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# Work and training

# Counselling and help on the subject of work

#### **Counselling centres**

# **Counselling centres for work**

Im Kreis Lippe there are the following counselling centres:

#### Beratungsstellen Arbeit Lippe (BSA)

For people without work. For people who could soon lose their job. For women and men who want to return to work after a break. For people with poor working conditions. Anyone with questions about work can take advantage of the offer. Everyone is welcome.

The Arbeit in Lippe advice centre is run by three organisations:

Netzwerk Lippe gGmbH Arbeitslosenzentrum Ostlippe (ALZ) AWB e.V. (Arbeit - Werkstatt - Bildung)

#### BSA in Bad Salzuflen: awb e. V. (Arbeit, Werkstatt, Bildung)

**V**<u>Kiliansweg 7-9, 32108 Bad Salzuflen</u>

Contact person:

Mr Hilmert

#### <u>05222/962965-26</u>

@t.hilmert@awbev.de

https://www.awbev.de/index.php?id=66

#### BSA in Blomberg: ALZ - Arbeitslosenzentrum Ostlippe

# Paradies 1-3, 32825 Blomberg

Contact person:

**Mrs Albrecht** 

<u>05235/9941125</u>

#### @info@alz-ostlippe.de





## http://alz-ostlippe.de/?page\_id=637

#### BSA in Detmold: Netzwerk Lippe gGmbH

Paunenbrucher Weg 18, 32758 Detmold

Contact person:

Mr van Druten

<u>05231/6403-26</u>

@m.vandruten@netzwerk-lippe.de

https://www.netzwerk-lippe.de/fuer-bewerber/proje...

#### Büro 39 (Büro 39) - Achieving more together

Office 39 provides all Detmold citizens with advice and support on all questions relating to the following topics

- education
- career
- personal and family matters

Fritz-Reuter-Straße 39, 32756 Detmold

Contact persons: Mrs Julia Kossinna

#### <u>0151/62870936</u>

@j.kossinna@detmold.de

#### **Mr Frederic Fritz**

<u>0151/72888729</u>

@f.fritz@jobcenter-lippe.de

#### Jugendberatung im Quartier

This is an offer for young people aged 16 - 27 who live in Detmold.

We offer:

- Support with career orientation and life planning
- Help with the search for an apprenticeship, internship or job
- Individual help

You can find us here:





**Q**<u>Gut Herberhausen 6, 32758 Detmold</u> (Stadtteilbüro, district Herberhausen)

# Office hours

- Wednesday: 14:00 18:00
- Thursday: 16:00 18:00

**P**<u>Humboldtstraße 16, 32756 Detmold</u> (Villa am Hügel, district Hiddeser Berg)

# **Office hours**

Appointments by arrangement

**P**<u>Bahnhofstraße 8, 32756 Detmold</u> (Jugendtreff Fürstenzimmercity centre district)

#### Office hours

- Monday: 14:00 18:00
- Tuesday: 14:00 18:00

#### Contact person is Mrs Alina Richter

# 0151/62663085

@a.richter@detmold.de

# FAIR - Women and work in the region

Advice on career development, education vouchers and premium vouchers for women of working age from the district of Lippe:

- Professional re-entry
- Further training
- Setting up a business
- Re-orientation

Contact persons are Mrs Silke Quentmeier und Frau Samantha Trzeciak-Hawes

♥ Bad Meinberger Str. 1, 32760 Detmold
 ▲ 05231/4585600
 @ quentmeier@fair-lippe.de
 ● www.fair-lippe.de

# RICA - RatInspiration and coaching for the labour market Counselling centre for women at Netzwerk Lippe





RICA supports and advises women from the Lippe district on all topics relating to everyday life and work.

- Orientation: Where do I stand and where do I want to go? What opportunities are there for me?
- Support and guidance in finding a job and in career development
- Advice on education and further training
- Help with everyday problems, personal or family issues

#### Your contact person is Mrs Ilka Gräber

Paraunenbrucher Weg 18, 32758 Detmold

#### <u>05231/640318</u>

@i.graeber@netzwerk-lippe.de

#### General information

To find a good job in Germany, it is important to have completed vocational training or a degree.

On the following **pages** you will find **information and contacts for training and starting your career**.

If you want to know more about education or need information about a specific profession, you can visit the Vocational Information Centre (BIZ) Detmold information centre. At BIZ you will find lots of information about various educational programmes for people who are new to the district of Lippe.

#### Vocational Information Centre (BIZ)

#### Wittekindstr. 2, 32758 Detmold

#### <u>05231/610222</u>

You can also make use of the careers advice service offered by the Federal Employment Agency:

#### **Detmold Employment Agency**

Wittekindstraße 2, 32758 Detmold

#### <u>0800/4555500</u>

#### Application





# Applications and job interviews

Would you like to start an apprenticeship or work in Germany? Then you must apply in writing.

Many companies publish job adverts. Either in the newspaper or on the Internet. The company is therefore looking for new employees. The job advert states what kind of work or training is involved. It also states what expectations the company has of the new employee. You will find information on where and how to apply.

Have you been invited to an interview? Then the company is interested in you. You can introduce yourself at the interview. Please allow enough time for the journey to the appointment. Make sure you arrive on time for the appointment. It is best to prepare in detail for the interview beforehand. You can also gather important information about the company. Visit the website and read through the company's history. Find out about the products or services. Do you want to show your interest in the job? Then ask questions during the appointment. This will show that you have done your research. You show that you are motivated.

#### An application usually consists of three parts:

**Cover letter:** In your personal cover letter, you briefly introduce yourself. You explain why you are suitable for the vacancy. For example, describe what experience you have already gained in your home country. Find out more about the company and describe why you would like to work there. Your cover letter should fit on one page. Sign your cover letter. There are many templates and aids on the Internet. It is important that you do not simply copy and paste. Your cover letter must suit you and the position.

**Curriculum vitae:** The CV lists all your experience. It is structured like a large table. Write from when to when you worked at which company. Write where you completed your training or studies. Write where you went to school and what school-leaving qualification you obtained. You don't have to include a photo in your CV, but many companies like it if you do. On the <u>Webseite von Europass</u> you can have a CV created for you. The site is available in many languages. You enter your details. You write down your experience. At the end you will receive a CV. CVs look different in every country. It is important that you use the format that is used in Germany. You can select this at Europass.

**Certificates and supporting documents:** It is important that you send copies of your certificates (no originals!). Certificates are your school leaving certificate, your degree and work references from the past. The certificates should be in German or English, otherwise they should be translated. You should also send proof of internships, further training relevant to the job or certificates from your German course.

#### $\mathbf{Q}$ The job advert will tell you how to apply. Please read it carefully.

**In writing:** Buy a nice application folder and put your cover letter, CV and certificates in it. Then send the application to the address given in the job advert.

**E-mail:** Many applications are now sent by e-mail. Combine your cover letter, CV and references into one PDF file and send this as an attachment to the e-mail. In the e-mail, write a short text addressed to the person who will receive your application.





**Online:** Large companies have their own website where you have to apply. You have to register there with your e-mail address and can then send your application there.

#### $\mathcal{P}$ You can find helpful tips for your application at <u>Planet Beruf</u>.

Europass is a multilingual online portal (over 20 languages) that helps migrants to make their skills and knowledge visible. It offers a free online tool to create a language passport or a CV (see above). You will also find important tips for good job applications on Europass.

At <u>Bewerbung.net</u>, <u>StepStone</u> and <u>Lebenslauf2go</u> you can have a CV and cover letter created free of charge. You can also import some of your data from Xing or LinkedIn. It is also possible to write your own texts in the template or import files.

Information and templates for cover letters can be found at : <u>Bewerbung2go</u>, <u>BewerbungsWissen</u>, <u>Karrierebibel</u>

#### Language exercises

On the <u>VHS-Lernportal "Ich will Deutsch lernen"</u> and the page of the <u>Goethe-Instituts</u> <u>"Deutsch für dich"</u> you will find exercises on the subject of job applications and the world of work in general. This will help you learn about the world of work and improve your German language skills.

#### Where do I look for work?

# There are various ways to find a job or an apprenticeship:

- Job exchange of the Bundesagentur für Arbeit
- of the Chamber of Industry and Commerce (IHK)
- Chamber of Crafts (<u>HWK</u>)
- Other search portals on the Internet such as Die Jobbörse für Geflüchtete workeer
- Company websites
- Career information fairs
- Daily and weekly newspapers
- Social media
- Ask friends and acquaintances
- Ask or call the companies in person
- Job coaches

The job centre or careers advice service at the Agentur für Arbeit.

If you receive benefits from the <u>lobcenter</u> you will get help there.

#### Job centre or employment agency

# **Jobcenter Lippe**





The Lippe Job Centre is responsible for basic security benefits for jobseekers (Bürgergeld). This also includes recognised persons entitled to asylum and quota refugees.

#### What benefits are available?

The job centre is responsible for

- the standard benefit to ensure subsistence
- Placement in the labour market
- the costs of accommodation and heating
- initial equipment for housing and clothing.

The job centre helps, advises, places and supports its customers. **The aim is to enable people to provide for their** livelihood **themselves**.

There are various options available, such as

- further vocational training
- retraining
- work opportunities
- There may also be benefits for employers

#### Contact:

#### Job Centre Lippe



Lippe Job Centre

# **Detmold Employment Agency**

<u>The employment agency</u> is responsible for asylum seekers and people with tolerated status who receive benefits according to AsylbLG

#### What help is available?

# Job placement

Are you looking for a job or do you want to continue your vocational training? You can discuss these and many other questions with the job centre.

- Job placement
- Advice on taking up employment
- Advice on further vocational training
- Information on looking for work and finding a job





• Many of your questions can be clarified in a personal meeting. Please make an appointment for a counselling session, also by telephone.

# **Careers counselling**

Careers counselling helps you with your studies and career choices. It can also help you during your training and at the beginning of your working life.

You can clarify important questions about your professional future in a personal counselling session.

The counselling is for

- School pupils
- Trainees
- students
- and university graduates.

and anyone who would like to start vocational training for the first time or make a new career start.

#### Careers counselling can help you, for example, to

- · find a suitable profession or degree programme
- clarify questions about the content of a training programme or course of study
- find a training place and apply for it
- develop alternatives if your dream job doesn't work out
- utilise funding opportunities
- obtain information on the training market or labour market.

#### Contact:

#### **Detmold Employment Agency**

Wittekindstraße 2, 32758 Detmold

Detmold Employment Agency

#### Unemployment

Are you currently unemployed? Then you have the option of applying for unemployment benefit in Germany.

Your entitlement to **unemployment benefits and** the type and duration of benefits will be decided either by the Employment Agency or the Job Centre.





# Entitlement to unemployment benefit I (ALG I, SGBIII) at the Employment Agency:

Have you already worked in Germany for at least 1 year?

Then please register with the Agentur für Arbeit Detmold.

# Entitlement to unemployment benefit II (citizen's allowance, basic income support, ALG II, SGBII , also known as Hartz IV ):

If you are in need of assistance, if there are no overriding benefit providers (for example, the Asylum Seekers' Benefits Act has priority for all people who are still in the asylum procedure).

Here the Jobcenter Lippe will be happy to help.

# What is basic income support for jobseekers?

It is aimed at anyone who is unable to support themselves.

This may be due to a lack of work or low wages. The basic income support is intended to secure their livelihood and provide support for people in need.

The financial assistance in SGB II includes the following:

- Standard benefit to secure the means of subsistence
- · assumption of the costs of accommodation and heating
- One-off benefits and additional requirements that can be paid under certain conditions

The Lippe Job Centre also pays contributions to health insurance and long-term care insurance.

Basic income support for jobseekers is an individual benefit that takes your personal circumstances into account.

You must therefore inform the job centre of any changes in your personal and financial circumstances.

You must report the following changes:

- Changes in income
- Receipt of other social benefits or maintenance
- · Moving in or out of the household
- Marriage
- Relocation

You can find more information on this topic here.





#### **Re-entry**

# FAIR - Women and work in the region

We advise:

- if you are going to be a parent and would like to plan your parental leave in good time
- if you have interrupted your education or employment because of your family
- if you are looking for a new professional challenge, want to further your education, develop new perspectives or are planning to become self-employed
- if you would like support on the way to gainful employment due to your personal situation

#### **Mrs Silke Quentmeier**

**L**<u>05231/4585600</u>

@quentmeier@fair-lippe.de

FAIR – Women and work in the region

# Legal information about work

# **Unemployment and social benefits**

# **Entitlement to unemployment benefit I from the Employment Agency**

You are unemployed if you do not earn enough money to live on. As Germany is a welfare state, it helps people who cannot or can only partially support themselves.

But: In principle, everyone should earn their own living by working.

**You receive unemployment benefit I if you lose your job.** You must have worked in Germany for at least 12 months in the last 30 months. There are other conditions under certain circumstances.

The Federal Employment Agency will decide whether you receive unemployment benefit.

# 1. register as a jobseeker!

You have been made redundant, you have given notice or your temporary employment contract is coming to an end. The Employment Agency will support you in your search for new employment. They will also work with you to determine whether you are entitled to financial support.

It is important that you **register as a jobseeker** immediately. Register as a jobseeker <u>at</u> <u>least 3 months before the end of your employment relationship</u>. If you only find out later, register as <u>a jobseeker no later than 3 days later</u>.

You can do this in various ways:





- On site at your local employment agency
- by telephone at  $\underbrace{\& 0800/4555500}_{0800/4555500}$  (free of charge)
- online at <u>www.arbeitsagentur.de</u>

# 2. register as unemployed in person

You must register as unemployed in person at your local employment agency on your first day without work at the latest. This is the prerequisite for receiving unemployment benefit.

# 3. complete the application for unemployment benefit

Apply for unemployment benefit online. Alternatively, you can obtain an application form from your local employment agency to submit the application in writing.

You can obtain further informationhere.

#### **Detmold Employment Agency**

Wittekindstraße 2, 32758 Detmold

<u>0800/4555500</u>

@Detmold@arbeitsagentur.de

# Entitlement to unemployment benefit II (ALG II, SGBII, Bürgergeld, Hartz IV) at the job centre

You will receive unemployment benefit II if you:

- are unemployed for a longer period of time
- have not yet worked in Germany for 12 months subject to social insurance contributions
- earn too little in your job and need support to cover your living costs.

# You will receive

- a standard rate
- Housing and heating costs
- Costs of health insurance and nursing care insurance
- Initial equipment for housing and clothing
- Integration into the labour market.

#### Contact the job centre.

Please note: Benefits under the Asylum Seekers Benefits Act are subordinate to all other financial support and your own income.

#### Lippe job centre

Wittekindstraße 2, 32758 Detmold





# <u>05231/45990</u>

#### @info@jobcenter-lippe.de

# Entitlement to benefits under the Asylum Seekers' Benefits Act in the district of Lippe

Asylum seekers and persons with tolerated status receive benefits in accordance with the Asylum Seekers' Benefits Act.

You will receive benefits in accordance with the Asylum Seekers' Benefits Act if you are:

- Foreigners without a residence permit
- Foreigners with a residence permit in accordance with the Asylum Act, a temporary suspension of deportation or who are obliged to leave the country
- Do not have any income or assets
- Earn too little in your job and need support to cover your living expenses

In the first 24 months of your stay in Germany, benefits are granted in the shared accommodation centres and then in the subsequent accommodation for which the respective municipality of residence is responsible.

#### You will receive

- Pocket money and a further amount for food, clothing and healthcare
- Cover in the event of illness
- Housing and heating costs
- Benefits for education and participation

**Please note:** Benefits under the Asylum Seekers' Benefits Act are subordinate to all other financial support and your own income.

#### Please contact your local social welfare office.

#### Labour contract

Anyone who starts a job gets an employment contract. It governs the most important conditions of your work. It explains when you work, how much holiday you get, and how much you are paid. Both sides – workers and employers – must abide by these agreements. When you sign the contract, it becomes legally binding. So you should only sign it once you fully understand its content.

# Types of contracts:

Permanent job contract (Unbefristeter Arbeitsvertrag)

Usually, there is a probationary period of three or six months. During this period, employment can be terminated within two weeks. The employer can terminate the employment. Or you as





the employee can terminate the employment. At the end of the probationary period, permanent employment begins. This gives you longer protection against dismissal. Working hours are usually up to 40 hours a week.

#### Fixed-term employment contract (Befristeter Arbeitsvertrag)

The employment ends at the agreed time, without the need for notice of resignation.

#### <u>Minijob</u>

The maximum monthly salary is  $\in$ 556 and is not taxed.

# Labour law:

There are numerous laws that govern and safeguard the rights of employees in Germany. These include:

- Regulation of working time
- Minimum wage
- Leave claim
- Protection against dismissal
- Representation of interests in the workplace (Works council)
- Trade union labour regulations
- and a few more

# Taxes and social security payments:

All employees in Germany pay part of their wages as taxes. These fund federal, state and local government spending. Employers, in turn, are required to pay social security contributions for their employees. These social security contributions fund the German social system. This system guarantees that you receive money from the state if you are unemployed.

# Tax ID number:

Your tax ID is an 11-digit number and is used for income tax purposes. The number applies throughout your life. The number allows the authorities to identify you at all times. Your employer needs this number. Do you not have this number in any of your documents? Then you can get it in person from the registration office (Meldebehörde). Or you can fill out a form and send it to the Federal Tax Office (Bundesamt für Steuern).

# Social security number:

For a job, you need a social security number. This can be obtained from your health insurer (for example AOK, DAK).

#### **Illegal work:**

You have paid work. But this work is not registered with the Tax Office (Finanzamt) or a health insurance provider. So you do not pay any taxes or social security contributions. This is **illegal**. It can be punished with fines and prison! Do you receive social benefits or





unemployment benefit? Despite this, are you working? And have you not told the Social Welfare Office (Sozialamt), the Employment Agency (Arbeitsagentur) or the Job Centre about it? This is **illegal** too. It means you are wrongly receiving state benefits, even though you are in paid employment.

#### Working hours

# How long am I allowed to work?

According to the Working Hours Act, you are not allowed to work more than 8 hours a day.

In exceptional cases, working hours can be extended up to 10 hours if an average of 8 hours a day has not been exceeded within 6 months.

You are entitled to breaks:

- From 6 hours, you must take a break of at least 30 minutes.
- From 9 hours you are entitled to a break of at least 45 minutes.

#### Overtime

Overtime may only be demanded from you if it is regulated in the contract.

Overtime must also be paid.

Instead of a payment, there is also time off in lieu. This must be stipulated in the contract or you as an employee must agree to it.

**Important:** Always document your working hours daily! So you can always prove how much overtime you have worked.

#### Minimum wage

# What is the current minimum wage?

There is a statutory minimum wage in Germany. The statutory minimum wage has been 12.82 euros gross per hour since 1 January 2025. From 1 January 2026, it will be 13.90 euros.

The hourly wage you receive may not be lower.

If you have to work longer than contractually agreed, you must be compensated in cash.

# The statutory minimum wage does not apply to

- Young people under the age of 18 who have not completed vocational training
- Trainees
- the long-term unemployed for the first six months of their employment after becoming unemployed
- Trainees in certain types of internships. School or study-related internships or internships for professional orientation for up to three months.





- Voluntary work
- Self-employed persons

#### Holiday

You have at least 24 working days of annual leave per year. Working days are from Monday to Saturday. If you work less than 6 days a week, your holiday must be reduced.

In other words:

5 days per week: 20 days holiday

4 days per week: 16 days holiday

3 days per week: 12 days holiday

However, higher holiday entitlements are usually agreed in collective agreements.

#### Illness

If you are working, doing an internship or attending a German course and are ill, you must call them and report sick. As a rule, your doctor must certify that you are unable to work (=Arbeitsunfähigkeitsbescheinigung - AU).

Ask your employer or language course provider when you need to submit a certificate of incapacity for work.

If you are ill, you will receive your salary/wages for 6 weeks.

From the 7th week you will receive sickness benefit from the health insurance fund, which is 70% of your salary.

#### $\mathcal{P}$ Please note: Illness does not protect you against dismissal!

#### Accident at work

If you have an accident during work or on your way to work, this is defined as an accident at work.

In this case, you are covered by accident insurance through the company.

If you go to the doctor or hospital you must tell them that it's an accident at work. The treatment is then not paid for by the health insurance company, but by the employer's accident insurance. You can find out the name of the accident insurance company from your employer.

If you have an accident at work and

- are unfit for work for more than one day or
- require medical treatment for longer or





• get sick again at a later date

you need to see a so-called accident insurance consultant .

You can find transit doctors on the website of the Deutschen Gesetzlichen Unfallversicherung

#### Cancellation

If you wish to resign as an employee, you must write your notice of termination and send it to your employer by post.

If you have been dismissed by your employer and wish to take legal action, you only have 3 weeks to do so. You must file a complaint. A lawyer can help you with this. Seek advice.

The notice period for employers is normally 4 weeks to the end of a month.

The notice period for employees depends on the length of the employment relationship.

For example, if you have been employed for 5 years, you have 2 months' notice.

If the probationary period is a maximum of 6 months, you have 2 weeks' notice.

#### Minijob

#### Mini-job (small-scale employment)

The maximum monthly income is **520 euros** and is **tax-free**. The employee does not have to pay any social security contributions. You can also be exempted from the obligation to pay pension insurance upon application.

With a mini-job, you only get very minimal entitlement to an old-age pension later. You must arrange your own health insurance. So it is best to seek advice from a statutory health insurance company.

The statutory minimum wage also applies to mini-jobs.

Further information can be found here.

#### Labour market access

#### Regulations on access to the labour market

WYou come from the **EU**? Do you now live in Germany? And you would like to work? Then you can do so without any problems. As an EU citizen, anyone can work in Germany. <u>Without any restrictions</u>.

Have you **fled** to Germany? Then your <u>residence status</u> is <u>important</u>. It determines whether you are allowed to work. We explain below what applies to you. You will also find the relevant advice centres below.

**A**sylum seekers with proof of arrival or authorisation to stay:





Are you living in an initial reception centre (EAE)? Or in a "Centre for Arrival, Decision, Repatriation" (AnkER-Zentrum)? Then you are not allowed to work for 9 months. After 9 months you are normally allowed to work. However, this is always decided by the foreigners authority. You must therefore submit an application to the immigration authority. There are certain rules that you must observe.

You must fulfil the following requirements so that the authority can make a decision:

#### Asylum seekers with proof of arrival or a residence permit in AnkER or EAE:

- 9 months work ban
- After 9 months, you are entitled to be allowed to work. However, you must not come from a safe country of origin. Or your asylum application must have been rejected by the Federal Office for Migration and Refugees (BAMF) as manifestly unfounded.
- The priority check does not apply. However, the Federal Employment Agency will check your working conditions.

#### Asylum seekers with proof of arrival or permission to stay outside AnkER or EAE:

- 3 months work ban
- You do not come from a safe country of origin? Have you applied for asylum after 31 August 2015? Then the immigration authority will decide.
- You do not come from a safe country of origin? Did you apply for asylum after 31 August 2015? Or your application for asylum was rejected without grounds? Then you have the right to work after 9 months.
- The priority check does not apply. However, the Federal Employment Agency will check your working conditions.

#### **W**Tolerated persons:

The foreigners authority(<u>ABH</u>) always decides whether you are allowed to work. You must therefore submit an application to the foreigners authority. The foreigners authority can impose a general work ban on you. There are certain rules that you must observe.

#### Tolerated persons in AnkER:

- You do not come from a safe country of origin? Did you apply for asylum after 31 August 2015? Your tolerated stay has already lasted 6 months? Then the foreigners authority will decide whether you are allowed to work.
- Persons with a tolerated stay due to unclear identity (§ 60b AufenthG) are always prohibited from working.
- The priority check does not apply. However, the Federal Employment Agency will check the working conditions.

#### **Tolerated persons outside AnkER:**

• 3 months work ban





- You do not come from a safe country of origin? Did you apply for asylum after 31 August 2015? Your tolerated stay has already lasted 3 months? Then the foreigners authority will decide whether you are allowed to work.
- Persons with a tolerated stay due to unclear identity (§ 60b AufenthG) are always prohibited from working
- The priority check does not apply. However, the Federal Employment Agency will check the working conditions.

#### **B**Refugees with a residence permit:

If you have been recognised by the BAMF as a person entitled to asylum, refugee status or subsidiary protection, the immigration authority will issue you (<u>ABH</u>)will issue you with a residence permit. This entitles you to pursue any gainful employment and thus grants you full access to the labour market.

#### BAMF: Working in Germany

 $\bigcirc$  Different rules apply to self-employment (<u>selbstständige Erwerbstätigkeit</u>) different rules apply! The prerequisite for the above-mentioned applications is **ALWAYS** a concrete job offer.

# EU Blue Card (Blaue Karte EU)

The EU Blue Card significantly facilitates labour migration to Germany for highly qualified workers.

With the EU Blue Card, third-country nationals who have a university degree or comparable qualification can obtain a residence permit for the purpose of employment commensurate with their qualifications.

The EU Blue Card is a residence permit that is limited to a maximum of four years when first issued.

Further information is attached: EU Blue Card and BAMF.

# **Counselling centres**

For advice and placement in the labour market, there are the following contact points specifically for refugees - here too, there are differences depending on whether your asylum procedure is still ongoing or whether you are recognised or tolerated.

#### FAIR - Women and work in the region

We offer counselling on career development, advice on training vouchers and premium vouchers for all women from the district of Lippe.

**Returning to work** or reorienting your career often involves many questions and decisions. Reconciling family and career requires flexibility and organisational skills. We can help you with this.

**Further training** can improve your chances on the labour market. The education bonus or the **education voucher** can help you to realise these opportunities.





We can also help you if you want to **become self-employed** or **reorient yourself**.

#### Contact persons: Mrs Silke Quentmeier, Frau Samantha Trzeciak-Hawes

# You can find additional careers advice in your region at the careers information centre **BiZ Detmold** .

#### **<u>Netzwerk Lippe</u>** - "Integration through Qualification" funding programme (IQ)

The programme focuses on improving the labour market integration of adults with a migration background.

For example, the IQ programme<u>"Qualification in service installation</u>" prepares you for the maintenance and cleaning of flat roof windows and skylight domes. The programme consists of theoretical and practical lessons and lasts 9 weeks. In the last week, a practical assignment takes place at a partner company.

#### Labour advice centres in the district Lippe

Here you will find advice on qualification and employment. Another focus of the counselling is on avoiding exploitative working conditions. This means, for example, that you are paid below the statutory minimum wage, you work longer hours than permitted by law or you do not receive sick pay.

- awb e.V. Bad Salzuflen (work, workshop, education)
- <u>ALZ Ostlippe in Blomberg (Arbeitslosenzentrum Ostlippe)</u>
- <u>Netzwerk Lippe in Detmold</u>

#### Counselling for women with a migration background at Netzwerk Lippe <u>PerspektivLotsin</u>

The PerspektivLotsin project is aimed at women with a migration background who already have some knowledge of German. A multilingual, multicultural and gender-sensitive project team opens up career prospects for the participants and supports the women on their way to qualification and employment.

#### German Red Cross (DRK) - Migration counselling for adult immigrants (MBE)

Are you a new immigrant and need support? Come to us for counselling. We will discuss your concerns, develop solutions and give you initial guidance. We also support you with professional integration (recognition of foreign educational and professional qualifications, support with job applications)

Migration counselling for adult immigrants (<u>MBE</u>)

**Particular Several Languages** 

# **Contact Detmold**





#### DRK-Kreisverband Lippe e.V.

PHornsche Straße 29 und 31, 32756 Detmold

<u>05231/921443</u>

@a.weber@drk-lippe.de

# Contact Lage (Lage)

**Q** Historic town hall, Lange Str. 72, 32791 Lage 1st floor, room 19

<u>0151/44066933</u>

@j.frank@drk-lippe.de

# **Contact Lemgo**

QMulti-generation centre Lemgo, <u>Echternstraße 12, 32657 Lemgo</u>

<u>0151/44066933</u>

@j.frank@drk-lippe.de

#### Internships

#### General information on the internship

Before starting a job with an employment contract or an apprenticeship, you can **try out** an internship to **see if the job suits you**. Most employers do not want to pay money for an internship.

With an internship, your future employer can also find out whether you **are suitable for the job** and would like you to **work on a trial basis**. **However, this is not permitted without authorisation and without payment**. However, there are various options.

Would you like to do an apprenticeship, but don't know exactly whether the work meets your expectations? Then a <u>vocational orientation internship</u> is right for you.

Or your German is not yet good enough (not yet B2), so that vocational school will be difficult? Then an <u>introductory qualification</u> is a good idea. It is important to learn German intensively in the time leading up to the start of training.

#### Important:

- Internships are not possible if you are banned from working
- All internships must be authorised by the foreigners authority





- If you receive financial benefits from the employment agency or job centre, the internship must be approved by this institution **beforehand**
- An unpaid internship is only possible in exceptional cases
- Otherwise, minimum wage must be paid for an internship
- The same regulations apply for refugees with a residence permit as for Germans

# How do I find an internship?

- Ask at a company of your choice
- Ask at the <u>employment agency</u>
- or if you/your parents receive SGB II, ask your job centre advisor
- Search job exchanges on the Internet
- search <u>TeamLippe</u> for available internships

# MAG and trial employment

# What is a MAG (company measure for activation and vocational integration)?

This is an unpaid internship. However, you are insured and can have your travel costs reimbursed by the employment agency or job centre.

#### Important:

- If you receive money from the job centre or employment agency, the internship must be approved in advance. Otherwise there may be problems with your benefits.
- If you receive benefits under the Asylum Seekers' Benefits Act, you should always speak to the relevant immigration authority beforehand to find out whether you are even allowed to do a trial work placement.

If the MAG is approved, the employment agency or job centre will give you a written application for reimbursement of travel expenses.

# What is trial employment?

This is a normal employment relationship with a fixed-term contract for 6 months.

The standard wage or minimum wage must be paid.

It cannot be extended and must be followed by a regular contract.

#### **Entry qualification**

Do you know what you want to be? But you haven't found a training place by 30 September? Then you can do a longer work placement under certain conditions. This prepares you for vocational training. It is called entry qualification (EQ) and lasts between 6 and 12 months.

The <u>entry qualification</u> starts on 1 October for 11 months or on 1 March for 6 months.





You will receive a monthly salary.

For people who do not yet have German language skills at level B2, there is an entry-level qualification plus language (EQ + language). The internship is usually accompanied by a language course two days a week.

If you are interested, ask your personal contact at the employment agency or the careers advisor at your vocational college. Authorisation from the immigration authority may also be required.

Please note: you cannot apply for a training authorisation with an EQ!

Further information from the Federal Employment Agency can be<u>found here</u>.

#### **Career orientation internship**

# The career orientation internship offers several advantages:

- it is useful before a dual training programme or before studying to see whether the planned training is suitable
- Possible for up to 3 months without pay
- Authorisation from the foreigners authority required
- Informal application to the foreigners authority (letter from the company: Mr X/Mrs Y should do a vocational orientation internship with us from... to...). As no authorisation from the employment agency is required, this can be done quite quickly.
- From the 4th month of the internship, the employer must pay you minimum wage retroactively from the 1st day

#### Voluntary social year and federal voluntary service

# What is a Voluntary Social Year (FSJ)?

# An FSJ is a good alternative to an internship. If you have completed compulsory schooling and are under 27 years old, you can do an FSJ. You can gain valuable experience at a social or cultural organisation.

#### Where can I do an FSJ?

- in a hospital, in care for the elderly, in facilities for people with disabilities (medical and nursing tasks)
- in kindergartens, schools, youth welfare centres, social work, parishes (educational tasks)
- in parishes, cultural institutions, youth work (administrative and office tasks)
- in all social facilities, such as facilities for the elderly or people with disabilities (housekeeping and janitorial tasks)

#### Where can I find offers?





<u>Here</u> and <u>here</u> you will find further information, as well as help and a list of recognised organisations that offer an FSJ in the federal state of North Rhine-Westphalia.

#### Organisations that offer an FSJ in the district of Lippe can be found here.

To ensure that you find a place in your desired area of work for a social year, you should **apply early for an FSJ**. Ideally six months in advance. Sometimes it is also possible to start an FSJ at short notice within four weeks.

# What benefits will you receive?

- You can receive monthly pocket money and a catering allowance. This depends on the organisation in which you do the FSJ.
- You may also be provided with accommodation (a furnished room).
- You have at least 24 days holiday if your voluntary service lasts 12 months
- · You are insured in the event of illness, accident and damage to third parties
- You will be reimbursed for the cost of travelling to and from the seminars
- Under certain conditions, we can offer you financial support for a language course
- You must <u>organise and pay for</u> your travel to and from the volunteer placement <u>yourself</u>. We are also <u>unable to reimburse</u> travel costs for daily journeys to the assignment location.

# Will I receive a certificate?

At the end of your voluntary service, you will receive a **certificate** for your work at the placement centre. You will also receive a **certificate** for the training days.

# What are the benefits of an FSJ?

- Getting socially involved and doing good
- Develop personally, broaden your horizons and experience new things
- Gain professional orientation during the FSJ not only in the social sector
- Gain practical experience yourself
- Have the FSJ recognised for university, pre-study internship, year of recognition
- Take time out and gain more time for yourself

# $\mathcal{P}$ <u>Please note:</u> An FSJ must be authorised by the foreigners authority if you do not have an unrestricted work permit.

# **BufDi - Federal Voluntary Service**

# What is a Federal Volunteer Service (BufDi)?

**Asylum seekers** and **recognised refugees** can take up employment in the Federal Voluntary Service. **Young people who have completed their compulsory schooling** work for 6 - 24 months in a social or cultural organisation. The Federal Volunteer Service is **open to women and men of all ages. It enables** people to get involved for the common good outside of work and school. This can be in the social, ecological and cultural fields, or in the areas of sport, integration, civil defence and disaster control.





# What are the advantages of a BufDi?

- Gain practical experience and knowledge yourself
- Gain initial insights into the world of work
- learn from the rich life experience of older people
- and much more!

# Where can I do a BufDi?

- in healthcare
- in the area of help for people with disabilities
- In integration
- In child and youth welfare, youth education, youth work
- Culture, preservation of historical monuments, adult education
- In care for the elderly
- In sport
- In the field of environmental protection, nature conservation and sustainability
- In the welfare sector
- In the field of civil defence and disaster control

You will also receive a **certificate** at the end.

#### $\mathcal{Q}$ Please note: A BufDi must also be authorised by the foreigners authority.

You can find <u>more information</u> about the Federal Volunteer Service here.

#### **Training in Germany**

# **General information**

# Training and vocational qualification

In Germany, it is very good if you have a vocational qualification before you go to work.

With a vocational qualification, you will earn more money over the course of your life, are less likely to be unemployed and are less likely to have fixed-term employment contracts than if you are looking for work without a vocational qualification.

The duration of a vocational training programme depends on the occupation. **Most apprenticeships last 3 years**. At the end of the training period, you take a final examination. If you pass the exam, you can then work in this profession.

Apprenticeships can sometimes also be completed **part-time**. Part-time training usually takes one year longer than normal full-time training.





Successfully completing vocational training offers you many opportunities on the labour market. In some cases, you can also go on to study after completing an apprenticeship.

 $\Im$  If you would like to apply for an apprenticeship, **German language skills are very important** (at least B1). German is spoken in the companies and vocational schools. The examinations are also held in German.

 $\mathcal{P}$  To gain an insight into a profession, it makes sense to do a **work placement**. Here you can find out whether the profession appeals to you.

# **Dual vocational training**

**Dual training** is a speciality in Germany. Dual means "two". **Dual training takes place in two places: In a company or factory and in a vocational school.** 

Approximately one third of the time is spent at the vocational school and two thirds at a company. So you learn the theory at school and the practice in the company.

 $\mathbb{Q}$  In a dual training programme, you already earn money during your training.

Depending on the type of occupation you want to learn in a dual training programme, there are different institutions responsible:

# Handwerkskammer (HWK)

The Handwerkskammer (HWK) is responsible for skilled trades .

The Chamber of Crafts (HWK) has special contacts for those who want to start an apprenticeship in this field. It provides support in the search for an apprenticeship or an introductory qualification that can precede an apprenticeship.

Chamber of Crafts East Westphalia-Lippe in Bielefeld

Paderborn-Lippe District Craftsmen's Association

# Industriekammer und Handelskammer (IHK)

The Chamber of Industry and Commerce (IHK) is responsible for **professions in industrial production, trade and services**.

This includes, for example, plant mechanics, wholesale clerks and foreign trade clerks. The Chamber of Industry and Commerce also has specialised contacts who can advise you on training, entry-level qualifications and internships:

IHK Lippe zu Detmold

# School-based training at the vocational school





However, there is not only dual training in Germany. There is also **full-time school-based training at a vocational school**.

Vocational schools teach theory and practice.

A school-based training programme usually lasts **two to three and a half years**. Lessons take place full-time.

School-based training programmes are only available for certain professions. Various vocational schools are responsible for this.

Whether you are allowed to do an apprenticeship depends on your residence status. Check this <u>here</u>.

You can also find more information on the subject of training here.

When can I do an apprenticeship?

# How can I do an apprenticeship in Germany?

# Training permit from the foreigners authority

Many people can do a training programme without needing a permit. These are

- Citizens from the EU
- People from non-EU countries (with a suitable residence permit)
- Recognised asylum seekers (with a residence title, for example a residence permit)

# Other people require a permit to undertake training. These are

- Persons with tolerated stay
- Asylum seekers

The foreigners authority (<u>Ausländerbehörde</u>) can issue a training permit.

# **Training place**

You need a **training place** for an apprenticeship. To do this, you must apply to a company.

**Do you need help with your application?** Then you can call <u>here</u>, for example.

Do you need help **finding the right training programme?** Then you can seek advice from the Federal Employment Agency (Bundesagentur für Arbeit) or the Netzwerk Lippe for advice.

# School certificate





For some training courses, you need a **German school-leaving certificate or a certificate that** is **recognised in Germany.** 

Do you have questions about your school certificate from your home country? Then you can <u>find</u> more information <u>here</u>.

# German language skills

You also need a good knowledge of German for an apprenticeship. Good means: at least language level B1.

#### Where do I look for an apprenticeship?

# Chamber of Industry and Commerce (IHK) Lippe zu Detmold

At the **IHK Lippe zu Detmold** there is a training atlas<u>(Ausbildungsatlas</u>). This brochure provides information about the IHK training occupations and technical terms from dual training, but also about career choice, application letters, CVs and job interviews. There you will also find the current **list of IHK training companies**!

# Like a Boss - Initiative of the German IHK Bildungs GmbH

Here you will find everything you need to know about training. No matter whether you are studying for exams, want to apply for a job or are interested in facts.<u>Videos</u> are regularly posted here to help you start your career and also provide you with information.

# Was there nothing for you at the IHK? Are you perhaps interested in the skilled trades?

Are you looking for an internship or an apprenticeship in the skilled trades? Then you've come to the right place.

The job exchange for apprenticeships and internships of the <u>Chamber of Crafts</u> <u>Ostwestfalen-Lippe zu Bielefeld</u> lists many vacant apprenticeships in the skilled trades. Simply select the desired profession.

# **Training opportunities OWL**

This offers an uncomplicated and quick way of making initial contact with companies offering training. After this initial brief meeting, further steps are arranged, such as sending the documents or an online application interview. It only takes a few minutes to successfully lay the foundations for an **internship** or **apprenticeship**. It's simple and straightforward. The service is **free of charge** for everyone involved.

You can find lots of **information on the subject of training** and everything else at **#TeamLippe from the Lippe Bildung e.G.** 

You can also find a wide range of offers and opportunities on the <u>Lippe Bildung e.G.</u> website. On its website,<u>"TeamLippe</u>" provides an overview and lots of information on apprenticeships, internships and transitional programmes for the time after school.





Contact person:

Vanessa Boschke
 Lippe Bildung e.G., Campusallee 19, 32657 Lemgo
 05261 7080-827
 boschke@lippe-bildung.de

 $\label{eq:production}$  If you have received a **rejection** for your application, you can register **with**<u>Talentpool</u> at <u>#TeamLippe</u>. Here you will become part of an exclusive network of top companies from Lippe that are always on the lookout for talented trainees like you.

#### Vocational Information Centre (BiZ) Detmold

# Find out about professions and the labour market in Lippe at BiZ (= Berufsinformationszentrum )

The "BIZ" (careers information centre) is located in Detmold in the employment agency.

The BIZ provides information about the various professions in Germany.

Visiting the BIZ is free of charge.

You will find a great deal of knowledge and material on vocational topics there:

- Training and studying
- Professions and their requirements
- vocational qualifications
- further training
- further training
- Application and job search
- Job opportunities abroad
- Current developments on the labour market





# $\bigcirc$ Computers with Internet access are available at BIZ for your research and applications. Use of the computers is free of charge.

You can also take the many materials in the BIZ home with you. For example, there are

- Application guide
- study guides
- Magazines on the topics of business start-ups or further training

 $\mathbb{Q}$  Further information can be found <u>here</u>.

# **Project VerA - Training Guides**

# Projekt VerA plus - Apprenticeship guides

**VerA plus** is aimed at young people who are experiencing difficulties in their training and are thinking of dropping out.

They are supported by senior experts with work and life experience.

Support from VerA plus is **free of charge** for trainees and all other parties involved. The senior experts and young people jointly determine the objectives of the training counselling on a case-by-case basis.

# **Regional coordinator:**

# **L**Contact Mr Lutz Diekjöbst

# Chone: <u>+49 (0) 1757114551</u>

#### @Email: <u>detmold@vera.ses-bonn.de</u>

At VerA plus you will receive support for both commercial and craft apprenticeships

 $\mathcal{P}$ You must **register** here to receive support from VerA plus: <u>I am an apprentice</u>

 $\mathcal{P}$  If you are retired and would like to help trainees, please register here: <u>I am a retired</u> professional

You can find more information here: SES Bonn

#### Funding opportunities through the Federal Employment Agency





# Assistance during training (abH)

Training-related assistance (abH) is intended to enable young people to

- take up
- continuation
- and the successful completion of vocational training.

For young people taking part in an <u>Einstiegsqualifizierung (EQ)</u> The aim of abH is to enable them to successfully complete EQ and improve their chances of making the transition to subsequent vocational training.

# The training-related assistance consists of

- Tutoring in all subjects, including German
- Support in preparing for exams
- Support with personal problems

You will receive this support and help for as long as it is necessary. If you are interested, please contact the Federal Employment Agency.

You can find more information from the Federal Employment Agencyhere.

# Assisted training (AsA)

Assisted training is a dual vocational training programme with intensive help and support. The aim of assisted training is to successfully complete a vocational qualification and find a job.

# Assisted training consists of

- tutoring
- socio-educational support
- training support

You will receive this support for the entire duration of your training.

Youcan find more help from the Federal Employment Agencyhere.

# Vocational training allowance (BAB)

Is the money you earn during your training not enough? Then you can apply for financial assistance from the Federal Employment Agency or the Job Centre. This supportive funding is called vocational training allowance (BAB).

You<u>can</u> find more information on the vocational training allowance<u>here</u>.

# **Prospects for young refugees**

Have you fled your home country and would like to start an apprenticeship in Germany? Please contact the Federal Employment Agency for information on special offers.





If you are younger than 25, the "Perspectives for young refugees" programme (PerjuF) will help you. This will make it easier for you to find your way around the German training market. Following this programme, you should be in a position to start a suitable apprenticeship.

Your language skills will be tested in the first 2 weeks. It will also be determined how much support you need. You will then find out whether you are suited to working with wood or metal, for example. However, you may be suited to the area of housekeeping.

#### The programme usually lasts 6 to 8 months.

The placement specialists at your employment agency or the integration specialists at the job centre will be happy to help you with any questions you may have.

You can find more information from the Federal Employment Agencyhere.

Customised staffing/welcome pilots

# Help with the search for an apprenticeship

# Would you like to doan apprenticeship, an internship or an entry-level qualification (EQ)?

Then there are two programmes that can help you:

1. the programme **Passgenaue Besetzung** ("Matching programme") and

2. the programme **Willkommenslotsen** ("Welcome Pilots") programme.

Both programmes are free of charge.

# The "Perfect match" programme

The programme helps young people to get a good apprenticeship.

It is organised by the "<u>Industrie- und Handelskammer (IHK) Lippe zu Detmold</u>" and the "<u>Kreishandwerkerschaft Paderborn-Lippe (KH)</u>" programme.

#### Contact:

#### **Contact at IHK ist Herr Tobias Haak**

**L**05231/760178

@haak@detmold.ihk.de





# La The contact person at KH is Mrs Franziska Friedrich

**\$**05251/700385

@Franziska.Friedrich@kh-paderborn-lippe.de

# Willkommenslotsen

The **Willkommenslotsen** help refugees to find an apprenticeship.

They discuss job suggestions with teenagers and young adults or help them improve their application documents. They also make contact with companies.

**Willkommenslotsen** are available from the <u>Ostwestfalen-Lippe Chamber of Crafts (HWK)</u> and the <u>Paderborn-Lippe District Crafts Association (KH)</u>

 $\$  The counselling often introduces less well-known professions. Sometimes it is precisely these professions that offer good opportunities for the future and a career.

#### Contact:

#### La The contact person at HWK is Frau Hildegard Kuckuk

# <u>0521/5608324</u>

@hildegard.kuckuk@hwk-owl.de

#### La The contact person at KH is Mrs Andrea Siegmeyer

<u>+49 (0) 52517003433</u>

<u>+49 (0) 15158707498</u>

@Andrea.Siegmeyer@kh-paderborn-lippe.de

#### Which apprenticeships are in demand

Would you like to do an apprenticeship?

# Occupational fields with few trainees:

Craft trades:

There is a shortage of trainees in many skilled trades. This includes almost all construction work. Fewer people are interested in these professions because the work is considered





strenuous. But this also includes hairdressing and baking.

• Care and health:

There is a shortage of trainees in geriatric care and nursing. Many people do not apply because the work is very strenuous and the pay is often not so good.

- Catering and hotel industry: There are too few trainees for jobs such as cook or chef, and hotel clerk. The often irregular working hours make these professions unattractive for many.
- Technical professions: Many people interested in technical professions decide in favour of a degree course. However, training in the fields of mechatronics, electrical engineering or plant engineering is almost as varied. The prospects for the future are very good.
- Logistics and transport: Professional drivers and warehouse logistics specialists are urgently needed. These professions are important. The working conditions can be difficult.

# Most popular training occupations:

- Office management assistant:
  Office work is involved in almost all companies. You can therefore work in many different areas. You have a good chance of starting a career in the office. The work can often be organised in a family-friendly way.
- Industrial clerk:

This profession offers a great many opportunities in industry. Many people therefore opt for it.

- IT specialist: Due to digitalisation, there are a great many tasks for specialists. Many people want to work in this field because the future prospects are good.
- Salesperson and retail clerk: These professions are very popular because there are many vacancies. You can enter the profession very quickly.
- Motor vehicle mechatronics technician: This profession is particularly popular with people who are interested in technology. It offers good opportunities to find work in Germany.

# **Recognition of foreign qualifications and certificates**

**Certificates** are very important in Germany. You get them at school, at university or at work. At work, they are called **job references**.

Certificates are proof of what you have already learnt and achieved. Certificates are a prerequisite for getting a job. You need a certificate to be admitted to a school or university.

Have you already obtained certificates and professional certificates abroad? Then these can be recognised in Germany.

This involves checking which professions you are qualified for in Germany. Your qualifications will be translated.





# You no longer have your certificates? In this case, you can try to have your work experience and professional skills recognised through tests.

# **Professional recognition**

There are around **60** regulated **professions** in Germany. For these jobs, you often need more than just a specific qualification. These are the following professions:

- Doctors who study medicine
- Judges
- The management of schools
- Jobs in the public sector

However, many professions are not the same. If you find a job, you can work in it. You can then use your academic title. Anyone with a foreign qualification can also apply for **recognition**. The chambers check whether they are all the same.

#### You can get advice on professional recognition here:

Specialist centre for professional recognition and qualification advice <u>Netzwerk</u>
 <u>Lippe gGmbH, Detmold</u>

Paraunenbrucher Weg 18, 32758 Detmold

#### IHK Foreign Skills Apoproval (IHK FOSA)

- Top in the job in Germany too IHK explanatory video in <u>German</u>, <u>Turkish</u>, <u>Polish</u>, <u>Russian</u> and <u>English</u>
- **<u>BQ Portal</u>** Online information portal for foreign professional qualifications

# School recognition

Foreigners of all nationalities can apply for school recognition in Germany. This recognition may also be necessary in order to obtain professional recognition. You may also need this in order to obtain a degree, attend a higher education institution or start a degree programme.

#### Here you will be advised on the recognition of your school certificates:

Jugendmigrationsdienst der <u>Lippischen Landeskirche</u> (for people up to the age of 27)

Leopoldstr. 27, 32756 Detmold

• Migrationsberatung beim <u>DRK</u> (Deutsches Rotes Kreuz) (for adults)

**P**<u>Hornsche Str. 29+31, 32756 Detmold</u>





• Anabin - Information on the assessment of foreign educational certificates

# Academic recognition

Academic recognition can be applied for in Germany by foreigners of all nationalities.

If you want to study in Germany, it is best to go to a university. You can have your documents checked there.

You may only receive a partial assessment and have to submit certain content later.

You need a very good knowledge of German, at least at level C1.

If you want to **study or work in science**, please contact the appropriate universities with your documents.

#### Independence

#### Who can become self-employed in Germany?

Your application for asylum is still being processed? Has your application been rejected? Do you have a tolerated stay permit? Then self-employed work is **prohibited**.

# You do not belong to this group? Then you can set up a company in Germany.

#### Links with further information:

#### Startups in the district of Lippe

If required, please contact Mr Antonius Spilker for advice:

#### Antonius Spilker | Selbstständigkeit

Paunenbrucherweg 18, 32756 Detmold

@a.spilker@kreis-lippe.de

<u>+49 (0) 5231627997</u>

**4**<u>+49 (0) 1706321480</u>

https://www.kreis-lippe.de/kreis-lippe/verwaltung...

Online guide "GründerZeiten"

Portal for founders

Homepage We start up in Germany (13 languages)

**Further training** 





# Further training and retraining

Would you like to reorient yourself professionally or undergo further training?

There are three good reasons for further training or retraining:

- better protection against unemployment
- the higher earning potential
- · Better promotion and further training opportunities in your future career

#### We can help you here

The **Jobcenter Lippe** or the **Agentur für Arbeit Detmold** will help you to find a suitable further training or retraining programme.

Talk to your personal contact person or find out more on the following pages:

Surther training at the <u>lobcenter Lippe</u>

Further training at the <u>Bundesagentur für Arbeit</u>

#### Immigration of Skilled Workers

#### The basics of skilled labour immigration

There is a law in Germany called the Skilled Labour Immigration Act. The law is intended to make it easier for skilled workers to come to Germany to work.

The existing regulations for skilled workers with a university degree will be continued and partially improved.

# Definition of "skilled worker":

Persons who have studied abroad or have learnt a profession for at least two years. The prerequisite is that the qualification is recognised in Germany.

# Easier entry into the labour market:

The skilled worker must have an employment contract and a qualification recognised in Germany. The so-called "priority check" by the Federal Employment Agency (abbreviation: BA) no longer applies. This means that it is no longer necessary to check whether a person from Germany or the EU is available for the job. The examination of working conditions remains in place.





# Further links:

# 

Information on working in Germany, studying and training, visas and residence and much more can be found on <u>Make it in Germany</u>. <u>Schnelltest</u> about your options!

The BAMF runs a hotline together with the Federal Employment Agency where your questions can be answered: <u>Work and life in Germany hotline</u>

# **49 (0) 301815111**

As an employer, you may be asking yourself "Who can work and when?" or "What is an entry-level qualification? " or "Where can I find information on funding opportunities? " You can find all this information and much more than infographics, brochures or explanatory videos at the <u>Netzwerk Unternehmen integrieren Flüchtlinge</u>.

#### Information for professionals

**Definition of specialist:** Do you have a university degree? Or have you completed vocational training? Did your training last at least two years? Does it qualify you for a profession? Then you are a skilled worker. Do you want to be officially recognised as a skilled worker? Then you must apply for this. Your qualifications must be recognised by the competent authority in Germany.

#### **Prou can find more useful information here:** <u>Make it in Germany</u>

#### Job search

#### Entering the labour market:

Entering the labour market is made easier: As a skilled worker, you must have three things. You need an employment contract. You must have a concrete job offer. And you need a qualification that is recognised in Germany. It is no longer checked whether there is a German person for the job. The Federal Employment Agency will continue to check the working conditions.

#### Possibilities of employment:

You have a certain qualification. This means that you are qualified for a specific profession. You are authorised to work in this profession. You can also work in related professions. Skilled workers with a qualification from a degree programme can also do other work. For example, skilled workers can work in an occupation that does not require a degree. However, skilled workers may not work in simple jobs. Skilled workers must work in an occupation that requires training. For the EU Blue Card, you need a job that corresponds to your qualifications.

#### Skilled workers with vocational training:

Skilled workers with vocational training can work in any profession. They only need to be qualified through training. They no longer have to work only in professions where there is a shortage of labour.

#### **Entry rules**





#### Entry for the purpose of seeking employment:

Skilled workers with vocational training can enter Germany. You can enter the country to find a job here. They receive a residence permit for up to six months. Their qualifications must be recognised in Germany. You must be able to support yourself during your stay. You must already speak German well enough to be able to work in your profession. German language skills at level B1 or better are normally required. Would you like to try out a job first? Then you can work up to 10 hours a week. This way you can find out whether you like the job. Your employer can get to know you. Skilled workers with a recognised academic qualification can also do trial work.

## Stay for qualification measures:

You will be given more opportunities so that you can gain qualifications in Germany. Have you tried to have your qualifications recognised? The authorities have identified problems? Your qualifications do not match the German ones? Then you need sufficient knowledge of German. This is knowledge at level A2. Then you can apply for a visa. With this visa you can come to Germany for 18 months. You can gain qualifications during this time. The authorities can extend the visa once for 6 months. After that, you can apply for another visa. For example, for an apprenticeship. Or for studying. Or for work.

# **Q** Would you like to find out what you have to do if you want to work in Germany as a skilled worker from abroad? <u>Here</u> you will find an overview of the responsibilities and the requirements that must be met.

#### Settlement permit for skilled workers from abroad:

Foreign skilled workers can obtain a settlement permit in Germany after four years or even earlier.

#### The accelerated skilled labour procedure - for employers

**Employers from the district of Lippe** can apply for an accelerated skilled labour procedure at the **Central Office for Skilled Labour Immigration NRW (<u>ZFE NRW</u>)** based in Cologne. In other districts, the foreigners authority is responsible for this.

All applications can be submitted online by the employer. The ZFE NRW only works digitally. Here you can find a guide to the **application process:** <u>Bezirksregierung Köln ZFE Leitfaden</u> <u>Antrag</u>

# The procedure consists of several steps:

- 1. To apply for the accelerated skilled worker procedure, the employer first and foremost needs an **authorisation from** the skilled worker.
- 2. The next step is to conclude an **agreement** with ZFE NRW to carry out the procedure. A **fee** of **411 euros** is charged for the procedure.

In addition to the application fee of 411 euros, there are also costs for the visa procedure (approx. 75 euros in local currency).

The following **documents** must be submitted:





- a valid ID with a photo of the client in colour
- a legally valid employment contract or training contract or a concrete job offer
- Proof of qualification (translated and notarised)

3. the **ZFE** will forward the documents to the **relevant authorities**.

4. the **preliminary approval** for employment from the Federal Employment Agency will be obtained from ZFE. The employer must complete the form **"Erklärung zum Beschäftigungsverhältnis"** form for this purpose.

5. if **approval** has been granted, the embassy in the home country will be informed by ZFE.

If **approval is not granted**, for example because the requirements have not been met, **the accelerated skilled labour procedure will be terminated**. The fee of 411 euros will not be refunded.

6 However, if **preliminary approval has** been granted, the original must be forwarded to the skilled worker.

7. the skilled worker applies for **the visa online** at the embassy. The advance approval is submitted to the embassy.

- 8. the embassy arranges an appointment for the interview within 3 weeks
- 9. the embassy issues **the visa** for entry

The **family of** the skilled worker can also be considered. The application must be submitted at the same time. The family must fulfil the requirements for family reunification.

We recommend that you contact the ZFE by telephone before submitting the application. The ZFE will guide you through the entire procedure!

**(**Hotline): <u>0221/1474777</u>

If you need advice on the restricted skilled labour procedure in the district of Lippe, the **Employer Service of the Employment Agency** will be happy to help you.

#### **Detmold Employment Agency**

Wittekindstraße 2, 32758 Detmold

**0800/4555520** 

Agentur für Arbeit Detmold

**Q**Further valuable information can be found at <u>Make it in Germany</u> and <u>Bezirksregierungs Köln\_ZFE</u>

Explanatory video on the accelerated skilled labour procedure

For training and studies





**Entering the country to look for an apprenticeship:** Would you like to do an apprenticeship? Then you can enter the country to look for a training place. You need German language skills at level B2. You also need a school-leaving certificate that entitles you to enter higher education. You must be no more than 25 years old. You must be able to pay for your own living costs in Germany.

**Extended transfer options for international students** in Germany: International students can obtain a new residence permit before they have completed their studies. For example: You want to learn a profession after your studies. You will then receive a residence permit for this. The new law for skilled workers makes this change easier: Are you studying? And you want to have a job? Then you can take a job. To do so, you must fulfil special conditions. The Federal Employment Agency sets these conditions. Once everything has been checked, you will receive a new residence permit.

# $\Im$ If you would like to come to Germany, for example, to look for a training place or to start an apprenticeship, you can find an overview of the responsibilities and the conditions you must fulfil <u>here</u> as a pdf file.

Settlement**permit for graduates** of vocational training in Germany: The new law allows foreign graduates of vocational training in Germany, as well as university graduates, to obtain a settlement permit after just two years.

 $\bigcirc$  German language course to prepare for training: Do you have the right visa? Then you can attend a German course. This German course will prepare you for your training.

# EU Blue Card

The **EU Blue Card** is a residence permit for academics from outside the EU who take up employment in an EU member state. The requirements for the EU Blue Card are an academic degree and an employment contract with a certain minimum gross salary. This salary depends on the annual contribution assessment ceiling in the German pension insurance scheme. This limit changes every year.

The minimum gross salary varies depending on the profession. A distinction is made between bottleneck occupations and entry-level occupations as well as all other occupations.

# As an IT specialist, you can also obtain an EU Blue Card without a university degree.

# Bottleneck professions and young professionals

Many professions require special knowledge and qualifications. If there are many vacancies in such a profession, this is a bottleneck occupation. You can find a list of bottleneck occupations <u>here</u>.

You are classed as a young professional if you have graduated within the last three years. If you find a job that guarantees you the required minimum salary, you will receive the EU Blue Card. This job can be considered a bottleneck occupation. But it can also be another profession.

Since 1 November 2023, the **minimum gross salary** has been 45.3% of the annual contribution assessment ceiling for pension insurance. This corresponds to **€41,041.80** (in





2024).

# All other professions

You do not work in a bottleneck occupation? Are you not a newcomer to the labour market? Then you must find a job that pays you at least 50% of the annual contribution assessment ceiling for pension insurance. This corresponds to €45,300.00 (in 2024).

# IT specialist and IT specialists

Don't have a university degree? Do you have at least three years of professional experience as an IT specialist? Then you can obtain an EU Blue Card. You will need an employment contract for this. This must pay you at least 45.3% of the annual contribution assessment ceiling for pension insurance. This corresponds to **€41,041.80** (in 2024).

 $\Im$  If you are still abroad and would like to apply for a Blue Card at the German embassy in order to enter Germany and take up work, you can find an overview of the responsibilities and the requirements you must fulfil here as a pdf file.

