



FINDE DEINEN BERUF

# Guidelines for pupils and parents

The state career guidance programme in Saxony-Anhalt

BRAFO – Approaching the right career path early on

Gefördert durch:



Bundesministerium  
für Forschung, Technologie  
und Raumfahrt

Bildungsketten 



Bundesagentur für Arbeit



SACHSEN-ANHALT



Kofinanziert von der  
Europäischen Union

## Imprint

Version dated: 12/2025

Published by:

Ministry for Work, Social Issues, Health and Equality for Saxony-Anhalt

Turmschanzenstraße 25

39114 Magdeburg

[www.brafo.sachsen-anhalt.de](http://www.brafo.sachsen-anhalt.de)

in cooperation with the regional directorate for Saxony-Anhalt-Thuringia, the Federal Employment Agency and the Ministry of Education for Saxony-Anhalt.

Written by:

Forschungsinstitut Betriebliche Bildung (f-bb) gGmbH

Rollnerstraße 14

90408 Nuremberg

[www.f-bb.de](http://www.f-bb.de)



Please send any notes or suggestions for changes or additions to this guide to:

[info-brafo@f-bb.de](mailto:info-brafo@f-bb.de)

# Contents

- Foreword..... 4
- 1 Parents supporting BRAFO..... 7
  - 1.1 *Role and responsibilities*..... 7
  - 1.2 *Networking within BRAFO* ..... 8
  - 1.3 *The Career Choice Passport* ..... 9
- 2 What is BRAFO?..... 11
  - 2.1 *How does BRAFO help you?*..... 11
  - 2.2 *How does BRAFO work?*..... 12
- 3 Preview of attachments ..... 29
  - Your own notes* ..... 31

## Foreword

Dear Students,

Dear Parents and Guardians,

Embarking on a career is a big challenge, and it is not easy to choose the right option from the more than 600 apprenticeships available.

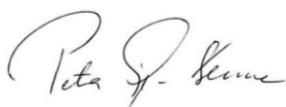
A carefully designed career orientation programme can and should support you, school pupils, as you make the transition from school to vocational training. This support is provided by BRAFO – Berufswahl Richtig Angehen Frühzeitig Orientieren ('Approaching the correct career path early on') from the Ministry for Work, Social Issues, Health and Equality for Saxony-Anhalt, the Ministry of Education for Saxony-Anhalt and the regional directorate for Saxony-Anhalt-Thuringia of the Federal Employment Agency. The programme is based on five successive steps, each building on the previous. It begins in the 7th year and ends with the career consultation provided by the Federal Employment Agency.

Thanks to BRAFO, you pupils can try out a wide range of types of work and so gain insights into different occupational fields. You thus gain a real experience of operational processes in real companies. Why not join an electrician on a technical inspection of an automated high-bay warehouse using a tablet? Or spend a day with a geriatric nurse and their nursing robot in a nursing home?

This guide gives a brief overview of the BRAFO programme and its five steps – Exploring your interests, Exploring companies, Workshops, Internship and the 'Check-U' exploration tool.

And as for parents and caretakers, you will also find suggestions and examples on how you can support your child during the BRAFO process. The guide indicates the role you can play as the career orientation progresses and indicates what matters most in collaborating with school, a company or the BRAFO training provider.

We wish you luck and every success in this collaborative career guidance programme!



Petra Grimm-Benne

Minister for Work, Social Issues,  
Health and Equality for Saxony-  
Anhalt



Eva Feußner

Minister for Education for  
Saxony-Anhalt




Markus Behrens


Chairman of the management board,  
Regional Directorate for Saxony-  
Anhalt-Thuringia of Federal  
Employment Agency


Magdeburg, February 2022

## Notes on using the guide:

The coloured bars in the margins indicate which pages of the guide are relevant

 for pupils

 for your parents or guardians

 for both of you.

This gives you an idea of what happens in each of the individual steps and who will support you in each.

At the end of the guide you will also find an overview of the important documents that are used within BRAFO.

# Section 1

## Parents supporting BRAFO

# 1 Parents supporting BRAFO

To all parents and guardians: you play a key role in your child's career orientation process. In particular, you can positively influence their interests, their motivation, their self-esteem and their perseverance during the orientation process. Your views are often valued, and your child will often give greater weight to advice from you than that given by friends or acquaintances.

A basic principle for BRAFO is to involve all stakeholders actively in the career orientation process. You are therefore warmly invited to take part in parent-teacher meetings and other parent events and to support and accompany your child during the orientation. Bring the benefits of your own experience and insight from choosing a job and from your daily work to discussions with the school and BRAFO training provider.

## 1.1 Role and responsibilities

By providing support, you can help to

- ✓ motivate your child,
- ✓ encourage their interests and aspirations,
- ✓ encourage them to experiment and explore careers impartially,
- ✓ provide help in the search for internship opportunities and/or an apprenticeship.

No career should be excluded because it is viewed as exclusively a man's or a woman's job. Talk to your child at an early stage in the spirit of this motto: 'There is a wide variety of possible careers.' Show interest in their ideas and thoughts concerning their possible paths. Actively listening when your child is talking about their career orientation experiences is just as important as addressing questions about your own career path.

This guide first describes the five BRAFO steps. Each step includes a task, a puzzle or a quiz. This allows you to help your child prepare, while also arousing their curiosity. You can read each section together with your child and complete the task or puzzle together.

## 1.2 Networking within BRAFO

As parents or guardians, you have your own experiences of the job market and the world of work. Why not put these to use in helping your child in the process of choosing their career?

The more a child learns about careers, the better they can make a choice. So why not involve your family and work networks as well? Take your child to talk to relatives and friends about their occupations. It is also possible that they could help your child to find suitable placements for BRAFO steps three and five.

A good level of cooperation between you, the school, BRAFO training providers, companies and the Employment Agency careers advisory service within the BRAFO career orientation programme is understood to include:

- ✓ discussions and information exchange among these parties,
- ✓ jointly doing everything possible to boost the child's motivation and self-confidence during the career orientation process,
- ✓ discussing the child's experiences and discoveries together.

### 1.3 The Career Choice Passport

The Career Choice Passport documents all the experiences and discoveries of the career orientation process, that is, from all five of the BRAFO steps. You, your child, their teachers and the BRAFO training providers can thus keep track of what your child has done so far and what interests and strengths they have displayed.

Please encourage your child to fill the passport in carefully and to include all the relevant certificates and documents in it.

Your child will be given their Career Choice Passport during their 7th year at school by BRAFO, along with a full explanation about the document.

More information about the  
Career Choice Passport is  
available here:



## Section 2

What is BRAFO?

## 2 What is BRAFO?

BRAFO is the career orientation programme for the Saxony-Anhalt federal state. It stands for Berufswahl Richtig Angehen Frühzeitig Orientieren, or 'Approaching the correct career path early on'. It is targeted to all school pupils from the 7th year upward. BRAFO consists of five steps, with theory and practical phases in alternation.

If you or your parents would like to find out more about BRAFO, take a look at the explanatory video and further information at [www.brafo.sachsen-anhalt.de](http://www.brafo.sachsen-anhalt.de).



### 2.1 How does BRAFO help you?

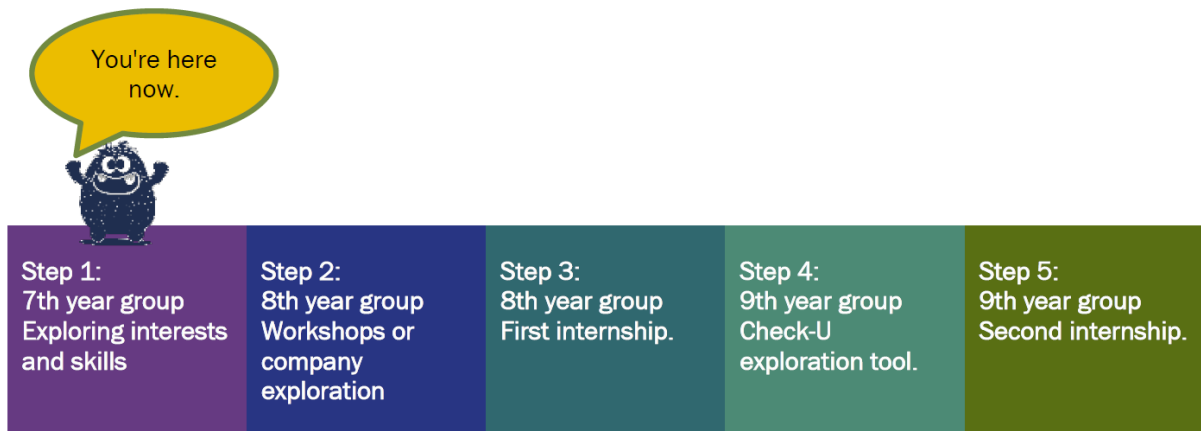
BRAFO can help you discover

- ✓ what you're interested in,
- ✓ what you're good at,
- ✓ what activities you enjoy and
- ✓ what kinds of jobs would suit you.

BRAFO gives you the chance to try out different kinds of tasks and work activities. Your teachers and the BRAFO training staff help you to find out what interests you and what your strengths are. BRAFO will encourage you to think about the experiences you gain and to talk about them with your parents or guardians. Talk to them, tell them what you have discovered in each stage of BRAFO and about the career areas you'd like to try out.

## 2.2 How does BRAFO work?

BRAFO is a sequence of 5 steps.



### Step 1: Exploring interests and skills

You'll take the first step in the career orientation programme in your 7th year, where you will explore your interests and skills. In six days you'll gain an overview of the many possibilities of the world of work.

### Day 1

On the first day, the BRAFO trainer will describe the programme in detail. You'll learn about the four spheres and the four fields of work that you will have the chance to experience and try out over the next few days. You probably know, don't you, that behind every field of work are a whole range of exciting types of job? You can find all the spheres and fields covered by BRAFO in the chart below and on the BRAFO website [www.brafo.sachsen-anhalt.de](http://www.brafo.sachsen-anhalt.de).

Take a look at the chart together with your parents or guardians. Talk to them if you don't understand some of the words or aren't sure what activities are involved in a particular area.

## Sphere I: People and nature/technology



**Field 1:** MANUFACTURING, PROCESSING, REPAIRING AND MACHINE CONTROL

**Field 2:** GROWING PLANTS AND RAISING ANIMALS

**Field 3:** OBTAINING AND DISTRIBUTING RAW MATERIALS, SHAPING THE ENVIRONMENT

## Sphere II: People helping people



**Field 4:** HELPING AND CARING FOR PEOPLE, MEDICAL AND COSMETIC TREATMENT

**Field 5:** NURTURING, TRAINING AND TEACHING

**Field 6:** SAVING, PROTECTING, RESCUING AND TRAFFIC MANAGEMENT

## Sphere III: People and culture



**Field 7:** ADVERTISING, CONVINCING OTHERS WITH IDEAS AND PRODUCTS

**Field 8:** HOSTING, HOSPITALITY AND FOOD PREPARATION

**Field 9:** WORKING IN THE ARTS, WRITING AND ENTERTAINMENT

## Sphere IV: People and information/knowledge



**Field 10:** DATA PROCESSING, CREATING TECHNICAL DRAWINGS, ADVISING AND INFORMING

**Field 11:** SORTING, PACKING, LOADING, BUYING AND SELLING

**Field 12:** MEASURING, EXAMINING, TESTING AND MONITORING

Figure 1: Spheres and fields of work



Careers are divided into 'spheres' and 'fields' to help you get to know a wider range of job types. At the end of the first day, you choose one field in each sphere.

**IMPORTANT:** No specific careers are presented in this first BRAFO step. That happens only in the next steps.

## Days 2 to 5

Which field of work appeals to me, and what should I choose? No doubt you have already thought about what you enjoy doing in your free time - crafts, say, or computer games, baking, tinkering with your bike or just being out in the fresh air. In the workshops organised by BRAFO, you'll learn about the fields of work that you chose on day 1. You'll get exciting insights and you'll create a small keepsake that you can show to your parents.

## Day 6

The sixth day is spent discovering your skills. This sounds difficult but in fact it's an exciting question-and-answer game on a computer. It asks you to evaluate your skills and interests yourself: 'I'm good at ...', 'I prefer to do ...' Once you have completed this, your results are collected and evaluated. The BRAFO training staff look at your results together with you and together you decide what you would like to do in the second BRAFO step. Here you have a choice between exploring a company and workshops. Talk about this with your parents as well.



You discuss the outcomes of the skills exploration and your experiences from the days spent exploring your interests. You then receive a recommendation for the second BRAFO step: workshops or a company exploration.

Parents, please support your child in exploring their interests and skills without bias or prejudice. Every field of work involves all kinds of industries and areas of activity. You and your child could discuss, for example, your child's experiences from the first days of this step. What did they enjoy most and why? What didn't they like so much and why?

When it comes to skills exploration, there is no 'good' or 'bad' outcome. Your child simply decides, on the basis of their interests, what they would like to try out and what they can already do well. If you wish, ask the BRAFO training staff to recommend the next BRAFO step for your child.

## Task 1

You can find out about lots of things and try them out for yourself during the first BRAFO step. Here I've written down some of the things you can do.

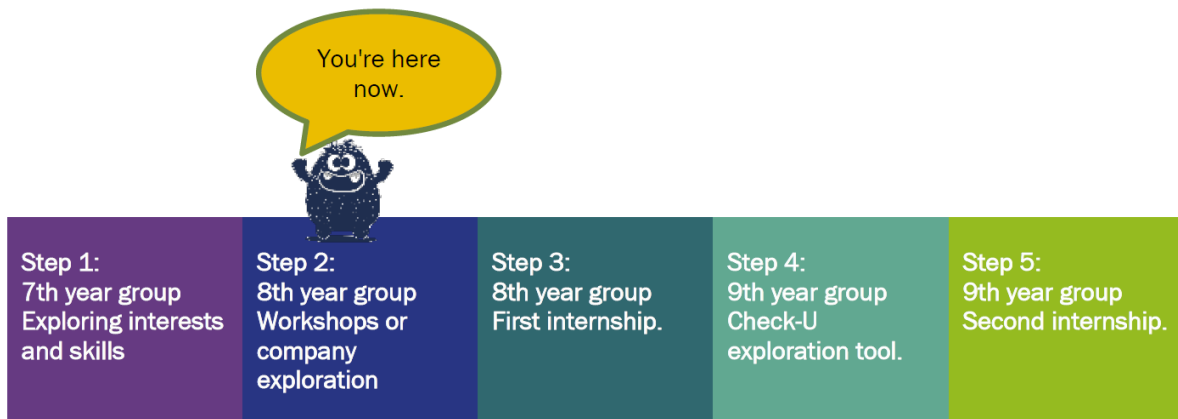
Oh dear - I've done this too fast. Some of the letters have fallen off. Can you put them back in their right places? Get your parents to help you!



s gen      b c en  
fe en  
mes n  
am om ter ar iten  
k chen fr sie n  
Cä ilre pu so k be

Sägen - sawing  
Backen - baking  
Feilen - filing  
Messen - measuring  
Frisieren - hair styling  
Am computer arbeiten - working at the computer  
Kochen - cooking

## Step 2: Company exploration or workshops



In the second step, you start either by exploring a company or in a series of workshops. Both last for five days and take place during the 8th year at school.

### Company exploration

Do you now know fairly well what you enjoy and what areas of work are fun for you? If so, you should try a company exploration. But where and in which company? Together with the BRAFO trainers and your parents, you choose a company that matches the sphere recommended for you. During your five days there, you'll learn more about the kinds of activities that may be involved. You will find out about all areas of the company and gain a good overview. The companies are divided into two kinds: production companies and service companies. The first of these create products in the form of objects, such as tables or loaves of bread. The other type provide services, such as washing clothes or repairing cars.

You could prepare for this stage by asking your parents or guardians how things function at their workplace. How, for example, do the individual departments work together?

### Workshops

But maybe you aren't sure yet what you like or what kinds of work you enjoy? If this is you, you should opt for the workshops provided by BRAFO trainers. Building on the outcomes of the first BRAFO step, you will choose fields of work that you would like to get to know more closely during the workshops. You will gain an extensive insight into the typical tasks and processes of a company in the fields you have selected.

Both the company exploration and the workshops end with an interview:



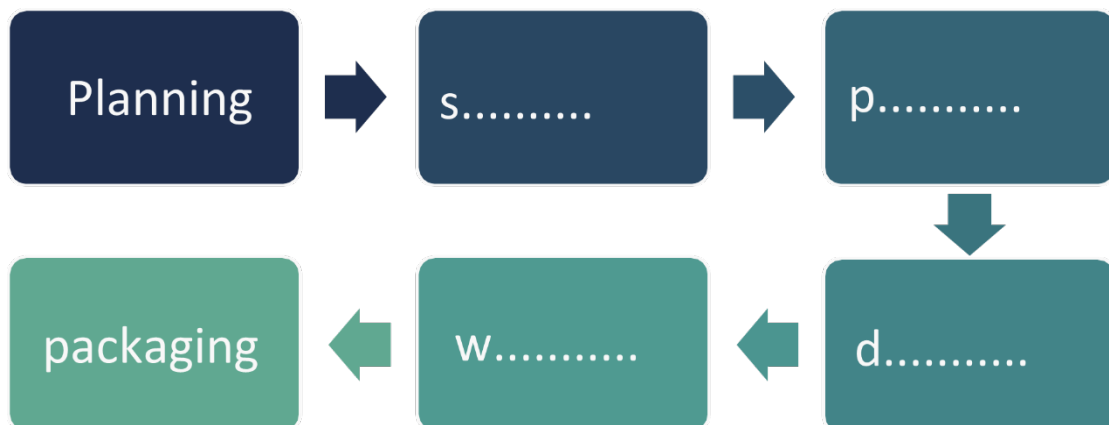
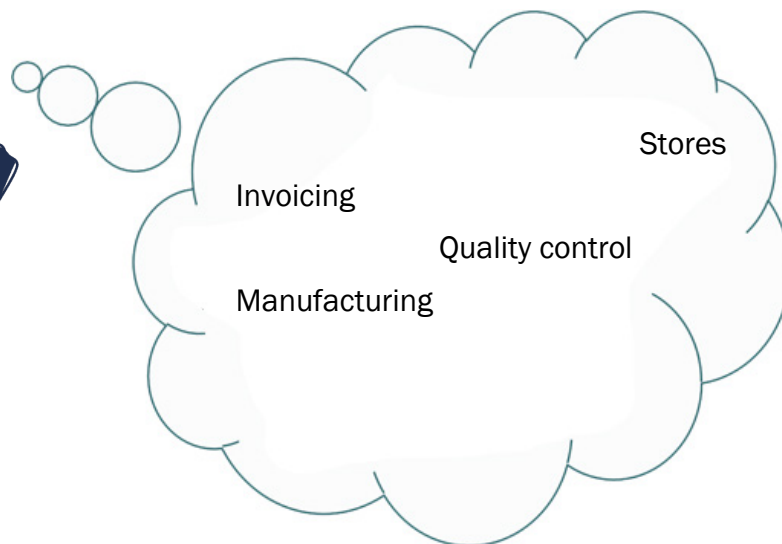
You get to talk with the BRAFO training team about the experiences you gained and how they match up with your experiences from the first BRAFO step. During the interview you will also discuss your next steps, and in particular the internship that follows.

Parents, be sure to let your child talk at length about the experiences and impressions they gained in the company discovery or from the workshops. What did they enjoy? Where would your child like to do an internship?

## Task 2

In the second step you will be able to see, in either the company discovery or the workshops, which departments of the company are involved, say, in making a toy.

I was there. First was the planning stage, then packaging, and then quality control... or was it packaged first and then manufactured? I think I've got a bit confused. Do you know the correct sequence? Your parents can probably help!



## Step 3: First internship



At long last, in the third BRAFO step you have the chance to put yourself to the test in a real internship. But first, think back to the first two BRAFO steps. What can you do well? What did you enjoy? Now choose an internship place that matches these criteria. Your parents, and your teachers as well, are certain to help you search for a suitable place.

To help you prepare, you and your parents or guardians can use the checklist provided by the national 'SCHULEWIRTSCHAFT' network and the Federal Employment Agency.

Scan here for the checklist:



The internship lasts for ten days and takes place in a company or business. During this time you will gain a thorough insight into real working and apprenticeship life and get to know the operational processes of the company.



After the internship you will be able to evaluate all this with your teachers. Be sure to keep your strengths and skills in mind for this. The evaluation will also be used to determine which school subjects will be the most important for your career aspirations.

Tell your parents/guardians and your friends about your impressions and experiences. Ask them about their own experiences during their internships.

Parents, be sure to let your child talk at length about the experiences and impressions they gained from their first internship. What was your child able to see? What did they enjoy? What would your child like to find out more about?

## Task 3

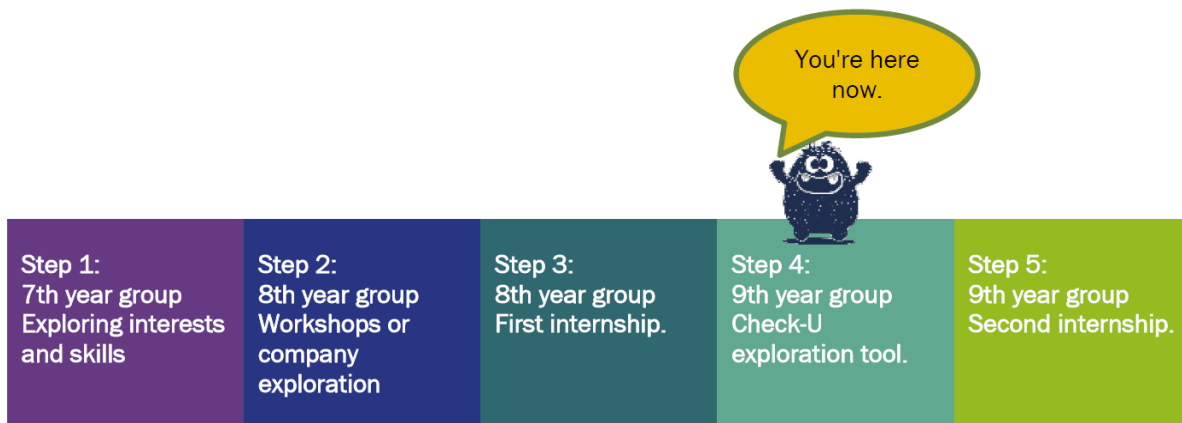
What careers are available in the company where your internship took place? Which did you like the most, and why?

What would you need to do them yourself (requirements, skills)? Information on this can be found at BERUFENET.

Scan here to visit BERUFENET:



## Step 4: The Check-U skills assessment



So will everything you've done with BRAFO now be turned on its head? Not exactly. You're in the 9th year – it's time for the fourth BRAFO step. At this stage everything you've done up to now will be summarised and sorted.

First off, you'll have an interview with the BRAFO trainer to discuss

- ✓ All previous steps within BRAFO,
- ✓ The experiences you have gathered,
- ✓ Your interests and inclinations,
- ✓ Your strengths and competences,
- ✓ Your career aspirations.

You will also be introduced to the [Check-U](#) exploration tool and get started with it.



Check-U is a series of questions that you answer on a PC. At the end you receive not only an idea of where your technical and social competences lie and what interests and career preferences you have but also suggestions for apprenticeships and training that might suit you.

Check-U helps you answer the following questions:

- ✓ What am I good at?
- ✓ What fits with my strengths?
- ✓ What topics do I find interesting?
- ✓ What is important for me in my professional future?



Once you have completed Check-U, you'll have a further interview with the BRAFO trainer. Here you will discuss your skills, your strengths, and jobs and careers that may be of interest to you. The objective of the meeting is for you to learn about suitable careers in detail and for you to be able to consider your next steps.

Following this step you start to consider where you would like to do your second internship. You can talk about this with your parents and/or with your teacher. In addition, the careers advisor from the Federal Employment Agency is willing to help you if you wish.

Parents or guardians, please let your child talk about the results of the exploration tool. What did they enjoy? What skills and knowledge have they gained that they can take into the next BRAFO step, which is the second internship? Where would your child like to do an internship?

## Task 4

As part of BRAFO you should think regularly about what your strengths and interests are.

To begin with, I didn't really know how to think about them. So I asked my parents various questions and also asked them about their last week at work. You can do the same with your parents and see if this helps you to reflect on your strengths and interests!



What did you enjoy?

What did you experience?

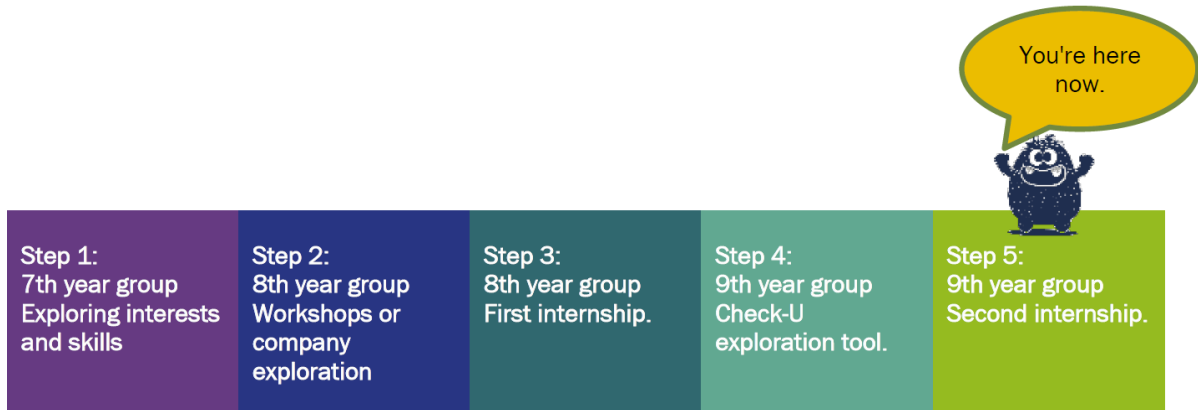
Where were you able to demonstrate your strengths?

What did you think would have been different?

What did you learn from this?

## Step 5: Second internship

You have now reached the final step of BRAFO: the second internship.



It's exciting to think about what you have been able to experience during the BRAFO process. You have tested out a number of fields of work. Some of them were probably more to your taste than others. You've taken a peek inside one or another company and familiarised yourself with the operational processes there. And the final BRAFO step again offers you the chance to look closely at whether the career activities that you have found interesting up to now or the apprenticeship occupations associated with them really suit you.

Be sure to prepare thoroughly for this internship, which takes place during your 9th year, and get your parents to help you. Also, make use of the documents that you have collected in your Career Choice Passport. With the aid of your teacher and your parents/guardians, you will find a suitable internship place. Sometimes your friends or siblings may have tips about where interesting internships in your region can be found.

The internship lasts for ten days and takes place in a company. Use this time to develop your ideas and previous experience into a realistic daily working and training life. Ask your internship supervisor questions about specific elements of the training and about the operational processes and sequences.



After the internship you will have the opportunity to evaluate the internship in a meeting with your teachers or with your parents. When doing this, try to draw on your experiences from all of the BRAFO steps. And be sure to take advantage of the interview offered by your Employment Agency careers advisor. He or she will help you to plan the next steps of your career path.

Parents, please note that the second internship is the end of the BRAFO programme. After it ends, please continue to support your child in their selection and application processes during the transition from school to work. Take advantage together of the service offered by the careers advisors of the Employment Agency, who provide help and support for seeking and selecting a suitable apprenticeship place.

## Task 5

BRAFO is now almost finished and I am finally ready to apply for an apprenticeship.

So I'm putting my application pack together. I'm putting in it a shopping list, a couple of pens and the playlist of my favourite songs...

Um... what? Pardon? You mean that doesn't belong here?

Can you and your parents help me put my application pack together?



## Task 6



As we near the end, what questions do you still have? Is there anything that you would still like to discuss with your careers advisor?



Question 1:

---

---

---

Question 2:

---

---

---

Question 3:

---

---

---

Question 4:

---

---

---

Question 5:

---

---

---

### 3 Preview of attachments

This section gives an overview of the materials used in BRAFO.

You or your child will receive the materials from the BRAFO training organisation and/or school. Your child will receive their certificate of BRAFO attendance at the end of each BRAFO step.

Further information is available from the BRAFO website: [www.brafo.sachsen-anhalt.de](http://www.brafo.sachsen-anhalt.de).



Internship agreement, for example for the company exploration stage



#### Vereinbarung zur Betriebserkundung

Im Rahmen des Programms „BRAFO - Berufswahl Richtig Angehen Frühzeitig Orientieren“ wird für eine Betriebserkundung

zwischen dem

Betrieb  
(Name und Adresse)

vertreten durch

optionale Angaben

und dem

Projekträger  
(Name und Adresse)

vertreten durch

und der/dem

Schülerin/ Schüler  
(Name, Vorname)

der Schule  
(Name der Schule)

nachstehende Vereinbarung geschlossen.

Hierdurch wird kein Ausbildungsverhältnis im Sinne des Berufsbildungsgesetzes bzw. kein **Arbeitsverhältnis** eingegangen.



Das Landesberufsorientierungsprogramm „BRAFO – Berufswahl Richtig Angehen Frühzeitig Orientieren“ wird gefördert aus Mitteln der Europäischen Union des Landes Sachsen-Anhalt, aus Mitteln der Bundesagentur für Arbeit sowie durch das Bundesministerium für Forschung, Technologie und Raumfahrt im Rahmen der Initiative Bildungsketten.

Report during the second BRAFO step, for example the company exploration



## Bericht zur Betriebserkundung für Schülerinnen und Schüler

Name der Schülerin/ des Schülers: \_\_\_\_\_ Klasse: \_\_\_\_\_

Schule: \_\_\_\_\_

Betriebserkundung:  
vom \_\_\_\_\_ bis zum \_\_\_\_\_



Bitte achte darauf, dass Du diesen Bericht täglich ausfüllst.  
 Die beiden letzten Seiten füllst du am letzten Tag aus.



Das Landesberufsorientierungsprogramm „BRAFO – Berufswahl Richtig Angehen Frühzeitig Orientieren“ wird gefördert aus Mitteln der Europäischen Union des Landes Sachsen-Anhalt, aus Mitteln der Bundesagentur für Arbeit sowie durch das Bundesministerium für Forschung, Technologie und Raumfahrt im Rahmen der Initiative Bildungsketten.

Certificate of attendance for each step, for example for the company exploration



## Teilnahmebescheinigung

Die Schülerin / Der Schüler  
 «Vorname» «Zuname»

aus der Schule  
 «Schulname»

hat vom TT.MM.JJJJ bis zum TT.MM.JJJJ am  
 BRAFO - Strukturelement II  
 „Betriebserkundung“  
 teilgenommen.

Die Betriebserkundung umfasst die folgenden Inhalte:

- Kennenlernen und Erkunden von folgenden Arbeitsbereichen in folgendem Unternehmen/Einrichtung: ...
- ...
- ...
- ...
- ...
- Sammeln von Erfahrungen zu ausgewählten beruflichen Tätigkeiten in den Arbeitsbereichen
- Vertiefen von Kenntnissen und Fähigkeiten aus der Interessenerkundung unter konkreten betrieblichen Bedingungen
- Individuelles Auswertungsgespräch

Ort, den TT.MM.JJJJ

Logo/ Stempel Projektträger

Unterschrift



Das Landesberufsorientierungsprogramm „BRAFO – Berufswahl Richtig Angehen Frühzeitig Orientieren“ wird gefördert aus Mitteln der Europäischen Union des Landes Sachsen-Anhalt, aus Mitteln der Bundesagentur für Arbeit sowie durch das Bundesministerium für Forschung, Technologie und Raumfahrt im Rahmen der Initiative Bildungsketten.

Your own notes