








## Checklist

# Training and career choice

✓	What do I need to do?	What do I need to consider?																
<input type="checkbox"/>	<b>Accept that choosing an education and career path can be a long process</b>	Choosing an education and career path is often a long-term process. Our interests and our motivation to learn can change throughout our life because of different experiences and impulses. Even if people feel fairly certain about which career they will pursue, they may still change their mind due to new experiences. Or they may have to give up their plan because of changes in their life. Choosing your education and career path is crucial for the rest of your life, so you should give yourself time and not expect to be able to decide everything overnight. This checklist shows you what you should definitely look out for when deciding on your education and career path.																
<input type="checkbox"/>	<b>Make a first choice on your education after lower secondary school</b>	<p>In Austria, the first steps leading toward later professional life are taken at the end of lower secondary school (at the age of 14 to 15). At that point, you can choose from a variety of options.</p> <p>Questions you should ask yourself at the end of lower secondary school are:</p> <ul style="list-style-type: none"> <li>• Do I want to stay at school or start working?</li> <li>• Do I want to get a general education in upper secondary school? Or would I rather opt for vocational training?</li> <li>• Do I want to get schooling that will enable me to study at university later on without a supplementary or qualifying examination?</li> </ul> <p>The following table provides an overview of the main education and training alternatives after lower secondary school:</p> <table border="1" data-bbox="395 1447 1517 2047"> <thead> <tr> <th></th> <th>Focus on...</th> <th>University entrance qualification</th> <th>Place of learning</th> </tr> </thead> <tbody> <tr> <td><b>Academic secondary school (AHS)</b></td> <td>General education</td> <td>Automatic</td> <td>School</td> </tr> <tr> <td><b>Higher vocational education and training (BHS)</b></td> <td>General education and vocational training</td> <td>Automatic</td> <td>School (+work placements)</td> </tr> <tr> <td><b>School of intermediate vocational education and training (BMS)</b></td> <td>General education and vocational training</td> <td>Achievable through an additional 3-year programme</td> <td>School (+mostly work placements)</td> </tr> </tbody> </table>		Focus on...	University entrance qualification	Place of learning	<b>Academic secondary school (AHS)</b>	General education	Automatic	School	<b>Higher vocational education and training (BHS)</b>	General education and vocational training	Automatic	School (+work placements)	<b>School of intermediate vocational education and training (BMS)</b>	General education and vocational training	Achievable through an additional 3-year programme	School (+mostly work placements)
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		<b>Dual system (apprenticeship with vocational school)</b>	Vocational training	Possible through additional exam	Company+school
	<b>Clarify your goals and ideas about the job</b>	<p>Higher education is optional. The Austrian education system offers a wide range of very good training opportunities, also through schools of intermediate vocational education and training and apprenticeships, which open up good career prospects and development opportunities.</p> <p>The most important thing when choosing your education and career path is knowing your own strengths and abilities and taking your interests and ideas into account.</p> <p>Questions you need to ask yourself are, for example:</p> <ul style="list-style-type: none"> <li>• In which topics am I interested the most?</li> <li>• What am I especially good at?</li> <li>• How do I imagine my working day? (Would I rather work in an office or prefer to do manual work? Do I want to have a lot of contact with people or not...?)</li> <li>• Can I imagine traveling a lot and also working abroad?</li> <li>• What is particularly important to me at work? (Self-realization? Earnings? Working hours? Flexibility? Security? Something else?)</li> </ul> <p>Information portals also offer help and guidance in answering these questions:</p> <p>The Austrian Public Employment Service offers numerous information options, such as a <a href="#">career compass</a> or a <a href="#">job interest test</a>. If you are looking for information on an apprenticeship, the Austrian Economic Chambers provide guidance on this site: <a href="#">BIC</a>.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Karrierekompass</p> </div> <div style="text-align: center;">  <p>Berusinteressenstest</p> </div> <div style="text-align: center;">  <p>Berufsinformationscomputer</p> </div> <div style="text-align: center;">  <p>Whatchado</p> </div> </div>			
<input type="checkbox"/>	<b>Learn more about the job through an internship</b>	<p>Internships during the holidays or voluntary taster days offer the opportunity to get to know different jobs and sectors in an uncomplicated way. Visiting education fairs and career orientation days can also be helpful to get information about job opportunities and internships.</p>			

<input type="checkbox"/>	<b>Talk about your ideas and goals</b>	<p>You are not alone in your career choice. It often helps to talk to family and friends about choosing your training and career. If you already have a certain education or training path in mind, it also helps to actively look for people who have been on this path before or who work in a related field. Ask around and use their networks.</p>
<input type="checkbox"/>	<b>Get advice</b>	<p>There are counseling services that can help you with training and career choices. These are usually free of charge and offer good orientation. You can find helpful information on the topic of career guidance on the website of the <a href="#">Austrian Public Employment Service</a>, but also on the website of the <a href="#">Agency for Education and Internationalisation (OeAD)</a>. For young people in Vienna, for example, the website <a href="#">wienextra</a> offers a good overview.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Arbeitsmarktservice</p> </div> <div style="text-align: center;">  <p>OeAD</p> </div> <div style="text-align: center;">  <p>wienextra</p> </div> </div>