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## Table of Contents

School, education and work	2
Information about school and work	2
Important information about school	2
Schools in Kaufbeuren	3
Recognition of foreign educational qualifications	5
Higher education	6
Vocational education and training	7
Dual training	7
Full-time education at the vocational school	8
Problems in training? VerA can help	8
Training toleration from 01.01.2020 for "tolerated" foreigners	9
Educational offers for everyone	9
Labor market access	10
Counseling centers for the labor market	10
Information for employers	12

## School, education and work

### Information about school and work

The conditions under which you can work in Germany depend on your residence status. You will find basic information and contact persons for your job search under Access to the [Labor Market](#).

If you have already completed school or vocational training abroad, you should make every effort to have these qualifications officially recognized. You can find out more about this under [Recognition of Foreign Qualifications](#).

There are around 400 training occupations in Germany. If you are looking for vocational training, you will find further information and contacts under [Vocational Training](#) (dual and full-time school).



If you are between 16 and 21 years old and do not have a job, you must attend a vocational [school](#). This applies if you are taking vocational training, but also otherwise. The vocational schools in Kaufbeuren also offer a variety of training programs that prepare you for advanced vocational training or for starting a career.

In Bavaria, children and young people must attend school from the age of six. You attend a general school before you start [vocational school or training](#), or before you begin university study. Further information can be found under [School \(6 to 15 years\)](#).

If you would like to study at an institution of higher education, you will find suitable information and contact persons under [Studies](#).

### Important information about school

#### Registration at school

You must register your child at the relevant school. After your registration at the  [Bürgerbüro](#) (Citizens' Office), the school responsible for your child will be informed automatically. The school will then send you an invitation to register your child. After you register, your child can go to school. You can find your relevant school at:  [Map of Kaufbeuren](#), selection: Schulsprengel. (A "Schulsprengel" is the neighborhood district in which resident children attend the local school.)

Important: bring your child with you! Please also bring an interpreter and the following documents with you:


Your passport, birth certificate or proof of arrival  
registration certificate of the Foreigners' Office  
all documents concerning your child (identity card, birth certificate, any available school certificates, medical certificates, etc.)

#### Sick leave from school



Please call the school before the lessons begin if your child is ill or cannot attend school for other important reasons. Otherwise the school will have to search for your child, if necessary with the police.

#### Travel costs to school

The city of Kaufbeuren is responsible for travel costs for pupils of primary and secondary

schools. Pupils of secondary schools up to and including 10th grade, special-needs pupils, and full-time vocational pupils should contact the  [school administration](#).

 [Education and participation package, abbr. BuT](#) (Bildungs- und Teilhabepaket)


It is possible for your child to receive financial support through the education and participation package for lunch at school, membership fees for cultural and sports clubs, or money for participating in school excursions. The application must be submitted to the  [Sozialamt](#) (Social Welfare Office) or  [Job Center](#).

You must always make the application before you pay anything yourself. If you have already paid something, you will not get the money back.

### **After-school care and (after-) lunch supervision**

For schoolchildren there are after-school day-care centers and mid-day supervision. Whether and by whom the costs will be covered depends on the residence permit. Please contact your child's school directly.

### **Supervision of homework**

Many helper groups also offer voluntary homework supervision. Just ask your  [circle of helpers](#).

### **Further Information**

Basically there is the possibility for admission to higher education even after graduating from a Hauptschule (middle school) or a Realschule (vocational secondary school) by attending a Fachoberschule for two years. The term "Fachoberschule" is difficult to translate, but it basically means two extra years of school, which qualifies you for admission to a "Hochschule," an institution granting bachelor's and master's degrees. In Bavaria you can add a third year and earn the "Allgemeine Hochschulreife" or "Abitur," the full academic diploma qualifying you also for admission to a university, which grants bachelor's, master's, and doctor's degrees. Graduates of a "Gymnasium" (university-preparatory high school) can also do vocational training. A lot is possible, but everything depends on your child's performance and willingness to perform.

You can find an overview of the **Bavarian school system** in 3 languages here:

 [The school system in Bavaria in German](#)

 [The school system in Bavaria in English](#)

 [The school system in Bavaria in Arabic](#)

Schools in Kaufbeuren

### **Schools in Kaufbeuren**

There are many different types of schools in Germany. The school system in Germany is very complex and differs from state to state.

Every school offers information sessions. The new school year for all schools starts in September. The most important types of schools are briefly presented below.

### ■ [Primary schools in Kaufbeuren](#)

First of all, all children from the age of 6 attend primary school. In grades 1-4 they learn reading and writing as well as basic mathematics. Depending on the child's scholastic record and the recommendation of the teachers in the intermediate report of the fourth grade, the children then go to one of three types of secondary school.

Secondary schools in Kaufbeuren:

### ■ [Mittelschule in Kaufbeuren](#)

The "Mittelschule" (literally "middle school") is intended for pupils who want to do an apprenticeship after graduation. This school is intended to prepare pupils for working life. In addition to theoretical knowledge, practical knowledge and skills are particularly fostered. This type of school lasts 5 years. After passing the final examination one has achieved the qualifying lower-secondary school-leaving certificate (commonly referred to as "Quali").

### ■ [Realschulen in Kaufbeuren](#)

The second type of secondary school is the Realschule (vocational secondary school). Here pupils can, for example, learn a second foreign language. More independent learning is expected than in the middle school and pupils receive a broader general education. In comparison to the Gymnasium, the pupils of a Realschule are trained in a more vocational way. The secondary school-leaving certificate (called "Realschulabschluss") generally provides the basis for many types of white-collar occupations as well as further vocational training.

### ■ [Gymnasien in Kaufbeuren](#)

The third type of secondary school is the "Gymnasium," or university-preparatory high school. Education at the Gymnasium lasts 9 years and concludes with a final examination for the general university entrance qualification (in German "Abitur"). In comparison to the other two types, the Gymnasium pupils are expected to be more responsible for their own work and mainly to become prepared for university studies rather than for one's working life.

### German classes

A German class is a class for children and young people who are new to Germany and do not speak enough German to be able to follow lessons in a regular class. After a phase of intensive language acquisition, the classes should enable the transition to a regular class. German classes are made up of foreign pupils of different nationalities. The focus is on the acquisition of the German language. All school-age children who are eligible to attend a German class must be registered with the "Sprengelschule" (the district school in or closest to their neighborhood). In the city of Kaufbeuren, a ■ [German class has been set up for the secondary-school sector](#) in the 2019/20 school year.

### ■ [Vocational schools in Kaufbeuren](#)

If you are between 16 and 21 years old and do not have a job, you must attend vocational school (■ [compulsory vocational school](#)). This applies to refugees and newcomers from EU countries as well as to Germans.

At the vocational school you first learn German in vocational integration classes (Berufsintegrationsklassen, abbr. BIK). There you will receive further educational offers and support in vocational orientation.

If you are doing dual training, you will also attend vocational school.

If you or your children live in Kaufbeuren, are between 16 and 21 years old, and do not have a job, please register personally with the state vocational school:

Staatliche Berufsschule (State Vocational School)

■ [Josef-Fischer-Str. 3, 87600 Kaufbeuren](#)

■ [08341 909315 0](#)

■ [verwaltung@bs-kf.de](mailto:verwaltung@bs-kf.de)

■ [Kaufbeuren State Vocational School](#)

■ [Private Vocational Business School](#) (Private Wirtschaftsschule Frenzel Kaufbeuren)

This school is similar to the Realschule, but, in addition to general education, focuses on basic vocational training in business and administration. The lessons are more practice- and work-oriented and prepare students for commercial professions. The transfer to the business school is possible in the 6th, 7th, 8th and 10th grades; successful pupils graduate with the secondary school-leaving certificate.

Private Wirtschaftsschule) Frenzel

■ [Bleicherweg 2, 87600 Kaufbeuren](#)

■ [08341 2554](#)

■ [info@frenzelschule.de](mailto:info@frenzelschule.de)

■ [Private Vocational Business School Frenzel](#)

■ [Fachoberschule, abbr. FOS/Berufsoberschule, abbr. BOS](#)

(Senior Secondary and Technical School/Senior Secondary and Vocational School ) Kaufbeuren  
Students who already have a recognized school-leaving certificate can also repeat their school leaving-certificate process in a [preliminary class](#) in order to improve their grade- point average. This is because the average mark of 3.5 is a prerequisite for admission to the standard class of the FOS/BOS.

Staatliche FOS/BOS Kaufbeuren

■ [Josef-Fischer-Str. 5, 87600 Kaufbeuren](#)

■ [08341 90 83 38 0](#)

■ [Senior Secondary and Technical School/Senior Secondary and Vocational School \(FOS/BOS\)Kaufbeuren](#)

■ [Special schools in Kaufbeuren](#)

Children with special problems who cannot be sufficiently supported in lessons at general schools can be individually supported and cared for at special schools. The class size in special schools is smaller.

There are 2 special-needs schools in Kaufbeuren:

Josef-Landes-Schule

■ [Prinzregentenstraße 2, 87600 Kaufbeuren](#)

■ [0 83 41 96639-0](#)

■ [buero@josef-landes-schule.de](mailto:buero@josef-landes-schule.de)

■ [Josef-Landes-School](#)

Ludwig Reinhard Schule Kaufbeuren

■ [Am Sonneneck 41, 87600 Kaufbeuren](#)

■ [08341 82880](#)

■ [schule@ludwig-reinhard-schule.de](mailto:schule@ludwig-reinhard-schule.de)

■ [www.ludwig-reinhard-schule.de](http://www.ludwig-reinhard-schule.de)

## Recognition of foreign educational qualifications

In Germany, school or university certificates play an important role for schools, university studies or careers. With certificates you can prove what you have already learned and achieved. Certificates are the decisive prerequisite for getting a job or being admitted to a school or university. So if you have already acquired certificates abroad at school, in training or in a course of study, you should make every effort to ensure that these certificates are officially recognized in Germany. This means that what you are qualified for will be checked with your certificates in Germany. Your achievements and qualifications will be translated, so to speak. It may be that you no longer have your certificates. In this case, you can try to have your professional experience and skills recognized through tests.

Support offered in the recognition process (professional and educational):

**Migrationsdienst der Caritas** (Caritas Migration Service), for persons over 27 years of age

**Jugendmigrationsdienst** (Youth Migration Service), for persons up to 27 years of age.

■ **IHK Foreign Skills Approval (IHK FOSA)**

More information under the chapter [Authorities and Advice](#).

## Higher education

### General information:

There are many different higher-education programs in Germany. There are also different types of universities:

universities, academically oriented

universities of applied sciences, in German "Fach)Hochschulen," more practice-oriented

co-operative universities, in German "Duale Hochschulen," combining studies with work experience

art, film and music colleges, for creative-arts subjects

There are state universities and private universities. The quality of private universities is not necessarily better, but, in contrast to state universities, students often have to pay high tuition fees.

There are many helpful sites on the Internet:

■ [Higher Education Compass](#) (All study programs and universities in Germany)

■ [Study in Germany](#) (Information for Refugees)

■ [Employment Agency Study Orientation](#)

■ [German Academic Exchange Service](#)

### Prerequisites:

If you want to ■ [study in Germany](#), you need a ■ [higher-education entrance qualification](#). If you do not have a German Abitur, you must check whether you can study in Germany with the school-leaving certificate from your home country. Further information can be found on the website ■ [Anabin](#), in the ■ [information portal "Recognition in Germany"](#) and from ■ [the German Academic Exchange Service](#).

You must also provide proof that you have a good knowledge of German ■ [\(language level C1\)](#). There is also the possibility of funding by the ■ [Educational Guidance Guarantee Fund for](#)

[Higher Education](#) (Bildungsberatung Garantiefonds Hochschule). Further information can be obtained from the [Deutscher Akademischer Austauschdienst, abbr. DAAD](#) (German Academic Exchange Service).

Some universities also offer preparatory courses in which you can also learn German, for example the [Hochschule Kempten](#) (Kempten University of Applied Sciences).

Find out more directly from the university where you would like to study. Most universities offer advice on this. Please also note the deadlines by which you must apply for a degree program!

The [Agentur für Arbeit](#) (Employment Agency) will also help you to choose a course of study

## Vocational education and training

### Dual training

A special feature in Germany is the dual training system. Dual training takes place at a vocational school and in a training company. In this way, you get to know theory and practice at the same time and earn money in a company during your training.

In this video the dual training is explained in an easy-to-understand way:

[Dual training](#), [dual training in Arabic](#).

Depending on the type of profession you would like to learn in a dual apprenticeship, you will contact one of the following:

### Handwerkskammer, abbr. HWK (Chamber of Skilled Crafts) Swabia

The HWK is responsible for craft trades. It is concerned with occupations such as baker, bricklayer or painter. The HWK for Swabia has a special contact person for refugees who would like to start training in one of these areas. It offers help in the search for an apprenticeship or an entry qualification that can precede an apprenticeship.

#### Handwerkskammer (HWK) Schwaben

[Siebentischstraße 52 - 58, 86161 Augsburg](#)

Martina Wirth

[0821 3259 1263](#)

[martina.wirth@hwk-schwaben.de](mailto:martina.wirth@hwk-schwaben.de)

[hwk Swabia](#)

You can find an overview of apprenticeship vacancies in Kaufbeuren here:

[Apprenticeship Radar](#) (Lehrstellenradar) Kaufbeuren

### Industrie- und Handelskammer, abbr. IHK (Chamber of Industry and Commerce) Swabia

The Chamber of Industry and Commerce (IHK) is responsible for professions in industrial manufacturing, trade, and services. This means, for example, that it is concerned with factory mechanics and technicians as well as with sales personnel in wholesale and foreign trade. The Swabian IHK also has special contact persons who provide advice on training, initial qualification and internships:

## Industrie- und Handelskammer (IHK) Schwaben

■ [Stettenstraße 1+3, 86150 Augsburg](#)

Mohammad Ibrahim

■ [0821 316 214 11](#)

■ [Mohammad.Ibrahim@schwaben.ihk.de](mailto:Mohammad.Ibrahim@schwaben.ihk.de)

Firas Bassal

■ [0821 3162 346](#)

■ [firas.bassal@schwaben.ihk.de](mailto:firas.bassal@schwaben.ihk.de)

■ [IHK Swabia](#)

🕒 Mo - Thu 8:00 - 17:00

Fri 8:00 - 15:00

You can find an overview of training vacancies in Kaufbeuren here:

■ [IHK Lehrstellenbörse](#) (IHK Apprenticeship Exchange)

## Full-time education at the vocational school

In Germany, however, there is not only dual training, but also full-time school-based training at a **vocational school**.

Outside the dual-training system (i.e. without a training place in a company), the vocational school provides complete vocational training in theory and practice. It generally lasts two to three and a half years. Classes are held full-time and include general subjects in addition to vocational subjects. Since the vocational schools differ greatly in terms of their training specialties, admission requirements, training duration and further training opportunities, it is advisable to enquire at the particular school in each individual case.

In Kaufbeuren there are the following ■ [vocational schools](#) (Berufsfachschulen).

## Problems in training? VerA can help

VerA means the **prevention of training drop-outs**.

VerA is an offer to anyone who encounters difficulties during training. They often consider cancelling their apprenticeship.

Senior experts with professional and life experience - retired professionals - are on hand to help.

VerA support is also free of charge for the training company. It initially runs for twelve months, but can be extended until the apprenticeship is completed. The senior experts and young people jointly determine the objectives of the training support on a case-by-case basis.

Further information is available on the VerA website and from the regional coordinator responsible for Kaufbeuren, Mr Roland Müller

■ <https://vera.ses-bonn.de/>

Contact details Mr Müller:

■ [08349 676](#) or [0172 6069350](#)

■ [kempton@vera.ses-bonn.de](mailto:kempton@vera.ses-bonn.de)

## Training toleration from 01.01.2020 for "tolerated" foreigners

A toleration for training in a state-recognised or comparably regulated assistant and helper occupation can be permitted. Subsequently, training in a shortage occupation must be undertaken. A training commitment must then be available.

There is a waiting period of 3 months if the application for asylum has been rejected.

■ [Federal Ministry of the Interior: Training toleration](#) (Bundesministerium des Innern: Ausbildungsduhlung)

## Educational offers for everyone

### Bildungsberatung (Educational Counseling Service)

The city of Kaufbeuren maintains a neutral and unprejudiced counseling center for all population and age groups. This center is located in Kaufbeuren at the Volkshochschule, abbr. Vhs (Adult Education Center) Kaufbeuren.

The counseling is free of charge and independent.

In concrete terms, people seeking advice can contact the Educational Counseling Service on topics such as the following:

- School-leaving qualifications
- career choice
- further education and training
- career reorientation
- re-entry
- funding opportunities

In addition to the neutral Educational Counseling Service, information service points, educational guides and educational counseling networks are also available. You can find further information on this in our brochure ■ ["Stufenberatung Bildung in Kaufbeuren"](#) (Step by Step: Educational Counseling in Kaufbeuren).

Volkshochschule Kaufbeuren e.V.  
Herr Wendlinger  
Deputy Head/Education Counselor

■ [Spitaltor 5, 87600 Kaufbeuren](#)

■ 08341 999690

■ [Educational counseling in the city of Kaufbeuren](#)

The **Volkshochschule (Vhs) Kaufbeuren** offers courses in the following areas:

- Language
- Job & Career
- Society & Life

- Health & Nutrition
- Culture & Creativity
- and many more..

The current program:


#### [Program Vhs Kaufbeuren](#)


The courses are offered in the German language and are inexpensive. For pupils, asylum seekers and welfare recipients there is a reduction of up to 30 percent.

In order to take part in a course, you must register in advance.

Volkshochschule (Vhs) Kaufbeuren

 [Spitaltor 5, 87600 Kaufbeuren](#)

 [08341 999690](#)

 [info@Vhs-kaufbeuren.de](mailto:info@Vhs-kaufbeuren.de)


### **The Kolping Academy**

The Kolping Academy also offers comprehensive training and further education.

#### [Program of the Kolping Academy](#)

Die Kolping Akademie

 [Adolph-Kolping-Straße 2 a, 87600 Kaufbeuren](#)

 [08341 966210](#)

 [kaufbeuren@die-kolping-akademie.de](mailto:kaufbeuren@die-kolping-akademie.de)

### **Labor market access**

#### **Counseling centers for the labor market**

For counseling and placement in the labor market, there are the following contacts especially for refugees - here, too, there are differences depending on whether your asylum procedure is still ongoing or whether you are official recognized or tolerated.

#### **[Job Center Kaufbeuren](#)**

The Job Center is available as a contact point for refugees with a residence permit. The team supports you in finding work and places you in suitable further training programs. In addition to your acquiring the German language, the team will work with you to develop your knowledge and skills and the steps necessary to pave the way for your career entry. The counseling is provided in the official language German.

#### **[Agentur für Arbeit Kaufbeuren](#) (Kaufbeuren Employment Agency)**

This is the point of contact for persons whose asylum proceedings have not yet been concluded and for tolerated persons with access to the labor market. There you will receive advice on your career opportunities in Germany.

### **Fair Integration - advice on labor- and social-law issues**

The Beratungsstelle Fair Integration (Fair Integration Advisory Center) provides information and advice on social- and labor-law issues for refugees. Our aim is to impart knowledge about your rights in the German labor market in order to enable a fair labor market integration with fair working conditions. Only those who know their rights can claim them and defend themselves against exploitation and discrimination.

#### Target group

We advise working refugees (full-time, part-time, mini-job, temporary work, etc.), who are doing an apprenticeship or internship, or who are about to start their careers and want further information.

#### Consulting principles

Our advisory service is free of charge, confidential, biased in favor of the person seeking advice and not dependent on residence status.

#### Main areas of counseling:

- rights in employment, training or internships; placement relationships
- standards of the German labor market
- questions about remuneration, e.g. if no or too little remuneration was paid
- minimum wage
- work time
- vacation time
- health insurance
- Incapacity and [accidents at work](#)
- termination of employment

#### Contact details

#### **Fair Integration + Support Fair Integration**

■ [Kornmarkt 5-7, 4th floor, room 420-422, 90402 Nürnberg, Germany](#)

■ [Fair Integration](#)

🕒 Consultation hours (no appointment necessary)

Tue 09:00 - 12:00

Wed 15:00 - 19:00

Thu 13:00 - 16:00

+ appointments by arrangement

Fair integration Fkreyesus Ghebreyesus

■ [0151 18742185](tel:015118742185)

■ [fkreyesus@emwu.org](mailto:fkreyesus@emwu.org)

Languages: German, English, Tigrinya

Support Fair Integration Marie Bauer

■ [0160 2923906](tel:01602923906)

■ [Marie.Bauer@dgb-bildungswerk.de](mailto:Marie.Bauer@dgb-bildungswerk.de)

Languages: German, English

■ [Basic words on labor law in 13 languages](#)

### Information for employers

Are you employers and still have questions about the training or employment of migrant workers?

Here you will find helpful summaries and information:

■ [BAMF](#)

■ [Recognition in Germany](#)

■ [The Bavarian Economy](#)

■ [IHK Swabia](#)

■ [HWK Swabia](#)

■ [AOK](#)

Are you looking for specialists from abroad? Then you can get more information here:

■ [German Federal Employment Agency](#) (Bundesagentur für Arbeit)

■ [Make It in Germany: Portal der Bundesregierung für Fachkräfte aus dem Ausland](#)  
(multilingual)

■ [Project Triple Win](#)

■ [EURES European Job Mobility Portal](#)