

# Vocational Preparation at our School

## Christian-Gymnasium Hermannsburg



### **1. Work Experience** – individual work experience + presentation of nearby companies

#### **Year 5 – 9:**

*“Zukunftstag“* – one day work experience

- every year from year 5 to 9
- students get a day off from school and use the opportunity to work in any job they like
- possibility for the students to get an insight into different jobs to discover individual interests for their future job

#### **Year 10:**

*Mandatory internship*

- work experience of two weeks in a specific job (everyone)
- they can choose any job
- report and presentation about their experience
- students experience working life more intensively and some even end up with a job offer for their future

*MIG* – Management Information Game:

- simulation of product presentation (students take over role of companies)

### **2. Application** – coaching the students how to write a letter of application + individual application training

#### **Year 9 :**

*writing an application* – cover letter, CV

#### **Year 11 + 12:**

*application training*

- preparation of job interview
- individual preparation, with regard to content (information on company, ...) and personal matters (appearance, clothes, behavior, gesture, ...) as well as time management etc.

### **3. Career Guidance** – voluntary and individual career guidance

#### **Year 9 + 10:**

*cooperation with local employment center (“Job Center“)*

- students receive career guidance from job center

#### **Year 10:**

*Politics* (subject):

- teaching unit on vocational preparation and orienteering: expectations of future employers,
- reflection of own expectations and skills, presentation of different work fields (training, wage, ...)

#### **Year 11 + 12:**

*“Hochschulinformationstag“*

- visit of a nearby university
- diverse lectures
- overview of nearby university

*cooperation with “Europe Direct“*

- representative comes to school and informs students about career opportunities (internships, job chances) in Europe after school

### **4. Further activities**

*cooperation between our school and the “Arbeitskreis Schule und Wirtschaft“* (research group school and economy)

- regular meetings between companies and teachers

*CGHonig* – school company

- students supervise our own beehive, produce honey and sell produced honey