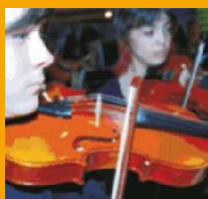


STUDENTS AND THE GUIDANCE PROCESS



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Students and the Guidance Process

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The terms although used in the masculine refer, indistinctly, both to the feminine and masculine. Student names in this brochure are fictitious to preserve confidentiality.

Hello! This guide is addressed to you and to all students who feel the need to think about their school and professional life and about their future as citizens.

We all feel more satisfied when we realise that we are able of dealing with the challenges that arise in our lives. And when we realise that we gain some support and freedom to show our ideas and dream about the person we want to become.

Living with dreams, passion, and at the same time with responsibility and friendship, may seem difficult, but it is possible, and it is within the reach of all students who are committed to developing their career skills.

Career is a process of building ourselves, of who we are. Therefore, it covers not only experiences as a student at school, but also experiences as a child, neighbour, boyfriend/girlfriend, friend, sportsman, among others, in the family, during free time, in friendship and at work.

This guide is intended to help you think of five key career competencies that facilitate decision-making and building ideas, support, and freedom of thought for your life. At the same time, they are skills that help you think about what kind of society you would like to live in and that you could help build wherever you are.

Find out in this brochure what these skills are and how you can learn and develop them throughout your life.

Career Skills: What do they mean?

What then are the career skills you can develop throughout your life?

Find the answer in the following game!...

Or find out more on the pages to follow.

You can find words vertically, horizontally and diagonally, written backwards or forwards.

Curiosity Autonomy Cooperation Planning Trust

K	D	F	U	J	K	L	Ç	M	N	A	A	L	D	F	G	E	Z	T	Y	U	K
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P	W	A	R	T	J	G	V	U	X	O	B	P	T	Q	X	N	H	V	U	S	Ç
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H	A	Z	D	I	M	V	Ç	Q	H	R	E	G	R	D	F	U	R	O	G	F	W
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S	V	B	B	C	D	G	U	P	C	X	K	W	H	L	O	N	Ç	Q	A	P	H
Q	I	Ç	W	F	Y	P	B	S	W	V	Y	I	O	M	D	D	N	Y	K	H	B
B	L	Q	U	R	I	V	H	T	U	D	C	X	B	W	X	E	S	V	G	F	X
H	J	F	H	C	A	I	D	E	J	H	Y	M	N	K	H	Ç	L	I	Ç	W	M
Q	A	C	P	X	Z	G	K	U	Q	V	R	Y	P	V	J	S	Z	Z	N	O	B

Curiosity

What do your colleagues say?:

“I like to see what she does at work, it’s cool”

(Ana Pereira, 4th year)

“All you have to do is go on the Internet and we get to know more”

(Ruben Dias, 8th year)

“When I did guidance, it was important to know more about the courses and subjects at upper secondary level, so I could decide” (Tiago Marques, 10th year)

“I imagine that if I work so many hours, then I will not have so much free time”

(Marta Fonseca, 11th year)

These ideas are in line with the findings that researchers in universities have made about this skill.

In fact, curiosity involves wanting to know more, explore what surrounds you, getting to know yourself better, do new activities and respond to challenges, imagine the adult and citizen you would like to become in the future.

Students in pre-school and primary education start by **wanting to know more about something they do not yet know**, by **looking for information and trying things out...**

Example:

A 5th year student has a neighbour who is a salesperson and wants to know more his profession. He asks the neighbour questions and plays with friends, pretending to be a salesperson.

Secondary and higher education students imagine **themselves in the future** and in other roles, such as being a parent, worker and citizen. **They think about options** for school and work, they imagine themselves living them.

Example:

A 9th year student is curious about how the internships in secondary education are. She asks questions to colleagues, teachers, and the school psychologist. She starts to imagine herself doing one and wondering if she would like to take an internship.

How can Curiosity help you?

- Know more about yourself
- Adapt to challenges in life
- Have information to make decisions
- Imagine yourself in the future
- Avoid dissatisfaction and difficulty in making decisions

How can you improve your Curiosity?

- When you play, you ask questions to colleagues and adults, or you search for information in books or in the Internet (pre-school or primary education).
- When you participate in study visits, when you explore places of study and work, or do some volunteer work (secondary or higher education).

Autonomy

What do your colleagues say?:

"It's good to do new things."

(Luís Ribeiro, 7th year)

"It's important to decide what's best for us."

(Rita Almeida, 9th year)

"When I spoke to the psychologist in year 12, I realised it was up to me to decide whether or not to go to university"

(Paulo Cruz, 1st year at university)

"We can hear the opinion of others, but in the end, we have to make the decision"

(Marina Reis, 11th year)

Autonomy involves experimenting with new activities, defending your points of view and listening to others' opinions, being responsible for what you do and for the choices you make for your life.

Students in pre-school and primary education can start by being **confident** and have the **initiative** to try out new activities.

Example:

A student of the 1st year, learning the letters at school, has the initiative to take a book and see the letters he already knows and the ones he does not yet know.

Secondary and higher education students can **listen and defend points of view**, be attentive and hardworking to **implement ideas** that they consider important, **be responsible for their decisions**.

Example:

A 10th year student freely chooses to do a job on recycling. He researches and asks for help from the family and his teacher. In class, he draws attention to the role that we all must have, to take care of the planet.

How Autonomy can help you?

- Have control over what you do
- Makes you feel more confident and independent in reaching your ideas
- Avoid indecision and insecurity about the future

How can you improve your Autonomy?

- When you play alone or with friends, fix toys on your own initiative, get dressed, eat, wash your hands or try to do your homework alone (pre-school or primary education)
- When you choose a sports or cultural activity, you enroll in a course or participate in a holiday camp (secondary or higher education)

Cooperation

What do your colleagues say?:

"I can ask my friends for help, they could help me."

(Ana Dias, 3rd year)

"My friends told me to follow what I liked, and this helped me to decide"

(Telmo Pais, 10th year)

"I can go work abroad, but I know my parents would miss me"

(Miguel Pacheco, 12th year)

Cooperation involves relating to others, respecting them, collaborating for everyone to win, understanding how others feel, how you can help them and how they can help you.

Students from pre-school and primary education begin by **interacting** with peers and adults, learn to **perceive the emotions of others**, and **perform group tasks**.

Example:

A teacher asks the 5th year class to solve an exercise. Two students have difficulty doing this individually and decide to work together with the teacher's permission. They cooperate with each other and solve the problem.

Students from secondary and higher education care, respect and **interact with others, collaborate** to achieve an objective.

Example:

A 12th year student sees a pregnant lady taking her shopping from the supermarket to the car. He decides to help by also carrying bags.

How can Cooperation help you?

- Work as a team
- Relate to other people
- Respect and adapt to different cultures and lifestyles
- Thinking about yourself, others and society when you make decisions
- Avoid loneliness and low trust in decisions

How can you improve your Cooperation?

- When you engage in group activities such as group sports, clubs of interest, catechism, or scouts (pre-school or primary education)
- When you are a class delegate, you represent your school in the Olympics, you participate in the European Youth Parliament, you work in groups and you help others in projects like "The Pyjamas mission" or "Fight against hunger" (secondary or higher education)

Planning

What do your colleagues say?:

“We have to organise how to study for the tests”

(Mário Queirós, 7th year)

“We have to think about what we are doing now to prepare for the future.”

(Ricardo Silva, 11th year)

“To decide, we must think about whether we will be happy and where we will make more money”

(Sandra Lopes, 12th year)

“You also need to think about what careers are the most sought after, and what is best for everyone”

(Laura Ferreira, 8th year)

Planning involves having ideas for your everyday life, your future and your life, and of society. It involves realising the importance of planning, creating goals, acting to achieve them, and thinking about what you have accomplished and what you can do next.

Students in pre-school and primary education can begin by **recognising the importance of planning**.

Example:

A 6th year student begins training in the school's volleyball team, which will soon be playing for the school championship. Whilst training, he begins to realise that it is important to think about what position each player will have and train to improve his performance.

Students in secondary and higher education can **create action plans**. These plans can be **executed and evaluated**...

Example:

A student in the 11th year is struggling with Mathematics but wants to overcome it. She asks the teacher and school psychologist to help her figure out how she can organise her study and control distractions. She will check if she is overcoming difficulties and if her effort has been recognised.

... You can further **imagine yourself in the future**, orienting yourself towards your ideas and plans.

Example:

A student in the Gerontology university course is a volunteer in a nursing home. He imagines himself in the role of professionals he sees there and thinks how he can take advantage of university to prepare to work with the elderly.

How can Planning help you??

- Solve problems
- Dealing with day to day and future challenges
- Follow your ideas and what you believe in
- Avoid insecurity and poor motivation at school and at work

How can you improve your Planning?

- When helping with household chores, go with adults shopping, attending classes, doing your homework, practicing sports, or doing after-school activities (pre-school or primary education)
- When you participate in activities such as study or training for a sports game (secondary or higher education)

Trust

What do your colleagues say?:

"It's easy to decide because I'm going to follow what I like"
(Diogo Antunes, 6th year)

"I really want to do this, but it's difficult"
(André Gomes, 10th year)

"If you have difficulties, fight and solve your difficulties"
(Cláudia Paiva, 3th year at university)

Trust involves being optimistic about the future, believing in your abilities and striving to do tasks and overcoming challenges.

Students at pre-school and primary education start by being **confident** and **motivated** in the future.

Example:

A pre-school student is invited to paint with gouaches. Although he thinks he does not paint well, he believes that he can improve and the teacher encourages him. In the end, he feels he's improved and had fun with his colleagues.

Students from secondary and higher education believe in **their problem-solving skills** and **strive** to succeed in the tasks.

Example:

A 12th year student has had a low English grade. She asks the English teacher for help. She also does exercises and listens to English music to learn more. She thinks she'll be able to improve her grade.

How can Trust help you?

- Strive to achieve what you want
- Have ambitions for the future
- Avoid low school achievement and drop out when faced with difficulties

How can you improve your Confidence?

- When you ask for support from others (parents, guardians, teachers, friends) and strive to do better, such as painting, reading, or sports, and you feel more confident in it (pre-school or primary education)
- When you think about your qualities, what you can still learn to increase your strengths, and when you recall situations of success that you already lived and that give you strength for the future (secondary or higher education)

How Can I Know More?

Find out some ways that can help you develop **career skills** and information about school and career options.

For *everyone*

- Psychology and Guidance Services
- Family
- Teachers
- Neighbours
- Professionals
- Older colleagues
- Town and city councils
- Internet sites

For *students at pre-school and primary education*

- Games of the Directorate-General of Education
<http://www.dge.mec.pt/instrumentos-tecnicos>

For *students at secondary and higher education*

- Fairs of Professions, Open Days of Universities and places of work
- International Relations Offices
- Internet Sites

In this guide you can find a set of activities and strategies that will support you in acquiring career management skills.

Learn how you can develop Curiosity, Autonomy, Cooperation, Planning and Trust.

Become the manager of your career!

