

Cooperation agreement ISIB-UU Ikast-Brande 2025/26

The cooperation agreement is intended to support the daily work between schools and UU (Youth Guidance Center). Together, we aim to help each student make a well-considered and realistic educational choice.

Guidance is based on the knowledge and skills that students have acquired, among other things, in the mandatory subject "Education and Job." In ISIB this subject is called PSHE and Life Skills. The teaching of this subject can be organized in collaboration with UU, and UU counselors can be involved in the delivery of the teaching.

Purpose of the Agreement

The agreement aims to clarify:

- Activities where both counselors and teachers/ISIB have roles.
- Ensure agreements between ISIB and UU counselors.
- Ensure that by the end of 9th grade (Y10 or 11), the student can make an informed and reflective educational choice and is equipped to complete a secondary education.
- Improve the possibility for UU counselors and teachers to plan their work.

Educational guidance is provided by UU in cooperation with the school and in conjunction with the teaching of the mandatory subject PSHE.

Educational guidance is provided to support each student's experiences, progression, and reflection with the aim of enabling them to make an informed educational and career choice.

UU Guidance:

- Should be particularly targeted at young people who, without special guidance efforts, have or will have difficulties in choosing, starting, or completing an education.
- Should be tailored in content and timing to suit the young person's needs and conditions.
- Consists of a collective, primarily class-based effort for all students.
- Includes an effort for students who need individual, targeted school guidance to be ready to start and complete a secondary education.
- Supports the efforts initiated by the school, including the content of the subject PSHE

School Responsibilities:

- Teaching materials, guest teachers, etc., for the subject PSHE
- Teachers' time and transportation in connection with supervising students during internships.
- Transportation of students to internships, introduction courses, company visits, bridge-building activities, etc.
- Mediation and follow-up on work experience placements.
- Supervision of students during introduction courses in Y9, during internships in Y9 -Y11, in activities related to the subject PSHE outside the school, as well as bridge-building in Y10+Y11.
- Inviting UU to K-meetings, status meetings, dialogue meetings with PPR, and transition meetings regarding students receiving individual targeted school guidance.

According to the "Order on Guidance on Choosing Secondary Education and Career," Section 7, subsections 2 and 3:

- Subsection 3: The school principal ensures that the work with students' educational and career guidance can take place within the school's physical framework and during the student's school hours.

This agreement is drafted annually in collaboration between ISIB and Unge og Uddannelse Ikast-Brande, with UU in the role of secretary.

For All Students:

PSHE

In agreement with schools and independent schools in Ikast-Brande Municipality, it is recommended to allocate a minimum of 6 lessons per year per class from 0th to 10th grade for the subject PSHE. Each class should describe their course in an annual plan, so that a school's cohorts can have the opportunity to review what has been done previously. From Y8, this annual plan should be shared with UU. It is recommended that the annual plan is created together with UU from Y8. Remember to base it on the activities/topics that are already being worked on (they count).

In agreement with schools and independent schools in Ikast-Brande Municipality, the school's educational counselor offers inspiration meetings with each major team: the lower school, middle school, and upper school every year. The school invites the counselor. Inspiration for teaching can also be found at www.uuib.dk.

Individual/Group Guidance The counselor independently calls students throughout the year for individual guidance. When the need for group guidance arises, a suitable time is agreed upon with the class's teachers.

Newsletters to Parents and Teachers UU sends newsletters four times a year with relevant and current information to both parents and teachers. The ISIB Office translates the letters and send them to the parents.

Abolishment of the Education Readiness Assessment After the discontinuation of the education readiness assessment, it is up to each municipality to identify which students need individual targeted school and guidance efforts to be ready to start and complete a secondary education.

In IBK, a working group consisting of school leaders, teachers, and staff from educational guidance has developed a new procedure for this. This procedure will be implemented from August 2024 and evaluated in early summer 2025.

The working group's intention has been that the process should be resource-focused and student-involved, as well as as simple and administratively easy as possible.

Internships/Work Experience

Y7 and Y8: Internships are possible for shorter periods. The internship takes place as part of PSHE and the school is responsible for finding, preparing, and following up on the internship. The student and parents create the internship agreement at www.ung.unoung.dk. The internship must follow the applicable labor market rules. The school reports injuries. Internships in Y7 and Y8 are seldomly used.

Week-long Internship in Y10-Y11:

Finding an internship place: Student/parents, the school can assist. The student creates the internship agreement at www.ung.unoung.dk.

Preparing the internship: The school. Inspirational material for this can be found at www.uuib.dk.

Following up on the internship: The school. Inspirational material for this can be found at www.uuib.dk. The school reports any injuries. The school reimburses transportation expenses related to the internship. The school can find an overview of which students are in internships at skole.unoung.dk. The internship form can be found at ung.unoung.dk, and the student creates the internship online there.

Internship as an Alternative to Fulfilling the Compulsory Schooling Requirement (Y9-Y11) If the internship serves as an alternative way to fulfill the compulsory schooling requirement according to Section 9, subsection 4, and Section 33, subsections 4-7 of the Folkeskole Act, e.g., internship 1-2 times a week over several weeks, the school is responsible for finding and following up on the internship. There must be clear goals for the internship. UU registers all internship agreements and issues an internship letter to the companies.

Year 8

Start of the School Year: Annual Plan for PSHE. The school leadership can invite the school's counselor to an inspiration meeting. From Y8, the annual plan for PSHE can advantageously be created together with the educational counselor, as the collective guidance should be connected to the content in PSHE. The annual plan should, at a minimum, be shared with the educational counselor.

May/June: Counselor participation in a team meeting. The educational counselor is invited to a team meeting where agreements on dates for other guidance activities in Y9 are made.

Collective Guidance. Start of educational guidance in each class. UU expects the teacher to participate. UU plans and carries out the activity.

Year 9

August: Annual Plan for PSHE. The school leadership can invite the school's counselor to an inspiration meeting. The annual plan for PSHE can advantageously be created together with the educational counselor, as the collective guidance should be connected to the content in PSHE. The annual plan should, at a minimum, be shared with the educational counselor. Counselor participation in a team meeting. The educational counselor can be invited to plan the year's guidance activities and the date for the class conference is agreed upon.

September: Collective Guidance. Class activity. Possibly initiate the student-teacher conversation sheet if agreed with the teacher team.

Vocational Education Day September 5, 2024, all 8th-grade classes (Y9) are invited to Herningsholm Vocational School for a day of competitions around the school. This is a mandatory day that counts as the first day of the 5 mandatory introduction days. The school arranges its transportation to Herningsholm Vocational School, where the day takes place. The invitation to the day is sent via the school department or directly to the independent schools. The counselor visits the class shortly before the day to prepare the students.

By November 1st: School-guidance conference with UU.

Preparation for the school-guidance conference: All students fill out the student-teacher conversation sheet in Uno.unoung.dk. It is agreed locally whether teacher-student conversations are held before the class conference. The teacher team finds the student's sheet in skole.unoung.dk, which forms the basis for the conference. The team gathers information from the class's other teachers. UU drafts a letter template to parents describing the entire process. The school sends the letter. Before November 1st, a class conference is held—here, the conversation sheets from Unoung are used to determine which students should be offered a school-guidance efforts in Y9. If the student/parents themselves indicate needing help with, e.g., several checks in lesser or poor degree, or if the teachers find that the student needs help to utilize their full potential, the student is offered a resource meeting.

The school and UU agree on dates for parent-teacher meetings/resource meetings where UU participates. At the school-guidance conference, it is decided what should be the focus of the resource meeting.

Resource Meeting (to be held between December and January): The duration of the resource meeting is 30 minutes. The school invites the student and parents. The teacher and UU counselor participate. The UU counselor is the meeting leader.

At the meeting, the resource guide is filled out, which constitutes the student's targeted school guidance plan. The resource guide is saved in UnoUng.

Follow-up meeting in the spring between teachers and UU, where the status of the student's plan is discussed and any further actions are agreed upon. The initiative for the follow-up lies with UU.

November

Education Fair: An event on November 21st in the afternoon/evening, where all parents and students participate in an introduction to the educational opportunities after 9th and 10th grade. Attendance is mandatory for all 8th-grade students (Y9). The invitation is sent directly to the parents via ISIB office.

Prior to the education fair, a fair is held for secondary school teachers, where the municipality's secondary school teachers have the opportunity to update themselves on youth education.

February-April

Introduction Courses (2x2 days)

- The student chooses introduction courses at the education fair in November.
- Teachers print lists of the students' registrations 4 weeks before; the lists can be found at skole.unoung.dk.
- The student and teacher have one week to check that the course and time match what was chosen.
- The school arranges and pays for transportation to the introduction courses. It is up to the school to decide what form of transportation is offered to the students.
- The school is responsible for preparing the students ahead of the introduction courses. UU will follow up on the introduction courses in the collective guidance. UU contributes with materials for this. This can be found at www.uuib.dk.

March-May

Collective Guidance Class Activity

Follow-up on students with a targeted school guidance effort. The status of the student's plan is discussed, and any further actions are agreed upon. The initiative lies with UU.

Year 10

August

Annual Plan PSHE. The school leadership can invite the school's counselor to an inspiration meeting. The annual plan for PSHE can advantageously be created together with the educational counselor, as the collective guidance should be connected to the content in PSHE. The annual plan should, at a minimum, be shared with the educational counselor.

Counselor Participation in Team Meeting: The educational counselor is invited to plan the year's guidance activities and the date for the class conference is agreed upon.

September-November

Collective Guidance: Class activity.

Opportunity for voluntary bridge-building and special internships in the fall. Registration must be done by September 15th via UU counselor.

Preparation for the School-guidance Conference: All students fill out conversation sheets in Uno.unoung.dk. It is agreed locally whether teacher-student conversations are held before the school-guidance conference.

The teacher team finds the student's sheet in skole.unoung.dk, which forms the basis for the school-guidance conference. The team gathers information from the class's other teachers.

UU drafts a letter template to parents describing the entire process. The school sends the letter.

Before November 1st, a school-guidance conference is held—using the conversation sheets from Unoung to determine which students should be offered a school guidance effort in Y10. If the student/parents themselves indicate a need for help, for example, by checking several boxes to a lesser or poor degree, or if the teachers find that the student needs help to utilize their full potential, the student will be offered a resource meeting.

The school and UU agree on dates for parent-teacher meetings/resource meetings where UU participates. At the school-guidance conference, it is decided what should be the focus of the resource meeting.

For students where dialogue meetings are held, the resource guide is updated at the dialogue meeting.

Resource Meeting (to be held between December and February): The duration of the resource meeting is 30 minutes. The school invites the student and parents. The teacher and UU counselor participate.

At the meeting, the resource guide is filled out/updated, which constitutes the student's targeted school guidance plan. The resource guide is saved in UnoUng.

Follow-up before March 1st between teachers and UU, where the status of the student's plan is discussed and any further actions are agreed upon. The initiative for the follow-up lies with UU.

Education Fair: An event on November 13th, where all parents and students are invited to meet local educational institutions and companies. Participation in the event is voluntary for 9th grade.

January

Collective Guidance with Introduction to www.optagelse.dk. The process of filling out the application begins and is expected to be completed by the student's parents.

February

Selection of Y11 or Youth Education: The student and parents are responsible for filling out www.optagelse.dk. Before March 1st, the parents must have signed with MitID. UU reminds of the deadline both in the newsletter approximately one week before.

March

After March 1st, the school's secretary can find the students' upcoming school choices at skole.unoung.dk.

May

Transfer Meetings with 10th Grade: For students who choose 10th grade at IUC, a transfer meeting is held. The sending school informs UU of the transfer date and invites UU.

Y11

September-November

Collective Guidance: Class activity.

November

Education Fair: An event on November 13th, where all parents and students are invited to meet local educational institutions and companies. Participation in the event is voluntary for Y11.

January

Collective Guidance with Introduction to www.optagelse.dk. The process of filling out the application begins and is expected to be completed by the student's parents.

February

Selection of Youth Education: The student and parents are responsible for filling out www.optagelse.dk. Before March 1st, the parents must have signed with MitID. UU reminds of the deadline both in the newsletter approximately one week before.

March

After March 1st, the school's secretary can find the students' upcoming school choices at skole.unoung.dk.