

<b>Title of Best Practice</b>	<b>Project „Ready4job“</b>
<b>Target group</b>	based on the experience with: <input type="checkbox"/> Newcomer, <input type="checkbox"/> not relevant (for all) <input checked="" type="checkbox"/> diverse group
<b>Outcome/added value for target group</b>	Social skills: <ul style="list-style-type: none"> <li>• This training is a final training for the application and for the apprentice.</li> <li>• This training helps to improve the appearance and the behaviour also the self-assessment</li> <li>• This is a training for better communication and behaviour</li> </ul> Special contents: <ul style="list-style-type: none"> <li>• the right appearance at the job interview,</li> <li>• correct manners are decisive criteria for all life situations and therefore also essential for the professional world,</li> <li>• the outfit and the associated body presence are essential factors in job interviews</li> <li>• to overcome shyness of selection procedures in admission tests</li> <li>• Students experience realistically what great career opportunities an apprenticeship offers.</li> <li>• The rights and obligations of an apprentice</li> <li>• school meets world of work and economy.</li> </ul>
<b>Content in detail</b>	On two days, all students go through the eight stages of the project. <ol style="list-style-type: none"> <li>1. The interview (The STVG refines and deepens the correct appearance during the interview - these conversations are analyzed and improved by video analysis!)</li> <li>2. The first impression (A company shows professionally how the outfit and the associated body presence are an essential factor in job interviews.)</li> <li>3. Apprenticeship combined with certificate A-Level (BFI Leibnitz shows further possibilities for dual training. Optimal further training is an essential part of a successful professional career.)</li> <li>4. The entrance test (PTS Leibnitz in cooperation with the STVG and the AMS shows the pupils the possibilities of admission procedures. This training is intended to relieve the fear of such selection procedures.)</li> <li>5. Manners (correct manners are decisive criteria for all life situations and therefore also essential for the professional world.)</li> <li>6. Apprenticeships with careers (leading companies in Styria, "Magna Steyr", Graz Andritz AG and Sport Hervice show in a very realistic way which great career opportunities apprenticeships bring!)</li> <li>7. Rights and obligations (The Chamber of Labor and the ÖGB present their sphere of activity. Another focus, however, is the field "Rights and obligations of the apprentice".)</li> <li>8. AMS your partner in the professional world (The Leibnitz labor market service shows young people what opportunities there are in choosing a profession, choosing a company and continuing education!)</li> </ol>



## Play Equal (PE-19) Is all about creating equal opportunities and social inclusion

IO1: Learning social inclusion through (Best) practice- Studies / analysis – Best practice guidelines report



<b>Form of implementation and carried out by</b>	<input type="checkbox"/> Formal <input checked="" type="checkbox"/> non formal <input type="checkbox"/> combination <input type="checkbox"/> other – please explain ... Exchange of information with additional experts from the world of work and business. Real encounters with companies from the region. Participation in Take-Tech and four practical weeks is the "Ready4Job" project an important part of the professional orientation. All teachers are involved and all Pupils are part of the project
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<b>Key Success factors (KSF)</b>	<input checked="" type="checkbox"/> KSF 1 Involvement of the whole staff	<input checked="" type="checkbox"/> KSF 6 Relation to real world	<input type="checkbox"/> KSF 11 Cooperation with parents and involvement of social environment
	<input type="checkbox"/> KSF 2 Exchange of experiences with other schools	<input type="checkbox"/> KSF 7 Strengthen basic education	<input checked="" type="checkbox"/> KSF 12 Communication and Cooperation I
	<input type="checkbox"/> KSF 3 Stimulate mutual learning processes	<input type="checkbox"/> KSF 8 Democracy in school	<input checked="" type="checkbox"/> KSF 13 Communication and Cooperation II
	<input type="checkbox"/> KSF 4 Diversity within staff members	<input checked="" type="checkbox"/> KSF 9 Feedback culture	<input checked="" type="checkbox"/> KSF 14 Education is more than school - Focus on non-formal and informal education
	<input type="checkbox"/> KSF 5 Cross-subject themes out of the living environment	<input type="checkbox"/> KSF 10 Further education and training of staff	<input checked="" type="checkbox"/> KSF 15 Development of personal future perspectives in education, occupation and life

## Fact box



Key words: application for apprenticeship; appearance, attitudes; self assessment, self esteem; realistic expectations and perspectives
Organisational framework (School type...): Project „Ready4job“
Legal and financial framework: Prevocational Education beside the official curriculum, financed by province; approved by school authority
Theoretical basis (underline) and sources: extensive European, international, scientific experience of the external partner organisation <a href="http://www.stvg.com">www.stvg.com</a>
Further information / attachments: <a href="https://www.bbo-woche.at/kooperationspartner-innen/">https://www.bbo-woche.at/kooperationspartner-innen/</a>
Links: <a href="https://bfb.berufsorientierung.at/">https://bfb.berufsorientierung.at/</a> <a href="https://www.ams.at/">https://www.ams.at/</a> <a href="https://www.arbeiterkammer.at/beratung/arbeitsrecht/Lehre/index.html">https://www.arbeiterkammer.at/beratung/arbeitsrecht/Lehre/index.html</a>
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