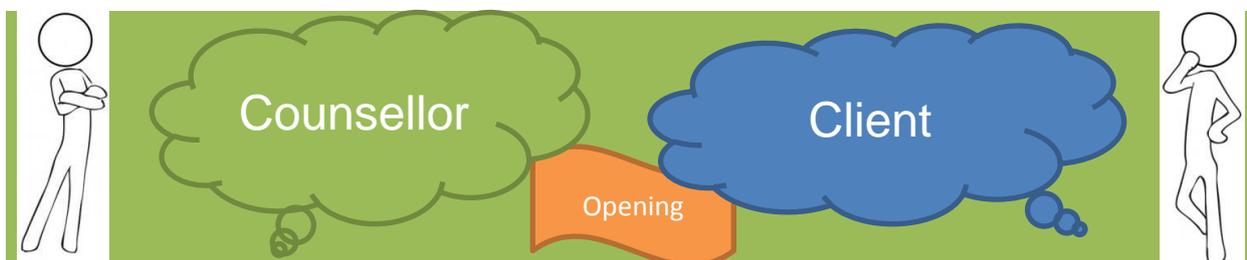


Matching

- In this last session of a career guidance dialogue you will **check the application documents** of your client (CV, application letter, etc.) and if necessary, help him/her to improve them.
- You have to **find together with your client** a vocational offer that corresponds to the wishes and the competencies of your client.
- Last but not least you can **offer** the possibility of contact and support while your client is staying abroad and also **clarify the option of return**, in the case of temporary contracts or unemployment.



Welcome back! It's nice to see you again.

Thank you! Nice seeing you again too!

As you know, this meeting is probably the last one, since we will focus on how to apply and finalise your wish to going to Germany!

Yes, I am really glad about it.

But first of all, as usual, did something come up in the meantime that you would like to discuss first?

Hm, actually it did. I have one big question; we have talked about so many things and how I can prepare at my best but in the end, what about my certificate there? I mean, once I finish my dual vocational education there, what would I do with my certificate? Would it be valuable and recognized in Spain? Would it be as easy as it has been now for the recognition needed for Germany?

I see that you did think a lot about it. To be honest, this would be a question for the topic of recognition of certificates, but unfortunately, we didn't cover that before, since it is something that we will cover here.

Oh really?

Yes, we will talk about the question of what happens once you might want to return back to Spain.

Wow, ok, then I will be patient once more☺.

And I thank you for it. Don't worry; you can remind me of it in case I should forget it.

Alright! Deal.

Now, in this meeting, we will discuss all the relevant topics about the placement procedure for your dual vocational education in Germany.

Good.

To start with, we need to establish the matching process, so **what dual vocation offer have you already looked for and where exactly in Mannheim?**

Matching

Situation Analysis

Yes, so I have looked for the dual vocational education offer as a "Fachinformatiker" and I found some in Mannheim. And I also checked that the wage difference there is relatively moderate in comparison to other big cities, probably such as Munich.

Alright then. **So your decision would still be Mannheim.**

Yes!

Okay, this definitely belongs to one of the targets: that we have a look at the different options of your dual vocation in the city of Mannheim.

Great!

So far so good. **Where have you looked for this dual vocational education as a "Fachinformatiker" and did you have any difficulties?**

I used the websites you gave me during our second meeting but I didn't know exactly how to look for it, I mean this is pretty new to me. Also the one from the Employment Agency and there I found some for Mannheim.

Alright then, don't worry; we can go through it together. Now, how about we have a look at the website together and I can walk you through?

That sounds great, thank you.

Alright, now that we had a look at it, you can see these are the functions and these are the results that came out.

Alright then, that wasn't so bad.

Alright, I will print them out for you and I will also send them to you via email. I made some screenshots as well, so you can go through the website easily again.

Great, thank you very much.

Good, I'm glad. Now let's talk about the application aspect. Was the information about the CV I gave you helpful? Did you manage to try it out? **How would you apply then and what special rules do you think you have to keep in mind?**

Application Process

Yes, I already had a look at it and it went well, it's very well explained and I could already create my own CV in English and already have a draft of the application letter

and so on. I would of course stick to the requirements of the application offer because I think that these are the main rules. They require application documents and of course to be send both by mail and electronic email.

Exactly, that would be one aspect and **what documents would you need and how would you prepare them?**

Well, according to the requirements I read that I need a motivation letter in German, a CV, also in German and all the references, meaning the translated and certified documents. Since I already developed some drafts online on www.europass.eu, I can download them, improve them and then of course make one entire PDF document to send it as an annex by email and print those to send it by mail.

That sounds like a good technical preparation.

Thank you. I hope that I will do everything right.

I'm sure you will. Now let's assume that you would get invited for an interview to present yourself there, **would you be able to travel on short notice?**

Yes, definitely. But do you know if I have to pay the travel costs by myself?

Yes, you would have to pay them by yourself at first, but after the interview they might reimburse you for the travel expenses. Therefore, you should ask them, if they are going to reimburse you and up to which amount in any case.

Ah good. I'm glad

Great, that's already a good impression for the training supervisor. **And how would you prepare yourself for the interview?**

Well, that's a good question. I would say that firstly I would need to buy me a lot of self-confidence not to be too excited☺.

Well, I will definitely keep my fingers crossed.

Thank you! Well, I definitely would wear something appropriate and prepare myself by reading about the training institution and the dual vocational education as a "Fachinformatiker".

That's already a good start! **And do you know what you would need to take with you for the interview?**

Like what?

Well, first of all, you would need to take your application documents with you, in case they might ask you something from your motivation letter or the CV; and secondly you can always prepare a small presentation of yourself.

Okay, the first one I knew about, I will definitely keep that in mind but what do you mean with the presentation?

It means be creative! ☺ Since you will start a vocational education as a programmer you can show your abilities as such by having a power point presentation of your skills and maybe even your work and abilities.

Ah, I see, so you mean like marketing?

Exactly, it's worth a try.

That does sound creative and special.

Great! Now we move on to the topic of the return option as announced!

Ah, I see.

So, let's see: **what would you do if you had to return to your home country, for example if you are not happy with the dual vocation?**

Return Option

Hm, very good question. I would say that I would probably look for a vocation in Spain, even though I'm not really fond of it. But if there is no other way...

What other options would you have in Spain then?

Hm, probably not as good as the dual vocation in Germany, but I would probably study something similar somewhere in Spain.

I know that it's hard to develop such a plan, but these are things that you would have to be prepared for, at least in theory.

I know, but I can't come up with anything; so maybe you can help me in this matter.

I'm glad to. And regarding your question about the value of your dual vocational education I can assure you that it will be far more valuable for Spain and you would definitely have a lot of options, but not only if you come back, but also if you want to continue in Germany or in another country. But this, we can re-discuss of course once you finish your education and should you want to come back or continue elsewhere.

That's very reassuring, thank you!

Good, now, we have discussed again some important aspects **which I would like you to put in a To-Do List with prioritised targets.**

Target Definition

I thought this would come up again☺. Alright, so for the matching part, I used the search engine of the Federal Employment Agency and found the dual vocational education as a "Fachinformatiker".

And how did you get along with the website and how well did you manage the information?

Well, to be honest, I'm not quite sure if I used it right and I don't really know how to use it properly.

Well, don't worry about that. In a brief moment we can have a look at it together and browse through the information portal.

Great, that is very helpful, I'm relieved; thank you.

Of course, no problem at all. Well, let's go back

to the targets then.

Exactly, now, my targets would be to write the application, make sure to fulfil the requirements and prepare for a job interview.

Exactly, so if we put them into prioritised bullet points:

Searching for vocation offers and using the proper search engines and methods

Rewrite and improve your motivation letter together with the CV you already have as a draft

Adapt them to the requirements of the offer

Prepare for a job interview including travel expenses

Great, better than I did it☺.

Good, now what else would you have to focus on, at least a bit?

Oh yes, the thing about the return option.

Exactly, this would be **another target**, to think about the options, more like a Plan B, if anything else should fail. Just in case.

Oh boy, like a worst case scenario again.

Exactly, but don't worry about it too much. I can offer you my support in this matter as well. Now to start with setting the targets into motion, let's start with the first one, which is the search for vocation offers and using search engines and of course, how to use them properly.



Alright then, how do we start then?

We can start by having a look together at the search engine I suggested, the one of the Federal Employment Agency: www.jobboerse.de. Now, let me explain to you all the functions and how you can look for a vocation offer tailored to your needs and competencies.

Great, sounds like a good plan.

Now that I have shown you the main functions of the search engine and we typed in the information let's have a look at the offers.

Okay then, there are many who are being suggested, how do we proceed?

Let me explain it to you. The more you can actually narrow down the information, the less options you get. But these options are then the ones that fit to your matches and your requirements.

Aaah, I understand. That's why they are sorted in a coloured way, from green to red. Green refers to a perfect match regarding your competencies and red is further away from the correspondence.

That's right. Now we can have a look at the offers to make sure which ones fit the best. Let me print them out for you and I will also send you the ones we agreed upon applying via email. Is that ok with you?

Oh, that is great and it is very helpful.

Of course, I am glad to help you with that. Now regarding the application, **how about sending it to me, together with your CV and I have a look at it?** As I remember you telling me: you already have some drafts of the CV and the motivation letter offered by the Europass website. The task then would be of course to improve your application documents.

Thank you very much for going through this with me.

I can also offer you another appointment where we go through the offer of the dual vocational education as a “Fachinformatiker” and check it with the application.

That sounds like a great idea since I am not very sure if I did everything correctly.

Good. Now about the preparation for a job interview I can offer you the following link in German:

<http://www.jobware.de/Ratgeber/Perfekte-Vorbereitung-fuers-Vorstellungsgespraech.html>.

And this one in Spanish:

<http://www.gipe.ua.es/es/consejos-para-superar-una-entrevista-de-trabajo>.

Even better, I would definitely prefer that.

Great, now regarding the return option, I would like you, at home of course, to make a plan B and of course go through the information on the following website, which might help you with your plan B:

www.extranjeros.empleo.gob.es/es/Retorno.

This will definitely help me to prepare properly!

Well, we can discuss it in our appointment about the application. **And in case of a possible return, I can offer you my assistance as a counsellor.**

Ok, I will do that and can I also send it to you then?

Conclusion

Good, thank you so much! I think that it's the best option to actually have someone to help you with all this, especially someone you already talked to and who supported you in going abroad.

Of course. **Now, is everything clear so far?**

Yes, it is. Thank you again for everything.

You're welcome. **Tell me what are your next steps when finalizing the placement process?**

Well, this is easier than I thought. I will go through all the application information, write my own, of course discuss it with you at the next appointment, prepare for my interview and of course think of a Plan B, which I can hopefully discuss with you deeply.

Of course you can and you will! And yes, this is a good plan and important step to focus on right now. One more thing, which I think is important

to settle; would you need further monitoring when moving to Mannheim?

Yes, definitely, maybe in the beginning, like if I'm not quite sure that I did everything ok, or if I still have some doubts concerning the financial aspects or whatever thing comes in mind. Do you think that would be possible?

Of course it will. You can contact me by email and let me know. If you need any text support. I can still answer some questions on any matter, at least, the matters I'm an expert on 😊.

Of course 😊.

Alright then, so I would say you focus on the next steps and we will see each other again for the special application meeting.

Yes, that would be great. Thank you so much for all your patience and of course for your tips.

You're welcome. Thank you for your time as well and see you at the next meeting.