



dachverband  
berufliche integration  
austria

ZVR: 339907988

### 3. Clearing

#### 3.1. What is "Clearing?"

Clearing was introduced in 2001 with the financial aid of the Austrian Federal Government's employment initiatives.

Clearing represents a special service for young people in the transition from school to work as they explore their professional options and try to get a clearer perspective for themselves. Within the framework of the Clearing process youths with disabilities receive support in their efforts to become familiar with their own strengths and interests and their professional orientation. Clearing offers significant help with their orientation as they find themselves on the threshold between school and earning a living and provides a foundation for their further integration into the open labor market.

Parents/guardians and relatives, teachers and businesses (e.g. those offering practical training) are involved in the Clearing process as well, in order to provide individual support tailored to the specific needs and capacities of the young people as they enter the professional world.

#### 3.2. Target Groups - Who should contact the Clearing Service?

Clearing is an offer for the support of young people between 13 and 24 years of age who are on the threshold between school and work as long as (at least) one of the following criteria applies to them:

⇒ Special educational needs in at least one subject at school

- ⇒ Young people with a physical impairment or disability, or an impairment of the senses or cognitive skills
- ⇒ Mental illness
- ⇒ Socio-emotional difficulties
- ⇒ Candidates for Integrative Career Training who are being referred to Clearing.

Clearing is voluntary and is provided at no cost to young people.

### 3.3. What are the Goals and Tasks of Clearing?

Clearing is tasked with showing young people various perspectives and thus aims to help them make realistic decisions about their professional futures. Clearing also helps them with exploring their needs before entering into Integrative Career Training.

Clearing services can be accessed through schools, counseling services, the AMS or directly by the young people or their parents/guardians. As a rule, a preliminary interview precedes the Clearing process, where the options and the services of Clearing are discussed.

Before the actual start of support, an agreement is made about the course the Clearing process will take, and its planned content and goals.

Clearing takes place through conversations with the young people and in consultation with guardians, teachers and other important figures from their social circles. In the interest of establishing a profile of aptitudes and inclinations, the Clearing process begins with a clarification of the young people's attitude towards work, what kind of employment visions they have and what their abilities are.

During the Clearing phase, young people are encouraged to explore their individual interests and abilities as well as to familiarize themselves with the various types of jobs and their demands. Thus the professional orientation is an important component of Clearing. It is a question of putting their own strengths and weaknesses in line with the demands of the desired training. In this context, conversations between the young people and the "clearer" are equally as important as the practical training on the job. During their training, young people can get some first-hand experience in their chosen professions.

By providing information about training, places of work, projects and courses, the clearers present various options to young people of what they can do once they finish school. In this area, the Clearing services cooperate

with numerous partners in order to provide as wide a spectrum of information as possible in the establishment of the individual options for entering the workforce.

The results of the Clearing are gathered into a personalized career and development plan which combines the interests, abilities and possibilities with the required general framework and helps to determine goals and the steps necessary for their attainment.

More information about the service and a list of the different Clearing agencies in Austria can be found on the webpage [www.clearing.or.at](http://www.clearing.or.at)

### *Case Study*

Isabella is a student in a special education center and is 16 years old. She has turned to Clearing together with her parents. Isabella would like to enter training as a retail saleslady and is in need of some good application credentials. A professional aptitude test is arranged with AMS and some consultations take place with the clearer at her school. In the course of Clearing, together they compile some material for an application and arrange some discovery weeks in a number of businesses. The young lady finishes the practical training with enthusiasm, receives consistently good reviews and only the speed with which she works needs to improve.

The professional aptitude test confirms that a preliminary course for professional readiness to prepare her for training in the routines and speed at work before she enters a formal apprenticeship would be advisable. After an admission interview arranged by the clearer, Isabella also decides to take up residence in an associated group home in order to acquire some more independence. In a concluding discussion, a development plan containing all the results is determined and handed over to Isabella and her parents and an employment assistant is introduced to help her with the search for a place to enter the apprenticeship after she completes the preliminary course and during her first stretch of time in the business.