

## Guidelines for Localization of the ICOVET Approach

### 1. Describe the current situation

- What is the main reason for using the tool? What is the special occasion? Which problem should be solved by the use of the tool? Which special circumstances make the use of the tool necessary?

### 2. Description of the field of application

- In which field and for which target group should ICOVET be adapted?
- In which field of the educational or support system should ICOVET be applied? E.g. School, vocational training, rehabilitation?
- How is this special field positioned within the system of educational or support system?

### 3. Description of the target group

For which target group the ICOVET approach should be adapted? Description of

- the level of education
- characteristic circumstances
- social situation
- characteristics of the member of target group in details
- How are the young people integrated in the social support network?
- How do the different social workers, educational consultants communicate?

### 4. Description of the users

- Who exactly is supposed to use the tool?
- Who could profit from the use of the tool as a support in guiding young people?
- How are the users educated?
- Which experiences have they already in the field of psychosocial guidance?
- Are the users volunteers or are they professionals?
- What are the typical objectives of their work with young people?
- How often do they have contact with the young people and in which setting (groups or single)?
- Reachability of the user by the staff of the project?
- Which institution is responsible, who is the boss?

## 5. Objectives of ICOVET

- Which aims should be reached by the ICOVET approach?
- How are the objectives of the tool going to be evaluated?

## 6. Deskription of the tool in detail

- Which areas of activities of the young people are regarded?
- Are there any particular competences looked at with high priority?
- Should the tool be adapted for the target group? (Pictures, simple language, role play etc.)
- Is there an outline and a schedule for the realisation of the procedure (preparation, processing, follow-up)?
- Number of staff needed
- Describe the necessary setting, spaces and materials
- What is the concrete result of the approach?
- Documentation: Whom does the documentation create? In which way (handwritten, printed file etc...) and how will it be processed?
- How are discretion and confidence assured?
- How will the results be used for the further activities? How will the result be used by other supporters or at the interface between different support system?
- Could the ICOVET tool be used additional to a procedure of guiding young people, which is already performed? Is there an optimal point of time when the tool should be used?

## 7. Transfer

- Which requirements for the dissemination in similar fields of work can be seen according to this analyses?
- Which conclusions can be drawn?