



#### Education - your child's future

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# **Preface**

#### - It is important that your child gets an education

As a parent, you play an important role when your child has to choose an education following the 9th grade. It is important that you help to identify the precise education that your child feels could be interesting. There are a whole lot of educations to choose from. Getting an overview of the various available options can therefore prove quite a challenge.

We have compiled this booklet in order to help you on your way, so that it is easier for you to support your child in finding the right education that suits his/her interests and abilities.

While Denmark needs a skilled workforce in all areas, in recent years there has been a tendency not to consider vocational education a viable option. This is a real shame, as there will still be a real need for vocationally trained young people in the future. The emphasis of this booklet is on the the way in which vocational education can provide your child with a wide range of options.

Common to all of these educations is the fact that young people need to live up to a series of requirements. They have to participate actively in class and come well prepared. Both you and your child must also bear the various subject-related requirements in mind when looking at the various educational options.

We recommend that you spend some time and energy on becoming familiar with the various educations and the requirements associated with each of them.

Additional information is available to you through UddannelsesGuiden (i.e. the Education Guide) at ug.dk; eVejledningen (i.e. the eGuidance) at evejledning.dk or through your local UU-center (Youth Education Guidance Centre).

Good luck with it all

Best wishes,

Christine Antorini Minister of Education

look Artoin.

and

Henrik Dam Kristensen Minister for Employment

Henry Dom Kistanson

# Your child has to choose an education

Having an education is important. An education makes it possible to fend for yourself, get a meaningful job and earn your own money. Education is also important in relation to continued personal development throughout life.

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As a parent, you play an influential part in relation to your child's choice of education. It is therefore important that you are familiar with the educations and the Danish labour market so that you can help your child make his/her choice. The education has to suit your child's abilities and what he/she feels like doing. If it does, it will be easier to start the education – and complete it.

It is only natural, that you, as a parent, have certain expectations in relation to your child's education. On the one hand, it is important that your expectations are not so high that your child cannot live up to them with the result that he/she may end up having to drop out. On the other hand, it is important that the expectations are not too low, as this can result in your child not being given appropriate challenges. In short, it is a question of balance.

# Requirements facing young people

The educations present young people with a series of requirements. They have to participate actively in class, they have to come well prepared and they have to complete the assignments they are presented with. Throughout the course of their education, they will have to take tests and

sit exams that require an extra amount of preparation. This requires dedication and a huge amount of work – at home as well as at school.

Completing an education is a huge endeavour. In doing so young people need their parents' help and support.

#### On the road to adulthood

The young people are on the road to becoming adults. They are learning how to take responsibility. They have to take stock of their own development, their role amongst their friends and the world around them – In short, they need to find their own identity. They have to make up their minds in relation to a whole lot of things. Education is one of them.



Education, work and identity are connected:

- Who am I?
- Who would I like to be?
- What would I like to be?

In the course of their education, they will experience the pleasure of learning together with other young people. Not to mention the pleasure of being part of a community in which their discipline plays a key role in forming their identity.

#### Spend time with your child

Spending time together is one of the best things you, as a parent, can give your child when he/she has to choose an education.

#### Time to:

- listen to your child's interests,
- ask about his/her doubts.
- talk about what your child is good at,
- give a piece of advice,
- talk about the things you see differently,
- help find answers to whatever your child is uncertain about,
- contact someone who can help with whatever you cannot answer yourselves,
- look into the various educational options and the jobs that the educations can lead to.
- talk about what it takes to succeed.

#### **Education for life**

With an education in hand, you have a far greater chance of landing a permanent job – and a good wage. It is also a very good

starting point for setting up your own business.

Choosing an education takes time, as does completing an education, but doing so is a good investment.

There are hundreds of educations you can choose from. There are also may different career options.

This booklet describes the most common types of education and what they can lead to. For more information on the various educations and guidance options available, please continue reading.

# Guidance and help

Young people are not identical, nor are educations and jobs. It can pay off to check out what opportunities exist prior to making your choice. It can be difficult to take in, and become familiar with, all the available educations and job options – not to mention with their requirements and the opportunities they lead to. Completing an education is the surest way to being able to provide for yourself throughout your life. An education provides young people with the freedom to use their abilities and talents in their working-life.

It is all about finding the path that suits the young person in question. It is therefore a good idea to talk with a guidance counsellor and look for more information, e.g. on the internet.

**Guidance counselling in school** 

Children learn about education and jobs throughout primary and lower secondary school. All pupils, from the 7th grade and up, meet a counsellor from the youth education guidance centre (UU-Ungdommens uddannelsesveiledning) at their school, thereby gaining more information about the youth educations and various educational options available to them on completing the 9th or 10th grade. The UU guidance counsellor also participates in parent-teacher meetings, education evenings and sometimes in connection with school-home interviews and meetings about your child's schooling.

UU means Ungdommens uddannelsesvejledning, i.e. the Youth Education Guidance Service. A UU guidance counsellor (i.e. UU-vejleder) is a professional guidance counsellor who is very knowledgeable about education and jobs.

Some pupils may need extra guidance counselling. You can contact your UU guidance counsellor for information regarding the available options.

#### eVejledning (i.e. eGuidance)

At eVejledning, everyone, i.e. young people and adults alike, can get a quick answer to questions about education and work. You can phone them, start a chat or send an E-mail. eVejledningen is open in the evening and at weekends.

Please visit evejledning.dk.

# Visit ug.dk and read about education and jobs

You and your child can read about all educations and job opportunities on the education guide website ug.dk. Choose youth educations i.e. uddannelser til unge) for example. Here you will find an overview of all the opportunities young people have on leaving lower-secondary school. Amongst other things, you can find information on apprenticeship wages, admission requirements, job opportunities on completing an education on this site. There are also links to the schools' own websites where you will find additional information.

Visit ug.dk.

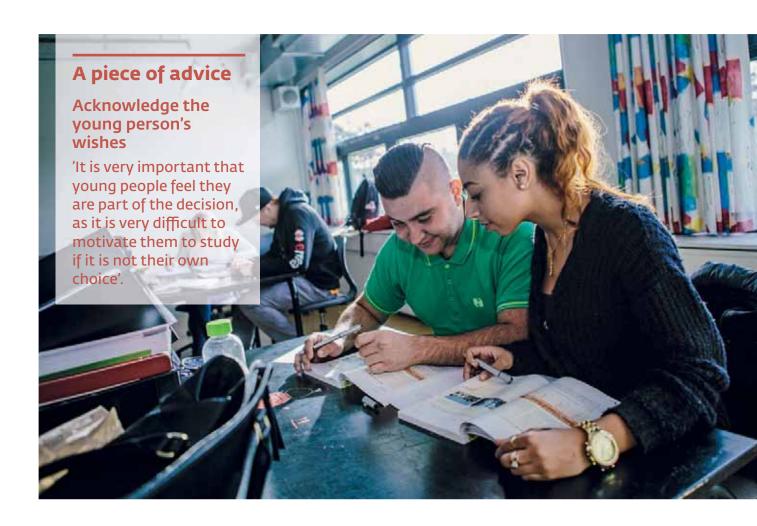
#### When a young person is on his/ her way

All schools and youth educations have guidance counsellors who can help your child complete his/ her education. This may consist of professional help with particular subjects or with study in general; help to change subject(s)/branch; help in applying for an apprenticeship or help with something else entirely. While those who provide help in some schools are either guidance counsellors, youth-coaches, social workers, mentors or other help-providers, it is always possible to get help and support if the young person is having difficulty in completing his/her course.

#### Did your child not get started?

Did your child not start an education on leaving lower secondary school? The UU guidance counsellors follow all young people until the age of 25 if they have not completed a youth education. All 15-17 year-olds have to be enrolled on a course, working or pursuing some other activity that has been agreed with the UU guidance counsellor. It is important that you, as a parent, support your child in this.

A young person, who is receiving education benefit and has received an education sanction from the



job centre, can receive guidance counselling in choosing an education. Contact your job centre and ask where the young person can receive guidance.

What is an education sanction? The job centre can give an education sanction to all young people under the age of 30 who are receiving an education benefit. The aim of education sanctions being to ensure that young people commence and complete an education. In the case of young people who are ready to commence an education, this means that they are to do so as quickly as possible.

Some young people are not quite ready to commence an education. This may be because they have doubts about their choice of education, or because they lack certain qualifications. In such

cases, the young people require a course of action that can help them clarify their choice of education and help them gain the necessary study skills so that they are able to commence an education. Such efforts may consist of reading, writing and math lessons, bridge-building activities or an introductory apprenticeship in a company.

Efforts directed at helping young people towards education vary from individual to individual. The job centre decides how a given young person is to be helped.

What is education benefit?

Young people under the age of 30, who have not completed a skilled labour education, can receive an education benefit (formerly cash benefit). The education benefit is equal to the amount received as SU, i.e. the state education

grant. Young people who are not yet ready to take an education can receive a supplement to the education benefit while they are being helped to become ready for education.

# Good advice - from parents to parents

What pieces of advice can parents give other parents who want to discuss their children's education with them? We have spoken with Avan and Jamilla whose own children have chosen to complete an education. Their pieces of advice are spread throughout, and on the rear of the booklet at hand.

# Youth educations

The educations you can start on following the 9th or 10th grade are called youth educations.

The following are the two main directions you can take:

- Vocational educations.
   Having completed a vocational education, you can apply for a job as a carpenter, chef or electrician, for example. You can also choose to continue your studies.
- Gymnasium (i.e. upper secondary school educations). Having graduated a gymnasium you can continue on to higher education, which provides job-related skills.

Other educations exist. If your child is not ready to commence a vocational education or to attend gymnasium on completing the 9th or 10th grade, there are various possibilities that can help him/her become ready to do so. In this case it is UU that helps your child and you, as his/her parent, draft a plan.

The model below demonstrates in a simplified form the various options for education following the 9<sup>th</sup> or 10<sup>th</sup> grade.

**Employment or higher education** 

The arrows show whether the educations can lead to a job or to additional education. For more information on the individual educations, please read on.

#### Vocational Other educations **Upper Secondary** educations. **School Educations Production schools** Perhaps as an 3 years Equ **EUX-course**. Htx KUU 2-5 years Hhx STU E.g. bricklayer, smith, **AVU** Stx electrician, butcher, HF (2 years) retail assistant. SOSU/ social & health assistant

9th or 10th Grade



Ready to move on to the next educational level? This is how pupils are evaluated:

#### Academically

• The pupil must fulfil the academic requirements for commencing a vocational education or an upper secondary school education. Particular efforts are implemented to help pupils who score less than four on average in the 8th grade, so that they can improve their academic skills.

#### Personally

- Is the pupil motivated in relation to taking an education and learning?
- Is the pupil independent and can he/she take initiative, e.g. in relation to completing assignments?
- Does the pupil come prepared to class?
- Is the pupil punctual for class and does he/she attend every day?
- Has the pupil begun to consider his/her choice of education?

#### Socially

- Can the pupil collaborate with others and make a positive contribution?
- Does the student understand and respect other individuals?
- Is the student tolerant and is he/she able to work with others?

#### Ready for youth education?

In primary and lower secondary

schools it is up to the teachers

and the UU guidance counsellor to evaluate whether or not pupils are **ready to move on to the next educational level**, i.e. ready to commence a vocational education or an upper secondary school education following the 9th or 10th grade. Pupils who are not ready are offered alternative activities or some other form of education that can help them become ready for education.

All pupils are evaluated on 3 parameters:

- Academically- does the pupil have the necessary qualifications?
- Personally does the pupil possess the necessary personal skills?

• Socially - does the pupil possess the necessary social skills?

#### **Application for admission**

You can apply for admission to a youth education via optagelse.dk. The deadline for the submission of applications from young people in the 9th or 10th grade is the 1st of March. Pupils who are not in the 9th or 10th grade can apply all year around. The application must include the young person's plan for his/her further education and may include one or more choices of education.

# Young people who are ready for education

In the event that a young person is deemed ready for education, he/she and his/her parents are responsible for submitting the application. The youth education

guidance counselling service assesses whether or not the young person is ready to commence his/ her choice of education following the 9th or 10th grade.

## Young people who are not ready for education

A young person who is assessed as not being ready to take his/ her choice of education can have the assessment tested by his/her chosen youth education provider. It is also possible to take an entrance test if you do not fulfil the admission requirements. In such cases, the UU guidance counsellor is responsible for the application process.

### Young people between the ages of 18 and 25

Young people between the ages of 18 and 25 who are no longer attending school can get assistance from a UU guidance counsellor. Application for admission to the education must be submitted via optagelse.dk.

#### Answer to the application

The young person will be informed of his/her admission by the education provider - along with information regarding where and when to meet up after the summer holidays.



# Vocational education – job oriented education education

With a vocational education in hand, the young person will be able to seek a specific job, e.g. as an electrician or a sales assistant. A vocational education also provides the opportunity to continue studying or the basis for starting a business.

In Denmark, vocational educations are both practical and theoretical. Students must be able to put the theory into practice both during their education in a company or a school apprenticeship centre - and later on. The aim being that the student lands a job on completing the education.

As an electrician, you gain knowledge of mathematical formulas and symbols amongst other things. You also have to be able to repair electrical installations.

As a sales assistant, you learn about customer care amongst other things. You also have to be able to greet all customers in a positive manner and provide them with qood service.

For more examples, please continue to read the following pages.

# The education consists of the following elements

A vocational education consists of a basic course at a vocational school and a main course alternating between practical training in a company or the school's practical training centre and short periods at the school. It is up to the student to get an education agreement (uddannelsesaftale) with a company, but the vocational school has to help the student. Some educations do not provide the option of practical training at a school run practical training centre or in a company.

The basic course consists of two parts:

Basic course part 1:

Main area and line of study

The first part of the basic course is for students who have completed

the 9th or 10th grade within the last year. If you commence a vocational education later on, you have to start right into the second half of the basic course.

Young people have to apply for admission to one of four main areas

- Technology, construction and transport
- Care, health and social education
- Office, commerce and shop service
- Food, agriculture and experiences.

Following the introductory fortnight at the vocational school, the young people have to choose an area of specialization for the first six months. After this, they have to decide which concrete education they want to complete.





The tuition they receive at the vocational school helps young people reach their decision.

#### Basic course part 2:

Preparation for the education
The second part of the basic course is aimed at the education the young person has decided upon, e.g. carpenter or electrician.
During the second part of the basic course, the young person has to acquire the skills, and levels of skill, necessary to commence the education's main course.

#### Main course

All vocational educations have their own main course. The students have to fulfil different criteria in order to commence the main course of a given education:

- They have to have passed the second part of the basic course.
- They have to fulfil the admission criteria of the main course they have chosen.
- They have to have an education contract with a firm or be suitable for admission to practical training at a school run practical training centre.

Students can commence the main course immediately if they have an education contract with a firm.

On completing a vocational education, you have to take a test.

# The length of the educations is as follows

The educations last between two and five and a half years. Some vocational educations have various levels. This means that the young people can choose to terminate their education early, or to continue their education for a longer period. This depends on their interests, ability and effort.

The type of job that they can seek subsequently depends on their level of education. Wages are normally better, the longer your education. This is particularly true, if you complete a full vocational education.

#### EUX: vocational education combined with an upper secondary school exam

AUX is a combined vocational education and upper secondary school exam. The choice of subjects in the upper secondary school exam is tailored to the vocational education in question. A EUX course provides access to higher education in the same way as upper secondary school exams.

If you choose an EUX course, the education length is typically longer than that of the vocational education you have chosen. EUX is acquired through the normal completion of the vocational education and the sitting of an upper secondary school exam. The student ends up receiving both a vocational diploma, and a EUX diploma with his/her marks.

EUX is an option in connection with a large number of vocational educations. EUX is compulsory in connection with two of the commercial educations, i.e. the financial education and the office education with specializations.

#### How to be admitted

In order to be admitted to a vocational education the young people must:

- have completed primary and lower- secondary school
- have an average of 2.0 in Danish and Maths, and
- be ready for education (if they are applying directly from the 9th or 10th grade, or up to a year after having completed one of these grades).

## Wages and SU (State education benefit)

While studying you either receive SU, a wage or school supplement:

- From the age of 18 years and up, you can apply for SU during the basic course.
- You earn a wage when you have a contract with a company and you commence the main course.

If you are enrolled at a school run practical training centre, you receive a school supplement (Skolepraktikydelse).

For more information on SU, please visit ug.dk

In the following pages, we present some examples of the various kinds of vocational educations available and the many types of job they can lead to.

#### Different disciplines collaborate - a result that is clearly visible

New buildings are built, and old ones are restored and renovated. Construction and civil construction projects require the efforts of many different professional groups. The result is clearly visible for many years to come – becoming part of our surroundings.

# Civil construction and specialized construction workers

Roads, buildings and bridges. Construction workers are concrete specialists. As a construction worker, you are responsible for mounting precast concrete elements and for shuttering and reinforcing concrete that is cast on-site.

#### Bricklaver

Bricks and tiles. Wall, roof and bathroom. Bricklayers have learnt how to read a working drawing and how to build a house precisely according to these drawings. They also work with casting foundations and floors, laying roofs, plastering facades and mounting tiles on walls or floors.

While Mansur's parents wanted him to choose another education, they decided to back him up and now they are very proud of him.

'Like a lot of others, I dreamt of studying to become an engineer, but then I heard about the bricklayer education. It is an education where you acquire both practical and theoretical knowledge. Today I run my own business and I am proud of what I have achieved'.

#### Electrician

Electricity and lighting, network and robots. Electrical installations are necessary for mains current, telecommunications and IT. It requires a huge amount of knowledge and specialization – which you acquire during the course of the education.

Seelan is a qualified electrician. Like many other young people, he dreamt of becoming an engineer and commenced a gymnasium education. It was not the right choice for him and the student counsellor advised him to transfer to a vocational education instead. 'Being an electrician is very interesting and I was hired by the firm with whom I completed my practical training. When I look back, I am very happy that I became an electrician. It has boosted my self-confidence. Because I have completed an education I would now like to continue and take a higher education'.

#### Landscape gardener

Parks, road construction, cemeteries and gardens. Landscape gardeners take care of and maintain existing green areas and lay

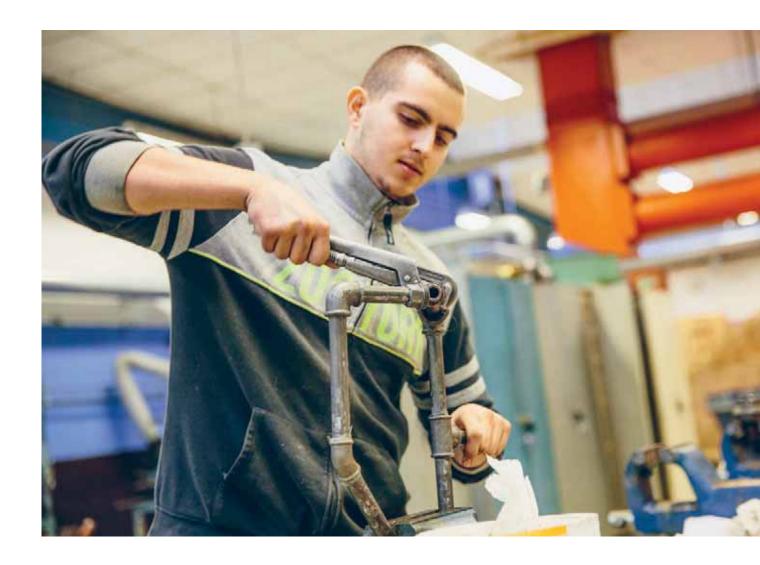
out new ones. You have to know about plants, trees and bushes – and be able to combine them appropriately and beautifully.

#### Carpenter

Floors, ceilings and roofs.
Sometimes in very high places and sometimes in a workshop.
Carpenters work with loadbearing constructions, windows and roofs. The education is called the timber professions' construction education (i.e. træfagenes byggeuddannelse).

#### Plumber

Water, heating and ventilation. Project, make calculations and drawings, quote for work and install the equipment. As a plumber, you have to be good at maths, physics and drawing. Some plumbers have a lot of customer contact and many own their own business. Others are employed by construction or engineering firms. The education is called the plumber-energy education (i.e. vvs-energiuddannelsen).



'Some of my friends call me the toilet man'. I just laugh and say that I am going to earn more money than them. As a plumber, you actually do a lot of other things besides mounting toilets - e.g. making working drawings. In addition, you often work together with engineers and electricians. If I had chosen to take an upper secondary school education and aimed at becoming an engineer, I am afraid that I would not have completed my education due to the academic requirements. Becoming a plumber has boosted my self-confidence. I may even carry on to further education when I have completed this education'.

Mohsen, in an apprenticeship as a plumber

Self-employed? Many labourers within the construction industries choose to be self-employed.

#### Examples: Average monthly wage

Bricklayer 31.813 DKK
Electrician 35.050 DKK
Landscape gardener 28.525 DKK
Carpenter 31.903 DKK

#### Crafts and tradition - contemporary production

Many professions continue to pass on the good, old traditions of their craftwork, often combined with the use of modern technology. While there is a lot to be produced, top quality is just as important.

#### **Building Joiner**

Doors, windows, panelling and furniture. The building joiner works with new buildings and renovation. Mostly in timber but also in other materials. The work can be carried out in workshops and buildings, on building-sites and in private homes. The education is called joiner (i.e. snedker).

#### Chef

Restaurants, catering firms, institutions and food production businesses. As a chef, you are responsible for preparing and putting food together and serving it in an appetizing manner. The education is called catering (i.e. gastronom).

#### Stonemason

Cleave, carve and adjust stone. Carve written characters and decorate. Advising customers constitutes an important aspect of the job. You have to choose the right stone for, and be able to draw an artistic solution to, a given assignment. Self-employment is quite common.

#### Smith

Steel, aluminium, copper – and plastic. An important aspect of

the work consists of choosing the correct metal and technique for various types of assignments. A smith must also be skilled at his/her work and be a good judge of measurements. He/she must also be able to work precisely and have a flair for mechanics.

Hashi is a qualified smith. 'I gained my apprenticeship three months prior to completing the basic course. While many people think it only involves welding, in fact, you also learn about mounting technique, welding technique and how to draw and build many things. I am the first in the family to take a manual education. They are very proud of me'."

#### **Precision mechanic**

Cameras, sewing machines and dentist's drills. The precision mechanic makes the individual parts that are often so small that he/she has to use a magnifying glass while working. This poses huge demands in terms of accuracy and precision. For the most part you work in companies that manufacture instruments and machines, e.g. within navigation or telecom equipment.

#### **Dental laboratory technician**

Gold, porcelain or artificial materials. As a dental laboratory technician, you make and repair false teeth – also known as dentures. Working with dental mechanics involves precision. It requires dexterity, a sense of form, concentration and accuracy.

#### Examples: Average monthly wage

Building Joiner	31.681 DKK
Chef	30.767 DKK
Stone Mason	31.895 DKK
Smith	33.073 DKK
Precision Mechanic	35.660 DKK
Dental Laboratory	
Technician	31.554 DKK





#### New technology - tempo and specialization

IT, robots and process equipment have made their mark on industry. A lot is automatic these days. Qualified individuals are necessary in order to steer processes and production and in order to set-up, run and repair the complex machines and equipment.

#### Automatic control technician

Automatic machines and equipment in industrial companies. They must be up and running all the time as interruptions are very costly. As an automatic control technician, you locate problems, repair and set up automatic machines. You also monitor and maintain systems when they are out of order. The job requires knowledge of the newest techniques. The course of education is called the automatic and process education.

#### **Plastics processing Operator**

Windmill wings, large boats or tiny machine parts. As a plastics processing operator you work with plastics production. You monitor machines and products. Some products are manufactured by hand. You have to choose the correct type of plastic and the correct work technique for the job at hand. This means that you have to keep up with the latest techniques.

'I saw an advert in a newspaper, in which a firm was looking for a plastics processing operator apprentice. While I had never heard of this type of job, I paid them a visit and took a look. It looked interesting and we agreed that I should start out as an unskilled worker. After 6 months I

moved on to become an apprentice. When I commenced the education, I was sure that I would never learn it all. Yet I did, slowly but surely. It is interesting and I am always learning new things about the machines and processes'.

Søren, Plastics Processing Operator

#### Machinery technician/operator

Ship motors, cranes and industrial robots. An important aspect of the job consists of programming the machines, as many of them are controlled by computers. As an industrial technician, you learn how to set up the machines and how to repair them if they break.

Work assignments vary greatly from business to business. The education is called the industrial technician education.

#### **Toolmaker**

Cutting, pressing and bending
– metal and plastics. Toolmakers
make the parts that form the basis
for modern mass production. A
lot takes place on cnc-machines,
which you both programme and
operate. The education is called
the toolmaker education.

#### **Industrial Butcher**

Oxen, calves and sheep. Danish butchering companies are modern

industrial companies, and a huge amount of the work takes place at conveyor belts. The education is called Industrial Butcher.

#### **Dairy Technologist**

Milk, butter and cheese. Dairy technologists work with the production of dairy products. A modern dairy is a thoroughly automated production environment. You may be given the responsibility for an area of production or work in quality control.

#### Examples: Average monthly wage

Automatic
Control Technician 37.221 DKK
Plastics
Processing Operator 32.845 DKK
Toolmaker 34.196 DKK
Industrial Butcher 33.024 DKK
Dairy Technologist 31.884 DKK

#### **Customer Service - Sales and Service**

An open and correct customer service is necessary but not enough. It must be combined with professional knowledge about the product or the service that you are selling. In some cases, it must also be combined with a background as a skilled labourer.

#### Sales assistant

Foodstuffs, clothes and electronics. As a sales assistant employed in a grocery shop your main activity is to ensure that the correct items are on the shelves. The sales assistant's job is to make shopping easy for the customers. Whether in a grocery shop or a supermarket you help to sell all kinds of convenience goods.

Rosa commenced business school after the 10th grade. She later went on to get an apprenticeship in Matas, where she still works today. 'My employer says that I am a great sales rep. and my customers are visibly pleased with my assistance. I have grown in step with my education and have never regretted my choice. It is my aim and dream to open my own shop someday, but first I would like to manage a shop. I also want to settle down and start a family'.

#### **Retail Butcher**

Meat, cold cuts and pre-prepared meals. Retail butchers cut and sell meat in butcher shops and supermarket butcher departments. They guide and serve customers, purchase items, calculate prices, do accounts and

prepare pre-prepared meals. Hairdresser

Cutting, curling and colouring. The craft of hairdressing is influenced by fashion and you have to keep in touch with new trends and techniques. You have to be able to introduce the latest hit, while bearing the customers' type and hair quality in mind.

When Öznur chose to become a hairdresser, her parents backed her up even though they would have preferred her to attend upper secondary school. Her mother made her packed lunches and her father bought her a moped to ease the long journey. Öznur now works in a hairdressing salon.

#### Bank clerk

Budget, pension savings and investment. Bank clerks guide bank customers and take a stance on their wishes. For example, when a customer wants to take a loan they have to examine the customer's financial affairs and collateral security. The education is called the financial education.

#### Waiter

Food and wine – good service. A waiter/waitress is in contact with a lot of people during his/her working day, so he/she must be both service-minded and friendly. A waiter/waitress also has to like being busy.

#### Receptionist

Hotels, conference centres and large companies. The receptionist is a key person who can speak with everyone – including in foreign languages – and is capable of keeping several tasks in the air at once. He/she also has to be able to remain cool when things are busy.

## Examples: Average monthly wage

Sales Assistant
(Shop Assistant) 29.966 DKK
Hairdresser 28.098 DKK
Waiter/Waitress 30.692 DKK
Receptionist 30.113 DKK





#### Close to Nature - plants and animals in rational production

While you have to respect nature when living from it, it is also important to be able to plan a production according to contemporary and rational principles.

#### **Farmer**

Animals and crops, machines and economics. A multifaceted job that varies with the seasons. An important element of the job consists of planning chores and maintaining machines and buildings. A farmer can either work as an employee or run his/her own farm. Some farmers also work for machine pools, ploughing, sowing and harvesting for others. The education is called the agricultural education.

Nawaz arrived in Denmark in the year 2000. He is an Afghan refugee. In his homeland, many of his relatives work in agriculture. However, Nawaz is the first to complete an agricultural education.

#### **Commercial Horticulturalist**

Outdoors, orchard or garden centre. An important aspect of the job consists of planning production so that the plants are ready for sale when customers are interested in buying them. A lot

of the work takes place outdoors and follows the course of the year.

#### **Greenhouse Gardener**

Flowers, potted plants and vegetables for sale. Most of which consists of mass production in huge greenhouses. The greenhouse gardener steers and controls the technical equipment that ensures that the greenhouse climate is always that most favourable for the plants. An important aspect of the job entails planning the production so that the plants are ready for sale when the customers want to buy them for their gardens, windowsills and greenhouses.

#### **Forestry and Nature Assistant**

Trees, animals, waterholes and hedgerows/fencing. As a forestry and nature assistant, you work outdoors all year round with different chores in the forest. While, some of the work is completed using a chainsaw and large motorised machines,

you also get to complete a lot of physically demanding tasks. There are job opportunities in both the forestry commission and in private forests.

#### Greenkeeper

Grass, flowers, trees and bushes. The golf course has to be newly mowed and completely level so that the golf ball can be rolled into the hole without meeting any obstacles. The greenkeeper ensures that this is the case. You also have to tend to flowers, trees and bushes next to the golf course so that the area is beautiful and welcoming. You can also work in football stadiums.

#### Examples: Average monthly wage

Farmer 29.114 DKK Greenhouse Gardener 28.843 DKK

#### A moving workplace - the transport of goods and passengers

It is about ensuring that the transport arrives on time and in the proper condition. Even though you are often alone while on the road, this line of work provides contact with a lot of people and settings. In some jobs, you even get to see the world.

#### **Bus and Coach Driver**

City buses and tourist buses. Working as a bus driver also entails servicing customers in the correct manner, checking season tickets, selling tickets and ensuring calm and order in the bus. Bus drivers can either work for bus companies and haulage contractors or they can start their own business. The education is called the conveyance of passengers' education.

#### Truck driver

Piece freight, food and dangerous freight. Each of the different types has its own set of rules to which the driver must comply. The driver has to plan his/her routes and complete the various documents used in connection with the transport. An important aspect of the job consists of loading and unloading the lorry with different products, while ensuring that the freight is fastened correctly.

Bülent has always found lorries and large vehicles interesting and he has always dreamt of becoming a lorry driver. Today, he works in the company where he was an apprentice. He finds it exciting to steer and be in control of his lorry. He often transports goods abroad. 'I always experience something new and I can see on my monthly pay-cheque that I earn a good wage. My parents are very pleased that I have completed an education and have a job. My father was a lorry driver in Turkey, but it is not an education there'.

#### **Marine mechanic**

Marine engines and other marine equipment. As a marine mechanic, you mainly work onboard huge ships. You maintain the motor with new filters and bearings so that the ship can always sail in the best possible manner. You participate in bridge watches and machine watches and steer the ship as helmsman. In addition, you help to load and unload the ship.

#### **Rescue Officer**

Fire, flooding and traffic accidents. It is all about being quick off the mark and doing the right thing when people and animals

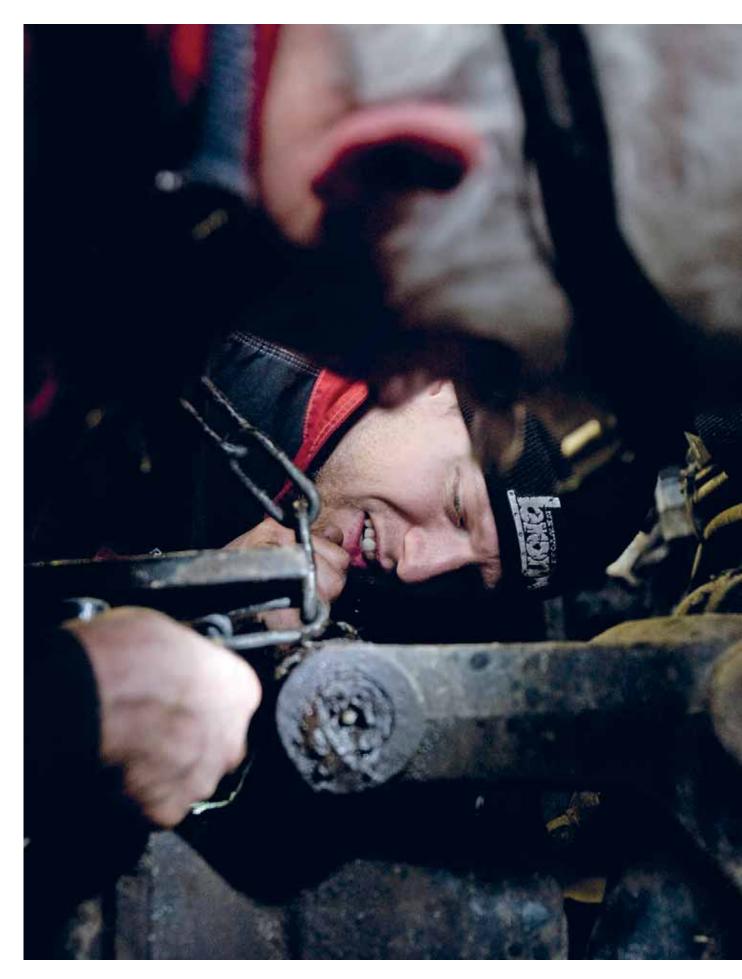
have to be saved. While rescue officers turn out in connection with large accidents, the job can also consist of transporting cars to a garage and helping people in the event of engine failure.

#### **Refrigeration Technician**

Too cold, too warm or just right? A refrigeration technician installs refrigeration systems and airconditioning systems and adjusts them. You can also advise customers. Most of the job takes place at the customers' premises, e.g. in grocery shops, refrigerated vans and trucks, cold storage plants or slaughterhouses.

#### Examples: Average monthly wage

Bus/Coach Driver 26.829 DKK
Marine Mechanic 33.646 DKK
Rescue Officer 33.075 DKK





#### Professional care - helping others get better

To be something for other people and to help – that is the goal for many. However, it has to take place based on professional knowledge and ability. In this way, you can contribute more without wearing yourself out.

# Social and Healthcare Assistant (SOSU)

Nursing homes, hospitals and institutions. SOSU means social and health. Social and healthcare assistants help and care for the elderly, ill and disabled who are unable to take care of themselves. They carry out nursing chores, plan activities and guide social and healthcare helpers.

'I really like my job. I like helping and taking care of people. A lot the time I feel that I contribute to the improvement of the quality of life amongst the elderly. The education itself is also interesting because there are different subjects such as psychology, pathology, care, nursing care and hygiene. In addition, you can always continue to study, e.g. to become a nurse. That I wear a scarf at work has never been a problem for me. I have good colleagues, and the elderly I take care of like me a lot. It means a lot to me that they respect me and my belief'.

Hamda, Social and Healthcare Assistant

#### Neurophysiology Assistant

HBrain, nerves and muscles. As a neurophysiology assistant, you test patients for e.g. epilepsy or brain damage. You receive patient referrals and allocate them for various tests. You also complete relevant medical record extracts and note the patient's information regarding his/her medicine use. You must be able to collaborate and communicate with patients and their relatives.

#### **Dental Chairside Assistant**

Patient contact and assisting the dentist. The dental chairside assistant helps in all areas of the dental clinic, i.e. in connection with treatment, x-ray examinations and administrative work.

#### **Veterinary Nurse**

Veterinary clinics and veterinary hospitals. An important aspect of the job consists of changing dressings and taking an animal's pulse and temperature so that you can see if the animal is getting better. You also have to carry out examinations and tests and take

blood samples amongst other things. As a veterinary nurse, you are also responsible for various office chores at the clinic.

#### **Childcare Assistant**

Children and young people or adults. You contribute to creating a framework that provides children and young people with the best possible opportunities to develop and thrive, be it in nurseries, after school centres or institutions. The education is called Childcare Assistant.

#### Examples: Average monthly wage

Social and Healthcare
Assistant 29
Dental Chairside Assistant 27.
Veterinary Nurse 32

29.317 DKK 27.904 DKK 32.461 DKK

#### Garage with customer contact - technology and mechanics

A service garage is a special workplace. You have to serve the customers and repair the machines. What you have in common with the other garage employees is an interest in technology and mechanics.

#### **Car Mechanic**

Cars, buses and lorries. As a car mechanic, you replace the vehicles' parts, often using computers to locate problems and adjust the motor. Some are specialized in a particular make of car. Others are specialists in MOT tests. Many start their own business. There are two educations: car mechanic and lorry mechanic.

'My dad is a mechanic and I often visited the garage where I was allowed to help a little. I did not really know what I wanted to do following the 10th grade, so I started on the basic course as a mechanic. I just hoped that it would be something that I liked. Luckily it was.

You have to find an apprenticeship by yourself. It can be difficult, but I was lucky. I cycled around to various garages and asked if they needed an apprentice and gave them my application. I was actually offered two apprenticeships and ended up choosing this one'.

Mads, in an apprenticeship as a car mechanic

#### **Bicycle Mechanic**

Gears, brakes and tires. As a bicycle mechanic, you clean, greases and adjusts the various bicycle parts – repairing and replacing those that are broken or worn. You serve customers and sells bicycles, bicycle accessories and spare parts. Some set up shop on their own.

#### Glazier

Windows in buildings, car screens and picture framing. As a glazier one works with numerous things, but you can also choose to specialize. Glaziers typically work in small private companies or start their own business. Many have a shop next to their workshop.

#### **Panel Beater**

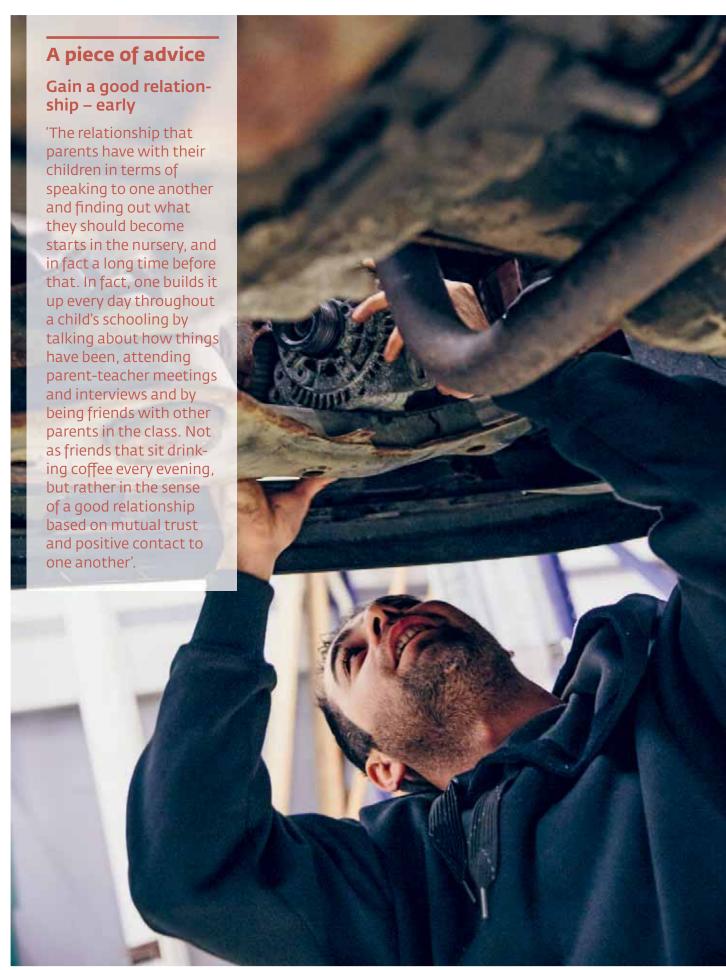
Repairs or completely new parts? When a vehicle's bodywork is damaged, e.g. in connection with a traffic accident or rust, a panel beater is required to correct dents and crookedness and perhaps make new parts. One also has to estimate the cost of the work to be done and file insurance reports.

#### **Vehicle Painter**

Repairs, respraying and decorating. Many cars have their paintwork wrecked following an accident or because of rust. When making repairs, it is important that the car is given the correct colour tone. Vehicle painters can be employed in a painter's workshop, a bodywork factory or a garage.

#### Examples: Average monthly wage

Car Mechanic 32.220 DKK
Bicycle Mechanic 29.125 DKK
Glazier 30.930 DKK
Panel Beater 32.669 DKK
Vehicle Painter 30.953 DKK





#### Creativity and care - a functional result

Sometimes looks are what count. The products have to send the right signals: beautiful or ugly, provocative or stylishly discrete. They have to work in a context and production requires creativity, patience and manual skills.

#### **Media Graphic Designer**

Text and image layout – for printing and digital purposes. As a media graphic designer, you have to have a technical and a creative overview of the entire assignment from idea to final production. Almost all work is carried out on computers. Many have their own business.

Alex is a qualified media graphic designer. He was an apprentice in a large graphics firm where he got a job on completing his apprenticeship. He worked there for a few years until he moved on to his present job, 'I felt that the position sounded really interesting as it is project oriented. It is all about developing technical solutions across the firm. Graphical production is only a small part of it'. The department in which Alex works consists of a handful of employees from different backgrounds. Amongst other things, they work with the development of the firm's graphical procedures.

#### Photographer

Portraits, fashion photographs and coverage. Good images are the result of numerous considerations and choices. As a photographer, you have to think of motive, lighting and finishing. The job also requires a feeling for images – and as a portrait photographer the ability to create a sense of trust amongst those you photograph. A photographer can work for the media, as a freelancer, or in his/her own business.

#### **Graphic Technician**

Newspapers, magazines and books. As a graphic technician, you operate the printing presses, mix colours and monitor the printing quality. Graphic technicians are responsible for the entire process, right from the preparation of the impression or the print to the finished product.

#### Sign Maker

Metal, paper or plastic. Drawn by hand or on a computer. A sign maker makes and repairs signs for buildings and billboards for cars, trains and buses. An important part of the job consists of advising customers. You work in sign making firms, advertising departments or in your own business.

#### **Garment Technologist**

Designer clothing, hats and furs. The garment technologist sews according to the designers' drawings. This means that you have to keep up with fashion and the newest techniques. Many start up their own business.

# Examples: Average monthly wage

Media Graphic Designer 31.761 DKK
Photographer 34.747 DKK
Graphic Technician 35.706 DKK
Sign Maker 28.509 DKK
Garment Technologist 21.492 DKK

#### Words, numbers ... and IT

Word-processing, accounts, calculations and process/goods management. Behind the scenes are people who can both use IT and know their field. This is why they can provide a good service – in-house in the company as well.

#### Office Worker

Budgets, accounts, letters and memos. As an office worker, you have to be an adept IT user and good at spelling and handling figures. As an office worker, you also have to be meticulous and independent, as well as a skilled communicator. Tasks vary greatly – according to the company and professional area. The education is called the office education.

23-year-old Aja works as an accounting assistant with invoices, attachments, payment reminders and other paper work. A large and important aspect of the job consists of communicating with customers and employees. Anja feels that this mixture of tasks is perfect. Anja is especially good at figures and accounting – language and spelling are not among her strengths so it was only natural for

her to specialise in economics. Anja had actually planned to continue studying, but when it came down to it, she realized that she did not really want to at that point in time. She just wanted to start working and perhaps continue her studies at some later point. 'My cousin is an office worker too, so I asked him what it is like to be an apprentice, i.e. whether it was about brewing coffee and otherwise just sitting around. What he had to say sounded interesting'.

#### Sales Rep.

Selling, buying and logistics. With a commercial background you can work with commerce in many contexts, particularly that between companies. You create value for the company's products and services so that they can be sold on at a profit. With a commercial background, you can

work in a commercial business or start up your own commercial business. The education is called the commercial education.

#### Medical and Healthcare Service Secretary

Doctors, physiotherapists and chiropractors. Medical and healthcare service secretaries work for them all, completing office chores and practical chores within the healthcare area. Answering telephones, managing appointments and providing a good service to customers.

#### Examples: Average monthly wage

Medical and Healthcare Service Secretary

25.698 DKK





Upper secondary school education is for young people who want to go on to take a higher education.

The educations consist of the following:

- Htx Higher Technical Examination Programme
- Hhx Higher Commercial Examination Programme
- Stx The Gymnasium
- Hf Higher Prepatory Examination

Upper secondary school educations prepare young people so that they can complete a short- or long-term course of higher education, e.g. as a pollution control technologist, computer scientist, nurse, economist or engineer.

However, an upper secondary school education is not always enough to gain admission to the higher education of your choice. Your choice of subjects and levels can come to effect what educations will admit you directly. You also have a better chance of gaining admission if you have scored good marks in connection with your upper secondary school education. This requires hard work and preparation.

A lot of homework

You have to be prepared for a large amount of homework. The young people have homework to do on a daily basis. They also have to hand in a series of large written assignments. As a parent, you have to be prepared to help your son/daughter have the time and peace and quiet to complete his/her homework.

#### Subjects

Upper secondary school educations consist of a series of compulsory subjects, lines of study and optional subjects. Subjects vary according to the upper secondary school line you have chosen. Teaching and examinations are divided into various levels. All upper secondary schools have requirements regarding the number of subjects you have to take at the various levels.

#### Tuition and Other Activities

Ordinary tuition is supplemented by study trips that constitute an important part of the tuition as you learn a number of things on such trips, i.e. collaborative skills for example. There are also collective events for all students, e.g. trips to the theatre, to museums and relevant lectures. It is important to participate in all activities.

#### How to gain admission

To gain admission to Htx, hhx or stx one must:

- have completed the 9th or 10th grade in primary and lower secondary school or have received equivalent teaching,
- have applied for admission immediately after the 9th or 10th grade,
- have sat the obligatory primary and lower secondary school exams,
- have had two to four years of continued preparatory education in French or German and have passed a test if the subject is an optional one, and
- be deemed ready for education (see page 10).

#### Finance

Young people over the age of 18 can apply for SU.

regarding SU, please visit ug.dk.

#### **Htx - Higher Technical Examination**

Htx is for young people who are interested in technology and the natural sciences. Htx is especially aimed at further education within the technological professions, e.g. the multitude of engineering educations.

Htx is for young people who are interested in technology and the natural sciences. Htx is especially aimed at further education within the technological professions, e.g. the multitude of engineering educations.

Htx consists of a six-month basic course and a two and a half year line of study. You can take an htx education at a technical school.

#### **Basic Course**

Everyone completes the same basic course. Here the students are presented with a series of subjects and work methods that they will need later on during the course of the education.

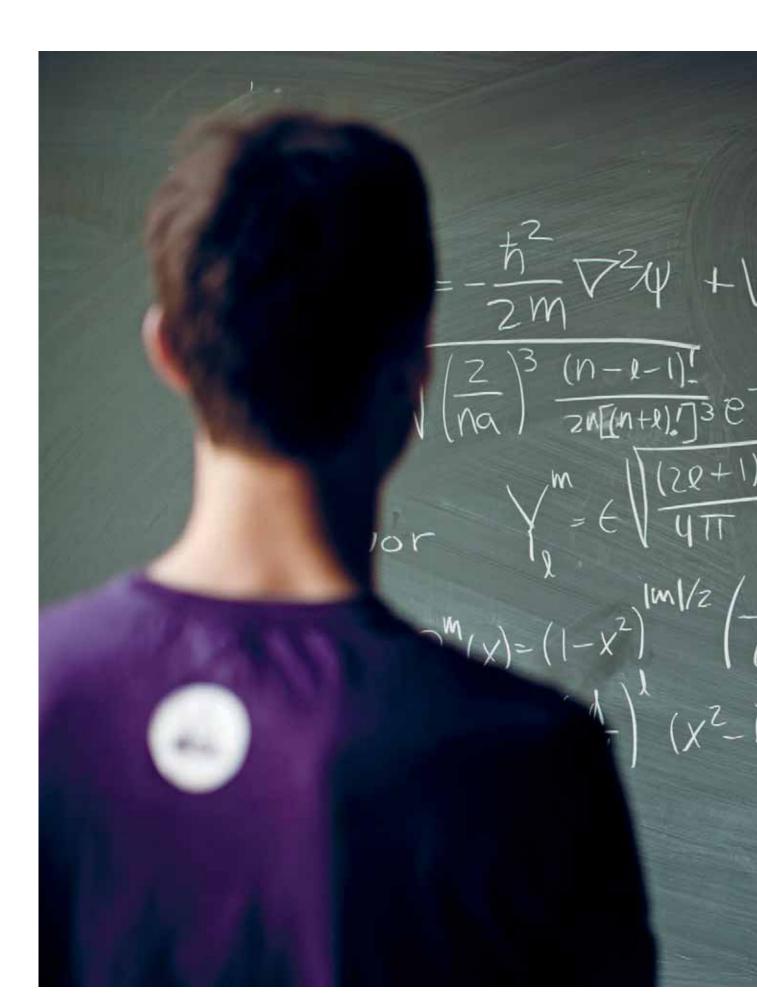
Line of study and Subjects
Following the basic course,
students have to choose a line of
study that lasts two and a half
years. A line of study consists
of a group of three subjects. The
subjects are inter-related and

define the focus of one's exam, in terms of subject matter.

While lines of study can vary from one upper secondary school to another, they are all linked to the natural sciences, technology, communication or health. Students who choose the same line of study will be placed in the same class.

In addition to the subjects associated with your line of study, you also receive lessons in a series of obligatory subjects, e.g. Danish, English, maths and technical subjects. Students are also taught optional subjects such as business economics, programming and French.

Information on which lines of study and optional subjects the various technical schools offer can be found on their individual websites. For more information on the educations' subjects and contents and links to the various schools, please visit ug.dk.





#### **Hhx - Higher Commercial Examination**

Hhx is for young people who are interested in commerce, economics and languages. It can be a good place to start for young people who would like a career within the business or finance sectors. On completing the education, you can apply for higher education.

Hhx consists of a six-month basic course and a two and a half year line of study course. You can take an htx education at a business school.

#### **Basic Course**

Everyone completes the same basic course. Here the students are presented with a series of subjects and work methods that they will need later on during the course of the education.

Line of study and Subjects
Following the basic course,
students have to choose a line of
study that lasts two and a half
years. A line of study consists
of a group of three subjects. The
subjects are inter-related and
define the focus of your exam, in
terms of subject matter.

While lines of study can vary from one school to another, they are all linked to economics, marketing or international studies. Students who choose the same line of study will be placed in the same class.

In addition to the subjects associated with your line of study, you also receive lessons in a series of obligatory subjects, e.g. Danish, foreign languages, maths and business economics. Students are also taught optional subjects such as computer science, philosophy and financing.

Information on which lines of study and optional subjects the various business schools offer can be found on their individual websites. For more information on the educations' subjects and contents and links to the various schools, please visit ug.dk.

#### Stx - The Gymnasium

Stx provides young people with a broad understanding of history, culture, the natural sciences and social conditions. Stx provides a background for choosing a higher education without aiming in a particular direction.

The education consists of a sixmonth basic course and a two and a half year line of study course.

#### **Basic Course**

Everyone completes the same basic course. Here the students are presented with a series of subjects and work methods that they will need later on in the school.

Line of study and Subjects
Following the basic course, students have to choose a line of study that lasts two and a half years. A line of study consists of a group of three subjects. The subjects are inter-related and define the focus of your exam, in terms of subject matter. Students who choose the same line of study will be placed in the same class. While lines of study can vary from

one school to another, they are all linked to the natural sciences, social sciences or the humanities/ languages.

In addition to the subjects associated with your line of study, you also receive lessons in a series of obligatory subjects, e.g. Danish, history, foreign languages and maths. Students are also taught optional subjects such as psychology or music.

Information on which lines of study and optional subjects the various schools offer, can be found on their individual websites. For more information on the educations' subjects and contents and links to the various schools, please visit ug.dk.





#### **Hf - Higher preparatory Examination**

Hf is for young people who want a broad theoretical education. Hf provides access to higher education, but is particularly aimed at short or medium length educations, e.g. to become a pedagogue (i.e. social educator), teacher and nurse. Hf can be taken at a school that offers hf, at a hf-course provider or at a VUC (adult education centre).

Hf takes two years.

#### **Subjects**

You receive tuition in a series of obligatory subjects, such as Danish, foreign languages and social sciences. You also have to choose up to four different optional subjects.

#### Admission criteria

You must:

- have sat the 10th grade exam in Danish, English and Maths,
- have sat the primary and lower secondary school exam or 10th grade exam in physics/ chemistry,
- have received two to four years preparatory tuition in French or German with a view to taking tests and sitting exams and either have sat the primary and lower secondary school exam if drawn or the 10th grade exam,

- apply for admission immediately on completing the 10th grade and
- be ready to complete an education.

#### **Hf for Adults**

It is possible to take hf on a singlesubject basis even a couple of years after having left school. You can do so by taking one subject at a time and putting them together as a full hf-exam.

For more information on the education's subjects and contents and links to the various schools, please visit ug.dk.



Some young people are not ready to commence vocational training or an upper secondary school education. They have other options. You can read about them on the following pages.

Please note that some of these educations require that the UU (i.e. the youth education guidance service) helps to decide whether, or not, the young person can be admitted.



#### **Production School**

Production schools offer tuition that is based on practical work and production – in some cases combined with traditional school subjects. Production schools are for young people who are not yet ready to commence an ordinary youth education.

Tuition aims to strengthen young peoples' personal development and enhance their opportunities for completing an education and securing a job. On leaving the production school, a young person can choose to commence vocational training or some other youth education.

#### **Tuition**

Tuition is planned on an individual basis. It builds upon practical work in the workshops, i.e. various trades, farming, music or IT. Here, solving tasks is combined with theoretical tuition. The schools also offer tuition in general subjects so that the young people are ready to commence youth education.

Up to a third of a production school course can be consist of

lessons taken at other schools. This can consist of tuition in general subjects at a VUC or parts of a basic course at a technical school. It can also include a period of work-experience in a firm.

#### **Finance**

You receive a school supplement when attending a production school.

#### How to gain admittance

 Production schools offer tuition to young people under the age of 25 who have not yet completed a qualifying youth education and who does not possess the prerequisites for commencing such an education or has dropped out of a youth education.

- Usually one has to have completed the 9th grade or otherwise completed one's compulsory school attendance.
- The young person can apply to the production school directly.
- The UU guidance counsellor must approve that the young person belongs to the production schools' target group.

You can commence a production school course at any time during the year, as long as there is a vacant place. The maximum length of time you can attend a production school is one year.

For a list of production schools (in Danish), please visit produktionsskoler.dk.





#### Egu - vocational basic course

Egu is for young people who want to take a vocational education, but find it easier to learn through practical work. This education path is primarily based on on-the-job-training and alternates between periods at school and periods of on-the-job-training. The education normally takes two years, but under special circumstances, it may be extended by an extra year of on-the-job training.

The young person compiles his/ her education together with a guidance counsellor. The guidance counsellor follows the young person throughout his/her entire education and provides assistance if problems arise.

With an egu in hand, the young person can apply for work – or continue to study.

#### On-the-job-training

Periods of on-the-job training take place in one or more businesses, e.g. a shop, a canteen or a kindergarten. However, on-the-job training can also consist of workshop training at a technical school, a production school, or the like.

Subject areas could for example be:

- Cars and metal
- Shop and office
- Kitchen and canteen
- Construction and installations
- Social education and care.

#### **Tuition at school**

The young person attends school for a total of 20 - 40 weeks. School elements are taken from the vocational educations and AMU-courses for example, but can also be provided by production schools, folk high schools or VUC.

It is possible to get extra support and tuition if you need it.

#### **Admission procedure**

The vocational basic course is for young people who would currently be unable to complete other types of youth education. There are no specific admission criteria. This option is for young people under the age of 30.

You have to contact the Youth Guidance Counselling Centre (UU) or alternatively the municipality's job centre.

#### **Finance**

You receive a trainee wage during periods of on-the-job training and a school supplement during school periods.

#### **Combined youth education**

Combined youth education is a new education for young people who are not ready for a youth education at an upper secondary school, or a vocational education.

The education can last up to two years, but can also be shorter. Tuition is directed towards local or regional businesses based on the young peoples' subsequent chances of getting a job. The education can also provide a basis for going on to complete an ordinary youth education, e.g. a vocational education.

The education is planned within a business theme, such as:

- Food and health
- Communication and media
- Service and transport
- Innovation and product development
- Construction and housing
- Motor and mechanics
- Tourism, culture and leisure
- Environment and recycling
- Children, young people and elderly
- Commerce and customer service

The young person has to be under the age of 25 at the onset of the education. You are admitted to the education through the UU guidance counsellor.

### STU- specially planned youth education

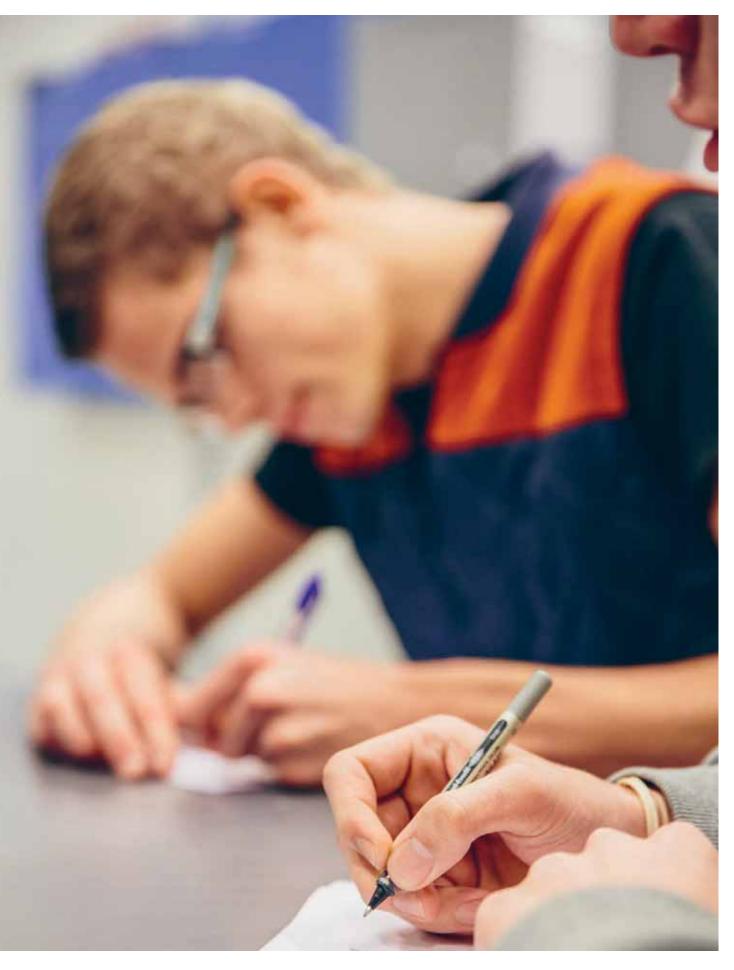
If your child has special needs, he/she is eligible for a three year youth education. This is the case, if your child is intellectually challenged, and/or physically or mentally disabled, so that he/she cannot complete other types of youth education.

The education is planned so that it suits the qualifications and interests of the young person in question. The young person has to be under the age of 25 at the onset of the education.

The aim is to promote the young person's personal development and improve his/her chances of living an independent and active life.

You are admitted to the education through the UU guidance counsellor





#### **AVU- general adult education**

Young people who are 18 years or older can take one or more subjects at primary and lower secondary school levels at one of the adult education centres, VUC, situated around the country. You may want to become better at a certain subject, or perhaps you need to take a number of subjects so that you can gain admission to hf.

#### **Subjects**

All adult education centres offer tuition in the following subjects:

- Danish
- Danish as a second language
- English
- Maths
- Natural Sciences
- History or social studies
- German and/or French.

The centres can also offer a variety of optional subjects.

The exams are identical in value to those taken on completing primary and lower secondary school education, and provide admission to the same educations. You have to pay for the subjects that you study. If you fulfil a series of conditions, you can apply for SU.

For more information regarding SU, please visit ug.dk.



# Speak with your child - Pieces of advice from parents to parents

- 1. Acknowledge the young person's wishes
- 2. Ask open questions
- 3. Ask: What are you good at?
- 4. Ask: Where do you see yourself in five years' time?
- 5. Listen to your son or daughter
- 6. Build a good relationship early on
- 7. Seek information

The Danish Ministry of Education