An abstract graphic on the left side of the cover, featuring a complex network of thin grey lines connecting various colored nodes (yellow, purple, green, red, orange, black) on a light beige background. The graphic is partially obscured by a large blue curved shape that frames the text.

# **ORIENTATION & CAREER GUIDANCE HANDBOOK**

**EDITION 2024**

**SCHOLA EUROPAEA**  
**Orientation and Career Guidance**  
**Working Group**



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# PLEASE TAKE NOTE OF THE FOLLOWING POINTS:

This handbook is designed to help you discover the Orientation and Career Guidance program of European Schools. It does not in any way replace official documents relating to school and vocational guidance in the European Schools:-

- [2017-09-D-27-en](#)
- [2020-06-M-3-en](#)

This handbook is not part of the legal basis of the European Schools.



# Orientation and Career Guidance in the European Schools

Orientation and Career Guidance are essential elements in the organisation of the European Schools, given the complexity of the choices available and the fact that many pupils do not study in their country of origin.

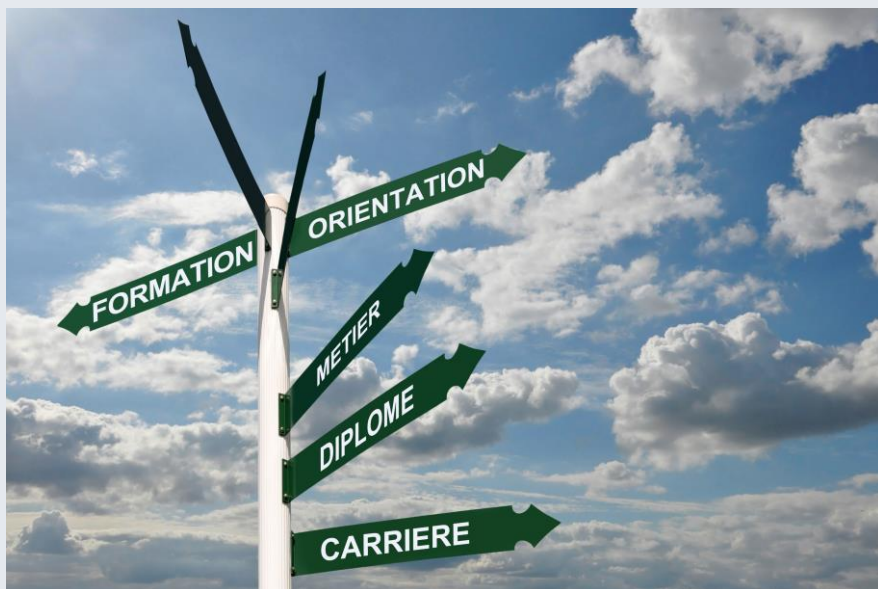
Pupils at the European Schools have access to considerable educational mobility. Pupils and their families need advice and support at every stage of their journey and need accurate and up-to-date information on graduate opportunities.

For this purpose, they will be accompanied by the Orientation teachers in their respective schools.



Below you will find general information on the Orientation and Career Guidance services in the European Schools. But since each of the schools has its own school population with its specific realities and needs, each of these schools have the authority to implement the syllabus for the best possible outcome.

# Why Orientation and Career Guidance?



**Its purpose is to enable pupils to:**

- ❖ discover the Orientation and Career Guidance programs of the European Schools
- ❖ receive Orientation and Career Guidance advice at all levels of education
- ❖ learn how to process the information collected
- ❖ learn how to use resources available in the different EU countries
- ❖ learn how to organize and update information and resources related to Orientation and Career Guidance
- ❖ possibly be able to establish contact with Orientation and Career Guidance officials in relevant national ministries

# What are the main purposes & stages of Orientation & Career Guidance in the European schools?



## Orientation & Career Guidance in S2 and S3

Ensure pupils can:

- ❖ think critically about their competences and aptitudes
- ❖ understand and organise information available in a given range of documents
- ❖ examine different categories of professions
- ❖ identify stereotypes related to subjects and careers and consider the principle of parity
- ❖ recognise and use the basic competences needed for future study
- ❖ make informed decisions

# What are the main purposes & stages of Orientation & Career Guidance in the European schools?

## Orientation & Career Guidance in S2 and S3

### And to develop:

- ❖ a basic perception of one's abilities, competences and interests
- ❖ knowledge of the content of subjects and options in the 1st & 2nd cycles
- ❖ an understanding of the possible consequences of their subject choices & options in the 2nd cycle for the 3rd cycle and higher education
- ❖ an understanding of the different categories of professions
- ❖ basic educational competences that are useful for their chosen path



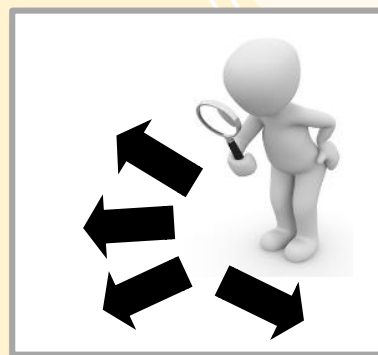
# What are the main purposes & stages of Orientation & Career Guidance in the European schools?

## Orientation & Career Guidance in S2 and S3

### Know and understand:

- ❖ the choice of subjects and options available in S4 and S5
- ❖ the consequences of the choice of subjects and options for the European Baccalaureate
- ❖ the consequences of the choice of subjects and options for higher education and the professional world of work

### In practical terms:



- ✓ The Orientation & Career Guidance teachers can plan up to 2 periods in S2 and 6 periods in S3.
- ✓ A meeting with parents will be organised in S3 to explain the choices of subject and options in S4 and S5, their importance and their consequences for the students' further education.
- ✓ The Orientation & Career Guidance teachers will be able to meet the students and their parents individually.



# What are the main purposes & stages of Orientation & Career Guidance in the European schools?

## Orientation & Career Guidance in S5

Ensure pupils know and understand:

- ❖ the choice of subjects & options available in S6 and S7
- ❖ the consequences of the choice of subjects & options for the European Baccalaureate
- ❖ the consequences of choice the of subjects & options for higher education and the professional world of work

Be able to reflect, make decisions and evaluate yourself

### In practical terms:

- ✓ The Orientation & Career Guidance teachers can plan up to 16 periods in S5 for this purpose.
- ✓ A meeting with parents will be organised in S5 to explain the subjects & choices of options in S6 and S7, their importance and their consequences for the students' further education and especially for their higher education choices.
- ✓ The Orientation & Career Guidance teachers will be able to meet the students and their parents individually.
- ✓ SWALS pupils from an EU country will be able to contact the school's Orientation & Career Guidance teachers, who will put them in contact with a guidance colleague from another school where their language section exists.

# What are the main purposes & stages of Orientation & Career Guidance in the European schools?

## Orientation & Career Guidance in S6 & S7

Ensure pupils:

- ❖ Discover the European Baccalaureate, its structure, and methods of evaluation, with reference to the Bac Handbook:

[https://www.eursc.eu/Documents/BAC\\_Handbook-en.pdf](https://www.eursc.eu/Documents/BAC_Handbook-en.pdf)

- ❖ develop study techniques (competences) for planning, time management and exam revisions/preparations
- ❖ receive information on higher education in Europe
- ❖ are able to search and process multiple information
- ❖ are aware of the concrete daily realities of the world of higher education/studies
- ❖ develop a personal reflection on the realities of the world of work through activities to raise awareness of future careers through activities such as professional experience programs
- ❖ learn how to prepare a curriculum vitae and cover letters
- ❖ prepare for interviews.

# What are the main purposes & stages of Orientation & Career Guidance in the European schools?

## Orientation & Career Guidance in S6 & S7

In practical terms:

- ✓ The Orientation & Career Guidance teachers can plan up to 8 periods in S6 & and 8 periods in S7 for Orientation & Career Guidance in the Bac Cycle.
- ✓ The Orientation & Career Guidance teachers could meet individually with the pupils and their parents.
- ✓ Orientation & Career Guidance teachers will be able to meet individually with students and their parents. SWALS students from a European Union country will be able to contact their school's Orientation & Career Guidance teacher, who will put them in contact with a guidance colleague from another school where their language section exists.





# Enrollment into Higher Education (post-Bac)

## Ensure pupils:

- ✓ receive information for registration applications and admission requirements
- ✓ receive individual advice about the information collected
- ✓ are assisted in the preparation of the necessary files in certain EU Member States (according to the rules in force: Memorandum 2017-09-D-27-en-7)
- ✓ receive advice on the implementation of registration processes



# Useful Websites for Higher Education in Europe



There are numerous information sites on higher education.

Some are official websites of ministries, universities, and schools.

Others are established by different private actors: press organizations, student organizations, etc. In these cases, it is always necessary to pay close attention to their reliability.

You can find information about studying in Europe on:

**<https://education.ec.europa.eu/study-in-europe>**

The website provides information on universities and thousands of English-taught study programs.

You can also find information on tuition fees, financial assistance, location, cost of living, and language of instruction.

The website also provides information on application deadlines, study cycles, ECTS system (European Credit Transfer system in Higher Education).

## Erasmus + opportunities

As well as choosing a course as part of these three main higher education 'cycles', through the EU's Erasmus+ program, you can complete part of your study program abroad in one of the 33 European countries.



## Post-Bac: Other useful websites:

(Attention, cette liste est purement informative. Il convient de vérifier que ces sites ont été actualisés. D'autres sites utiles seront éventuellement ajoutés)



### French universities: Accueil | Parcoursup

If you are planning to apply for French universities, you need to follow the Parcoursup process. Get in contact with your Parcoursup adviser at your school so that s/he can guide you.



### Dutch universities

please check the official website of the Dutch organization for internationalization in education (NUFFIC): : <https://www.nuffic.nl/en/education-systems/european-baccalaureate>

For finding a wide range of English-taught programmes and how to apply: [Homepage | Study in NL](#)



### The United Kingdom

The Universities and Colleges Admissions Service, also known as UCAS, is the connecting system between a student and university. If you wish to apply to almost any university or college in the UK, it needs to be done using a UCAS application form. Get in contact with your UCAS adviser at your school so that s/he can guide you.

[Who are UCAS and what do they do? | SI-UK \(studyin-uk.com\)](#)

# Annexes



- **Annexe 1**

**List of school Orientation Teachers:  
general coordination & by national section**

- **Annexe 2**

**Calendar of the school's Orientation activities, s2 to s7**