

Guide for graduates of special secondary education.



Finding your way on the labour market after graduation is a difficult task. You have to know what to do and where to do it. Paperwork needs to be brought in order, you need to find job advertisements, you need make appointments with employers for job interviews, you need go to job interviews, you need make a good curriculum vitae and job applications,....

This is a difficult task for every graduate and especially for graduates of special secondary education.

In Flanders, several NGO's like trade unions and the government as well have developed guides for graduates with useful information and tips for being used after graduation. Nonetheless, these regular guides seem to be too difficult for many graduates with a disability.

JKVG vzw developed a personalized guide for graduates of special secondary education.

It's a personalized guide for graduates of special secondary education with information, tips, exercises and a personal calendar for "things to do" after finishing school. The guide is meant to be worked with by graduates and teacher/trainer during the year before graduation. When this is done properly, the graduate has a fully personalized guide with concrete and personalized info which he/she can use after leaving school for entering the labour market.

The guide is different from the regular guides because it is written in a very understandable/accessible way. This means that the guide is avoiding difficult words, complex phrases, long phrases,... It is written in the WABLIEFT-style (www.wabliefert.be) which goal is to make written text very accessible for people with f.e. reading/learning disabilities.

The guide consists of different chapters such as "job target", "where to find jobs", "making an appointment with an employer", "job interview", "administration for healthcare/unemployment", "personal calendar",.... Each chapter of the guide has a clear visual overview (mindmap) of the content of that chapter. This mindmap is a very good tool to make all written information of the chapter visual for the user. Drawings are used to make things clear.

The guide consists of several chapters which each stand on their own. This means that the teacher/trainer can choose around which chapter he/she wants to work. It is not needed to start from the beginning of the guide.

It is a personal guide, which means that together with the teacher/trainer, the student can fill in the correct personal information for him/herself (f.e. where is the nearest bureau for employment, health insurance agency, trade union office,...). The guide also contains a personal calendar on which the student can write down important dates like when to have an own health care insurance,

Besides accessible information, the guide contains exercises which can be made in the classroom, together with the teacher/trainer. The correct answers come with the guide when teachers/trainers order the guide.

There are two versions of the guide. Even though the guide is already very accessible and understandable, there is also a LIGHT-version which contains even more accessible writing and information. This version is f.e. very useful for people with dyslexia

The guide can be ordered by teachers/trainers for free at the organisation with a simple email telling for which school it is and for how many students. When this info is given, they will get the guide and the mindmaps in PDF-file. The guide can then be duplicated in the school for the amount of students who are going to work with it.

Every year, around 70 schools in Flanders use this guide for approximately 2300 graduates. This guide has become a necessary instrument in special secondary schools to prepare last year students for their first steps on the labour market.

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