assistance during vocational training; also people who are not considered as “favored/registered disabled persons” are supported for the purposes of the Anti-Discrimination Law 🡪 vulnerable persons (special needs concerning education, vocational training, employment)

(Higher) education: students do not benefit from the status “favored/registered disabled person” but they can still obtain financial support and the universities have to have a representative for people with disabilities or chronic illness (Network [Uniability](https://www.uniability.org/en/)); University of Graz has a [Disability Resource Center](https://integriert-studieren.uni-graz.at/) which offers support; there is also [ABAk](http://www.abak.at/job_coaching.html" \l "Inhalt) which offers work assistance for graduates with disabilities and/or chronic illness

In Austria children with disabilities have the right to attend public schools. Beside that there still are special schools and parents make the decision, which school their children attend. In inclusive classes in public schools they work with a team of two teachers, one specialized on children with disabilities and you can apply for further assistance by assistants or therapists if the disability of a child requires it.

The Austrian law concerning higher education promotes students with disabilities generally by regulations for accessibility of buildings and information and regulations about modification of exams. Students without a school degree allowing to attend higher education have the possibility to apply for one specific course of study. Therefor they have to do Exams about topics in this course and they have to do courses und exams for the full secondary school degree in German, English and Math (= University Entrance Qualification Examination). Students with disability can also get modifications for these exams and accessible study material. Modification of exams in general does not change the content of the exam, but the form, like extended time, writing with a computer etc.

Facts and figures:

* Schools

In the schoolyear 2018/19 29.127 pupils (5%) had special educational needs (overall number of pupils in Austria: 578.417), thereof 18.368 visited an integration class in a public school, 10.759 visited a special school <http://www.statistik.at/web_de/statistiken/menschen_und_gesellschaft/bildung/schulen/schulbesuch/029658.html>

* Employment  
  In 2016 3.166 (annual average) young people with limited employability due to health impairment were registered as unemployed by the Public Employment Service Austria (AMS), over 10.000 young people with limited employability due to health impairment were supported financially by the Public Employment Service <https://broschuerenservice.sozialministerium.at/Home/Download?publicationId=428>
* Situation of students with disabilities and chronic illness in higher education in Austria  
  There are no exact numbers for the University of Graz, in Austria 12% (~36.760 persons) have a health impairment which presents an obstacle in their studies; 65% of students with health impairments describe their impairment as invisible to others. 5% of the students have a disability pass. In 2018 97 students contacted the Disability Resource Center of the University of Graz.

Challenges are unforeseeable interruptions due to flare-ups of the illness or longer periods of (pain)therapy. Further difficulties often arise with regard to the time and formal requirements of the course of study, such as the mode of examination, the organization of the course (e.g. compulsory attendance, registration procedure, examination density) as well as the time requirements in examination situations and the deadlines. In most cases affected persons don’t make use of any support offered by the university or other persons. Sometimes they seek help from their fellow students or their teachers. The most frequent reason for not visiting the responsible person/department at the university in case of impairment-related difficulties is the doubt that a consultation would have changed something about the own situation. Others don’t want any special support or treatment just because of their impairment or want to keep their impairment for oneself. In open questions on support in the event of impairment-related difficulties, the students concerned expressed an increasing desire to break the taboo on the subject of "health impairment", to have more visibility and open communication. They also criticized the inflexible organization/structure of studies and the lack of information on contact persons and advisory services at the universities.

25% of students with disabilities assess their future opportunities on the labour market after graduation as (very) poor, 28% as average and 47% as (very) good. They differ significantly from students without disabilities, 60% of which state that they believe they have (very) good chances on the labor market.

<http://www.sozialerhebung.at/images/Berichte/Studierenden-Sozialerhebung_2015_Zentrale_Ergebnisse_Kurzfassung_engl.pdf>

**Topic 5: Accreditation frameworks for professionals delivering career guidance (also ad Topic 3: Overview of career guidance)**

**Schools**

Educational and career guidance in schools is mandatory and regulated by law. It depends on the size of the school how many educational advisors are required. Educational and career guidance in schools is low-threshold and provides individual information on educational and professional pathways as well as general orientation in the educational landscape of Austria. The career guidance officers are teachers, who do this in addition to their teaching activity. They have to complete a specific and standardized training course (12 ECTS) provided by any university college of teacher education. Constant trainings (once a year) are mandatory.

In general, there is no training to be able to work as a self-employed career counsellor. Most of them come from the fields of education or psychology. In Austria, however, numerous further training courses are offered, such as trainers in adult education. In addition, it is worthwhile to take part in further training courses to develop one's personality.

**Topic 6: Good career education practices**

**4students – Study Info Service**

* Programs for school pupils and schools: campus tours, school visits, educational fairs   
  <https://www.uni-graz.at/en/studying-at-the-university-of-graz/for-prospective-students/programmes-for-school-pupils-and-schools/>
* Open Day: On the Open Day, the University of Graz lecture hall and laboratory open their doors to you, allowing you to get to know the research campus and the wide range of studies at close quarters and try your hand at research and academic work. Numerous talks give you an insight into the courses and the fields of research, you will visit institutes and be able to ask all questions about studying at the University of Graz. The Open Day is run in partnership with Graz University of Technology and the University of Music and Performing Arts Graz.
* University taster sessions: two days in August with sample lectures and real insights into course content, workshops and information talks with students and graduates and ideas of future career paths
* Peer Mentoring: for first generation students and/or with migration background, guidance and mentoring provided from students for prospective students and first year students, individual taster sessions for prospective students and workshops on organizing university life
* Unigate: Unigates are online self-assessments which help you choose your course of study and give you some initial insights into your chosen program. You can use the information tool to try out more than 30 Bachelor’s programs and diploma programs at the University of Graz and explore the core research areas and subjects covered. Through interviews with students, learn more about student life and the daily routines on the research campus and complete your first sample assignments. Graduates talk about their careers and show you the career prospects open to you.

<https://www.uni-graz.at/en/studying-at-the-university-of-graz/for-prospective-students/getting-to-know-the-university/>

**others**

* Kinderuni Graz: children’s university with join-in laboratories and experiment shows, workshops in laboratories, lecture halls and seminar rooms; lectures and the Summer Children’s University (SommerKinderUni) during the holidays with workshops, excursions and guided tours in innovative companies; science-to-public events like the Night of Scientific Research; Kinderuni is run in cooperation with all eight universities, universities of applied sciences and teacher training colleges in Graz

<https://www.kinderunigraz.at/>

* Offenes Labor: Open Lab offers join-in laboratory courses for Kindergarten and school classes (from 3 to 18 years)  
  <https://mitmachlabore.uni-graz.at/de/offenes-labor/kindergarten-schulkurse/>
* DiNaMa: Center for didactics in natural science and maths, workshops for secondary schools
* Personalressort: summer jobs for young people (from 15 years) in the administrative as well as in the scientific/academic sector (archaeology, molecular biology, pharmaceutical science (Susanne Hausleitner) <https://jobs.uni-graz.at/de/Ferialjobs>

**Career Center:**

Each year we offer approx. 40 **events** with about 2000 participants. The common topics are:

* Job application (German and international)  
  Job interview tips
* Assessment centre basics
* Assessment centre training
* Business Tour
* Career Academy
* Salary negotiation
* CV Check
* Body Language
* self orientation
* **Mentoring program:** It is focused on topics related to the start of a career. Students of Graz University can apply for a mentoring tandem place throughout the year. Success factor of the program are graduates of Graz University who pass on their knowledge as mentors to their younger colleagues. The aims of the program are, among other things, to give students realistic insights into the professional sectors that interest them, to expand their personal network and to support them in their career orientation. The program is run in cooperation with the alumni association of the University of Graz.
* **Speed Dating:** At this event the participants meet experts from different professional fields who are graduates University of Graz. The participants can ask them questions in direct conversation about starting a career. Gain an insight into the diverse fields of activity of graduates of a certain field of study in a short time.
* **Career fair**: The job and career fair EXCELLENCE is THE annual major event with regard to the career prospects for academics at the University of Graz. For companies, institutions and organisations, the fair offers once a year in November the ideal platform to get in touch with potential employees. A fair, especially in the exclusive setting of University, has an enormous publicity effect. At this event, exhibitors have the opportunity to present themselves from their best side. The level of awareness increases and with it the prospect of anchoring the company and its services in the minds of students and graduates. Ideally, it is possible to attract a lot of new employees, interns and graduates. Visitors get to know attractive companies, facilities and institutions directly at the exhibition stand or learn more about starting and advancing their careers in the lectures and a varied stage program.
* **Jobportal:** We have our own job portal. It has no connection with other media. Therefore, companies that are looking for students or graduate students of the University of Graz advertise here. This is a perfect addition when young people of the University are looking for a job. <https://careercenter.uni-graz.at/de/jobportal/>