

INTRODUCTION

You will soon finish the eighth grade and choose what to do after middle school.

Remember that compulsory education lasts for at least two more years after middle school, and in any case until the age of 16.

Today you have the chance to grow by choosing between 3 different options to find the one that best matches your interests:

1. *SCHOOL EDUCATION*
2. *PROFESSIONAL EDUCATION AND TRAINING*
3. *APPRENTICESHIP*

The opportunity to also choose three-year experimental courses that integrate school and workplace learning has been recently introduced.

These courses are called
SCHOOL-JOB ALTERNATION

It can be difficult to find your way in this process of choosing your best option.
It's like starting a trip without knowing where you will be going.

What should you do?

This guide helps you to understand which points of reference are useful to draw your own map and find your own way, the one most suitable for you.

Now just get on board and have a nice trip!

CONTENTS

My Initial Plan	P. 5
My Interests	P. 7
My Skills	P. 15
My Aspirations	P. 19
My Personality	P. 21
Skills, Schools and Jobs	P. 23
School Education	P. 25
My Final Plan	P. 27
Who can help me	P. 29
“IO Scelgo” (“I Choose”): a School Orientation Guide	P. 31

IMPORTANT!

Once you have completed the procedure, speak with the orientation staff to read through and interpret the results, look for connections between what emerges from them and what is available locally!

MY INITIAL PLAN

The first thing to do when defining one's own future plan consists in defining the starting point.

Fill out the following form and don't worry if your thoughts are not very clear. At the end of this process you will have the chance to fill out another similar form and compare what has changed and what has remained the same at the end of this process of self-knowledge.

What will I do after middle school

Why

The job I'm most interested in is

I like this job because

If I will be successful in carrying out this plan, I will be able to

MY INTERESTS

Interests are connected to those activities that we are keen to practice because we enjoy them.

Having a clear idea about one's own interests means having the opportunity to choose the most suitable path for oneself.

Therefore, to help you gain a better idea of what interests you have, fill in the questionnaire below about a selection of jobs. Feel free to ask for more information about the jobs you don't know.

Following the table, assign a score of 0, 1, 2 or 3 in the box according to the degree of interest you feel for each job:

I'm not interested	0
I'm slightly interested	1
I'm quite interested	2
I'm very interested	3

I WOULD LIKE TO BE A...	0	1	2	3
1. Veterinary Surgeon				
2. School Counsellor				
3. Diplomat in a foreign country				
4. Ship Mechanic				
5. Nutritionist				
6. Book-keeper in a business or an office				
7. Land Manager				

I WOULD LIKE TO BE A...	0	1	2	3
8. Computer Programmer				
9. Philosopher				
10. Psychoanalyst				
11. Biologist				
12. Pharmacist				
13. Meteorologist				
14. Tutor for disabled people				
15. Massage Therapist				
16. Human Resources Manager				
17. Physical Education Teacher				
18. Business Consultant				
19. Farmer				
20. Preschool Teacher				
21. Chemist				
22. Drug Addict Recovery Tutor				
23. Hardware and Software Technician				
24. Bank Manager				
25. Park Ranger				
26. Primary School Teacher				
27. Entertainer in Nursing Homes				
28. Airplane Pilot				
29. Work Inspector				
30. Flight Attendant				
31. Police Officer				
32. Lawyer				
33. Nurse				

I WOULD LIKE TO BE A...	0	1	2	3
34. Bank Clerk				
35. Tourist Entertainer in a holiday village				
36. Archaeologist				
37. CAD/CAM Technical Designer				
38. Engineer				
39. Middle School Teacher				
40. Developmental Psychologist				
41. Accounting Clerk				
42. Tutor for Prison Offenders				
43. Dentist				
44. Social Assistant				
45. Marketing Analyst				
46. Physiotherapist				
47. Employee in a Tour Operator				
48. Technical School Teacher				
49. Winegrowing Expert				
50. Professional Astronomer				
51. Shop Assistant				
52. Infant School Teacher				
53. Notary				
54. Designer				
55. Dental Technician (making dental appliances)				
56. Teaching Assistant for Disabled Children				
57. Radiologist				

I WOULD LIKE TO BE A...	0	1	2	3
58. Office or Business Secretary				
59. Historian				
60. Work Psychologist				
61. Marine Corps Officer				
62. Tourist Guide				
63. Salesperson				
64. Computer Network Programmer				
65. Airplane Pilot Assistant				
66. Optician				
67. Interior Decorator				
68. Electrical Equipment Repair Technician				
69. Member of the Army Police Force				
70. Botanist				
71. Insurance Broker				
72. Secondary School Teacher				
73. Psychiatrist				
74. Fire-fighter				
75. Job Counsellor				
76. Zoologist (studying animals)				
77. Goldsmith				
78. Interpreter				
79. Geologist (studying the earth)				
80. Landscape and Garden Designer				
81. Journalist				
82. Restorer				

I WOULD LIKE TO BE A...	0	1	2	3
83. Army Officer				
84. Advertising Designer				
85. Accountant				
86. Telecommunications Expert				
87. Fashion Stylist				
88. Herbalist				
89. Musician				
90. Judge				
91. Specialist Medical Doctor				
92. Machinery Technician				
93. Librarian				
94. Land Surveyor				
95. Writer				
96. Volcanologist (studying volcanoes)				
97. Obstetrician (taking care of women during pregnancy and childbirth)				

Now write in the table below the score you gave each phrase.

Then sum the points in each column and write the total score in the line "**TOTAL**".

Example: in each cell in column A, write the score you awarded to each item in lines n. 54, 67, 77, 82, 84, 87, 89.

Then calculate their sum.

COLUMNS	A	B	C	D	E	F	G	H	I	L	M	N	O	P	Q	R
	54	1	14	4	11	8	15	7	18	6	3	17	9	19	2	31
	67	5	22	28	13	23	33	25	24	16	29	20	36	30	10	61
	77	12	27	37	21	38	46	49	45	34	32	26	59	35	40	69
	82	43	42	65	50	64	66	70	51	41	53	39	81	47	60	83
	84	55	44	68	76	86	97	74	63	58	75	48	93	62	73	
	87	57	56	92	79			80	71		90	52	95	78		
	89	91		94	96			88	85			72				
TOTAL	A	B	C	D	E	F	G	H	I	L	M	N	O	P	Q	R

Now write the total score of each column in the table below.

SECTOR OF INTEREST		SCORE
A	ARTS	
B	MEDICINE	
C	SOCIAL WELFARE	
D	MECHANICS	
E	NATURAL SCIENCES	
F	SCIENCE AND TECNOLOGY	
G	HEALTHCARE	
H	FOOD AND AGRICULTURE	
I	BUSINESS MARKETING AND COMMUNICATION	
L	BUSINESS ADMINISTRATION	
M	LAW	
N	EDUCATION	
O	HUMANITIES	
P	FOREIGN LANGUAGES AND TOURISM	
Q	PSYCHOLOGY	
R	MILITARY	

The **“SECTORS OF INTEREST”** with the highest score represent the working areas that best match your interests.

MY NOTES...

MY SKILLS

Skills are connected to those activities that we are keen on and which we are particularly skilled and good at. Knowing your skills will enable you to find out with greater ease which direction you should take in order to be *successful*.

To help you gain better knowledge of what your skills are, fill in the questionnaire below, showing certain types of skills: assign a score to each phrase according to how skilled you think you are, using the following criteria.

Not skilled	0
A little skilled	1
Quite skilled	2
Very skilled	3

SKILL	SCORE	SECTOR OF INTEREST
Ordering and classifying		A
Manual work		B
Inventing and designing things or ideas		C
Building relationships with others		D
Following instructions and procedures		A
Understanding how machines function		B
Guessing, understanding quickly		C

SKILL	SCORE	SECTOR OF INTEREST
Understanding others		D
Sorting and analyzing data/information		A
Using tools		B
Assessing and comparing ideas		C
Helping others		D
Carrying out research and gathering data/information		A
Building objects and machinery		B
Directing and coordinating other people's tasks		C
Communicating verbally		D
Learning and memorizing data/information		A
Being accurate		B
Reasoning		C
Convincing others		D

Sum up the points of each “Sector of interest” and check which areas of work you’re likely to succeed in.

SECTOR OF INTEREST	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A															
B															
C															
D															

A: the highest score in sector A indicates that you are likely to succeed in professions involving data and information processing.

B: the highest score in sector B means that you are likely to succeed in manual jobs.

C: the highest score in sector C means that you are likely to succeed in intellectual jobs.

D: the highest score in sector D indicates that you are likely to succeed in jobs where contact with others is important.

I’m likely to succeed in _____

MY NOTES...

MY ASPIRATIONS

Aspirations represent the goals we want to achieve. The higher the aspirations, the greater the energy that needs to be spent to achieve the goal.

If you know your aspirations well, you can identify which direction will be best for achieving your goal.

So, to help you gain better knowledge about what your aspirations might be, we suggest some aspects of the different kinds of profession: choose among the job aspects below which could represent professional goals for you.

- Work in an office
- Work in the open air
- Work by yourself
- Work in a team
- Manage other people's work
- Follow orders
- Do repetitive work
- Do work where creativity is important
- Do work where manual skills are important
- Do work where thinking, reasoning, finding solutions is important
- Do work where your hands don't get dirty
- Do work where your hands get dirty

MY NOTES ...

MY PERSONALITY

Our personality is the combination of the way we are, the way we think and the way we do things.

Thinking about your personality will help you to know what your strong points are, the ones you can always rely upon.

Here is a list of qualities that may be part of your personality: choose the ones that best represent you.

I think I am ...

Consistent	<input type="checkbox"/>	Fickle	<input type="checkbox"/>
Happy	<input type="checkbox"/>	Sad	<input type="checkbox"/>
Active	<input type="checkbox"/>	Lazy	<input type="checkbox"/>
Thoughtful	<input type="checkbox"/>	Impulsive	<input type="checkbox"/>
Self confident	<input type="checkbox"/>	Awkward	<input type="checkbox"/>
Secure	<input type="checkbox"/>	Insecure	<input type="checkbox"/>
Kind	<input type="checkbox"/>	Touchy	<input type="checkbox"/>
Calm	<input type="checkbox"/>	Quick-tempered	<input type="checkbox"/>
Extrovert	<input type="checkbox"/>	Introverted	<input type="checkbox"/>
Curious	<input type="checkbox"/>	Uninterested	<input type="checkbox"/>
Truthful	<input type="checkbox"/>	Misleading	<input type="checkbox"/>
Brave	<input type="checkbox"/>	Fearful	<input type="checkbox"/>
Generous	<input type="checkbox"/>	Selfish	<input type="checkbox"/>
Alert	<input type="checkbox"/>	Distracted	<input type="checkbox"/>
Meticulous	<input type="checkbox"/>	Inaccurate	<input type="checkbox"/>
Patient	<input type="checkbox"/>	Impatient	<input type="checkbox"/>
Steadfast	<input type="checkbox"/>	Uncertain	<input type="checkbox"/>
Tidy	<input type="checkbox"/>	Untidy	<input type="checkbox"/>

ADD MORE QUALITIES

	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

MY NOTES...

SKILLS, SCHOOLS AND JOBS

Here follows a list of schools and jobs.

Complete the table in the next page. Starting from the single skills, try to identify the corresponding school and possible jobs you could do.

This will help you understand which school best fits you in relation to your skills and the job you want to do.

Schools

- Secondary school specializing in Classical Studies
- Secondary school specializing in scientific studies
- Secondary school specializing in applied sciences
- Secondary school specializing in foreign languages
- Secondary school specializing in artistic studies
- Secondary school specializing in human sciences
- Secondary school specializing in music and dance
- Technical institute for Industry and Craft
- Technical institute for commerce
- Vocational institute for agricultural studies
- Vocational institute for hotel and restaurant Management
- Vocational institute for tourism
- Vocational institute for industry and crafts
- Vocational training centre

Jobs

- Hairdresser/beautician
- Mechanic
- Waiter/barman
- Electrician
- Architect
- Software programmer
- Accountant
- Land surveyor
- Journalist
- Advertising designer
- Tour operator
- Tourist agent
- Pre-school teacher
- Ship captain
- Dental technician
- Cook
- Goldsmith
- Landscape architect
- Interior decorator

<i>SKILL</i>	<i>SCHOOL</i>	<i>JOB</i>
Technical drawing		
Freehand drawing		
Speaking a foreign language		
Working manually		
Following instructions and procedures		
Producing creative ideas		
Interact with people		
Working with children		
Taking decisions		
Designing objects		
Writing		
Organizing goods		
Using a personal computer		
Solving problems		
Carrying out precision work		
Giving orders		
Working with numbers		

SCHOOLING

The table below shows some examples of schooling, based on the course length of each school.

LONG TERM COURSES 5 years	SECONDARY SCHOOL EDUCATION	Classical studies Scientific studies Foreign languages Artistic studies Socio-pedagogical studies Social sciences Music and dance
	TECHNICAL EDUCATION	Technical Institute for Industry and Craft Technical Institute for Commerce Nautical Institute
MEDIUM TERM COURSES 5 years	VOCATIONAL EDUCATION	Institute for Agricultural Studies Institute for Hotel and Restaurant Management Institute for Commerce Institute for Industry and Crafts Institute for Tourism
SHORT TERM COURSES 3 years	VOCATIONAL TRAINING	Vocational Training Centre

To conclude this short investigation on your self, summarize what you have done so far in the table below.

This will help you to assess the situation as a whole and to make your final choice.

Write the 3 most significant answers given to the questions about your interests, skills, aspirations and personality.

MOST SIGNIFICANT INTERESTS	
	1)
	2)
	3)
MOST IMPORTANT SKILLS	
	1)
	2)
	3)
STRONGEST ASPIRATIONS	
	1)
	2)
	3)
POSITIVE ASPECTS OF MY PERSONALITY	
	1)
	2)
	3)
NEGATIVE ASPECTS OF MY PERSONALITY	
	1)
	2)
	3)

Now you are ready to make your final plan.

MY FINAL PLAN !

What will I do after middle school

Why

The job I am most interested in is

I like it because

What process I will follow to get this job

If I will be successful in this project I will be able to

WHO CAN HELP ME

Any change brings about anxiety and expectations, desires and fears. Such feelings will arise when you, a student of the eighth grade, will have to choose a new type of Secondary School. You don't need to go through this alone. These are the people who can help you make this choice.

Your Family

Your family knows your characteristics and your preferences. It can help you to define your objectives in study and work. But remember: they may have expectations and dreams that can lead to a path that is unsuitable for your abilities.

Your Teachers

As you have known many of them for three years, they know you and can advise you on which path to choose.

Your Friends

You can speak with them and get understanding from friends because they might be going through a similar situation. But it is important that *you* make your decision and not them.

School Counselling Guides

Many public and private schools offer counselling guides that are there to help you discover what are your interests, skills and personal abilities are and choose the best path for you.

Databases

It is easy to find a lot of information on schools, school programs, timetables and their P.O.F. (Educational Offer Plan) on the Internet.

MY NOTES...

“IO SCELGO” (“I CHOOSE”)

An Internet School Counselling Guide

This guide collects information on Secondary Schools in the Province of Venice and presents national, private and officially recognized schools, for a total of fifty institutions. Each form provides useful information and a description of the activities that each school wishes to communicate and illustrate to families and to 8th grade students.

There are many proposals; apart from the syllabi leading to the qualifications you wish to obtain, there are many extracurricular activities that enrich the basic educational offering that help to keep up with the evolving world, such as: laboratory activities, educational trips, training courses in public or private working places, shared experiences and projects with other Italian or European schools, the introduction of new courses and new scientific and IT technologies. This is why each description is purely advisory. A direct visit to the school you are thinking of selecting is necessary in order to get a precise idea of the extracurricular activities offered.

It is a free service for young persons of your age, and you can consult it by visiting the following web page:

<http://ioscelgo.provincia.venezia.it/>

SERVIZIO ISTRUZIONE PROVINCIA DI VENEZIA

Centro Servizi 2
Viale Sansovino, 5
30173 Mestre - Venezia (Ve)

For further information
call the following numbers:

041.2501121
041.2501916

Our FAX number:
041.2501915

Or send an e-mail to the following addresses:

istruzione@provincia.venezia.it
intercultura@provincia.venezia.it

You can find more useful news in the Education Service
of the Province of Venice website:

www.istruzione.provincia.venezia.it
www.intercultura.provincia.venezia.it

GOOD LUCK....