

Institutional self-assessment questionnaire career guidance and counselling services of VET providers

Name of the VET institution:

Name of the participants in the self-assessment:

Use the following scale to sort each of the statements below: 1 - 3 (to a very small extent - to some extent - to a very large extent)

A) Self-assessment questionnaire

Statement	1	2	3	Not known
Basic services				
1. The college has a person in charge of career guidance with appropriate knowledge, skills and competences which enable the person to coordinate school-wide work with internal and external stakeholders.				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
2. The college occasionally involves local companies, public employment service officials, parents, trade unions, alumni and other educational institutions in the implementation of career guidance.				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
3. The college offers information and assessments that support career guidance for both current and potential VET learners and challenges careers stereotypes (e.g. gender, ethnicity).				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				



Statement	1	2	3	Not known
Intermediate				
4. The college explicitly includes offline and online career guidance in its development plan or strategy and in its quality assurance processes				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
5. We coordinate or participate in a number of joint career guidance activities e.g. career fairs, job shadowing, industry visits				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
6. All teachers, trainers and management meet with the career centre coordinator at least once a year to ensure that they are all engaged in career guidance work.				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
7. The college offers a physical space for extracurricular individual or group careers guidance and counselling with access to materials and online resources for learners and parents				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
8. The career guidance services are regularly reviewed to identify and integrate individual and group needs				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
9. The effectiveness of career guidance services are regularly assessed through feedback, tracking, and follow-up methods that are linked to the institution's internal quality assurance mechanism				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				



Statement	1	2	3	Not known
Advanced				
10. The college offers career education as integrated element of the curriculum to all learners as they progress through the school and offers career guidance to individuals and groups depending on their need in cooperation with external partners such as parents, schools, employers and the public employment service.				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
11. Potential future learners are invited to taster sessions (e.g. where they experience practical learning) and receive career orientation related to work (e.g. labour market trends, salaries) and further learning (e.g. apprenticeships, higher education).				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
12. We structurally collaborate with the following stakeholders to provide comprehensive career guidance services				
a. Companies or business associations				
b. National or local public employment services				
c. Other educational providers				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
13. Career guidance services (including orientation) specifically address the needs of vulnerable groups and explicitly challenges gender-based prejudices and stereotypes				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
14. The person in charge of career guidance participates in trainings at least every two years to ensure professional growth and to update skills and knowledge of all dimensions of career guidance.				
This measure or service is effective and relevant to the institutional and student needs				
Comment:				
15. Most subject teachers and trainers participate at least once every two years in a training on career guidance.				
This measure or service is effective and relevant to the institutional and student needs				



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Comment:

B) Describe one example of a recent and innovative practice in career guidance at your institute that you are proud of:

C) Based on the self-assessment questionnaire, please identify and describe gaps and areas for improvement that you may have found in your institution: