



EDUCATION
TRAINING
YOUTH

European handbook for guidance counsellors



EUROPEAN
COMMISSION

**European handbook
for guidance counsellors**

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INTRODUCTION

The European Community has for several years promoted the transnational mobility of young people through many measures across a range of programmes. The common objective of these activities has been to make Europe something real to young people, to improve their understanding of the various peoples and cultures which it embraces, and to enable them to make best use of the opportunities for education, training and work which are available throughout the Community.

The advent of the single market and the ratification of the Maastricht Treaty on European Union have opened up many additional possibilities which, as yet, have hardly been explored. The barriers, which have separated the different national systems of education and training, are now giving way under the pressure of rapidly increasing transnational collaboration and the same phenomenon is also apparent in the labour market. The re-organisation of the training and educational programmes of the European Union (EU) from 1995 onwards, to develop proven practice and improve cooperation, and the clear definition of the competencies of the EU in the fields of education and training, as outlined in Articles 126 and 127 of the Treaty of Maastricht, will provide an additional stimulus to mobility and enhance possibilities for European citizens to explore opportunities in Member States other than their own.

Young Europeans, who are at an age where they want to discover the world for themselves, need no second invitation to take advantage of every possibility, and those whose task it is to advise young people have already seen their growing enthusiasm for the different types of transnational experiences which are available. There is a high level of demand for opportunities to study, to train, to take part in work experience, or even to find a job, in another Member State. Whilst in the past a considerable number of workers simply had to become mobile to find employment, we now see the emergence of a new positive form of mobility, as young people seek transnational experience to complete or extend their training.

In such a situation, it is extremely important that professional information and guidance staff can find out about the new possibilities which are emerging and can also benefit directly from the various materials and training opportunities which are being developed to respond to these new needs and demands. At Community level, the most advanced initiative in these respects has been the **PETRA** Programme which has one of its specific Actions completely devoted to the topic of guidance. Since 1992, this Action has promoted the exchange of information between Member States through a European Network of Guidance Resource Centres and has supported the in-service training of counsellors on the European dimension of guidance.

The idea for this Handbook also came from within the **PETRA** Programme. It is designed for anyone who provides guidance and advice to young people in that period of their lives between compulsory education and full-time employment. Its aim, above all else, is to provide such counsellors with the means to reply to questions from young people which cannot be answered by referring to their usual information sources. The Handbook can, however, also be used by counsellors for other purposes, such as contacting colleagues or similar services in other Member States to establish partnerships and exchanges, or as a first step in developing their European documentation or simply to satisfy their own intellectual curiosity.

Because of the complexity of the subjects treated in the Handbook, it has been produced in two phases. A first experimental version was published at the end of 1992 and during 1993 it was tested by hundreds of guidance counsellors, in all twelve Member States. This definitive edition takes account of the comments and suggestions made by the various national teams who were responsible for organising this testing process. In addition to the many corrections which have been introduced, the Handbook also provides more information on the EU than was contained in the experimental version and the Member State chapters are more focused on initial vocational education and training.

The format of the Handbook is the result of a compromise between two contradictory imperatives: producing a publication which gives exhaustive information on all relevant topics, versus the need to offer a handy working tool which provides absolutely accurate information. All guidance counsellors will be only too aware of both how much national information they deal with and how quickly it can go out of date. They can easily imagine, therefore, that any attempt to compile a Handbook which pretended to be an exhaustive document on all twelve Member States, would have simply produced a still-born monster. The opposite danger would have been to focus on general information which was of interest from the cultural point of view but which would have no practical use in dealing with enquiries from young people. This Handbook tries to resolve the dilemma by combining basic information, which is assumed to be relatively stable, with a "directory" of those resource services which can provide access to reliable and exhaustive data.

The Handbook devotes a considerable amount of its space to non-university vocational training and to access to employment for the types of young people who are normally the beneficiaries of such training. This leads to the possibility of a mismatch with the needs of certain counsellors whose work is concerned with schools and universities or who are involved with individuals solely interested in higher education. Other counsellors who are more closely related to the world of work may find that the publication devotes too much importance to training, at the expense of information about social legislation and employment. Those in the first group should be reminded of the documents which have already been published by the European Commission and which cover their area of interest, in particular, the European Guide for Students and the different publications available from the EURYDICE Network. The second group may find it helpful to note that a Community wide network of Employment Services Euroadvisers and a specific data base have recently been established, known as EURES (European Employment Services). The EURES data base provides much more information on living and working conditions in the Member States of the EU than could be included in a Handbook such as this one. The existence of such diverse needs within a single profession represents, at one and the same time, a source of questioning, a motive for further thought and reflection and an opportunity for a valuable exchange of views.

Finally, it is important to highlight the crucial role played by the National Guidance Resource Centres which have been established through **PETRA**. The task of these centres is to answer questions from guidance counsellors - and thus, indirectly, from young people themselves - about the possibilities to study, train or find a job in other Member States. They are organised in a network and exchange information by a variety of methods including documents, telephone, modem link or telefax. This process enables their partners to have access to national databases and underpins many innovative transnational activities related to study, training or work experience.

In 1993, these resource centres were set up on the basis of each individual Member State's own needs and practice. They vary from a single generalist centre (eg UK) to up to 10 centres (Germany) each liaising with a particular country. These centres make up the first European network which can help young people to find out about education, training and careers in other Members States and to implement their own individual plans for mobility. As a result of the large Community programmes designed to give incentives to transnational experience and mobility, an increasing number of young people wish to make use of such opportunities. In this respect, the resource centres represent signposts for the future, for all guidance counsellors, and from now on, they will become their principal European reference points, at national level.

How To Use This Handbook

The first objective of the Handbook is to explain clearly the structure and basic concepts which apply to education, training and access to employment in the twelve Member States of the EU and to provide a

comprehensive overview of the action of the Community in these areas. The second objective is to identify sources of information which are too specialised or too ephemeral to be featured in this publication.

Structure of the Handbook

This publication has thirteen chapters: a chapter devoted to the European Union, followed by one chapter on each of the twelve Member States.

The first chapter on the EU gives an overview of the main actions in the field of education and training which have been initiated by the European Community since the signing of the Treaty of Rome. It also describes the perspective for future activities of the European Union, created by the new programmes proposed by the European Commission to operate for the last five years of this century. Then, it highlights the current situation of the work on recognition and comparability of qualifications and the developments in Community policy in relation to guidance. It concludes by presenting the different Community networks and services which provide information which can be useful to guidance counsellors.

The national chapters are all structured in an identical way. A general introduction provides basic data on the country (geographical area, population etc.) and then the information is organised in five sections:

- A: Initial Reference Points which provides the addresses of the services which can be contacted in that Member State to obtain information or to find out about other possible contacts;
- B: The Education and Training System which includes an overview of the system presented in diagrammatic form (B1), and subsequent sub-sections focusing on general education (B2), initial vocational training (B3), further education (B4) and recognition of qualifications (B5) which gives details on the national services which deal with this topic;
- C: Careers Guidance Services which contains a description of the services which are involved in the field of educational and careers guidance and explains either their legal status or under which auspices they operate. Information is also provided on the possibilities of young people from foreign countries having access to these national guidance services;
- D: Transnational education, training and work experience which describes the different possibilities for placements in the Member State (D1), the legislative and administrative arrangements which apply to such placements (D2) and the organisations which manage placements (D3), whether these are the national agencies for Community programmes or other services;
- E: Living and working conditions which presents brief data on the pay-levels for apprentices and minimum wages of workers (E1), the possibilities for paid educational leave (E2), social security (E3) and job placement agencies (E4).

In order to avoid confusion or mistaken interpretation of concepts relevant to the different countries, the names of the organisation or institutions and the terms applied in each section have been translated between brackets the first time that they are used in particular national chapters. Thereafter, they appear in the original language with a reference to the paragraph where the translation appears. In order to simplify the text, all the addresses of organisations mentioned are listed at the end of each national chapter, in alphabetical order.

How to use the Handbook for different purposes

If you are looking for precise information to answer questions from young people and you cannot immediately find the answer to a question about another Member State, use the Handbook as a "directory" of resource services because one of the agencies listed may be able to help you. However, it can sometimes be quicker and more effective to turn first of all, to the services in your own country whose task it is to provide information on the European dimension. These include:

- the National Centre in the European Network of Guidance Resources established through **PETRA** (See Section A);
- the NARIC national centre, which is solely concerned with providing information on higher educational diplomas in other Member States and their comparability with existing diplomas awarded in your country. There is only one centre in each Member State with the exception of Belgium which has two such centres (See Section A);
- the Euroadvisers of the EURES Network or any other service which can access the EURES data base on living and working conditions in the twelve Member States. (See para 5.5. of the EU chapter).

If you are looking for information on the European Union and its programmes and actions, then the chapter on the EU provides a summary of these. Additional information is available if you wish to develop a specific transnational project and, in this case, you should start your research by consulting the chapter on your own Member State and, in particular, by contacting:

- the office of the Commission of European Communities or its related documentation centres;
- the units responsible in each Member State for the implementation of the various Community Programmes.

The addresses of these services can be found in Sections A, D and F of each national chapter. The addresses of the European-level technical assistance offices for the different programmes (Erasmus Bureau, Petra Youth Bureau, etc) can be found in the EU chapter but it is not always necessary to contact them, as much of the information is available from your national units.

If you are looking for partners or opportunities for exchanges in other countries, details of services to contact can be found for each Member State in sections A and C of the national chapters. However, you can equally well get in touch with your National Guidance Resource Centre which can advise you and help you make the most appropriate contacts.

If you wish to develop more than a basic understanding of Europe, then you should be aware that the National Guidance Resource Centres do not have a monopoly on European information, and their activities will be much more effective if they are reinforced by other agencies which operate at a more local level. This is why this Handbook provides lots of information about other reference books, other useful publications and data bases. The relevant details about these resources may be found for each Member State in Section A. As far as data bases are concerned, on line interrogation can be both costly and hazardous, but many Member States have made information available on CD ROM or diskette, at very reasonable prices. It is always necessary to remember that information materials developed in another context can be almost incomprehensible without appropriate training in their use.

If you want to gain an understanding of training in other Member States of the EU, for your general information rather than for a specific purpose, you can content yourself with reading the synthesis texts presented in the different chapters and you need not worry about the rest. The texts which are particularly relevant are the first chapter on the EU and sections B and C of each national chapter.

Some advice about dealing with information

It is useful to be aware of a certain number of issues which arise when you are dealing with information about foreign countries and perhaps the most important of these is the perishable nature of information. As professional guidance staff, you know just how quickly the situation changes in your own country and can thus understand that it is much the same in the other Member States of the European Union. As far as transnational information is concerned, however, there is an additional problem which should be borne in mind. In your own country, you are warned of changes in advance and thus you know when information is becoming obsolete and can take the necessary steps to correct it. It is not the same with data on foreign countries which has been obtained without any guarantee of regular updating, and there are many examples of wrong information which has been given in good faith, but which has been based on out-dated documentation. This Handbook does not totally escape this risk even if by concentrating on a base of stable information and by providing a method of up-dating information through national sources, that risk has been limited.

You might also experience some difficulty in understanding certain foreign concepts in relation to your own culture. Education and training systems in the Member States, are in many ways, an expression or reflection of individual national cultures. As a result, the differences in systems can not be illustrated by a simple organisational description and they can easily lead to misunderstandings. The first example of this was provided by the guidance counsellors who tested the pilot version of the Handbook. They felt that, even in the field of guidance, the recruitment, training, responsible authorities, job descriptions, priority tasks and working methods varied so much between countries that they almost wondered if they were talking about the same profession. It is also a difficult task to interpret the access routes to employment in the public services and many mistakes can be made in making comparisons between Member States and their many different forms of selection procedures, state examinations or methods of recruitment for the labour market. It is necessary, therefore, to be very careful in handling the vocabulary of training and education or even in using everyday terms such as rector, college, grade, faculty, academy, as they may have similar sounding words in other Community languages which are used in other countries to mean totally different things. Without being absolutely paralysed by the fear of making a mistake, you will have to take account of these risks and be wary of false information and incorrect analogies.

There are also local or regional differences which exist within each Member State. The differences in the level of development between regions in the same country, their impact on the labour market, and the existence of areas in which industry is being restructured are all well-known and recognised. But the differences in the fields of education and training must also be taken into account and even more so, as these differences continue to increase in the majority of countries. In five out of the twelve Member States (Belgium, Germany, Spain, Italy and the United Kingdom) the State no longer has, or has never had, total organisational control of education and training. The level of decentralisation varies considerably from the partial delegation of authority, for example in Italy, to the case of Belgium. In Belgium, the complete disappearance of the central, national level has necessitated the production of three separate and distinct sections for this Handbook. The nature of these decentralised responsibilities in Member States is not always the same. Staying with the field of vocational guidance, you can see that Germany, which is a federal state, has retained the responsibility for guidance at a central level while Italy, a unitary state, has delegated the responsibility to the regions. If you wish to pursue your research beyond the basic data produced in the Handbook, be aware of the fact that the situation observed in one part of a given Member State will not necessarily be true for the whole of that country.

We hope that, for whatever purpose you use the Handbook, you will find it to be a valuable additional information resource. We intend to update the Handbook every two years and the next version should appear in 1996. If you have any comments or suggestions on how to improve the Handbook which you

feel should be taken into account in producing any future versions, we should be most grateful if you would send them to:

European Commission
Task Force Human Resources
200 rue de la Loi
B-1049 Brussels

EUROPEAN UNION



1. THE DEVELOPMENT OF EDUCATION AND TRAINING ACTIONS

1.1 The "Treaty of Rome" which gave birth to the European Economic Community, was signed in 1957 but it was some 19 years later before the Community launched its first major programmes of activity in the areas of education and training. One of the reasons for this apparent delay was that the Treaty was essentially concerned with economic cooperation and it took some time for the Community's policy agenda to reflect the recognition that education and training had an important contribution to make to the economic development of Europe and to the construction of a People's Europe in which citizens could circulate freely.

1.2 The current Community education and training programmes result from the Action Programme in the field of Education agreed by the Council and Ministers of Education in 1976 and from the application of Article 128 of the Treaty of Rome which called for the establishment of general principles to support the implementation of a common vocational training policy. The Council and Ministers of Education set out the central aims of Community action, in particular:

- the promotion of closer relations between the education and training systems in Europe;
- increased cooperation between universities and institutions of higher education;
- improved possibilities for academic recognition of diplomas and periods of study;
- encouragement of the freedom of movement of teachers, students and researchers;
- the achievement of equal opportunity for access to education.

1.3 The progressive development of the 1976 Education Action Programme and the general principles for the implementation of a common vocational training policy created the platform for the launching of the Community's specific action programmes from 1986 onwards. The range and character of these action programmes reflected the common concerns which had been identified in the earlier stages of development but they also had to respond to the changes which were taking place within the Community and its Member States. The most important of these was the agreement to establish the Single Market and the recognition that education and training had an important role to play in ensuring that the Market would function properly and fulfil its true potential.

1.4 The introduction of these programmes was as follows:

- The first programme to be launched was COMETT (COMmunity programme for Education and Training in Technology). It was conceived quite deliberately as an education and training counterpart to the ESPRIT programme in research and development, and aimed to create closer cooperation between universities and industry, with a view to improving the quality of training related to technological change;
- The ERASMUS programme (European Community Action Scheme for the Mobility of University Students) was set up in 1987. It aimed to promote cooperation between universities in order to bring about greater mutual recognition of qualifications, as well as to encourage much greater mobility of students and staff between institutions throughout the Community. The target set by the Commission was that 10% of all students would have the opportunity to study in another Member State;
- EUROTECNET (Action Programme to promote innovation in the field of vocational training resulting from technological change in the European Community) had its origins in the 1983 Council Resolution which established training policies for the 1980s, and, building on a 3-year preparatory phase, it began

in 1990 as a programme addressing the impact of technological change on qualification systems and on training methodologies;

PETRA (Action Programme for the vocational training of young people and their preparation for adult and working life) was introduced in 1988 and drew on experience gained in the two previous Community Action Programmes on the transition of young people from school to adult and working life. Its aim was to complement and support Member States' policies to raise the standards and quality of initial vocational training through specific actions at Community level;

Youth for Europe (Action Programme for the promotion of youth exchanges in the Community) was created in 1988 as a focus for a range of initiatives designed to give an impulse for out-of-school exchanges of young people and had its origins in the Adonnino Report on a People's Europe, adopted by the European Council in 1985;

IRIS (European Network of vocational training projects for women) grew out of the 1987 Council Recommendation on access by women to vocational training by creating a European network to support innovation in vocational training, directed at the more effective participation of women;

LINGUA (Action Programme to promote foreign language competence in the European Community) became operational in 1990 and focused on the Achilles heel of so many Community efforts, namely the need for more citizens to be able to communicate using at least two languages other than their own;

In 1990, the Community launched the TEMPUS scheme (Trans-European Mobility Scheme for University Studies), designed to support the transformation of the higher education systems in Central and Eastern European countries. This scheme is an integral part of the PHARE Programme set up by the Community to provide assistance in the economic and social re-structuring of Central and Eastern European countries;

In 1991, FORCE (Action Programme for the development of continuing vocational training in the European Community) was launched, focusing on policy development, innovation and exchange of experience in continuing vocational training.

1.5 A comparatively recent development has been the opening of COMETT (since 1990), ERASMUS (since 1992) and Youth for Europe (since 1994) to participation by EFTA countries within the framework of the European Economic area, thereby enhancing the truly trans-European nature of these programmes. The European Economic Area agreement will open all education and training programmes to EFTA participation from 1 January 1995.

1.6 Further details about all of the above programmes may be obtained from the European Commission, Task Force Human Resources, 200 rue de la Loi, B-1049 Brussels or by contacting the relevant Technical Assistance Office listed in the following table:

SUMMARY OF PROGRAMMES AND ACTIONS	TECHNICAL ASSISTANCE OFFICE	Telephone	Fax
COMETT: The programme for training in new technologies and cooperation between enterprises and colleges. Transnational staff and student exchanges and joint training courses.	COMETT, Technical Assistance Office, rue Montoyer 14, B-1040 Brussels	513 89 59	513 93 46
ERASMUS: European Community action scheme for the mobility of students and staff and cooperation in higher education.	ERASMUS Bureau, rue Montoyer 70, B-1040 Brussels	233 01 11	233 01 50
EUROTECNET: Promotion of innovation in the field of vocational training in the new technologies.	EUROTECNET, rue des Deux Eglises 37 B-1040 Brussels	230 53 78	230 02 54
IRIS: European network of innovative vocational training for women.	IRIS Unit, CREW, rue de la Tourelle 21, B-1040 Brussels	230 51 58	230 62 30
FORCE: Focuses on developing continuing vocational training for workers in enterprises.	FORCE, rue du Nord 34, B-1000 Brussels	209 13 11	209 13 20
LINGUA: Action programme to promote and improve foreign language competence and training through joint educational projects, student and staff mobility.	LINGUA Bureau, rue du Commerce 10, B-1040 Brussels	511 42 18	511 43 76
TEMPUS: Programme to support links between higher education and enterprises in Central and Eastern European countries and partners within the community, like ERASMUS.	TEMPUS Bureau, av. des Arts 194, B-1040 Brussels	212 04 11	212 04 00
PETRA: Initial vocational training of young people. European network of training partnerships, support of training and work experience placements abroad for young people and guidance activities.	Petra Youth Bureau, place du Luxembourg 2/3, B-1040 Brussels	511 15 10	511 19 60
YOUTH FOR EUROPE: Programme designed to promote the mobility of young people throughout the European Community by providing support for youth exchange projects.	Petra Youth Bureau, place du Luxembourg 2/3, B-1040 Brussels	511 15 10	511 19 60

2. FUTURE PROGRAMMES FOR EDUCATION AND TRAINING AND YOUTH

2.1 Apart from the significant changes which the ratification of the Maastricht Treaty has brought in terms of political and economic union, including the change in name from the European Community to the European Union, it will also have dramatic effects on education and training. Articles 126 and 127 of the Treaty define the competence of the Community, and thus provide a legal framework to encourage cooperation and to support and supplement the actions of Member States in these areas, while fully respecting the responsibilities of Member States for the content and delivery of education and training.

2.2 In anticipation of the Maastricht Treaty, the Community agreed that 1994 would be the last year of all existing educational and training programmes. The European Commission has made proposals for their integration into two new framework programmes, one for education and one for training, to take effect from 1995. These programmes will incorporate all of the tried and tested elements of the current programmes and also, the education programme will include a number of new cooperative actions particularly in relation to schools, which is now provided for under the terms of Article 126. In addition to these two framework programmes, the Youth for Europe Programme will continue and will also be enlarged to include a number of new actions in the youth field.

2.3 From 1995, the number of programmes will consequently be reduced. However, the three main approaches which have been used up to now in existing education and training programmes will continue to be applied within the new programmes. These approaches are:

- networking, ie the creation of transnational networks of individuals and organisations facing similar problems and similar issues to promote the organised exchange of ideas and dissemination of good practice;
- mobility and exchange, ie the active encouragement of staff and students to gain direct experience in another Member State and also to promote continuing collaboration between the education and training institutions involved;
- the mounting of joint transnational projects, ie projects between partners in different Member States which are committed to the development and transfer of innovative approaches to education and training problems, in a European framework and the introduction of a European dimension to the content of education and training.

2.4 It is obvious that both the guidance process and guidance staff have a role to play in all of these approaches. While guidance has never been the subject of a separate Community programme, it has been a continuing issue on the agenda of the Community and has featured in a number of its programmes, as described in Section 4.

3. RECOGNITION AND COMPARABILITY OF QUALIFICATION

3.1 Two of the fundamental principles which have underpinned the construction of Europe have been non-discrimination on the basis of nationality and the free movement of workers. This means that everyone has the right to practise their job or profession in whichever Member State they chose but there were, and still are, certain practical obstacles to be overcome. There are differences between Member States in the length, level and content of the training which they provide and therefore, in the resulting qualifications which they award. In order to promote mobility of workers, the European Community had to take action to increase the transparency, comparability and recognition of qualifications.

3.2 In order to avoid confusion, it is important to define some of the terms which are used in this text:

transparency aims to improve understanding of the different national training systems. It essentially involves an exchange of information and knowledge;

comparability of qualifications in EU terms has two essential aspects: information and comparison. In practice, it enables workers to identify the qualification needed to follow their particular occupation or profession in another Member State. However, this comparative exercise does not have a legal significance;

recognition of a qualification involves one Member State accepting the value of a qualification gained in another Member State either as an entry requirement for a period of further study (academic recognition), or as the basis on which a person is entitled to apply for a certain type of occupation or profession (professional recognition);

equivalence is usually based on a detailed analysis of each of the constituent elements of a course or study programme (contrary to recognition which involves a more general consideration of the training which has been followed).

Transparency

3.3 The Council Resolution of 3 December 1992 on transparency of qualifications has two main objectives:

enabling individuals, who so wish, to present their occupational qualifications, education and work experience clearly and effectively to potential employers throughout the Community;

helping employers to have easy access to clear descriptions of qualifications and relevant professional experience, in order to establish the relevance of the skills of job applicants from other Member States for jobs on offer.

With these aims, the European Commission began to work with the Member States and the Social Partners on the development of a "European portfolio of qualifications" which is intended to help workers to better understand their qualifications in terms of an employer in another Member State. However this project still has to be tested and is not yet operational.

3.4 Currently, the European Commission encourages transparency by providing information and support for cooperation between Member States. Many types of publications have been produced on this topic by the Commission itself or through its agencies or programmes active in this field, notably CEDEFOP, EURYDICE and ERASMUS. Further details about EURYDICE and CEDEFOP are contained in the Section on Community Services and Networks (see paras 5.2 and 5.4). Both agencies will provide details of their relevant publications on request, and the book on "Structures of the Education and Initial Training Systems in the Member States of the European Community" which they jointly prepared, is an important basic reference text.

3.5 As far as ERASMUS and Action II of LINGUA are concerned, formal recognition of periods of study in other Member States is a mandatory condition for the EU funding of student mobility (except in the case of short intensive programmes). Thus recognition is applied in all student mobility Inter-university Cooperation Programmes (ICPs), although the form it takes may vary in accordance with the agreements reached between the higher education institutions taking part in each ICP. It ranges from cooperation resulting in the award of double or multiple degrees or diplomas, to simpler arrangements under which the period of study abroad is acknowledged in writing as an integral part of the course

leading to a given qualification. The European Community Course Credit Transfer System (ECTS) has been launched, under ERASMUS, as a pilot scheme to test a method of facilitating academic recognition in five subject areas (business administration, chemistry, history, medicine and mechanical engineering). Finally, support is awarded annually under ERASMUS to the National Academic Recognition Information Centres (NARIC) in the EU Member States (see para 5.3).

3.6 In supporting cooperation, the European Commission encourages all initiatives which aim to promote mobility and, in particular, those which lead to agreements between Member States on recognition or mutual exchange of information. Several Member States have, in fact, signed bilateral or multilateral agreements concerning academic recognition of diplomas. One of a number of examples of such initiatives was the agreement concluded in 1980, between France and the Federal Republic of Germany. This was established for students in the sciences, arts, humanities, economics, political sciences, law etc. This equivalence of diplomas and periods of study provides access to a year, or in the case of Germany, a half year of further study.

Comparability of qualifications

3.7 The system of "Comparability of vocational training qualifications between the Member States of the European Community" was established, in 1985. This activity involves the development of a job description for a particular occupation or profession and the creation of a system of comparison and exchange of relevant information. The aim is not to produce a harmonisation of legislation but to promote the free movement of workers by enabling a qualification gained by an individual in his or her own Member State to be taken into account by other Member States. The results of this work are published in the Official Journal of the European Communities (OJ) and each relevant OJ provides:

- a Community description detailing the tasks involved in practising each occupation or profession;
- information on the training and the diplomas or certificates which are necessary in each Member State, in order to practise that given occupation or profession.

3.8 Work on comparability of qualifications is limited to "Skilled Worker" occupations, but despite this, considerable information has been produced. In fact, up to now, 209 occupations covering almost 500 occupational activities have been studied across 19 sectors, and the resulting Community job descriptions have been published in the OJ (see following table).

Sectors OJ Occupations	No.OJ	Publication References
1. Hotel and catering	8	OJ C 166 - 03.07.1989
2. Motor-vehicle repair	9	OJ C 168 - 03.07.1989
3. Construction	13	OJ C 292 - 20.11.1989
4. Electrical/electronics	10	OJ C 321 - 22.12.1989
5. Agriculture	26	OJ C 83 - 02.04.1990
6. Textile/clothing	9	OJ C 253 - 08.10.1990
7. Metal working	20	OJ C 196 - 25.07.1991
8. Textile industry	22	OJ C 318 - 07.12.1992
9. Commerce	6	OJ C 42 - 17.02.1992
10. Clerical administration, banking, insurance	6	OJ C 108 - 28.04.1992
11. Chemical industry sector	7	OJ C 262 - 12.10.1992
12. Food industry	12	OJ C 292 - 09.11.1992
13. Tourism	5	OJ C 320 - 07.12.1992
14. Transport	12	OJ C 292 - 09.11.1992
15. Public works	11	OJ C 20 - 25.01.1993
16. Iron and Steel	12	OJ C 182 - 05.07.1993
17. Leather	9	OJ C 223 - 18.08.1993
18. Printing and media	5	OJ C 295 - 30.10.1993
19. Wood	10	OJ C 330 - 06.12.1993

3.9 All information on comparability of qualifications and, in particular, the list of occupations or professions involved and the structure of training levels defined by the European Community, is available from the following addresses:

European Commission
Task Force Human Resources
200 rue de la Loi
B-1049 Brussels

CEDEFOP
Bundesallee 22
D-10717 Berlin
Tel: (+49) 30-884120
Fax: (+49) 30-88412222

Recognition

3.10 It is important to note the following difference between academic and professional recognition:

Recognition for professional purposes is defined as a legal act by which a competent authority in the host Member State recognises that the qualification gained by a job seeker, in another Member State, is appropriate to be able to practise an occupation or profession in the host country. Legally this exercise depends on the completion of a particular type of training, which is then compared with an existing national certificate. This act aims to facilitate mobility of workers by dispensing with the need to retrain fully or in part;

Recognition for academic purposes is defined as a legal act by which an educational establishment, in one Member State recognises that the course or period of studies previously completed, in another Member State by someone wishing to enrol, is appropriate to undertake the desired training. This act aims to facilitate the mobility of students by again dispensing with the need to retake all, or part, of a course of study which has already been completed.

3.11 For seven professions, the European Community has gone even further as directives on the recognition of diplomas have been formally adopted, and the training for these professions has been harmonised. It should be noted, however, that no further attempts at harmonisation are envisaged. The seven professions are :

- doctors;
- nurses;
- dentists;
- veterinary surgeons;
- midwives;
- chemists;
- architects.

From 1964 to 1982, the European Community adopted a certain number of directives which aim to promote the right of establishment and the free movement of services (see following table).

Wholesale trade and activities of intermediaries in commerce, industry and small craft industries
Directive 64/222/EEC of 25 February 1964 (OJ 56 of 04/04/1964);

Industry and small craft industries
Directive 64/427/EEC of 7 July 1964 (OJ L 117 of 23/07/1964);

Retail trade
Directive 68/364/EEC of 15 October 1968 (OJ L 260 of 22/10/1968);

Personal Services Sector (restaurants, cafes, taverns and drinking places and hotels, rooming houses, camps and other lodging places)

Directive 68/368/EEC of 15 October 1968 (OJ L 260 of 22/10/1968);

Food manufacturing and beverage industries

Directive 68/366/EEC of 15 October 1968 (PJ L 260 of 22/10/1968);

Intermediaries in the coal trade

Directive 70/523/EEC of 30 November 1970 (OJ L 267 of 10/12/1970);

Various activities

Directive 75/368/EEC of 16 June 1975 (OJ L 167 du 30/06/1975);

Itinerant activities

Directive 75/369/EEC of 16 June 1975 (OJ 167 of 30/06/1975);

Insurance agents and brokers

Directive 77/92/EEC of 13 December 1976 (OJ L 26 of 31/01/1977);

Transport and travel agencies

Directive 82/470/EEC of 29 June 1982 (OJ L 213 of 21/07/1982);

Hairdressing

Directive 82/489/EEC of 19 July 1982 (OJ L 218 of 27/07/1982).

Regulated professions in higher education

3.12 A general system of recognition of diplomas for regulated professions was adopted by directive 89/48 EEC of 21 December 1988 (OJ L19 of 24 January 1989), covering all of the professions which require a diploma awarded after three years of higher education. A regulated profession is an activity for which entry to, or its practice, or one of the methods of its practice, is dependent on legislative, regulatory or administrative provisions relating to the possession of a training certificate or an attestation of competence. Obviously this directive 89/48 does not apply to those occupations or professions which are subject to specific directives. This directive came into force on 4 January 1991 and is based on the principles of mutual trust between Member States and on the comparison of training levels. Thus, one Member State must provide a national of another Member State with access to a regulated profession, if that person has already received a training which provides access to the same profession, in his or her own country. In effect, this sometimes requires a candidate to:

undertake complementary training when the length of training which had been followed is shorter than that which is provided, in the host Member State;

undertake a period of practice or provide proof of competence when there are considerable differences in the content of training. The candidate can choose between these options.

Other regulated professions

3.13 The general system of recognition of diplomas was extended to other professions by a directive 92/51/EEC of 18 June 1992 (OJ L 209 of 24.07.92). The fundamental principles are the same as for the directive adopted in 1989 i.e. trust and comparison. The 1992 directive is the last in the range of measures which gives all Community nationals the right to have qualifications acquired in one Member

State, recognised or taken into account by another Member State in which they wish to spend a period of time. This directive confirms that for occupations and professions not already covered by previous directives, a Member State which regulates a particular profession must recognise the qualification acquired in another Member State and permit the holder to practice his or her professional activity under the same conditions which apply to its nationals. The directive applies to all occupations and professions which are not covered by a specific directive and this includes professions regulated by members of private associations which have some specific form of recognition in Member States eg Chartered Bodies in the United Kingdom and their equivalents in Ireland.

3.14 The basic principle of this directive which entered into force in June 1994, is that of the right to have a qualification recognised by the host Member State but sometimes recognition is only provided after certain compensatory measures. These measures include the choice by the job seeker of a period of adaptation or a proof of competence:

when there is considerable difference between the training required and the training which has been acquired;

when in the host Member State, there is a field of different activities characterised by a specific training which is substantially different from those covered by the certificate held by the job seeker.

However, when the training of the job seeker is of a shorter period than that provided in the host Member State, he or she will be required to undertake a period of work experience.

Multilateral Agreements

3.15 Several agreements on recognition have been adopted under the auspices of UNESCO or the Council of Europe. However, these are exclusively University level agreements and examples include:

the European agreement on the equivalence of diplomas giving access to Universities, signed in Paris on 11 December 1953, under the auspices of the Council of Europe. Four other agreements have been adopted following the signing of this original text;

the "agreement on the recognition of studies and diploma relating to Higher Education in the States of the European Region", adopted in Paris on 21 December 1979 within the framework of UNESCO. This convention is in force in Belgium, Denmark, Spain, Italy, Portugal, the Netherlands and the United Kingdom. The other five Member States of the European Union have signed, but not yet ratified, the convention.

4. THE EUROPEAN DIMENSION OF GUIDANCE ACTIVITIES

4.1 The Community has always considered vocational guidance as an essential part of its common vocational training policy. The third general principle for the implementation of this policy, adopted by Council Decision of 2 April 1963, provides "inter alia" for permanent arrangements for information, guidance and vocational counselling targeted at young people and adults. This principle also advocates the provision of conditions enabling everyone to gain timely access to these arrangements, before choosing a profession.

4.2 This principle was the driving force behind the Commission's subsequent action and it was on this basis that it adopted a recommendation (on 18 July 1966) calling on the Member States to promote vocational guidance activities for young people and adults, and to adapt the relevant structures to actual requirements and needs.

4.3 Both trade unions and employers (often referred to as the social partners) meet together at Community level within a framework of meetings called the Social Dialogue in order to provide their advice and opinions to the Commission. In their joint opinion on the transition from school to adult and working life of 6 November 1990, they felt that the effective use of qualifications and human resources in the Community depended to a large extent on the counselling and guidance services available to help young people. The joint opinion referred to the need to organise vocational guidance as a continuous process providing young people not only with information, but also with practical experience in a working environment. It stressed the need for close cooperation between the different players - guidance services, training practitioners, employment offices, employers and trade unions and that guidance counsellors should have appropriate training and that their profession should be fully recognised in its own right.

4.4 While these have been some of the Community-level initiatives related to policy, most of the initiatives related to practice are now associated with the **PETRA** programme. Three types of initiatives have been supported through **PETRA** :

the setting up of a European Network of National Guidance Resource Centres to provide vocational guidance information on training opportunities in other Member States, to promote cooperation in the joint preparation of guidance material and, where possible, the exchange of guidance specialist staff. Because of the important role which these centres play, their network is described in para 5.1 and details about each of the centres have been included at the beginning of each Member State chapter;

the launching of development projects to assist the work of the national centres which are carried out by partnerships involving at least five Member States, working on several specific themes, including :

the linking of existing data bases in order to enhance the exchange of information between Member States;

increasing the participation of firms and the social partners in guidance activities;

transnational cooperation to achieve greater quality in vocational guidance systems;

the development of transnational projects aimed at the training of guidance counsellors on European aspects of vocational guidance.

The work of these projects involves the joint development of European training units or materials, and/or the joint implementation of training activities, concerning new perspectives for training and work in the Single Market; the functioning of training guidance systems in other Member States; new methods and procedures in vocational guidance; sources of information and resource materials.

4.5 Further information about these activities are available from the **PETRA** National Coordination Units which are listed in Section D of the Member State chapters.

4.6 The National Centres are establishing permanent links with their counterparts in other Member States, involving the mutual transfer of guidance information.

4.7 While **PETRA** has been focused on guidance for training, another major initiative of the Community relates to the provision of guidance in the context of job opportunities: The European Employment Services (EURES). Under this initiative a Network of Euroadvisers has been established who are mainly representatives of Public Employment Services but also include members of Trade Unions and Employers Associations. The Network will shortly be increased to include universities and other

institutions. All Euroadvisers are linked to data bases providing information about job vacancies throughout Europe and about living and working conditions in the various Member States. Further information about EURES is contained in para 5.5.

4.8 All of these Community initiatives, and also the production of this Handbook, aim to help guidance systems in Member States respond to the new challenge which is presented by the evolving Community context in which they are operating. For many citizens in the Community, the process of European integration now offers a wider range of opportunities for training and work outside their own Member State. In parallel, the national, regional and even local training and labour markets are increasingly interlocked with developments in other Member States and the EU as a whole. It is therefore essential for guidance and counselling services to provide information, advice and expertise which enables individuals to become aware of opportunities which exist elsewhere and to make decisions on their training and career which take into account the prospects of developments in other Member States and throughout the EU.

4.9 The introduction of a European dimension into vocational guidance is a new area of concern in most Member States. It requires structured cooperation and exchange of information between the national guidance systems on a broad basis, and appropriate instruments and methods to introduce a European perspective into the guidance activities at regional and local level in order to make the training systems and opportunities which exist in other Member States more transparent. This can assist individuals, vocational schools, firms and other training providers to plan training provision which combines training opportunities offered in different Member States. It can also help regional or local training authorities, professional organisations, chambers and other relevant bodies to create their own networks for transnational cooperation and joint exploitation of training resources, especially in border regions but also between more remote parts of the EU. In the immediate future, even more efforts will be required both within the new EU programmes (see Section 2) and in other contexts, to complement existing guidance provision by adding an effective European dimension thereby strengthening the role which guidance systems can play in the development of training and work in the EU.

5. IMPORTANT COMMUNITY NETWORKS AND SERVICES.

A number of Community networks and services provide documentation and information on vocational guidance, education, vocational training, employment and the labour market. Only the most relevant have been included but they can, in turn, provide information about other European networks.

5.1 The European Network of Guidance Resource Centres

Objective

The objective of the European Network of Guidance Resource Centres is to produce national information on education, training and work experience placement opportunities and to provide and exchange such information throughout the Member States of the EU. In addition, these centres also have an important role to play in the joint preparation of guidance and in the exchange of examples of good practice.

Network

Each of the Member States were asked to designate or create a centre or centres in the Network. Currently 28 such centres are in operation. Five Member States have one centre, Ireland and Italy and Portugal have two, Belgium has three, France has four and ten have been created in Germany. Further information about individual centres is given at the beginning of Section A of each Member State chapter.

Target Groups

The main target group of this Network comprises all careers guidance counsellors throughout the EU. In other words, those counsellors who, in their day to day work, advise young people about their choice of career and about the training, education and experience which is necessary, useful or for their chosen careers.

Services

Individual centres offer information and advice on the opportunities or the situation in other Member States relating to:

- training, education and work experience;
- financial support for training and education;
- language learning;
- prospects of employment;
- living and working conditions.

If they cannot answer specific enquiries immediately, they can use the Network to obtain the relevant information from the particular Member State in question. Naturally, each centre can also provide information about other organisations in their own country which can provide additional information or practical assistance to young people who are considering the possibility of spending a period of time abroad.

Publications

A Directory of the National Guidance Resource Centres is available which explains the activities and key information topics for each centre. Individual centres have produced booklets and leaflets about other Member States which can be obtained directly from the centres themselves.

Commission department responsible:

European Commission
Task Force Human Resources
200 rue de la Loi
B-1049 Brussels

Technical Assistance:
Petra Youth Bureau
Place du Luxembourg 2-3
B-1040 Brussels
Tel: (+32) 2-5111510
Fax: (+32) 2-5111960

5.2 Information network on education in the European Community (EURYDICE)

Objective

The principal objective of EURYDICE is to encourage the exchange of information on the Member States' education systems and policies.

Network

The European Commission established a European unit to stimulate and coordinate the network activities. Member States set up national units which are mainly based in Ministries of Education or are closely related to them.

Target groups

The principal target group of EURYDICE has so far comprised educational policy-makers. However, through the dissemination of its publications, EURYDICE is increasingly reaching a wider public.

Services

The EURYDICE network offers two types of services. It facilitates exchange of information among senior policy-makers in the Member States through a system of questions and answers on subjects relating to education systems' policy and reforms. The second service supports Community cooperation in education and promotes mutual understanding through the production of information and basic data on education systems, as well as comparative studies on issues of common concern to Member States and of Community interest. EURYDICE is finalising a Community data base on education systems in Member States which is up-dated annually. It is possible that this data base will be made available to a wider public in 1995.

Publications

EURYDICE publications provide basic information on, and comparative analyses of, education systems and policies in the European Union and at Community level.

The European Unit of the Network was established on behalf of the European Commission by the European Cultural Foundation.

EURYDICE European Unit
rue d'Arlon 15
B-1040 Brussels
Tel: (+32) 2-2383011
Fax: (+32) 2-2306562

Commission department responsible:

European Commission
Task Force Human Resources
200 rue de la Loi
B-1049 Brussels

5.3 Community network of national academic recognition information centres (NARIC)

Objective

The objective of the Network of National Academic Recognition Information Centres (*NARIC*) is to improve the exchange of information within the Community and countries of the European Free Trade Association (EFTA) on all aspects of the academic recognition of qualifications and of periods of study undertaken in another Member State.

Network

The *NARIC* network has been operating since 1984. There are *NARIC* centres in every EU and EFTA country (with two in Belgium and two in Greece) to promote the mobility of students, teachers and researchers by providing them with information and advice on the recognition of qualifications. These centres are equally responsible for advice on Council of Europe and UNESCO conventions on academic recognition and close cooperation exists with their similar networks of information centres.

Most *NARICs* also have responsibilities in the field of professional recognition, giving advice on the implementation of the General Directive of the Community concerning the recognition of higher education qualifications.

In order to promote cooperation between the various centres, the European Commission organises periodic meetings with their directors and provides financial assistance to enable those in charge of centres to undertake study visits, and to prepare special projects such as guides, comparative overviews and training courses on evaluation of professional qualifications and experience.

Target groups

The principal users of these centres are higher education institutions, students, careers advisers, parents, teachers and employers.

Publications

The brochure entitled *ERASMUS: NARIC - Network of National Academic Recognition Information Centres in Member States of the European Community and the Countries of the European Free Trade Association* (August 1993) introduces the activities of the various centres.

The Compendium of bilateral and multilingual agreements on equivalence between Member States. A compilation of the main qualifications awarded in each EU Member State and EFTA country as well as an update of the Guide to higher education systems and qualifications in the European Community (1991) concerning both the EU Member States and EFTA countries are currently being produced.

Commission department responsible:

European Commission
Task Force Human Resources
200 rue de la Loi
B-1049 Brussels

Technical assistance:

ERASMUS Bureau
rue Montoyer 70
B-1040 Brussels
Tel: (+32) 2-2330111
Fax: (+32) 2-2330150

5.4 European Centre for the Development of Vocational Training (CEDEFOP)

Objective

CEDEFOP's main task is to provide assistance to policy makers, researchers, and practitioners at Community level and in the Member States, through information activities, research and consultation concerning all areas of vocational training.

Networks

In carrying out its various functions, CEDEFOP has established a number of networks. Those of a more permanent nature are:

- the documentary information network, which consists of one member organisation in each Member State;
- the network of research organisations, which meets annually in CEDEFOP's research forum;
- informal networks on subjects such as small and medium-sized enterprises, training of trainers, development of qualifications, etc..

Target groups

Although its publications are available to all those interested, CEDEFOP's primary target groups are policy makers and researchers in European and national level organisations. It also gears some of its products and services to the needs of vocational training practitioners, including those who organise and administer vocational training systems, and trainers.

Services

Apart from its publications, CEDEFOP provides its information service, essentially through the members of its documentary information network who have access not only to CEDEFOP's publications, but also to a monthly mailing of information. These network members will, in as far as they consider the request as coming from one of their target groups, try to answer the query from the information already made available to them, or if this is not possible, request CEDEFOP or a member of the network in another Member State to provide the information.

Where the information is not available to CEDEFOP, and the enquirer falls within CEDEFOP's priority target group, CEDEFOP is prepared to launch a question to members of the network.

Publications

CEDEFOP has made a general policy of publishing the results of its research activities. These are for the most part available for purchase through the Office for Official Publications of the European Communities and its sales agents in the Member States and in other countries. A list of publications is available from CEDEFOP.

CEDEFOP also produces the following periodicals:-

Vocational Training - a review which devotes each issue to a specific theme, but also provides some bibliographical and other information. Published three times each year in all nine official languages, it is available from the Office for Official Publications;

CEDEFOP Flash - which is distributed free of charge to policy makers and information multipliers, and contains information on specific CEDEFOP activities. It is published at irregular intervals, approximately 10 times per year, normally in five Community languages;

CEDEFOP Flash Special - contains brief reports on CEDEFOP's activities and on vocational training developments in Member States, plus information on recent publications, forthcoming conferences, etc. It is published four times a year in English, French, and German, and is distributed to vocational training practitioners, as well as policy makers, researchers, and information multipliers, etc.

Address:

CEDEFOP

Bundesallee 22

Jean Monnet House

D-10717 Berlin

Tel: (+49) 30-884120

Fax: (+49) 30-88412222

5.5 The European Employment Services Network (EURES)

Objective

The principal aim of EURES is to provide information on the labour market of the EU and to inform and advise individuals about job opportunities and living and working conditions in the Member States of the EU. EURES was established following a Commission Decision of 1993 based on a 1968 Council

Regulation on the freedom of movement of workers, which was updated in 1992. EURES must disseminate job offers as well as information on living and working conditions abroad, making sure that this information reaches workers easily and efficiently.

Network

EURES will become a network of over 400 Euroadvisers. These Euroadvisers come from, and are based in, public or private employment services, industry, trade unions, universities and other institutions. At the time of writing there were more than 250 Euroadvisers throughout the EU. Euroadvisers have a computer linkage which enables them to exchange information and to access the central database which is hosted by the Commission's INFO 92 system.

Target groups

There are two target groups. The first is people who are considering the possibility of working in another Member State. For such people, EURES through its Euroadvisers, can provide information and advice about:

- job opportunities;
- the way in which the labour market is changing and this analysis is available at the level of geographical regions, industrial, commercial or service sectors and also the required qualifications;
- and as already indicated, about working and living conditions in the various countries.

The second target group comprises employers who want to recruit personnel from throughout the Union or from particular Member States, or to set up plants or to extend a franchise in other countries. They can also consult EURES and have access to all its information.

Commission Directorate Responsible:

European Commission
Directorate General V - Employment, Industrial Relations and Social Affairs/ Unit D/4
200 rue de la Loi
B-1049 Brussels

For further information or to find out the name and address of your nearest Euroadviser, please contact EURES by phone:

Tel: (+32) 2-2990477 or (+32) 2-2990508

5.6 Mutual information system on employment policies (MISEP)

Objective

MISEP is intended to operate on three levels:

- it regularly gathers information provided by its correspondents and disseminates it through its technical secretariat;
- it acts as a clearing house for multilateral questions and answers, both at the request of correspondents and on the initiative of the secretariat;
- it stores the information it receives in order to establish a basis for further study, through bilateral contacts, of points of particular interest.

Network

The system is based on a group of correspondents in the Member States. These correspondents occupy posts in the operational sections of their respective national departments in charge of employment.

Target groups

The principal target groups for MISEP's activities are the national governments of the Member States, and more particularly any person, association or management team interested in the problems associated with policies designed to fight unemployment.

Publications

inforMISEP, a quarterly bulletin that has been published since 1983. Its purpose is to provide up-to-date information for anyone involved or interested in employment policy and its evolution. This bulletin, which is published in English, French and German, provides information on the changes that have taken place in the measures and systems adopted by Member States.

Basic information reports which contain information on labour market institutions, procedures and policies in the Member States of the EU. These publications have been updated regularly since the appearance of the first set of reports in 1983. These reports are published in English, French and German and are now revised annually.

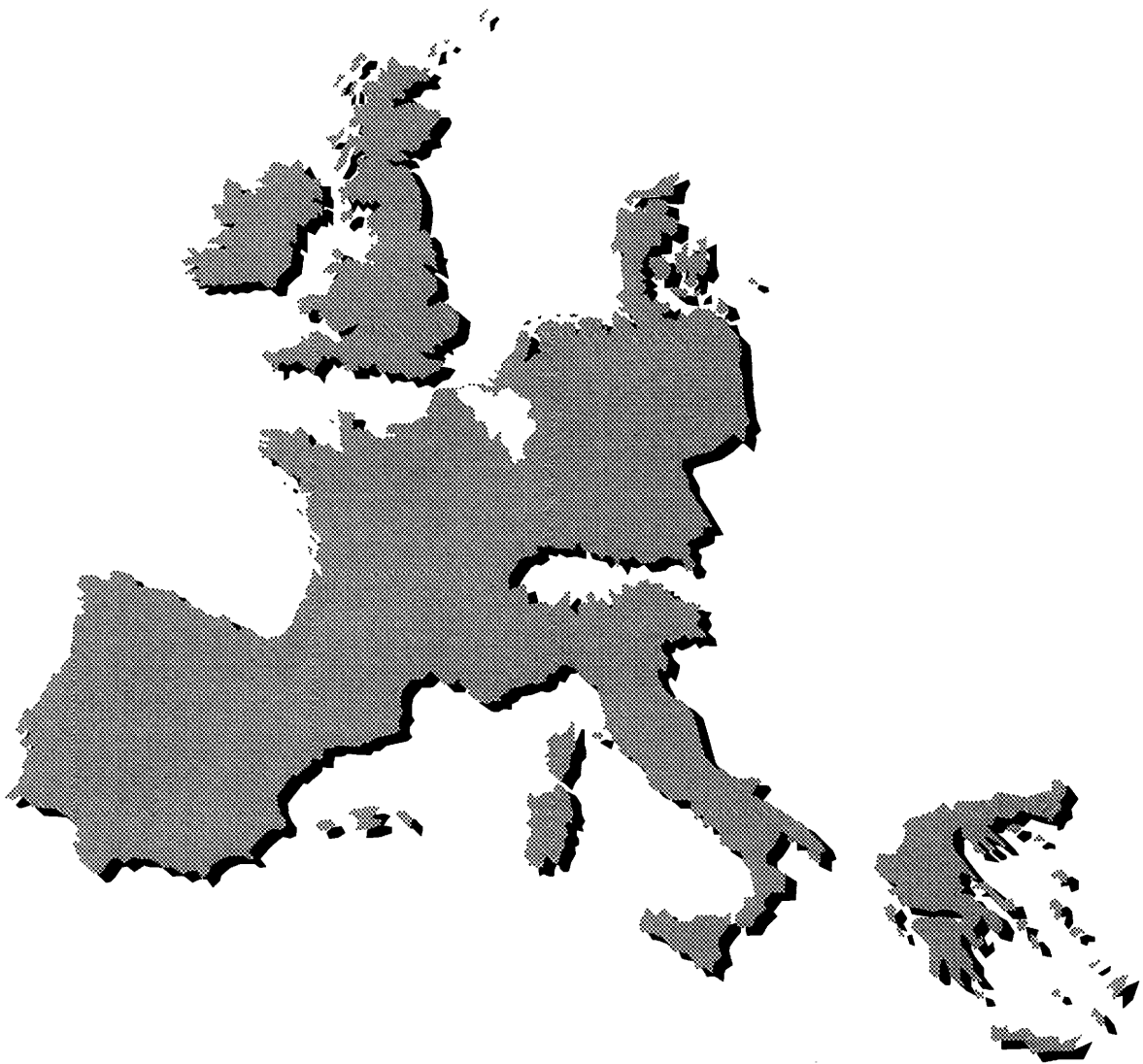
Commission Directorate Responsible:

European Commission
Directorate General V - Employment, Industrial Relations and Social Affairs / Unit A/2
rue de la Loi 200
B-1040 Brussels

Technical assistance:

MISEP Technical Secretariat
IAS
Bundesallee 117
D-12161 Berlin
Tel: (+49) 30 8508 0051
Fax: (+49) 30 8508 0052

BELGIUM





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General information

Belgium lies in north-western Europe, bordered to the north by The Netherlands, to the east by Luxembourg and Germany and to the south by France.

The national flag consists of three equal vertical stripes, of black, yellow and red.

There are four linguistic regions, the French, Dutch and German-speaking areas and Brussels. Brussels is situated in the Flemish part but has bilingual status (Dutch and French). The official languages are Dutch and French on national level, and German on regional level.

Area and population

Area (sq.km): 30,519

Population: 10,021,997

Density (per sq.km) (1991): 328.4

Capital: Brussels - inhabitants: 951,217

Political system

Belgium is a Constitutional and Hereditary Monarchy of which the King is Head of State. On 8 May 1993, the constitution was amended. This changed the Kingdom from a Unified State to a Federal State composed of 3 independent regions. It is a Federal State consisting of three cultural Communities, i.e. the Flemish, French and German-speaking Communities, and three Regions, ie the Walloon, Flemish and Brussels Regions. The Brussels Region comprises French, Flemish and Joint Communal Commissions. The German linguistic community although part of the region of Wallonia, retains its independence in various matters e.g. education.

The House of Representatives is the most important legislative body at national level. The Senate mediates in disagreements between the regions. There are now three authority levels, each with its own legislative and executive bodies:

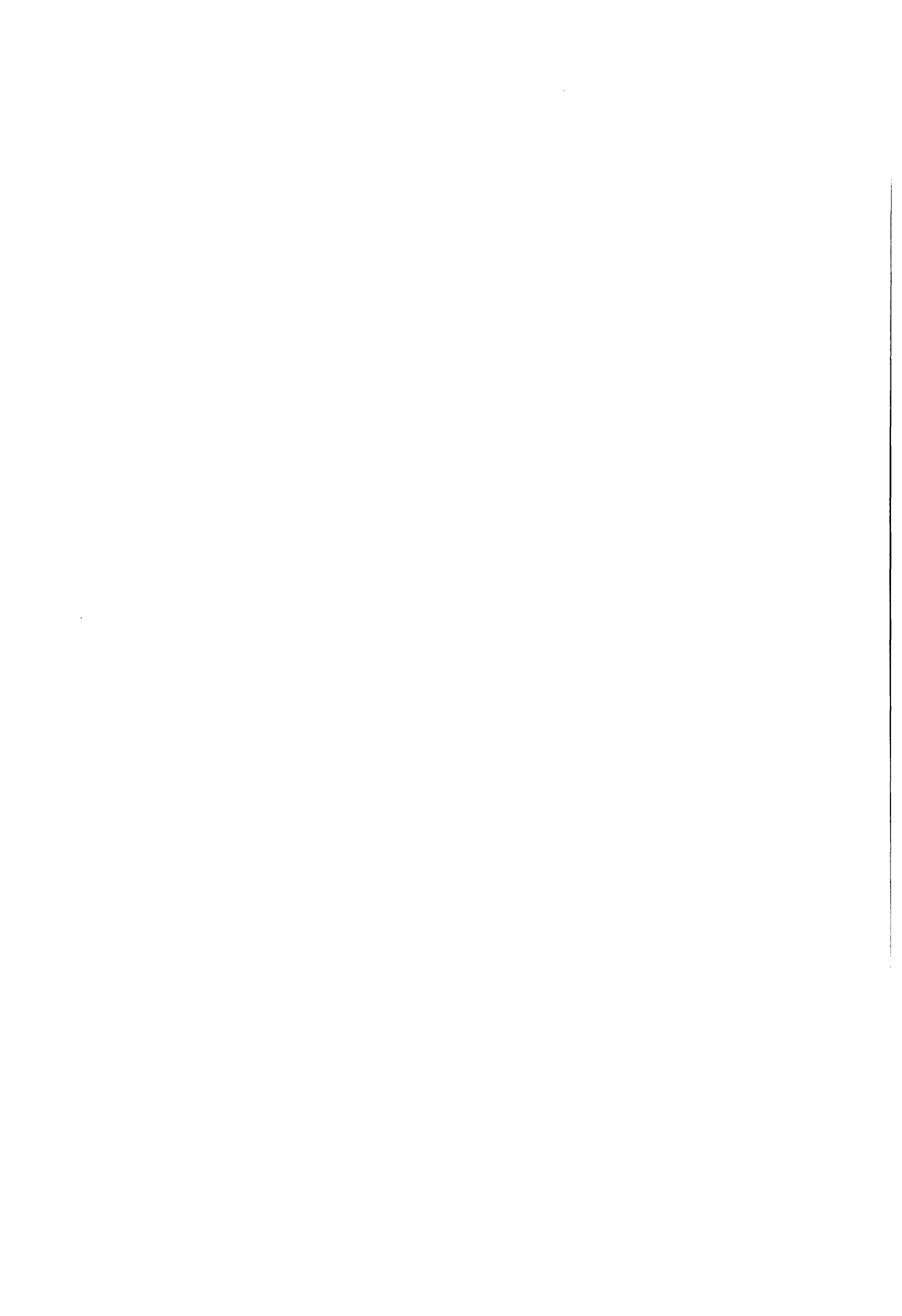
- the Federal State;
- the Communities;
- the Regions.

There is no hierarchy between the three policy-making levels; they each have their own powers.

The Federal State has a national parliament and a national government. The Communities are responsible for cultural and social matters within a certain linguistic area.

The three Regions - the Flemish, the Walloon and the Brussels Region - are responsible for all matters fully or partly related to a well-determined area.

Flemish Community



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A. INITIAL REFERENCE POINTS

A.1 National centre in the European network of guidance resource centres

*Ministerie van de Vlaamse Gemeenschap (Ministry of the Flemish Community): Departement Onderwijs (Department of Education), VPA **PETRA**.*

Working languages: Dutch, English and French.

Each language community in Belgium has its own resource centre. These centres have been given responsibility for developing links with certain other Member States. The Flemish centre is linked with centres in the Netherlands, Denmark, Italy, Ireland and Portugal. It shares information gathered on these Member States with centres in the other language communities, thus ensuring that information on all EU Member States is available throughout the three Belgian language communities.

A.2 Other contact points and principal information sources

BGDA - Brusselse Gewestelijke Dienst voor Arbeidsbemiddeling (Regional Employment Service, Brussels).

Cel voor het Vlaams Provinciaal Onderwijs (Central Service for Flemish Provincial Education).

CSBO - Centrale voor Studie- en Beroepsoriëntering en Psycho-Medisch-Sociale Centra (Central Service for Careers Guidance of the PMS Centres).

Federatie Jongeren Informatie- en Adviescentra (Central Office of Youth Information Centres).

ICODOC - Intercommunautair Documentatiecentrum voor Beroepsopleiding (Inter-Community Centre for Documentation on Vocational Training).

INBEL - Belgisch Instituut voor Voorlichting en Documentatie (National Information and Documentation Centre).

Infojeugd Nationaal (Central Office of Youth Information Services).

Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs - Centrum voor Informatie en Documentatie. (Ministry for the Flemish Community, Department of Education, Centre for Information and Documentation).

Onderwijssecretariaat van de Steden en Gemeenten van de Vlaamse Gemeenschap (Education Secretariat for Cities and Towns of the Flemish Community).

VDAB - Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding (Flemish Employment and Vocational Training Agency).

Vormingscentrum voor de PMS-centra van het Gemeenschapsonderwijs (Training Centre for PMS Centres of Community Education).

A.3 Handbooks, publications and data bases

The following publications are available in Dutch only, unless otherwise mentioned.

Educational Developments in Belgium: 1990-1992, The Flemish Community published by *Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs, Centrum voor Informatie en Documentatie*, Brussels, 1992 (English publication). Detailed description of the education system in Belgium.

Education in Belgium: The Diverging Paths published by *OECD*: review of national policies for education, 1991.

Education in the Dutch speaking part of Belgium: 1992 published by *Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs, Centrum voor Informatie en Documentatie* (publication available in English, French, German, Dutch, Italian and Portuguese).

Les systèmes éducatifs en Belgique: Similitudes et Divergences, published by *OECD*: studies of national education policies, 1991.

Onderwijsgids, Universitair onderwijs - HOBU - Secundair Onderwijs (Study Guide, University Education - HOBU - Secondary Education), published by *Vormingscentrum voor de PMS-Centra van het Gemeenschapsonderwijs*.

Studeren buiten de universiteit (Higher Education outside the university), published by *CSBO*, 1993. A guide to non-university post secondary education study options.

Wetenschappelijk en Academisch Onderwijs, een handboek voor Nederlandse en Vlaamse Studenten (University Education, A handbook for Dutch and Flemish Students), published by *LDC and Hobéon Media*, 1993, containing practical information for students on Higher Education in the Netherlands and in Flanders.

Data bases

ORBIS - a data base of information on study and training opportunities in the Flemish Community. It contains information on almost every existing training option and is available through the *CSBO*.

Scholendatabank van het Ministerie van de Vlaamse Gemeenschap (Data base of schools of the Ministry of Education for the Flemish Community).

Data bases available at the PMS-Centres:

ONDERWIJSGIDS - a data base of study and training opportunities in the Flemish Community;

SIMONA (Studie- en Informatiesysteem voor Ontwikkeling van een Nieuw Arbeidsmarktbeleid). The *VDAB* owns this data base of labour market information;

SOCRATES - a data base of adult education opportunities and training courses.

B. EDUCATION AND TRAINING SYSTEMS

This section presents an overview of the structure of education in the Flemish Community of Belgium and details the different structures and paths of initial vocational education and training and further education. The diagram in the following subsection illustrates the present education system from nursery school to the highest level of education.

B.1 General overview

B.1.1 Diagram to show the education and initial training system

Key to diagram

(1) Compulsory education lasts for twelve years, from 6 to 18 years of age. Education is full-time up to the age of 15 after which those who have completed at least the first two years of secondary education and do not wish to continue full-time until 18 may then follow part-time compulsory education. Pupils who have not completed 2 years of secondary education must attend full-time compulsory education until the age of 16.

(2) Secondary education comprises lower and upper levels, organized in four forms (general, technical, vocational and artistic education) and two main streams, one leading primarily to higher education, the other primarily to employment. In the BSO, a fifth year of specialisation is possible after the first two degrees.

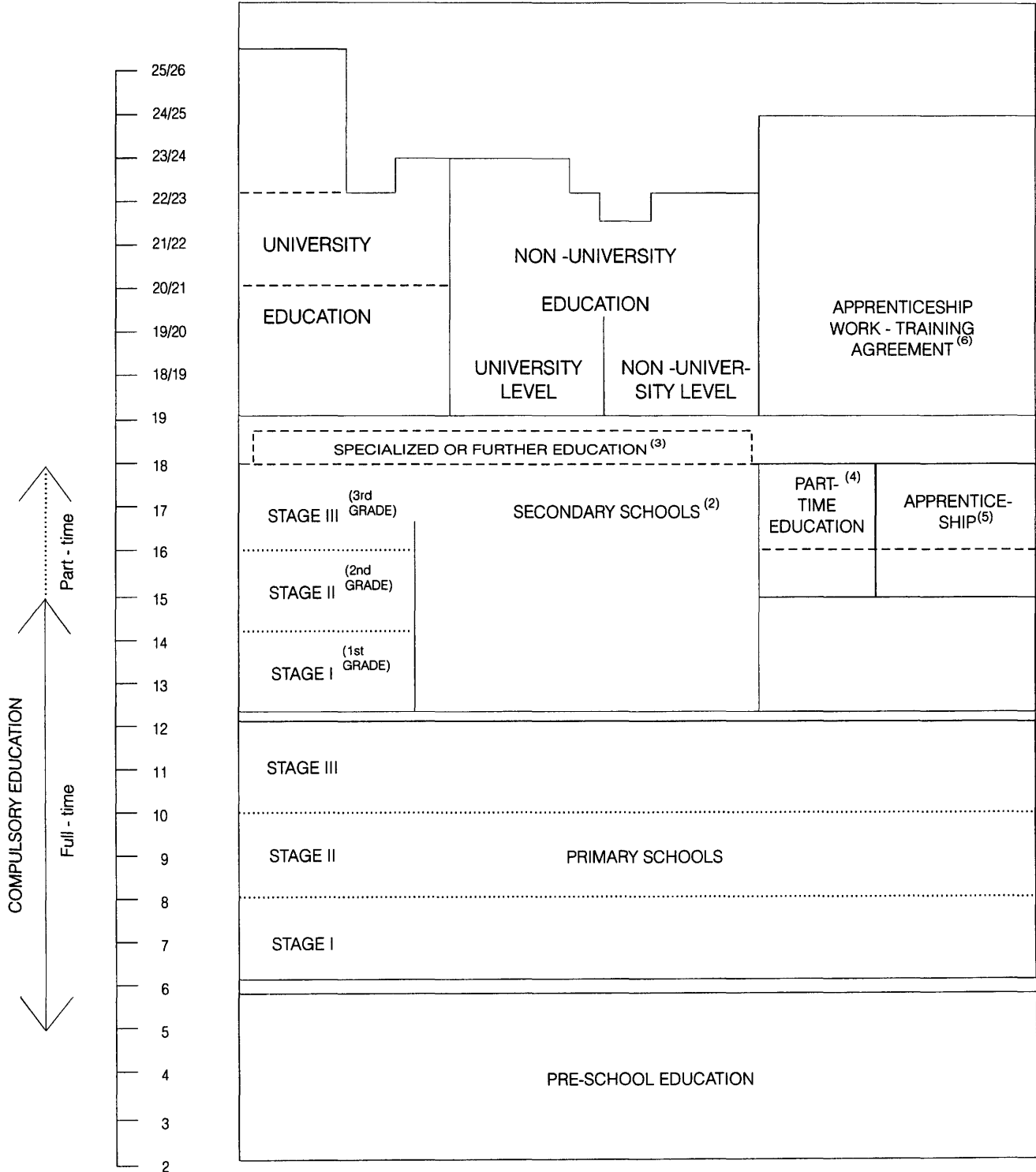
(3) A preparatory year for higher education or employment after 6 years of secondary education.

(4) Part-time education is available to pupils from 15 or 16 years of age, and covers the last years of compulsory schooling. It lasts 360 hours in the first year (for 15/16 year olds) and 240 hours in the following years.

(5) The theoretical training element of apprenticeship lasts for the same time (360 hours in the 1st year and 240 hours in the following two years) as part-time education.

(6) An industrial apprenticeship lasts from 6 months to 2 years and can take place in several firms successively.

The Work Training Agreement is available to 18 to 25 year olds and lasts for 256 hours when provided by an employer or 500 hours when followed in a training establishment.



B.1.2 General information sources

Schools in the Dutch-speaking Community are organised in 3 networks.

For information on schools run by the Flemish community contact:

ARGO - Autonome Raad voor het Gemeenschapsonderwijs; Dienst Communicatie en Documentatie (Autonomous Community Education Council; Communication and Documentation Service)

For information on state subsidised provincial and municipal schools contact:

Onderwijssecretariaat van de Steden en Gemeenten van de Vlaamse Gemeenschap v.z.w. (Education Secretariat for Cities and Towns of the Flemish Community);

Cel voor het Vlaams Provinciaal Onderwijs (Central Service for Provincial Education).

For information on state subsidised independent schools contact:

Nationaal Secretariaat van het Katholiek Onderwijs (National Catholic Education Secretariat)

Other organisations providing information:

EURYDICE, Eenheid Vlaamse Gemeenschap (EURYDICE, Flemish Community Unit).

B.2 General education

B.2.1 Structure, duration and aims of education

Compulsory schooling

Compulsory school attendance lasts twelve years, from 6 to 18 years of age. It is full-time up to the age of 15; those who have completed at least the first two years of secondary education and do not wish to continue in full-time education until they reach 18 may choose to follow part-time compulsory education. Pupils who have not completed 2 years of secondary education must attend full-time compulsory education until the age of 16.

Primary education

Primary education lasts six years from age 6 to age 12. After completing the 6th year, the pupil receives a primary education certificate.

Secondary education

After primary school all pupils enter secondary school. Secondary education has a “unified structure”, offering the same basic education to all pupils (the so-called “collective part”). In addition, pupils can select a number of options. Full-time secondary school lasts for 6 years and is divided into 3 grades, each of 2 years duration. The first grade has been designed so that pupils are not forced into making premature choices. This is why there is no division between general education and technical education at this stage. There is however a limited choice of options available from the 2nd year. In the second grade the curriculum allows pupils to begin to specialise. In the third grade this process of specialisation continues with pupils entering one of four broad educational streams:

algemeen secundair onderwijs - ASO (general secondary education). This stream prepares pupils for higher education;

technisch secundair onderwijs - TSO (technical education). This stream prepares pupils for a job or higher education;

beroepssecundair onderwijs - BSO (vocational education). This stream offers general education and vocational training. It aims to prepare pupils for employment;

kunstsecundair onderwijs - KSO (artistic education). This stream combines general and artistic education. It prepares pupils either for work or higher education;

Pupils receive a secondary education diploma after six years in ASO, TSO, or KSO. A seventh year is required in BSO in order to qualify for the secondary education diploma.

Higher education

Higher education consists of *academisch onderwijs* (university education) and *HOBU - hoger onderwijs buiten de universiteit* (higher non-university education). It is possible to transfer between the different types. In university education, education and research are closely related to one another. Students are thoroughly initiated in scientific research and they are taught how to conduct such research on their own.

HOBU consists of *HOKT - hoger onderwijs van het korte type* (short term higher education), which takes 3 years, and *HOLT - hoger onderwijs van het lange type* (long term higher education), which takes 4 or 5 years. *HOKT* aims to prepare students for direct entry to a profession on completing their studies. *HOLT* is more academic in nature and relates scientific study to the world of work.

B.2.2 Fees and grants in secondary education

In the Flemish Community, study bursaries are available to pupils in secondary education, as well as to students in higher education. Eligibility for a grant is dependent on parental income.

B.3 Initial vocational education and training

B.3.1 Structure, duration and levels of qualification attainable

Most young people receive their vocational training in the context of technical, artistic or professional education in full-time secondary schools (see B.2.1). *Deeltijds beroeps-secundair onderwijs* (part-time (vocational) secondary education) was introduced in 1983, and at the same time compulsory school education was extended from 16 to 18 years of age. All young people in Flanders in the 16 to 18 age group must now attend full-time education or enter part-time training.

Part-time training

Deeltijds Beroepssecundair Onderwijs (part-time vocational secondary education): this follows on from BSO (see B.2.1) and is offered in:

a school providing secondary education; in this case the training is coordinated by a centre for part-time vocational secondary education (*Centrum voor Deeltijds Beroepssecundair Onderwijs* - CDO) which is responsible for several schools in a regional or educational network;

a licensed youth training centre (*Erkende Vorming*).

Deeltijds Beroepssecundair Onderwijs is complemented by vocational training offered in one of the following forms:

- a contract of industrial apprenticeship;
- a fixed-term contract of part-time work;
- a vocational youth work placement.

It is also available to the unemployed.

Initial Apprenticeship Courses are as follows:

Vorming in de leertijd van de Middenstand (craft trade apprenticeships). This prepares young people for employment in *KMO - Kleine of Middelgrote Onderneming* (Small or Medium Sized Enterprise). This training for craft trades is both practical (4 days/week) and theoretical (1 day/week). The practical vocational training takes place with a master (head of the enterprise) with whom young people (or their parents) conclude a (training) contract. The theoretical complement to this practical vocational training takes place at a craft trade training centre (*Centra voor Middenstandsopleiding - CMO*);

Industriële Leerovereenkomst (Industrial Apprenticeship): A form of training for skilled trades which are not covered by craft trade apprenticeships (see above). It consists of theoretical training coupled with work experience under the supervision of experienced workers. The theoretical training is offered at a *CDO*.

The length of training (usually 6 to 24 months) is set for each trade or occupation by an apprenticeship committee composed of representatives from the employers and trade unions. A young person undertaking this training receives a fixed-term contract from the employer and is paid pro rata for the time spent at the workplace.

B.3.2 Initial training schemes for people with special needs

There is a special form of apprenticeship specifically intended for young disabled people who have had difficulties at school and are experiencing difficulty in finding a job.

B.3.3 Indicative participation rates in post compulsory education and training

In 1988, of all 275,000 fifteen and sixteen year-olds in Belgium, 96% were in education or training. Based on figures for Flanders, it can be estimated that out of every 100 young people in education or training 45 were in general education, 50 in technical and vocational education, 1 in part-time education and 4 on an apprenticeship course.

B.3.4 Institutions providing information

Ministerie van Tewerkstelling en Arbeid, Administratie van de Werkgelegenheid (National Ministry of Labour, Department of Employment); industrial apprenticeship.

Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs (Ministry of the Flemish Community, Department of Education):

- Dienst voor Studietoelagen* (Study grants service);
- Centrum voor Informatie en Documentatie* (Information and Documentation Centre).

Vlaams Fonds van Sociale Integratie voor Personen met een Handicap (Flemish Fund for Social Integration for Disabled People); integration of young disabled people.

Vlaams Instituut voor het Zelfstandig Ondernemen - VIZO (Flemish Institute for Retailers); information on retailers' apprenticeship.

B.3.5 Publications

Het Nederlandstalige Onderwijs in België, Nov. 1992

(Education in the Dutch-speaking part of Belgium) published by Ministerie van de Vlaamse Gemeenschap/Departement Onderwijs/Centrum voor Informatie en Documentatie.

Short and informative booklet about education in Belgium, available in French, English, German, Spanish, Italian and Portuguese.

Statistische Informatiebrochure 1990-1991 (Statistical Information Brochure), published by Ministerie van de Vlaamse Gemeenschap/Departement Onderwijs. List of Dutch schools of secondary education.

There is a booklet entitled *Studietoelagen* (Study Grants), published by the Ministerie van de Vlaamse Gemeenschap/Departement Onderwijs, that provides full information on study grants and bursaries (revised in 1993).

B.4 Continuing training

Continuing training is intended for the unemployed and for employees who wish to improve their skills and qualifications. There are a variety of training opportunities.

Adult education coming under the Education Department includes:

- OSP - Onderwijs voor sociale promotie* (education for social advancement). This works through training schemes known as "sections" which make it possible to respond to individual and collective needs to obtain qualifications, perfect and update skills, retrain and specialise in a very wide range of technical jobs;
- Deeltijds kunstonderwijs* (part-time artistic education);
- Afstandsonderwijs* (distance learning) offers a wide range of courses. Several media are used;
- Centra voor Basisopleiding* (basic education centres) offer various education and training programmes to enable adults to improve their level of vocational qualifications and training;
- TKO - Tweedekansonderwijs* ("second chance" or continuing education centres). The TKOs provide an opportunity for adults who have not successfully completed secondary education to obtain the diploma of secondary education.

Adult education coming under the Economic, Employment and Home Affairs Department includes:

- Vocational training programmes offered by the *VDAB - Vlaamse Dienst voor Arbeidsbemiddeling* (Flemish Employment and Vocational Training Agency) are aimed at skilled workers. They are available to both those in work and the unemployed. The training programmes offered include construction, road transport, mechanics, metalwork, electronics, hotel work, clothing manufacture, and draughtsmanship. Courses are also available to meet the needs of the commercial sector (business management, executive skills, secretarial skills, office automation etc);
- Training for those who are self-employed or wish to become so offered by the *VIZO - Vlaamse Instituut voor het Zelfstandig Ondernemen* (Flemish Self-Employment Institute). The VIZO also offers training to those individuals running or starting small businesses.

Institutions providing information

Ministerie van de Vlaamse Gemeenschap, Administratie Permanente Vorming (Ministry of the Flemish Community, Office for Further Education):

- Bestuur Afstandsonderwijs* (correspondence courses);
- Bestuur voor Volwassenenonderwijs* (adult education);
- Bestuur Basiseducatie* (primary education).

B.5 Recognition and comparability of qualifications

In Flanders, the Ministry of the Flemish Community, Department of Education is responsible for the recognition of qualifications. In higher education, the universities also play a part in the recognition process.

B.5.1 Organisations concerned with comparability of qualifications

Higher education

National Academic Recognition Centre (*NARIC*)

The Flemish NARIC is part of the European NARIC network. It is located in Brussels, at the *Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs, Dienst Gelijkwaardigheid* (Ministry of Education of the Flemish Community, Department of Equivalences). It deals with both academic and professional qualifications.

Vocational education and training

In addition to the Department of Education, the following organisations can provide information on the comparability of qualifications:

ICODOC - Intercommunautair Documentatiecentrum voor Beroepsopleiding (Inter-Community Centre for Documentation on Vocational Training);

VDAB - Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding (Flemish Employment and Vocational Training Agency).

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

C.1.1 PMS - Psycho-Medisch-Sociale Centra

PMS centres play an important part in the field of vocational guidance and counselling of young people, from the pre-school period up to the end of secondary education. In Flanders, there are about 200 local PMS centres. The centres are staffed by teams consisting of psychologists, educationalists, social workers, physicians and paramedics who provide an interdisciplinary approach to guidance. PMS centres belong to one of the three traditional networks (see B.1.2) and they operate independently from schools. The main client group of the PMS centres are young people in education, but they are open to adults seeking information. They provide their clients with information and help with academic and career choices. Information is available on data base and in printed format.

C.1.2 The Flemish Employment and Vocational Training Service

Careers guidance for those already in work or for the unemployed is available from the *VDAB - Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding* (Flemish Employment and Vocational Training Service). They offer the following help:

- assessment of the career profile of clients;
- training courses;
- monitoring during training;
- psychological help (if requested);
- a "return-to-work" action programme for the long-term unemployed run by specialist teams.

C.2 Institutions providing information

CSBO - Centrale voor Studie- en Beroepsoriëntering en PMS-centra (Central Service for Careers Guidance of the PMS Centres).

VDAB - Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding (Flemish Employment and Vocational Training Service).

Vormingscentrum voor de PMS-centra van het Gemeenschapsonderwijs (Training Centre for the PMS Centres of Community Education).

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

EC directive 90/366/EEC grants the right to an EU national to enter and live in any Member State as a vocational student, providing they can support themselves, and have health insurance where this is required by the host state. Trainees are not entitled to Income Support or employment benefits, as they are not available for, nor actively seeking work.

Non EU-nationals do not have the same automatic rights, and it is therefore necessary to approach the relevant embassy for clearance before entering another EU state for vocational training.

General information on structured opportunities for transnational education, training and work experience can be obtained at the services offering such opportunities.

Coordinating Units for the European Programmes

COMETT - National Information Centre, *Ministerie van Onderwijs*;

ERASMUS - Flemish Unit, *Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs*;

EURES - the National Coordinating Unit is situated in Brussels at the VDAB. EURES regional services are based in Antwerpen, Gent, Kortrijk and Lanaken;

EUROTECNET - Flemish Unit, VDAB;

EURYDICE - Flemish Unit, *Nederlandstalige Dienst van EURYDICE, Ministerie van de Vlaamse Gemeenschap*;

FORCE - Flemish Unit, VDAB;

IRIS - (There is no Flemish unit for IRIS.);

LINGUA - Flemish Unit, *Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs*;

MISSOC - National Coordinating Unit, *Ministerie van Sociale Voorzorg, Algemene Directie van de Sociale Zekerheid*;

PETRA - National Coordinating Unit for ACTION I, II, III:
*Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs, VPA **PETRA***;

TEMPUS - Flemish Contact Point, *Ministerie van Onderwijs, Departement Onderwijs, Dienst Internationale Betrekkingen*;

YOUTH FOR EUROPE Flemish Agency, - *JINT v.z.w.*

Additional addresses of the correspondents for Community programmes and Community networks at the national level can be obtained from the *Europese Commissie in België* (European Commission, Office in Belgium) or from the relevant national institutions and services:

E. LIVING AND WORKING CONDITIONS

E.1 Minimum wages

A minimum wage is guaranteed to workers and employees who are 21 years of age or older and in full time employment. This minimum rate is increased after 6 months of continuous employment. Many occupations have their own minimum rates of pay which exceed the national minimum. They are set by a collective work agreement, negotiated between employers and trade unions. Such agreements are enforceable in law. This minimum wage is also guaranteed to part-time workers pro rata. These agreements also set rates of pay for employees of less than 21 years of age. Under 21s in an occupation that is not covered by a collective work agreement are guaranteed a percentage of the national minimum wage (77.5% at 18 years of age; 85% at 19 and 92.5% at 20 years of age).

E.2 Availability of educational leave

Full-time workers in the private sector have a right to educational leave with no reduction in pay for the hours spent in training. The training must be for a minimum of 40 hours per year to qualify.

E.3 Social security and unemployment benefits

Social security

Every employee and unemployed person in Belgium must join a sickness insurance fund (*ziekenfonds*). *Ziekte- en Invaliditeitsverzekering* (sickness benefit) is paid to salaried workers after one month's absence (during this time the employer must pay them). This qualification period is 14 days for manual workers. Sickness benefit is equivalent to 60% of the claimant's pay.

Unemployment benefits

Unemployment benefit is paid to workers who have been in employment for a certain number of days during the period prior to unemployment, in accordance with the following criteria:

- under 18 years of age - 75 days in a 10-month period;
- between 18 and 25 - 150 days in a 10-month period;
- from 26 to 35 - 300 days in an 18-month period.

Interim benefit for young people

Young people who have just finished their studies or completed an apprenticeship may be eligible for fixed interim benefits (or unemployment benefit if they are head of a household).

Institutions providing information

EURES (Flemish Unit and Regional Services).

Ministerie van Sociale Voorzorg, Algemene Directie van de Sociale Zekerheid (Ministry for Social Welfare, General Directorate for Social Insurance).

Ministerie van Tewerkstelling en Arbeid, Administratie van de Werkgelegenheid (National Ministry of Labour, Department of Employment), particularly: *Dienst van de Collectieve Arbeidsbetrekkingen* (Service for Collective Employment Relationships).

RIZIV - Rijksinstituut voor Ziekte- en Invaliditeitsverzekering (State Invalidity and Sickness Insurance Institute).

RSZ - Rijksdienst voor Sociale Zekerheid (Department of Social Security).

VDAB - Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding (Flemish Employment and Vocational Training Agency).

The services of the regional Sociale Inspectie:

HWW - Hulpkas voor Werkloosheidsuitkeringen (Fund for Unemployment Benefits);

Rijksdienst van Arbeidsvoorziening (National Office for Employment).

E.4 Job placement agencies

VDAB - Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding (Flemish Employment and Vocational Training Agency) is responsible for placing activities in Flanders. *VDAB* has 18 sub-regional employment services and 81 job centres. *VDAB* is also responsible for grants for resources to promote employment, and vocational training for workers and the unemployed.

F. LIST OF ADDRESSES

Autonome Raad voor het Gemeenschapsonderwijs (ARGO)
Bestuur Pedagogische en Onderwijsorganisatie - Dienst Schoolbeheer (Autonomous Community Education Council/ Communication and Documentation Service)
J. de Lalaingstraat 28
B-1040 Brussels
Tel: (+32) 2-2345811
Fax: (+32) 2-2800166

Belgisch Instituut voor Voorlichting en Documentatie (INBEL) (National Information and Documentation Centre)
Kunstlaan 3
B-1040 Brussels
Tel: (+32) 2-2171111

Brusselse Gewestelijke Dienst voor Arbeidsbemiddeling (BGDA) (Regional Employment Service Brussels)
Anspachlaan 69
B-1000 Brussels
Tel: (+32) 2-5137890
Fax: (+32) 2-5113052

CEDEFOP
(see ICODOC)

Cel voor het Vlaams Provinciaal Onderwijs
(Central Service for Provincial Education)
Albertinaplein 2
B-1000 Brussels
Tel: (+32) 2-5141900
Fax: (+32) 2-5126636

Centrale voor Studie- en Beroepsoriëntering en Psycho-Medisch-Sociale Centra (CSBO)
(Central Service for Careers Guidance and PMS Centres)
M. Lemonnierlaan 131
B-1000 Brussels
Tel: (+32) 2-5023408
Fax: (+32) 2-5124725

COMETT (National Information Centre)
Ministerie van Onderwijs, Rijksadministratief Centrum
Arcadengebouw, Office 3079
B-1010 Brussels
Tel: (+32) 2-2105123
Fax: (+32) 2-2105372

ERASMUS (Flemish Unit)
(see LINGUA)

EURES (Flemish Unit) (see *Vlaamse Dienst voor Arbeidsbemiddelingen Beroepsopleiding (VDAB)*)

Tel: (+32) 2-5061609

Fax: (+32) 2-5122474

EURES (Regional Employment and Counselling Services):

B-2018 ANTWERPEN

Somersstraat 27

Tel: (+32) 3-2021827/2021877

Fax: (+32) 3-2021700

B-9000 GENT

Lange Steenstraat 71

Tel: (+32) 9-2257531

Fax: (+32) 9-2239394

B-8500 KORTRIJK

Kasteelkaai 1

Tel: (+32) 56-232233/232234

Fax: (+32) 56-232236

B-3620 LANAKEN

Stationsstraat 145

Tel: (+32) 89-718241

Fax: (+32) 89-718324

EUROTECNET (Flemish Unit)

(see *VDAB*)

Tel: (+32) 2-5026010

Fax: (+32) 2-5025474

EURYDICE (Flemish Community Unit),

Nederlandstalige Dienst van EURYDICE (see Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs, Centrum van Informatie en Documentatie)

Federatie Jongeren Informatie- en Adviescentra

(Central Office of Youth Information Centres)

Waterloostraat 27

B-2600 Berchem

Tel: (+32) 2-2390517

FORCE (Flemish Unit)

(see *VDAB*)

Tel: (+32) 2-5026010

Fax: (+32) 2-5025474

Hoger Instituut van de Arbeid (HIVA) of the Katholieke Universiteit Leuven - KULv

(Higher Institute for Employment of the Catholic University of Leuven)

E. van Evenstraat 2e

B-3000 Leuven

Tel: (+32) 16-2383111

Hulpkas voor Werkloosheidsuitkeringen (HWW)

(Fund for Unemployment Benefits)

Brabantstraat 62

B-1210 Brussels

Tel: (+32) 2-2185750

Infojeugd Nationaal

(Central office of youth information services)

Prinsstraat 15

B-2000 Antwerp

Tel: (+32) 3-2310758

Inspectie van de Sociale Wetten

(Inspectorate of Social Laws)

Brussels regional office:

Belliardstraat 51

B-1040 Brussels

Tel: (+32) 2-2334800/2334792

Intercommunautair Documentatiecentrum voor Beroepsopleiding - ICODOC (Inter-Community Centre for Documentation on Vocational Training)

Boulevard de l'Empereur 11

B-1000 Brussels

Tel: (+32) 2-5025141/5025001

Fax: (+32) 2-5025474

IRIS (National Co-ordination Unit)

Reinpadstraat 90

B-3600 Genk

Tel: (+32) 2-2304925/11-353348

Fax: (+32) 2-2306876

LINGUA (Flemish Unit)

Ministerie van Onderwijs, Departement Onderwijs

RAC Arcadengebouw Blok F, Lokaal 3038

B-1010 Brussels

Tel: (+32) 2-2105122

Fax: (+32) 2-2105372

Ministerie van de Vlaamse Gemeenschap:

(Ministry of the Flemish Community)

Departement Onderwijs (Department of Education)

Koningsstraat 150

B-1000 Brussels

Cel voor Gegevensbeheer, Rijksadministratief Centrum

(Office for Data Management)

Arcadengebouw 3031

B-1010 Brussels

Tel: (+32) 2-2105117

Centrum voor Informatie en Documentatie

(Centre for Information and Documentation)

Tel: (+32) 2-2105400

Fax: (+32) 2-2105409

Dienst voor Internationale Betrekkingen - DIB

(Department of International Relations)

R.A.C. Arcadengebouw, 3e verd.

B-1010 Brussels

Tel: (+32) 2-2105419

Fax: (+32) 2-2105372

Dienst voor Studietoelagen

(Service on Study Grants of the Ministry of Education)

Tel: (+32) 2-2114211

Europese Cel (European Office)

Tel: (+32) 2-2199140

Fax: (+32) 2-2197773

Dienst Gelijkwaardigheid Diploma's

(Department of Equivalences)

Koningsstraat 136

B-1040 Brussels

Tel: (+32) 2-2114211

Fax: (+32) 2-2114250

*VPA - **PETRA***

Trierstraat 92, bus 3

B-1040 Brussels

Tel: (+32) 2-2381411

Fax: (+32) 2-2381444

Administratie Permanente Vorming

(Office for Further Education)

Koningsstraat 172

B-1000 Brussels

Bestuur Afstandsonderwijs (correspondence courses)

Tel: (+32) 2-2194167

Bestuur voor Volwassenenonderwijs (adult education)

Tel: (+32) 2-2193623

Bestuur Basiseducatie (primary education)

Tel: (+32)2-2195367

Ministerie van Sociale Voorzorg

Algemene Directie van de Sociale Zekerheid

(Ministry for Social Welfare/General Directorate for Social Insurance)

Zwarte Lievevrouwstraat 3c

B-1000 Brussels

Tel: (+32) 2-5098111

Ministerie van Tewerkstelling en Arbeid:
(National Ministry of Labour)

Administratie van de Werkgelegenheid
(Department of Employment)
Belliardstraat 51-53
B-1040 Brussels
Tel: (+32) 2-2334111

Dienst van de Collectieve
Tel: (+32) 2-2334134

MISSOC (National Co-ordination Unit)
(see *Ministerie van Sociale Voorzorg, Algemene Directie van de Sociale Zekerheid*)

Nationaal Secretariaat van het Katholiek Onderwijs
(National Catholic Education Secretariat)
Guimardstraat 1
B-1040 Brussels
Tel: (+32) 2-5070611
Fax: (+32) 2-5113357

Onderwijssecretariaat van de Steden en Gemeenten van de Vlaamse Gemeenschap
(Education Secretariat for Cities and Towns of the Flemish Community)
Aarlenstraat 53, bus 5
B-1040 Brussels
Tel: (+32) 2-2191938
Fax: (+32) 2-2187828
Tel: (+32) 2-2302020

PETRA

VPA - **PETRA** (see *Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs*)

Planbureau
Kunstlaan 47-49
B-1040 Brussels
Tel: (+32) 2-5077311

Rijksdienst van Arbeidsvoorziening
(National Office for Employment)
Keizerslaan 7
B-1000 Brussels
Tel: (+32) 02-51541

Rijksdienst voor Sociale Zekerheid (RSZ)
(National Office for Social Security)
Waterloolaan 76
B-1000 Brussels
Tel: (+32) 2-5093111

Rijksinstituut voor Ziekte- en Invaliditeitsverzekering (RIZIV)
(National Institute for Sickness and Invalidation Insurance)
Tervurenlaan 211
B-1150 Brussels
Tel: (+32) 2-739711
Fax: (+32) 2-7397291

Sociaal-Economisch Raad van Vlaanderen (SERV)
(Social Economical Council of Flanders)
Jozef-II-Straat 12-16
B-1040 Brussels
Tel: (+32) 2-2338811

SOCRATES (data base)
Josika c.v.
Groenstraat 230
B-1800 Vilvoorde
Tel: (+32) 2-2510458

TEMPUS (Flemish Contact Point)
(see *Ministerie van de Vlaamse Gemeenschap, Departement Onderwijs, Dienst Internationale Betrekkingen - DIB*)

Vlaamse Dienst voor Arbeidsbemiddeling en Beroepsopleiding (VDAB)
(Flemish Employment and Vocational Training Agency)
Address for correspondence:
Keizerslaan 11
B-1000 Brussels
Contact address:
M. Lemonnierlaan 131
B-1000 Brussels
Tel: (+32) 2-5025001
Fax: (+32) 2-5025474

Vlaams Fonds van Sociale Integratie voor Personen met een Handicap
(Flemish Fund for Social Integration for Disabled People)
Sterrenkundelaan 28-31
B-1030 Brussels
Tel: (+32) 2-2230070

Vlaams Instituut voor het Zelfstandig Ondernemen
(National Institute for Retailers)
Bischoffsheimlaan 23
B-1000 Brussels
Tel: (+32) 2-2186093
Fax: (+32) 2-2174612

Vormingscentrum voor de PMS-centra van het Gemeenschapsonderwijs

(Training Centre for PMS Centres of Community Education)

Zavelputstraat 20

B-1000 Brussels

Tel: (+32) 2-2184765

Fax: (+32) 2-2191685

Vormingscentrum "Cevora "

(Training Centre 'CEVORA')

Jubelfeestlaan 71

B-1210 Brussels

Tel: (+32) 2-4203080

Youth for Europe (Flemish Agency)

JINT v. Z.W.

Grétrystraat 26

B-1000 Brussels

Tel: (+32) 2-2186455

The French Community

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A. INITIAL REFERENCE POINTS

A.1 National centre in the network of European guidance resource centres

PETRA National Coordination Unit
Place Surllet de Chockier 15/17
B-1000 Brussels
Tel:(+32) 2-2218937 and 2218936
Fax:(+32) 2-2381444

A.2 Other contact points and principal information sources

FOREM (ORBEM in the Brussels region) *L'office communautaire et régional de la Formation professionnelle et de l'Emploi* (Community and regional office for vocational training and employment). *FOREM* maintains a network of employment offices throughout the French and German speaking communities.

Centre Intercommunautaire de Documentation pour la formation professionnelle - CIDOC (Intercommunity centre for documentation on vocational training, a division of *FOREM*).

Ministère de l'Education, de la Recherche et de la Formation (Ministry of Education, Research and Training).

INBEL - Institut Belge d'Information et de Documentation (Belgian Institute for Information and Documentation). *INBEL* aims to promote awareness of Belgium at home and abroad using various media. To this end, it supports and co-ordinates initiatives aimed at portraying a positive image of Belgium. *INBEL* edits a daily publication entitled *Faits* (Facts). It also publishes bi-monthly journals, as well as books and brochures relating to different aspects of Belgium, eg the royal family, public institutions, the economy, state reforms, etc..

Unité Belge francophone d'EDISED (Belgian French speaking community *EDISED* unit). A network for exchanges, information and documentation on matters of research in education.

A.3 Publications and data bases

Passeport jeunes, autonomie mode d'emploi 2e éd. 1989 (Youth passport, self-employment 2nd ed. 1989) published by *Infor-Jeunes*. This brochure for young people contains both information and an exhaustive list of addresses and publications regarding the rights of young people, accommodation, training, unemployment, social security, health, leisure, Europe, etc.. The information given refers to Wallonia and Brussels.

Memento des institutions 1991 (Guide to institutions 1991) ed. Kluwer Editorial, 1990. A guide to public institutions in Belgium

Guide de l'Enseignement en Belgique/Guide du jeune visiteur (guide for young visitors). Published by *Infor-Jeune/Eryica* 1991

Liste des écoles d'enseignement secondaire spécial (List of schools for special secondary education) published by: *Direction de l'Administration de l'Enseignement spécial* (Office of Administration for Special Education)

CEDIEP - Centre de documentation et d'information sur les études et les professions (Centre for documentation and information on studies and occupations). This centre publishes a series of training occupational guides.

SIEP - Service d'Information sur les Études et les Professions (Information service on Studies and Occupations): *SIEP* publishes regional directories on secondary education which give detailed descriptions of the opportunities for study. Similar guides exist for vocational training, continuing training, occupations, etc..

Data bases

Logiciel SOCRATE (Software SOCRATE): A database distributed by the *Direction Générale de l'Enseignement supérieur et de la Recherche scientifique* (General Office for Higher Education and Scientific Research).

Various databases are accessible through the *CTI - Centre de Traitement de l'Information* (Data Processing Centre) administered by the *Direction Générale de l'Enseignement secondaire* (General Office of Secondary Education)

CHOIX (CHOICE). Accessible via the *Centre PMS de la Communauté française* (PMS Centre of the French Community).

B. EDUCATION AND TRAINING SYSTEM

B.1 General overview

B.1.1 Diagram of the education and training system

Key to diagram

(1) Compulsory schooling covers 12 years, from 6 to 18 years of age. It is full-time for pupils up to 15 years of age; those who have completed at least the first two years of secondary education and do not wish to continue full-time until 18 may then follow part-time compulsory training. Pupils who have not completed two years of secondary education must attend full-time compulsory education until 16 years of age.

(2) Secondary education comprises lower and upper levels, organised in four forms - general, technical, vocational and artistic education - and two main streams, one leading primarily to higher education and the other to employment.

(3) A preparatory year for higher education or for employment after 6 years of secondary education.

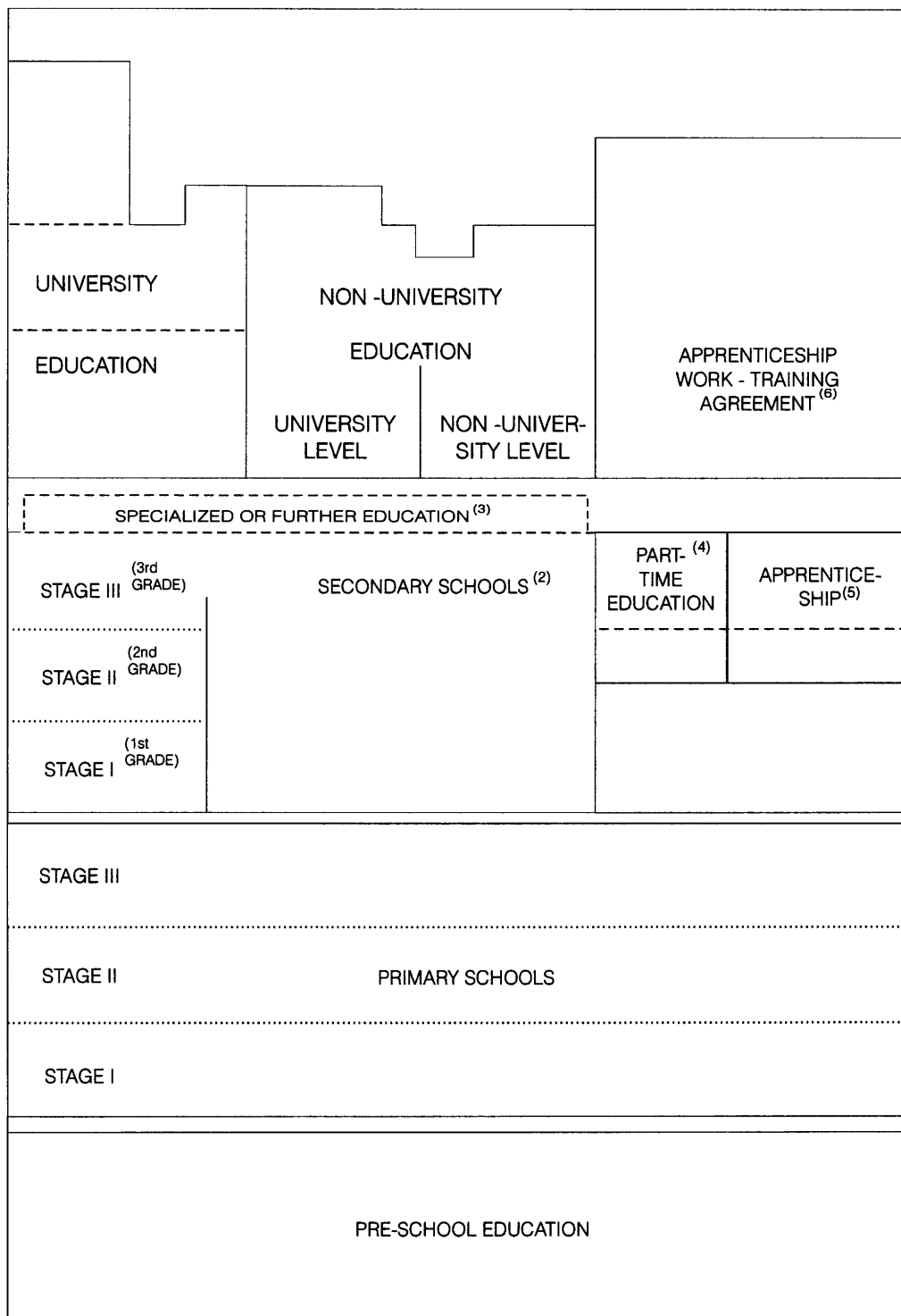
(4) Part-time education is available to pupils from 15 or 16 years of age, and covers the last years of compulsory schooling. It lasts 360 hours in the first year (for 15/16 year olds) and 240 hours in the following years.

(5) The theoretical training element of apprenticeship lasts for the same time (360 hours in the first year and 240 hours in the following two years) as part-time education.

(6) An Industrial apprenticeship lasts from 6 months to 2 years and can take place in several firms successively.

COMPULSORY EDUCATION
 Full - time
 Part - time

25/26
 24/25
 23/24
 22/23
 21/22
 20/21
 19/20
 18/19
 19
 18
 17
 16
 15
 14
 13
 12
 11
 10
 9
 8
 7
 6
 5
 4
 3
 2



The Work Training Agreement is available to 18 to 25 year olds and lasts for 256 hours when provided by an employer or 500 hours if undertaken in a training establishment.

B.1.2 General information sources

Since 1 January 1989, education has been under the authority of the three language communities.

Schools in the French-speaking Community are organised in three networks.

For information on schools run by the French community contact:

Secrétariat général, Cité administrative de l'Etat (General secretariat, State administrative office)
Administrateur général, Direction générale de l'Organisation des Etudes (General administrator, General Office for the Organisation of Studies).

For information on state subsidised provincial and municipal schools contact:

CPEONS - Conseils des Pouvoirs Organiseurs de l'Enseignement Officiel Neutre Subventionné (Council of organising bodies of Official Independent Neutral education).

For information on state subsidised independent schools contact:

SNEC - Secrétariat National de l'Enseignement Catholique (National Office for Catholic Education);
 FELSI - Fédération de l'Enseignement Libre Subventionné Indépendant (Federation of Private Subsidised Independent Education).

B.2 General education

B.2.1 Structure, duration and aims of education

After primary school, all pupils enter secondary school which is structured in three two-year stages. The first stage (1st and 2nd years) is called the degré d'observation (observation stage), and offers a broad, general curriculum. From the 2nd year pupils can begin to choose from a limited range of subject options, beginning a process of specialisation in education. For pupils who have experienced difficulties during primary education, the observation stage also includes an année d'adaptation (adaptation year) to allow them to adjust to secondary education.

The 2nd grade (3rd and 4th years) or degré d'orientation (orientation stage) offers four types of education:

- general education;
- technical education;
- vocational education;
- artistic education;

with two main alternative routes:

- the transition route comprising of general and technical education which prepares pupils for higher education whilst retaining the option to enter employment;
- the qualification route (which can end after the 4th year or last until the 6th year) which prepares pupils for working life, whilst retaining the option to enter higher education.

Vocational education is available only within the qualification route. It prepares pupils for entry into employment, but also allows access to shorter higher education courses after completion of an extra year. At the 3rd stage (5th and 6th years), called the determining grade, the number of core subjects is reduced to allow pupils to choose more specialised options.

Organisations providing information

Communauté française - Ministère de l'Education, de la Recherche et de la Formation, Direction générale de l'Organisation des Etudes (French Community Ministry of Education, Research and Training, General Office for the Organisation of Studies).

Communauté française - Ministère de l'Education, de la Recherche et de la Formation, Direction générale des personnels, des statuts, de l'organisation administrative et de l'enseignement spécial, Service des publications (Publication service of the French Community Ministry of Education, Research and Training, General office of personnel, statutes, administrative organisation and special education)

Publications

Developments in Education: 1986 - 1988, Educational Developments in Belgium, published by *Ministère de l'Education Nationale* (Ministry of National Education) published in English and French. This document presents a detailed description of the education system, management structure, parents' associations, consultative committees, and the commission for the programme of studies responsible for the different sectors of education in Belgium, plus a great deal of other information.

Les systèmes éducatifs en Belgique: similitudes et divergences (The educational systems in Belgium: similarities and variations) published by *OECD*.

Liste des établissements d'enseignement secondaire (List of secondary schools) published by *Communauté française - Ministère de l'Education, de la Recherche et de la Formation - Direction générale de l'Enseignement secondaire* (French community, Ministry of Education, Research and Training - General Office for Secondary Education), academic year 1990-1991.

Le mouvement éducatif en Communauté française de Belgique (The education movement in the French community of Belgium) published by *Ministère de l'Education, de la Recherche et de la Formation* (Ministry of Education, Research and Training) Brussels, 1990.

Répertoire des établissements des Communautés française et germanophone (List of institutions in the French and German Communities) published by *Ministère de l'Education, de la Recherche et de la Formation; Direction générale de l'Organisation des Etudes* (Ministry of Education, Research and Training, General office for the Organisation of Studies) 1991 - 1992.

Guide de l'Enseignement Secondaire (Guide to Secondary Education), Brussels/Brabant, Walloon, Liège, Hainaut, Namur-Luxembourg published by *SIEP - Service d'Information sur les Etudes et les Professions* (Information Service on Studies and Occupations).

Publications from *CEDIEP - Centre de Documentation et d'Information sur les Etudes et les Professions* (Centre for Documentation and Information on Studies and Occupations).

B.2.2 Information on fees and grant opportunities

In the French Community, study grants and financial help are available to those in secondary and tertiary education. Eligibility is assessed on educational grounds and according to parental income. Study loans are also available in the French Community for families with three or more dependent children.

Organisations providing information

Ministère de l'Éducation, de la Recherche et de la Formation - Direction générale de la Formation et de l'Enseignement artistique, Service des allocations et prêts d'études (Ministry of Education, Research and Training General Office for Training and Artistic Education, grants and study loan section).

B.3 Initial training and employment

B.3.1 Initial vocational training

In the French Community, the majority of young people receive their vocational training through technical and vocational education in full-time secondary schools. Programmes involving company training are available to 16-18 year olds. The opportunities for training are very varied. Occupational areas covered include agriculture, manufacturing, construction, the hotel industry, the clothing trade, applied arts, and the service sector.

On reaching 15 to 16 years of age, young people who have completed the first two years of full-time secondary education can enter one of the following options:

- l'enseignement à horaire réduit* (reduced timetable education) is provided at *CEFA - Centres d'Éducation et de Formation en Alternance* (Education and Training Centres). Pupils in reduced timetable education attend a *CEFA* for 600 hours per year spread over at least 20 weeks. Education provided by *CEFAs* is complemented by in-company training;
- promotion sociale* (education for social advancement). Pupils aged under 18 years who are studying in full-time secondary education, or on a course recognised as complying with the requirements for compulsory schooling can apply for *promotion sociale*. This aims to allow participants to acquire an appropriate qualification and/or to prepare them for further study. It is also available in higher education;
- l'apprentissage en classes moyennes* (Training in the classes moyennes system) trains young people to work in a skilled trade, the commercial sector or in small to medium-sized industrial enterprises. It combines theoretical training in a *CEFA* with appropriate work experience. The apprentice is paid an allowance that increases as the apprenticeship progresses. Training lasts for three years;
- industrial apprenticeship prepares young people for skilled employment. Theoretical training is provided at a *CEFA*. Practical training is given in-company under the supervision of experienced workers. The length of training for each trade is set by an apprenticeship committee with equal employer/worker representation and usually lasts from 6 to 24 months.

B.3.2 Initial training schemes for people with special needs

The industrial apprenticeship (see above) is specifically intended for young people who are having difficulty in finding a job.

Organisations providing information

Ministère de l'Éducation, de la Recherche et de la Formation (Ministry of Education, Research and Training) can provide information on training in schools and *CEFAs* through the following directorates:

- Direction générale de l'Organisation des Etudes et de l'Enseignement de Promotion sociale* (General Office for the Organisation of Studies and for Education for Social Advancement);
- Direction générale de l'Enseignement secondaire* (General Office for Secondary Education - State Administrative Office);

L'apprentissage en classes moyennes - Training in classes moyennes:

Institut francophone de Formation permanente de Classes moyennes (Institute of continuous training for the trade Classes and small and medium sized enterprises).

For the industrial apprenticeship:

Administration de l'Emploi du Ministère de l'Emploi et du Travail (Administration of Employment of the Ministry of Employment and Labour);

Fabrimétal Région Wallonne (Fabrimétal Walloon Region).

B.3.3 Indicative participation rates in post-compulsory education and training

In 1988, of all 275,000 15 and 16 year olds in Belgium 96% were in education or training. Based on figures for Flanders, it can be estimated that out of every 100 young people in education or training, 45 were in general education, 50 in technical and vocational education and 4 on an apprenticeship course.

B.4 Continuing training

B.4.1 Links between initial and continuing training

Continuing training courses to complement earlier initial training and include:

Enseignement de promotion sociale (see B 4.2).

l'Enseignement à Distance (distance learning) provides preparatory courses for exams in secondary education and for exams organised by various public services. It offers courses in dead (Latin, Ancient Greek) and living (Dutch, English, German, Italian, Spanish) languages. Courses offered in French and maths for prisoners and hospital patients. Retraining courses are offered in areas such as administration, computing, teaching, creative writing, general knowledge and educational approach to special education. In total, more than 180 different courses are available free of charge through distance learning.

For more information contact the *Service de l'Enseignement à Distance*.

B.4.2 Continuing vocational training and retraining

Continuing vocational training and retraining is intended for both the unemployed and those in employment. It is available through:

enseignement de promotion sociale. This is delivered through training modules known as sections. It is intended to meet the needs of individuals or groups who wish to gain qualifications, to improve their skills, or to retrain;

vocational training by *FOREM* (see A.2). The vocational training centres in the secondary sector located throughout the French Community, provides training in the areas of construction, road transport, motor vehicle, mechanics, metalworking, carpentry, electronics, the hotel industry, the clothing industry, and the chemical industry. Training courses are also organised to respond to the needs of the service sector (business management, business administration, secretarial skills, office automation, etc.).

formations sectorielles (sector based training). This aims to meet the needs of companies for the retraining of workers. It also attempts to react to the training needs of young employed people.

Organisations providing information

Ministère de l'Éducation de la Recherche et de la Formation (Ministries of Education, Research and Training).

Direction générale de l'Organisation des Études et de l'Enseignement de Promotion sociale (General Office for the Organisation of Studies and Education for Social Advancement).

Direction générale de la Formation et de l'Enseignement artistique (Ministry of Education, Research and Training -General Office of Training and Artistic Education).

FOREM-Carrefour Formation (FOREM - Training Crossroads).

Sector-based training:

Union Wallonne des Entreprises - UWE (Walloon Union of Businesses);

Institut de Formation Post-scolaire de l'Industrie du Métal - IFPM (Institute of Post-School Training for the Metal Working Industry - IFPM);

Fonds de Formation de la Construction-FFC (Funds for vocational Training for the Construction Industry - FFC);

Institut de Recherche et d'Enseignement dans la Confection-IREC (Institute for Research and Education in the Clothing Industry);

Fédération Générale des Travailleurs de Belgique - FGTB (General Federation of Workers in Belgium - FGTB);

Confédération des Syndicats Chrétiens -CSC (Confederation of Christian Unions - CSC).

B.5 Recognition and comparability of qualifications

For all information and documentation on this subject, contact *FOREM* (see A.2).

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

The most important school and vocational guidance services for young people in the French Community are the *CPMS -centres psycho-médicaux-sociaux* (psychological-medical-social centres)

The PMS Centres offer advice and information to pupils in order to help their personal and academic development. They aim to enable pupils to make mature academic, vocational and career choices. Guidance for people in employment and the unemployed is provided by *FOREM* in two types of centres:

CA - Centres d'Accueil (reception centres) provide information and guidance intended to enable their clients to make sensible careers choices related to the current employment market;

COISP - Centres d'Orientation et d'Initiation Socio-Professionnelle (Centres for Careers Guidance and Socio-Vocational Integration). These centres aim to enable job seekers to make informed career choices by providing short (7 to 12 weeks duration) work experience placements.

Organisations providing information

Ministère de l'Education, de la Recherche et de la Formation-Direction générale de l'Organisation des Etudes, Service Guidance psychologique, médicale et sociale (Ministry of Education, Research and Training-General Office for the Organisation of Study Courses, Psychological, Medical and Social Guidance Services)

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

National Coordinating units for the European programmes:

COMETT: *Ministère de l'Éducation, de la Recherche et de la Formation* (Ministry of Education, Research and Training);

ERASMUS: *Agence francophone ERASMUS* (French speaking agency of ERASMUS);

EUROTECNET: *Ministère de l'Éducation, de la Recherche et de la Formation. Service de la Formation professionnelle* (Ministry of Education, Research and Training. Service for Vocational Training);

FORCE: *Ministère de l'Enseignement Supérieur, de la Recherche Scientifique, de l'Aide à la Jeunesse et des Relations Internationales* (Ministry of Higher Education, Scientific Research, Assistance for Young People and International Relations);

YOUTH FOR EUROPE: National Agency - *Agence pour la Promotion des Internationales Activités de Jeunesse* (Agency for the promotion of International Youth Activities);

LINGUA: *Agence LINGUA* (LINGUA Agency);

PETRA: I, II, III: Joint agency for European projects on vocational training;

TEMPUS: *Ministère de l'Éducation, de la Recherche et de la Formation* (Ministry of Education, Research and Training).

E. LIVING AND WORKING CONDITIONS

E.1 Minimum wages

A minimum wage is guaranteed to workers and employees who are 21 years of age or older and in full time employment. This minimum rate is increased after 6 months of continuous employment. Many occupations have their own minimum rates of pay which exceed the national minimum. They are set by a *CCT-Convention Collective de Travail* (collective work agreement) agreed between employers and trade unions. Such agreements are enforceable in law. These minimum wages is also guaranteed to part-time workers pro rata. These agreements also set rates of pay for employees of less than 21 years of age. Under 21s in an occupation that is not covered by a *CCT-Convention Collective de Travail* are guaranteed a percentage of the national minimum wage (77.5% at 18 years of age; 85% at 19 and 92.5% at 20 years of age).

E.2 Availability of educational leave

Full-time workers in the private sector have a right to educational leave with no reduction in pay for the hours spent in training. The training must be for a minimum of 40 hours per year to qualify. Employers are reimbursed by the Ministry of Employment and Labour for the employees wages and other costs, for the period of time spent in training.

E.3 Social Security

Each paid employee and each unemployed worker in Belgium must join one of the 5 national health insurance schemes (mutual benefit insurance system) or subscribe to *EAMMI- Caisse Auxiliaire d'Assurance Maladie-Invalidité* (subsidiary scheme for illness and invalidity insurance).

Organisations providing information

ONP - L'Office National de Pensions (National Pensions Office).

ONSS - L'Office National de Sécurité Sociale (National Office of Social Security).

Alliance Nationale des Mutualités Chrétiennes (National Alliance of Christian Insurance Schemes - ANMC).

Union Nationale des Mutualités Socialistes (National Union of Socialist Insurance Schemes - UNMS).

Union Nationale des Mutualités Libérales (National Union of Liberal Insurance Schemes - UNML).

Union Nationale des Mutualités Neutres (National Union of Independent Insurance Schemes - UNMN).

Union Nationale des Mutualités Professionnelles et Libres (National Union of Occupational and Private Insurance Schemes - UNMPL).

Caisse Auxiliaire d'Assurance Maladie-Invalidité (Subsidiary Scheme for Illness and Invalidity - CAAMI).

INAMI - Institut National d'Assurance Maladie-Invalidité (National Institute for illness and invalidity insurance).

E.4 Job placement agencies

The Community and regional office for vocational training and employment *FOREM* (*ORBEM* in the Brussels region) are responsible for placing activities in the French and German speaking parts of Belgium (see A.2).

F. LIST OF ADDRESSES

Administrateur général Direction Générale de l'Organisation des Etudes

rue de la Science 43

B-1040 Bruxelles

Tel: (+32) 2-238861

Fax: (+32) 2-2388697

Administration de l'Emploi du Ministère de l'Emploi et du Travail

rue Belliard 51

B-1040 Bruxelles

Tel: (+32) 2-2334749 ou 2-2334873

*Agence **PETRA**-LINGUA*

Place Surllet de Chockier 15/17

B-1000 Bruxelles

Tel: (+32) 2-2218937

Fax: (+32) 2-2218923

ANMC - Alliance Nationale des Mutualités Chrétiennes

rue de la Loi, 121

B-1040 Bruxelles

Tel: (+32) 2-2374111

CAAMI - Caisse Auxillaire d'Assurance Maladie-Invalidité

Boulevard Saint-Lazare, 10 - Boîte 10

B-1210 Bruxelles

Tel: (+32) 2-2182300

Fax: (+32) 2-2230529

CEDIÉP - Centre de Documentation et d'Information sur les Etudes et les Professions

rue Philippe Baucq 18

B-1040 Bruxelles

Tel: (+32) 2-6491418

Centre PMS de la Communauté française

rue du Trône 111

B-1050 Bruxelles

Tel: (+32) 2-5132055 ou 5133303

Commission Européenne

rue Archimède 73

B-1040 Bruxelles

Tel: (+32) 2-2353844

Fax: (+32) 2-2350166

Telex: 26657 cominf b

CPEONS - Commission PMS

rue de Halles 13

B-1000 Bruxelles

Tel: (+32) 2-2175520

CNT - Conseil National du Travail
avenue de la Joyeuse Entrée 17-21, boîte 4
B-1040 Bruxelles
Tel: (+32) 2-2338811

Direction d'Administration de l'Enseignement spécial
Place du Champ de Mars 5
B-1050 Bruxelles

Direction Générale de l'Enseignement supérieur et de la Recherche scientifique
rue Royale 204
B-1010 Bruxelles
Tel: (+32) 2-2105511

ERASMUS Agence francophone
Rue d'Egmont 5
B-1050 Bruxelles
Tel: (+32) 2-5049211

EURES Offices communautaire et régional de FOREM
boulevard Empereur 3
B-1000 Brussels
Tel: (+32) 2-5102011

EURYDICE Unité de la Communauté française
Ministère de l'Education, de la Recherche et de la Formation, secrétariat général
boulevard Pachéco 19, bte 0
B-1010 Bruxelles
Tel: (+32) 2-2105535
Fax: (+32) 2-2105538

Fabrimétal Région Wallone
rue des Drapiers 21
B-1050 Bruxelles
Tel: (+32) 2-5102406
Fax: (+32) 2-5102301

FELSI - Fédération de l'Enseignement libre Subventionné Indépendant
drève des Gendarmes 45
B-1180 Uccle
Tel: (+32) 2-3741703

Fédération des Centres PMS et d'orientation subventionnés libres
rue Philippe Baucq 18
B-1040 Bruxelles
Tel: (+32) 2-6499506

FFC - Fonds de Formation professionnelle de la Construction
rue Royale 45, Bte 5
B-1000 Bruxelles
Tel: (+32) 2-3194377
Fax: (+32) 2-2190626

Fonds pour l'Emploi
rue Belliard 51
B-1040 Bruxelles
Tel: (+32) 2-2334731

FOREM
boulevard de l'Empereur 5
B-1000 Bruxelles
Tel: (+32) 2-5102014
Fax: (+32) 2-5102267

FOREM - Carrefour Formation
Anspach Center - 1er étage
boulevard Anspach 30-36
B-1000 Bruxelles
Tel: (+32) 2-5102011

FOREM - CIDOC Centre Intercommunautaire de Documentation pour la formation professionnelle
boulevard de l'Empereur 11
B-1000 Bruxelles
Tel: (+32) 2-5025141
Fax: (+32) 2-5025474

Infor-Jeunes
Grasmart 27
B-1000 Bruxelles
Tel: (+32) 2-5123319

Inspection Générale de l'Enseignement technique et professionnel Cité administrative de l'Etat
rue Royale 204
B-1010 Bruxelles
Tel: (+32) 2-2104544

INBEL - Institut Belge d'Information et de Documentation
Résidence Palace
rue de la Loi 155
B-1040 Bruxelles
Tel: (+32) 2-2784111
Fax: (+32) 2-2874100

Institut de formation permanente pour les Classes moyennes et les petites et moyennes entreprises
Avenue des Arts, 39
B-1050 Bruxelles
Tel: (+32) 2-5027600
Fax: (+32) 2-5026697

IFPM - Institut de Formation Post-scolaire de l'Industrie du Métal
rue des Drapiers 21
B-1050 Bruxelles
Tel: (+32) 2-5102311

INAMI - Institut National d'Assurance Maladie-Invalidité

Avenue de Tervueren, 211

B-1150 Bruxelles

Tel: (+32) 2-7397111

Fax: (+32) 2-7397291

INS - Institut National des Statistiques

rue de Louvain 44

B-1000 Bruxelles

Tel: (+32) 2-5486211

Fax: (+32) 2-5486608

IREC - Institut pour la Recherche et l'Enseignement dans la Confection

rue Montoyer 31

B-1040 Bruxelles

Tel: (+32) 2-5115350

IRIS Office Communautaire et régional de la Formation et de l'Emploi, Direction Formation professionnelle

boulevard de l'Empereur 5

B-1000 Bruxelles

Tel: (+32) 2-5102097

Fax: (+32) 2-5102267

Jeunesse pour l'Europe

Agence pour la Promotion des Activités Internationales de Jeunesse

13-17 Boulevard Adolphe Max

B-1000 Bruxelles

Tel: (+32) 2-2190906

LINGUA - See Agence PETRA-LINGUA

Ministère de l'Education, de la Recherche et de la Formation

Direction Générale de l'Organisation des Etudes

Rue de la Science 43

B-1040 Bruxelles

Tel: (+32) 2-2388698

Fax: (+32) 2-2388697

Ministère de l'Education, de la Recherche et de la Formation

Direction Générale de l'Enseignement secondaire

rue Royale 204

B-1010 Bruxelles

Tel: (+32) 2-2105511

Ministère de l'Education, de la Recherche et de la Formation

Direction Générale de la Formation et de l'Enseignement artistique Service des allocations et prêts d'études

Tour I - WTC (World Trade Centre)

boulevard E. Jacqmain 162

B-1210 Bruxelles

Tel: (+32) 2-2193550

Ministère de l'Education, de la Recherche et de la Formation
Direction Générale de l'Organisation des Etudes Service Guidance psychologique, médicale et sociale
rue de la science 43
B-1040 Bruxelles
Tel: (+32) 2-2388611

Ministère de l'Education, de la Recherche et de la Formation
Direction Générale de l'Organisation des Etudes et de l'Enseignement de Promotion sociale
rue de la Science 43
B-1040 Bruxelles
Tel: (+32) 2-2388611 ou 2388698

Ministère de l'Education, de la Recherche et de la Formation
Direction Générale des personnels, des statuts, de l'organisation administrative et de l'enseignement spécial
Service des publications
rue Royale 123
B-1000 Bruxelles
Tel: (+32) 2-2192690

Ministère de l'Education, de la Recherche et de la Formation
Direction Générale de l'Organisation des Etudes Centre de formation pour le personnel technique des Centres PMS
Rue du Commerce 20-22, Boîte 6
B-1040 Bruxelles
Tel: (+32) 2-5137403

Ministère de l'Education, de la Recherche et de la Formation Service de la Formation professionnelle
rue du Noyer 211
B-1040 Bruxelles
Tel: (+32) 2-7418653
Fax: (+32) 2-7321206

Ministère de l'Emploi et du Travail
rue Belliard 51-53
B-1040 Bruxelles
Tel: (+32) 2-2334705

Ministère de l'Emploi et du Travail
Service des conventions collectives du travail
rue Belliard 51-53
B-1040 Bruxelles
Tel: (+32) 2-2234111

Ministère de l'Enseignement Supérieur, de la Recherche Scientifique, de l'Aide à la Jeunesse et des Relations Internationales
Rue du Noyer 211
B-1040 Bruxelles
Tel: (+32) 2-7418653
Fax: (+32) 2-7321206

Ministère de la Prévoyance sociale
Direction générale de la Sécurité sociale
rue de la Vierge noire, 3c
B-1000 Bruxelles
Tel: (+32) 2-5098111

Ministère de la Région wallonne
Direction générale de l'Economie et de l'Emploi
avenue Prince de Liège 7
B-5100 Namur
Tel: (+32) 81-321211

Ministère des Affaires économiques
Bureau du Plan
avenue des Arts 47-49, boîte 4
B-1040 Bruxelles
Tel: (+32) 2-5077311

Ministère des Affaires économiques
Square de Meeûs 23, boîte 4
B-1040 Bruxelles
Tel: (+32) 2-5065611

MISSOC Ministère de la Prévoyance sociale,
Direction générale de la Sécurité Sociale Services des relations internationales
rue de la Vierge noire 3 c
B-1000 Bruxelles
Tel: (+32) 2-5098111

ONEM - Office National de l'Emploi
boulevard de l'Empereur 7
B-1000 Bruxelles
Tel: (+32) 2-5154111

ONSS - Office National de Sécurité Sociale
Boulevard de Waterloo, 76
B-1000 Bruxelles
Tel: (+32) 2-5093111

ONP - Office National des Pensions
Tour du Midi, 3
B-1060 Bruxelles
Tel: (+32) 2-5234040, 5234066, 5236270, 5234130

ORBEM
boulevard Anspach 69
B-1000 Bruxelles
Tel: (+32) 2-5137890
Fax: (+32) 2-5113052

PETRA National Coordination Unit
Place Surllet de Chockier 15/17
B-1000 Brussels
Tel: (+32) 2-2218937 ou 2218936
Fax: (+32) 2-2381444

Promotion des Droits Sociaux ASBL
rue de la Porte rouge 4
B-1000 Bruxelles
Tel: (+32) 2-5120290

Secrétariat général Cité administrative de l'état
rue Royale 204, 7e étage
B-1010 Bruxelles
Tel: (+32) 2-2105511
Fax: (+32) 2-2105538

SNEC - Secrétariat National de l'Enseignement Catholique
rue Guimard 1
B-1040 Bruxelles
Tel: (+32) 2-5070611
Fax: (+32) 2-5133645

SIEP - Service d'Information sur les Etudes et les Professions
avenue Couronne 224
B-1050 Bruxelles
Tel: (+32) 2-6400832

Service de l'Enseignement à Distance
WTC Tour 1
17e étage, boîte 59
boulevard E. Jacqmain 162
B-1210 Bruxelles
Tel: (+32) 2-2191070

Service des Equivalences Direction générale de l'enseignement supérieur et de la Recherche Scientifique,
rue Royale 204
B-1010 Bruxelles
Tel: (+32) 2-2105571 ou 2105579
Fax: (+32) 2-2105517

UNML - Union Nationale des Mutualités Libérales
Rue de Livourne, 25
B-1000 Bruxelles
Tel: (+32) 2-5384154

UNMN - Union Nationale des Mutualités Neutres
Chaussée de Charleroi, 145
B-1060 Bruxelles
Tel: (+32) 2-5388300

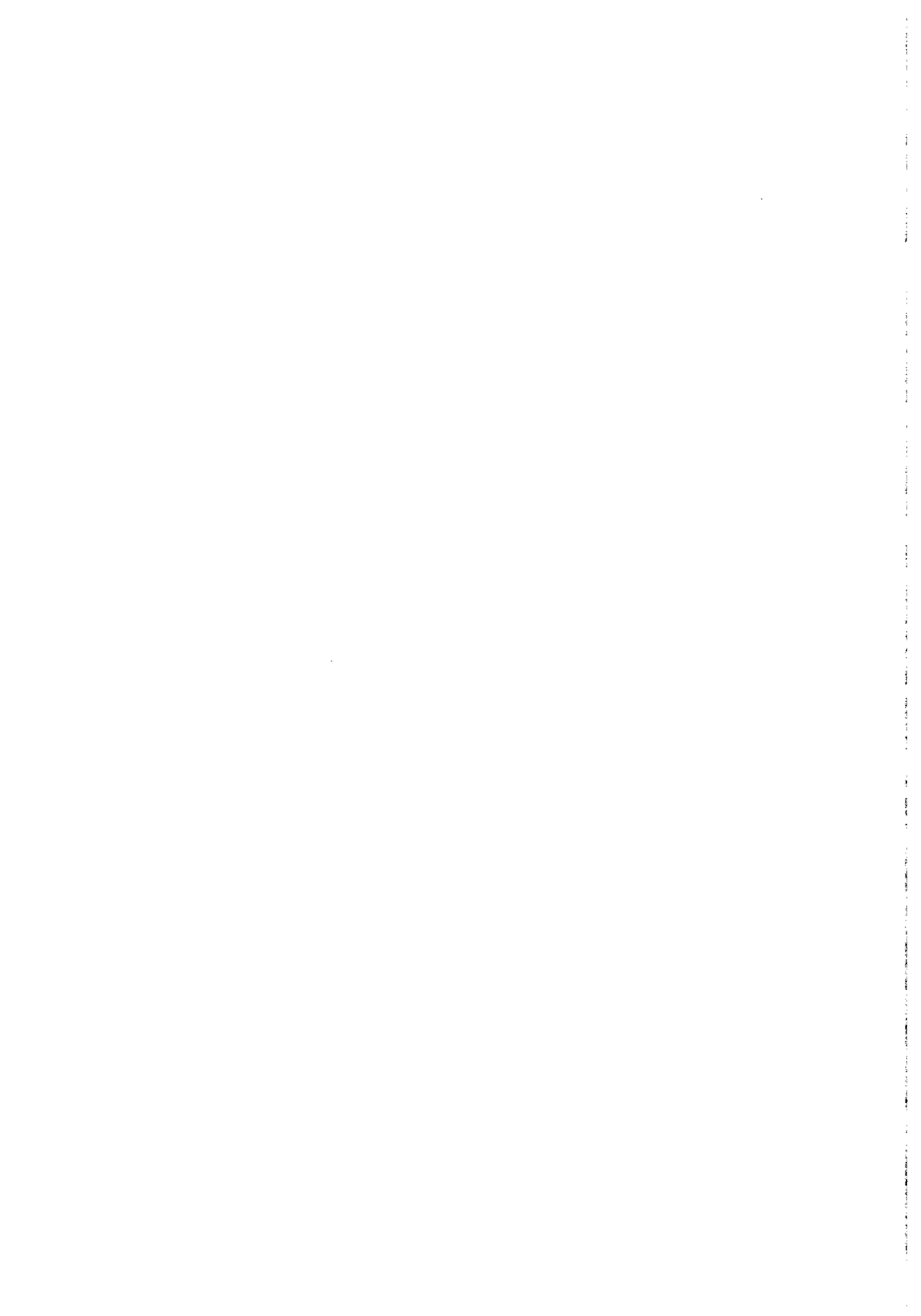
UNMPL - Union Nationale des Mutualités Professionnelles et Libres
Rue St. Hubert, 19
B-1150 Bruxelles
Tel: (+32) 2-7789211

UNMS - Union Nationale des Mutualités Socialistes
rue Saint-Jean, 32-38
B-1000 Bruxelles
Tel: (+32) 2-5150211

Union Wallonne des Entreprises
rue du Stocquoy 1-3
B-1300 Wavre
Tel: (+32) 10-451141
Fax: (+32) 10-453343

Unité belge francophone d'EUDISED (Conseil de l'Europe) Réseau d'échanges, d'informations et de documentations en matière de recherche en éducation. Ministère de l'Education, de la recherche et de la Formation. Secrétariat général, Cité administrative de l'Etat,
rue Royale 204
B-1010 Bruxelles
Tel: (+32) 2-2105539

German speaking Community



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 - B.1 General sources of information
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 - B.2.1 Part-time study
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The present structures in the German speaking Community for education etc., correspond essentially to those in the French Community, and reference should be made to that chapter for descriptions of the structures and aims of education, etc. This chapter details contact points in the German Community.

A. INITIAL REFERENCE POINTS

A.1 National centre in the European network of guidance resource centres

Institut für Aus- und Weiterbildung im Mittelstand und in kleineren und mittleren Unternehmen (Institute for Training and Further Education in Small and Medium-sized Enterprises)

A.2 Sources of information and contacts

Institutions and organisations

FOREM - L'office communautaire et régional de la Formation Professionnelle et de l'Emploi (Community Office for Vocational Training and Employment). *FOREM* provides career guidance and work placements in the German speaking community.

Ministerium der Deutschsprachigen Gemeinschaft (Ministry for the German speaking Community).

PMS-Zentren der Deutschsprachigen Gemeinschaft (Psychological, Medical and Social Centres for the German Speaking Community).

Publications

Verzeichnis über das Unterrichtswesen und die Ausbildungswege in der Deutschsprachigen Gemeinschaft (Listing of the Teaching System and Training Schemes in the German speaking Community) published by the PMS-centres for the German speaking community.

Über die Grenzen hinweg (Across the Borders) published by the regional employment office and the *PMS-Zentren der Deutschsprachigen Gemeinschaft*.

B. EDUCATION AND TRAINING SYSTEMS

B.1 General sources of information

Ministerium für Ausbildung und Unterricht der Deutschsprachigen Gemeinschaft (Ministry of Training and Teaching of the German speaking Community).

PMS-Zentren der Deutschsprachigen Gemeinschaft: (PMS-centres for the German speaking Community).

B.2 Initial vocational training

Institut für Aus- und Weiterbildung im Mittelstand und in kleinen und mittleren Unternehmen (Institute for Training and Further Education in Small and Medium-sized Enterprises).

Zentrum für Aus- und Weiterbildung des Mittelstandes Eupen (Centre for Training and Further Education for Trades in Eupen).

Zentrum für Aus- und Weiterbildung des Mittelstandes St. Vith (Centre for Training and Further Education for Trades in St Vith).

B.2.1 Part-time study

Zentrum für Teilzeitunterricht der Deutschsprachigen Gemeinschaft (Centre for part-time studies in the German speaking Community).

Teilzeitzentrum des freien Unterrichtswesens (Part-time centre for the Independent Teaching System).

B.3 Continuing and further education

Institut für Aus- und Weiterbildung im Mittelstand und in kleinen und mittleren Unternehmen (Institute for Training and Further Education in Small and Medium-sized Enterprises)

B.3.1 Distance learning and continuing education teaching

Ministerium der Deutschsprachigen Gemeinschaft (Ministry of the German speaking Community)

C. CAREERS GUIDANCE SERVICES

Berufsberatung der Deutschsprachigen Gemeinschaft (Vocational Guidance in the German speaking Community)

PMS-Zentren in der Deutschsprachigen Gemeinschaft (PMS-centres of the German speaking Community)

F. LIST OF ADDRESSES

Berufsberatung der Deutschsprachigen Gemeinschaft

Hauptstraße 54

B-4780 St. Vith

Tel: (+32) 80-744539

Fax: (+32) 87-552891

FOREM

Borngasse 3

B-4700 Eupen

Tel: (+32) 87-742180

Fax: (+32) 87-557085

Aachener Straße 73-75

B-4780 St. Vith

Tel: (+32) 80-227330

Place de Cochem 6

B-4790 Malmedy

Tel: (+32) 80-337353

Freie PMS-Zentren:

Hauptstelle (Head office) Luxemburger Straße 11

B-4780 St. Vith

Tel: (+32) 80-226654

Zweigstelle (Sub office) Neustraße 72

B-4700 Eupen

Tel: (+32) 87-743900

Institut für Aus- und Weiterbildung im Mittelstand und in kleineren und mittleren Unternehmen

Loten 3 a

B-4700 Eupen

Tel: (+32) 87-740294

Fax: (+32) 87-556507

JUGEND FÜR EUROPA Agentur (Youth for Europe Agency)

Neustrasse 93

B-4700 Eupen

Tel: (+32) 87-554872

Ministerium der Deutschsprachigen Gemeinschaft

Gospert 1-5

B-4700 Eupen

Tel: (+32) 87-744539

Fax: (+32) 87-552891

PETRA - See Institut für Aus- und Weiterbildung im Mittelstand

PMS-Zentren der Deutschsprachigen Gemeinschaft:

Hauptstelle (Head office)

Gospert 44

B-4700 Eupen

Tel: (+32) 87-554644

Fax: (+32) 87-556963

Zweigstelle (Sub office)

Moresneter Straße 29

B-4720 Kelmis

Tel: (+32) 87-658958

PMS-Zentren der Provinz:

Hauptstelle (Head office)

Neustrasse 59

B-4700 Eupen

Tel: (+32) 87-742522

Zweigstelle (Sub office)

Majorlong Strasse 1

B-4780 St. Vith

Tel: (+32) 80-228523

Teilzeitzentrum des freien Unterrichtswesens

Klosterstraße 38

B-4780 St. Vith

Tel: (+32) 80-227381

Zentrum für Aus- und Weiterbildung des Mittelstandes Eupen

Limburger Weg 2 a

B-4700 Eupen

Tel: (+32) 87 554444

Zentrum für Aus- und Weiterbildung des Mittelstandes St. Vith

Luxemburger Straße 2

B-4780 Eupen

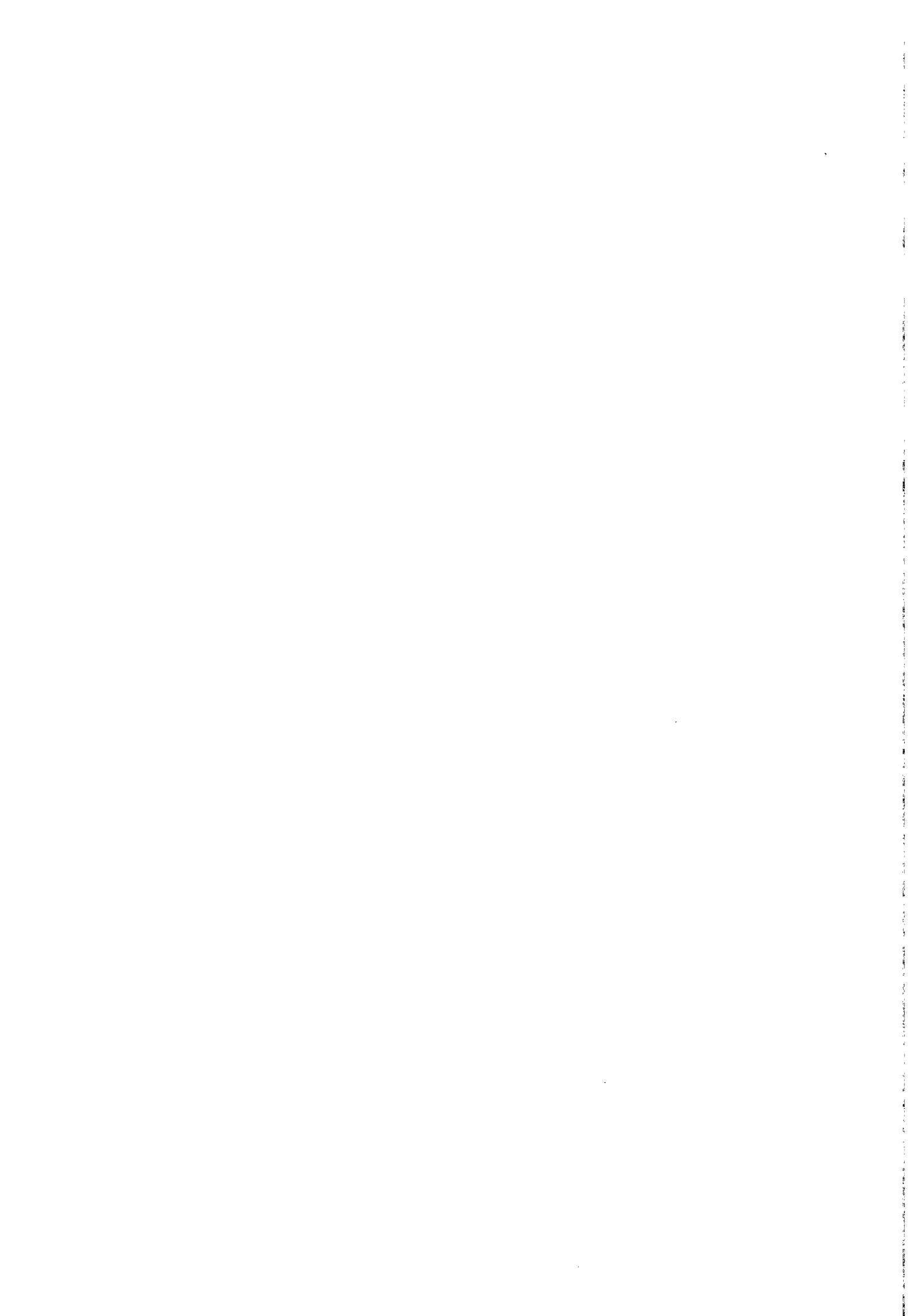
Tel: (+32) 80-227312

Zentrum für Teilzeitunterricht der Deutschsprachigen Gemeinschaft

Vervierser Straße 93

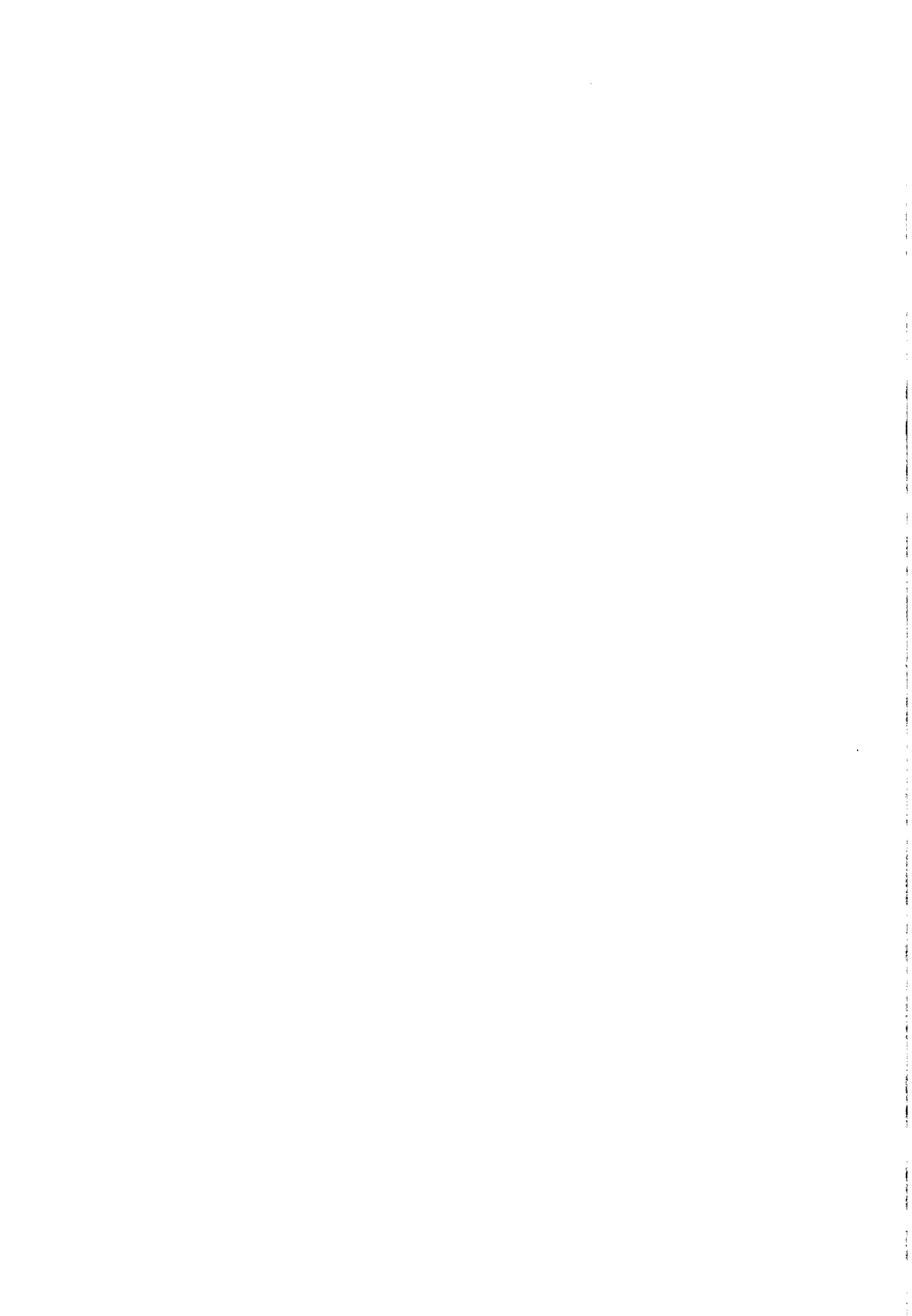
B-4700 Eupen

Tel: (+32) 87-553675



DENMARK





General information

Denmark is part of Scandinavia and is bordered to the South by Germany, and by sea to the North by Norway and in the East by Sweden. It consists of the Jutland peninsula and 6 large and 400 small islands of which only about 100 are inhabited. The islands are linked by a comprehensive network of bridges and ferry lines.

Greenland and the Faroe Islands in the North Atlantic Sea are parts of the Danish Kingdom, but are not members of the European Union.

The national flag is red with a white cross. The language is Danish and the capital is København (Copenhagen).

Area and population

Area (sq.km.) - 43,080

Population (1993) - 5.140.000 inhabitants

Population density per sq.km - 119 (309 per sq.mile)

Political system

Denmark has been a kingdom since 900 AD. It is a constitutional monarchy with the Monarch (at present the Queen) as Head of State. The country is governed by a democratically elected government and a parliament, the Folketing, in a multi-party system. Denmark has close relations with the four other Nordic countries.

Denmark has a long tradition of free education and free educational and vocational guidance, financed by the state or by the municipalities.



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 - C.1.1** Educational and vocational guidance in the education system
 - C.1.2** Educational and vocational guidance in the municipalities
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 - E.1.2 Salaries for apprentices etc**
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A. INITIAL REFERENCE POINTS

A.1 National centre in the network of European guidance resource centres

ACIU - Arbejdsmarkedets Center for Internationale Uddannelsesaktiviteter (Danish Centre for International Training Programmes)

ACIU is an independent organisation set up by the labour market organisations and the Ministries of Education and Labour with a remit to strengthen the process of internationalisation in Danish vocational education and training. *ACIU* is the Danish National Coordination Unit for the EU vocational training programmes **PETRA** and Force, and is as such closely involved with vocational guidance and counselling through **PETRA** Action III.

A.2 Other contact points and principal information sources

RUE - Rådet for Uddannelses- og Erhvervsvejledning (National Council for Educational and Vocational Guidance)

RUE is a central body representing all relevant national education and labour market institutions and organisations. It plays an important role in the national coordination of guidance counselling and in the production and dissemination of careers guidance material. The Council publishes comprehensive documents on the structure of the education system, training schemes and occupations and also offers an advisory service regarding the preparation of information material. The Council also plays an important role as an advisory body for the education authorities regarding the initial and continuing training of guidance counsellors.

Arbejdsministeriet (Ministry of Labour):

Arbejdsmarkedsstyrelsen (Labour Market Authority). Department of the Ministry of Labour, responsible for the nationwide system of careers guidance counselling within the *AF - Arbejdsformidlingen* (National Employment Service) (see C.1.4).

Undervisningsministeriet (Ministry of Education):

Division for European Union Matters: This division of the Ministry of Education is responsible for organising the Danish participation in the EU Education Committee and is the coordination unit for educational co-operation with the EU;

Erhvervsskoleafdelingen (Division of Vocational Education and Training): This part of the Ministry of Education is responsible for the vocational education and training system in Denmark. The division works closely with trade unions and businesses and has close contacts with education institutions providing foreign language teaching;

Folkeskoleafdelingen (Division of Primary and Lower Secondary Education): This division of the Ministry of Education is responsible for the central administration of the municipal Youth Guidance Scheme (see C.1.3).

ICU - Informationscenter for studie- og udvekslingsrejser (Information Centre for International Study and Exchange)

The overall aim of the *ICU* is to further exchange and youth mobility through information and by providing administrative and practical assistance. *ICU* is a private, non-profit making organisation, governed by a board of 7 members, representing the Ministry of Education, the Ministry of Cultural Affairs, the Ministry of Labour and the Danish Youth Council. *ICU* receives its funding mainly through contributions from the ministries involved, from the EU, and from consultancy fees.

ICU gathers information about exchanges and disseminates it to the general public as well as to specific target groups. *ICU* provides technical assistance for the following EU programmes: LINGUA (Actions I and IV), **PETRA** Youth Initiative Projects (YIP), EU-Teacher Exchange Scheme (TEX) and Youth for Europe.

A.3 Handbooks, publications and data bases

Characteristic Features of Danish Education published by *Undervisningsministeriet*.

Education in Denmark (8 fact sheets in English) published by *Undervisningsministeriet*.

Guide for Young Visitors to Denmark published by *ICU*.

Vejledning og vejledere. Uddannelse og Erhverv, Adresser (Guidance and Guidance Counsellors. Education/Training and Job, Addresses) published by *RUE*. This regularly updated publication contains names and addresses of all Danish educational and careers guidance institutions, offices and officers, organisations, authorities etc. (At present only available in Danish).

Vocational Education and Training in Denmark published by *Undervisningsministeriet* and *Arbejdsministeriet* (Ministry of Education and Ministry of Labour), obtainable from *Dansk Teknologisk Institut* (Danish Technological Institute).

Arbejdsmarkedsordbog (Dictionary of the Labour Market) Danish/English/German/French published by *AOF's Forlag*.

Commercial Colleges in Denmark (leaflet available in English, French, German and Spanish), published by *Weber & Sørensen A/S*.

Den Danske Folkeskole (The Danish Folkeskole);

Ungdomsuddannelserne i Danmark (Youth Education and Training Programmes in Denmark).

Modersmålsvejledningen i København (The School and Youth Guidance for Immigrants).

Internationalisering i undervisning (Internationalisation) Leaflets published in Danish, English, French, German and Spanish by *Københavns Skole- og Ungdomsvejledning i København* (The School and Youth Guidance Service of Copenhagen).

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B. EDUCATION AND TRAINING SYSTEM

B.1 General overview

This section presents an overview of the structure of education in Denmark, and describes the different structures of (initial) vocational education and training and further education. The diagram illustrates the present (1993) education system from nursery school to post-secondary education. It does not, however, illustrate the many programmes of adult education that are available in Denmark.

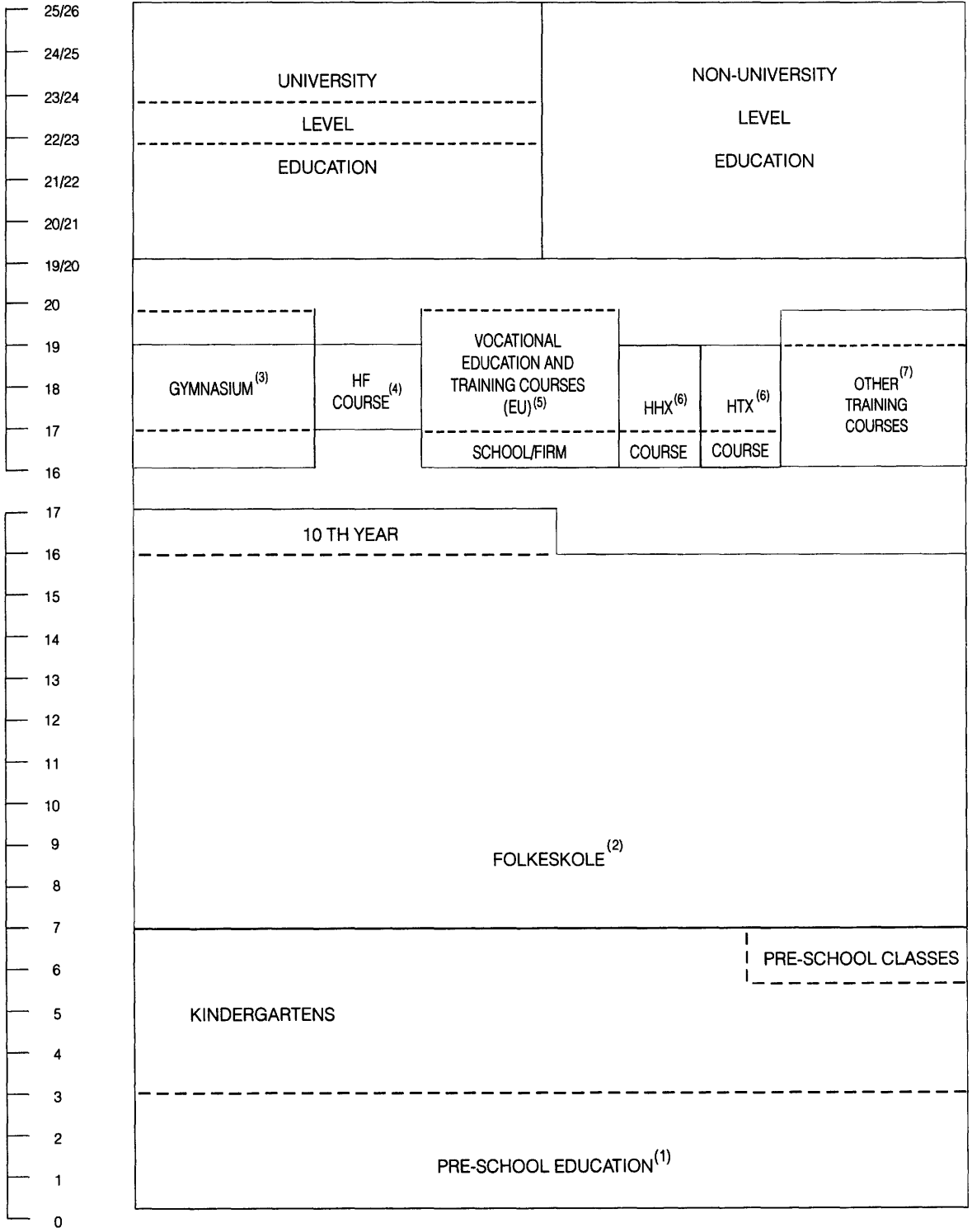
B.1.1 Special terms

It should be noted that in Denmark the term "student" is normally only used for persons who have passed the final examinations of the upper secondary level. For the purposes of this chapter, the term student is applied to all persons in education.

Key to diagram

1. In pre-school education there are several institutions catering consecutively or alternatively for the 0 to 6/7 year age range.
2. The Folkeskole comprises an optional pre-school class, nine years of full-time compulsory education and a supplementary optional tenth year. It provides general education at primary and lower secondary levels; the Danish education system does not differentiate between primary and lower secondary education.
3. The Gymnasium provides a 3-year course of general education at upper secondary level, after the 9th or 10th year of the Folkeskole, with the final examination qualifying for university entrance.
4. The course for the HF (higher preparatory examination) is a 2-year general course, after the 10th year of the Folkeskole, with the final examination qualifying for further and higher education.
5. The basic vocational education and training courses (EU) last between 3 and 4 years with approximately two thirds of the time spent in a company. A typical course consists of a first 20-week school course or practical training in a company of similar length followed by a second 20-week school course. After that, the course alternates between practical training and school.
6. The course for the HHX (higher technical examination) are 3-year school-based courses comprising 1 year of vocational training (usually followed with the first-year pupils of basic vocational training) and 2 years of theoretical training.
7. Social and health education programmes.

COMPULSORY EDUCATION



B.1.2 Special language conditions

Danish education at all levels is normally open to foreign students, but it is very important to note that participation in education and training in Denmark requires a certain ability to communicate in Danish; knowledge of the Danish language is often tested before admission to a course is granted. There are, however, established public as well as Danish private courses for foreigners.

B.1.3 Fees and grants

In general, education is free of charge in Denmark. However, the *Efterskoler* (B.2.4.2), the *Ungdoms-* and *Folkehøjskoler* (B.2.4.3 and 2.5.2) and most private institutions require students to pay fees, but there are grants available from the state and/or from the local authorities.

B.2 General education

B.2.1 Pre-school and basic school education

In pre-school education, there are several institutions catering consecutively or alternatively for the 0-6/7 year age range. In addition to the pre-school class, *Folkeskolen* (the municipal primary and lower secondary school) comprises a 9-year basic school and a 1-year 10th form. The pre-school class is optional, but must be offered by the municipalities. The 10th form is also optional. Education is compulsory for 9 years in Denmark between 6 and 17 years of age.

The students are taught in classes and remain together for the whole period of basic schooling. Some students complete the last forms of the basic school at *Efterskoler* (B.2.4.2)

The private independent schools cater for 11% of all students. They provide teaching which compares with that which is required in the *Folkeskole*. The public sector covers up to 80% of the expenditure of the private independent schools.

B.2.2 Youth education

The term youth education covers both the general and the vocational education courses following compulsory education. Students are typically between 16 and 21 years of age. Applicants for a vocational education course must have completed compulsory education. Applicants for courses at the General and the Vocational Upper Secondary Level must have qualified at the end of compulsory education, through the leaving examinations of the *Folkeskole*. In the following description, vocational youth education is placed under section B.3.

B.2.3 General upper secondary education

This comprises the 3-year *Gymnasium* (Upper Secondary School) and the 2-year *HF-kursus* (Higher Preparatory Examination Course). They are both academically oriented, and the Upper Secondary School Leaving Examination (the *studentereksamen*) and the Higher Preparatory Examination (the *HF-eksamen*) qualify the student for admission to higher education.

B.2.4 Alternative and supplementary education for young people

B.2.4.1 Ungdomsskoler - The Municipal Youth School

Students of 14 to 18 years of age have the opportunity to attend the local youth school provided by the municipality. The education may be supplementary, or an alternative, to the *Folkeskole*. It is optional and free of charge and takes place after school hours. The curriculum offers a wide range of subjects,

primarily consisting of practical and creative subjects, but also including subjects similar to the *Folkeskole*. Some youth schools offer full-time lower-secondary education to students with special needs as an alternative to compulsory education.

B.2.4.2 Efterskoler - (Continuation Schools)

These independent boarding schools can be attended by students from the age of 15 years as an alternative to the eighth and ninth forms of compulsory education or as the tenth or even eleventh form. The *Efterskoler* place special emphasis on social learning and, depending on the type of school, priority is given to such fields as sports, nature and ecology.

B.2.4.3 Ungdomshøjskoler - (Youth Folk High Schools)

Students between 17 and 18 years of age who have completed compulsory education may receive supplementary education at one of the three Danish *Ungdomshøjskoler*. Courses cover economics; sports; current affairs; and literature. Students take part in working groups or workshops in the framework of project oriented courses.

B.2.5. General adult education and continuing training

Denmark has a long and strong tradition of adult education and continuing training. All sorts of schools, public as well as private, offer a wide range of general education courses as well as vocationally oriented, continuing training for skilled and unskilled workers and for persons with higher educational qualifications.

General adult education may be financed by public and/or private funding. Some courses take place after working hours. Others, in particular the vocationally oriented courses, take place during working hours.

B.2.5.1 Voksenuddannelsescentre, VUC (Adult Education Centres)

Public general education courses at lower and upper secondary level preparing students either for leaving examinations equivalent to *Folkeskolen*, or for the Higher Preparatory Examination, are offered by *Voksenuddannelsescentre, VUC* (Adult Education Centres) as single-subject courses. The duration may vary from a couple of lessons a week over a short period, to full-time courses of one year or more.

B.2.5.2 Folkehøjskoler (Folk High Schools)

These schools for adults offer a wide range of optional and general courses on cultural, historical, political and social topics, normally of four to eight months' duration, but sometimes also only 2 to 8 weeks. All Folk High Schools are boarding schools, and although they are state funded, participants must pay a fee. The unemployed can, however, continue to receive payments from their unemployment insurance scheme or state benefits.

B.2.5.3 Daghøjskoler (Day High Schools)

The target group is primarily young people over 18 years of age who need to strengthen their life skills and improve their prospects in relation to the labour market or to general or vocational education. A Day High School course must be of at least 4 weeks' duration, but normally lasts between 10 and 20 weeks. Participants can continue to receive payments from their unemployment insurance scheme or state benefits.

B.3 Initial vocational education and training

B.3.1 Erhvervsuddannelse (Vocational Education)

Nearly all initial vocational education and training is the responsibility of the Ministry of Education, but some education and training courses are placed under other ministries.

Initial vocational education and training comprises a choice of approximately 85 main trades leading to more than 200 specialised trades. The training is, with very few exceptions, a mixture of theoretical studies and on-the-job training, and leads to a journeyman's certificate. The qualifications obtained are state-recognised and valid all over the country. For each trade a national trade committee defines the aim and contents of the training, which consequently is the same and provides the same qualifications irrespective of where in the country the education is obtained.

Initial vocational training takes place partly at a commercial or technical college and partly in a private company or in a public institution. The training is of 3-5 years duration and prepares students to enter the labour market as skilled workers.

In school, the instruction consists of a combination of theoretical and practical training. The courses within the commercial and clerical area are directed at the wholesale and retail trades as well as at different types of computer or accountancy oriented office jobs. The skilled craftsmen's courses provide qualifications such as blacksmith, baker or hairdresser. Technical Vocational Education courses give access to qualifications such as draughtsman and electronics technician.

The commercial and technical colleges are organised as self-governing institutions, but are nearly 100% financed by the state, so training is free of charge. In the first year of training, the students receive education benefits paid by the state. For the rest of their training, they are employed as apprentices by a company or an institution.

Initial Social and Health Education courses contain a mixture of theoretical and practical education at the Social and Health Schools and practical training in social and health service institutions.

Other types of schools are *Landbrugsskoler* (Agricultural colleges) and *Husholdningsskoler* (Home Economics Schools) under the Ministry of Education, and Maritime, Navigation and Engineering Colleges under the Ministry of Industry.

B.3.2 Vocational upper secondary level

Vocational education at upper secondary level comprises the 2-year courses for the Higher Commercial Examination (*HHX*) and for the Higher Technical Examination (*HTX*). These courses both qualify students for the labour market and for admission to certain higher education courses. Also, there are courses in agriculture at upper secondary level.

B.3.3 Initial vocational training for adults

B.3.3.1 Produktionsskoler (Production Schools)

These schools are primarily concerned with the young unemployed who have no formal qualifications, and no immediate motivation for education and whose interests and talents do not correspond to the traditional type of education offered by the institutions of vocational or upper secondary education.

They combine general education with practical training and production programmes in workshops, and aim at preparing the participants for practical work or integration into the ordinary vocational education courses.

Young people may stay at a production school for any period up to one year, and they are free to leave from one day to the other. During the stay they are remunerated according to a fixed scale of payment. The schools are set up as private foundations, and the regulations are approved by the local authorities.

B.3.3.2 AMU-Centre (Labour Market Vocational Training Centres)

Initial vocational training for adults includes the following programmes:

- training for semi-skilled workers, further training for skilled workers and further training for technicians;
- work introduction training for young persons, as well as for adults;
- other types of training and retraining for the unemployed and persons with special needs.

This training takes place at the *AMU-Centres* (Labour Market Vocational Training Centres), with departments in major cities all over the country.

Skilled and unskilled workers, employed or unemployed can participate in a series of short courses updating their professional qualifications.

The courses at *AMU-Centres* are also open to foreigners, but as mentioned above it is a requirement to be able to communicate in Danish. A knowledge of Danish is often tested before admission to a course is granted.

B.4 Continuing education and training

B.4.1 Short-cycle higher education

Short-cycle higher education comprises a number of courses at middle technician level within the areas of food, construction, clothing, electronics and mechanical technology. There are, furthermore, a number of health education courses leading to qualifications such as laboratory technician. Maritime and home economics courses at this level lead to qualifications such as first mate and home economics technician. The admission requirement for some of these short-cycle higher education courses is an upper secondary school leaving examination or a higher preparatory examination, whereas admission to other courses requires a vocational upper secondary or a vocational education qualification.

B.4.2 Medium-cycle higher education

Medium-cycle higher education consists partly of complete courses, which qualify students directly for the labour market, and partly of minor-subject and basic courses which make up a part of the long-cycle higher education courses. The admission requirement is one of the leaving examinations at general upper secondary level. In the range of complete courses, we may mention the diploma course in economics (*HD*), the degree courses in economics (*HA*), in applied languages, journalism, engineering (*diplomingeniør*) or librarianship, the teacher training course for *Folkeskole* teachers, courses for social workers, physiotherapists and nurses. After being awarded a bachelor's degree by a university at this level, further studies may be undertaken leading to a Master's degree.

B.4.3 Long-cycle higher education

Long-cycle higher education comprises Master's degree courses in social sciences, humanities, music, theology, psychology and the natural sciences, for example degree-courses for lawyers, economists, doctors of medicine, dentists, veterinary surgeons and engineers.

B.4.4 Continuing vocational training

The AMU centre, the vocational schools (commercial and technical colleges), the universities and other public or private education institutions, as well as labour market organisations, firms and industries offer a wide range of further vocational education for adults seeking special qualifications.

B.5 Recognition and comparability of qualifications

B.5.1 NARIC - The National Academic Recognition Information Centre

The Danish *NARIC* is part of a European network of similar centres and provides information and advice to schools, colleges, universities, careers services and other institutions and organisations dealing with foreign students on the recognition of academic qualifications gained outside Denmark. *NARIC* services are not available to the general public, but it may give advice to individual enquirers. For further information contact: *Undervisningsministeriets Internationale Afdeling* (Ministry of Education/Division of International Relations)

B.5.2 Organisations/agencies concerned with recognition and comparability of qualifications

Undervisningsministeriet (Ministry of Education)

Arbejdsministeriet (Ministry of Labour)

B.5.3 Existing bi-lateral or multi-lateral agreements

Special regulations exist between the Scandinavian countries. In practice, even if they are not officially listed as such, vocational qualifications are mutually recognized in the Scandinavian countries. For further education programmes (lasting more than three years), there is an agreement between the Scandinavian countries concerning the mutual recognition of vocational qualifications; this agreement was signed in 1990. An agreement on the mutual recognition of vocational qualifications acquired through education lasting up to three years is currently being prepared.

Further information: *Nordisk Ministerråd* (Nordic Council of Ministers)

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

The Educational and Vocational Guidance Act (1981) created the preconditions for a comprehensive range of educational and vocational guidance services for young people and adults. Consequently, a number of central and regional bodies representing various relevant services have been established. According to this act, and by tradition, all guidance services are run by the state, the municipalities or by public education institutions. Private guidance agencies are therefore almost non-existent.

C.1.1 Educational and vocational guidance in the education system

Educational and vocational guidance for students at all levels in the education system from primary school to the universities, is offered free of charge, either by class teachers or by teachers who have been specially trained as guidance counsellors.

C.1.2 Educational and vocational guidance in the municipalities

Ungdomsvejledningen (the Youth Guidance Scheme) is a nationwide programme aimed at the young unemployed who are not undergoing education or training, in order to introduce them to education, training and employment and to help them with individual problems. The programme is run by the local education or social authorities and offers information and counselling in combination with training courses, job-experience and practical work-projects. The various education provisions described in section B.2.4, B.2.5 and B.3.3 are often used as part of the programme. Payment of unemployment or social security benefits are dependent on participation in the Youth Guidance Scheme.

C.1.3 Careers guidance structures of the employment service

In addition to the schools and local authorities, the Regional Employment Agencies (*AF*) offer free, comprehensive careers guidance. This includes counselling for adults with diverse educational backgrounds and assistance in the choice of training and employment. A large number of Danish employment agencies have special information centres offering brochures, books, videos and leaflets about vocational training.

C.2 Guidance services provided specifically for foreigners

Detailed information about services can be obtained from:

- ACIU*;
- RUE*;
- EURES;
- Arbejdsministeriet*;
- Statens Indvandrerkonsulenter*.

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

Most of the Community programmes, services and networks described in the chapter on the EU have national agencies or units in Denmark and these are as follows:

COMETT Information Centre: *Rektorkollegiets Sekretariat* (Danish Rectors' Conference);
Undervisningsministeriet (Ministry of Education);

ERASMUS - *Rektorkollegiets Sekretariat Undervisningsministeriet*;

EURES Network - Information and Contact Centre: *Arbejdsmarkedsstyrelsen* (Labour Market Authority);

EUROTECNET - the National Animation and Dissemination Unit: *Dansk Teknologisk Institut* (Danish Technological Institute);

EURYDICE National Coordination Unit: *Undervisningsministeriet* (Ministry of Education);

FORCE National Coordination Unit: *ACIU*;

IRIS (EU-network on Training for Women) does not have a National Coordination Unit in Denmark. The contact for the Commission Working Group on Vocational Training for Women in Denmark is:
Arbejdsmarkedsstyrelsen (Labour Market Authority);

LINGUA Actions I and IV: *ICU - Informationscenter for studie- og udvekslingsrejser* (Information Centre for International Study and Exchange)

Action III: *Undervisningsministeriet, Erhvervsskoleafdelingen* (Ministry of Education, Department of Vocational Education and Training)

Action V: *Undervisningsministeriet, EF-Sekretariatet* (Ministry of Education, Department for EU affairs)

MISSOC - Mutual Information System on Social Protection - National Coordination Unit:
Socialministeriet (Ministry of Social Affairs);

PETRA National Coordination Unit: *ACIU*;

TEMPUS - *Rektorkollegiets Sekretariat Undervisningsministeriet*;

YOUTH FOR EUROPE and the **PETRA** Youth Initiative Projects (YIP): *ICU*.

E. LIVING AND WORKING CONDITIONS

Denmark is an industrialized country, technologically highly developed. It concentrates on the production of a variety of very specialised and advanced goods. Only a few decades ago, agriculture was predominant. Adjustment to an industrialized and service economy was effected through an efficient and flexible education system.

Denmark is one of the smallest European countries, with just over five million inhabitants. A large majority of Danish women are in active employment and the total manpower is 3.3 million people, of whom 6% are employed part-time. The Danes have very few raw materials of their own, which means that the country's most important resource is the workforce. That workforce is well educated and sufficiently flexible to make adjustments according to industrial and commercial demands.

The trade unions play an important role and thus, it is recommended to contact the relevant trade union as many rights of workers are related to membership of a trade union.

E.1 Minimum wages and training salaries

E.1.1 Legal regulation of wages

In Denmark, there are no specific legal regulations for employment, and there is no statutory wage regulation. The regulations are formulated through collective agreements between the trade unions and employers' associations and then acknowledged by all authorities concerned.

The following legally binding regulations, however, apply to all types of employees:

- dismissal on the grounds of race, sex or pregnancy is forbidden by law. On the other hand, women are required to inform their employer when they become pregnant;
- a woman has the right to maintenance payments from four weeks before the expected date of birth of her baby and for twenty-six weeks after the birth;
- certain limitations apply to the employment of young people aged between 15 and 18.

E.1.2 Salaries for apprentices etc.

Salaries for apprentices are fixed by special trade-specific commissions; the labour market organisations (social partners) participate in these commissions. The salaries agreed depend on the occupation, length of training and age (under or above 18).

E.1.3 Sick pay

Workers are entitled to sick pay:

- if they have worked for a minimum of 120 hours in the preceding 13 weeks;
- if they have completed a vocational training scheme lasting a minimum of 18 months which has been finished, at the latest, in the preceding month;
- if they are undertaking vocational training;
- if they are unemployed and are entitled to unemployment benefits.

E.1.4 Hours of work

The average hours of work in Denmark are 37 hours per week; this applies to industry as well as to agriculture and the service sector.

E.1.5 Paid holidays

In principle, Danish workers are entitled to two and a half days of paid holiday per month of work, i.e. to thirty days annual leave. They are allowed to take a continuous block of three week's holiday.

E.2 Availability of educational leave

New regulations have been introduced from the beginning of 1994. Paid educational leave can be obtained by a person who is at least 25 years old, a wage earner, unemployed or self employed. For wage earners or the self employed, it is necessary to be member of an unemployment insurance fund (see E.3.3) and to have been fully employed for three years in the last five years. If unemployed, it is necessary to have received unemployment benefits. Paid educational leave can only be granted for youth education and vocational upper secondary education, recognized by the state. However, the rules are rather complicated and it is absolutely necessary to get individual information from the official Labour Market Authority.

E.3 Social security, tax and unemployment benefits

E.3.1 Social security system

The Danish social security system is well developed; social security and medical services are free of charge and are paid for through taxation. Employers have to pay accident insurance for their employees. An old age pension is paid to everybody over 67.

E.3.2 Tax system

Information on the tax system and taxes that are to be paid is provided by all municipalities. It should be noted that the taxes in Denmark are considered to be very high - normally the lowest rate of income tax is 45% and the highest rate is 68%. The rate depends on a number of factors, e.g. the income of the spouse.

E.3.3 Unemployment and unemployment benefits

It should be noted that the unemployment rate is rather high in Denmark. In January 1994, 9% of the registered members of the unemployment insurance funds were unemployed.

The system of unemployment benefits in Denmark is based on *A-kasser* (unemployment insurance funds), which are administrated by the trade unions. All those working at least thirty hours per week (or if part-time workers, fifteen hours) can be insured. In order to obtain unemployment insurance benefit, you must have been registered as a paying member of an unemployment insurance fund approved by the authorities for one year and have worked at least 962 hours (or if a part-time worker, 629 hours). Almost everybody who has the right to be a member of an unemployment insurance fund has become one.

E.4 Job placement agencies

Apart from trying to find a job by using their own initiative, job-seekers can contact the placement services offered by the regional and local employment agencies (*Arbejdsformidling* - AF).

It is important to note that foreigners must first find a place to live. This is the prerequisite for obtaining a Danish identity card (*CPR-nummer* - Civil Person's Registration Number) from the local municipality. With this card you will find it much easier to register as unemployed with a local employment agency.

The addresses of local employment agencies can be obtained from *Arbejdsmarkedsstyrelsen* (Labour Market Authority).

F. LIST OF ADDRESSES

ACIU (Danish Centre for International Training Programmes)

Hesseløgade 16

DK-2100 København Ø

Tel: (+45) 39-271922

Fax: (+45) 39-272217

AOF's forlag (publishers)

Teglværksgade 27

DK-2100 København Ø

Tel: (+45) 39-296066

Fax: (+45) 31-201019

Arbejdsmarkedsstyrelsen (Labour Market Authority)

Blegdamsvej 56

Postbox 2722

DK-2100 København Ø

Tel: (+45) 35-288100

Fax: (+45) 35-362411

Arbejdsministeriet (Ministry of Labour)

Laksegade 19

DK-1063 København K

Tel: (+45) 33-925900

Fax: (+45) 33-121378

COMETT

Rektorkollegiets Sekretariat

Undervisningsministeriet

Frederiksholms Kanal 26

DK-1220 København K

Tel: (+45) 33-925436 / 33-925300

Fax: (+45) 33-925075

Danmarks Statistik (Danish Statistics Service)

Sejrøgade 11

DK-2100 København Ø

Tel: (+45) 39-173917

Fax: (+45) 31-184801

Dansk Teknologisk Institut (Danish Technological Institute)

Gregersensvej Postboks 141

DK-2630 Taastrup

Tel: (+45) 43-504350

Fax: (+45) 43-507250

Direktoratet for Arbejdsløshedsforsikring (Directorate for Unemployment Insurance)

Finsensvej 78

DK-2000 Frederiksberg

Tel: (+45) 31-106011

Fax: (+45) 31-193890

ERASMUS

Rektorkollegiets Sekretariat
Undervisningsministeriet
Frederiksholms Kanal 26
DK-1220 København K
Tel: (+45) 33-925403 / 33-925409
Fax: (+45) 33-925075

EURES (European Employment Service)

Arbejdsmarkedsstyrelsen
Blegdamsvej 56
Postbox 2722
DK-2100 København Ø
Tel: (+45) 35-288100
Fax: (+45) 35-362411

EUROTECNET - The National Animation and Dissemination Unit:

Dansk Teknologisk Institut
Gregersensvej
Postboks 141
DK-2630 Taastrup
Tel: (+45) 43-504350
Fax: (+45) 43-507250

European Commission Office in Denmark

Østergade 61
Postbox 144
DK-1004 København K
Tel: (+45) 33-144140
Fax: (+45) 33-111203

EURYDICE - National Coordination Unit:

Undervisningsministeriet
Internationale Afdeling
Frederiksholms Kanal 25 D
DK-1220 København K
Tel: (+45) 33-925200

FORCE - National coordination unit: *ACIU*

ICU - Informationscenter for studie- og udvekslingsrejser (Information Centre for International Study and Exchange)

Dronningensgade 75
DK-1420 København K
Tel: (+45) 31-952900
Fax: (+45) 31-951533

IRIS

Arbejdsmarkedsstyrelsen (Labour Market Authority)

Blegdamsvej 56

Postbox 2722

DK-2100 København Ø

Tel: (+45) 35-288100

Fax: (+45) 35-362411

Københavns Skole- og Ungdomsvejledning (The School and Youth Guidance Service of the Municipality of Copenhagen)

Bellmansgade 5 C

DK-2100 København Ø

Tel: (+45) 31-207500

Fax: (+45) 31-201246

LINGUA

Actions I and IV:

ICU

Action III:

Undervisningsministeriet

Erhvervsskoleafdelingen

H.C. Andersens Boulevard 43

DK-1553 København K

Tel: (+45) 33-925600

Fax: (+45) 33-925666

Action V:

Undervisningsministeriet

EF-Sekretariatet

Frederiksholms Kanal 25 B

DK-1220 København K

Tel: (+45) 33-925160

Fax: (+45) 33-925527

MISSOC - National Coordination Unit:

Socialministeriet (Ministry of Social Affairs)

Direktoratet for Social Sikring og Bistand,

Internationale Afdeling

(National Directorate of Social Security and Assistance,
International Relations' Division)

Ny Kongensgade 9

DK-1472 København K

Tel: (+45) 33-912622

Fax: (+45) 33-915654

Nordisk Ministerråd (Nordic Council of Ministers)

Store Strandstræde 18

DK-1255 København K

Tel: (+45) 33-114711

Fax: 33-960202

RUE - Rådet for Uddannelses- og Erhvervsvejledning (National Council for Educational and Vocational Guidance)

Æbeløgade 7

DK-2100 København Ø

Tel: (+45) 39-177600

Fax: (+45) 39-177629

Statens Indvandrerkonsulenter

(Danish Counselling Service for Immigrants)

Indenrigsministeriet (Ministry of the Interior)

Christiansborg Slotsplads 1

DK-1218 København K

Tel: (+45) 33-923380

Fax: (+45) 33-121513

TEMPUS

Rektorkollegiets Sekretariat

Undervisningsministeriet

Frederiksholms Kanal 26

DK-1220 København K

Tel: (45) 33-925436

Fax: (45) 33-925075

Undervisningsministeriet (Ministry of Education)

Frederiksholms Kanal 21-25

DK-1220 København K

Tel: (+45) 33-925000

Fax: (+45) 33-925547

Undervisningsministeriet

Erhvervsskoleafdelingen (Division of Vocational Education and Training)

H.C. Andersens Boulevard 43

DK-1553 København V

Tel: (+45) 33-925600

Fax: (+45) 33-925666

Undervisningsministeriet

Folkeskoleafdelingen (Division of the Folkeskole)

Frederiksholms Kanal 26

DK-1220 København K

Tel: (+45) 33-925300

Fax: (+45) 33-925302

Undervisningsministeriets Internationale Afdeling (Division of International Relations)

Frederiksholms Kanal 25 D

DK-1220 København K

Tel: (+45) 33-925300

Fax: (+45) 33-925567

Weber & Sørensen (publishers)

Frederiksgade 25

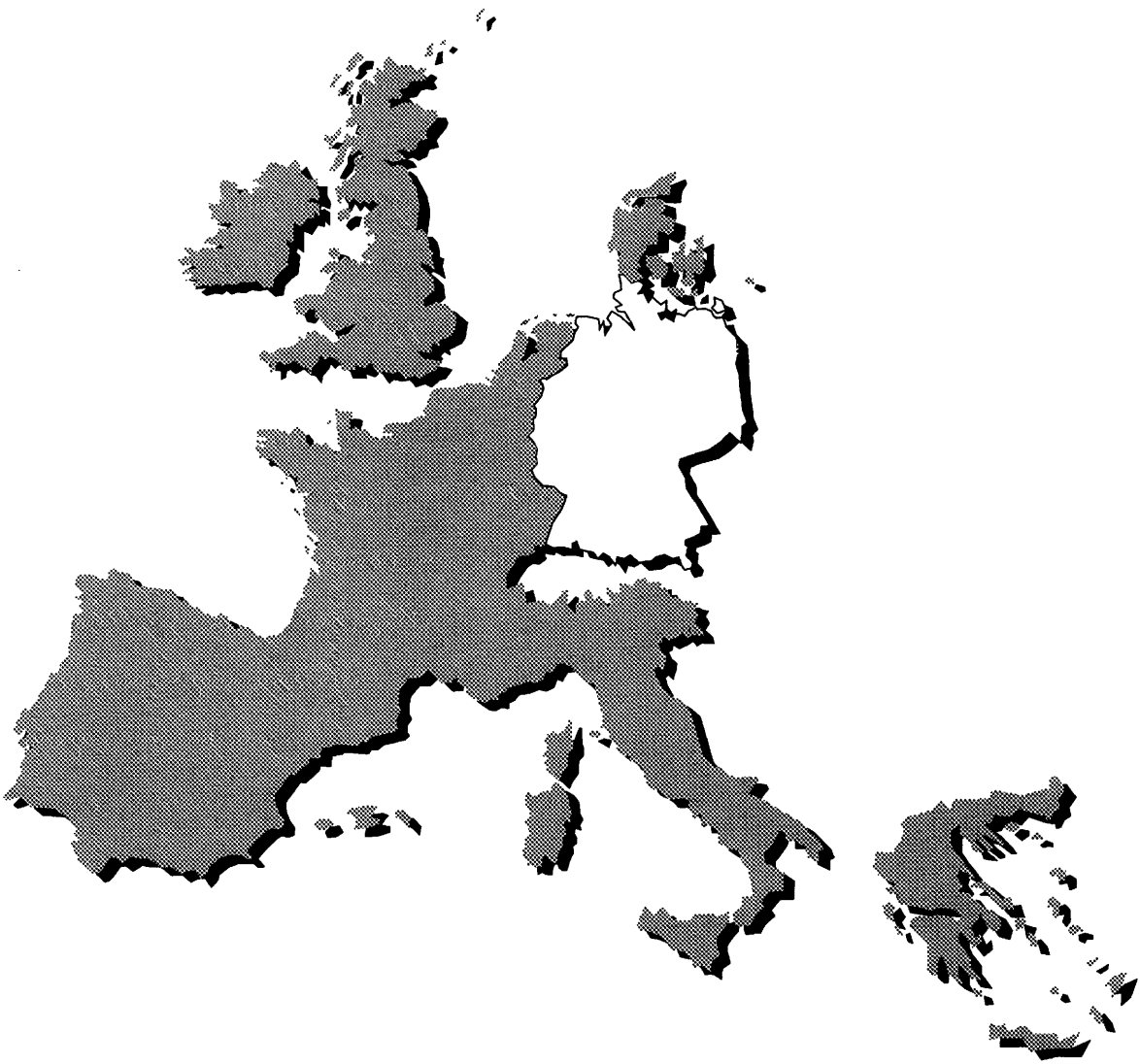
DK-8000 Århus C

Tel: (+45) 86-127077

Fax: (+45) 86-136841

YOUTH FOR EUROPE National Agency: *ICU*

GERMANY



General information

The Federal Republic of Germany is bordered to the north and west by Denmark, the Netherlands, Belgium, Luxembourg and France. Germany's neighbours to the east and south are Poland, the Czech Republic, Austria and Switzerland.

Area and population

Area: 356, 945 sq km

Population (1992): 80,980,343

Foreign population (1992): 8%

Population density: 227 per sq km

Capital city: Berlin (3.4m inhabitants)

Political system

Since its unification on 03.10.1990, Germany has been a federal state consisting of 16 *Länder* (11 old and 5 new Federal States). The *Bundestag* (lower house of parliament) enacts new legislation. The *Bundesrat* (upper house of parliament) is composed of elected representatives of the different *Länder* and must ratify legislation passed by the *Bundestag* before it becomes law.

The average number of employed in 1992 came to 30.9m (old Federal States) and 5.7m (new Federal States). In the new Federal States this number is continuing to fall, whilst the old Federal States are registering a rise. In the old Federal States the number of unemployed in 1992 is put on average at 1.8m, in the new Federal States it came to an average of just under 1.2m.



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A. INITIAL REFERENCE POINTS

A.1 National centre in the European network of guidance centres

The following *Arbeitsämter* (Employment offices) are responsible for exchanging careers information with other Member States of the European Union. These centres are an integral part of the service offered by the *BA - Bundesanstalt für Arbeit* (Federal Institute for Employment). Each office is paired with a particular Member State as follows:

Aachen (Belgium);

Bremen (United Kingdom/Ireland);

Flensburg (Denmark);

Frankfurt am Main (Spain);

Hamburg (Portugal);

München (Italy);

Nürnberg (Greece);

Rastatt (France);

Rheine (Netherlands);

Trier (Luxembourg).

A.2 Other contact points and principal information sources

A.2.1 Ministries, institutions and organisations

BMA - Bundesministerium für Arbeit und Sozialordnung (Federal Ministry of Labour and Social Affairs).

BMBW - Bundesministerium für Bildung und Wissenschaft (Federal Ministry for Education and Science).

BA - Bundesanstalt für Arbeit (Federal Institute of Labour): By law (the *Arbeitsförderungsgesetz*-Law on Promotion of Employment), the main responsibility for careers advice and the provision of training places as well as for job placement lies with the *BA* (see C.1).

BIBB - Bundesinstitut für Berufsbildung (Federal Institute for Vocational Training): An agency of the Federal Ministry for Education and Science (see D).

BLK - Bund-Länder-Kommission für Bildungsplanung und Forschungsförderung (Federal States Commission for Educational Planning and Research Promotion): The joint commission of the Federal government and States with responsibility for educational planning and promotion of research.

DAAD - Deutscher Akademischer Austauschdienst (German Academic Exchange Service): Central agency in the areas of information, documentation and exchange of academic staff and students abroad.

Goethe-Institut: Organises courses and cultural events to promote the German language and culture.

KMK - Ständige Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland (Standing Conference of the Ministers of Education and Cultural Affairs of the States of the Federal Republic of Germany): has responsibility for decisions regarding the equivalence and appraisal of foreign qualifications (see B.5).

ZVS - Zentralstelle für die Vergabe von Studienplätzen (Main Office for the Allocation of Student Places): Central agency for the allocation of places on university courses in Germany.

A.2.2 Handbooks and publications

Beruf Aktuell (Jobs Today) published by the *BA* (see A.1 and A.2.1), Nürnberg. Descriptions of trades requiring an apprenticeship under vocational training law as well as careers requiring training at a *Berufsfachschule* (vocational college), at a *Fachschule* (technical college), or at a *Fachhochschule* (higher technical college). It also covers careers in administration. Updated annually. Obtainable free at *Arbeitsämter* (Employment Offices).

Studien- und Berufswahl (Choice of Study and Career) published by *BLK* (see A.2.1) and the *BA* (see A.1 and A.2.1). Published by K.H.Bock. A guide to the *Fachhochschule* and the university, and the courses they offer. It also includes information on the employment situation of graduates. Updated annually.

EBB - Einrichtungen zur Beruflichen Bildung (Agencies for Professional Education) Published by the *BA* (see A.1 and A.2.1). Reference work of 24 volumes on professional training in school and further education, updated annually.

Bildung und Wissenschaft in Deutschland West (Education and Science in West Germany). Obtainable via *Bundesanzeiger Verlagsgesellschaft* (Federal Gazette Publishing House), Cologne. A guide to the education system covering the school system, vocational training, higher education, informal education and further education.

Studieren in Europa (Studying in Europe) Published by the European Commission. Obtainable via the Federal Gazette Publishing House.

Berufsbildungsbericht (Report on Vocational Training) published annually by the *BMBW* (see A.2.1). Available from K.H.Bock.

Ausbildung und Beruf (Training and Occupation) published and obtainable from *BMBW* (see A.2.1). A guide to regulations covering vocational training.

BAföG - Bundesausbildungsförderungsgesetz (Federal Law on Training Assistance) published by the German Students Union, obtainable via the publishers K.H.Bock. Information on student welfare and grants.

BAföG 1992/93 Gesetz und Beispiele (Law and Examples) published by *BMBW* (see A.2.1).
Information on training grants/financial assistance.

Was? Wieviel? Wer? (What? How Much? Who?) published by the *BA* (see A.1 and A.2.1). Guide to
financial assistance from the Employment Office.

B. EDUCATION AND TRAINING SYSTEM

B.1 General overview

Each one of the German *Länder* organises, administers and finances its own educational system. Responsibility for this falls to the Ministries for Educational & Cultural Affairs. Higher education falls under the responsibility of the Ministries of Science in most of the *Länder*. At Federal Government level, the *BMBW* is responsible for outline regulations on general basic principles of the higher education system, vocational training outside of school and rulings on training. The *BMBW* (see A.2.1) is also responsible for science.

B.1.1 Diagram of the education and initial training system

Key to diagram.

Within the framework of this basic structure, variations exist in individual *Länder*. It should be noted that while this structure does not apply yet to the five new *Länder*, the same types and levels of formal qualification are provided in all *Länder*.

- 1) In some *Länder*, special types of transition from pre-school education to primary school exist (pre-school classes, school kindergarten). In Berlin primary school comprises six years; there is no separate orientation stage.
- 2) Different forms of special education - general and vocational - depending on the disability in question.
- 3) The orientation stage exists in all *Länder* with the exception of Bavaria where it is being tested in several pilot experiments and Berlin where years five and six are part of the primary school.
- 4) In some *Länder*, the comprehensive school is a regular type of school alongside *Hauptschule*, *Realschule* and *Gymnasium*, in the other *Länder* it is an optional or experimental type of school.
- 5) Full-time vocational schools differ with regard to entrance requirements, duration of courses and leaving certificates.
- 6) Offered as part-time education coupled with apprenticeship or as full-time education post apprenticeship.
- 7) Duration one to three years.
- 8) Evening grammar school and full-time adult education colleges giving access to university.

COMPULSORY EDUCATION



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UNIVERSITIES TECHNICAL UNIVERSITIES GESAMTHOCHSCHULE PÄDAGOGISCHE HOCHSCHULE KUNSTHOCHSCHULE/MUSIKHOCHSCHULE FACHHOCHSCHULE VERWALTUNGSFACHHOCHSCHULE		FACHSCHULE ⁽⁷⁾		ABENDGYMNASIUM/ KOLLEG ⁽⁸⁾	
GYMNASIALE OBERSTUFE (Gymnasium, Berufliches Gymnasium/ Fachgymnasium, Gesamtschule)		FACHOBER- SCHULE ⁽⁶⁾	BERUFS- FACH- SCHULE ⁽⁵⁾	DUAL SYSTEM - TRAINING IN A COMPANY - BERUFSSCHULE ⁽²⁾	
				Berufsgrundbildungsjahr ⁽²⁾ at school or in cooperative form ⁽²⁾	
		10 th year			
SONDER- SCHULE ⁽²⁾	HAUPTSCHULE	REALSCHULE	GYMNASIUM	GESAMT- SCHULE ⁽⁴⁾	
	ORIENTATION STAGE (independent or part of particular school type)				
SONDER- SCHULE ⁽²⁾	PRIMARY SCHOOL ⁽¹⁾				
SONDER- KINDER- GARTEN	KINDERGARTEN (OPTIONAL)				

B.2 General education

School education is compulsory for everyone in the Federal Republic of Germany for nine years (10 in some *Länder*) from the age of six. If training or education does not follow in the form of full-time schooling, part-time education in a state-financed vocational training school is compulsory until the age of 18.

The school general educational system is divided into the following stages:

- primary level (classes 1 to 4 or 6 of the primary school);
- secondary level I (classes 5 or 7 up to 10 of the secondary schools, grammar schools and comprehensive schools);
- secondary level II (classes 11 to 13 - in some *Länder* classes 11 to 12 - of the upper grammar schools, or vocational training in a school establishment of the dual system).

The tertiary sector follows on from secondary level II education (university, higher technical college, technical college).

Those who did not complete their education at school can do so at evening school, continuing vocational school or through evening classes. As a rule education is state-financed and tuition fees are not charged. The teaching year is divided into two six month periods. Teaching at primary and secondary level I and II is mainly on a class basis.

B.2.1 Types of school in secondary level education

There are three main types of secondary level school:

- secondary modern school (*Hauptschule*);
- secondary school (*Realschule*);
- grammar school (*Gymnasium*).

There are also *Gesamtschulen* (comprehensive schools) which offer the three types of education under one roof. There are various special schools for low achieving or disabled pupils.

In principle, pupils can change between the different types of school. The 5th and 6th year form the *Orientierungsstufe* (orientation stage) and are used to assess which form of secondary education a pupil is suitable for.

Hauptschule (secondary Modern) offers schooling up to the end of general full-time compulsory education. Most pupils then enter the dual system (see B.3.1) of vocational training. It is possible to enter full-time vocational schools, and then take the *Bildungsabschluß* at secondary level I (intermediate educational leaving certificate) normally taken at *Realschule*, or the entrance exam for the *gymnasiale Oberstufe* (upper grammar school).

Realschule (secondary school) prepares pupils for the *Bildungsabschluß* at secondary level I (intermediate certificate of education) which gives access to a variety of training options in full-time vocational schools. The majority of school leavers however, end up in vocational training in the dual system. It is also possible to take the entrance exam for the *gymnasiale Oberstufe*.

Gymnasium (grammar school) prepares pupils for the *Abitur* exams which are necessary for entry to university.

B.3 Initial vocational training

B.3.1 Duales System (The Dual System)

This is the most common form of initial vocational training. It combines on the job training in a company with education and training at a *Berufsschule* (vocational school). The school element takes place either on a part-time basis (one to two days at the vocational school per week) or as block teaching (blocks at school lasting several weeks). On the basis of the *BBiG - Berufsbildungsgesetz* (Vocational Training Act) special training directives and training guidelines are issued for individual occupations. Recruitment takes place through the *Arbeitsämter* (employment offices) or by direct application to the company. There are no nationally set entry requirements - each company sets its own. The duration of training varies between two and three and a half years depending on occupation, and can be shortened if the trainee has previously undertaken appropriate preparatory training. On successfully completing training, trainees receive an appropriate diploma or certificate.

B.3.2 Full-time school-based vocational training

It is possible to undertake vocational training on a full-time basis in the school system. This form of training can also qualify students to enter further and higher education. This type of education varies between the different *Länder* in terms of the examination taken, and the types and titles of institutions providing it. There is provision for the mutual recognition of qualifications gained between the different *Länder*.

The following types of provision are available to unemployed and unqualified *Hauptschule* leavers:

- Berufsvorbereitungsjahr* (vocational preparatory year). This offers basic vocational training and helps participants with their choice of career;
- Berufsgrundbildungsjahr* or *Berufsgrundschuljahr* (vocational basic training year or vocational basic school year). This gives a grounding in a particular occupational year as well as preparing participants to take the *Hauptschule* leaving certificate.

For those young people who have successfully completed the *Hauptschule* or *Realschule*, full-time vocational training is available at:

- Berufsfachschulen* (vocational colleges) offer a variety of training courses lasting from 1 to 3 years, depending on the area of training and level of qualification required. One year courses are generally a preparation for entry into the dual system. Two and three year courses generally prepare students for careers not covered by the dual system;
- Fachoberschulen* (technical secondary schools) offer courses of one to two years duration which prepare students for further study at *Fachhochschule* (higher technical college);
- Fachschulen* (technical colleges) offer specialised vocational training along with general education. Entry is usually dependant on successful completion of a vocational training course coupled with a period of relevant work experience or employment. Some *Fachschulen* offer the chance to matriculate for *Fachoberschulen* or *Fachhochschulen*.

B.3.3 Education other than at university

Industry offers special training courses for *Abiturienten* (those who have passed the *Abitur*). These are usually structured according to the dual principle (see B.3.1) and practical training in a company is alternated with theoretical study. This combination of specialist and practical vocational training is an alternative to university.

Training differs considerably in respect of entrance requirements, content and structure. The courses prepare for the following types of job:

- business assistant (commercial assistant);
- graduate positions in commerce;
- graduate positions in business management;
- information technology manager;
- mathematical-technical assistant;
- engineering assistant;
- engineer.

B.3.4 Indicative participation rates

In 1989, of all 1.4 million 16 and 17 year olds in Germany, 98% were taking part in education or training, i.e. 50% were in general education, 35% in apprenticeship courses (i.e. Dual System) and 13% in full-time training schools (eg. vocational colleges).

B.4 Further education

In contrast to other areas of the education system (primary, secondary and tertiary level), further education is offered by a multitude of organisations and institutions.

Two broad types can be distinguished:

- general and political further education;
- vocational further education.

General and political further education includes all courses which do not lead directly to a vocational qualification.

Vocational further education affords individuals the opportunity to gain additional vocational qualifications in order to further their careers, change career direction or to adapt to changing workplace requirements.

More than half of vocational further education courses are run or funded by companies, and courses frequently take place during working hours with employers granting day or block release to staff taking part in them.

The AFG - Arbeitsförderungsgesetz (Employment Promotion Law) makes provision for the BA (see A.2.1) to give financial support for vocational further education under certain conditions.

Further information at national level

BMBW - Bundesministerium für Bildung und Wissenschaft (Federal Ministry for Education and Science).

BA - Bundesanstalt für Arbeit (Federal Institute of Labour).

BIBB - Bundesinstitut für Berufsbildung (Federal Institute for Vocational Training).

Further information at Länder level

Baden-Württemberg:

Ministerium für Kultus und Sport (Ministry of Education and Sport);

Ministerium für Wissenschaft und Forschung (Ministry of Science and Research).

Bavaria:

Staatsministerium für Unterricht, Kultus, Wissenschaft und Kunst (State Ministry for Education, Science and the Arts).

Berlin:

Senatsverwaltung für Schule, Berufsbildung und Sport (Senate Administration of Schools, Vocational Education and Sport);

Senatsverwaltung für Wissenschaft und Forschung (Senate Administration of Science and Research).

Brandenburg:

Ministerium für Bildung, Jugend und Sport (Ministry of Education, Youth and Sport);

Ministerium für Wissenschaft, Forschung und Kultur (Ministry of Science, Research and Culture).

Bremen:

Senator für Bildung und Wissenschaft (Senator of Education and Science).

Hamburg:

Behörde für Schule, Jugend und Berufsbildung (Authority for School, Youth and Vocational Training);

Behörde für Wissenschaft und Forschung (Authority for Science and Research).

Hessen:

Kultusministerium (Ministry of Education and Culture);

Ministerium für Wissenschaft und Kunst (Ministry of Science and the Arts).

Mecklenburg-Vorpommern:

Kultusministerium (Ministry of Education and Culture).

Lower Saxony:

Kultusministerium (Ministry of Education);

Ministerium für Wissenschaft und Kultur (Ministry of Science and Culture).

North Rhine-Westphalia:

Kultusministerium (Ministry of Education and Culture);

Ministerium für Wissenschaft und Forschung (Ministry of Science and Research).

Rhineland-Palatinate:

Ministerium für Bildung und Kultur (Ministry of Education and Culture);

Ministerium für Wissenschaft und Weiterbildung (Ministry of Science and Further Education).

Saarland:

Ministerium für Wissenschaft und Kultur (Ministry of Science and Culture);

Ministerium für Bildung und Sport (Ministry of Education and Sport).

Saxony:

Staatsministerium für Kultus (State Ministry of Education and Culture);

Staatsministerium für Wissenschaft und Kunst (State Ministry of Science and the Arts).

Saxony-Anhalt:

Kultusministerium (Ministry of Education and Culture);

Ministerium für Wissenschaft und Forschung (Ministry of Science and Research).

Schleswig-Holstein:

Ministerium für Frauen, Bildung, Weiterbildung und Sport (Ministry of Women, Education, Further Education and Sports);

Ministerium für Wissenschaft, Forschung und Kultur (Ministry of Science, Research and Culture).

Thüringen:
Kultusministerium (Ministry of Education and Culture);
Ministerium für Wissenschaft und Kunst (Ministry of Science and the Arts).

B.5 Recognition and comparability of qualifications

B.5.1 National Academic Recognition Information Centre (NARIC) :

Zentralstelle für ausländisches Bildungswesen im Sekretariat der KMK

Further information

BMBW - Bundesministerium für Bildung und Wissenschaft (Federal Ministry for Education and Science.)

BIBB - Bundesinstitut für Berufsbildung (Federal Institute for Vocational Training).

KMK - Zentralstelle für ausländisches Bildungswesen beim Sekretariat der ständigen Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland (Central Office for Foreign Education Systems in the Office of the standing conference of the Ministries of Education and the Arts in the states of the Federal Republic of Germany).

Publications

EG-Berufe (EU-careers) obtainable from W.Bertelsmann Verlag.

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups for careers advice

According to the AFG (see B.4), the main responsibility for careers advice and the provision of training places as services as job placement lies with the BA - *Bundesanstalt für Arbeit* (see A.1 and A.2.1). Private placement will be permitted after January 1st, 1995. For further information contact the BMA - *Bundesministerium für Arbeit und Sozialordnung* (see A.2.1) or the BA - *Bundesanstalt für Arbeit* (see A.1). The AFG also gives the BA the responsibility for:

- financial assistance of vocational education and training;
- occupational measures to promote rehabilitation;
- employment subsidies;
- unemployment benefit, social security and bankruptcy payments.

Other responsibilities includes payments of child allowance.

The BA is a self-governing public corporation. Its tripartite self-governing bodies are made up of representatives of employees, employers and public authorities. The BA consists of:

- a central office (with special departments for central and transregional tasks),
- state employment offices (at *Länder* level);
- local employment offices.

The BA is entrusted with achieving a high level of employment, improving the structural conditions of the employment market and thus promoting the growth of the economy. It runs its own research establishment, the *Institut für Arbeitsmarkt- und Berufsforschung* (Institute for Labour Market and Vocational Research). Apart from publications from this institute, the BA provides information through its extensive public relations work and numerous publications concerning its services.

The vocational guidance service provides information and advice on all questions of initial vocational training, careers choice and financial assistance. It is also responsible for placing into training in the Dual System. The service is free of charge as vocational guidance is financed by contributions from employers and employees which are prescribed by law.

BIZ - Berufsinformationszentrum (Careers Information Centre): The employment offices have set up special careers information centres (*BIZ*). Information is held in a variety of formats e.g. files, books, films, video discs, slides, and a database for clients to browse through. Subjects covered include training, occupations, further education and the employment market.

Details on training and further education opportunities available at over 90,000 educational establishments is held on the *KURS* database.

Careers advice

Individual guidance is provided in the *Arbeitsämter* (local employment offices).

This advice covers:

- basic information on vocational training and employment;
- the essential personal specifications for certain careers;
- advantages and disadvantages of different training options;
- opportunities for financial assistance;
- further education and future chances of promotion;
- alternatives to the desired course of training.

Financial assistance for vocational education and training

In combination with vocational guidance, the *BA* is also responsible for the support and financing of vocational education and training. Essentially this concerns:

- vocational preparation measures;
- measures accompanying training;
- vocational training in inter-company institutions;
- vocational training in sheltered workshops.

Through appropriate assistance, it is hoped to enable as many young people and young adults as possible to complete vocational training before embarking on working life.

Further information

Ministries

BMA - Bundesministerium für Arbeit und Sozialordnung (Federal Ministry for Labour and Social Affairs).

Institutions and Organisations

BA - Bundesanstalt für Arbeit (Federal Institute of Labour).

Institut für Arbeitsmarkt und Berufsforschung der Bundesanstalt für Arbeit (Institute for Labour Market and Vocational Research of the Federal Institute of Labour).

Zentralstelle für Arbeitsvermittlung (Central Job Placement Office).

Landesarbeitsämter (regional employment offices - see address list).

Publications

- Literature on Careers Guidance published and obtainable via the *BA*:

Mach's richtig (Do It Right). Information on career choice for *Hauptschule* and *Realschule* pupils. Published annually.

abi - Berufswahlmagazin (career choice magazine). Information on choosing a career for graduates from *Gymnasium* and *Fachoberschule*. Published monthly.

uni - Berufswahlmagazin (career choice magazine). Information on the employment market and career perspectives for higher education graduates, 7 editions annually.

Ihre berufliche Zukunft (Your Vocational Future). A series of brochures on a wide range of issues including occupation, retraining, and vocational rehabilitation. Updated regularly.

Blätter zur Berufskunde. A series of leaflets on training opportunities for particular occupations.

Beruf Aktuell (Jobs Today). Short description of occupations requiring vocational training. Published annually.

- Studien- und Berufswahl* (Choice of career and study). Information for graduates from *Gymnasium* and *Fachoberschule*, published by the *BLK* (see A.2.1) and the *BA*. Obtainable via publishers K.H.Bock. Published annually.

General information about the careers guidance and employment placement services, published by the BA:

Berufsberatung in der Bundesrepublik Deutschland (Careers guidance in the Federal Republic of Germany).

Arbeitsvermittlung/Arbeitsberatung (Job Placement/Employment advice) Information on services and activities for those seeking work.

C.2 Services specially for foreigners

The ZVA - *Zentralstelle für Arbeitsvermittlung* (central placing office) accepts requests for job placements from individuals abroad. The services of the *Arbeitsämter* are also available to foreigners.

D.TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

Specially established centres of the *BA* (see A.1 and A.2.1) give information on the opportunities for education, training and employment in a certain Member State of the European Union (see A.1).

In addition, the *BIZ* (see C.1) give information on opportunities for education, training and employment abroad.

Contact points for EU programmes (see appendix for addresses)

Erasmus: *DAAD - Deutscher Akademischer Austauschdienst* and *KMK - Ständige Konferenz der Kultusminister der Länder in der Bundesrepublik Deutschland*.

Lingua Action IV. Vocational training - full-time school sector: (general education) (*PAD*) *Kultusministerkonferenz (KMK)*. Other vocational training: *Carl Duisberg Gesellschaft e.V. (CDG)*

Eurotectnet and Force: *BIBB* (see A.2.1)

Youth for Europe: *Deutsches Büro*

PETRA Actions Ia and Ib: *Carl-Duisberg-Gesellschaft* (Carl-Duisberg-Foundation)

Action Ib: *Zentralstelle für Arbeitsvermittlung* (Central Job Placement Office) - (see C.2)

Action II - European Network of Training Placements: *BIBB* (see A.2.1)

Action II - Youth Initiative Projects: *Stiftung Mitarbeit* (Foundation for Cooperation)

Action III: *BA* (see A.1 and A.2.1)

E. LIVING AND WORKING CONDITIONS

E.1 Wages, salaries, training sponsorship

E.1.1 Wages and salaries

Wages, salaries and training remuneration are negotiated in the German Federal Republic by a collective wage agreement between unions and employers and are laid down in collective wage agreements. There are legal provisions regarding:

- general working conditions (hours of work, holidays, wage and salary groups, social security payments);
- minimum wages and salaries.

E.1.2 Assistance for foreign and disadvantaged young people

Under certain conditions foreign trainees, German trainees with learning difficulties, or socially disadvantaged trainees who because of educational or social problems require special assistance, can receive financial and other support to facilitate taking up, continuing or completing vocational training.

Assistance programmes specially for trainees and workers from abroad aim to prepare them to enter the German labour market and enable them to compete within that market with German young people.

Further information

Beruf Aktuell (Jobs Today) (see A.2.2).

Bildung und Wissenschaft in Deutschland West (Education and Science in West Germany) (see A.2.2).
An introduction to the education and vocational training system.

Ausbildung und Beruf (Training and Careers) - (see A.2.2). Information brochure on rights and duties during vocational training.

BAföG (Federal Training Assistance Law) (See A.2.2).

BAföG ,94/95 - Gesetz und Beispiele - (Law and Examples) - (see A.2.2).

Was? Wieviel? Wer? (What? How much? Who?) - (see A.2.2).

E.2 Availability of educational leave

The regulations for legally paid training leave for employees vary according to the Federal State. In some states no legal provision exists. Entitlement exists in the following Länder: Berlin, Hamburg, Hessen, Lower Saxony, Bremen, Schleswig-Holstein, North Rhine-Westphalia, Saarland and Rhineland Palatinate. Further information can be obtained from the Ministries of Education and Culture of the above Länder (see also B.4), as well as from *BMBW* (see A.2.1).

E.3 Social security

For information on social security, unemployment benefit and welfare payments contact the *BMA* (see A.2.1).

Übersicht über die soziale Sicherheit (Overview of the social security system) published by the *BMA*. A comprehensive description of the state social security system including social welfare, social insurance, social security, welfare benefits.

E.4 Job placement agencies

By law the *Bundesanstalt für Arbeit* has responsibility for placement services in Germany. It provides these services free to job seekers and employers alike, via the local *Arbeitsämter* offices. Specialist offices have been created to deal with short-term temporary employment (the *SERVIS* agencies) and with temporary employment of a longer duration (the *JOB* agencies). *SERVIS* agencies also exist in universities to help students looking for part-time and temporary employment.

The *BA* can also authorise other organisations to act as employment agencies, but usually only does this in certain specialised employment fields, e.g. theatrical agencies.

The *BA* also offers advice to employers on recruitment policies and procedures.

In addition to placing into job vacancies, the *BA* also fills over 80% of all vocational training placements available each year. To facilitate this activity it has developed the *COMPAS* database of training placements. Private placement services will be permitted after January 1st, 1995. The *BMA* and the *BA* may be also contacted for information on this development.

F. LIST OF ADDRESSES

Arbeitsamt Aachen

Roermonder Straße 51
D-52072 Aachen
Tel: (+49) 241-8970
Fax: (+49) 241-8971589

Arbeitsamt Bremen

Doventorsteinweg 48/52
D-28195 Bremen
Tel: (+49) 421-1780
Fax: (+49) 421-178400

Arbeitsamt Flensburg

Bahnhofstraße 38
D-24937 Flensburg
Tel: (+49) 461-8190
Fax: (+49) 461-819345

Arbeitsamt Frankfurt am Main

Fischerfeldstr. 10/12
D-60311 Frankfurt am Main
Tel: (+49) 69-21710
Fax: (+49) 69-21712430

Arbeitsamt Hamburg

Kurt-Schumacher-Allee 16
D-20097 Hamburg
Tel: (+49) 40-24850
Fax: (+49) 40-24852503

Arbeitsamt München

Kapuzinerstraße 26
D-80337 München
Tel: (+49) 89-51540
Fax: (+49) 89-51546669

Arbeitsamt Nürnberg

Richard-Wagner-Platz 5
D-90443 Nürnberg
Tel: (+49) 911-2420
Fax: (+49) 911-2422999

Arbeitsamt Rastatt

Karlstraße 18
D-76437 Rastatt
Tel: (+49) 7222-9300
Fax: (+49) 7222-930295

Arbeitsamt Rheine
Sprickmannstraße 92/108
D-48431 Rheine
Tel: (+49) 5971-480
Fax: (+49) 5971-48375

Arbeitsamt Trier
Schönbornstraße 1
D-54295 Trier
Tel: (+49) 651-20500
Fax: (+49) 651-205260

BA - Bundesanstalt für Arbeit
Regensburger Straße 104
D-90478 Nürnberg
Tel: (+49) 911-1790
Fax: (+49) 911-1792123

Behörde für Schule, Jugend und Berufsbildung (Hamburg) Hamburger Straße 31
D-22083 Hamburg
Tel: (+49) 40-291881
Fax: (+49) 40-291883496

Behörde für Wissenschaft und Forschung (Hamburg)
Hamburger Straße 37
D-22083 Hamburg
Tel: (+49) 40-291881
Fax: (+49) 40-291882411

Bertelsmann Stiftungsverlag
Carl-Bertelsmann-Straße 256
D-33311 Gütersloh
Tel: (+49) 5241-817197
Fax: (+49) 5241-817766

BIBB - Bundesinstitut für Berufsbildung
Fehrbelliner Platz 3
D-10707 Berlin
Tel: (+49) 30-86430
Fax: (+49) 30-86432455

BLK - Bund-Länder-Kommission für Bildungsplanung und Forschungsförderung
Friedrich-Ebert-Allee 39
D-53113 Bonn
Tel: (+49) 228-54020
Fax: (+49) 228-5402150

BMA - Bundesministerium für Arbeit und Sozialordnung
Rochusstraße 1
D-53123 Bonn
Tel: (+49) 228-5270
Fax: (+49) 228-5272965

BMBW - Bundesministerium für Bildung und Wissenschaft
Heinemannstraße 2
D-53175 Bonn
Tel: (+49) 228-570
Fax: (+49) 228-572096

Bundesministerium für Frauen und Jugend
Kennedyallee 105-107
D-53175 Bonn
Tel: (+49) 228-9300
Fax: (+49) 228-9303331

Bundesanzeiger Verlagsgesellschaft mbH
Breite Straße 78-80
D-50667 Köln
Tel: (+49) 221-20290
Fax: (49) 221-2029278

Carl-Duisberg-Gesellschaft e.V.
Hohenstaufering 30-32
D-50674 Köln
Tel: (49) 221-20980
Fax: (49) 221-2098111

DAAD - Deutscher Akademischer Austauschdienst
Kennedyallee 50
D-53175 Bonn
Tel: (+49) 228-8820
Fax: (+49) 228-882444

Erasmus see under DAAD

Europäische Kommission
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Force see under BIBB

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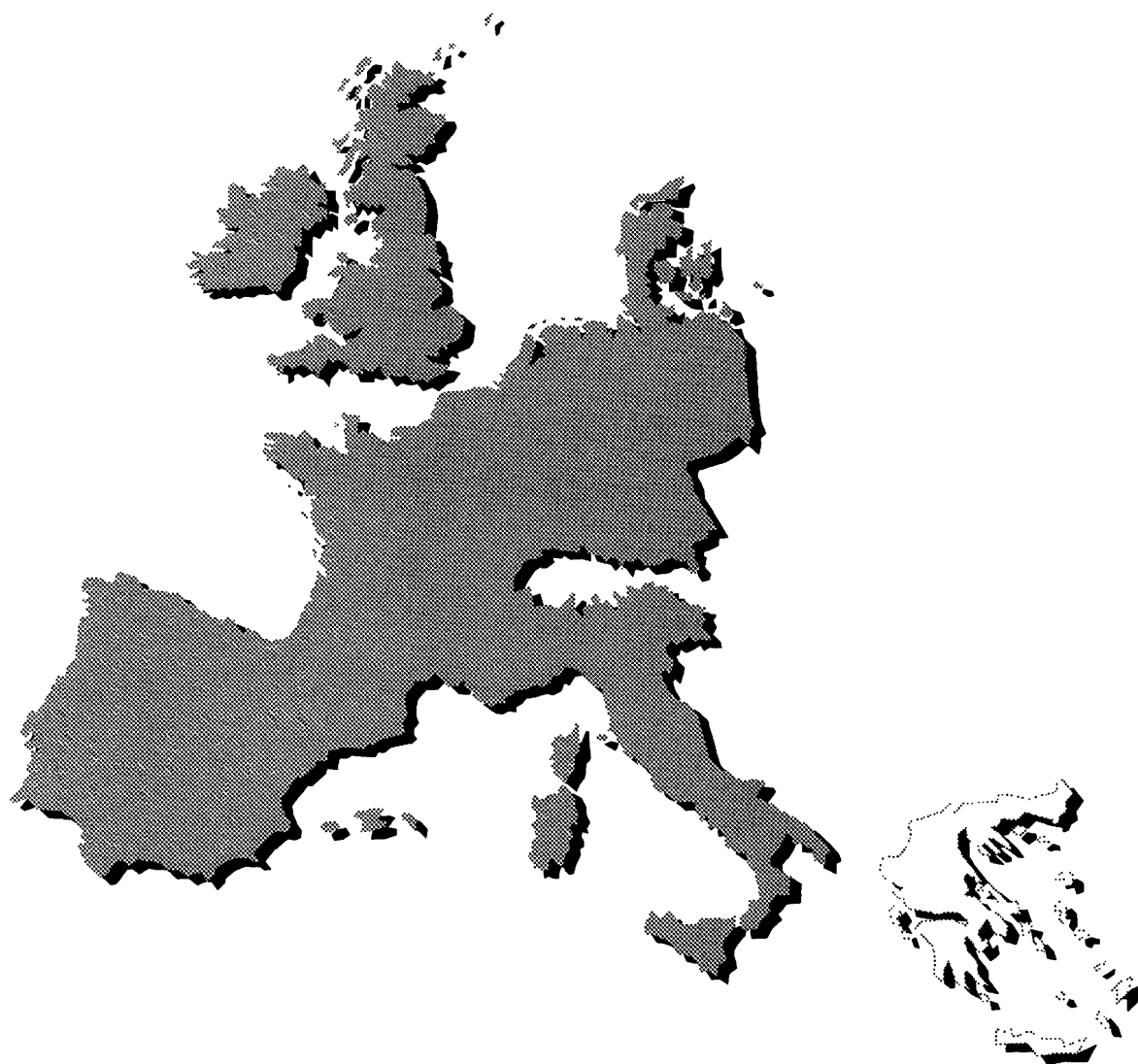
D-44137 Dortmund

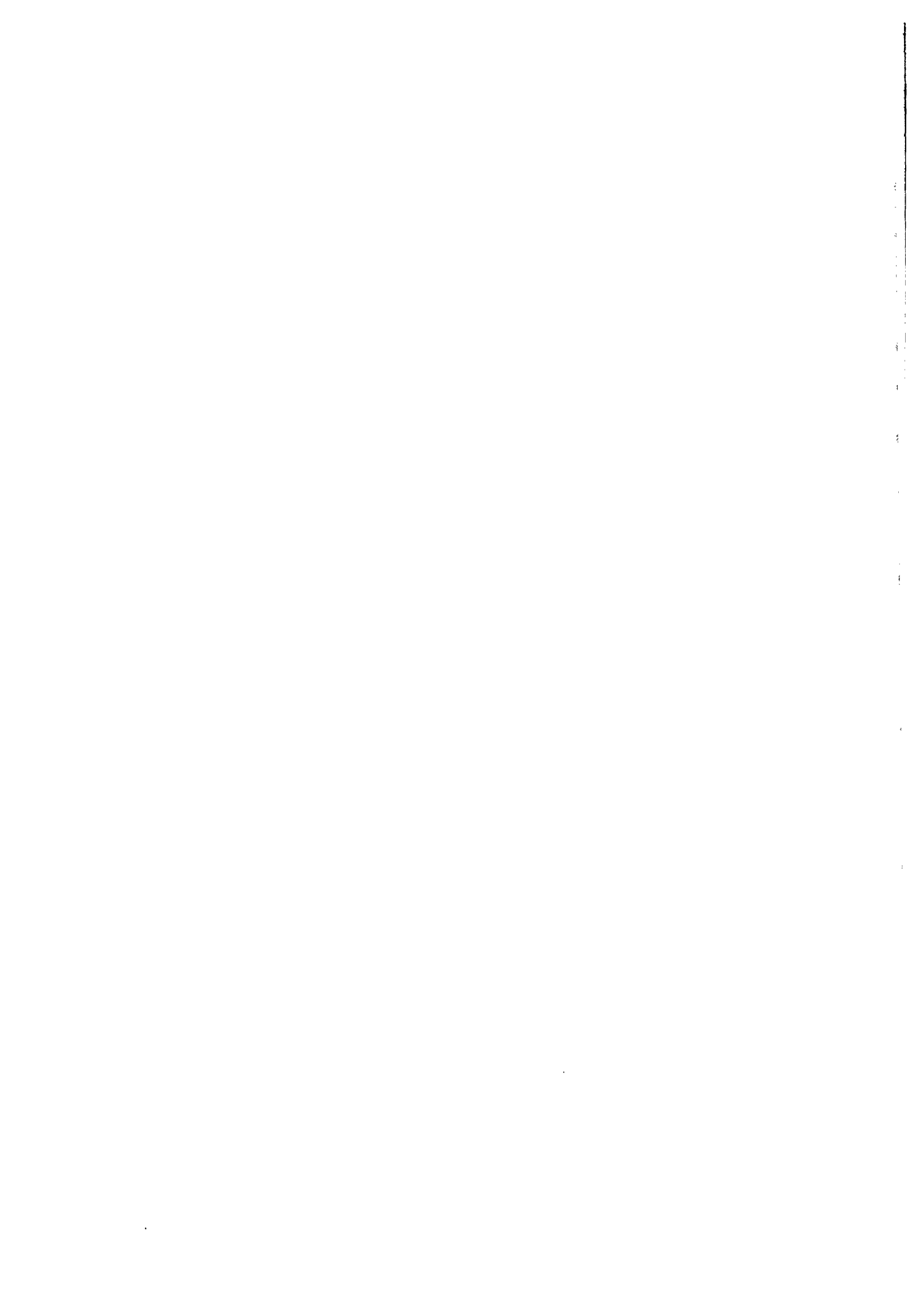
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GREECE (Ellas)





General information

Greece (Ellas) is bordered in the north by Albania, the ex- Republic of Yugoslavia (FYROM), Bulgaria and Turkey. Its nearest neighbours are Turkey in the east and Italy in the west. Greece consists of The Aegean Peninsula and islands. The national flag has blue and white stripes and a white cross on a blue square in the upper left corner. The language is Greek and the Capital is Athens.

Area and population

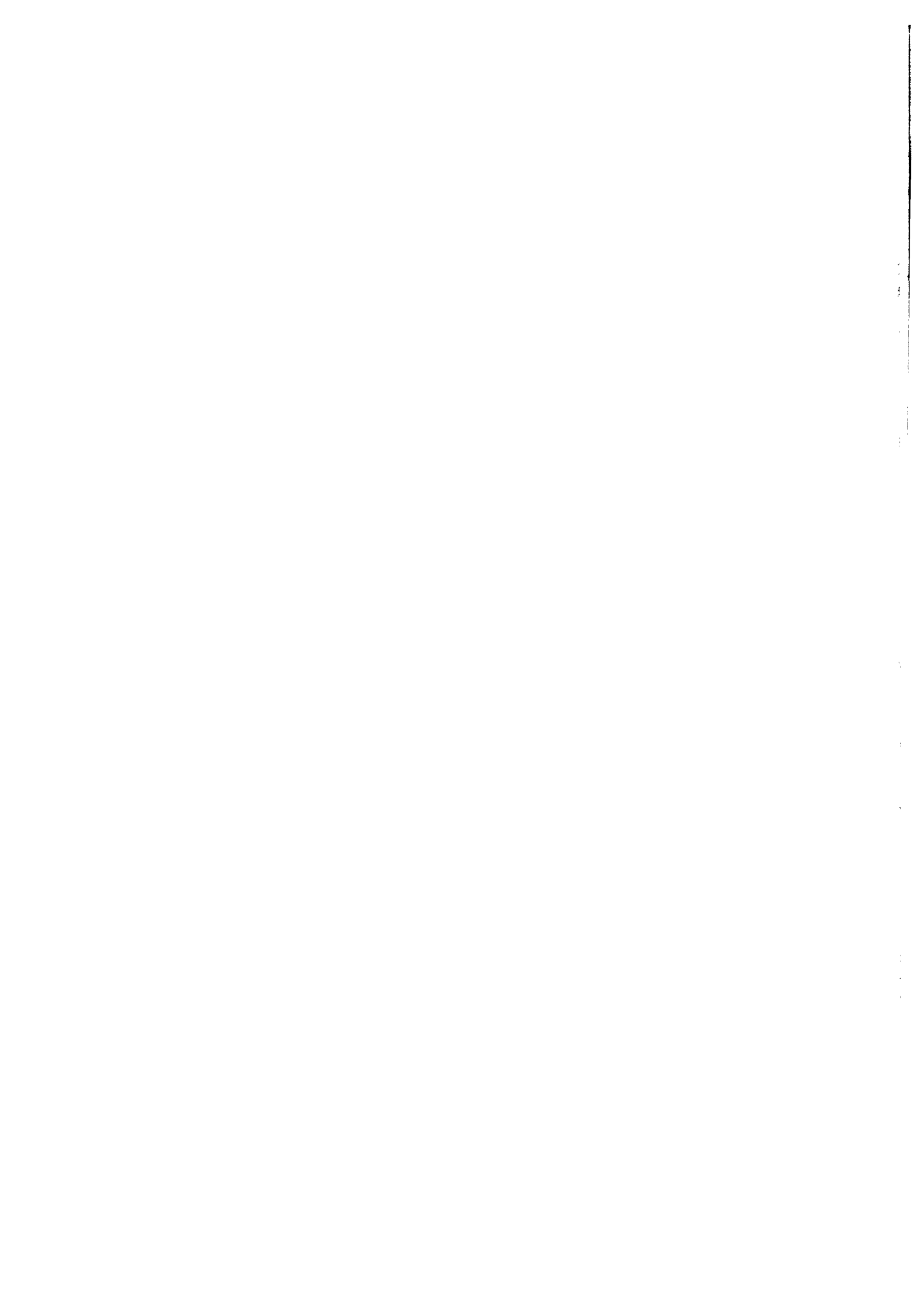
Area (sq. km): 131.985

Population (1993): 10,2 mil.

Population density (per sq. km): 77

Political system

Greece is a presidential republic, with a one-chamber Parliament called the "Vouli".



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A. INITIAL REFERENCE POINTS

A.1 National centre in the European network of guidance resource centres

The **PETRA** National Guidance Resource Centre is at the University of Athens, 46 Kefallinias Street, Patission Boulevard, GR-10435 Athens.

A.2 Other contact points and principal information sources

A.2.1 Organisations

EL.KE.PA. (Hellenic Centre for Productivity). An autonomous, state-funded institution for research and training in industrial matters.

General Secretariat for Equal Rights.

General Secretariat of Adult Education.

GSY (General Secretariat for Youth).

HESCOG (Hellenic Society of Counselling and Guidance). The professional association of vocational guidance counsellors.

Ministry of Education and Religion.

Ministry for Health and Social Affairs.

Ministry of Labour.

NELE (Adult Education Committees in the Municipalities). *NELE* provides adult education and training programmes (see B.4.1).

OAED (Hellenic Manpower and Employment Organisation). This separate unit within the Ministry of Labour is responsible for vocational counselling and placement. It is also in charge of employment offices and handles the payment of pensions and unemployment benefits.

The *OAED* provides a number of information services, in particular its three Exemplary Information Centres:

- Exemplary Centre of Vocational Guidance and Youth Employment, Athens;
- Exemplary Centre of Vocational Guidance, Heraclion, Crete;
- Exemplary Centre of Vocational Guidance, Thessaloniki.

OEEK (National Organisation of Vocational Education and Training).

Pedagogical Institute:

- Department of Vocational Education, Educational and Vocational Guidance;
- Centre of Documentation.

Research Centre, Athens University of Economics.

A.2.2 Handbooks and publications

Educational and vocational guidebooks

Paths (alternatives) after Gymnasium,

Paths (alternatives) after Lyceum,

Study Guide, compiled, edited and published by *The Pedagogical Institute*.

A Guide to Professions, Sectorial Guides to Professions, compiled, edited and published by *The Pedagogical Institute* in cooperation with *OAED*.

These guides include the addresses of all educational institutions in Greece. Each issue contains either educational or vocational information, or both. They are of use to students, particularly those at *Gymnasium* and *Lyceum* (see diagram in section B.).

Code of Career or Code of Occupations, compiled, edited and published by *OAED*. This includes codes and titles of different occupations, as defined by the *ILO* - International Labour Organization, along with a short description of each occupation.

Hellenic Review of Counselling and Guidance. Quarterly journal of counselling and guidance (published by *HESCOG*). General information on career and educational matters and counselling is included along with scientific papers relating to these fields.

B. EDUCATION AND TRAINING SYSTEM

This section presents an overview of the system of education in Greece, and details the different structures and paths of (initial) vocational education and training and further education. The diagram in the following subsection illustrates the present education system from nursery school to the highest level of education.

B.1 General overview

The educational system includes nursery schools, elementary education, the *Gymnasia*, five different types of *Lykeia*, Technical and Vocational Schools and higher education institutions.

There are various training and apprenticeship paths, mainly run under the auspices of the Ministry of Labour. Education is mainly public, but there are a number of private schools up to and including upper secondary education level. Compulsory education ends at 15 years of age.

The newly founded Institutes of Vocational Training (*IEK*), which began operating in September 1992 under the auspices of the Ministry of Education and Religion, have opened up a new and parallel path of vocational training of up to five semesters' duration beyond the level of the *Gymnasium*.

B.1.1 Diagram to show the education and initial training system

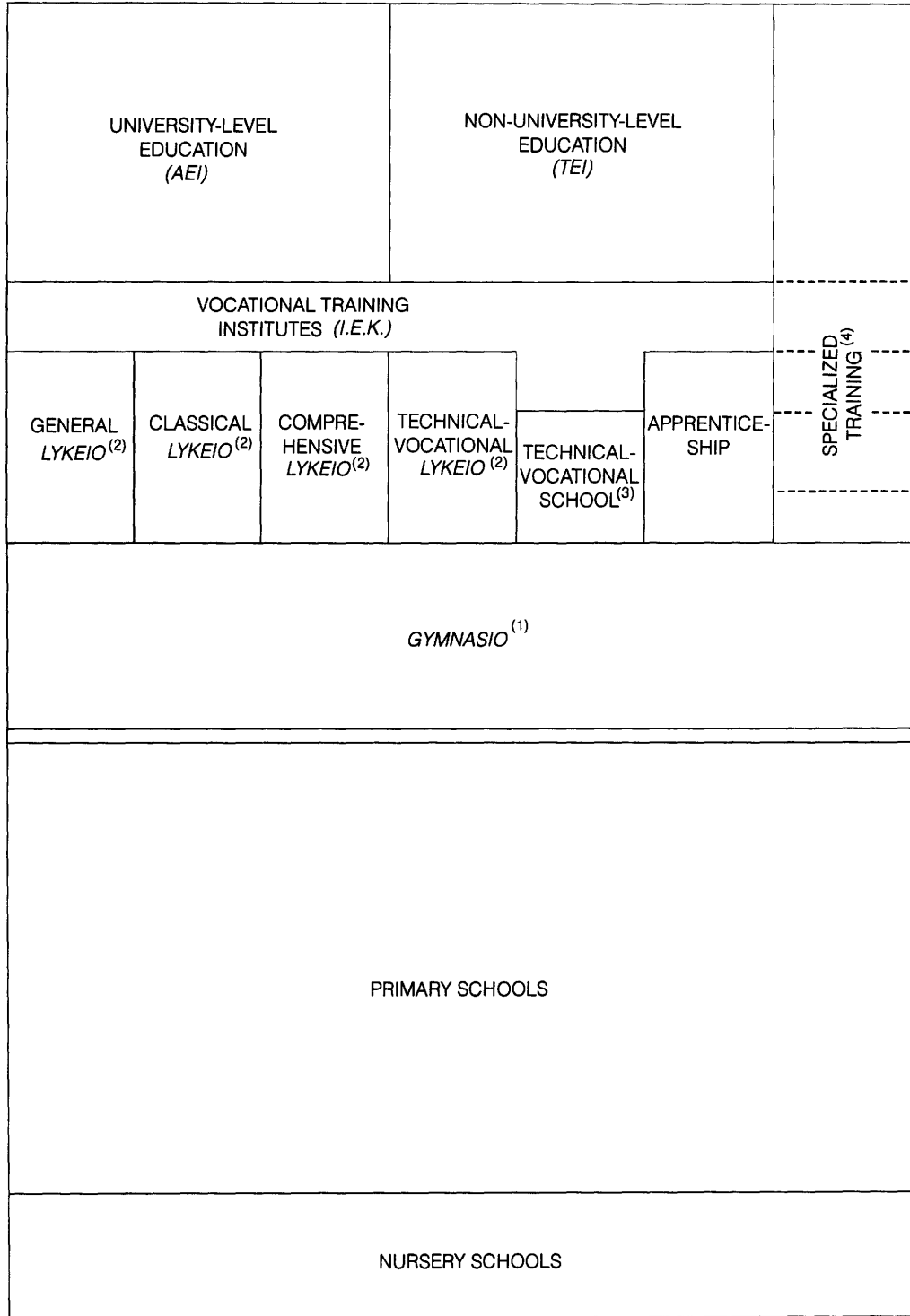
Key to diagram

- 1) The *Gymnasio* provides general education as lower secondary level with the leaving certificate providing access to the *Lykeio*. Evening *Gymnasia* provide education for employed persons of 14 years of age or over.
- 2) The *Lykeio* provides education at upper secondary level with the leaving certificate providing access to the general university entrance examinations. General *Lykeia* provide general secondary education. Technical-Vocational *Lykeia* combine general education with vocational training. Evening *Lykeia* provide equivalent education, lasting four years, for employed persons.
- 3) The Technical-Vocational School (*TES*) provides up to two years of technical-vocational education at upper secondary level leading to employment. Evening *TES* provide courses of up to 3 years for employed persons.
- 4) Specialised training of various lengths includes in particular the courses run by *OAED* (Employment and Manpower Organisation):

COMPULSORY EDUCATION



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B.2 General education

B.2.1 Structure, duration and aims of education

The basic structure and duration is outlined above in the EURYDICE diagram. Brief additional information is given below.

(1) Nursery school (kindergarten) is attended by a substantial number of children in the 3-6 age range. It aims to help children adapt to schooling and to foster their early development. Nursery school is not compulsory.

(2) *Dimotiko* (elementary school) is compulsory for all children in the 6-12 age range. As well as teaching basic skills and knowledge, it fosters the continuing personal development of pupils.

(3) Attendance at *Gymnasium* is compulsory for all children in the 12-15 age range. It prepares pupils for the leaving certificate exam which marks the end of compulsory education.

(4) After completing compulsory education young people can continue into upper secondary level education. Upper secondary education is offered in the following types of institution:

General *Lykeia* prepare students for the "General Examinations" which give access to higher education;

The Technical and Vocational *Lykeia* provide technical and vocational education and training in a variety of specialities. In addition some preparation for the "General Examinations" is offered.

(5) The Technical and Vocational Schools offer two-year occupational training courses to prepare students for the world of work. Some students, however, then enter the *Lykeia* to undertake further study.

(6) The newly founded public and private *IEK* (institutes of vocational training) set up under the auspices of the Ministry of Education, offer vocational training of up to five semesters in duration. They are open to students who have completed courses at the *Lykeia*.

(7) In addition to the formal educational system (responsibility for which lies with the Ministry of Education and Religion) there are apprenticeship or specialized training paths which lead directly to the world of work. Most of these are run by *OAED* although some are run by organizations within or supervised by other ministries.

B.2.2 Fees and grants in general education/secondary school

All public education and training within the Hellenic educational system from kindergarten to postgraduate level is provided free of charge.

There are, however, a considerable number of private institutions, from nursery school to upper secondary level, which charge fees. These fees vary according to the level, the institution and the type of school, and are generally expensive. There are also many private Centres of Technical and Vocational Training that admit students after the *Lykeio*.

There are no private institutions at the level of higher education, as these are forbidden by the Greek Constitution.

The "*Phrontisteria*" are private foreign language schools or institutions offering tuition for the General Examinations, or additional help with other school courses. The fees vary according to the services offered.

B.3 Initial vocational education and training

B.3.1 Structure, duration and levels of qualification attainable

a) Vocational training in the education system

Vocational education is available in the Technical and Vocational *Lykeia* (three years) and in the Technical and Vocational Schools (two years).

In all cases, school leavers receive official certification ratified by the Hellenic legislature.

Under Public Law 2009/1992, the "National System of Vocational Education and Training" - within which the public or private Institutes of Vocational Training operate - offers a wide variety of vocational training opportunities at the secondary and post-secondary, but below tertiary, level.

b) Vocational training outside of the educational system

The main body of vocational training in this category is offered by the *OAED*, supervised by the Ministry of Labour. The following are the three main types of training:

- apprenticeship schools. These offer courses of three years' duration. The first year is spent entirely in the school. The second year combines three days per week of school work with 2 days of on the job training. The third year offers two days per week of school work with three days spent in on the job training;
- short-term training programmes (six to ten months' duration). These mainly offer practical workshops-based training;
- adult on-going training programmes, which vary in nature and duration according to particular needs.

Training is also provided by other ministries, which organise a variety of vocational training programmes. Examples are schools designed for training personnel for the armed forces at the level of technician or engineer, Schools of Tourism Occupations, Schools of Health, the maritime schools and programmes for adult training and further training organized by the Council for Cultural Education.

Individual enterprises and companies also organize in-company training programmes for their personnel.

All teachers and trainers teaching technical and vocational subjects are trained at *SELETE* (Technical and Vocational Teacher Training College) in Athens.

B.3.2 Initial training schemes for people with special needs

There are no specific institutions offering initial vocational training to educationally, socially or culturally disadvantaged groups, however, many programmes for these groups are organized within the framework of various temporary schemes. Such programmes are usually administered by departments of the Ministry of Education and Religion, the *OAED*, the General Secretariat of Youth, etc.

A plethora of programmes for handicapped persons or persons with special needs exists; these programmes are supplemented by permanent institutions that operate under the auspices of Ministry of Education and Religion (eg schools for children with special needs), Ministry of Labour, Ministry of Health and Social Security, etc.

B.4 Continuing training

B.4.1 Links between initial training and continuing training for adults

Links between initial vocational training and adults' vocational training are mainly provided by:

- OAED*, through further training and retraining programmes;
- NELE* (adult education committees in the local municipalities), through national and local level adult education and training programmes;
- public services and private enterprises, through in-service or in-company training and further training;
- local administrative bodies and organizations, through their local programmes.

B.4.2 Continuing training and retraining for adults and women wishing to restart work

Various types of programmes are offered aiming at continuing training of adults and women wanting to restart work. Among them are:

- programmes organized by the General Secretariat of Adult Education and local *NELE* (see A.2.1);
- programmes organized by the *OAED* and Office of Equal Opportunities;
- programmes organized by the General Secretariat for Equal Rights;
- programmes organized by *EL.KE.PA.* (see A.2.1);
- various programmes organized by private enterprises.

Further information concerning education and training to be obtained from:

Ministry of Education and Religion;
OAED;
Ministry of Health and Social Security;
Centres of Vocational Guidance;
Pedagogical Institute;
General Secretariat of Adult Education;
General Secretariat of Youth.

B.5 Recognition and comparability of qualifications

B.5.1 NARIC - The National Academic Recognition Information Centre

The Greek NARIC is part of a European network of similar centres and provides information and advice to schools, colleges, universities, career services or other institutions and organisations dealing with overseas students on the recognition of academic qualifications gained outside Greece. For further information contact *NARIC's* Information Centre: *DIKATSA* (Inter-University Centre for the Academic Recognition of Diplomas and Study).

B.5.2 Organisations concerned with comparability of qualifications

Information about recognition and comparability of educational and vocational qualifications can be obtained from:

- the Ministry of Education and Religion;
- the Ministry of Labour;
- Hellenic Manpower and Employment Organization (*OAED* - see A.1).

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

Target groups for guidance in Greece are young people (whether in school or not), the unemployed (all age groups) and any person seeking information on matters relating to education, work, opportunities, etc.

Guidance services are offered mainly by *OAED* (see A.1) and the Ministry of Education and Religion. The Directorate of Careers Guidance of the *OAED* (see A.1) has the major responsibility for careers guidance outside the educational system. Careers guidance services are offered in the three Centres of Vocational Guidance (one in Athens, one in Thessaloniki and one in Heraclion) and also in the local employment offices of the organization.

In the educational system, guidance is offered in all secondary education schools, in *Gymnasia* as well as in *Lyceia*. Careers education is offered in all three years at *Gymnasium*, and during the first and second years at *Lyceia*.

Of late, there has been an increased interest in organizing guidance centres in higher education. As a result, several Careers Advisory Units have recently been created in higher education institutions through the country which offer students information and guidance on further education, graduate studies, the European Programmes, the labour market etc.

C.2 Guidance services provided specifically for foreigners

There are currently no specific guidance services for foreigners in Greece.

There are a few language-training programmes for foreigners, such as the "Modern Greek for Foreigners Programme" at the Universities of Athens and Thessaloniki, Patras, the University of Aegean etc. Further information can be obtained from the Ministry of Education and Religion.

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

D.1 Transnational programmes

The contact organisations for European Union programmes in Greece are:

COMETT - Information Centre: Ministry of Industry, Energy & Technology

ERASMUS - *IKY* (State Scholarships Foundation), *NGAA* Greece. An organisation controlled by the Ministry of Education and Religion. *IKY* is the National Agency for LINGUA, as well as for ERASMUS. It also supports postgraduate students working for a Ph.D. at home and abroad and provides assistance to undergraduate students studying in Greece, and to pupils in Higher Secondary Technical and Vocational Education.

EUROTECNET - *EL.KE.PA.* (see A.2.1)

EURYDICE - National Coordinating Unit: Ministry of Education and Religion, Directorate CEE, Section C: "Eurydice"

FORCE - National coordination units

1. Ministry of Labour
2. *EL.KE.PA.* (see A.2.1)

IRIS: National coordinating Unit IRIS, *OAED*

LINGUA Programme Actions I and IV: *IKY*

LINGUA Programme Action III: *EOMMEX* - (Hellenic Organisation for Small and Medium-Sized Enterprises). *EOMMEX* is a state-controlled organisation. Its main objective is to provide assistance for Greek small and medium sized enterprises and to support their development through such means as information and training, technical assistance, cooperation with international organisations, subsidies and loans, promotion and joint-venture activities.

LINGUA Programme Action V: Ministry of Education and Religion, The Department for European Union's Educational Programmes.

MISSOC - Mutual Information System on Social Protection.
National Coordinating Unit: Ministry for Health and Social Security

PETRA National Coordinating Unit: Organisation of Vocational Education and Training.

TEMPUS Contact points:

1. Ministry of Education and Religion, EU-Directorate, Section: B - Programmes
2. Greek Rector's Conference (office of international relations of the Greek universities)

Youth for Europe Hellenic National Agency: General Secretariat for Youth.

Additional addresses of the correspondents for Community programmes and Community networks at the national level can be obtained from:

1. The office of the Commission of the European Communities in Greece
2. Ministry of Education and Religion, The Department for European Union Educational Programmes

D.2 Legal and social status of foreign participants in education, training and work experience programmes.

Information may be obtained from the National Coordinating Unit **PETRA**: Organisation of Vocational Education and Training.

E. LIVING AND WORKING CONDITIONS

E.1 Minimum wages

Specific information can be obtained from the Ministry of Labour and its peripheral and local *Epitheorissi Ergassias* (labour inspectorates).

E.2 Availability of educational leave

There are a number of opportunities and processes for obtaining educational leave. Practice varies in different sectors. In the public sector educational leave is regulated by law. In the private sector availability varies from industry to industry.

E.3 Social security and unemployment benefits

E 3.1 Unemployment benefits and financial aid while attending continuing training for the unemployed

There are various requirements regarding eligibility to unemployment benefit. For example, a dismissed worker should have worked at least 200 days within the previous two years before dismissal in order to have the right to unemployment benefit. For seasonal workers there are more lenient regulations. Unemployed persons between 16 and 45 years of age have a right to financial assistance for training. This assistance depends on their age and family status.

Institutions providing information: *OAED* (see A.2.1) and the Ministry of Labour.

E 3.2 Average hours of work

Industry - 40 hours per week.

Agriculture - 40-50 hours per week (according to season).

The service and public sectors - 37 hours per week.

Information on legal regulations relating to hours of work and regulations in collective agreements is available from the Ministry of Labour and *GSEE*.

E.3.3 Average length of holiday by sector, profession and age

Regardless of age, the entitlement is as follows:

20 working days for those who have worked for one year for the same employer;

21 working days for those who have worked for two years for the same employer;

22 working days for those who have worked for three or more years for the same employer;

25 working days for public servants.

Various information leaflets concerning these regulations are available from the Ministry of Labour and *OAED* (see A.2.1).

E.4 Job placement agencies

OAED (see A.2.1) is the public organization responsible for vocational placements in Greece. There are employment offices in all towns. *OAED* is also the main source of information on all issues pertaining to occupational placement.

There are no separate placement services for foreigners seeking work in Greece.

Institutions providing information

ESYE (Hellenic National Statistics Service)

General Secretariat of Adult Education

General Secretariat of Youth

GSEE (Hellenic General Confederation of Labour) The Greek association of trade unions

Ministry of Economy

Ministry of Health and Social Security

Ministry of Labour

OAED (Hellenic Manpower and Employment Organization)

F. LIST OF ADDRESSES

Comett Information Centres

Ministry of Industry, Energy & Technology
14, Messogion Str.
GR-11510 Athens
Tel:(+30) 1-7794961
Fax:(+30) 1-7712330

Commission of The European Union's Office in Greece

2 Vassilissis Sofias
PO Box 11002
GR-10674 Athens
Tel: (+30) 1-7243982
Fax: (+30) 1-7244620
Telex: (0601) 219324 ECAT GR

DIKATSA (Inter-University Centre for the Academic Recognition of Diplomas and Study)

Leoforos Sygrou 112
Athens
Tel: (+30) 1-9233200/9237835/9222533
Fax: (+30) 1-9218052

EL.KE.PA. (Hellenic Centre for Productivity)

1. Parnassou and Kifissias Street
GR-15621 Maroussi, Athens
Tel: (+30) 1-3600411-419/8069902-909
2. 28 Kapodistriou Street
GR-10682 Athens
Tel: (+30) 1-3643680/3607006/3600411-18
Fax: (+30) 1-3640709/3640414/3640709

ERASMUS and LINGUA (Action II)

NGAA Greece, ERASMUS and LINGUA Service
Lysicrates Street 14
GR-10558 Athens
Tel: (+30) 1-3236690/3239084
Fax: (+30) 1-3221863

EUROTECNET

EL.KE.PA. - 2.

EURYDICE

National Coordinating Unit
Ministry of Education and Religion
EU-Directorate, Section C: "Eurydice"
15 Mitropoleos Street
GR-101 85 Athens
Tel: (+30) 1-3237480
Fax: (+30) 1-3248264

Exemplary Centre of Vocational Guidance and Youth Employment

52 Pireus Street
GR-10436 Athens
Tel: (+30) 1-5247479

Exemplary Centre of Vocational Guidance

St Catherine Square
GR-71110 Heraclion, Crete
Tel: (+30) 81-281639

Exemplary Centre of Vocational Guidance

10A Dodekanissou Street
GR-54110 Thessaloniki
Tel: (+30) 31-537027

FORCE

1. Ministry of Labour
2. *EL.KE.PA.* - 2.

General Secretariat of Adult Education

417 Acharnon Street
GR-11143 Athens
Tel: (+30) 1-2532312

General Secretariat of Equal Rights

2 Odos Moussiou, Plaka
GR-10555 Athens
Tel: (+30) 1-3218044/3215622/3211234
Fax: (+30) 1-3246900/3230473

General Secretariat of Youth

417 Acharnon Street
GR-11143 Athens
Tel: (+30) 1-2532312

Greek Rector's Conference

Office of International Relations
of the Greek Universities
44 Ippocratous
GR-10680 Athens
Tel: (+30) 1-3606794
Fax: (+30) 1-3606828

GSEE (Greek General Confederation of Labour)

27 Patission and Pipinou Street
GR-10432 Athens
Tel: (+30) 1-8834611 - 615

HESCOG (Hellenic Society of Counselling and Guidance)

PO Box 60077
15301 Agia Paraskevi
GR-15341 Athens
Tel: (+30) 1-6580253

PETRA

National Coordinating Unit:
Organisation of Vocational Education and Training
56 Sygrou
GR-11742 Athens
Tel: (+30) 1-9214508/9229446
Fax: (+30) 1-9228690/9228690

Research Centre, Athens University of Economics
Kefalinias Str. 46
GR-11251 Athens
Tel: (+30) 1-8214145
Fax: (+30) 1-8676265

SELETE

Technical and Vocational Teacher Training College
PO Box 50453
GR-14121 Heraklion, Athens
Tel: (+30) 1-2821114/2820212
Fax: (+30) 1-2821094

TEMPUS

1. Ministry of Education and Religion
EU-Directorate, Section: B - Programmes
2. Greek Rector's Conference
Office of International Relations of the Greek Universities

Youth for Europe
Hellenic National Agency
General Secretariat for Youth

Institute of Technological Education
56 Sygrou Street
GR-11742 Athens
Tel: (+30) 1-9216622

IRIS

National coordinating Unit, OAED (Hellenic Manpower and Employment Organisation)

LINGUA Programme Actions I and IV
State Scholarships Foundation (*IKY*)
Lyssikratous str. 14
GR-10558 Athens
Tel: (+30) 1-3254385/9
Fax: (+30) 1-3221863
LINGUA Programme Action II (see under ERASMUS)
LINGUA Programme Action III

EOMMEX

Xenias str. 16
GR-11528 Athens
Tel: (+30) 1-7702636
Fax: (+30) 1-7715025/7778694

LINGUA Programme Action V
Ministry of Education and Religion
Tel: (+30) 1-3220950
Fax: (+30) 1-3248264

Ministry of Education and Religion
15 Metropoleos Street
GR-10557 Athens
Tel: (+30) 1-3230461/3230469
1. Directorate of Secondary Education
2. Directorate of Private Education
3. Directorate of Special Education
4. EU-Directorate: Section B - programmes
Tel: (+30) 1-3220950
Fax: (+30) 1-3248264

Ministry of Health and Social Security
17 Aristotelous Street
GR-10433 Athens
Tel: (+30) 1-5231109

Ministry of Industry, Energy and Technology
14, Messogion Str.
GR-11510 Athens
Tel: (30) 1-7794961
Fax: (30) 1-7712330

Ministry of Labour, Directorate of Employment
40 Pireos Street
GR-10182 Athens
Tel: (+30) 1-5233146
Fax: (+30) 1-5241977
(+30) 1-5246380
(+30) 1-5230906

MISSOC
National Coordinating Unit:
Ministry of Health and Social Security
29 Stadiou Street
GR-10555 Athens
Tel: (+30) 1-5236023
Fax: (+30) 1-5236023

NARIC (see under DIKATSA)

OAED - Hellenic Manpower and Employment Organization
Ministry of Labour
Dir. of Vocational Guidance
Dir. of Vocational Training
PO Box 70017 /Thrakis 8
GR-16610 Glyfada, Athens
Tel: (+30) 1-9942810 ext. 421/429
Fax: (+30) 1-9937301

OEEK - National Institution of Vocational Education and Training

1 Ilioupoleos Street
GR-17238 Ymittos, Athens
Tel: (+30) 1-9733828
Fax: (+30) 1-9250136

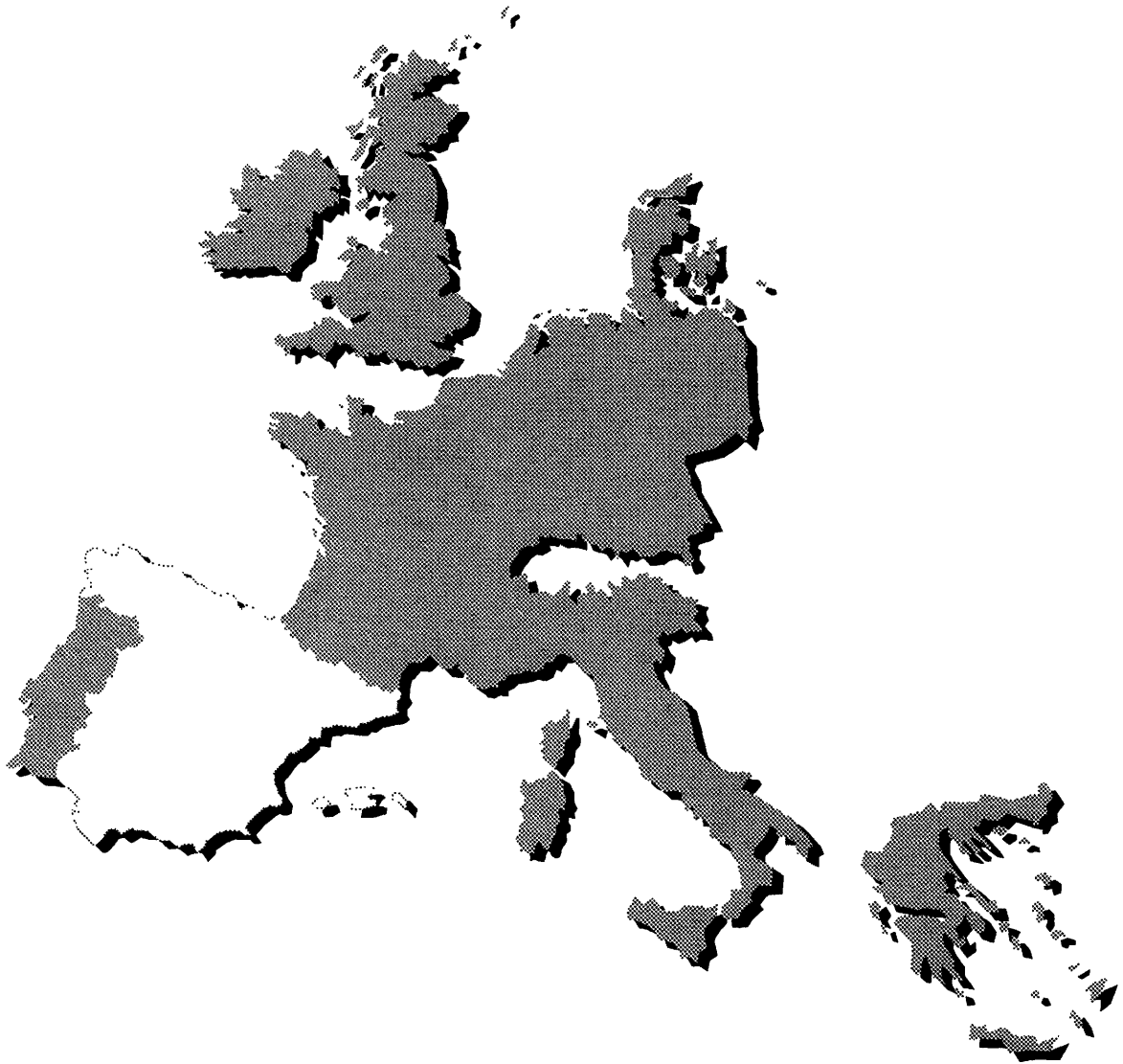
Office of Equal Opportunities

Organisation of Vocational Education and Training
56 Syngrou
GR-11742 Athens
Tel: (+30) 1-9214508/9229446
Fax: (+30) 1-9228690/9228690

Pedagogical Institute

1. Department of Vocational Education, Educational and Vocational Guidance
2. Centre of Documentation
396 Mesogeion Street
Agia Paraskevi
GR-15341 Athens
Tel: (+30) 1-6567364

SPAIN





General information

Spain forms more than four fifths of the Iberian Peninsula. The country includes the Balearic Islands in the Mediterranean Sea, the Canary Islands in the Atlantic Ocean and a few small enclaves in Northern Africa.

The national flag carries three horizontal stripes, of red, yellow and red.

The principal language is Castilian Spanish. Catalan is widely spoken in the north-east, Basque in the north and Galician in the north west.

Area and population

Area (sq.km): 505,957

Population: 1990: 39,321,604

Density (per sq.km): (1991): 77.0

Capital: Madrid; inhabitants: 4,947,555

Political system

Spain is a Parliamentary monarchy, with the King as Head of State. The Constitution is based on the indissoluble unity of the Spanish nation, and recognizes and guarantees the right to autonomy of the nationalities and regions. The *Comunidades Autónomas* (Autonomous Communities) possess varying degrees of autonomy. The process of regional self-government was initiated in 1977. Now all regions have their own government. Each parliament is elected for four years.

Other information

According to the Constitution of 1978, the Spanish state is made up of seventeen *Comunidades Autónomas* divided into fifty provinces and the territories of Ceuta and Melilla (in Northern Africa). Although the latter are not *Comunidades Autónomas*, they can acquire this status under the Constitution.

The unequal distribution of the population in Spain has led to regional imbalances, with high concentrations in the coastal areas and sparse settlement in the interior (with the exception of Madrid and some other big cities).

The percentage of old people in the total population is increasing and the birth rate in 1988 was 1.44 children per female.

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A. INITIAL REFERENCE POINTS

A.1 National centre in the European network of guidance resource centres

At the time of writing, decisions on the establishing of a National Guidance Resource Centre in Spain were in process of being finalised.

A.2 Other contact points and principal information sources

A.2.1 Organisations

The *Comunidades Autónomas* have their own guidance services under the responsibility of their *Consejerías de Educación* (Councils of Education).

Comunidad Autónoma:

- de *Andalucía/Consejería de Educación*;
- de *Cataluña/Departamento de Enseñanza*;
- de *Galicia/Consejería de Educación*;
- del *País Vasco/Departamento de Educación, Universidades e Investigación*;
- de *Valencia/Consejería de Cultura, Educación y Ciencia*;
- de *Canarias/Consejería de Educación*;
- de *Navarra/Dirección General de Educación*.

Ministerio de Educación y Ciencia (Ministry of Education and Science):

Dirección General de Formación Profesional Reglada y Promoción Educativa, Subdirección General de Educación Compensatoria, Servicio de Estudios y Orientación Profesional - (Directorate for Regulated Vocational Education and Promotion of Education, Sub-Directorate of Compensatory General Education, Study and Careers Guidance);

Sección de Información (Information Department).

Ministerio de Trabajo y Seguridad Social (Ministry of Labour and Social Security):

INEM - Instituto Nacional de Empleo, Subdirección General de Promoción de Empleo, Servicio de Orientación Profesional - (National Institute for Employment, Sub-Directorate for Promotion of Employment/Careers Guidance Service): *INEM* is a public branch of the Ministry of Labour. It is the competent national authority in the field of employment and further training in most *Autonomías*, with the exception of the Basque region and Catalonia which have independent administrations dealing with such questions. This centre is also responsible for the EURES programme.

Information networks in Spain located in most provincial capitals:

- Red de Centros de Documentación Europea* (network of European Documentation Centres);
- Red de Eurobibliotecas* (network of Euro-libraries);
- Red de Centros Europeos de Información Empresarial* (network of European Centres for Management Information).

A.2.2 Handbooks and publications

The following publications are available in Spanish only, unless otherwise stated.

Guía Laboral 1993 (Labour Handbook) published by *Ministerio de Trabajo y Seguridad Social; Subdirección General de Información Administrativa, Dirección General de Servicios*. This is the most important handbook as regards labour and social issues.

Guía de la Universidad (University Guide) published by *Consejo de Universidades, Ministerio de Educación y Ciencia*.

El Sistema Educativo Español (The Spanish Education System) published by *Ministerio de Educación y Ciencia, Secretaría de Documentación y Evaluación - CIDE*.

Estudios en España, I Nivel Universitario / II Nivel Universitario, Cuadernos Informativos (Studies in Spain; information magazines) published by *Ministerio de Educación y Ciencia*.

B. EDUCATION AND TRAINING SYSTEMS

This section presents an overview of the system of education in Spain and details the different structures and paths of (initial) vocational education and training and further education. The diagrams in the following subsection illustrate the present education system from nursery school to the highest level of education.

B.1 General overview

The educational system established by the *LGE - Ley Orgánica de Educación* (Constitutional law on education, 1978), remained in effect until the adoption of the *LOGSE - Ley Orgánica 1/1990 de Ordenación General del Sistema Educativo* (Constitutional Law on the General Regulation of the Educational System, 1990), also known as *Ley de Reforma del Sistema Educativo*. The government established a ten-year period during which the new law would gradually be implemented (see B.1.2).

The educational and training system is thus in a process of change. The present system illustrated in Fig. I is being replaced by a new system illustrated in Fig. II.

B.1.1 Diagrams of the education and initial training system

Key to diagram I

(1) *EGB - Educación General Básica* (basic general education) covers the 8 years (from age 6) of compulsory education. There is no division between primary and lower secondary education. *EGB* leads to upper secondary education or to lower level vocational training.

(2) *BUP - Bachillerato Unificado Polivalente* comprises general education at upper secondary level and is a preparation for access to university.

(3) *COU - Curso de Orientación Universitaria* is a one-year university orientation course coming after the *BUP* and it is a compulsory entry requirement for university.

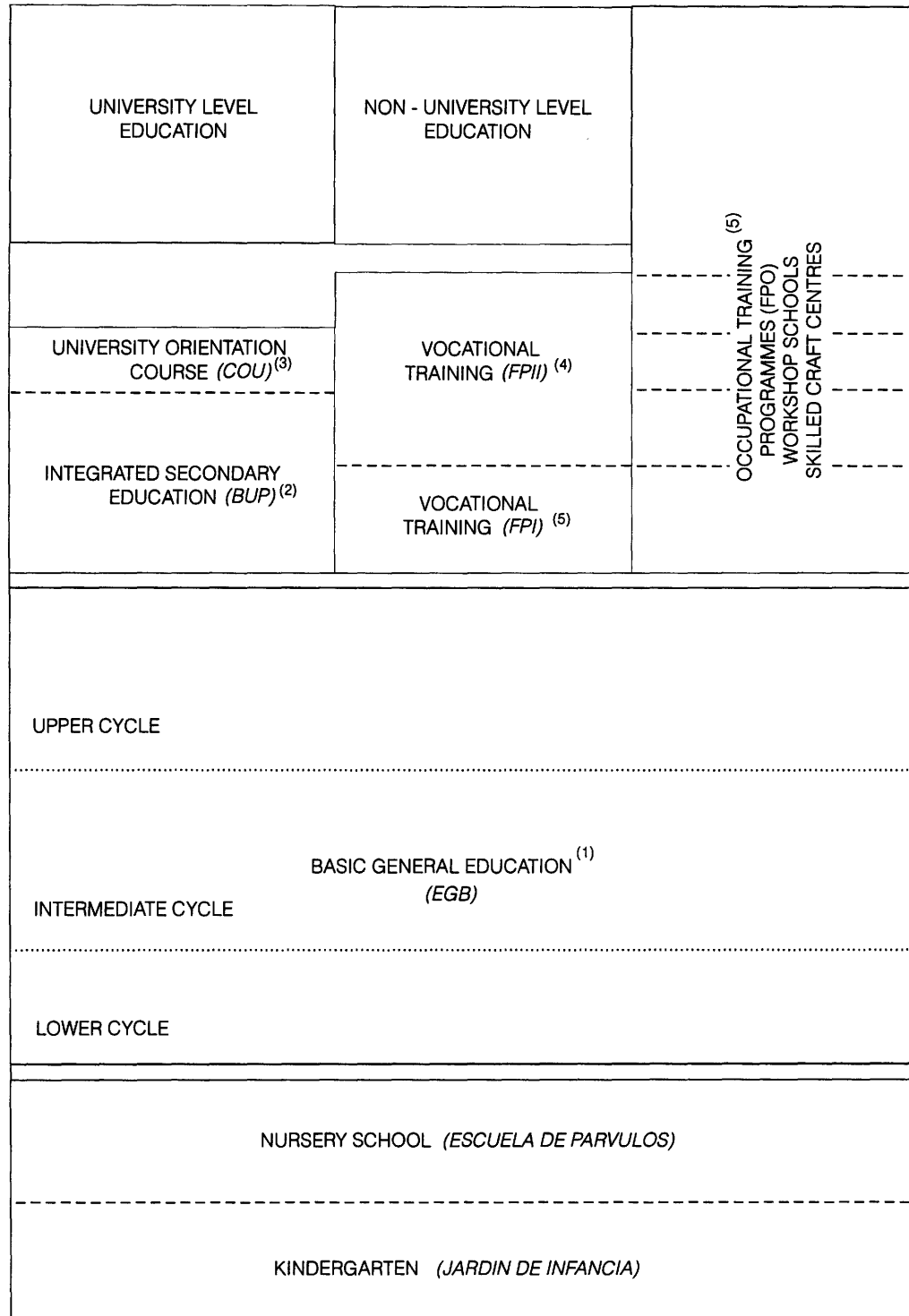
(4) *FPI - Formación Profesional I* comprises 2 years of general education and vocational training leading to *FPII - Formación Profesional II*, the second year of *BUP*, or employment. *FPII* comprises 3 years of general education and vocational training leading to certain related university courses, or employment. Evening courses in *FP* are available for employed persons over 16 (*FPI*) and 18 (*FPII*).

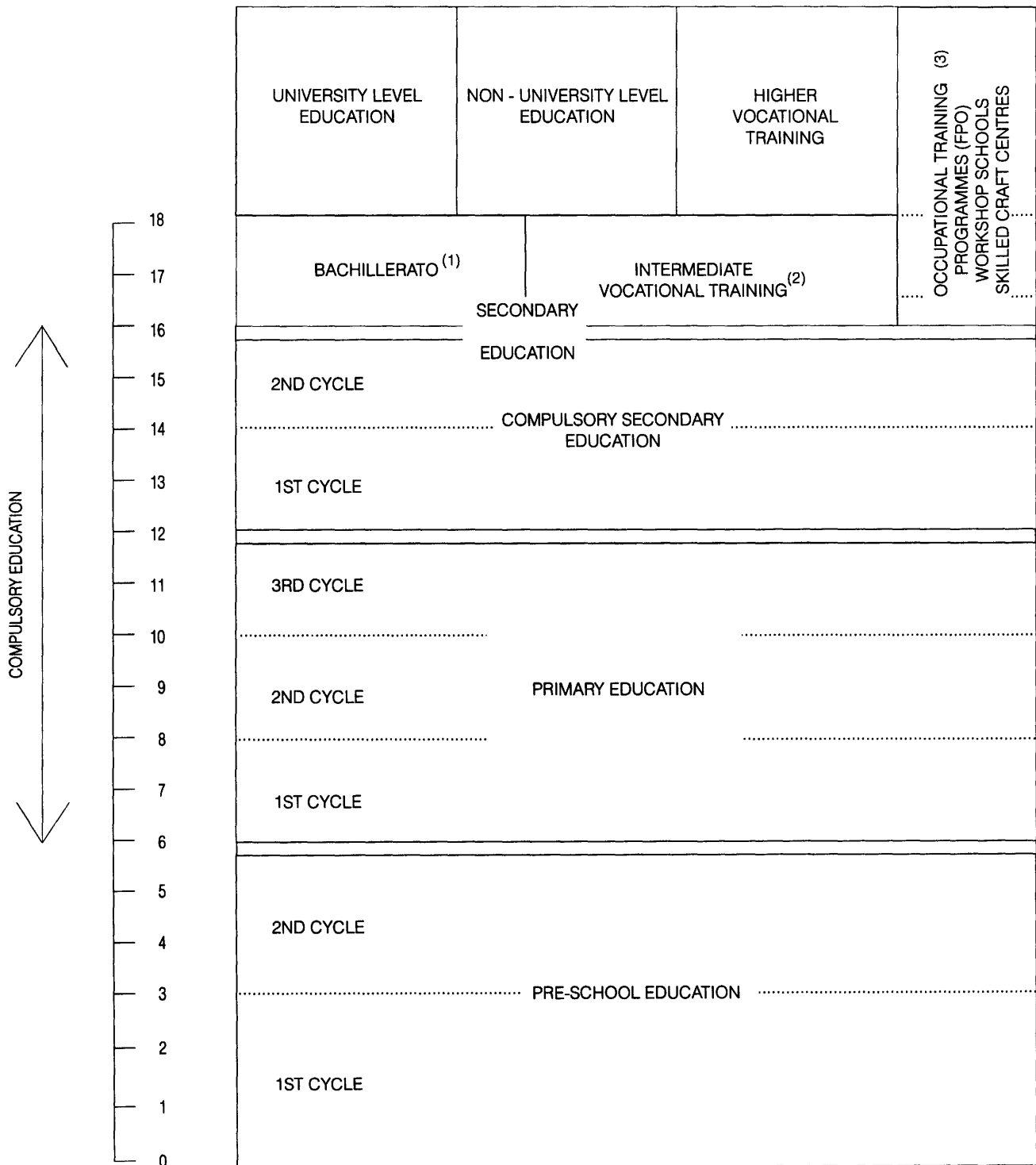
(5) These training courses can be entered at any stage between the ages of 16 and 25. Occupational training programmes (*FPO*) last 800 hours, training in workshop schools lasts 1 to 3 years, and in skilled craft centres 6 to 12 months.

COMPULSORY EDUCATION



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Key to diagram II

(1) *Bachillerato* comprises general education at upper secondary level providing access to higher education and to employment.

(2) Intermediate (Formación Profesional de Grado Medio) and Higher Vocational Training (Formación Profesional de Grado Superior) comprises specific vocational training for employment. However, it is impossible to pass directly from Intermediate to Higher Vocational Training without first acquiring the *Bachillerato* and this takes an additional two years of study. The diploma obtained at the end of Higher Vocational Training will also give access to certain related university courses.

B.1.2 General information sources

Dossier del Sistema Educativo Español - 1991 (Dossier of the Spanish Educational System - 1991) published by Spanish EURYDICE Unit). Available in English.

B.2 General education

B.2.1 Structure, duration and aims of education

B.2.1.1 Educational system under the LGE (General Law on Education)

The following is a short outline of the present educational system. The structure established by the *LGE* comprises four educational levels: pre-school education; general basic education; bachillerato; and university education. Vocational training, although not included in the *LGE* as a level of education in the strict sense of the term, is nevertheless an important part of the system.

Pre-school education

Educación preescolar (pre-school education), which is not compulsory, consists of two phases, *Jardín de infancia* (Kindergarten) for children between the ages of 2 and 3 years and *Centro de Párvulos* (pre-school) for children between the ages of 4 and 5 years.

General basic education

Educación General Básica - EGB (general basic education) consists of eight forms and has a common curriculum for all pupils. It is attended by pupils between the ages of 6 and 14. *EGB* is divided into three cycles: *inicial* (initial), *medio* (intermediate) and *superior* (upper) levels.

Pupils completing the eighth form receive the *Graduado Escolar* diploma, those who fail to reach the required standard receive the *Certificado de Escolaridad*. The *Graduado Escolar* diploma allows access to either *Bachillerato* or vocational training. The *Certificado de Escolaridad* allows only access to vocational training.

Secondary education

Under the *LGE*, there are two streams in secondary education, vocational training and the *Bachillerato Unificado y Polivalente - BUP*. The *BUP* consists of three forms and is attended by young people between the ages of 14 and 17. Graduates receive the *Bachillerato* diploma and then they are admitted to the *Curso de Orientación Universitaria - COU* (university orientation course), after which they may sit the university entrance exam, the *Prueba de Acceso a la Universidad*.

Formación Profesional (initial vocational training) consists of two grades:

- Primer Grado* (first grade) is attended after completing basic general education;
- Segundo Grado* (second grade) is attended after completing the *Primer Grado*, the *Bachillerato* or an equivalent level of education.

Higher education

University education consists of three cycles:

- the first cycle comprising 3 years of study (*Diplomatura*);
- the second cycle two years (*Licenciatura*);
- the third comprising a further two years of study (*Doctorado*).

B.2.1.2 The educational system under the Organic Law on the General Regulation of the Educational System - LOGSE

The new educational system defined in the *LOGSE* comprises the general and special regimes. The general regime covers pre-school education, elementary education, secondary education (including compulsory secondary education), *Bachillerato*, intermediate vocational training, higher vocational training and university education. The special educational regime covers artistic and linguistic studies.

Pre-school education

Educación infantil (pre-school education), which is not compulsory, consists of two cycles: *Primer ciclo* for children aged 0 to 3 years and *Segundo ciclo* for children aged 3 to 6 years.

Compulsory education

Compulsory education lasts for 10 years and consists of *Educación primaria* (primary education) from 6 to 12 years of age, and compulsory secondary education, from 12 to 16 years of age.

Secondary education

After four years of *educación secundaria obligatoria - ESO* (compulsory secondary education) students receive a Certificate in Secondary Education, which entitles them to start upper secondary education or intermediate vocational training.

Those who fail to complete compulsory secondary education successfully receive accreditation from their school indicating the years studied and the marks received. They are offered special programmes of *Garantía Social*, which are meant to provide them with a basic vocational training in order to improve their opportunities on the labour market.

Students graduate from one cycle to another. If a student fails to fulfil the requirements for graduation to the next cycle, they may repeat a year in the previous cycle. No more than two years may be repeated during the entire course of compulsory education.

The *Bachillerato* (upper secondary education), from 16 to 18 years of age, may be undertaken in one of four study areas:

- Artes* (arts);
- Ciencias de la Naturaleza y de la Salud* (natural sciences);
- Humanidades y Ciencias Sociales* (humanities);
- Tecnología* (technology).

Those who complete the *Bachillerato* successfully receive the *Bachiller* diploma, which gives access to upper level vocational training or allows them to sit for university entrance exams.

Formación Profesional (Vocational training) is divided into:

- Grado Medio* (intermediate level), attended after completing compulsory secondary education and receiving the relevant certificate or by passing an entrance examination. Graduates are awarded the title *Técnico* (technician);
- Grado Superior* (upper level) requires the *Bachillerato* (for those over 21 years of age, access is possible by passing an entrance examination). Graduates are awarded the title *Técnico Superior*.

Higher education

University education may be undertaken in:

- Escuelas Universitarias* (university schools) offering one cycle courses leading to the title of *Diplomado, Arquitecto Técnico, Ingeniero Técnico*;

Facultades (faculties) and *Escuelas Técnicas Superiores* (technical colleges) offer courses of up to three cycles and of at least two academic cycles. Students completing the first two academic cycles receive one of three diplomas: *Licenciado*, *Arquitecto*, *Ingeniero*. They may enter the third academic cycle leading to a *Doctorado*.

B.3 Initial vocational education and training

B.3.1 Structure, duration and level of qualification attainable

In the new educational system, initial vocational training consists of a basic training course and a specific course:

Formación Profesional de Base (basic vocational training) is part of the compulsory secondary education curriculum and of the *Bachilleratos*. It has the aim of familiarizing every citizen with the technological principles of the modern world. It also aims to ensure that all pupils receive adequate careers information in order to facilitate their career choice;

Formación Profesional Específica (specific vocational training) aims to give young people the skills and theory related to a specific job. It provides on the job training and is organized in educational cycles and divided into modules.

Intermediate and upper level of vocational training

This vocational training comprises two levels, whose duration may vary depending on the subject studied. It is structured into a intermediate level, *Grado Medio*, and an upper level, *Grado Superior* (see also above under B.2.1.1).

A Secondary Education diploma is required for access to *Formación Profesional de Grado Medio* (intermediate level) and the *Bachiller* diploma is required for access to *Formación Profesional de Grado Superior*. It may also be essential that certain subjects have been studied prior to gaining entrance. For students over 20 years of age, entry can be by a special test set up by the authorities.

The training organised by the intermediate level comprises approximately 1,000 hours (one academic year). Graduates are awarded the title *Técnico* (technician). Graduates of the upper level are awarded the title *Técnico Superior*.

B.3.2 Indicative participation rates in post compulsory education and training

In 1988, of 1.35 million 15 and 16 year-olds in Spain, 52.5% were in general education and 22% in vocational training.

B.3.3 Publications

Estudiar es tu Derecho - Becas 91-92 (Your Right to Study - Scholarships 91 -92) published by *Ministerio de Educación y Ciencia*, 1991.

Informe sobre Convalidaciones y Equivalencias con los Estudios de Formación Profesional (Information about Recognition and Equivalences of Vocational Training) published by *Ministerio de Educación y Ciencia*, 1990.

Programa de Formación en Alternancia (Programme of Alternance Vocational Training) published by *Ministerio de Educación y Ciencia*, 1990.

Plan de Reforma de la Formación Profesional (Plan for the Reform of Vocational Training) published by *Ministerio de Educación y Ciencia*, 1992.

El Sistema Educativo Español (CIDE) (The Spanish Education System) published by *Ministerio de Educación y Ciencia*, 1988.

Proyecto para la Reforma de la Educación Técnico Profesional (Project for the Reform of Vocational Training) published by *Ministerio de Educación y Ciencia*, 1988

B.4 Continuing training

The main objectives of continuing further training are to facilitate the entry of young people into the working world, and to promote continuing education for employees. Specific programmes are offered for groups such as women returning to work who are confronted with particular difficulties when looking for employment.

To facilitate access to initial vocational training for employees and adults in general, the *Educación a Distancia de la Formación Profesional* (Distance Learning for Vocational Training) has been introduced. The main responsibility for the development and implementation of continuing training programmes lies with *INEM* (see A.2.1). *INEM* offers two types of continuing vocational training.

Plan FIP which offers the following programmes:

- Continuing vocational training programmes for young people and long-term unemployed persons;
- Programmes for young people to help them to complete compulsory education;
- Programmes of alternance training and compensatory education for young people in the military services;
- Programmes of continuing training in rural areas;
- Training in companies and sectors of the economy that are in the process of restructuring;
- Programmes for personnel of small and medium-sized companies;
- Programmes for self-employed persons;
- Programmes of continuing training for women trying to re-enter the working world such as women over 25 who have had at least five years off work, women who wish to undergo training in professions in which women are under-represented, women with family responsibilities who are living under particularly difficult economic and family conditions;
- Programmes of continuing/further training for specific groups;
- In service training for trainers involved in *Plan FIP*.

Programmes in Escuelas-Taller (workshop schools) and *Casas de Oficios* (skilled craft centres).

Escuelas-Taller are public institutions combining training with work: in the fields of repair, restoration, reconstruction or conservation of artistic historical and cultural monuments; in the field of conservation or restoration of the urban environment; and in the conservation or reintroduction of techniques for artistic and craft occupations.

The training programmes of *Escuelas-Taller* consist of two phases. The initial phase involves occupational training in accordance with a plan approved by *INEM* (see A.2.1). The second phase is a combination of training and practical work experience. It is intended to improve occupational qualifications and encourage specialization. Both phases together will take at least one but no more than three years, the first phase lasting for at least four months. If the special subjects offered combine to form a syllabus which results in a coherent structure, a workshop school may call itself a skilled craft centre;

Casas de Oficios offer programmes combining work experience and training, which are intended for unemployed people, especially those under 25. They offer training in relevant skills and vocational qualifications in the following fields: urban environment; environmental protection; improvement of urban living conditions by establishing social and community services; and conservation or revival of handicrafts or other traditional crafts by the introduction of new techniques. The training programmes of skilled craft centres consist of two phases: 1. Occupational on-the-job training in a special subject or craft; 2. Training involving theoretical instruction and work experience. These programmes are intended to integrate young people into the working world. Both phases last between six and twelve months.

Common features of *Escuelas-Taller* and *Casas de Oficios*:

- Selection of participants. This is carried out by the *INEM* office of the province concerned, in co-operation with the relevant training institution;
- Qualification certificates. These are issued by *INEM* on completion of courses to help participants in their search for employment. If single modules only are completed, certificates of participation are issued. *Escuelas-Taller* and *Casas de Oficios* issue certificates testifying to the occupational skills and work experience acquired.

Institutions providing information

INEM - Instituto Nacional de Empleo: Subdirección General de Gestión de la Formación Ocupacional

B.5 Recognition and comparability of qualifications

Recognition of qualifications acquired abroad is governed by Decree 104/1988 of 29 January and by the Ministerial Order of 14 March 1988. Applications for recognition must be made to the Minister of Education and Science, in accordance with the model form laid down in the above Ministerial Order.

B.5.1 Organisations concerned with comparability of qualifications

Higher education

National Academic Recognition Information Centre (NARIC):

Ministerio de Educación y Ciencia - MEC, Subdirección General de Cooperación Internacional (Ministry of Education and Science, Sub-Directorate for International Co-operation).

Institutions providing information

Ministerio de Educación y Ciencia, Subdirección General de Ordenación Académica
(and the provincial directorates of the Ministry)

INEM - Instituto Nacional de Empleo, Subdirección General de Gestión de Formación Profesional
(Vocational Training Sub-directorate)

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

C.1.1 Guidance counselling in the educational system

In the present educational system, there are several counselling services and programmes for the educational and professional guidance of school children.

For pupils in general basic education, guidance is provided by the *Equipos Multiprofesionales y Servicios de Orientación Educativa y Vocacional* (Academic and vocational education service). These are based outside the educational institutions although there are some trial services located within educational institutions.

At professional training and upper secondary education (*Bachillerato*) level, guidance counselling services are integrated into the educational centres, but these are of an experimental nature.

C.1.2 In the field of training

Information and guidance for young people and their parents regarding training are offered by tutors in education centres.

C.1.3 In the field of work

The most important guidance service as regards work is offered by *INEM* (see A.2.1) which has a network of offices covering the whole country which provides the following services:

- placing into employment;
- occupational/vocational guidance;
- continued training and further training;
- unemployment benefits.

The occupational/vocational guidance service of *INEM* is available to all Spanish workers, as well as to foreigners who are entitled to look for work in Spain and are registered with one of its offices. *INEM* offices give priority to: young people looking for their first job; the long term unemployed; women who wish to work in areas where women are under-represented; women having difficulty in finding a job; workers over 45 years of age; workers threatened by mass dismissal or by business reorganization; immigrants or returning emigrants having difficulty in getting established in the labour market; unemployed people in difficult economic circumstances and social minorities.

INEM offers occupational/vocational guidance for individuals and groups, holds motivation and guidance sessions for the long-term unemployed, gives individual guidance to persons in search of employment, and offers guidance and further training for individuals.

C.1.4 Careers guidance for university students

University students may obtain information and vocational guidance from *COIE - Centros de Orientación e Información de Empleo* (Vocational Orientation and Information Centres) located in, and affiliated to, universities. These centres form part of the national network of *INEM* (see A.2.1).

C.1.5 Guidance and assistance for returning emigrants, and international exchange of young workers

Guidance for immigrants and returning emigrants is offered by the *Dirección General de Migraciones* at the *Direcciones Provinciales de Trabajo y Seguridad Social*. In respect of EU nationals, these services are offered in the *Consejerías y Oficinas Laborales* (Councils and Labour Offices).

These offices give advice to migrants returning to Spain who are intending to become reintegrated into the work process by becoming self-employed or by becoming members of cooperatives or labour associations. A second priority is the international exchange of young workers for the purpose of providing occupational/vocational and linguistic further education, in the light of the free European labour market.

C.2 Institutions providing information

Instituto de la Juventud (Youth Institute/Ministry of Social Affairs) offers guidance and assistance to young people who are: looking for employment or setting up a business; founding or joining a cooperative or labour association; in need of information regarding labour regulations; in search of employment abroad; looking for education and training possibilities; looking for scholarships and grants; seeking information on the military services.

Instituto de la Mujer (Institute for Women) has as its objective, the promotion of the social equality of women. The Institute has offices in different provinces in the country. It offers reliable, quick and free advice on occupational/vocational orientation and employment prospects in the area of adult education, especially with regard to academic and vocational education and training. It also provides guidance for women who want to become self-employed or to join cooperatives.

INEM - Instituto Nacional de Empleo.

INSERSO - Instituto Nacional de Servicios Sociales (National Institute for Social Services) administers facilities for the care of old people, handicapped persons and refugees. These facilities also include occupational/vocational training centres. The assistance offered includes:

- occupational therapy, and personal and social education for the working world;
- information on social matters and labour legislation;
- information on continuing education and training;
- vocational guidance in accordance with the *INEM-INSERSO* Resolution of 31 October, 1984.

Information and guidance for school children may be obtained from the provincial offices. Addresses and telephone numbers for each province are provided by the *Ministerio de Educación y Ciencia, Sección de Información* (Information Department of the Ministry of Education and Science).

C.3 Publications

Banco de Datos Especializados (Database for Young People) published by *Instituto de la Juventud*.

Folleto Informativo: Centros de Información de los Derechos de la Mujer (Information Brochure: Information Centres for the Rights of Women) published by *Instituto de la Mujer*.

Folleto Informativo: Centros Ocupacionales (Information Bulletin: Occupational Centres)

Minusval (monthly magazine for handicapped people).

Folleto Informativo Guía Joven - 1990 (Information Brochure: Youth Guide - 1990) published by *Instituto de la Juventud*.

Guía Laboral 1993 (Labour Handbook) published by *Ministerio de Trabajo y Seguridad Social; Subdirección General de Información*.

Guía MABEM - Manual de Acción para la Búsqueda de Empleo de la Mujer (Manual for Women Job Seekers) published by *Instituto de la Mujer*.

Información Profesional. Opciones al terminar los distintos ciclos del Sistema Educativo (Options available after finishing the respective grades in the educational system).

Revista Guía de Información Juvenil (magazine: Information Guide for Young People) published by *Instituto de la Juventud*.

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

EC directive 90/366/EEC grants the right to an EU national to enter and live in any Member State as a vocational student, providing they can support themselves, and have health insurance where this is required by the host state. Trainees are not entitled to income support or unemployment benefits, as they are not available for, nor actively seeking work.

Non EU-nationals do not have the same automatic rights, and it is therefore necessary to approach the relevant embassy for clearance before entering another EU state for vocational training.

General information on structured opportunities for transnational education, training and work experience can be obtained at the services offering such opportunities.

Co-ordinating Units for the European Programmes:

COMETT - *Secretaría General del Plan Nacional de I+D, Comisión Interministerial de Ciencia y Tecnología;*

ERASMUS - *Agencia Española para Becas ERASMUS, Secretaría General, Consejo de Universidades;*

EURES - *Servicio de Orientación Profesional, Subdirección General de Promoción de Empleo and Servicio de Planificación, Subdirección General de Servicios Técnicos;*

EUROTECNET - *Ministerio de Educación y Ciencia;*

EURYDICE - *Ministerio de Educación y Ciencia, Centro de Investigación, Documentación y Evaluación;*

FORCE - *Consejo General de Formación Profesional, Ministerio de Trabajo y Seguridad Social;*

IRIS - *Instituto de la Mujer, Ministerio de Asuntos Sociales (Institute of Women: Ministry of Social Affairs);*

LINGUA - *Subdirección General de Cooperación Internacional, Ministerio de Educación y Ciencia;*

MISSOC - *Subdirección General de Servicios Técnicos, Instituto Nacional de la Seguridad Social (Sub-Directorate of Technical Services; National Institute for Social Security);*

PETRA - *Dirección General de Migraciones (General Directorate for Migrations)*
(ACTION Ia, II, III: *Ministerio de Educación y Ciencia, Subdirección General de F.P.R.*)
(ACTION Ib: *Dirección General de Migraciones - Ministerio de Asuntos Sociales*)
(ACTION II (*Proyectos de Iniciativa Juvenil*): *Instituto de la Juventud*);

TEMPUS - *Ministerio de Educación y Ciencia, Subdirección General de Cooperación Internacional;*

Youth For Europe - *Instituto de la Juventud;*

Additional addresses of the correspondents for Community programmes and Community networks at the national level can be obtained from the *Comisión Europea - Oficina en España* (Office of the European Commission in Spain) or from the relevant national institutions and services:

E. LIVING AND WORKING CONDITIONS

The labour market in Spain expanded considerably between 1985 and 1990 because of a significant growth in the active population (in particular the entry of women and young people into the labour market) and an increase in the number of jobs.

This situation changed in 1991 and there was an increase in the unemployment rate. In recent years, the employment structure of the different sectors has changed. Employment rates in the service industry and in construction have risen in relation to the overall employment rate, and also in comparison with other sectors, above all with agriculture. At present, employment rates are still on the increase, with the exception of agriculture. The most striking increase has taken place in the service sector (though lately it is increasing at a somewhat slower pace than before). In industry, the growth rate is lowest. In construction, growth rates are low at present, although construction boasts the highest increase in the employment rate of all sectors of economy. Agriculture has experienced a decrease in employment figures in recent years, a tendency which is continuing at the moment.

Institutions providing information

Ministerio de Economía y Hacienda, Dirección General de Previsión y Coyuntura (Ministry of Economy and Finances, Directorate for Business Trends).

Ministerio de Economía y Hacienda, Instituto Nacional de Estadística (Ministry of Economy and Finances, Statistics Service).

Ministerio de Trabajo y Seguridad Social
(Ministry of Labour and Social Security):

Dirección General de Informática y Estadística (Directorate for Statistics and Information);

Dirección General de Empleo (Directorate for Employment);

INEM - Instituto Nacional de Empleo (National Employment Institute);

Oficinas Integrales de Información Socio-Laboral (Integrated offices for information on labour and social issues) located at the provincial branches of the Ministry of Labour and Social Security. They offer information on the following topics: industrial relations and employment contracts; measures for promoting employment; occupational and vocational continuing and further training; cooperatives and labour associations; emigration; employment for foreigners; termination of employment contracts and unemployment benefits; fund for guaranteed wages and the social security system.

Publications

Estadística de Empleo (Employment Statistics) published monthly by *INEM*.

Sus preguntas tienen respuesta - Folleto Informativo (Information Brochure - There are Answers to your Questions)

E.1 Minimum wages and training salaries

Minimum wages for different age groups are periodically fixed by the government. Wages and salaries are agreed by collective bargaining between the respective companies and workers' representatives. The collective bargaining agreement lays down whether (depending on the type of company) such agreement is settled at the national level, or at the level of the autonomous community, or province.

Remuneration for apprentices and trainees

Young people between the ages of 16 and 20 who are engaged in practical and vocational training are paid for the actual hours they work. Training hours should amount to between a quarter and half of the total hours worked.

Details of remuneration in relation to practical training should be laid down in the contract. Alternatively, wages should be paid, as agreed in the appropriate collective bargaining agreement.

E.2 Social security and unemployment benefits

Unemployment benefits

Unemployed people actively seeking work are entitled to receive unemployment benefit, also workers whose working hours have been reduced by at least one-third with a corresponding reduction in pay, are entitled to benefit.

There are two types of unemployment benefit:

- Nivel Contributivo* (contributory benefits) are paid for full or partial unemployment;
- Nivel Asistencial* (Assistance benefits) include subsidies in case of unemployment, allowances for sick leave and special subsidies to agricultural workers.

How long unemployment benefits are paid depend on the period of time during which the claimant was employed and the amount of contributions paid in the last four years, prior to receiving unemployment benefits.

Level of unemployment benefit (percentage of basic salary): during the first 180 days 80%, day 181 to day 360 70%, from day 361 onwards 60%.

Claimants must register at a labour office within fifteen working days of becoming unemployed.

Social security

Seguridad Social (Social Security) guarantees to all eligible persons protection in case of illness, inability to work, old age, etc. This extends to their dependents. Contributions are compulsory for those in employment.

Institutions providing information

Ministerio de Trabajo y Seguridad Social,
Subdirección General de Información Administrativa
Oficinas Integrales de Información Socio-Laboral.

INEM - Instituto Nacional de Empleo, Subdirección General de Prestaciones (Institute for Employment, Sub-Directorate for Unemployment Benefit).

Instituto Nacional de la Seguridad Social.

E.3 Job placement agencies

Spanish legislation does not allow the setting up of private placement services. All such services are administered by *INEM* (see A.2.1).

The offices of *INEM* offer the following services:

- assessment of occupational and vocational qualifications of job seekers;
- occupational and vocational guidance;
- practical training courses giving jobseekers the opportunity of acquiring a vocational qualification;
- job placement;
- help for disadvantaged persons including vocational training and job placement by special arrangement with public institutions;
- financial and practical aid for persons who wish to become self-employed, to join a labour association or cooperative, or to create a job by some other initiative.

E.3.1 Placement services provided specifically for foreigners

Foreign nationals entitled to work and look for work in Spain may use the same placement and guidance services as Spanish nationals.

F. LIST OF ADDRESSES

CEDEFOP (Spanish Unit)
(see INEM)
Tel: (+34) 1-585 98 82
Fax: (+34) 1-377 58 81

COMETT (Spanish Information Centre)
Secretaría General del Plan Nacional de I+D
Comisión Interministerial de Ciencia y Tecnología
Rosario Pino 14-16
E-28020 Madrid
Tel: (+34) 1-336 04 68
Fax: (+34) 1-336 04 35

Comisión Europea
Oficina en España
(Commission of the European Union, Office in Spain)
Calle de Serano 41, 5º
E-28001 Madrid
Tel: (+34) 1-435 17 00
Fax: (+34) 1-576 03 87/577 29 23

Comisión Europea
Oficina en Barcelona
(Commission of the European Union, Office in Barcelona)
Avenida Diagonal 407 bis
Edificio Banco Atlantico, planta 18
E-08008 Barcelona
Tel: (+34) 3-415 81 77
Fax: (+34) 3-415 63 11

Consejo de Universidades
Secretaría General
(Council of Universities; General Secretariat)
Ciudad Universitaria s/n
E-28071 Madrid
Tel: (+34) 1-549 66 78/549 77 00
Fax: (+34) 1-543 45 50/262 57 82

ERASMUS (Spanish Unit)
Agencia Española para Becas ERASMUS
(see Consejo de Universidades, Secretaría General)

EURES (National Co-ordinating Unit)
(see *Servicio de Orientación Profesional, Subdirección General de Promoción de Empleo and Servicio de Planificación, Subdirección General de Servicios Técnicos - INEM*)

EUROFORM

(see *INEM, Subdirección General de Gestión de la Formación Ocupacional*)

Tel: (+34) 1-585 98 92

Fax: (+34) 1-268 39 81

EUROTECNET (Spanish Unit)

Ministerio de Educación y Ciencia

Argumosa 43, Pabellón 5

E-28012 Madrid

Tel: (+34) 1-528 14 17

Fax: (+34) 1-528 08 57

EURYDICE (Spanish Unit)

(see *Ministerio de Educación y Ciencia; Centro de Investigación, Documentación y Evaluación*)

FORCE (National Co-ordinating Unit)

(see *Ministerio de Trabajo y Seguridad Social, Consejo General de Formación Profesional*)

INEM (see *Ministerio de Trabajo y Seguridad Social*)

INSERSO

Calle Ginzo de Limia 58 c/v Avenida Ilustración

E-28049 Madrid

Tel: (+34) 1-347 85 94/347 85 93/347 85 92

Fax: (+34) 1-347 85 95

Instituto Nacional de la Seguridad Social

(National Institute for Social Security)

Calle Padre Damián 4

E-28071 Madrid

Tel: (+34) 1-564 90 23/564 90 54/564 90 30

Fax: (+34) 1-563 29 08/563 20 85/561 10 51

IRIS (National Co-ordinating Unit)

(see *Instituto de la Mujer, Ministerio de Trabajo y Seguridad Social*)

LINGUA (National Co-ordinating Unit)

(see *Ministerio de Educación y Ciencia, Subdirección General de Cooperación Internacional*)

Ministerio de Educación y Ciencia:

(Ministry of Education and Science)

Calle Alcalá 36

E-28071 Madrid

Tel: (+34) 1-522 11 00

Fax: (+34) 1-521 37 75

Ministerio de Asuntos Sociales

Calle José Abascal 39

E-28003 Madrid

Tel: (+34) 1-347 70 00

Fax: (+34) 1-442 34 54

Centro de Investigación, Documentación y Evaluación CIDE

Centre for Investigation, Documentation and Evaluation)

EURYDICE (National Co-ordinating Unit)

Calle San Agustín 5

E-28014 Madrid

Tel: (+34) 1-549 66 81/369 28 50

Fax: (+34) 1-543 73 90/429 94 38

Dirección General de Formación Profesional Reglada y Promoción Educativa

(Directorate for Regulated Vocational Education and Promotion of Education)

Subdirección General de Educación Compensatoria

Servicio de Estudios y Orientación Profesional

(Sub-Directorate Compensatory General Education/Study and Careers Guidance Service)

Sección de Información (information section)

Centro de Orientación e información de empleo COIE (Universidad Complutense)

Edificio Antiguos Comedores

Avenida Complutense s/n

E-28040 Madrid

Tel: (+34) 1-543 50 80/394 12 95

Fax: (+34) 1-394 16 01

Subdirección General de Becas y Ayudas al Estudio

(Sub-Directorate for Scholarships and Grants)

Torrelaguna 58

E-28027 Madrid

Tel: (+34) 1-408 20 08

Fax: (+34) 1-407 33 33

Subdirección General de Cooperación Internacional:

(Sub-Directorate for International Co-operation)

Paseo del Prado 28, 2º

E-28014 Madrid

LINGUA (National Co-ordinating Unit)

Agencia Nacional de LINGUA

Paseo del Prado 28, 5º

E-28014 Madrid

Tel: (+34) 1-420 16 59

Fax: (+34) 1-420 33 25

NARIC (Spanish Centre)

Tel: (+34) 1-420 08 89

Fax: (+34) 1-420 33 25

TEMPUS (Spanish Contact Point)

Tel: (+34) 1-420 08 89

Fax: (+34) 1-420 33 25

Subdirección General de F.P.R
(Sub-Directorate for Vocational Training)
Calle Argumosa 43, Pabellón 5
E-28071 Madrid
Tel: (+34) 1-528 53 24

Area de Formación y evaluación de la F.P.
Tel: (+34) 1-528 53 24
Fax: (+34) 1-528 08 57

Area de Ordenación e implantación de la F.P.
Tel: (+34) 1-528 51 89
Fax: (+34) 1528 08 57

Subdirección General de Ordenación Académica
(Sub-Directorate for Academic Regulation)
Calle Los Madrazos 15-17
E-28040 Madrid
Tel: (+34) 1-522 11 00
Fax: (+34) 1-521 37 75/522 92 56

Ministerio de Economía y Hacienda :
(Ministry of Economy and Finances)
Calle Alcalá 9
E-28014 Madrid
Tel: (+34) 1-522 10 0

Dirección General de Previsión y Coyuntura
(Directorate for Business Trends)

Instituto Nacional de Estadística
(Statistics Service)
Paseo de la Castellana 183
E-28046 Madrid
Tel: (+34) 1-572 07 93
Fax: (+34) 1-583 91 58

Ministerio de Trabajo y Seguridad Social:
(Ministry of Labour and Social Security)
Calle Agustín de Vetancur 4
E-28071 Madrid
Tel: (+34) 1-553 60 00
Fax: (+34).1-553 40 33

Consejo General de Formación Profesional:
(General Council for Vocational Training)
 FORCE (National Co-ordinating Unit)
Unidad Nacional de Coordinación FORCE
Calle Pio Baroja 6
E-28071 Madrid
Tel: (+34) 1-409 09 41
Fax: (+34) 1-574 99 01

Dirección General de Empleo

(Directorate for Employment)

Pia Baroja 6

E-28009 Madrid

Tel: (+34) 1-409 09 41

Fax: (+34) 1-574 96 02

Dirección General de Informática y Estadística

(Directorate for Information and Statistics)

Calle Agustín de Bethencourt 4

E-28071 Madrid

Dirección General de Migraciones

(General Directorate for Migration)

Paseo Pintor Rosales 46

E-28008 Madrid

Tel: (+34) 1-347 90 00

Fax: (+34) 1-541 38 18

Instituto de la Juventud (Dirección)

(Institute for Youth)

Calle Ortega y Gasset 71

E-28006 Madrid

Tel: (+34) 1-347 78 00

Fax: (+34) 1-402 21 94

Instituto de la Juventud (Central)

Calle José Ortega y Gasset 71

E-28006 Madrid

Tel: (+34) 1-347 78 00

Fax: (+34) 1-402 21 94

Instituto de la Mujer

(Institute for Women)

Calle Almagro 36

E-28010 Madrid

Tel: (+34) 1-347 80 00

Fax: (+34) 1-319 91 78

Instituto Nacional de Empleo - INEM

(National Institute for Employment)

Calle Condesa de Venadito 9

E-28027 Madrid

Tel: (+34) 1-585 97 85

Fax: (+34) 1-377 58 87

Subdirección General de Gestión de la Formación Profesional

(Sub-Directorate of Administration for Vocational Training)

Calle Condesa de Venadito 9

E-28027 Madrid

Tel: (+34) 1-585 97 55

Fax: (+34) 1-585 97 61

Subdirección General de Prestaciones
(Sub-Directorate for Unemployment Benefit)
Calle Josefa Valcacer 40
E-28027 Madrid
Tel: (+34) 1-585 28 38
Fax: (+34) 1-585 97 61

Subdirección General de Promoción de Empleo
Servicio de Orientación Profesional
(Sub-Directorate for Promotion of Employment; Office for Professional Orientation)
Calle Condesa de Venadito 9
E-28027 Madrid
Tel: (+34) 1-585 97 77

Subdirección General de Servicios Técnicos
Servicio de Planificación
Calle Condesa de Venadito 9
E-28027 Madrid
Tel: (+34) 1-585 98 43
Fax: (+34) 1-585 98 19

Oficinas Integrales de Información Socio-Laboral
Subdirección General de Información Administrativa
Calle Pio Baroja 6
E-28009 Madrid

MISSOC (National Co-ordinating Unit)
Subdirección General de Servicios Técnicos
Instituto Nacional de la Seguridad Social
(Sub-Directorate of Technical Services; National Institute for Social Security)

NARIC (Spanish Centre)
(see *Ministerio de Educación y Ciencia, Subdirección General de Cooperación Internacional*)

PETRA (National Coordinating Unit)
(ACTION Ia, II, III: see *Ministerio de Educación y Ciencia, Subdirección General de F.P.R.*)
Calle Argumosa 43, Pabellón 5
E 28012 Madrid
Tel: (+34) 1-528 14 17
Fax: (+34) 1-528 08 57

(ACTION Ib: see *Dirección General de Migraciones*)
(ACTION II (*Proyectos de Iniciativa Juvenil*): see *Instituto de la Juventud*)

TEMPUS (Spanish Contact Point)
(see *Ministerio de Educación y Ciencia, Subdirección General de Cooperación Internacional*)

YOUTH FOR EUROPE (National Agency)
(see *Instituto de la Juventud*)

FRANCE



General information

France is bordered to the north by Belgium and Luxembourg, to the east by Germany, Switzerland and Italy and to the south by Spain.

Area and population

Area - approximately 549,000 sq km

Population (1992) - 57,400,000

Population density - 106 per sq km

Level of foreign population - 6.3%

Capital - Paris

(2.2 million inhabitants, 9 million inhabitants including the suburbs)

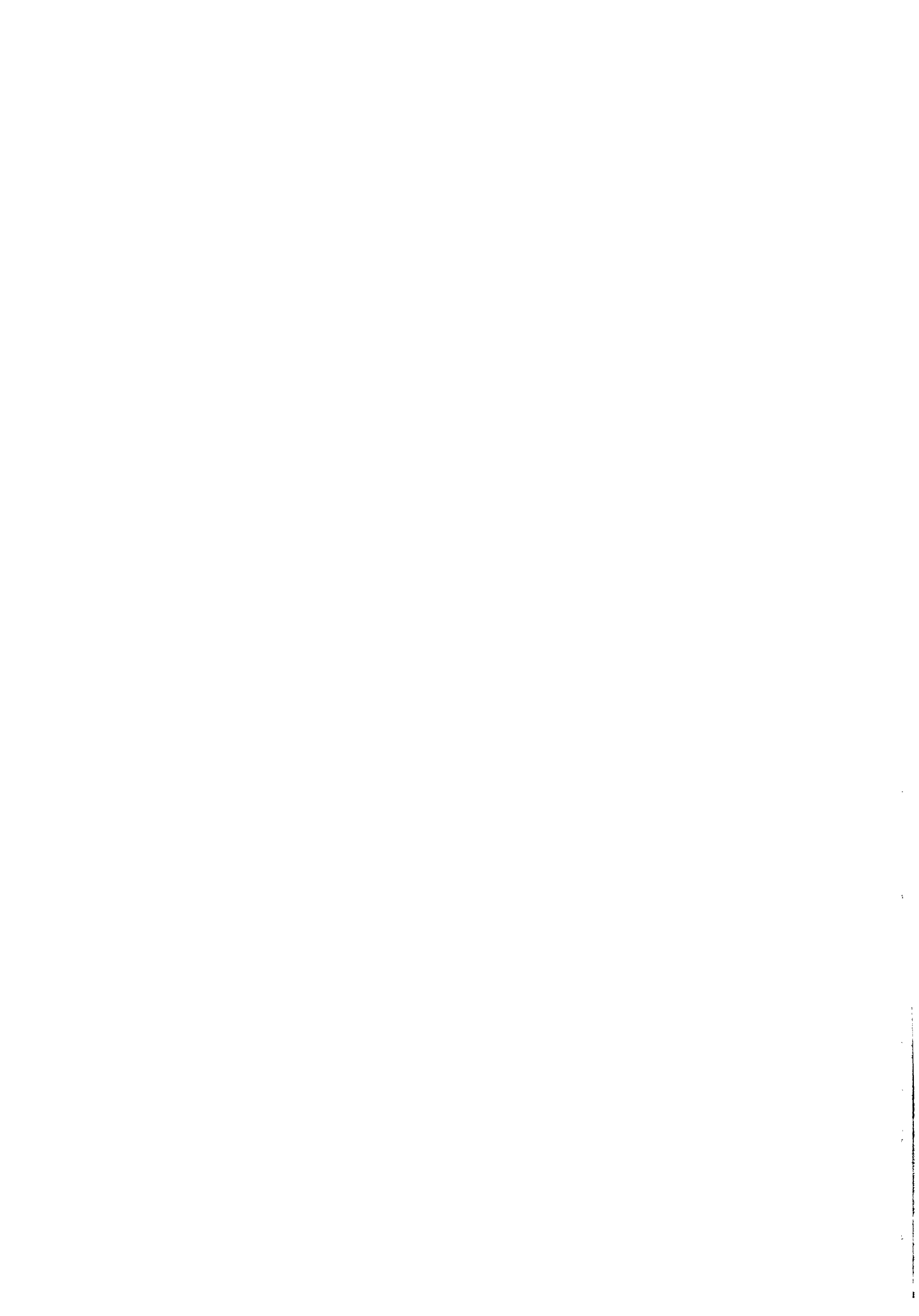
Political system

The Parliament of the French Republic comprises two chambers, the National Assembly and the Senate. The President of the Republic is elected by direct vote by the people. France consists of 96 departments in 23 administrative regions, plus the *DOM - départements d'outre-mer* (overseas "counties") and the *TOM - territoires d'outre-mer* (overseas territories).

Additional information

In 1991, 68% of the working population were employed in the tertiary sector, 29% in industry and only just under 3% in agriculture. In 1992, the average number of unemployed rose to 10.3%.

The DOM (Martinique, Guadeloupe, Guyane, la Réunion) are part of the EU while the TOM (New Caledonia, Polynesia etc) are not.



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A. INITIAL REFERENCE POINTS

A.1 National centres in the European network of guidance resource centres

Four centres have been designated in France. Each has responsibility for exchanging information with centres in a particular group of other Member States as follows:

CIO - (Centre d'information et d'orientation) de Haguenau, (for Germany, Denmark, Luxembourg).

CIO - (Centre d'information et d'orientation) de La Madeleine, (for Belgium, Ireland, the Netherlands, United Kingdom).

Centre d'information internationale de Lyon, (for Greece and Italy).

CIO - (Centre d'information et d'orientation) de Marseille (for Spain and Portugal).

The four centres were selected according to experience already gained in international cooperation and exchange of information.

A.2 Other contact points and principal information sources

A.2.1 Overseeing, decision-making and administrative bodies

Ministère de l'éducation nationale, Direction des lycées et collèges, bureau de l'information et de l'orientation (Ministry of Education, office of high schools and schools, guidance section).

Ministère de l'enseignement supérieur et de la recherche (Ministry of Higher Education and Research).

Ministère du travail, de l'emploi et de la formation professionnelle (Ministry of Labour, Employment and Vocational Training).

Délégation à la formation professionnelle (Commission on Vocational Training).

A.2.2 Information services

A.2.2.1 Education - initial training

CIO - Centres d'Information et d'Orientation (Information and Guidance Centres)

There are 518 *CIO* which employ 4500 "psychologist-careers counsellors". The *CIO* are run by the Ministry of Education and there is an office in each major town. They provide information on studying, training courses, qualifications, careers, and give individual advice to young people or adults.

Counsellors also work in academic establishments (secondary schools and lycées) where, in cooperation with teachers and families, they provide guidance for pupils.

Counsellors also participate in the running of the *SCUAIOIP - Services Communs Universitaires d'Accueil, d'Information, d'Orientation et d'Insertion Professionnelle* (guidance and placing services at university) set up in each university. All the *CIO* have good information libraries containing materials produced and supplied by *ONISEP*.

ONISEP - Office National d'Information sur les Enseignements et les Professions (National Information Service for Education and Careers). A public institution, under the supervision of the Ministry of

Education, *ONISEP* develops and distributes information on courses of study, certificates, institutions and trades in printed, audio visual and database formats.

ONISEP has 28 regional branches (one in each regional education authority) which publish information on regional resources.

Ministère de l'enseignement supérieur et de la recherche, Direction des enseignements supérieurs (Ministry of Higher Education and Research, higher education directorate); publishes information on higher education provision.

INETOP - Institut National d'Etude du Travail et d'Orientation Professionnelle (National Institute for the Study of Work and Vocational Guidance). The institute trains psychologist-careers counsellors and maintains a guidance research centre.

CIDJ - Centre d'Information et de Documentation Jeunesse (Youth Information and Documentation Centre). The *CIDJ* is run under the auspices of the *Ministère de la Jeunesse et des Sports* (Ministry of Youth and Sport) and provides an information service on leisure, sports, culture and education. It has a head office in Paris and a nationwide network of *CIJ - Centres d'Information Jeunesse* (Youth information centres).

A.2.2.2 Vocational and continuing training

ANPE - Agence Nationale pour l'Emploi (National Employment Agency) is run by the *Ministère du Travail, de l'Emploi et de la Formation*. It publishes the *Répertoire Opérationnel des Métiers et Emplois (ROME)* a substantial information resource on jobs and trades comprising job descriptions, entry requirements and training routes. The 700 local offices provide careers information mainly for jobseekers.

Centre INFFO - Centre pour le développement de l'Information sur la formation permanente (Centre for development and information on continuing training) researches and publishes information on continuing vocational training. It is the partner institute of the European Centre for the Development of Vocational Training (CEDEFOP).

AFPA - Association Nationale pour la Formation Professionnelle des Adultes (National Association for the Vocational Training of Adults). Under the supervision of the Ministry of Labour, Employment and Vocational Training, *AFPA* is the main French organisation for vocational skill training of adults.

AFPA maintains the following:

- 22 regional offices which have general responsibility for the activities of *AFPA* in their region;
- 22 *CPR - Centres Psychotechniques Régionaux* (regional psychotechnical centres) which give information and advice and provide support to vocational trainers;
- 135 training centres nationwide.

A.2.2.3 Placement - job market

ANPE - National Employment Agency (see A.2.2.2)

APEC - Association pour l'Emploi des Cadres (Association for the Employment of Executives). Through a network of 321 offices *APEC* provides a guidance and placing service for executives. It also produces information on employment trends and publishes vacancies in "*Courrier Cadres*" (Executive Post) and "*Demain les Cadres*" (Tomorrow's Executives).

A.2.3 Publications and data bases

A.2.3.1 Data bases and viewdata services

Viewdata services

Information on the following areas can be accessed through Minitel using the following dialling codes:

Education

- 36.15 ONISEP
- 36.15 AEFE
- 36.15 CIDJ
- 36.14 ENSUP
- 36.15 EDUTEL
- 36.15 L'ETUDIANT;

Vocational Training

- 36.14 INFFO
- 36.14 AFPA
- 36.16 FORPRO;

Job market

- 36.15 INSEE
- 36.15 APEC
- 36.15 ANPE
- 36.15 ULYSSE.

Databases and other software

OUI. Two databases listing public and private training places produced by *ONISEP*. One covers technical education (*France techno*) and the other covers higher education (*France Sup*).

Diagnostic software

Parade: a self-awareness and interest guide.

IMADU: a diagnostic package linking interests to job titles. Useful in starting discussion in careers interviews.

PLATON II: a diagnostic package to identify features important to a user in their career choice. *PLATON* can be used with adults or adolescents from 15-16 years of age.

Performance Oriente: an expert system which allows a personality profile to be drawn from a user's responses. Produces a 10 page report for use by a guidance counsellor.

Itinéraires: a diagnostic package aimed at clients of a lower academic level. Matches responses to questions with jobs.

Atelier d'évaluation: a diagnostic package intended to give a full assessment of experience and abilities. Used to select appropriate training and to appraise the results of training.

A.2.3.2 Publications

The following are all produced by *ONISEP* (see A.2.2.1):

the "*Mini-guides*", distributed free. These give pupils information on options at the end of each main stage of education;

the "*Cahiers*" give information on technical and vocational education;

the "*Dossiers*" (files) a collection of practical guides to higher education and employment;

"*Avenirs*" (prospects): each monthly edition deals with a vocational area requiring qualifications at Baccalauréat level or higher;

the "*Fiches Métiers*" (Job Factsheets) give a detailed description of more than 400 jobs including training and working conditions.

The *CIDJ* publishes information about education, occupations, life skills, leisure and holidays.

ROME published by *ANPE* (see A.2.2.2).

The following three items are all published by *Centre INFO* (see A.2.2.2):

Actualités de la Formation permanente (current trends in continuous training), a bimonthly review of information, comment and study on vocational training and employment;

INFO Flash. Bimonthly information journal on current developments in vocational training;

Fiches pratiques de la Formation Continue (Practical factsheets on continuing training) explain the whole system of continuing training in France.

Economie et Statistiques (Economy and Statistics), a monthly review containing articles on economic, demographic and social topics. Published by *INSEE*.

Formation Emploi (employment training).

Bref (brief)

The above two publications give information on the work of CEREQ.

L'Etudiant (The Student), a magazine publishing special editions each year (eg "Guide to Universities").

Phosphore, a magazine for young people containing occasional articles on jobs and training - edited by Bayard Gusse.

Talents, A magazine for students - edited by Bayard Gusse.

B. EDUCATION AND TRAINING SYSTEM

B.1 General overview

B.1.1 Diagram to show the education and initial training system

Key to diagram.

1) The *Collège* provides general education at lower secondary level leading after 4 years to the national certificate (*Brevet*).

2) The "*lycée professionnel*" (Vocational Lycée) is an institution of secondary education providing vocational training at several levels. It takes in pupils who have completed 4 years in a "*collège*" (secondary school). The pupils study for 2 years for the *CAP - Certificat d'Aptitude Professionnelle* (Certificate of Vocational Aptitude) or for the *BEP Brevet d'Etudes Professionnelles* (Certificate of Vocational Study) both of which lead to skilled employment. The vocational *Baccalauréat* takes 2 additional years after the *BEP*.

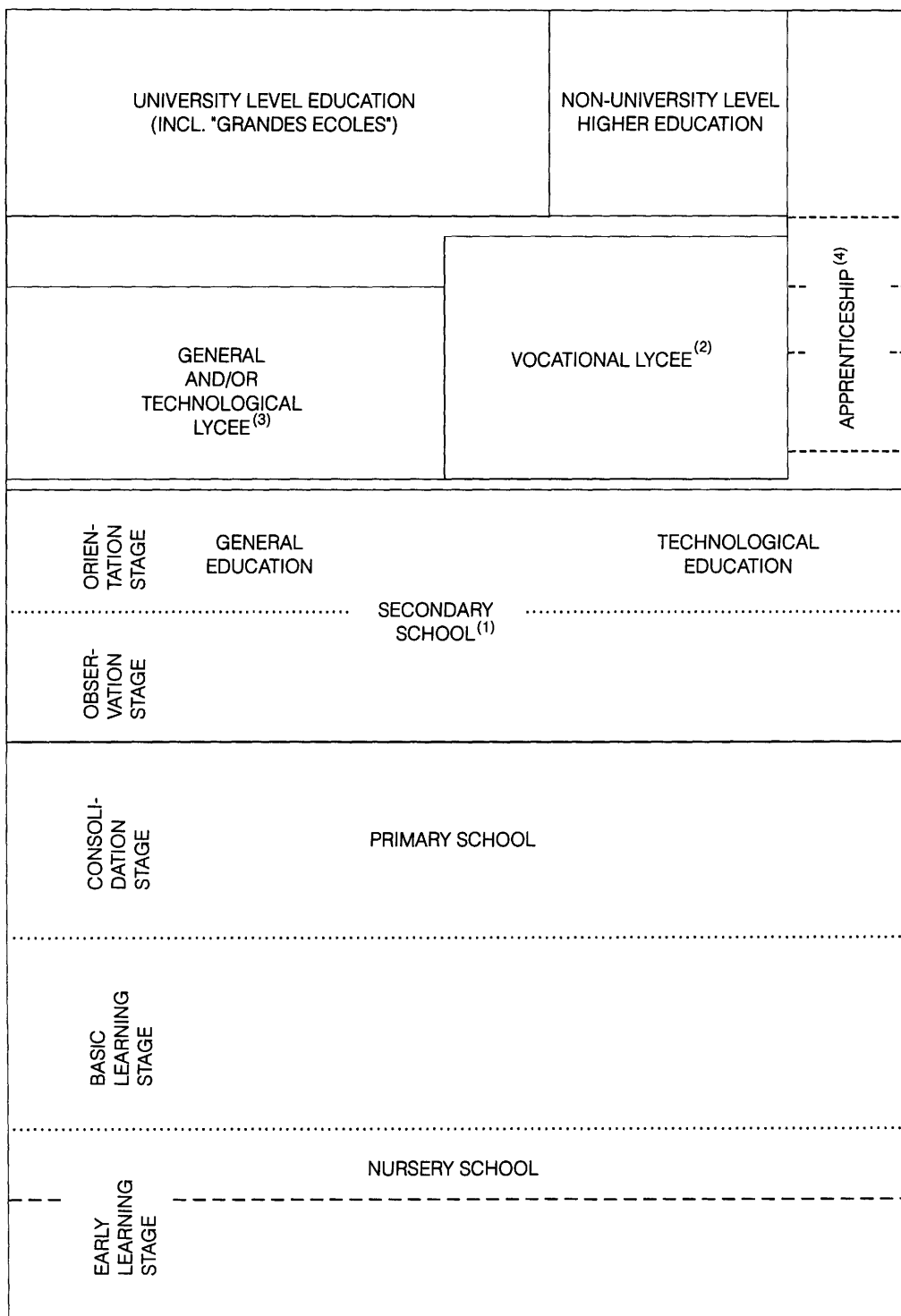
3) The General and/or Technical Education Lycée provides higher secondary education giving access to higher education or working life. Pupils prepare for the General *Baccalauréat* leading to higher education or to the Technological *Baccalauréat (B.Tn)* leading either to higher education or to working life.

4) The *Centre de Formation d'Apprentis* (Centre for Training Apprentices) (*CFA*) provides a theoretical and vocational training; it complements the practical training provided in-company (see B.3.1).

COMPULSORY EDUCATION



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B.1.2 General information sources

Ministère de l'Education Nationale, DITEN - Direction d'information et des Technologies Nouvelles
(Ministry of Education, Information office)

B.2 General education

B.2.1 Structure, duration and aims of education

The education system comprises 3 levels:

First level education is provided in nursery schools and in elementary schools. Nursery school, which is optional, takes children from 2 to 6 years old. Elementary school provides schooling for pupils from 6 years of age for 5 years.

Second level education is provided in collèges and lycées. Pupils enter collège at age 11/12 and remain in it for four years. These four years are divided into 2 cycles of 2 years each, the observation cycle which includes study of a foreign language and the orientation cycle, which can take two different forms: *générale* (general) - chosen by the majority of pupils, with study of a second foreign language, or *technologique* (technological course), which provides a more practical technological education closely linking technological education with general education. At the end of this cycle, all pupils are entered for the *diplôme national du Brevet* after which pupils choose to enter:

a general and technical *lycée*, attended by the majority of pupils. These offer a three year course leading to the general or technological baccalauréat, which provides the following specialisms: literary, scientific, economic and social, technological. After the general or technological baccalauréat, the large majority of pupils continue their training in higher education.

a *lycée professionnel*. This provides a full-time general and vocational training leading over 2 years to the *BEP - Brevet d'Etudes Professionnelles* (Brevet of Vocational Studies) or to the *CAP - Certificat d'Aptitude Professionnelle* (Certificate of Vocational Aptitude). These can be followed by a vocational Baccalauréat (which takes two additional years).

Third level or higher education is provided in the universities, grandes ecoles (higher level professional schools, e.g. engineering, business or veterinary schools) and other establishments (e.g. training centres for nurses or social workers).

In addition to state education, there are two forms of private education: "under contract" education which is subsidised and controlled by the state and "contracted out" education financed entirely by families.

B.2.2 Basic information on costs and grants

School fees

Public schools in France are free; in the private "under contract" system fees are approximately 200 to 1000 FF a month. School fees are higher in the private "non subsidised" system.

Financial assistance

The following grants are available.

For pupils in secondary education:

- state grants awarded to families with low incomes;
- a special grant for pupils in technological and vocational education;
- a grant for female pupils in technological and scientific education.

For students :

- state grants are awarded according to family income;
- regional and local grants.

In addition, bank loans are available to students at reduced rates of interest. The government is also planning to develop a loan scheme for students financed by the state.

For additional information, contact:

Ministère de l'Éducation Nationale, Bureau des aides financières à la scolarité, direction des Lycées et Collèges (Ministry of Education, Office of educational financial assistance, school and Lycée section)

Centre National des Oeuvres Universitaires et Scolaires
(National Student Welfare Office).

B.3 Initial vocational education and training

B.3.1 Initial vocational training

There are a wide variety of vocational certificates available in France. The main ones are:

- the *CAP - Certificat d'Aptitude Professionnelle* (Certificate of Vocational Aptitude) a very specific certificate taking two years of training;
- the *BEP - Brevet d'Études Professionnelles* (Brevet of Vocational Study) a more generalised diploma than CAP, but broadly equivalent. It also takes two years of training;
- the *Baccalauréat Professionnel* (Vocational Baccalaureat). This takes two years of training after a *CAP* or a *BEP*;
- the *Baccalauréat technologique* (Technological Baccalaureat) takes 3 years of training after compulsory education. It usually leads onto a *BTS* or *DUT*.
- the *BTS - Brevet de Technicien Supérieur* (Brevet for Higher Technicians) a specialised diploma taking 2 years of training after a *Baccalauréat*;
- the *DUT - Diplôme Universitaire de Technologie* (University Diploma of Technology) a more generalised diploma than the *BTS* but broadly equivalent and taking 2 years of study;
- the *BP - Brevet Professionnel* (Vocational Brevet) and the *Brevet de Maîtrise* (Master Brevet Certificate) are diplomas of proficiency and training following on from the *CAP* or *BEP*.

With the exception of the last two, all the diplomas can be obtained through full-time education or part-time schooling combined with in-company training. In reality, it is mainly the basic levels of qualification that are obtained via the latter method. Full time training at school is provided by vocational lycées (*CAP*, *BEP*, *Baccalauréat*) or by the general and technological lycées (Technological *Baccalauréat*, *BTS*). The *DUT* is taken in University Institutes of Technology (*IUT*). Sandwich-course training can take different forms (contract of apprenticeship, contract of certification). Generally, the young person is paid by the company and spends up to 75% of their training time in the company, while the remainder is spent in theoretical study.

B.3.2 Initial vocational training for young people without qualifications

The state offers all young people who have not gained a qualification from school the opportunity to gain a vocational qualification. This is funded by *Crédit Formation Individualisé* (individual training credit) which gives access to vocational training. This option, which links the different institutions involved, allows for training to be tailored to the needs of the individual by using new and existing methods (alternance training contracts, alternance training activities, *Contrats Emploi-Solidarité* (employment-solidarity contracts)). It allows for the young individual to carry out their training programme while getting assistance at different stages.

Publications and useful contacts

Délégation à la Formation professionnelle (Office for Vocational Training). A service of the Ministry of Labour, Employment and Vocational Training, which is responsible for the preparation and implementation of vocational training measures for young people who have left school with no qualifications, as well as for people seeking employment. It also has responsibility for continuing training.

Délégation à l'insertion professionnelle et sociale des jeunes en difficultés (The Office of Vocational and Social Integration for Disadvantaged Young People). This office deals with the development and the implementation of training and guidance measures for this target group. It animates and coordinates the activities of *Missions locales* (Local Missions) and *PAIOs - Permanences d'Accueil, d'Information et d'Orientation* (Reception, Information and Guidance Offices) - see C.1.

B.3.3 Indicative participation rates in post-compulsory education and training

In 1990, of the 1.7 million 16 and 17 year olds in France, an estimated 60% were in general education, 27% in full time training, 8% on apprenticeship courses and 2% on other types of alternance-based courses.

B.4 Continuing training

B.4.1 Vocational continuing training and retraining

In France, continuing vocational training is financed mainly by companies, the state and the regions. Continuing training is available to:

- employees training within company training programmes, individuals taking educational leave, employees made redundant and training for another occupation;
- people looking for work;
- different categories of people undertaking training for activities which are not linked to their work.

This is called "*promotion sociale*" (social promotion).

It is organised by:

- public institutions related to different ministries (Education, Agriculture...)
- chambers of Commerce, Trade, Crafts etc.
- private institutions, employers' organisations, associations etc.
- AFPA - l'Association nationale pour la Formation Professionnelle des Adultes* (National Association for the Vocational Training of Adults), a tripartite organisation which is the most important. It operates 135 vocational training centres.

Among the organisations related to the Ministry of Education are:

- CNAM - Conservatoire National des Arts et Métiers* (National Conservatory of Arts and Crafts) and its regional centres;
- GRETA - Groupement d'Établissements de formation continue de l'éducation nationale* (Organisation of public training institutions);
- IUT - Instituts Universitaires de Technologie* (University Institutes of Technology) and universities.

The organisation *Retravailler* (Back to Work) offers women re-entering the labour market opportunities for training and guidance. *Retravailler* is also represented in other countries, for example Italy and Spain.

B.4.2 Distance learning

The *CNED - Centre National d'Enseignement à Distance* (National Centre for Distance Learning) of the Ministry of Education offers 500 different distance learning courses. In 1990, some 240,000 people took part in these courses. Distance learning covers numerous areas of continuing vocational training, such as refresher courses for general qualifications, languages, etc.. Both printed and audio-visual materials are used to deliver training.

AFPA also offers distance learning via *CNEFAD - Centre National d'Enseignement et de Formation à Distance* (National Distance Learning and Training Centre)

B.5 Recognition and comparability of qualifications

Information relating to the recognition and the equivalence of qualifications can be obtained via different bodies such as the National Agency for Employment and the Office of Vocational Training. *Centre INFO* (see A.2.2.2) publishes information on equivalence of qualifications, as well as on the occupations concerned.

AFPA informs its trainees of the equivalence in Europe of the qualifications they have studied for, as a matter of course.

B.5.1 National Academic Recognition and Information Centre

Centre national d'information sur la reconnaissance académique (national information centre for academic recognition -NARIC network).

The functioning of the *Centre national d'information sur la reconnaissance académique* is guaranteed by the *Ministère de l'Éducation Nationale, DAGIC D-3 - Direction des affaires générales, internationales et de la coopération* (directorate of international and general affairs and cooperation), *Bureau de l'information et des comparaisons internationales* (Office for international comparisons).

B.5.2 Bilateral and/or multilateral rulings

A Franco-German agreement on the recognition of vocational training qualifications has led to the mutual recognition of 20 courses. These courses are listed in the agreement.

Useful contacts

Ministère de l'Éducation Nationale, Direction des Affaires générales internationales et de Coopération (Ministry of Education, office of general and international affairs and cooperation)

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

Ministry of Education

Careers guidance and information is provided by a variety of organisations. They are:

- secondary schools (collèges and lycées), their *CDI - Centres de Documentation et d'Information* (Documentation and Information Centres) and their own research staff, supported by the guidance counsellors of the *CIO*;
- at local level: the *CIO - Centre d'Information et d'Orientation* - see A.2.2.1;
- at regional and national level: *ONISEP* (National information service for education and careers) - see A.2.2.1, and its regional offices.

The Ministry of Education has 518 *Centres d'Information et d'Orientation* (information and careers guidance centres) and 4,500 *Conseillers d'Orientation-Psychologues* (psychological guidance counsellors) whose basic responsibility is towards young people in initial vocational training but who will also offer assistance to all those seeking information on initial and continuing training opportunities, a total of almost 5 million people in 1991. Of these, 3.5 million took advantage of information programmes and 2.5 million obtained personalised information on the options open to them.

Ministry of Employment

The main providers of vocational guidance for adults in France are the local offices of *ANPE* (see A.2.2.2).

In 1990, *ANPE* had more than 12,000 employees in 700 local offices. In the course of 1990, 1.7 million job seekers used the services of *ANPE*. *ANPE* offers services for companies and for people in search of employment, training or advice. It conducts activities in four main areas:

- initial assessment;
- careers information;
- advice and vocational guidance;
- placing and help with recruitment.

ANPE has developed guidance and vocational integration services which are responsive to the needs of job seekers and the local labour market. Its advice and guidance services include:

- vocational guidance interviews;
- in-depth guidance interviews;
- in-depth guidance programmes;
- various forms of personal and vocational assessment, skills assessment and work place assessment;
- careers information libraries.

AFPA offers vocational guidance as part of its retraining or refresher courses for the unemployed. It employs 600 occupational psychologists working in 135 training centres who deal with 300,000 clients annually.

CIBC - Centres Interinstitutionnels de Bilan de Compétences (Inter-institutional Centres for Skills Appraisal). A network of 105 centres offering personal and skills assessment for persons seeking employment, vocational training or retraining.

Other Public or Semi-Public Guidance Services

- Missions Locales* and the *PAIO - Permanences d'Accueil, d'Information et d'Orientation* (Local Missions and Reception, Information and Guidance Offices) offers help to disadvantaged young people through its local offices and also collaborates with the *ANPE* and the Ministry of Education in measures to help this group.
- Centre National de Documentation sur les Femmes et la Famille* (National Centre for Documentation on Women and the Family), coordinates the activities of local guidance services for women.
- Maisons de l'Information sur la Formation* and the *Maisons de l'Information Professionnelles* are local information services on training and careers.
- Cité des Métiers* (Association of Crafts) provides information on training courses and offers guidance and skills assessment to the general public.
- The *CIDJ* (see CIDJ A.2.2.1).
- Chambres de Commerce et d'Industrie* (Chambers of Industry and Commerce) have set up information and vocational guidance services. They provide individual guidance and information and lectures on different occupations.
- APEC* (see A.2.2.3).

C.2 Services specifically for foreigners

All the services mentioned in C.1 are available to foreigners.

The *CIO* (see A.2.1 and A.2.2.1) have undertaken to improve the facilities to assist foreigners and French people seeking training and employment abroad. In each *Académie* (region,) a *CIO* is designated to supply European information to French people and foreigners.

ONISEP is actively engaged in developing European careers information.

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

The resource centres listed in A.1 can offer information on such opportunities.

In addition to these centres, there are a certain number of organisations specialised in the search for work experience abroad:

Association Nationale pour les stages à l'étranger (National Association for Placements Abroad). This organisation deals only with institutions;

Association Française pour les stages à l'étranger (French Association for Placements Abroad) for people with technical training;

SESAME: provide information on agricultural jobs (do not provide placements);

AIGLES - Association pour l'innovation en gestion, langues et enseignement supérieur (Association for Innovation in Administration, Languages and Higher Education);

AFS - Vivre sans Frontières (Living Without Frontiers);

Inter-Change;

Jobstages (job training);

Dialogue Jeunesse (youth discussion);

Vacances Jeunes (holidays for young people).

Contact points for EU programmes:

COMETT: *ACFCI - Association des chambres françaises de commerce et d'industrie* (Association of French Chambers of Commerce and Industry);

ERASMUS, **PETRA**, LINGUA, TEMPUS: *CNOUS - Centre National des Oeuvres Universitaires* (National student support centre);

EUROTECNET, IRIS: *RACINE - Réseau d'animation et de capitalisation des initiatives européennes*;

FORCE: *Délégation à la Formation Professionnelle* (Vocational training office);

Jeunesse pour Europe: *INJEP - Institut National de la Jeunesse et de l'Education Populaire* (National Institute for Youth and Community Education).

E. LIVING AND WORKING CONDITIONS

E.1 Pay scales

E.1.1 Remuneration

France has an index linked minimum wage, the *SMIC - Salaire Minimum Interprofessionnel de Croissance*. Apprentices are paid a percentage of the *SMIC* which varies according to age. The *SMIC* is linked to the retail price index and is also adjusted on 1st July each year. The July 1993 rate was 34.83 FF per hour.

E.1.2 Allowances for apprentices

Table 1: Minimum allowances for apprentices
(percentage of *SMIC*)

6-month period of apprenticeship course	1st	2nd	3rd	4th	5th/6th
Age of apprentice					
less than 18	15%	25%	35%	45%	60%
18 and over	25%	35%	45%	55%	70%
21 and over	35%	45%	55%	65%	75%
23 and over	45%	55%	65%	75%	75%

Apprentice pay includes the time spent in off-the-job training.

Publications and useful contacts

CERC - Centre d'Etudes des Revenus et des Coûts (Centre for Study of Incomes and Costs). This centre carries out regular surveys of incomes.

E.2 Opportunities for educational leave

In France, paid training leave is a recognised right. It is available to all paid workers who have worked for 24 months in one occupation, 12 of which must have been with the same employer. The maximum entitlement is one year of full time training and 1200 hours of part time training. In addition there are special provisions for specific groups, eg:

- workers wishing to acquire a first vocational qualification;
- young people of less than 25 years wishing to follow a training course as an *animateur* ("youth worker") in a sporting, cultural or social field.

Publications

Centre INFFO (see A.2.2.2) publishes information on continuing training.

Demandeurs d'emploi: partir en formation (Job Seekers: Moving for Training). A guide summarising the rights and regulations of continuing vocational training for the unemployed.

Salariés: partir en formation (Wage Earners: Moving for Training). A guide summarising the rights and regulations of continuing vocational training for employees.

Guide: passeport pour la formation (Guide: Passport to Training). A guide to all opportunities for continuing vocational training, in particular for women.

Organisations providing information

AFPA (see A.2.2.2).

Retravailler (see B.4.1)

CARIF - Centres d'Animation et de Ressources pour l'Information sur la Formation (Information and Resource Centres for Training).

Leave for skills appraisal

Employees who have 5 years experience in a particular field of which at least 12 months must be with the same company have the right to 24 hours of leave for the purpose of skills appraisal.

Organisations providing information

Ministère de l'Education Nationale, Direction des Lycées et Collèges, Bureau de l'Orientation (Ministry of Education, Office of Lycées and Schools, Guidance Section).

Cité des Métiers (see C.1).

AFPA (see A.2.2.2).

ONISEP (see A.2.2.1).

CIO - Centres d'Information et d'Orientation (see A.2.2.1) (Information and Guidance Centres).

CIJ - Centres d'Information Jeunesse (see A.2.2.1).

ANPE (see A.2.2.2).

APEC (see A.2.2.2).

Délégation à la Formation Professionnelle (Office for Vocational Training).

E.3 Social security

All employees in France are members of the social security scheme.

Pensions

There are more than 500 pension schemes in France. The most common situation is that of private sector employees who are members of the social security scheme (40% of pensioners). These all subscribe compulsorily to the general state pension scheme, as well as to one or more supplementary retirement schemes.

Health insurance

In case of maternity, illness or accident, accident at work or of occupationally related illness, the social security system guarantees:

- total or partial reimbursement of health care costs;
- a substitute income in partial compensation for loss of earnings.

Organisations providing information

Centre de Sécurité Sociale des Travailleurs Migrants (Social Security Centre for Migrant Workers).

E.4 Job placement agencies

The placement of job seekers is carried out by the 700 local offices of *ANPE*.

F. LIST OF ADDRESSES

ACFCI

45, avenue d'Iéna
F-75016 Paris
Tel: (+33) 1-40 69 37 35
Fax: (+33) 1-47 20 61 28

AFPA - Association nationale pour la Formation Professionnelle des Adultes

13, place du Général de Gaulle
F-93108 Montreuil Cedex
Tel: (+33) 1-48 70 50 00
Fax: (+33) 1-48 70 05 79

AFPA CNEFAD

Boîte Postale 1623
68016 Colmar Cédex
Tel: (+33) 89 24 40 24

AFS - Vivre sans frontières

46, rue du commandant Duhail
F-94132 Fontenay-sous-Bois Cedex
Tel: (+33) 1-43 94 11 88
Fax: (+33) 1-48 73 38 32

AIGLES

4 bis, rue de Stael
F-75015 Paris
Tel: (+33) 1-40 56 07 03

ANPE - Direction Générale Le Galilée

4, rue Galilée
F-93198 Noisy Le Grand Cedex
Tel: (+33) 1-49 31 77 12
Fax: (+33) 1-43 05 67 86

ANPE - Agence Nationale Pour l'Emploi

10, place de la Défense
La Défense 4
F-92080 Paris La Défense Cedex 26
Tel: (+33) 1-49 96 06 50
Fax: (+33) 1-47 73 84 89

APEC - Association pour l'Emploi des Cadres

51, boulevard Brune
F-75014 Paris
Tel: (+33) 1-40 52 20 00
Minitel: 36-15 APEC

Association française pour les stages à l'étranger

1, rue du Docteur Schmitt

F-54000 Nancy

Tel: (+33) 83 30 47 56

Association nationale pour la Formation Professionnelle des Adultes - AFPA

13, place du Général de Gaulle

F-93108 Montreuil

Tel: (+33) 1-48 70 50 00

Association Nationale pour les Stages à l'étranger

35, avenue de Ségur

F-75007 Paris

Tel: (+33) 1-40 56 96 59

Centre National de Documentation des Femmes et des Familles

7, rue du Jura

F-75013 Paris

Tel: (+33) 1-43 31 12 34

Fax: (+33) 1-47 07 75 28

CEREC - Centre d'Etudes et de Recherche sur les Qualifications

10, place de la Joliette BP 176

F-13474 Marseille Cedex 02

Tel: (+33) 1-91 13 28 28

Fax: (+33) 1-91 13 28 80

CIO Haguenau (pour Allemagne, Danemark, Luxembourg)

11, rue G. Clémenceau

F-67500 Haguenau

Tel: (+33) 88 93 82 71

Fax: (+33) 88 93 53 16

CIO La Madeleine (pour Belgique, Irlande, Pays Bas, Royaume Uni)

63, rue Georges Pompidou BP 213

F-59562 La Madeleine Cedex

Tel: (+33) 20 51 80 85

Fax: (+33) 20 06 49 11

CIO Marseille (pour Espagne et Portugal)

6, rue du Jeune Anacharsis

F-13001 Marseille

Tel: (+33) 91 54 46 46

Fax: (+33) 91 33 86 40

CEE - Centre d'Etudes de l'Emploi

Le Descartes

129 Promenade Michel Simon

F-93191 Noisy-le-Grand Cedex

Tel: (+33) 1-45 92 68 97

Fax: (+33) 1-49 31 02 44

Centre d'Etudes des Revenus et des Coûts - CERC

3, boulevard Latour-Maubourg

F-75007 Paris

Tel: (+33) 1-47 53 89 63

Fax: (+33) 1-47 05 89 56

Centre d'information internationale Lyon (pour Grèce et Italie)

22, avenue Tony Garnier

F-69361 Lyon Cedex 07

Tel: (+33) 72 73 24 95

Fax: (+33) 72 73 44 02

Centre de documentation et d'information "Sources d'Europe"

Socle de l'Arche

F-92054 Paris la Défense Cedex

Tel: (+33) 1-41 25 12 12

Fax: (+33) 1-41 86 12 13

Centre de sécurité sociale des travailleurs migrants

11, rue de la Tour des Dames

F-75436 Paris cedex 09

Tel: (+33) 1-45 26 33 41

Centre INFFO - Centre pour le développement de l'Information sur la Formation permanente

Tour Europe Cedex 07

F-92049 Paris la Défense

Tel: (+33) 1-41 25 22 22

Fax: (+33) 1-47 73 74 20

Centre National de l'Enseignement à Distance - CNED

Service Central

avenue du Téléport

F-86980 Fururoscope Cedex

Tel: (+33) 49 49 94 94

Minitel: 3614 CNED

CIDJ - Centre d'Information et de Documentation pour la Jeunesse

101, quai Branly

F-75015 Paris

Tel: (+33) 1-44 49 12 34

Fax: (+33) 1-40 65 02 61

Cité des Métiers, Cité des Sciences

30 avenue Corentin Cariou

F-75019 Paris

Tel: (+33) 1-40 05 70 00

CNOUS

6-8, rue Jean Calvin

F-75231 Paris Cedex 05

Tel: (+33) 1-40 79 91 00

Fax: (+33) 1-43 37 43 48

Commission Européenne, Bureau de représentation en France

à Paris:

288, boulevard St. Germain
F-75007 Paris
Tel: (+33) 1-40 63 38 00
Fax: (+33) 1-45 56 94 17

à Marseille:

2, rue Henri Barbusse
F-13241 Marseille Cedex 01
Tel: (+33) 91 91 46 00
Fax: (+33) 91 90 98 07

Vacances Jeunes

88, rue de Miromesnil
F-75008 Paris
Tel: (+33) 1-42 80 39 39

DARES - Direction de l'Animation de la Recherche, des Etudes et des Statistiques

1, place de Fontenoy
F-75700 Paris CEDEX
Tel: (+33) 1-40 56 00 00

Délégation interministérielle à l'insertion professionnelle et sociale des jeunes en difficultés

194 avenue du Président Wilson
F-93217 La Plaine Saint Denis CEDEX
Tel: (+33) 1-49 17 46 46

Délégation à la formation professionnelle

Le Mercure I
31, quai de Grenelle
F-75738 Paris Cedex 15
Tel: (+33) 1-45 78 45 78
Fax: (+33) 1-45 78 45 00

Dialogue Jeunesse

7, rue de Sébastopol
F-94510 La Queue en Brie
Tel: (+33) 1-49 62 76 53

Le magazine l'Etudiant

27, rue du Chemin Vert
F-75011 Paris
Tel: (+33) 1-48 07 41 41

Magazine Phosphore et Magazine Talents

3 rue Bayard
F-75008 Paris
Tel: (+33) 1-44 35 60 60
Fax: (+33) 1-44 35 60 42

EURES Agence Nationale pour l'Emploi

4, rue Galilée
F-93198 Noisy-le-Grand CEDEX
Tel: (+33) 1-49 31 76 37
Fax: (+33) 1-43 05 67 86

EURYDICE Unité française d'EURYDICE

Ministère de l'éducation nationale

DAGIC 7

Bureau de l'évaluation de l'information et des comparaisons internationales

173, boulevard St. Germain

F-75007 Paris

Tel: (+33) 1-40 65 66 65

Adresse postale:

110, rue de Grenelle,

F-75357 Paris Cedex

Tel: (+33) 1-40 65 64 75

Fax: (+33) 1-45 44 57 87

INETOP - Institut National d'Etudes du Travail et d'Orientation Professionnelle

419, rue Gay-Lussac

F-75005 Paris

Tel: (+33) 1-44 10 78 10

Fax: (+33) 1-43 54 10 91

INJEP - Institut National de la Jeunesse et de l'Education Populaire

Val Flory

rue Paul Leplat

F-78160 Marly-le-Roi

Tel: (+33) 1-39 17 27 68

INSEE - Institut National de la Statistique et des Etudes Economiques

18, boulevard Adolphe Pinard

F-75765 Paris Cedex 14

Tel: (+33) 1-41 17 50 50

Fax: (+33) 1-41 17 66 66

Inter-échanges

9 bis, rue de Valence

F-75005 Paris

Tel: (+33) 1-43 37 42 69

IRIS

Racine

18, rue Friant

F-75014 Paris

Tel: (+33) 1-40 44 80 20

Fax: (+33) 1-40 44 79 72

Jobstages

125, rue du vieux pont de Sèvres

F-92100 Boulogne-Billancourt

Tel: (+33) 1-46 20 49 18

MISSOC Ministère des Affaires sociales - Direction des conventions internationales
8, avenue de Ségur
F-75007 Paris
Tel: (+33) 1-40 56 70 18

Ministère de l'Education Nationale
107, rue de Grenelle
F-75007 Paris
Tel: (+33) 1-49 55 10 10

Ministère de l'Education Nationale - Direction des lycées et collèges, bureau de l'information et de l'orientation
142, rue du Bac
F-75007 Paris
Tel: (+33) 1-49 55 37 48
Fax: (+33) 1-49 55 29 39

Ministère de l'Education Nationale - Direction des affaires générales, internationales et de coopération
173, boulevard St Germain
F-75007 Paris
Tel: (+33) 1-40 65 65 40

Ministère de l'Enseignement Supérieur et de la Recherche
1, rue Descartes
F-75231 Paris Cedex 05
Tel: (+33) 1-46 34 35 35

Ministère de l'Enseignement Supérieur et de la Recherche - Direction des enseignements supérieurs
Bureau de l'orientation et de l'insertion professionnelle
61-65 rue Dutot
F-75732 Paris Cedex 15
Tel: (+33) 1-40 65 65 40
Fax: (+33) 1-43 06 65 23

NARIC Ministère de l'Education nationale
DAGIC D3
173, boulevard St. Germain
F-75006 Paris
Tel (+33) 1-40 65 65 90
Adresse postale:
110, rue de Grenelle,
F-75357 Paris Cedex
Tel: (+33) 1-40 65 66 53

ONISEP - Office National d'Information sur les Enseignements et les Professions
12, Mail Barthélémy Thimonier
F-77185 Lognes
Tel: (+33) 64 80 35 00
Fax: (+33) 64 80 35 01

PETRA *Unité Nationale de Coordination CNOUS*

6-8, rue Jean Calvin
F-75005 Paris
Tel: (+33) 1-40 79 91 49
Fax: (+33) 1-43 37 44 78

Phosphore

3, rue Bayard
F-75008 Paris
Tel: (+33) 1-44 35 60 60
Fax: (+33) 1-44 35 60 42

RACINE

18, rue Friant
F-75014 Paris
Tel: (+33) 1-40 44 80 20
Fax: (+33) 1-40 44 79 72

Retravailler

21, rue Gustave Lepeu
F-75011 Paris
Tel: (+33) 1-43 67 09 92

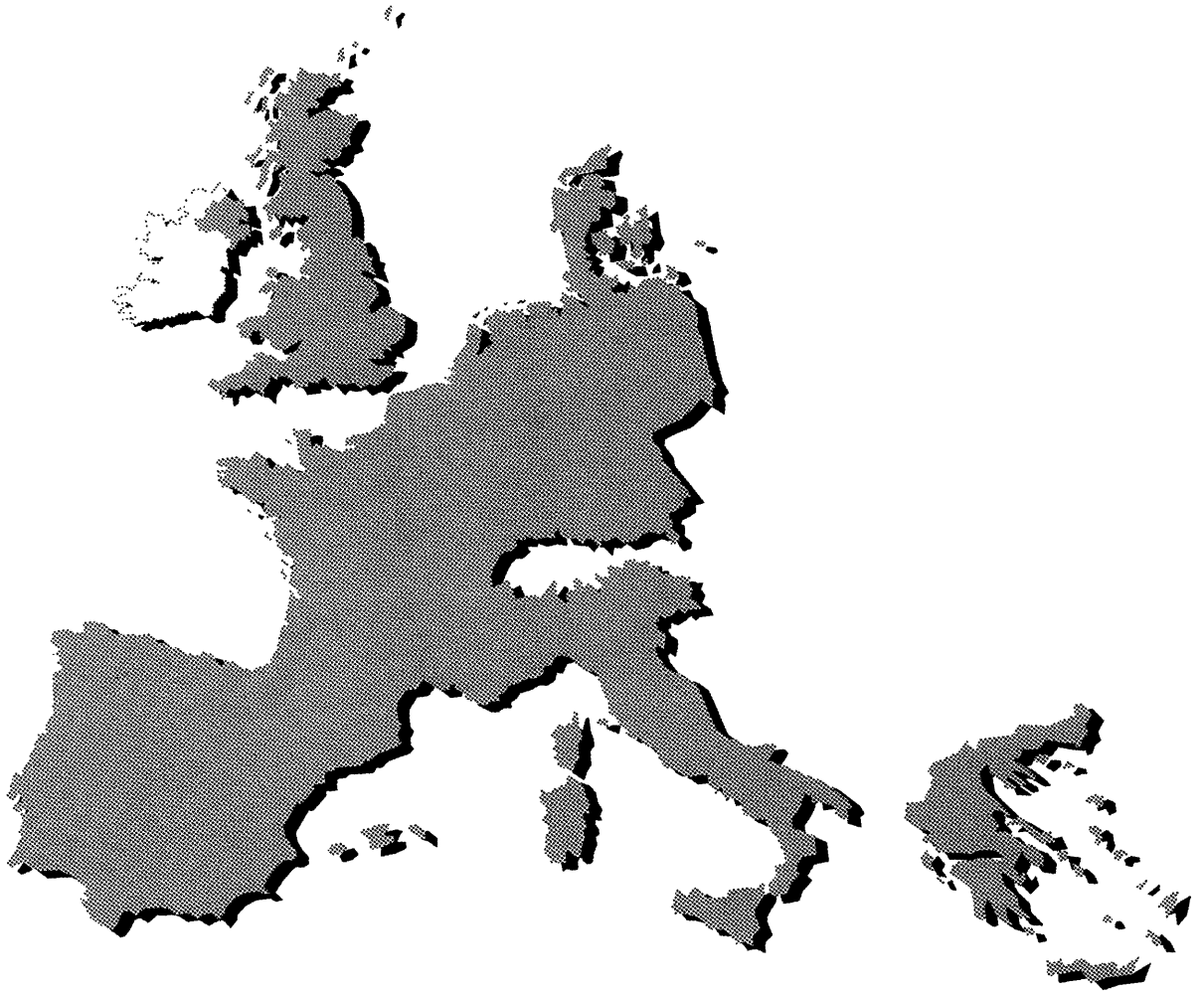
Secrétariat franco-allemand

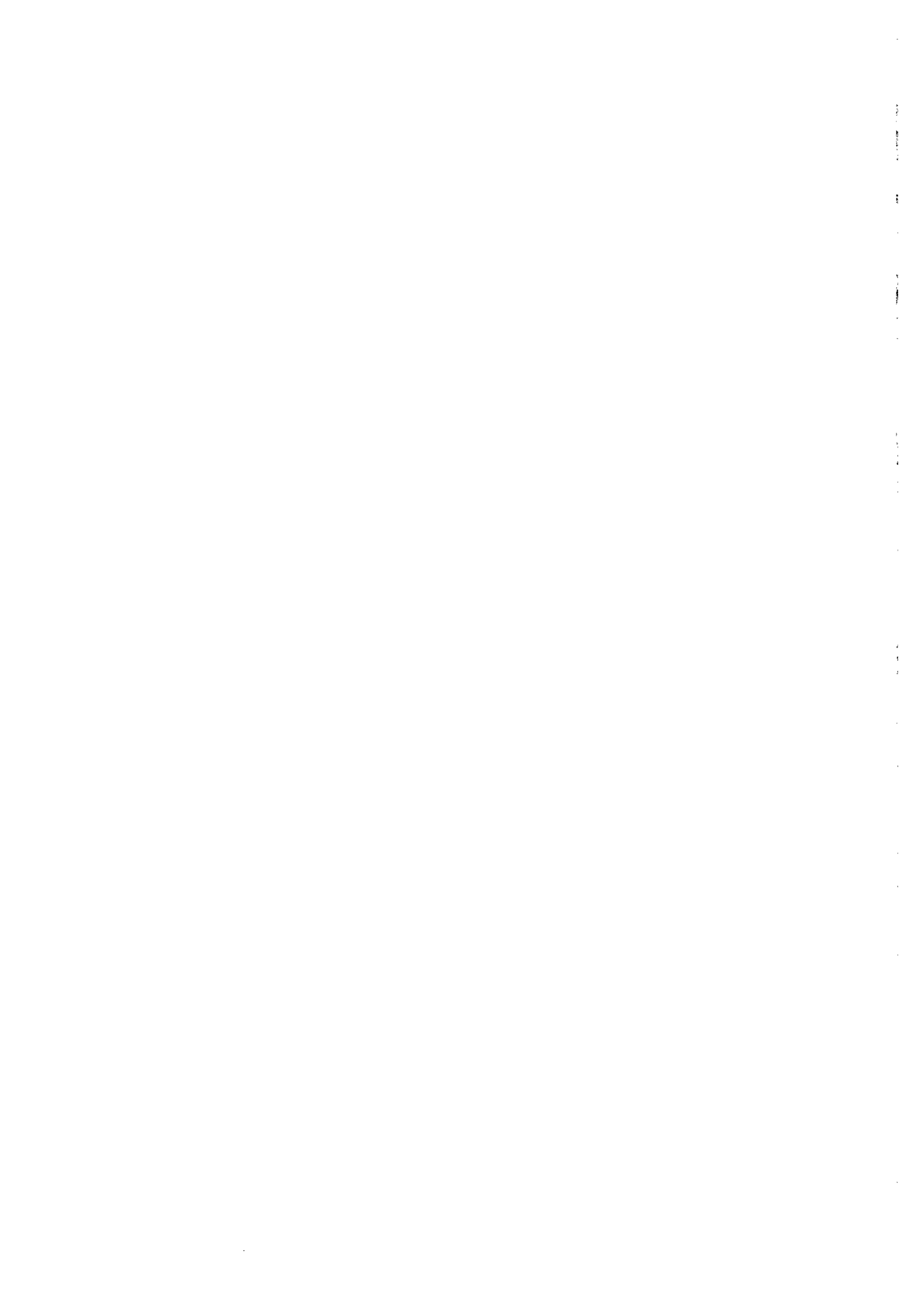
Am Ludwigplatz 6
D-66117 Saarbrücken
Tel: (+49) 681-5006180

SESAME

9-11 square Gabriel Fauré
F-75017 Paris
Tel: (+33) 1-40 54 07 08

IRELAND





General information

The Irish Republic (Eire) forms 80% of the island of Ireland and shares a land border in the North with Northern Ireland. The United Kingdom lies to the east across the Irish Sea.

The national flag is green, white and orange. The languages are Irish and English and the capital is Dublin (*Baile Atha Cliath*).

Area and population

Area - 68,895 sq.km. (26,595 sq.miles)

Population (1993) - 3,5 million

Population density - 50 per sq.km. (131 per sq.mile)

Political system

Ireland is a republic with an elected parliament called "*The Dáil*".

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A. INITIAL REFERENCE POINTS

A.1 National centres in the European network of guidance resource centres

PETRA NCU National Vocational Guidance Centre

Established under Action III of **PETRA** in October 1992, this centre is based in the **PETRA** National Coordination Unit at *LEARGAS - Exchange Bureau* (Department of Education). It provides an information service on vocational education and training and higher education in the EU, supplies printed information, a newsletter, research facility, project development, training, and enquiry service and works in collaboration with the *Institute of Guidance Counsellors* and the *National Information in Technology Education Centre (NITEC)* in the development of a data base on vocational, technical and higher education and training.

In 1992, a national centre was established in *FÁS* in order to facilitate access for young people and adults to information on how to choose a career as well as on education and training opportunities in Ireland and other Member States. *FÁS* has direct contact with the public via 70 offices located throughout the country.

A.2 Other contact points and principal information sources

A.2.1 Overseeing, decision-making and administrative bodies

AGCSI - Association of Graduate Career Services in Ireland, for careers and appointments officers in higher education.

An Bord Altranais - State agency responsible for the training of nurses.

AONTAS - The National Association for Adult Education.

BIM - State agency for education and training of personnel in the fishing industry.

CAO - Central Applications Office. The purpose of the CAO is to coordinate and process applications to all public higher education institutions.

CAS - Central Admissions Services. Umbrella organisation for technical colleges. Works in conjunction with CAO in the processing of applications for higher education.

CERT - Council of Education, Recruitment and Training for Hotel and Catering Industry. A recruitment, training, accreditation and placement organisation.

COILLTE - State agency for vocational training for the forestry industry.

Department of Education.

Department of Enterprise and Employment.

Department of Social Welfare.

Employment Equality Agency.

FÁS (Training and Employment Authority)

Provides:

- training, employment, and careers information service;
- enterprise training and services to industry;
- employment possibilities;
- EURES - transnational job placement and advisory service

There are local *FÁS* offices throughout the country.

FORBAIRT - Development agency for indigenous industry and the food sector which includes the National Science and Technology Agency.

IBEC - *Irish Business and Employers Confederation*.

IDA - *Industrial Development Agency* - for overseas companies setting up in Ireland.

Institute of Guidance Counsellors - A representative body for professional guidance personnel.

LEARGAS Exchange Bureau - Provider of management and development services on behalf of government departments and the EU, to a broad range of transnational youth, education and vocational training programmes including **PETRA**.

NCVA - *National Council for Vocational Awards* is an accreditation body for vocational education and training.

NITEC - *National Information Technology in Education Centre*. Hosts a wide range of data bases for use in education and vocational training and provides on-line and international electronic communications network.

National Youth Council of Ireland.

NRB - *National Rehabilitation Board* is the statutory body for guidance, training and placement services for the disabled.

TEAGASC - *Agriculture and Food Development Authority* is a state agency providing advisory, research, education and training services to the agriculture and horticulture industry.

A.2.2 Handbooks, publications and data bases

An Bord Altranais, brochure on training (see A.2.1)

AGCSI - *Graduates and their Careers* (occasional) (see A.2.1)

AONTAS Directory of Adult and community Agencies, *AONTAS Newsletters* both published by AONTAS (see A.2.1)

Applying to College (annual) published by *Undergrad Publications*, Rock Cross, Cavan

Best Guides - Regional Technical Colleges, Private Colleges (annual) published by Best Guides, Old Chapel, Bandon, Co. Cork

Careers and Courses (annual) published by Celtic Press, Dublin 8

CERT - leaflets, brochures and videos (see A.2.1)

COILLTE - various publications on training (see A.2.1)

Directory of Approved Courses in Higher Education (annual) published by *National Council for Educational Awards*, Dublin 1

Economic Status of School Leavers (annual) distributed by *Government Publications Office*, Dublin 2

Employment Equality Agency - brochures on Employment Equality

FÁS careers information leaflets, brochures on training, positive action programme for women (see A.2.1)

First Destination of Award Recipients (annual) published by the Higher Education Authority, Dublin 2

Further Studies and Professional and Vocational Courses in Ireland published by AGCSI

Higher Education, Training and Work in Europe: a handbook for guidance counsellors published by the *Institute of Guidance Counsellors* (see A.2.1)

Initial Vocational Education and Training Guide published by **PETRA** NCU, Leargas, 1992

Irish Youth Handbook, Ireland - Guide for Young Visitors (ERYICA) available from *National Youth Council of Ireland* (Both published in English and French)

NCVA - various publications on vocational education and training qualifications

QUALIFAX (annual) - database of vocational, technical and higher education and training published by the *Institute of Guidance Counsellors* (see A.2.1)

Student Guide to Job Hunting published by AGCSI.

Student Yearbook & Career Directory published by *Student Yearbook*, Malahide, Co. Dublin

TEAGASC - various publications on training in agriculture and horticulture

B. EDUCATION AND TRAINING SYSTEMS

This section presents an overview of the structure of education in Ireland and details the different structures and paths of (initial) vocational education and training and further education. The diagram in the following subsection illustrates the present education system from nursery school to the highest level of education.

B.1 Diagram of the education and initial training systems.

The diagram shows the structure of the education and initial training system in Ireland.

Key to diagram

1. There is no national system of pre-school education in Ireland. However primary (National) schools may accept pupils on or after their 4th birthday. Existing pre-school services are mainly private and not part of the formal education system. The average age for starting school is five years.
2. Second-level schools cover lower and upper secondary education - Junior and Senior Cycles. The four main types - Secondary, Vocational, Comprehensive and Community - all now offer a comprehensive curriculum combining academic and vocational subjects. The Transition year, a one-year interdisciplinary programme, either at the end of full-time schooling or in preparation for the Senior Cycle, is offered in a limited number of schools. The Junior Cycle leads to the new Junior Certificate providing access to the Senior cycle.
At Senior cycle the main courses are the 2-year Leaving Certificate leading to higher education or employment and the Vocational Preparation and Training Programme which prepare for working life.
3. Youthreach is an education and training programme available to young people who have left school with no formal qualification. It lasts 2 years (a Foundation year and a Progression year). It is run jointly by the education authorities (Vocational Education committees - VEC) and the Vocational Training and Employment Authority (FAS).
4. Training courses of various lengths are provided by FAS for unemployed young people: Skills Foundation, Community Youth Training, Local Training Initiatives.
5. Sectoral training is provided in areas such as Nursing, Farming, Fishing etc.
6. Vocational Education Colleges are the main providers of Vocational Preparation and Training Programme 2 (VPT 2), also known as Post Leaving Certificate (PLC). This programme, which varies in duration from one to three years, is aimed at young people who have completed Senior Cycle Education.

COMPULSORY EDUCATION



	UNIVERSITIES	TECHNICAL COLLEGES COLLEGES OF TECHNOLOGY	SPECIALIST AND PRIVATE COLLEGES	VOCATIONAL EDUCATIONAL COLLEGES ⁽⁶⁾	SECTORAL VOCATIONAL TRAINING ⁽⁵⁾
18	SECOND-LEVEL EDUCATION ⁽²⁾ SENIOR CYCLE				APPRENTICE-SHIP
17				VOCATIONAL TRAINING ⁽⁴⁾	
16	TRANSITION YEAR ⁽²⁾	VOCATIONAL ⁽²⁾ PREPARATION AND TRAINING	YOUTH ⁽³⁾ REACH		
15					
14	(2) SECOND LEVEL EDUCATION-JUNIOR CYCLE (SECONDARY, VOCATIONAL, COMPREHENSIVE, COMMUNITY SCHOOLS)				
13					
12					
11					
10					
9	FIRST LEVEL (PRIMARY) EDUCATION (NATIONAL SCHOOLS)				
8					
7					
6					
5	FIRST LEVEL (PRIMARY) EDUCATION (NATIONAL SCHOOLS)			PRE-SCHOOL ⁽¹⁾ EDUCATION	
4					

B.2 General education

B.2.1 Structure, duration and aims of education.

The Republic of Ireland, a small, independent democratic country has a well developed educational system. Since the majority of the population belongs to the Catholic religion, the church has been deeply involved in the development of this system. The educational system is predominantly a state-aided one, with the state providing the majority of the funding and through the Department of Education, exercising a predominant role in determining educational policy.

There are three main types of second level schools - secondary schools, vocational schools, comprehensive and community schools.

Traditionally, secondary schools provided an academic (grammar school) type education while vocational schools focused on the development of manual skills and the preparation of young people for trades. However, in recent years a general consensus has emerged whereby all types of secondary-level schools attempt to offer a comprehensive curriculum including both academic and vocational subjects.

The Irish second-level education system consists of two phases -the Junior Cycle and the Senior Cycle.

□ The Junior Cycle is usually of three years' duration for pupils aged 12 to 15 years. Pupils follow general education courses set out in a national curriculum for the first three years of second-level education and then sit a national Junior Certificate examination - a new post-primary Junior Cycle curriculum which came into operation in the school year 1989/90. The Junior Certificate programme provides a coherent and consistent educational experience, through a broad, balanced programme, while encouraging young people to make connections between the different subject areas. Following this programme about 80% of pupils go on to the Senior Cycle programme.

□ The Senior Cycle is usually of two to three years' duration and is a programme which is designed to equip the student for immediate entry into society or for a course of further study at a third-level college. The Senior Cycle leads to the Leaving Certificate examination normally taken at 18 years of age. A Leaving Certificate Vocational Programme, a subset of the Leaving Certificate course, is also provided with a special emphasis on new technology and EU language training.

A transition year is also available for pupils after Junior Certificate in some second-level schools throughout the country. No specific course is laid down nationally for the transition year option, schools must therefore plan their own transition year programme. The transition year usually allocates two-thirds of the school week to general studies and the remainder of the time is given to some form of work experience, personal development programmes and, in many schools, to commercial studies. Most students go on to take their Senior Cycle.

A variety of training courses are available in second-level schools for those who wish to leave mainstream education after completing the period of compulsory schooling. These include VTP 1 and Senior Certificate 1 & 2 (see A.3.1). These courses are being modified and will be replaced by the Leaving Certificate Applied Programme in 1994. For those who leave after the Leaving Certificate vocational education and training programmes, VTP 2 (see A.3.1) are mainly offered by Vocational Education Committees (VECs), and Community and Comprehensive schools. Technical education is provided in Technical Colleges throughout the country. Approximately 28% of school leavers enter Technical Colleges. Training agencies, eg CERT, COILLTE, FÁS, TEAGASC, also provide courses for school leavers. The system for entry into third level colleges is by means of a points system. Points are allocated to grades obtained in the Leaving Certificate. Each third level course has a specific points requirement depending on the number and educational achievement of applicants.

B.2.2 Basic information on costs and grants

In general, second-level education is free in Ireland but there are some private fee-paying schools which also follow the central curriculum and regulations provided by the Department of Education. In all schools pupils have to pay for books, uniforms and examination fees. The Department of Education provides grants to children in need to assist with the purchase of books. In some cases, grants can include examination fees. Pupils can get information on grants from the Principal of the school.

B.3 Initial vocational education and training

B.3.1 Structure, duration and the level of qualification attainable

There are two different vocational training paths that can be followed in Ireland. It is compulsory under the Irish School Attendance Act of 1926 to attend school between the ages of 6 years to 15 years. The last three years of compulsory education usually take place in one of the main types of second-level schools - secondary, vocational, comprehensive and community. Basic initial vocational training starts at this stage. Although, traditionally, secondary schools provide an academic (or grammar school) type of education, in recent years they have been increasingly influenced by the practical and technical content of vocational education. Vocational and community and comprehensive schools provide a full range of both academic and vocationally related subjects and training. These schools are funded by the State and run under the responsibility of statutory local VECs or directly by the state.

Full-time vocational training in second-level schools is under the Vocational Preparation and Training Programme (VPT). This aims to prepare young people for the world of work. It is made up of two separate levels - VPT 1 and VPT 2.

VPT 1 is a one year programme designed as a preparation for work or as a basis for entry into a further year of vocational training. It is aimed at young people in the 15 to 18 year age group who are preparing to enter the labour market but who require basic vocational training to enhance their prospects of employment. Approximately 12% of school leavers participate in VPT 1.

VPT 2 courses, also known as Post Leaving Certificate (PLC), vary in duration from one to three years. The course content is vocational and theoretical but this balance depends on the nature of the programme. Work experience is an obligatory part of the course. Approximately 30% of school leavers undertake VPT 2.

Both VPT 1 and VPT 2/PLC courses are accredited by the National Council for Vocational Awards. VPT 1 courses approximate to CEDEFOP level 1 while VPT 2/PLC approximate to CEDEFOP levels 2 or 3 depending on the duration of the course.

B.3.2 Apprenticeships

Ireland does not have a single system for training young people. Broadly, the principal paths are apprenticeships, training at school, full-time training post-school, technical qualifications at third level and part-time training while in employment. FÁS (see A.1 and A.2.1) provides apprenticeship programmes which are the traditional path to skilled employment in Ireland. FÁS has national responsibility for apprenticeship in industry and it works with the Department of Education in providing suitable training and education. Apprenticeships primarily operate in a number of "designated trades" in engineering, construction, motor, electrical, printing and furniture sectors. A new standards based apprenticeship scheme commenced in 1993 for some of the 2.5% of school leavers who pursue

apprenticeships annually. It is based on uniform, pre-specified and industry-agreed standards, derived from the current and future needs of Irish industry.

To help apprentices achieve these standards, the new scheme provides alternating phases of on-the-job and off-the-job training in conjunction with FÁS Training Centres (see A.1 and A.2.1) or Colleges. On successful completion of the new *Standards Based Apprenticeship*, apprentices will receive a National Craft Certificate, recognised in Ireland, as well as other EU and non-EU countries. This nationally and internationally recognised certificate will be a compulsory requirement for craftsperson status and will enhance the status of Irish companies employing craftspersons.

Apprenticeships also exist in other areas. There is a Farm Apprenticeship Scheme involving on-farm practical experience and off-farm technical training. TEAGASC (see A.2.1) is the body responsible for initial training in the agricultural sector.

Persons entering the catering follow National Certificate courses either full-time or on a day-release basis over one or two years. CERT is the body responsible for initial training in the hotel, catering and tourism sector.

B.3.3 Initial training schemes for people with special needs

Disadvantaged young people

In Ireland, there are special initial training schemes for specific groups of people, ie educationally or socially disadvantaged people. YOUTHREACH is a joint initiative of the Department of Enterprise and Employment and the Department of Education aimed at the most disadvantaged school-leavers who find it difficult to get a secure foothold in the labour market. It provides for up to two years of coordinated training/education plus work experience. FÁS (see A.1 and A.2.1) also runs basic training programmes for young people who have obtained their Junior Certificate but who have failed to attain employment.

There are special Traveller Training Workshops which are run to provide training for members of the travelling (itinerant) community. The workshops are run by local management committees with funding and teaching resources from FÁS. The training courses are of one years' duration and provide basic vocational skills to mainly poorly educated young people.

The provision of vocational training for the disabled is the responsibility of the Department of Health. The National Rehabilitation Board provides vocational assessment, guidance services, training and a job placement service. There are approximately 40 organizations, mainly voluntary, operating in this area. They run training programmes, special care units, special schools, clinics and sheltered employment workshops. Nearly 5,000 persons were trained by these organizations in 1989.

Foreigners and ethnic minorities are entitled to the same treatment as Irish citizens.

B.4 Continuing training

B.4.1 Links between initial training and continuing training for adults

The main providers of part-time continuing training for adults are Vocational Education Committee schools and community and comprehensive schools. Most third-level colleges are also actively involved in the provision of adult education through many courses.

Second chance education for long term unemployed adults over 21 years is provided in the *Vocational Training Opportunities Scheme (VTOS)*. This scheme is mainly provided by the VECs. It may be taken on a full-time or part-time basis. Curricula vary according to local needs and may include mainstream national qualifications such as the Leaving Certificate.

B.4.2 Continuing training and retraining for adults and women wishing to restart work

There are a number of continuing training and retraining programmes for adults in Ireland. The main public training and retraining programmes are offered by FÁS (see A.1 and A.2.1). Many companies provide their own in-company training programmes to keep abreast of the changing needs and developments.

FÁS (see A.1 and A.2.1) is the major provider of skills training programmes and external training. Its training centres provide almost 150 courses. These are targeted at the unemployed, those wishing to update their skills or change jobs, school leavers unable to obtain employment and persons wishing to return to work. The duration of these training courses varies but on average they are six months long. Courses provided range from specific employment skills through enterprise training for entrepreneurs, to remedial training for the socially disadvantaged who can avail themselves of curricula in special training programmes and in community workshops. Those already in employment who wish to update their skills are also trained.

FÁS runs more general training programmes for the unemployed. The *Retraining of Experienced Workers Programme* provides a mixture of basic skills training and work experience for older persons. The *Social Employment Scheme* is designed to help long-term unemployed people over 25 years of age to make a worthwhile contribution to the development of their community. Those involved are re-introduced to the discipline of working and are enabled to learn new skills or to develop existing ones. The Positive Action Programme in Favour of Women, run by FÁS provides opportunities for women to take up a more active role in the labour market. It encourages increased female participation in sectors of the labour market traditionally dominated by men. The Return to Work courses are specifically aimed at women and the high level of demand for these courses reflects the amount of women wanting to re-enter the labour force.

B.5 Recognition and comparability of qualifications

B.5.1 NARIC - The National Academic Recognition Information Centre

NARIC services are not available to the general public but may answer queries of individual enquirers. For further information contact NARIC's *Information Centre at the Higher Education Authority* (see list of addresses).

B.5.2 Organisations/agencies concerned with recognition and comparability of qualifications

FÁS (see A.1 and A.2.1) has been given responsibility by the Ministry for Enterprise and Employment for the provision and dissemination of information to interested parties in Ireland. A reference manual is provided with information on comparability of vocational training qualifications as agreed and published by the European Commission.

B.5.3 Existing bilateral or multilateral agreements

Between Ireland and the United Kingdom, there are Joint Certification agreements. Joint Certification is certification issued under the joint authority of two awarding bodies. The Certificate bears both logos and is signed by an executive of each body. All trainees on specific skill training courses are eligible for joint certification on the basis of FÁS assessments or City & Guilds examinations.

Mutual recognition agreements for certain FÁS qualifications have been reached with Germany and France. Further information from FÁS (see A.1 and A.2.1).

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

In Ireland most of the guidance services available are based within educational institutions. These services are well developed within the second- and third-level systems. Information and advice can be obtained at all FÁS offices, *Youth Information Centres*, and *Unemployment Resource Centres* (Irish Congress of Trade Unions). Professional guidance services for the long-term unemployed are provided through Area Development Management Companies set up by the social partners.

The Psychological Service within the Department of Education is responsible for the development of the guidance and counselling services within the school system. Guidance and counselling services, in this context, encompass the three dimensions of career, educational, and personal/social guidance. The guidance counsellor works in cooperation with other school staff in identifying guidance and counselling needs and priorities, and arranges programmes and services to meet those needs. Guidance Counsellors undertake postgraduate professional training in guidance and counselling, and continue their in-career professional development in areas such as counselling, psychological testing, career information, management and programme planning. Guidance provision ranges along the spectrum from careers education modules to individual counselling. Most schools have a careers library, with local and national information on careers, third level courses, and training opportunities.

In universities, the Careers and Appointments Services with professional staff members advise undergraduate and postgraduate students on all matters relating to further studies, career choice and employment. All students have access to careers libraries which contain substantial information on job opportunities, postgraduate courses, employers, career information etc. Over the years, close links have been established with a wide range of large and small employers at home and abroad.

FÁS staff give advice and information on training and employment opportunities, undertake screening for FÁS training courses, and include a module on job search skills in their training courses. The target groups cover all main categories of job seekers from inexperienced to experienced, unskilled to highly skilled, professionals and graduates. FÁS provides careers information leaflets through a variety of contact points, eg FÁS Employment Services Offices and schools, to assist job seekers in their career decision making.

The *National Rehabilitation Board* through its *Psychological Service* and *Vocational Officers* provides guidance, education, training and placement services for physically disabled persons.

CERT (see A.2.1) also provides a wide variety of advice and information. Career information packs are available to all second level schools, FÁS offices, and local libraries. Career videos are also available on loan free of charge.

AGCSI - The *Association of Graduate Careers Services in Ireland* was established in the early 1970s to encourage and develop cooperation among university careers services. The association initiated the annual surveys and reports on graduate employment from information obtained from the various colleges.

TEAGASC (see A.2.1) gives talks about careers in agriculture and produces leaflets on agricultural courses and careers.

The *Institute of Guidance Counsellors* represents over 600 members whose work is day-to-day contact with pupils in the context of career, educational and personal-social decision making. Their job is to

deliver personal, educational and vocational guidance in most of the second level schools of the country. The counsellors have responsibility, amongst others, for liaison with further education and training agencies. They assist the students to deal with the mass of information available on third level and post Leaving Certificate courses in Ireland and abroad, and provide supportive counselling for career and life choices. Guidance Counsellors assist the development of students throughout their schooling. Psychological testing is employed to facilitate this process. Private guidance agencies exist for their clients of all ages.

C.2 Guidance services provided specifically for foreigners

Information and services available to Irish nationals are also available to foreigners.

The **PETRA** NCU National Vocational Guidance Centre answers queries addressed to it by the **PETRA** National Centres of other Member States. The *Irish Council for Overseas Students* provides a useful information and advice service to foreign students and trainees.

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

D.1 Transnational programmes:

Coordinating Units for EU programmes:

ARION: Department of Education.

COMETT: Information Centre: FORBAIRT.

EC Teacher Exchange: Leargas Exchange Bureau - Higher Education Authority

EURES - European Employment Service. National Coordinating Unit: FÁS.

EUROCOUNSEL: c/o European Foundation for the Improvement of Living and Working Conditions.

EUROFORM: National Coordination Unit: *Leargas Exchange Bureau*.

EUROTECNET: The National Animation and Dissemination Unit: FÁS.

EURYDICE: Department of Education.

FORCE: National coordination unit Ireland - FÁS.

HORIZON: (disabilities) - *National Rehabilitation Board*.

HORIZON: (disadvantaged) - FÁS.

IRIS: contacts in Ireland: FÁS and *Employment Equality Agency*.

LINGUA: Coordinating Agency - Department of Education.

NOW: *Council for the Status of Women*.

LINGUA Actions I, III and V: *The Linguistics Institute of Ireland*.

PETRA Actions I, II and III: *Leargas Exchange Bureau*.

POVERTY 3: Combat Poverty Agency.

ITE - *The Linguistics Institute of Ireland*: the national centre for research on language teaching, learning and maintenance. It is fully funded by the Department of Education.

LINGUA Action IV: *Leargas Exchange Bureau* - National Agency set up by the Department of Education to promote and develop exchange programmes.

MISSOC: Mutual Information System on Social Protection.
c/o Department of Social Welfare

NOW: Department of Enterprise and Employment

TEMPUS: Contact Higher Education Authority

YOUTH FOR EUROPE: National Agency - *Leargas Exchange Bureau*

Additional addresses of the correspondents for Community programmes and Community networks at the national level can be obtained from the relevant national institutions and services or from the office of the Commission of the European Union in Ireland. A useful publication giving details of the correspondents is *CONASC*, published by the **PETRA** National Coordination Unit at *Leargas*.

D 2. Legal and social status of foreign participants in education, training and work experience programmes.

EU nationals who are considering moving to Ireland for employment should send their applications through the EURES (European Employment Services) system.

All EU nationals receive the same treatment as Irish citizens when seeking employment or applying for training schemes in Ireland.

EU nationals already in Ireland should call into their local FÁS (see A.1 and A.2.1) office where they can register for employment.

Further information on this issue is available from EURES or from the **PETRA** National Vocational Guidance Centre (see C.2).

E. LIVING AND WORKING CONDITIONS

E.1. Minimum wages and training allowances

In Ireland there is no general minimum wage legislation. However, the Payment of Wages Act 1979 provides the legal framework for mutual agreement between employer and employees for the payment of wages other than in cash. Either the employer or employees or their trade unions may seek to have wages paid by a non-cash method. The Act lays out the process and procedure involved for such payments.

E.1.1 Remuneration for apprentices and trainees

Apprentice remuneration varies according to the type of apprenticeship. The following are indicative rates of pay as a percentage of the full rate for the job for a fully trained person.

1st year - 30-33%
2nd year - 40-50%
3rd year - 50-75%
4th year - 80-90%

Trainees taking part in company-based initial training usually have an agreement with the employer. No specific rates of remuneration are laid down.

E.1.2 Legal regulations relating to hours of work and regulations in collective agreements

For over 18s, the normal working week is now about 40 hours. If doing shift work, each shift must not be longer than nine hours with an interval of at least fifteen minutes being allowed between three and four hours after the commencement of each shift. Workers must not work two consecutive shifts and eight hours must elapse between each spell of shift work. People under 18 are prohibited from working between 8.00 pm and 8.00 am. The normal working hours in the agricultural industry is 39.

E.1.3 Protection of young workers

The main purpose of "The Protection of Young Persons (Employment) Act 1977" is to extend the scope of the legislative protection given to workers under the age of 18. It contains provisions about the minimum age for entry into employment, sets limits to the working hours of young people, provides for breaks and prohibits night work. It requires employers to keep records of the ages and working times of employees under age 18.

E.2 Availability of educational leave

There is no legal entitlement to educational leave. It is left to individual employers to decide on this matter (see B.4 for information on continuing and in-service training).

E.3 Social security and unemployment benefit

Unemployment benefit is a weekly payment to those who are out of work. Persons must be available for and genuinely looking for work, be able to work, be under the age of 66 and be registered with FÁS.

For further information refer to the Department of Social Welfare or Department of Enterprise and Employment.

E.4 Job placement agencies

The largest public placement service in Ireland is FÁS. FÁS provides practical advice, information, training and placement to help the unemployed secure employment. FÁS caters for the general public and not for specific sectors of the community. When registered with FÁS a wide range of training and employment programmes is available to help a person identify, prepare and secure a career. There are currently 47 public FÁS *Employment Service Offices* nationwide. A very large number and wide variety of private placement services exist.

F. LIST OF ADDRESSES

AGCS/

Careers and Appointments Office
University College
IRL- Galway
Tel: (+353) 91-24411
Fax: (+353) 91-25700

An Bord Altranais (Nursing Board)

31 Fitzwilliam Square
IRL- Dublin 2
Tel: (+353) 1-6760226

AONTAS - The National Association of Adult Education

22 Earlsfort Terrace
IRL- Dublin 2
Tel: (+353) 1-4754121
Fax: (+353) 1-4780084

Area Development Management

Dept of an Taoiseach
Holbrook House
Holles Street
IRL- Dublin 2
Tel: (+353) 1-6613611
Fax: (+353) 1-6610411

BIM (Fisheries)

Crofton Road
Dun Laoghaire
IRL- Co. Dublin
Tel: (+353) 1-2841544

CAO/CAS - Central Applications Office

Tower House
Eglinton Street
IRL- Galway
Tel: (+353) 91-63269
Fax: (+353) 91-63244

CERT - Council of Education, Recruitment and Training for Hotel and Catering Industry

Amiens Street
IRL- Dublin 1
Tel: (+353) 1-8742555
Fax: (+353) 1-8742821

COILLTE (Forestry)

Leeson Lane
IRL- Dublin 2
Tel: (+353) 1-6615666

Commission of The European Union

39 Molesworth Street
IRL- Dublin 2
Tel: (+353) 1-6712244
Fax: (+353) 1-6712657

CSO - Central Statistics Office

Ardee Road
IRL- Dublin 6
Tel: (+353) 1-4972360
Fax: (+353) 1-4977144

Department of Education

Hawkins House/Apollo House
IRL- Dublin 2
Tel: (+353) 1-8734700
Fax: (+353) 1-8777342

Department of Enterprise and Employment (Dept. of Labour)

Davitt House
65a Adelaide Road
IRL- Dublin 2
Tel: (+353) 1-6765861
Fax: (+353) 1-6769047

Department of Social Welfare

Aras Mhic Dhiarmida
IRL- Dublin 1
Tel: (+353) 1-8748444
Fax: (+353) 1-8741709

Employment Equality Agency

36 Upper Mount Street
IRL- Dublin 2
Tel: (+353) 1-6605966
Fax: (+353) 1-6605813

EURES - European Employment Service

(National Coordinating Unit:
FÁS - Training & Employment Authority)

EURYDICE

(National Coordinating Unit: Department of Education)

FÁS - Training and Employment Authority

27/33 Upper Baggot Street
IRL- Dublin 4
Tel: (+353) 1-6685777
Fax: (+353) 1-6609093

Government Publications Office

Sun Alliance House
Molesworth Street
IRL- Dublin 2
Tel: (+353) 1-6613111

Higher Education Authority

21 Fitzwilliam Square
IRL- Dublin 2
Tel: (+353) 1-6612748
Fax: (+353) 1-6610492

IDA - Industrial Development Agency

Wilton Park House
Wilton Place
IRL- Dublin 2
Tel: (+353) 1-6686633
Fax: (+353) 1-6603703

Institute of Guidance Counsellors

Gonzaga College S J
Sandyford Road
Ranelagh
IRL- Dublin 6
Tel: (+353) 1-4972931
Fax: (+353) 1-4967769

IRIS

(National Coordinating Unit: *Employment Equality Agency*)

Irish Congress of Trade Unions

19 Raglan Road
IRL- Dublin 4
Tel: (+353) 1-6680641

Irish Council for Overseas Students

41 Morehampton Road
IRL- Dublin 4
Tel: (+353) 1-6605233

IBEC - Irish Business and Employers Confederation

Confederation House
Kildare Street
IRL- Dublin 2
Tel: (+353) 1-6779801
Fax: (+353) 1-6777823

ITE - The Linguistics Institute of Ireland

31 Fitzwilliam Place
IRL- Dublin 2
Tel: (+353) 1-6620446
Fax: (+353) 1-6610004

LINGUA:
National Coordination Unit at Department of Education

MISSOC
International Division
Department of Social Welfare
Store Street
IRL- Dublin 2
Tel: (+353) 1-8748444
Fax: (+353) 1-8741709

National Council for Vocational Awards
Marino Institute of Education
Griffith Avenue
IRL- Dublin 9
Tel: (+353) 1-8372211

National Rehabilitation Board
25 Clyde Road
IRL- Dublin 4
Tel: (+353) 1-6684181

National Youth Council of Ireland
3 Montague Street
IRL-Dublin 2
Tel: (+353) 1-4784122
Fax: (+353) 1-4783974

NCEA - National Council for Education Awards
26 Mountjoy Square
IRL- Dublin 1
Tel:(+353) 1-8741526

NGAA (Ireland)
(at Higher Education Authority)

NITEC - National Information Technology in Education Centre
Glasnevin
IRL- Dublin 9
Tel: (+353) 1-7045558

PETRA *National Vocational Guidance Centre*
Leargas Exchange Bureau
189/193 Parnell Street
IRL- Dublin 1
Tel: (+353) 1-8731411
Fax: (+353) 1-8731316

TEAGASC - the Agricultural and Food Development Authority

19 Sandymount Avenue

Sandymount

IRL- Dublin 4

Tel: (+353) 1-6688188

Fax: (+353) 1-6688023

TEMPUS

(National Coordinating Unit at *Higher Education Authority*)

Youth Exchange Bureau

Avoca House

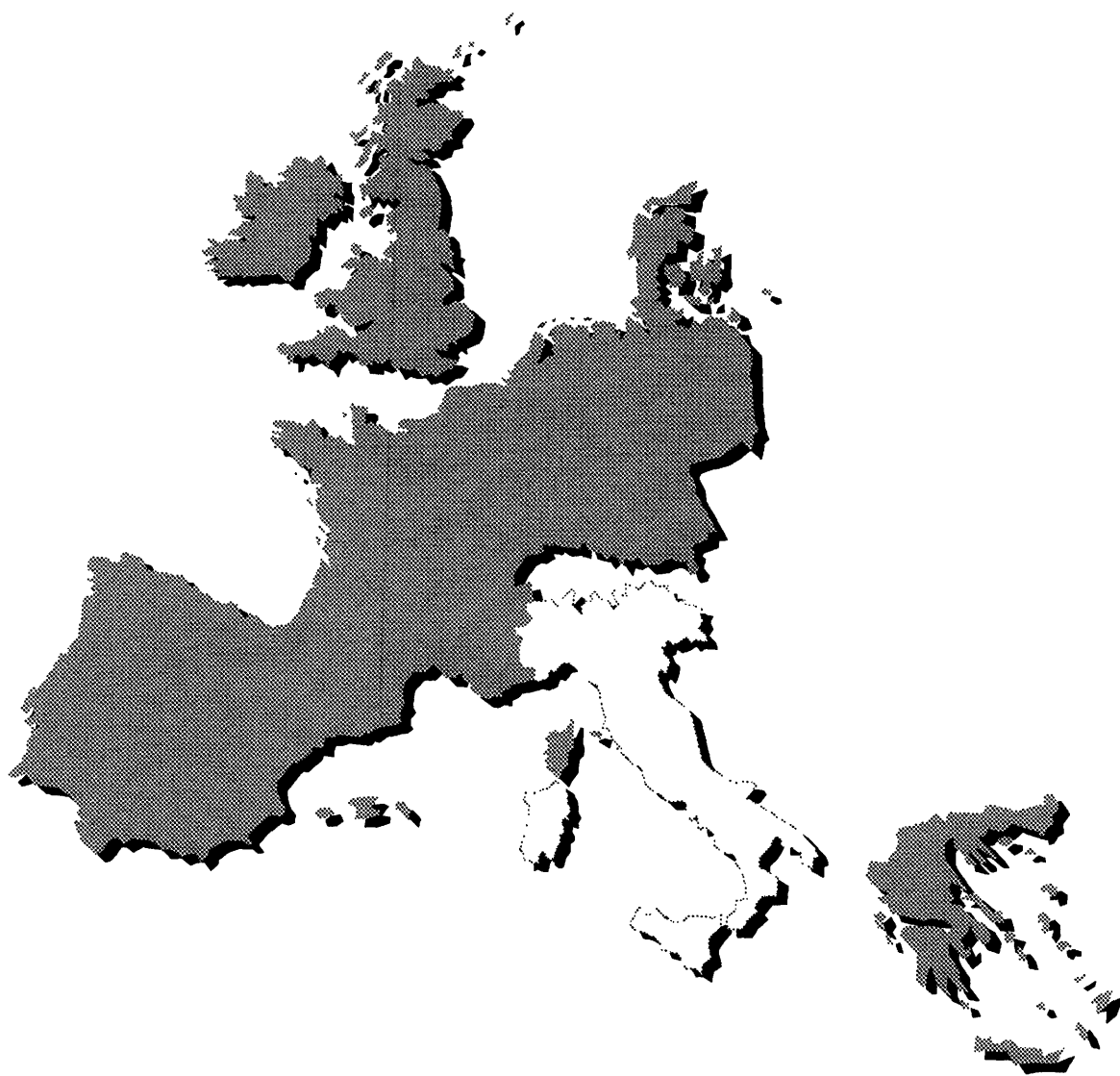
189/193 Parnell Street

IRL- Dublin 1

Tel: (+353) 1-8731411

Fax: (+353) 1-8731316

ITALY



General information

Italy comprises a peninsula, extending from southern Europe into the Mediterranean Sea, and a number of adjacent islands. The two principal islands are Sicily and Sardinia. It is bordered to the north by France, Switzerland, Austria and Slovenia. The national flag has three equal vertical stripes, of green, white and red.

The principal language is Italian. German and Ladin are spoken in the Alto Adige region on the Austrian border. French is spoken in the Valle d'Aosta region - bordering France and Switzerland, while in southern Italy, there are Greek-speaking and Albanian minorities. A language related to Catalan is spoken in north-west Sardinia.

Area and population

Area (sq.km.): 301,377

Population:

1988 57,504,691;

1989 57,576,429;

1992 57,746,163.

Population density in 1990: 191,7 per sq km

Capital: Rome; (Population - 2,791,354)

Political system

Italy is a Democratic Republic organized on the basis of the 1946 Constitution. The President of the Republic is a constitutional Head of State elected for seven years. Executive power is exercised by the Council of Ministers, which is responsible to the Parliament. The Parliament is made up of two Chambers.

The country is divided into 20 regions, of which five enjoy a special status: Sicily, Sardinia, Trentino-Alto Adige, Friuli-Venezia Giulia and Valle d'Aosta.

Other information

The official teaching language is Italian, although in certain areas of the country, the use of a local language is officially recognized.

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A. INITIAL REFERENCE POINTS

A.1 National centre in the network of European guidance resource centres.

In Italy, two organisations have been given responsibility for the role of the National Centre.

1. *Ministero della Pubblica Istruzione, Direzione Generale per gli Scambi Culturali, Biblioteca di Documentazione Pedagogica (BDP)*
(Ministry of Education, General Directorate for Cultural Exchange, Educational Documentation Library)

Working languages: Italian; information on data bases will be in Italian with an interface in English.

The *BDP* is a national public institution controlled by the Ministry of Education. It provides an information resource for school staff, pupils and educational institutions. It is linked to all Italian schools through a telecommunications network.

It maintains a data base on vocational and technical training courses, available to all institutions responsible for guidance via viewdata systems. It is intended to produce an English language version of this database.

2. *Ministero del Lavoro e della Previdenza Sociale, Direzione Generale OFPL, Divisione II, Regione Emilia Romagna, Ufficio Orientamento*
(Ministry of Labour and Social Insurance, General Directorate OFPL, Div.II, Emilia Romagna region, Guidance Office.)

Working languages: Italian. Information produced in printed and database formats.

The main objective in setting up resource centres in this country is to create a network connecting the relevant bodies (regional authorities, employment offices, private or public associations etc.).

A.2 Other contact points and principal information sources

A.2.1 Organisations

Informagiovani, Coordinamento Nazionale Centri Informagiovani (National Coordinating Centre of the Youth Information Centres) branches in many parts of Italy.

ISFOL - Istituto per la Formazione e l'Orientamento dei Lavoratori (National Institute for Vocational Training and Guidance of Workers) research and development organisation for vocational training.

Ministero degli Affari Esteri, Direzione Relazioni Culturali, Ufficio IX (Foreign Office, Department of Cultural Relations, Office IX). The Italian Foreign Office supplies general information on educational opportunities for foreigners.

Ministero del Lavoro e della Previdenza Sociale: (Ministry of Labour and Social Security)

Direzione Generale Osservatorio sul Mercato del Lavoro (General Labour Market Monitoring Service).

The following general directorates of the Ministero della Pubblica Istruzione (Ministry of Education):

Direzione Generale dell'Istruzione Professionale (DG of Vocational Training);

Direzione Generale dell'Istruzione Tecnica (DG of technical Training);

Ufficio Studi (Department for Studies).

These departments can be contacted for any information on the school system and vocational guidance in schools.

Ministero Interi, Direzione Generale Servizi Civili, Coordinamento Nazionale Sistema Informativo Giovanile (Ministry of the Interior, General Directorate of the Civil Service, National Co-ordination of the Youth Information System.

This department is responsible for youth information services in Italy (eg Informagiovani).

Ministero dell'Università e della Ricerca Scientifica (Ministry for Higher Education and Scientific Research).

A.2.2 Handbooks, publications and data bases

The following publications are available in Italian only, unless otherwise mentioned.

Istituti di formazione in Italia e in Europa - Rilevazione 1990, published by ISFOL, ed. Franco Angeli: 1991. This guide to training organisations in Italy and Europe contains 353 brief descriptions of educational and vocational training organizations in Italy, together with 137 descriptions of organisations in other EU Member States. It gives information on the types of training courses offered.

Manuale per l'orientamento ad uso delle sezioni circoscrizionali per l'impiego published by Ministero del Lavoro, Ufficio Centrale OFPL, 1991.

A five volume guide containing information on the following topics:

- vocational guidance;
- educational and training courses on offer;
- job search techniques;
- local vocational guidance services.

Notiziario per l'orientamento e la formazione professionale published by Ministero del Lavoro, Ufficio Centrale OFPL, 1991.

Information brochure on vocational guidance and training at national and Community level.

Rapporto Annuale ISFOL (Annual report of ISFOL) published by ISFOL, ed. Franco Angeli.

Contains information on vocational training, new technologies and occupations. It gives an analysis of the regional training systems in Italy and comparisons with other European systems. It also sets out initiatives being taken at Community level and analyses employment policy, taking particular account of the dynamics of the occupational system and training in Southern Italy.

Repertorio delle professioni - ISFOL, Strumenti e ricerche published by ISFOL, ed. Franco Angeli, 1991. A guide containing information on various occupational fields and a description of "typical occupations and professions".

B. EDUCATION AND TRAINING SYSTEMS

This section presents an overview of the structure of education in Italy, and details the different structures and paths of initial vocational education and training and further education. The diagram in the following subsection illustrates the present education system from nursery school to the highest level of education.

B.1 General overview

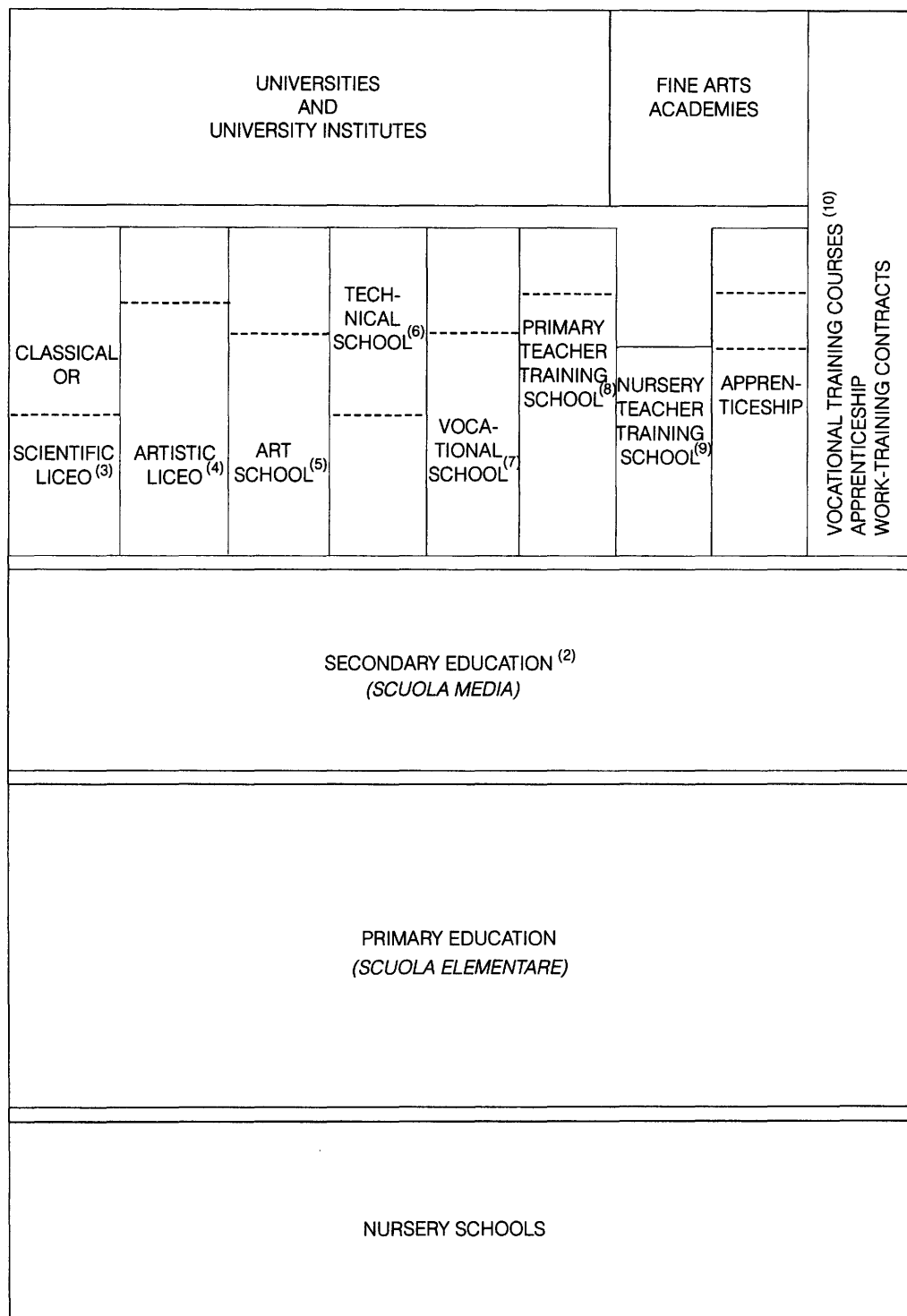
B.1.1 Diagram to show the education and initial training system

Key to diagram

- (1) The Government has proposed to extend the duration of compulsory education from 8 to 10 years, i.e., until age 16.
- (2) *Scuola Media* (intermediate schools) provide comprehensive general lower secondary education leading to a school leaving certificate, which provides access to upper secondary schools.
- (3) 5-year upper secondary general and classical or scientific courses with the school leaving certificate (*Maturità*) providing access to all university education.
- (4) 4-year general and artistic courses leading to higher level courses. 5th complementary year leads to the upper secondary school leaving certificate providing access to all university education.
- (5) 3-year general and artistic courses leading to employment. A further 2-year course has been established experimentally in certain schools leading to the applied arts upper secondary school leaving certificate which provides access to higher level artistic schools.
- (6) 5-year general and technical course leading to the technical school leaving certificate providing access to employment or higher or university education.
- (7) 3-year general and vocational course leading to a "qualification certificate" and employment. 5-year experimental courses lead to the vocational school leaving certificate which is equivalent to the technical school leaving certificate.
- (8) 4-year course of general and teacher education for primary school teachers also providing access to further study at university faculties of education. 5th complementary year provides access to certain university faculties.
- (9) 3-year course of general and teacher education for nursery school teachers.
- (10) These courses can be entered at any age between 15 and 32 (and sometimes beyond). The work training agreement (CFL) lasts 1 to 2 years, including technical/practical training and theoretical training. Vocational training courses fall under the responsibility of the Regions. 1st level training lasts 2 years. 2nd level training varies from 200-300 hours (specialization) to 1.200 (average) - 2.000 (maximum) hours (full course); it includes periods of on-the-job training.

COMPULSORY EDUCATION ⁽¹⁾

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Vocational training courses fall under the responsibility of the Regions. 1st level training lasts 2 years. 2nd level training varies from 100-300 hours (specialization) to 500-1000 hours (full course); it includes periods of on-the-job training.

B.1.2 General information sources

L'istruzione in Italia (Education in Italy); published by BDP (See A.1).

Bilingual (Italian and English) publication about the structure of education in Italy.

Manuale per l'orientamento, vol. II (see above under A.2.2) which contains the most up-to-date information on all types of education and training available in Italy.

B.2 General education

B.2.1 Structure, duration and aims of education

The *Ministero della Pubblica Istruzione* (Ministry of Education) has general responsibility for the supervision and co-ordination of education in both state and private institutions.

At a local level, the Ministry is represented by regional and provincial education offices. The so-called *Sovrintendenze Scolastiche Regionali* (Regional Education Superintendents) operate in the Regions and the *Provveditorati agli Studi* (Provincial Directors of Education) operate in the Provinces.

Compulsory schooling

Compulsory schooling ends at age 14 in Italy: by then pupils will have had five years of *scuola elementare* (primary education) and three years of *scuola media inferiore* (lower secondary education). Having successfully completed *scuola media inferiore*, pupils go on to the second phase or leave school to seek work. Young people who do not continue with their secondary education generally follow vocational training courses organized at regional level.

Primary education

Primary school attendance is compulsory for children aged between 6 and 11 years. Primary schools are made up of five classes divided into two cycles according to the developmental levels of the children; the first cycle comprises the initial two classes in which basic skills are predominant; the second cycle gradually introduces pupils to concepts. At the end of the fifth year, pupils take the primary school leaving certificate examination and gain access to lower secondary school, the second level of compulsory education.

Secondary education

Lower secondary education

The *scuola media* or *scuola secondaria inferiore/di primo grado* (lower secondary school) is compulsory and lasts three years. It is the only way of completing compulsory education.

The main objective of this level of education is the social and academic development of pupils. All together 15 subjects are taught. At the end of three years, pupils take the exam for the diploma di licenza media (lower secondary school leaving certificate).

Upper secondary education

There are a variety of educational routes available at upper secondary level. They can be divided into those that prepare students for university and those that prepare students for employment. The *scuola*

secondaria superiore (upper secondary school) lasts for a minimum of three years and a maximum of five years.

The following types of upper secondary education are available:

Pre-university education. This is provided at a *liceo classico* (classical liceo) which offers a general education in the humanities, or at a *liceo scientifico* (scientific liceo), where the emphasis is on technical and scientific education. Both types of schooling consist of five years of study divided into two cycles: one two-year period and another three-year period. The *istituto magistrale* (primary teacher training school) trains primary school teachers: the training lasts four years and provides access to the *Facoltà di Magistero* (university Faculties of Education). An optional fifth year matriculates students for other university courses. It has recently become compulsory for all primary school teachers to have an ordinary degree. As part of a pilot project, the training of teachers in the second phase of secondary education has been extended to five instead of four years. Nursery school teachers follow a three-year course, which has just been extended to five years for a trial period. Recent legislation has also made an ordinary degree a compulsory requirement for pre-primary teaching;

Artistico (artistic education) comprises schools belonging to the upper secondary school system as well as institutes of non-university higher education. These schools develop the creative qualities of students and train them for employment. There are two options: the *istituto d'arte* or the *liceo artistico*. The *istituto d'arte* offers a three-year vocational training course leading to the maestro d'arte diploma. This qualification leads directly to employment or to a two-year course leading to matriculation for university. Courses at the *liceo artistico* last four years. The first two years are common for all students, after which they choose from an art or architecture option. An optional fifth year offers students the opportunity to matriculate for university;

Tecnico (technical education). Courses offer a two-year common course followed by three years of specialization in a variety of fields (Agriculture, Commerce, Tourism, Navigation, Industry, Aeronautics, Chemistry, Business etc.) aimed at preparing students for employment. The diploma awarded at the end of these courses also qualifies holders for university entry and also provides access to a range of shorter courses;

Professionale (vocational education). Courses are divided into two stages. The first, lasting for three years, leads to a vocational training certificate facilitating entry into employment. The second stage of two years duration, matriculates students for university entrance. Vocational schools train entry-level technicians in Agriculture, Industry and Handicrafts and Services.

Experiments with new systems of teaching are currently being conducted in both the technical education courses and vocational training courses. The first two years will consist of two training modules administered by agreement with the regional authorities and specialist private or public associations. Under certain clearly specified circumstances, some employees have the opportunity of returning to education by following vocational training courses while at the same time obtaining credit for the experience they have already acquired in employment.

Higher Education

This is offered in universities and non-university institutes of higher education (e.g. Institutes of Higher Physical Education and Artistic Higher Education Institutes).

B.2.2 Fees and grants in secondary education

There are two sorts of registration fees in the second phase of secondary education, a standard fee for secondary education which is levied along with a fee particular to the institution applied to (both fees are quite low).

Grants (*diritto allo studio*) are available on a regional basis from the Ministry of Education and from public and private institutions. District councils are obliged by law to provide financial support for pupils from low-income families for:

- travel;
- additional costs incurred by pupils unable to live with their parents;
- the purchase of school books.

B.3 Initial vocational education and training

B.3.1 Structure, duration and levels of qualification attainable

Vocational training (in the broad sense) of young people in Italy is provided by:

- state educational establishments, ie the *istituti professionali* and the *istituti tecnici*;
- the regional authorities: 2-3 year vocational training courses are provided in the *Centri di Formazione Professionale* by the authorities themselves or by private organisations in agreement with the regional authorities;
- apprenticeship and training/employment contracts.

Since the introduction of an overall reform of the Italian training system, vocational training (provided outside the state school system) has been organised directly or indirectly by the regions. The regional authorities are responsible for defining the form and content of training, the entrance requirements, registration fees, etc.. They publish information each year on the courses offered in the regional centres and in state-recognized private establishments. They award a regional certificate of vocational training to all pupils who have completed a training course. Many private vocational training centres also award certificates that are not recognised by the state.

The state school system (*Direzione Generale dell'Istruzione Professionale*) and the regions are currently cooperating on a two-year modular training course during the final years of the second phase of secondary education. At the end of this course, pupils will be awarded the *maturità integrata*.

Vocational training in Italy is also delivered through *contratti di formazione e lavoro* (training/employment contracts) and apprenticeships. In Italy, apprenticeships are defined as a particular form of employment contract; they are governed by numerous laws and are the subject of collective agreements. As a general rule, this type of training is chosen by young people with modest academic qualifications seeking to enter a manual occupation. Like apprenticeships, training and employment contracts mix employment and training. Employers who offer training/employment contracts are obliged by official regulations to draw up a training plan.

B.3.2 Initial vocational training for specific groups

The regions and private organisations offer various vocational training courses for certain specific groups of people, including courses aimed at handicapped people and drug addicts.

The elementary training courses (first level) provided as part of the regional vocational training programme are aimed particularly at disadvantaged young people.

As part of its attempt to combat youth unemployment in Southern Italy, the government has introduced a support programme for young people wishing to set up their own businesses. This programme also includes a training element.

B.3.3 Indicative participation rates in post compulsory education and training

In 1990, of the 3.4 million young Italians between the ages of 14 and 18, an average of 26% were in general education, 44% were in full-time training (of which 28% were in technical schools, 12% were in vocational schools and some 4% were in regional vocational training courses) and 11% were in apprenticeship courses.

B.3.4 Institutions providing information

National authorities

The following General Directorates of the *Ministero della Pubblica Istruzione* (Ministry of Education):

- Direzione Generale Istruzione Elementare* (Primary Education Directorate);
- Direzione Generale Istruzione Secondaria di Primo Grado* (Lower Secondary Education Directorate);
- Direzione Generale dell'Istruzione Classica, Scientifica e Magistrale* (Classical, Scientific and Teacher Training Directorate);
- Direzione Generale dell'Istruzione Tecnica* (Technical Education Directorate);
- Ispettorato per l'Istruzione Artistica* (Inspectorate for Artistic Education).

Ministero dell'Università e della Ricerca Scientifica e Tecnologica (Ministry of University and Scientific and Technological Research).

Regional and provincial authorities

Assessorati alla Formazione Professionale, al Lavoro e all'Istruzione (Regional authorities responsible for vocational training, employment and education).

Provveditorato agli Studi (Provincial Directorates of Education; branches in each province).

Sovrintendenze Scolastiche Regionali (Regional Education Superintendency with headquarters in Rome and branches in every region, located in the regional capital).

B.3.5 Publications

Annuali della Pubblica Istruzione, published annually by the Ministry of Education, ed. Le Monnier, Florence.

Bollettino ufficiale del Ministero della Pubblica Istruzione, published by *Istituto poligrafico dello Stato*, the official bulletin of the Ministry of Education.

The following magazines are all published by *CENSIS*:

- La nuova secondaria*;
- Professionalità*;
- Scuola e didattica*;
- Scuola democratica*;
- Thesaurus*;
- Formazione '80*.

B.4 Continuing training

B.4.1 Links between initial and continuing training for adults

Any person wishing to acquire a recognized educational qualification can enrol in evening classes organized by the state education system. The regions also offer specialist training courses intended to supplement workers' initial training.

The so-called "150 hours" evening classes are a particular feature of the Italian continuing training system. Their aim is to enable Italian workers without formal qualifications to obtain the school-leaving certificate. They are also open to anyone wishing to supplement their initial training by acquiring specific qualifications.

B.4.2 Continuing vocational training and retraining

This is provided by a variety of different programmes:

- Courses organized by the Ministry of Education and leading to the award of recognized school-leaving certificates;
- Regional programmes with courses aimed at workers threatened by unemployment, the long-term unemployed and all those having to retrain following the introduction of new technologies into their place of work. Courses are held during the day or in the evening and are offered by various public or private establishments which often specialize in a particular sector or industry. Entitlement to continuing training is laid down in joint agreements. Responsibility for overseeing these programmes rests with central government;
- Certain parts of the continuing training system are the responsibility of the *Istituti Regionali per la Ricerca, la Sperimentazione e l'Aggiornamento Educativi (IRRSAE)*, institutes run by the Ministry of Education. These institutes work in collaboration with the *BDP* (see A.1) and with the *Centro Europeo di Documentazione Educativa (CEDE)* an institution that conducts research projects in the field of education.

Increasing efforts are being made in Italy to make it easier for women to re-enter the labour market. A certain number of initiatives modelled on the French "*Retravailler*" (Back to Work) programme have been introduced. The largest organisation active in this field is *Orientamento Lavoro*, an association that offers both vocational guidance and training programmes. The problem of women returners is also a topic dealt with by the National Commission on Equal Rights for Men and Women.

B.4.3 Distance learning

Strictly speaking, there is no distance learning system in Italy. On the other hand, there is a long established tradition of private initiatives aimed essentially at individuals seeking to acquire the qualifications normally acquired at the end of the second phase of secondary education. With the advent of new communications technologies, the last ten years have seen the introduction of a whole series of initiatives in the field of distance learning. These are characterized above all by improved teaching quality and the use of new technologies. Some private and public establishments are currently offering vocational training courses leading to university examinations for those with advanced qualifications, as well as continuing training courses aimed at teachers in particular.

More information can be obtained from:

Consorzio per l'Università à Distanza (CUD);

Ente Nazionale Eurolingue (Settore frontaliere Italia del Nord);

Istituto per la Formazione e l'Orientamento dei Lavoratori (ISFOL);

Università La Sapienza, Dipartimento di Scienze dell'educazione.

B.5 Recognition and comparability of qualifications

B.5.1 Organisations concerned with comparability of qualifications

Higher Education

National Academic Recognition Centre (NARIC):

The Italian NARIC - *Centro di Informazione sulla mobilità e le equivalenze accademiche (CIMEA)* - is part of the European NARIC network. It is located in Rome, at the Fondazione RUI. The objective of the *CIMEA* is to promote the mobility of students, researchers and university teachers. *CIMEA* publishes guides and directories and replies to written requests from individuals or organisations on matters relating to:

- the academic mobility of Italians in EU-countries;
- foreigners intending to study or carry out research work in Italy.

Decisions

Decisions concerning the academic recognition of foreign diplomas are under the jurisdiction of:

- university authorities;
- the Ministry of Higher Education and Scientific and Technological Research.

Interested persons should forward their request to the Italian consulate of their country of origin. This will be transmitted directly to the university to which admittance is requested, or from which academic recognition of a diploma is required.

Vocational education and training

Information on the recognition and comparability of vocational qualifications, as laid down in European Union regulations and other bilateral agreements, can be obtained from the Ministry of Labour and from *ISFOL*. For information on vocational training qualifications awarded in the state school system, contact the Ministry of Education.

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

Vocational guidance in Italy is characterized by an absence of general legislation and by the fragmentation of responsibilities among numerous public and private institutions.

In the public sphere, responsibility is divided between:

- the Ministry of Education;
- the Ministry of Labour;
- the Regions.

The *Ministero della Pubblica Istruzione* (Ministry of Education) is responsible for guidance services in respect of the education and training programmes offered in schools and for the vocational guidance services offered by local education authorities in the districts for which they are responsible.

The *Ministero del Lavoro* (Ministry of Labour) is responsible for all questions relating to job search at the local level. It is represented in the provinces and regions by its local and regional employment agencies, the *Sezioni circoscrizionali per l'Impiego*. *ISFOL*, (see A.2.1) which is attached to the Ministry of Labour, is concerned with research in this field and provides technical support for the regional authorities.

The regional authorities are responsible for vocational guidance outside the school system. Their services are delivered through local organisations responsible for certain target groups (adults and adolescents), which operate either within the existing vocational guidance system or as subcontractors to the authorities.

The *Ministero degli Interni* (Ministry of the Interior) co-ordinates the work of the various branches of *INFORMAGIOVANI* which are run by local organisations, thus ensuring that young people have access to careers information.

These public structures are paralleled by various private guidance services:

- specific services for certain sectors (particularly in manufacturing industry);
- trade unions who provide information services for the unemployed and young people seeking their first job;
- catholic organisations;
- private foundations;
- consultation and guidance centres.

In order to pave the way for the systematic restructuring of vocational guidance services, the Ministry of Labour recently issued a decree setting up a committee to co-ordinate vocational guidance initiatives (*Comitato per il Coordinamento operativo delle Attività per l'Orientamento*). This committee includes representatives of all interested authorities at national, regional and local levels, of *ISFOL* (see A.2.1), the social partners and the main private training organisations at national level.

C.2 Institutions providing information

Ministero della Pubblica Istruzione:

- Direzione Generale Istruzione Professionale;*
- Direzione Generale per l'Istruzione Tecnica.*

*Ministero del Lavoro, Ufficio Centrale per l'Orientamento e la Formazione Professionale (OFPL),
Divisione II.*

Istituto per la Formazione e l'Orientamento dei Lavoratori (ISFOL).

Assessorati alla Formazione Professionale, al Lavoro e all'Istruzione (Regional authorities responsible for vocational training, employment and education).

Centri di Informazione per Disoccupati (CID). These information centres for the unemployed are managed by the *CGIL* trade union.

Centri per il Lavoro. These centres, run by the *CSIL* trade union, provide information and consultation services for people seeking employment.

UIL-Giovani. A youth organisation, run by the *UIL* trade union, which provides consultation and information services aimed particularly at young people.

Movimento Primo Lavoro (MOPL). This service run by the *ACLI* organisation is aimed principally at young people seeking their first job.

Centri di solidarietà. Centres run by the *Movimento Popolare*, with branches in many Italian towns and cities. They offer vocational guidance services, particularly for young people.

Centri di informazione per i giovani disoccupati. Guidance service run by the Young Christian Workers Association (*GIOC*) which offers consultation services at local level.

C.3 Publications

Manuale per l'orientamento ad uso delle sezioni circoscrizionali per l'impiego, published by *Ministero del Lavoro, Ufficio OFPL*, 1991, vol. 1. Overall view of the Italian vocational guidance system, its structure and how to make use of it.

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

EC directive 90/366/EEC grants the right to an EU national to enter and live in any Member State as a vocational student, providing they can support themselves, and have Health Insurance where this is required by the host state. Trainees are not entitled to income support or employment benefits, as they are not available for, nor actively seeking work.

Non EU-nationals do not have the same automatic rights, and it is therefore necessary to approach the relevant embassy for clearance before entering another EU state for vocational training.

General information on structured opportunities for transnational education, training and work experience can be obtained at the services offering such opportunities.

Coordinating units for the European programmes:

COMETT - Italian Unit, *Ministero dell'Università e della Ricerca Scientifica e Tecnologica, Centro Informazioni COMETT Italia;*

ERASMUS - Italian Unit, *Ministero dell'Università e della Ricerca Scientifica e Tecnologica, NGGA Italia, D.R.I. Ufficio I;*

EURES - National Coordinating Unit, *Ministero del Lavoro e della Previdenza Sociale, Direzione Generale per l'Impiego, Divisione II;*

EUROTECNET - Italian Unit, *ISFOL;*

EURYDICE - National Coordinating Unit, *Ministero della Pubblica Istruzione, Biblioteca di Documentazione Pedagogica (BDP);*

FORCE - National Coordinating Unit, *Istituto per lo Sviluppo della Formazione Professionale dei Lavoratori;*

IRIS - National Coordinating Unit, *Commissione Nazionale Parità, Presidenza Consiglio Ministri and ISFOL;*

LINGUA - National Coordinating Unit for ACTIONS I and IV, *Ministero della Pubblica Istruzione, Direzione Generale Scambi Culturali*

National Coordinating Unit for ACTIONS III and IV (for regional vocational training), *ISFOL*

National Coordinating Unit for ACTION V, *Presidenza del Consiglio dei Ministri, Dipartimento per le Politiche Comunitarie e gli Affari Regionali*

National Coordinating Unit for ACTION II, *Ministero dell'Università e della Ricerca Scientifica e Tecnologica;*

MISSOC - National Coordinating Unit, *Ministero del Lavoro e della Previdenza Sociale, Direzione Generale della Previdenza e Assistenza Sociale, Divisione VII;*

PETRA - National Coordinating Unit, *ISFOL*
(For ACTION III - *BDP* and *Ministero del Lavoro*)

TEMPUS - Italian Contact Point, *Ministero dell'Università e della Ricerca Scientifica e Tecnologica*,
Ufficio Relazioni Internazionali;

YOUTH FOR EUROPE National Agency, *Ministero degli Affari Esteri*.

Additional addresses of the correspondents for Community programmes and Community networks at the national level can be obtained from the office of the European Commission, in Italy.

E. LIVING AND WORKING CONDITIONS

The working population in Italy numbers some 23,745,000 people, out of a total population of some 56,906,000; men account for 63.3% of the working population and women for the remaining 36.7%. The national employment rate is 89.4%. From the geographical point of view, the rate of employment in the North is 95.1 %, 90.4% in the centre and 80.9% in the South.

Analysis of the different sectors of the economy shows that the sectors labelled collectively as "various" have the highest share of total employment (58.6%), followed by processing industries (32.4%) and agriculture (9%). The distribution of the female share of employment is similar but women are significantly over-represented in the primary and tertiary sectors.

As far as the status of the working population is concerned, the percentage of employees is much higher than that of self-employed workers (71.8% compared with 28.2%). At the national level, the unemployment rate is 10.6% - 16.8% among women and 7% among men. However, the geographical distribution reveals fundamental and persistent differences: the unemployment rate is only 5% in the North, rises to 10% in the centre and reaches 19% in the South (source: ISTAT April 1990).

Institutions providing information

Ministero del Lavoro, Direzione Generale Osservatorio sul Mercato del Lavoro.

Istituto Nazionale di Statistica (ISTAT).

Consiglio Nazionale dell'Economia e del Lavoro (CNEL).

Centro Europa Ricerche (CER).

Istituto Ricerche Economiche e Sociali (IRES-CGIL);

Publications

National Statistical Service publications:

- Annuari Statistici;*
- Rilevazione trimestrale delle forze di lavoro.*

Ministry of Labour publications:

- Rapporto 1989 - Lavoro e politiche dell'occupazione in Italia* published by Ministero del Lavoro (Report '89 - Labour and Employment Policies in Italy) also published in English.

E.1 Minimum wages and training salaries

The right to a minimum wage is laid down in Article 36 of the Constitution, where it is defined as a right to an income which shall enable a worker and his family to lead a "free and dignified existence". This constitutional right is put into practice by collective agreements. Wages are regularly revised in accordance with the rate of inflation.

Remuneration for apprentices

The rates of pay for apprentices and young people on training/employment contracts (*contratti formazione/lavoro*) are laid down in collective agreements. Rates of pay vary considerably among the various socio-occupational groups.

Institution providing information

Consiglio Nazionale dell'Economia e del Lavoro - CNEL.

Publications

Le relazioni sindacali in Italia, Annual publication edited by the *Centro di Studi Sociali e Sindacali - CESOS*.

Rapporto sui salari, Report on salaries edited by the *Associazione Sindacale Aziende Petrochimiche - ASAP*.

E.2 Availability of educational leave

(see B.4)

E.3 Social security and unemployment benefits

In July 1991, the Italian Parliament passed a bill reforming the unemployment insurance system, leading to changes in the *Cassa Integrazione Guadagni - CIG* (unemployment insurance fund), which was originally intended to deal mainly with cases of mass dismissals. This system applies to all workers involuntarily made redundant. The maximum level of unemployment benefit is 20% of the average wage received in the three months preceding redundancy. It cannot be drawn in conjunction with other benefits (such as old age or sickness benefits), although family allowances are not taken into account. In addition to these individual entitlements, there are benefits aimed at workers who have been put on short time or whose jobs have been temporarily eliminated. The maximum level of benefit paid is 80% of the wage laid down in the employment contract, for a maximum of 40 hours per week. Unemployment benefit is paid directly by the employer on behalf of the *Cassa Integrazione Guadagni - CIG* ("standard" CIG).

Institutions providing information

Istituto Nazionale della Previdenza Sociale (INPS).

Istituto Nazionale per l'Assicurazione contro gli Infortuni sul lavoro (INAIL).

E.4 Job placement agencies

Employment services

The placement of job-seekers is the responsibility of the Ministry of Labour; at the local level, it is the responsibility of the *Sezioni Circoscrizionali per l'Impiego* (employment services divided into "registration districts"). Job-seekers are obliged to put their names on placement lists and are classified by order of priority on the basis of certain criteria (marital status, number of dependants, economic situation, date of registration).

The Italian Employment Service (*Ufficio del Lavoro*) operates at regional and provincial level (*uffici*) as well as at the local level (*circostrizionale*). It gathers statistics on employment and deals with workers who change their place of residence frequently, with trade union disputes and with job placement. Placing can be effected either on the basis of the priority criteria listed above or through an offer from an employer to a named individual. Such an offer can be made in respect of any job in any sector of the economy, with the exception of agriculture. Firms with more than 10 employees not seeking workers with special qualifications (as defined in collective agreements) are simply obliged to reserve a certain percentage (12%) of jobs for a particular group of job-seekers (e.g. people registered on the so-called "mobility" lists).

There are special placement lists for disadvantaged groups (handicapped people, orphans, widows and migrant workers). Firms in the public or private sector with more than 35 workers are obliged to take at least 15% of their employees from these lists.

Foreign workers with a residence permit can put their names on the placement lists; they then become subject to the general regulations governing the placement of workers. However, foreigners cannot be employed in the civil service.

Institutions providing information

Ministero del Lavoro:

- Direzione Generale per l'Impiego;*
- Divisione II, Disciplina Generale del Collocamento all'Interno del Territorio Nazionale (general information on placement);*
- Divisione III , Disciplina delle Assunzioni obbligatorie;*
- Divisione IV, Libera circolazione dei Lavoratori nella CEE;*
- Divisione VII - CFL e occupazione giovanile.*

At local level:

Uffici Provinciali del Lavoro (UPLMO): Employment agencies in the provinces.

Sezioni Circostrizionali per l'Impiego: Employment agencies at local level.

F. LIST OF ADDRESSES

CEDEFOP - (Italian Unit)
(see *ISFOL*)

Centro Europa Ricerche - (CER)
via L. Luciani, 1
I-00197 Roma
Tel: (+39) 6-3242216

Centri di Informazione per Disoccupati (CID)
Address of the Rome office:
via Buonarroti, 12
I Roma
Tel: (+39) 6-48793270
Fax: (+39) 6-48793378

Centro di informazione sulla mobilità e le equivalenze accademiche (CIMEA)
Fondazione RUI
Viale Ventuno Aprile, 36
I-00162 Roma
Tel: (+39) 6-86321281
Fax: (+39) 6-86322845

Centri per il Lavoro
Address of the Rome office:
"Cross"
Chisl of Rome
via L. Muratori 19
I- 00184 Roma
Tel: (+39) 6-77171

COMETT (Italian Unit)
(see *Ministero dell' Università e della Ricerca Scientifica e Tecnologica*)
Tel: (+39) 6-3234366
Fax: (+39) 6-3221584

Confederazione Generale Italiana del Lavoro - (CGIL)
corso d'Italia, 25
I-00198 Roma
Tel: (+39) 6-84761
Fax: (+39) 6-8845683

Confederazione Italiana Sindacati Lavoratori (CISL)
via Po, 102
I-00198 Roma
Tel: (+39) 6-8415651
Fax: (+39) 6-8842357

Confindustria
viale dell'Astronomia, 30
I-00144 Roma
Tel: (+39) 6-59031

Consiglio Nazionale dell'Economia e del Lavoro (CNEL)
viale Lubin, 2
I-00196 Roma
Tel: (+39) 6-36921

Consorzio per l'Università a Distanza (CUD)
corso Vitt. Emanuele II, 229
I-00186 Roma
Tel: (+39) 6-6867430

Ente Nazionale Eurolingue (Settore frontaliere Italia del Nord)
viale Vaticano, 44
I-00165 Roma
Tel: (+39) 6-39387775

ERASMUS (Italian Unit)
(see *Ministero dell'Università e della Ricerca Scientifica e Tecnologica, D.R.I. Ufficio I*)
Tel: (+39) 6-326891
Fax: (+39) 6-3221584

EURES (National Coordinating Unit)
(see *Ministero del Lavoro e della Previdenza Sociale, Direzione Generale per l'Impiego Divisione II*)

EUROTECNET (Italian Unit)
(see *ISFOL*)

EURYDICE (National Coordinating Unit)
(see *Ministero della Pubblica Istruzione, Biblioteca di Documentazione Pedagogica*)

FORCE (National Coordinating Unit)
(see *ISFOL*)

Informagiovani, Coordinamento Nazionale Centri Informagiovani
National Coordinating Centre of the Youth Information Centres with branches in many parts of Italy
I- Roma
00178 Roma
Tel: (+39) 6-7182967

IRIS (National Coordinating Unit)
Commissione Nazionale Parità, Presidenza Consiglio Ministri
Palazzo Chigi
piazza Colonna
I-00187 Roma
Tel: (+39) 6-6052645
Fax: (+39) 6-6783998

Istituto Nazionale della Previdenza Sociale (INPS)

via Ciriaco De Mita, 21

I-00144 Roma

Tel: (+39) 6-59051

Istituto Nazionale per l'Assicurazione contro gli Infortuni sul lavoro (INAIL)

via IV Novembre, 144

I-00197 Roma

Tel: (+39) 6-672041

Istituto per la Formazione e l'Orientamento dei Lavoratori (ISFOL)

(National Institute for Vocational Training and Guidance of Workers)

via Morgagni, 33

I-00161 Roma

Tel: (+39) 6-44 59 01

Fax: (+39) 6-8547321/8845883

INCA-CGIL

via Buonarroti, 29/37

I-00185 Roma

Tel: (+39) 6-738611

INES-CISL

viale Regina Margherita, 83/6

I-00198 Roma

Tel: (+39) 6-844381

ITAL-UIL

P.O.BOX 162

I-00198 Roma

Tel: (+39) 6-677471

Istituto Ricerche Economiche e Sociali (IRES-CGIL)

via S. Teresa, 23

I-00198 Roma

Tel: (+39) 6-8551055

Istituto Nazionale di Statistica (ISTAT)

via Cesare Balbo, 11 a

I-00184 Roma

Tel: (+39) 6-4827666/46733102-7

LINGUA (National Coordinating Unit)

Actions I and IV: see *Ministero della Pubblica Istruzione, Direzione Generale Scambi Culturali*;

Action II: see

Actions III and IV (for regional vocational training): see *Istituto per la Formazione e l'Orientamento dei Lavoratori (ISFOL)*

Action V: *Presidenza del Consiglio dei Ministri, Dipartimento per le Politiche Comunitarie e gli Affari Regionali, Ufficio Mercato Interno*

Via dei Giardini Theodoli, 66

I-00189 Roma

Tel: (+39) 6-9983374

Fax: (+39) 6-991668

Ministero degli Affari Esteri:

(Foreign Office)

Agenzia "Gioventù per l'Europa"

piazzale della Farnesina

I-00100 Roma

Tel: (+39) 6-3236218

Direzione Relazioni Culturali, Ufficio IX

(Department of Cultural Relations, Office IX)

Tel: (+39) 6-36911

Ministero gli Interni

Direzione Generale Servizi Civili

(Ministry of Interior, DG Civil Service)

Coordinamento Nazionale Sistema Informativo Giovanile

(National Co-ordination Youth Information System)

via Sforza, 14

I-00184 Roma

Tel: (+39) 6-48272090

Ministero del Lavoro e della Previdenza Sociale

(Ministry of Labour and Social Insurance)

Direzione Generale Osservatorio sul Mercato del Lavoro

(General Labour Market Monitoring Service)

via Nazionale, 46

I-00184 Roma

Tel: (+39) 6-46831

Direzione Generale della Previdenza e Assistenza Sociale, Divisione VII

via Flavia, 6

I-00187 Roma

Tel: (+39) 6-4824997

Direzione Generale per l'Impiego, Divisione II

(DG for Employment, Second Division)

via Flavia, 6

I-00187 Roma

Tel: (+39) 6-484587

(Regional Office):

Regione Emilia Romagna

Ufficio Orientamento

viale Aldo Moro, 38

I-40100 Bologna

Tel: (+39) 51-284111

Fax: (+39) 51-283923

Ufficio Centrale per l'Orientamento e la Formazione Professionale dei Lavoratori (OFPL)

Divisione II

(Central Office for Vocational Guidance and Training - Second Division)

via Castelfidardo, 43

I-00185 Roma

Tel: (+39) 6-479971

Fax: (+39) 6-4440368

Ministero della Pubblica Istruzione:

(Ministry of Education)

Direzione generale per gli Scambi Culturali:

(General Directorate for Cultural Exchange)

Via Ippolito Nievo, 35

I-00153 Roma

Tel: (+39) 6-58495806

Fax: (+39) 6-58495835

Biblioteca di Documentazione Pedagogica (BDP)

(Library of Pedagogical Documentation)

Palazzo Gerini

Via M. Buonarroti, 10

I-50122 Firenze

Tel: (+39) 55-241187/241188

Fax: (+39) 55-242884

Direzione Generale dell'Istruzione Classica, Scientifica e Magistrale

(Classical, Scientific and Teacher Training Directorate)

viale Trastevere, 76/a

I-00153 Roma

Tel: (+39) 6-58491

Direzione Generale dell'Istruzione Professionale

(Vocational Training Directorate)

via Michele Carcani, 61

I-00153 Roma

Tel: (+39) 6-58491

Direzione Generale dell'Istruzione Tecnica

(Technical Education Directorate)

viale Trastevere, 76/a

I-00153 Roma

Tel: (+39) 6-58491

Direzione Generale Istruzione Elementare

(Primary Education Directorate)

Viale Trastevere, 76

I-00153 Roma

Tel: (+39) 6-58491

Direzione Generale Istruzione Secondaria di Primo Grado
(Lower Secondary Education Directorate)
Piazza Marconi, 25
I-00100 Roma

Ispettorato per l'Istruzione Artistica
via M. Carcani, 61
I-00153 Roma
Tel: (+39) 6-58491

Ufficio Studi
via I. Nievo, 35
I-00153 Roma
Tel: (+39) 6-58491

Ministero dell'Università e della Ricerca Scientifica e Tecnologica
(Ministry of University and Scientific and Technological Research)
Lungotevere Thaon de Revel, 76
I-00196 Roma
Tel: (+39) 6-326891

MISSOC (National Coordinating Union)
(see *Ministero del Lavoro e della Previdenza Sociale, Direzione Generale della Previdenza e Assistenza Sociale, Divisione VII*)
Via Flavia 6
I-00187 Roma
Tel: (+39) 6-46831

Movimento Primo Lavoro - (MOPL)
Address of the Turin office:
via Perrone, 3
I-10100 Torino
Tel: (+39) 11-5612012

PETRA - (National Coordinating Union)
(see *ISFOL*)
Tel: (+39) 6-445901
Fax: (+39) 6-8845883/8547321

TEMPUS - (Italian Contact Point)
(see *Ministero dell'Università e della Ricerca Scientifica e Tecnologica, Ufficio Relazioni Internazionali*)
Tel: (+39) 6-326891

Uffici Provinciali del Lavoro (UPLMO)
Employment agencies in the provinces
Tel: (+39) 6-497911

Università La Sapienza
Dipartimento di Scienze dell'Educazione
viale Castro Pretorio, 20
I-00185 Roma
Tel: (+39) 6-4957805

Unione Italiana del Lavoro - (UIL)
via Lucullo, 6
I-00187 Roma
Tel: (+39) 6-49731

Ufficio per l'Attuazione del Servizio Sanitario Nazionale
via Sierra Nevada, 60
I-00144 Roma
Tel: (+39) 6-5922100

YOUTH FOR EUROPE (National Agency)
(see *Ministero degli Affari Esteri, Agenzia "Gioventù per l'Europa"*)

Assessorati alla Formazione Professionale, al Lavoro e all'Istruzione

Regione Abruzzo
Ass.to Formazione Professionale
via Raffaello 137
I-Pescara
Tel: (+39) 85-7671

Regione Basilicata
Dipartimento Cultura e Formazione
Corso Umberto I, 28
I-85100 Potenza
Tel: (+39) 971-332111

Regione Calabria
Ass.to Formazione Professionale e P.I.
via Repubblica Marinara, 2
I-88100 Catanzaro Lido
Tel: (+39) 961-8511

Regione Campania
Ass.to Formazione Professionale
via Don Bosco, 4/f
I-80132 Napoli
Tel: (+39) 81-7961111

Regione Emilia-Romagna
Ass.to Lavoro e F.P. - Ufficio Orientamento
via Aldo Moro, 38
I-40127 Bologna
Tel: (+39) 51-284111
Fax: (+39) 51-283923

Regione Friuli- Venezia Giulia
Assessorato Industria, Commercio,
Artigianato, Istruzione e Formazione Professionale
Direzione regionale dell'Istruzione e della Cultura
via S. Francesco, 37
I-34100 Trieste
Tel: (+39) 40-3771111

Regione Lazio
Ass.to Commercio e Industria - Artigianato F.P.
via Rosa Raimondi Garibaldi, 7
I-Roma
Tel: (+39) 6-54571

Regione Liguria
Ass.to F.P. - Lavoro - Industria
via Fieschi, 15
I-16121 Genova
Tel: (+39) 10-54851

Regione Lombardia
Ass.to Istruzione e F.P. - Ufficio Orientamento
via Soderini, 24
I-20146 Milano
Tel: (+39) 2-67651

Regione Marche
Ass.to Lavoro e Formazione Professionale
via Gentile Da Fabriano, 9
I-60125 Ancona
Tel: (+39) 71-8061

Regione Molise
Ass.to Lavoro e Personale
via d'Amato, 1
I-86100 Campobasso
Tel: (+39) 874-4291

Regione Piemonte
Ass.to Formazione Professionale
Movimenti Migratori, Cooperazione
Servizi per l'Industria
via Magenta, 12
I-10100 Torino
Tel: (+39) 11-43211

Regione Puglia
Ass.to Servizi Sociali, Lavoro e Cooperazione
Emigrazione e Formazione Professionale
Piazza Aldo Moro, 37
I-70100 Bari
Tel: (+39) 80-401111

Regione Sardegna
Ass.to Lavoro, Formazione Professionale e Sicurezza Sociale
via XXVII Febbraio, 1
I-09100 Cagliari
Tel: (+39) 70-6061

Regione Sicilia
Ass.to Lavoro - Regione Siciliana
via Pernice, 3
I-90144 Palermo
Tel: (+39) 91-6961111

Regione Toscana
Ass.to Lavoro e Formazione Professionale
Piazza della Libertà, 16
I-50129 Firenze
Tel: (+39) 55-4382111

Regione Umbria
Ass.to Industria, Fonti Energetiche
Artigianato, Formazione Professionale e Mercato del Lavoro
Palazzo Broletto
via M. Angeloni, 163
I-06100 Perugia
Tel: (+39) 75-5041

Regione Valle d'Aosta
Presidenza della Giunta
Segreteria Generale, Servizio Studi Programmi e Progetti
Settore Operativo Formazione e Orientamento Professionale
Piazza Accademia S. Anselmo, 2
I-Aosta
Tel: (+39) 165-3031

Regione Veneto
Assessorato Scuola
Istruzione Professionale, Cultura, Ricerca Scientifica
Edilizia scolastica
Dipartimento Servizi Formativi
Palazzo Balbi
Dorsoduro, 3901
I-30123 Venezia
Tel: (+39) 41-792111

Autonomous provinces

Provincia Autonoma di Bolzano
Ass.to Industria, Formazione Professionale e Sport
via Raiffeisen, 5
I-39100 Bolzano
Tel: (+39) 471-992111

Provincia Autonoma di Trento
Ass.to Lavoro, Formazione Professionale e Edilizia
via Torre Verde, 27
I-38100 Trento
Tel: (+39) 461-234830

LUXEMBOURG



General information

The Grand Duchy of Luxembourg has three immediate neighbours: Belgium, Germany and France. The national language is Luxembourgish, French continues to be recognised as the legal language and additionally, German is spoken.

Area and population

Area: 2,586 sq km

Population (in 1992): 389,800

Level of foreign population: just under 27%

Population density: 151 per sq km

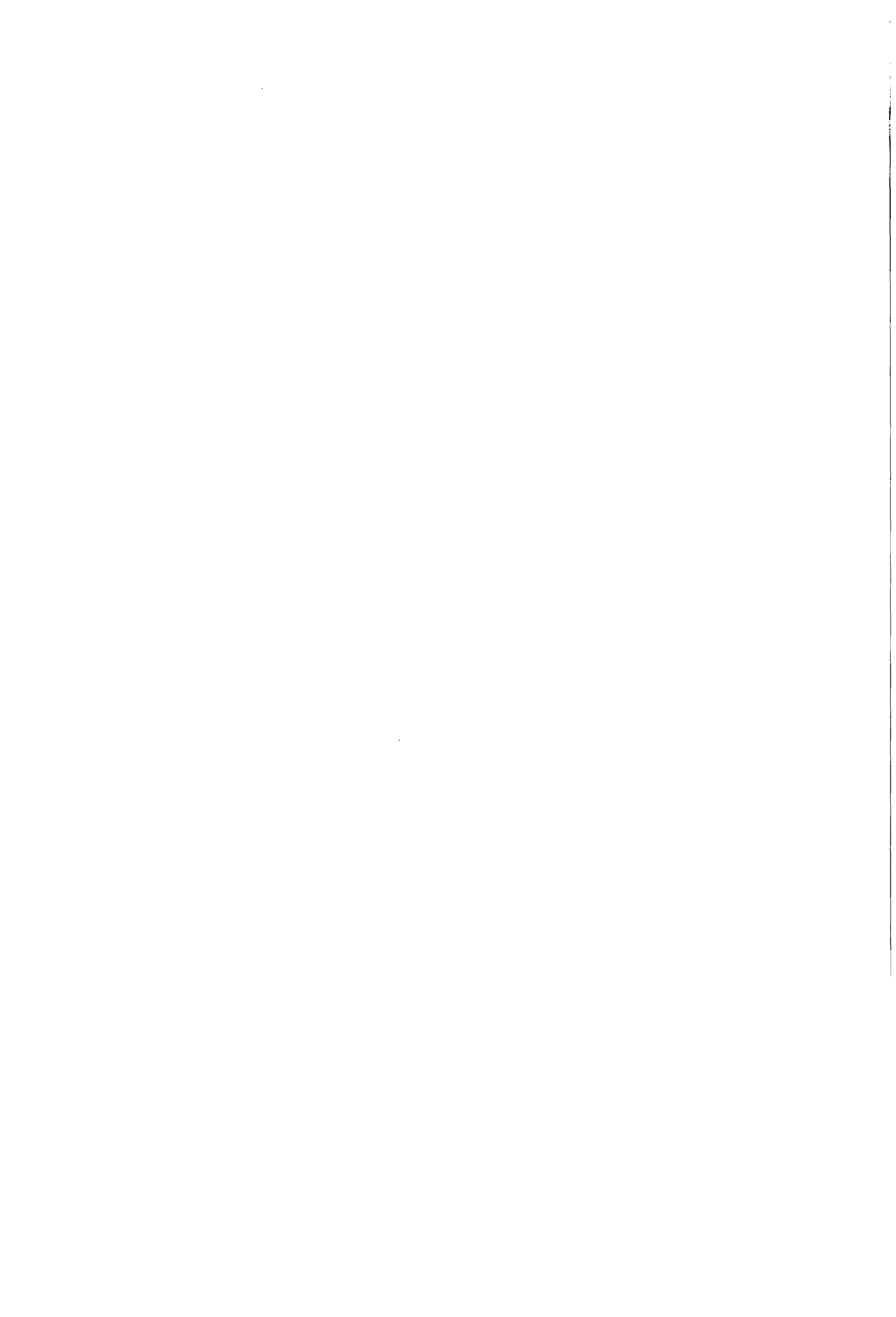
Capital: Luxembourg (75,000 inhabitants)

Political system

The Grand Duchy of Luxembourg is a hereditary constitutional monarchy with a parliamentary system. In addition to parliament, there is also a consultative Council of State which is appointed in part by the Parliament, in part by the Council itself and in part by the Grand Duke.

Additional information

In 1991, just under 54% of the working population were employed in the tertiary sector, more than 28% in industry and 3.2% in agriculture. In 1992, the unemployment rate rose to 1.6%.



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A. INITIAL REFERENCE POINTS

A.1 National centre in the European network of guidance resource centres

Administration de l'Emploi - FOPROGEST asbl (Department of Employment - technical assistance)
The national resource centre works in close collaboration with the *Centres de Psychologie et d'Orientation* (centres for psychology and careers guidance in schools) of the *Ministère de l'Education Nationale* (Ministry of Education) and provides coordination in the area of vocational guidance, in particular with the bordering countries of France, Germany and Belgium, as well as with the other partners of the European Union.

A.2 Other contact points and principal information sources

Ministère du Travail - Administration de l'emploi Service d'Orientation Professionnelle (Ministry of Labour - the Department of Employment Vocational Guidance Service) at: Diekirch, Esch-sur-Alzette and Luxembourg.

Ministère de l'Education Nationale (Ministry of Education) - *Centres de Psychologie et d'Orientation Scolaires - CPOS* (Centres for Psychology and Careers Guidance in Schools).

Institut Supérieur de Technologie (Higher Institute of Technology).

Service Central de la Statistique et des Etudes Economiques - STATEC (Central Office of Statistics and Economic Studies).

Ministère des Classes moyennes (Ministry for Trade Classes).

A.3 Publications

Guide pour Jeunes (Guide for Young People): information brochure for young people containing numerous addresses and articles regarding education, vocational training, employment and vocational integration.

Droit du Travail (Right to Work): by Romain Schintgen, published by the *Ministère du Travail, Service Information et Presse du Gouvernement* (Ministry of Labour, Government Press and Information Service).

Rapport d'activités (Report on activities):

- Ministère du Travail* (Ministry of Labour) - published annually;
- Ministère de l'Education Nationale* (Ministry of Education) - published annually;
- Ministère de la Sécurité Sociale, Aperçu sur la législation de la Sécurité Sociale* (Ministry of Social Security, report on social security legislation);
- Ministère de la Sécurité Sociale, Inspection générale de la Sécurité Sociale 1991* (Ministry of Social Security general survey of Social Security, 1991).

B. EDUCATION AND TRAINING SYSTEMS

B.1 General overview

Key to diagram

(1) Compulsory education includes two years of pre-school education for children aged from 4 years.

(2) In the 7th year after the beginning of primary education, classes are organized as part of the preparatory cycle of the Lycées techniques. These classes follow the same programmes as the 7th year classes in technical secondary education and prepare pupils for the 8th year comprehensive stream. The other classes in the preparatory cycle are organized on a modular basis and in principle, prepare pupils for entry to a lower cycle class or a medium cycle vocational class.

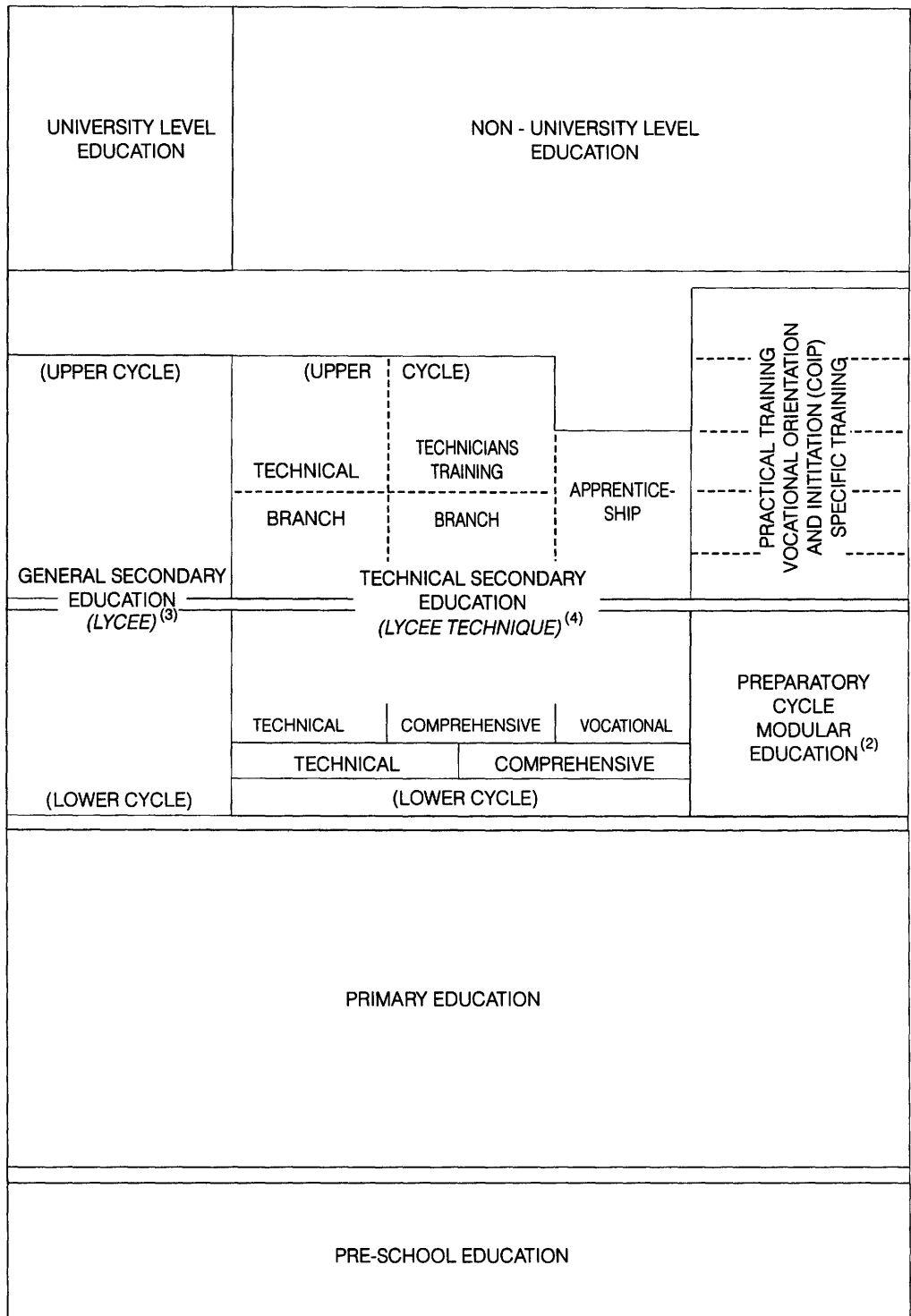
(3) The general lycée comprises seven years of study divided into two academic cycles. The higher cycle leads to a secondary education leaving certificate, which gives access to higher education.

(4) The 7th, 8th and 9th year classes constitute the lower cycle of technical secondary education. They consist of one 7th year class, two types of 8th year classes (technical and comprehensive) and three types of 9th year classes (technical, comprehensive and vocational). During this cycle pupils receive a general education which prepares them to follow medium level studies.

COMPULSORY EDUCATION



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B.1.2 Sources of general information

Aperçu sur le Système d'Enseignement Luxembourgeois (Report on the Education System in Luxembourg) published by *Ministère de l'Education Nationale, Unité Nationale d'Eurydice* (Eurydice Unit, Ministry of Education): brochure published annually in German, French and English.

B.2 General training

B.2.1 Structure, duration and aims of education

In Luxembourg, education consists of 6 years of study at primary level. After the 6th year of primary study, the pupil has to choose between three types of 7th year classes. In choosing these he or she embarks on a predetermined educational path, although there is the possibility of transfer from one type of education to another.

Post-primary education comprises:

- secondary education which lasts for 7 years and leads to the secondary education leaving certificate. The main aim of this form of education is to prepare young people for higher education;
- secondary technical education is provided in technical lycées and lasts for 7 years. It aims to prepare young people for entry into working life and also gives them the opportunity to progress to higher training;
- supplementary education, which lasts for 3 years. This aims to complete the elementary education of pupils and to equip them with the necessary skills for working life. It gives pupils access to technical secondary education.

The Structure of secondary education

Secondary education in Luxembourg is defined by the constitutional law of 10 May 1968 which introduced comprehensive education, some new institutions such as the *Services de Psychologie et d'Orientation Scolaires - SPOS* (Psychology and guidance services in schools) and the education councils (which are a type of overseeing committee although their functions are essentially consultative). The law of 22 June 1989 has in addition, reorganised the structure of the higher division of secondary education. Secondary education generally takes place in the lycées, although certain lower and intermediate classes are entrusted to the lycées techniques.

Organisation of secondary education

The reform of secondary education, in accordance with the law of 20 June 1989, revolves around three essential points:

- in order to give pupils more time to come to a decision about their future educational specialisation, general education is not restricted, as in the past, to the first three years;
- the curriculum and teaching methods have been revised;
- the choice at school is diversified through an increased number of specialisations and option courses offered in the sixth and seventh year.

Structure of secondary education

The lower division comprises the first three classes, the 7th, 6th and 5th.

To be admitted into secondary education, pupils must pass an entrance exam. Pupils who have passed this exam are admitted to the 7th class, known as the orientation class. This class allows pupils to adapt to secondary studies and gives them an assessment of their potential in this type of education.

Experts from *SPOS* (the school psychological and guidance services) provide continuing psycho-educational guidance during this year. If the young person is having difficulties in making the transition from primary to secondary education, support courses are available to help them.

After the orientation class, pupils opt either for classical education (with Latin as a 3rd language) or for modern education (with English as a 3rd language). The basic programme is the same for the two schemes. (Pupils who choose Latin as a 3rd language begin studying English one year later in the 5th year).

The higher division comprises the next four classes, the 4th, 3rd, 2nd and the 1st.

It is made up of two distinct cycles:

- the comprehensive cycle. This comprises the 4th and 3rd classes. On entering the comprehensive cycle, pupils choose according to interest and ability either a literary orientated course or a scientifically orientated course. These courses are the start of a pupil's educational specialisation. The main difference between these two lies in the degree of difficulty of the maths component of the course.
- the specialisation cycle. This comprises the 2nd and 1st classes. On entering the 2nd class, pupils choose a particular subject grouping, the direction of studies then becomes irreversible.

For pupils who took the literary course in the comprehensive cycle the following subject groups are available:

Section A - languages and human sciences;

Section A2 - human and social sciences;

Section E - *les arts plastiques* (non-performing art subjects);

Section F - the musical sciences (attendance concomitant with a conservatory or music school).

For pupils who took the scientific course in the comprehensive cycle the following subject groups are available:

Section B - the natural sciences and maths;

Section D - economic sciences (maths oriented).

Studies in secondary education are validated by the secondary education leaving certificate. This certificate allows access to higher education in all disciplines.

Structures of l'Enseignement Secondaire Technique - EST (Technical secondary education)

To be admitted to technical secondary education, the pupil must pass an entrance exam relating to the 6th year of primary studies.

Technical secondary education consists of 3 cycles:

- The lower cycle includes the first three classes, ie the 7th, 8th and 9th years. It provides pupils with general training whilst leading them towards the training or occupation matching their abilities and preferences;
- The intermediate cycle aims to offer every pupil, who has successfully completed the 9th year, a training leading to the *Certificate d'Aptitude Technique et Professionnelle -CATP* (Certificate of Technical and Vocation Skill).

The intermediate cycle consist of three streams - the vocational stream, of 3 years duration. This gives the most direct and simple access to a vocational qualification; the technicians training stream of 4 years duration; and the technical stream of 4 years duration, leading to the technical secondary education leaving certificate;

- The higher cycle following on from the two latter streams offers high-level qualification - a technician's diploma which can be taken after the 13th year of school which is aimed first and foremost

at preparing pupils for their entry into the working world, and the technical baccalaureat which is the highest qualification in the technical stream.

Publications

Guide des lycées techniques du Luxembourg (Guide to the technical lycées of Luxembourg),
Que faire après le 6e année scolaire? (What to do after the 6th school year?),
Que faire après la 5e de l'enseignement secondaire? (What to do after the 5th year of secondary education?),
Que faire après le lycée? (What to do after the lycée?)
published by CPOS.

B.2.2 Information on costs and grants

Public education in the Grand Duchy of Luxembourg is free. In post-primary education three types of grant are available:

- to pupils who are in need;
- to gifted pupils who are in need;
- to specially gifted pupils.

In-company vocational training is financed by the company. Apprentices receive an apprenticeship allowance paid by the employer. In the Grand Duchy of Luxembourg, students can obtain financial assistance from the state. The allocation of funds granted to train students is governed by the basic law of 8 December 1977.

Useful contacts

CPOS - Centre de Psychologie et d'Orientation Scolaire du Ministère de l'Éducation Nationale (Centre of Psychology and Careers Guidance in Schools of the Ministry of Education)

B.3 Initial vocational education and training

B.3.1 Structure, duration and level of qualification attainable

Initial vocational training is provided in the context of:

- full-time technical secondary education - technicians stream and technical stream (see above);
- apprenticeships.

Apprenticeships

The vocational scheme provides the most direct and simple access to a vocational qualification, the *CATP*. How vocational training is organised depends on the occupation itself. A certain number of apprenticeships consist of three years in-company practical training coupled with about eight hours per week of theoretical training in a technical lycée, which is known as formation concomitant. For other occupations, apprentices attend vocational classes at the technical lycée full-time for one or two years and then finish the rest of their training in-company.

The following types of apprenticeship are offered at the technical lycée:

- agricultural;
- craft;
- commercial;
- hotel and tourism industry;

-
- industrial;
 - paramedical;
 - domestic science.

Training is based on a three year cycle (10th, 11th and 12th school years).

B.3.2 Initial training schemes for people with special needs

Measures intended for young unemployed people and other young people experiencing difficulties in Luxembourg are designed to help integrate them and create a first job for them, eg contracts offering a period of work experience or *COIP - Cours d'Orientation et d'Initiation Professionnelle* (Courses providing Vocational Guidance and an Introduction to Work).

Useful contacts

Service de Formation Professionnelle - Ministère de l'Education Nationale (Vocational Training Services - Ministry of Education).

CPOS - Centre de Psychologie et d'Orientation Scolaire du Ministère de l'Education Nationale (Centre of Psychology and Careers Guidance in School of the Ministry of Education).

Administration de l'Emploi (Department of Employment).

Professional Chambers:

Chambre de Commerce (Chamber of Commerce);

Chambre de Métiers (Chamber of Trades);

Chambre de Travail (Chamber of Labour);

Chambre des Employés Privés (Chamber of the Self-Employed)

The professional chambers have advisors on apprenticeships.

Service de la Formation Professionnelle (Vocational Training Service).

ALJ - Service de Coordination de l'Action Locale pour Jeunes (Local Action for Young People Coordination Service).

Both are departments of the *Ministère de l'Education Nationale* (Ministry of Education)

B.3.3 Publications

Ecole, Travail, Loisirs - Informations, conseils et adresses pour les élèves des 9es fil. III et des classes complémentaires ainsi que pour les jeunes à la recherche d'un emploi (School, Work, Leisure - Information, advice and addresses for final-year pupils and young people looking for a job), updated regularly.

B.4 Continuing training

B.4.1 Basic information on links between initial training and continuing training

In Luxembourg, young people who have not attained the *CATP* by the normal route (see B.2.1) can obtain it through courses for continuing training.

B.4.2 Basic information on continuing vocational training and re-employment

The Ministry of Education is responsible for courses for continuing vocational training leading to recognised certificates. In addition, there are a large variety of courses run by local authorities and private associations. The government has introduced measures aimed at organising courses of continuing vocational training and retraining for the benefit of wage earners threatened with unemployment. The conditions and methods of these courses, as well as their field of application, are regulated by law. These courses are organised within companies, institutions or accepted establishments and are under the control of the Ministry of Education.

An employee in training is entitled to receive an allowance equivalent to his/her previous pay, to have his/her contract of employment preserved during the training period and to be transferred, after training, to a position appropriate to the training received.

B.4.3 Indicative participation rates in post compulsory education and training

In 1993 out of the total of 8,500 young people in Luxembourg between the ages of 16 and 17, an estimated 84% were in general education or training. Of this group 38% were in the secondary general education lyceum, 33% in technical and technicians courses in the technical lycée and 13% in apprenticeship courses provided in the same lycées.

B.5 Recognition and comparability of qualifications

Information regarding the recognition and the correspondence of vocational qualifications can be obtained from the Ministry of Education in particular, from the Professional Chambers and from the Department of Employment.

For information regarding academic qualifications, contact:

Ministère de l'Éducation Nationale, Centre d'Information sur la Reconnaissance Académique des Diplômes et des Périodes d'Études (Ministry of Education Information Centre for the Academic Recognition of Certificates and Periods of Study)

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

Guidance at school

The law of 1st April 1987 has created through the Ministry of Education, the Centre of Psychology and Careers Guidance in Schools - CPOS - which replaces the former school Guidance service and social services.

CPOS has the following objectives:

- to ensure that pupils in secondary and technical secondary education as well as the supplementary classes receive guidance and to take part in the academic guidance of pupils from the 6th year of primary studies;
- to assist young people who go through to higher education, in their choice of studies and institution and to continue guidance in the course of their studies;
- to facilitate the entrance of young people into working life. In order to achieve this objective, CPOS informs parents and pupils on the educational and vocational aims of the different paths open to them; Delivers systematic and continuous academic and vocational guidance to pupils; Provides general advice to parents and pupils, as well as to the institutions and persons responsible for the pupils' training, taking into account the psychological, psycho-emotional and psycho-social aspects of the process of learning;
- Facilitates dialogue between school heads and the inspectors for primary education with regard to the organisation of the schools psychology and guidance services (SPOS), and ensures coordination between the different services;
- Organises in-service training for the staff of the schools psychology and guidance services;
- Provides interested parties with all necessary information on the opportunities for training in higher education as well as all practical information concerning stays abroad. To this end CPOS maintains continuing contacts with universities and other institutions of higher education and mediates, if need be, with the authorities in other countries;
- Ensures collaboration between the different departments and public services involved in the transition of young people from school to working life, in particular between the Department of Employment and the Professional Chambers.

Each classical or technical lycée in the country, as well as the University and Institute of Higher Technology is supported by a SPOS. These provide pupils, parents and teachers with the following services:

- Information on schools, the academic system, vocational information, higher and university education;
- Responsibility for pupils who have difficulties on an academic or personal level or who request assistance with their choice of training or career;
- consultations for parents to advise them on academic, educational or financial difficulties, and on other factors regarding the guidance of their children.

Vocational Guidance is a service of the Department of Employment and offers help to:

- young people from all types of educational background regarding choice of training or career;
- adults who are changing career or who are continuing their training.

This help takes the form of

- information on training and occupations;
- individual advice regarding choice of occupation or career;
- psychological tests to facilitate vocational choice, where appropriate;
- placement into apprenticeships.

All services are provided totally free.

Publications and useful addresses

Administration de l'Emploi (Department of Employment)

CPOS - Centre de Psychologie et d'Orientation Scolaires du Ministère de l'Education Nationale (Centre of Psychology and Careers Guidance in Schools of the Ministry of Education)

C.2 Services specifically for foreigners

Information regarding the legal provisions relating to foreigners can be obtained from the following bodies:

Service d'Accueil et d'Information Juridique (Office for Reception and Legal Information): for information on the status of incomers to Luxembourg.

Ministère de la Justice (Ministry of Justice) - for residence permits.

Individual assistance and advice to foreigners:

Service Accueil des Etrangers (Reception Office for Foreigners)

ASTI - Association de Soutien aux Travailleurs Immigrés (Immigrant Workers Support Organisation)

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

Le *Centre National de Ressources* (National Resource Centre) works in close collaboration with the centres of psychology and careers guidance in schools of the Ministry of National Education and ensures coordination in the area of vocational guidance particularly between the immediate neighbours of France, Germany and Belgium, as well as with other Member States of the European Union.

The National Resource Centre has information available in various media (publications, data bases) relating to vocational guidance and deals with questions regarding the opportunities for training in other Member States, the comparability of qualifications, employment prospects, intercultural aspects, the opportunities for financial assistance and the opportunities for language training.

Information can be obtained from: *Administration de l'Emploi* (Department of Employment)

For information on other programmes and actions of the European Union there are the following representations or agencies:

COMETT: *LUXINNOVATION*

ERASMUS: *CPOS - Centre de Psychologie et d'Orientation Scolaires du Ministère de l'Education Nationale* (Centre for Psychology and Careers Guidance in Schools of the Ministry of Education)

EUROTECNET: *Ministère de l'Education Nationale* (Ministry of Education)

FORCE: *Ministère de l'Education Nationale* (Ministry of Education)

YOUTH FOR EUROPE: *Centre d'Information et d'Exchanges de Jeunes* (Youth Information and Youth Exchange Centre)

LINGUA: *Ministère de l'Education Nationale* (Ministry of Education)

PETRA: *Administration de l'Emploi* (Department of Employment)

TEMPUS: *Ministère de l'Education Nationale* (Ministry of Education)

E. LIVING AND WORKING CONDITIONS

E.1 Income and allowances for apprentices

E.1.1 Income

Luxembourg has an index-linked guaranteed minimum wage. The amount of the minimum wage for skilled and non-skilled workers is fixed by the government and on 1st May 1993 was as follows:

- 40,307 LUF for non-skilled workers;
- 48,368 LUF for skilled workers.

Legislation passed on 27 May 1975 has made the indexing of pay applicable to the minimum wage and to pay levels set by collective work agreements, applicable to all employees.

E.1.2 Allowances for apprentices

Allowances for apprentices depend on the occupation and increase each year. A subsidy aimed at promoting apprenticeship is paid to employers for each month of apprenticeship; the state takes over responsibility for part of the apprenticeship allowance and the employer's share of social security contributions. In addition, an apprenticeship bonus is given to all apprentices who have successfully completed a year of their apprenticeship, with the exception of apprentices in the commercial sector, who are excluded from the scheme. The apprenticeship bonus is fixed at 1500 LUF per month of apprenticeship, regardless of branch or sector.

E.2 Availability of educational leave

Training leave is intended for young people of less than 25 years of age who are in employment.

It has as its aims:

- to develop young people's understanding of their rights in society;
- to ensure the training and proficiency of youth leaders and managerial staff of the youth movement;
- to allow people in employment to complete their vocational training by taking part in official courses for adults, or to run training courses or activities for young people.

The granting of training leave must allow young people to participate in training courses, study days or seminars. The maximum training-leave is 20 working days in any two-year period, and cannot exceed sixty days in total.

Organisations providing information

CFPC (Esch-sur-Aizette).

CFPC (Walferdange)..

CFPC (Ettelbruck)

Centre de Langues du Ministère de l'Education Nationale (The Centre for Languages of the Ministry of Education)

Administration de l'Emploi (Department of Employment).

Service d'Orientation Professionnelle (Vocational Guidance Service).

Ministère de l'Education Nationale (Ministry of Education).

E.3 Social security

In Luxembourg, all wage earners must be affiliated to a health insurance scheme. Each wage earner or self-employed person is insured by one of the 11 health insurance schemes, responsible for his/her economic sector.

Compulsory insurance:

Legislation requires workers to be insured via a scheme responsible for their socio-occupational sector. Persons in receipt of benefit are automatically insured.

Retirement insurance (Pension):

By law all wage earners must subscribe to a retirement insurance scheme.

Accident insurance:

All industrial, commercial, agricultural, forestry and craft companies must subscribe to an accident insurance scheme.

Useful contacts

Ministère de la Santé (Ministry of Health)

Ministère de la Sécurité Sociale (Ministry of Social Security)

E.4 Job placement agencies

By law *l'Administration de l'Emploi* (Department of Employment) is the only organisation permitted to undertake placing activities. Contravention of this law is punishable by fine. The services of *l'Administration de l'Emploi* are free.

The *Administration de l'Emploi* has a dual responsibility, to help people looking for work to find a suitable opportunity and to help employers to find the staff which suit their vacancies. To this end, the placement service enrolls people looking for work and registers job vacancies.

In order to maintain full employment, to analyse the job market and to aid the recruitment of foreign workers, the law makes it compulsory to declare vacant positions to *l'Administration de l'Emploi*. Contravention of this requirement is liable to punishment by fine. Any person without work and looking for employment can enrol as a job seeker with *l'Administration de l'Emploi*. It also provides service for people wanting to change jobs.

Placement officials can offer job seekers a medical examination at the expense of the state.

In the area of apprenticeships, *l'Administration de l'Emploi* works in co-operation with the *Ministère de l'Education Nationale - Service de la Formation Professionnelle* (Ministry of Education - Vocational Training Service) and the *Chambres Professionnelles* (Professional Chambers - see B.3.2). To facilitate the employment of young people, the government of Luxembourg introduced *Le contrat de stages-initiation* (Work experience contract) which was created by law on 27 July 1978 (modified in 1980, 1983, 1987 and 1989) focusing on various measures intended to promote the employment of young people. Its main objective is to help young job seekers make the transition between education/training and working life. *L'Administration de l'Emploi* can offer work experience contracts to persons who are aged 30 or under and who are registered job seekers. An employer who takes on a trainee on a work experience contract has to pay a training allowance to him/her equal to 85% of the minimum wage for a non-skilled worker. By a special dispensation to this rule, the training allowance paid to a young person of under 19 years of age may not exceed the amount of unemployment benefit to which that young person is entitled.

F. LIST OF ADDRESSES

EURES

Administration de l'emploi - Service d'Orientation Professionnelle

38a, rue Philippe II

L-2340 Luxembourg

Tel: (+352) 4785300

Fax: (+352) 464519

Administration de l'emploi - Service d'Orientation Professionnelle

21, rue Pasteur B.P. 289

L-4003 Esch-sur-Alzette

Tel: (+352) 541054

Fax: (+352) 541058

Administration de l'emploi - Service d'Orientation de l'emploi

Coin Rue Clairefontaine -

Rue Alexis Heck B.P. 45

L-9201 Diekirch

Tel: (+352) 803434

Fax: (+352) 802635

Association de Soutien aux Travailleurs Immigrés - ASTI

10, rue Auguste Laval

L-1922 Luxembourg

Tel: (+352) 438333

Athénée de Luxembourg

24, boulevard Pierre Dupong

L-1430 Luxembourg

Tel: (+352) 440249

Centre d'Information et d'Echanges de Jeunes

76, boulevard de la Pétrusse

L-2320 Luxembourg

Tel: (+352) 405552

Centre de Langues du Ministère

de l'Education Nationale

80, boulevard Général Patton

L-2316 Luxembourg

Tel: (+352) 403941

Centre de Psychologie et d'Orientation Scolaire du Ministère de l'Education Nationale - CPOS

280, route de Longwy

L-1940 Luxembourg

Tel: (+352) 456464623

Fax: (+352) 454544

Centre Universitaire
162a, avenue de la Faïencerie
L-1511 Luxembourg
Tel: (+352) 4666441

CFPC
Avenue de la Paix
L-4275 Esch-sur-Alzette
Tel: (+352) 55502826

CFPC
Route de Diekirch
L-7220 Walferdange
Tel: (+352) 331166

CFPC
Rue J.P. Thill
L-9085 Ettelbruck
Tel: (+352) 817872

Chambre de Commerce
7, rue Alcide de Gasperi
L-1615 Luxembourg-Kirchberg
Tel: (+352) 4239391

Chambre de Travail
18, rue Auguste Lumière
L-1950 Luxembourg
Tel: (+352) 488616

Chambre des Employés Privés
13, rue de Bragance
L-1255 Luxembourg
Tel: (+352) 444091

Chambre des Métiers
2, circuit de la Foire Internationale, b.p.1604
L-1016 Luxembourg
Tel: (+352) 4245111

Commission Européenne
Bâtiment Jean Monnet
Rue Alcide de Gasperi
L-2920 Luxembourg
Tel: (+352) 43011
Fax: (+352) 43014433,
Telex: 3423-3446 comeur lu

EURYDICE

Réseau d'information pour l'Education dans la CE

280, route de Longwy

L-1940 Luxembourg

Tel: (+352) 456464604

FOPROGEST asbl

c/o Ministère de l'Education Nationale

29, rue Aldringen

L-2926 Luxembourg

Tel:(+352) 4785234

Fax:(+352) 4741116

Institut Supérieur de Technologie

rue R. Coudenhove-Kalergi

L-1539 Luxembourg

Tel: (+352) 436661

IRIS

Ministère de l'Education Nationale

Direction du Centre de Formation Professionnelle Continue

route de Diekirch, B.P. 30

L-7220 Walferdange

Tel: (+352) 331166

LUXINNOVATION

7 rue Alcide de Gasperi

L-1615 Luxembourg

Tel: (+352) 436623

Fax: (+352) 432328

Ministère de l'Education Nationale

929, rue Aldringen

L-2926 Luxembourg

Tel: (+352) 4781

Ministère de la Justice

16 boulevard Royal

L-2449 Luxembourg

Tel: (+352) 4781

Ministère de la Santé

57 - 90 boulevard de la Petrusse

L-2320 Luxembourg

Tel: (+352) 4781

Ministère de la Sécurité sociale

26 rue Zithe

L-2763 Luxembourg

Tel: (+352) 4781

Ministère des Classes moyennes

6 avenue Emile Reuter

L-2937 Luxembourg

Tel: (+352) 4784715

Fax: (+352) 4784740

MISSOC

Inspection Générale de la Sécurité Sociale

Ministère de la Sécurité Sociale

25 rue Zithe

B.P. 1308

L-1013 Luxembourg

Tel: (+352) 4781

Fax: (+352) 4786328

PETRA *Unité Nationale de Coordination*

Ministère de l'Education Nationale

29 rue Aldringen

L-2926 Luxembourg

Tel: (+352) 4785234

Fax: (+352) 474116

Service Accueil des Etrangers

9 rue Chimay

L-1383 Luxembourg

Tel: (+352) 47962751

Service central de la Statistique et des Etudes Economiques - STATEC

19-21 boulevard Royal

B.P. 304

L-2013 Luxembourg

Tel: (+352) 4781

Fax: (+352) 464289

Service d'Accueil et d'Information juridique

12 côte d'Eich

L-1450 Luxembourg

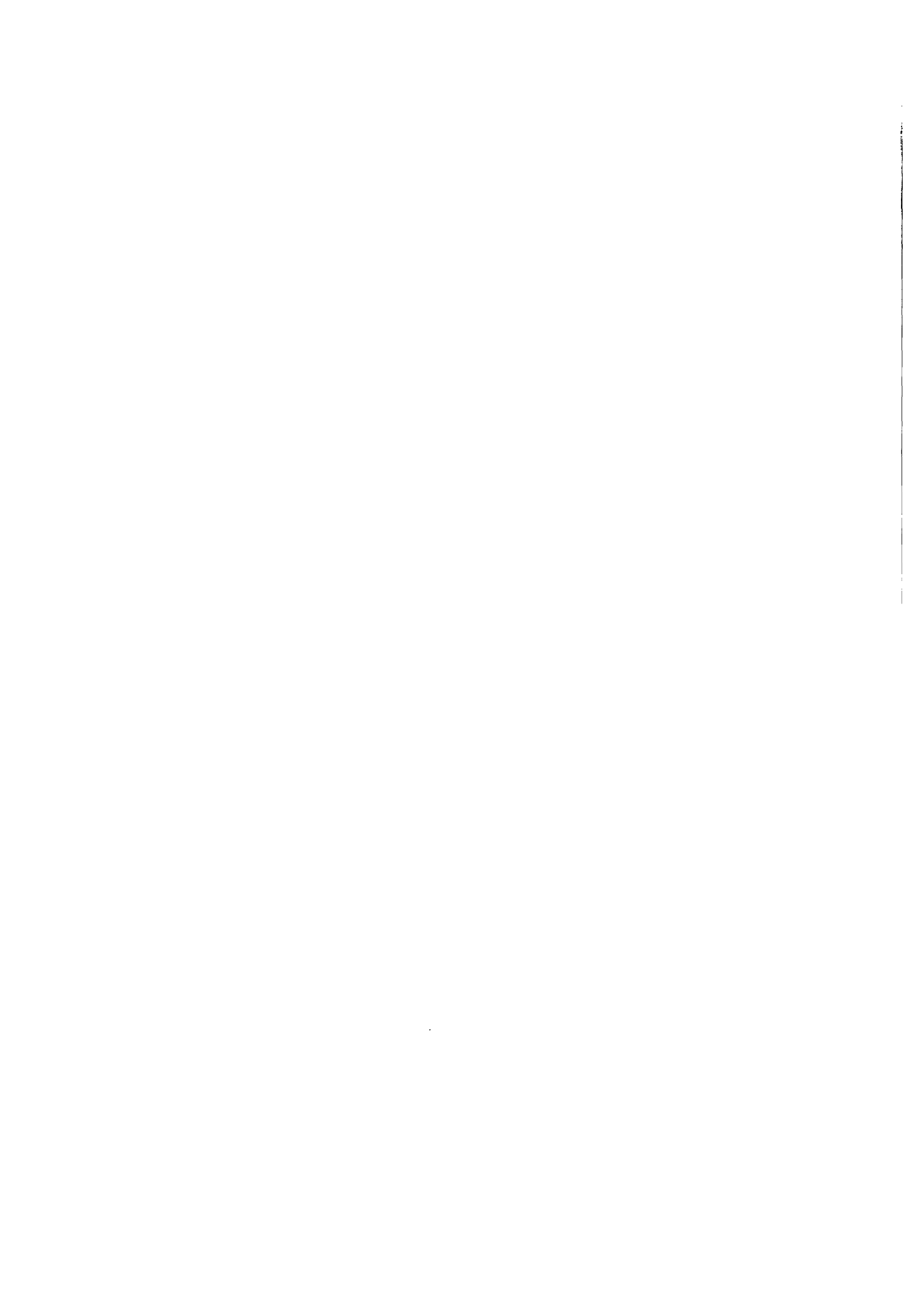
Tel: (+352) 41464

Service de Coordination de l'Action Locale pour Jeunes - ALJ

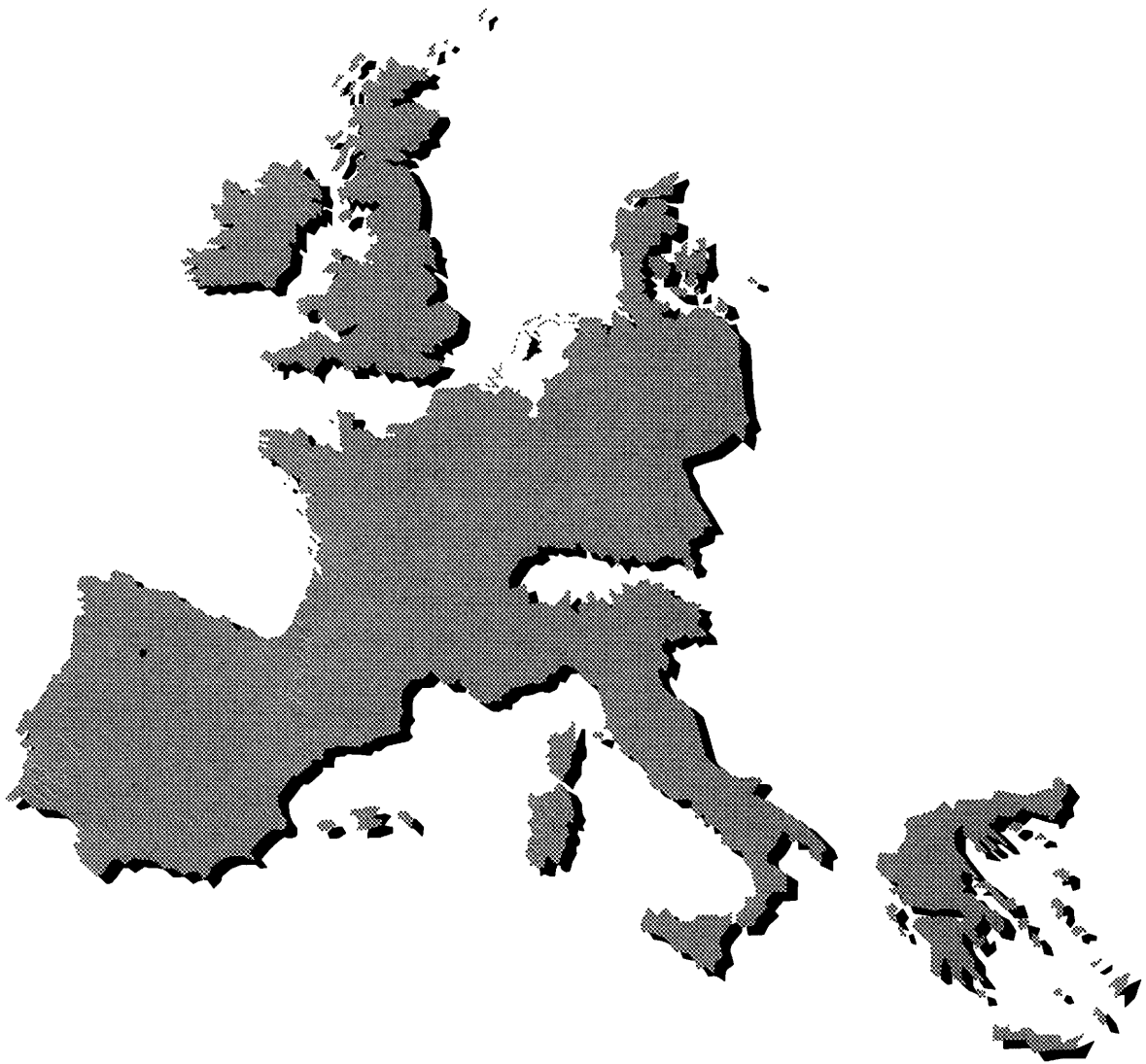
28 rue Aldringen

L-2926 Luxembourg

Tel: (+352) 4785241



THE NETHERLANDS



General information

The Netherlands is bordered to the east by Germany and to the south by Belgium. The national flag has three equal horizontal stripes, of red, white and blue.

The language is Dutch although the province of Friesland also has its own official language called "Friesch".

Area and Population

Area (sq.km.): 41.547

Population

1990: 14.951.509;

1991: 15.069.797;

1992: 15.183.700.

Foreign population: 4.6%

Density (per sq.km.) at mid 1992: 447

Capital: Amsterdam - inhabitants: 702.444

Political system

The Netherlands is a Constitutional Monarchy with the Queen as Head of State. The Parliament is made up of two Chambers. The First Chamber, composed of 75 members, makes amendments to laws. It is elected every four years by the various provincial states. The Second Chamber, composed of 150 members, is directly elected by a proportional representation system.

Other information

The Netherlands Antilles & Aruba are part of the Kingdom of the Netherlands, but are not members of the European Union.

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A. INITIAL REFERENCE POINTS

A.1 National centre in the European network of guidance resource centres

LDC - Landelijk Dienstverlenend Centrum voor studie- en beroepskeuzevoorlichting (National Careers Guidance Information Centre). Working languages: Dutch and English.

The *LDC* is a organisation that provides facilities for counsellors, employment agencies, branches of industry and guidance officers to assist them in their guidance work. It operates at national level and can provide information on education, occupations and the labour market. The *LDC* has been appointed by the national authorities to act as National Resource Centre in the framework of the **PETRA** programme and provides information by the following:

- Data base (TRAJECT): information on higher education and professions (in Dutch). The *LDC* intends to extend its data base with a special section which will provide relevant international information about training programmes and the labour market;
- Publications on education and professions, and general handbooks.

A.2 Other contact points and principle information sources

A.2.1 Organisations

Centraal Bestuur voor de Arbeidsvoorziening (CBA) Bureau Internationale Arbeidsbemiddeling & Stagiaires (IABS) (Labour Organisation; International Service for Placement and Work Experience).

Centrum Innovatie Beroepsonderwijs Bedrijfsleven (CIBB) Sectie Internationaal (National Centre for the Innovation of Vocational Education and Training; International Project Management).

Ministerie van Onderwijs en Wetenschappen (O&W) (Ministry of Education and Science) - there are different information services dealing with different levels of education (see List of Addresses at the end of this chapter).

Ministerie van Sociale Zaken en Werkgelegenheid (SoZaWe) Centrale Directie Voorlichting, Bibliotheek en Documentatie (Ministry of Social Affairs; Directorate Information, Library and Documentation).

National Information Centre for Studies and Careers (NATIC) - NATIC is an initiative of *OCTANT*, *Advies bij Opleiding en Beroep (AOB)*, *Noord-Holland* (Regional Centre for Education and Careers) and *Impuls Dutch Science Centre* which is funded by government and industry. NATIC provides a unique information service on new developments in science and technology combined with information on studies, careers and the job market. It uses modern information technology for this purpose.

Stichting Centraal Orgaan van de Landelijke Opleidingsorganen van het Bedrijfsleven (COLO) (Central Organisation of the National Bodies Apprenticeship System). All national apprenticeship bodies work together through *COLO*. *COLO* fulfils three functions on behalf of the national bodies: promotion of communal interests, provision of services, a platform for co-ordination and consultation.

Stichting Europa Centrum (SEC) (Foundation European Centre) - provides information and promotes European integration in Dutch education, and among young people outside the school system.

Stichting Europees Platform voor het Nederlandse Onderwijs (European Platform for International Relations in Adult and Continuing Education) - providing a platform for cooperation between different Dutch organisations. It aims to promote and improve the European dimension in Dutch education.

Stichting Uitwisseling (SU) Afdeling Europese Programma's (Foundation for exchange; European Programmes Department). The *SU* deals with exchanges of young workers and young unemployed aged 18 - 28. The *SU* provides information on the Netherlands and other countries. It operates in close co-operation with sister organisations abroad.

A.2.2 Handbooks, publications and data bases

The following publications are available in Dutch only, unless otherwise mentioned.

16 of Zo - en alles wat jij moet weten (16 and All you Need to Know) published by *Stichting Jongereninformatiegids* and regularly updated. This brochure contains useful information and comprehensive lists of addresses related to housing, health, law, work, training, income, etc. It was set up with the financial assistance of the EU.

Educational and Vocational Guidance Services in the Netherlands, F. Spoek, R. Spijkerman. A contribution to a study coordinated by A.G. Watts, J. Guichard, P. Plant and L. Rodrigues for the European Communities, Task Force for Human Resources, Education, Training and Youth (1993).

Een baan binnen de Europese Gemeenschap (A job in the European Community); *Een baan of stage in het buitenland* (A job or placement abroad); published by *Arbeidsvoorziening, Afdeling Public Relations & Marketing* (Labour Organisation, Public Relations & Marketing Department).

Elseviers Beroepen-Almanak, Handleiding voor school- en beroepskeuze, Peet HQ (Almanac of Occupations; Guide for Careers Guidance) published by *Annoventura-Amsterdam*. Contains detailed information on all fields of the Dutch education and training system and detailed descriptions of 2,500 occupations including occupational profiles and prerequisite training, duration and costs of training, training allowances, student grants, etc.

EUROTECNET, National Strategic Conference 8 and 9 February 1993, The Netherlands, published by CIBB, 's Hertogenbosch (English publication).

General Education, Vocational Education and Training in the Netherlands ed K Visser, published by CIBB 's Hertogenbosch, 1993 (available in Dutch, German, French, Spanish, English).

Gids Volwasseneneducatie (Adult Education Guide) published by *VUGA*. This loose-leaf collection is regularly updated. It contains information on adult education including a comprehensive list of laws and provisions concerning adult education, training and the labour market.

Kleine Gids voor de Nederlandse Sociale Zekerheid 1991 (Brief Guide to Social Security in the Netherlands 1991), ed Kluwer, published by *Voorlichtingscentrum Sociale Verzekering* (Social Security Information Centre).

Met het oog op buitenlanders in Nederland: Informatie Sociale Zekerheid (Foreigners in the Netherlands: Information about Social Security) published by the Ministry of Social Affairs. Social security information for foreigners (available in different languages).

Nieuwe Gids voor School en Beroep, Martens A. (New Guide for School and Occupations) 1993/94 published and regularly updated by *De Toorts, Haarlem*. A handbook on all aspects of the Dutch education and training system which includes a comprehensive address list.

Werkwijzer voor jongeren (Work Tips for Young People) published by the Ministry of Social Affairs. This brochure gives general information, advice and important addresses for young people looking for a first job. It is available in all employment agencies (available in languages other than Dutch).

Studiegids Hoger Onderwijs (Study Guide to Higher Education) published by LDC, is a handbook containing detailed information on the Dutch higher education system.

Studiegids MBO en Leerlingwezen (Study Guide to MBO and Apprenticeship) published by LDC and updated yearly. Handbook containing information on senior vocational training and apprenticeship courses.

A Survey of Social Security, published by the Ministry of Social Affairs (available in languages other than Dutch).

Vademecum voor de Europese Dimensie van het Beroepsonderwijs (Vademecum for the European dimension in vocational education) published by CIBB, 's Hertogenbosch.

Wetenschappelijk en Academisch Onderwijs, Een handboek voor Nederlandse en Vlaamse studenten: (Scientific and Academic Education: a handbook for Dutch and Flemish Students) published by LDC and Hobéon Media, 1993. A handbook containing practical information for students on higher education in The Netherlands and Flanders including a comparative description of the two higher education systems.

Zwangerschap en Arbeid (Pregnancy and Work) published by the *Arbeidsinspectie* (Labour Inspectorate).

The following data bases/electronic publications are accessible in Dutch only, unless otherwise mentioned.

CEDEO Opleidingen Databank - a database of brief information on approximately 7000 business training courses.

CHOICES (*Choices III and Choices Junior and Choices Voortgezet Onderwijs*) - matching personal criteria with training and education opportunities. A Dutch version of the original Canadian system, (DECAID - decision aid from the CHOICES programme).

DATABANK PIHO - post-initial education and course information. Aimed at teachers, careers advisers, and training agents, as well as direct users.

EDUCA - a matching programme aimed at students in general secondary education.

KENNIS = MACHT (Knowledge is Power!) - a national database of industrial training courses.

SESAM - information on education and training courses offered in Amsterdam and the surrounding area. It includes information on basic education, initial and further vocational training for young people and adults, industrial training and general education for adults.

TRAJECT - information on education, occupations and the labour market. Target groups are pupils in higher general secondary education (*HAVO*) and pre-university education (*VWO*). It includes a self-assessment test for careers which is available on CD-Rom.

B. EDUCATION AND TRAINING SYSTEMS

This section presents an overview of the structure of education in the Netherlands and details the different structures and paths of (initial) vocational education and training and further education. The diagram in the following subsection illustrates the present education system from nursery school to the highest level of education.

B.1 General overview

B.1.1 Diagram of the education and initial training system

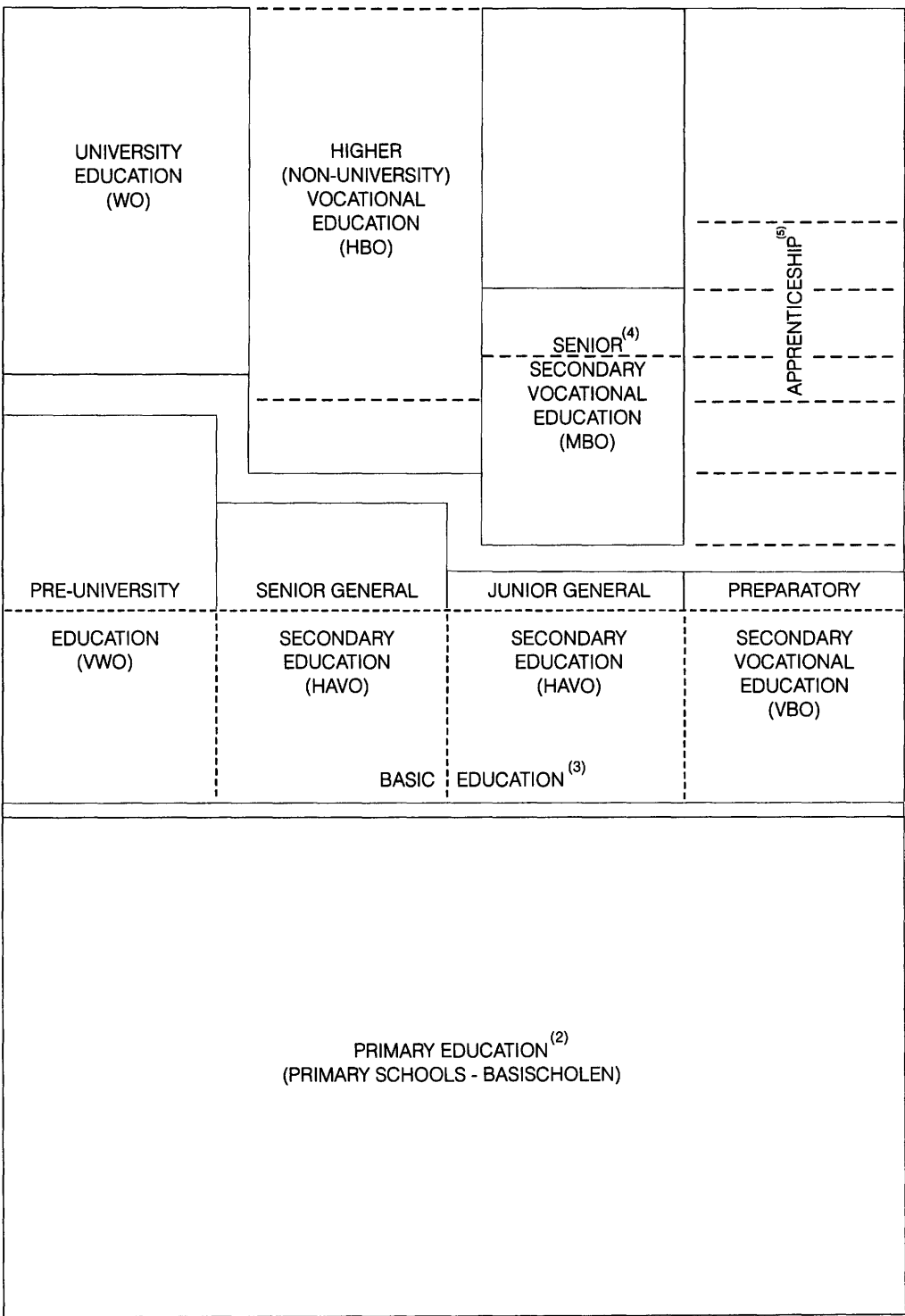
Key to diagram

- (1) Compulsory education lasts either 12 years full time (5 to 17) or full-time from 5 until the end of the school year in which the pupil has reached the age of 16 followed by one year of part-time compulsory education.
- (2) Separate pre-school education does not exist formally in the Netherlands. Primary education (Basisonderwijs) lasts for eight years - 4 to 12. Provision for children below four is the responsibility of the Ministry of Welfare, Health and Cultural Affairs.
- (3) In 1993 the Basisvorming (BAVO) was introduced in secondary education. The BAVO, i.e. 'Basic Education', lasts from two to four years. The duration is variable according to the type of education and the school.
- (4) Senior secondary vocational education provides 3 to 4 year courses (MBO) and 2-year courses (KMBO) which can lead either to MBO or to advanced apprenticeship.
- (5) Apprenticeship training lasts 2 to 3 years and advanced apprenticeship 1 to 3 years.

COMPULSORY EDUCATION ⁽¹⁾



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B.1.2 General information sources

Informatiedossiers over de structuren van de onderwijssystemen in de Europese Gemeenschap, 1993, Nederland (Information dossiers on the structures of the education systems in the European Community, 1993, The Netherlands); published by Ministry of Education and Science; EURYDICE Unit. This dossier is a description of the education system, including its administrative and political framework. Statistics and information on publications have also been included. New policy trends are dealt with briefly. The dossier is available in French, German, and English. The translated texts are stored in a database administered by the EURYDICE European Unit in Brussels: EURYDOS (which can also be accessed in the Netherlands).

B.2 General education

B.2.1 Structure, duration and aims of education

The Dutch educational system is characterised by public and private educational institutions existing side by side. Public institutions are run by the state or the local authorities. Private organisations are the result of private initiatives, and are run according to religious or non-religious principles. Qualifications obtained in public and private schools are of equal value and validity.

Compulsory schooling

Compulsory schooling starts at the age of five. Pupils complete eight years of nursery and primary education (*basisschool*) and then attend secondary school for at least four more years to complete their compulsory education. Compulsory education finishes in the year in which the pupil reaches the age of 16.

Primary education

Primary education lasts for eight years (4-12). At the end of the last year, pupils choose the type of secondary school on the basis of their results.

Secondary education

In 1993 *basisvorming* - *BAVO* (basic education) was introduced in secondary education. It consists of an innovative educational approach, dividing secondary education into two stages:

- junior secondary education comprises preparatory vocational education (*VBO*), the first three years of pre-university (*VWO*) senior general education (*HAVO*) and junior general secondary education (*MAVO*);
- senior secondary education covers the last two years of *VWO* and *HAVO*, and also includes senior secondary vocational education (*MBO*).

During *BAVO* all pupils have a curriculum of 15 compulsory subjects. The aim of *BAVO* is to give pupils the opportunity to reach a minimum level over a period of two to four years, depending on the pupils' ability and interest. It postpones the final choice between one of the streams in secondary education. The length of *BAVO* depends on the type of school and the abilities of the individual pupil. The two years of transition class might be shorter depending on how long a pupil needs to attain the prescribed standards in the 15 compulsory subjects. If less than two years is taken, other subjects can then be taught. The curriculum also includes careers education lessons, in addition to the regular subjects. A schools' policy on educational and vocational guidance activities must be part of its yearly work-plan.

The major categories of general secondary education are:

- Voortgezet Wetenschappelijk Onderwijs - VWO* (pre-university education) courses can be followed at two different types of higher secondary education schools, *Atheneum* and *Gymnasium*. Each provides a six-year education that meets the standard required for admission to university;
- Hoger Algemeen Vormend Onderwijs - HAVO* (Senior General Secondary Education) courses provide a five-year education that qualifies for admission to higher professional education (*Hoger Beroepsonderwijs - HBO*). There are compulsory subjects for admission to certain types of higher professional education eg. mathematics and sometimes physics are compulsory subjects. It is also possible after completing HAVO to transfer to pre-university education (*VWO*);
- Middelbaar Algemeen Vormend Onderwijs - MAVO* (Junior General Secondary Education) provides a four year education which provides admission to senior secondary vocational education (*Middelbaar Beroepsonderwijs - MBO*). There are compulsory subjects for admission to certain types of *MBO*. It is also possible after completing *MAVO* to transfer to *HAVO*;
- Voorbereidend Beroepsonderwijs - VBO* (junior secondary pre-vocational education) offers education of a preparatory nature. It does not lead directly to a vocational qualification. For the last two years of *VBO*, in addition to the *BAVO* subjects, more vocationally oriented subjects are introduced. There is a strong link between *VBO* and *MBO*.

Higher education

The Netherlands has two main types of higher education, *Wetenschappelijk Onderwijs - WO* (university education) and *Hoger Beroepsonderwijs - HBO* (higher professional education) offered at hogescholen. The *HBO* offers a practically oriented education, preparing students directly for careers.

B.3 Initial vocational education and training

B.3.1 Structure, duration and levels of qualification attainable

Apprenticeship system

Leerlingwezen - LLW (Apprenticeships training) is currently organised by 21 *Landelijke Organen Beroepsonderwijs - LOB* (National Apprenticeship Boards). The apprenticeship training system, which is regulated by law, is a combination of practical (in-company) and theoretical (in-school) training. The practical training and the theoretical study at school are related to each other and both are essential to obtaining a certificate in the system. Apprenticeship training is open to everyone from the age of 16 whether qualified, unqualified or intermediate school leavers.

There are three successive levels of apprenticeship training, at the end of which successful students obtain a vocational diploma:

- primary level lasts at least two years and is an orientation phase. It leads to a recognized national vocational diploma. Usually a *VBO* or *MAVO* diploma is required for entry to primary level;
- secondary level continues from the primary level and builds on that training. Admission requirements are the successful completion of primary level or an appropriate *HAVO* or *MBO* diploma. The secondary level lasts for one or two years and forms the basis for further training at tertiary level or for other specialized training. On successful completion a vocational diploma is awarded;
- tertiary level is the final level of apprenticeship training. It comprises highly specialized training and lasts for one to two years. The duration differs depending on the occupation, and on previous (educational) training, the rate of progress and/or the previous occupation(s) of the trainee.

Senior secondary vocational education

For admission to an *MBO* college (*Middelbaar Beroepsonderwijs - MBO*), completion of one of the following is required:

- junior secondary vocational education (*VBO*);
- junior general secondary education (*MAVO*);
- three years of senior general secondary education (*HAVO*) or pre-university education (*VWO*).

An *MBO* college may offer a number of different study courses. The courses are divided into four different streams:

- service and health care education (*MDGO*);
- economic and administrative education (*MEAO*);
- agricultural education (*MAO*);
- technical education (*MTO*).

The colleges offer long and short-term courses. Short-term courses (*KMBO*) last two to three years. This type of training is accessible to pupils who are 16 years or older more. There are no specific admission requirements. There are three possible routes:

- vocational training (two years);
- one year of orientation/guidance and two years of vocational training (three years);
- transition to another study course (one year) or transition followed by related vocational training (three years).

KMBO courses lead to a final certificate. Successful completion gives access to an apprenticeship training (*LLW*) or a long-term course.

Long-term courses (*MBO*) are of two forms:

- three-year courses include general formative subjects and vocationally oriented subjects;
- the four-year course prepares pupils for posts in middle management, the service sector and government. It leads to a diploma that gives access to non-university higher vocational education in related disciplines or to advanced apprenticeship training.

Long-term courses are full-time. In addition to the theoretical part, a period of work experience is offered.

B.3.2 Indicative participation rates in post compulsory education and training

In 1988, in the Netherlands there were some 465,000 sixteen and seventeen years old. Of these 7% had left the education and training system, 45% were in general education (*VWO*, *HAVO*, *MAVO*), 40% in full-time training (*MBO*, *KMBO*) and 8% in apprenticeship training.

B.3.3 Institutions providing information

Centraal Overleg Beroepsbegeleidend Onderwijs - COBO (Central information service for supplementary education).

Centrum Innovatie Beroepsonderwijs Bedrijfsleven - CIBB Sectie Internationaal (Innovation Centre for Vocational Education and Training - International Section).

Stichting Centraal Orgaan van de Landelijke Opleidingsorganen van het Bedrijfsleven - COLO (Central Organisation of the National Apprenticeship Boards).

B.3.4 Publications

The *CIBB* publishes many information booklets, reports and studies on vocational education and training in the Netherlands. Most of them are only available in Dutch.

Beroepsonderwijs en scholing in Nederland, K. Visser (Vocational education and training in the Netherlands); published by *CIBB*, 1992 and available in English.

DEO-boek, Een overzicht van bedrijfsexterne opleidingen (DEO-book, A survey of business training); published by *CEDEO*, Den Haag which is continuously up-dated.

B.4 Continuing training

In the Netherlands, there are many options for training for all kinds of occupations. The options include further training, retraining, in- company/on-the-job training, and so-called "second chance education" for adults. Evening and day schools offer various relevant (part-time) courses. As well as these main groups of further training, there are other possibilities:

- courses of vocational orientation and guidance provided by the municipal *Centra voor Beroepsoriëntatie en Beroepsoefening - CBB* (Centres for Vocational Orientation and Preparation). These centres offer courses for unemployed persons over 16 years of age who are registered with the employment service;
- courses of vocational training are provided by the *Centra Vakopleiding* (Vocational Training Centres). These centres offer courses in administrative and technical training. The courses are structured in accordance with the industry in the region and are continuously adapted to meet modern technical developments. They are intended for registered unemployed persons;
- the Open University aims to offer a coherent system of "second chance education" to those who were not able to participate in regular higher education. It offers courses at higher professional education (*HBO*) and university level. Successful completion leads to a final qualification. The type of qualification depends on the number, type and level of the courses followed;
- adult Education - there are many regional organisations and services providing further training for adults. Possibilities include elementary education (retraining courses), general secondary education for adults (day and evening courses), apprenticeship training and part-time intermediate secondary vocational education;
- the *Centra Vakopleiding (CVV)* (Centres for Vocational Training) offer vocational training and bridging programmes for long-term unemployed adults, of two types: centres for administrative occupations and centres for technical occupations;
- the *Centra voor Beroepsoriëntatie en Beroepsoefening - CBB* (Centres for Vocational Orientation and Preparation) offer courses for people with a low level of education, without vocational qualifications, who are seeking employment. The *CBBs* offer bridging courses, preparation courses for vocational training and work, training courses on society, and the labour market, and vocational training in co-operation with the *CVVs* and other institutions. The participants must be aged between 16 and 40 years, unemployed and registered with the *Arbeidsbureau (AB)* (employment service) and have the permission of the *AB* to participate.
- the institutions for secondary education for adults (*the VAVO-instellingen*) provide day and evening courses to allow adults to obtain an elementary vocational qualification. Target groups are unemployed people with few qualifications, women who are re-entering the labour market and migrants. This kind of education is linked to the activities of the Labour Organisation (*CBA*) and to many measures designed to get unemployed people back to work.

More information can be obtained from:

Vereniging van Besturen voor Volwassenen Educatie (VAN) (Association of Boards of Institutions of Adult Education). The Association is the central information service for all VAVO (Institutions for General Secondary Education for Adults).

B.5 Recognition and comparability of qualifications

In the Netherlands, the Ministry of Education and Science is, in principle, responsible for all matters connected with the recognition of qualifications acquired in other countries. For the recognition of specific qualifications other departments may be responsible.

B.5.1 Organisations concerned with comparability of qualifications**Higher education**

National Academic Recognition Information Centre - NARIC

The Dutch NARIC is part of the European NARIC network. It is located in Den Haag, at the *Nederlandse Organisatie voor internationale samenwerking in het hoger onderwijs (Nuffic), Afdeling Diplomawaardering en Onderwijsvergelijking* (Netherlands Organisation for co-operation in Higher Education; Department for International Credential Evaluation). The Department evaluates foreign credentials of higher education that are presented to them for purposes of study, employment, or professional registration. The evaluations take the form of recommendations. Although Nuffic has been designated the national centre for such matters, its decisions regarding the equivalence of foreign credentials do not have any official status. The Department offers its services primarily to institutions and organisations in both the public and private sectors.

Informatiecentrum Richtlijn Algemeen Stelsel (IRAS) (Information Centre of the General Directive) *IRAS* (at present located at Nuffic) provides information about the operation of the General Directive (89/48/EEC) (see chapter 3) in the Netherlands and in other Member States of the European Union. It provides information on the regulated professions, and the education programmes required for these.

Informatiseringsbank (IB): Afdeling Plaatsing, Gegevensbestanden en Diplomawaardering (PGD) (Information Bank; Department for Placement, Data Bases and Recognition of Qualifications)

The *IB* is concerned with the legalisation and recognition of foreign qualifications (*AVO, VWO, VBO*) and (higher education) titles.

Vocational education and training

At national level, the *COLO* (see A.2.1) is entrusted with the information on equivalence of secondary vocational qualifications/certificates. Recently, *COLO* has been appointed by the national authorities to set up a centre for the evaluation of foreign qualifications at secondary vocational level. This centre will also act as information centre in the near future for the general directive (Council's Resolution on the comparability of vocational training qualifications of 18 December 1990 plus Council's Resolution on transparency of qualification of 3 December 1992) (see Chapter 3). Persons who possess a vocational qualification certificate can obtain an official declaration in all nine official languages of the EU which indicates the value of this certificate.

B.5.2 Bi-lateral and multi-lateral agreements

Bi-lateral agreements

The following agreements exist:

- with the Federal Republic of Germany on the Recognition of Equivalences in Higher Education, 23 March 1983;
- with the Republic of Austria on the Recognition of Equivalences in Higher Education, 21 October 1985;
- with the federal state Nordrhein-Westfalen on the co-operation of the Dutch *Hogescholen* and the *Fachhochschulen* of the federal state Nordrhein-Westfalen;
- the Action Programme GENT between the Netherlands and Flanders (Dutch speaking region in Belgium). Main aims: co-operation on higher education and scientific research, and mutual recognition of academic achievements.

Multi-lateral agreements

Several Cultural Treaties exist between the Netherlands and countries all over the world, including the expression of the willingness work on the recognition of qualifications. Agreements are in the framework of the European Union, the Council of Europe, and UNESCO.

B.5.3 Publications

Informatie over de Richtlijn 89/48/EEG (van de Raad van de Europese Gemeenschappen van 21 December 1988) (Information on the European Communities' Council Directive of December 1988), edition 1993, available from IRAS (see B.5.1) (languages Dutch, English, French and German).

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

Careers guidance in the Netherlands is delivered in various ways. Apart from careers guidance within educational institutions, at employment services, and at the regional counselling services, there are a large number of small and large organisations offering specific forms of guidance.

C.1.1 Careers guidance within educational institutions

Secondary schools

In most Dutch secondary schools, educational and vocational guidance is provided by a *schooldekaan* (careers teacher). The *schooldekaan* (in addition to regular teaching duties) is responsible for the educational, vocational or occupational orientation of pupils. The *schooldekaan* receives special training (45 days spread over two years) to carry out these additional tasks. Since 1993, educational and vocational guidance has been part of a schools' legal duty to prepare pupils for the opportunities, responsibilities and experiences of adult life. It is now a compulsory subject during the *BAVO* (see B.2.1). Guidance is usually determined by the type of school pupils attend. Guidance at pre-university and general secondary schools (*VWO/HAVO/MAVO*) (see B.2.1) emphasizes choice of school or area of study. Guidance at junior and senior vocational schools emphasizes choice of occupation. The *schooldekaan* ensures that the pupils choice of further education, training or occupation matches his/her preferences and abilities. The position of the *schooldekaan* is problematic, as they lack support from the central government and have no official status. Careers activities are at this moment subsidised via contract with the *AOBs* (see below). This will change in the near future and these financial resources will become part of each school's budget. Schools will then have greater freedom in spending their budgets in ways which meet local needs. The board of a school will be able to decide how they devote resources to specialisms like guidance.

C.1.2 Careers guidance outside educational institutions

The main activity of the *Arbeidsbureau - AB* (public employment service) is to match supply and demand in the labour market. The counselling capacity of the *Arbeidsbureau* has been reduced during the past few years, and they now focus more on special programmes, eg long-term unemployed and adult careers guidance.

Guidance activities in schools, vocational counselling, and occupational information has been transferred from *ABs* to *AOBs* (see C.1.3).

C.1.3 Advisory agencies on education and employment

The *Adviesbureaus voor Opleiding en Beroep - AOB* (Advisory Agencies for Education and Employment) were established in 1993 by the fusion of public and private guidance agencies. There are 16 *AOBs* which at this moment are the most important educational and vocational guidance services. They run under the following names: *OCTANT*, *COMPAS* and *RDCs - Regionale Diensten Centra* (regional careers service centres). The *AOBs* are funded by the Ministry of Education and Science and by the Labour Organisation. They offer their services at two levels:

- work with organisations (schools, employment agencies and other organisations and enterprises) to develop and strengthen the infrastructure of guidance provision;
- work with individuals (students, employed and unemployed) offering advice, counselling and information.

The AOBs employ vocational counsellors, careers specialists and psychologists. They all received a special course designed for their activities within the AOB, provided by *hogescholen - HBO* (higher professional education institutes). The course runs over two years, comprising three 4-day courses a year and a further evening per fortnight.

C.1.4 Guidance services provided specifically for foreigners

In the Netherlands, foreigners are supposed to use the same services as nationals.

C.2 Institutions providing information

NVS - Nederlandse Vereniging van Schooldecanen (Dutch Federation of Careers Teachers).

VBA - Vereniging van Beroepskeuzeadviseurs (Association of Careers Guidance Officers).

GBOB - Gemeenschappelijk Bureau voor Opleiding en Beroep (Central office of the AOBs).

NCB - Nederlands Centrum voor Buitenlanders (Dutch Centre for Foreigners).

C.3 Publications

Cross-border vocational guidance for young people and adults: a study commissioned by CEDEFOP, J. Nafzger, published by CIBB, 's Hertogenbosch, 1992.

Educational and vocational guidance for the long-term unemployed in the Netherlands, B. de Vries.

*Occupational profiles of vocational counsellors in the Netherlands, J. Nafzger, A. Westerhuis
Published by CIBB, 's Hertogenbosch, 1992.*

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

EC directive 90/366/EEC grants the right to an EU national to enter and live in any Member State as a vocational student, providing they can support themselves, and have health insurance when this is required by the host state. Trainees are not entitled to income support or employment benefits, as they are not available for, nor actively seeking work.

Non EU-nationals do not have the same automatic rights, and it is therefore necessary to approach the relevant embassy for clearance, before entering another EU state for vocational training.

General information on structured opportunities for transnational education, training and work experience can be obtained at the services offering such opportunities.

Co-ordinating Units for the European Programmes:

COMETT - Dutch Unit, *Nuffic*;

ERASMUS- Dutch Unit, *Nuffic*;

EURES - National Co-ordinating Unit, *CBA/IABS*;

EUROTECNET - Dutch Unit, *CIBB*;

EURYDICE - National Co-ordinating Unit, EURYDICE-Service/Ministry of Education and Science;

FORCE - National Co-ordinating Unit, *CIBB*;

IRIS -National Co-ordinating Unit, Ministry of Education and Science;

LINGUA - National Co-ordinating Unit, *CIBB*;

MISSOC - National Co-ordinating Unit, Ministry of Social Affairs;

PETRA - National Co-ordinating Unit for ACTION I A, II, III - *CIBB*
National Co-ordinating Unit for ACTION I B - *Stichting Uitwisseling*;

TEMPUS - Dutch Contact Point, *Nuffic*;

YOUTH FOR EUROPE National Agency, *EXIS*.

Other organisations

AFS Interculturele Programma's (AFS Intercultural Programmes) Programmes for secondary schools students aged 15-18 who wish to study abroad for 6 or 12 months, and work experience placements in the EU for young people aged 18-28 years who have a vocational qualification.

Centrum Innovatie Beroepsonderwijs Bedrijfsleven (CIBB).

EXIS (Centrum voor Internationale Jongerenactiviteiten) (Centre for International Activities for Young People). Information on holiday work, work camps, au-pair arrangements, education, exchanges, language courses all over the world.

IAESTE (International Association for the Exchange of Students for Technical Experience). Worldwide work experience placements for university students of agricultural and technical studies.

Nuffic (Nederlandse organisatie voor internationale samenwerking in het hoger onderwijs).

SIH - Stimulering Internationale Uitwisseling Horeca (Stimulation of International Exchange in the Hotel and Catering Sector). Information on exchanges and temporary work abroad.

E. LIVING AND WORKING CONDITIONS

In the Netherlands, the state has a regulatory function in the fields of the economy and labour market policy. Besides constitutional principles, there are additional legal regulations concerned with employment and labour market affairs. According to the *Arbeidsvoorzieningswet* (new Labour act), the central responsibility for labour market affairs lies with the *Centraal Bestuur Arbeidsvoorziening* - CBA (Labour Organisation).

Labour market policy is the responsibility of relevant bodies representing the interests of employers, employees, entrepreneurs and self-employed persons. Its main objective is to achieve a just and efficient match between demand and supply in the labour market by improving labour market information for all parties concerned.

RBA - Regionale Bureaus Arbeidsvoorziening (Regional Labour Organisations) are responsible for the implementation of the policy of the CBA at regional level. Their main task is the maintenance of the regional placement service.

Trade unions represent the interests of workers in different sectors of the economy. Autonomy in collective bargaining and in the mediation and arbitration system are the foundations of negotiation between the trade unions and the employers' associations.

Institutions providing information

CBA - Centraal Bureau voor de Arbeidsvoorziening: Sector Onderzoek Arbeidsmarktvraagstukken (Central Employment Board: Labour Market Analysis Division).

NEI Nederlands Economisch Instituut: Afd. Arbeidsmarktonderzoek (Economics Institute of the Netherlands: Labour Market Research Division).

OSA - Organisatie voor Strategisch Arbeidsmarktonderzoek (Organization for Strategic Labour Market Research).

SoZaWe - Ministerie van Sociale Zaken en Werkgelegenheid: Directie Arbeidsmarkt (Ministry for Social Affairs; Labour Market Directorate).

E.1 Minimum wages and training allowances

Wages vary according to working hours, occupation, and occasionally by region. They are fixed by numerous "collective agreements" agreed between employers organisations and the trade unions. All employees aged between 23 and 65 are entitled to a minimum wage. Wages are supplemented according to job qualifications, age, etc. For employees aged less than 23 there is a minimum youth wage, which is lower than the minimum wage. To qualify for the minimum hourly rate an employee must work for more than a third of the normal full time hours for the job (usually 38 hours per week).

Remuneration for apprentices

A person in compulsory part-time education who works for three days and receives training on two is entitled to three-fifths of the minimum youth wage which would apply for a full-time job.

E.2 Availability of educational leave

There is no specific requirement for employers to grant leave for educational purposes.

E.3 Social security and unemployment benefits

The Netherlands allocates an unusually high proportion of its national income to social security and public health. There are five general National Insurance acts covering old-age pensions, widows' and orphans' pension, children's allowances, disability pensions and exceptional medical expenses. A further four acts, applicable specifically to workers, cover sickness benefits, health insurance and unemployment benefits.

Main relevant social security legislation

NWW - Nieuwe Werkloosheidswet (New Unemployment Insurance Act). In the case of enforced unemployment, employees receive benefits under the *NWW*. Beneficiaries must be registered as seeking work, younger than 65 and involuntary unemployed. Benefit is payable at 70% of the last wage for a period of 6 months to 5 years depending on how long the claimant has been continuously employed. The claimant may receive benefits at 70% of the statutory minimum wage for a further year. Claimants aged 57.5 years or older will receive benefit until they become 65 years old. A partner's income is not taken into account. At the end of the period of follow-up benefits, an application can be made for a *RWW* benefit.

If loss of income is as a result of illness, benefits are payable under the Sickness Benefit Act for up to 52 weeks. Longer term sickness benefits are paid under the Disablement Benefits Act and the Disablement Insurance Act (*WAO*).

ABW - Algemene Bijstandswet (National Assistance Act), and *RWW - Rijksgroepregeling Werkloze Werknemers* (State Group Regulation for Unemployed Workers). The *ABW* provides financial assistance to persons who have insufficient income. The *RWW* is part of the *ABW* and is aimed at the unemployed who are not eligible for other unemployment benefits, school-leavers (aged 18 years and older) who have never worked and the self-employed. Claimants for *RWW* benefit must be registered as job-seekers at the employment service (*AB*).

Institutions providing information

EURES (European Employment Services) National Co-ordinating Unit for the Netherlands.

SVB - Sociale Verzekeringsbank (Social Insurance Bank).

For information on social benefits.

VSV - Voorlichtingscentrum Sociale Verzekering (Information Centre on Social Insurance).

E.4 Job placement agencies

Placement is organized by the *Arbeidsbureaus*. In addition to these public bodies, private placement agencies have an important role in the Netherlands, like the *Uitzendbureaus* (temporary employment agencies), *Werving en Selectiebureaus* (recruitment agencies) and outplacement agencies.

F. LIST OF ADDRESSES

AFS Interkulturele Programma's
(AFS Intercultural Programmes)
Marnixkade 65A
NL-1015 XW Amsterdam
Tel: (+31) 20-626 94 81

CEDEFOP - (Dutch Unit)
(see *CIBB*)

Centraal Bureau voor de Arbeidsvoorziening (CBA):
(Labour Organisation)

Bureau Internationale Arbeidsbemiddeling & Stagiaires (IABS)
(International Service for Placement and Work Experience)
P.O.Box 437
NL-2280 AK Rijswijk
Tel: (+31) 70-313 09 11
Fax: (+31) 70-313 02 50/313 08 07

Sector Onderzoek Arbeidsmarkt vraagstukken
(Labour Market Analysis Division)
P.O.Box 616
NL-2280 AP Rijswijk
Tel: (+31) 70-313 09 11

Afdeling Public Relations en Marketing
(Public Relations and Marketing Branch)
P.O.Box 478
NL-2280 HV Rijswijk
Tel: (+31) 70-313 09 11
Fax: (+31) 70-313 02 60

Centrum Innovatie Beroepsonderwijs Bedrijfsleven (CIBB)
Sectie Internationaal
(National Centre for the Innovation of Vocational Education and Training)
P.O.Box 1585
NL-5200 BP 's Hertogenbosch
Tel: (+31) 73- 12 40 11, Fax: (+31) 73- 12 34 25

Centraal Overleg Beroepsbegeleidend Onderwijs (COBO)
(Central address for information on supplementary education schools)
P.O.Box 584
NL-3430 AN Nieuwegein
Tel: (+31) 3402- 475 74

COMETT - (Dutch Unit)
(see *Nuffic*)

ERASMUS - (Dutch Unit)
(see *Nuffic*)

EURES - (National Co-ordinating Unit)
European Employment Service
(see *Arbeidsvoorziening, Bureau IABS*)

EUROTECNET - (National Co-ordinating Unit)
(see *CIBB*)

Europese Commissie Bureau in Nederland
(Commission of the European Communities; Office in the Netherlands)
P.O.Box 30456
NL-2500 GL 's Gravenhage
Tel: (+31) 70-346 93 26

EURYDICE - (National Coordinating Unit)
Ministerie van Onderwijs en Wetenschappen (O&W), Dienst van EURYDICE, Afdeling Bibliotheek en Documentatie
(Ministry of Education and Science; EURYDICE-Service, Section Library and Documentation)
P.O. Box 25000
NL-2700 LZ Zoetermeer
Tel: (+31) 79-53 35 94 / 53 34 89
Fax: (+31) 79-53 19 53

EXIS - Centrum voor internationale jongerenactiviteiten
(EXIS - Centre for international activities for young people)
P.O.Box 15 344
NL-1001 MH Amsterdam
Tel: (+31) 20-626 12 76 / 626 26 64

FORCE - (National Co-ordinating Unit)
(see *CIBB*)

Gemeenschappelijk Bureau voor Opleiding en Beroep (GBOB)
(Central office of the AOBs)
P.O.Box 345
NL-3990 GC Houten
Tel: (+31) 3403-401 04
Fax: (+31) 3403-755 97

IAESTE
(International Association for the Exchange of Students for Technical Experience)
Rotterdamseweg 145
NL-2628 AL Delft
Tel: (+31) 15-78 80 30 / 57 10 51

Informatiecentrum Richtlijn Algemeen Stelsel (IRAS)
(Information Centre General Directive)
P.O.Box 29777
NL-2502 RT The Hague
Tel: (+31) 70-42 60 390
Fax: (+31) 70-42 60 395

Informatiseringsbank (IB)
Afdeling Plaatsing, Gegevensbestanden en Diplomawaardering (PGD)
(Informationbank; Department of Placement, Data Bases and Recognition of Qualifications)
P.O.Box 888
NL-9700 AW Groningen
Tel: (+31) 50-99 87 04
Fax: (+31) 50-91 87 98

IRIS - (National Coordinating Unit)
Ministerie van Onderwijs en Wetenschappen (O&W), Afdeling BUE/AE/O/KV
(Ministry of Education and Science; Section BUE/AE/O/KV)
Tel: (+31) 79-53 28 47
Fax: (+31) 79-51 26 51
and
Ministerie van Sociale Zaken en Werkgelegenheid (SoZaWe), Emancipatieraad
(Ministry of Social Affairs; Council for Emancipation)
Tel: (+31) 70-333 47 82
Fax: (+31) 70-333 40 14

Landelijk Dienstverlenend Centrum voor studie- en beroepskeuzevoorlichting (LDC)
(National Careers Guidance Information Service Centre)
P.O.Box 1877
NL-8901 CD Leeuwarden
Tel:(+31) 58-33 47 33
Fax: (+31) 58-13 39 35

LINGUA - National Co-ordinating Unit
(see *CIBB*)

Ministerie van Onderwijs en Wetenschappen (O&W):
(Ministry of Education and Science)
P.O.Box 25000
NL-2700 LZ Zoetermeer
Tel: (+31) 79-53 22 68
Fax: (+31) 79-53 19 53

Centrale Directie Voorlichting, Bibliotheek en Documentatie
(Directorate Information, Library and Documentation)
Tel: (+31) 79-531 91 11

There are different information services dealing with different levels of education:
CFI/F/HW for higher professional and pedagogical education:
Tel: (+31) 79-53 19 91
Fax: (+31) 79-53 19 53

CFI/F/PO for primary (and special secondary) education:
Tel: (+31) 79-53 19 92
Fax: (+31) 79-53 19 53

CFI/F/BV for senior vocational training:
Tel: (+31) 79-53 19 91
Fax: (+31) 79-53 19 53

VO/JP for general secondary education:
Tel: (+31) 79-53 19 90
Fax: (+31) 79-53 19 53

Ministerie van Sociale Zaken en Werkgelegenheid (SoZaWe):

(Ministry for Social Affairs)

Postbus 90801

NL-2509 LV Den Haag

Tel: (+31) 70-333 44 44

Fax: (+31) 70-333 40 33

Centrale Directie Voorlichting, Bibliotheek en Documentatie

(Directorate Information, Library and Documentation)

P.O.Box 90801

NL-2509 LV Den Haag

Tel: (+31) 70-333 44 44/43

Fax: (+31) 70-333 40 33

Afdeling Europese Subsidie-Instantie

(Section for European Subsidies)

P.O.Box 90805

NL-2509 LV Den Haag

Tel: (+31) 70-333 48 69

Fax: (+31) 70-333 40 06

Directie Arbeidsmarkt

(Directorate Labour Market)

P.O.Box 90805

NL-2509 LV Den Haag

Tel: (+31) 70-333 49 66

Emancipatieraad

(Council for Emancipation)

P.O.Box 90806

NL-2509 LV Den Haag

Tel: (+31) 70-61 43 71

Fax: (+31) 70-61 54 48

National Information Centre for Studies and Careers (NATIC)

Tolstraat 129

NL-1074 VJ Amsterdam

Tel: (+31) 20-664 46 32

Fax: (+31) 20-664 38 95

Nederlands Centrum voor Buitenlanders (NCB)

(Centre for Foreigners)

P.O.Box 638

NL-3500 AP Utrecht

Tel: (+31) 30-33 45 31

Fax: (+31) 30-31 88 83 and 34 10 36

Nederlands Economisch Instituut (NEI)

Afd. Arbeidsmarktonderzoek

(Economics Institute of the Netherlands; Labour Market Research Division)

P.O.Box 4175

NL-3006 AD Rotterdam

Tel: (+31) 10-453 88 00

Fax: (+31) 10-453 07 68

Nederlandse Organisatie voor Internationale Samenwerking in het Hoger Onderwijs (Nuffic)

(Netherlands organisation for international cooperation in higher education)

P.O.Box 29777

2502 LT Den Haag

Tel: (+31) 70-426 02 60

Fax: (+31) 70-426 03 99

Nederlandse Vereniging van Schooldecanen (NVS)

(Dutch Federation of Careers Teachers)

Brinkhovenlaan 12

NL-9765 BK Paterswolde

Tel: (+31) 5907-23 31

Open Universiteit (OU)

(Open University)

P.O.Box 2960

NL-6401 Heerlen

Tel: (+31) 45-76 28 88

Fax: (+31) 45-71 14 86

Organisatie voor Strategisch Arbeidsmarktonderzoek (OSA)

(Organization for Strategic Labour Market Research)

Van Stolkweg 14

NL-2585 JR Den Haag

Tel: (+31) 70-351 41 51

PETRA - (National Coordinating Unit)

See *CIBB* and *Stichting Ulitwisseling* also for Action I)

Researchcentrum voor Onderwijs en Arbeidsmarkt (ROA)

(Research Centre Education and Labour Market)

P.O.Box 616

NL-6200 MB Maastricht

Tel: (+31) 43-88 81 20

Fax: (+31) 43-21 09 99

Sociale Verzekeringsbank (SVB)

(Social Insurance Bank - Central Office)

Postbus 1100

NL-1180 BH Amstelveen

Tel: (+31) 20-572 26 44

Fax: (+31) 20-572 26 44

Stichting Centrum voor Documentatie en Voorlichting over Bedrijfsexterne Opleidingen (CEDEO)
(Information and Documentation Centre on Business Training)
P.O.Box 85510
NL-2508 CE The Hague
Tel: (+31) 70-346 37 39
Fax: (+31) 70-362 50 94

Stichting Centraal Orgaan van de Landelijke Opleidingsorganen van het Bedrijfsleven (COLO)
(Central Organisation of the National Bodies Apprenticeship System)
P.O.Box 7259
NL-2701 AG Zoetermeer
Tel: (+31)79- 42 56 99
Fax: (+31) 79-427155

Stichting Europa Centrum (SEC)
(Foundation European Centre)
P.O.Box 30402
NL-2500 GK Den Haag
Tel: (+31) 70-360 22 73
Fax: (+31) 70-356 33 48

Stichting Europees Platform voor het Nederlandse Onderwijs
(Foundation European Platform for Dutch Education)
Nassauplein 8
NL-1815 Alkmaar
Tel: (+32) 72-11 85 02
Fax: (+32) 72-15 12 21

Stichting Uitwisseling (SU)
Afdeling Europese Programma's
(Foundation for Exchange; Department European Programmes)
Duinweg 7
NL-1860 AB Bergen
Tel: (+31) 2208-941 44/951 32
Fax: (+31) 2208-940 08

Stimulering Internationale Uitwisseling Horeca (SIH)
(Stimulation International Exchange Horeca)
Jac. Bellamyhove 34
NL-2717 WR Zoetermeer
Tel: (+31) 79-71 17 25

TEMPUS - (Dutch Contact Point)
(see *Nuffic*)

Vereniging van Besturen voor Volwassenen Educatie (VAN)
(Association of Boards of Institutions for Adult Education)
P.O.Box 337
NL-3440 AH Woerden
Tel: (+31) 3480-202 34
Fax: (+31) 3480- 232 58

Vereniging van Beroepskeuzeadviseurs (VBA)
(Association of Careers Guidance Officers)
P.O.Box 85424
NL-3508 AK Utrecht
Tel: (+31) 30 - 71 30 55

Voorlichtingscentrum Sociale Verzekering (VSV)
(Information Centre Social Insurance)
Rhijnspoorplein 1
NL-1091 Gc Amsterdam
Tel: (+31) 20-560 09 55 / 597 97 97

Youth for Europe - (National Agency)
(see *EXIS*)

PORTUGAL



General information

The Portuguese Republic lies in the west of Europe, on the Atlantic side of the Iberian peninsula, and is bordered by Spain to the north and east. The country also includes two archipelagos in the Atlantic Ocean, the Azores and The Madeira Islands, which constitute autonomous regions.

The national flag has two vertical stripes, of green and red, the green occupying two-fifth of the total area. Superimposed on the stripes is the state coat of arms.

The official language is Portuguese.

Area and population

Area (sq.km): 91,949

Population: 9,833,014

Density (per sq.km) (1991): 106,6

Capital: Lisbon; inhabitants: 807,937

Political system

Portugal is a sovereign Republic. The President of the Republic holds office for five years. The President appoints the Prime Minister. Other members of government are appointed by the President on the proposal of the Prime Minister. The Government is responsible to the President and the Assembly. The special political and administrative arrangements for the archipelagos of the Azores and Madeira are based on their geographical, economic and social conditions and on the historic aspirations of the people to autonomy.

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A. INITIAL REFERENCE POINTS

A.1 National centre in the European network of guidance resource centres

Two centres have been named in Portugal:

1. *Centro Nacional de Recursos para a Orientação*
Ministério da Educação (Ministry of Education);

2. *Centro Nacional de Recursos para a Orientação*
Instituto do Emprego e Formação Profissional
(Institute for Employment and Vocational Training)
Ministério do Emprego e Segurança Social (Ministry of Employment and Social Insurance).

A.2 Other contact points and principal information sources

A.2.1 Organisations

Ministério da Educação: (Ministry of Education).

CIREP - Centro de Informação e Relações Públicas: (Centre for Information and Public Relations).

DGEBS - Direcção Geral dos Ensinos Básico e Secundário: (General Directorate Primary and Secondary Education).

The *DGEBS* is the central service of the Ministry of Education and is responsible nationally for setting and implementing standards in pre-school, basic and secondary education in line with prescribed educational policy. It ensures that levels of study, the academic programme, and the methods, techniques and means of teaching are of a suitable standard to realise the objectives of the educational system. Its range of activities is very large, including the definition and co-ordination of the support system for academic and vocational guidance, the definition of the conditions for recognition of equivalent achievements or qualifications in collaboration with other organizations, and the formulation of norms in the field of education, at primary and secondary level.

GETAP - Gabinete de Educação Tecnológica, Artística e Profissional (Office of Technological, Artistic and Vocational Education). *GETAP* is a central service of the Ministry of Education responsible for promoting and developing technical, artistic and vocational training. It has a substantial collection of information on opportunities for technological and artistic training.

Ministério do Emprego e Segurança Social (Ministry of Employment and Social Insurance).

DSIOP - Direcção de Serviços de Informação e Orientação Profissional (Office for Information and Guidance).

IEFP - Instituto do Emprego e Formação Profissional (Institute for Vocational Training and Employment). In Portugal, the *IEFP* is the body responsible for promoting vocational training and employment. It tackles this task not only through its own activities, but also by means of contracts with other public and private bodies. Its field of activities is very large and includes vocational training for young people and adults and continuing training for workers in employment. Information about vocational training and employment is available from *IEFP* employment centres. Its statutory duties include responsibility for providing information, guidance, training, vocational rehabilitation and placement services, particularly for young people emerging from the educational system and other socially disadvantaged groups. The

IEFP is a member of the European network system *EUDAT*, an association for the development of data bases in the field of education and professional training.

Núcleo de Documentação Científica e Técnica (Centre for Scientific and Technical Documentation).

Ministério da Juventude (Ministry for Youth).

Instituto da Juventude CNIJ - Centro Nacional de Informação para Juventude (Youth Institute/National Centre for Youth Information).

Independent bodies:

ACOP (Association of Vocational Guidance Counsellors);

APOEP (Portuguese Association of Teachers Specializing in Guidance);

APPORT (Portuguese Psychologists' Association).

A.2.2 Handbooks, publications and data bases

The following publications are mentioned in alphabetical order.

9º ano e Agora ? (The 9th year - what then?), published by *GETAP* (*Departamento do Ensino secundário*). This handbook which is updated annually, contains information on the various secondary education paths and vocational colleges.

Anuário Forum Estudante 1990 published by *Centro Universitário Padre Antonio Vieira* (*CUPAV*). This handbook which is updated every year contains information about the vocational training and tertiary education options on offer.

Aprendizagem (Apprenticeship). Booklets about apprenticeship training and vocational paths.

Cadernos de Consulta Psicológica published by *Faculdade de Psicológica e Ciências da Educação da Universidade do Porto*. This book which is intended for guidance experts contains studies and information on academic and vocational guidance.

Cenários 2005 (Scenarios for 2005). Descriptions of the labour market from a social and professional standpoint.

Dossier Agente. A brief description of the programmes and services offered by the *IEFP*.

Dossier Profissões (Job file). Description of new types of jobs.

Dossier Utente. Vocational training, apprenticeship and vocational courses all published by *Direcção de Serviços de Informação e Orientação Profissional* (*DSIOP*).

Eu Decido - monografias profissionais (I have decided - monographs on jobs).

Fichas profissionais dirigidas a Mulheres (Vocational index for women).

Guia de acesso ao Ensino Superior (Guide to entering tertiary education) published by *Direcção Geral do Ensino Superior*. Conditions of entry for technical tertiary and university studies.

Guia de Emprego para Mulheres (Employment handbook for women).

Guia o Emprego e os Jovens (Guide: employment and young people). How young people can enter working life.

Inventários dos meios de formação (Lists of methods of training). The system of education and vocational training.

Orientação Escolar e Profissional (Academic and Vocational Guidance), published by *APOEP* (Portuguese Association of Teachers Specializing in Guidance). This periodical contains information intended for guidance counsellors on courses, professions and technical studies.

Profissoes do futuro - monografias profissionais
(Jobs of the future - monographs on jobs)

Revista Forum Estudante published by *Sociedade de Comunicação Independente* (Independent Communication Society). A monthly periodical intended for young people with information about courses, schools and colleges, professions and bursaries.

Roteiro de Formação Profissional (Handbook to Vocational Training). A guide to vocational training opportunities, published by *Comissão para a Igualdade e Direitos da Mulher* (Commission for equal rights for women).

B. EDUCATION AND TRAINING SYSTEM

This section presents an overview of the structure of education in Portugal, and details the different structures and paths of initial vocational education and training and further education. The diagram in the following subsection illustrates the present education system from nursery school to the highest level of education.

B.1 General overview

B.1.1 Diagram to show the education and initial training system

Key to diagram

- (1) Until 1987, compulsory education in Portugal lasted 6 years. The Basic Education System Law of October 1986 extended compulsory education to 9 years, starting with pupils enrolled in the first year of basic education for the 1987-88 school year.
- (2) Basic education lasts for nine years, in three consecutive cycles of 4, 2 and 3 years, and is roughly equivalent to primary and lower secondary level. The 3 cycles correspond to the former primary and preparatory education and general unified course.
- (3) 3-year evening courses of general or technical education for early school leavers and adults.
- (4) Complementary courses comprise upper secondary level 3-year daytime courses of academic or technical-vocational education for pupils no older than 18 years of age. 2-year evening courses of academic or technical vocational education are provided for students older than 18.
- (5) Technical-vocational courses "after work" comprise evening courses equivalent to daytime technical-vocational courses extended over 5 years, leading to higher education after the 5th year.
- (6) Vocational schools are run jointly by the education authorities and the social partners. The course lasts 3 years, providing access to higher education.
- (7) Apprenticeship is accessible to young people aged 14 to 24. It lasts 1 to 4 years.
- (8) Specific programmes of various lengths include, amongst others, the temporary employment scheme (*OTJ*), the work-training subsidies and the integration programme (*IJOVIP*).

COMPULSORY EDUCATION (1)



24					
23					
22	UNIVERSITY LEVEL EDUCATION		NON-UNIVERSITY LEVEL EDUCATION		
21	UNIVERSITY			APPRENTICESHIP (6)	INITIAL TRAINING (7)
20		POLYTECHNIC			
19					
18					
17	SECONDARY SCHOOL		VOCATIONAL SCHOOL		
16	CSPOPE (4)	CT (5)			
15					
14	3RD CYCLE				
13					
12					
11	2ND CYCLE				
10	BASIC EDUCATION (2)				
9	1ST CYCLE				
8					
7					
6					
5	PRE-SCHOOL EDUCATION				
4	(NURSERY SCHOOLS - JARDIN DE INFANCIA)				
3					

B.1.2 General information sources

Ministério da Educação, Departamentos do Ensino Básico e Secundário (DEB e DE)

B.2 General education

B.2.1 Structure, duration and aims of education

Basic education

Ensino básico (compulsory education) consists of nine years of schooling for all pupils who started school in or after 1987/8.

The 1st cycle of basic education covers years 6-9.

The 2nd cycle years 10-12.

The 3rd cycle years 12-15.

From 1989/90 "*Reforma Educativa*", a reform of basic and secondary education, has been implemented on an experimental basis. In 1990/91, the 2nd and 3rd cycles of basic education and secondary education tried out new curricular programmes for the first time.

The 3rd cycle of *ensino básico* lasts three years, corresponding to classes 7, 8 and 9. The curriculum contains only general education teaching up until the 9th year at which point, subjects seen as guiding pupils in a vocational direction are also introduced.

Secondary education

Secondary education is not compulsory. Three years (10th, 11th and 12th) make up this level. To access this level, pupils need a basic level diploma. The curriculum allows for three separate educational fields. All of them contain a general, a specific and a technical/technological component. It is possible for students to switch fields. All of the fields confer a final secondary studies diploma. After completing secondary education, the pupil may attend a third level college or university. In the case of *Cursos Tecnológicos and Escolas Profissionais*, the pupils also gain a Level III Professional Qualification Certificate.

Vocational colleges

□ *Escolas Profissionais* (Vocational Schools) lie outside the regular education system. They are established as autonomous bodies, after a process of negotiation, by a contract signed between the promoters and the state, represented by the Ministry of Education (*Departamento do Ensino Secundário*). They offer courses in the field of technological, artistic and vocational education after the 9th school year. The state provides technical, pedagogical and financial support to these colleges. It is possible to gain a final secondary education diploma (12th year) and a Level III Diploma in vocational training, after studies lasting approximately three years (3,600 hours).

Evening classes

The school system gives everyone who has completed or left compulsory schooling and young people from 14 years of age, the opportunity to attend evening classes which provide a general or vocational education similar to that provided in secondary schools, as well as offering technical classes. General classes are spread over three years and correspond to the programme in secondary schools. Technical classes are available in subjects relating to seven economic sectors. General technical classes must be attended in conjunction with classes in general secondary education. Technical classes preparing students for a higher qualification last three years. The subjects taught are those available in the 7th, 8th and 9th years. After nine years at school, it is possible to attend evening classes which correspond to classes 10, 11 and 12.

Continuing education

Ensino recorrente (continuing education) is intended for young people and adults over the age for compulsory education (between 14 and 45 years of age) who are seeking employment or who are in difficulties where their jobs are concerned. This programme includes:

- general education corresponding to the 1st, 2nd and 3rd cycles of basic education and secondary education;
- technical and practical training preparing people for semi-skilled work.

B.2.2 Fees and grants in general secondary education

Compulsory schooling is free in the public sector. Parents in poor financial circumstances may apply for subsidies to enable their children to attend schools in the private sector. The *Departamento do Ensino Secundário* is responsible for measures to allow children from disadvantaged families on a low income to attend secondary education. The *Direcções Regionais de Educação* (Regional Directorates of Education) are responsible for implementing these measures. Students are paid study allowances and school and enrolment fees. Study allowances are not paid in cash; they are paid to the institution for services such as books, board, food, transport, enrolment fees and exam fees. Requests for such allowances must be lodged with the *Conselho Directivo da Escola* (School Administrative Council) acting for the *IASE*.

Institutions providing information

Câmaras Municipais (town halls) - local activities.

Fundação Calouste-Gulbenkian, Serviço de Bolsas de Estudo: One of various private bodies which offer bursaries.

Fundação Rotário Portuguesa (Portuguese Rotary Club Foundation).

IASE - Instituto dos Assuntos Sociais de Educação (Institute of Social Affairs in Education: central office or its regional offices).

B.3 Initial vocational education and training

B.3.1 Structure, duration and levels of qualifications attainable

Cursos Tecnológicos (Technological Courses) (see point B.2.1)

Escolas Profissionais (Vocational schools) provide basic vocational training in various economic sectors. There are vocational colleges throughout the country. Apprenticeship consists of a social and cultural component (25%), a scientific component (25%) and a technical, technological or artistic component (50%). The social and cultural component is the same for all sectors. It includes the following compulsory subjects: Portuguese, a foreign language (English or French) and "integration". Practical vocational training is generally provided in the workplace and in the vocational training centres of the *IEFP - Instituto do Emprego e Formação Profissional* (Institute of Employment and Vocational Training).

Vocational education is provided in private or public colleges, in appropriate institutions, within the firm or in the *IEFP's* vocational training centres. These training courses are open to young people between 14 and 24 years of age. The length of courses varies from one to four years depending on conditions of entry. Candidates must enrol at employment centres, vocational training centres, town halls or companies in the relevant sector. Depending on the system of practical apprenticeship involved, training lasts a maximum of four years and the apprentice is entitled to 30 days' annual holiday. Apprenticeships are available in the following industrial sectors: agriculture and food; automobile; shoes; ceramics and glass; communications; building; the cork industry; electricity; electronics; energy; refrigeration and air-conditioning; smelting; hotel, restaurant and tourism; mining and quarrying; printing and paper; computer science; wood and furniture; metallurgy and metal-processing; fishing; quality control; chemicals; service; textiles; and transport. The end of the apprenticeship is recognized by an apprenticeship certificate awarded by the *IEFP*, corresponding to a school-leaving diploma. Depending on the conditions of entry and the length of the apprenticeship, this diploma may correspond to a school-leaving certificate awarded in the 6th (pre-apprenticeship), 9th or 12th year.

The *IEFP* is responsible for promoting vocational training courses for young people and adults of both sexes to enable them to acquire knowledge, practical skills and the expertise necessary to practise a trade or profession, taking account of the demands imposed by technical progress and social and economic development. This vocational training is available in several economic sectors. As a general rule, people may apply for training from the age of 14 if they have attended school for at least four years; but there are also courses which set different conditions concerning age and educational background.

B.3.2 Indicative participation rates in post compulsory education and training

In 1990, of the 345,000 fifteen and sixteen year-olds in Portugal, 58% were in education or training (52% in academic courses, 3% in technical/vocational courses or in vocational schools, 1% in apprenticeship courses and 2% in specific training programmes).

B.4 Continuing training

The *IEFP* is responsible for promoting vocational training courses enabling people to qualify, perfect their skills and retrain. There are different programmes available providing continuing training for adults and, in particular, women wishing to restart work.

Information material can be obtained from:

Ministério do Emprego e Segurança Social
Comissão para a Igualdade e Direitos das Mulheres;

MISEP - Instituto do Emprego e Formação Profissional.

B.5 Recognition and comparability of qualifications

B.5.1 Organisations concerned with comparability of qualifications

Higher education

National Academic Recognition Centre (NARIC)

The Portuguese NARIC - *Centro de Informação sobre Reconhecimento Académico de Diplomas (CIRAD)* is part of the European NARIC network. It is located in Lisbon, at the Ministry of Education, General Directorate for Higher Education. *CIRAD* acts as an information and documentation centre on matters relating to the equivalence or recognition of higher education qualifications and access to higher education with a view to pursuing studies or a professional interest in Portugal, or in another EU Member State, or EFTA country.

It also co-operates with higher education institutions towards an uniform application of legislation on foreign higher education qualifications.

CIRAD was officially designated to provide information about recognition of professional qualifications in the framework of the General Directive 89/48/EEC. *CIRAD* provides information about the regulated professions in Portugal, and in other EU Member States, as well as the education and training required to enter and/or exercise these professions in Portugal. *CIRAD* is not the deciding authority for matters concerning the equivalence of academic recognition of professional qualifications. With regard to academic recognition, decisions are taken by the higher education institutions themselves. With regard to professional recognition, decisions are taken by the competent authority, officially designated for each profession.

Vocational education and training

Information on the recognition and comparability of qualifications gained in other EU Member States can be obtained from the *Instituto do Emprego e Formação Profissional (IEFP)* (see A.2) and the *Núcleo de Certificação Profissional*.

B.5.2 Publications

Classificação Nacional de Profissão and Classificação de Níveis available from *IEFP*.

C. CAREERS GUIDANCE SERVICES

C.1 Structure and target groups of public and private careers guidance services

Portuguese schools offer both academic and vocational guidance for pupils in the 3rd cycle of basic education and in secondary education. Pupils are provided with information and helped to choose between the academic and vocational training paths open to them. This service in schools has been progressively extended by continuing training for teachers specializing in guidance and by bringing in academic and careers guidance counsellors/psychologists.

Through its network of employment centres and vocational training centres, the *IEFP* (see A.2) provides careers guidance services open to young people and adults. These services, run by careers guidance counsellors, are intended to support the formulation and implementation of a personal career plan.

C.2 Institutions providing information

Ministério do Emprego e Segurança Social:
Instituto do Emprego e Formação Profissional (IEFP);
Direcção de Serviços de Informação et Orientação Profissional (DSIOP).

Ministério da Educação:
Departamentos dos Ensinos Básico e Secundário (DEB e DE).

Câmaras Municipais (town halls) and *Gabinetes da Juventude* (Youth offices). Local information agencies for young people operating in town halls.

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

EC directive 90/366/EEC grants the right to an EU national to enter and live in any Member State as a vocational student, providing they can support themselves, and have health insurance where this is required by the host state. Trainees are not entitled to income support or employment benefits, as they are not available for, nor actively seeking work.

Non EU-nationals do not have the same automatic rights, and it is therefore necessary to approach the relevant embassy for clearance before entering another EU state for vocational training.

General information on structured opportunities for transnational education, training and work experience can be obtained at the services offering such opportunities.

Co-ordination units for the European programmes:

COMETT - *Ministério da Educação, Conselho de Cooperação Ensino Superior-Empresa, c/o Gabinete do Secretário de Estado de Ensino Superior;*

ERASMUS - *Ministério da Educação, ANAB;*

EURES - National Co-ordinating Unit, *Instituto do Emprego e Formação Profissional;*

EUROTECNET - Portuguese Unit, *CENCAL;*

EURYDICE - National Co-ordinating Unit, EURYDICE-Service, *Ministério de Educação, Gabinete de Estudos e Planeamento;*

FORCE - National Co-ordinating Unit, *Ministério do Emprego e Segurança Social and Instituto do Emprego e Formação Profissional;*

IRIS - National Co-ordinating Unit, *Programa de Mulheres
Ministério do Emprego e Segurança Social
Direcção de Serviços de Informação e Orientação Profissional (DSIOP)
Direcção Serviços Emprego;*

LINGUA - National Co-ordinating Unit, *Comissão Nacional para o Programa LINGUA*

MISSOC - National Co-ordinating Unit, *Ministério do Emprego e Segurança Social
Direcção de Serviços de Informação e Orientação Profissional (DSIOP)
Direcção Geral da Segurança Social;*

PETRA - ACTION I, II: *UCN do Programa PETRA*

ACTION III: See A.1

TEMPUS - Portuguese Contact Point, *Ministério da Educação, ANAB;*

Youth for Europe National Agency - *Instituto da Juventude*

Comissão das Comunidades Europeias, Gabinete em Portugal

(Commission of the European Communities, Portugal Office)

E. LIVING AND WORKING CONDITIONS

The generally positive position of the labour market in Portugal which has been apparent since 1987, continued to develop in 1991. The statistics based on economic sectors show that 17.99% of the population work in the primary sector, 34,1% in the secondary sector and about half (47.91%) in the service sector. In 1991, the total number of employed workers was 3.26 million (1990 = 3.21 million), and the total number of self-employed workers was 1.26 million (1990 = 1,15 million).

The level of unemployment is about 4.1%, the lowest rate in recent years. (The total number of those unemployed in 1991 was 174,700: 62,700 men, 112,000 women.)

The number of women taking part in paid employment continued to rise in 1990. In 1990 they represented about 40% of the workforce (1.92 million women as against 2.56 million men).

Institutions providing information:

Instituto do Emprego e Formação Profissional (IEFP), Departamento do Desenvolvimento do Emprego.

Ministério do Emprego e Segurança Social, Comissão Interministerial para o Emprego.

Departamento de Estudos de Planeamento.

Useful publications:

Estatísticas Mensais Divisão de análise do mercado do emprego published by IEFP - Instituto do Emprego e Formação Profissional.

Situação do Mercado de Emprego, Relatório trimestral published by IEFP.

E.1 Minimum wages and training salaries

The minimum national wage (*SMN*) is 40,000 Esc (253.47 ECU) in the industrial, commercial and service sectors and in the agricultural, fishing and forestry sectors, and 33,500 Esc (211.83 ECU) in the field of domestic service.

Remuneration for apprentices

Apprentices are entitled to a training allowance equivalent to a certain percentage of the guaranteed minimum wage fixed by the state for the economic sector in question. The percentages are as follows:

- 1st year of apprenticeship 30%;
- 2nd year of apprenticeship 40%;
- 3rd year of apprenticeship 50%;
- 4th year of apprenticeship 60%.

Publications providing information

Dossier Agente published by Direcção de Serviços de Informação e Orientação Profissional

E.2 Availability of educational leave

Law No. 26/81 of 21 August 1981 gives employees the right to attend official education courses during working hours. The length of absence from work is regulated by law and varies between five and six hours per week.

Institutions providing information

Ministério da Educação, Centro de Informação e Relatoes Publicas - CIREP

Ministério do Emprego e Segurança Social, Comissão para a Igualdade e Direitos das Mulheres

E.3 Social security and unemployment benefit

The social security system provides for the payment of unemployment "compensation". In order to qualify for compensation, a claimant must have worked for 36 consecutive months and be registered with the relevant labour office. Compensation is paid for up to six months and in certain conditions can be extended. Compensation is paid monthly. The amount is calculated on the basis of the daily sickness benefit the worker would have been entitled to and must not be more than three times the minimum wage in the relevant sector, nor less than that minimum wage.

Unemployed persons no longer entitled to compensation or employees who have had a full-time job for at least 180 days over a 360-day period before losing their job and have paid their social security contributions, are entitled to an unemployment allowance which is paid in the framework of the non-contributory social security system. Payment of this allowance also depends on the income of the wage-earner and that of his family. The period over which the allowance is available is 15 months. This benefit for unemployed workers is paid monthly and is calculated on the basis of his/her number of dependants and the minimum salary applicable in the relevant economic sector.

Requests for unemployment benefits and compensation should be addressed to the Social Security Institution of the sector in question.

Social security

The right to social security is enshrined in the Constitution which includes giving every worker the right to claim social security payments. Social security consists of a general system and a non-contributory system.

In the general social security system, payments are made in the case of illness, maternity, accidents at work, unemployment, invalidity, old age, death and other events. Everyone in employment and self-employment is obliged to join this system. It is financed jointly by employers, wage earners and self-employed workers.

The non-contributory system grants protective payments in the case of invalidity, old age and death. The right to receive payment does not depend on contributions made by those entitled to receive help and is based solely on their income.

Institution providing information

All health services have been integrated under the Ministry of Health. Family allowances, old age and veterans' pensions, pensions for handicapped and the statutory minimum wage are increased annually, under the *Secretaria de Estado Segurança Social - SCRSS* (Secretariat of State for Social Security).

Competent regional social security centre (*Centro Regional de Segurança Social - CRSS*). Wage-earners can apply to it to check that their employer has registered them. If an employee changes his job, the CRSS must be informed.

Publications providing information

Dossier Agente published by *Direcção de Serviços de Informação e Orientação Profissional*.

E.4 Job placement agencies

People seeking employment can contact the placement services provided by the *IEFP* Employment Centres, regional or local agencies. The addresses of the employment centres can be obtained from *IEFP*.

F. LIST OF ADDRESSES

ACOP - Association of Vocational Guidance Counsellors

Rua Gonçalo Cristavão 224 - 5ªA

P-4000 Porto

Tel: (+351) 2-2008900

APOEP - Portuguese Association of Teachers Specializing in Guidance

Apartado 3065

P- 1302 Lisbon Codex

Tel: (+351) 1-8685005

APPORT - Portuguese Psychologists' Association

Apartado 392

P-4703 Braga

Tel: (+351) 1-3533496

CEDEFOP

(European Centre for the Development of Vocational Training)

(see *Ministério do Emprego e da Segurança Social/Servicio de Informação Científica e Técnica*)

Centro Universitário Padre António Vieira (CUPAV)

Gabinete de Informações Forum Estudante

(University Centre Padre António Viera/Information Centre)

Estrada da Torre 26

P-1000 Lisbon

Tel: (+351) 1-759 96 15

Comissão das Comunidades Europeias, Gabinete em Portugal

(Commission of the European Communities, Portugal Office)

Centro Europeu Jean Monnet

Largo Jean Monnet, 1 - 10º

P-1200 Lisbon

Tel: (+351) 1-541144

Fax: (+351) 1-554397

Departamento de Estudos de Planeamento

Av. Defensores de Chaves 95 - 3º

P-1000 Lisbon

Tel: (+351) 1-7933301

EURYDICE - (National Coordination Unit)

(see *Ministério de Educação, Gabinete de Estudos e Planeamento*)

Tel: (+351) 1-793 60 95

Fax: (+351) 1-793 45 38

EURES - (National Coordination Unit)

(see *Instituto do Emprego e Formação Profissional - IEFP*)

Tel: (+351) 1-356 38 01/9

Fax: (+351) 1-315 81 59

Fundação Calouste-Gulbenkian
Serviço de Bolsas de Estudo
(Calouste-Gulbenkian Foundation/Student Grants Service)
Av. de Berna 45
P- 1093 Lisbon Codex
Tel: (+351) 1-73 51 31/73 01 60
Fax: (+351) 1-793 51 31/793 061 60

Fundação Rotário Portuguesa (Portuguese Rotary Club Foundation)
R, Joel Machado, 100 - 3º
Edifício Coimbra - Sala 304
P-3000 Coimbra
Tel: (+351) 39-23145

Gabinete de Educação Tecnológica, Artística et Profissional GETAP - Departamento do Ensino secundário
(Office of Technological, Artistic and Vocational Education)
Av. da Boavista 1311 - 5º
P-4100 Porto
Tel: (+351) 2-69 43 67
Fax: (+351) 2-69 43 39
and
Av. 24 de Julho 140 - 5º
P- 1300 Lisbon
Tel: (+351) 1-60 95 00
Fax: (+351) 1-397 40 42

Instituto dos Assuntos Sociais de Educação -IASE
(Institute of Social Affairs in Education, Central service)
Av. Duque d'Avila 135
P-1000 Lisbon
Tel: (+351) 1-54 72 70 or its regional offices.

Ministério da Educação:
(Ministry of Education)

Centro de Informação e Relações Públicas (CIREP)
(Centre for Information and Public relations)
Av. 5 de Outubro 107
P-1000 Lisbon
Tel: (+351) 1-793 16 03
and
Av. 24 de Julho 138 D
P-1200 Lisbon
Tel: (+351) 1-793 50 14

Centro Nacional de Recursos para a Orientação
(National Guidance Resource Centre)
Av. da Boavista 1311, 5
P-4100 Porto
Tel: (+351) 2-69 43 67 or 69 43 63
Fax: (+351) 2-68 43 39

Direcção Geral dos Ensinos Básico e Secundário (DGEBS)

(General Directorate Primary and Secondary Education)

Av. 24 de Julho 140

P-1391 Lisbon Codex

Tel: (+351) 1-67 71 81/67 70 71

Fax: (+351) 1-39 77 81/397 70 71

Direcção Geral do Ensino Superior

Centro de Informação sobre Reconhecimento Académico de Diplomas (CIRAD)

NARIC (Portuguese NARIC)

Av. 5 de Outubro, 107-6º

P-1051 Lisbon Codex

Tel: (+351) 1-79710 82/796 56 21/793 12 91

Fax: (+351) 1-796 09 84

Gabinete de Educação Tecnológica, Artística et Profissional (GETAP)

(Office of Technological, Artistic and Vocational Education)

Av. da Boavista 1311 - 5º

P-4100 Porto

Tel: (+351) 2-69 43 67

Fax: (+351) 2-69 43 39

and

Av. 24 de Julho 140 - 5º

P- 1300 Lisbon

Tel: (+351) 1-60 95 00

Fax: (+351) 1-397 40 42

EURYDICE - (National Coordination Unit)

Departamento de Programação e Gestão Financeira

(Department of Financial Management and Planning)

Praça de Alvalade 12

P-1700 Lisbon

Tel: (+351) 1-8472477

Ministério do Emprego e Segurança Social:

(Ministry of Employment and Social Insurance)

Comissão para a Igualdade e Direitos das Mulheres

(Commisson for Equal Rights for Woman)

Av. da Republica 32 - 2º

P-1000 Lisbon

Tel: (+351) 1 -797 60 81/797 29 25

Comissão Interministerial para o Emprego

(Interdepartemental Commisssion for Employment)

Av. da Republica 62 - 8º

P- 1000 Lisbon

Tel: (+351) 1-76 93 61

-
- Direcção de Serviços de Informação e Orientação Profissional (DSIOP)*
(Office for Information and Guidance)
Rua das Picoas 14 - 5º
P-1000 Lisbon Codex
Tel: (+351) 1-563 80 19
- Núcleo de Certificação Profissional*
(Centre for Vocational Qualification)
- Instituto do Emprego e Formação Profissional (IEFP)*
(Institute for Vocational Training and Employment)
Av. Jose Malhoa 11
P-1000 Lisbon
Tel: (+351) 1-726 25 36/726 51 23
- Centro Nacional de Recursos para a Orientação*
(National Guidance Resource Centre)
Rua das Picoas 14 - 5º
P-1094 Lisbon
Tel: (+351) 1-356 38 01
Fax: (+351) 1-53 81 39
- EURES - (National Coordination Unit)
Rua das Picoas 14 - 7º
P- 1000 Lisbon
Tel: (+351) 1-356 38 01/9
Fax: (+351) 1-315 81 59
- Núcleo de Documentação Científica e Técnica*
(Centre for Cientific and Technological Documentation)
- Departamento do Desenvolvimento do Emprego*
(Department for Labour Development)
- IRIS - (National Coordination Unit)
Programme de Mulheres, Direcção Serviços Emprego
Av. J. Malhoa, 11 -5 Andar
P-1100 Lisbon
Tel: (+351) 1-726 25 36
Fax: (+351) 1-726 57 55
- Serviço de Informação Científica e Técnica*
(Scientific and Technical Information Services)
Praça de Londres, 2-1 andar
P-1001 Lisbon Codez
Tel: (+351) 1-849 66 28
Fax: (+351) 1-808 171

Ministério da Juventude

Instituto da Juventude, Centro Nacional de Informação para Juventude (CNIJ)

(Ministry of Youth, Youth Institute, Centre for Youth Information)

Av. da Liberdade 194

P-1000 Lisbon

Tel: (+351) 1-352 35 93/352 39 36

MISEP - Instituto do Emprego e Formação Profissional (IEFP)

(see *Ministério do Emprego e Segurança Social, Direcção de Serviços de Informação e Orientação Profissional (DSIOP)*)

MISSOC - (National Coordination Unit)

Direcção Geral da Segurança Social

Largo do Rato I

P- 1296 Lisbon Codex

Tel: (+351) 1-693 570

NARIC (Portuguese NARIC)

Centro de Informação sobre Reconhecimento Académico de Diplomas (CIRAD)

(see *Ministério da Educação, Direcção Geral do Ensino Superior*)

PETRA - U.C.N. do Programa **PETRA** (National Coordination Unit)

Rua S. Joao de Praça, 90 - 1 °

P-1100 Lisbon

Tel: (+351) 1-8883828

Fax: (+351) 1-8882968

Secretaria de Estado Segurança Social (SCRSS)

(Secretariat of State for Social Security)

Praça de Londres 2

P- 1000 Lisbon

Tel: (+351) 1-8470410

REINO UNIDO



General information

The UK shares a single land border with another EU Member State, that between Northern Ireland and Ireland. The flag of the United Kingdom is an amalgam of the flags of the countries forming the United Kingdom. The language is English which is spoken throughout the UK, although Celtic tongues can be encountered in its regions, for example Welsh in Wales, and Gaelic in Scotland. The UK has been a destination for immigrants from all over the world for hundreds of years. Many such groups of immigrants have been totally assimilated into British culture, whilst others still retain a strong cultural identity of their own. This tradition of immigration has created a multicultural society in many British cities.

Area and population

Area (Sq km): 228,355

Population (1991): 57,801,000

Population density (per sq km): 253

Capital: London - inhabitants June 1991: 6,794,400

Political system

The United Kingdom is a union of England, Northern Ireland, Scotland and Wales and has existed as such since 1221. Although governed from London, the regions are recognised as having importance in themselves with each having a government minister (Secretary of State) responsible for them. This recognition leads to differences in, for example, the educational systems of Scotland and that of England, Wales and Northern Ireland. There are also differences in the legal system of Scotland compared to the rest of the UK.

The UK is a constitutional monarchy with the Queen as Head of State. The parliament consists of two chambers, the House of Commons and the House of Lords. The House of Commons is an elective chamber to which Members of Parliament are elected either in a general election or a bye election on a simple majority system. The House of Lords consists of hereditary or life peers. It can amend legislation passed by the House of Commons.

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A. INITIAL REFERENCE POINTS

A.1 National centre in the European network of guidance resource centres

Careers Europe: Set up in February 1992 as a partnership between the Department of Employment and the local education authority Careers Service in Bradford. It provides a comprehensive European careers information service, offering a database available on disk, printed information, a regular newsletter and a research and enquiry service.

A.2 Other contact points and principal information sources

A.2.1 Organisations

ACE - Advisory Centre for Education. This educational guidance centre offers advice about public education, maintains a telephone information service and publishes handbooks and brochures for parents, pupils, teachers and staff of the education service.

ADSET - Association of Databank Services in Education and Training. This is the United Kingdom component of the EUDAT integrated network of European databases in the field of vocational training.

British Council - London. Maintains an information service for foreigners, publication of information brochures, e.g. relating to higher education in the United Kingdom.

COIC - Careers and Occupational Information Centre. Produces and distributes occupational and job-related information, suitable for use by both adults and young people, over a wide range of ability levels.

Gateway: The Gateway Education and Training Guidance System is a PC-based system which provides access to a suite of databases with information on local and national educational and training opportunities, careers guidance, educational and training provision and vocational information.

Information and Advice Services Unit - Department of Employment.

NCVQ Database. Gives authoritative and up-to-date information on all National Vocational Qualifications (NVQs), including details of their component units and on well over a thousand other vocational qualifications; also provides information on the organizations and awarding bodies associated with these qualifications. The data provided support career planning and training programme design.

The National Youth Agency (England). The National Youth Agency is a government funded organisation providing information and support for all those concerned with the informal and social education of young people, particularly through the youth service. Its services include publications, organisational and management development, endorsement and accreditation of training, advice and support in developing training, and an information and library service. Similiar services are provided for Wales by the Welsh Youth Agency, for Scotland by the Scottish Community Education Council and for Northern Ireland by the Youth Council of Northern Ireland.

TAPs - Training Access Points. Databases of local vocational training opportunities. Contact: NTICS - National Training Information Central Support.

A.2.2 Handbooks and publications

The Survivors' Guide. Published by Channel 4 Television and can be ordered from Survivors' Guide, PO Box 4000, London W3 6XJ.

Young Scot - The Book. Can be ordered from SCEC - Scottish Community Education Council.

Young Person's Guide to Northern Ireland. Published by Youth Net on behalf of the Youth Council for Northern Ireland and distributed by NI-CO Education Services .

All local education authorities produce a School-Leaver's Handbook. All these representative youth information handbooks deal with issues such as education, training, employment, social security, housing, etc. They describe the most important provisions and list information material and the addresses of important institutions.

Occupations '94. Published by COIC: Eighth edition of this occupation handbook; all occupations and the corresponding training prerequisites are described on 600 pages.

Job Outlines. Published by COIC: A series of information sheets used in particular by careers guidance institutions.

High Technology National Training. Published by COIC - provides information on Employment Department supported courses mainly at post-graduate level in leading-edge high-technology areas.

Your Choice at 15+. Published by Careers Research and Advisory Centre: Contains information on educational choices and the prerequisites for educational routes which young people can choose at the age of 15.

The UCAS Handbook. Published by UCAS: The guide to the common application system for University and College entry.

Scottish Universities Entrance Guide. Published by Scottish Universities Council on Entrance.

Directory of Courses in Further Education Establishments in Wales. Published by the Welsh Joint Education Committee.

B. EDUCATION AND TRAINING SYSTEM

This section presents an overview of the structure of education in the United Kingdom, and details the different structures of (initial) vocational education and training and further education. The diagrams in the following subsection illustrate the present education system from nursery school to the highest level of education.

B.1 General overview

B.1.1 Diagrams to show the structure of the education and initial training system

(Source: EURYDICE)

Key to diagram “England and Wales”

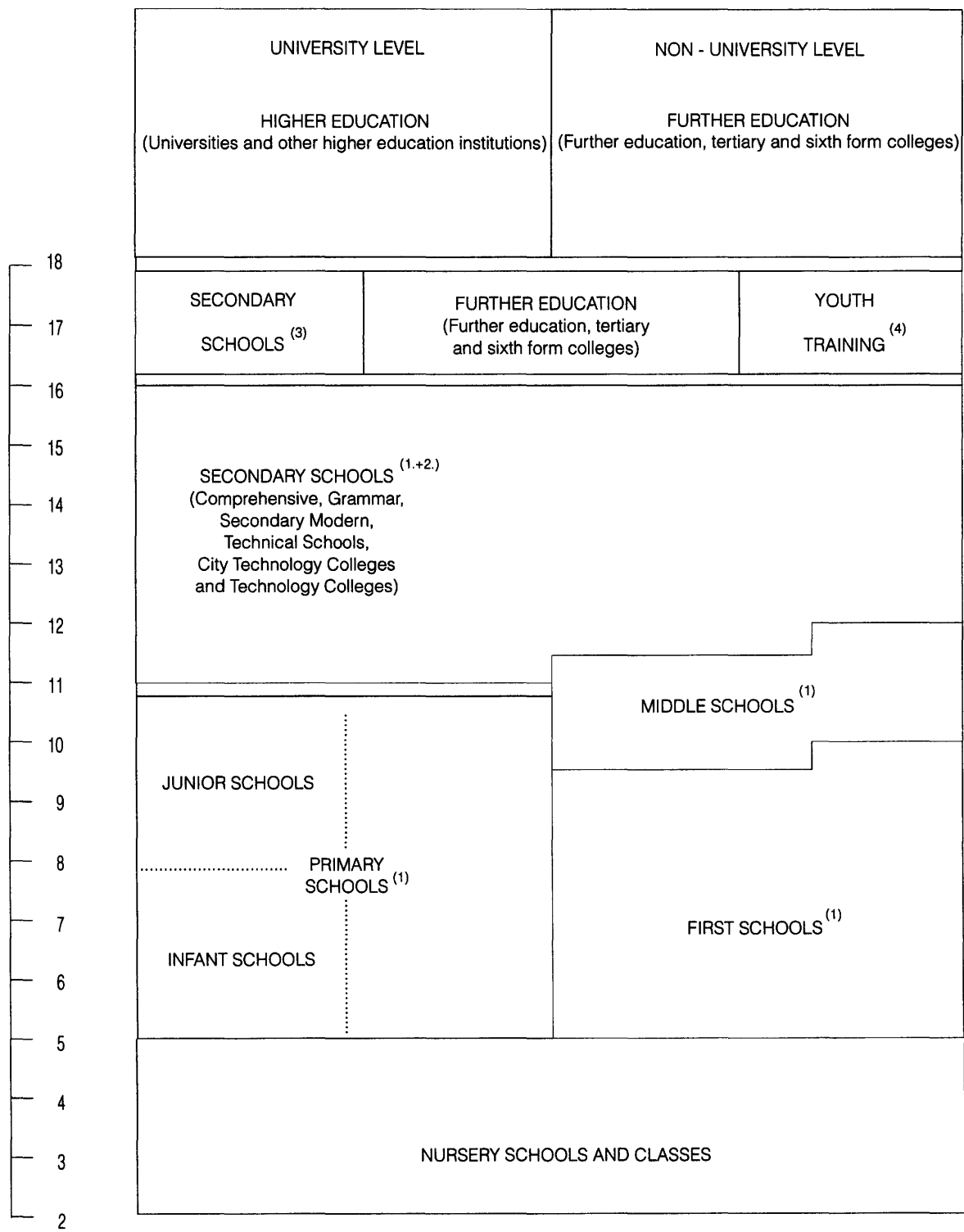
1) Two tier (primary and secondary schools) and three tier (first, middle and high schools) systems exist side by side according to the provision within each individual LEA (local education authority).

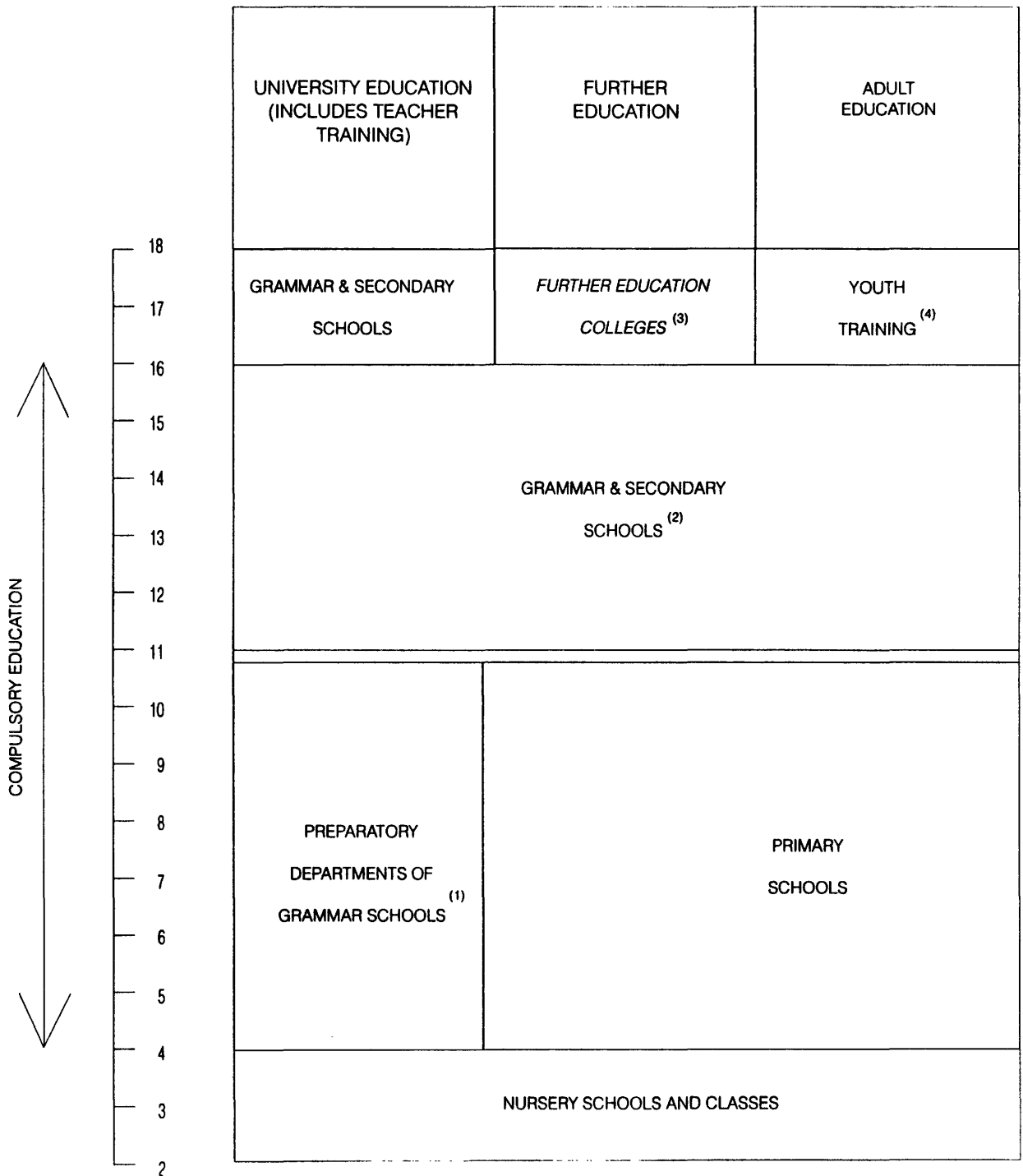
2) 90% of secondary pupils attend non-selective comprehensive schools covering the 11 to 16 or 11 to 18 age group. Most other children attend grammar schools for the 11 to 18 age group or secondary modern schools for the 11 to 16 age group. A few LEAs still maintain technical schools.

3) Classes for pupils over 16 are known as the Sixth Form. 11 to 16 schools are combined with Sixth Form or Tertiary Colleges for pupils over 16. Pupils may also transfer to Further Education College. The Sixth Form College caters exclusively for those aged 16 to 19 and is subject to Schools Regulations. The Tertiary College shares characteristics of both the Sixth Form and of the Further Education College, and is subject to Further Education Regulations. All three offer a range of academic and vocational courses.

4) Youth Training is delivered through contracts with independent training providers (often private employers). It lasts two years, and is organised in “units of competence”.

COMPULSORY EDUCATION





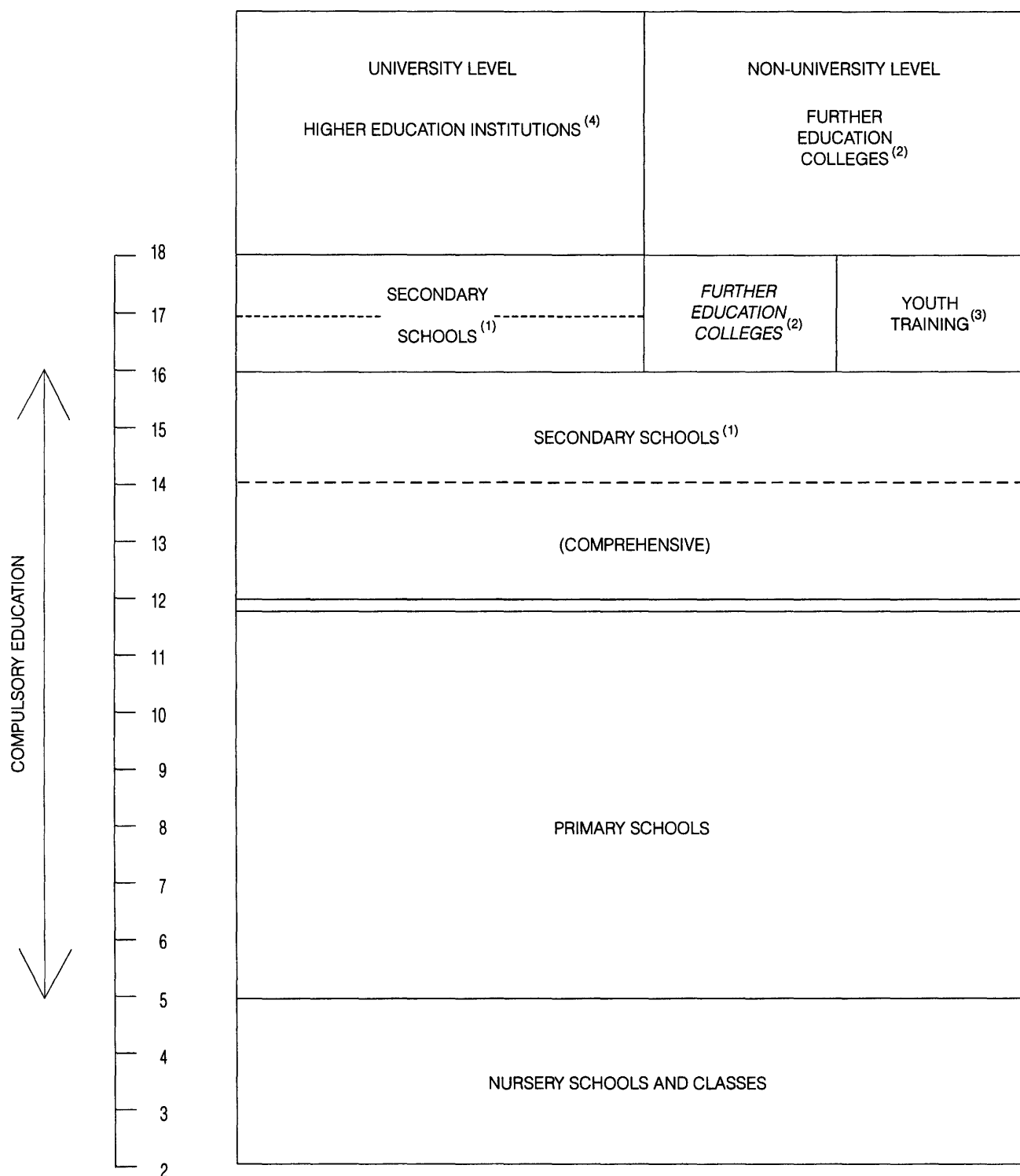
Key to diagram "Northern Ireland"

(1) The majority of children up to 11 - 12 are educated in primary schools; some are educated in the preparatory departments of grammar schools - the latter charge fees.

(2) Secondary education is at present selective. On the basis of tests, pupils go to either grammar schools or secondary schools. Both provide a similar range of courses, grammar schools for the 11 to 18 year olds, secondary schools for the 11 - 16 year olds.

(3) Further Education colleges provide a range of academic and vocational courses for persons over compulsory school age.

(4) Youth Training is provided by Training Centres, Community Workshops and FE Colleges. It lasts for 2 years.



Key to diagram "Scotland"

1. 99% of Scottish education authority secondary schools are comprehensive schools offering all types of courses to pupils of all abilities. 90% provide 6 years of education (4 years of compulsory and 2 years of optional secondary education). Pupils may leave at 16. Examination usually taken at age 17 provide access to tertiary education.
2. Further education Colleges offer courses in academic and vocational subjects from craft to degree level. They accept pupils currently attending secondary school for some courses. FE colleges also provide courses for the "off-the-job" component of the Youth Training scheme.
3. Youth Training is delivered through contracts with independent training providers (often private employers). It lasts two years, and is organized in "units of competence".
4. Higher Education institutions comprise universities, former technological institutions, arts and health care colleges and teacher training institutions.

B.1.2 General statistics for the UK

Percentage of UK young people remaining in general secondary education post 16 in school - 35%.

Percentage of UK young people entering colleges or further education post 16 - 18%.

Percentage of UK young people entering Youth Training post 16 - 17%.

B.2 General education

B.2.1. Structure, duration and aims of education

Compulsory education

Compulsory education in the United Kingdom runs from the age of 5 to the age of 16 and is generally divided into two phases: primary education from 5 to 11 and secondary education from 11 to 16.

Many secondary schools also offer education to age 18.

The Education Reform Act 1988 introduced for the first time a National Curriculum for school children in England and Wales. This covers English, mathematics, science, technology, history, geography, art, music and physical education and, in secondary schools only, a modern foreign language. In Wales, Welsh is an additional National Curriculum subject. All pupils are also required to study religious education, although as this is not a National Curriculum subject, the curriculum is defined locally. For the purposes of the National Curriculum, compulsory education has been divided into four key stages: from ages 5 to 7; 7 to 11; 11 to 14; and 14 to 16.

For each subject of the National Curriculum, the government has defined programmes of study (requirements as to what must be taught), attainment targets (objectives for pupils' learning and targets against which their achievements can be assessed) and assessment arrangements (requiring formal assessment of progress in each subject at the end of each key stage).

At the end of key stages 1, 2 and 3, assessment arrangements will comprise a mix of internal teacher assessment, and externally produced, national tests. The assessments will measure achievement against ten levels of attainment which are specified as part of the attainment targets in most subjects. At key stage 4, the curriculum will be assessed mainly through the General Certificate of Secondary Education (GCSE), or equivalent qualifications (Standard Grades in Scotland). The GCSE is an existing examination intended for 16 year-olds, which is being brought into line with National Curriculum targets. At 16, young people who wish to continue in full-time education may choose to continue in school, or continue in further education colleges (see section on further education below). Many of those remaining in school will continue in their academic studies leading to the Advanced (A-Level) (Higher in Scotland) or Advanced Supplementary (AS-Level) public examinations. Both examinations are two year courses for pupils who are academically able but AS Higher one year courses have only about half the content of A-levels. Consequently pupils who include AS in their study programmes can spread their studies across a broader range of subjects whilst maintaining the detail and rigour of A-levels.

Advanced-level qualifications are the normal requirement for entry to higher education although vocational qualifications can also provide entry. As well as these advanced academic studies, young people who remain at school may choose to retake GCSE examinations where they wish to improve their examination result, or can take vocational qualifications. However, vocational qualifications are more usually offered in further education colleges.

The position in Northern Ireland is similar to that in England and Wales. There is a statutory curriculum for 5 to 16 years-olds organized in six broad areas of study: English; mathematics; science and technology; the environment and society; creative and expressive studies; and, for secondary pupils only, language studies.

In Scotland, guidance has been issued which recommends a broad and balanced curriculum for all pupils. The school curriculum in Scotland is, however, not statutorily prescribed and responsibility for the management of the curriculum lies with education authorities and head teachers.

The Technical and Vocational Education Initiative (TVEI) was introduced to help produce a more highly competent, effective and enterprising workforce. Its role is to equip young people aged 14-18 for the demands of working life in a rapidly changing, highly technological society.

Further education

The term "further education" can be used in a general sense to cover all post-school education. More commonly, when used in the United Kingdom, it refers to post-school education outside the universities.

Much further education is broadly vocational in purpose but further education includes provision for continued general education for people of all ages, as well as an alternative to the schools at 16-19. Not including some cultural and leisure activities at evening institutes, there are 2.5 million students attending further education courses in the UK. The very flexible system of further education permits everyone to acquire whatever standard of qualification their capabilities and available time allow. There are no upper age limits and further education also caters for retraining of adults. In addition to mainstream courses, there are other programmes organized for particular groups such as Youth Training and TVEI. Further education institutions develop or change their names or titles in efforts to indicate their activities. There is no legal significance in the title selected. Many colleges are named after famous engineers, local politicians, etc., or simply use place names.

In England and Wales, the most common names or categories are:

- technical college - the oldest and (in that sense) the most neutral of the terms used;
- college of further education - often used to designate a lower-level institution or one specializing in such vocations as catering, business, or art. Further education colleges deliver a range of qualifications. These include National Vocational Qualifications (NVQs), which are derived from occupational standards determined by employers. NVQs are intended as a statement of an individual's competence in an occupational area, and the learner's work-based performance is assessed against the standards. NVQs are subdivided into Units of Competence which can be separately certificated. General NVQs (GNVQs) are designed primarily for young people in full-time education at college or school who want to keep their options open. They prepare young people for a range of related occupations, as well as for higher education. They place greater emphasis on the development of a range of skills, knowledge and understanding, while not requiring the demonstration of full occupational competence. In Scotland, colleges of further education offer a wide range of courses at both non-advanced and advanced levels. Courses are mainly vocational and include both theoretical and practical work, which can lead to a Scottish Vocational Qualification (SVQ), based on the same standards as NVQs, or another qualification;
- college of technology - is sometimes used to indicate an institution offering some higher-level work (although the majority of its work may be lower level);
- institute of higher education - indicates that the further education college has some degree courses (although the majority of its work may be lower level).

In addition there are a number of specialist colleges of a mono-technic character mainly in art and design, agriculture, building and music. All categories except institute of higher education apply to Scotland, but this does not indicate a variation in the level of courses offered.

Higher education

In the United Kingdom higher education is made up of courses leading to four main types of qualification which are:

- higher-level vocational sub-degree qualifications, such as the Higher National Diplomas (HNDs) validated by BTEC - Business and Technician Education Council;
- first (bachelor) degrees;
- postgraduate degrees (master's and doctorates);
- professional qualifications.

Higher education institutions fall into two general categories:

- universities, which offer the full range of qualifications and subject areas, including research;

□ colleges and institutes of higher education, which vary considerably in size and range of provision. Some are large, multi-purpose institutions. Others specialize in a single area of study, such as teacher training.

Admission requirements for the various universities and colleges in the United Kingdom vary considerably. Most applications for admission to institutions are handled centrally by the Universities and Colleges Admissions Service (UCAS). Applications for postgraduate courses of initial teacher training in England and Wales must be made to the Graduate Teacher Training Registry. Applications for postgraduate courses in art and design education must be made to the Art & Design Admissions Registry.

B.2.2 Institutions providing information

England:

DFE - Department for Education;

UCAS - Universities and Colleges Admissions Service.

Scotland:

Scottish Office;

Scottish Further Education Unit.

SAMI - A computerized guidance information system which contains comprehensive information on SCOTVEC National Certificate modules; programmes and qualifications; general guidance information; and information on approved and acceptable Scottish Enterprise and Highlands and Islands Enterprise qualifications.

Wales:

Welsh Office, Education Department.

Northern Ireland:

DENI - Department of Education for Northern Ireland;

NICC - Northern Ireland Curriculum Council. A statutory body which advises DENI - Department for Education for Northern Ireland on all matters related to the curriculum in grant-aided schools.

Other UK sources of information:

Training and Employment Agency, Careers Occupational Information Unit;

FEU - Further Education Unit;

Department of Employment, TEED - Training, Enterprise and Education Directorate;

NUS - National Union of Students;

NUS - Wales;

NUS - Scotland.

B.3 Initial vocational education and training

B.3.1 Structure, duration and the levels of qualification attainable

With the exception of school-based vocational education schemes (further education colleges), initial vocational training in the United Kingdom increasingly takes place in the framework of national vocational training programmes which are delivered by Training and Enterprise Councils (TECs) in England and Wales and Local Enterprise Companies (LECs) in Scotland.

The two national training programmes are:

YT - Youth Training (In Northern Ireland *YTP - Youth Training Programme*). Youth training may also be called 'Youth Credits' or 'Credit Funded Training' in different regions. Every school-leaver aged under 18 who does not enter further or higher education has the opportunity to take part in a YT programme. Such schemes usually include external training for a vocational qualification and in-company work experience. Youth Training is being increasingly funded by a system of training credits designed to give young people the power to choose and buy their own career training;

TFW - Training for Work. Accessible to adults who fall into certain categories, e.g. unemployed for 6 months, have difficulty with written or spoken English etc.

B.3.2 Initial training schemes for people with special needs

Youth Training and Training for Work programmes make provision in the initial phase for special training needs groups as well as providing extra help in terms of literacy and numeracy, readers for the blind, interpreters for the deaf etc. There are also a number of specialised initiatives for people with disabilities, e.g. residential training colleges, sheltered workshops.

The government funded ALBSU - Adult Literacy and Basic Skills Unit provides information, guidance and advice for those with literacy/numeracy needs. Some local education authorities provide courses or other training in English for Speakers of Other Languages (ESOL) which, although general in character, may help those with poor communication skills in English to enter the job market.

B.3.3 Institutions providing information

Department of Employment, TEED - Training, Enterprise and Education Directorate.

TECs/LECs, for local and regional information.

ALBSU - Adult Literacy and Basic Skills Unit. The national agency in England and Wales for literacy, numeracy and related basic communication skills. ALBSU publishes a wide variety of teaching and learning materials and is able to give information and advice to those either seeking help with basic skills, or who wish to become tutors.

City & Guilds of London.

Scottish Enterprise.

Highlands and Islands Enterprise.

B.3.4 Publications:

Unemployment and Training Rights Handbook - Your Rights on ET. Published by: Unemployment Unit/Youthaid

Just the Job and also:

Training Credits: A Video;

Training Credits: A Video for Employers;

Training Credits: A Guide (also available in French and German);

Training Credits Directory (also available in French and German).

Available from the Department of Employment, Training Credits Branch

B.4 Continuing training

B.4.1 Links between initial training and continuing training for adults

The decentralised further training system in the United Kingdom comprises a plethora of local, regional agents and programmes. The most important programmes are listed below:

- the Professional, Industrial and Commercial updating (PICKUP) programme of the DFE - Department for Education which encourages colleges and universities to improve and increase the provision made for people in employment which is directly related to their training needs at work;
- local co-operation initiatives between educational institutions and employers (e.g. Education Business Partnerships and Compacts);
- programmes offered by private organisations (e.g. the vocational education organisation Workers Educational Association);
- open learning, including distance learning programmes such as those offered by the "Open University";
- enterprise schemes;
- measures for the unemployed offered by the Training and Enterprise Councils by Scottish Enterprise and Highlands and Islands Enterprise, through local enterprise companies.

B.4.2 Continuing training and retraining for adults and women wishing to restart work

Most of the training services mentioned below vary from area to area. Further information is available from local Jobcentres. All the services apply equally to men and women:

- Training for Work. Quality training for adults with the chance to gain a qualification or credits towards one. This is available for anyone aged 18 - 59 who has been unemployed for six months or more. There are special entry arrangements for certain groups of people;
- Employment Action. Temporary work to help maintain skills. This is available for anyone aged 18 - 59 who has been unemployed for six months or more. There are special entry arrangements for certain groups of people, including those with disabilities;
- Career Development Loans. Loans to help individuals pay for vocational training. These loans are for anyone aged 18 or over who lives or intends to train in Great Britain;
- Business and Enterprise Services. Advice, training and financial assistance for unemployed people who want to become self-employed. This is available to all unemployed people (special rules apply to financial assistance).

B.4.3 Institutions providing information

Adult Training Promotions Unit - Department for Education.

The Prince's Youth Trust. Financial support of young adults aged under 25 years who wish to set up their own business.

B.4.4 Publications

Second Chances published by Careers and Occupational Information Centre: A book containing information on adult education and training opportunities throughout the United Kingdom.

Unemployment and Training Rights Handbook - Your Rights on ET. Published by Unemployment Unit/Youthaid: Information on the rights of participants in Employment Training.

Your Guide to Our Employment, Training and Enterprise programmes. Published by Department of Employment: Handbook containing information on all public training, employment and enterprise programmes.

B.5 Recognition and comparability of qualifications

B.5.1 NARIC

The UK National Academic Recognition Information Centre was created in 1975 by the British Council. It is part of a European network of similar centres. Now located in Manchester, the centre advises organisations and individuals on the recognition of academic qualifications gained outside the UK.

B.5.2 Organisations/Agencies concerned with comparability of vocational training

Responsibility for the national coordination for the comparability of vocational qualification rests with the Department of Employment, which also provides information on the occupations subject to the EC recognition procedure. (Certificates of Work Experience)

Comparability Coordinator - Qualifications and Standards Branch, Department of Employment.

B.5.3 Bilateral regulations

Between Ireland and the United Kingdom, there are Joint Certification agreements. Joint Certification is certification issued under joint authority of two awarding bodies. The Certificate bears both logos and is signed by an executive of each body. All trainees on specific skill training courses are eligible for joint certification on the basis of FAS (Foras Aiseanna Saothair, the Irish Training & Employment Authority) assessments of City and Guilds examinations.

Institutions providing information

City and Guilds of London Institute -CGLI.

FAS - Training and Employment Authority.

C. CAREERS GUIDANCE SERVICES

C.1. Structure and target groups of public and private careers guidance services

The Employment and Training Act 1973 placed a duty on local education authorities in Great Britain to provide a vocational guidance service (Careers Service) for people attending schools and colleges and a placing service for people leaving them.

From 1st April 1994, sections 45 and 46 of the Trade Union Reform and Employment Rights Acts 1993, transfers this duty (in England) of providing a careers service from local education authorities to the Secretary of State for Employment. A similar duty falls upon the Secretaries of State for Wales and for Scotland.

Careers Officers are responsible for the following:

- maintaining a close working relationship with staff in schools and colleges so as to promote coherent careers education and guidance;
- contributing to the development of careers education in schools and colleges;
- supporting the provision of careers information and literature in schools and colleges;
- maintaining a thorough knowledge of the national and local education and vocational training framework, educational and vocational qualifications and developments in these fields;
- providing information and guidance to young people leaving educational institutions to enable them to select suitable training or employment options;
- helping people find suitable employment or training and supporting those seeking self-employment;
- establishing and maintaining contacts with employers and encouraging them to notify all vacancies suitable for young people.

The Employment Service offers a wide range of opportunities to help unemployed adults back to work through its network of local offices (Jobcentres). Careers guidance is provided within some of these programmes, for example Job Review Workshops for people who may need to consider a change of career. Under the "Employment and Training Act" all local education authorities in the UK are obliged to establish a vocational guidance service (Careers Service) for persons that have not yet left the education system. For some years now, many careers services have also offered careers guidance for adults.

In England and Wales, the Training, Enterprise and Education Directorate of the Department of Employment promotes a wide variety of vocational education measures, in particular programmes for the reintegration of the unemployed into working life. It has also given organizational and financial assistance to some specialized counselling services such as:

- "Just the Job", assistance for the establishment of brief careers guidance to be offered by the Jobcentres of the Employment Service. Scottish Enterprise and Highland and Islands Enterprise perform similar functions, in Scotland;
- intensive counselling which is part of the "Training for Work" introduced in 1988, is often provided by local careers services and includes e.g. three-day guidance, orientation and skill examination measures.

An important contribution to adult careers guidance is made by local Educational Guidance Services for Adults (EGSAs). EGSAs collaborate through the National Association for Educational Guidance for Adults (NAEGA).

Increasingly Training and Enterprise Councils (TECs) are involved in various initiatives concerned with the guidance and counselling of young people and adults in the UK. This is exemplified by South and East Cheshire TEC (who are also involved in **PETRA** Action IIIb on the training of guidance counsellors) through its:

- Business Education Partnership influencing careers education in schools;
- provision of local advice shops (the Prospect Shops);

-
- partnership arrangements with the local careers service;
 - specific measures such as 'Gateways to Learning' and 'Skillchoice' for employed adults.

Every university and many of the other institutions of higher education in the UK provide an institution-based careers service for their students. In some cases these services extend also to former students of the institution. The services provide both vocational guidance and placement. All belong to AGCAS - Association of Graduate Careers Services of which the Irish institutions of higher education are also members.

C.1.1 Careers guidance within educational institutions

Careers education and guidance is provided in public maintained schools as part of the schools' legal duty to prepare pupils for the opportunities, responsibilities and experiences of adult life. In these and independent schools, responsibility for individual guidance is often shared between careers teachers and the Careers Service.

Careers education and guidance in most further education colleges is the responsibility of the vice-principal or assistant principal but course tutors play a key role in advising students about their studies and directing them to available guidance facilities. The emphasis tends to be on vocational guidance issues but can include advice about higher education opportunities as well. It should be noted that LEA careers services frequently operate in further education colleges.

C.2 Guidance services provided specifically for foreigners

UK careers services will offer guidance and advice to incoming young people from other Member States. Many of them will also offer advice and guidance to adults from other Member States. The OPU - Overseas Placing Unit provides advice and guidance to foreigners on living and working conditions in the United Kingdom. (See also section D.3).

C.3 Institutions providing information

DFE - Department for Education.

EGSAs - Educational Guidance Services for Adults: A list of local services is obtainable from: NIACE - National Institute of Adult Continuing Education.

CRAC - Careers Research and Advisory Centre.

ICG - Institute of Careers Guidance.

NICEC - National Institute for Careers Education and Counselling sponsored by CRAC. NICEC is a centre for research and development work in the careers guidance field.

UK Council on Overseas Student Affairs.

D. TRANSNATIONAL EDUCATION, TRAINING AND WORK EXPERIENCE

D.1 Coordinating units for EU programmes

COMETT. The COMETT Liaison Office of the Department for Education.

ERASMUS. The UK ERASMUS Student Grants Council publishes a guide to the UK higher education institutions involved in the ERASMUS programme.

IAESTE. Information can be obtained from The Central Bureau for Educational Visits and Exchanges.

LINGUA. UK LINGUA Unit

PETRA. The **PETRA** programme in the UK is administered by the National Coordination Unit. The different actions are the responsibility of other organisations;

The Central Bureau for Educational Visits and Exchanges. Action I (training and work experience placements) and Action II (European Network of Training Partnerships).

The Youth Exchange Centre. Action II (Youth Initiative Projects).

Youth for Europe. Information can be obtained from The Central Bureau for Educational Visits and Exchanges.

D.2 Legal and social status of participants

EC directive 90/366/EEC grants the right to an EU national to enter and, live in any Member State as a vocational student, providing they can support themselves, and have health insurance where this is required by the host state (not required in the UK). Trainees are not entitled to income support or employment benefits in the UK, as they are not available for, nor actively seeking work (being in a placement already).

Non-EU nationals do not have the same automatic rights, and it is therefore necessary to approach the relevant embassy for clearance before entering another EU state for vocational training.

UK employers have certain responsibilities laid on them under health and safety legislation in respect of their employees. These responsibilities are extended to cover trainees on placement with them under the Health and Safety (Training for Employment) Regulations 1990 and Section 3 of the Health and Safety at Work Act 1974.

UK organisations sending young people on placement to other EU Member States have a duty to ensure that adequate health and safety provision is in place to cover those young people.

Employers' liability insurance required in the UK often does not cover young people on work experience or training placements. It may, therefore, be necessary to arrange specific insurance cover against accidents whilst on placement. Similarly, UK organisations sending young people to other Member States may well need to arrange insurance cover.

A young person from another EU Member State on placement in the UK, is entitled to free health care for treatment which is immediately necessary i.e. for medical conditions arising during their stay. They may also be entitled to free health care treatments for certain pre-existing conditions such as diabetes. If the duration of placement and stay within the UK is longer than 6 months they are entitled to the same full health care as UK citizens.

EU nationals are entitled to enter UK training programmes such as Youth Training and Training for Work, providing they fulfil the same criteria for eligibility as UK nationals.

E LIVING AND WORKING CONDITIONS

E.1 Minimum pay for workers and trainees

Pay is generally a matter for employers and their employees to agree between themselves, in the light of local circumstances.

Trainees undergoing Youth Training, 'Youth credits' or 'Credit funded training' (see B.3.1) are paid a training allowance of £29.50 per week, in their first year and £35 per week, in their second year of training. They receive help with travelling expenses if these exceed a set figure per week. Trainees can also be given 'employed status' whilst training when they are paid the normal rate for the job for which they are training.

Trainees undergoing Training for Work receive their normal state benefits plus a 'top-up' allowance of £10 per week. Travelling expenses incurred, in excess of a set figure per week, are reimbursed.

Institutions providing information

Low Pay Unit - an independent research, advice and campaigning organisation. It undertakes work on pay, employment, industrial relations, taxation, social security, and provides a free advice service to employees.

The British Youth Council - Young Worker Pack.

Department of Employment for general information on employment matters.

Commission for Racial Equality provides information, advice and assistance about promoting equal opportunities and fighting racial discrimination.

Equal Opportunities Commission provides information, advice and assistance about promoting equal opportunities and fighting sexual discrimination.

Trades Union Congress, Britain's national trade union centre. Affiliated unions represent workers across the whole range of industry and services. It provides information and produces a wide range of publications on trade union policies and activities.

E.2 Availability of educational leave

There is no specific requirement for employers to grant leave for educational purposes. It is left to individual companies to decide.

E.3 Social security and unemployment benefits

A worker who is made redundant and meets the requirements with respect to his contributions to the social security scheme (National Insurance) can apply for unemployment benefit.

Housing Benefit (help with rent) may also be claimed.

Recent proposals seek to change unemployment benefits to the 'Job Seeker's Allowance' payable for a period of six months and dependent upon the claimants availability for work.

All UK residents qualify for National Health Service (NHS) services, regardless of insurance record.

National Insurance contributions cover all contributory benefits, including state retirement pension.

Statutory Sick Pay has to be granted to workers whose earnings are liable to National Insurance contributions and who are sick for a minimum of 4 days and a maximum of 28 weeks.

Medical services in the UK are rendered in the framework of the National Health Service; in principle, they are largely free of charge for UK residents.

Occupational Sick Pay Schemes (OSP) are widespread and supplement Statutory Sick Pay. Over 90% of employees work for employers with OSP schemes.

Institutions providing information

General information available from *Freeline Social Security* - A telephone helpline on matters relating to social security benefits.

Leaflets (e.g. sheet NI 244 of the DSS: *Check Your Right to Statutory Sick Pay*: leaflet on continued payment of wages in the case of illness) available from DSS Leaflets Unit.

Patients Rights, available via government bookshops

E.4 Employment services

Jobseekers in the United Kingdom can make use of the assistance offered by the Employment Service (Jobcentres), the careers guidance centres of the local education authorities (Careers Service) and private employment agencies.

Job centres display vacancies on a self-service basis allowing jobseekers to select their own vacancies. They then follow them up with a member of staff who checks their basic suitability for the vacancy before arranging an interview with the employer.

UK Careers Services also offer their clients a placing service and have traditionally had good links with employers.

The United Kingdom Employment Service has established an office based in Sheffield which is the EURES office in the UK. This office is known as the OPU - Overseas Placing Unit and it deals with the receipt and processing of:

- vacancies for work in the European Union;
- applications for work in the EU and any related information exchange.

The OPU also helps employers and jobseekers with:

- overseas applications for work in Britain;
- requests to assist with recruitment of overseas workers of work in Britain;
- general advice and guidance about finding and taking up work overseas.

You can contact the OPU via your local Jobcentre, as the OPU is not open to members of the public.

F. LIST OF ADDRESSES

Adult Basic Education

(See under B.3.3 and Scottish Community Education Council)

ACE - Advisory Centre for Education

1b Aberdeen Studios, 22 Highbury Grove

London N5 2EA

Tel: (+44) 71 354 8321

Fax: (+44) 71 354 9069

(See under A.2.1, A.2.2)

ADSET - The Association of Databank Services in Education And Training

73 Botley Road, International House

Oxford OX2 0BS

Tel: (+44) 865 727424

Fax: (+44) 865 794552

ALBSU - Adult Literacy and Basic Skills Unit

7th Floor, Commonwealth House

1-19 New Oxford Road

London WC1A 1NU

Tel: (+44) 71 405 4017

Fax: (+44) 71 404 5038

(See under B.3.3)

British Council

10 Spring Gardens

London SW1A 2BN

Tel: (+44) 71 930 8466

Fax: (+44) 71 839 6347

(See under A.2.1)

British Council - The UK NARIC centre

Medlock Street

Manchester M15 4PR

Tel: (+44) 61 957 7000

(See under B.5.1)

British Youth Council

Chalton Street

London NW1 1HU

Tel: (+44) 71 387 7559

(See under E.1)

Careers Europe

Equity Chambers, 40 Piccadilly

Bradford BD1 3NN

West Yorkshire

Tel: (+44) 274 757521

Fax: (+44) 274 742332

(See under A.1)

COIC - Careers and Occupational Information Centre
Department of Employment
Room E415, Moorfoot
Sheffield S1 4PQ
Tel: (+44) 742 594554
Fax: (+44) 742 752032
(See under A.2.1)

CRAC - Careers Research and Advisory Centre
Sheraton House, Castle Park
Cambridge CB3 0AX
Tel: (+44) 223 460277
Fax: (+44) 223 311708
(See under A.2.2 and C.3)

Central Bureau for Educational Visits and Exchanges
Seymour Mews House, Seymour Mews
London W1H 9PE
Tel: (+44) 71 486 5101
Fax: (+44) 71 935 1017
(See under D.3)

Channel 4 Television
60 Charlotte Street
London W1P 2AX
(See under A.2.2)

CLGI - City & Guilds of London Institute
46 Britannia Place
London WC1X 9RG
Tel: (+44) 71 278 2468
Fax: (+44) 71 278 9460
(See under B.3.3., B.5.3)

Comett Liaison Office
Department For Education
IC6, Sanctuary Buildings
Great Smith Street
London SW1P 3BT
Tel: (+44) 71 925 5254
Fax: (+44) 71 925 6985
(See under D.3)

Commission of the European Communities Office (See under A.3)
in England:
8 Storey's Gate
Jean Monnet House
London SW1P 3AT
Tel: (+44) 71 222 8122
Fax: (+44) 71 222 0900/222 8120

In Northern Ireland:

9/15 Bedford Street
Windsor House
Belfast BT2 7EG
Tel: (+44) 232 240708
Fax: (+44) 232 248241

In Scotland:

9 Alva Street
Edinburgh EH2 4PH
Tel: (+44) 31 225 2058
Fax: (+44) 31 226 4105

In Wales

4 Cathedral Road
Cardiff CF1 9SG
Tel: (+44) 222 371631
Fax: (+44) 222 395489

Commission for Racial Equality

Elliot House, 10/12 Allington Street
London SW1E 5EH
Tel: (+44) 71 828 7022
Fax: (+44) 71 630 7605
(See under E.1)

Comparability Coordinator

Employment Department, Qualifications and Standards Branch
Room E603, Moorfoot
Sheffield S1 4PQ
Tel: (+44) 742 594144
(See under B.5.2)

DFE - Department for Education (See under B.2.2, B.4.3 and C.3)

Sanctuary Buildings
London SW1P 3BT
Tel: (+44) 71 925 5000

For Scotland contact:

Scottish Office, Education Department
New St Andrews House
Edinburgh EH1 3SZ
Tel: (+44) 31 556 8400

For Wales contact:

Welsh Office, Education Department
Government Buildings, Ty Glas Road
Llanishen
Cardiff CF4 5WE
Tel: (+44) 222 761456, Fax: (+44) 222 761249

For Northern Ireland contact:
DENI - Department of Education for Northern Ireland
Balloo Road, Rathgael House
Bangor
County Down
BT9 2PR
Tel: (+44) 247 270077
Fax: (+44) 247 456451

Department of Employment.
Caxton House, Tothill Street
London SW1H 9NF
Tel: (+44) 71 273 4879
Fax: (+44) 71 273 5364
(See under E.1)

TEED - Department of Employment, Training, Enterprise and Education Directorate
Moorfoot
Sheffield S1 4PQ
Tel: (+44) 742 753275
Fax: (+44) 742 758316
(See under B.2.2)

Department of Employment, Training Credits Branch
A/3 Porterbrook House
Moorfoot
Sheffield S1 4PQ
Tel: (+44) 742 597626

DSS Leaflets Unit
PO Box 21, Stanmore
Middlesex
HA7 1AY
(See under E.3)

EGSA - Educational Guidance Services for Adults (See under National Institute of Adult Continuing Education and under C.3)
Equal Opportunities Commission.
1 Bedford Street
London WC2
Tel: (+44) 71 379 6323
Fax: (+44) 71 379 6012
(See under E.1)

ERASMUS STUDENT GRANTS COUNCIL (UK)
The University of Kent at Canterbury
Canterbury
Kent CT2 7PD
(See under D.3)

EURYDICE Unit London
National Foundation for Research in Education
The Mere, Upton Park
Slough, Berkshire SL1 2DO
Tel: (+44) 753 574123
Fax: (+44) 753 691632
(See under A.3)

EURYDICE Unit Edinburgh
Scottish Council for Research in Education
15 St John Street
Edinburgh EH8 8JR
Tel: (+44) 31 557 2944, Fax: (+44) 31 556 9454
(See under A.3)

FREELINE SOCIAL SECURITY
(See under E.3)
Tel: (+44) 800 666555

Gateway (See under A.2.1)
Strathclyde Regional Council
199 Nithsdale Road
Glasgow G41 5EX
Tel: (+44) 41 422 1070
Fax: (+44) 41 422 2006

HMSO - Government bookshop (See under E.3)
71 Lothian Road
Edinburgh EH3 9AZ

Highlands and Islands Enterprise (See under B.3.3)
Bridge House, 20 Bridge Street
INVERNESS IV1 1QR
Tel: (+44) 463 234171
Fax: (+44) 463 244469

IAESTE (See under 'Central Bureau' and under D.3)
Information and Advice Service Unit
Department of Employment
Moorfoot
Sheffield S1 4PQ
Tel: (+44) 742 593324
Fax: (+44) 742 593643
(See under A.2.1)

IRIS National Coordinating Unit
Equal Opportunities Commission
Overseas House, Quay Street
Manchester M3 3HN
Tel: (+44) 61 833 9244
Fax: (+44) 61 835 1657
(See under A.3)

LINGUA

(See under 'Central Bureau' and D.3)

LECs - Local Enterprise Councils

(See under Training and Enterprise Councils)

Low Pay Unit

27 - 29 Amwell Street

London EC1R 1UN

Tel: (+44) 71 713 7616

Fax: (+44) 71 713 7581

(See under E.1)

MISSOC Coordinating Unit

Industrial Relations Branch

Department of Social Security

New Court

Carey Street

London WC2A 2LS

Tel: (+44) 71 962 8000

Fax: (+44) 71 412 1305

(See under A.3)

NARIC - Nation Academic Recognition Information Centre

(See under British Council Manchester and B.5.1)

NIACE - National Institute of Adult Continuing Education

21 De Montfort Street

Leicester LE1 7GE

Tel: (+44) 533 551451

Fax: (+44) 533 854514

(See under C.3)

NICEC - National Institute for Careers Education and Counselling

Sheraton House

Castle Park

Cambridge CB3 0AX

Tel: (+44) 223 460277

Fax: (+44) 223 311708

NI-CO Education Services

Rathgael House

Balloo Road

Bangor

Co Down

Northern Ireland

Tel: (+44) 247 279211

Fax: (+44) 247 471635

NTICS - National Training Information Central Support

The TAP Office

Sheffield College (Castle Centre)

Grandville Road

Sheffield S2 2RL

Tel: (+44) 742 731833

Fax: (+44) 742 730024

(See under A.2.1)

NUS - National Union of Students

Nelson Mandela House

457-461 Holloway Road

London N7 6LJ

Tel: (+44) 71 272 8900

Fax: (+44) 71 263 5713

NUS - Scotland

11 Broughton Road

Edinburgh EH3 6NU

Tel: (+44) 31 55666598

NUS - Wales

107 Walter Road

Swansea SA1 5QQ

Tel: (+44) 792 643590

Fax: (+44) 792 648554

(See under B.2.2)

National Youth Agency

(See under A.2.1)

17-23 Albion Street

Leicester LE1 6GD

Tel: (+44) 533 471200

Fax: (+44) 533 471043

NCVQ Database

222 Euston Road

London NW1 2BZ

Tel: (+44) 71 387 9898

Fax: (+44) 71 387 0978

(See under A.2.1)

NICC - Northern Ireland Curriculum Council

Stranmillis College

Belfast BT9 5DY

Tel: (+44) 232 381414

Fax: (+44) 232 666573

(See under B.2.2)

PETRA National Coordinating Unit

Employment Department
Room 327, Caxton House
Tothill Street
London SW1H 9NF
Tel: (+44) 71 273 5399
Fax: (+44) 71 273 5475
(See also under 'Central Bureau' and D.3)

The Princes Youth Business Trust

5 Cleveland Place
London SW1Y 6JJ
Tel: (+44) 71 925 2900
Fax: (+44) 71 839 6494
(See B.4.3)

SCEC - Scottish Community Education Council

Roseberry House
9 Haymarket Terrace
Edinburgh EH12 5EZ
Tel: (+44) 31 313 2488
Fax: (+44) 31 313 6800

Scottish Enterprise

120 Bothwell Street
Glasgow G2 7JP
Tel: (+44) 41 248 2700
Fax: (+44) 41 221 3217
(See under B.3.3)

Scottish Further Education Unit, Publications Unit

University of Strathclyde, Jordanhill Campus
Southbrae Drive
Glasgow G13 1PP
Tel: (+44) 41 950 3169
Fax: (+44) 41 950 3167
(See B.2.2)

TAPS - Training Access Points

(See under 'National Training Information Central Support' and A.2.1)

TEED - Training and Employment Agency (See under B.2.2 and *Department of Employment*)

South and East Cheshire TEC

37 Dalton Way
Middlewich Cheshire
Tel: (+44) 606 837070
Fax: (+44) 606 837052
(See under LECs and C.1.1)

TUC - Trade Union Congress

Great Russell Street
Congress House
London WC1B 3LS
Tel: (+44) 71 636 4030
Fax: (+44) 71 636 0632
(See under E.1)

UCAS - Universities and Colleges Admissions Service

Fulton House, Jessop Avenue
Cheltenham
Gloucestershire GL50 3SH
(See under A.2.2)

Unemployment Unit

404 Brixton Road
London SW9 7DG
Tel: (+44) 71 737 8001
Fax: (+44) 71 326 0818
(See under B.4.3)

Welsh Youth Agency

Lon-Y-llyn
Caerphilly CF8 1BQ
Tel: (+44) 222 880088
Fax: (+44) 222 880824

Youth Council of Northern Ireland

Lamont House
Purdy's Lane
Belfast BT8 4TA
Tel: (+44) 232 643882
Fax: (+44) 232 6433874

Youth Exchange Centre

The British Council
10 Spring Gardens
London SW1A 2BN
Tel: (+44) 71 389 4030
Fax: (+44) 71 389 4033
(See under D.3)

Youth for Europe

(See under 'Central Bureau' and under D.3)

European Commission

European handbook for guidance counsellors

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