



Hop-on

Hop-on-Buch zur beruflichen Bildung in Deutschland

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Introduction

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What is the Hop-on Compass?

The Hop-on Compass is a digital book. It can be saved and printed for one's own purposes.

The book is for adults who have questions about vocational training and certification in Germany.

The book gives answers to questions. We took these questions from websites and consultations.

We would like the information to be easy to understand. That is why we use short sentences and common words, for example.

Here, we call "adults" (Erwachsene) people that are older than 25. The reason for this is that, in Germany, once you are 25 or more, you are past middle and high school. Adults 25 years old and older usually have professional experience. Professional experience can influence what options you have when getting a professional diploma.

We will mainly focus on adults who arrived in Germany through an asylum procedure and

- A [temporary permission to stay \(Aufenthaltsgestattung\)](#),
- An [exceptional leave to remain \(Duldung\)](#) [#/media/File:Duldung-Traegervordruck.jpg](#) or,
- A [residence permit \(Aufenthaltserlaubnis\)](#).

There are many legal rules for vocational education. Residence status also affects the possibilities of getting a professional diploma. Statutory (legal) rules (Gesetzliche Regeln) can change quickly. Sometimes, there are also exceptions to the rules and decisions can be made depending on individual cases. These decisions are made according to the individual person, their past experiences and their current situation.

The book and the information is not a substitute for personal advice.

More information

- [Where can I find counselling services and projects?](#)

Score: [15.10.2016]

What Is Vocational Education?

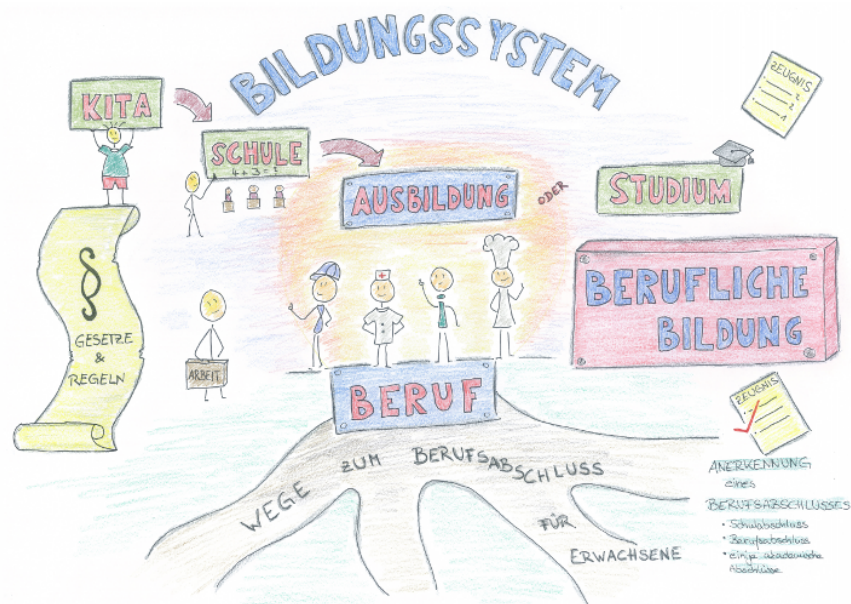


Abbildung: What Is Vocational Education?

There are very many terms tied to vocational education (beruflicher Bildung).

By vocational education, we mean all the possibilities and ways to (continue to) learn a profession in Germany and get a professional diploma. For all these different types of ways, there are special requirements to meet.

All the ways to get a professional diploma are based on the laws and rules of vocational training. Vocational training is part of the German educational system. If you want to understand the possibilities that vocational education can offer, you have to understand the educational system first.

By educational system, we mean preschool education (Kindergarten), education at school (Schule) and academic education (university, Universität).

We will use many words that you might not know.

An important word is "Beruf", profession or job. In Germany, you can also use the word "Arbeit" instead of "Beruf". Just like in English you can use "job" or "work".

In vocational education the word "Beruf" is usually used to mean "Ausbildungsberuf", a profession that requires vocational training. For a profession that requires vocational training, there are many laws and rules that you need to learn on the way to getting a professional qualification or diploma (Berufsabschluss). The most common and popular way to get a professional degree is vocational training (Berufsausbildung). "Berufsausbildung"

is sometimes also called "Ausbildung" or "Lehre" in German. Usually "Ausbildung" is used and that is the word Hop-on uses. In English, we will use vocational training.

You will get a professional diploma if you learn a profession and take a final exam at the relevant authority. The relevant authority (zuständige Stelle) is the institution that is responsible for a profession that requires vocational training and the exams you need to take for it.

If you have already learnt a profession and gotten your diploma, you can see if your professional diploma can be recognized in Germany. A new law was introduced in 2012 that regulates the recognition of professional qualifications. Recognition (Anerkennung) or to get something recognized (anerkennen) means that you, for example, did vocational training in another country that is similar to vocational training in Germany.

If you don't have a professional diploma or your professional diploma can't be recognized, there are different possibilities and ways to do get a professional diploma.

Mehr Informationen

- [What is recognition?](#)
- [How can adults get vocational qualifications?](#)

Score: [15.10.2016]

Why Is A Professional Diploma Important?

In Germany, having a professional diploma influences your professional possibilities.

There is a difference between jobs as a specialist (Fachkraft) and jobs as an assistant (Helfer(in)).

Specialist means that you have a professional diploma. You learnt the theory and the practice that are important for professions that require vocational training. You also passed the final exam and received a certificate. For every profession, there are laws and rules about what you must know (theory) and what you must be able to do (practice). The certificate can be called "Gesellenbrief", "Facharbeiterbrief", "staatliche Urkunde" or "Abschlusszeugnis", for example. It depends on the profession.

With this certificate, a company can easily understand what you have learnt and what you can do.

There are many adults that don't have a professional diploma. Many work but there are also many that are unemployed. People without a professional diploma are four times more likely to be unemployed than people with a professional diploma.

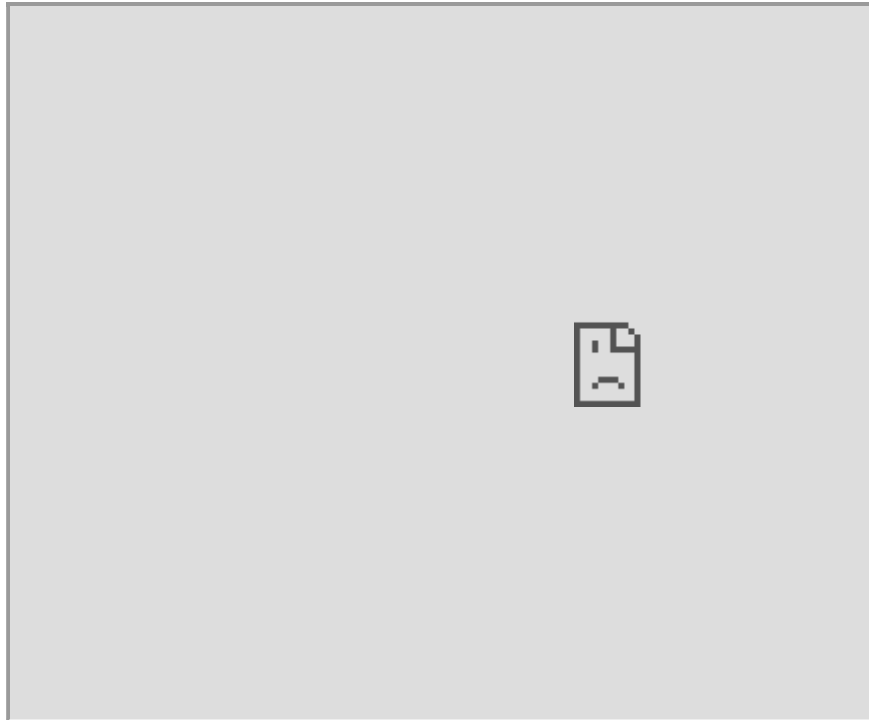
People that don't have a professional diploma can usually only work as assistants. Assistant means that you can and should take over some of the tasks but others not.

People that have a professional diploma can work as a specialist. This means that they can take on tasks that you need special knowledge for.

With a professional diploma, it is easier to find a job. There is more of a chance that you will find a good job. A good job means, for example, that you earn more money or have better working conditions than an assistant.

There are also many studies that show the advantages of having a professional diploma, for example the study called "[Bildung hat Zukunft - Bildungsstudie 2017](#)" ("education has a future - educational study 2017") of the ifo-Instituts. The study shows that people with a professional diploma have a higher income per month and in their whole lives than people without a professional diploma. The Bertelsmann-Stiftung shows the difference in a [graph](#).

In the following video, adults explain why they decided to get a professional diploma.



After getting a professional diploma you can:

- Further your studies (for example, get a diploma as a master craftsman) or
- Study (if you meet certain requirements)

Furthering Your Studies

After you get your professional diploma, you can do further education and learn specialized knowledge. This is important, for example, if you would like to have a better position in the company or institution where you work.

Many people want to start their own companies and work independently.

For some professions, you need a certain diploma in Germany to start your own company. One of these professions is hairdresser. If you would like to open your own hairdressers, you need a master craftsman diploma. To be a master craftsman, you first need a professional diploma. If you aren't a master craftsman, you have to employ a master craftsman for your company.

On the [Wir gründen in Deutschland](#) website, you will find information in German, English, French, Polish, Spanish, Ukrainian, Tigrinya and Turkish about self-employment.

Studying

Many people first do a professional diploma and then study. There are many possibilities and different rules. Find more information in the Hop-on [Study Book](#)

It isn't easy to understand the German system. It also isn't easy to get a professional diploma as an adult in Germany. It often means you need a lot of energy and motivation. Often during this time, you will not earn a lot of money. A

professional diploma also doesn't guarantee a good job. But with a professional diploma you have a better chance at the German and international labour market.

Mehr Informationen

- [Hop-on Academic Education](#)

Score: [15.10.2016]

How Does the Educational System Work in Germany?

In the German education system, there are many different schools, institutions and ways.

Sometimes it helps if you have a comparison to a well-known education system. On the [BQ-Portals](#) website, you can have a look at the different educational systems.

We would like to give you some general information about the education system. For more detailed information, you can have a look at the other chapters.

Germany is a federal republic consisting of 16 states (for example Berlin, Hamburg or Saxony). The Federal Government (die Bundesregierung or "der Bund" in short) rules over the federal republic. The State Governments (Landesregierungen) rule over the states. The Federal Government and the State Governments are responsible for specific areas. This means that in some areas, only the Federal Government makes the decisions. In some areas, only the individual States make the decisions. And in some areas, the Federal Government and the State Governments make decisions together.

There are laws and rules that apply anywhere in Germany. But the States also have their own laws and rules - especially in education.

There are many laws and rules for education. Sometimes, there are also exceptions to the rules and decisions can be made depending on individual cases. These decisions are made according to the individual person, their past experiences and their current situation.

This is why you need to make sure you inform yourself. There are many free counselling services that can help you.

Mehr Informationen

- [What is vocational training?](#)
- [Where can I find counselling services and projects?](#)

Score: [15.10.2016]

What Are Middle and High Schools (allgemein bildende Schulen)?

There are different schools, school certificates and different names for "Schulabschlüsse" (high school diplomas) in Germany. Every state has its own rules. For most high school diplomas, you have to take an exam.

Middle and high schools are schools where you have classes in general subjects. The goal is to get a high school diploma, not a professional diploma. By "Allgemeinbildung" (general education), we mean subjects like Music, History, Physics or Maths.

"Hauptschulabschluss" (lower secondary education) is the easiest way to get a school diploma after about 9 years of school. Sometimes this is also called "Berufsbildungsreife".

In most states, there are also advanced Hauptschulabschluss or advanced Berufsbildungsreife.

The "mittlere Schulabschluss" (middle school diploma) is the next highest school diploma after about 10 years of school. Sometimes this is also called "Mittlere Reife" or "Realschulabschluss".

The "Fachabitur" (specialized high school diploma) can be received after 11 years of school. Sometimes it is also called "Fachhochschulreife". The Fachabitur is usually specialized, this means that it focuses on economy, sociology or technology, for example. With this diploma, you can study at a university of applied sciences, for example.

A "Abitur" (high school diploma) is what you can receive after 12 or 13 years of school. Sometimes it's also called "Hochschulreife". With an Abitur, you can study at a university, university of applied sciences or other institutes of higher education.

You can get any of these types of diplomas as an adult. This means, that you would take classes and prepare for the exam. There are many cities that offer the Hauptschulabschluss or the Mittleren Schulabschluss, for example in the Volkshochschulen (education centers for adults). There are also offers for people who want to catch up or resume their Fachabitur or Abitur if you meet certain requirements.

You can get a high school diploma from another country recognized in Germany. Recognition (Anerkennung) or to get something recognized (anerkennen) means that you, for example, got a high school diploma in another country that is similar to a high school diploma in Germany. For example, it will evaluate:

- How many years you were at school for or
- How many and which foreign languages you learnt at school.

More information

Introduction

- [What is recognition?](#)

Score: [15.10.2016]

Where Can I Find Information About Studying?

Academic education is studying at a university (Universität) or university of applied sciences (Fachhochschule). It isn't vocational education. That is why you will only find a little bit of information here.

Studying means that you are learning at a university or university of applied sciences. Studying at a university usually means that you will focus on the theory. Studying at a university of applied sciences usually means that you will focus on the practice.

To study you need a Abitur/Hochschulreife (high school diploma) or a Fachabitur/Fachhochschulreife (subject specific higher education qualification). With a high school diploma, you can study any subject at a university or at a university of applied sciences. With a subject specific higher education qualification, you can only study specific subjects at a university of applied sciences. For most courses of study, you need additional practical experience or have very good scores.

You can also sometimes study without a high school diploma. In this case, you usually need a professional diploma and professional experience. Each Federal state as well as each university and university of applied sciences have their own rules. Find out more about the possibilities available to you at an International Office (Akademischen Auslandsamt).

At a state university and university of applied sciences, you usually don't have to pay tuition fees in Germany - even for special courses of study. However, you do have to pay administration fees every semester. At private universities and university of applied sciences you almost always have to pay tuition fees.

You won't get any money while you are at a university or university of applied sciences.

In Germany, there are a lot of possibilities for students to get financial aid. There are different rules and laws about age, residence status or certain achievement requirements.

On the [studyin.de](https://www.studyin.de) website you can find out more about Studying in German and English.

Personal advice is also possible at [Bildungsberatung Garantiefonds Hochschule](#).

Dual studies also exist. Dual means that your studies will be in two places:

- You will learn the theory at a university or university of applied sciences, and
- You will practice at a company.

The requirements are usually the same as for studying. The difference is that usually you earn money because you work at a company.

At state universities and university of applied sciences, you usually don't pay any tuition fees. At private universities and university of applied sciences, you usually always have to pay tuition fees.

On the [Hochschulkompass](#) website, you can find out more information about dual studies in German.

As an adult, you can get a professional diploma if you have studied before. You can learn a new profession or you can learn a profession that is close to what you studied before.

If you are older than 25 years old, you can use the Hop-on Roadmap to see what ways are available to you to get a professional diploma.

If you are under 25 years old and have little professional experience, getting a vocational training is the best way forward.

More information

- [What is vocational training?](#)

Score: [15.10.2016]

What Ways Are There for Adults to Get Vocational Qualification?

You will get a professional diploma if you learn a profession and take a final exam at the relevant authority. The relevant authority (zuständige Stelle) is the institution that is responsible for a profession that requires vocational training and the exams you need to take for it. There are laws and rules about what and how long you have to learn.

Vocational training is the most common and popular way to get a professional diploma in Germany. After middle and high school, young people can start vocational training.

As an adult, you can also do vocational training. According to the law, there is no age limit.

For adults, there are other ways than vocational training to get a professional qualification. The laws and rules of vocational training are the basics for all these ways.



Abbildung: These are ways to get a professional qualification for adults

These different ways don't substitute vocational training. Adults often have professional experience and need other types of learning. These other possible ways are for adults that:

- Have professional experience in the profession for which you would like to get a professional degree
- Already work in the profession that you would like to get a professional degree in, or
- Can't find a spot for vocational training.

Some ways to get a professional qualification don't exist for all professions and not in all regions in Germany. A reason is, for example, that there is too little demand from individuals or the labor market for many professions.

For every way, there are requirements to meet. There are also many rules about residency. With a residence permit, you don't have any special requirements to meet. With a temporary permission to stay and an exceptional leave to remain, you can also use these ways. But there are special requirements to meet.

Usually, you can receive financial aid. This can depend on whether:

- You work or are unemployed,
- You are registered with the Employment Agency or the Jobcenter, or
- What your residence status is.

We would like to provide answers to possible questions about the ways here.

The information is not a substitute for personal advice. There are special advice centers for education. This advice is called "Bildungsberatung" (educational advice). The advisers can talk to you about the individual questions you have.

More information

- [Where can I find counselling services and projects?](#)

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What is Vocational Training?

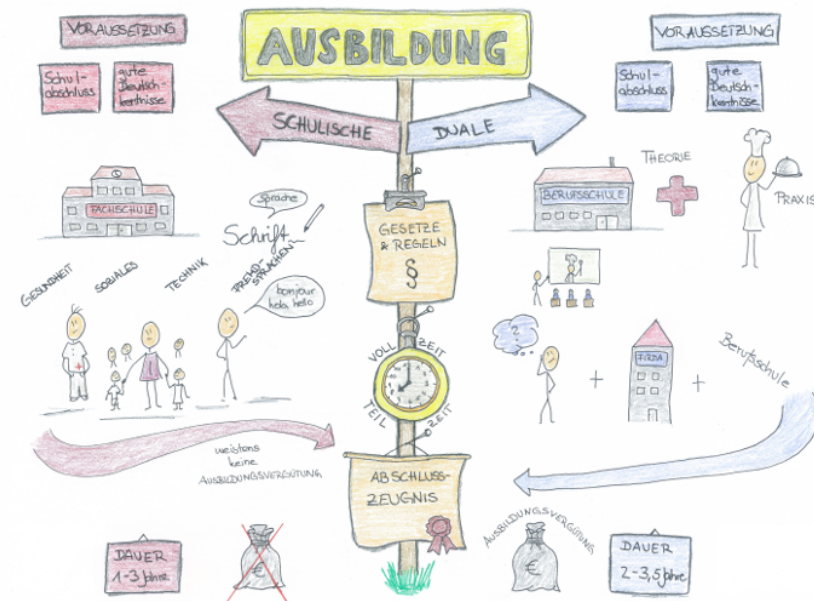


Abbildung: Vocational training

Vocational training the most common and popular way to get a professional degree.

There are currently more than 400 occupations that require professional training.

Every profession has a special type of vocational training. There are professions that have dual vocational training (dualen Ausbildung), school-based vocational training (schulischen Ausbildung) or civil servant vocational training (Beamtenausbildung).

We will focus on dual and school-based training.

Dual training means that you will learn a profession in two places. You will work at a company and learn the practical side of the profession. You will study at a vocational school and learn the theory for the profession.

School-based training means that you learn a profession in a special school. This school is called Berufsfachschule (vocational technical school) oder Fachschule (technical school).

Every profession has rules for vocational training (Ausbildungsordnung). For school-based training, these rules are sometimes called "Verordnung" which means regulations. In these vocational training rules or regulations you can have rules about:

- What you have to learn,
- How long you have to learn for and,
- What you have to know for the final exam.

You can take the final exam at the relevant authority (zuständigen Stelle). A relevant authority is the institution that is responsible for certain professions and exams.

There are various relevant authorities. The Industrie- und Handelskammer, IHK (Chamber of Industry and Commerce) is, for example, responsible for professions in the Gastronomical sector or in Information Technology, IT. The Handwerkskammer, HWK (Chamber of Craft) is responsible for professions in craft. Additionally, there are different guilds (Innungen) for professions in craft. Each guild is responsible for one profession - for example the Barber and Hairdresser Guild.

There are even more Chambers (Kammern), for example Chamber of Agriculture, Bar Association (lawyers) or Medical Chamber and Pharmaceutical Chamber.

The relevant authorities for professions with school-based training have different names. Usually they are authorities (Behörde).

In vocational schools and technical schools, you will have classes in vocational subjects and general subjects. The general subjects can be:

- Maths
- German
- Economy
- Social Studies

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What Vocational Training Is Good?

There are many answers to this question. No vocational training or profession is good or bad. There are various ways to choose what profession you want to do.

If you want to find an answer, it helps to ask yourself the following sentences:

- What professions do I know already?
- What is important to me at my job and for my profession?
- What kind of educational and professional experience do I have?
- What can I do well?
- Where and how would I like to work?
- What are my chances on the labour market with this profession?

There are many advice centers and projects that can help you. The advisors have information about the offers in particular regions and the courses that have a professional orientation.

More information

- [What is professional orientation?](#)
- [Where can I find counselling services and projects?](#)

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What Is Dual Training?

- [What Professions Can I Learn In Dual Training?](#)
- [How Long Is Dual Training?](#)
- [Is There An Age Limit For Dual Training?](#)
- [Do I Need A High School Diploma for Dual Training?](#)
- [How Much German Do I Need to Know for Dual Training?](#)
- [What Can I Do if I Don't Have the Right Level of German Yet?](#)
- [Can I Start Dual Training if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?](#)
- [I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing Dual Training?](#)
- [Can I Receive Financial Aid For Dual Studies?](#)
- [Can I Get Child Care If I Am Doing Dual Training?](#)
- [How Can I Find Dual Training?](#)

Dual training (Duale Ausbildung) means that you learn a profession in two places. Another word in German is "Lehre".

You have a vocational training contract with a company. At this company, you will learn the practice.

In a vocational school, you'll learn the theory.

During vocational training, you are a "Auszubildende(r)" or "Azubi" for short (it means trainee/apprentice). Another word in German is "Lehrling".

While you are working at a company, you are earning money. The official word is "Ausbildungsvergütung" (training allowance).

Dual training is a long standing tradition in Germany. Since the end of the 19th century. Dual training has been developing for a century. Dual training only exists like this in Germany, Austria and Switzerland.

The rules for dual training professions are in the Berufsbildungsgesetz (Vocational Training Act). Different institutions are responsible for dual training professions, the content and the quality. It is the Bundesinstitut für Berufsbildung (BIBB) in particular. Jobs are always changing with new technologies and new tasks. That's why vocational training and the content (Ausbildungsordnung (vocational training rules)) also change.

On youtube you can find a videot that explains dual training in [Arabic](#), [Dari](#), [German](#) and [Tigrinya](#). The video focuses on professions with an exam in the Industrie- und Handelskammer (IHK) (Chamber of Industry and Commerce).

What Professions Can I Learn In Dual Training?

In Germany there are more than 300 professions that require dual training. For example, studying to be a cook, tiler or IT specialist. An overview of all professions that require dual training can be found on [Berufenet](#). This is an Employment Agency database. There you will find all the information you need for professions that require vocational training. The information is in German.

There aren't spots for all professions with vocational training everywhere in Germany. It always depends on the region and the labor market.

How Long Is Dual Training?

Dual training takes between 2 and 3,5 years. This depends on the profession. You can shorten dual training if, for example, you:

- Have professional experience,
- Have a high school diploma or
- Have very good results.

The rules are in the Berufsbildungsgesetz (Vocational Training Act) ([§8 BBiG](#)).

Vocational training that is 2 years long usually don't have very complicated content compared to vocational training that lasts longer. A profession that requires dual training for 2 years is for example [Salesman or Saleswoman](#). After getting this professional diploma you can find a job. However, you can also continue to learn and get a professional diploma as a [Businessman or Businesswoman in Retail](#). Direct vocational training in Businessman or Businesswoman in Retail is 3 years long.

An overview of the professions that are 2 years long and similar professions that are longer can be found on [Planet Beruf](#). The website is in German.

Most dual training is full time. Full time means that you will learn for about 7 to 8 hours every day in a company or in an vocational school.

Sometimes, you can do vocational training part time. Part time means that you have less hours a day (except in vocational school). This is a possibility for people that, for example, have to take care of their kids or parents. The rules for this are in the Berufsbildungsgesetz (Vocational Training Act) ([§8 BBiG](#)). If you don't have professional experience in the profession, part time vocational training will be longer.

More information can be found in the relevant authorities, for example. You can also find out more at the Employment Agency or the Jobcenter. The responsible people for part time vocational training are called Beauftragte für Chancengleichheit (representative of equal opportunities).

At the Bayrischen Rundfunk you can find a [video in German](#) where adults talk about their experiences with part time vocational training. On [azubiyo](#) you can find information about the requirements.

Is There An Age Limit For Dual Training?

No. According to the law, there is no age limit. If you find a company, you can always do dual training. But: dual training is also an investment for the company. It's easier to find a company if you can still work for many years.

Do I Need A High School Diploma for Dual Training?

According to the law, you don't need a high school diploma for dual training. But often, a high school diploma is expected in a company. The type of high school often depends on the profession that you want to learn.

An example of this type of vocational training is hair dressers. Usually, companies look for vocational trainees that have a diploma for lower secondary education (Hauptschulabschluss). For vocational training for hotel clerks, companies usually look for vocational trainees with a high school diploma (Abitur).

There are different professions you can do as a hotel clerk. For example, you can be an office manager or an information technology officer. In these professions, you work with people but, above all, with numbers and computers. You write receipts, make calculations and run statistics. This means that you need good German skills and good Maths skills. Applicants with a higher high school diploma therefore have a better chance of getting a spot for vocational training.

If you didn't do your high school diploma in Germany, you can get your high school diploma recognized.

You can get a high school diploma as an adult. This means, that you would take classes and prepare for the exam. In many states, there are offers for people that want to get a lower secondary diploma (Hauptschulabschluss) or a middle school diploma (Mittleren Schulabschluss) - for example in Volkshochschulen. There are also offers for you if you want to get their Fachabitur or Abitur but you have to meet certain requirements.

At an advice center, you can find out more about the offers in your region.

How Much German Do I Need to Know for Dual Training?

There aren't any legal rules about German skills.

In the vocational school, you have to read and write a lot. The practical and written exams are in German. That's why you need good German skills.

It also depends on the profession. For example, if you work in a profession where you need to speak or write a lot, you will need very good German skills.

[Here](#) you can read a book about what you need for lessons for office managers. This is a profession where you need to read and write a lot.

What Can I Do if I Don't Have the Right Level of German Yet?

If your German skills aren't high enough yet, you can take a German course.

Since 2017, it is possible to do vocational training combined with German courses that have a professional orientation (berufsbezogen). Professional orientation means that you don't learn everyday German but rather specific German for the profession. The courses are part of the new [BAMF Program \(DeuFöV\)](#).

These German courses are only for people that have a German level less than B1.

But:

The courses are not available in every city.

Residence status affects the possibilities of taking part in these German courses.

If you have a temporary permission to stay or an exceptional leave to remain, speak to an advice center.

Help During Vocational Training

If you have good German skills but you need more help, you can maybe receive [ausbildungsbegleitende Hilfen](#) (help during vocational training).

You can get help during vocational training for German or Maths for example. It usually takes place during the afternoon or evening in an educational institution. There aren't offers in every city. The Employment Agency or the Jobcenter are responsible for help during vocational training.

The rules are in the Sozialgesetzbuch (SGB), Social Security Statutes. According to the law, there is an age limit ([§75 SGB III](#)).

Your residence status influences what help you can get during vocational training. The rules are in the Social Security Statutes ([§132 SGB III](#)).

If you have a temporary permission to stay or an exceptional leave to remain, there are rules, for example, about how long you have to have lived in Germany for.

If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow for help for vocational training. In this case, you should get legal advice.

Can I Start Dual Training if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

Yes. You can do dual training, if you:

- Have lived in Germany for a minimum of 3 months and
- Can get a work permit from your Immigration Office.

A work permit means that the Immigration Office (Ausländerbehörde) gives you permission to work. You are doing dual training at a company. This is why you also need an employment permit for vocational training. There is a difference with the work permit you get for a job. The Employment Agency doesn't have to agree.

In your (temporary permission to stay or exceptional leave to remain) papers, it usually says "Employment only with the permission of the Immigration Office."

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action.

If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing Dual Training?

The Integration laws (Integrationsgesetz) have introduced new rules. The rules are in the Residence Act ([§60a AufenthG](#)).

If you meet specific criteria, you can get an exceptional leave to remain for the duration of your vocational training. An exceptional leave to remain means there is a "suspension of deportation". This means that you can stay for the duration of your vocational training in Germany.

If you find a job as a specialist for your profession, you can get a residence permit for the 2 years after your vocational training.

If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

Can I Receive Financial Aid For Dual Studies?

Ausbildungsgeld/Ausbildungsvergütung (training allowance/subsidized education)

In dual training, you will receive training allowance (Ausbildungsgeld). The official word in German is Ausbildungsvergütung (subsidized education).

The amount of money you receive depends on the job and the company. It increases every year that you do vocational training. The course is usually in a vocational school (Berufsschule). The school fees will be paid by the State.

Berufsausbildungsbeihilfe (vocational training grant)

In dual training, you can request financial aid. This financial support is called Berufsausbildungsbeihilfe (vocational training grant). The rules for financial support are in the Social Security Statutes (§59 SGB III).

The Employment Agency is responsible for the Berufsausbildungsbeihilfe. More information can be found on the [Federal Labor Office](#) website. Here you can find a [WDR for you](#) video about Berufsausbildungsbeihilfe. The video is in German and Arabic.

You have a temporary permission to stay or an exceptional leave to remain?

Your residence status influences what Berufsausbildungsbeihilfe you can get. The rules are in the Social Security Statutes (§132 SGB III).

There are rules, for example, about how long you have to have lived in Germany for if you want to get Berufsausbildungsbeihilfe.

The Employment Agency is responsible if you have a temporary permission to stay or an exceptional leave to remain. On this [website](#) you can search for an Employment Agency in your region.

If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow for Berufsausbildungsbeihilfe. In this case, you should get legal advice.

You receive money from the Jobcenter?

If you receive little or no Berufsausbildungsbeihilfe, you can receive more money from the Jobcenter. The rules are in the Social Security Statutes (Sozialgesetzbuch) under (§ 27 SGB II). Speak to your Jobcenter

Can I Get Child Care If I Am Doing Dual Training?

There are different possibilities for child care during vocational training. You can get information from the Youth Welfare Office (Jugendamt) of the city or region.

On this [website](#) you can look for a Youth Welfare Office nearby with your postcode. The website is in German.

If you receive money from the Jobcenter or the Employment Agency, you can also get more information from them.

How Can I Find Dual Training?

Looking for dual training works in the same way as looking for a job:

1. You have to know what profession you want to learn.
2. You have to find a company that can do dual training. You can't do dual training in all companies. A company has to meet different requirements. For example, a training supervisor has to work at the company for the profession that requires professional training.
3. You have to apply.

Dual training usually begins twice a year - in February/March or in August/September. Most dual training begins in August/September.

You can find some websites here where you can search for spots for vocational training:

General websites:

ausbildungsstellen.de

azubi.de

[Jobbörse der Bundesagentur für Arbeit](https://www.jobboerse.de) This website is in German, English, French, Italian, Russian and Spanish:

Professions that require professional training with the Industrie- und Handelskammer (IHK) (Chamber of Industry and Commerce) as relevant authorities:

[Lehrstellenbörse der IHK](https://www.lehrstellenboerse.de) The website is in German.

Professions that require professional training with the Handwerkskammer (HWK) (Chamber of Craft) as relevant authorities:

[Lehrstellen-Radar im Handwerk](https://www.lehrstellen-radar.de) The website is in German.

There are still other websites where you can look for vocational training. Often, it is the same websites as the ones where you look for jobs.

Many companies don't put their vocational training vacancies on a website but they sometimes put it on their own website. You can also look for companies in your city that are interesting to you. You can ask the boss personally whether you can hand in your application for vocational training.

Often, you can also find vocational training through internships.

Also, Entrance Qualification (Einstiegsqualifizierung) can help to get a spot for vocational training.

Entrance qualification is like a long internship at a company. You can learn a profession that requires professional training and what it's like to work at a company. You need a work contract with the company. This means, that you earn money.

The length of entrance qualification is 6 to 12 months. The goal of entrance qualification is dual training. Only companies that can do vocational training can also do entrance qualification.

If you have done entrance qualification, you can maybe shorten your vocational training. The rules for this are in the Vocational Training Act (Berufsbildungsgesetz) (§8 BBiG).

The Employment Agency is responsible for entrance qualification.

In this [video](#) you can see how entrance qualification works. The video is in German.

More information

- [What is recognition?](#)
- [Where can I find counselling services and projects?](#)
- [Where can I learn German?](#)
- [What is an application?](#)
- [How Can I Find A Job?](#)
- [What is professional orientation?](#)

Score: [15.10.2016]

What Is School-Based Training?

- [What Professions Can I Learn In School-Based Training?](#)
- [How Long Is School-Based Training?](#)
- [Is There An Age Limit For School-Based Training?](#)
- [Do I Need A High School Diploma for School-Based Training?](#)
- [How Much German Do I Need to Know for School-Based Training?](#)
- [What can I do if I don't have the right level of German yet?](#)
- [Can I Start School-Based Training if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?](#)
- [I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing School-Based Training?](#)
- [Can I Receive Financial Aid For School-Based Training?](#)
- [Can I Get Child Care If I Am Doing School-Based Training?](#)
- [How Can I Find School-Based Training?](#)

More than 100 professions can be learn in school-based training.

School-based theory means that you learn the theory at a special school. The schools are called, for example, Fachschulen, Berufsfachschulen oder Fachakademien. Usually the word "Fachschule" is used. There are state and private technical colleges (Fachschulen). You can do vocational training at any technical college, the content will be the same.

There are different types of school-based training. There is school-based training that :

- Can only be found in a technical college. This vocational training is called "vollschulisch" (complete academic education). Usually, you do internships in different institutions. Sometimes, you receive money during the internship.
- Takes place in a technical college or a company. When you do this school-based training, you sometimes get training allowance (Ausbildungsgeld). The official term is subsidized education (Ausbildungsvergütung).

During most school-based training, you won't earn any money.

Sometimes, you also have to pay a school fee, especially at private technical colleges.

The laws and rules for school-based training come from the Federal Government and the states. The rules for professions that require vocational training can be found in various different regulations.

Sometimes, there are special laws in states. This means that sometimes, a diploma is recognized in certain states but not everywhere in Germany.

Sometimes, you can also get a subject-specific high school diploma or a high school diploma as well as getting your professional diploma. The rules are on the [Kultusministerkonferenz website](#). The information is in German.

What Professions Can I Learn In School-Based Training?

More than 100 professions can be learnt in school-based training.

For example, these are professions in the following areas:

- Health (health care worker and nurses, occupational therapist, nurse for the elderly),
- Social Work (educator, social assistant),
- Technical (Chemical-technical assistant, pharmaceutical-technical assistant) or
- Foreign Language (foreign language correspondent, foreign language secretary)

On [Berufenet](#) the Federal Labor Office shows all the professions with school-based training. On the [Kultusministerkonferenz website](#) you can find all the school-based training that are regulated by the states. The websites are in German.

Videos about these professions can be found in the [BR Alpha – Ich mach's](#) broadcast, for example. The broadcast shows examples mostly from Bayern. In other states, there can be other rules.

How Long Is School-Based Training?

School-based training lasts between 1 and 3 years.

In short vocational training, you only learn the basics of a profession. Diplomas from short vocational training aren't recognized everywhere in Germany. Usually, short vocational training is the first step towards doing vocational training as a specialist.

For example:

Vocational training for a nurse for the elderly is 1 year long. In most states, it's 2 years long.

Vocational training to be a nurse for the elderly doesn't exist in all states.

The word "Helfer(in)" (helper) shows that, with your diploma, you can't and shouldn't do all the tasks.

As a specialist, you can only work in that profession if you have done vocational training as a nurse for the elderly that is recognized state-wide. This vocational training is 3 years long.

Most dual training is full time. Full time means that you will learn for about 7 to 8 hours every day at a technical college, for example.

School-based training in part time is rare. Part time means less hours per day. There are many rules, also about funding. You can get information from the Employment Agency or the Jobcenter, for example. The responsible people for

part time vocational training are called Beauftragte für Chancengleichheit (representative of equal opportunities).

Is There An Age Limit For School-Based Training?

According to the law, there is no age limit. however, some technical colleges have their own rules.

Do I Need A High School Diploma for School-Based Training?

Yes. According to the law, you need a high school diploma for any school-based training. The type of high school diploma depends on the profession.

For short vocational training, you usually need a diploma for lower secondary education. for longer vocational training, you usually need a diploma for middle school.

If you didn't do your high school diploma in Germany, you can get your high school diploma recognized.

You can get a high school diploma as an adult. This means, that you would take classes and prepare for the exam. In many states, there are offers for people that want to get a lower secondary diploma (Hauptschulabschluss) or a middle school diploma (Mittleren Schulabschluss) - for example in Volkshochschulen. There are also offers for you if you want to get their Fachabitur or Abitur but you have to meet certain requirements.

At an advice center, you can find out more about the offers in your region.

How Much German Do I Need to Know for School-Based Training?

Often, there are rules in the regulations.

In the technical college, you have to read and write a lot. The exams are in Germany. That's why you need good German skills.

The rules also depend on the profession. For example, if you work in a profession where you need to speak or write a lot, you will need very good German skills.

An example of this type of vocational training is preschool teachers. In Kindergarden, you have to help kids that are learning German. You can only do that if you have understood the structure of the German language yourself.

What Can I Do if I Don't Have the Right Level of German Yet?

If your German skills aren't high enough yet, you can take a German course.

Since 2017, it is possible to do vocational training combined with German courses that have a professional orientation (berufsbezogen). Professional orientation means that you don't learn everyday German but rather specific German for the profession. The courses are part of the new [BAMF Program \(DeuFöV\)](#).

These German courses are only for people that have a German level less than B1.

But:

In a vollschulische vocational training, these German courses aren't possible.

Residence status also affects the possibilities of taking part in these German courses. If you have a temporary permission to stay or an exceptional leave to remain, speak to an advice center.

If you have good German skills but you need more help, there are a few offers for school-based training.

Help During Vocational Training

You usually can't get help during vocational training. This is only possible if your school-based training takes place at a technical college or a company.

Help during vocational training can be a type of tuition, for example. Tuition (Nachhilfe) can, for example, be for German or Maths. It usually takes place during the afternoon or evening in an educational institution. There aren't offers in every city.

The rules are in the Social Security Statutes (SGB). There is no age limit according to the law ([§75 SGB III](#)). The Employment Agency is responsible for the help during vocational training.

Can I Start School-Based Training if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

Yes.

For vollschulische training, usually you don't need an employment permit from the Immigration Office.

For school-based training with training allowance, there are the same rules as for dual training. This means that you need a work permit from the Immigration Office. You can usually receive a work permit if you have lived in Germany for at least 3 months. There is a difference with the work permit you get for a job. The Employment Agency doesn't have to agree.

In your papers (Aufenthaltsgestattung oder Duldung) (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission from the

Immigration Office).

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "safe") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

Your residence status influences the financial aid you can get for school-based training.

More information can be found on *Can I Get Financial Aid for School-Based Training?*

I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing School-Based Training?

The Integration laws (Integrationsgesetz) have introduced new rules. The rules are in the Residence Act (§60a AufenthG).

If you meet specific criteria, you can get an exceptional leave to remain for the duration of your vocational training. An exceptional leave to remain means there is a "suspension of deportation". This means that you can stay for the duration of your vocational training in Germany.

This rule only works for vocational trainings which take at least 2 years.

If you find a job as a specialist for your profession, you can get a residence permit for the 2 years after your vocational training.

If the country you migrated from is "safe") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

Can I Receive Financial Aid For School-Based Training?

Ausbildungsgeld/Ausbildungsvergütung (training allowance/subsidized education)

In school-based training, you will receive training allowance (Ausbildungsgeld) in very few professions. The official word in German is Ausbildungsvergütung (subsidized education).

An example is vocational training as health care worker and nurse.

The amount of money you receive depends on the job and the company.

In most school-based training, you need to do an internship. Sometimes, you need money for the internship.

During most school-based training, you won't earn any money.

Sometimes, the state pays for the technical college. Sometimes, you have to pay extra school fees, especially for a private technical college.

Bundesausbildungsförderungsgesetz (BAföG)

You can apply for financial support if you are doing school-based training. This financial support is called Schüler-BAföG (student BAföG). BAföG is the acronym for the law that regulates financial support, the [Bundesausbildungsförderungsgesetz](#) (Federal Vocational Education Assistance Act). The law applies to students at an institute of higher education and in a school-based vocational training. There are rules about the requirements for the BAföG, for example your age. You only have to pay back half of the BAföG for your studies. In most cases, you don't have to pay back the Schüler-BAföG. It depends on the school type.

In the region for vocational training, the BAföG-Office is responsible for the Schüler-BAföG. On this [website](#) you can look up the BAföG-Office in your region. The website is in German.

You receive money from the Jobcenter?

The start of school-based training, for which you can receive Student-BAföG also means you won't be able to receive Arbeitslosengeld II (unemployment benefits). The same applied if you can't receive Student-BAföG. The rules are available in [§ 27 SGBXII](#).

Whether or not you can receive money from the Jobcenter depends on each individual case.

The Jobcenter can sometimes fund school-based training at private technical college. The rules and requirements for financial support are in the Social Security Statutes ([§81 SGB III](#)). However, you don't automatically have a right to funding. The Jobcenter makes a decision according to each individual case.

Note:

The rules for the Student-BAföG und Arbeitslosengeld II are very complicated. Find out more before your vocational training. You can have a look at [social advice centers at the migration advice](#) for example. You can find more information in German on [studis-online](#).

You have a temporary permission to stay or an exceptional leave to remain?

Your residence status influences whether you can get the BAföG. You can find the rules in the The Federal Education and Training Assistance Act ([§8 BAföG](#)).

With a residence permit, you can't get any help from the BAföG.

With an exceptional leave to remain, you can't receive any financial help from the BAföG if you have lived in Germany for 15 months.

You can find for information at the [BAföG-Office](#) or at an advice center.

The Employment Agency can sometimes fund school-based training at private technical college. The rules and requirements for financial support are in the Social Security Statutes ([§81 SGB III](#)). However, you don't automatically have a right to funding. The Employment Agency make a decision according to each individual case.

Can I Get Child Care If I Am Doing School-Based Training?

There are different possibilities for child care during vocational training. You can get information from the Youth Welfare Office (Jugendamt) of the city or region.

On this [website](#) you can look for a Youth Welfare Office nearby with your postcode. The website is in German.

If you receive money from the Jobcenter or the Employment Agency, you can also get more information from them.

How Can I Find School-Based Training?

Looking for school-based training works in the same way as looking for a job:

1. You have to know what profession you want to learn.
2. You have to find a technical college at which you can do school-based training. There are state technical colleges and private technical colleges.
3. You have to apply.

Usually, you need a CV, photos and a copy of your high school diploma. School-based training starts once or twice a year: in February/March or in September/October. Usually you have to apply half a year before hand.

On [Kursnet from the Federal Labor Office](#) you can search for school-based training in all states. The website is in German.

In „Bildungsbereich“ (Educational Field) you have to choose „Berufsausbildung/Umschulung“ (Vocational Training Professions/Retraining). This means that it will also show you the retraining possibilities. For retraining, there are also other rules.

You can also get personal information from an advice center.

More information

- [What is recognition?](#)
- [Where can I find counselling services and projects?](#)
- [Where can I learn German?](#)

Introduction

- [What is an application?](#)
- [What is Retraining?](#)

Score: [15.10.2016]

What is modular qualification?

- What Professions Offer Modular Qualification?
- How Long Is Modular Qualification?
- Is There An Age Limit For Modular Qualification?
- Do I Need A High School Diploma for Modular Qualification?
- How Much German Do I Need to Know for Modular Qualification?
- What can I do if I don't have the right level of German yet?
- Can I Start Modular Qualification if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?
- I Have a Temporary Permission to Stay or an Exceptional Leave to Remain.
Can I Get a Residence Permit While I am Doing Modular Qualification?
- Can I Get Financial Aid for Modular Qualification?
- Can I Get Child Care If I Am Doing Modular Qualification?
- How Can I Find Modular Qualification?

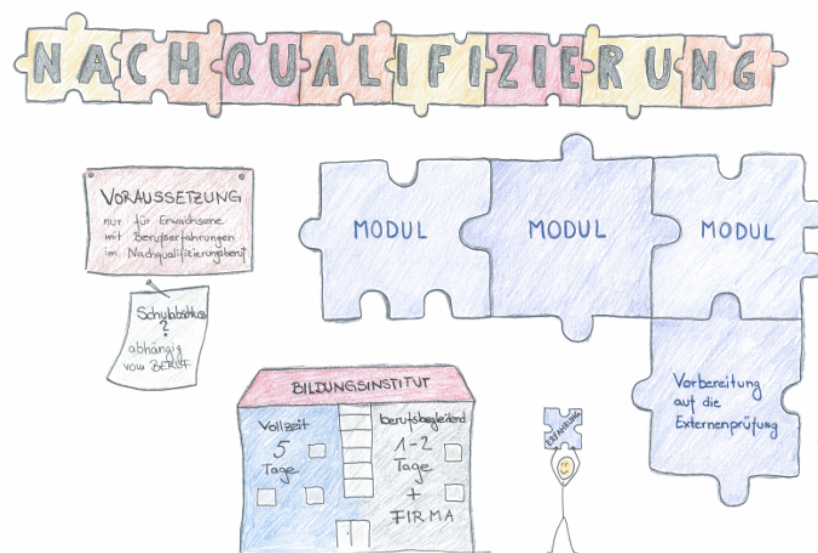


Abbildung: Modular qualification

Modular qualification (Nachqualifizierung) means that you learn the content for theory and practice that you don't know yet and that you need for the final exam. Often, "Nachqualifizierung" is also called "modulare Nachqualifizierung" when it consists of modules. Another word for "Modul" in German is "Teilqualifizierung" or "Teilqualifikation".

Modular qualification is only for adults that have professional experience in the profession for which they want to get their professional diploma.

Professional experience can be:

- Practical experience during your job,

- Unfinished vocational training or,
- Unfinished studies.

If you have a lot of experience and knowledge, you don't have to take all of the modules. The modules are planned at the beginning of modular qualification. A training supervisor (Ausbilder(in)) checks what you can do and what you already know. This means that you can show them what practice and theory you know for that profession. An outcome for this could also be that modular qualification isn't the right way for you to get a professional diploma.

After each module, there will be an exam. This means that you can get a certificate and look for a job or continue to learn. You receive a professional diploma if you have taken all the necessary modules and passed the final exam at the relevant authority. The relevant authority (zuständige Stelle) is the institution that is responsible for a specific profession and the exams you need to take for it.

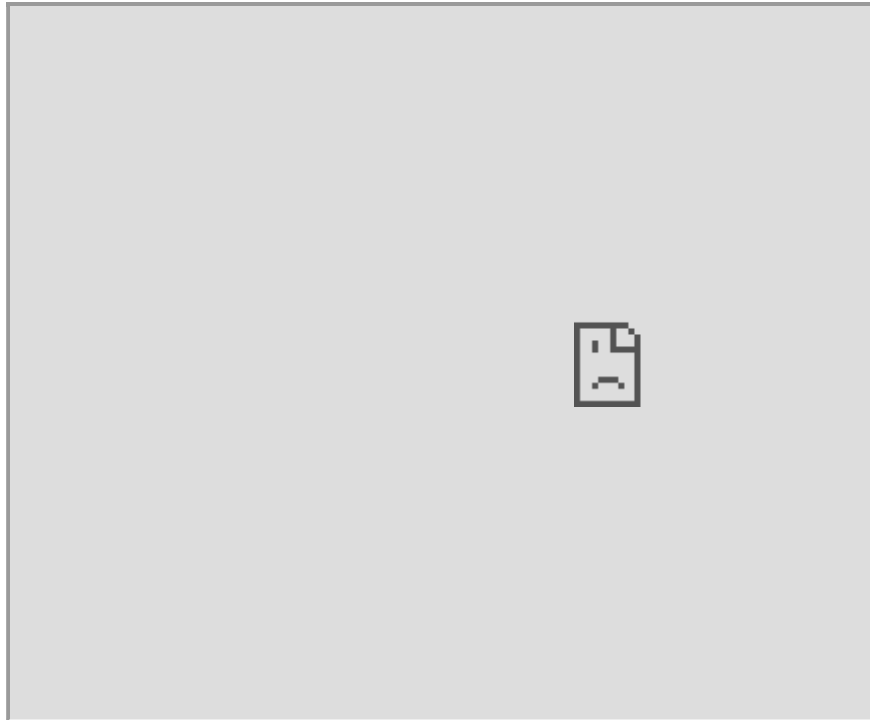
Modular qualification is organized by an educational institute. In modular qualification, you do internships in different companies but you won't earn money at these companies.

The final exam is called "Externenprüfung" (external examination). External examination means that you don't do vocational training in order to pass the final exam. For an external examination, you need a permit from the relevant authority. The rules are in the Berufsbildungsgesetz (Vocational Training Act) (§45 BBiG). The content of the external examination is the same as the final exam after vocational training.

There is a connection between modular qualification and preparation for external exam. Modular qualification is like an individual and longer preparation for external examination.

In this <video from the Bayrischen Rundfunk, a woman talks about a Teilqualifikation (another word for modular qualification in German) that she did as a specialization for office management. After this course, she did an exam and received a certificate. The course doesn't prepare for the external examination. A man talks about a preparation for the external exam to be an engineer. The video is in German.

In the video after that, an adults talks about how he got his professional diploma through modular qualification. This video is in Arabic, German and Farsi.



What Professions Offer Modular Qualification?

Modular qualification is only possible if an external examination is possible in that profession.

According to the law, modular qualification is possible in professions with dual training. Modular qualification doesn't exist for all professions. For many professions, there is too little demand from individuals or the labor market. Also, modular qualification is very individual because the people taking part usually have very individual experiences.

According to the law, modular qualification is rarely possible in professions with school-based training.

How Long Is Modular Qualification?

There is a difference between professions with dual training and professions with school-based training.

In professions with dual training the duration of modular qualification is dependent on your existing professional experience and your professional knowledge.

In professions with school-based training, there is a legally determined length. Sometimes, the law changes depending on the state.

A modular qualification consists of modules. Often, you can attend individual modules. This means that you can get a certificate and look for a job. Or you continue to learn to get a professional diploma. You can only get a professional

degree if you complete all of the necessary modules and successfully pass the final exam.

Finishing all the modules usually takes as long as a retraining would.

Most of the offers are full time. Full time means you study about 7-8 hours, for example in the educational institution or in an internship in a company every day.

Sometimes there are also part time offers. Part time means less hours per day.

Is There An Age Limit For Modular Qualification?

No. According to the law, there is no age limit. Sometimes, there is an age limit for offers with financial funding through the state or the Europäischen Sozialfonds (European Social Fund) (ESF).

Do I Need A High School Diploma for Modular Qualification?

It depends on the profession. The rules are the same as for vocational training.

According to the law, you don't need a high school diploma for professions with dual training. But sometimes, a high school diploma from an educational institute or the Employment Agency or the Jobcenter is expected.

In professions with school-based systems, legally, you need a high school diploma. The type of high school diploma depends on the profession.

If you didn't do your high school diploma in Germany, you can get your high school diploma recognized.

You can get a high school diploma as an adult. This means, that you would take classes and prepare for the exam. In many states, there are offers for people that want to get a lower secondary diploma (Hauptschulabschluss) or a middle school diploma (Mittleren Schulabschluss) - for example in Volkshochschulen. There are also offers for you if you want to get their Fachabitur or Abitur but you have to meet certain requirements.

At an advice center, you can find out more about the offers in your region.

How Much German Do I Need to Know for Modular Qualification?

In professions with dual training, there are no rules about German skills.

In professions with school-based training, there are sometimes rules in the regulations (Verordnungen).

You have to read and write a lot. The practical and written exams are in Germany. That's why you need good German skills.

It also depends on the profession. For example, if you work in a profession where you need to speak or write a lot, you will need very good German skills.

Sometimes, there are also special modular qualification courses for adults with B1 German language level.

What Can I Do if I Don't Have the Right Level of German Yet?

If your German skills aren't high enough yet, you can take a German course.

Since 2017, it is possible to do modular qualification combined with German courses that have a professional orientation (berufsbezogen). Professional orientation means that you don't learn everyday German but rather specific German for the profession. The courses are part of the new [BAMF Program \(DeuFöV\)](#).

These German courses are only for people that have a German level less than B1.

But:

The courses are not available in every city.

Residence status affects the possibilities of taking part in these German courses.

If you have a temporary permission to stay or an exceptional leave to remain, speak to an advice center.

Can I Start Modular Qualification if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

Yes. But there are factors that influence the possibilities for taking part.

You can take modular qualification, if:

- Have lived in Germany for a minimum of 3 months and
- Can get a work permit from your Immigration Office.

A work permit means that the Immigration Office (Ausländerbehörde) gives you permission to work.

In your papers (Aufenthaltsgestattung oder Duldung) (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission from the Immigration Office).

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "safe") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

Modular qualification is organized by educational institutes. This means that modular qualification costs money. The Employment Agency can fund modular qualification. If the modular qualification is as long as the temporary permission to stay or the exceptional leave to remain, this may mean you can get funding. A possibility is the participation of individual modules.

Sometimes, there are special offers in certain states. This means that the state or the Europäische Sozialfonds (ESF) can fund modular qualification.

More information can be found on *Can I Get Financial Aid for Modular Qualification?*

I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing Modular Qualification?

The Integration laws (Integrationsgesetz) have introduced new rules. The rules are in the Residence Act ([§60a AufenthG](#)).

If you meet specific criteria, you can get an exceptional leave to remain for the duration of your vocational training. An exceptional leave to remain means there is a "suspension of deportation". This means that you can stay for the duration of your vocational training in Germany.

The rules only bring up vocational training. Modular qualification was not included in these rules.

In this case, you should get legal advice.

Can I Get Financial Aid for Modular Qualification?

During modular qualification, you won't earn money at a company. An exception to this can be in-servicemodular qualification (berufsbegleitende Nachqualifizierung).

Modular qualification is organized by educational institute. This means modular qualification costs money.

There are different ways of getting financial funds:

1. Private Funding

You can pay for modular qualification yourself. However, modular qualification costs a lot of money.

2 Funding through the Employment Agency or the Jobcenter

You receive money from the Jobcenter or the Employment Agency?

The Employment Agency or the Jobcenter, can fund modular qualification. You receive more money from the Jobcenter or the Employment Agency.

The rules and requirements for financial support are in the Social Security Statutes (§81 SGB III). However, you don't automatically have a right to funding. The Employment Agency and the Jobcenter make a decision according to each individual case. It usually helps if you have a written argument that explains why you want to do modular qualification. It is also important that you show that you have a better chance of getting a good job if you get a professional degree.

Often, you must take a test to get funding. A test will take place at the psychological service for employment (Berufpsychologischen Service) at the Employment Agency.

You don't receive money from the Jobcenter or from the Employment Agency?

The Employment Agency can fund modular qualification. The Employment Agency can, for example, pay for your transport costs.

The same rules apply for financial support.

The first step is to register at the Employment Agency.

You can register as "arbeitsuchend" (looking for a job) at the Employment Agency in your region.

3. Funding through the Bundesland oder den Europäischen Sozialfonds (ESF)

Sometimes, there are special offers in the states. This means that the state can fund modular qualification if the Employment Agency or the Jobcenter can't fund it, for example.

Can I Get Child Care If I Am Doing Modular Qualification?

If modular qualification is funded by the Jobcenter or Employment Agency, you can receive financial aid for child care.

More information can be found on the [Federal Labor Office](#) website. The website is in German.

How Can I Find Modular Qualification?

There aren't any websites where you can find all the modular qualification courses.

At an education advisory center, you can find more information for your region. Sometimes, there are also special advisory centers for modular qualification.

More information

- [What is Retraining?](#)
- [What is recognition?](#)
- [Where can I find counselling services and projects?](#)
- [Where can I learn German?](#)
- [What is in-service modular qualification?](#)
- [What is the psychological service for employment \(Berufspsychologischer Service\)?](#)
- [How do I register with the Employment Agency?](#)

Score: [15.10.2016]

What is in-service modular qualification?

- For which professions can you do in-service modular qualification?
- How long is in-service modular qualification?
- Is there an age limit for in-service modular qualification?
- Do I need a high school diploma for in-service modular qualification?
- What German skills do I need for in-service modular qualification?
- What can I do if I don't have the right level of German yet?
- Can I Do In-Service Modular Qualification if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?
- I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing In-Service Modular Qualification?
- Can I Get Financial Aid for In-Service Modular Qualification?
- Can I Get Child Care If I Am Doing In-Service Modular Qualification?
- How Do I Find In-Service Modular Qualification?

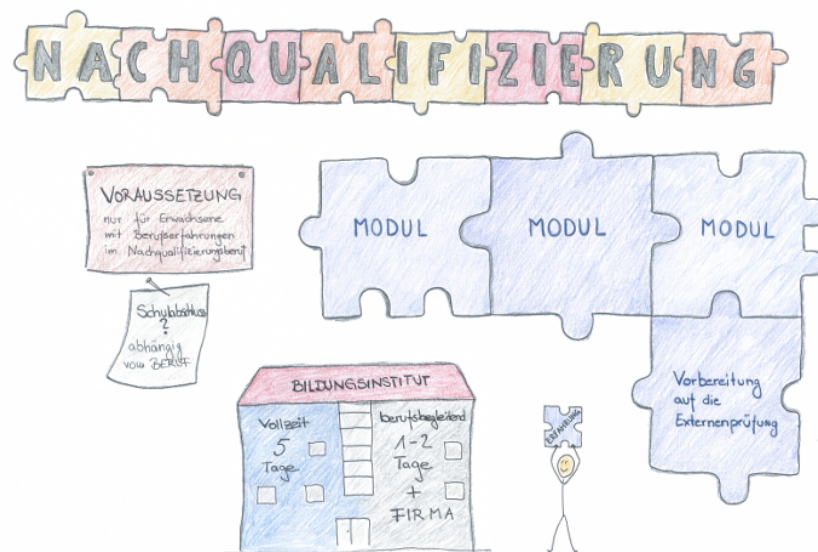


Abbildung: Modular qualification

In-service modular qualification (Berufsbegleitende Nachqualifizierung) consists of modules like modular qualification. The modules are planned at the beginning of modular qualification. A training supervisor (Ausbilder(in)) checks what you can do and what you already know. This means that you can show them what practice and theory you know for that profession.

In-service means that you continue working and earning money. In addition to working, you will learn, at an educational institute, the theory you need to pass the final exam. The company will let employees go learn at the educational institute when they need to. This means that companies must agree to this beforehand.

In-service modular qualification is for adults that:

- Have professional experience in the profession for which they would like to get a professional degree. Professional experience is for example, having had a job, unfinished vocational training or unfinished studies.
- Have social insurance in the profession for which they would like to get a professional degree.

Being subject to social insurance means:

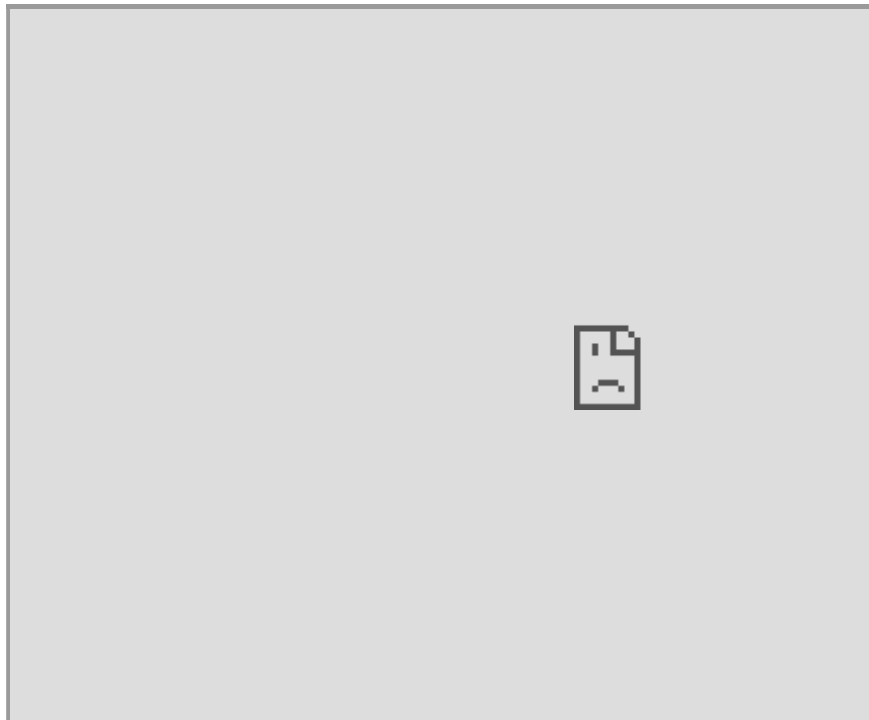
- You have a contract at a company and
- You and your company pays for a certain insurance (Versicherungen) (Social security, health insurance).

There are different types of jobs. A "Minijob" or being self-employed are for example jobs where you're not subject to social insurance.

In some states, the offers have exceptions to the rule about social insurance.

In this [Video](#) in-service modular qualification is explained without language.

In the following video, an adults talks about how he got his professional diploma through an in-service modular qualification. This video is in Arabic, German and Farsi.



For which professions can you do in-service modular qualification?

Like for modular qualification, in-service modular qualification is only possible if an external examination is possible in that profession.

In-service modular qualification is mostly for professions with dual training (dual Ausbildung).

In professions with school-based training (schulischer Ausbildung), you can rarely do in-service modular qualification. In professions with school-based training, you can sometimes do in-service vocational training.

There are generally only a few offers for in-service modular qualification. Usually, there are offers at educational institutes that also offer modular qualification.

How long is in-service modular qualification?

In professions with dual training the duration of in-service modular qualification is dependent on your existing professional experience and your professional knowledge.

In professions with school-based training, there is a legally determined length. Sometimes, the law changes depending on the state.

An in-service modular qualification consists of modules. Often, you can take part in individual modules. After the modules, you have to take an exam.

However, you can only get a professional diploma if you pass the final exam at the relevant authority.

Usually, you study for 1 to 2 years per week at an educational institute. The other days, you continue to work normally at the company.

Is there an age limit for in-service modular qualification?

No. According to the law, there is no age limit for adults. Sometimes, there is an age limit for offers with financial funding through the state or the Europäischen Sozialfonds (European Social Fund) (ESF).

Do I need a high school diploma for in-service modular qualification?

According to the law, you don't need a high school diploma for professions with dual training. But sometimes, a high school diploma from an educational institute or the Employment Agency or the Jobcenter is expected.

In professions with school-based systems, legally, you need a high school diploma. The type of high school diploma depends on the profession.

If you didn't do your high school diploma in Germany, you can get your high school diploma recognized.

You can get a high school diploma as an adult. This means, that you would take classes and prepare for the exam. In many states, there are offers for people that want to get a lower secondary diploma (Hauptschulabschluss) or a middle school diploma (Mittleren Schulabschluss) - for example in Volkshochschulen. There are also offers for you if you want to get their Fachabitur or Abitur but you have to meet certain requirements.

At an advice center, you can find out more about the offers in your region.

What German skills do I need for in-service modular qualification?

In professions with dual training, there are no rules about German skills.

In professions with school-based training, there are sometimes rules about the regulations (Verordnungen). These rules depend on the profession.

In class, you have to read and write a lot. The practical and written exams are in Germany. That's why you need good German skills.

It also depends on the profession. For example, if you work in a profession where you need to speak or write a lot, you will need very good German skills.

What Can I Do if I Don't Have the Right Level of German Yet?

If your German skills aren't high enough yet, you can take a German course.

Since 2017, it is possible to do in-service modular qualification with German courses that have a professional orientation (berufsbezogen). Professional orientation means that you don't learn everyday German but rather specific German for the profession. The courses are part of the new [BAMF Program \(DeuFöV\)](#).

These German courses are only for people that have a German level less than B1.

But:

The courses are not available in every city.

Residence status affects the possibilities of taking part in these German courses.

If you have a temporary permission to stay or an exceptional leave to remain, speak to an advice center.

Can I Do In-Service Modular Qualification if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

Yes. There are no special rules for a temporary permission to stay or an exceptional leave to remain if you are working.

However, there are rules about funding through the Employment Agency or the Jobcenter.

If the in-service modular qualification is as long as the temporary permission to stay or the exceptional leave to remain, this may mean you can get funding. A possibility is the participation of individual modules.

Sometimes, there are special offers in the states. This means that the state can fund in-service modular qualification if the Employment Agency or the Jobcenter can't fund it, for example.

More information can be found on *Can I Get Financial Aid for in-service modular qualification?*

I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing In-Service Modular Qualification?

The Integration laws (Integrationsgesetz) have introduced new rules. The rules are in the Residence Act ([§60a AufenthG](#)).

If you meet specific criteria, you can get an exceptional leave to remain for the duration of your training. An exceptional leave to remain means there is a "suspension of deportation". This means that you can stay for the duration of your vocational training in Germany.

The rules only bring up vocational training. An in-service modular qualification was not included in these rules.

In this case, you should get legal advice.

Can I Get Financial Aid for In-Service Modular Qualification?

You earn money because you continue working. You don't earn less money.

In-service modular qualification is organized by educational institute. This means in-service modular qualification costs money.

There are different ways of getting financial funds:

1. Private Funding

You pay for in-service modular qualification alone. In-service modular qualification is expensive.

2. Funding Through the Company

You can ask the boss whether the company funds in-service modular qualification. Training courses (Fortbildungen) can be paid for by the company in Germany. The advantage for the company is that you can work as a specialist with a professional degree.

3. Funding Through the Employment Agency

The Employment Agency can fund in-service modular qualification. The company has to agree and apply with the employee.

A program for the financing of in-service modular qualification is called [WeGebAU](#). The Employment Agency's Arbeitgeberservice (job service) is responsible.

The rules for financial support are in the Social Security Statutes ([§81 SGB III](#)). However, you don't automatically have a right to funding. The Employment Agency make a decision according to each individual case.

It usually helps if you have a written argument that explains why you want to do in-service modular qualification.

Often, you must take a test to get funding. A test will take place at the psychological service for employment (Berufspsychologischen Service) at the Employment Agency.

You receive money from the Jobcenter?

The Jobcenter can fund in-service modular qualifications. During in-service modular qualification, you continue to receive money from the Jobcenter. The Jobcenter can also fund traveling costs. There are the same rules as for funding through the Employment Agency.

4. Funding through the Bundesland oder den Europäischen Sozialfonds (ESF)

Sometimes, there are special offers in the states. This means that the state can fund in-service modular qualification if the Employment Agency or the Jobcenter can't fund it, for example.

Can I Get Child Care If I Am Doing In-Service Modular Qualification?

If the in-service modular qualification is funded by the Jobcenter or Employment Agency, you can receive financial aid for child care.

More information can be found on the [Federal Labor Office](#) website. The website is in German.

How Do I Find In-Service Modular Qualification?

There aren't any websites where you can find all the in-service modular qualification.

At an education advice center, you can find more information. Sometimes, there are also special advice centers for modular qualification.

More information

- [What is in-service vocational training?](#)
- [What is recognition?](#)
- [Where can I find counselling services and projects?](#)
- [Where can I learn German?](#)
- [What is the psychological service for employment \(Berufspsychologischer Service\)?](#)

Score: [15.10.2016]

What is in-service vocational training?

- For which professions can you do in-service vocational training?
- How long is in-service vocational training?
- Is there an age limit for in-service vocational training?
- Do I need a high school diploma for in-service vocational training?
- What German skills do I need for in-service vocational training?
- What Can I Do if I Don't Have the Right Level of German Yet?
- I Have A Temporary Permission to Stay or an Exceptional Leave to Remain.
Can I Do In-Service Vocational Training?
- I Have a Temporary Permission to Stay or an Exceptional Leave to Remain.
Can I Get a Residence Permit While I am Doing In-Service Vocational Training?
- Can I Get Financial Aid for In-Service Vocational Training?
- Can I Get Child Care If I Am Doing In-Service Vocational Training?
- How Do I Find In-Service Vocational Training?

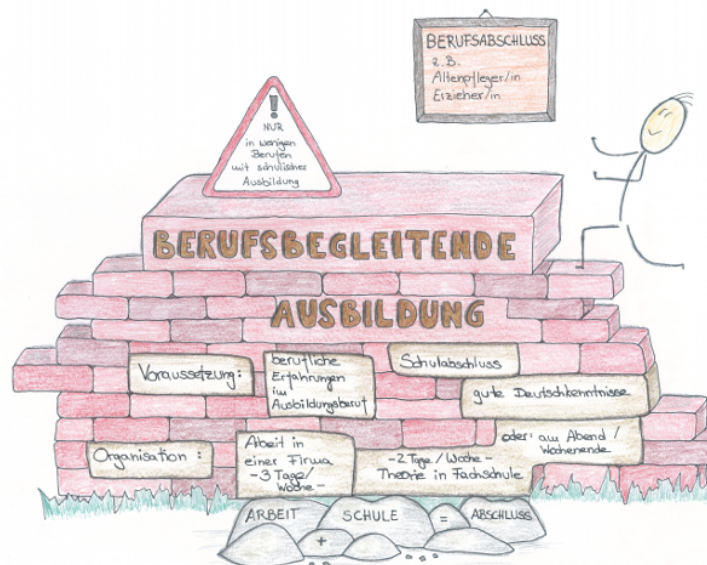


Abbildung: In-service vocational training

In professions with school-based training, there is rarely in-service modular qualification because shortening the vocational training isn't possible usually.

In a few professions with school-based training, there is the possibility to do vocational training while you are working. This is called "berufsbegleitende Ausbildung" (in-service vocational training).

In-service vocational training is for adults that:

- Have professional experience in the profession for which they would like to get a professional degree and
- Have or find a job in the profession that you want to get your professional diploma in. Usually, there are rules about how many hours per week you have to work.

In-service vocational training is organised like dual training.

This means that you work in a company and earn money. Additionally, you learn theory you need for a final exam at a technical college.

There are many requirements and rules for in-service vocational training.

In this [video](#) adults talk about doing in-service vocational training as an educator.

For which professions can you do in-service vocational training?

In-service vocational training only exists in certain professions with school-based training.

Examples of this are care givers or educators.

How long is in-service vocational training?

There is a legally determined length. The laws and rules differ sometimes between states.

You need professional experience. But the in-service vocational training is more similar to vocational training than it is to modular qualification. Sometimes, in-service vocational training is longer than vocational training because you spend less time at the technical college.

Usually you study at the technical college for 2 days and work at a company for 3 days. Some technical college also organize lessons in the evening or during the weekend.

Is there an age limit for in-service vocational training?

No. According to the law, there is no age limit. however, some technical colleges have their own rules.

Do I need a high school diploma for in-service vocational training?

Yes. According to the law, for in-service vocational training, you need a high school diploma. Usually, you need a middle school diploma and a professional diploma or many years of professional experience.

If you have an Abitur (high school diploma), there are other rules.

If you didn't do your high school diploma in Germany, you can get your high school diploma recognized.

You can get a high school diploma as an adult. This means, that you would take classes and prepare for the exam. In many states, there are offers for people that want to get a lower secondary diploma (Hauptschulabschluss) or a middle school diploma (Mittleren Schulabschluss) - for example in Volkshochschulen. There are also offers for you if you want to get their Fachabitur or Abitur but you have to meet certain requirements.

At an advice center, you can find out more about the offers in your region.

What German skills do I need for in-service vocational training?

Often, there are rules about the regulations (Verordnungen). The rules depend on the profession. Usually, you have to have good or very good German skills if you want to take part.

In the technical college, you have to read and write a lot. The exams are in German.

What Can I Do if I Don't Have the Right Level of German Yet?

If your German skills aren't high enough yet, you can take a German course.

Since 2017, it is possible to do in-service vocational training with German courses that have a professional orientation (berufsbezogen). Professional orientation means that you don't learn everyday German but rather specific German for the profession. The courses are part of the new [BAMF Program \(DeuFöV\)](#).

But:

The courses are not available in every city.

Residence status affects the possibilities of taking part in these German courses.

If you have a temporary permission to stay or an exceptional leave to remain, speak to an advice center.

I Have A Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Do In-Service Vocational Training?

Yes. But there are factors that influence the possibilities for taking part.

You can do in-service vocational training if you have a job in the profession that you want to get a professional diploma in. There are no special rules for a temporary permission to stay or an exceptional leave to remain if you are working.

If you don't have a job yet, you can still do in-service vocational training if you:

- Have lived in Germany for a minimum of 3 months
- Can get a work permit from your Immigration Office and
- Have a job in the profession that you want to get your professional diploma in. Usually, there are rules about how many hours per week you have to work.

A work permit means that the Immigration Office (Ausländerbehörde) gives you permission to work.

In your papers (Aufenthaltsgestattung oder Duldung) (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission from the Immigration Office).

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow.

In-service vocational training are organized by state and private technical colleges. Private technical college always cost money. At a state technical college you also sometimes have to pay a schooling fee.

If you meet specific requirements, the Employment Agency can fund the in-service vocational training.

More information can be found on *Can I Get Financial Aid for in-service vocational training?*

I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing In-Service Vocational Training?

The Integration laws (Integrationsgesetz) have introduced new rules. The rules are in the Residence Act ([§60a AufenthG](#)).

If you meet requirements, you can get an exceptional leave to remain for the duration of your training. An exceptional leave to remain means there is a "suspension of deportation". This means that you can stay for the duration of your vocational training in Germany.

If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow.

In this case, you should get legal advice.

Can I Get Financial Aid for In-Service Vocational Training?

You earn money because you work. As you only work a few hours per week, it is less money.

In-service vocational training is organized by technical college. There are state and private technical college.

Sometimes, you have to pay school fees. Sometimes, the state pays the school fees.

There are different possibilities for funding if an in-service vocational training costs:

1. Private Funding

You pay for the school fees for in-service vocational training yourself.

2. Funding Through the Company

You can ask the boss whether the company funds in-service vocational training. Training courses (Fortbildungen) can be payed for by the company in Germany. The advantage for the company is that you can work as a specialist with a professional degree.

3. Funding Through the Employment Agency

The Employment Agency can fund in-service vocational training. The company has to agree and apply with the employee.

A program for the financing of in-service vocational training is called [WeGebAU](#). The Employment Agency's Arbeitgeberservice (job service) is responsible.

The rules for financial support are in the Social Security Statutes ([§81 SGB III](#)). However, you don't automatically have a right to funding. The Employment Agency make a decision according to each individual case. It usually helps if you have a written argument that explains why you want to do in-service vocational training.

Often, you must take a test to get funding. A test will take place at the psychological service for employment (Berufpsychologischen Service) at the Employment Agency.

You receive money from the Jobcenter?

The Jobcenter can fund in-service vocational training. During in-service vocational training, you continue to receive money from the Jobcenter. The Jobcenter can also fund traveling costs. There are the same rules as for funding through the Employment Agency.

4. Funding through the Bundesland oder den Europäischen Sozialfonds (ESF)

Sometimes, there are special offers in the states. This means that the state can fund in-service vocational training if the Employment Agency or the Jobcenter can't fund it, for example.

Can I Get Child Care If I Am Doing In-Service Vocational Training?

If the in-service vocational training is funded by the Jobcenter or Employment Agency, you can receive financial aid for child care.

More information can be found on the [Federal Labor Office](#) website. The website is in German.

How Do I Find In-Service Vocational Training?

There aren't any websites where you can find all the in-service vocational training.

Sometimes offers also have other names.

In education advice centers, you can get more information.

Sometimes there are also special advice centers. Currently, there is a program for in-service vocational training for educators. The program exists in 6 states.

On this [website](#) you can find institutions that take part in the program for every state. The information is in German.

More information

- [What is recognition?](#)
- [Where can I find counselling services and projects?](#)
- [Where can I learn German?](#)
- [What is the psychological service for employment \(Berufspsychologischer Service\)?](#)

Score: [27.03.2017]

What Is Preparation for External Examination of Professions with Dual Vocational Training?

- [What professions have preparatory courses for external examinations for professions with dual training?](#)
- [How Long Is Preparation for External Examination of Professions with Dual Training?](#)
- [Are There Alternatives to Preparation for External Examination of Professions with Dual Training?](#)
- [Do I Need A High School Diploma for Preparation for External Examination of Professions with Dual Training?](#)
- [What German Skills Do I Need for Preparation for External Examination of Professions with Dual Training?](#)
- [What Can I Do if I Don't Have the Right Level of German Yet?](#)
- [Can I Do Preparatory Courses for External Examination of Professions with Dual Training if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?](#)
- [I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing Preparatory Courses for External Examination of Professions with Dual Training?](#)
- [Can I Get Financial Aid for Preparatory Courses for External Examination of Professions with Dual Training?](#)
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- [How Do I Find Preparation for External Examination of Professions with Dual Training?](#)

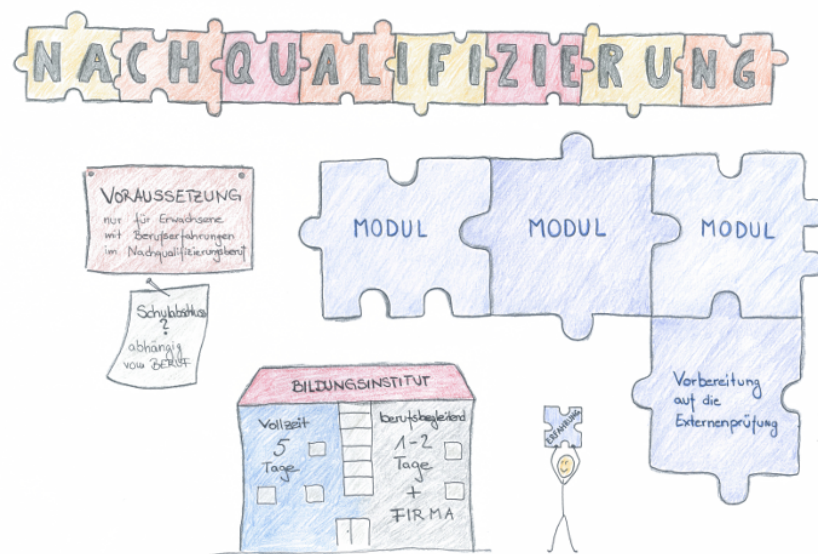


Abbildung: Modular qualification

External examination (Externenprüfung) means that you don't go to vocational training for a final exam (Abschlussprüfung). The content of the external exam is the same as the final exam after vocational training.

The rules for external exams are in the Berufsbildungsgesetz (Vocational Training Act) (§45 BBiG). Preparation for external examination (Vorbereitung auf die Externenprüfung) only exists like this for professions with dual training.

External exams are only for adults that have professional experience in the profession for which they want to get their professional diploma. Professional experience is for example, having had a job, unfinished vocational training or unfinished studies.

The number of years of professional experience depends on the length of vocational training. If vocational training is 3 years long, you need 4,5 years of professional experience.

You need a permit from the relevant authority (zuständigen Stelle). A relevant authority is the institution that is responsible for certain professions and exams.

A preparation for external examination can be taken in the form of a course at an educational institute or at a relevant authority. In these courses you will learn the theory that you need for the final exam.

You can also organize preparation for the exam yourself. You have to learn the theory and know what's important for the exam. This means you have to find out the information at the relevant authority and know the vocational training regulations (Ausbildungsordnung). On the [Bundesinstituts für Berufsbildung \(BiBB\) website](#) (Federal Institute for Vocational Training) there is an overview of all the professions that require vocational training and vocational training regulations in German.

The preparation for the external exam can also be done in service (berufsbegleitend) if you work. In-service means you study while you work. This means that you work in a company and earn money. A few days a week, you will learn the theory that you need for the final exam.

There is a connection between [modular qualification](#) and preparation for external exam. A preparation for external exam is for adults that have more professional experience than adults that do modular qualification. Modular qualification is like an individual and longer preparation for external examination. This means that educational institutions offer modular qualification also offer preparation for external examination.

In jobs with school-based training, the external exam for school-based training is often the same as the external exam for dual vocational training.

In this [video](#) from the Bayrischen Rundfunk, adults talk about preparatory courses for external examinations. The professions in this video are specialist professions for event technology, electronics technician, teacher and businessman or businesswoman in retail. The video is in German.

What professions have preparatory courses for external examinations for professions with dual training?

Preparation for external examination is only possible in professions where external exams are possible. That is, for example, all the professions with dual training.

There aren't courses for all professions. The reason is, for example, that there is too little demand from individuals or the labor market for many professions.

In professions with school-based training, there are other rules.

How Long Is Preparation for External Examination of Professions with Dual Training?

The length depends on the type of preparation.

If you are preparing by yourself, you can estimate the length yourself.

Courses are usually 6 months long. It depends whether you are studying in full or part time.

Full time means that you learn everyday for about 7 to 8 hours at the educational institute. Part time means that you learn some days of the week or some hours per day.

Are There Alternatives to Preparation for External Examination of Professions with Dual Training?

No. According to the law, there is no age limit. Sometimes, there is an age limit for offers with financial funding through the state or the Europäischen Sozialfonds (European Social Fund) (ESF).

Do I Need A High School Diploma for Preparation for External Examination of Professions with Dual Training?

According to the law, you don't need a high school diploma for professions with dual training. But sometimes, a high school diploma from an educational institute or the Employment Agency or the Jobcenter is expected.

If you didn't do your high school diploma in Germany, you can get your high school diploma recognized.

You can get a high school diploma as an adult. This means, that you would take classes and prepare for the exam. In many states, there are offers for people that want to get a lower secondary diploma (Hauptschulabschluss) or a middle school diploma (Mittleren Schulabschluss) - for example in Volkshochschulen. There are also offers for you if you want to get their Fachabitur or Abitur but you have to meet certain requirements.

At an advice center, you can find out more about the offers in your region.

What German Skills Do I Need for Preparation for External Examination of Professions with Dual Training?

In professions with dual training, there are no rules about German skills.

You need to learn a lot of theory in a short period of time. You need to read and write a lot. The practical and written examinations are in German. Therefore, you need a good or very good level of German.

What Can I Do if I Don't Have the Right Level of German Yet?

If your German skills aren't high enough yet, you can take a German course.

Since 2017, it is possible to do preparation for external examination combined with German courses that have a professional orientation (berufsbezogen). Professional orientation means that you don't learn everyday German but rather

specific German for the profession. The courses are part of the new [BAMF Program \(DeuFöV\)](#).

These German courses are only for people that have a German level less than B1.

But:

The courses are not available in every city.

Residence status affects the possibilities of taking part in these German courses.

If you have a temporary permission to stay or an exceptional leave to remain, speak to an advice center.

Can I Do Preparatory Courses for External Examination of Professions with Dual Training if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

Yes. You can inform yourself and then prepare by yourself.

You can also do a preparatory course for the external examination. In the courses, there is no internship. This means, you don't need a work permit from the Immigration Office.

But:

Preparatory courses for the external examination cost money. If you meet specific requirements, the Employment Agency can fund the preparatory course for external examinations. Some important requirements for financial funding is:

- You have lived in Germany for a minimum of 3 months and
- You can get a work permit from your Immigration Office.

A work permit means that the Immigration Office (Ausländerbehörde) gives you permission to work.

In your (temporary permission to stay or exceptional leave to remain) papers, it usually says "Employment only with the permission of the Immigration Office."

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is ["safe"](#) and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

More information can be found under *Can I Get Financial Aid for Preparatory Courses for External Examination of Professions with Dual Training?*

I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing Preparatory Courses for External Examination of Professions with Dual Training?

The Integration laws (Integrationsgesetz) have introduced new rules. The rules are in the Residence Act ([§60a AufenthG](#)).

You can get an exceptional leave to remain for the duration of your vocational training. An exceptional leave to remain means there is a "suspension of deportation". This means that you can stay in Germany for the length of your vocational training.

The rules only bring up vocational training. A preparation of external examination was not included in these rules.

In this case, you should get legal advice.

Can I Get Financial Aid for Preparatory Courses for External Examination of Professions with Dual Training?

In preparatory external examination, you will not earn money at a company.

If you are preparing alone, you will have to pay for books and the exam, for example.

Preparatory courses for the external examination cost money.

There are different ways of getting financial funds:

You are currently working in the profession for which you would like to get a professional degree?

1. Funding through the company You can ask your boss whether the company can pay for preparatory courses for external exams. Training courses (Fortbildungen) can be paid for by the company in Germany. The advantage for the company is that you can work as a specialist with a professional degree.
2. Funding through the Employment Agency or Jobcenter You can request for this with your boss. A program for the financing of in-service qualifications is called [WeGebAU](#).
3. Funding through the state or the Europäischen Sozialfonds (European Social Fund) (ESF) Sometimes, there are special offers in the states. This means that the state can fund preparation for external examination if the Employment Agency or the Jobcenter can't fund it, for example.

You are unemployed and receive money from the Jobcenter or from the Employment Agency?

1. Funding through the Employment Agency or the Jobcenter The Employment Agency or the Jobcenter can fund the preparation for external examination, if you meet specific requirements. You receive more money from the Jobcenter or from the Employment Agency.

The rules for financial support are in the Social Security Statutes (§81 SGB III). However, you don't automatically have a right to funding. The Employment Agencies and the Jobcenters make a decision according to each individual case. It usually helps if you have a written argument that explains why you want to do a preparatory course for external examinations. It is also important that you show that you have a better chance of getting a good job if you get a professional degree. Often, you must take a test to obtain financial support. The test will take place at the psychological service for employment (Berufspychologischen service) of the Employment Agency.

2. Funding through the state or the Europäischen Sozialfonds (European Social Fund) (ESF) Sometimes, there are special offers in the states. This means that the state can fund preparation for external examination if the Employment Agency or the Jobcenter can't fund it, for example.

You are unemployed and don't receive money from the Jobcenter or from the Employment Agency?

1. Funding through the Employment Agency You can register as a „arbeitsuchend“ (looking for a job) at the Employment Agency.

In preparatory external examination, you will not earn money at a company. The Employment Agency can pay for the preparatory courses for external examinations. The Employment Agency can, for example, pay for your travel expenses.

The rules for financial support are in the Social Security Statutes (§81 SGB III). However, you don't automatically have a right to funding. The Employment Agency make a decision according to each individual case. It usually helps if you have a written argument that explains why you want to do a preparatory course for external examinations. It is also important that you show that you have a better chance of getting a good job if you get a professional degree. Often, you must take a test to obtain financial support. The test will take place at the psychological service for employment (Berufspychologischen service) of the Employment Agency.

2. Funding through the state or the Europäischen Sozialfonds (European Social Fund) (ESF) Sometimes, there are special offers in the states. This means that the state can fund preparation for external examination if the Employment Agency or the Jobcenter can't fund it, for example.

Can I Get Child Care If I Am Doing Preparation for External Examination of Professions with Dual Training?

If the preparation for external examination is funded by the Jobcenter or Employment Agency, you can receive financial aid for child care.

More information can be found on the [Federal Labor Office](#) website. The website is in German.

How Do I Find Preparation for External Examination of Professions with Dual Training?

There aren't any websites where you can find all the preparatory courses for the external examinations in Germany.

You can find more information at the relevant authority or at an advice center.

Sometimes there are also special advice centers for modular qualification. Where you can also get information about preparation for external examinations.

More information

- [What is Preparation for External Examination of Professions with School-Based Vocational Training?](#)
- [What is recognition?](#)
- [Where can I find counselling services and projects?](#)
- [Where can I learn German?](#)
- [What is the psychological service for employment \(Berufspychologischer Service\)?](#)
- [How do I register with the Employment Agency?](#)

Score: [15.10.2016]

What is Preparation for External Examination of Professions with School-Based Vocational Training?

- [What professions have preparatory courses for external examinations for professions with school-based training?](#)
- [How Long Is Preparation for External Examination of Professions with School-Based Training?](#)
- [Are There Alternatives to Preparation for External Examination of Professions with School-Based Training?](#)
- [Do I Need A High School Diploma for Preparation for External Examination of Professions with School-Based Training?](#)
- [What German Skills Do I Need for Preparation for External Examination of Professions with School-Based Training?](#)
- [What can I do if I don't have the right level of German yet?](#)
- [Can I Do Preparatory Courses for External Examination of Professions with School-Based Training if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?](#)
- [I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing Preparatory Courses for External Examination of Professions with School-Based Training?](#)
- [Can I Get Financial Aid for Preparatory Courses for External Examination of Professions with School-Based Training?](#)
- [Can I Get Child Care If I Am Doing Preparation for External Examination of Professions with School-Based Training?](#)
- [How Do I Find Preparation for External Examination of Professions with School-Based Training?](#)

In jobs with school-based training, the external exam for school-based training (Nichtschülerprüfung) is the same as the external exam for dual vocational training (Externenprüfung).

"Nichtschülerprüfung" means the same thing as "Externenprüfung". This means that you don't do vocational training in order to pass the final exam. The rules for external exams are in the regulations of the different school-based training offers.

Preparing for an external exam is only for adults that:

- Have a school diploma. Usually, you need at least a middle school diploma and/or
- Have a professional diploma in another profession. Sometimes, they also count the number of years of professional experience you have.

There are many requirements you need to meet.

Preparation of external exam is for example, a course at a technical college.

In these courses, you will learn the theory that you need for the final exam. Sometimes, an internship also takes place.

Theoretically, you can also organize preparation for the exam yourself. However, this way isn't recommended. You have to learn a lot of theory and know what's important for the exam.

The preparation for the external exam can also be done in service (berufsbegleitend) if you work. In-service means you study while you work. This means that you work in a company and earn money. A few days a week, you will learn the theory that you need for the final exam.

At the end of the preparation for external exam, you take the same final exam as at the end of vocational training.

You can find a [video here](#) where adults talk about preparing for external exams for professions that require either school-based or dual training. A woman speaks about her preparation of external exam to be an educator. The video is in German.

What professions have preparatory courses for external examinations for professions with school-based training?

The preparation of external exam is only possible if the external exam is legally possible.

There are many rules.

There are only a few offers for preparation of external exam for professions that require school-based training - for example, in professions like nursing the elderly or educators.

How Long Is Preparation for External Examination of Professions with School-Based Training?

The duration depends. It depends on the type of preparation.

If you are preparing on your own, you can decide how long it will take. However, this option isn't realistic because you have to learn a lot of theory.

Courses for preparation of external exams usually last more than 1 year.

Many offers are full time. Full time means that you have to study everyday for about 7 to 8 hours at the technical college. Sometimes, there are offers in part time too. Part time means that you only study one day per week or only a few hours per day.

Are There Alternatives to Preparation for External Examination of Professions with School-Based Training?

No. According to the law, there is no age limit. Sometimes, there is an age limit for offers with financial funding through the state or the Europäischen Sozialfonds (European Social Fund) (ESF).

Do I Need A High School Diploma for Preparation for External Examination of Professions with School-Based Training?

Yes. Legally, to prepare for external exams in professions that require school-based training, you need a high school diploma. Usually, you need a middle school diploma (MSA) and a professional diploma or many years of professional experience. With a Abitur/Hochschulabschluss (high school diploma), there are other rules.

If you didn't do your high school diploma in Germany, you can get your high school diploma recognized.

You can get a high school diploma as an adult. This means, that you would take classes and prepare for the exam. In many states, there are offers for people that want to get a lower secondary diploma (Hauptschulabschluss) or a middle school diploma (Mittleren Schulabschluss) - for example in Volkshochschulen. There are also offers for you if you want to get their Fachabitur or Abitur but you have to meet certain requirements.

At an advice center, you can find out more about the offers in your region.

What German Skills Do I Need for Preparation for External Examination of Professions with School-Based Training?

Often, there are rules about the regulations (Verordnungen). The rules depend on the profession. Usually, you have to have very good German skills if you want to take part.

You have to learn a lot of theory in a very short period of time. In the technical college, you have to read and write a lot. The exams are in German.

What Can I Do if I Don't Have the Right Level of German Yet?

If your German skills aren't high enough yet, you can take a German course.

Since 2017, it is possible to do preparation for external examination combined with German courses that have a professional orientation (berufsbezogen). Professional orientation means that you don't learn everyday German but rather specific German for the profession. The courses are part of the new [BAMF Program \(DeuFöV\)](#).

But:

The courses are not available in every city.

Residence status affects the possibilities of taking part in these German courses.

If you have a temporary permission to stay or an exceptional leave to remain, speak to an advice center.

Can I Do Preparatory Courses for External Examination of Professions with School-Based Training if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

Yes. But there are two factors that influence the possibilities for taking part.

1. German Language Level

To participate in a course to prepare for an external exam, you need very good German skills.

2. Funding

Preparatory courses for the external examination cost money.

The Employment Agency can pay for the preparatory courses for external examinations. There are many requirements for funding. For example, you have to get a work permit.

In your papers (Aufenthaltsgestattung oder Duldung) (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission from the Immigration Office).

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

With a temporary permission to stay or an exceptional leave to remain, it's difficult to get funding through the Employment Agency. If the length of your temporary permission to stay or exceptional leave to remain is shorter than the preparation of external exam, this can improve your chances of getting funding.

More information can be found under *Can I Get Financial Aid for Preparatory Courses for External Examination of Professions with Dual Training?*

I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing Preparatory Courses for External Examination of Professions with School-Based Training?

The Integration laws (Integrationsgesetz) have introduced new rules. The rules are in the Residence Act ([§60a AufenthG](#)).

You can get an exceptional leave to remain for the duration of your vocational training. An exceptional leave to remain means there is a "suspension of deportation". This means that you can stay in Germany for the length of your vocational training.

The rules only bring up vocational training. A preparation of external examination was not included in these rules.

Contact an advice center to know more.

Can I Get Financial Aid for Preparatory Courses for External Examination of Professions with School-Based Training?

In preparatory external examination, you will not earn money at a company.

Preparatory courses for the external examination cost money.

You are currently working in the profession for which you would like to get a professional degree?

There are different ways of getting financial funds:

1. Funding Through the Company

You can ask your boss whether the company can pay for preparatory courses for external exams. Training courses (Fortbildungen) can be payed for by the company in Germany. The advantage for the company is that you can work as a specialist with a professional degree.

1. Funding Through the Employment Agency

You can make a request through the Employment Agency with your boss. A program for the financing of in-service qualifications is called [WeGebAU](#).

You are unemployed and receive money from the Jobcenter or from the Employment Agency?

If you meet specific requirements, the Employment Agency or the Jobcenter can fund the preparatory course for external examinations. You receive more money from the Jobcenter or from the Employment Agency.

The rules for financial support are in the Social Security Statutes ([§81 SGB III](#)). However, you don't automatically have a right to funding. The Employment Agency and the Jobcenter make a decision according to each individual case. It usually helps if you have a written argument that explains why you want to do a preparatory course for external examinations.

Often, you must take a test to get funding. A test will take place at the psychological service for employment (Berufpsychologischer Service) at the Employment Agency.

You are unemployed and don't receive money from the Jobcenter or from the Employment Agency?

You can register as "arbeitsuchend" (looking for a job) at the Employment Agency in your region.

If you meet specific requirements, the Employment Agency can fund the preparatory course for external examinations. The Employment Agency can, for example, pay for your travel expenses.

The rules for financial support are in the Social Security Statutes ([§81 SGB III](#)). However, you don't automatically have a right to funding. The Employment Agency make a decision according to each individual case. It usually helps if you have a written argument that explains why you want to do a preparatory course for external examinations.

Often, you must take a test to get funding. A test will take place at the psychological service for employment (Berufpsychologischer Service) at the Employment Agency.

Can I Get Child Care If I Am Doing Preparation for External Examination of Professions with School-Based Training?

If the preparation for external examination is funded by the Jobcenter or Employment Agency, you can receive financial aid for child care.

More information can be found in German on the [Federal Labor Office](#) website.

How Do I Find Preparation for External Examination of Professions with School-Based Training?

There aren't any websites where you can find all the preparatory courses for the external examinations in Germany.

You can get information at an advice center.

More information

- [What is recognition?](#)
- [What Is Preparation for External Examination of Professions with Dual Vocational Training?](#)
- [Where can I find counselling services and projects?](#)
- [Where can I learn German?](#)
- [What is the psychological service for employment \(Berufspychologischer Service\)?](#)
- [How do I register with the Employment Agency?](#)

Score: [15.10.2016]

What is Retraining?

- What Professions Offer Retraining?
- How Long Is Retraining?
- Is There An Age Limit For Retraining?
- Do I Need A High School Diploma for Retraining?
- How Much German Do I Need to Know for Retraining?
- What can I do if I don't have the right level of German yet?
- Can I Start Retraining if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?
- I Have a Temporary Permission to Stay or an Exceptional Leave to Remain.
Can I Get a Residence Permit While I am Doing Retraining?
- Can I Receive Financial Aid For Retraining?
- Can I Get Child Care If I Am Doing Retraining?
- How Long Is Retraining?

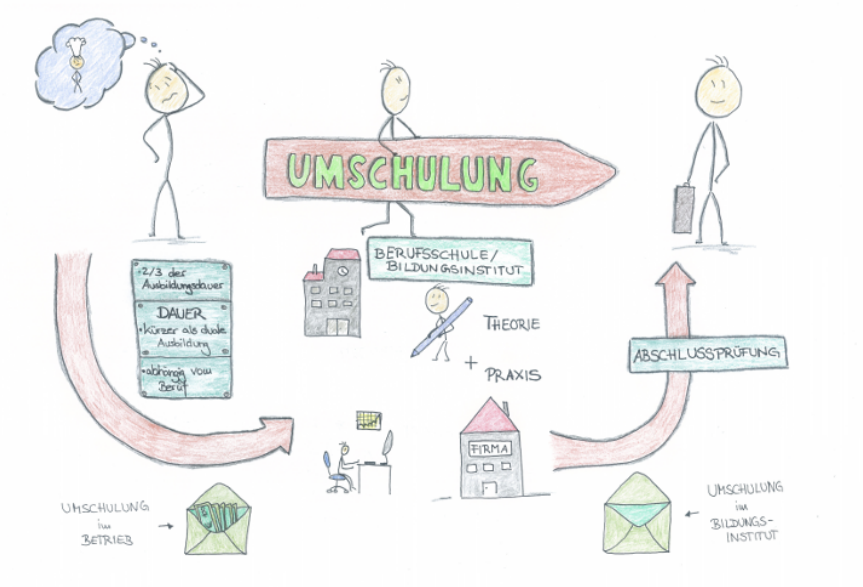


Abbildung: Retraining

During retraining, you will learn a new profession. There are different reasons why adults do retraining. For example because they:

- Can't work in their profession anymore. For example, if they have problems with their health.
- Don't have enough professional experience for modular qualification or preparation for external examinations.
- Live in a region that doesn't have modular qualification or preparation for external examinations
- Want to learn a profession that doesn't have modular qualification or preparation for external examinations.

Retraining is actually for adults that have a professional diploma but have to learn a new profession. However, you can still do retraining if you don't have a professional diploma.

Retraining is usually shorter than vocational training. This means that you learn the same thing as you would during vocational training but in a shorter time. Reasons for this can be that, as an adult, you have experience and you need to learn in a different way.

Retraining is organized by an educational institute. In retraining, you do internships in companies but you won't earn money at these companies.

In the end, you will take the same final exam as for vocational training.

What Professions Offer Retraining?

Retraining is for professions that require dual training or school-based training. Retraining doesn't exist for all professions. For many professions, there is too little demand from individuals or the labor market.

In professions that require school-based training, there is less retraining than for professions that require dual training. Additionally, there are a lot of rules for retraining in professions with school-based training.

How Long Is Retraining?

For professions with dual training, retraining is shorter than vocational training. It depends on the duration of the vocational training for a profession. Usually retraining takes 2/3 of the time of vocational training. This means that if dual training lasts 3 years, retraining would last 2.

For professions with school-based training, there is a legally determined length. Usually retraining takes the same amount of time as vocational training. This means that if school-based training lasts 3 years, retraining would last 3.

Most offers are full time. Full time means you study for about 7-8 hours in an educational institute or at an internship at a company every day. Sometimes, there are offers in part time too. Part time means less hours per day.

Is There An Age Limit For Retraining?

No. According to the law, there is no age limit for adults. Sometimes, there is an age limit for offers with financial funding through the state or the Europäischen Sozialfonds (European Social Fund) (ESF). Retraining costs money. Age can impact the decision the Employment Agency or the Jobcenter makes.

Do I Need A High School Diploma for Retraining?

The rules are the same as for the education.

According to the law, you don't need a high school diploma for professions with dual training. But sometimes, a high school diploma from an educational institute or the Employment Agency or the Jobcenter is expected. It always depends on the profession.

In professions with school-based systems, legally, you need a high school diploma. The type of high school diploma depends on the profession.

If you didn't do your high school diploma in Germany, you can get your high school diploma recognized.

You can get a high school diploma as an adult. This means, that you would take classes and prepare for the exam. In many states, there are offers for people that want to get a lower secondary diploma (Hauptschulabschluss) or a middle school diploma (Mittleren Schulabschluss) - for example in Volkshochschulen. There are also offers for you if you want to get their Fachabitur or Abitur but you have to meet certain requirements.

At an advice center, you can find out more about the offers in your region.

How Much German Do I Need to Know for Retraining?

In professions with dual training, there are no rules about German skills.

In professions with school-based training, there are sometimes rules about the regulations (Verordnungen). These rules depend on the profession.

You have to read and write a lot. The practical and written exams are in Germany. That's why you need good German skills.

It also depends on the profession and the offers. Sometimes, there is special retraining for adults with a German level of B1.

What Can I Do if I Don't Have the Right Level of German Yet?

If your German skills aren't high enough yet, you can take a German course.

During retraining, you can receive help during vocational training like you do for vocational training.

Since 2017, it is possible to do retraining combined with German courses that have a professional orientation (berufsbezogen). Professional orientation means that you don't learn everyday German but rather specific German for the profession. The courses are part of the new [BAMF Program \(DeuFöV\)](#).

These German courses are only for people that have a German level less than B1.

But:

The courses are not available in every city.

Residence status affects the possibilities of taking part in these German courses.

If you have a temporary permission to stay or an exceptional leave to remain, speak to an advice center.

Can I Start Retraining if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

Yes. But there are factors that influence the possibilities for taking part.

You can take retraining, if you:

- Have lived in Germany for a minimum of 3 months and
- Can get a work permit from your Immigration Office.

A work permit means that the Immigration Office (Ausländerbehörde) gives you permission to work.

In your papers (Aufenthaltsgestattung oder Duldung) (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission from the Immigration Office).

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

Retraining is organized by educational institutes. Educational institutes cost money.

With a temporary permission to stay or an exceptional leave to remain, it's difficult to get funding through the Employment Agency. Usually retraining lasts longer than a temporary permission to stay or an exceptional leave to remain. This can help you get funding.

More information can be found on *Can I Get Financial Aid for Retraining?*

I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing Retraining?

The Integration laws (Integrationsgesetz) have introduced new rules. The rules are in the Residence Act ([§60a AufenthG](#)).

You can get an exceptional leave to remain for the duration of your vocational training. An exceptional leave to remain means there is a "suspension of deportation". This means that you can stay in Germany for the length of your vocational training.

The rules only bring up vocational training. An retraining was not included in these rules.

Contact an advice center to know more.

Can I Receive Financial Aid For Retraining?

During retraining, you will not earn money at a company.

There is also in-service retraining for adults. During in-service retraining, you will earn money at a company.

Retraining is organized by educational institutes. Educational institute are like private schools. Private school cost money.

There are different ways of getting financial funds.

You are unemployed and receive money from the Jobcenter or from the Employment Agency?

1. Funding through the Employment Agency or the Jobcenter

The Employment Agency or the Jobcenter, can fund retraining if you meet special requirements. You receive more money from the Jobcenter or the Employment Agency.

The rules for financial support are in the Social Security Statutes (§81 SGB III). However, you don't automatically have a right to funding. The Employment Agencies and the Jobcenters make a decision according to each individual case. It usually helps if you have a written argument that explains why you want to do retraining. It is also important that you show that you have a better chance of getting a good job if you get a professional degree.

Often, you must take a test to get funding. A test will take place at the psychological service for employment (Berufpsychologischen Service) at the Employment Agency.

If your residence permit is shorter than the retraining, this can help you to get funding from the Employment Agency or the Jobcenter. You should speak with your Immigration Office about whether your residence permit can be extended.

There are only a few retraining offers that are funded by the state or the Europäischen Sozialfonds (European Social Fund) (ESF). Usually, only special groups can take part, for example women.

You are unemployed and don't receive money from the Jobcenter or from the Employment Agency?

1. Funding Through the Employment Agency

You can register as "arbeitsuchend" (looking for a job) at the Employment Agency in your region.

The Employment Agency can fund retraining if you meet special requirements. The Employment Agency can also pay for travel costs, for example.

The rules for financial support are in the Social Security Statutes (§81 SGB III). However, you don't automatically have a right to funding. The Employment Agency make a decision according to each individual case. It usually helps if you have a written argument that explains why you want to do retraining. It is also important that you show that you have a better chance of getting a good job if you get a professional degree.

Often, you must take a test to get funding. A test will take place at the psychological service for employment (Berufspsychologischen Service) at the Employment Agency.

Can I Get Child Care If I Am Doing Retraining?

If retraining is funded by the Jobcenter or Employment Agency, you can receive financial aid for child care.

More information can be found in German on the [Federal Labor Office](#) website.

How Long Is Retraining?

Retraining usually starts once or twice a year.

There are many websites in German where you can search for retraining. The most known is [Kursnet from the Federal Labor Office](#). The website is in German.

In „Bildungsbereich“ (Educational Field) you have to choose „Berufsausbildung/Umschulung“ (Vocational Training Professions/Retraining).

You can also get personal information from an advice center.

More information

- [What is recognition?](#)
- [Where can I find counselling services and projects?](#)
- [Where can I learn German?](#)
- [What is in-service retraining?](#)
- [What is the psychological service for employment \(Berufspsychologischer Service\)?](#)
- [How do I register with the Employment Agency?](#)

Score: [15.10.2016]

What is in-service retraining?

- What Professions Offer In-Service Retraining?
- How Long Is In-Service Retraining?
- Is There An Age Limit For In-Service Retraining?
- Do I Need A High School Diploma for In-Service Retraining?
- What German Skills Do I Need for In-Service Retraining?
- What can I do if I don't have the right level of German yet?
- Can I Do In-Service Retraining if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?
- I Have a Temporary Permission to Stay or an Exceptional Leave to Remain.
Can I Get a Residence Permit While I am Doing In-Service Retraining?
- Can I Get Financial Aid for In-Service Retraining?
- Can I Get Child Care If I Am Doing In-Service Retraining?
- How Do I Find In-Service Retraining?

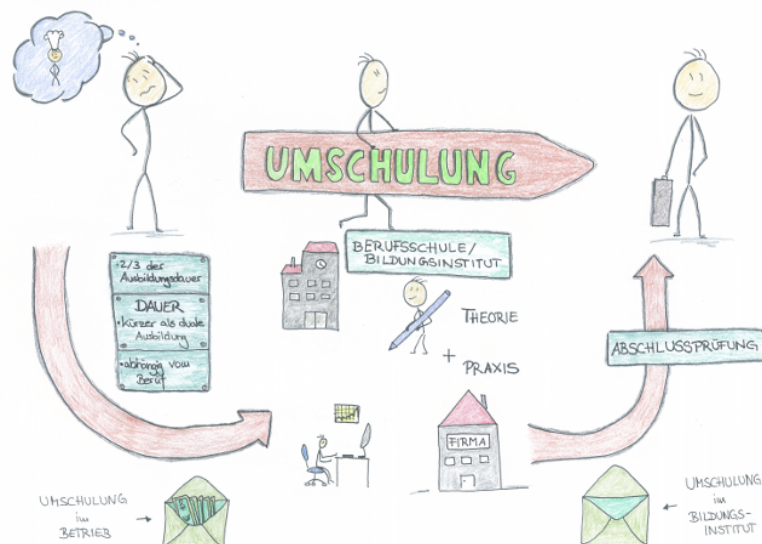


Abbildung: Retraining

In-service retraining (betriebliche Umschulung) is retraining in a company. Like dual training (dualen Ausbildung), you will learn in two places. You have a retraining contract with a company. You will learn the practice at a company. Through your job at the company, you will earn training allowance (Ausbildungsgeld). The official word is Ausbildungsvergütung (subsidized education).

You will learn the theory in a vocational school or an educational institute.

Like retraining, in-service retraining is for adults that want to learn a new profession. The reasons why adults do in-service retraining are the same as for retraining. For example, because they:

- Can't work in their profession anymore. For example, if they have problems with their health.
- Don't have enough professional experience for modular qualification or preparation for external examinations.
- Live in a region that doesn't have modular qualification or preparation for external examinations.
- Want to learn a profession that doesn't have modular qualification or preparation for external examinations.

In-service retraining is shorter than dual training. You start the vocational training in the second year, not in the first year. In the end, you will do the same final exam as for vocational training.

On the Employment Agency's website, you can't currently find any information. On the [Jobcenters München](#) website, you can find the most important information in German.

What Professions Offer In-Service Retraining?

In-service retraining is especially for professions with dual training.

In professions with school-based training there is currently only in-service retraining for care givers (Altenpflege). In-service retraining for care givers works in the same way as in-service vocational training.

How Long Is In-Service Retraining?

In professions with dual training duration is dependent on the length of the vocational training in that profession.

Usually, in-service retraining lasts about $\frac{2}{3}$ as long as vocational training. This means that if dual training lasts 3 years, in-service retraining would only last 2 years.

For professions with school-based training, there is a legally determined length.

In-service retraining is usually full-time. Full time means that you will study in a school/educational institution or in your company everyday.

Is There An Age Limit For In-Service Retraining?

No. According to the law, there is no age limit for adults. If you find a company, you can do in-service retraining. But: in-service retraining is also an investment for the company. It's easier to find a company if you can still work for many years.

Do I Need A High School Diploma for In-Service Retraining?

The rules are the same as for vocational training.

According to the law, you don't need a high school diploma for professions with dual training. But sometimes, it is expected for you to have a high school diploma at a company or the Employment Agency or at the Jobcenter.

In professions with school-based systems, legally, you need a high school diploma. The type of high school diploma depends on the profession.

If you didn't do your high school diploma in Germany, you can get your high school diploma recognized.

You can get a high school diploma as an adult. This means, that you would take classes and prepare for the exam. In many states, there are offers for people that want to get a lower secondary diploma (Hauptschulabschluss) or a middle school diploma (Mittleren Schulabschluss) - for example in Volkshochschulen. There are also offers for you if you want to get their Fachabitur or Abitur but you have to meet certain requirements.

At an advice center, you can find out more about the offers in your region.

What German Skills Do I Need for In-Service Retraining?

In professions with dual training, there are no rules about German skills.

In professions with school-based training, there are sometimes rules about the regulations (Verordnungen). These rules depend on the profession.

You have to read and write a lot. The practical and written exams are in German. You also need to learn a lot of theory in a short amount of time. That's why you need good German skills.

What Can I Do if I Don't Have the Right Level of German Yet?

If your German skills aren't high enough yet, you can take a German course.

Help During In-Service Retraining

If you have good German skills but you need more help, you can maybe get help during in-service retraining (umschulungsbegleitende Hilfen). The rules for financial support are in the Social Security Statutes ([131a SGB III](#)). Help during in-service retraining isn't German classes.

Help during in-service retraining can be to help you with the theory or preparing for exams.

It is usually during the afternoon or evening at an educational institute. There aren't offers in every state.

The Employment Agency or the Jobcenter are responsible for help during in-service retraining.

Berufsbezogener Deutschkurs (DeuFöV)

Since 2017, it is possible to do in-service retraining with German courses that have a professional orientation (berufsbezogen). Professional orientation means that you don't learn everyday German but rather specific German for the profession. The courses are part of the new [BAMF Program \(DeuFöV\)](#).

These German courses are only for people that have a German level less than B1.

But:

The courses are not available in every city.

Residence status affects the possibilities of taking part in these German courses.

If you have a temporary permission to stay or an exceptional leave to remain, speak to an advice center.

Can I Do In-Service Retraining if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

Yes. You can take part in in-service retraining if you:

- Have lived in Germany for a minimum of 3 months and
- Can get a work permit from your Immigration Office.

A work permit means that the Immigration Office (Ausländerbehörde) gives you permission to work. You are doing in-service retraining at a company. This is why you also need an employment permit for in-service retraining.

In your papers (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission of the Immigration Office).

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "[safe](#)") and you have a temporary

permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

I Have a Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get a Residence Permit While I am Doing In-Service Retraining?

The Integration laws (Integrationsgesetz) have introduced new rules. The rules are in the Residence Act ([§60a AufenthG](#)).

You can get an exceptional leave to remain for the duration of your vocational training. An exceptional leave to remain means there is a "suspension of deportation". This means that you can stay in Germany for the length of your vocational training.

The rules only bring up vocational training. An in-service retraining was not included in these rules.

Contact an advice center to know more.

Can I Get Financial Aid for In-Service Retraining?

During in-service retraining, you will receive training allowance. The official word is *Ausbildungsvergütung* (subsidized education). The amount of money you receive depends on the job and the company. Training allowance will increase every year you do vocational training. The course is usually in a vocational school (*Berufsschule*). The lessons can also be at an educational institute if the lessons aren't possible at the vocational school. Educational institutes cost money.

You are unemployed and receive money from the Jobcenter or from the Employment Agency?

You will continue to get money from the Jobcenter or the Employment Agency. The amount of training allowance you get has an impact on how much money you will get from the Jobcenter or the Employment Agency.

If the lessons are at an educational institute, the Employment Agency or the Jobcenter can fund that offer. The rules for financial support are in the Social Security Statutes ([§81 SGB III](#)). However, you don't automatically have a right to funding. The Employment Agencies and the Jobcenters make a decision according to each individual case.

You are unemployed and don't receive money from the Jobcenter or from the Employment Agency?

Then the Employment Agency is responsible for you. The Employment Agency can, for example, pay for your travel costs.

If the lessons are at an educational institute, the Employment Agency can fund that offer. The rules for financial support are in the Social Security Statutes (§81 SGB III). However, you don't automatically have a right to funding. The Employment Agency make a decision according to each individual case.

You can get more information at the Employment Agency.

Can I Get Child Care If I Am Doing In-Service Retraining?

You can maybe get financial aid for child care from the Jobcenter or the Employment Agency.

More information can be found in German on the [Federal Labor Office](#) website.

How Do I Find In-Service Retraining?

Looking for in-service retraining works in the same way as for dual training:

1. You have to know what profession you want to learn.
2. You have to find a company that can do in-service retraining. You can't do in-service retraining in all companies. A company has to meet different requirements. For example, a training supervisor has to work at the company for the profession that requires professional training. Many companies don't know how in-service retraining works. You can get more help at the Employment Agency or the Jobcenter.
3. You have to write an application. For in-service retraining, you need good arguments that show you want and can do vocational training in a shorter amount of time.

In-service retraining usually starts at the same time as dual training. This means twice a year - in February/March or in August/September. Mostly, you can start in August/September.

There aren't that many websites where you can search for vocational training spots. Adults can do any dual training in the form of in-service retraining if the company agrees to it.

General websites:

[ausbildungsstellen.de](#)

[azubi.de](#)

[Jobbörse der Bundesagentur für Arbeit](#) This website is in German, English, French, Italian, Russian and Spanish.

Professions that require professional training with the Industrie- und Handelskammer (IHK) (Chamber of Industry and Commerce) as relevant authorities:

[Lehrstellenbörse der IHK](#). The website is in German.

Professions that require professional training with the Handwerkskammer (HWK) (Chamber of Craft) as relevant authorities:

[Lehrstellen-Radar im Handwerk](#) The website is in German.

There are still other websites where you can look for vocational training. Often, it is the same websites as the ones where you look for jobs.

Many companies don't put their vocational training vacancies on a website but they sometimes put it on their own website. You can also look for companies in your city that are interesting to you. You can ask the boss personally whether you can hand in your application for in-service retraining.

Often, you can also find an internship in a company for in-service retraining.

More information

- [What is in-service vocational training?](#)
- [What is recognition?](#)
- [Where can I find counselling services and projects?](#)
- [What is professional orientation?](#)
- [Where can I learn German?](#)
- [What is an application?](#)
- [How Can I Find A Job?](#)

Score: [15.10.2016]

What is Recognition?

- [I Didn't Get My High School Diploma in Germany. What Can I Do?](#)
- [I Learnt A Profession. I Didn't Get My High School Diploma in Germany. What Can I Do?](#)
- [Which Jobs Need Recognition?](#)
- [What German Skills Do I Need for Recognition?](#)
- [I Have an Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get My Certificate Recognized?](#)
- [How Much Does Recognition Cost? Can I Get Any Financial Support?](#)
- [You receive money from the Jobcenter or from the Employment Agency?](#)
- [You don't receive money from the Jobcenter or from the Employment Agency?](#)

Recognition (Anerkennung) or to recognize (anerkennen) means that you compare your diploma from another country to a diploma from Germany.

There is a recognition procedure (Verfahren zur Anerkennung) for:

- High school diplomas
- Professional diplomas and
- Some academic diplomas.

For most academic professions, you don't need recognition of your diploma to be able to work in that profession in Germany. For some academic professions, you need to get your diploma recognized so that you can work in that profession in Germany - for example for a doctor, teacher or lawyer. These professions are called regulated professions (reglementierte Berufe).

[You can find out more information about the evaluation and recognition of diplomas here.](#) The website is available in German, English, Spanish, Italian, Romanian, Polish, Turkish and Greek.

In this [video from migranet](#) you can find an explanation about recognition. The subtitles are in Arabic, English, French, Polish, Russian, Spanish and Turkish.

I Didn't Get My High School Diploma in Germany. What Can I Do?

You can get a high school diploma from another country recognized in Germany.

Recognition or to get recognized means that you compare your high school diploma with the German high school diploma. To do this the some things will be checked, for example:

- How many years you were at school for and
- How many and which foreign languages you learnt at school.

In the [anabin](#) database, you can look for the relevant authority (zuständige Stelle) in your region. The website is in German. Under „Suche nach anderen Stellen“ (look for other authorities) you have to choose „Zeugnisanerkennung Hauptschulabschluss, Mittlerer Schulabschluss“ (certificate recognition of high school and middle school diplomas) or "Zeugnisanerkennung - Anerkennung der Hochschulreife für berufliche Zwecke" (certificate recognition of higher education entrance qualification for professional purposes).

If you have an "Abitur" (German general high school diploma) and you want to study, you need to find more information at a university or at a university of applied sciences (Fachhochschule).

I Learnt A Profession. I Didn't Get My High School Diploma in Germany. What Can I Do?

You can maybe get your degree recognized. A new law was introduced in 2012 that regulates the recognition of professional qualifications. The law is called [Gesetz über die Feststellung der Gleichwertigkeit von Berufsqualifikationen](#) (Law for the determination of the equivalence of professional qualifications).

Recognition or to get recognized means that the relevant authority compares your vocational training with the vocational training in Germany. The relevant authority is the institution that is responsible for your profession. The official word for recognition in German is "Gleichwertigkeitsfeststellung". Which roughly translates to "equivalence assessment" in English.

On the website called [Anerkennung in Deutschland](#) you can also look for other options. The website is in Arabic, German, English, French, Greek, Italian, Polish, Romanian, Russian, Spanish and Turkish.

The first step is to see a professional at the IQ support program for recognition to inquire

- whether there is an equivalent apprenticeship in Germany (called "Referenzberuf" in German),
- Whether recognition is necessary or useful,
- What documents you need and,
- Who is responsible for the recognition of your vocational training and certificate (relevant authority, (zuständige Stelle).

You can also check if you have brought any certificates (evidence of education/training) with you.

In every federal province, there are counselling services. Getting advice from them is free.

On [Anerkennung in Deutschland](#) you can look up a counselling service from the IQ support program. The website is available in German, English, Spanish, Italian, Romanian, Polish, Turkish and Greek.

You can find more important information in [English, Arabic, Dari, Farsi, Tigrinya and Pashto on this app](#). You can also use the app to find a counselling service in your area.

Note:

For recognition, the certificate of vocational training isn't the only important document, you also need documents proving you have professional experience in the profession. Professional experience can influence the result of recognition.

Which Jobs Need Recognition?

There is a difference between advice about recognition and the recognition procedure.

You can always get advice about recognition. On the website called [Anerkennung in Deutschland](#) you can also look for other options.

The recognition process is available only for professions that have a Referenzberuf in Germany. A Referenzberuf is a German apprenticeship that is similar to an apprenticeship in another country. The duration and type of vocational training you have make a difference to whether or not it can be recognized in Germany.

For some professions, like nursing and teaching, you need recognition so that you can work in Germany. These professions are called regulated professions (reglementierte Berufe). All regulated professions in Germany can be found on this [website](#). The website is in German, English and French.

For most professions, you don't need recognition to be able to work in Germany. Generally, it is easier to find a good job if you have recognition. A company will find it easier to understand what qualifications you have.

On the [Anerkennung in Deutschland](#) website, people talk about their experience with getting their diplomas recognized. The texts are in many languages.

What German Skills Do I Need for Recognition?

There is a difference between advice about recognition and the recognition procedure.

Getting advice about the recognition of your certificate can usually be done in different languages. However, a lot of the advice is in German. That's why it would be useful to know the basics in German. Check what languages are available before you meet with a professional about recognition. You can always bring an interpreter to help you.

To get advice about recognition, you do not necessarily need a translation of your certificate. But it would be easier for your consultant if it was translated so he/she can plan the next steps with you.

For the recognition procedure, you usually need all the documents translated in German. If your certificate is in English, you don't usually need a translation.

For regulated professions, you sometimes need a certain level of German for full recognition. The rules depend on the profession. Examples of these professions are care givers or educators.

The IQ support program has many offers for people that need to get their diplomas recognized. You can get more information when you get advice about recognition.

I Have an Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Get My Certificate Recognized?

Yes. But the recognition procedure costs money. There are rules about financial help.

How Much Does Recognition Cost? Can I Get Any Financial Support?

There is a difference between advice about recognition and the recognition procedure.

Seeing a professional about recognition is always free.

However, the translation of your documents aren't free and the price does vary.

The translation must be done by translators that have a permit issued by the court - they must be sworn translators.

You can have a look on this [website](#) for sworn translators in German, English and French.

You can also search on this [website](#) for sworn translators in German, English, French, Italian, and Spanish.

Also, the recognition procedure costs money.

You receive money from the Jobcenter or from the Employment Agency?

The Jobcenter or the Employment Agency can pay for the translation and/or the recognition procedure. However, you don't automatically have a right to funding. You have to show that the translation of your documents or the recognition procedure is important for you to find a job in the future. Make sure you speak to the Employment Agency or the Jobcenter about funding before you get your

documents translated and before starting your recognition procedure. The Employment Agency and the Jobcenter make a decision according to each individual case.

You don't receive money from the Jobcenter or from the Employment Agency?

The Employment Agency can fund the translation of your documents and/or the recognition procedure for diplomas. However, you don't automatically have a right to funding. You have to show that the translation of your documents or the recognition procedure is important for you to find a job in the future. Make sure you speak to the Employment Agency about funding before you get your documents translated and before starting your recognition procedure. The Employment Agency make a decision according to each individual case.

If you haven't registered with the Employment Agency yet, you can still declare at the Employment Agency that you are "arbeitsuchend" (looking for a job).

You have a temporary permission to stay or an exceptional leave to remain?

There are the same rules. To get funding through the Employment Agency, you also have to:

- Live in Germany for a minimum of 3 months and
- Receive a work permit. A work permit is proof from the Immigration Office that you are allowed to work.

In your papers (Aufenthaltsgestattung oder Duldung) (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission from the Immigration Office).

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "safe") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

The IQ support program has many offers for people that need to get their diploma recognized. These offers don't depend on your residency status.

Sometimes, the state can pay for some of the costs for recognition if you can't get funding from the Employment Agency or the Jobcenter. Here you can find information in German for [Baden-Württemberg](#), [Berlin](#) and [Hamburg](#).

From December 2016, you can get financial help from all the federal provinces. You can find more information in German [here](#).

[You can find more important information in English, Arabic, Dari, Farsi, Tigrinya and Pashto on this app](#). You can use the app to find a counselling service in your area. Or you can search on the IQ support program [website](#) for advisory services

nearby. The website is in German.

More information

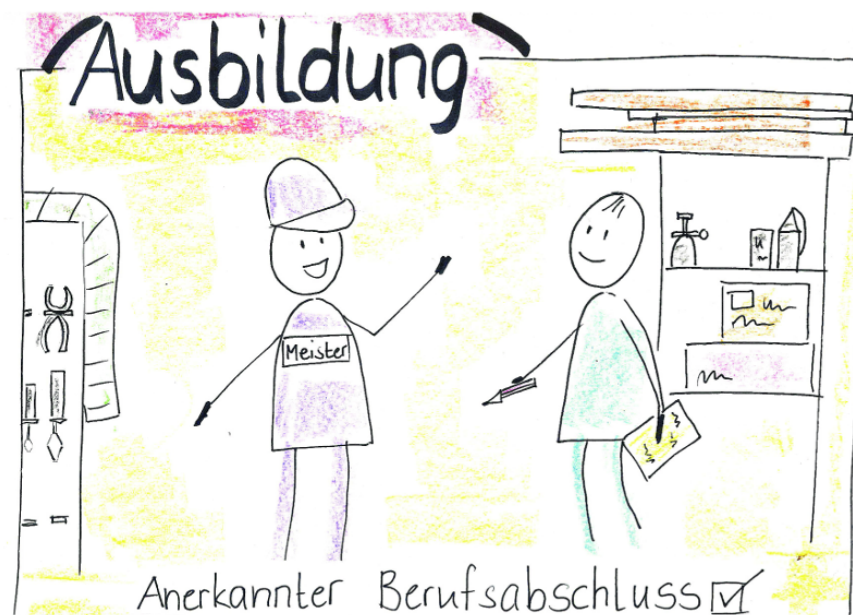
- [How do I register with the Employment Agency?](#)
- [Where can I find counselling services and projects?](#)

Score: [27.03.2017]

What is professional orientation?

- 1. Offers for Newcomers
- 2. Internship
- 3. Courses for professional orientation at the Employment Agency and Jobcenter
- 4. Educational Advice





Professional orientation (Berufliche Orientierung) can help if you don't know what profession you want to learn yet or what professions there are in Germany.

For example:

Mr. A. is 28 years old. He didn't do vocational training. In Afghanistan, he worked. For example, he assembled furniture.

In Germany, it's hard to find a good job when you only want to assemble furniture. Mr. A. can work as an assistant (Helfer). Assistant means that you should and can take on certain tasks. Usually, you earn less money than people that have a professional diploma.

Mr. A. would like to learn a profession where he can use his knowledge and his professional experience.

Mr. A. went to find more information at an advisory center. He prepared well. With help from another advisory center, he wrote a CV (Lebenslauf). In the CV, he wrote, for example, how many years he went to school for and in what fields he had worked in.

With his adviser, he looked for professions where they worked with furniture. On [Berufenet](#) you can find all the information about vocational training in Germany. The website is in German.

Some professions that require vocational training and where you have to assemble furniture during a part of the vocational training and the job are: carpenter or specialist in furniture, kitchens and moving services.

As a specialist in furniture, kitchens and moving services, you don't only make furniture and kitchens. You also transport the furniture from the business to a house or from one house to another.

For example, you also have to know:

- How to plan the installation of electrical equipment
- How fill out delivery and payment documents or

- How to handle complaints.

As a carpenter, you don't only assemble furniture. You also plan and make the furniture itself.

For example, you also have to know:

- How to make sketches, plans and drawings or
- How to use written documents.

During his advisory session, he watched videos about the profession on berufe.tv with his adviser.

He saw that as a [specialist in furniture, kitchens and moving services](#), there are also many other tasks than just assembling furniture - for example transporting furniture. As a [carpenter](#) you have to use other machines than in Afghanistan.

Mr. A isn't sure yet. The adviser gave Mr. A information about the courses for professional orientation. The courses are 8 weeks long. During the course, Mr. A can also continue to learn German and do an internship.

Isn't easy to find a profession that fits the professional experience you already have or your own goals.

You can make a decision if you have asked yourself questions and looked for someone that can help you to find the answers.

For example:

- What professions do I know already?
- What is important to me at my job and for my profession?
- What kind of educational and professional experience do I have?
- What can I do well?
- Where and how would I like to work?
- What are my chances on the labour market with this profession?

There are different types of professional orientation:

1. Offers for Newcomers
2. Internship
3. Courses with professional orientation
4. Educational Advice

1. Offers for Newcomers

In many cities, there are offers for newcomers. The largest project in Germany is called "Integrationsrichtlinie Bund: Integration von Asylbewerbern und Flüchtlingen" (Federal Integration Policy: Integration of Asylum Seekers and Refugees). The project is financed by the Europäischen Sozialfonds (ESF) (European Social Fund) and the Bundesministerium für Arbeit und Soziales (BMAS) (Federal Ministry of Labour and Social Affairs). The project offers many different possibilities in all German Federal States. The project helps people that have applied for asylum. This means it's for people that have a temporary permission to stay, an exceptional leave to remain or a residence permit.

[On this website](#) you can search for IvAF projects. The website is in German. Many projects can help you with professional orientation or can help you to look for an advisory center.

Another project for adults is called "Berufliche Orientierung für Flüchtlinge (BOF)" (professional orientation for refugees). In many cities, there are free courses for professional orientation. Usually, there are courses that focus on specific professions. On the [Ministry of Education and Research's website](#) you can find a list of all the offers.

But:

You can't find projects in every city.

The projects have various offers. Find out more about the project before your appointment. For example, you could write an e-mail. A friend could also call and ask.

2. Internship

During an internship (Praktikum) you can get to know a company and a professions better.

There are 2 types of internships:

- Paid internships. This means that you earn money at a company.
- Unpaid internships. This means that you don't earn money at a company.

For example:

Mrs B has worked in a hotel in Iran. She has a residence permit and is registered at a Jobcenter. She informed herself and is interested in being a hotel manager. She would like to know what the everyday jobs of a hotel manager are in Germany.

With a friend, she found a few different hotels in her city on the internet. She applied and sent emails to the hotels.

After a week, she received an invitation for an interview with the boss of one of the hotels. The boss asked Mrs. B what experience she has and why she wants to do an internship in the that hotel. Mrs. B gets the internship spot.

After that, Mrs. B spoke to her adviser at the Jobcenter. The adviser understood.

Mrs. B starts her internship. She also speaks with her colleagues at her job. After 3 weeks of her internship, she is sure that she wants to be a hotel manager in the future

Looking for an internship works in the same way as looking for a job:

1. You need to know what professions interest you.
2. You need to find a company that works in the area of that profession. Most companies want a written application.

There are different ways to look for a company and an internship. More information can be found in the chapter called How can I find a job?

You have a temporary permission to stay or an exceptional leave to remain?

If you found a company, you usually need a permit from the Immigration Office that proves that you are allowed to do an internship. It is called a "Beschäftigungserlaubnis" (employment permit) or an "Arbeitserlaubnis" (work permit). You are doing an internship at a company. This is why you also need an employment permit for an internship.

There are many rules and exceptions to these rules. For example, it depends what type of internship you want to do. That is why it is important to find more information.

In your papers (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission of the Immigration Office).

Usually, you can only get an employment permit if you have lived in Germany for at least 3 months.

If it says "employment/work are prohibited" in your papers, get more information from an advice center.

If the country you migrated from is "[safe](#)", there are additional legal rules to follow. Contact an advice center to know more.

3. Courses for professional orientation at the Employment Agency and Jobcenter

There are many offers for professional orientation. Educational institutes organize courses for professional orientation, for example.

There are also special courses for newcomers. An example of a course is „Perspektiven für Flüchtlinge“ ([PERF](#)). In this course, you can learn more German and receive information about the German labor market. Professional orientation means that you find out more information about different professions and you work.

The Employment Agency and the Jobcenter can finance those courses. For the people taking part, you can get activation and placement vouchers. The rules are in the Social Security Statutes ([§45 SGB II](#)).

You have a temporary permission to stay or an exceptional leave to remain?

For funding through the Employment Agency, you have to meet specific requirements. Usually, you have to:

- Have lived in Germany for a minimum of 3 months (an exception is possible for certain countries) and
- Receive a work permit. A work permit is proof from the Immigration Office that you are allowed to work.

In your papers (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission of the Immigration Office). If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action.

If the country you migrated from is ["safe"](#) and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

4. Educational Advice

In almost all of the German Federal States, there are institutions that give advice about education and professional orientation. This advice is called Bildungsberatung (advice about education).

Usually, educational advice is funded by the state. This means that the advice is free for you. Education advice can help you make decisions about which way to go.

In Germany, there are very many offers and possibilities. The advisers can also help you to:

- Find the right offers and
- Find possibilities for financial aid.

Mehr Informationen

- [What is an application?](#)
- [How Can I Find A Job?](#)
- [Where can I find counselling services and projects?](#)

Score: [15.10.2016]

How Can I Prepare For A Profession That Requires Vocational Training?

In Germany, there are currently more than 400 professions that require vocational training and more than 19,000 courses (about 10,000 undergraduates and 9,000 postgraduates).

We will focus on professions that require vocational training. Professions that require vocational training are professions that you learn through vocational training and not by studying.

It's sometimes difficult to find a profession that fits the professional experience you already have or your own goals.

You can make this decision if you ask yourself certain questions.

We will help you ask yourself these questions. They are just ideas, there are still many more.

If you can't find the answers yourself, you can get professional orientation. In the chapter called [What is professional orientation?](#) you can find some offers for Newcomers and information about internships.

In the chapter called [Where can I find counselling services and projects?](#), you can find a list of ways to get advice in states.

What Is Important to Me When it Comes to A Profession and A Job?

- Would I rather work alone or with other people?
- Would I rather work with people or things?
- Would I rather work in a leadership position?

What Kind of Educational and Professional Experience Do I Have?

- What subjects did I find particularly fun at school?
- What qualifications or certificates do I have?
- Which profession do I already have experience in?

What Can I Do Well?

- Am I good at being organised?
- Am I good at quickly understanding technical systems?

Where and How Would I Like to Work?

- Would I rather work in a small or big company?
- Would I rather work in one place or various different places?
- Would I rather have fixed or flexible working hours?

What Professions Do I Already Know?

Even people that have lived in Germany for a long time don't know all the professions. Usually, you will know the profession that you see everyday or that has a long tradition. For example: salesman or saleswoman, cook or painter. But there are also professions like industrial clerk, electricity fitter or mechatronic engineers for refrigerators.

There are many websites where you can find information about professions that require vocational training and professional work.

Tip:

Often, you can find a lot of information on the websites. Most websites are orientated towards young people. Often, the websites focus on vocational training and the content of it. For further work, it is also important where you work. If two people do the same vocational training but worked in different companies, they could get different offers.

It can help if you look for specific information on the websites, like:

- What do you learn during vocational training?
- Which offers do you get when working in that profession?
- What skills and knowledge do you need to get a job in this profession?
- What professions are similar?

You can test this yourself on the website called [Kompetenzbilanz](#), you can test what profession best fits your interests for example. You can collect ideas from that websites that you can, for example, discuss in a personal consultation. You have to register. The website is in German.

If you don't know what profession to look for yet, you can also have a look on another website called [beerobi](#). On there, you can find a summary of professions in certain areas, for example trade or computer. There is a separate website for each profession. There you can find information about working and vocational training. You can also see what the job is like for one day. For example as [Sanitation, heating and air-conditioning system mechanic](#). The website is in German.

On the show called "[Ich mach's](#)" from the Bayrischen Rundfunk, you can see what many professions are like in videos. In the videos, it's not always about vocational training but also about the jobs you can get once you have done the vocational training. This means that there are many videos about adults. Some information about the vocational training is especially about the state of Bayern. The website is in German.

On [berufenet](#), you can find the Federal Labor Office database. You can find all the information about professions, studies and further education on there. The filter is on "Ausbildung" (vocational training). This means that you can only see professions that require professional training and no courses of study. The information is in German. There are always photos or videos of individual professions. These videos are sometimes in English.

On the [berufe.tv](#) website, you can also find videos about professions from [berufenet](#) and only a little bit of text. The videos are in German and sometimes also in English.

On the [azubi](#) website, you can also find information about professions but there aren't any videos. You can also take short [tests](#). At the end, you have to choose what type of high school diploma you have. On the website you can choose between "Hauptschule" (after 9 years of school in Germany), "Realschule" (after 10 years of school in Germany) and "(Fach)Abitur" (after 12 or 13 years of school in Germany). You can also choose how you want to be spoken about: as a neutral, a woman or as a man. As a result, you will receive a list of the available spots for vocational training in certain professions. If you have a "Fachabitur" or "Abitur", you can also receive a suggestion about dual studies. Under „Was macht man in diesem Beruf? (What do you do in this profession?)“ you can find more information. The website is in German.

There are also websites for special professions.

On the [Ausbildung Metall- und Elektroindustrie](#) website, you can find information and videos about 30 professions in the Metal and Electricity areas. In this area, there are also commercial jobs like for example IT System salesman or saleswoman. There are also a few [tests](#) for activities in some professions. The website is in German.

On the [Autoberufe](#) website, you can find information and videos about 8 professions where you work with cars. Under the chapter called „Für Azubis“, you can find information about vocational training and the exam. There's also a short [test](#) on the website about the professions. The website is in German.

Tip:

There are some professions with special rules about vocational training. For professions with school-based training, the states often have similar rules but they sometimes have special rules. A profession with school-based training is educator for example.

Another example for vocational training with special rules is vocational training in agencies for example to be a policeman or policewoman. For that, there are rules about what nationality you need to be.

There are different ways to be a policewoman or a policeman. For example, the Federal Police is responsible for the whole of Germany. On the [Komm zur Bundespolizei](#) website, you can find all the information about the professions and the necessary requirements. The website is in German. In every state, there is also the Landespolizei (the state police). Vocational training to be in the state police is regulated by each state. On this [website](#), you can find information about

the possibilities for vocational training and the counselling offers for the police in Berlin. On this [website](#), you can find all the information in the state of Nordrhein-Westfalen. The websites are in German.

What are my chances on the labour market with this profession?

There is no easy answer for this questions. In every state, it depends on many factors.

The Employment Agency regularly analyses the German labor market. Using the analysis, twice a year, they determine which professions are hiring many employees and which regions don't have enough people with the right qualifications for that profession. The Employment Agency differentiates these professions by qualification. This means they distinguish between professionals of skilled labor (professional qualification), specialist (master craftsmen) and expert (academic degree). These professions can be found on the [Employment Agency Website](#) . The website is in German. The [positive list](#) is created using the analysis.

Every year, the Employment Agencies and other institutions also analyse the regional labor market. They plan what professions and courses are particularly important for the region. These courses can be found in the „Bildungszielplanung“ (educational objectives plan). An example for Berlin can be found [here](#).

There are professions where a lot of people need to be hired with professional qualifications or academic degrees and there aren't enough people with the right qualifications for that profession. There are mainly professions in the field of Engineering, IT and Health Care.

Two sectors where a lot of employees with professional diplomas are needed are [Health, Heating and Air-conditioning mechanics](#) and mechatronic engineers". There are only a few people that have professional diplomas in these sectors. This means that there is a good chance of finding work with a professional diploma.

On the [Make it in Germany](#) website, you can find information about 5 professions in which companies are looking for employees or apprentices. The information is in Germany, English, French and Spanish.

Also on [aubi](#), you can find information about the professions with good chances. The website is in German.

Tip:

Often, there are differences between regions in Germany, for example in terms of unemployment or salary.

Also there isn't always an automatic link between the chances of finding work and the salary. Also, even if many employees are looking to be hired, it doesn't always mean that you earn a lot of money in that profession.

There are various websites that give information about salary in vocational training or a profession. Often, you can get this information for all of Germany, East Germany, West Germany or the Federal States.

On the [azubi.de](https://www.azubi.de) website, you can find information about professions with vocational training that are very popular, that have good chances in the future and where you earn a lot of money during vocational training. The website is in German.

On the [Lohnspiegel](https://www.lohnspiegel.de) website, you can find information about special professions and important factors like the job time, the experience or the gender. The information isn't always current. [Here](#) you can also fill out a short questionnaire. You can see how much you will earn in a profession. The result is based on information from people that are working in the profession. The website is in German.

In an article on the [bewerbung.com](https://www.bewerbung.com) website, you can find reasons why there are differences in salary between professions. The article is in German.

On the website called [Professional Development Navigator \(Berufsentwicklungsnavigator, BEN\)](https://www.professional-development-navigator.de), you can look up a profession and see how many applicants there are in a city for that profession for a job. Click on „wieder einsteigen“ (re-enter) and it will give you a profession (for example, interpreter) and a city.

Tip:

The labour market may vary. Also vocational training, studying and professions can change. In many professions, it is important for the future to do further education.

You Want To Speak To Someone About Your Personal Ideas and Questions?

In the chapter called [Where can I find counselling services and projects?](#), you can find counselling offers in your state.

You Don't Have A Computer?

In every city or region, there are institutions with computers where you can look up jobs, professions or vocational training for free.

The Employment Agency has, for example, the Center for Professional Information (Berufsinformationszentrum, BiZ). You can talk to them about finding vocational training, courses or jobs. You can also write an application and print it out. On the [Employment Agency Website](#) there is a list of addresses for the BiZ. The website is in German.

You can also go to libraries and use a computer for free for a certain amount of time. Sometimes you have to sign up too the library before hand.

On the [library portal](#) you can find all the libraries in Germany. The website is in German.

More information

- [What is professional orientation?](#)
- [Where can I find counselling services and projects?](#)

Score: [28.04.2017]

Where can I find counselling services and projects?

- Where can I find counselling services and projects?
 - 1. Education Advice Centers and Advice About Modular Qualification
 - All States
 - Baden-Württemberg
 - Bayern
 - Berlin
 - Brandenburg
 - Bremen
 - Hamburg
 - Hessen
 - Mecklenburg-Vorpommern
 - Niedersachsen
 - Nordrhein-Westfalen
 - Rheinland-Pfalz
 - Saarland
 - Sachsen
 - Sachsen-Anhalt
 - Schleswig-Holstein
 - Thüringen
 - 2. Migration Advice
 - 3. Legal Advice /Advice for Asylum Procedures

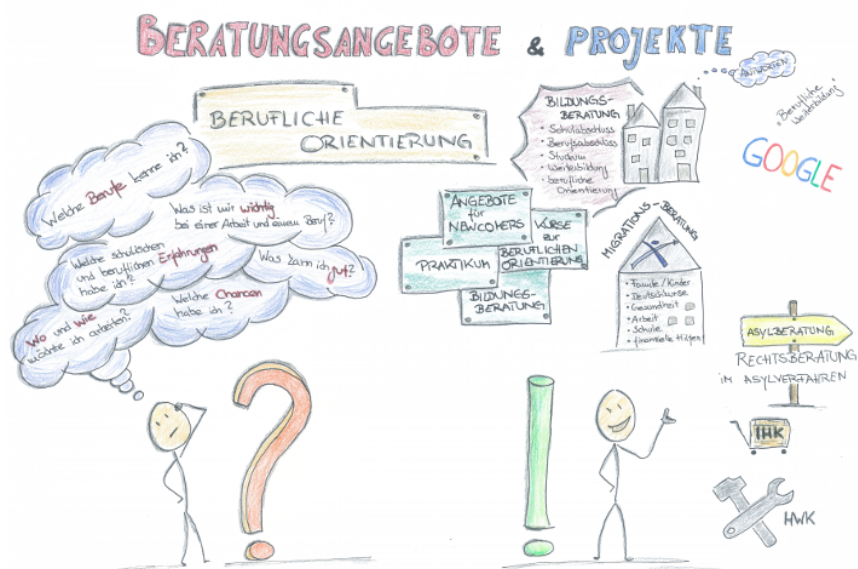


Abbildung: Where can I find counselling services and projects?

1. Education Advice and Advice About Modular Qualification

In almost all of the German Federal States, there are institutions that give advice about education and professional orientation. This advice is called Bildungsberatung (advice about education).

Usually, educational advice is funded by the state. This means that the advice is free for you. Education advice can help you make decisions about which way to go.

When you get advice about education, you can ask an adviser any questions you have about:

- High School Diplomas,
- Professional Diplomas,
- Studying,
- Further Studies (for example, German or computer courses) or,
- Professional Orientation.

In Germany, there are very many educational offers and possibilities. The advisers can also help you to:

- Find the right offers and
- Find possibilities for financial aid.

Tip:

1. Sometimes, advice centers specialize in certain topics or people. For example, there are advice centers for women or for modular qualification. Ask the advice center before hand. For example, you could write an e-mail or call. A friend could also call and ask. If the advice center can't help you directly, they could maybe help you find the right advice center.
2. Usually, advisers speak different languages. However, a lot of the advice is in German. That's why it would be useful to know the basics in German. Check what languages are available before you meet with a professional about recognition. You can always bring an interpreter to help you.
3. If you are going to see an adviser, bring all of your important documentation with you. This makes it easier to plan the next steps.

If you need help to find advice, you can also ask [wefugee](#). You can also find many groups on Facebook where you can ask questions.

Nearly all the states have advice centers for educational advice. We have collected some of the offers from the states. We focused on the advice for education and modular qualification. There are, of course, many other offers.

1. All States

In the [Infoweb Weiterbildung](#) database, you can look up advice centers in a state. The website can be translated by google translator. If you want to know more about professional diplomas (Berufsabschluss), enter „Berufliche Weiterbildung“

in your search.

There are also telephone hotlines for further education. On [Infotelefon zur Weiterbildung](#) you can ask questions and receive information about offers or advice centers in the region. The advice is available in German or sign language.

If you already know what profession you want to learn, you can ask your relevant authority. The relevant authority (zuständige Stelle) is the institution that is responsible for a profession that requires vocational training and the exams you need to take for it. Examples of relevant authorities are the Industrie- und Handelskammer, IHK (Chamber of Industry and Commerce) or the Handwerkskammer, HWK (Chamber of Craft).

If you know what course you want to do, you can look it up on Kursnet. On the [Kursnet](#) for the Federal Labor Office, you can search for courses nearby using your post code or city. The website is in German.

In every State, there are special offers for women.

A program for women with children is called „Stark im Beruf. Mütter mit Migrationshintergrund steigen ein“. In every state, this project exists until the end of 2018.

On this [website](#), you can look up projects in your state. The website is in German. The projects have various offers. Find out more about the project before your appointment. For example, you could write an e-mail.

Baden-Württemberg

On the [Weiterbildung in Baden-Württemberg](#) website, you can look for advice centers with your postcode. The website is in German.

There is also a [Chat about Weiterbildungsberatung \(further education advice\)](#). If the chat isn't possible, you can leave a message.

Bayern

On the [Bildungsportal Bayern](#) website, you can look for advice centers. The website is in German.

In München, there is [education advice](#) about further education. In other cities, the Volkshochschule often offers education advice.

On [Integreat](#) you can find information in different languages for some cities. Integreat also exists as an [App](#).

At the Handwerkskammer (Chamber of Crafts) in Bayreuth and the [Individuelle Nach- und Anpassungsqualifizierung](#) project, you can find information about modular qualification in craft professions.

Berlin

In the [Willkommenszentrum \(welcome center\)](#) you can find out more about different subjects - as well as about professional diplomas. The advisers come from various advice centers.

For Newcomers, there is also the [Mobile Bildungsberatung \(mobile education advice\)](#). The website is currently in Arabic, German and English.

There are many advice centers in Berlin where you can find more information. On the [Bildungsberatung Berlin](#) website, you can look for an advice center. The website is in German. Some advice centers are especially for women.

If you want to know more about professional diplomas, you can also have a look at [Projekt EMSA](#). On the website, you can find information in different languages.

Brandenburg

On the [Weiterbildung Brandenburg](#) website, you can find addresses of advice centers in Potsdam. The advisers can give information about other ways to get advice. There is also a [Chat](#). If the chat isn't possible, you can leave a message.

In the [Weiterbildungsdatenbank Berlin](#) you can also look for courses in Brandenburg. You need to know what you are looking for - for example, a profession. The website is in German.

Bremen

On the [bremen.de](#) website, you can look up advice centers. If you want to know more about professional diplomas (Berufsabschluss), enter „Berufliche Weiterbildung“ in your search.

If you want to find out more about modular qualification or preparation for external examinations, you can look at [Projekt NQE](#).

Hamburg

On the [Hamburg aktiv](#) website, you can look up advice centers. The website can be translated by google translator. If you want to find out more about professional diplomas, select „Beruf – Weiterbildung – Umschulung – Ausbildung“ or „Zukunftsstarter“.

The [Vernetzung Migration](#) website, collects offers for advice and qualification for adult migrants. The website is in German and English.

The [W.I.R.](#) project can also give you information about professional diplomas. The project is especially for people that are going through an asylum procedure in Germany. On the website, you can find information in different languages.

If you want to find out more about modular qualification or preparation for external examinations, you can look at [Mission Zukunft](#).

Hessen

On the [Bildungsberatung in Hessen](#) website, you can look for an advice center. If you want to know more about professional diplomas, you should select the „Schulabschluss nachholen, Beruf lernen, studieren“ category.

If you want to find out more about modular qualification or preparation for external examinations, you should select „Nachqualifizierung“.

If you work and you want to do a professional diploma, have a look at [Pro Abschluss](#).

Mecklenburg-Vorpommern

On the [weiterbildung-mv](#) website, you can look for courses and offers. The website is in Arabic, German, English, French and Russian.

You can find the [addresses of advice centers in Schwerin here](#). The advisers can give information about other ways to get advice. There is also [online advice](#). If the chat isn't possible, you can leave a message.

Niedersachsen

On the [bildungsberatung-nds](#) website, you can look up advice centers in different cities. The website is in German.

Nordrhein-Westfalen

On the [Weiterbildungsberatung in Nordrhein-Westfalen](#) website, you can look up advice centers. If you have any general questions, select the „Beratung zur beruflichen Entwicklung“ topic. There is also [online advice](#).

On the [qualinetz](#) website, you can find advice centers in 6 cities. There, you can get information about modular qualification.

Rheinland-Pfalz

In Rheinland-Pfalz, there is no website for education advice.

On the [Infoweb Weiterbildung](#) website, you can find advice centers. Not all advice centers have the same offers. In Bingen and Mainz, the Volkshochschule often offers education advice.

On [Integreat](#) you can find information in different languages for some cities. Integreat also exists as an [App](#).

In the [Weiterbildungsportal Rheinland-Pfalz](#) database, you can look up courses. You need to know what you are looking for - for example, a profession. Both websites are in German.

Saarland

In the [Weiterbildungs Saar database](#) you can look for courses. You need to know what you are looking for - for example, a profession. The website is in German.

The volunteer projekt [Ankommen Saarland](#), can help you with your search. The website is in German.

Sachsen

On the [Bildungsmarkt Sachsen](#) website, you can find advice centers. If you want to know more about professional diplomas (Berufsabschluss), choose the „Berufliche Weiterbildung“ category. Some advice centers are specialized in certain professions. The website is in German.

In Dresden the Volkshochschule offers [education advice](#). The website is in German.

Sachsen-Anhalt

In Sachsen-Anhalt there aren't any general websites for education advice.

On the [Fachkraft im Fokus](#) website, you can find advice centers. You have to choose your region. Here you can also find information about the [Willkommensbegleitung](#) project. The website is in Arabic, German and English.

If you are looking for a person that can support you by giving advice, you can call the [SiSA – Sprachmittlung in Sachsen-Anhalt](#) project. The project can put you into contact with a person that speaks your language.

Schleswig-Holstein

On the [weiterbilden-sh](#) website, you can find advice centers in different cities. The website is in German.

Thüringen

In Thüringen, there is no website for education advice. At the [Welcome Center](#) you can get information about education and professional diplomas.

On the [Flüchtlings- und Integrationsarbeit](#) website, you can look for advice in a city. If you are looking for information about professional diplomas, you need to choose "Berufliche Qualifizierung" in the field next to the city. The website is in German and partly in English and Turkish.

The [Netzwerk BLEIBdran](#) offers education advice in Erfurt, Gera, Greiz and Schmöln. The advice is also mobile. On the website you can find a flyer in Arabic, Dari, German, English, Trigrinya and Somali.

2. Migration Advice

Migration Advice for Adults

In many cities, there are advice centers for adult migrants. We call "adults" here anyone that is older than 27. There are also advice centers for younger people [Jugendmigrationsdienste](#).

Migration advice for adults covers information about a lot of topics. For example:

- Family and child care,
- German courses,
- Health,
- Work,
- School or
- Financial aid.

The Bundesamt für Migration und Flüchtlinge (BAMF) is responsible for [migration advice](#).

The BAMF doesn't offer advice. Different institutions offer migration advice for adults:

- Arbeiterwohlfahrt (AWO)
- Deutscher Caritasverband (Caritas)
- Diakonisches Werk der Evangelischen Kirchen in Deutschland (Diakonie)
- Deutscher Paritätischer Wohlfahrtsverband (Paritätischer)
- Deutsches Rotes Kreuz (DRK)
- Zentralwohlfahrtsstelle der Juden in Deutschland (ZWST)
- Bund der Vertriebenen

Advice is always free for you.

More information can be found on the [Mein Weg nach Deutschland](#) website. The website is in 20 different languages.

On the [website](#), you can search for Integration courses nearby by using your post code or city.

3. Legal Advice /Advice for Asylum Procedures

Residency Law is complicated. That is why it is important to make sure you are well informed.

There are different advice offers that are free for Newcomers.

Here you can find some offers from big institutions. There are even more offers in the region.

[Amnesty International](#) has advice centers on the topic of asylum in many cities. The website is in German.

Every state has a Refugee Council (Flüchtlingsrat). The Refugee Council supports people that have applied for asylum in Germany.

On [flüchtlingshelfer.info](#) you can find a list of Refugee Councils in the states. The website is in German.

Sometimes, Refugee Councils offer personal advice but not always. A Refugee Council has information about advice offers and lawyers in the region.

Find out more information before an appointment at the Refugee Council. You can, for example, write an email or call. A friend could also call and ask.

The project in the "Integrationsrichtlinie Bund – Integration von Asylbewerbern und Flüchtlingen (IvAF)" program helps people who have applied for asylum. The project helps people that have applied for asylum. The projects also help people that have a exceptional leave to remain or a residence permit.

On [this website](#) you can search for IvAF projects. The website is in German. Many projects can directly help or help you look for advice centers. The projects have various offers. Find out more about the project before your appointment. For example, you could write an e-mail or call. A friend could also call and ask.

On [asyl.net](#) you can look up advice offers for asylum procedure in all states. It is special because you can choose the language of the advice. The website is in German and English.

Advisers can, for example, help you answer the following questions:

- What rights do I have with a temporary permission to stay or an exceptional leave to remain?
- How Do You Prepare for the BAMF Interview?
- What Do You Do If Your Application For Asylum has been Rejected?

Score: [28.03.2017]

Where can I learn German?

- [Integration course](#)
 - [Can I Do An Integration Course if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?](#)
 - [How Can I Find An Integration Course?](#)
 - [What Can I Do If I Can't Take An Integration Course?](#)
 - [You have a temporary permission to stay or an exceptional leave to remain?](#)
- [German for a Profession - Professional German Courses](#)
 - [Can I Do A Professional German Course if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?](#)
 - [How Can I Find A Professional German Course?](#)
 - [What Can I Do If I Can't Take A Professional German Course?](#)

Generally, there are different levels of German language skills in Europe: A1, A2, B1, B2, C1 and C2. The official word for level is "Niveau" in German. A German course always has a Niveau as the target. More information can be found in [Gemeinsamen Europäischen Referenzrahmen \(Common European Framework of Reference\)](#).

Integration course

The most common German courses are Integration courses (Integrationskurs). The Bundesamt für Migration und Flüchtlinge (BAMF) is responsible for the Integration courses.

The Integration courses can be taken up to B1 level. Usually, Integration courses last 7 months. If you need more time, you can also receive more hours.

The Integration courses have 2 parts: a German course and an orientation course.

In the orientation course teaches you about German politics, the laws or the community.

The Integration course is usually full time. Sometimes, there are Integration courses in part time. Part time means less hours per day.

More information can be found on the [Mein Weg nach Deutschland](#) website. The website is in 20 different languages.

In the [BAMF database](#) you can also look up "Integrationskursorten" (places where there are Integration courses). The database is in German.

For most people, it is an obligation to do an Integration course. For example, this is dependent on whether you are registered at the Jobcenter.

Can I Do An Integration Course if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

The rules are in the Residence Act (Aufenthaltsgesetz) ([§44 AufenthG](#)).

With a temporary permission to stay, you can do an Integration course if you have a „[gute Bleibeperspektive](#)“ (good prospective to stay). The countries are currently Eritrea, Iran, Iraq, Somalia and Syria. They are determined again every six months.

The legal definition of a good prospective to stay is complex. Therefore, certain countries can be excepted. You can find more information at a migration or education advice center or an institute that offers Integration courses.

How Can I Find An Integration Course?

There are many institutions that organize Integration courses.

On the [Mein Weg nach Deutschland](#) website, you can search for Integration courses nearby by using your post code or city.

You can find more information at a migration or education advice center, the Employment Agency or your Jobcenter.

What Can I Do If I Can't Take An Integration Course?

In almost every city, there is a Volkshochschule (this is an adult education center). The Volkshochschule organizes many different courses. The courses cost less than courses at private schools. The Volkshochschulen also have different German courses.

Also, since August 2017, all states have orientation courses (Erstorientierungskurse). Orientation courses are German courses for people that don't know any German. You can find more information on the [BAMF website](#). You can find an excel list of school in the top right corner.

It is also possible to take free German courses on the internet.

The Volkshochschule offers this. It is called [Ich will Deutsch lernen](#). The German courses are from level A1 to B1. The website is in 15 different languages.

Also on [papagei.com](#), you can take online German courses. The courses start at level A1. The courses are for people that speak Arabic or English.

On the [Goethe Institute Website](#) you can find even more offers.

The courses from [Almani Be Farsi](#) is especially for people that speak Persian.

On the [Deutschen Welle](#) website, you can also take online courses until B1 level. You can also take a German test.

You have a temporary permission to stay or an exceptional leave to remain?

The project in the "Integrationsrichtlinie Bund – Integration von Asylbewerbern und Flüchtlingen (IvAF)" program helps people who have applied for asylum. The projects also help people that have a exceptional leave to remain or a temporary permission to stay. Often, they also organize German courses.

[On this website](#) you can search for IvAF projects. The website is in German. The projects have various offers. Find out more about the project before your appointment. For example, you could write an e-mail. A friend could also call and ask.

In Hamburg, the [Flüchtlingszentrum \(refugee center\)](#) also organizes German courses.

In Berlin, the state funds the German courses in the Volkshochschule. On this [website](#), you can find more information in Arabic, German, English, Farsi, French, Kurdish and Spanish.

Often, other associations or projects also organize German courses. You can get more information from an education advice center, a refugee council or a migration advice center.

German for a Profession - Professional German Courses

There are many courses where you can learn German for a profession. "Berufsbezogen Deutschkurse" (professional German courses) means that you don't learn everyday German, only German for a profession.

DeuFöV - Professional German Language Learning

Since 2016, there are new programs about professional German language learning. The old ESF-BAMF courses don't exist anymore. The rules for the program are on the [Verordnung über die berufsbezogene Deutschsprachförderung](#) also called Deutschsprachförderverordnung - DeuFöV (Regulation of Professional German Language Learning).

The Bundesamt für Migration und Flüchtlinge (BAMF) is responsible for these courses.

The DeuFöV courses are organized in modules. There are 3 foundation modules: [B1](#) to B2, B2 to C1 and C1 to C2. A module usually lasts around 3 months.

There are also special modules. Information about the content and the aim of the courses can be found in many languages on the [BAMF flyers](#)

The courses are for people that already have a B1 German level or have already done an Integration course.

From 2017, these courses can be combined with different offers to get a professional diploma.

More information can be found on the [BAMF](#) website. The website is in German.

Can I Do A Professional German Course if I Have a Temporary Permission to Stay or an Exceptional Leave to Remain?

For the courses, there are rules about residency. The rules about DeuFöV can be found in the Residence Act ([§45a AufenthG](#)).

With a temporary permission to stay, you can do DeuFöV courses if you have a „gute Bleibeperspektive“ (good prospective to stay). The countries are currently Eritrea, Iran, Iraq, Somalia and Syria. They are determined again every six months.

With an exceptional leave to remain, you can currently only take part if you have a certain type of exceptional leave to remain ([§60a Abs. 2 Satz 3 AufenthG](#)). You can receive these types of exceptional leave to remain, for example, if you have done vocational training.

You can get more information from the „Integrationsrichtlinie Bund: Integration von Asylbewerbern und Flüchtlingen“ (IvAF) program. The project offers many different possibilities in all German Federal States. The project helps people that have applied for asylum. The projects also help people that have a exceptional leave to remain or a residence permit.

[On this website](#) you can search for IvAF projects. The website is in German. You can't find projects in every city. The projects have various offers. Find out more about the project before your appointment. For example, you could write an e-mail. A friend could also call and ask.

You can find more information at a migration or education advice center or the Employment Agency.

How Can I Find A Professional German Course?

There are many institutions that organize professional German courses.

On the [Kursnet](#) for the Federal Labor Office, you can search for courses nearby using your post code or city. Enter the word "DeuFöV" and click on "Suche starten" (start search). The website is in German.

You can find more information at the IvAF projects, migration or education advice centers, the Employment Agency or your Jobcenter.

On the BAMF website, there is also a [list](#) with all the institutions that offer DeuFöV courses.

What Can I Do If I Can't Take A Professional German Course?

In almost every city, there is a Volkshochschule (this is an adult education center). The Volkshochschule organizes many different courses. The courses cost less than courses at private schools. The Volkshochschulen also have different German courses.

You can find more information at the Volkshochschule, migration or education advice centers, the Employment Agency or your Jobcenter.

You can also take a professional German course online. On the [Goethe-Institut](#) website, you can find courses for various professional fields.

Score: [09.04.2018]

What Does the Employment Agency Do?

- [1. Arbeitslosengeld \(unemployment benefits\)](#)
- [2. Advice and financial support](#)
 - [1. Work](#)
 - [2. Financial Aid During Vocational Training](#)
 - [3. Financial Aid for a Translation, Recognition or a Course](#)
 - [More Information](#)

There is a Federal Labor Office (Bundesagentur für Arbeit). The Federal Labor Office consists of more than 100 Employment Agencies (Agenturen für Arbeit).

The Employment Agency analyses the German labor market, for example.

Using the analysis, they decide in which professions and in what regions employers are looking to hire the most. These professions can be found on the [positive list](#). On the list there are a lot of handcraft jobs and jobs in the field of health.

If you immigrated to Germany and you have a (recognized) diploma in a profession from the positive list, the Employment Agency won't do a "Vorrangprüfung" (priority check). Vorrangprüfung means that the Employment Agency checks whether other unemployed people (people with a German or European pass, for example) could apply for a job.

Since 2016, there is a Vorrangprüfung for everyone with a temporary permission to stay or an exceptional leave to remain if you have lived less than 15 months in Germany. In most German states or regions, this Vorrangprüfung doesn't exist. In this [Dokument](#) you can see where there are Vorrangprüfung currently.

The Employment Agencies in the regions have many different responsibilities. Every year, the Employment Agencies and other institutions also analyse the regional labor market. They plan what professions and courses are particularly important for the region. These plans are called Bildungszielplanung (educational objectives plan).

The Employment Agencies have more responsibilities. If you are registered at a Jobcenter, the Jobcenter is responsible for these tasks.

For example:

1. Arbeitslosengeld (unemployment benefits)
2. Advice and financial support

1. Arbeitslosengeld (unemployment benefits)

The Employment Agency is responsible for unemployment benefits. Generally, you receive unemployment benefits if you are unemployed, you have registered with the Employment Agency and have been subject to social insurance (sozialversicherungspflichtig) in Germany for at least 1 year.

Being subject to social insurance means:

- You have a contract at a company and
- You and your company pay for insurance (Versicherungen) (Social security, health insurance).

There are different types of jobs. A "Minijob" or being self-employed are for example jobs where you're not subject to social insurance.

The rules for Arbeitslosengeld are in the Social Security Statutes (§137 SGB III).

There is also the Arbeitslosengeld II. The Jobcenter is responsible for Arbeitslosengeld II.

With a temporary permission to stay or an exceptional leave to remain, you won't receive Arbeitslosengeld or Arbeitslosengeld II. But you can apply to receive financial aid from the Employment Agency.

2. Advice and financial support

For advice from the Employment Agency, you can go if you:

1. Are looking for a job,
2. Need financial help for vocational training,
3. Need financial aid for translation, recognition or for a course.

1. Work

The Employment Agency won't give you a job, but they do have a list of available jobs.

2. Financial Aid During Vocational Training

The Employment Agency is responsible for financing vocational training. For example:

- Financial help during the vocational training ([Berufsausbildungsbeihilfe \(vocational training grant\)](#)) and
- Private lessons for vocational training ([ausbildungsbegleitende Hilfen \(help during vocational training\)](#))).

More information can be found under "What Is Dual Training?" and "What Is School-Based Training?"

3. Financial Aid for a Translation, Recognition or a Course

You have a temporary permission to stay or an exceptional leave to remain?

You are unemployed and receive money from the Employment Agency or the Jobcenter?

You can register as "arbeitsuchend" (looking for a job) at the Employment Agency in your region.

With the registration at the Employment Agency, you can receive financial aid for:

- Translation of your certificates,
- Recognition of your diplomas,
- Courses with professional orientation or
- Application training.

You have to meet special requirements in order to get financial aid. You must show that a translation or a mechanism for the recognition is important to find a job in the future. The aim of this financial aid is always to help you find a job. However, you don't automatically have a right to funding. The Employment Agency make a decision according to each individual case.

It is important that you have a work permit from the Immigration Office (Ausländerbehörde). Having a work permit means that the Immigration Office gives you permission to work.

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "safe") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow.

Professional Degrees

The Employment Agency can also fund the different ways to get a professional diploma if you meet the requirements. The rules for financial support are in the Social Security Statutes (§81 SGB III). However, you don't automatically have a right to funding. The Employment Agency make a decision according to each individual case. It usually helps if you have a written argument that explains why you want to get a professional diploma and take special courses. It is also important that you show that you have a better chance of getting a good job if you get a professional degree.

Every year, the Employment Agencies and other institutions also analyse the regional labor market. They plan what professions and courses are particularly important for the region. These courses can be found in the „Bildungszielplanung“ (educational objectives plan). An example for Berlin can be found [here](#). For these courses and professions, it generally easier to get financial support.

The confirmation of funding through the Employment Agency is called "Bildungsgutschein" (education voucher).

Often, you must take a test to get funding. A test will take place at the psychological service for employment (Berufspsychologischer Service) at the Employment Agency.

More information

Introduction

- [How Can I Find A Job?](#)
- [How do I register with the Employment Agency?](#)
- [Where can I find counselling services and projects?](#)
- [What is the psychological service for employment \(Berufpsychologischer Service\)?](#)
- [What is an Education Voucher \(Bildungsgutschein\)?](#)

Score: [15.10.2016]

How Do I Register with the Employment Agency?

You can say that you are "arbeitsuchend" (looking for a job), if you are unemployed (arbeitslos sein) and you want to receive unemployment benefits (Arbeitslosengeld).

You can say that you are "arbeitsuchend", if you are looking for a job and you haven't registered at a Jobcenter.

"Arbeitsuchend" means that you are looking for a job. The Employment Agency can help you to look for a job. This help can also take shape as financial help to get your qualifications recognized or to fund a course. The aim of the help the Employment Agency is giving is to help you so that you won't need this support anymore in the future. This means that you won't need the help once you find a job.

You can register with the Employment Agency yourself. On this [website](#) you can search for an Employment Agency nearby by entering a post code or a city.

You can also register with the [Jobbörse](#). You will then be given a written invitation from the Employment Agency. The website is in German, English, French, Italian, Russian, Spanish and Turkish.

If you have already registered with the Jobcenter, then the Employment Agency isn't responsible for you.

You have a temporary permission to stay or an exceptional leave to remain?

The Employment Agency near to where you live is responsible for you. The Employment Agency in another city or in another state is not responsible for you.

You can register in person or online at [Jobbörse](#). You will have to answer questions about your high school diploma or your professional experience. The website is in German, English, French, Italian, Russian, Spanish and Turkish. You will then receive a written invitation from the Employment Agency.

The Employment Agency can always give advice to you. If you want to receive financial aid, you have to meet specific requirements.

It's important that you get a work permit from the Immigration Office. Having a work permit means that the Immigration Office (Ausländerbehörde) gives you permission to work. You can usually receive a work permit if you have lived in Germany for at least 3 months.

In your papers (Aufenthaltsgestattung oder Duldung) (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission from the

Immigration Office).

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

More information

- [Where can I find counselling services and projects?](#)

Score: [15.10.2016]

What is the psychological service for employment (Berufspsychologischer Service)?

The psychological service for employment is part of the Employment Agency.

One of the things the psychological service for employment offers is vocational advice. For example, if you aren't sure what profession best suits you. Or if you want to do retraining (Umschulung) but you don't know whether the theory will be too hard. Or if the Employment Agency or the Jobcenter aren't sure whether the course is the right course for a particular person.

The advisors and consultants from the Employment Agency and from the Jobcenter make the appointments at the psychological service for employment for their customers.

At the psychological service for employment, you will need to speak to an advisor about your vocational goals and plans.

At the psychological service for employment, you will also take tests - for example, a German test. Another test consists of various tasks. On the [Employment Agency website](#) you will find examples of the tasks.

The results of the tests are sent to the advisors at the Employment Agency or the Jobcenter. If you would like to receive a copy, you have to go to the Employment Agency where you took the test.

More information can be found on [Employment Agency website](#). Here you will find more information in [Arabic](#) and [English](#).

Score: [15.10.2016]

What Do The Jobcenters Do?

Jobcenters are organisations of the Bundesagentur für Arbeit (Employment Agency) and another institution. The organisation can also be found under other forms.

Jobcenters are responsible for unemployment benefits or Arbeitslosengeld II (Hartz IV) in German. The official word is „Grundsicherung“.

According to basic law, the Bundesrepublik (Federal Republic) is a "democratic and social Federal State" ([Art. 20 GG](#)). This means that social security is an important part of the State. That's why there are things in place like social assistance and Arbeitslosengeld II for people that don't have enough money to live off of. The rules are in the Social Security Statutes II ([SGB II](#)).

The aim of the financial help that the Jobcenter is giving is to help you so that you won't need this support anymore in the future. This means that you won't need the help once you find a job. You have to actively be searching for a job. The Jobcenter can even suggest jobs to you. It is then your responsibility to apply to them.

Not everyone has the right to receive Arbeitslosengeld II. Students at university can't receive Arbeitslosengeld II. If you have a temporary permission to stay or a exceptional leave to remain, you also can't receive Arbeitslosengeld II.

The Jobcenters are responsible for people that, for example:

- Have been unemployed for more than 12 months and don't receive unemployment benefits from the Employment Agency anymore,
- Have been unemployed for less than 12 months but don't get enough unemployment benefits from the Employment Agency
- Are looking for a job and don't have enough money,
- Work but need more financial support or
- Live in a household (this means you live with other people) without enough money. The official word in German is „Bedarfsgemeinschaft“.

Only the Jobcenter you region is responsible for you. If you want to move to another city, you have to speak to your Jobcenter first.

The Arbeitslosengeld II and funding of courses and offers are officially called "Leistungen" in German.

For example, you can get financial aid for:

- Translation of certificates,
- Recognition of diplomas,
- Courses with professional orientation or
- Application training.

You have to meet special requirements in order to get financial aid. You must show that a translation or a mechanism for the recognition is important to find a job in the future. The aim of this financial aid is always to help you find a job.

The Jobcenter can also fund the different ways to get a professional diploma if you meet the requirements. The rules for financial support are in the Social Security Statutes (§81 SGB III). However, you don't automatically have a right to funding. The Jobcenter makes a decision according to each individual case. It usually helps if you have a written argument that explains why you want to get a professional diploma and take special courses. It is also important that you show that you have a better chance of getting a good job if you get a professional degree.

On the [Employment Agency website](#) you can find all the information about available financial aid.

Every year, the Employment Agencies and other institutions also analyse the regional labor market. They plan what professions and courses are particularly important for the region. These courses can be found in the „Bildungszielplanung“ (educational objectives plan). For these courses, it is generally easier to get financial support.

The confirmation of funding through the Jobcenter is called "Bildungsgutschein" (education voucher).

Often, you must take a test to get funding. A test will take place at the psychological service for employment (Berufspsychologischen Service) at the Employment Agency.

There are many rules. If you have questions about Arbeitslosengeld II or you don't understand something, a social advice center can help you. On this [website](#) you can look for social advice centers by searching by postcode. The website is in German.

Sometimes, advice centers specialize in certain topics or people. Find out more about this before your appointment. You can write an email, for example. A friend could also call and ask.

More information

- [What is an Education Voucher \(Bildungsgutschein\)?](#)

Score: [15.10.2016]

What is an Education Voucher (Bildungsgutschein)?

The Employment Agency and the Jobcenter can finance different ways to get a professional qualification if you meet the requirements. These ways are called vocational qualifications (Qualifizierungen).

An education voucher is the confirmation that you are getting financial aid for a vocational qualification through the Employment Agency or the Jobcenter. That means that the Employment Agency or the Jobcenter pay for vocational qualification at an educational institute. The courses belong to the measures for the funding of vocational further education (beruflichen Weiterbildung (FbW)).

There are different types of courses. There are courses and long vocational qualifications. There are courses where you will receive a certificate from the educational institute or courses with a final exam at the relevant authority. You can get a professional degree, for example, if you pass the final exam at the relevant authority. Examples of these vocational qualifications are the preparation for the external examination of professions with dual vocational training and of professions with school-based vocational training, the (in-service) retraining or the (in-service) modular qualification.

A simple example:

Mrs. A. is 35 years old. She has professional experience in logistics. She would like to get a professional diploma. She goes to an Educational advice center for more information. Thanks to the consultant, Mrs. A. finds out that there is modular qualification in her city. She finds this interesting. She goes to her Employment Agency or Jobcenter and talks to them about her plan.

Then, Mrs. A. makes an appointment with an educational institute that organizes modular qualification specifically for logistics. The adviser asks many questions. At the end, he gives Mrs. A. a plan for her modular qualification and an offer for the costs.

Mrs. A. goes to her Employment Agency or Jobcenter and applies for financial support.

If the Employment Agency or Jobcenter agree, Mrs. A. will receive an education voucher. Then she can start her modular qualification.

There are rules about the requirements for educational vouchers.

The Employment Agency and Jobcenter check, for example, the following questions:

- Is the person motivated?
- Did the person know enough about the profession and the course?
- Does the person have a professional diploma or an academic diploma?
- Will the course help this person find a job?
- Can this person still find a job without the course?

- Will the exam after the course take place at the relevant authority?
- What vocational qualifications do companies in the region look for? Will the person get these vocational qualifications in the course?

If you would like to receive an educational voucher, you have to make a request. You can make a request orally or in writing at the Employment Agency or the Jobcenter.

It usually helps if you have a written argument. You can write a formal letter, for example.

For example:

Mrs. K. is 29 years old and would like to do retraining as a customer service agent at the airport. She found out more information at the advice center and found an educational institute.

She would like to request financial support at her Jobcenter. She spoke with her adviser at the Jobcenter. Additionally, she wrote a formal letter and in that letter she wrote:

- why she would like to get a professional diploma,
- why she chose customer service agent at the airport as a profession,
- that she was looking for an apprenticeship but didn't get one, and
- that she found various jobs in the profession on the internet.

It is important that it includes arguments about getting a professional diploma and vocational qualifications. You have to show that you have dealt with the profession and the vocational qualification. If you are sending a written request, you will also get a written response if funding is not possible.

The rules for financial support are in the Social Security Statutes (§81 SGB III). For adults that don't have a professional diploma, it is necessary, by law, to do vocational qualification with the aim of getting a professional diploma. However, you don't automatically have a right to funding. The Employment Agencies and the Jobcenters make a decision according to each individual case.

Every year, the Employment Agencies and other institutions also analyse the regional labor market. They plan what professions and courses are particularly important for the region. These vocational qualifications can be found in the „Bildungszielplanung“ (educational objectives plan). An example for Berlin can be found [here](#). For these vocational qualifications, it is generally easier to get financial support.

If the Employment Agency or Jobcenter aren't sure whether they fund the vocational qualification, they usually organise an appointment at the psychological service for employment (Berufspsychologischen Service der Agentur für Arbeit).

If you receive funding for a vocational qualification to get a professional diploma and you pass the exam, you can get a premium. You can receive this premium if you took part in a course that was financed by the Employment Agency or Jobcenter. The course's aim has to be to get a professional diploma - for example retraining. The rules for financial support are in the Social Security Statutes (§131a SGB III). The Employment Agency is responsible for the payment of this premium.

More information can be found in a good summary by an initiative in Berlin called [Irren ist Amtlich - Beratung kann helfen](#). The text is in German.

You have a temporary permission to stay or an exceptional leave to remain?

The Employment Agency is responsible for you. You can register as „arbeitsuchend“ (looking for work) at the Employment Agency for your region.

The Employment Agency can fund the different ways/vocational qualifications to get a professional diploma. This means that you can get an education voucher if you meet the requirements. The same rules apply for financial support.

It is important that you have a work permit from the Immigration Office (Ausländerbehörde). Having a work permit means that the Immigration Office gives you permission to work.

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action.

If the country you migrated from is "[safe](#)") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

More information

- [What is the psychological service for employment \(Berufspsychologischer Service\)?](#)
- [How do I register with the Employment Agency?](#)
- [Where can I find counselling services and projects?](#)

Score: [15.10.2016]

How Can I Find A Job?

- 1. Jobbörsen/Websites
- 2. Personal Contacts
- 3. Taking An Initiative to Apply
 - *What German skills will I need if I want to work?*
 - *I Have A Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Work?*
 - *Do I Need a Professional Diploma to Find A Job?*



Abbildung: How Can I Find A Job?

The subject of Hop-on is professional diplomas. That is why you will only find general information about looking for a job here.

There are different types of jobs, for example:

- Jobs where you are subject to social insurance,
- Self-employed jobs,
- Minijobs or
- Temporary work.

Jobs where you are subject to social insurance means:

- You have a contract at a company and
- You and your company pays for insurance (Versicherungen) (Social security, health insurance).

There are different types of jobs. A "Minijob" or being self-employed are for example jobs where you're not subject to social insurance.

On the [Deutschen Gewerkschaftsbundes website](#) you can find more information in Arabic, German, English and French.

It is important that you know what field you want to work in. You have to find a company that has jobs available.

There are many ways to find a job.

1. Jobbörsen/Websites

There are many websites where you can look for jobs.

Eine Liste von Webseiten findet man auf der [Webseite berufsstrategie.de](#).

The [Jobbörse](#) is a Employment Agency website. The website is in German, English, French, Italian, Russian and Spanish.

There are currently many websites for newcomers:

The [jobs4refugees](#) website is in German and English.

Die Webseite [Immigrant Spirit](#) ist auf Englisch.

The [Syrville](#) website is for people from Syria that have a diploma. The website is in German and English.

The [worker](#) website is in German.

Die Webseite [welcome2work](#) ist auf Deutsch und Englisch. Sie vermittelt auch Personen, die bei der Suche nach Arbeit helfen.

The [Careers4refugees](#) website is in German and English.

The [join](#) website focuses mainly on internships. You have to register. The website is in Arabic, German and English.

2. Personal Contacts

Many companies don't put their job vacancies on a website but they sometimes put it on their own website.

Very often, you will find a job through your personal contacts/connections. Talk to your contacts about what type of job you are looking for and what professional experience you have.

Also, in associations and organisations, you can find many people that might have tips for you. For example, in Germany there are many migrant organisations. Information about migrant organisations can be found at migration advice centers for adults.

Different institutions also host fairs or Jobbörsen. There you will be able to find companies, ask questions and hand in your application personally.

3. Taking An Initiative to Apply

You can also look for companies in your city that are interesting to you. If they don't have any jobs available, you can ask in person or via email if it is possible to hand in an application. This is called "Initiativbewerbung" (taking an initiative to apply to something).

What German skills will I need if I want to work?

There are rules about German skills.

If you only know a little bit of German, it's harder to find job. There are only a few jobs where you don't need any German skills.

I Have A Temporary Permission to Stay or an Exceptional Leave to Remain. Can I Work?

Yes. You can work if you:

- You have lived in Germany for a minimum of 3 months and
- You can get a work permit from your Immigration Office.

A work permit means that the Immigration Office (Ausländerbehörde) gives you permission to work. Usually, you can only get an employment permit if you have lived in Germany for at least 3 months. But sometimes the minimum can be 6 months if you still have to live in a reception center for immigrants (Erstaufnahmeeinrichtung). The rules are in the Employment Regulations (Beschäftigungsverordnung) (§32 BeschV) and in the Asylum Laws (Asylgesetz) (§61 AsylG).

In your papers (Aufenthaltsgestattung oder Duldung) (temporary permission to stay or exceptional leave to remain), it usually says "Beschäftigung nur mit Erlaubnis der Ausländerbehörde" (Employment only with the permission from the Immigration Office). If you have found a job, you can put the contract in the work permit. There are two forms. On the [Dresden City website](#) you can find the forms. The Immigration Office makes a decision according to each individual case. On the [Netwin3 aus Niedersachsen](#) website you can find out more information about work permits in Arabic, Dari, English and Pashto.

If it says „Beschäftigung nicht gestattet“ or „Erwerbstätigkeit nicht gestattet“ (employment/work are prohibited) in your papers, get legal advice on any further action. If the country you migrated from is "safe") and you have a temporary permission to stay or an exceptional leave to remain, there are additional legal rules to follow. In this case, you should get legal advice.

In most German states or regions, there is a special exam provided by the Employment Agency that you have to pass if you have lived in Germany for less than 15 months and you want to work. The test is called "Vorrangprüfung."

The Employment Agency checks whether other unemployed people (people with a German or European pass, for example) can apply for this job.

In most German states or regions, this Vorrangprüfung doesn't exist. In this [Dokument](#) you can see where there are Vorrangprüfung. These are the regions where there is a Vorrangprüfung currently:

- Bayern (Aschaffenburg, Bayreuth-Hof, Bamberg-Coburg, Fürth, Nürnberg, Schweinfurt, Weiden, Augsburg, München, Passau, Traunstein),
- Nordrhein-Westfalen (Bochum, Dortmund, Duisburg, Essen, Gelsenkirchen, Oberhausen, Recklinghausen),
- Mecklenburg-Vorpommern (all of it).

The Employment Agency checks everywhere, whether a company is, for example, paying a salary that follows legal rules. This verification is called „Prüfung der Beschäftigungsbedingungen“ (verification of conditions of employment).

On the [BAMF](#) website you can find more information. There are many rules and there are also exceptions to these rules. Therefore, it is important that you get personal help from an advice center.

Do I Need a Professional Diploma to Find A Job?

No. However, there are some professions for which you can only work if you have a professional diploma. Also, the regional labor market influences what professional opportunities are available. There are some professional fields where companies are looking for specialists and no assistants.

There is a difference between jobs as a specialist (Fachkraft) and jobs as an assistant (Helfer(in)).

Specialist means that you have a professional diploma. You will have learnt the theory and practice that you will need for your job and passed your final exam. For every profession, there are laws and rules about what you must know (theory) and what you must be able to do (practice). As a specialist, you can take on tasks for which you need subject-specific knowledge.

Assistant means that you work in that profession without a professional diploma. This means that you can take on some tasks and others not. Usually, you earn less money than people that have a professional diploma.

A professional diploma doesn't guarantee a job. But with a professional diploma, it is easier to find a job. There is more of a chance that you will find a good job. A good job means, for example, that you earn more money or have better working conditions than an assistant.

Many people want to start their own companies and work independently. For some professions, you need a certain diploma in Germany to start your own company. One of these professions is hairdresser. If you would like to open your own hairdressers, you need a master craftsman diploma. To be a master craftsman, you first need a professional diploma. If you aren't a master craftsman, you have to employ a master craftsman for your company.

On the [Wir gründen in Deutschland](#) website, you will find information in German, English, French, Polish, Spanish, Ukrainian, Tigrinya and Turkish about self-employment.

More information

Introduction

- [Where can I find counselling services and projects?](#)

Score: [27.03.2017]

What Is An Application?

- [1. Letter/Cover Letter](#)
- [2. CV](#)
- [3. Certificates](#)
- [Where Can I Get Help With My Application?](#)

The subject of Hop-on is professional diplomas. That is why you will only find general information about applications here.

An application is a written presentation of a person and their experience. You need an application if you:

- Do vocational training (Ausbildung),
- Do an internship (Praktikum) or
- Are looking for a job.

There are many websites where you can inform yourself about applications. On the [Make it in Germany](#) website you can find information in German, English, French and Spanish.

An application can be sent by post or by e-mail. Sometimes, there are forms on the website of the company to fill out. The content of an application is always the same.

Generally, an application in Germany consists of three parts:

1. Letter/Cover Letter
2. CV and
3. Certificates.

1. Letter/Cover Letter

In the letter/cover letter (Brief/dem Anschreiben), you will describe why you are interested in a company and job or vocational training. This means that you describe your motivation.

You should write an individual letter for each company. That's how you show that you fit specifically in this company and job or vocational training.

On the [Planet Beruf](#) website you can find tips for a cover letter. The examples are about vocational training and internships. If you are looking for a job, there are the same rules. The website is in German.

On the [Syrer Azubis](#) website you will find cover letters for vocational training in Arabic.

2. CV

A CV (Lebenslauf) is like a table with important information about a person. These are, for example, name, address, date of birth, course of study and job.

A CV also answers three questions:

- When?
- What?
- Where?

For example:

- How long were you at school for?
- When did you work for a company?
- What did you specifically do at the company? What were your tasks?
- Where did you work? What is the name of the company?
- How many years did you study for? What was the name of the university?

You can also use your CV for other things. For example, to get advice, it helps if you have a CV.

There are many websites where you can find examples of CV that you can fill out with your own information. For example, there is [EuroPass](#). On this website, you can find blank documents like that in 27 languages. You can also write your CV online.

In CVs, it is important to have a good structure and format. Usually, in Germany, you start off with the most current professional experience or the last diploma from a school or university. Usually, companies also want a photo.

Here are some simple examples of CVs. These CVs are only examples and aren't blank documents you can fill in.



Abbildung: Examples for a CV

3. Certificates

Certificates (Zeugnisse) are important in Germany. A company can better understand what qualifications you have and what you can do.

There are different types of certificates:

- Certificates for finishing school (high school diploma),
- Certificates for finishing vocational training (professional diplomas),
- Certificates for finishing studies (academic diplomas),
- Certificates for an internship,
- Certificates from a job at a company.

In an application, you don't send the original versions of your certificate, only a copies.

If you have certificates, a translation or getting them recognized could be important.

If you don't have any certificates, you should describe your experience as specifically as you can in your CV.

Where Can I Get Help With My Application?

If you are registered with the Employment Agency or with the Jobcenter, there are different possibilities - for example job application training.

The Employment Agency or the Jobcenter can finance application training if you meet special requirements.

You can also go to a migration advice center for adults or an education advice center for more information.

More information

- [What Does the Employment Agency Do?](#)
- [What is Recognition?](#)
- [Where can I find counselling services and projects?](#)

Score: [15.10.2016]