on education and working life for multicultural young people
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Your path to working life and your dream job

There are many ways to enter working life, various paths. Already during secondary school, you can think about what might be the right occupation for you. You might find your dream job through, for instance, your favourite subject at school or your favourite hobby. The important thing is that you listen to yourself and choose carefully. Studying will make it easier for you to find the job that you want.

At the beginning of this guidebook, we will tell you about education and give you tips on various education options. We will tell you about the joint-application system (yhteishaku), upper secondary school and vocational education as well as universities of applied sciences and university.

The second part of this guidebook will give you information on career choices and job-hunting.

Also, you will get information on the multicultural work community and equal workplace. According to law, employees cannot, for example, be discriminated against at work as everyone is equal.

The bottom of this page features a study path with which you will easily find the information that you need. Save this guidebook until you enter working life. You can also read it at a later stage, when you are in a new situation and you need new information.

Remember, you can aim as high as you want. Every young person has the chance to study and to find an occupation that they like. Trust in yourself!

Mehdi Arai and Evelyn Sõer
Samalle viivalle ESF-Project

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University

Bachelor's degrees
Master's degrees
1 2 3 4 5
Bachelor
Master
1 2 3 4
Doctorate

University of Applied Sciences

Polytechnic bachelor's degrees
Polytechnic master's degrees
1 2 3 4
1 2

Work experience

You do not need to know immediately what you want to do when you grow up. However, weigh your own options carefully and make your choice! Remember: the most important thing is to study!

□ = The number of years of study at the educational institute
Time to make a choice

You do not need to know after secondary school what work you want to do for the rest of your life. Some people make career changes even when they are over 50. However, it is a good idea to apply to some form of schooling after secondary school. Studying is a good idea even though you do not yet know what you want to do in the future. You will get new, important information at school and you can plan the future. It will make your aims clearer and you will meet new friends.

– The most important thing is to make choices and to take responsibility for them. A young person should do what they find interesting, Tiina Valtonen, Study Adviser at Myllypuro Secondary School points out.

How do I find somewhere to study?
You apply to upper secondary school or vocational education through the joint-application system. This is organised once a year every spring.

The joint-application system means that, at the same time, all students throughout Finland can apply to upper secondary school or vocational education. The application form is filled in at www.opintopolku.fi (in Finnish). Upper secondary school students are selected based on their average grade in theoretical subjects. The selection for vocational education is made based on the applicant’s points; for example the grades in your report card award points.

It is important that you consider the order of your choices carefully. You will be admitted to the school for which you have enough points and is highest on your choice list.

The joint application requires sufficient language skills. Your Finnish or Swedish grade in your school leaving certificate must be at least 7 in order for you to be able to take part in the joint application. Read more about the language-proficiency test on page 7.
Schools can also use their own discretion when selecting students. A school can use this discretion-based selection for selecting 30% of the applicants. In this case, the selection is not based on accumulated points.

This discretion-based selection is used when, for example, an applicant has completed comprehensive school elsewhere than in Finland.

**Calculate the joint-application points in advance**

It is a good idea to calculate your own points in advance. You can ask your study adviser for help with this. If your points are high enough, you will have many schools to choose from. If you do not get enough points, you can also apply to attend the 10th form (kymppiluokka), to the upper secondary school preparatory instruction, that is, LUVA (lukioon valmistava koulutus) or to the vocational education preparatory instruction for immigrants, that is, MAVA (please see page 6).

It is particularly worthwhile to apply to these preparatory-instruction programmes if you have not studied Finnish or Swedish at comprehensive school. You will also be able to improve your language skills or your skills in various school subjects.

– The different preparatory education available provides new skills and a timeout to consider the future. Also, you'll have the chance to improve your comprehensive-school grades, advises Study Adviser Tiina Valtonen.

**Upper secondary school or vocational college (ammattiopisto)?**

There is a difference between upper secondary school and vocational college. Upper secondary school is more theoretical. A student must read and write more than at vocational college. Studying at upper secondary school does not provide qualifications for any particular profession.

After upper secondary school, people often apply to universities of applied sciences or to university. At a vocational institution studying is closer to practical work.

– If you complete upper secondary school, you will have better skills to study at university. If you complete a vocational qualification, you will be qualified for a particular profession, upper secondary school Study Adviser Anna Quagraine from Mattilidens gymnasium explains.

www.opintopolku.fi (in Finnish)

Did you know this?

• You apply the same year that you get your school leaving certificate from comprehensive school = six points

• You do not yet have a place in a vocational qualification programme = eight points

• If your first choice is vocational education = two points

• If there is less than 30% of the same gender as you in the vocational education that you are applying to = two points.

**Amis** = Vocational College

**Opo** = A study adviser who will help you plan your school path.

“First, I started to take evening classes at upper secondary school, but then I got interested in the restaurant industry. It was easy to change schools because those choices aren’t final.” – Inka, 18

Remember summer work!

You will get money and valuable work experience whilst you study.
Did you know this?

“The 10th form (kymppiluokka) was the best place for me to improve my grades because I wanted to go to upper secondary school” – John, 16.

The 10th form is a good thing!
You can develop your skills and improve the grades in your school-leaving certificate. You can apply to the 10th form either during the same year or the year after that you get your school-leaving certificate from comprehensive school.
www.opintoluotsi.fi/en-GB/

Hands-on work at workshops
At workshops you learn by doing. A three-month minimum of workshop practice will be counted as work experience. It will contribute to your work-experience points in your joint application.
www.tyopajatieto.fi (in Finnish)

S2 = Finnish or Swedish as a second language

MAVA smoothes the way to a vocational qualification
In the vocational education preparatory instruction for immigrants, that is MAVA, you will have the chance to get acquainted with various vocational studies and to plan your choice of occupation. In MAVA, you will study the information and the skills that are needed in vocational education. MAVA is the option for those whose Finnish or Swedish skills are not yet good enough for the joint application. The joint application requires better language skills, that is level B 1.2., which corresponds to fluent basic language skills. Those applying to MAVA must have language skills that correspond to level A 2.2., that is developing basic language skills. Please ask for more information on issues related to language skills from your Finnish teacher.

At the moment, the Ministry of Education and Culture (Opetus- ja kulttuuriministeriö) is preparing content for the upper secondary school preparatory instruction, that is LUVA. This instruction will be organised from the autumn term 2014 onwards.

Aim high
You can also complete two degrees (kaksoistutkinto) at the same time. This means that a student studies at upper secondary school and at a vocational college at the same time. This type of studying has been organised differently at different schools. For instance, at some schools you attend vocational college three days a week and upper secondary school two days a week.

When is it a good idea to complete two degrees at the same time, Study Adviser Tiina Valtonen?
If you want to get a solid general education and a vocational qualification sooner.

Who should take on two degrees at the same time? You need to be ambitious and hard-working. If you have done well at comprehensive school, that will surely be helpful.

Useful information on available options after secondary school: www.ysinjalkeen.fi/en/
Study your own mother tongue
It is important to study your own mother tongue. Good knowledge of your own mother tongue also helps you learn Finnish or Swedish. Also, it is good to know and appreciate your own culture. Your cultural identity also becomes stronger, in other words your inner self is developed through learning your mother tongue. Furthermore, language skills are appreciated in working life. Municipalities organise mother-tongue classes if needed. Please ask for more information from your study adviser.

What is S2 instruction?
Finnish as a second language, that is S2, helps you do well at school. According to experts, it is a good idea to take S2 classes if your mother tongue is something other than Finnish.

In S2 classes, you will learn Finnish more effectively than in Finnish as mother tongue classes. S2 instruction is provided at comprehensive school, upper secondary school and at vocational colleges. It will not make a difference to your further education whether you choose S2 classes or Finnish as mother tongue classes. If you attend a Swedish-speaking school, you can study Swedish as a second language.

Invitation to the language test
If your mother tongue is not Finnish or Swedish, your language-skills level can be verified in several ways. However, if your language-skills level is not high enough based on your grades, you will receive an invitation to a language test during your last spring at secondary school. This test will check to see whether you speak, understand the text and write sufficiently well in Finnish or Swedish.
Do you want to study at upper secondary school? If you do – great! At upper secondary school, students take more responsibility for their own learning than they do at comprehensive school. However, upper secondary school also brings more freedom. – When planning which courses to take you can, for instance, think about your own hobbies, says upper secondary school Study Adviser Anna Quagraine from Mattlidens gymnasium.

There are many various courses to choose from at upper secondary school. A student can choose according to their own interests. The course choices also have an impact on further education. There are differences between the optional subjects available at upper secondary schools. Some upper secondary schools focus on certain areas of expertise. These may include, for example, art, media, entrepreneurship, natural sciences, sports or languages.

What to do after upper secondary school? www.abit.fi (in Finnish)

Did you know this?

There are 47-51 compulsory courses at upper secondary school. The advanced courses are follow-up courses, and you need to choose at least ten of these.

The final exams have an impact on the future

The matriculation examination (ylioppilaskirjoitukset) is a set of exams on the subjects that you study at upper secondary school. Your exam grades will have an impact on your further education. It is a good idea to acknowledge the matriculation examination as early on as your first year at upper secondary school. You see, you can take your exams in three parts, for example, in spring, autumn and spring consecutively over two years.

Finnish or Finnish or Swedish as a second language is a compulsory exam in the matriculation examination. In addition to this, you have to choose three other compulsory exams from the following four groups: 1) the other national official language, 2) other languages, 3) mathematics and 4) humanities and natural sciences (reaaliaineet). Humanities and natural sciences include religion or ethics (elämankatsomustieto), philosophy, history, social studies, physics, chemistry, biology, geography and health education. – For instance, you can take the exams in Finnish, English, mathematics and social studies, Study Adviser Anna Quagraine explains.

For more information: www.lukio.fi (in Finnish)
Annual festivities are an important part of Finnish upper secondary school. Participation is voluntary.

**The school seniors’ dance**  
(Vanhojen tanssit)  
The school seniors’ dance is the annual event for second-year students of upper secondary school when the last-year students have left school. The students dress up in evening dresses and perform old-fashioned dances.

**The last-year students’ send-off** (Penkkarit)  
At the send-off, the last-year students celebrate the end of actual schoolwork. This event also marks the beginning of studying for the matriculation examination. The celebration includes driving around the city in open-back lorries. The last-year students wear fancy dress and the lorries feature large cardboard pictures. The last-year students throw sweets from the lorries to the people watching the parade.
Vocational college and apprenticeships

Are you interested in cars or in working with your hands? You could become a car mechanic or a carpenter!

Or are you interested in the internet and computers? Get a qualification in computer science!

Have you always wanted to help and take care of other people? You could become a practical nurse or a hairdresser!

There are lots of options. There are 52 vocational qualifications in Finland and several training programmes. Everyone can apply where they want to. It is a good idea to take a bit of time when considering which education would be best for you.

– Young people should have the chance to experiment with different fields of work,

says Coordinating Study Adviser Riitta Rislakki at Helsinki Vocational College.

Networking begins with learning at work
Vocational education includes learning at work, that is practical training. This means learning that takes place at an actual workplace. A vocational qualification involves at least 20 weeks of learning at work. Learning at work can have a significant impact on your career. You see, your learning-at-work instructor can recommend you to someone if you are interested in your work and you try your best. This is how networking in working life begins!

For more information www.opintopolku.fi (in Finnish)

What to do after vocational college?
www.ammattiosaaja.fi/en
Apprenticeship training
– study while you work

If sitting at school is not your thing, why not consider an apprenticeship? This will help you enter working life, and it will also get you a degree. An apprenticeship lasts for about three years, during which you will spend 80% of your time at your workplace and 20% at school.

Three facts about apprenticeships:
• The duration of the apprenticeship depends on the student’s aims, degree, skills and work experience.
• The employer pays the student wages that are at least equivalent to the collective agreement.
• A written contract of employment is made.

Tips for getting into apprenticeship training:
Check with the Apprenticeship Office (Oppisopimustoimisto) that the education that you wish to get can be completed through apprenticeship training. Choose a workplace and ask whether you could become an apprentice. Tell the employer that they are entitled to training compensation and a wage subsidy. If needed, ask the Education Coordinator for advice.

www.oppisopimus.net (in Finnish)

Material purchases at vocational college, schoolbooks at upper secondary school.

At upper secondary school, schoolbooks cost about 1500 Euros over a period of three years if you do not buy the books second-hand. In vocational education, fewer books are needed but in some fields equipment has to be bought. For instance, when training to become a chef you may have to buy your own set of knives, and when training to become a hairdresser you need your own scissors and work equipment. Studying at a vocational college costs about 600 Euros over a period of three years.

A vocational education will suit you if you like working hands-on and you want to be around other people.

Graduation party
Completing a professional degree is cause for celebration! Generally, there is a party with family and friends at the home of the person graduating. The guests enjoy good food and good company.

Changes of periods
Classes can organize a small party when there is a change of periods in the schedule. At the parties, people enjoy good food, watch movies or listen to music.
University of applied sciences

After secondary education, you can study more. At universities of applied sciences, you can get a qualification for various specialist, development and leadership work. You can, for example, study the field of technology and transport, social services and health care, or business. The studies are usually divided into theory, examination and training periods. In total, studying at a university of applied sciences will take 3.5–4.5 years.

A university of applied sciences will suit you if you wish to have a more practical higher education. Students of universities of applied sciences generally create good working-life networks. The degree includes a six-month period of practical training, which helps create networks.

1 Who can apply?
You can apply to a university of applied sciences if you have completed your matriculation examination (ylioppilastutkinto) or if you have a vocational upper secondary education. After the application period, invitations to the entrance examination will be sent out based on previous school results.

2 How to apply?
At the moment, there are four application choices on the internet: Admissions for young people = classes are during the day. Admissions for adults = classes are in the evenings – this suits people who work and study. Foreign-language admissions = programmes are conducted in English. Vocational-teacher education = you can study to become a vocational teacher. Polytechnic master’s degree = provides the skills for working-life developmental tasks that requires specific expertise. This suits people who have completed their university of applied sciences degree. This also requires at least three years of work experience in the field to which you are applying.

www.amkhaku.fi (in Finnish)

3 How to prepare for the entrance examination?
In some fields, there are advance assignments or an entrance examination. Before the entrance examination, think carefully why you, in particular, should be chosen for that school. Also, think about your motivation. The entrance-examination interview may include these questions.

Did you know this?
The application system is changing!
Applications for universities of applied sciences and universities will be brought together on the opintopolku.fi website (in Finnish) in the autumn of 2014. The application can be done using one single online form where you can list six school choices in the order of your preference.

AMK = university of applied sciences
University

At university, the focus is on how things function in theory and how they can be developed. At university, you get a Master’s degree. A Master’s degree is compulsory in, for example, a doctor’s, teacher’s or speech therapist’s profession.

University has a very wide variety of options to choose from: there may be up to three hundred subjects and there are dozens of faculties. Finnish universities feature 21 different fields of study.

The largest fields are the fields of science and technology, the humanities, and natural sciences. Other fields include visual arts, theatre and dance as well as veterinary medicine. For instance, at the Faculty of Arts, you can study philosophy, history, art and culture as well as foreign languages. At the Faculty of Science and Technology, you can study, for example, architecture.

1. Who can apply?

You can apply to university if you have completed your matriculation examination or vocational upper secondary education.

2. How to apply?

You apply to university by filling in one single form in which you can list a total of nine schools. The universities make their own student selections. There are two application periods, one in the spring and one in the autumn. It is best to apply as soon as it is possible.

www.yliopistohaku.fi/yshjHakija/

3. How do universities make their student selections?

The choice is usually based on a student’s prior school results and an entrance examination. The university-programme introductions feature detailed information on the selection criteria. Please read them carefully. You will find the programme introductions on the websites of the universities.

Did you know this?

Four facts about university:

- A university degree gives qualifications for various specialist, planning, development and leadership work.
- In most fields, a Bachelor’s degree is completed first. This can be completed in three years.
- After this, the next stage is a Master’s degree. This can be completed in two years.
- University degrees may also include practical training.

Get to know the education levels, watch the videos: www.samalleviivalle.fi (in Finnish)
After getting an education, it is time to enter working life.

When you are hard-working, you show initiative and you are precise, you have the right attitude to work. Schedules and working hours must be complied with. In working life, language skills and the knowledge of various cultures is appreciated. These are issues that are worth emphasising in a job application.

A job application shows your skills
Do you have hobbies?
Which languages do you speak?
Have you had a summer job or have you done TET, the familiarisation with working life programme?
Mention all of this in your application!

A job application is sent online using the provided reply form or by e-mail directly to the employer before a job interview. If the job vacancy features a telephone number, call the employer. Think in advance what you will ask. This is a way to prove that you have initiative!

It is worthwhile to write a good application. Employers appreciate a clear, correctly-written application that stands out from the rest. Use examples in your application. If you claim to have initiative, explain how this can be seen.

Together with a job application, you also usually send your curriculum vitae, that is your CV. This is a list that shows what you have studied and what work you have done. In it, you can also describe your special skills or hobbies. You will be invited for an interview if your application rouses the employer’s interest in you. Normally, 1-10 job applicants are invited to come to an interview. After the interview, the employer will decide who will get the job.
In your CV, it is also a good idea to list the names of people who can act as references for you. This means people who can recommend you for the job in question. Remember to ask the references themselves whether you can mention them as references in your CV. A reference can be, for example, your coach, your instructor in practical training or your summer-job supervisor.

Do not get discouraged if you do not get a job immediately. Job-hunting requires time and patience. Looking for a job is an actual job in itself.

Tips for job-hunting www.te-services.fi
Read more on www.kunkoululoppuu.fi (in Finnish)

Did you know this?

**Five tips for a job interview**
- Be well-prepared! Find out about the job and practise answers to questions.
- Dress tidily and in a manner that is appropriate for the job.
- Make sure that you are there in time. If you are going to be late, inform the employer by calling.
- Look the interviewer in the eye. Listen carefully.
- Always be honest and your own self.

**The most common questions in an interview.**
- **Why are you applying for this job?** This question is for looking into your motivation.
- **Why should we choose you, in particular, for this job?** Explain how your skills would benefit the company.
- **What kind of a colleague are you?** Describe your traits using examples.
- **What are your strengths and weaknesses?** Give, for example, three examples of your strengths, but also think about your weaknesses in advance.

These, for example, are questions that you do NOT have to answer:
- What is your religion?
- Are you in a relationship or are you single?
- Do you intend to have children?

According to Finnish law, you do not need to answer these questions at a job interview. Also, questions related to your health are sensitive issues. At a job interview, you need to answer a question only if it is truly related to the job for which you are applying. If you are applying for, for example, office work, the employer does not need to know whether your eyesight is good enough to drive a car.

Read in the Duuni magazine’s multicultural-theme issue how best to prepare for a job interview. www.samalleiviivalle.fi (in Finnish)
Learn how to network

In working life, you will definitely hear how important it is to network.
– Business is nothing without people. Networking helps when you are looking for your next job, clients or a business partner, Artem Daniliants, founder of LumoLink explains. When looking for work, you need to think whether you know an employer or a company that you could get in touch with. For instance, do any of your friends know an employer that needs new employees?

How to network successfully?
– Try to be of use to others. This way, you help others and at the same time, you increase and develop your own network, says Artem Daniliants. He has had his own business since the beginning of 2010.

– Entrepreneurship means a lot to me. I’m able to do many different things and be creative, explains Daniliants.

An entrepreneur, in particular, has to know how to network. If you want to have a business of your own, you have to have a persistent will to succeed and good social skills.
Artem Daniliants’s networking started at the Junior Chamber International Finland (Suomen Nuorkauppkamarit ry) where he won the debate competition organised by the association.

If you are interested in entrepreneurship after completing your studies, read more about Junior Chamber International Finland on www.jci.fi/en/home/.

You can make use of the social media when looking for a job. Consider whether you could include a video clip of yourself on your Facebook profile and mention it in your job application. Remember, employers also use the social media to advertise job vacancies.
This is how to start networking

- Look for networking events on the internet.
- Participate in as many as you can.
- Go to the event with the right attitude, in other words smile, show initiative and lots of courage!
- Set yourself a target. For instance, that you will not leave the event before you have been given, let's say, ten business cards.
- Use your hobbies, too, for networking.
- Get to know the people that are involved in your hobbies.
- Discuss work experiences.
- Your next employer might be your friend’s current employer!
Be successful at your work

Starting in working life is always exciting. There are lots of new things. At the same time, you should be concentrating on the work. An attitude that shows initiative and enthusiasm means a lot, but the right work atmosphere is created within the company. Decisions are made together, as a team.

– Good teamwork is significant.

So, nice colleagues are important. Your immediate supervisor should also be encouraging, says Merja Ranta-aho, Head of HR at mobile telephone company Elisa Oyj.

Towards success with the right attitude

Teamwork requires each and everyone’s input and correct attitude. Well, what does this attitude mean?

It means, for instance, good social skills and an ability to learn from others. You can always ask your colleagues if something regarding your work is unclear.

– We need to listen to other people and acknowledge them. When working, we can also always think how we could do something better, Ranta-aho advises.

Working should be enjoyable but also challenging. At a good workplace, your employer listens to you.

– The distribution of work must be clear and the equipment must be in working order. An employee should feel that their work has meaning, says Ranta-aho.

“A good employer is reliable. They know their employees and give them appropriate assignments”

– Johannes, 24

Familiarisation must be clear

Work familiarisation is when a new employee is taught how to use the equipment and to get to know the work surroundings and colleagues.

– Familiarisation ensures that the employee will be able to perform their duties safely, says Aku Ryhänen, Itella Service Supervisor.

Familiarisation is the responsibility of the employer. The employee has the right to ask when something is unclear. If things are, for instance, explained too quickly during the familiarisation, it is worth pointing this out.

– A good employee is open, brave and has the ability to cooperate. Also during the familiarisation, says Ryhänen.
Employment reference letter
An employee always has the right to receive an employment reference letter once the employment ends. There are various reference templates. This template shows you what an employment reference letter should include. If, despite requests, you do not get an employment reference letter from the employer, you can ask for help from the industrial safety authority.

www.tyosuojelu.fi/fi/workingfinland/

Employee’s name: Ahmed Ahkera
Social security number: 123456–1111

Company information:
Name: Elektroniikka Oy
Address: Yritystie 7, 00100 Helsinki

EMPLOYMENT REFERENCE LETTER

Ahmed Ahkera has been employed by Elektroniikka Oy during the period of 2/6/2013 – 16/8/2013. Mr Ahkera’s duties included filing photographs and documents and answering customer-service telephone calls.

Mr Ahkera completed the assignments that were given to him very well. He showed initiative and tackled the assignments enthusiastically.

The employment was terminated due to the contract being fixed-term.

Helsinki 16/8/2013
Date and place

Enrique Esimies
Supervisor

The employee may ask for an evaluation of their skills and behaviour in the employment reference letter. You can also ask for one without an evaluation.

The employment reference letter will provide the reason why the employment ended only if the employee requests it.
At a good workplace, everyone’s input is appreciated, but the rules must also be the same for everyone. Boring sections of law might seem pointless, but it is important to understand your own rights. Do you know, for instance, how much you should be paid? Or how many hours you are allowed to work?

**Your rights and obligations**
Employers and employees have rights and obligations. The Finnish law deals with working life and forbids, amongst other things, discrimination. When there is no discrimination, everyone is equal regardless of age, health, ethnic background, language or opinion.

**A young employee**
In Finland, there is a separate law on the rights of employees who are under 18. In addition to working hours, the law says which type of work young people are allowed to do. A young employee cannot, for instance, do work that has duties that include too much responsibility. Also, the duties must not require unreasonable effort. The work must not, furthermore, harm the young person’s physical or emotional development.

**Equality at the workplace**
**I am ill – what should I do?**

If you are ill or have an accident, you must inform your employer immediately. According to the Contracts of Employment Act, you are entitled to full pay during the first nine days of your sick leave if your employment has lasted for more than one month. If your employment has lasted less than one month, you will receive half of your pay. Often, the employer wants to see a medical certificate of the illness.

The employee is not entitled to sick-leave pay if they cause their disability to work intentionally or through gross neglect.

Also, do not work too much. That may also lead to illness. If there is too much work, you must talk to the employer.

Ask for advice from your colleague or the shop steward (luottamusmies) if you are scared to talk to your supervisor. You can raise the issue of the amount of work at a meeting where assignments are being allocated.

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**Did you know this?**

**TES The collective agreement**

- The collective agreement defines pay, working hours, holidays and other benefits.
- Each profession has a collective agreement.
- The employer must comply with the national collective agreement, which defines the terms of the work contract and the working conditions.
- It is a good idea to ask about the collective agreement from the workplace shop steward. Almost all workplaces have a shop steward who represents the employees. You can talk to this person about work-related issues in confidence.

**Pay**

- The pay depends on the duties or the profession.
- Most workplaces observe the collective agreement in regard to pay.
- In 2012, the average pay per month of someone under 20 was 1923 Euros.
- The lowest monthly pay was 1364 Euros and the highest 2552 Euros.

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**An under 18-year-old’s working hours**

<table>
<thead>
<tr>
<th>13- to 14-year-olds</th>
<th>15- to 17-year-olds</th>
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<tbody>
<tr>
<td>• The regular working hours can be no longer than seven hours a day.</td>
<td>• The regular working hours can be no longer than eight hours a day.</td>
</tr>
<tr>
<td>• On days off from school, you are allowed to work seven hours, two hours on school days.</td>
<td>• You can do overtime, but you do not have to. However, you cannot do more than 80 hours a year.</td>
</tr>
<tr>
<td>• You are not allowed to do overtime!</td>
<td>• The working hours must be between 6 am and 10 pm.</td>
</tr>
<tr>
<td>• The working hours must be between 8 am and 8 pm.</td>
<td>• You are allowed to do household work until 11 pm, if there is a specific reason for it.</td>
</tr>
</tbody>
</table>

- The total length of a combined school day and working day can be no longer than eight hours.
- The lunch break is 30 minutes if the working hours are longer than four hours and 30 minutes.
- Every week must include a 38-hour period of uninterrupted rest.
A multicultural work community

A nice and comfortable working environment is created together amongst the employer and all of the employees. This means that everyone has to have the possibility to move on in their work to more demanding duties. And also, that all employees have access to training. It is also important that the work duties vary enough. These things create a multicultural work community in which the employees’ different backgrounds are acknowledged.

In a multicultural work community, employees are equal. This also means that regardless of the employee’s background, they have the same opportunities and obligations as the other employees. In an equal work community, everyone’s working methods are respected. A person’s different way of thinking is accepted.

– Everyone has their own ways of working. For instance, one employee may feel that it is important to write reports in as much detail as possible. Someone else may feel that there should be more discussion with the clients. Both working methods are, however, correct, says Miriam Attias, Project Manager of the City of Helsinki.

Everyone has the right to be themselves
In a multicultural work community, the rules are made together and they are applied equally. In a work community, you are allowed to be yourself, but this does not mean that you can do whatever you want. You need to respect your colleagues and comply with the rules. In a functional work community, everyone can interact with each other. Everyone also has the right to express their own opinions.
– The supervisor carries the main responsibility that everyone can be themselves. If there’s something on your mind, it’s best to talk about it. If, for instance, you’ve been bullied, explain exactly what happened and how it made you feel, advises Miriam Attias.

A good workplace also gives room for creativity. – I believe that responsibility makes a person do their best, Attias says. In a good work community, only one rule should be enough. – You can make mistakes and make a mess of it! If the atmosphere is kind to mistakes, it also encourages a person to try, Attias adds.

A non-prejudiced workplace
Stereotypes, in other words strong prejudices, worsen the workplace atmosphere. Often, both the employer as well as the employees have prejudices.

In a multicultural work community, the employees know each other’s ways of working. If you find what your colleague says or their working methods strange, do not be afraid to sort it out by asking.

In an equal work community
The employee
• is open, honest and unprejudiced
• knows their rights, for example, the legal working hours (see page 21)
• takes responsibility for developing the atmosphere at work
• knows how to listen
• knows how to manage themselves and performs the agreed work conscientiously.

The employer
• develops pre-emptive measures together with the employees
• develops solutions to conflicts
• is unprejudiced
• gives positive and constructive feedback
• acknowledges the employees’ wishes
• trusts the employees
• takes responsibility for the employees’ well-being, equipment and working methods.