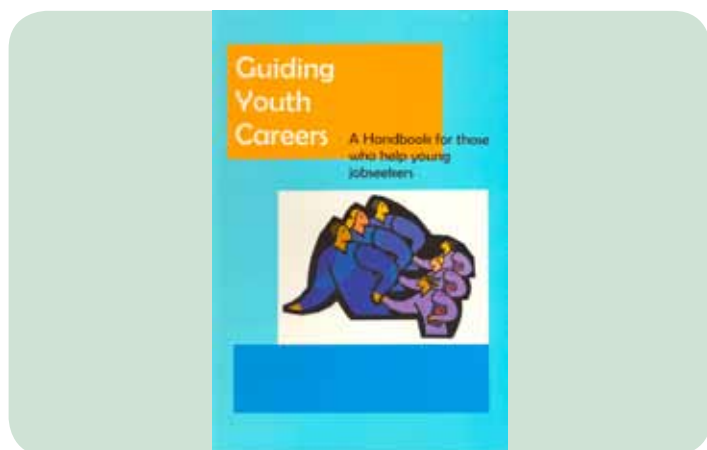


Rural-Relevant Tools

Guiding Youth Careers, a Handbook for Those Who Help Young Jobseekers



What is the Guiding Youth Careers Handbook?

A guide providing support and technical resources to those in a position to help young people identify and explore career options or job prospects, in use since 2007

For whom?

- **Direct beneficiaries:**
 - Trained professionals such as guidance counsellors and practitioners
 - Public Employment Service Office managers and staff
 - Significant but untrained influencers, such as parents, teachers, peers, and all those from whom young jobseekers get career advice
- **Ultimate beneficiaries:** Young jobseekers, especially new graduates, school leavers, and out-of-school and unemployed youth

For what purpose?

- Support users in advising young jobseekers throughout the process of exploring career options and identifying job prospects
- Offer technical resources to support the delivery of career guidance and job search services
- Provide user-friendly access to meaningful information about the job search process and career counselling services

How is it delivered?

- Through the ILO Employment Services website
- As a reference or training material to support practitioners delivering employment and counselling services
- Distributed to users through the ILO Regional and Sub-regional Offices



© ILO/Marcel Crozet

What are its components?

Ten sections:

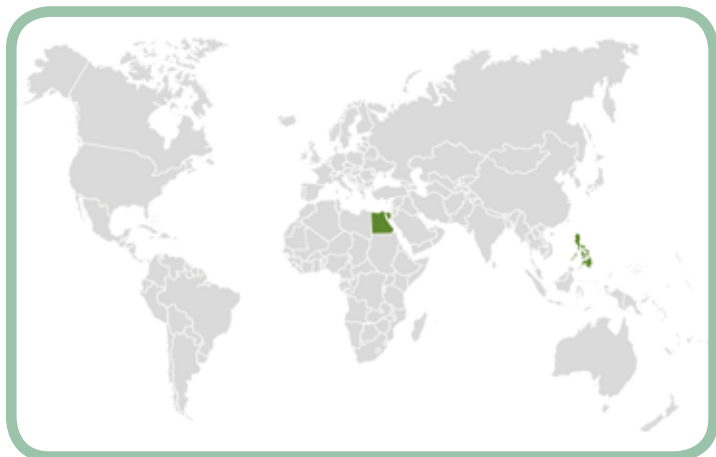
- You, the Career Counsellor
- Part One: Knowing where you've been
- Part Two: Knowing what you've got
- Part Three: Knowing where and how to look
- Part Four: Making the Deal
- A Brief Look at Entrepreneurship
- Dealing with Feelings
- Helper's High
- Inspiring Articles
- Useful Internet Links

Which Technical areas are covered?

- Skills for Youth Employment
- Employment Services
- Entrepreneurship and Self-employment

Can it cover more technical areas?

No, this is a targeted handbook.



Where has it been used?

In 2 countries: Egypt and the Philippines (see map)

Successfully mainstreamed into national policies of 2 countries: Egypt and the Philippines

Which languages?

Available in 3 languages: Arabic, English, and French

Is it suitable for rural areas?

- Yes, the Handbook is a versatile tool that can be easily adapted to various economic and social contexts
- The Handbook is more effective if combined with additional resources providing specific information related to the labour market and careers in rural economies

What are its strengths?

- Written in an easy style accessible to professionals and the general public
- Includes examples that deal with the emotional and psychological aspects of job search
- Features references to various sources of information that jobseekers can use to launch their search
- Provides awareness about entrepreneurship and self-employment as realistic career options
- Developed to be used in combination with the ILO publication *Minute Guide for Young Jobseekers*, and the *Jobs on board Occupational Flyers*, 2007. Readers are encouraged to use these publications as companion resources
- Easy to use in combination with any other materials or sources of information providing counselling career or job-search services
- Available in an electronic format to facilitate its distribution and reduce the associated costs

Is there a training course in ITC-Turin?

No, however it may be referenced in ITC-Turin training courses related to youth employment

Where to find more information?

- Website:
<http://www.ilo.org/skills>

Who to contact?

E-mail: Ms. Zulum Avila: avila@ilo.org or empskills@ilo.org

Address: International Labour Office
4 Route des Morillons
Genève 22 CH-1211
Switzerland



© IFAD/Wwanzo Millinga



© FAO/Jon Spaul