

## Educational and vocational information service

### Vocational guidance and career planning

From pure chance to careful planning  
– from planning to action

*In order to keep up with rapid changes in working life constant updating of vocational skills and knowledge is required in addition to basic education. Occupations change, some jobs disappear and some are replaced by others. A career choice is not something people make just once in their youth – vocational development options are something people have to consider at different stages of their lives. Making suitable decisions about your career requires that you have up-to-date information and a realistic picture of yourself and your chances.*

*You find all the information you need about educational options, the labour market and financing your studies from the employment office's educational and vocational information service. Vocational guidance and career planning helps you to specify your personal goals and draw up a career plan that suits your situation. These vocational guidance services are available to all and free of charge.*

### **Educational and vocational information service advises you on educational issues and offers answers to the following questions:**

- What kinds of training and educational options are offered for adults and young people?
- How do I apply for education? What are the application periods and the entrance requirements?
- What are the contents of the studies?
- How much does it cost to study and how do I finance my studies?
- How do I apply for studies abroad?
- What kinds of occupations and jobs are there?
- How do I qualify for the job that I am interested in?
- What is the current labour market situation within different occupational sectors? Will it change in the future?

### **In educational and vocational information service you can**

- talk to an educational adviser personally about issues related to your occupational development
- search information about training, different occupations and financing your studies using Internet on our self-service terminals
- read or borrow our training and education guides or brochures about different sectors, occupations and working life which you will find in our library-like reading area
- watch videos presenting different jobs and occupations
- participate in educational information occasions

**The objective is that the information you have gathered will help you to make decisions about your occupational development as well as applying for education. That is why it is important that you:**

- tell the educational adviser about your educational background, your skills and your expectations
- reserve enough time for information search and decision-making
- are prepared to search information also on your own

## **The vocational guidance and career planning service helps you when you are wondering:**

- What field or type of education and training should I choose? What are my aptitudes?
- What opportunities can training and work offer me now and in the future?
- What kinds of subjects and work am I interested in? How can I choose when everything seems interesting – or when nothing is?
- What skills do I possess, what are my strengths and what aspects of myself should I develop further?
- How does my health or my personal qualities affect my possibilities?
- Do I have the courage to change careers?
- How much am I willing to work to attain your goals? What are the consequences?
- How do I carry out my plans?

## **Vocational guidance psychologists will help you with questions related to vocational guidance or training. They work with you:**

- by providing confidential counselling
- by mapping out your interests, talents and character traits – using psychological testing if needed
- by arranging opportunities for work and training try-outs if needed
- by arranging for medical examinations if necessary in order to find out how your health may affect your choice of career
- by giving home assignments and guiding you to the sources of educational and vocational information
- by offering you group guidance as an alternative

## **Vocational guidance and career planning means working together and it is important that:**

- someone listens to you and helps you with the specific things you need help with
- the atmosphere is confidential and unhurried
- you are prepared to work on issues involving your own future
- the guidance process results in a plan which is tailored to suit your needs and which you are able to follow

## **Services on the Internet**

### **[www.mol.fi/tiepa](http://www.mol.fi/tiepa)**

Internet-site of the educational and vocational information service: information on training possibilities, applying for training, financing studies, occupational sectors as well as occupations, interviews of professionals and links to working life. Descriptions of videos and brochures presenting occupational sectors and occupations.

### **[www.mol.fi/avo](http://www.mol.fi/avo) (in Finnish and Swedish only)**

Vocational guidance programme AVO: information about nearly 300 occupations and education leading to different occupations. You can evaluate your own interests and skills, reflect on your hopes for your future career and examine how well different jobs correspond to your expectations.

### **[www.mol.fi/aura](http://www.mol.fi/aura) (in Finnish)**

A career planning service for adults: information about work, occupations and training. You can reflect on your own situation and alternatives and do exercises that help you in planning your career.

**[www.nakoaloja.info](http://www.nakoaloja.info) (in Finnish)**

A service aimed at working adults who are facing different changes in their careers.

**You can visit an educational adviser without an appointment and also anomalously if you wish. Information is provided also by telephone and e-mail.**

**You need to make an appointment with the vocational guidance and career planning service.**