Title of the tool	3 online modules of the career catching counsellors
Aim of the tool	Support for students in the application process in the form of 3 online modules: Etiquette is in, Successful telephoning, Application training
Method of delivery	☐face to face ☒ virtual ☐ blended ☐ hybrid ☒ in class ☒ outside of school ☐ in company ☐ Individual ☒ group (please indicate group size: whole class) ☐ self-learning
Duration	for each module 1-2 lessons, the modules are independent of each other
Dimension	☐ Local ☒ Regional ☐ National ☐ European ☐ Worldwide (e.g. if free accessible via internet)
Users	☐ teachers / trainers ☐ social workers / supporting persons ☒ career counsellors ☐ persons in companies (trainers, Human Resource …) ☐ other (please describe)
Target group (final beneficiaries)	Students: ☐ at the transition from lower secondary school to high school ☒ at transition to Vocational Education and Training (VET) ☒ at transition from school to work ☐ attending a transition programme (not at school anymore, but also taking part in a VET programme) ☐ parents ☐ others (please describe)

Short description of the tool	Modul "Etiquette is in": Rules of etiquette, which relate to the students' lives but also to their future world of working, are worked out together and practiced in role plays.
	Modul "Successful telephoning": Guidelines for different scenarios in the telephone application process are developed.
	Modul "Application training": With a "kahoot" the most important topics around the job interview discussed.
Strong points	• can be also done online, when the students are in class room, as well as when the students are in home schooling • can be done with all students in the class at the same time
weak points	• To get the attention of the pupils is more difficult in online classes • no involvement of companies
License conditions	☒ Free to use (copyright or restricted) ☒ Free of charge ☐ With costs (how much)
Learning effects	• young people know possible questions of a job interview • students know how to prepare for a job interview • students know about rules of conduct, which relate to the students' lives but also to their future world of working • pupils can spell their name on the telephone • students know the rules of conduct when talking on the phone
In which context is it used till now? Options for transfer to career guidance and counselling	All three modules carried out by the career catching counsellors. When the pupils are in class room, the career catching counsellor is connected online via MS Teams and when die pupils are in home schooling, the ccc is connected with all pupils at home.
Website and contact	www.berufsorientierung.at Daniela Krausler, daniela.krausler@stvg.com