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## Work and training

### Work and training in the Karlsruhe district


#### General information on work and training


To find a good job in Germany, completed vocational training or a completed course of study is important.

On the following pages, you will find **information and contact persons for training and entry into professional life**.

If you would like to get advice on educational issues or need information on a specific job description, you will find an overview of various educational opportunities for people who are new to the district of Karlsruhe, as well as a lot of important additional information on the website of the **Berufsinformationszentrum BIZ Karlsruhe (Vocational Information Centre)**:

Berufsinformationszentrum (Vocational Information Centre)

 [Brauerstr. 10, 76135 Karlsruhe](#)

 [0721/8232200](tel:07218232200)



[Vocational information centre](#)

Further detailed career information and the apprenticeship exchange operated by the "Arbeitsagentur" (Employment Agency) can be found under **offers**.

The conditions with which you may work in Germany depend on your residence status. You can find basic information on this topic at [here](#).

If you have already completed school or vocational education abroad, you should make sure that these qualifications are recognised. You can find more information on this at ["Anerkennung ausländischer Qualifikationen" \(Recognising foreign qualifications\)](#).

In Germany there are about 400 training occupations. If you are interested in vocational training, you will find further information and contact persons under ["Ausbildung in Deutschland" \(Vocational training in Germany\)](#) (dual and full-time school).

As a teenager and young adult, you have to go to the "Berufsschule" (vocational school). This is true if you are undergoing vocational training, but also in other cases. The vocational schools in the district of Karlsruhe also offer various educational and counselling services to prepare you for vocational training or for starting a career. The ["Jugendberufshilfe" \(Youth Employment Service\)](#) or ["AVdual" Companions](#) can advise you on this. Outside of the vocational schools, too, support is available at [HWK \(Chamber of Crafts\)](#), the [IHK \(Chamber of Commerce and Industry\)](#) and the ["Arbeitsförderungsbetriebe" \(employment promotion](#)

[agencies](#)) for help with career entry and in the first few months of training.

If you are looking for information about education in Karlsruhe, you will find a project by the Karlsruhe District Office on the homepage <https://www.gipfelstuermer-zukunft.de/>, which gives an overview of various educational opportunities, as well as a lot of important additional information.

The database can also help you in the consultation process to find the right offer for you.

## **Training for migrants to become geriatric care assistants (m/f/d)**

### **Get an apprenticeship and learn German at the same time!**

[Here you can find the flyer](#)

## **What do geriatric care assistants do?**

Nursing assistants support professionals in the care and support of elderly people. They assist with washing, eating, and other daily tasks.

## **What are you learning?**

- German (German as a foreign language is part of the training)
- How to care for and look after elderly and dependent people
  - in nursing homes
  - hospitals
  - At home

## **The training in numbers:**

- More than 1000 € gross per month
- At the end, German language level B2
- 2 years of training at a vocational school and in a care facility
- Especially for people who still speak little German
- 💡 Anyone who wants to work in the profession after training can obtain a residence Aufenthaltserlaubnis ( 19c Abs 1 AufenthG iVm § 22a BeschV ).

## **What do you bring with you?**

- German language skills at level A2
- Fun in dealing with older people
- They like to chat
- Skilled craftsmanship
- Good physical fitness

## **More information:**

 [www.arbeitsagentur.de/berufetv](http://www.arbeitsagentur.de/berufetv) → Nursing Assistant

## What does the training offer?

- You will receive your secondary school certificate (if you do not already have it)
- You reach the German language level B2
- Access to the 3-year generalist nursing training
- State-recognized training
- Preparation for naturalization

Are you interested? Write to us or call us:

### **Berufliche Schule Bretten**

Ms. Elke Henn

☎ [0721 936 61600](tel:072193661600)

@ [aph@bsb-bretten.de](mailto:aph@bsb-bretten.de)

🗣 German English

📄 [School flyer](#)

### **Elisabeth Selbert School Karlsruhe**

Ms. Ute Frei

☎ [0721 133 4093](tel:07211334093)

@

[sekretariat@ess.karlsruhe.de](mailto:sekretariat@ess.karlsruhe.de)

🗣 German English

📄

[School flyer](#)

### **maxQ Karlsruhe**

Ms. Verena Salazar Rodriguez, maxQ

☎ [0721 120 843 103](tel:0721120843103)

@ [Pflegeschule.Karlsruhe@maxq.net](mailto:Pflegeschule.Karlsruhe@maxq.net)

🗣 German, English, Spanish

[School flyer](#)

Still missing a training position?

The following nursing companies offer training in this course:

[List of training companies for those seeking training](#)

Volunteer **job coaches** help with the search and application!

[Here you can find Job Coaches](#)

[Official description of the training](#)

## Special advice centres

### Job coaches to help you find a job, training or internship

### Are you looking for a job? Or an apprenticeship? Or an internship?

Job coaches can help you with this.

If you do not have a job coach in your area, you can go to the job coaches in neighboring communities.

Here is the [Kontaktliste der Job Coaches](#) .

### What do job coaches do?

- They help you write an application or a CV
- They help you find a job or a training position
- They help with the application for a work permit
- They plan the next steps together with you
- You know the administration and know what to do
- You talk to the boss if you want
- They help you prepare for the interview
- They help you achieve your professional goals

The job coaches are trained by the Karlsruhe District Office, District Integration Office. They do not receive any money for their work. They do it on a voluntary basis!

### Open IT 4.0 - Supporting people in the IT industry



The Open IT 4.0 project from CyberForum eV helps people who have studied in another country and want to work in the IT industry.

It supports them in furthering their education, getting good advice and finding a suitable job.

The focus is on the fields of **computer science** , **mathematics** and **technology** .

You will receive individual **information** and **assistance**

- **Find out what you are good at** and where you still need to learn.
- **Further training** to help you become even better.
- **Applications** – write your CV, create good online profiles and get the best tips for applications.
- **Information** about jobs in the region so you know where suitable positions are available.
- **Contact** with companies operating in the IT and technology sector.

We also help skilled workers whose professional qualifications have only been **partially recognized**. We support them in obtaining full recognition and enabling them to work in their profession (recognition procedure).

The consultation is **free of charge**. We offer advice in **German** or **English**.

The "Integration through Qualification (IQ)" funding program aims to sustainably improve the labor market integration of adults with a migration background. The program is funded by the Federal Ministry of Labor and Social Affairs (BMAS) and the European Social Fund (ESF). Partners in the implementation are the Federal Ministry of Education and Research (BMBF) and the Federal Employment Agency (BA).



Dr. Michaela Maier  
CyberForum eV  
Haid-und-Neu-Str. 18  
76131 Karlsruhe



[openit@cyberforum.de](mailto:openit@cyberforum.de)



[0721-602 897-17](tel:0721-602 897-17)



<https://www.cyberforum.de/angebote/fachkraefte/open-it/>



[Cyberforum flyer](#)



[Cyberforum flyer](#)

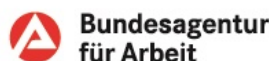


**Netzwerk**  
Integration durch  
Qualifizierung

Das Förderprogramm „Integration durch Qualifizierung (IQ)“ wird durch das Bundesministerium für Arbeit und Soziales und den Europäischen Sozialfonds gefördert.



In Kooperation mit:



IT jobs, software development, computer science, programming, IT specialist, system administration, STEM, IT training

## support from the employment agency

### Karlsruhe - Rastatt Employment Agency

Are you an asylum seeker? Or do you have a temporary residence permit? Do you receive [benefits under the Asylum Seekers Benefits Act](#) ? Then the Employment Agency (SGB III) is responsible for you.

### information for finding work

Are you **looking for a job**? Or do you want **to further** your **professional** training? You can discuss these and many other questions with the **employment agency** . They will help you:

- with the placement of a job.
- with advice on starting work.
- with advice on all aspects of professional training.
- with information on finding work and positions.

Many of your questions can be answered in a personal conversation. Please make an appointment for a consultation. This can also be done over the phone.

### career counseling

[Career counseling](#) will help you choose your **course of study and career**. It will help you during your training and at the start of your professional life. In a personal conversation, you can clarify important questions about your professional future.

### Advice can be obtained

- All students
- people in training
- All students
- graduates of universities



- all people who want to start vocational training for the first time. Or people who want to reorient themselves professionally.

### **Career counseling can help you, for example,**

- to find a suitable job or study program for you.
- To clarify questions about the content of a training or study program.
- to find a training position for you. She also helps with the application process.
- Finding alternatives if your dream job doesn't work out.
- Finding and using funding opportunities.
- To receive information about the training or job market.


Career counseling can help you with other things too. You can find more information in the [information sheet Career counseling services for teenagers and young adults](#).

### **contact**

Contact is currently only possible by telephone or online.

### **departments**

#### **Agentur für Arbeit Karlsruhe-Rastatt**

 [Brauerstraße 10, 76135 Karlsruhe](#)



[0721/8230](#)



0721/8232000



[Karlsruhe-Rastatt@arbeitsagentur.de](mailto:Karlsruhe-Rastatt@arbeitsagentur.de)

#### **other associated agencies - VISITOR ADDRESSES -**

#### **Agentur für Arbeit Bretten**

 [Weißhoferstraße 70, 75015 Bretten](#)



[07252/93530](#)



07252/935310



[B.retten@arbeitsagentur.de](mailto:B.retten@arbeitsagentur.de)

### **Agentur für Arbeit Bruchsal**



[Kaiserstraße 97, 76646 Bruchsal](#)



[07251/80040](tel:0725180040)



07251/800450



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

### **Agentur für Arbeit Ettlingen**



[Schloßgartenstraße 24, 76275 Ettlingen](#)



[07243/54460](tel:0724354460)



07243/544630



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

### **Waghäusel office**



[Philippsbürger Straße 1, 68753 Waghäusel](#)



[07254/92530](tel:0725492530)



07254 9253-40



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

## Postal address (SGB III) for all agencies

### Agentur für Arbeit Karlsruhe-Rastatt



76089 Karlsruhe

### Support from the Jobcenter

People who are unemployed and need money to live receive help from the job center in the district of Karlsruhe (basic security for job seekers (Social Code (SGB) II)).

The Job Center helps people who are unemployed and need money to live. It offers support for:

- Money for everyday life so that you have enough to eat and live on.
- Help with job searches so you can find a job.
- Money for an apartment and heating so that you have a warm home.
- Support for new furniture or clothing when you urgently need it.

The Job Center not only provides financial assistance, but also helps people find a job. It offers training and continuing education programs so people can learn new professions. Companies can also receive support when hiring.

This way, everyone should be able to find a job and provide for their own life.

### contact

The Jobcenter employees work at five locations:

- Bruchsal
- Ettlingen
- Waghäusel
- Bretten
- Karlsruhe

Depending on where you live, there is a specific office that is responsible for you:

### Ettlingen



[Schloßgartenstraße 24, 76275 Ettlingen](#)

#### Responsible for the municipalities:

Ettlingen, Karlsbad, Malsch, Marxzell, Waldbronn



[07243/544683](tel:07243/544683)



[JC-Landkreis-KA.Ettlingen@jobcenter-ge.de](mailto:JC-Landkreis-KA.Ettlingen@jobcenter-ge.de)

## Karlsruhe



[Brauerstraße 10, 76135 Karlsruhe](#)

### Responsible for the municipalities:

Dettenheim, Eggenstein-Leopoldshafen, Linkenheim-Hochstetten, Pfinztal, Rheinstetten, Stutensee, Walzbachtal, Weingarten



[0721/8233162](tel:0721/8233162)



[Jobcenter-Landkreis-Karlsruhe@jobcenter-ge.de](mailto:Jobcenter-Landkreis-Karlsruhe@jobcenter-ge.de)

## Waghäusel



[Philippsburger Straße 1, 68753 Waghäusel](#)

### Responsible for the municipalities:

Hambrücken, Oberhausen-Rheinhausen, Philippsburg, Waghäusel



[07254/925383](tel:07254/925383)



[Jobcenter-Landkreis-Karlsruhe.Waghaeusel@jobcente...](mailto:Jobcenter-Landkreis-Karlsruhe.Waghaeusel@jobcente...)

## Bretten



[Hermann-Beuttenmüller-Straße 6, 75015 Bretten](#)

### Responsible for the municipalities:

Bretten, Gondelsheim, Kürnbach, Oberderdingen, Sulzfeld and Zaisenhausen



[07252/58080](tel:07252/58080)



[Jobcenter-Landkreis-Karlsruhe.Bretten@jobcenter-g...](mailto:Jobcenter-Landkreis-Karlsruhe.Bretten@jobcenter-g...)

## Bruchsal




[Am Alten Güterbahnhof 9, 76646 Bruchsal](#)

### Responsible for the municipalities:

Bad Schönborn, Bruchsal, Forst, Graben-Neudorf, Karlsdorf-Neuthard, Kraichtal, Kronau,

Östringen, Ubstadt-Weiher

 [07251/7244101](tel:072517244101)

@

[jobcenter-Landkreis-Karlsruhe.Bruchsal@jobcenter-...](mailto:jobcenter-Landkreis-Karlsruhe.Bruchsal@jobcenter-...)

## Measure KiB (Skills in Employment)

### Who is the measure for?

This measure, with language support, combines low-threshold group coaching with community service.

The measure is for all asylum seekers who want to actively speak German and learn soft skills that will be needed later at work.

### What is the objective of the measure?

Through the low-threshold group coaching, you will acquire your first German language skills and use them in everyday cooperation with colleagues.

### When and where does the measure take place?

In the measure, you work 3 days a week and attend low-threshold group coaching twice a week. The measure lasts 3 months and may be extended for a further 3 months.

Group coaching always takes place in Ettlingen. The assignment in the working groups can take place in Ettlingen, Bruchsal or Stutensee.

### What does the measure cost?

The measure is free of charge for the participants. The charitable work is remunerated according to statutory regulations. Travel costs will be covered.

### How can I register?

Talk to your "Integrationsmanager" (Integration Manager), "Soziale Beratung" (Social Advisory Service), "Migrationsberatung" (Migration Advisory Service) or "Jugendmigrationsberatung" (Youth Migration Service). They can help you with the registration.

You can also contact BEQUA directly. More information about this measure and contact details can be found on the [BEQUA homepage](#).

### **Additional information**

The measure is particularly aimed at people who need close support in preparing for working life. The district of Karlsruhe finances this service independently.

### **Further information**

[KiB flyer](#)

[Information on KiB on the Bequa homepage](#)

### **Job search**

#### **There are different ways to find a job:**

- [Job exchange of the “Bundesagentur für Arbeit” \(Federal Employment Agency\)](#), the [“IHK” \(Chamber of Commerce\)](#) and [“HWK” \(Chamber of Crafts\)](#)
- Other search portals on the internet such as [azubiyo](#) or <https://worker.de/>
- Company websites
- Job information fairs
- Daily and weekly newspapers
- Social media
- Ask people in your circle of friends
- Ask or call the companies personally
- [Social Advice Service / Integration Management](#)
- [Employment Promotion Agencies \(PIAzA project\)](#)
- [Job Coaches](#)

Help in finding work is also offered by the [employment agency or career counselling services provided by the “Agentur für Arbeit” \(Federal Employment Agency\)](#).

If you are receiving support from the [Job Centre](#) , you will get help there.

### **Job Applications**

#### **What does an application include?**

A written application is important for a successful search for training or a job. When you have found an interesting job, you have to write an application. In your application, you describe your qualifications and experience.

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

- **Cover letter:** In the personal cover letter, you briefly introduce yourself and describe why you are suitable for the vacant position.
- **Curriculum vitae (CV):** The CV lists your entire professional experience and is set out in the form of a table. Write the dates during which you worked with each company. Include where you undertook training or a course of studies. Specify where you went to school and what type of qualification you left with. 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 send copies of your certificates. Certificates are school-leaving certificates, university degrees or job references from the past.

Applications can be submitted in hard copy, online by email or online on the company's website.

Always find out exactly what form the employer wants the application to take.

The "Agentur für Arbeit" (Employment Agency) and the Job Centre offer support with the preparation of application documents by an education partner.

## Where can I get help writing an application?

If you are a refugee and need help writing your application and a contact person for the entire application process and job search, please contact your local [social worker](#). They will find you a suitable [Job Coach](#).

If you take part in a language course with the target level A2/B1 at the working circles "AAW" (Arbeitskreis für Aus- und Weiterbildung) or IB Baden (Internationaler Bund Baden), ask your teacher about the **career orientation days** by the "Amt für Integration" (Office for Integration) / "Landratsamt Karlsruhe" (District Office Karlsruhe). These take place after the language course. You will receive information on the job and training market, you can write your applications on your PC, visit the Career Information Centre and tour companies.

You can find more information and videos on the topic of application documents on the [Make it in Germany](#) website.

On [Azubiyo](#), you can get lots of tips on how to apply for a job and even apply online.

Further examples and templates for applications can be found [here](#).

## Continuing education

### Further education - learning for the job

If you want to work in Germany, it can be helpful to learn new things. This is called continuing education. Here you'll find useful links to help you learn German better for your job. This will help you prepare well and increase your chances of getting a job.

### Professional language German

- [Language flyers for various professional groups](#)
- [Technical terms for specific professional areas](#)

- [VHS learning portal](#)

## The transition from school to work

### Career path planning at the Karlsruhe District Office

### Dual vocational training preparation (AVdual)

The [AVdual-Begleitung](#) at the schools in the District of Karlsruhe supports and accompanies AVdual pupils to improve their chances on the training and labour market.

#### Duties:

- Individual counselling and support in career and educational planning
- Help with preparing application documents and preparing for interviews
- Support in the acquisition, preparation, implementation and follow-up of suitable internships
- Placement in a follow-up pathway
- Link between school, company and parents
- Cooperation and networking with cooperation partners
- Company acquisition, active networking and maintaining contacts with companies

The AVdual supervisors have their office at the vocational schools of the district. This also means that they are always in close contact and exchange with class teachers, school social work and other support systems, so that they can act quickly, effectively and promptly.

### The “Jugendberufshilfe” (Youth Careers Service)

The [“Jugendberufshilfe”](#) (Youth Careers Service) at the schools in the district of Karlsruhe supports and accompanies pupils from the transition system (except AVdual) to improve their chances on the training and labour market.

#### Duties:

- Individual counselling and support in career and educational planning
- Support in the application process (preparation of application documents, preparation for interviews, etc.)
- Support in the acquisition, preparation, implementation and follow-up of suitable internships
- Placement in a follow-up pathway
- Cooperation and networking with cooperation partners
- Company acquisition, active networking and maintaining contacts with companies

The Youth Vocational Assistance has its office at the vocational schools of the district. This also means that they are always in close contact and exchange with class teachers, school social work and other support systems, so that they can act quickly, effectively and promptly.



Youth vocational assistance is responsible for all pupils at vocational schools.

## **ESF project NAVI**

### **Advice and support for school, training, job, personal goals**

## **ESF project NAVI**

A cooperation project of the Caritasverband Bruchsal e.V. and the Internationalen Bund (IB)

### **Who is it for?**

NAVI is for teenagers and young adults (15-25 years old) with a work permit and a language level of at least B1, who ...

- are at risk of dropping out of school
- have no education
- Have difficulties in training
- are unemployed and looking for a job
- were terminated
- have no idea what is coming and need a goal
- have no contact person and feel helpless

### **What?**

- Topics: School, training, work and more
- Individual advice and accompaniment
- Application assistance and coaching
- Possibility of tutoring
- the consultation is free of charge and voluntary
- the counseling is for adolescents and young adults with and without a migration background

### **Where?**

- in the district of Karlsruhe
- at the Caritasverband Bruchsal e.V. in Bruchsal
- at the Internationaler Bund (IB) in Bruchsal or Ettlingen

 [Flyer NAVI](#)

Contact and further information

[Caritasverband Bruchsal e.V.](#)



[Internationaler Bund \(IB\)](#)



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GEFÖRDERT VOM MINISTERIUM FÜR SOZIALES  
UND INTEGRATION BADEN-WÜRTTEMBERG  
AUS MITTELN DES EUROPÄISCHEN SOZIALFONDS



**What do I have to do if I am unemployed?**

**What does unemployment mean?**

You are unemployed if you do not earn money to live on. This is also called unemployment. Since Germany is a welfare state, it helps people who cannot, or can only partially, secure their own livelihood.

**However:** Basically, everyone should be able to earn their own living through work.

**Unemployment benefit I**

You receive **“Arbeitslosengeld I”** or “Unemployment benefit I” when you lose your job. To do so, you must have worked **in Germany for at least 12 months** in the past **30 months**.

Under certain circumstances, there are other conditions.

Whether you receive unemployment benefit is decided by the [Employment Agency](#).

## 1. Sign up for a job!

You have been given notice of **termination**, you have resigned or your fixed-term employment contract is about to end. The **Employment Agency (Agentur für Arbeit)** supports you in your search for a new job. Together with you, we will also determine whether you are entitled to financial support.

It is important that you contact us **immediately to look for work**. Register as a jobseeker **at least 3 months before the end of the employment relationship**. If you only find out about it later, contact us at the latest 3 days later looking for work.

You can do this in different ways:

- on site at your [Employment Agency](#)
- By telephone on [0800/4555500](tel:08004555500) (toll-free)
- Online at <https://www.arbeitsagentur.de/>

## 2. Personally declare yourself unemployed.

On the first day without employment at the latest, you must personally register as unemployed with your employment agency. This is a prerequisite for receiving unemployment benefit.

## 3. Fill in the application for unemployment benefit.

Apply for unemployment benefit online on the Internet. Alternatively, you can obtain an application form from your [Employment Agency](#) to submit the application in writing.

[Here](#) you will find further information.

## Citizen's income

You are entitled to citizen's allowance (SGB II) administered by the [job centre](#).

You get the citizen's income if you:

- Have been unemployed for an extended period of time.
- Haven't worked in Germany for 12 months and are liable for national insurance contributions.
- earn too little in your job and need support to make a living.

## You will receive:

- A basic rate
- An allowance for housing and heating.
- An allowance for health and long-term care insurance.

- An initial allowance for housing and clothing.
- Integration into the labour market.

**Contact the [Job Centre](#).**

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

### **Benefits according to the Asylum Seekers Benefits Act**

You are an asylum seeker or have an exceptional leave to remain (Duldung)?

Then you can apply for [benefits under the Asylum Seekers' Benefits Act](#) at the District Office.

### **Legal information about work**

[Here](#) you can find a practical guide for EU workers in Germany for good working conditions and equal treatment.

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

### **Work exploitation**

Work exploitation is when the work takes place under unfair conditions or without the agreement of the person doing the work.

Slavery and forced labour are forbidden in Germany!

Human trafficking for the purpose of labour exploitation or forced sex work is prohibited in Germany!

Other forms of work exploitation are also criminal offences:

- Refusing to pay wages despite work being carried out
- Longer periods of work than was contractually agreed for the same salary (circumventing the minimum wage)
- Refusing to pay additional wages that are due to the worker such as payment in the event of illness or paid holiday

You can get help and advice at [mira - Mit RECHT bei der ARBEIT](#).

### **Accident at work**

If you have an accident during working hours or on the way to or from work, it is classed as an accident at work (Arbeitsunfall).

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 (Durchgangsarzt).

So-called "Durchgangsärzte" (transit doctors) can be found on the website of [Deutsche Gesetzliche Unfallversicherung](#)

## **Employment contract**

Anyone who starts a job gets an employment contract. The employment contract regulates the most important conditions of an employment relationship such as:

- Working hours
- Holiday
- The amount of salary and
- Periods of notice

Both sides - employees and employers - must comply with these agreements.

As the contract becomes legally valid with your signature, you should only sign it when you fully understand the content.

If you later discover that you have signed a contract with which you do not agree after all, you can have the clauses reviewed. A lawyer for employment law or the "Beratungsstelle" (advice centre) [mira - Mit RECHT bei der ARBEIT](#) will help you with this.

### **Note:**

- An employment contract can also be established verbally or tacitly by conclusive conduct!
- If you have worked, your employer has to pay you for it, even if there is no written employment contract (yet in place)!

## **Types of contracts:**

### **Permanent job contract (Unbefristeter Arbeitsvertrag)**

As a general rule, there is a probationary period of three to six months. During this period, both the employer and the employee may terminate an employment relationship at short notice within two weeks. At the end of the probationary period, a permanent employment relationship begins with longer protection against dismissal. Working hours are usually up to 40 hours a week.

## Fixed-term job contract (Befristeter Arbeitsvertrag)

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

### Working times

#### How long can I work?

According to the "Arbeitszeitgesetz" (Working Hours Act), it is not allowed to work more than 8 hours per day.

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

You are entitled to breaks:

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

#### Labour law advice - mira

Are you a refugee or third-country national living in Baden-Württemberg? Are you working or about to start a job?

Do you have questions about (or problems in) your work regarding:

- An employment contract (e.g. mini-job, part-time or full-time)
- Wage / salary (e.g. unpaid working hours)
- Working hours / holiday / termination
- Insurance e.g. for sickness and industrial accident
- e.g. Job Centre / "Sozialamt" (Social Welfare Office)?

Then we will be happy to advise and support you on your rights!

Our advice is **free of charge** and **confidential** and takes place in German and English - in person, by telephone and online.

It is important to us that work and training are carried out under fair conditions and with respect for the rights of employees.

We want to enable people from third countries to integrate fairly into the labour market. To this end, we let you know about your employment rights and accompany and support you in enforcing your rights and claims.

[The counselling centre "mira- mit Recht bei der Arbeit"](#) in Karlsruhe is a project that aims to counteract the exploitation of third country nationals and refugees on the labour market.

mira is part of the nationwide program "Fair Integration" and is a sub-project of the IQ Network Baden Württemberg. The sponsor is adis e.V. The catchment area of mira - Karlsruhe stretches from Mannheim via Karlsruhe to Freiburg to Lörrach and Lake Constance.



Beratung für Geflüchtete und Migrant/innen,  
die nicht aus der EU kommen

## Works councils and unions

In Germany, employees have the right to have a say in the workplace, in the company and in the economy as a whole, and to stand up for their interests.

### Works council (Betriebsrat)

Upwards of a certain size of company, the law says that the employees of a company have to be represented in the form of a works council (for public services: Personalrat or staff council). A works council represents the interests of the employees in a company and has co-determination rights. It is - in accordance with the legal requirements - elected by the employees.

### Trade unions (Gewerkschaften)

Employees join together in trade unions in order to jointly represent and assert their economic and social interests vis-à-vis employers.

There are eight different trade unions in Germany, covering all occupational sectors. They advise their members on issues regarding employee and social law, negotiate wage tariffs and support the worker's councils. Membership of a trade union is not free.

### German Federation of Trade Unions (Deutscher Gewerkschaftsbund)

The German Federation of Trade Unions is the umbrella organisation of all German trade unions.

[Learn more about trade union membership](#)

Who's it for: Employees, trainees, students and pensioners

## payroll

Are you employed as an employee? Then you will receive a pay slip ( Gehaltsabrechnung ) or wage slip ( Lohnabrechnung ) after your first month of work. Some employers will also issue you a monthly statement after that. Others only do this if something is different in the month in question. For example, if there is a Christmas bonus or if the insurance contributions are increased.

### Mandatory information in the pay slip or wage statement is:

- the name and address of the employer
- the name, address and date of birth of the employee
- the employer's insurance number

- the date of commencement of employment
- the tax class and tax identification number ( Steueridentifikationsnummer )
- the billing period
- the gross wage (salary without deductions – gross tax amount and gross social security amount)
- the type and amount of the bonuses or allowances
- the type and amount of deductions
- the net amount (after all deductions)

The net amount is usually the payout amount.

There are also exceptions.

- for advances
- for loans from the company
- in the case of wage garnishments (if you have debts)

Then further amounts are deducted from the net amount.

## Illness

If you are working, doing an internship or attending a German course and are ill, you must call in and report sick. As a rule, your doctor must certify that you are not capable of working (= certificate of incapacity to work - AU) (Arbeitsunfähigkeitsbescheinigung – AU).

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

In case of illness, you will be paid for 6 weeks.

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

**Note:** Illness is not a form of protection against dismissal!

## Handing in your notice

If you wish to resign as an employee, you must send your notice of termination to your employer in writing, preferably by post with "registered letter with acknowledgement of receipt". This costs a little more, but you can prove that you sent the cancellation in good time.

If you have been dismissed by your employer and want to do something about it, you only have 3 weeks. You must file a complaint with the help of a lawyer and/or at the "Rechtsantragsstelle" (Legal Application Office) at the "Arbeitsgericht" (Labour Court).

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

The period for employees depends on the duration of the employment relationship.

For example, 5 years --> 2 months' notice



Probationary period up to a maximum of 6 months --> 2 weeks notice period

## minimum wage

### What is the current minimum wage?

There is a statutory minimum wage in Germany. The amount is increased regularly. Since January 1, 2025, the minimum wage has been €12.82 per hour.

The minimum wage must not be undercut. If you work longer than agreed in your contract, you must receive appropriate wage compensation.

### In some cases the minimum wage does not apply.

#### For example, it does not apply to:

- Young people under the age of 18 who have not completed vocational training
- trainees
- Long-term unemployed during the first 6 months of their employment after the end of unemployment
- Interns in certain types of internships (for example, a school- or study-related internship. Or an internship for career orientation of up to 3 months.)
- volunteer work
- self-employed

[Here](#) you can find further information on the topic.

## Minijob

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

The maximum earnings per month are **538 euros** (12.41 euros per hour) and are **tax-free**. The employee does not have to pay contributions to statutory health insurance and unemployment insurance. 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.

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

## Taxes and social security contributions

### Taxes in Germany

In Germany, everyone who works pays a portion of their wages to the state. This money is called taxes. Self-employed people also have to pay taxes.

### What is Einkommenssteuer tax?

Income tax helps the government pay for important things, such as building roads and schools or providing assistance to people in need.

If you're employed, your employer will take care of the tax deductions. You'll only receive the portion of the money you're entitled to keep. If you're self-employed, you'll have to make sure your taxes are paid correctly.

## **Tax identification number ( Steuerliche Identifikationsnummer )**

Everyone who works in Germany receives a special number called a tax ID. It has 11 digits and remains the same for life.

Children also receive this number. When a child is born in Germany, the government usually sends the tax ID to the parents by letter within the first three months. The number is needed, for example, when applying for child benefit.

If you work in Germany, you'll need your tax ID regularly—for example, for your employer. If you no longer know the number, you can request it from your city or tax office.

## **tax return ( Steuererklärung )**

Once a year, many people in Germany file a tax return. They report to the tax office how much money they earned and what they spent it on. Some expenses can help reduce their tax bill. Sometimes you get money back. However, you may also have to pay some additional taxes.

For many people, filing a tax return is mandatory. It's best to ask your tax office whether you need to file one. If you need help, you can contact a wage tax association or the tax office directly.

## **Social security contributions**

Social security contributions are the social security contributions that employees must deduct from their monthly gross salary, in addition to taxes. This is mandatory by law and is automatically calculated by the employer. Part of the social security contributions is also paid by the employer.

Social security contributions finance the German social security system. If people can't find work or can no longer work, they can cover basic living expenses. Ultimately, social security contributions serve to provide personal security for each and every individual – for example, if you become unemployed and have previously paid into unemployment insurance for a certain period, you are entitled to unemployment benefit I. Likewise, monthly contributions to pension insurance entitle you to receive a state pension in old age.

### **Social security contributions consist of contributions for:**

- pension insurance
- Unemployment insurance
- health insurance
- nursing care insurance

The amount depends on individual income. Contributions are automatically deducted from gross salary.

Exceptions for foreign employees apply, for example, if they have been sent to Germany by a foreign company, are employed in several countries, are self-employed, or are affected by other exceptions.


One of the requirements for a permanent residence permit is that you have paid pension insurance contributions for at least 60 months. This also applies to self-employed individuals. There are also exceptions to this rule.

## **Social security number ( Sozialversicherungsnummer )**

The German Pension Insurance will automatically send you your social security number by post when you first start work in Germany.

If you lose your number, you can request a new notification:

Telephone number of the German Pension Insurance:

 [0800/10004800](tel:080010004800) (free from German landlines)

Further information: [German Pension Insurance](#)

## **Short-time work**

Short-time working allowance is intended to at least partially compensate for your loss of earnings. It is also intended to preserve your job if the current situation of your business would make layoffs necessary.

You are entitled to short-time working allowance if your employer needs to reduce regular working hours and has reported this to the relevant Employment Agency. In most cases, this happens for cyclical reasons, i.e. because the economic situation of your business is bad.

The amount of the short-time allowance depends on the salary you would normally receive - after deduction of taxes and social security contributions (technical term: net pay): 60 percent of the lost net pay you receive as short-time allowance. Employees with at least one child receive 67 percent of the lost net pay.

In principle, the employer notifies short-time work and applies for short-time allowance. You as an employee do not have to do anything.

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

## **Overtime**

Overtime (Überstunden) 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 (Freizeitausgleich). 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.

## 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-day week: 20 days holiday

4-day week: 16 days holiday

3-day week: 12 days holiday

## Am I allowed to work?



**Note:** With the following information, it always depends on the specific individual case whether one receives a work permit.



Ask at the [Immigration Office](#) or your [social counselling service](#).



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

## May I work with a residence permit?

The permission to work as an asylum seeker with an [“Aufenthaltsgestattung” \(temporary residence permit\)](#) depends on:

- whether you live in an initial reception centre or have already been placed outside the initial reception centre
- how many months you have already been in Germany.

## whether you are still living in the initial reception centre

No employment permit can be issued during the **first nine months** after the asylum application is filed. During this time, your identity document will contain the sentence: **“Erwerbstätigkeit nicht gestattet” (“No employment allowed”).**

**After the ninth month** from filing the asylum application, there is a **right to** the issue of an employment permit. Your identity document states **“Erwerbstätigkeit nur mit Genehmigung der Ausländerbehörde gestattet.” (“Gainful employment only permitted with the approval of the Immigration Office”)**

## You no longer live in the initial reception centre

If you are **in Germany for less than 3 months**, you are not allowed to work.

If **you are in Germany for 4-9 months or longer**, you can apply for an employment permit at the “Ausländerbehörde” (Immigration Office) at (see above). The decision is taken at the discretion of the relevant authority.

**From the 10th month onwards**, you can apply for an employment permit. This is then no longer a discretionary decision, because you are entitled to it.

**From 4 years in Germany** a general employment permit is valid. You will then have **full access to the labour market**. This means The approval of the “Bundesagentur für Arbeit” (Federal Employment Agency) is no longer necessary. But this must be applied for at the “Ausländerbehörde” (Immigration Office). It will then be noted in your residence permit.

## How do you obtain a work permit?

You need a work permit:

- for every job,
- for in-company vocational training and
- for an internship, FSJ, BuFDi.

You should apply for a work permit before concluding an employment contract.

If you have an employment contract, you and your employer must draw up a job description and a declaration of employment.

You must fill this out and hand it in to the Immigration Office together with your employment, training or internship contract. The Immigration Office sends the application to the Employment Agency. The Employment Agency carries out an examination of the working conditions. For example, equal pay, same working hours as the others in the company.

You will then either receive a letter from the Immigration Office rejecting your application or granting you a work permit. If you receive a work permit, you must go to the Immigration Office and the permit will be entered directly in your permit or tolerated stay permit. The work permit can be limited to the activity, the employer, the region and a certain time period of the activity. This means that you will have to submit a new application if anything changes here.

**Remember that the work permit is limited in time and must be extended at the Immigration Office when it expires. Apply for an extension in good time before the expiry date of the current licence!**

If you have further questions, please contact your social worker.

## Can I work if I come from a safe country of origin?

### Safe countries of origin are:

- Albania
- Bosnia and Herzegovina
- Georgia
- Ghana
- Kosovo
- Macedonia
- Moldova
- Montenegro
- Senegal
- Serbia
- EU Member States

Those **not** permitted to work: Anyone who comes from a safe country of origin and has applied for asylum.

### Exceptions:

1. People from the Republic of Moldova and Georgia who have submitted an application for asylum by 30 August 2023.
2. People from any other safe country of origin who have submitted an application for asylum by 31 August 2015.

These people are permitted to work and can apply for an employment permit. To do this, please complete this [Employer's Declaration](#) (Erklärung zum Beschäftigungsverhältnis) and submit it to the responsible immigration office.

## May I work with a tolerated status?

The permission to work with a [tolerated status](#) depends on:

- whether you live in an initial reception centre or have already been placed outside the initial reception centre
- how many months you have already been in Germany.

## whether you are still living in the initial reception centre

If you are in possession of a “Duldung” (**discretionary leave to remain**) for **0-6 months**, then you are not allowed to work.

If you have had a [tolerated status according to § 60a](#) for **at least 6 months**, then gainful employment is **only permitted with the approval of the “Ausländerbehörde” (Immigration Office)**. You will find this notice on your identity document as an ancillary condition.

You **may** be granted an employment permit. You must complete and sign the [job description](#) and the [declaration of employment](#) completed and signed at the Immigration Office. The approval of the “Bundesagentur für Arbeit” (Federal Employment Agency) is requested by the “Ausländerbehörde” (Immigration Office). In doing so, it checks the working conditions (for example, minimum wage, scope of work).

## You no longer live at the initial reception centre

If you have been **in Germany** for **0-3 months**, then you are not allowed to work.

If you have already been **in Germany for 4 months**, then you can apply for an employment permit at the “Ausländerbehörde” (Immigration Office). Your identification document reads **“Gainful employment only permitted with the approval of the “Ausländerbehörde” (Immigration Office)”** This means that you must complete and sign the [job description](#) and [declaration of employment](#) and submit it to the “Ausländerbehörde” (Immigration Office). The approval of the “Bundesagentur für Arbeit” (Federal Employment Agency) is requested by the “Ausländerbehörde” (Immigration Office). In doing so, it checks the working conditions (e.g. minimum wage, scope of work). The granting of the employment permit is at the discretion of the “Ausländerbehörde” (Immigration Office).

If you have already been **in Germany for 4 years**, a general employment permit applies. You will then have full access to the labour market. This means The approval of the “Bundesagentur für Arbeit” (Federal Employment Agency) is no longer necessary.

In principle, you do not need a work permit for **school education**.

## Persons with a tolerated stay permit according to §60a AufenthG

There is a **work ban** if:

- You come from a ["safe" country of origin](#) and have **applied for asylum after 31 August 2015** or have entered the country **after this date**.
- They entered Germany with the motive of obtaining asylum seeker benefits.
- The **deportation** is **not possible** for a reason for which the applicant is responsible and which is the cause of the impossibility of deportation.

## Persons with a tolerated stay permit §60b AufenthG

Discretionary leave to remain for persons "with an unresolved identity"

**Gainful employment is not permitted** for these persons (**work ban**).

This toleration is granted to persons who have allegedly **failed to** fulfil their **obligations to cooperate**.

## Obtaining a passport and clarifying identity

It is very important that you cooperate in **obtaining your passport and clarifying your identity**. Otherwise, the “Ausländerbehörde” (Immigration Office) or the “Regierungspräsidium” (Regional Council) can issue a general ban on you working under immigration law.

If you have such a work ban, you cannot submit an application to the Immigration Office for admission to employment/training or continuation of existing employment.

## How do you obtain a work permit?

You need a work permit:

- for every job,
- for in-company vocational training and
- for an internship, FSJ, BuFDi.

You should apply for a work permit before concluding an employment contract.

If you have an employment contract, you and your employer must draw up a job description and a declaration of employment.

You must fill this out and hand it in to the Immigration Office together with your employment, training or internship contract. The Immigration Office sends the application to the Employment Agency. The Employment Agency carries out an examination of the working conditions. For example, equal pay, same working hours as the others in the company.

You will then either receive a letter from the Immigration Office rejecting your application or granting you a work permit. If you receive a work permit, you must go to the Immigration Office and the permit will be entered directly in your permit or tolerated stay permit. The work permit can be limited to the activity, the employer, the region and a certain time period of the activity. This means that you will have to submit a new application if anything changes here.

In the case of a tolerated stay permit, the employment permit is issued for the duration of the current tolerated stay permit at the longest.

**Remember that the work permit is limited in time and must be extended at the Immigration Office when it expires. Apply for an extension in good time before the expiry date of the current licence!**

If you have further questions, please contact [your social worker](#).

## Am I allowed to work as a refugee with a residence permit?

If you

- [recognized refugee\(s\)](#),
- [Refugee with subsidiary protection](#) or
- [Refugee with a ban on deportation](#)

You will be issued with a [residence permit](#). This will allow you to take on any job immediately. You can also start an apprenticeship with it. Companies do not have to take any special considerations into account.

Your residence permit or additional sheet will then state: **“Employment permitted”**.

With the electronic residence permit (eAT for short) you can pursue self-employment. However, you need the approval of the [Ausländerbehörde](#).



If necessary, please feel free to ask [your social worker](#) .

### Information for people from Ukraine

Once you have proven your identity, you will receive a residence permit in accordance with Section 24 of the Residence Act. This is then valid for at least 1 year and a maximum of 2 years. It will then say "**Employment permitted**" . This means that you are allowed to work in Germany.

## How do I get a work permit as a specialist from abroad?

### International students and graduates as future professionals

If you come from another country and have studied in Germany, you are allowed to stay here to find a job.

You will be granted permission to stay in Germany for up to 18 months to look for work.

You are allowed to work even while studying – for example, as **a student assistant**. You can work 120 full days or 240 half days per year. This is possible without the approval of the Federal Employment Agency (with a residence permit under Section 16b of the Residence Act).

You can also obtain a **residence permit for another purpose** during or before completing your studies in Germany:

- If you already have a degree and a company offers you a good job, you may be allowed to start working right away. But this only happens in special cases.
- If you'd like to pursue an apprenticeship, you can switch to a dual training program. This involves studying at school while working for a company.

### Entry of skilled workers to seek employment

### Entry of skilled workers to seek employment in Germany

It's difficult for foreigners to find a job in Germany. Therefore, skilled workers are allowed to come to Germany to look for work directly.

In November 2023, there were two important changes to the law:

- First, if you meet all the conditions, you have the right to a residence permit.
- Second, you used to only be allowed to work in the profession you trained in. Now you're also allowed to take on other skilled jobs. (There are exceptions for professions with special rules, such as doctors or teachers.)

[Here](#) you can check the conditions for this visa.

### Working as a specialist from abroad

## **Nationals of the European Union (EU) (Europäischen Union) and the European Economic Area (EEA) (Europäischen Wirtschaftsraum)**

In Germany, the **EU law on the free movement of persons** applies.

If you are a **citizen of the EU or the EEA**, you may work in Germany. You **do not need a visa** or residence permit.

## **Nationals of Australia, Canada, Israel, Japan, Republic of Korea, New Zealand and the USA**

Simplified rules apply. In principle, you can enter Germany without a visa and apply for the necessary residence permit to take up work after entry at the [competent "Ausländerbehörde" \(Immigration Office\)](#) within 90 days in Germany. As soon as you are granted the residence title, you are allowed to stay in Germany for a longer period of time and, depending on the residence title, to work.

## **All other third country nationals**

Nationals from all other countries, i.e. third countries, generally require a visa for entry. After entering the country, you must apply for a residence permit within the validity period of the visa, which will allow you to continue to stay in Germany and take up employment.

### **Requirements for the entry visa:**

1. The identity has been clarified. Present a valid passport!
2. The person's livelihood is secured. Will the future income be sufficient to cover the cost of living in Germany?
3. There is no interest in deportation, i.e. you do not represent a danger in Germany.

### **Apply for the visa as early as possible!**

The entry visa is usually issued for a maximum of 6 months. You must apply for a residence permit during this period.

**In addition to the visa regulations, there are other requirements** that must be met in order to work as a foreign specialist in Germany:

1. They require the approval of the Federal Employment Agency. (There are exceptions to intergovernmental agreements, e.g. the [EU Blue Card](#) is issued above a certain salary limit without the approval of the Federal Employment Agency). The approval of the Federal Employment Agency is obtained from the Ausländerbehörde (Immigration Office) or the foreign mission. It is important that you submit all documents in full.
2. You need an employment contract or a concrete job offer for the approval of the Federal Employment Agency. You must also submit the completed and signed [declaration of employment](#).

### **Further requirements for the granting of the residence permit:**

- There is a concrete job offer

- The Federal Employment Agency has approved the employment
- There is a letter of commendation
- For the [regulated professions](#) you need a professional licence
- For persons over 45 years of age, proof of adequate pension provisions must be provided or a gross salary of at least 55% of the annual contribution assessment ceiling must be paid in the general pension insurance scheme

**The residence permit for skilled workers is issued for a period of 4 years.** If the employment relationship lasts for a shorter period, the residence permit is only issued for this period. If you then continue to meet the requirements, the residence permit can be extended or a [settlement permit](#) can be issued.

More info at <http://www.make-it-in-germany.com>

The portal provides important information to interested professionals about living and working in Germany and about the immigration process.

Or you can contact [Welcome Center TechnologieRegion Karlsruhe](#) - this is where international experts and young professionals who want to work and live in the TechnologieRegion are advised.

## Entry from abroad to find a training place

If you are a third-country national interested in training in Germany, you may be granted a **visa to look for a training place**.

### Requirements:

- No older than 25
- School leaving certificate from a German school abroad; entitles the holder to enter higher education in Germany or in the country where the certificate was obtained
- B2 German language skills
- The livelihood during the time in Germany is secured

The visa or residence permit is valid for up to 6 months. You may not work during this time.

If you do not find a training place during this time, you will usually have to leave the country. You may re-enter the country with a visa for the same purpose if you have been abroad for at least as long as you have been in Germany.

## Entry for vocational training in Germany

If you have found a training place in Germany as a third-country national, you may enter the country with a visa and start training immediately.

The visa must be applied for in the home country and must be available before entry.

### Requirements:

- You can prove that you have a training place

- B1 German language skills; proof not required if the company providing training confirms that the language skills are sufficient

[Click here](#) to see a comprehensive overview.

## **IT specialists from abroad**

### **Special case: work of IT specialists from other countries**

If people from other countries want to work in the field of computers and technology (IT) in Germany, they can do so without having to have their qualifications officially verified. The Federal Employment Agency allows this if they have the necessary skills.

#### **Requirements:**

IT professionals can get a special permit to work, called the "Blaue Karte EU". They can get this permit even if they do not have a university degree. But they must have worked in a similar job for at least three years. In this case, they will earn less money than others doing the same job (at least 39,682.80 euros in 2023).

## **Professional drivers from abroad**

### **Professional drivers from third countries**

Truck and bus drivers from countries outside the EU can work in Germany if the Federal Employment Agency approves.

#### **Important NOTE:**

Since November 2023, the procedure has been simplified:

- The Federal Employment Agency no longer checks whether an EU or EEA driving licence and basic qualification are available.
- The priority check is no longer required – it is no longer checked whether German or EU citizens could fill the position.
- Language skills are no longer required.

This makes it easier for drivers from third countries to work in Germany.

More [information](#)

## **Funding opportunities**

### **Funding opportunities through the "Agentur für Arbeit" (Employment Agency)**

#### **Assisted training (AsA flex)**

In order to reduce the complexity of the measures for young people and to avoid duplication of structures, the training-accompanying assistance (abH) and the assisted training according

to § 130 SGB III (AsA alt) were unified into one measure in which all services from abH and AsA (alt) continue to be offered.

### **Goal**

Prepare young people for successful training and support them during their training.

### **Description**

The support service is oriented towards the individual needs of the young person. The following possibilities:

Support classes to reduce language and educational deficits,

Aids to promote specialist theoretical knowledge and skills,

Support before and during vocational training with the same measure provider, combined with the entitlement to be provided with a permanent reference person throughout the course of the measure.

### **Target audience**

Young people who want to complete a training or are already in training.

### **Financing**

Assisted training is fully funded by the Employment Agency or the Job Centre.

You can find more information [here](#) and [here](#) you can find the AsA flex brochure.

## **Vocational Training Grants (Berufsausbildungsbeihilfe - BAB)**

The money you earn in your training is not enough for you? Then you can ask the "Agentur für Arbeit" (Employment Agency). or the Job Centre whether you can get financial help. This supporting financing is called vocational training allowance (Berufsausbildungsbeihilfe; BAB).

[Here](#) you will find further information on vocational training allowances.

## **Perspectives for young refugees**

You have fled your home country and would like to start an apprenticeship in Germany? Find out about special offers at the "Agentur für Arbeit" (Employment Agency).

If you are younger than 25 years , the measure entitled "Perspectives for young refugees (PerjuF)" will help you find your way around the German vocational training market .

Thereafter, you should be able to start a suitable training course.

During the first 2 weeks your language skills will be tested. It will also determine how much support you need. Then you will find out whether you are good at working with wood or metal or whether you are suitable for the field of home economics.

As a rule, the duration of **participation 6 to 8 months.**

If you have any questions, the placement specialists of your "Agentur für Arbeit" (Employment Agency) or the integration specialists in the Job Centre will be happy to help you.

[Here](#) you will find further information from the "Bundesagentur für Arbeit" (Federal Employment Agency).

## Vocational language courses offered by the Federal Office for Migration and Refugees (BAMF)

The [BAMF's vocational language courses \(BSK\)](#) help people new to Germany improve their German skills – especially for their careers. These courses build on the integration courses and prepare you for a successful career in Germany.

A flyer with more information about these courses can be found [here](#).

## “Ausbildung” (vocational training) in Germany

### General information on training

In Germany, it is a great advantage if you have a professional qualification. **With a professional qualification, you will earn significantly more money!**

The regular **start of training** is **August 1st or September 1st** of each year.

The length of training depends on the profession. It usually lasts **2-3 years**. B2 language skills are important. It is possible to start with B1 language skills. At the end of the training period, you take a **final exam**. By the time you take the exam, you should have mastered German at B2 level, both written and spoken. After passing the exam, you are a skilled worker and can work in this profession. There is **no age limit** for training.

The only training you can take with A2 language skills is the [Altenpflegehelferausbildung](#).

Training can **also be completed part-time**. Part-time training takes longer than normal full-time training.

**Successfully completing vocational training** offers you many **opportunities on the job market**. You can also continue your **studies** after completing your training.

An [internship](#) is useful for gaining insight into a profession. It allows you to find out whether you like the job. It also allows you to improve your German language skills.



Whether you are allowed to do an apprenticeship depends on your **residence status**. Read more about it [here](#).

### full-time education

### full-time education

In Germany, there is not only dual training. There is also full-time training **at a vocational school**. The vocational school provides **vocational training in theory and practice**. There is no apprenticeship in a company. The training usually lasts **2 to 3.5 years**.

Classes are full-time. They include both vocational and general subjects. Vocational schools differ greatly in several respects.

For example:

- training courses
- admission requirements
- duration of training
- further education opportunities

Please ask the respective school in each individual case.

## dual training

### dual training

A special feature in Germany is the **dual training** . A dual training course takes place about **a third of the time in a vocational school** and about **two thirds in a training company** . This way you learn both **theory and practice** at the same time. And you earn money in a company while you are training.

Would you like to apply for an apprenticeship? If so, **knowledge of German** is very important (at least B1). This is because German is spoken in companies, [vocational schools](#) and technical colleges. The exams are also held in German.

A [short film by the Netzwerks Unternehmen integrieren Flüchtlinge](#) presents vocational training. Subtitles for different languages can be set in the video description below.

Depending on what kind of profession you want to learn in a dual training program, you should contact the [appropriate place](#) .

## apprenticeships at HWK and IHK

### Handwerkskammer (HWK)

The [Handwerkskammer](#) is responsible for **skilled trades** . The Chamber of Crafts **helps** in the **search** for:

- an apprenticeship
- an entry-level qualification that may precede an apprenticeship

You can find the HWK **apprenticeship exchange** [here](#) .

## Willkommenslotse

Mr. Kalus helps with all legal and practical questions for skilled trades.



Friedrichsplatz 4-5 , 76133 Karlsruhe

0721/1600143



[kalus@hwk-karlsruhe.de](mailto:kalus@hwk-karlsruhe.de)

## Project Matching Apprenticeship Positions

Are you interested? Then you will find a wide range of information about training and career opportunities in the skilled trades on the website of the Karlsruhe Chamber of Crafts. You can find the page [here](#).

The contact persons are:

Helmut Arbogast

[0721-1600154](tel:0721-1600154)

[arbogast@hwk-karlsruhe.de](mailto:arbogast@hwk-karlsruhe.de)

Fatma Walter

[0721-1600141](tel:0721-1600141)

[fatma.walter@hwk-karlsruhe.de](mailto:fatma.walter@hwk-karlsruhe.de)

## Industrie- und Handelskammer (IHK)

The [Industrie- und Handelskammer](#) is responsible for:

- Jobs in industrial manufacturing
- careers in retail
- professions that provide services

This includes, for example, jobs such as plant mechanic or wholesale and foreign trade clerk. There are also special contact persons at the Karlsruhe Chamber of Industry and Commerce. They can advise you on training, entry-level qualifications and internships.

## IHK Karlsruhe



[Lammstr. 13-17](#), 76133 Karlsruhe



[0721/1740](tel:0721/1740)



[info@karlsruhe.ihk.de](mailto:info@karlsruhe.ihk.de)

**Get support with your apprenticeship/vocational training**

## VerAplus

## Are you experiencing apprenticeship-related problems?

The VerAplus programme helps apprentices and AVdual pupils with:

- Problems at vocational school
- Conflicts with the company providing your training
- A lack of motivation to learn
- Searching for support services.



**VerAplus** stands for: **Improving training successes**

### The aims of VerAplus are:

- The successful completion of training programmes
- Help with coping with exam stress
- Help with self-organisation

VerAplus connects **trainees/apprentices** and **AV dual pupils** with retired **volunteer professionals**. And always on a 1:1 basis.

VerAplus is aimed at **trainees/apprentices** on **all training programmes** and **AV dual pupils**

VerAplus mentoring initially lasts **one year**. But you can **extend** them.




You will find the registration form [here](#).

### Contact address

Ingrid Albicker-Omidi

Regional Coordinator for Karlsruhe and the Northern Black Forest

 [0721/1613329](tel:07211613329) and [0176/84753250](tel:017684753250)  
[@karlsruhe@vera.ses-bonn.de](mailto:karlsruhe@vera.ses-bonn.de)



### Recognising foreign qualifications

Are you a refugee or asylum seeker?

You have a foreign school or vocational qualification, or a university degree? Then you might need recognition of your degree so that you can work in the relevant profession in Germany. That depends on your profession.

We help you with the recognition and equivalence check.

### Specific services:

- We advise and accompany you individually during the recognition procedure
- We determine your reference occupation (the occupation in Germany with which a foreign vocational qualification is compared)
- We clarify before the application as to how high the chances of recognition or equivalence are
- We inform you about financial aid

- We assess how you can pursue further education for yourself in the future

Consultation is possible in person, by telephone, by email and by online consultation.

## Contact:

Diakonisches Werk Karlsruhe - Specialist centre for refugees




[Kriegsstraße 47a, 76133 Karlsruhe](#)

**Laura Mössinger**

 [0721/20397-202](tel:0721/20397-202)

**Dominique Kirchgässner**

 [0721/20397-203](tel:0721/20397-203)

**Elli Reichert**

 [0721/20397-133](tel:0721/20397-133)



[anerkennungsberatung@dw-karlsruhe.de](mailto:anerkennungsberatung@dw-karlsruhe.de)



[www.dw-karlsruhe.de](http://www.dw-karlsruhe.de)

## Further information:

[General information on the recognition procedure](#)



[Flyer](#)

Information on the app: [Recognising qualifications obtained abroad](#)

## Internships

### General information about the internship

Before starting a job with an employment contract or an apprenticeship, you can Praktikum) **to** see if the job is right for you.

This will help your future employer find out whether you are suitable for the job.

Internships are considered **employment**. They require a **work permit** from the **immigration authorities** and the **approval of the Federal Employment Agency**. The **minimum wage** must be paid for an internship.

**Certain internships** can also be done **without the approval** of the employment agency:

- Career orientation internship (up to 3 months) before training
- Compulsory internships as part of school, training or studies

**Internships** and **voluntary work** are not considered employment. They therefore **do not require a work permit** .

You want to do an apprenticeship but aren't sure whether the work matches your expectations? Then a [Berufsorientierungspraktikum](#) is the right thing for you.

If your **German is not yet sufficient for vocational school** (not yet B2), then an [Einstiegsqualifizierung](#) is good.

**Important:**

- **If you are banned from working, no internship is possible**
- Internships must be approved by the immigration authorities
- An internship without pay is only possible in exceptional cases

**How do I find an internship?**

- About the [IHK internship exchange](#)
- ask a company of your choice
- inquire at the employment agency or job center
- search on job boards on the Internet

**entry-level qualification**

The entry-level qualification (EQ) is a longer internship. It prepares you for vocational training and lasts between 4 and 12 months.

They earn €262 per month and have social insurance.

The time can be credited towards subsequent training.

If you are interested, ask your careers advisor at the [Agentur für Arbeit](#) or [Jobcenter](#) . Approval from the immigration authorities may also be necessary.

**Attention:** with an EQ you cannot apply [Ausbildungsduldung](#) !

You can find further information from the Federal Employment Agency [here](#) .

**MAG and trial employment**

**What is a MAG (company measure for activation and professional integration)?**

A MAG is a trial job without pay. However, you are insured. And you can get your travel expenses reimbursed by the employment agency.

**What is a trial employment?**

A trial period is a normal employment relationship with a contract that is limited to 6 months. This cannot be extended. After this, an employment contract must be signed.

The collective wage or minimum wage must be paid.

## career orientation internship

### The career orientation internship offers several advantages:

- before starting a training course/study to see whether the planned training suits
- up to 3 months without payment possible
- From the 4th month of the internship, there must be a minimum wage retroactively from the 1st day
- Approval from the immigration authorities required: informal application to the immigration authorities (letter from the company: Mr. X/Ms. Y should do a career orientation internship with us from... to...). Since no approval from the employment agency is required, this is done quite quickly.

## Self-employment

### Do you want to start your own business or work freelance?

#### You have to consider many things:

- The market situation
- Legal questions
- Administrative guidelines
- Financing

**Note:** If you are only permitted to stay in Germany temporarily, you first need to get permission from the Immigration Office to start a business.

In Karlsruhe, [Business Lab by SINGA](#) provides support with a four-month online and free entrepreneurship programme for people who are new to Germany and want to start up their own business. If you have any questions about entrepreneurship and self-employment, please do not hesitate to contact us.

💡 The next round of the programme starts on **2 August**: Apply now! [All information and application](#)

#### Contact person:

Juliette Gainon



[0157/33079974](tel:0157/33079974)



[juliette@singa-deutschland.de](mailto:juliette@singa-deutschland.de) |

The [Wir-gründen-in-Deutschland](#) portal is a helpful source of information on setting up a business in Germany. The website is offered in 14 languages (Arabic, Bosnian, Chinese, Dari, German, English, French, Polish, Russian, Spanish, Tigrinya, Turkish, Ukrainian, Vietnamese).

Addresses of regional and national advice centres specifically for founders with a migration background can be found on the [business start-up portal](#) under "Advice and addresses".

Further information can be found in the [online guide](#) for refugees with tips in German and Arabic.

Please enquire at the relevant Immigration Office.

## Voluntary Social Year and Federal Voluntary Service

### What is a Voluntary Social Year (FSJ) ?

A Voluntary Social Year (FSJ) is a great opportunity to gain practical experience and get involved in social activities. If you have finished school and are under 27 years old, you can do an FSJ .

### Where can I do an FSJ?

- Medical or nursing tasks, such as in hospitals or nursing homes.  
(especially in hospitals, in elderly care, in facilities for people with disabilities)
- educational and pedagogical tasks  
(for example in kindergartens, schools, youth welfare, social work, church communities)
- administrative and office work  
(for example in church communities, cultural institutions, youth work)
- Household and caretaker tasks  
(for example in facilities for the elderly or people with disabilities)

### Where can I find offers?

Many organizations, such as [Caritas](#) , offer FSJ positions. There are also many other providers in Baden-Württemberg. The [FSJ working group](#) provides an overview of the various possible positions.

You should **apply early** , preferably six months in advance. Sometimes you can get a place at short notice.

### Is the FSJ paid?

Yes, you get pocket money during your voluntary social year. That's about **360 euros a month** (320 euros pocket money and 40 euros for food). Some places also offer free accommodation.

### Will I receive a certificate?

At the end of the FSJ you receive a **certificate** for the work you have done. You also receive a **certificate** for the training days you have attended.

### What are the advantages of an FSJ ?

- They help others and do good.
- You develop personally and gain new experiences.
- You will gain practical experience that can also help you in your career.

- You can have an FSJ credited as a preparatory internship or for a university of applied sciences.
- It's a great way to take a break and experience something new.

**Attention:** If you **do not have an unrestricted work permit** , the FSJ must be **approved by the immigration authorities** .

## BufDi - Federal Voluntary Service

### What is a Federal Voluntary Service ( BufDi )?

The Federal Voluntary Service ( BufDi ) is similar to the FSJ . It is for all people who want to get involved in the common good outside of school and work. The offer is also available to **asylum seekers** and **recognized refugees** . They work in a social or cultural institution or in the field of sports, integration, community service or disaster control. A Federal Voluntary Service lasts 6 to 24 months.

You must have finished school. You can do the Federal Voluntary Service as a man or woman of any age. However, you must have finished school.

### What are the advantages of a BufDi?

- You gain practical experience and learn a lot.
- You will get your first insights into the professional world
- You can learn from the life experience of older people
- and many more!

### Where can I do a BufDi?

- healthcare
- Help for people with disabilities
- integration
- child and youth welfare, youth education, youth work
- culture, monument preservation, adult education
- senior citizen assistance
- sport
- environmental and nature conservation as well as sustainability
- welfare work
- civil and disaster protection

At the end you will also receive a **certificate** .

**Attention:** A BufDi must also be **approved by the immigration authorities** .

[Further information](#) about the Federal Voluntary Service.