

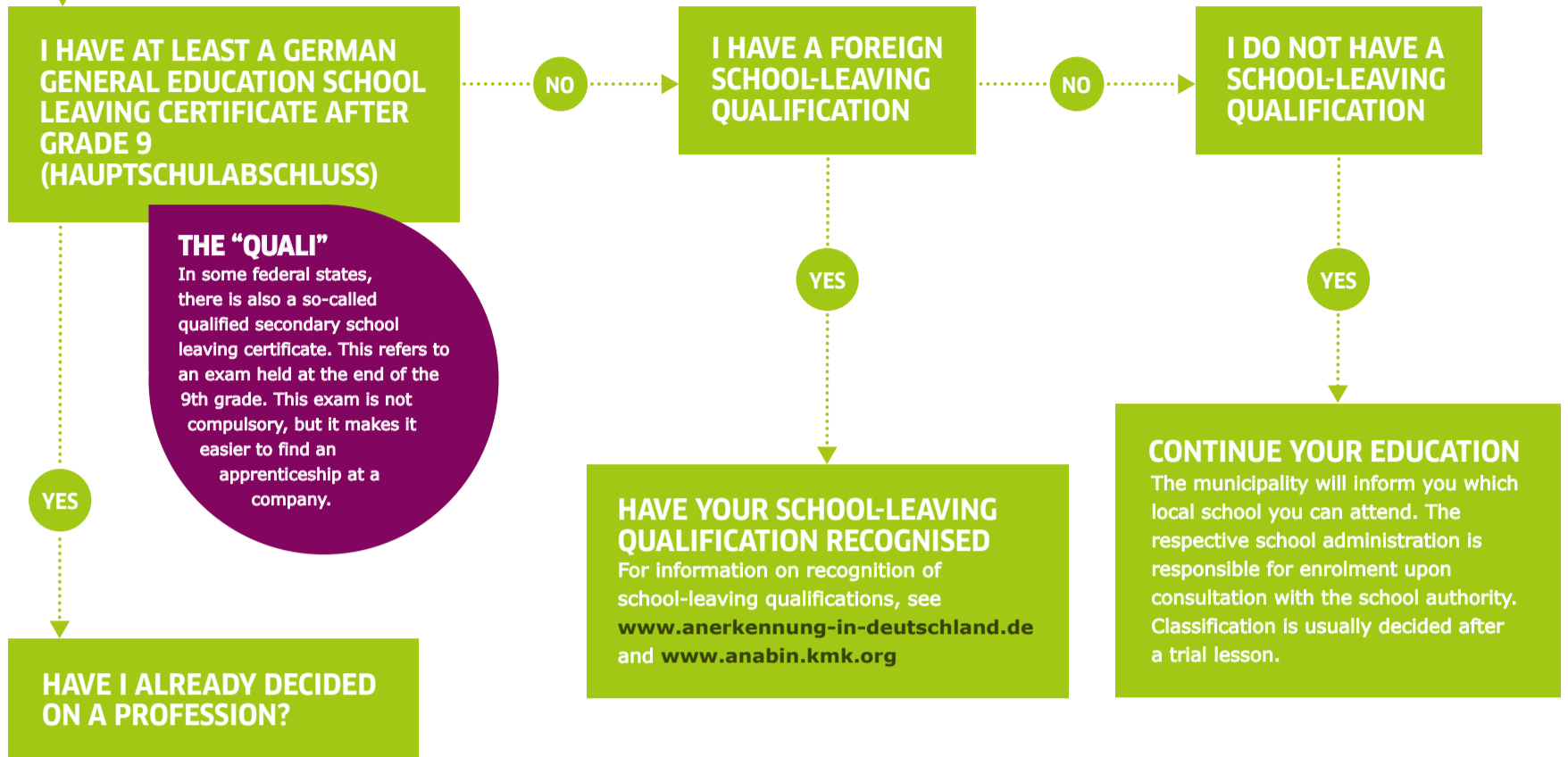
# HOW DOES PROFESSIONAL TRAINING WORK IN GERMANY?

Do you want to learn a trade in Germany? Here you will find some important information about professional training in Germany.



## CAN I UNDERGO PROFESSIONAL TRAINING IN GERMANY? WHAT QUALIFICATION DO I NEED?

Each company decides for itself which qualifications it expects for an apprenticeship position. As a rule, a high school diploma, good grades and good knowledge of German are important. For an apprenticeship you need at least a Certificate of Secondary Education. Without a school-leaving qualification it is very difficult to find an apprenticeship.



**THE "QUALI"**  
In some federal states, there is also a so-called qualified secondary school leaving certificate. This refers to an exam held at the end of the 9th grade. This exam is not compulsory, but it makes it easier to find an apprenticeship at a company.

**HAVE YOUR SCHOOL-LEAVING QUALIFICATION RECOGNISED**  
For information on recognition of school-leaving qualifications, see [www.anererkennung-in-deutschland.de](http://www.anererkennung-in-deutschland.de) and [www.anabin.kmk.org](http://www.anabin.kmk.org)

**CONTINUE YOUR EDUCATION**  
The municipality will inform you which local school you can attend. The respective school administration is responsible for enrolment upon consultation with the school authority. Classification is usually decided after a trial lesson.

**HAVE I ALREADY DECIDED ON A PROFESSION?**

**HOW DO I FIND A SUITABLE APPRENTICESHIP PROFESSION?**

- Berufe TV website of the Federal Employment Agency** • Videos about apprenticeship professions, from A to Z at [www.berufe.tv](http://www.berufe.tv)
- Berufenet (employment agency)** • Information on training and study programmes at [www.berufenet.arbeitsagentur.de](http://www.berufenet.arbeitsagentur.de)
- Federal Employment Agency** • Nearest office for local advice and guidance at [www.arbeitsagentur.de](http://www.arbeitsagentur.de)
- Make it in Germany** • "Working and Living in Germany" Hotline at [www.make-it-in-germany.com](http://www.make-it-in-germany.com)

**INTRODUCTORY INTERNSHIP**  
In the course of an Introductory Internship, you are offered the opportunity to work at a company for a couple of days and get to know a certain line of work. For more information, please contact the Youth Migration Services at ([www.jugendmigrationsdienste.de](http://www.jugendmigrationsdienste.de)) or the company where you would like to do an internship.

**HAVE I ALREADY DECIDED ON A PROFESSION?**

## FIND AND APPLY FOR AN APPRENTICESHIP POSITION

**Federal Employment Agency** • Personal application advice and vacancy referrals, nearest office at [www.arbeitsagentur.de](http://www.arbeitsagentur.de)  
Information and application guide at [www.ausbildung.net](http://www.ausbildung.net), [www.arbeitsagentur.de](http://www.arbeitsagentur.de) and [www.planet-beruf.de](http://www.planet-beruf.de)  
**Employment Agency job portal** • Find apprenticeships at [www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de)  
**Youth Migration Services** • Personal advice on site and via chat at [www.jugendmigrationsdienste.de](http://www.jugendmigrationsdienste.de)

**VISA TO LOOK FOR A TRAINEESHIP**  
You can apply for a visa to look for a traineeship/internship in Germany for 6 months.  
**Requirements:** Max. 25 years old, at least B2-level German language proficiency, a diploma from a German school abroad or a school-leaving certificate with university entrance qualification, ensured means of subsistence.

**ADVANTAGES OF GERMAN & NATIVE LANGUAGE**  
The better your German, the more successful your training will be. Vocational school lessons are in German, as are the exams.  
Your native language or mother tongue can also present an advantage in the job market, so cultivating it in the professional field is worthwhile!

**DUAL TRAINING**  
Vocational training for apprenticeship professions generally takes place according to the dual training model. This means that part of the training takes place at the workplace (practical part) and part of the training is provided at the vocational school (theoretical part).

**PURELY SCHOOL-BASED TRAINING**  
Some apprenticeships are only taught at technical colleges or vocational academies. In this case, the practical training also takes place at the school.

**FINANCIAL SUPPORT**  
If you can't live with your parents during your training, e.g. because their home is too far away from your training place, you can apply for a vocational training allowance (BAB). Find out more at [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

**PROFESSIONAL QUALIFICATION**  
after 2 to 3 years by taking an exam. For skilled-trade professions, master craftsman training is offered after completing an apprenticeship. This is a prerequisite if you want to train your own staff in your own business at some stage.

**CAREER START**  
If you require assistance with finding a job, please contact the above-mentioned agencies, such as the Federal Employment Agency, or inquire about job vacancies directly at the companies or job portals.

**GO BACK TO SCHOOL**  
After completing an apprenticeship, it is also possible to obtain a general or subject-related higher education entrance qualification (e.g. at a vocational college). A university degree could improve your chances of finding a higher paying job.

**TECHNICAL TRAINING**  
In many professions, it makes sense to continue training while working. In this way, you can further develop your skills and improve your chances on the job market. A comprehensive database of nationwide training providers can be found at [kursnet-finden.arbeitsagentur.de](http://kursnet-finden.arbeitsagentur.de).



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