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## Vocational training, university study and work

### General information

#### General information

There are many ways to find employment. You will find many job advertisements in major **newspapers** or on the **internet**. You can also place your own advertisement or search for work personally in your neighbourhood.

The [new JobZentrale for the Ostwürttemberg region](#) bundles regional job and vacancy offers as well as training and internship positions. Here you will find a quick overview of the labour market in the region.

If you have completed [training](#) or a [course of study](#), it will help you find a suitable job. Your chances increase the more knowledge and experience you have. [Knowledge of German](#) is very important in the job market. It is an advantage if you know other languages, such as English or French.

If you completed training or a degree in your home country, you should have these **qualifications recognised** in Germany. You can find more information [here](#).

#### Which profession suits me?

A **profession** is a **permanent job** in a certain **occupational field**. In Germany you usually need **educational training** for a profession, such as [vocational training](#) or [university studies](#). Once you have learned a profession, there are always opportunities for further education. You can still study even after an apprenticeship. It is more difficult to find and keep a job in Germany without a profession. Without educational training you usually earn less money and have fewer opportunities to advance professionally. Consider beforehand which profession interests you and what suits you and your abilities. An **internship** is very **helpful** to get an insight into a profession before starting vocational training.

#### Further information

At "Planet Beruf" you will find comprehensive information and can follow a timetable for your career choice:

<http://planet-beruf.de>

Here you will find information on various professional fields in Germany:

<http://berufsfeld-info.de/>

<http://www.gut-ausgebildet.de>

<https://www.azubiyo.de/berufe/a-z/>

Here you will find videos explaining professions:

<http://berufe.tv>

<https://www.youtube.com/user/berufezappen>

<https://www.whatchado.com/de/>

The AzubiWelt-App of the Agentur für Arbeit offers extensive offers for people who are looking for a training position:

Android: <https://play.google.com/store/apps/details?id=de....>

iOS: <https://itunes.apple.com/de/app/azubiwelt/id11489...>

A collection of helpful online and print media for professional orientation can be found [here](#).

## Career orientation tests

There are tests on the Internet to help you decide which professions might be of interest to you:

<https://www.arbeitsagentur.de/bildung/was-passt-z...>

<http://www.bildungsmesse24.de>

<http://www.bildungsmesse24.de/entscheidungshilfe/...>

<https://www.finest-jobs.com/Berufstest/Kostenlose...>

<https://albus.beonetzwerk.de/>


If you already have professional experience:

The portal "[Meine Berufserfahrung](#)" (My professional experience) provides a free multilingual (6 languages: German, English, Arabic, Farsi, Russian and Turkish) and image-supported self-assessment in 8 occupational fields.

The self-assessment can be completed in just a few minutes and provides an overview of various relevant areas of the respective professional field. This can be helpful as a first orientation. The use of a memory code allows you to save and access your results.

## Local assistance

Please also note the information on [vocational training](#) and [university studies](#). If you are unsure or have questions, these contacts will help you:

- Pupils at general-education and vocational schools should contact their teachers, [school social workers and/or the youth career assistance](#) for initial questions.
- In addition, the professional advice from the Employment Agency will help you to choose a profession (Please note: You must make an appointment beforehand!):  
Ploucquetstraße 30  
89522 Heidenheim on the Brenz  
 [0800 4 5555 00](tel:0800_4_5555_00)  
[@Heidenheim.151-U25@arbeitsagentur.de](mailto:@Heidenheim.151-U25@arbeitsagentur.de)
- Adults should contact their relevant local job placement officer ([Agentur für Arbeit or Job Center](#)).
- Training fairs are a great way to get an overview and get in touch with companies and trainees. Check the "[News](#)" for upcoming training fairs in your region.
- Training advice at the East Württemberg Chamber of Industry and Commerce (advice on training in industrial-technical and commercial occupations):  
<https://www.ostwuerttemberg.ihk.de/produktmarken/...>
- Training advice at the Ulm Chamber of Skilled Crafts (advice on training in skilled trades):  
<https://www.hwk-ulm.de/ausbildungsberatung/>

## Job application

If you would like to start vocational training or work in Germany, you must apply in writing. Most of the time, you apply to a company because it has placed a **job advertisement**. This means that the company is looking for new employees. The job advertisement states what kind of work or training is involved and what the company expects from the employee. **There** you will also find out **where and how to apply**.

If the company is interested in you, you will usually be invited to an **interview** in which you introduce yourself personally. Please plan your time and be sure to **arrive on time**. It is best to **prepare yourself thoroughly** for the interview beforehand and collect important information about the company. Visit the website and read through the history of the company and find out about its products or services. If you arrive on time and ask smart questions during the interview, you show your motivation and interest in training or work at the company.

Here you will find information on the search for [vocational training](#) and [jobs](#).

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Your application consists of three things:

- **Cover letter:** In your personal cover letter you briefly introduce yourself and say why you are suitable for the vacancy. For example, describe what experience you have already had in your home country. Find out about the company and explain why that is the place where you want to work. Your cover letter should fit on one page. Sign your letter.
- **C.V. (curriculum vitae):** The CV lists your entire experience and is set out in the form of a table. Write from when to when you worked with what company. Write where you undertook training or a course of studies. Write where you went to school and what degree you have gained. You do not have to include a photo in your CV, but many companies prefer it if you do.
- **Certificates:** It is very important that you include copies of your certificates in the application (not the originals!). Certificates are your school leaver's certificate, your degree and any job references from the past. You should also enclose the certificate of your German course, internships or relevant training courses. The certificates should be in German or English, otherwise they should be [translated](#).

It often states in the job advertisement how you should apply. Please read it carefully.

- **In writing:** Buy a nice job application folder and place your cover letter, C.V. and certificates inside. Then send the application to the address mentioned in the job advertisement. You can also drop off your application personally.
- **E-Mail:** Many applications are now sent by e-mail. Add your cover letter, your CV and your testimonies together in a PDF file and send it as an e-mail attachment. Write a short text in the e-mail to the person who receives your application.
- **Online:** Large companies have their own website on which you have to apply. In these cases just log in with your email address and complete your application there.

## Local assistance

If you have any questions about applications or need support, please contact your relevant local job placement officer ([Agentur für Arbeit](#) or [Job Center](#)). The [youth migration service](#) and [migration counselling](#) can also be of help.

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You can find further **helpful tips** for your job application at [Planet Beruf](#).

### Europass

Europass is a multilingual online portal (more than 20 languages!) that helps migrants to make their skills and knowledge visible. It allows you to create a language passport or CV (Curriculum Vitae) with a free online tool. This is important if you want to apply for a job, an internship or vocational training. You will also find important tips on how to apply for jobs.

<http://europass.cedefop.europa.eu/>

### Help for your job application:

You can create your CV and cover letter here for free. You can also import your data from Linked in or Xing and it is possible to write your own text into the template or import files.

<https://generator.bewerbung.net>

<https://generator.bewerbung.de>

<https://www.lebenslauf2go.de/>

### Further Information:

You can find further information and templates for cover letters and CVs here:

<https://www.bewerbung2go.de>

<https://www.bewerbungswissen.net>

<https://karrierebibel.de/bewerbungsschreiben/>

### Language exercises

On the VHS learning portal "Ich will Deutsch lernen" (I want to learn German) and the Goethe-Institut website "Deutsch für dich" (German for you) you will find exercises on the subject of job application and the professional world in general. This way you learn something about the working world and improve your German language skills:

<https://www.iwdl.de>

### App "Bewerbung: Fit fürs Vorstellungsgespräch" ("Job Application: Fit for the job interview")

This app can be used to prepare and follow up interviews. Available for [IOS](#) and [Android](#).

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## Recognition of credentials

Many professions are **regulated differently in Germany than abroad**. If you have received a school certificate or a professional qualification abroad, you have the option of **having these officially recognised**. Some professions require you to have your qualification recognised in order to work (regulated professions). The recognition of professional qualifications costs money. Recognition can **help you find work** though. Recognition can even be **helpful** for **training** or a **course of study**.

### General advice:

**First you need to speak to** your contact person in the **Federal Employment Agency (Agentur für Arbeit) or a Job Centre**.

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In the district of Heidenheim (Landkreis Heidenheim), you can get **assistance** from the **youth migration service (Jugendmigrationsdienst)** and the **migration counselling service (Migrationsberatung)** in having qualifications recognised.

The hotline “Working and Living in Germany” (Arbeiten und Leben in Deutschland) offers you an **initial telephone consultation** on the recognition of foreign professional qualifications (in **German** or **English**). Tel: [03018151111](tel:03018151111)

In Stuttgart and Schwäbisch Gmünd there are [\*\*expert advisors on gaining recognition\*\*](#):

#### **AWO Stuttgart**

Olgastraße 63

70182 Stuttgart

E-Mail: [anerkennung@awo-stuttgart.de](mailto:anerkennung@awo-stuttgart.de)

Tel: [07112106117](tel:07112106117)

Phone consultation hours:

Monday: 10:00 am to noon a

Wednesday: 10:00 am to noon and 1:30 pm - 3:30 pm

Thursday: 1:30 pm - 3:30 pm

#### **Aalen**

Please make an appointment by phone.

AJO e.V.

Aalstr. 14/1

73430 Aalen

Tel: [07112106117](tel:07112106117)

Phone consultation hours:

Monday: 10:00 am to noon and 2:00 pm to 4:00 pm

Tuesday: 10:00 am to noon

Wednesday: 10:00 am to noon and 2:00 pm - 4:00 pm

Thursday: 2:00 pm - 4:00 pm

#### **Schwäbisch Gmünd**

Please make an appointment by phone.

Anlaufstelle Pfiff

Bahnhofplatz 8

73525 Schwäbisch Gmünd

Tel: [07112106180](tel:07112106180)

Phone consultation hours:

Phone consultation hours:

Monday: 10:00 am to noon and 2:00 pm to 4:00 pm

Tuesday: 10:00 am to noon

Wednesday: 10:00 am to noon and 2:00 pm - 4:00 pm

Thursday: 2:00 pm - 4:00 pm

#### **IN VIA in Ulm**

Wengengasse 15

89073 Ulm

E-Mail: [anerkennung@invia-drs.de](mailto:anerkennung@invia-drs.de)

Tel: [073138852213](tel:073138852213)

## Specific advice:

If you have learned a profession in **industry, trade, gastronomy and services** abroad, please contact the [Chamber of Industry and Commerce \(IHK\)](#).

There is the possibility of a **free initial consultation** at the IHK Ostwürttemberg in Heidenheim. You must make an **appointment**. You must also bring your **documentation** to the appointment. You can find more information here: [IHK Ostwürttemberg](#).

If you have learned a profession in a **trade field**, please contact the **Handwerkskammer Ulm** (Chamber of Trade). You can find more information here: [Handwerkskammer Ulm](#).

If you want to study, please consider the **information under [University studies](#)**.

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Having qualifications recognised costs money. If you have a low income, you can apply for **financial aid**. You can find further information in this [leaflet](#).

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## Information on the Internet

Three large information portals are available on the Internet that provide information on the recognition of foreign qualifications:

"[Anabin](#)" offers **information on evaluating foreign educational qualifications** and supports authorities, employers and employees, as well as private individuals, on how to classify a foreign degree within the German educational system.

"Recognition in Germany" ([Anerkennung in Deutschland](#)) can help to **clarify whether or not persons with foreign professional qualifications require an official notification of recognition ("Anerkennungsbescheid")** to be able to work in their field of expertise.

The "[BQ-Portal](#)" offers chambers and companies exhaustive information and a working platform online to better assess and **evaluate** whether there is a German dual education or training degree similar to the **foreign professional qualification**.

Here you can check whether a profession is regulated and if recognition of the qualification is necessary in order to work in Germany:

<https://berufenet.arbeitsagentur.de>

## Vocational Training

### Vocational Training

In Germany you require **vocational training for many professions**. The duration of the vocational training depends on the type of job and can take between two and four years. During the vocational training you learn the **practical activities in your at your training work place**, and the **theoretical aspects of the job at the vocational school**. You are also **paid** during training (training remuneration). This is why the programme is also called "duale Ausbildung" (dual vocational training).

The **duration** of the vocational training depends on the type of job. It **usually takes 3 years**. At the end of the training period you **take a final exam**. If you pass the exam, you can work in this profession. There is no age limit to start vocational training.

Training can also be completed on a **part-time basis**. Part-time training lasts as long as normal full-time training, and the daily or weekly **training time in the company is reduced**.

Successfully completed vocational training opens up **many options on the labour market** to you. You can also take up a course of studies after completing your training.

In order to **gain an insight into a profession**, an **internship** makes sense. Here you can find out whether you like the job and can practice the German language.

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## Multilingual information

We present vocational training here in a short film in different languages: [German](#), [English](#), [Arabic](#), [Farsi](#) and [Tigrinya](#).

You can find multilingual information brochures and videos of the Chamber of Industry and Commerce [here](#).

Here you will find a **parent's guide** on the subject of education in Germany in different languages, including [English](#), [Arabic](#), [Persian](#), [French](#), [Italian](#), [Turkish](#), [Bulgarian](#), [Greek](#), [Bosnian/Croatian/Serbian](#), [Romanian](#), [Spanish](#), [Portuguese](#), [Ukrainian](#), [Russian](#), [Polish](#), [Chinese](#).

The Federal Employment Agency will inform you about the various [professional fields](#) in which you can train. For most apprenticeships, you apply directly to the company. The info booklet "[Meine Zukunft NRW](#)" – "My Future NRW" – summarises information on the German vocational training system in several languages.

The [multilingual glossary](#) of terms on in-company training explains 41 terms on the topic of training for entrepreneurs. The page is available with the individual terms in English, Arabic, Russian, Polish, Italian and Turkish.

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## Residence during the training period for refugees and asylum seekers

If you start an apprenticeship as an asylum seeker, but the **asylum procedure result later turns out to be negative**, you can apply for an **apprenticeship prolongation**. This prolongs your time in Germany for the duration of your training. If you continue in the profession after the training, you will get a prolongation for another two years. Enquire at your local [immigration authorities office](#) or find out [here](#).

You can find two templates from the IHK Ostwürttemberg [here](#).

[From November 2018](#) trainees as nursing assistants for the elderly and nursing assistants as well as persons in company entry-level qualifications (EQ) can also apply for an apprenticeship prolongation.

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## Company entry-level qualification (EQ) - A bridge to vocational training

Company entry-level qualification (EQ) is an option provided by the Federal Employment Agency (Bundesagentur für Arbeit) for applicants and employers alike. It consists of a **long-term internship** of between 6 and 12 months. The goal is for the employer to take on the trainee in an apprenticeship position. The trainee will **learn foundational skills for the job**, oriented towards the recognised vocational training professions. At the same time, the employer can get to know future apprentices. The programme begins after 1 October at the earliest – in exceptional cases, it begins after 1 August. Compensation will be agreed upon between the EQ participant and the company. The EQ is an employment relationship that requires social insurance. You will receive a certificate after completing the EQ. Another benefit is that the EQ can be counted as part of a vocational training period if the participant then begins a vocational training programme in the same profession.

If you have any questions, please contact your relevant [local job placement officer](#) (Agentur für Arbeit or Job Center).

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### More information:

- [planet-beruf.de](#) - my training start | Bundesagentur für Arbeit (German - text information, pictures and films)
- [Which professions fit you best?](#) - the first steps with the JOB discoverer | Bundesagentur für Arbeit (German - text information, pictures and films)
- [BERUFENET](#) - find detailed job information Bundesagentur für Arbeit (German - text information, pictures and films)
- [I'll do it!: More than 300 professions profiled](#) | ARD-alpha (German - text information, images and films)
- [Tips for finding an apprenticeship](#)
- [Application for an apprenticeship or place to study](#)

### Vacant training places

- [Employment Agency Job Exchange](#)
- [Chamber of Commerce and Industry Apprenticeship Exchange](#)
- [Ulm Chamber of Trade Apprenticeship Exchange](#)

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### Advice and assistance for training

It is possible to get support and help during your training.

- The [migration consultation](#) and [youth migration assistance](#) also help migrants with questions related to vocational training.
- the Integration Officer of the Ostwürttemberg Chamber of Industry and Commerce supports companies and refugees on the topics of application, training and work. Please note:  
[IHK Ostwürttemberg](#)

Ludwig-Erhard-Straße 1

89520 Heidenheim

Olusegun Okejimi

☎ [07321324193](tel:07321324193)

@[okejimi@ostwuerttemberg.ihk.de](mailto:okejimi@ostwuerttemberg.ihk.de)

You must make an appointment in advance.

### Perfect staffing

Here, migrants and Germans will get assistance in finding a suitable training place and they are supported in their applications.

- [Ulm Chamber of Trade \(Handwerkskammer\)](#)

- The **professional advice** from the Employment Agency will help you to choose a profession.

**Please note:** You must make an appointment beforehand.

Ploucquetstraße 30

89522 Heidenheim a. d. Brenz

☎ [0800 4 5555 00](tel:08004555500)

@[Heidenheim.151-U25@arbeitsagentur.de](mailto:Heidenheim.151-U25@arbeitsagentur.de)

- The **welcome guides** ("Willkommenslotsen") inform and support **companies and refugees** on the subject of **training and work**, including the search for training places and jobs or the preparation of application documents.

[BBQ Berufliche Bildung gGmbH](#)

Hopfenstraße 22

73430 Aalen

☎ [07361 5267 21](tel:07361526721)

☎ [07361 5267 13](tel:07361526713)

@[info-aalen@biwe-bbq.de](mailto:info-aalen@biwe-bbq.de)

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## Difficulties during vocational training

The **Employment Agency** and the **Job Centre** also provide [assistance with difficulties during training](#). There is, for example, [assisted training](#) or [training assistance support](#). Speak to your advisor.

### VerA Program

The VerA program is an offer for those who encounter difficulties in training and playing with the idea to cancel their teaching. The young experts provided professional and world-wise senior to the page - professionals in the retirement, specifically prepared for their task.

### [Senior Experten Service \(SES\)](#)

Buschstraße 2

53113 Bonn

☎ [0228 26090 40](tel:02282609040)

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

### University Studies

### General information:

There are many different degree courses in Germany. There are different types of universities:

- Universities (scientifically oriented)
- (Specialist) universities of applied science (practice-oriented)
- Dual universities (very practice-oriented)
- Art film and music colleges (for artistic subjects)

There are state colleges and private colleges. The quality of private colleges is not necessarily better, but you often have to pay high study fees there.

You can find many helpful sites online:

- [Hochschulkompass](#) (all courses and universities in Germany)
- [Study in Germany](#) (information for refugees)
- [Federal Employment Agency \(Agentur für Arbeit\) Study programme orientation](#)
- [Deutscher Akademischer Austauschdienst \(DAAD\) German Academic Exchange Service](#)

### Pre-requisites:

- If you [want to study in Germany](#), you need a [university entrance qualification](#). If you do not have a German Abitur (school leavers certificate), you have to check whether you can study in Germany with the school leaving certificate from your home country. You can find further information on the [Anabin](#) website, in the [information portal "Recognition in Germany"](#) and the [German Academic Exchange Service DAAD](#).
- You must also provide proof that you have a good knowledge of German ([level C1](#)) E.g. TestDaF, DSH or telc German C1 University. There is also the possibility of support from the educational advice university funds ([Bildungsberatung Garantiefonds Hochschule](#)). You can get further information from the German Academic Exchange Service [DAAD](#).
- Some universities also offer preparatory semesters in which you can also learn German. For example the [Dual University of Heidenheim](#).

Find out directly from the [university](#) where you would like to study. Most universities have consulting services for this. Please also note the deadlines in which you can apply for a course of studies!

The University of Ulm regularly provides [information events](#) for refugees.

The **professional advice centre at the of Federal Employment Agency** will help you to choose a profession.

Please note: You must make an appointment beforehand.

Ploucquetstraße 30

89522 Heidenheim a. d. Brenz

☎ [0800 4 5555 00](tel:08004555500)

@

[Heidenheim.151-U25@arbeitsagentur.de](mailto:Heidenheim.151-U25@arbeitsagentur.de)

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## Tuition fees for international students from third countries

The homepage of the University of Ulm provides detailed [information on tuition fees for foreign students in Baden-Württemberg](#). EU migrants and most refugees do not have to pay tuition fees. Those who have a German university entrance qualification do not have to pay tuition fees either. The website also gives information on tuition fees for a second degree course.

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### Financing:

Many people go to work to finance their studies. During term time (semester), you must not work more than 20 hours a week. You can also try to get state support.

You can find an overview of the financing possibilities for refugees here:

<https://www.studentenwerke.de/sites/default/files...>

### BAföG = Bundesausbildungsförderungsgesetz (Federal Training Assistance Act)

Students receive money every month for a certain period of time from the BAföG grant organisation. How much you get depends on your personal circumstances. Not every student can get BAföG. If you get [asylum seekers benefits](#), you cannot get BAföG. Only one full-time course of study is supported.

You can find more information at [www.bafög.de/leichte-sprache](http://www.bafög.de/leichte-sprache)

You can find an Arabic online tutorial about BAföG at [www.youtube.com/BAföG/arabisch](http://www.youtube.com/BAföG/arabisch)

### Grants

A grant is financial support, for university studies for example. There are many grants for which you can apply. And not just for the first semester but for your whole course of studies. You can get an overview on the website [www.stidendienplus.de](http://www.stidendienplus.de). Some take account of social engagement, political orientation, degree programme, grades or personal circumstances. Some organisations work together with certain universities.

The “Deutschlandstipendium” ([www.deutschlandstipendium.de](http://www.deutschlandstipendium.de), available in simple language, English and German) itself has a wide range of support offers, which also means that it can be accessible to many students.

### Without university entrance qualification:

If you are able to study with your school leaving certificate in your home country, but not in Germany, you may be able to obtain a university entrance through [Studienkolleg](#) preparatory courses. Foreign study applicants are specifically prepared there for studying at a university or a university of applied sciences in Germany.

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## Universities in the district of Heidenheim and surroundings:

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**Duale Hochschule Baden-Württemberg Heidenheim (DHBW Heidenheim):  
Baden-Wuerttemberg Cooperative State University**

Marienstraße 20

89518 Heidenheim

<http://www.dhbw-heidenheim.de/>

**DHBW Heidenheim has created an applicant pool. People who are looking for a dual study place can create an applicant profile there. Companies that have free places can view these profiles and contact them. Further information can be found here:**

<https://bewerberboerse.heidenheim.dhbw.de/bewerbe...>

**Universität Ulm: Ulm University**

Albert-Einstein-Allee 5

89081 Ulm

<https://www.uni-ulm.de/>

**Hochschule Ulm: University of Applied Science Ulm**

Prittwitzstraße 10

89075 Ulm

<https://studium.hs-ulm.de/>

**Hochschule Neu-Ulm: University of Applied Science Neu-Ulm**

Wileystraße 1

89231 Neu-Ulm

<https://www.hnu.de/>

**Pädagogische Hochschule Schwäbisch Gmünd: University of Education Schwäbisch Gmünd**

Oberbettringer Str. 200

D-73525 Schwäbisch Gmünd

<http://www.ph-gmuend.de/>

**Hochschule Aalen: University of Applied Science Aalen**

Beethovenstraße 1

73430 Aalen

<https://www.hs-aalen.de/>

**Hochschule für Gestaltung Schwäbisch Gmünd: University of Design Schwäbisch Gmünd**

Rektor-Klaus-Straße 100

73525 Schwäbisch Gmünd

<https://www.hfg-gmuend.de/>

**Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen:  
Nuertingen-Geislingen University**

Campus Geislingen Pa4

Parkstraße 4

73312 Geislingen a.d. Steige

<https://www.hfwu.de/>

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**Kiron University**

You can also start to study at university **without university admission**. One option of pursuing a study course is the [Kiron University](#), which allows you two years to get recognition of your certificates. However, you need proof of university admission for your third year at a university in Germany. You must make sure to get this in the first two years of your studies.

Kiron students complete the first two years of their study course online and their third year at a partner university. The qualifications offered are recognised.

Online courses of study are possible through Massive Open Online Courses and Small Private Online Courses. These are courses from world-renowned elite universities such as Harvard, Stanford, MIT or Yale, which have been made available to the general public. In consultation with the providers, Kiron takes over the free courses and combines these with the latest e-learning technologies into learning modules. The partner universities credit these online courses and allow students to finish the third year of the selected study course on site.

## External examination and partial qualification

### "Externenprüfung" (external examination)

If you have **worked in a profession for at least one and a half times the [standard training period](#)** (if the normal duration of training is 3 years, you must have worked in this profession for at least 4.5 years), but have not completed any vocational training, you can **take an external examination** (Externenprüfung). This means that you will take the **normal final examination in this profession**. If you pass the examination, you will receive a recognised professional qualification.

For further information please contact the [Industrie- und Handelskammer Ostwürttemberg](#) (Chamber of Industry and Commerce) or the [Handwerkskammer Ulm](#) (Chamber of Crafts).

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### "Teilqualifikationen" (partial qualifications)

Partial qualifications are an opportunity for **step by step** vocational training. A recognised **training occupation** is **divided** into **5 to 8 partial qualifications** (modules). In each module you will have a **theoretical** part and a **practical part**. A partial qualification lasts **2 to 6 months** and ends with a competence assessment. If you pass, you will receive an official **certificate** from the Chamber of Industry and Commerce (IHK) that will help you in your further career. Once you have completed all modules of a training occupation, you can take the external examination ("Externenprüfung").

Partial qualifications can be acquired **part-time or full-time** and are primarily aimed at **adults over 25 years** of age.

If you have any questions, please contact **contact your relevant local [job placement officer](#)** (Agentur für Arbeit or Job Center).

In this **video with multilingual subtitles**, partial qualifications are simply explained: [German](#), [English](#), [Arabic](#), [Farsi](#), [Turkish](#).

Further information can be found here:  
- <http://www.nachqualifizierung.de/tq/>

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## Further Education and Training

After your training or studies, you can continue your education. In this way, you qualify for new professional tasks and adapt to changes in the labour market. Sometimes there are funding opportunities so that you only pay part of the costs. The Employment Agency, the Chamber of Industry and Commerce or the Chamber of Crafts offer free counselling.

### Career advancement

With [continued training concentrated on advancing your career](#), you can qualify for more challenging or specific professional tasks.

### Professional qualification

With a [qualification](#), you can expand your knowledge and skills or adapt them to new technical developments. You can also catch up on a vocational qualification in this way.

### Funding opportunities for further training

If you would like to pursue continued education, there are many [support and financial assistance opportunities](#) (e.g. education credit (Bildungsgutschein) or Upgrading Training Assistance (Aufstiegs-BAföG)).

### Further information

You can find an overview of continuing education opportunities and counselling centres on the page [Further Education in Baden-Württemberg](#).

### Free consultation

Ask your adviser at the [Job Centre](#) or the [Employment Agency](#).

#### [Chamber of Industry and Commerce Ostwürttemberg \(IHK\)](#)

Ludwig-Erhard-Strasse 1  
89520 Heidenheim

#### [Chamber of Crafts Ulm \(HWK\)](#)

Olgastrasse 72  
89073 Ulm

## Work and job

### Employment contracts

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.

#### Minijob

The maximum monthly salary is €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.

## Immigration of Skilled Workers

### The Skilled Workers Immigration Act (Fachkräfteeinwanderungsgesetz)

The Skilled Workers Immigration Act makes it easier for skilled workers with vocational, non-academic training to immigrate to Germany for work purposes. Existing regulations for skilled workers with university degrees will be maintained and in some cases made even easier.

#### 1. For companies:

- **Accelerated skilled worker procedure:** With the power of attorney of the skilled worker, employers can file an accelerated skilled worker procedure with the competent Bureau for Foreigners (Ausländerbehörde) in Germany. An agreement must be concluded between the company and the Bureau for Foreigners (Ausländerbehörde). Among other things, the agreement must contain the powers of attorney and responsibilities of the employer, the skilled worker and the authorities involved (Bureau for Foreigners (Ausländerbehörde), Federal Employment Agency (Bundesagentur für Arbeit), recognition offices, diplomatic representation abroad) as well as a description of the procedures including the parties involved and deadlines.
- The **fees** for the accelerated skilled worker procedure at the Bureau for Foreigners (Ausländerbehörde) come to 411 euros. In addition, there is a visa fee of 75 euros as well as any other applicable fees (certified copies, translations).
- **The Bureau for Foreigners (Ausländerbehörde) advises the employer** and supports them in carrying out the procedure for the recognition of the foreign qualification of the skilled worker. The Bureau for Foreigners (Ausländerbehörde) shall obtain the approval of the Federal Employment Agency (Bundesagentur für Arbeit) and check the conditions for granting the permit under aliens law. The recognition offices and the Federal Employment Agency (Bundesagentur für Arbeit) must decide within the specified deadlines.
- If all **requirements** are met, the Bureau for Foreigners (Ausländerbehörde) will issue a so-called advance approval, which it will then send to the employer for forwarding to the skilled worker. The skilled worker then books an appointment with the diplomatic representation abroad to apply for the visa, which will take place within three weeks. At this appointment, the original advance approval must be presented together with other documents required for the visa application.
- Once the completed **visa application** has been submitted by the skilled worker, a decision will normally be made on it within an additional three weeks.
- The **accelerated procedure** for skilled workers also includes the skilled worker's spouse and underage, unmarried children if they meet the legal requirements for family reunification.

#### 2. For skilled workers

- **Definition of skilled worker:** Skilled workers are defined as persons with a university degree or qualified vocational training of at least two years. A prerequisite for both groups is that their foreign qualifications have been recognised by the competent authority in Germany.
- **Labour market entry:** Entry into the labour market will be made easier: The qualified skilled worker must have an employment contract and a concrete job offer and a qualification recognised in Germany. The so-called priority review by the Federal Employment Agency (Bundesagentur für Arbeit; BA) no longer applies. This means that it is no longer necessary to check whether an applicant from Germany or the EU is available for the specific job. The examination of working conditions by the BA remains in place.
- **Employment opportunities:** A skilled worker may be employed in an occupation that their qualification allows them to do. This means that it is possible to work in related professions. Additionally, skilled workers with an academic education are allowed to work outside of jobs that require a university degree. They may also be employed in other qualified occupations which fall within the professional context of the qualification and for which, in principle, vocational, non-academic training is required. Assistant professions and training professions are excluded, it must be qualified employment in all cases. The EU Blue Card always requires employment appropriate to the professional qualification, which usually requires an academic degree.
- **Skilled workers with vocational training:** The employment of skilled workers with vocational, i.e. non-academic training is no longer limited to occupations with shortages. With a vocational training that has been recognised in Germany, residence permits (Aufenthaltstitel) for qualified employment will also allow these skilled workers access to all professions in which their qualifications allow them to work.
- **Entering the country to find a job:** Skilled workers with qualified vocational training are also able to enter the country to look for a job. You will receive a residence permit (Aufenthaltserlaubnis) for up to six months. Prerequisites are that the foreign qualification has been recognised by the competent authority in Germany, that your livelihood is secured for the duration of your stay and that you have the appropriate knowledge of German for the job you are seeking. As a rule, a minimum knowledge of German at level B1 of the Common European Framework of Reference for Languages is required. During your stay while looking for a job, trial employment of up to ten hours a week is possible. This allows employers and foreign skilled workers to test whether they are suitable for each other. Trial employment is also possible for skilled workers with recognised academic qualifications, who are also allowed to enter the country for up to six months in order to look for work, as before.
- **Residence for qualification purposes:** The possibilities of staying in Germany for qualification purposes are being expanded. The prerequisite for this is generally that a recognition procedure from abroad has been carried out at the competent authority in Germany, in which deficits have been identified in the acquired foreign qualification in comparison to the German training (notice of recognition). An additional requirement for the issue of a visa for the purpose of undergoing qualification programmes is above all a knowledge of German corresponding to the qualification programme. These are usually at least sufficient German language skills (corresponding to language level A2). For example, the 18-month residence permit (Aufenthaltserlaubnis) can now be extended by six months to a maximum period of two years for this purpose. After expiry of the maximum period of the residence permit (Aufenthaltserlaubnis), a residence permit may be issued for the purpose of training, study or employment.
- **Settlement permit (Niederlassungserlaubnis) for skilled workers** from abroad: Foreign skilled workers can obtain a settlement permit (Niederlassungserlaubnis) in

Germany after only four years (previously five years).

### **3. For training and studies**

- **Entering the country to find a training placement:** It is already possible for prospective students to enter the country in search of a university placement. Under the new regulation, people interested in training can also enter the country to look for a training placement. Requirements are a level B2 knowledge of German, a degree from a German school abroad or a graduation certificate that entitles the holder to enter university, a maximum age of 25 years and independent livelihood provisions.
- **German language course** in preparation for training: With a residence permit (Aufenthaltserlaubnis) for a qualified vocational training course, a German language course or a job-related German language course may be attended in preparation.
- **Expanded changeover possibilities for international students** in Germany: International students already have the opportunity to change to other residence permits (Aufenthaltstitel) even before they have completed their studies. For example, instead of continuing their studies, they can start vocational training and receive a residence permit (Aufenthaltserlaubnis) for vocational training. The Skilled Workers Immigration Act has expanded the possibilities for such changes: Under special conditions and after examination by the BA, a job offer as a skilled worker can be accepted even during a study visit or a stay for vocational training or further education. This is accompanied by a change to a residence permit (Aufenthaltserlaubnis) for qualified employment.
- **Settlement permit (Niederlassungserlaubnis) for graduates** of an apprenticeship in Germany: Under the new law, foreign graduates of vocational training in Germany can, just like university graduates, obtain a settlement permit (Niederlassungserlaubnis) after only two years.

🌐 This and more information can also be found on the page [Make it in Germany](#)

🌐 Here you can also perform a [quick test](#) to see your possibilities!

#### **Job turbo**

The Job Turbo helps people who are new to Germany to find a job quickly. First, they learn the German language. Then they should quickly find a suitable job.

The aim is for them to be able to work quickly in a profession and earn money to pay their own way.

The Job Turbo consists of three phases:

1. finding a job
2. arriving at the job
3. getting started

Further information on the Job Turbo can be found on the website of the [Federal Ministry of Social Affairs and Labour](#) and on the website of the [Employment Agency](#). The information provided by the Federal Ministry of Social Affairs and Labour is available in [English](#) and [Ukrainian](#).

Here you will find [videos](#) on the subject of Citizen's Income, the obligation to co-operate and the Jobturbo. The videos are in simple language and in Ukrainian.

The information sheet "[Look for work now and take up employment](#)" explains labour market integration for refugees (Jobturbo). The information is in German and Ukrainian.

## Do I need a work permit?

### Refugees and asylum seekers with temporary residence or short term toleration permit:

If you have come to Germany as an asylum seeker, you need a work permit to work in general.

## When must you not work?

If you have come to Germany as an asylum seeker, you are not allowed to work in the first 3 months. During this period, the phrase "**employment is not permitted**" is written in your identification documents.

## When will you have access to the job market?

After the expiration of your employment ban there are basically two different types of access to the job market (unless you have a short-term toleration permit with a work ban):

### 1. Restricted work permit:

This means that you must apply for a work permit from the immigration authorities before starting work. This is the case if your asylum procedure is still running and you have a **temporary residence permit**. A work permit may also be applied for with a **short-term toleration permit**. Then, your temporary residence permit or short-term toleration permit will contain the phrase: "**Employment is permitted only with permission of the immigration authority.**"

You then **need** a work permit

- for each work place
- for occupational vocational training
- for an internship

You do not need a work permit for school education.

### 2. Unrestricted work permit

This means that you can **accept any work** and **do not have to apply for a work permit**. This applies if you have received a residence permit. This also applies if you have a temporary residence permit or a short-term toleration permit (and no work prohibition) and have been legally residing in Germany for 48 months.

If you have a **short-term toleration permit**, the immigration authorities can permanently refuse an employment permit. A work prohibition is always expressly stated in your identification papers ("**Employment not permitted**").

### More notes

- People who have a temporary residence permit or a short-term toleration permit may also work with a **temporary work company**.
- People who have a **temporary residence permit** do **not acquire a separate right of residence** with the commencement of work or education. When considering the **asylum application** and deciding whether to grant asylum protection, the **integration status** plays **no role**.
- In the case of people with a **short-term toleration permit**, the individual circumstances and **integration status** are taken into account when **prolonging the short-term toleration permit** or when **considering** a residence permit.

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### Refugees with a residence permit:

If you have a **residence permit**, you have full access to the labour market, without any restrictions. It is therefore not necessary to apply for employment. This also applies to [subsidiary protection](#).

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### EU and EEC citizens:

Citizens of the European Union (also called Union citizens) have **unrestricted access** to the German job market. This also applies to nationals of the European Economic Area (EEA) and their family members.

Nationals of **Switzerland** and their family members also enjoy freedom of movement within the EU, but must apply for a **special Swiss person's residence permit**.

You can find more information [here](#).

>> See also the [Authorities Guide](#)

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### Citizens of non-EU countries:

If you are a citizen of a **non-EU country**, that is, neither a national of a Member State of the European Union nor of the European Economic Area and wish to **remain permanently in Germany**, you need a **work permit**, which is known as a residence permit. You can find more information [here](#).

### Information for asylum seekers

Every job seeker in Germany is responsible for finding work themselves. If you are looking for a job, you can register with the Federal Employment Agency (Agentur für Arbeit) where you will

receive support and assistance.

### Counselling and employment services for refugees:



#### **Bundesagentur für Arbeit Heidenheim**

Ploucquetstraße 30  
89522 Heidenheim a. d. Brenz

☎ [0800-4555500](tel:0800-4555500)

@

[heidenheim@arbeitsagentur.de](mailto:heidenheim@arbeitsagentur.de)

🌐 [www.arbeitsagentur.de](http://www.arbeitsagentur.de) (Deutsch, English)

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The **welcome guides** ("Willkommenslotsen") **inform and support companies and refugees** on the subject of **training and work**, including the search for training places and jobs or the preparation of application documents.

[BBQ Berufliche Bildung gGmbH](#)

Hopfenstraße 22

73430 Aalen

☎ [07361 5267 21](tel:07361526721)

☎ [07361 5267 13](tel:07361526713)

@

[info-aalen@biwe-bbq.de](mailto:info-aalen@biwe-bbq.de)

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### Search for vacancies online and get information:

- [JOB EXCHANGE](#) of the Federal Employment Agency
- JOB EXCHANGE app: free of charge Employment Agency app for Android and iPhone - here you can find Federal Employment Agency vacancies  
Download for Android >> [click here](#)  
Download for IOS >> [click here](#)

[make-it-in-germany.com](http://make-it-in-germany.com) is the official multilingual online portal for international professionals

The chambers of trade (Handwerkskammern) have developed an [app](#) which makes it possible to search for training and internship vacancies.

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### Advisory portal "Fair integration for refugees"

The new portal "[Fair Integration for Refugees](https://www.faire-integration.de/en/)" provides information in German, English and Arabic about rights and obligations in the employment relationship and thus helps with problems in the job. Beside the information on the portal there are also [advice centres](#) in Germany, e.g. in Baden-Württemberg.

<https://www.faire-integration.de/en/>

The counselling centre "[mira](https://mira-beratung.de/)" (Mit RECHT bei der ARBEIT!) offers advice and information on labour law issues for refugees and third-country nationals (migrants who do not come from the EU). If you have problems with issues such as employment contracts, wages, insurance and more, you will find help there. The counselling is also multilingual. There are counselling centres in Stuttgart and Karlsruhe.

<https://mira-beratung.de/>

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### **Further online offers on work and training**

Information for asylum seekers, job seekers and employers

[Another job exchange for refugees -> www.workeer.de](http://www.workeer.de)

[Network integration through qualification \(IQ\)](#)

[Jobs for refugees](#)

The purpose of "[refugees can!](#)" is to facilitate refugees' integration into the job market through a job exchange.

The European Commission has created the [Science4Refugees Initiative](#) for refugees scientists and researchers to help you find the right job.

### **Information for recognised refugees and immigrants**

#### **Counselling and employment services**

for recognised refugees:

With your recognised status, you switch to the Heidenheim job centre and are treated as job seekers; you have to apply for a personal application.



#### **Counselling and employment services for other immigrants and EU citizens:**

[Job centre Heidenheim](#)

[Theodor-Heuss-Str. 1](#)  
[89518 Heidenheim a. d. Brenz](#)

#### General rule:

- You have to look for a job yourself.
- You are covered by health insurance.
- You can find an apartment (before signing a rental contract ask in the job centre whether the rent is considered reasonable).
- You will receive basic benefits under SGB II as long as you are not able to cover your living expenses yourself. EU citizens must also have "employee status".

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[BBQ Berufliche Bildung gGmbH](#)

Hopfenstraße 22

73430 Aalen

Tel: [07361 5267 21](tel:07361526721)

Tel: [07361 5267 13](tel:07361526713)

E-Mail: [info-aalen@biwe-bbq.de](mailto:info-aalen@biwe-bbq.de)

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## Counselling and employment services

for EU citizens and immigrants:



**[Federal Employment Agency Heidenheim](#)**

[Ploucquetstraße 30](#)

[89522 Heidenheim a. d. Brenz](#)

Tel: [0800 4 5555 00](tel:08004555500)

E-Mail: [heidenheim@arbeitsagentur.de](mailto:heidenheim@arbeitsagentur.de)

>> [More information](#)

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## Contact point - women and jobs

The [contact point for women and jobs](#) provides free and confidential advice to women and girls about these topics:

- Re-entering a profession



- Vocational education and training
- Vocational guidance
- Career planning
- Business start-upThe advice is given in Heidenheim, Giengen, Dischingen and Niederstotzingen. There is also a **mentoring programme** for migrant women and refugee women. A mentor helps you to get to know the job market in Germany. In this connection, women are still being sought who want to volunteer as mentors! You can find more information [here](#).

**Contact:**

[Contact point - women and jobs](#)

Ostwürttemberg-Heidenheim

Bergstraße 36

89518 Heidenheim

Tel: [07321 321 2558](tel:073213212558)

E-Mail: [frau-und-beruf@landkreis-heidenheim.de](mailto:frau-und-beruf@landkreis-heidenheim.de)

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<https://mira-beratung.de/>

## Advice for EU citizens on the subject of work

You come from an EU country and work in Germany? If you have questions about work, you can get free advice on your rights from the VIJ. For example, if you do not have an employment contract, work too many hours, or receive little or no pay. Counselling is provided in German, English or Romanian. If necessary, it can also be provided in other languages.

<https://vij-wuerttemberg.de/beratung-bei-arbeitsa...>

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## Working and living in Germany hotline

The "[Working and Living in Germany hotline](#)" answers your questions on the following topics in German and English:

Job search, work and profession

Recognition of foreign professional qualifications

Entry and residency

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## Learning German

>> **The hotline can be reached Monday to Friday from 9:00 am to 3:00 pm on: +49 30 1815 - 1111.**

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- [EURES](#) - The European job mobility portal
  - [JOB EXCHANGE](#) of the Federal Employment Agency
  - JOB EXCHANGE app: free of charge Federal Employment Agency app for Android and iPhone - here you can find Federal Employment Agency vacancies  
Download for Android >> [click here](#) Download for iPhone >> [click here](#)