



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

# A MANUAL

**The guide for learning difficulties: Dyslexia, Dysgraphia, Dyscalculia,  
and Attention Deficit Hyperactivity Syndrome, Hearing difficulties  
and adjusted Career Guidance Tools**

**Project “Tools and techniques for a better choice of profession”  
No. 2023-2-LV01-KA210-VET-000174014**



Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them.



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## TABLE OF CONTENTS:

1. Empowering understanding: A journey through diverse learning needs.....	1
1.1. Introduction.....	1
1.2. Dyslexia.....	2
1.3. Dysgraphia.....	4
1.4. Dyscalculia.....	5
1.5. Adhd (Attention Deficit/Hyperactivity Disorder).....	7
2. A world of quiet: The realities and resilience of hearing impairment.....	9
2.1. Introduction.....	9
2.2. Hearing Impairment.....	11
3. Career guidance tool: <b>Career games</b> .....	12
3.1. Introduction.....	12
3.2. Career guidance tool no.1: <b>CHOSEN CHOICE</b> .....	12
3.3. Career guidance tool no.2: A trip to VET.....	15
3.4. Career guidance tool no.3: Profi Cubes.....	17
4. Career guidance tool: Digital test.....	20
5. Annex.....	22
5.1. Annex 1.....	22
5.2. Annex 2.....	23
5.3. Annex 3.....	48
6. References.....	52



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

# 1. Empowering understanding: A journey through diverse learning needs

## 1.1. INTRODUCTION

Learning difficulties are widely used to describe learning deficits and low academic performance. It has a significant effect on the students and society. Also, the terms learning disability and learning disorder are used in literature. According to the researchers Lenhard W. and Lenhard A, the term learning disability usually highlights general and long-lasting learning difficulties, often linked to the field of special education. The term learning disorder characterizes learning problems in a specific field that contrast the general aptitude of the person. By 2024, the WHO has made significant progress in linking various medical classifications and terminologies to enhance global health interoperability. The International Classification of Diseases 11th Revision defines **dyslexia - developmental learning disorder with impairment in reading; dysgraphia - developmental learning disorder with impairment in written expression; dyscalculia - developmental learning disorder with impairment in mathematics, attention deficit hyperactivity syndrome - attention deficit syndrome with hyperactivity**. According to the researchers Lenhard W. and Lenhard A, the term Learning difficulties is the umbrella for terms learning disability and learning disorder.

The origins of learning difficulties can be traced back to the 19th century when Adolph Kussmaul, a Professor of Medicine at Strassburg in 1877 created the term: word-blindness. He defines it as “a complete text blindness, although the power of sight, the intellect, and the powers of speech are intact.” In 1887 Rudolf Berlin, a German ophthalmologist and professor in Stuttgart, used the term “dyslexia” to help define reading challenges. The first reference to ADHD in a medical journal may have been in 1902.<sup>1</sup>

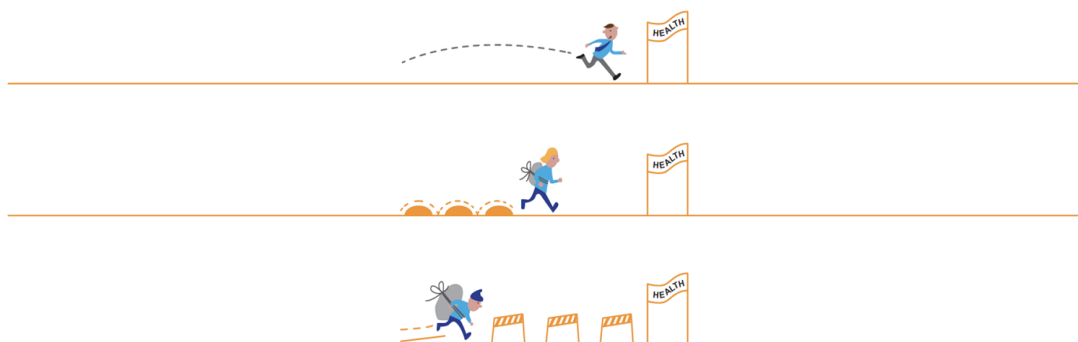
Recognizing, and openly discussing dyslexia, dysgraphia, dyscalculia, and attention deficit hyperactivity disorder (ADHD) is crucial on both individual and societal levels. These learning disorders are often invisible to others, and people with them frequently struggle in silence due to social stigmas, lack of awareness, and inadequate support systems. Fostering a culture and policy that values understanding and openly addresses these learning disorders can make a profound difference in the lives of

---

<sup>1</sup><https://www.understood.org/en/articles/history-of-learning-disabilities-and-adhd>

individuals affected by them and can also lead to positive societal shifts through more inclusive policies and reduced health inequalities.

Health inequalities arise through exposure to multiple risks and exposures to adverse conditions. The figure illustrates how factors result in health gaps within the population with the result that many are left behind in terms of their well-being and opportunity to be healthy<sup>2</sup>.



**Figure.** The effects of multiple risks and exposure on health and inequalities

When barriers to success are removed, people with dyslexia, dysgraphia, dyscalculia, and ADHD often make significant contributions in diverse fields, bringing unique perspectives. Recognizing and embracing their strengths not only fosters personal fulfillment for individuals but also enriches communities, workplaces, and economies with fresh insights and innovations.

## 1.2.DYSLEXIA

**Dyslexia** is a feature of brain function and development due to a disorder in processing language information. The main types of dyslexia are phonological dyslexia (auditory type) and orthographic dyslexia (visual type). The characteristics of dyslexia are the following:

- 1) Word-naming problems and word mispronunciation due to difficulty in understanding the relationship between letters and sounds and difficulty connecting sounds in one word;

---

<sup>2</sup> World Health Organization “Evidence and resources to act on health inequalities, social determinants and meet the SDGs



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

- 2) Jumbling words;
- 3) Try to guess the endings of the word;
- 4) Poor use of syntax;
- 5) Difficulty understanding the meaning of the text;
- 6) Difficulty with rhyme and alliteration;
- 7) Tendency to use circumlocutions;
- 8) Difficulty in remembering the shape and appearance of letters;
- 9) Hesitant speech<sup>3</sup>.

According to researcher S. Jackie Stewart the key players in the detection of dyslexia are the parents, health care professionals (family doctor, speech therapist), and educational professionals (teachers, psychologists, special education teachers). The students with dyslexia should have facilitated the teaching-learning process. There are some suggestions on how to facilitate the teaching-learning process:

- 1) Organize regular (daily) and short (15 minutes) consultations;
- 2) Do not force them to read aloud in front of the audience;
- 3) Use colors to improve the perception of the text;
- 4) Reduce the amount of text;
- 5) Use larger letters;
- 6) Highlight the main idea in the text;
- 7) So that the gaze does not wander to another line, place, for example, a ruler, a white sheet of paper, etc., at the bottom of the line to be read;
- 8) Observe silence;
- 9) Be patient, do not rush them;
- 10) The support person (teacher) reads the text aloud;
- 11) Reading in small groups;
- 12) Reading texts together;
- 13) Phoneme training (sounds, syllables, words, short sentences);
- 14) Visual word recognition;
- 15) Teach that literacy has many advantages;
- 16) Teach that reading is interesting;
- 17) Read thematic literature that interests the student;
- 18) Use pictograms, and drawings for text;
- 19) Use not only sight and hearing but also touch;

---

<sup>3</sup> How to Detect and Manage Dyslexia: A Reference and Resource Manual, Sir Jackie Stewart, 1997



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

20) Record audio of educational materials (CD, etc.);

21) Search for alternative ways of obtaining information (TV, audio books, museums, exhibitions, films, etc.);

22) Availability of adjusted books<sup>4</sup>.

### 1.3.DYSGRAPHIA

**Dysgraphia** is a learning disability characterized by marked difficulties in expressing thoughts in written and graphic form. Writing can refer to the basic act of producing written letters and words as well as the complex act of planning, organizing, writing, and proofreading a text. It is a complex process that requires the coordination of motor planning and motor execution in addition to brain processes of organization, executive function, and language which work together to constitute the functional writing system.<sup>5</sup>

The main types of dysgraphia are:

1) Dyslexic dysgraphia- the biggest difficulty is the spelling of words. Phonemic perception is impaired and phonological analysis abilities are impaired;

2) Motor dysgraphia- the biggest difficulty is rewriting and copying. Weakly developed hand motor skills possibly weakened muscle tone;

3) Spatial dysgraphia - the biggest difficulty is navigating the worksheet, and following the lines. In this case, visual-spatial perception abilities are impaired.

The students with dysgraphia may present with the following characteristics: tired easily with writing, avoidance of writing and drawing tasks, illegible handwriting, difficulty with word-finding, sentence completion, and written comprehension. The young adults with dysgraphia may also present with the following: difficulty with written organization of thought, difficulty with written syntax and written grammar that is not duplicated with oral tasks<sup>5</sup>.

Dysgraphia is a life-long process that must address the underlying symptoms experienced by the individual at that time. According to the disorder level, the teaching-learning process can be facilitated in the following ways:

1) Allow answering orally;

2) Allow the task to be written for a longer time;

3) Prepare worksheets to reduce the amount of written work;

---

<sup>4</sup>Methodological material “Pedagogical-Psychological Support in Cases of Learning Difficulties and Disorders”, Baiba Vītola, Tatjana Sivačova, Zaiga Kriķe, Riga State Technical School, 2024

<sup>5</sup>Dysgraphia, Peter Chung, MD and Dilip R Patel, MD, MBA, 2015



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

- 4) Do not comment on the neatness and aesthetics of the article work;
- 5) Find a comfortable pen, and pencils;
- 6) Provide quality lighting;
- 7) Replace written works with drawings, and sketches (where possible);
- 8) Replace written works with an audio recording;
- 9) Create a system of word abbreviations;
- 10) Plan short and regular consultations;
- 11) Express positive reinforcements for the smallest growth;
- 12) Rest your fingers more often and develop finger rest exercises.<sup>6</sup>

Dysgraphia may be isolated or may co-occur with other learning disorders, including dyslexia. Depending on the variables studied and the definitions utilized, between 30-47% of children with writing problems also have reading problems.<sup>7</sup>

## 1.4. DYSCALCULIA

**Dyscalculia** as a specific learning disability is defined as a condition that affects the ability to acquire arithmetical skills. Dyscalculic learners may have difficulty understanding simple number concepts, lack an intuitive grasp of numbers, and have difficulty learning number facts and procedures. Even if they produce a correct answer or use a correct method, they may do so mechanically or without confidence.<sup>8</sup>

Like most learning disabilities, dyscalculia can be recognized through some specific features that are noticed through all stages of individual development:

- 1) confusion in the array of numbers;
- 2) trouble putting numbers in sequence;
- 3) weakness in both written and mental arithmetic operations;
- 4) problems in memorization and learning of mathematical concepts;
- 5) inadequate long-term and short-term memory related to mathematical functions;
- 6) limited capability to make calculations and with difficulty in memorizing and recalling simple arithmetic operations;

---

<sup>6</sup>Methodological material “Pedagogical-Psychological Support in Cases of Learning Difficulties and Disorders”, Baiba Vītola, Tatjana Sivačova, Zaiga Kriķe, Riga State Technical School, 2024

<sup>7</sup>Dysgraphia, Peter Chung, MD and Dilip R Patel, MD, MBA, 2015

<sup>8</sup>In search of dyscalculia



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

- 7) troubles appear in the correct use of arithmetic signs and memorizing math facts.<sup>9</sup>

Students with dyscalculia need a facilitated teaching-learning process as well mathematical environment promoting the acquisition the knowledge. There are some suggestions:

- 1) Promote a positive attitude;
- 2) Organize regular and short consultations;
- 3) Study in small groups;
- 4) Peer learning is when a teacher gives learners a short time to reflect on what they have learned by writing it on a paper or solving a question problem relating to what they have learned with a paired peer;
- 5) Notice positive dynamics;
- 6) writing and reflection are important parts of learning in a mathematics classroom;
- 7) creating a mathematical environment (where “students feel comfortable trying out ideas, sharing insights, challenging others, seeking advice from other students and the teacher, explaining their thinking, and taking risks);
- 8) Don't rush learning the subject matter;
- 9) Make sure that the previously learned material has remained in the long-term memory;
- 10) Reinforce verbal information with visual material;
- 11) Prepare and use reminders (e.g. addition, subtraction, multiplication, and division tables);
- 12) Train auditory memory;
- 13) Provide longer and more frequent rest breaks for learners with concentration difficulties;
- 14) Teach to visualize actions so that it helps a person to remember the action.<sup>10</sup>

When faced with dyscalculia, it is important for the student and the educator - not to be afraid or confused, not to use an avoidance strategy, but to organize conversations with parents, the family doctor, and teachers to gain an understanding of the situation and support them.

---

<sup>9</sup> Dealing with Dyscalculia Over Time, Antonia Plerou, Ionian University Greece, 2014

<sup>10</sup> An Active Learning Strategy for Addressing Dyscalculia in a Mathematics Classroom, Lindiwe Gloria Mokotjo, 2017





Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## 1.5. ADHD (ATTENTION DEFICIT / HYPERACTIVITY DISORDER)

**ADHD** was first identified in the early 20th century. The main three types of ADHD: **1) Inattentiveness** - unable to maintain attention and focus on the task, does not seem to listen when spoken to directly, does not follow through on instructions and fails to finish tasks, has problems organizing tasks and activities; **2) Hyperactivity** - being extremely active, moves hands or feet, leaves seat when remaining seated is expected; runs around or jump in inappropriate situations, has problems working quietly, talks excessively; **3) Impulsivity** - acting without thinking, blurts out answers before questions have been completed, has difficulty waiting turn.<sup>11</sup> Sometimes all three types are in a mixed combination.

### 1) Attention deficit hyperactivity disorder (has activity)

The learners with ADHD with hyperactivity are easy to observe because the learners are active in behavior. During the learning process, the teacher has to reprimand these learners, often asking them to observe order and silence.

### 2) Attention deficit syndrome without hyperactivity (no activity)

In the case of this ADHD syndrome, timely diagnosis is very important in order to understand that the learner's behavior is related to his inability to concentrate and not impudence, or impoliteness. It is very important to consult specialists - psychologists, special education teachers, and family physician.

Students with Attention Deficit Hyperactivity Disorder (ADHD) face challenges that require tailored teaching approaches and supportive facilitation to thrive academically and socially. Therefore, adopting specialized teaching-learning approaches is essential to address their individual needs and unlock their potential. There are some suggestions for the educators:

1) Give personalized Instruction. Students with ADHD often benefit from individualized teaching methods that cater to their specific strengths and areas of difficulty. Breaking down complex instructions into smaller, manageable steps helps them stay focused and achieve success incrementally.

---

<sup>11</sup> Attention Deficit Hyperactivity Disorder (ADHD) in Children: A Short Review and Literature, Bibi Leila Hoseini, Maryam Ajilian, Habibolah Taghizade Moghaddam, Gholamreza Khademi, Masumeh Saeidi, 2014



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

- 2) Give short, easy-to-understand, and very specific instructions. ADHD learners often struggle with processing complex or vague instructions. Clear guidance is important.
- 3) Give more time for reading, writing, and other works. ADHD learners may work more slowly, so extra time helps them complete tasks without undue pressure.
- 4) Combine visual, auditory, and kinesthetic activities. It enhances focus, retention and make learning enjoyable and meaningful.
- 5) Give them tasks they are good at and bring joy. This boosts their motivation and reinforces a sense of competence
- 6) Give them predictable schedules to stay organized and on tasks.
- 7) Make eye contact before making a request. This ensures that the learner is attentive and can process the instructions more effectively. It helps counteract distractibility.
- 8) Ensure silence and peace during the learning process. Reduce noise and the number of people nearby (if possible). A quieter setting minimizes distractions, improving their ability to concentrate.
- 9) Give them positive reinforcement. Encouragement and praise for effort and achievements boost confidence and motivation. Recognizing small accomplishments fosters a sense of progress and reduces frustration. Positive reinforcement builds also their self-esteem, which can be lower due to frequent struggles or negative feedback.
- 10) Talk about emotions, teach them to recognize them. Emotional regulation is a challenge for many ADHD learners, so helping them identify and manage emotions is key. Provide support in times of difficulty. Emotional support helps them feel secure and reduces stress, which is often heightened in ADHD learners.
- 11) Provide an example of correct behavior: ADHD learners benefit from modeling, as it gives them a concrete understanding of expected actions.<sup>12</sup>

Students with ADHD often excel in areas requiring creativity, problem-solving, and outside-the-box thinking. They are showing great enthusiasm when engaged in activities that align with their interests. However, their journey requires understanding and collaboration from their parents, teachers, medical professionals in their lives.

---

<sup>12</sup>Methodological material “Pedagogical-Psychological Support in Cases of Learning Difficulties and Disorders”, Baiba Vītola, Tatjana Sivačova, Zaiga Kriķe, Riga State Technical School, 2024



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## **2. A world of quiet: The realities and resilience of hearing impairment**

### **2.1. INTRODUCTION**

Hearing difficulties encompass a range of auditory challenges that significantly impact individuals' communication, social interactions, and quality of life. These difficulties not only affect the person experiencing them but also have broader implications for families, communities, and society as a whole. The terms “hearing loss,” “hearing impairment,” and “deafness” are often used interchangeably, but they represent different levels of auditory challenges. According to the World Health Organization (WHO), hearing loss refers to a partial or complete inability to hear, while hearing impairment includes all forms of auditory dysfunction.

By 2024, advances in global health initiatives have emphasized the need for comprehensive classification and support systems for individuals with hearing difficulties. The WHO has defined hearing loss as a key public health concern, with over 1.5 billion people globally experiencing some degree of hearing loss. Approximately 430 million of these individuals require rehabilitation services. Hearing impairment can range from mild difficulties, such as trouble hearing soft sounds, to profound deafness, where hearing is significantly limited or absent.

The origins of modern understanding of hearing difficulties can be traced back to early studies of auditory science and communication disorders. Pioneers in audiology began formalizing the study of hearing loss in the late 19th and early 20th centuries, focusing on both the biological and social aspects of hearing challenges. Technological advancements, such as hearing aids and cochlear implants, have since transformed the landscape of support for those with hearing impairments, while continued advocacy has improved societal awareness and acceptance.

Addressing hearing difficulties requires recognition, education, and systematic intervention. People with hearing impairments often face societal barriers, including stigmatization, communication challenges, and limited access to resources. Creating an inclusive society that values individuals with hearing difficulties is essential for reducing health inequalities and fostering environments where all individuals can thrive. As shown in research, reducing the gaps caused by disparities in access to hearing care can profoundly enhance well-being and equal opportunities.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## **2.2. HEARING IMPAIRMENT**

Hearing difficulties range from mild hearing loss to profound deafness and significantly influence a student's ability to communicate, interact, and learn. The level of hearing loss can vary, and the approaches to teaching students with these challenges should be adapted to their individual needs. Students with hearing impairments often rely on visual communication, such as lip-reading, sign language, or written text, and may use assistive technologies to enhance their learning experience.

Deafness, particularly when it occurs pre-lingually (before developing spoken language), presents unique challenges. Deaf students often develop sign language as their primary language, and their understanding of spoken or written languages might differ from their hearing peers. They may require a bilingual approach, incorporating both sign language and the local spoken language, to fully access education.

Characteristics of Students with Hearing Difficulties:

- 1) Difficulty accessing auditory information, leading to gaps in language development.
- 2) Challenges with understanding spoken instructions without visual or written support.
- 3) Dependence on visual cues, such as facial expressions and gestures, for communication.
- 4) Delays in vocabulary acquisition, grammar, and sentence structure.
- 5) Difficulty following group discussions or conversations, particularly in noisy environments.

Some teaching strategies and support for the educators teaching students with hearing impairment are:

- 1) Visual Support: Use charts, diagrams, videos, and other visual aids to complement spoken or written information.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

- 2) **Face-to-Face Interaction:** Always face the student while speaking to aid lip-reading and facial expression recognition. Avoid standing in front of windows or light sources that create glare.
- 3) **Sign Language or Interpreters:** Incorporate sign language into lessons or provide interpreters to ensure full communication access.
- 4) **Assistive Technology:** Use FM systems, hearing aids, or cochlear implants where applicable to enhance auditory input.
- 5) **Classroom Environment:** Maintain a quiet, well-lit space to minimize distractions and maximize focus. Arrange seating to ensure visibility of the teacher and peers during discussions.
- 6) **Written Materials:** Provide written instructions, lesson notes, and summaries to reinforce oral teaching.
- 7) **Slow, Clear Speech:** Speak clearly and at a moderate pace without exaggeration. Ensure students have time to process the information.
- 8) **Inclusive Activities:** Foster collaborative activities that encourage peer interaction and build communication skills.
- 9) **Patience and Flexibility:** Be patient and adapt teaching methods to meet the unique needs of each student.

Students with hearing difficulties benefit greatly from an environment designed to support their needs. This includes smaller class sizes, the presence of sign language interpreters or special educators, and access to resources like visual timetables or captioned videos. These adjustments create a more inclusive learning space, enabling students to fully participate in lessons and activities.

Career guidance plays a particularly crucial role in guiding students toward study directions and professions that align with their skills and aspirations. For students with learning and hearing difficulties, the career guidance is more important. By tailoring career guidance tools to meet their unique needs, we ensure that every student can engage fully in the decision-making process and envision a future that reflects their potential.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## **3. Career guidance tool: Career games**

### **3.1. INTRODUCTION**

Career games are engaging and interactive tools designed to help students explore various career paths while reflecting on important values. Although each game is unique in its approach, they all share the same goal: to support students—whether hearing, with learning difficulties, or with hearing impairments—in discovering their strengths and values. These games provide a fun and inclusive way for students to gain insights into potential career choices and foster personal growth.

### **3.2. CAREER GUIDANCE TOOL: CHOSEN CHOICE**

The "Chosen Choice" board game is designed as a career guidance tool to help participants understand how their values and beliefs influence their decision-making and career path choices. Here's how it specifically benefits students with learning difficulties and hearing difficulties:

#### **1) STUDENTS WITH LEARNING DIFFICULTIES**

- **Engagement through Simplicity:** The game focuses on simple word pairs (e.g., "Challenge vs. Routine") that allow students to reflect without requiring advanced language or cognitive skills.
- **Adaptability:** Counselors can guide students through the choices at their own pace, ensuring no participant feels rushed or overwhelmed.
- **Visual Learning:** By incorporating a visible line or group changes, the game leverages visual and kinesthetic learning styles, which are often effective for these students.
- **Building Confidence:** Making choices in a non-judgmental environment encourages self-expression and builds confidence.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## **2) STUDENTS WITH HEARING DIFFICULTIES**

- **Non-Verbal Communication:** The game relies on visual cues, gestures, and movements (e.g., physically choosing sides), minimizing reliance on verbal instructions.
- **Interactive Participation:** It encourages engagement through action rather than auditory means, making it accessible for those with hearing challenges.
- **Group Interaction:** The game fosters inclusivity, allowing participants to interact and share their decisions non-verbally.

### **BROADER BENEFITS**

- **Reflection on Values:** The game encourages participants to connect their choices with personal values, fostering self-awareness.
- **Decision-Making Practice:** By making repeated choices, participants improve their decision-making skills, crucial for career and life planning.
- **Customizable Format:** Counselors can adapt the game to focus on specific themes or challenges relevant to individual students or groups.

Career guidance plays a particularly crucial role in guiding students toward study directions and professions that align with their skills and aspirations. For students with learning and hearing difficulties, the career guidance is more important. By tailoring career guidance tools to meet their unique needs, we ensure that every student can engage fully in the decision-making process and envision a future that reflects their potential.

**FOR INSPIRATION:** Every day, we make choices that shape our future, and even the smallest decisions can have a profound impact on our path. Choices are an integral part of life, influencing both what we actively pursue and what we choose to avoid. Staying true to your values is often the best course, even when it's difficult. While we can't predict everything, the decisions we make determine how we face challenges. Important choices often require time and reflection, and regret is a natural part of the learning process. Though making decisions can be challenging, it empowers us to shape our lives according to our desires, guided by our values and beliefs.

**THE GOAL OF CAREER GUIDANCE TOOL:** It helps students understand how their values and beliefs influence their decision-making and career choices. It is



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

intended for professionals working in career education, including educators, youth sector employees, career counselors, coaches, mentors, and others.

**TARGET AUDIENCE:** The career guidance tool is suitable for VET students, VET adults, as well as students with learning and hearing difficulties. Additionally, it can be used as an icebreaker in a career counselor's work with groups. It is appropriate for participants starting from school age.

**DESCRIPTION:** The career guidance tool consists of 27 pages, each featuring two different words. Students must choose the word that resonates with them more, aligns with their interests, and reflects their values. The tool can be used individually in discussions between the student and the career counselor or in groups. To use it in a group, start by dividing students into two groups and drawing a visible or imaginary line between them. The leader then calls out pairs of opposing words, one at a time. For each word pair, participants choose the word that resonates with them, aligns with their interests, and reflects their values, then switch groups accordingly based on their choice.

#### **INSTRUCTIONS:**

- Encourage participants to reflect on their choices or connect those choices to career guidance.
- If a participant does not feel strongly about either word and is hesitant to choose, the leader should avoid imposing a decision. Instead, leader can invite the student to consider what they might choose if it were unrelated to career guidance.
- The activity concludes with positive reinforcement, such as praise, applause, or another outcome at the leader's discretion.
- The activity can be adapted according to the leader's expertise and creativity, allowing for flexible use of the rules.

**OUTCOME:** There are no winners or losers at the end of this activity. What truly matters is the process - the discussions that arise from exploring the choices - and the feedback provided by the leader (career counselor) facilitating the career choice.

**PDF version is available in [Annex 1](#).**





**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

### **3.3. CAREER GUIDANCE TOOL: A trip to VET**

A game “A trip to VET” is designed for all students who want to think more about choosing to study in VET school. Very often students in general but especially students with special needs do not know what are their opportunities and what kind of skill or knowledge they could expect from a VET school. This game helps to analyze different fields of study by answering simple questions.

#### **1) STUDENTS WITH LEARNING DIFFICULTIES**

This game is beneficial as many of the questions are quite easy and fun to answer. It is engaging for the students who might have problems with keeping their attention on a long activity. There are all real-life questions so it is easier to connect with the game. This game could help a student who could not read a long text about professions gain more knowledge and clearness about their choices.

#### **2) STUDENTS WITH HEARING DIFFICULTIES**

As this game is designed only on cards, it could be played just reading the question and using a sign language or written text to answer if needed. They can also be used alone just reading the questions, trying to answer and then reading the suggested answer.

#### **BROADER BENEFITS**

This game could be used with all the students, also the groups could be mixed as there are different difficulty levels on the questions. As some are quite easy or ask just your life experience, everyone should feel included.

**FOR INSPIRATION:** Studying in a VET school is discovering a whole new universe. It is very difficult for a young person to understand how to make a good choice in a profession if they have very little knowledge about different areas that are taught in vocational education institution. But it is important to understand the practical issues as well as the values that you should agree upon when working in a field you have chosen.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

**THE GOAL OF THE GUIDANCE TOOL:** The game helps students to think about different situations that they might face when choosing to study in a VET school. It can be used to play with students in the classroom or just with friends or family.

**TARGET AUDIENCE:** The career game is meant for students who would like to think if they want to study in a VET school. It can also be used as question cards for the career counselor when discussing different choices in VET school. It is suitable also for students with learning and hearing difficulties.

**DESCRIPTION:** The game consists of 6 different types of questions: food and catering, beauty, IT, engineering and technology, tourism and hospitality, warehouse work and logistics, values.

Each question block has a different color.

Students answer questions about different areas that are possible to study in a VET school. Also, think about the situations and analyze their values before making a decision. The game also includes a dice with 6 different colors and can be played with groups of 2-6 students.

**OUTCOME:** The game can be played to have a winner to make it more exciting for the students but the main goal is to make the player to think about learning in VET school and how to make a more aware career choice. The most important part is learning new things and having a discussion with peers or career counsellor.

### **INSTRUCTIONS:**

The youngest player rolls the dice and takes a question card according to the color they rolled and answers the question.

There are no right or wrong answers in the value discussion cards. Everyone can share their opinion and the card is considered answered right when the playing group agrees that there is nothing more to add.

The turn to roll the dice and answer the question moves clockwise to the next player.

After each answer the player collects the card with a right answer and keeps it until the end of the game. The aim is to get at least 1 card from each color. The game continues until one of the players manages to achieve that goal.

**PDF version is available in [Annex 2](#).**



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

### **3.4. CAREER GUIDANCE TOOL: PROFI CUBES**

The Career Cube Game is designed for students who want to explore careers that align with their personal values. Many students, especially those with learning or hearing difficulties, may struggle to connect their strengths and interests to potential career paths. This game provides an engaging and interactive way to match values with professions, helping students better understand their opportunities. By using simple, hands-on tools, the game makes career exploration accessible and meaningful for everyone.

#### **1) STUDENTS WITH LEARNING DIFFICULTIES**

The board game is designed to support students with learning difficulties by using a simplified and visual approach. It avoids complex language and instead includes images, symbols, and simple text, making it easier for students to process information. This reduces the stress of reading comprehension and allows them to engage more confidently. The hands-on elements, like cubes, make learning physical and interactive, which is especially helpful for students who learn best through touch and movement. This approach ensures that students can explore career options in a way that is engaging and accessible.

#### **2) STUDENTS WITH HEARING IMPAIRMENTS**

For students with hearing difficulties, the game focuses on visual and tactile elements to ensure they can participate fully. Visual cues and cooperative gameplay make it easy to understand without relying on verbal communication. The rules are simple and adaptable, allowing the use of sign language and other communication styles. By fostering interaction in small groups, the game encourages teamwork and ensures that students with hearing difficulties can engage equally with their peers. This inclusive design helps them explore career options without facing communication barriers.

#### **BROADER BENEFITS**

This game is inclusive and suitable for all students, encouraging mixed groups to play together; everyone can participate and feel included. The tactile and interactive design ensures all students can engage, while fostering collaboration and building a sense of community.

**FOR INSPIRATION:** Life is a journey shaped by the choices we make. Every decision, big or small, leaves a mark on our future path, defining who we are and



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

what we stand for. At times, making a choice feels overwhelming, especially when it means letting go of one option to pursue another. Yet, these moments are opportunities to stay true to our values, even when it's challenging. Our values act as a compass, guiding us through life's uncertainties and helping us respond with purpose and resilience. Choices may not always be easy, and we may sometimes second-guess ourselves. But through each decision, we gain insight and grow stronger in understanding what truly matters to us.

**THE GOAL OF THE GUIDANCE TOOL:** The game aims to assist vocational high school students in identifying careers that align with their core values. By associating values with specific professions, students can make more informed decisions about their career paths.

**TARGET AUDIENCE:** VET students, VET adults and students with learning and hearing difficulties. The activity is suitable for group workshops or classroom settings and encourages discussion and reflection.

#### **DESCRIPTION:**

The Career Cube Game is an interactive activity that helps students explore potential career paths by connecting professions with personal values. The game includes two value cubes and two profession cubes, each side displaying different values or professions. By seeing and understanding the words on the cubes, students are introduced to a variety of career options and are encouraged to think critically about how certain values align with specific professions. This hands-on approach engages students, helping them understand the importance of values in making career choices and guiding their future paths.

#### **MATERIALS:**

1. Two Value Cubes – Each cube has different values printed on each side, representing various categories of values.
2. Two Profession Cubes – Each cube has professions printed on each side, allowing students to match rolled values with potential career paths.
4. Instructions Sheet – Brief guidelines for understanding the gameplay and objectives.
5. Writing Utensils – Pens or pencils for students to take notes on reflection sheets.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## **INSTRUCTIONS:**

1. Introduction to Values and Professions: Begin by introducing Schwartz’s values and explaining how values can influence career choices.
2. Choose from the Cubes: Each student or team takes turns choosing one profession.
3. Match Values with Profession: After the choosing, students analyze the profession shown on the profession cubes and choose three values that match that profession the most. They discuss if and how the chosen profession aligns with the values, thinking critically about why these values might matter in that career.
4. Discussion and Reflection: Following each round, students share their choices and reasoning with the group, explaining why they feel the profession fits (or doesn’t fit) the rolled values. This reflection helps them connect personal values with career decisions.

## **OUTCOME:**

Through the Career Cube Game, students gain a deeper understanding of their values and how these can inform their career decisions. The game promotes self-reflection, collaborative discussion, and greater awareness of the role of values in vocational choices.

**PDF version is available in [Annex 3](#).**



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## 4. Career guidance tool: Digital test

**FOR INSPIRATION:** Choosing your career is not just about work or studies, it is a choice of lifestyle. To live a life that you always wanted you need to have your personal and work-life balance and that is possible only if you build it up according to your personal values. This test was developed to help people think about their values when choosing to study in a VET school

**THE GOAL OF THE CAREER GUIDANCE TOOL:** This tool will help you think about different areas of study according to the Schwartz's values. The results are tailored specifically to the vocational programs available at [Latvia](#), [Estonia](#), and [Macedonia](#) schools. At the end, you'll receive three possible career suggestions. Keep in mind, this test is just a guide to help you start thinking about your future!

**TARGET AUDIENCE:** This tool was developed for anyone who would like to discover different options for learning in a VET school. The main target group is young students, but it is suitable for anyone who would like to discover this topic. It is also a good tool to be used for the students with special needs as it is a very short and simple test.

**DESCRIPTION:** You'll answer 21 questions to help determine 3 possible future professions and career direction at vocational education that match your values. You can do the test unlimited times. You can also send the results to your email address. We also suggest you discuss the results with a career counsellor as this test reflects only one component of good career choice.

**OUTCOME:** You will have 3 possible career choices that match your personal values according to the Schwartz's value system. You will have results that come from one of the schools who have been part of developing the test. Study areas taught in other schools or not in VET are not presented in this test.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## **INSTRUCTIONS:**

1. Visit <https://est-career.rvt.lv/> to get started.
2. Select your preferred language: **Latvian, Estonian, or Macedonian.**
3. Answer 21 interesting questions.
4. In the end, you'll discover 3 career options that best reflect your values and what's important to you.

**Start exploring your future today!**



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## 5. Annex

### ANNEX 1:

SHREK	SPIDERMAN
SOCIAL MEDIA	VIDEO GAMES
CHALLENGE	ROUTINE
EMOTIONS	SILENCE
SUCCESS	PLANNING
EQUALITY	CHOICE
FRUGALITY	WASTEFULNESS
POSITIVE	NEGATIVE
CAREER	REST
MONEY	GIFT
PODCAST	BOOK
HOBBY	SLEEP
POWER	FAME
EDUCATION	CONTACTS
SPORTS	MEDAL
PROSPERITY	PROPERTY
HEALTH	FOOD
HOME	TRAVEL
FRIENDS	FAMILY
SUPERPOWER	MILLION
CONTROL	INDEPENDENCE
SECURITY	FREEDOM
CHAT	VOICE MESSAGE
TALENT	WORK
FUTURE	PAST
TRADITIONS	CULTURE
ECOLOGY	WEALTH





**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

## ANNEX 2:

Tourism and logistics	
What is the most common souvenir purchased by tourists worldwide?	Postcards.
What is the most important skill for a tour guide?	Communication and storytelling.
What does the term "all-inclusive" mean when booking a vacation?	Meals, drinks, and some activities are included in the price
What's the purpose of a housekeeping checklist in a hotel?	To ensure all rooms are cleaned and prepared to a high standard.
Imagine you're designing a luxury suite. What unique feature would you include?	There is no right or wrong answer, just your imagination.
What's the craziest adventure activity you'd recommend to a tourist?	There is no right or wrong answer, just your imagination.
What's your dream destination, and why do you think people would love to visit it?	There is no right or wrong answer, just your imagination.
What is the most common job in the hospitality industry worldwide?	Waiter or waitress.
What's a skill you'd need to work at a front desk in a hotel?	Good communication and problem-solving skills.
If you could work in a hotel or resort, would you prefer working behind the scenes, like in the kitchen or housekeeping, or working with guests directly at the front desk?	There is no right or wrong answer, just your imagination.
In tourism, you might have to help people with questions or problems during their vacations. How comfortable are you with solving problems on the spot?	There is no right or wrong answer, just your imagination.
In a tourism career, you might have to work long hours or during weekends and holidays. How do you feel about flexible working hours?	There is no right or wrong answer, just your imagination.
What kind of skills might you learn in a tourism	Customer service, event planning, problem-solving, or



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

course?	working with technology
If you worked in tourism, which part of the world would you most want to help tourists explore?	There is no right or wrong answer, just your imagination.
What’s one thing a tourist would need help with on a trip?	Finding great places to eat, booking accommodations, or learning about local history
Imagine you’re studying tourism. What would be your dream place to visit as part of your studies?	There is no right or wrong answer, just your imagination.
How can tourism positively impact a local community?	By creating jobs, supporting small businesses, and promoting cultural exchange.
Would you prefer working in a big city’s tourism industry or in a small countryside village? Why?	There is no right or wrong answer, just your imagination.
What are some challenges people working in tourism might face?	Dealing with complaints, managing cultural differences, or handling busy schedules.
What is the busiest travel season in most countries?	Summer, because of school holidays and favorable weather.
What is a “heritage site”?	A place of historical, cultural, or natural importance that is preserved for future generations.
What is domestic tourism?	Domestic tourism is where people travel within their own country. It is also a major part of the industry.
A guest asks you about sustainable travel options. What advice could you give them?	Suggest eco-friendly accommodations, local tours, or public transport and encourage supporting small businesses.
A tourist asks for recommendations about places to visit nearby. How would you respond?	Provide detailed suggestions based on their interests, such as historical sites, nature spots, or local restaurants.
What do you think is the most important part of working in a warehouse?	Organizing items, managing deliveries, or ensuring everything is shipped on time?
What skills would you need to work in logistics?	Time management, organization, and attention to detail



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

How would you handle a situation where an order is missing an item?	Quickly check inventory, contact the supplier, and find a solution to deliver the full order on time!
Why is problem-solving important in logistics and warehouse work?	Problem-solving is essential when things go wrong, such as delays or missing items, and helps to keep everything running smoothly without major disruptions.
What physical skills are required in warehouse work?	Lifting heavy items, moving products efficiently, maintaining stamina during long shifts, and paying attention to detail.
How does teamwork play a role in warehouse work?	Working in teams helps to divide tasks, improve efficiency, and ensure that everything is packed and shipped on time.
What role does technology play in logistics?	Technology is used for tracking shipments, managing inventory, and ensuring all goods are moved efficiently through different transportation methods.
Why are time management, organization, and attention to detail important in logistics?	These skills help ensure everything is done on time, items are tracked correctly, and the flow of goods is organized and efficient.
What are some important jobs you might do in a warehouse?	Sorting products, managing inventory, packing and labeling items, or ensuring the warehouse is organized.
How would you ensure the safety of workers in a busy warehouse environment?	By providing proper training, using safety equipment (like helmets, gloves, and safety shoes), and maintaining clear paths and signage to prevent accidents.
How does the packaging of goods impact the shipping process?	Proper packaging ensures that items are protected during transit, reduces the risk of damage, and makes it easier to organize and track shipments.
What are some common mistakes that happen in logistics, and how can they be avoided?	Mistakes like incorrect shipments, lost inventory, or delayed deliveries can be avoided by double-checking orders, using inventory management systems, and improving communication among workers.
What are some of the environmental impacts of	Logistics can produce carbon emissions from transportation. Reducing this impact can be achieved



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+ Small – scale partnerships in vocational education and training project “Tools and techniques for a better choice of profession”, Co-funded by the Erasmus + Programme of the European Union*

logistics, and how can they be reduced?	by using eco-friendly vehicles, optimizing routes, and reducing packaging waste.
How do weather conditions affect logistics and warehouse operations?	Bad weather can delay shipments, affect transportation routes, or slow down warehouse work due to safety concerns, requiring backup plans or adjustments to schedules.
What is the difference between a distribution center and a warehouse?	A distribution center focuses on efficiently moving goods to their final destination, while a warehouse is primarily used for storage. Distribution centers usually have more advanced technology and faster processes.
What is the fastest-growing area in logistics today?	E-commerce logistics, due to the increase in online shopping.
How do you think logistics affects the products you use every day?	Logistics ensures that products are available in stores or online, often from distant places, at the time people need them.
Name three qualities or skills that are important for a career in logistics.	Problem-solving, time management, and attention to detail.
Name one tool or technology commonly used in warehouse work.	Barcode scanners, forklifts, conveyor belts, or warehouse management software.
What is the role of a forklift in a warehouse?	A forklift is used to lift and move heavy materials or pallets within a warehouse.
What does “supply chain” mean?	The supply chain is the entire process of making and delivering a product, from raw materials to the final consumer.
If a customer complains their delivery is late, what steps could you take to solve the issue?	Check the delivery tracking system, inform the customer of the delay, and ensure the problem is resolved quickly.
What is the name of the process where goods are delivered directly from a supplier to a customer without being stored?	Drop shipping.
What is “reverse logistics”?	It’s the process of managing goods that are returned by customers, including repairs, recycling, or disposal.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

How do logistics companies ensure goods stay fresh during transport?	By using refrigerated vehicles or temperature-controlled storage.
What kinds of jobs are available in logistics besides working in a warehouse?	Transport planning, supply chain management, customer service, and inventory control.
<b>Culinary arts, cooking, baking and butchery</b>	
In culinary arts, what is the term for cooking food in a water bath at a low temperature?	Sous-vide.
Name as many types of pasta as you know.	Spaghetti, Linguine, Fettuccine, Tagliatelle. Bucatini, Capellini (Angel Hair), Vermicelli, Pappardelle, Bigoli, Trenette, Mafaldine (or Reginette) Penne, Rigatoni, Ziti, Macaroni, Fusilli, Rotini, Cavatappi, Tortiglioni, Garganelli, Chifferi, Lasagna, Cannelloni, Paccheri, Manicotti, Farfalle (Bow Ties), Orecchiette, Conchiglie (Shells), Lumaconi, Corzetti, Casarecce, Strozzapreti, Campanelle, Radiatori, Gemelli (and actually even more).
What are the five mother sauces in classical French cuisine?	Béchamel, Velouté, Espagnole, Sauce Tomat, and Hollandaise.
What is the main difference between baking powder and baking soda?	Baking powder contains an acid and a base, while baking soda is just a base and requires an acid to activate.
What is a mandoline used for in the kitchen?	For slicing vegetables and fruits uniformly and thinly.
What does "al dente" mean when cooking pasta?	Pasta that is cooked to be firm to the bite.
What temperature range is considered the "danger zone" for food safety?	4°C to 60°C
What is umami?	Savory or meaty.
Name as many herbs as you know that can be used for flavouring a dish.	Basil, oregano, and rosemary
What is the main ingredient in a traditional pesto sauce?	Basil



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

What is the difference between a cake and a torte?	A torte is a rich, multilayered cake often made with ground nuts or breadcrumbs instead of flour.
What is the process of clarifying butter and why is it done?	Clarifying butter involves melting butter and separating the milk solids and water from the fat. It is done to create a purer fat that has a higher smoke point and longer shelf life.
What are the “four elements of taste” that a chef should balance in a dish?	Sweet, sour, salty, and bitter.
What is the purpose of garnishing a dish?	Garnishing adds visual appeal, enhances flavor, and provides a textural contrast to the dish.
What is the function of gluten in bread making?	Gluten provides the structure and elasticity in dough, allowing it to trap gas bubbles during fermentation and giving bread its chewy texture.
When should bread and butter be served during a meal, and how should they be presented?	Bread and butter should be served at the beginning of the meal, presented in a bread basket with a small butter dish, and offered to each guest with tongs or a bread plate.
What are the key elements of proper wine service in a fine dining restaurant?	Present the bottle to the host for approval, open the bottle at the table, pour a small amount for the host to taste, and then serve the wine to guests, starting with the women and moving clockwise around the table
How should water be served to guests during a meal?	Water should be poured from the right-hand side of the guest, using a clean, dry pitcher. Refill glasses as needed without letting the pitcher touch the rim of the glass.
Why is it important for a server to have a thorough knowledge of the menu?	Knowing the menu allows the server to confidently answer questions, make recommendations, and ensure that guests have a satisfying dining experience.
What is the function of salt in cooking, beyond adding flavor?	Salt enhances the natural flavors of food, helps in the preservation process, improves texture (such as in bread dough), and can draw out moisture (as in curing or salting vegetables).
Why is it important to let meat rest after	Letting meat rest allows the juices to redistribute throughout the meat, ensuring that it remains juicy



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

cooking?	and tender when sliced.
What is the purpose of kneading dough, and what happens if you over-knead it?	Kneading dough develops the gluten, giving bread its structure and elasticity. Over-kneading can make the dough tough, resulting in a dense and chewy final product.
What are some common plant-based protein sources used in cooking?	Common plant-based protein sources include beans, lentils, tofu, tempeh, quinoa, nuts, and seeds.
How can you replace eggs in a recipe for a vegan dish?	Eggs can be replaced with ingredients like flaxseed meal mixed with water, mashed bananas, applesauce, silken tofu, or commercial egg replacers in vegan dishes.
What cooking method would you use to retain the most nutrients in vegetables?	Steaming is the best method to retain the most nutrients in vegetables, as it cooks them quickly with minimal water and heat exposure.
What is the name of the white powder used to thicken soups or sauces?	Flour.
What is the name of the person who cuts meat for cooking?	A butcher
When frying, why do you need to heat the oil before adding food?	To prevent the food from soaking up oil and becoming greasy.
What is one way to tell if meat is properly cooked without cutting it open?	Use a meat thermometer or check the color of the juices (clear for chicken, for example).
What’s the first thing a chef does before starting to cook?	Wash their hands and prepare their tools and ingredients
Why is it better to use fresh herbs instead of dried ones?	Fresh herbs have a stronger and fresher flavor.
What ingredient makes cookies soft and chewy instead of crunchy?	Brown sugar or extra butter.
What does a baker do to check if a cake is done baking?	Stick a toothpick in the center—if it comes out clean, the cake is done.
What is the difference between a steak and a	A steak is a single cut of meat, while a roast is a larger



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

roast?	piece meant to be cooked and sliced.
Why is being physically fit helpful in cooking, baking, or butchery?	These jobs often involve standing for long hours and handling heavy equipment.
Why is learning about food safety important for anyone in the culinary industry?	To prevent foodborne illnesses and ensure customers' health.
What is the main difference between a home kitchen and a professional kitchen?	A professional kitchen is bigger, has more specialized tools, and is designed for efficiency.
Why do chefs train to identify the different cuts of meat?	Different cuts of meat are best for specific types of cooking.
What is one reason chefs learn about the cuisine of other cultures?	To create new recipes and understand diverse flavors.
What do butchers and cooks do with the bones they remove from meat?	They can use them to make stock or broth.
Why do people in these jobs need to be physically strong?	They often lift heavy pots, carry supplies, or stand for long hours.
What is the most expensive spice in the world?	Saffron.
What's the most commonly used ingredient in the world?	Rice.
What is the only food that never spoils?	Honey.
Which country is famous for inventing the concept of a restaurant?	France.
What is the largest food item ever served at a banquet?	A roasted elephant (served in ancient Roman times).
What dessert was accidentally created when someone forgot to add flour to their cake recipe?	Brownies.
Why is aged beef more flavorful than fresh beef?	Enzymes break down the muscle, making it tender and more flavorful.
What is a reality for a chef in a professional kitchen: multitasking or following one recipe at	Multitasking.





**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

a time?	
What’s one way chefs can avoid wasting food?	Using scraps for soups, stocks, or sauces.
<b>Technics/engineering/IT</b>	
Name one safety precaution an electrician should always take. A: Always turn off the power before starting any electrical work.	Always turn off the power before starting any electrical work.
What does CNC stand for in manufacturing?	Computer Numerical Control
What is the role of CAD (Computer-Aided Design) software in manufacturing?	CAD software is used to create precise drawings and technical illustrations, which are essential for designing and manufacturing products.
In welding, what is the difference between MIG and TIG welding?	MIG welding uses a continuous wire feed as an electrode, while TIG welding uses a tungsten electrode and typically requires a separate filler material.
Name a current trend in IT that involves artificial intelligence	Machine learning and data analytics.
Why is cybersecurity important in the IT field?	To protect sensitive data and systems from unauthorized access, breaches, and other cyber threats.
What is the purpose of a firewall?	To monitor and control incoming and outgoing network traffic based on predetermined security rules, protecting networks from unauthorized access.
What does the acronym VPN stand for, and what is its purpose?	Virtual Private Network; it provides a secure connection to another network over the internet, often used for remote access and privacy protection.
What should students wear in a welding workshop for safety?	Protective gear such as welding helmets, gloves, and aprons.
What are the four main types of engines found in cars?	Internal combustion engines, hybrid engines, electric engines, and hydrogen fuel cell engines.
What does the acronym "ABS" stand for in automotive terms?	Anti-lock Braking System.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

What is the recommended interval for changing engine oil in most cars?	Every 3,000 to 5,000 miles, although this can vary depending on the vehicle and type of oil used.
What is the primary purpose of airbags in a car?	To protect passengers by cushioning the impact during a collision.
Who is credited with inventing the first gasoline-powered automobile?	Karl Benz
What is one major trend currently shaping the automotive industry?	The shift towards electric vehicles (EVs) and autonomous driving technology.
Name a car manufacturer known for producing luxury electric vehicles	Tesla.
What is the role of an automotive technician?	To diagnose, repair, and maintain vehicles.
What is the primary purpose of a car's radiator?	To cool the engine by dissipating heat from the coolant.
What might cause the check engine light to turn on?	Several issues such as a loose gas cap, faulty oxygen sensor, or catalytic converter problems.
What is the main benefit of LED headlights compared to traditional halogen headlights?	LED headlights are more energy-efficient and provide brighter, longer-lasting illumination.
What are the benefits of using biodiesel as an alternative fuel?	Biodiesel reduces greenhouse gas emissions and can be produced from renewable resources.
What is the primary role of an electrician?	To install, maintain, and repair electrical systems and wiring in homes, businesses, and factories.
Name three tools commonly used by electricians.	Multimeter, wire stripper, and circuit tester.
What is the difference between AC and DC electricity?	AC (alternating current) changes direction periodically, while DC (direct current) flows in one direction.
What safety gear should electricians wear when working on electrical systems?	Insulated gloves, safety glasses, and flame-resistant clothing.
What color is typically used to indicate a ground wire in electrical wiring?	Green or bare (uninsulated).



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

How do you measure electrical current in a circuit?	Using an ammeter.
What is an electrical engineer’s role compared to an electrician?	Electrical engineers design and develop electrical systems and components, while electricians install and maintain these systems.
Who is known as the father of electricity for his discoveries in the 18th century?	Benjamin Franklin.
What is one personality trait that’s helpful for someone who wants to work with machines?	Patience, because machines require careful adjustments and troubleshooting.
Why is time management important in engineering?	Many projects have strict deadlines.
Why is teamwork important in engineering?	Most projects require multiple people working together to achieve a goal.
What’s the first machine humans ever invented?	The wheel.
Why do engines need oil?	To reduce friction and prevent overheating.
What does a hydraulic system use to create movement?	Pressurized liquid.
What does a gearbox do?	It controls the speed and torque of a machine, like in cars.
What’s the main advantage of electric vehicles over gas-powered cars?	They produce no emissions while driving.
What is an example of renewable energy?	Solar, wind, or hydroelectric energy.
What does the term “smart home” mean?	A home equipped with technology that allows devices to be controlled remotely, like lights or thermostats.
What is a drone?	A flying robot that can be controlled remotely or operate on its own.
What is the purpose of a robot in industry?	To automate tasks and improve efficiency.
What is the name of the process used to create	3D printing.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

3D objects from digital designs?	
What’s the difference between a bolt and a screw?	Bolts are used with nuts, while screws are driven directly into materials.
What does an engineer do?	An engineer designs, builds, or improves systems, machines, and structures to solve problems.
Why is being curious a good quality for someone studying a technical field?	Curiosity helps you explore how things work and find innovative solutions.
Why is teamwork important in technical fields?	Many technical projects require collaboration with others to succeed, such as in construction, manufacturing, or IT.
What personality trait might make someone enjoy working with tools or machines every day?	Someone who enjoys working with their hands and fixing things might thrive in a technical role.
What kind of person enjoys working with machines more than sitting at a desk?	Someone who prefers action, building, or fixing things might enjoy technical work over office jobs.
Why is self-discipline important for someone studying in a technical field?	Many technical projects require focus and the ability to stick to a plan without constant supervision
What personal quality helps someone take apart and reassemble a machine successfully?	Patience and curiosity.
<b>Construction/woodwork</b>	
What is the primary purpose of a blueprint in construction?	To provide a detailed plan or technical drawing of a building or structure.
What tool is commonly used to ensure a surface is level?	A spirit level or bubble level.
What is the purpose of rebar in concrete construction?	To reinforce the concrete and provide additional tensile strength.
What is the difference between a hammer drill and a regular drill?	A hammer drill has a hammering action that helps drill into hard materials like concrete, while a regular drill does not have this function.
What is green building, and why is it important?	Green building is the practice of creating structures



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+ Small – scale partnerships in vocational education and training project “Tools and techniques for a better choice of profession”, Co-funded by the Erasmus + Programme of the European Union*

	using environmentally responsible and resource-efficient processes. It is important for reducing the environmental impact of construction and improving sustainability.
What is the significance of the R-value in insulation materials?	The R-value measures the insulation's ability to resist heat flow, with higher values indicating better insulating effectiveness.
What tools can you use to join two pieces of wood together?	A glue, nails, or screws.
How can you prevent wood from cracking when drilling into it?	Use a pilot hole or drill at a low speed.
What type of wood is commonly used to make furniture like chairs or tables?	Oak, walnut, or maple.
What is the purpose of varnish in woodworking?	To protect the wood and give it a shiny finish.
What should you do before using power tools in woodworking?	Make sure you are wearing safety gear, and understand how to use the tool correctly.
What is the difference between hardwood and softwood?	Hardwood comes from deciduous trees (like oak or maple) and is denser, while softwood comes from coniferous trees (like pine) and is lighter.
What does a woodworker use to join two pieces of wood at right angles?	A dovetail joint or a corner bracket.
What is the most expensive type of wood in the world?	Sandalwood or Ebony.
What is the oldest known wooden object ever discovered?	The wooden wheel, found in Slovenia and estimated to be over 5,000 years old.
What's the term for a type of woodworking where small pieces of wood are used to create intricate designs, often seen in furniture or picture frames?	Marquetry.
How long does it typically take for a tree to mature into wood that's ready to be used for	It can take anywhere from 20 to 100 years depending on the type of tree.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

woodworking?	
What kind of personality trait is most important for a woodworker?	Patience, attention to detail, and creativity.
Why is it important for a woodworker to be careful when measuring and cutting wood?	Because small mistakes can affect the whole project, and precision ensures the pieces fit together correctly.
What type of thinking (mathematical) is helpful for a woodworker when designing a piece of furniture or art?	Spatial thinking, which helps understand how pieces fit together and how to visualize the final product.
What does a woodworker need to do before beginning a project?	Plan and measure the materials, choose the right type of wood, and decide on the tools and techniques to use.
What makes a woodworker’s work different from other types of craftsmanship?	Woodworking involves transforming natural materials (wood) into useful or artistic objects, often combining functional design with a creative approach.
What basic skills might you learn in a woodworking vocational program?	Measuring, cutting, sanding, assembling, finishing, and using various woodworking tools safely.
Why do woodworking students learn to work with different types of wood?	Different woods have unique properties, such as hardness, texture, and grain, and understanding these helps students choose the right material for each project.
How do woodworking programs in vocational schools help students develop problem-solving skills?	By giving students real-world challenges that require creative thinking and practical solutions, such as how to fix mistakes or adjust designs.
How does learning woodworking in a vocational school differ from learning it on your own at home?	Vocational schools offer structured lessons, access to specialized tools and equipment, and expert instructors who can provide feedback and guidance.
What is the main purpose of concrete in construction?	Concrete is used as a strong, durable material for foundations, roads, sidewalks, and other structural elements in construction.
What basic skills might you learn in a vocational concrete program?	Mixing, pouring, finishing, and curing concrete; using trowels, floats, and other tools; and understanding concrete types and their applications.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

Why is it important to learn about the different types of concrete in vocational training?	Different types of concrete have different strengths, uses, and setting times, and it's crucial to choose the right one for each project (e.g., high-strength concrete for bridges vs. lightweight concrete for walls).
Why is safety important in concrete work?	Concrete involves heavy materials, power tools, and chemicals, so safety is crucial to prevent injuries from lifting, mixing, or exposure to harmful substances.
What is the difference between reinforced concrete and plain concrete?	Reinforced concrete includes steel bars (rebar) or mesh to provide extra strength and prevent cracking, while plain concrete has no reinforcement and is typically used for lighter applications.
How does learning about the types of aggregate materials (like gravel or sand) help students in concrete work?	Understanding aggregates helps students mix concrete properly and ensures that it has the right strength, texture, and workability for different applications.
What is the most widely used man-made material in the world?	Concrete.
How long does it typically take for concrete to fully cure?	It usually takes about 28 days to fully cure, though it starts hardening in just a few hours after pouring.
What is the primary goal of interior construction?	To create functional and aesthetically pleasing spaces by installing walls, ceilings, flooring, doors, windows, and other interior structures.
What basic skills might you learn in an interior construction program?	Measuring and cutting materials, installing drywall, framing, ceiling installation, flooring, and applying finishes like paint or trim.
What tools do students in an interior construction program learn to use?	ape measures, saws, drills, hammers, levelers, drywall knives, screwdrivers, and finishing tools like sanders and trowels.
Why is it important to learn how to read blueprints and construction plans in interior construction?	Blueprints provide a guide for dimensions, materials, and designs, ensuring the construction is accurate and follows safety and building standards.
Why is it important for an interior construction worker to understand different types of insulation?	Different insulation materials (like fiberglass, foam, or cellulose) are used for soundproofing, temperature control, and energy efficiency, and choosing the right one ensures the space is comfortable and energy-



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

	efficient.
What is a "drop ceiling," and where is it commonly used in interior construction?	A drop ceiling is a secondary ceiling placed below the main ceiling. It's used to hide wiring, ducts, and pipes, often found in office spaces, schools, and commercial buildings.
What is "plaster" and how does it differ from drywall?	Plaster is a more traditional wall covering made from a mixture of gypsum, lime, and sand, which is applied in layers. It's more labor-intensive than drywall but offers a smooth finish and better soundproofing.
How does being adaptable help a student in both concrete work and interior construction?	Both fields often require workers to adapt to changing conditions, whether it's weather-related delays in concrete work or last-minute design changes in interior construction.
What personal trait helps a student manage the physical demands of both concrete work and interior construction?	Physical resilience and endurance. Both fields require workers to perform physically demanding tasks, sometimes for long hours, so staying fit and resilient helps prevent burnout.
Why are long hours of standing or bending a concern for workers in both concrete and interior construction?	Prolonged standing or bending can cause leg pain, back strain, and circulatory issues like varicose veins. It is important for workers to change positions frequently, stretch, and take breaks.
What is one of the most important things to learn in a woodworking course?	How to read and interpret blueprints or plans for building projects.
What are some professions in the construction and woodwork fields?	Carpenter, cabinetmaker, construction manager, interior designer, architect, site supervisor.
What are two challenges you think someone might face in construction or woodworking, and how could they overcome them?	Physical labor; Solution: Stay fit and maintain proper posture. Designing complex projects; Solution: Practice and learn design software/tools.
You've been given a large wooden plank with scratches on its surface. How can you make it smooth and ready to use?	Use sandpaper or an electric sander to smooth the surface, starting with coarse grit and finishing with fine grit.
What are the most common types of saws used in woodworking?	Handsaw, circular saw, jigsaw, and table saw.





**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+ Small – scale partnerships in vocational education and training project “Tools and techniques for a better choice of profession”, Co-funded by the Erasmus + Programme of the European Union*

Why is plywood often used in construction instead of solid wood?	Plywood is made by gluing thin layers of wood together, which makes it stronger, more stable, and less prone to warping than solid wood.
<b>Beauty and textile</b>	
What is the primary role of a cosmetologist?	To provide beauty treatments to clients, including hair styling, makeup, and nail care.
What is balayage in hair coloring?	A technique for highlighting hair in which the dye is painted on to create a graduated, natural-looking effect.
In nail care, what is the difference between a manicure and a pedicure?	A manicure is a beauty treatment for the hands and fingernails, while a pedicure is for the feet and toenails.
Why is customer service important in the beauty industry?	Because building a positive relationship with clients encourages repeat business and enhances customer satisfaction.
What is a current trend in the beauty industry related to sustainability?	The use of eco-friendly and cruelty-free products.
Why is sanitation important in a beauty salon?	To prevent the spread of infections and ensure a safe and clean environment for clients and staff.
What does the term "non-comedogenic" mean in skincare products?	It means the product is formulated to not clog pores.
In hair cutting, what is the difference between layering and texturizing?	Layering involves cutting hair at different lengths to create volume and movement, while texturizing is a technique used to remove bulk and add dimension without altering the overall length.
What is the purpose of a Swedish massage?	To relax the entire body by rubbing muscles with long, gliding strokes in the direction of blood returning to the heart.
What technique is used in a hot stone massage?	Placement of heated stones on specific points of the body to relieve tension and pain.
What is a traditional practice in spas that originated from ancient Rome?	The use of communal baths for relaxation and socializing, known as Roman baths.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

What is a lymphatic drainage massage, and what are its benefits?	A gentle massage that encourages the movement of lymph fluids around the body, helping to remove toxins and reduce swelling.
What is a mud bath, and what are its therapeutic benefits?	A bath of therapeutic mud, often containing minerals, used to cleanse, exfoliate, and nourish the skin while providing relaxation and pain relief.
What is the main ingredient in most moisturizing creams?	Water or humectants like glycerin.
What is the largest organ of the human body?	The skin.
How long does it take for fingernails to grow back completely?	About 6 months
What country is known as the global leader (at least now) in skincare innovation?	South Korea.
Why is patience important for someone studying or working in beauty?	Treatments and techniques can take time to perfect, especially with clients.
How does being a good listener help in beauty professions?	It ensures you understand what the client wants and provides a positive experience.
What is a common reason for split ends in hair?	Overuse of heat tools or lack of conditioning.
What does SPF mean on sunscreen?	Sun Protection Factor.
What’s the most important skill for someone who wants to become a beauty specialist?	A mix of technical skills, creativity, and good communication with clients.
What does the term "ombre" mean in beauty?	A gradual blending of one color into another, often used in hair or nail design
What was the first-ever nail polish color?	Red.
What was the first country to develop the art of nail decoration?	China, over 5,000 years ago.
What is keratin, and why is it important in beauty?	Keratin is a protein found in hair, skin, and nails. It helps keep them strong and healthy.
Why is being creative important for someone	Creativity helps you come up with unique designs and



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

working in the beauty industry?	styles for clients.
How does being a good listener help in beauty professions?	It ensures you understand what the client wants and can meet their expectations.
How does good time management benefit someone in a salon?	It ensures clients are served efficiently, especially on busy days.
Why is being open to learning new techniques important in beauty?	The industry is always evolving, with new trends and methods to master.
If you could create your own beauty product, what would it be and why?	There is no right or wrong answer, just your imagination.
What’s your favorite hairstyle, and why does it suit you?	There is no right or wrong answer, just your imagination.
What’s one beauty trend you think should make a comeback?	There is no right or wrong answer, just your imagination.
If you had to invent a new beauty tool, what would it do?	There is no right or wrong answer, just your imagination.
Which beauty profession would you enjoy the most—hairdresser, makeup artist, esthetician, or nail technician? Why?	There is no right or wrong answer, just your imagination.
What’s the funniest or strangest beauty trend you’ve ever seen?	There is no right or wrong answer, just your imagination.
If you could style one celebrity for an event, who would it be and what look would you give them?	There is no right or wrong answer, just your imagination.
What’s one thing you’d like to learn about beauty, even if you don’t end up working in the field?	There is no right or wrong answer, just your imagination.
Imagine you’re doing makeup for a movie—would you prefer working on a glamorous star or creating special effects for monsters? Why?	There is no right or wrong answer, just your imagination.
If you could design a dream salon or beauty spa, what would it look like?	There is no right or wrong answer, just your imagination.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

What is the purpose of a pattern in tailoring?	It serves as a template to cut fabric for sewing.
What’s the first thing you should do before cutting fabric for a project?	Wash and iron the fabric to avoid shrinkage later.
Wash and iron the fabric to avoid shrinkage later.	The extra fabric between the stitching and the edge of the material.
The extra fabric between the stitching and the edge of the material.	There is no right or wrong answer, just your imagination.
If you could learn one sewing technique instantly, what would it be?	There is no right or wrong answer, just your imagination.
If you could create fabric from anything in the world, what would you choose and why?	There is no right or wrong answer, just your imagination.
What iconic fashion item became popular after Coco Chanel designed it in 1926?	The little black dress.
If you could wear a piece of clothing made from any unusual material, what would it be?	There is no right or wrong answer, just your imagination.
If your clothes could change color to match your mood, would you wear them?	There is no right or wrong answer, just your imagination.
What fabric is known as "the fabric of kings" because it was historically reserved for royalty?	Velvet.
<b>Values and learning in a VET school</b>	
How does studying a vocational course push you out of your comfort zone?	Studying a vocational course pushes you out of your comfort zone by requiring you to engage in hands-on, real-world tasks that mirror the workplace. You often have to adapt to new tools, techniques, and environments, interact with diverse people, and take responsibility for tasks that have immediate, practical outcomes. This builds confidence, resilience, and problem-solving skills.
Are there any traditional skills or practices taught in your vocational program that you value?	Traditional skills like attention to detail, craftsmanship, and effective communication are highly valued in vocational programs. For example, a hospitality student might learn the art of setting a perfect table



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+ Small – scale partnerships in vocational education and training project “Tools and techniques for a better choice of profession”, Co-funded by the Erasmus + Programme of the European Union*

	for fine dining, while a mechanic may master traditional engine repair techniques. These foundational skills often complement modern technology and help maintain industry standards.
How can vocational education contribute to greater equality or social justice?	Vocational education can provide opportunities for individuals from diverse backgrounds to gain practical skills and enter the workforce, reducing economic disparities. It can empower marginalized communities by offering pathways to stable careers, fostering inclusion, and promoting dignity in all forms of work. Accessible vocational programs can help bridge the gap between education and employment for those who may not follow traditional academic routes.
Do you think vocational education is accessible to everyone? How might it be improved?	Vocational education is not always equally accessible due to factors like cost, geographic location, or limited awareness of its benefits
In what ways do you think your vocational education prepares you not only for a job but for life?	Vocational education prepares you for life by teaching practical skills, teamwork, time management, and adaptability, all of which are valuable in personal and professional contexts. It fosters a mindset of lifelong learning and problem-solving, encouraging students to take initiative and be resourceful in various situations. It also builds confidence through the achievement of tangible results.
How do you customize learning experience in vocational school could align with your personal goals?	You can customize your learning experience by selecting specialized modules, pursuing internships in areas of interest, or working on projects that align with your career aspirations. Engaging with mentors and seeking additional certifications can further tailor your experience, allowing you to focus on skills that will be most useful for your future plans.
How do you measure success during your education—through grades, skills, or personal improvement?	These can all be factors of your success.
You are interested in a vocational course, but your family wants you to pursue a more academic career. How would you balance their	Communicate openly about why the vocational course aligns with your skills and career goals. Balancing respect for your family’s wishes with your own



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

expectations with your desire?	aspirations requires empathy, clarity, and the confidence to stand by your decisions.
What is a vocational school?	A vocational school is an educational institution that provides practical and skills-based training for specific careers or trades.
Name three types of programs commonly offered at vocational schools	Programs in fields such as healthcare, automotive repair, and culinary arts.
How long do most vocational school programs typically last?	Programs typically last from a few months to four years.
What is an apprenticeship?	An apprenticeship is a system of training a new generation of practitioners of a trade or profession with on-the-job training and often some accompanying study.
Why is wearing personal protective equipment (PPE) important? A: PPE is important because it helps protect workers from injuries and illnesses.	PPE is important because it helps protect workers from injuries and illnesses.
What is ergonomics?	Ergonomics is the study of people's efficiency in their working environment, aiming to reduce strain and injury.
What is the difference between a vocational school and a traditional gymnasium?	Vocational schools focus on practical skills and hands-on training for specific trades, while traditional gymnasium provide broader academic education and theoretical knowledge.
What is one advantage of completing a vocational school program before entering the workforce?	Gaining hands-on experience and practical skills that make you job-ready.
What type of support services might a vocational school offer to help students succeed?	Academic advising, career counselling, and tutoring services.
Why are internships important in vocational education?	They provide real-world experience and help students apply their skills in a professional setting.
What is the primary focus of vocational	Vocational education focuses on providing practical



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

education?	skills and hands-on experience for specific careers.
Why is respect for all forms of work important in vocational education?	It promotes equality and recognizes the dignity and importance of every profession in society.
Why is perseverance important in vocational studies?	Because mastering practical skills often requires repeated practice and overcoming mistakes.
How does vocational education teach responsibility?	By giving students real-world tasks where they are accountable for quality, deadlines, and outcomes.
Why is adaptability a key value in vocational education?	Because industries and technologies change, and being adaptable ensures you remain relevant and effective.
Is vocational education is only for people who don't want to go to college.	False. Vocational education is for anyone who wants to gain specific skills and prepare for a hands-on career, and many students pursue further studies later.
The skills learned in vocational school can only be applied to one specific job?	False. Many skills, like time management, problem-solving, and teamwork, are transferable to other careers and life situations.
Do you think that vocational schools don't prepare students for leadership roles.	Many programs teach leadership skills, such as decision-making and project management. There are many people who have graduated from a vocational school and are now in leading positions at work or business owners.
Do vocational education students need to study theory.	Yes they do. While practical skills are the focus, understanding the theory behind them is essential for success.
How could a vocational education benefit students with special needs?	Vocational education can give more individual paths for learning.
How does vocational education help you discover your strengths and weaknesses?	Through hands-on tasks and feedback, students learn what they excel at and what needs improvement.
How do vocational schools help students stay updated with industry trends?	By collaborating with industry professionals, offering internships, and teaching the latest techniques and technologies.
Why do employers value vocational education graduates?	Because they come prepared with hands-on experience and job-ready skills.



**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

What are "soft skills," and why are they important in vocational education?	Soft skills are interpersonal skills like communication, teamwork, and problem-solving. They are important because they help you work effectively with others and adapt to different work environments.
What could inspire you to pursue a vocational education?	Passion for the field, job stability, or the chance to work with your hands
Is it true that vocational education is a faster way to start earning a salary.	True. Many programs are shorter than traditional degrees and lead directly to employment.
What benefits does vocational education offer to people who want to work internationally?	It teaches universal skills and certifications that are often recognized in other countries.
Why do you think vocational education is becoming more popular?	Because of its affordability, focus on practical skills, and alignment with current job market demands.
What industries rely heavily on vocationally trained professionals?	Actually most industries. But healthcare, construction, manufacturing, hospitality, IT, and transportation rely on skilled vocational workers.
How does vocational education support entrepreneurial goals?	It teaches practical skills and business basics, enabling graduates to start their own businesses.
You have a learning disability but want to pursue vocational training. What should you look for in a school?	A school with specialized support services, adaptive programs, and an understanding faculty.
What kind of continuing education opportunities can vocational graduates pursue?	Certifications, advanced diplomas, professional development courses, or even university degrees.
What are the main study levels available in vocational education?	You can have vocational education combined with secondary education or just professional vocational training. Many schools also offer postgraduate vocational training.
What kind of continuing education opportunities can vocational graduates pursue?	Certifications, advanced diplomas, professional development courses, or even university degrees.
You're a vocational student with strong leadership skills. What opportunities can help you develop this further?	Student council roles, team project leadership, or participating in vocational competitions.
You are interested in international	Vocational schools offer opportunities to participate in





**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

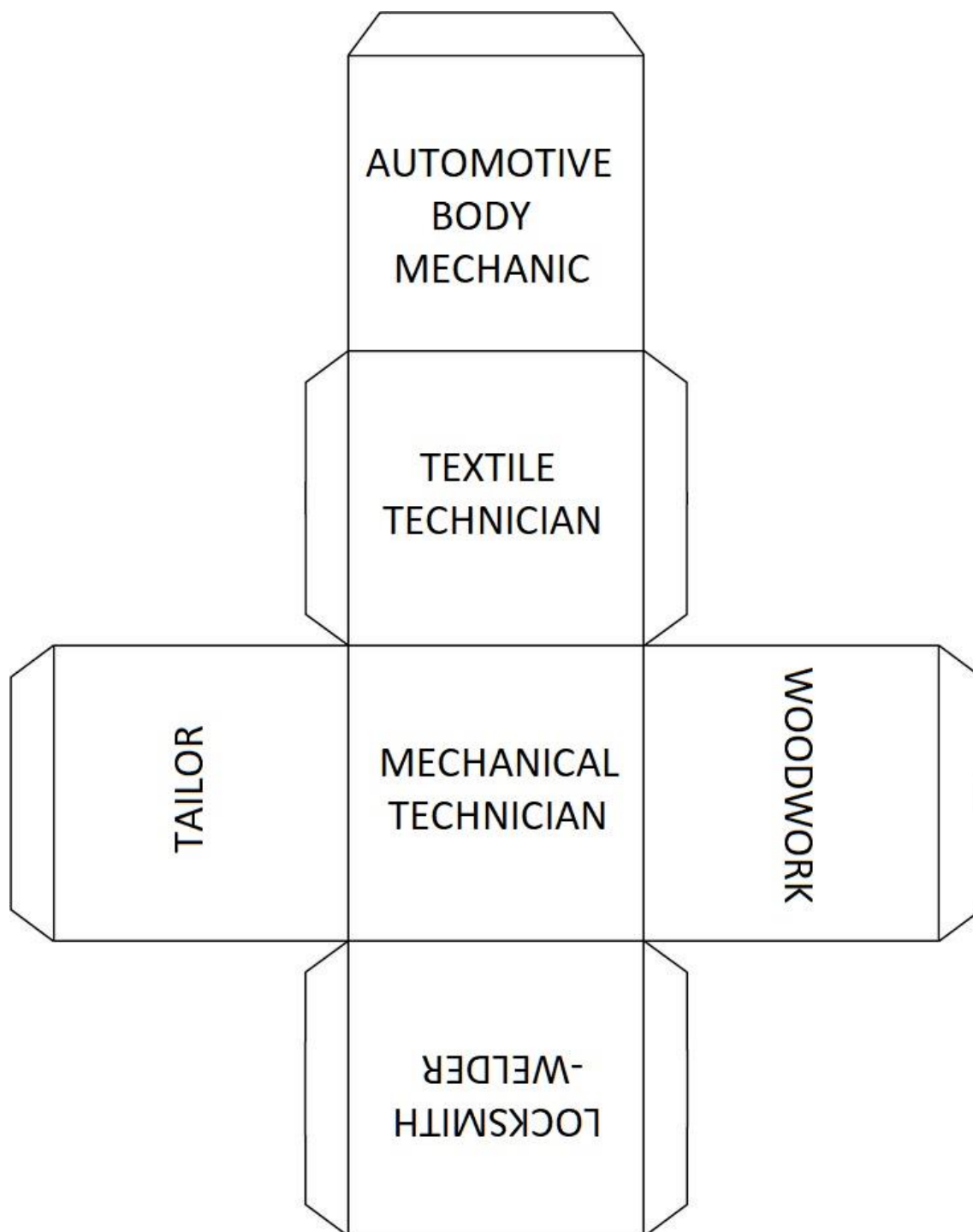
opportunities after vocational school. How can you achieve this?	Erasmus+ programme and also in international competitions.
What kind of competitions are available for talented vocational students to show their skills?	There are many local and international competitions. Euroskills and Worldskills are most known vocational education competitions.
What kinds of extracurricular activities might be available in vocational schools?	Skills competitions, industry events, student organizations, and career-oriented workshops, sports and creative activities.
What international opportunities are commonly available to vocational students?	Exchange programs, internships abroad, study tours
What is the main purpose of career counseling before choosing a vocational program?	To help students understand their interests, strengths, and career goals to make an informed decision.
What factors should you consider when choosing a vocational course?	Personal interests, strengths, career opportunities, program content, and learning environment. You could also think about the length of the program and your personal goals for the future career.
Why is it important to understand the profession requirements before choosing a vocational course?	It ensures the vocational course matches your career aspirations and personal interests, so you're investing time and effort into something meaningful.



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

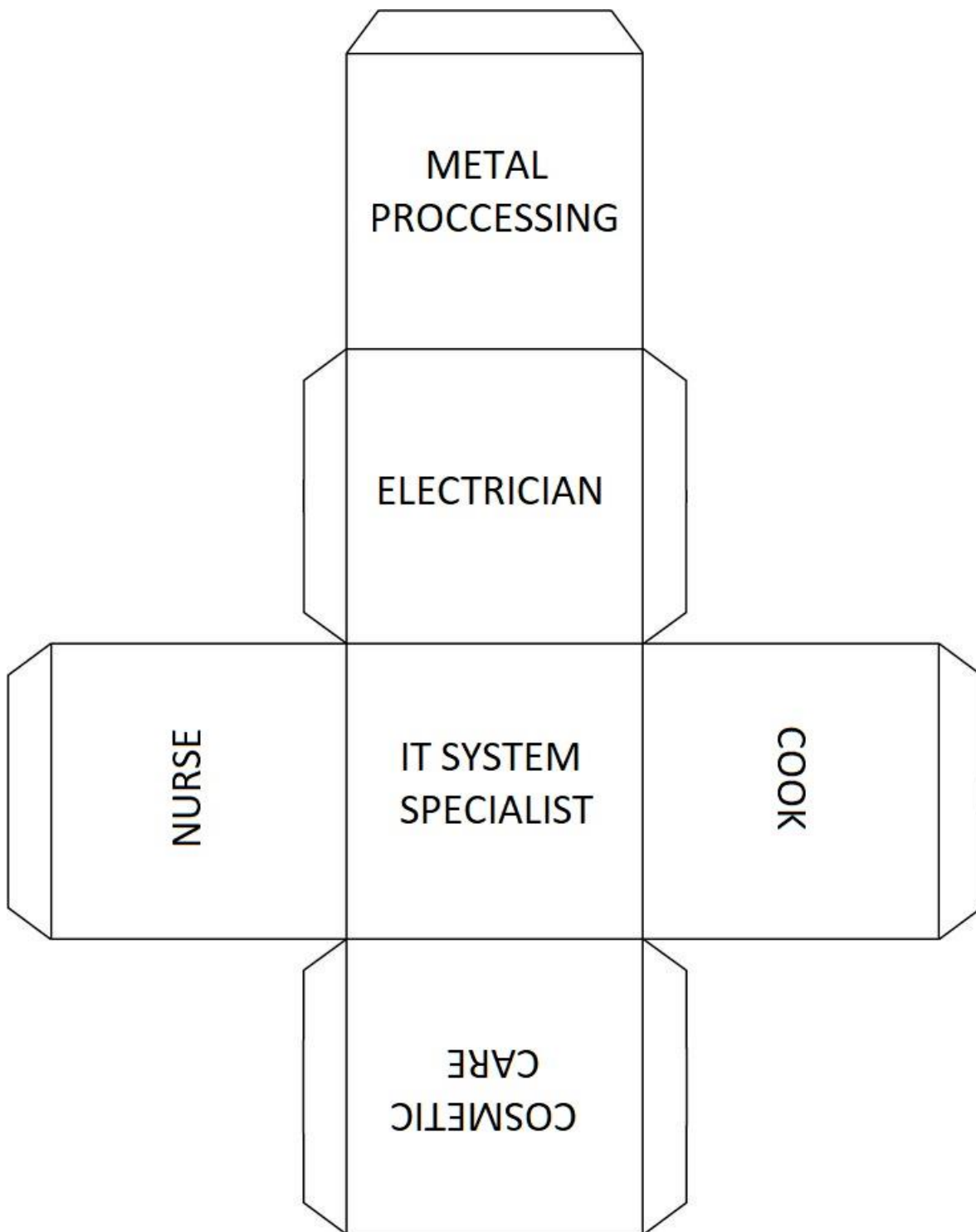
## ANNEX 3:





**Co-funded by  
the European Union**

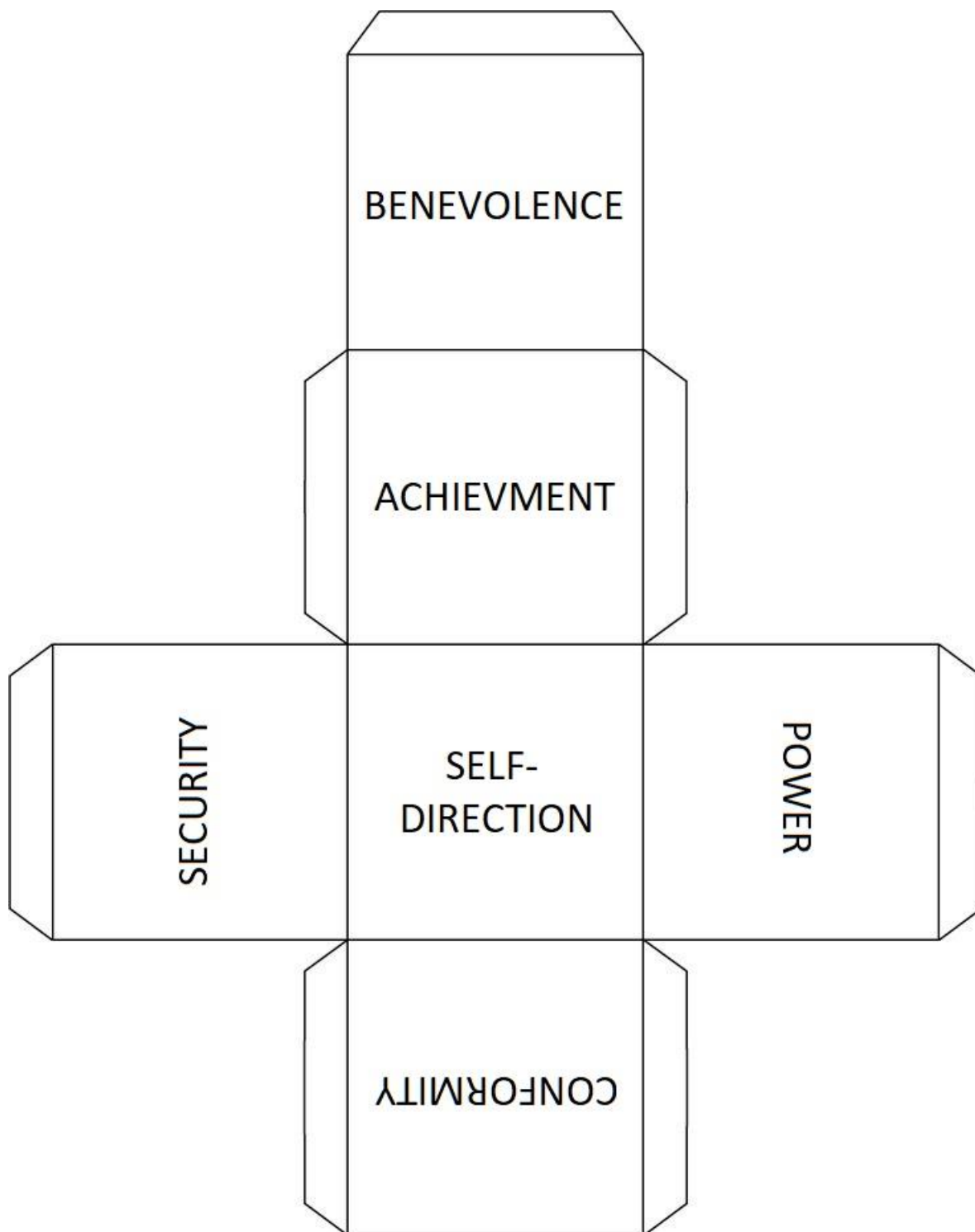
*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*





**Co-funded by  
the European Union**

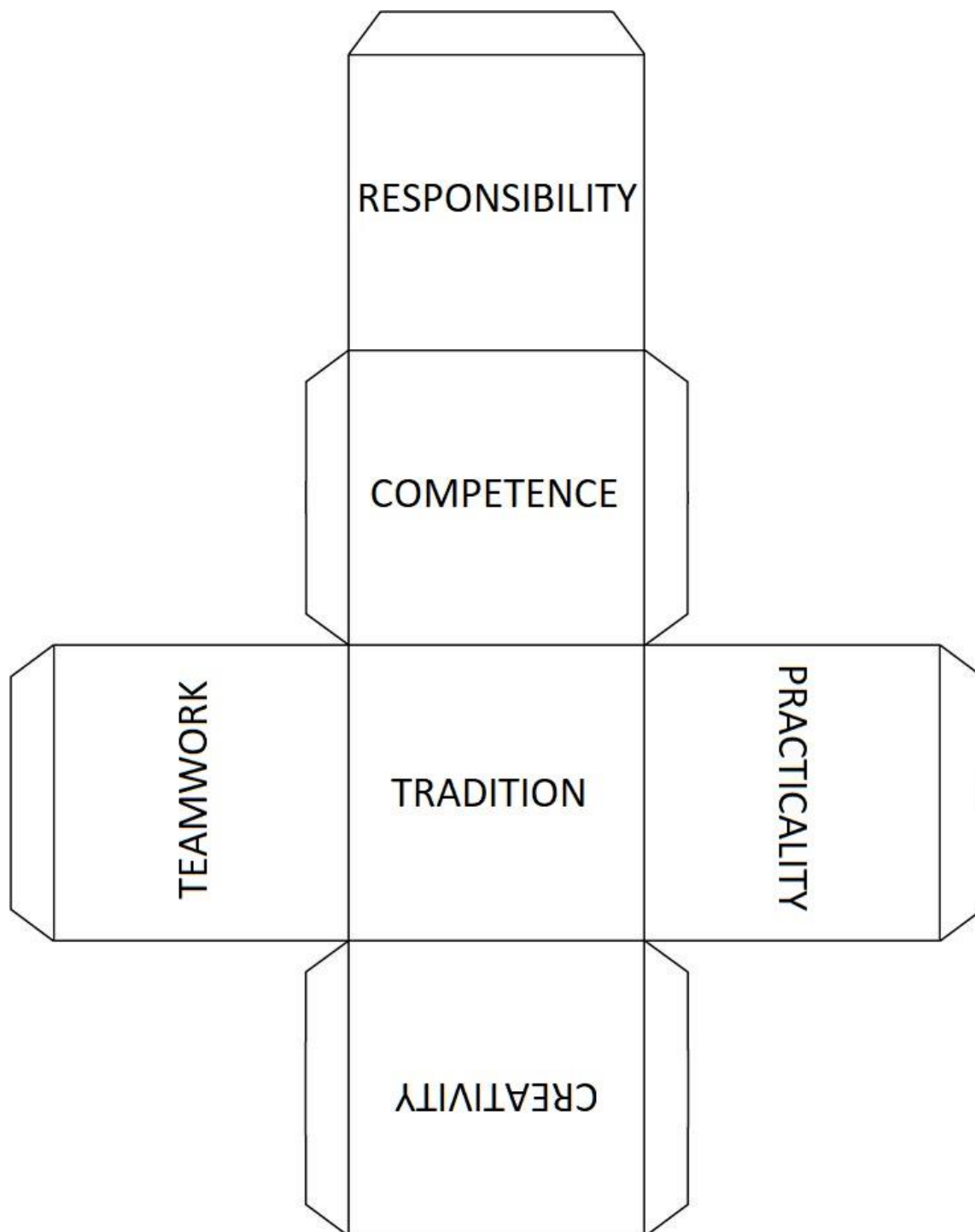
*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*





**Co-funded by  
the European Union**

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*





Co-funded by  
the European Union

Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union

## 6. References

- 1) Schwartz, S. H. (2012). *An Overview of the Schwartz Theory of Basic Values*.
- 2) Lenhard, W., & Lenhard, A. (2013). *What Definitions of Learning Disability Say and Don't Say: A Critical Analysis*.
- 3) Frontiers in Education. (2023). *The Intersection of Learning Difficulties and Behavior Problems*.
- 3) PubMed. (2013). *Reading Skills Among Students with Intellectual Disabilities*.
- 4) Ајдински, Г., Киткањ, З., & Ајдински, Љ. (2007). *Основи на дефектологија: специјална едукација и рехабилитација (Foundations of Defectology: Special Education and Rehabilitation)* - Скопје.
- 5) Чичевска-Јованова, Н., & Рашиќ-Цаневска, О. (2021). *Методика на работа со ученици со ПОП (Methodology of Work with Students with Special Educational Needs)*. Скопје: Faculty of Philosophy – Spec.Edu. and Rehabilitation.
- 6) English, K. (2016). *No Limits: Practical Guide for Teaching Deaf and Hard of Hearing Students* - Iowa.
- 7) Sir Jackie Stewart (1997). *How to Detect and Manage Dyslexia: A Reference and Resource Manual*.
- 8) Vitola B., Sivačova T., Križe Z., Riga State Technical School (2024).  
Methodological material “Pedagogical-Psychological Support in Cases of Learning Difficulties and Disorders”.
- 9) Chung P., Dilip R Patel, (2015) *Dysgraphia*.



Co-funded by  
the European Union

*Riga State Technical School coordinate Erasmus+  
Small – scale partnerships in vocational education and training project  
“Tools and techniques for a better choice of profession”,  
Co-funded by the Erasmus + Programme of the European Union*

10) Gloria Mokotjo L., (2017) An Active Learning Strategy for Addressing Dyscalculia in a Mathematics Classroom.

11) Bibi Leila Hoseini, Maryam Ajilian, Habibolah Taghizade Moghaddam, Gholamreza Khademi, Masumeh Saeidi (2014) Attention Deficit Hyperactivity Disorder (ADHD) in Children: A Short Review and Literature.

12) Morin A. A history of learning disabilities and ADHD.

<https://www.understood.org/en/articles/history-of-learning-disabilities-and-adhd>

13) World Health Organization (2021) “Evidence and resources to act on health inequalities, social determinants and meet the SDGs”,

<https://www.who.int/europe/publications/i/item/WHO-EURO-2019-3496-43255-60621>