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Education, work and employment

Preschool: Griffbereit and HIPPY (Home Interaction for Parents and Preschool Youngsters)

Preschool

Griffbereit - promoting language, playing and discovering together

Who is Griffbereit for?

Griffbereit is a parent-child group for families with children aged 1 to 3 - with and without a migration background.

What does Griffbereit do?

We sing, dance, play, paint, do handicrafts and much more.

The children learn German before they even start kindergarten. At the same time, parents are given tips on how to consolidate their mother tongue. Children with German as their mother tongue learn about other languages and cultures.

German is spoken at the group meetings. The languages and cultures of origin of the families are included.

Parents learn how they can support their children in their linguistic and general development. They also learn about other cultures.

It is possible to join and get a taste of the programme at any time. Please register in advance.

Lena Brückom | Kinderschutzbund Germersheim - Projekt Griffbereit

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https://kinderschutzbund-germersheim.de/unser-pro...

Meetings:

Mondays from 10:00 to 11:30h

HIPPY (Home Interaction for Parents and Preschool Youngsters)

Who is HIPPY for?





HIPPY means: Home Interaction for Parents and Preschool Youngsters. It is a family programme for 4-6 year old children that is carried out at home by the parents. It is based on reading aloud and discovering children's books in a variety of ways.

HIPPY is open to all interested parents. It is also aimed at families with a migration background.

What does HIPPY do? And how long does the programme last?

HIPPY lasts one to two years.

Parents are given ideas on how to encourage their children through play and are supported in implementing the programme.

HIPPY consists of three parts:

- 1. **Weekly meetings:** a meeting with a mentor takes place every week (as a home visit or group meeting at the KSB). The mentor shows the parents how to read with their child in a playful and beneficial way. She also demonstrates exercises to prepare for school. There are specific tasks for each day.
- 2. **Work at home:** After the meeting, the parents work on the tasks discussed with their child for 15-20 minutes a day. This is intended to strengthen the parent-child relationship.
- 3. **Group meetings with short presentations:** the presentations deal with topics relevant to parenting (family disputes, healthy eating, rules and boundaries and others), followed by a discussion. The parental role is strengthened.

We have the option of guiding the families in Russian, Arabic or Turkish, but the programme is open to all families. Our mentors have a migrant background themselves and many years of experience with newcomer families.



Child Protection Association

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HIPPY-Flyer.pdf

Consultation hours:

Monday to Thursday, 9:00 - 12:00h

Daycare centre social work

• Is your child going to daycare?





- Do you need counselling and support?
- Do you need help filling out applications and forms?
- Do you have to go to the authorities and need support?
- Do you have questions about parenting?
- Do you have questions about your child's development?
- Is your child moving from kindergarten to school and you need help or have questions?

Then you can contact the daycare centre social work. It is available in many daycare centres in the district of Germersheim.

The daycare centre social workers also help families to network locally. The daycare centre social workers support the families, for example, in placing the children in clubs. Or they accompany them to counselling centres.

They can also advise the daycare centre teams and the management. In this way, the employees can relieve and support the educational specialists on site. If desired, the daycare centre social workers can carry out projects together in the daycare centre or in the social area. These projects can be organised together with the family office or the child protection association, for example.

Daycare centre social workers are important bridge builders. They fulfil a guiding function. They provide referrals to other suitable help and preventative services on site.

The daycare centre social work service is voluntary and open to all. It is also free of charge.

Daycare centre social work is currently available in these facilities in the district of Germersheim:

City of Germersheim and Sondernheim:

- Municipal daycare centres: Kleine Strolche daycare centre, Alter Hafen daycare centre, Kinderland daycare centre, Pusteblume daycare centre, Sterntaler daycare centre, Rappelkiste daycare centre
- Protestant daycare centres: Kita Sonnenschein, Kita Arche Noah, Kita Sonnenschein

Local community of Bellheim:

• Municipal daycare centres: Kita Spatzennest, Kita Flohzirkus, Kita Hasenspiel

Local community of Lustadt

• Villa Lustica" daycare centre

Local community of Neuburg

Protestant daycare centre

Town of Wörth:

• Protestant daycare centres: J.F. Oberlin daycare centre, Louise-Scheppler daycare centre, Friedenskita daycare centre





• Municipal daycare centre Abtswald in Wörth (this position is currently advertised but not yet filled).

The daycare centre social workers are on site at the facilities on certain days. On the other days, they can be contacted by telephone. Anyone who is interested can make an appointment with them.

You can find the local contact persons here:

Daycare centre social work district GER status 03.25.pdf

Reading, writing and arithmetic

Reading, writing and arithmetic

KVHS Literacy and Basic Education Course

The Kreisvolkshochschule (KVHS) offers free support and encouragement in reading and writing.

The literacy and basic education courses of the European Social Fund (ESF) are co-financed by the Ministry of Education, Science, Further Education and Culture (MBWWK) of Rhineland-Palatinate.

Every Tuesday from 18:00 - 19:30h and Thursday from 16:30 - 18:00h

The course is continuous and always ends at the end of the year.

- Further information from the kvhs
- vhs Portal reading, writing, arithmetic

ALFA Telefon

People who have problems with reading and writing can also call the free ALFA Telefon.

Those affected can ask questions here - without shame - get help or simply talk to someone about their problems.

The offer is free of charge and anonymous.

The website has a read aloud function.

It is also possible to contact us via <u>email</u> or <u>WhatsApp</u>. No one has to be afraid of making mistakes. In any case, the questions will be answered within three days.

0800/53334455

School





Compulsory education and school enrolment

Compulsory school attendance

In Germany, all children from the age of 6 up to and including the age of 15 have to go to school. This is called compulsory education.

How long does a child or young person have to go to school?

In Rhineland-Palatinate, compulsory schooling normally lasts 12 school years. However, there are circumstances in which compulsory schooling ends earlier:

- Anyone who has obtained the qualified secondary school leaving certificate I<u>(Realschulabschluss</u>) no longer has to go to school.
- Anyone who has finished school and wants to do an apprenticeship must attend a vocational school during their training.
- Young people who leave school without a qualified lower secondary school leaving certificate (Realschulabschluss) and do not start an apprenticeship or attend a secondary school<u>(Gymnasium, integrated comprehensive school, vocational school</u>) can attend a vocational preparation year or vocational school I for one year.

Enrolment at the school

Do you want to enrol your child at a primary school?

The respective <u>citizens' offices of the municipality or city</u> can help with the enrolment of **school-age** children **of primary school age** (up to 4th grade).

Do you want to enrol your child at a secondary school?

To enrol your child at a **secondary school** (from Year 5), you must contact the school directly.

You must bring these documents with you to enrol your child:

- an identity card or proof of arrival
- a certificate of registration
- all documents relating to the child (school reports, medical certificates, etc.)

School enrolment examination

Before a child starts school, it must be examined by the public health department. This examination is called school enrolment examination. It is compulsory for all children who are due to start school.

Doctors from the public health service examine the children. They check whether the child has any health problems that could have a negative impact on their ability to go to school. The main aim of this examination is to start treatment or support measures in good time before the child starts school.



The doctors do not decide whether a child starts school. Nor do they decide whether the child will start school a year later. This decision is made by the school management. Normally, a child is only not enrolled in school if there are health reasons for this.

Notifying the school of illness

If a child is ill or cannot go to school for important reasons, you must inform the school and sign the child out in good time in the morning. It is important that you call the school before lessons start.

All-day school

All-day school means that children are at school for longer. Four days a week, this school also has lessons in the afternoon. Enrolment for all-day school is always valid for one year. Anyone who enrols is therefore obliged to attend for a whole school year.

The district of Germersheim has eleven district-run all-day schools.

Useful links:

- Directory of all schools in the district of Germersheim
- <u>School social workers in the district of Germersheim</u>
- Lunch at secondary schools
- Social fund: Financial support for lunch catering
- Borrowing school books
- School transport

School system

Primary school

Children normally attend primary school for 4 years. All children who have their 6th birthday by 30 September of the following school year are required to attend school. This means that they must attend a primary school from the age of 6. Parents cannot choose the primary school themselves. The children are allocated to a primary school.

Once the children have attended primary school up to Year 4, they move on to a secondary school. Which school they then go to depends on how well the children do at school.

After primary school, the children can transfer to one of these schools:

Secondary schools

From Year 5 onwards, children attend a secondary school. There are various types of school in the district of Germersheim:





Realschule Plus

Up to the 10th grade. At the Realschule you can either obtain a qualification called Berufsreife (after the 9th grade) or the Realschulabschluss (Mittlere Reife after the 10th grade).

Grammar school

Up to year 12 (Fachabitur, entitles you to study at universities of applied sciences) or year 13 (entitles you to study at all colleges and universities)

Special schools

Pupils who have been identified by the school authorities as having special educational needs attend special schools. They have problems attending a mainstream school and need more support. Parents can then decide in favour of this place of learning.

Special schools have various special educational focuses:

- Learning,
- holistic development,
- language,
- social-emotional development
- motor development,
- vision and hearing.

The lessons are based on what the pupils have learnt so far and what they can still learn. The school offers special educational support from special school teachers and educational specialists.

There are fewer children in a class at a special school. There are more teachers. This means that the teachers can better cater to the special needs of each child. As a result, your child has a better chance of completing an education later on.

There are two special schools in the district of Germersheim:

- Schule mit dem Förderschwerpunkt Sprache (SFS) in Rülzheim: primary school children in their first and second year are taught here whose language is so impaired that they cannot be supported, or not sufficiently supported, in a mainstream school.
- School specialising in learning in Germersheim: pupils up to year 9 have the opportunity to receive individual support here.

Vocational schools

Vocational schools (BBS) are often also called vocational schools. At this type of school, pupils receive a vocational or career-orientated qualification at the end:

• Vocational schools of dual vocational training ("apprenticeship"),





- masterclasses,
- vocational colleges,
- academies,
- vocational schools,
- but also school types that lead to the Abitur, for example specialised secondary schools or vocational grammar schools with different specialisations (for example: WG = Wirtschaftsgymnasium, TG = Technisches Gymnasium).
- Overview of all schools in the district of Germersheim
- The school system simply explained (in 22 languages) <u>Attachment-Poster-Flyer in 22</u> languages (003).pdf
- Click here for the brochure "This is the way forward", an overview for pupils and parents of all secondary schools in the district <u>School flyer 2023.pdf</u>
- Click here for the brochure "The school system in Rhineland-Palatinate simply explained" from the RLP education server (translated into 23 languages)

Preparation for graduation

School qualifications are very important in Germany. You need a school-leaving certificate for almost every job.

The lowest qualification is the Hauptschulabschluss. After graduation, there are many opportunities to gain further qualifications. The Federal Employment Agency also offers retraining programmes.

To prepare for these measures, you can attend a preparatory course. This is possible, for example, at the Germersheim District Adult Education Centre.

The preparatory course is for these groups

- unemployed young people who have not completed secondary school. They can use it to improve their chances of finding a job
- Adults who are already in employment. They sometimes need a lower secondary school leaving certificate in order to progress professionally
- Foreign young people who do not yet have a qualification. It is important that they understand the German language well enough.

In this course, anyone who is not attending school can catch up on their secondary school leaving certificate (vocational qualification).

How long does the course last? Do I have to take an exam?

A preparation course lasts a total of ten months (two semesters / 260 lessons). At the end of the course, there is an examination before the Rhineland-Palatinate Supervisory and Service Directorate, which you have to pass.

What subjects are taught?

The subjects taught are German, maths, geography, social studies, biology and English. It is important to note that only those who can speak and write German can take part in the





course.

There is also the opportunity to learn how to use a computer (IT skills) (20 lessons). This can be important when applying for jobs and in everyday working life.

VHS learning portal: School-leaving certificate

School social work

Some children and young people have problems at school. Sometimes they are also in a difficult situation. Then they need help. School social work can help. The employees work at many schools in the district of Germersheim. They support children and young people at school and in their education. They help the children to integrate well into the community.

The school social workers help children and young people to cope well with everyday life at school. The help is aimed at

- Children and young people
- parents
- and the teaching staff

School social work does many different things. It doesn't just take place in the school. It also looks at the pupils' environment.

The tasks of school social work include

- Group programmes, such as
- 1) Activities to strengthen the class community
- 2) Social skills training
- 3) Prevention projects
- 4) Teaching strategies for resolving conflicts
- Individual case help, i.e. support and counselling for pupils and their parents
- Collaboration in the development of the school
- Support with projects in the school
- Help with the transition from daycare centre to school
- Help with the transition from school to vocational training or higher education

As school social work covers many areas, the employees often work together with others. These include, for example

- School psychology service
- Youth vocational assistance
- youth welfare
- police
- Child protection service





- Youth welfare office
- Family offices / family centres
- Employment Agency
- Job centre

Do you have any questions about school social work?

Bernhard Würtz | Kreisverwaltung Germersheim - Teamleitung Jugendbildung

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Bettina Barnickel | Kreisverwaltung Germersheim -Sachgebietskoordination Schulsozialarbeit

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You can find a list of all school social workers in the district here: <u>20250114 Übersicht</u> <u>Schulsozialarbeit im Landkreis Germersheim.pdf</u>.

Intercultural assistants (IKAs)

Some children and young people with a migration background have problems at school. They are not familiar with the school system from their home country. Or they have problems in everyday school life. Sometimes there are also difficulties with the language. Or the parents are not familiar enough with the local school system and are unable to support their children. Often there is also too little communication between the parents and the teachers.

The **intercultural assistants (IKAs)** can help and advise with all these questions and problems.

They have been employed at many schools in the district of Germersheim since 1 September 2016. They are available at primary and secondary schools. There, they support pupils, teachers and parents in everyday school life. The IKAs mediate between individuals. And they support integration into the school.

The aim of the IKAs project is to ensure that as many children as possible graduate from school. By providing targeted support with integration, the children and young people are given a perspective.





The IKAs:

- support children with a migration background in everyday school life
- · explain rules of behaviour or how to deal with work assignments
- support integration into school
- work on the pupils' social skills and language skills
- teach practical life skills (such as how to use scissors, pencils, etc.)
- support the schools' work with parents (discussions, letters to parents, visits to the authorities)

The intercultural assistants are employed by independent youth welfare organisations. The IKAs' services are free of charge for pupils and their parents. The costs are borne by the district.

Ingrid Lindner | Kreisverwaltung Germersheim - Büro für Migration und Integration - Interkulturelle Assistenzen

Q<u>Tournuser Platz 2, 76726 Germersheim</u>

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<u>+49 (0) 727453487</u>

Shttps://www.kreis-germersheim.de/buergerservice/j...

After-school care and school childcare

Children who attend primary school (aged 7 to 12) can continue to be looked after after school.

School childcare (also known as after-school care) offers

- a shared lunch,
- homework supervision
- playing with other children.

Parents can obtain information about after-school childcare services directly from the school

Education and participation package

The education and participation package is a support programme in Germany. It is for families with low incomes. The children from these families should have the same opportunities for education and leisure as other children with this support. The aim of the support programme is therefore to enable families to take advantage of school and leisure activities that they would otherwise not be able to afford. The offer is for children, teenagers and young adults.

Families can apply for financial support.

The education and participation package is available in these areas:

• Lunch at daycare centres and schools





- Excursions and school trips to daycare centres, schools or after-school care centres (for one or more days)
- Participation in social and cultural life (i.e. sports, games, culture and much more, for example in clubs or organisations)
- Equipment with the necessary things for school
- Travel costs for pupils to get to school
- Appropriate learning support

Children are entitled to the education package if their parents (or the children themselves) receive one of these benefits:

- Citizen's allowance (from the job centre)
- Housing benefit (WoGG)
- Child supplement (BKGG)
- Asylum seeker benefits (AsylbLG)
- SGB XII (social assistance, basic income support in old age and in the event of permanent reduction in earning capacity)

The education package generally applies up to the age of 25. In the case of benefits for participation in culture, sport and leisure activities, children/young people must not be older than 18. However, only pupils attending a general or vocational school are eligible for support. They may not receive money from an apprenticeship.

Would you like to submit an application?

Then you can find it here:

- Ausflüge Klassenfahrten_01_2023.pdf
- Lernförderung 01 2023.pdf
- Lunch 01 2023.pdf
- Schulbedarf 01 2023.pdf
- School transport 01 2023.pdf
- Social and cultural participation 01 2023 (1).pdf

Do you need personal advice?

Then the staff of FB 23 can help you further

Frau Rödel | FB 23 - Soziale Hilfen, Bereich Bildung und Teilhabe

Sismarckstraße 4, 76726 Germersheim

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<u>+49 (0) 727453261</u>

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Mrs Scholz





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Mrs Weigold

Sismarckstraße 4, 76726 Germersheim

<u>07274/531765</u>

@g.weigold@kreis-germersheim.de

Applications can be posted in the letterbox of the district administration.

- Further information on the package for education and participation can be found here: Brochure BuT (2).pdf.
- The relevant application forms and further information can also be found <u>here</u>.

Vocational training

Vocational training

In Germany, it is good to have a vocational qualification. People with a vocational qualification usually have better employment contracts. And they also have better opportunities on the labour market.

There are two ways to learn a profession in Germany:

- 1. By studying at a university
- 2. through dual or full-time school-based training

Dual training

Training in a company is also known as dual training. It is the most common form of training in Germany.

Normally, you need a secondary school leaving certificate for dual training.

Dual training is divided into two parts:

Trainees spend around 1/3 of their time at vocational school. The other 2/3 of the time they are in a training company. This is good because it allows them to familiarise themselves with theory and practice at the same time. You also earn money while you are training in a company. The apprenticeship lasts between two and three and a half years.

There are over 320 training occupations in total.

Are you interested in dual training?





Then it's best to apply directly to a company. Many employers start looking for trainees very early on. Apprenticeships are often advertised and filled a year in advance.

Most apprenticeships start on 1 August or 1 September each year.

Still unable to find an apprenticeship?

Some companies are still looking for trainees until the summer. So it's always worth sending off an application, even at short notice.

If you do well in your apprenticeship, you can continue your training afterwards. This makes it possible, for example, to take on management tasks in the company later on. Or become self-employed.

The chambers are responsible for training occupations:

Palatinate Chamber of Skilled Crafts (HWK) for skilled trades.

Palatinate Chamber of Industry and Commerce (IHK) for commercial, technical and IT professions

Rhineland-Palatinate Chamber of Agriculture (LWK) for "green professions".

There you can find

- Information on the professions
- Counselling services on the topic of career choice
- Trade fairs for apprenticeships
- Support in the search for an apprenticeship
- Placement in training places
- Placement in internships
- Application training
- Other support programmes specifically for people with a migration background

Do you still have questions about the dual training system?

The Ruhr Chamber of Industry and Commerce has produced explanatory films on the dualtraining system in various languages.

Vocational preparation year (BVJ)

Don't have a school-leaving qualification?

Then you can catch up in a vocational preparation year. Young people are prepared there for entry into vocational training or employment. The programme is available to anyone who has not started training or work after attending a general school (e.g. Realschule plus, Förderschule Lernen).





The prerequisite for the BVJ is that they have attended the general school for at least 9 years.

The BVJ lasts one school year. It normally takes place in full-time lessons. It is organised according to vocational fields. Anyone who successfully completes the BVJ (as part of the vocational school) automatically receives a vocational qualification. In other words, a secondary school leaving certificate.

Admission requirements

The prerequisite for admission to the BVJ is

that the school was attended for at least 9 years and

a) a leaving certificate from the Realschule plus or

b) a certificate from a school specialising in learning (leaving certificate or leaving certificate) or

c) an equivalent qualification

There are various options following the BVJ. It is possible, for example

- 1. entry into vocational training
- 2. transition to vocational school I
- 3. Entry into a pre-vocational training programme offered by the Federal Employment Agency

Full-time training at a vocational school

In Germany, it is also possible to complete a training programme at a vocational school. This is called full-time school-based training.

At a vocational school, you can complete vocational training in theory and practice. This means that there is no apprenticeship in a company. The training programme normally lasts two to three and a half years.

The lessons are full-time. It consists of various subjects:

- subjects that relate to specific professions and
- general education subjects.

The vocational schools are very different. They have different directions and conditions for admission. The duration of the training programme also varies. There are various options for further education after the training programme. It is therefore important to enquire at the respective school in each individual case.

Many training places are not filled

In recent years, companies have found it increasingly difficult to fill training places. In 2023, companies that wanted to provide training were unable to find trainees for 49 per cent of their





apprenticeships in the current training year. (Source: DIHK)

Small companies with fewer than 50 employees are having particular difficulties. There is also a noticeable shortage of young talent in the construction industry.

It is therefore always worth applying, even at short notice if necessary.

Further contact points for training

- Advice and offers from the Germersheim district administration can be found here
- Apprenticeship exchange of the Germersheim/Wörth vocational school (BBS). This is where the BBS posts vacant training places from its dual partners Padlet BBS
- Available apprenticeships and dual study programmes
- azubiyo
- aubi-plus
- Ausbildungsmarkt.de
- ausbildung123.de
- meinestadt.de
- Further information on recognition and qualification counselling
- Benefits for training support

Counselling and offers for vocational training

Youth vocational assistance of the Germersheim district administration

The Youth Vocational Assistance Centre supports young people in the transition from school to work. To this end, it works together with schools. And also with everyone involved in school life.

In the district of Germersheim, the Youth Vocational Assistance Centre is made up of

1) the Coordination of Youth Vocational Assistance with the "Training Mentors" project. This also includes the Youth Vocational Assistance Working Group

2) the youth employment agency "Impuls"

3) and the youth scout.

The youth scout

The youth scout can provide advice and support. They help in individual cases. They work with young people between the ages of 15 and 25.

The youth scout can help with

- the search for an apprenticeship
- finding a profession





- job application training
- preparing for job interviews
- counselling in the event of conflicts
- dealing with public authorities. It can provide support here
- integration into qualification programmes

The work of the youth scout is intended to prepare young people for the labour market. In this way, the youth scout helps young people to take responsibility for their own lives.

Further information

to the flyer of the youth vocational assistance

- Flyer of the <u>training mentors</u>
- Overview of <u>school-to-work transition</u> programmes
- E-book "How do I apply correctly?"

Youth vocational assistance

Contact: Mr Christian Matheis (Coordination of youth vocational assistance and school social work)

Paradeplatz 8, 76726 Germersheim

07274/700228

c.matheis@kreis-germersheim.de

Contact: Mr Ralph Schatull (Youth Employment Agency "Impuls")

Tournuser Platz 2, 76726 Germersheim

07274/53349

r.schatull@kreis-germersheim.de

Contact: Mr Joachim Krautwurst (Youth Scout)

Tournuser Platz 2, 76726 Germersheim

07274/53455

j.krautwurst@kreis-germersheim.de

You can find further information on youth career assistance here.

Vocational Information Centre (BIZ) Landau

The Job Information Centre at the Federal Employment Agency has everything you need to choose a course of study or a career. It can also help you find a job.





During opening hours, you can obtain information there on your own - without an appointment.

In the careers information centre (BiZ) of the Landau Employment Agency, you will find information on various topics. The topic islands are equipped with a total of 35 modern internet workstations. Here you can search for job vacancies or suitable further training programmes with or without assistance.

Johannes-Kopp-Straße 2, 76829 Landau in der Pfalz

06341/958222

landau.biz@arbeitsagentur.de

Information from the Employment Agency on school, training and studying

Vocational Information Centre (BIZ) Landau

You can find more information about the <u>employment agency</u> here

Pathways to training

Do you have a school-leaving qualification and don't yet know which profession suits you?

Then the team at VFBB e.V. can help you. The service is aimed at people of all ages who need support and counselling when it comes to career orientation or finding an apprenticeship.

The VFBB advises and helps with

- Assessment of competences
- coaching
- Preparation of professional application documents
- Training for job interviews
- Company trials
- Formalities
- Accompaniment to the training company
- Feedback discussion with applicants and employers

The VFBB provides targeted support when entering the world of work. Together with those seeking training and the companies, they decide which path they want to take:

- 1. directly to a training place (including part-time training)
- via an introductory qualification programme. This gives you up to 12 months to prepare for a subsequent apprenticeship. You have the opportunity to try out your skills in practice directly in the company

What school-leaving qualification do you need for counselling at the VFBB?

You need to have a secondary school leaving certificate or a foreign school-leaving qualification. If you are motivated to do an apprenticeship, you are welcome to contact the





VFBB.

When does the programme start?

There is no deadline for participation. You can start all year round. The length of the programme depends on your needs.

Contact the

VFBB e.V.

QAn Fronte Diez 2, 76726 Germersheim

Michelle Hoppe

07274/7067000

@michelle.hoppe@vfbb-speyer.net

Xenia Wilhelm

<u>07274/7067007</u>

@xenia.wilhelm@vfbb-speyer.net

VFBB e.V.

Click here for the flyer: Factsheet Paths to Training24.pdf

Check-U - The exploration tool for training and studies

Vocational training and retraining

Professional development

Some people want to learn more in their profession. Or they have learnt a profession but would now like to try something new. They can then undertake further vocational training. There are two types of continuing vocational training for employed and unemployed people:

- in-company further training provided by the employer (external or internal courses, training programmes, conferences and much more)
- external continuing vocational training

Who pays for further training?

It is possible to receive financial assistance for these types of further training:

- 1. On-the-job training can be paid for by the employer. Together, you can consider how the costs of further training can be financed.
- 2. The following funding options are available for further training outside the company:
- Aufstiegs-BaföG
- Advancement grant





- Further training grant
- education loan
- Recognition grant

Further information on both options for further training and funding can be found here.

Retraining

There are various forms of retraining:

- 1. **School-based retraining:** here, the training or further training takes place exclusively at a vocational school or vocational college. Various internships give you an insight into the company.
- 2. **Dual retraining (company-based):** here there is a practical part (in the training company) and a theoretical part (in the vocational school). Just like a traditional apprenticeship. The retrainees receive a fixed training salary
- 3. **Inter-company retraining:** Private training providers take over the practical lessons, often also the theoretical part of the vocational school. In some cases, work placements are also required. This is the most expensive form of retraining. It is therefore normally paid for by the Federal Employment Agency or another funding organisation.

Part-time retraining is also possible. In this case, the weekly working hours are reduced by a quarter or more. However, you attend the vocational school full-time. This model is primarily intended for parents who need to combine a career change with childcare.

You can find more information here:

Career bible

Federal Employment Agency

Job centre

Are you looking for further vocational training? Or do you want to retrain?

Then you can contact the job centre in the district of Germersheim. The job centre offers its customers the opportunity to undertake further vocational training. Retraining is also possible.

For example, you can catch up on your secondary school leaving certificate through the job centre. Or acquire specialised knowledge for your profession. If you want to switch to another profession in order to get back into work after a break, the job centre can also advise you here.

Germersheim Job Centre

Waldstr. 13, 76726 Germersheim

07274/70110

jobcenter-germersheim@jobcenter-ge.de





Note: For data protection reasons, enquiries by email cannot be answered by email. Please use the online mailbox service for enquiries at <u>www.jobcenter.digital</u>

Do you have a quick enquiry and just want to collect or drop something off?

Then come to the opening hours for short requests Monday to Friday: 8:00 - 12:30

 ⊡You can always contact us by phone: Monday to Friday: 8:00 a.m. - 12:30 p.m. Monday to Thursday: 14:00 - 16:00

On Tuesdays and Thursdays you cannot reach the office that processes the benefits.

Kandel Job Centre

Saarstr. 93, 76870 Kandel

07274/70110

jobcenter-germersheim@jobcenter-ge.de

Note: For data protection reasons, enquiries by email cannot be answered by email. Please use the online mailbox service for enquiries at

www.jobcenter.digital

Availability by telephone:

Do you have a quick enquiry and just want to pick something up or drop something off?

Then come to the opening hours for short requests

Monday to Friday: 8:00 - 12:00

You can always contact us by telephone: Monday to Friday: 8:00 - 12:30 Monday to Thursday: 14:00 - 16:00

On Tuesdays and Thursdays you will not be able to reach the office that processes the benefits.

Further information can be found here.

CJD

Are you at the beginning of a new phase in your life and want to reorient yourself professionally?

Then the CJD can provide you with professional and independent advice. The counselling is free of charge. The CJD will help you with the various forms of further training.





The CJD's retraining and further education programmes are based on a combination of digital and face-to-face learning. The programme is aimed at various people:

- who were no longer able to work for health reasons
- who were on family leave
- who were unemployed

and who now want to return to work.

CJD Maximiliansau - further education counselling

Rheinstraße 1, 76744 Wörth

07271/9470

Fax: 07271/947-240

weiterbildungsberatung-rpn@cjd.de

Counselling hours

Monday to Friday, 08:00 - 12:00h

Thursday, 08:00 - 16:00h

Information appointments, every Tuesday 14:00h (House 3, ground floor)

Click here for the retraining and further education programmes.

IBB - Continue with education

ProfeS GmbH

An Fronte Diez 2, 76726 Germersheim

Customer centre

0800/7050000

kundencenter@ibb.com

Opening hours of the location:

Monday to Friday, 08:00 - 16:00h

Click here for the homepage.

Germersheim District Adult Education Centre

Would you like to learn something new? Or deepen your knowledge?





Then come to the Germersheim District Adult Education Centre (KVHS). The KVHS is a public institution of the Germersheim district administration. It is independent of politics and religion.

In addition to the KVHS location in Germersheim, there are also ten branch offices. They offer a comprehensive range of educational programmes. And for the entire population.

KVHS Germersheim

Contact: Mrs Barbara Sachse

Ritter-von-Schmauß-Str., corner of Paradeplatz, 76726 Germersheim

07274/53334

vhs@kreis-germersheim.de

Further information can be found here.

Assistance during training (abH)

Do you have difficulties or problems with your training?

Some people have difficulties in their training. But there is a way to get help. This is what the **training support** programme **(abh)** is for. The training-related assistance provides support for school-related problems during training. The job centre or employment agency can help.

How does the training support programme (abh) work?

During training, support is provided by a training organisation. The training provider writes a personalised support plan. This plan includes, for example, extra tuition in German and other subjects. It is also possible to receive support in preparing for exams. If you have problems with your training company, you can also get help with this.

The training support programme is free of charge for trainees.

You can find more information on training-related assistance (abH) here.

Supportive financing - vocational training allowance (BAB)

Sometimes the money paid during training is not enough. If this is the case, you can submit an application to the employment agency or job centre. This support is called Berufsausbildungsbeihilfe (BAB).

What do I need to receive BAB?

Information on the requirements for BAB can be found on the <u>website of the Federal</u> <u>Employment Agency</u> at .

Basic vocational qualification





There are also other ways to get help before or during training or a programme. This is called **basic vocational qualification**. In Germersheim, ProfeS GmbH offers such basic vocational qualification programmes.

What do I need to take part in a basic vocational qualification programme?

An education voucher from the employment agency or job centre. With this voucher, the course is free of charge. It is also important that you have at least an A2 language level. Then you can take part.

What does the course do?

This course teaches you the basics. They should help you to successfully pass a vocational and/or training programme. The aim is for fewer people to drop out of their programme or training.

The contents include

- Learning to learn,
- Reading and writing training,
- basic arithmetic,
- information and communication technology,
- application and graduate management.

Click here for the services offered by <u>ProfeS Gesellschaft für Kommunikation und Bildung</u> mbH.

Studies

General information

Study in Germany

Would you like to study in Germany?

If you need to study in Germany, you need a certain school-leaving qualification. This qualification is called Abitur or Fachhochschulreife. In order to

this qualification, you must attend a grammar school.

Is studying in Germany expensive?

Education in Germany is one of the best in the world. And yet it costs less than in many other countries.

In most countries, you don't have to pay any tuition fees at all. But you do have to pay a semester fee. This varies from university to university. In most cases, the fee is between 100.00 and 350.00 euros. The Semesterbreitag allows you to use buses and trains at your place of study free of charge.





Missing qualifications

Don't have a German Abitur?

Then it is sometimes possible to study with a school-leaving certificate from your home country. However, this must first be checked.

You will also need proof of good German language skills (language level C1). For example, TestDaF, DSH or tel Deutsch C1 Hochschule. Some universities also offer preparatory semesters. You can learn German there. You can obtain information about this directly from the universities. Most universities have counselling services.

- The guidelines 😨 <u>"Garantiefonds Hochschule"</u> support late repatriates, refugees and immigrants on their way to a university entrance qualification and into higher education.
- You can find more information on the educational counselling service "Garantiefonds Hochschule" at
 <u>here</u>.

Further information on the topic of recognition can be found

- <u>here</u> in our app
- Information portal on foreign educational qualifications, @<u>Anabin</u>
- Information portal ^(*)<u>"Recognition in Germany</u>"

You cannot study directly in Germany with your school-leaving qualification?

Then you may have the option of attending university through a preparatory course (Studienkolleg). The preparatory college prepares foreign applicants specifically for a degree programme. This can be at a university or a university of applied sciences in Germany.

Further information

- Dinformation from the Deutsches Studentenwerk on the general conditions for international students.
- The 😧 <u>careers information centre</u> of the Federal Employment Agency. Here you can find information about the content, procedure and entry requirements for a specific training or study programme.

Types of universities

Which universities are there in Germany?

There are many different degree programmes. And there are different types of universities. There are state and private universities. Private universities are not necessarily better. However, you often have to pay high tuition fees there.

In Germany, there are universities in these categories:

• Universities (orientated towards science)





- Universities of Applied Sciences (practice-orientated)
- Dual universities (very practice-orientated)
- Colleges of art, film and music (for artistic subjects)

These websites can help:

- University Compass (all degree programmes and universities in Germany)
- Study in Germany (information for refugees)
- Employment Agency Study Orientation
- German Academic Exchange Service (DAAD all degree programmes in Germany)
- Overview of the types of higher education institutions
- Scheck-U Exploration tool for training and study programmes

Dual study programme

On a dual study programme, you work and study at the same time. This is a speciality in Germany. You learn theory at the university and gain practical experience in the company at the same time.

Some models also offer the option of obtaining a Bachelor's degree and completing vocational training at the same time.

You can already earn money during the dual study programme. The company where you learn the practical skills pays you a salary.

Guide to dual study programmes

University compass

Studying at a university of cooperative education (BA)

Universities of Cooperative Education (BA) are educational institutions that exclusively offer dual study programmes. Training and study programmes are very closely interlinked there. Universities of cooperative education are also known as dual universities.

Vocational academies can also be distinguished from universities of applied sciences.

But how does a BA differ from a university of applied sciences?

At a university of applied sciences, what you learn is also related to practice. **BUT** students can only apply everything they learn in internships.

In contrast, at a BA or dual university, the periods of study and work are always the same length. Therefore, the theoretical part at the BA and the practical part at the company alternate every three months.

In order to start a degree programme, applicants must find a company with which they can sign a training contract. Half of the training then takes place in this company. The other half of the training takes place at the university of cooperative education.





Funding and scholarship

Are you a student? You can't afford to live during your studies? Then you can get financial support in Germany.

BAföG

There is the Federal Training Assistance Act (BAföG for short). You must submit an application. Then you can get money. This money covers your daily expenses.

The money is paid monthly. At best, you will receive the money for the duration of your studies. The monthly amount of BAföG can be up to €935. Half of the money must be paid back after your studies. You will receive detailed information on this.

The information on BAföG changes regularly. You can view this information via the following link

Sevent Se

BAföG website - all information at a glance

Scholarship

You can also apply for a scholarship. As a rule, you do not have to pay back a scholarship. There are certain requirements. You need good grades. And you must be involved in voluntary work. How much money do you receive as a scholarship? The amount is often calculated in the same way as the BAföG rate. In addition, there is a so-called "book allowance". This is a monthly payment of up to €300.

Certain organisations award the scholarships. They are often referred to as "Begabtenförderungswerke". The following organisations offer programmes specifically for refugees. Would you like to apply? The rules can be found on the websites. There you will also find information on what you need to be able to do.

Friedrich-Ebert-Stiftung (FES) - Scholarships for Refugees

Böckler-Aktion Bildung of the Hans Böckler Foundation

Konrad-Adenauer-Stiftung (KAS) - Scholarships for Refugees

Villigst - Our scholarship for refugees

Bread for the World - Programme for Refugees (for women only)

The Otto Benecke Foundation offers the Guarantee Fund. All young, newly arrived migrants can apply here. You will be supported if you want to obtain a higher education entrance qualification in Germany, prepare for a university degree and pursue an academic career.

Otto Benecke Foundation in Bonn - University Guarantee Fund

There is also the Germany Scholarship. This provides €300 per month. The Germany Scholarships are awarded by the respective universities.





Germany Scholarship: Become a scholarship holder

Further information can be found on the website of the Higher Education Campaign for Refugees and in the database of the Federal Ministry of Education and Research (BMBF).

Some universities offer scholarships for international students. Have a look at the university's website. Or contact the university directly.

Language

Language levels and certificates

Learning German

In order to integrate successfully in Germany, it is important to learn the German language. The German language is also very important for starting an apprenticeship or working. Only if you can communicate can you socialise and get to know people.

You can learn the language in a language course. Language courses are categorised into different levels - from beginner to advanced.

There are six levels for language courses: A1, A2, B1, B2, C1 and C2.

What do the six levels mean in detail?

A1: Beginner

- You can understand and use simple words and sentences.
- You can introduce yourself and others.
- You can ask questions about a person.
- You can answer questions.
- A person speaks slowly and clearly. You can converse with them.

A2: Basic knowledge

- You can understand sentences and frequently used words.
- You can communicate in simple, everyday situations.
- You can describe your background, education and environment.

B1: Advanced use of language

- You can understand a lot.
- You can say something about familiar topics and personal interests.
- You can talk about experiences and events, dreams, hopes and goals.
- You can give brief reasons or explanations for plans and opinions.

B2: Independent use of language





- You can understand the most important content of complex texts on concrete and abstract topics.
- You can also understand specialised discussions in your field of specialisation.
- You can communicate fluently and spontaneously.
- You can justify a point of view on a topical issue with advantages and disadvantages.

C1: Specialised language skills

- You can understand a lot of demanding, longer texts.
- You also understand meanings that are not explicitly stated
- You can express yourself clearly, in a structured and detailed manner on complex issues.

C2: (near) native speaker level

- You can understand practically everything you read or hear with ease.
- You can summarise information from different written and oral sources.
- You can give reasons and explanations in a coherent presentation.
- You can express yourself spontaneously, very fluently, precisely and with nuance.

Would you like to take a language course?

Language courses are offered by various organisations. Solutions You can find the most important contacts and addresses here.

Language Courses

Initial orientation courses

Courses in which you learn your first words in German are called "initial orientation courses". These courses teach the first steps in the German language. They also provide initial information about life in Germany. The courses are intended to provide initial practical help. And they make it easier to find your way in everyday life. A course has 300 teaching units. Each lesson lasts 45 minutes.

The course modules consist of topics such as:

- "Health/medical care",
- "Work",
- "Kindergarten/school",
- "Housing",
- "Local orientation / transport / mobility".

Participants should learn how to find their way in everyday life as quickly as possible. Various values should also be taught during the initial orientation courses.

Who can attend an initial orientation course?





Initial orientation courses are primarily intended for asylum seekers with unclear prospects of remaining in Germany.

However, if there are free places on the course, recognised asylum seekers with good prospects of staying may also attend. These courses are not intended for people who are required to attend school or vocational school.

It is possible to switch from an initial orientation course to an integration course as soon as participants are granted access. The people on the courses have very different levels of previous education. Illiterate people can attend the courses just as easily as university graduates. Initial orientation courses are free of charge.

What language is spoken on the course?

German is spoken on the course. Interpreters are not on the course.

Are you looking for a suitable course?

The counselling centres for migration and asylum or the social counselling centres can help.

Click here for the advice centres.

Integration courses

What do I learn in an integration course?

In the general integration course, participants learn German up to language level B1. This involves 600 lessons. There are also 100 additional lessons. These additional lessons provide an insight into the culture, politics and social traditions in Germany.

At the end of the integration course, participants have to take two exams: "German Test for Immigrants" (DTZ) and "Living in Germany" (LiD).

Are there different integration courses?

There are also special forms of integration courses. These include, for example, the youth integration course. It lasts 900 lessons. The courses can therefore have more or fewer teaching units.

How much does an integration course cost?

Integration courses are free of charge for some groups. This applies to refugees and other target groups who receive social benefits.

What do you need to take part in an integration course?

The job centre, the social welfare office or the immigration office can oblige people to take part in an integration course.

You are not obliged to attend a course but would like to?

If you would like to attend an integration course voluntarily, you can apply to the BAMF. If you need help with the application, the asylum advice centres and migration advice centres can support you. They can also advise you on choosing an integration course provider.





- Click here for the asylum and migration advice centres
- Application for admission to an integration course BAMF
- A list of authorised integration course providers in the district of Germersheim can be found at <u>here.</u>
- An overview of the integration courses on offer in the district can also be found on the website of the <a>Federal Office for Migration and Refugees
- General information from the BaMF on language courses can be found in the BaMF-Navi

Job-related language courses

Vocational language courses

Sometimes, after attending an integration course, your language skills are not yet sufficient for your job. Then there is the opportunity to further improve your German language skills. Job-related German courses help with this. The courses are called DeuFöV. Anyone who wants to can attend them. This is possible

- during your job
- during training
- during a vocational qualification programme
- or as preparation for starting a career in Germany.

The basic modules of the DeuFöV courses aim to lead to language level C1. There are two courses with 400 teaching units each. Each of these courses concludes with a certificate examination. In addition to the basic courses, there are various specialised courses with different focuses.

An authorisation or obligation is required to take part in such a German course. These are issued either by the job centre or the employment agency. They can also be applied for from the BAMF.

A language level of at least B1 is a prerequisite for participation.

Further information on the DeuFöV courses can be found <u>at here</u>.

LUNES APP - job-related language support via app (free of charge)

Trainees (apprentices) have to learn a lot of new job-specific vocabulary throughout their training. Regulations and safety instructions must also be easily understood.

Many people with a migration background have great difficulties here because they do not understand the language very well.

The LUNES app from Tür an Tür - Digitalfabrik gGmbH specifically helps trainees to learn the technical language that is important for their job.

The app is clearly organised into different areas, professions and modules. You can learn individual words and see matching photos. You can also listen to audio files.

The app thus offers:





- Provide vocabulary related to the industry or profession
- Discover different professions, which are continuously expanded
- For people with German as a second or foreign language at school and at work
- Realisation together with schools, companies and integration stakeholders in Germany

The LUNES app can be downloaded **free of charge** for OS and OS Android. It only stores technically necessary data.

Click here to go to the homepage

Language courses

In order to live and work well in Germany, it is important that you also speak the language well. To learn German, you can take a language course. There are many different organisations that offer language courses. You can choose the programme that suits you best.

Do you want to do a language course but don't know where?

There is an <u>overview</u> at . The Ministry for Family Affairs, Women, Culture and Integration has compiled a list of all current language courses. You can use the language course finder to find the right language course for you.

The state of Rhineland-Palatinate subsidises many language courses. These are called state courses. You can find more information on the state government's website 🚱 Landeskurse: Sprachziel Deutsch.

Would you like to do an integration course? Or have you been required to take an integration course?

Then you can search for a course on the website of the Federal Office for Migration and Refugees (BAMF). On this page you will find all courses sorted by location: 🚱 Integration courses.

District Adult Education Centre (KVHS)

The Germersheim District Adult Education Centre offers many other courses in addition to language courses.

Do you want to learn something new? Or do you want to improve your skills and socialise with people?

Then come to the district adult education centre. The Germersheim District Adult Education Centre has a total of ten branches throughout the district.

The district adult education centre offers courses in many areas.

These include

- Society,
- profession,
- languages,





- health,
- culture
- and other specialised basic education courses.

Ritter-von-Schmauß-Straße (side entrance to the vocational school), 76726 Germersheim

07274/53319

vhs@kreis-germersheim.de

Click here for the language course programme



CJD Maximiliansau

Contact person: Mrs Mariann Gerhardt

Rheinstraße 1, 76744 Wörth

07271/9470

sprachkurse-maximliansau@cjd.de

Click here for the CJD Maximiliansau



Internationaler Bund (IB) Germersheim

Contact persons: Mrs Marina Halilovic / Mrs Helene Mohr

August-Keiler-Str. 29, 76726 Germersheim

07274/94 99728

integrationskurse-germersheim@ib.de

Click here to go to IB Germersheim





ProfeS GmbH

Rudolf-von Habsburg-Str. 2, 76726 Germersheim

07274/949930

info@profes-gmbh.de

Click here to go to ProfeS GmbH

SCAFLEM Institute

Contact person: Mrs Alexandra Martín Gómez

Marktstraße 4, 76726 Germersheim

0157/78389415

info@scaflem-insitute.com

Click here for the SCAFLEM Institute

Click here for an overview of the language courses on offer in the Germersheim district:

202403 language courses&counsellingDistrictGER.pdf

Learn German online

It is not always possible to take part in a local German course. Often the course times do not fit in with their own everyday life with work and/or family. Caring for children during course times is also often a problem.

An online course can help here. These courses allow you to learn from home. There are many free offers for learning German. This also allows adult beginners to practise and improve their reading and writing skills.

The courses are also good for preparing for exams.

What do I need to take part in a course?

For most courses, you will need a computer with speakers or a smartphone. And an internet connection.

What free courses are available?

The VHS learning portal offers free digital learning programmes. The courses are available for German as a second language, literacy and basic education.





VHS learning portal

The special feature: the German courses are approved by the BAMF as digital textbooks for integration courses. All interested parties have free access. You can prepare specifically for the exams.

- VHS learning portal
- ABC German courses
- A1 German course
- A2 German course
- B1 German course
- B1 German course for work

Selection of other free web offers and apps

- Federal Ministry of Education and Research (BMBF)
- Goethe Institute
- German Academy
- Deutsche Welle
- Second Second

Alphabetisation

With the free alphabetisation app Serlo ABC, learners can learn the Latin alphabet. They can learn independently, intuitively and in a personalised way.

Serlo ABC

Vocabulary trainer

There are many free media available to practise German: from apps with learning materials, videos, podcasts and games to social media and community offerings.

Goethe Institut Deutschtrainer A1 app

The vocabulary trainer from PONS is also available as an app. This sophisticated learning concept offers varied exercises in over 20 languages.

PONS vocabulary trainer

Further links

• Information from the Federal Ministry of Labour and Social Affairs for asylum seekers on learning German




• Further education portal of the state of Rhineland-Palatinate

Language mediation and communication, interpreting

Interpreters and interpreting services

If someone is new to Germany and does not yet speak the language well, they sometimes need help. It can help to have someone with you who can translate at appointments with the authorities or others. These people are called interpreters. They can help and translate at appointments. This can be at various appointments. At appointments:

- with the immigration office
- with the social welfare office
- with the school
- at doctor's appointments
- at parents' evenings at school
- or at kindergarten

You can contact various organisations to find a suitable interpreter. The asylum advice centres or interpreter placement centres can help. They help to find suitable people who can translate. If possible, they will accompany those seeking advice to their appointment. The interpreters treat all concerns confidentially. They do not tell others what was discussed in a conversation. It is important to know that interpreters **do not** provide **professional advice**, **legal advice or legal representation**.

DOOR

What is the DOOR project?

The DOOR project is run by students from Germersheim University and qualified volunteers. They interpret in the social field. Among other things, they provide support during visits to the doctor, contact with midwives or with the authorities. However, this does not include court proceedings, police hearings or asylum procedures.

What languages does DOOR offer?

DOOR covers most languages. If you need a translation in another language, you can ask DOOR.

What does it cost to use DOOR?

Important: Please note that the DOOR service will **no longer be free of charge** from 1 January 2025!

If you want to use a volunteer interpreter, the first hour (or part thereof) will cost \in 20.00. From the second hour onwards, you will have to pay \in 10.00 (per 30 minutes or part thereof). You must also pay the travelling costs. Here we charge \in 0.28 per kilometre. Or a bus or train ticket will be charged.





What does DOOR offer?

- Translations directly on site
- Translations by video
- Translations over the phone

Would you like to make an enquiry?

From January 2025, DOOR will be using mediation software for this purpose. You can use it to submit requests for interpreting assignments. As a client, you can also manage your data. You can find information on the registration process <u>here</u>

Arbeit und Leben gGgmbH

Contact person: Dr Lisa Baum

PHintere Bleiche 34, 55116 Mainz

606131/1408626 or **6**0176/60278942

@l.baum@arbeit-und-leben.de

@anfrage@arbeit-und-leben.de

Click here for the homepage

Here you can find information about the language mediator project DOOR (interpreting in social spaces):

- **S**Info sheet Arabic
- SInfo sheet English
- <u>Info sheet Farsi</u>
- **S**Info sheet Kurdish
- SInfo sheet Russian
- Elnfo sheet Somali
- SInfo sheet Tigrinya
- 😥 Info sheet Turkish
- **One State State**

Translation of documents

Official documents (e.g. certificates, marriage or birth certificates) may **only be translated by state-certified translators** in Germany. These translations can be expensive. You





should therefore check carefully beforehand whether a certified translation is really needed.

There are various free online services for a rough translation. These are, for example

- Google Translate
- Reverso translator
- deepL translator

Become an interpreter yourself

Many people who have recently arrived in Germany and do not yet speak German very well need help. English is usually spoken in refugee accommodation centres, authorities and institutions. Nevertheless, many of them need support for their conversations. People who have lived here for some time and speak several languages can help their compatriots. They can translate or mediate.

Communication aids on the subject of health

If you need to see a doctor, you can find <u>illustrated charts and translation aids</u> at . This can help doctors during consultations and when explaining the diagnosis.

Pictograms as a communication aid - understanding each other with the help of pictures

Pictures, so-called pictograms, can also help in a conversation. You can find lots of pictograms for communication on various topics on the Internet.

Work / Employment

Job search

Are you looking for a job?

Then there are various ways to find a job. Many companies look for employees in newspapers. Or they publish their vacancies on the Internet. This can be on their own websites or in search portals. It is also possible to network via social media to find vacancies.

In addition to the job centre, the employment agency can also help with the search.

If you are interested in a company but it has not advertised any vacancies, you can still apply. This is called a speculative application. It is best to call the company beforehand or drop by. You can then ask whether you can send them your application documents.

So there are many different ways to find a job:

Job exchange of the Federal Employment Agency, the HKK and HWK





- Search portals on the internet, e.g. also specifically for <u>new immigrants</u>
- Company websites
- Career information fairs
- Daily and weekly newspapers (Die Rheinpfalz)
- Social media (LinkedIn, Xing)
- Ask your circle of acquaintances
- Ask the companies personally or call / unsolicited application
- Social counselling/ integration management
- Job coaches
- Help with finding work is provided by the job centre or careers advice service at the employment agency
- Job centre, for recipients of assistance

Start2Connect: Support for starting a career

Start2Connect helps migrants and refugees to find work in Germany and develop their careers. Whether you are looking for a new job or want to learn new skills - Start2Connect offers help and accompanies you every step of the way.

Career entry and further training

Start2Connect offers access to free further training and a large network of companies. This opens up new opportunities for professional success.

Start2Connect helps:

- Quick job search: support to find a suitable job quickly.
- Further training: Information and help with courses that create new career opportunities.
- Network: Contacts to many companies looking for skilled workers.
- Community: Exchange and support in a group with similar experiences.

Community and personal help

Starting out in a new country is often difficult. Start2Connect offers personal counselling and a strong community that supports the first steps and builds long-term perspectives.

More information can be found on the Start2Connect website:
https://www.start2connect.com/ _

Self-employment

What types of employment are there?

A distinction can be made between two types of employment for people who work. There are:

- self-employed and
- dependent employees





Self-employed people do not have an employer (boss). They only work for themselves. They can decide many things for themselves, for example how and when they work. However, they also have to provide for themselves financially. And they have to take out social security. They have to pay for many things themselves. Health insurance, pension insurance and unemployment insurance are very important. When it comes to health insurance, self-employed people have to decide whether they want to take out statutory or private insurance.

What types of self-employment are there?

There are two groups of people who are self-employed:

- those who run their own business
- those who work on a freelance basis (as solo self-employed persons).

You can earn different amounts of money while self-employed. For some, the money is enough to live on. These people work completely independently. This is called main occupation.

Some people do not earn enough money from their self-employment. Or they want to work for a company for other reasons. In this case, they are still employed there and only work as a self-employed person on the side. This is known as a sideline.

• You can find more information on forms of self-employment at the <u>Federal Agency for</u> <u>Civic Education</u>

Would you like to become self-employed?

If you want to become self-employed in Germany, you need a <u>residence permit</u>. It is also important that you can speak and write German well.

Your employment agency or job centre can help you take the first steps towards self-employment. The staff will provide you with information on setting up a business. They will name important contacts for further counselling. And they will tell you which benefits you can receive for support.

- Information on setting up a business from the Federal Employment Agency
- Information on setting up a business and start-up grants

The number of self-employed women is increasing

The proportion of women among all people who become self-employed is increasing. According to the microcensus, 34 per cent of all self-employed people in Germany in 2023 were women.

In 2023, 44 per cent of businesses were founded by women, according to the Start-up Monitor 2024 of the Kreditanstalt für Wiederaufbau (KfW) (2022: 37 per cent). On a long-term average, women account for 39 per cent of start-up activity.

Nevertheless, women in Germany are still less likely to be self-employed than men. This applies both to the group of solo self-employed persons and to self-employed persons with employees (Figure 1).







Solo-Selbstständige und Selbstständige mit Beschäftigten in Deutschland (1991-2023), in Tausend

Datenquelle: Eurostat, Labor Force Survey (EU-LFS), eigene Berechnungen

WSI Bearbeitung: WSI GenderDatenPortal 2025

Of all women who work, only 5.8 per cent were self-employed in Germany in 2023. Among working men, the proportion was 10 per cent, almost twice as high. This is according to the microcensus conducted by the Federal Statistical Office.

The federal government wants to make it easier for women to become self-employed. There are various support programmes and campaigns to this end.

Are you looking for support and further information?

You can find this at 🚱 Federal Ministry for Families, Senior Citizens, Women and Youth

Pseudo-self-employment

Sometimes a person presents themselves as a self-employed entrepreneur. But in reality they work for a specific employer. Then it only looks as if they are self-employed. This is called sham self-employment. The person is personally dependent on their employer. They can therefore be regarded as an employee.

Important: In Germany, bogus self-employment is prohibited!

In social security law, bogus self-employed persons are considered employees. Social security contributions must be paid for them. This means that the employer must pay into pension insurance, health insurance, long-term care insurance and unemployment insurance on their behalf. If they deliberately fail to do so, the employer may be obliged to do so. The employer must then pay the social security contributions in arrears.

The bogus self-employed person also has certain claims against their employer under labour law. These include, for example, protection against dismissal, public holiday pay, holiday entitlement, continued payment of wages in the event of illness and much more.





What are the key characteristics of bogus self-employment?

- The client determines the working hours. This also includes holiday arrangements
- The contractor only works for one client.
- The client's employees regularly do the same work.
- The employer gives instructions to the contractor. And he decides over him.
- the contractor wears the client's work clothes, for example.

Who is particularly affected by bogus self-employment?

The sectors and job profiles include

- IT consultants
- Drivers in the haulage industry and courier drivers
- Cleaners
- Graphic designers and copywriters
- Programmers
- Teachers
- Honorary doctors
- Craftsmen

Further information on bogus self-employment can be found here:

Information from the IHK on the topic of "Avoiding bogus self-employment"

The German Pension Insurance also provides information on the topic of <u>bogus</u> self-employment

• FG - For founders

Access to the labour market

Employment Agency (AA)

The Employment Agency is responsible for everything to do with employment. For example

- job search and job placement
- Admission to the labour market
- Help with career choice (career counselling) and training
- for questions about <u>further vocational training</u>; Promotion by the Employment <u>Agency</u>.
- for employer counselling (<u>Employer Service</u>).

The employment agencies provide personalised advice on how and where people can work.





Anyone who is not yet supported by the employment agency or a job centre should **register online** at

This requires personal details and information on qualifications and work experience. The data entered will be sent to the relevant employment agency.

Note: This information is also available in English.

Germersheim Employment Agency



Josef-Probst-Str. 24, 76726 Germersheim

06341/958901

Germersheim@arbeitsagentur.de

To the Germersheim Employment Agency

Opening hours:

Monday to Friday, 08:00 - 11:00h

Kandel Employment Agency



Saarstr. 93, 76870 Kandel

08004555500 (free of charge)

Opening hours:

Monday to Thursday, 08:00 - 11:00h

Friday closed

Note on postal items

Please only use the postal address for letters to the Employment Agency. This will ensure that the documents reach the responsible counsellor more quickly.

Employment Agency Landau, 76828 Landau





Job centre

Don't have a job and need help?

Then you can contact the job centre. You will get support there.

- It pays financial benefits,
- it helps you to look for work
- it offers you measures to help you gain further qualifications
- it can, for example, enable you to take part in a language course, arrange career counselling or have certificates recognised.

Further information on counselling and placement in the labour market can be found here: <u>Labour market access</u>.

Will you be supported by a volunteer who will accompany you to the job centre?

For data protection reasons, you must authorise this person. Only then can they receive information about your case. The power of attorney must be completed in full. Both persons must sign it.

For asylum seekers: Steps after a positive decision

Has your asylum application been recognised or have you been granted refugee protection?

Then you have received a positive decision (letter) from the Federal Office for Migration and Refugees (BAMF). The asylum procedure is now complete. Now you have to do the following:

1. attend a personal interview

- You must go to the Job Centre during opening hours.
- You will be registered as a customer there.
- Your background will be recorded.
- You arrange a counselling appointment with the benefits department
- You make an appointment with the job centre.
- You are registered as a jobseeker.

2. benefits department

Important: You always need an appointment for a counselling session.

• You can apply for benefits at this appointment. Your benefits officer is responsible.

3. job centre

Important: You always need an appointment for counselling.





You should have these documents with you at the appointment:

- The commitment to an integration course or confirmation of participation in an integration course.
- If possible, documents relating to school attendance, training, work certificates, recognition of qualifications obtained abroad...
- Reports on special skills (trade, language skills, etc.).
- You should consider in advance which area of work you are interested in.

Job centre

Germersheim office

Waldstraße 13, 76726 Germersheim

Job Centre

Kandel office

Saarstraße 93, 76870 Kandel

07274/70110

Fax: 07274/7011-266 or -276

jobcenter-germersheim@jobcenter-ge.de

Telephone availability:

Monday to Friday, 08:00 - 12:30h

Monday to Wednesday, 14:00 - 16:00h

Thursday, 14:00 - 18:00h

It is not possible to call the benefits department on Tuesday and Thursday mornings

Do you have a residence permit or a tolerated stay permit?

Your asylum procedure has not yet been finalised and you therefore have a residence permit? Or your asylum application has been finally rejected and you therefore have a tolerated stay permit? Then the job centre is **not** responsible for you. You must take your questions to the <u>Employment Agency</u>. They will advise you on finding work.

Immigration of skilled labour

Specialists

What is a specialist?





A skilled worker is a person who has a university degree. Or qualified training in a profession. The training must last at least two years. They also need a corresponding qualification from their home country.

How can you check whether you are a skilled worker?

There are <u>recognition centres</u> in Germany for this purpose. They check whether the person can work in a German profession.

What help is available to work as a skilled worker

If you want to work as a skilled worker in Germany, you can get help. There is a law on the immigration of skilled workers. This law is for people who have vocational training. And also for skilled workers with a university degree, but without a degree.

How can I submit an application?

There are two ways to submit an application:

- 1. The skilled worker can submit the application themselves
- 2. The company submits the application on behalf of the skilled worker. They need a power of attorney for this. This authorises the company to submit the application on behalf of the skilled worker.

Are you a skilled worker and want to work?

It is important that you have an employment contract. You also need an offer for a specific job. Your qualification must also be recognised in Germany. You do not need a so-called "pre-employment check" by the Federal Employment Agency (BA for short). This means that the BA will not check whether there are applicants from Germany or the EU available for the specific job. However, the BA will still check the working conditions.

Where can a skilled worker work?

A skilled worker can work in the profession for which they have the right training. It is also possible for them to work in a similar profession.

Different types of training for skilled workers

Skilled workers can have different types of training.

1. professionals with academic training:

They can work in a profession for which they have a university degree. Or they can work in another qualified profession for which they do not need a university degree. However, the professional qualification must be similar. Helper and trainee occupations are therefore excluded. For the EU Blue Card, it must be a job that matches the professional qualification. This normally requires an academic qualification.

2. skilled workers with vocational training:

They can work in all professions that they have learnt. There is no longer a restriction to <u>bottleneck occupations</u>. These are professions in which too few people are working and





which are urgently needed.

Skilled workers with qualified vocational training can enter Germany to look for work. They receive a residence permit for up to six months.

The prerequisite is:

1) The foreign qualification must have been recognised in Germany,

2) the person must be able to support themselves during their stay,

3) the person speaks sufficient German. They can speak enough German to practise their profession. In most cases, German language skills of at least level B1 are required.

Can you do trial work?

As long as the person is in Germany to look for a job, they can do trial work. They may work up to ten hours a week. This allows the employer and the foreign skilled worker to test whether they are a good match.

Skilled workers with a recognised academic qualification can also work on a trial basis. They may enter Germany for up to six months to look for a job.

Residence for qualification measures

You can also stay in Germany to complete a qualification programme. To do this, you must first undergo a recognition procedure abroad. This procedure determines whether the person abroad has the same qualifications as in Germany (notice of recognition).

This visa also requires a corresponding knowledge of German. Usually at least language level A2.

With this residence permit, you may stay in Germany for 18 months. In certain cases, it can be extended by 6 months.

Once the 24 months have expired, the person can obtain a new residence permit. This time to do an apprenticeship, to study or to work.

Can a skilled worker from abroad obtain a settlement permit?

Foreign skilled workers can obtain a settlement permit after just four years in Germany.

Entry for training and study

Do you want to travel to Germany to look for a training place?

According to the new regulation, interested persons can also enter Germany to look for a training place.

The requirements for this are

1) German language skills at level B2





2) a qualification from a German school abroad or a school-leaving certificate that entitles the holder to enter higher education

4) they must be a maximum of 25 years old

5) you must be able to support yourself. You must not be dependent on financial assistance

German language course to prepare for training :

With a residence permit for qualified vocational training, you may attend a language course in preparation. This can also be a job-related language course.

Extended transfer options for international students

International students can change to other residence permits. This is also possible if they have not yet completed their studies. For example, they can start vocational training and obtain a residence permit for this.

With the Skilled Labour Immigration Act, there are even more opportunities to change. Under certain conditions, a person can already work as a skilled worker during their studies or training/further training.

However, this must first be checked by the BA. There is then a change to a residence permit for the "pursuit of qualified employment".

Settlement permit after training:

Anyone who has successfully completed training for a profession in Germany can obtain a settlement permit after just two years. The same rules apply to them as for university graduates.

- You can also find more information on the website Make it in Germany
- You can also take a <u>quick test</u> on your options there!

Information for companies

Accelerated skilled labour procedure

Employers can apply for an accelerated procedure at the Immigration Office. To do this, you need the authorisation of the skilled worker for whom the application is being made. An agreement must be concluded between the company and the foreigners authority.

What do I need for the agreement?

- Authorisations and obligations of the employer,
- · Authorisations and obligations of the skilled worker,
- Authorisations and obligations of the authorities involved (foreigners authority, Federal Employment Agency, recognition offices, diplomatic mission abroad),
- a description of the procedures. This must include all parties involved and all deadlines





What does the accelerated procedure cost?

411.00€ for the accelerated skilled labour procedure at the Foreigners' Registration Office

- + €75.00 visa fee
- + all other costs incurred (certified copies, translations).

What does the foreigners authority do?

- It advises employers. It supports them in carrying out the procedure for recognising the foreign qualification of the skilled worker.
- It obtains the approval of the Federal Employment Agency. And it checks the legal requirements for issuing the permit. The recognition centres and the Federal Employment Agency must decide within certain deadlines.

All requirements are met. What happens next?

If all requirements are met, the foreigners authority issues a so-called preliminary approval. It sends it to the employer for forwarding to the skilled worker.

The skilled worker then books an appointment at the diplomatic mission abroad. There they apply for the visa. The appointment must take place within three weeks. You must bring your advance approval (original) with you to this appointment. All other documents required for the visa must also be submitted.

The skilled worker has now submitted their complete application for a visa. It takes about another three weeks until a decision is made.

Who is eligible for the accelerated procedure?

The accelerated procedure for skilled workers also applies to the spouse of the skilled worker. And for unmarried minor children. It is important that the legal requirements for <u>family reunification</u> are met. And that an application has also been submitted for them.

Central Immigration Office for Skilled Immigration Kaiserslautern

It is a service partner for employers and employees from non-EU countries. It provides support in all matters relating to the immigration of skilled labour. You can find all the necessary documents here <u>Checklist</u>.

Postal address

Central Immigration Office for Skilled Labour Immigration Rhineland-Palatinate, 67653 Kaiserslautern

fachkraefteeinwanderung.rlp@kaiserslautern.de

Click here to go to the Central Immigration Office

Further links:





- Make it in Germany Information for companies
- iQ-Network RLP
- Welcome Centre RLP
- Single point of contact (EAP)
- Recognition of foreign professional qualifications
- **anabin** Information portal for foreign university degrees
- Federal Foreign Office: Working and living in Germany
- Hotline Working and Living in Germany,
 03018151111

Employment law

Labour contract

Anyone who starts work is given an employment contract. The employment contract regulates the most important conditions of an employment relationship such as

- working hours
- holidays
- amount of salary and
- notice periods

Both sides - employee and employer - must adhere to these agreements.

It is important not to sign the contract until you have understood everything. Once signed, the contract becomes legally binding.

An employment contract can also be established verbally or tacitly through conclusive behaviour!

Anyone who has already worked must be paid by the employer. Even if there is no written employment contract (yet)!

Types of contract:

1. open-ended employment contract

There is usually a probationary period of three or six months. During this period, either party can terminate the contract at short notice. This can be done within two weeks. At the end of the probationary period, a permanent employment relationship begins with longer protection against dismissal. The working hours are usually up to 40 hours per week.

2. fixed-term employment contract

The employment relationship ends at the agreed time without the need for notice of termination.





You can find information on your rights when working in Germany here:

- IQ Network Integration through Qualification, Fair Integration
- The German Trade Union Confederation (DGB) also provides information on labour rights for skilled workers from third countries and for refugees

Unemployment and social benefits

Entitlement to unemployment benefit I (ALG I) from the Employment Agency

In principle, everyone in Germany should provide for their own livelihood. The aim should be to have enough money to live on through work. However, if you don't have enough money to live on, you can get help from the German state. The state helps if you do not have enough money to live on. Or if you can only pay part of it yourself.

Anyone who loses their job can receive unemployment benefit I. However, the person must have been compulsorily or voluntarily insured in Germany for at least 12 months. And this must have been the case for the last 30 months. As a rule, you receive these periods of compulsory insurance because you worked during this time. Under certain circumstances, there are other requirements.

The <u>Federal Employment Agency</u> decides whether a person receives unemployment benefit.

What do you have to do to receive unemployment benefit I (ALG I)?

1. register as a jobseeker

- if you have been made redundant from your job
- if you have been made redundant yourself. And if you do not have a new job in prospect
- or if you have a temporary job that is about to end

Do any of these points apply?

Then you must register as a jobseeker immediately. You must register at least 3 months before the end of your employment relationship.

The <u>Employment Agency</u> will help you to find a job. The employment agency will also advise you. Together you can see if you can get financial help.

There are different ways to register as a jobseeker:

- On site at the <u>employment agency</u>
- by telephone at <u>0800/4555500</u> (free of charge)
- Online at <u>https://www.arbeitsagentur.de/</u>





2. register as unemployed in person

Those affected must register as unemployed **in person** at their local <u>employment agency</u> on the first day without work at the latest. This is the prerequisite for receiving unemployment benefit.

3. Fill in the application for unemployment benefit

You can apply for unemployment benefit online. If you want to submit an application in writing, you can also collect the forms in person from the Employment Agency.

Do you want to register as unemployed?

You can find more information at 🚱 <u>here.</u>

Entitlement to citizen's allowance at the job centre

In order to receive citizen's allowance, these conditions must be met:

- You are at least 15 years old and you have not yet reached the age limit for your pension.
- You live in Germany and have your centre of life here.
- You can work at least 3 hours a day.
- You or members of your benefit community need help. The income of your benefit community is therefore below the minimum subsistence level. And you cannot finance your living expenses yourself.

Some people are unable to work due to a disability or illness. This means that they are not able to work. However, they can still receive citizen's allowance. For example, if they live with another person (community of need) who is able to work. And who has a right to benefits.

Do you want to make an application?

Then you can submit an application for Citizen's Allowance to your job centre.

If you apply for Citizen's Allowance, your job centre will need information from you. With this information, the job centre can check whether you meet the requirements for citizen's allowance. If the requirements are met, you are legally entitled to Citizen's Allowance. The job centre then calculates how much Citizen's Allowance you can receive.

For example, it plays a role whether you ...

- have no or only a low income.
- have children or are a single parent.
- live alone or with other people.

You can find out how to apply <u>here</u>.





Further information on the application, attachments and the decision can be found on the <u>Application and decision page</u>.

Recognition of foreign educational qualifications

Certificates

Certificates are important in Germany. You need them for school, university or work. Some people only have certificates from abroad. These can be recognised in Germany. Some people do not have any certificates from their home country. In this case, they can try to have their experience tested. Professional experience and professional skills can sometimes be recognised through tests.

Would you like advice on having your qualifications recognised?

These centres offer advice and support:

- @Central Service Centre for the Recognition of Foreign Qualifications
- GRecognition counselling in Rhineland-Palatinate
- @Recognition in Germany multilingual
- @Recognition in Germany Finder
- Precognition portal of the Federal Ministry of Education and Research
- Old Network
- Solution portal for foreign educational qualifications

IQ Recognition and Qualification Counselling Landau/Germersheim & Region ProfeS GmbH

An Fronte Diez 2, 76726 Germersheim

07274/949930

Karl-Ziegler-Straße 4, 76829 Landau

06341/1414430

Working in science

Would you like to study in Germany? Or work here as a scientist?

Then you may be able to have your certificates recognised in Germany. There are contact persons at the universities for this.

You can find more information here.

Recognition of university degrees

When do you need recognition?





For certain professions, you need to have your foreign university degree recognised in Germany. For other professions, there is the assessment of university degrees.

In Germany, a distinction is made between regulated professions and non-regulated professions.

There are certain legal requirements to be able to work in a regulated profession.

These are, for example, the following professions

- Medical professions,
- legal professions,
- engineering professions
- Teaching at state schools
- professions in the public sector
- This also includes subjects that are a prerequisite for practising an academic and regulated profession.

Do you have a foreign university degree for a regulated profession?

Then you must apply for recognition in any case.

Which professions are considered regulated professions?

You can find out which professions are regulated in the 🚱 <u>Recognition Finder</u>.

Non-regulated professions

There are also non-regulated professions. Here you can simply work as you please. There are no legal requirements for practising the profession. You therefore do not need to have any certificates recognised. You can apply directly to the labour market. Or you can become self-employed. Most professions in Germany are not regulated.

You have a foreign university degree and would like to work in Germany in a non-regulated profession...

1...and you already have a residence permit in Germany or come from the EU/EEA/Switzerland?

Then you can work in your profession without being recognised. You do not necessarily need an assessment of your university degree. However, an assessment can help when applying for a job.

2...and you come from a third country?

Then the assessment of your higher education qualification is important. If your university degree is comparable to a German degree, you can apply for a visa. This will allow you to come to Germany. This visa applies to recognised skilled workers. You can use the visa to come to Germany to look for a job, for example. Or with a concrete offer of work. You may also be able to apply for an EU Blue Card. You can find out more at O here.

Customised advice from Check-Work





What does good counselling look like?

Good counselling is important to support migrants on their path to training or work. It is particularly important to know what experience they have. And where their strengths lie.

check.work helps with this. Professional experience and competences can be determined here. Check.work helps with a realistic assessment.

check.work consists of two parts:

- 1. Module 1: Practice: This is about the professional experience of people with a migration background. It is recorded here in simple, easy-to-understand words. This is made possible by comprehensible pictures. The programme is available in five different languages (German, English, French, Farsi and High Arabic).
- 2. Module 2: Potential: This is about career-related strengths and potential. These can be important for training in Germany, for example.

check.work facilitates the professional counselling process. At the same time, it can support the counselling process because it saves time.

The interactive online application is a project of the IHK Munich and Upper Bavaria. It was commissioned by the Bavarian Chamber of Industry and Commerce (BIHK). It is subsidised by the Bavarian State Ministry of Economic Affairs, Regional Development and Energy.

Click here for the 😥 <u>homepage</u>.

Further information specifically on skilled labour immigration can be found in our app here.

Financial support

Do you have too little money to apply for recognition?

People who earn very little money are called low earners. However, a recognition procedure costs a lot of money. Low earners can submit an application. This allows them to receive a subsidy towards the costs. All costs incurred during the application process can be subsidised. This applies in particular to fees and translation costs. Each person can receive a maximum of €600.00 in assistance. They must submit an application for this.

It is important to note that you must first apply for financial support. And then the application for recognition. Only then can the costs be covered.

Recognition in Germany - Financial support

Information from the Research Institute for Vocational Education and Training (f-bb) gGmbH

@anerkennungszuschuss@f-bb.de

Official certification of certificates

An official certification is a confirmation. It shows that a document is genuine. Public authorities often require notarisation. For example, you need it if you want to enrol at a university. All





copies of certificates must be officially certified.

You can obtain the notarisations from your local citizens' office.

