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CAREER GUIDANCE FAIRS AND EVENTS

PREPARATION BOOKLET

MY PREPARATION FOR HIGHER EDUCATION

MY QUALITIES, VALUES, INTERESTS AND EXPERIENCES





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In this document, the masculine form is used for reasons of readability, with no intention of discrimination.



Looking for a study programme

Introduction: I'm getting ready!

Visiting a fair or other career guidance events is a great opportunity to prepare and shape your academic and/or professional plans.

Exchange is at the heart of these events.

To get as much information and advice as possible, it's essential to prepare well for your visit. You'll have the opportunity to find out from professionals and students and ask them questions according to your interests, skills and needs, so that you can progress in your projects.

Before attending such an event, you'll need to have all the necessary information. Good preparation for potential exchanges involves, for example :

- having a clear idea of the reasons for and aims of the visit,
- identifying an initial series of questions that you can ask at the event.

This handbook focuses on study and training opportunities and questions that you can ask yourself to identify the opportunities that best fit you.

The activities presented in this document can help you go through your ideas and available options.

If you prepare the visit with a guidance counsellor or teacher from your school, you can work together to see which activities could be useful for you, and which ones could possibly be replaced by others.

A fair or another careers event is an opportunity to:



- find out more,
- make contacts,
- get to know oneself better and
- receive first-hand information.



Information sources: Discovering study programmes

In Luxembourg, you have a number of informative brochures and websites at your disposal that are relevant throughout the guidance process.

The table below summarises the most important information sources for the chapter following your graduation (after obtaining your secondary school leaving diploma).

After graduating from secondary school

- <u>1^{re} gepackt ech gi studéieren (LU)</u> / <u>Bac en poche je choisis mes études (FR)</u>: brochure from the Higher Education Information Department of the Ministry of Higher Education and Research (MESR)
- Guide du futur étudiant et <u>De Studenteguide (LU)</u>: brochures from the Association des Cercles d'Étudiants Luxembourgeois (ACEL)
- mengstudien.lu: website of the Higher Education Information Department and the Financial Aid Department of the MESR
- Diplom+ (FR): website of the Ministry of Education, Children and Youth (MENJE):
- Voluntary service (LU/FR): website of the Service national de la jeunesse



These brochures can also be consulted on the Maison de l'orientation website.

Exploration activity:

Consult the most important brochures and websites related to your current choice or plan.

This activity will help you get an initial overview of the studies and courses that interest you.

This way, you will know which booths to visit and what questions to ask at the fair.



Let's have a look: My favourite study/training options

This activity is suitable for you if you have already identified one or more study options. If this is not yet the case, you can explore options on your own, with your teachers and guidance counsellors, relatives or friends.

The activity will help you to note down all the key facts about your study choice. If you can't find all the information, you can ask questions at the fair or look for the answers with a teacher, careers adviser or other counsellor.

Study option(s)	My project	
Are there more programmes that interest me?	Do I have a favourite?	
Are there several study levels in that area? (short cycle, Bachelor, Master, PhD)?	What degree am I aiming to achieve and what steps do I need to take to get there?	
How long do the programmes last?	How much time am I ready to invest (per week, for how long)?	



Where are the programmes offered? Only in one country/city or in various places?	Where would I like to do the programme? In Luxembourg, if possible, or abroad?
What are the prerequisites and requirements for the programme?	Can I and do I want to meet these prerequisites and requirements?
What are the access criteria? Are there any specific admission criteria?	What do I have to do? Do I meet the access and, if applicable, admission criteria?



What are the costs of my studies (enrolment fees/tuition fees, living costs, equipment, clothing, etc.)?	What financial resources do I have at disposal? What financial aid is available to me? Am I eligible?
 There are different forms of recognition (notably academic and professional) and recognition of your programme is decisive for: access to State financial aid for higher education, and after graduation, for the entry in the register of formal higher education qualifications (academic recognition) and in case of a regulated profession, for obtaining the authorisation to practise (professional recognition). 	Is the study programme recognised by the competent authorities in the country where the diploma is awarded, and can it also be recognised in Luxembourg? If the study programme prepares for a regulated profession, will it allow me to obtain the authorisation to practise? It is essential that I find out about recognition as quickly as possible! (→ mengstudien.lu, MESR)



My dream study programme

You don't have to have a definite idea of what you want to do in the future. However, it is important to write down the ideas that come to your mind as soon as possible so that you are ready the moment you need to make a decision, particularly whether you would prefer to enter the job market or continue your studies.

It is also important to note that for some higher education programmes, you will need to start the procedure sometimes even before the start of your final year of secondary school (for example pre-registration).

So it is essential to find out about access, admission and enrolment well in advance!

Use the table below to note down what you would like to do. Then, on the following pages, you can analyse whether your chosen programmes match your idea of what you would like to do.

The aim of this activity is to make it easier for you to make a decision in due course.

List your study plans.	
My dream study programmes:	

If you have several ideas for your studies, complete the exercise on the following page several times, alternating between different educational and professional perspectives. The results may surprise you.

Before settling on a higher education path, it is important to make sure that the path you choose matches your personality and aspirations.

To do this, you can complete the following table. It can help you to see to what extent a programme might be right for you.

It allows you to link the knowledge you have acquired about yourself with an educational perspective. You may already have most of the information you need, so all you have to do is assess whether your plans are in line with what you know and with your personality.

If not, the fair could be an opportunity for you to find answers to your questions, in particular by asking advisers and professionals. You can also gather new ideas, then fill in the table again to reassess them.

You don't have to fill in everything, but the more you find out, the better. (3)



My career prospects

Fill in which plan you are analysing.

Me	My career prospect:	Perfect match?
What types of activities do I enjoy doing (e.g. interacting with other people, manual activities, doing in-depth research)? Activity: I like	Does the study programme in question give me the opportunity to develop my skills in relation to these types of activities? Will the career prospects linked to the study programme enable me to carry out these types of activities?	4⊕₹
What activities do I not want to do? Where do I feel uncomfortable? Activity: I don't like	Will these types of activities be part of the study programme or related career prospects? How often and to what extent?	4⊕₹
What subjects am I interested in? What subjects do I like to find out about (e.g. the environment, sports, psychology, etc.)? Activity: My favourite professional fields	Can I use and expand my knowledge of this subject in the chosen study programme? Will my career prospects after these studies allow me to focus on one or more of these subjects?	4⊕₹



What values do I defend? Activity: My professional values	What values are important in the target study programme (values to which a profession or company is linked, which are displayed by a higher education institution)? What discrepancies might there be between my values and this prospect? How can I deal with them?	4⊕₹
How would I describe myself, what are my qualities? Activity: My qualities	Do these qualities contribute positively to the success of my intended studies? What qualities or skills should I further develop?	4⊕₹
What is important for me in order to feel at ease with colleagues and teachers/lecturers?	Who will I be with in the target study programme?	4⊕₹

How many emojis did you give?
₫
⊕
♥
More ⚠: A career that could suit me.
More ⊕: I need to find out more.
More ♥: This career will probably not suit me.



This analysis shows you what types of questions you can ask yourself in order to weigh up the *pros and cons*.

It gives you an initial idea of your study choice, but in the end <u>it's your choice</u>, <u>your</u> decision!

You can find more questions in the following section.

Further examples of questions to ask

Here is a whole series of suggested questions, divided into different categories.

You are free to choose, adapt and/or complete them.

My higher education studies

General (but important!) questions:

- What field of study am I interested in?
- What programmes are available in my chosen field?
- What types of higher education institutions offer these programmes: (public/private) university, (public/private) college or others?
- What are the career prospects with the chosen degree?
- How long does the programme last?
- At what study level can I enter this programme?
- Will the diploma allow me to continue my studies at another level (e.g. Master's degree after completing the Bachelor's degree)?
- Does the programme include a compulsory internship/work placement? If so, for how long? Where (in the country where I study or somewhere else)?
- What about accommodation? Are there many places to eat on campus? Is there a library on campus?

More specific questions:

- What are the access criteria for the programme, and are there additional admissions criteria (interview, application, results, etc.)?
- Do I need to have done a work placement before starting the programme?
- How much are the tuition fees? Are there any other costs to consider?
- Where can I get more information about financial aid, such as State financial aid for higher education or other study grants? (→ mengstudien.lu, MESR)



- What is the exact title of the awarded degree?
- Is the diploma recognised as a higher education qualification in the country where it is awarded? (→ academic recognition)
- Is it a study programme preparing for a regulated profession? If so, what should I look out for? (→ professional recognition)
- What steps do I need to take to enrol, and more importantly, until when?
- Who can I contact if I have more questions?

What other questions should I ask a representative of a higher education institution at the fair?

General (but relevant!) questions:

- What can you tell me about your institution?
- What is special about your institution? How is your institution different from others?
- What types of degrees do you offer (short cycle, Bachelor, Master, PhD, degrees outside the Bologna Process)?
- Is there a selection procedure? If so, what are the selection criteria?
- How many students are there per class/year?
- How are exams organised for programme x?
- Is there a tutoring system?

More specific questions:

- What are the access and perhaps admission criteria for programme x?
- Do you offer scholarships?
- What is the success rate?
- What job opportunities might there be once I have graduated from programme x?
- On average, how long does it take graduates to find their first job?
- Do you have any partnerships with other institutions (notably for programme x)?
- If so, with which institutions? At national, regional and/or international level?
- Is it possible to go abroad with the Erasmus+ programme (a semester/an academic year) or with another exchange programme?
- If so, when exactly in the programme?

Or:

- I haven't made up my mind yet. What programme do you think would best match my interests and skills?
- I'm interested in ... and I'd like to choose a study programme that would enable me to ... : What programmes would you recommend?



Also important:

- Do you have a catalogue or leaflet of your offer, or what's the name of your website?
- Who can I contact if I have more questions?



Different higher education institutions offer the same degrees. It is up to you to find out which institution fits best your expectations and needs.

Get information from student associations and unions

- How did you decide on what to study?
- Why did you choose country/city x?
- What do you think is most important when it comes to choosing the study programme, institution and location?
- What do I need to know beforehand that I won't necessarily find in brochures or on the internet?
- Is it easy to find an accommodation in city x?
- Do many students have a student job, and how easy is it to find one?

Take the opportunity of the fair to talk to student associations and unions.



After the fair: Recap!

$\hfill\square$ I have found out about different offers (study areas, types of institutions, qualifications awarded).
$\hfill \square$ I have found out about the study duration.
$\hfill\square$ I have found out about the institutions that offer the programme I have in mind.
$\hfill \square$ I have found out whether the diploma in question can be recognised in Luxembourg (academic and, if applicable, professional recognition).
$\hfill \square$ I have found out about the access criteria and, where applicable, admission criteria.
$\hfill\Box$ I have found out about the enrolment procedure.
$\hfill \square$ I have found out about the application deadlines.
$\hfill\square$ I have found out whether an internship is compulsory (prior to/during the studies).
$\hfill\Box$ I have found out how much the tuition fee (and possibly other fees) will be.
$\hfill\square$ I have found out about (State) financial aid and eligibility criteria.
$\hfill\square$ I have found out about opportunities to take part in an exchange programme.
$\hfill \square$ I have obtained information from student associations/unions in the target country/city and/or from the target study area.
$\hfill \square$ I have found out about possible career opportunities following the target study programme.
$\hfill\square$ I have found out about student accommodation and costs.
\square I know what I want to study.
\square I know where I want to study.

Useful links:

MESR/mengstudien.lu



- Information on higher education
- State financial aid for higher education

ACEL

- Guide du futur étudiant (handbook for future students)
- Guide du futur diplômé (handbook for future graduates)
- <u>De Studenteguide</u> (handbook for students)
- Financial aid



Appendix: qualities, values, interests and experience

Going beyond: complementary exercises

Here are a few points to help you guide your thoughts.

First, complete the activities yourself. They will help you get a better idea of what you want to do, what you like doing, the values you identify with and what you are good at.

Next, ask a friend or someone who knows you to do the same activities (one, several or even all of them) to get their perception of you too, and find out if there are any other options that might suit you.

There are many people who can support you in your choices.



Surname	School	
First name	Class	
My qualities (Tick the boxes that best reflect yo	u.)	
\square ability to adapt	\square ability to step back	☐ communication skills
\square ability to collaborate	\square ability to summarise	\square competitive spirit
☐ ability to comply with instructions and regulations	\square ability to synthesise information	□ conciliatory□ conscientious/diligent
\square ability to deal with failure	\square ability to work flexible hours	☐ convincing
\square ability to imagine space	\square ability to work in a team	☐ creative
\square ability to listen	\square ability to work long hours	☐ critical and analytical
\square ability to make decisions	\square adaptability	☐ curious
\square ability to manage a budget \square ability to manage priorities	☐ altruistic (a person who likes to help others by putting their well-being first)	☐ dedicated☐ determined
☐ ability to manage several tasks at once	\square artistic	☐ disciplined
\square ability to meet challenges	\square attentive	\square discreet
☐ ability to memorise	\square authoritarian	\square dynamic
☐ ability to plan an agenda	\square autonomous	\square ease of contact
\square ability to recognise mistakes	☐ benevolent	☐ effective in stressful situations
☐ ability to respond to the needs of my interlocutor	□ brave/courageous□ calm	☐ efficient
\square ability to set objectives	\square careful	\square empathetic
\square ability to solve abstract	\square charismatic	\square enduring
problems _	\square commercial spirit	\square energetic
☐ ability to solve concrete problems	\square committed	\square enjoy taking initiative



\square enjoy taking responsibility	\square need diversity/variety	\square responsible	
\square enterprising	\square need instructions to act	\square rigorous	
☐ fair	\square observational skills	\square self-confident	
\square flexibility	\square open-minded	\square sense of diplomacy	
\square good general knowledge	\square orderly	\square sensitive	
\square good judgement	\square organised	\square sociable	
\square good physical constitution	\square patient	$\hfill\Box$ take time to think before	
☐ good practical sense	☐ pedagogical	acting	
☐ good presentation	□ persevering	\square technical affinity	
	,	☐ technological affinity	
\square good stress management	tress management		
\square independent	\square precise	\square tenacity	
☐ interest in details,	\square proactive	\square tendency to reason in the	
meticulousness	☐ problem solving	abstract	
☐ intuitive	☐ project management	\square tidy	
\square investigative	☐ public speaking skills	\square tolerant	
☐ leadership	☐ quick reasoning	\square understanding	
\square like to set goals	☐ reactive	□ versatile	
\square linguistic affinity	☐ realistic	\square vigilant	
□ logical	☐ resistant to stress	\square warm-hearted	
\square management of groups	☐ resourceful	\square welcoming	
☐ manual work	☐ respectful of schedules and		
\square methodical	deadlines		

Activities:

- In which professions are these qualities essential?
- Which professions correspond to what you like?

Tip

Need a helping hand? Consult the page: <u>beruffer.anelo.lu</u>.



My curricular and extracurricular activities

Sports			
		Arts	
Craft ac	tivities		
Volunteering or commitm within my family, school or gro			
			Other

Activities:

- Analyse the qualities that you have developed during curricular and extra-curricular activities and tick in the previous exercise what you like most about these activities.
- Try a new activity for a term or a semester and see if you develop other interests.

Your general interests also demonstrate your interest in certain areas and enable you to develop the skills required on the job market.

It may be useful to note down the activities you have carried out over the years.



ctivity: ck the box that applies to you. If you ticl	k Yes □], comr	nent on your answer.
	No	Yes	
			If yes, what were your highlights?
I have already done an internship.			
I have already worked during the school holidays.			
I have met professionals or visited companies that have inspired me.			
Expressing your dreams m interests at a given momen	neans e		I want to be today is not set in stone. In your possibilities by following your ow
1y dream job:			
o get there, I need to:			
do the following studies			
get the following degree			



I like (Tick the boxes that best reflect you.)	
\square architecture	\square managing
\square audiovisual	\square moving
\square being active	\square multimedia
\square being useful to others/assist them	☐ music
\square cartooning	\square nature
\square cinema	\square new technologies
\square commerce	\square numbers
\square contact/communication	\square programming
\square cooking	\square protecting the planet
\square crafts/craftsmanship	\square reading
\square creating	\square repairing, tinkering
\square culture	\square research
\square dancing	\square saving people
\square drawing	\square social media
\square driving	\square sports
\square hospitality	\square theatre/entertainment
\square images/photography	\square thrills
\square innovation	\square travelling
\square inventing	\square trying new things
\square (foreign) languages	\square upholding the law
☐ literature	\square visual arts
\square looking after people	\square voluntary work
\square looking after children	\square writing
☐ looking after animals	
Other(s):	



I don't like

Make a list of the things you don't like that could be relevant to your search for a study programme or a profession!
It's important to know what you like doing, but also what you don't like doing.



My	professional	values	;1

(Tick what best reflects you.)

It is important to me to
\square achieve goals and move forward together (cooperation, teamwork)
$\hfill\Box$ act and decide on the basis of logical arguments (rationality)
\square act without judgement, be open to new ideas (openness)
\square act in accordance with moral, religious or spiritual principles (ethics, spirituality)
\square advance in my career, have prospects (career, advancement)
\square be independent (autonomy)
\square compete, do better than others (competition, emulation)
\square contribute to maintaining order and compliance with rules (order)
\square have enough time for leisure (leisure/lifestyle)
\square imagine, invent, innovate and develop (creativity)
\square make a lot of money (economic advantage)
\square network (relationships)
\square pay attention to detail and work carefully (attention to detail)
\square pursue ambitious goals, succeed (ambition, success, excellence)
\square pursue training, learn, improve (intellectual stimulation)
\square react to unexpected situations and surprises (improvisation)
\square solve problems (intellectual stimulation)
\square solve problems and see concrete results (practice)
\square take initiative and make decisions (responsibility)
\square act without pretence or illusion (authenticity)
\square be physically active (physical activity)

 $^{^{1} \,} Source \, of \, inspiration: \, \underline{https://www.csmv.qc.ca/wp-content/uploads/2011/04/Mes_valeurs.pdf} \\ \underline{https://www.cairn.info/revue-management-et-avenir-2016-4-page-55.htm}$



\square ensure the same rights and opportunities for all (justice)
\square foster exchanges with others (communication)
\square have a job with a low risk of unemployment (security)
\square have a job without physical danger (safety)
\square have an admirable profession, enjoy advantages (prestige)
\square have a suitable workplace and/or working hours (comfort)
$\hfill\square$ have positive relationships, without conflict or tension (atmosphere at work)
\square have varied activities (variety)
☐ help others (altruism)
☐ make something beautiful (aesthetics)
\square manage many people, have influence (management, leadership)
\square pay attention to health, feel balanced and even serene (well-being)
\square show oneself capable, efficient, skilful and well-informed (competence)
☐ travel, move around (travel/lifestyle)
\square work hard and relentlessly (effort)
\square wear beautiful clothes, look good (appearance)
Activity:
Tick the values that correspond most to you.
Among those values, mark with a colour the ones that mean the most to you.
Think about whether any of the values marked are those that guide your most difficult decisions and that correspond best to your.



Other(s):

My favourite professional fields

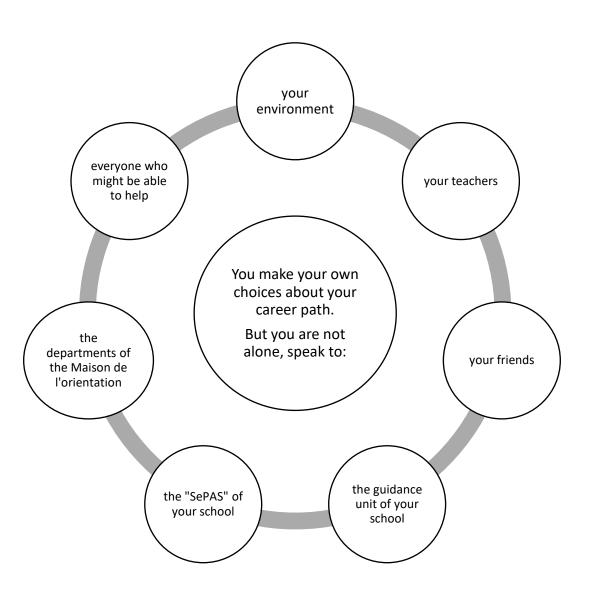
(Tick the ones that apply to you.)

\square agriculture	☐ hygiene
\square agronomy	\square industry and technology
\square architecture	$\hfill\Box$ information and documentation
\square arts	\square information technology
\square catering	\square insurance
\square civil service	□ law
\square commerce	□ logistics
\square communication	\square marketing
\square construction	\square mechanics
\square defence	\square medical professions
\square economics and management	\square political science
\square education	\square public forces
\square engineering	\square real estate
\square environment	□ sales
\square fashion	\square science
\square finance	\square security
\square food	\square social work
\square forestry	\square teaching
\square health	\square tourism
\square health professions in schools	☐ transport
\square health professions in the care sector	\square urban planning
\square hospitality	□ viticulture
☐ human resources	

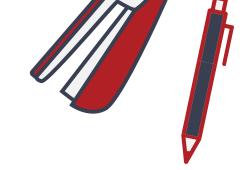


How can I match my interests, aspirations, skills and talents to my plans for the future?

If you don't know yet what you want to do, don't hesitate to ask people around you for help.







Deng Schoul. Däi Beruff. Deng Zukunft.



EVENTS

Find all the events and information sessions organised by the MO on a wide range of topics related to educational and career guidance!



ORIENTATION.LU

A website compiling extensive information on lifelong guidance, covering topics such as high schools, higher education, careers, internships and lifelong learning.



MENGSCHOUL.LU

Discover the school offer in Luxembourg: what do the different high schools offer and which one aligns with my academic goals?





















