**RULE BOOK**

on closer conditions, manner of work, activities and composition of the Team for career guidance and counseling in high school that implements educational profiles in dual education

"Official Gazette of RS", No. 2 of January 16, 2019.

**Subject of the Rules**

**Article 1.**

This Rulebook determines more detailed conditions on the manner of work, activities and composition of the Career Guidance and Counseling Team (hereinafter: the KViS Team) in a secondary school that implements educational profiles in dual education.

**Education of the KViS Team**

**Article 2**

The director of the secondary school (hereinafter: the school) forms the KViS Team, which consists of representatives of school employees, professional associations, local self-government units and employers.

The Coordinator of the KViS Team (hereinafter: the Team Coordinator) is a representative of the school.

**Article 3**

Representatives of school employees in the KViS Team are professional associates, teachers of professional subjects in the field of educational profile in dual education, coordinator of learning through work and other teachers.

Representatives of professional associations in the KViS Team are proposed by appropriate professional associations that operate on the territory of the local self-government unit in which the school is based.

Representatives of the local self-government unit in the KViS Team are proposed by the competent body of the local self-government unit in which the school is based.

Employers 'representatives in the KViS Team are persons employed by employers who learn through work, and if it is of interest for the implementation of career guidance and counseling activities, members of the KViS Team may be representatives of other employers and employers' associations.

Representatives of the National Employment Service, local youth offices, youth organizations and civil society organizations dealing with career guidance and counseling and higher education institutions can participate in the work of the KViS Team.

The School, in accordance with the Standards of Career Guidance and Counseling adopted on the basis of the law governing the national qualifications framework (hereinafter: the Standards), plans and organizes training for members of the KViS Team.

**Activities of the KViS Team**

**Article 4**

KViS team:

1) participates in the preparation of the part of the School Program and the part of the Annual Work Plan of the school which refers to the activities of career guidance and counseling and monitors their realization;

2) organizes and implements counseling, information and training activities for career management skills in accordance with the Standards and through interdisciplinary linking of outcomes and content of different subjects;

3) perform activities for the purpose of deploying students for learning through work, in accordance with the rulebook governing the deployment of students for learning through work;

4) continuously monitors the satisfaction and motivation of students and employers during learning through work;

5) empowers and supports students in identifying and documenting (hereinafter: the portfolio) experiences and benefits of learning through work as well as special achievements and successes, and encourages students to plan and set further career development goals based on learning experiences through work;

6) evaluates and evaluates the career guidance program based on the achievement of the outcome of career management skills, in accordance with the Standards;

7) cooperates with other teams in the school, the Chamber of Commerce, the National Employment Service, businesses and higher education institutions in the process of planning career guidance and counseling activities and develops a network of external associates and organizations to guide students to individual needs and their best interests ;

8) cooperates with the team for professional orientation of primary school in order to establish continuity of career guidance and counseling and informing students and their parents about the possibilities of schooling in educational profiles in dual education, conditions and context in which learning through work with the employer.

The activities referred to in paragraph 1 of this Article shall be performed in accordance with the Standards.

**Annual work plan of the KViS Team**

**Article 5**

The annual work plan of the KViS Team contains: name and description of activities and tasks, target group, activity goals, activity outcomes, activity holders and collaborators in implementation, dynamics and duration of activities, resources and manner of monitoring activities.

The annual work plan of the school, in the part related to self-evaluation, plans activities in the function of self-evaluation and improvement of the work of the KViS Team.

**How the KViS Team works**

**Article 6**

In order to implement the activities referred to in Article 4 of this Rulebook, the KViS Team shall hold meetings at least once during each semester, and more often if necessary.

The KViS Team Coordinator convenes and chairs the meetings, and keeps records of the meetings held.

Decisions at the meetings of the KViS Team are made by a majority vote of the members present, with the obligatory presence of the members of the KViS Team representing the school.

For the implementation of specific tasks within the activities referred to in Article 4 of this Rulebook, the Team Coordinator may entrust the performance of these tasks to one or more members of the KViS Team in accordance with their competencies.

Representatives of parents, ie other legal representatives of students and the student parliament, can also attend the meetings of the KViS Team.

Providing support to students and their parents is organized by the KViS Team in accordance with the specific needs of students, with continuous and joint harmonization of goals and topics of activities.

The KViS team implements advisory activities with each student of the school for at least one hour during the school year.

**Keeping records of career guidance and counseling activities**

**Article 7**

The KViS team keeps records of career guidance and counseling activities referred to in Article 4, paragraph 1 of this Rulebook.

The KViS Team uses data on the student's personality needed to keep records of career guidance and counseling activities from the records kept by the school, in accordance with the law governing the basics of the education system.

Only members of the KViS Team employed in the school have access to and insight into the personal data of students that can only be processed by the school, in accordance with the law governing the basics of the education system and the law governing secondary education.

In collecting data necessary for the development of the portfolio, data relevant to student career development and data from the work diary kept in accordance with the curriculum, the student is assisted by the KViS Team within the activities referred to in Article 4, paragraph 1. item 5) of this Rulebook.

**The entry into force**

**Article 8**

This Rulebook shall enter into force on the eighth day from the day of its publication in the "Official Gazette of the Republic of Serbia".

No. 110-00-00744 / 2018-18

In Belgrade, January 9, 2019

Minister,

Mladen Šarčević, s.r.