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## Work and Education

### Getting practical experience

#### Internship

An internship is employment with an instructor that is limited to a specific period of time. You can try out a career. There are different types of internships.

#### Job shadowing (Hospitation)

Job shadowing (Hospitation) is a kind of **try-out internship** before a real internship or vocational training programme. It is a chance for you to get to know the working world and a profession for 1-3 weeks on an unpaid basis. Job shadowing is not employment. As a job shadower, you have the chance to learn about company processes but are not actively involved in them yourself. This means that you **do not receive a salary**, since you are not actually working.

#### Minijob

A minijob is a good way to earn **money quickly** without vocational training or a profession. A minijob is a special type of employment relationship. The maximum monthly income is **520 euros**. The legal minimum wage is 9,35 euros an hour, meaning that your employer is not allowed to make you work for more than 48,12 hours a month. You are also allowed to have multiple minijobs. However, your total income must not exceed 520 euros a month. Many people don't know this: You are entitled to holiday, compliance with the law on working times, and up to 6 weeks of your salary if you become ill.

**Please note:** Your identification documents must contain a work permit. You must inform the relevant immigration office (Ausländerbehörde or Amt für Migration) about your minijob. Before you start work, you must inform the Federal Employment Agency and/or Job Centre.

#### Voluntary Social Year (Freiwilliges Soziales Jahr - FSJ) and Federal Volunteers Service (Bundesfreiwilligen Dienst - BFD)

■ [www.freundeskreis-asyl-sha.de](http://www.freundeskreis-asyl-sha.de) Freundeskreis Asyl Schwäbisch Hall (Schwäbisch Hall Asylum Support Group) – entry-level alternatives – before starting vocational training

■ [www.vhs-sha.de](http://www.vhs-sha.de) Volkshochschule Schwäbisch Hall (adult education centre in Schwäbisch Hall)

■ [www.LRASHA.de](http://www.LRASHA.de) Website of the Landratsamt (District Administrative Office) Schwäbisch Hall

■ <https://www.bafza.de/engagement-und-aktionen/frei...>

#### School

#### Compulsory education

In Germany, school is compulsory for children between the ages of 6 and 16, and vocational school is compulsory until age 18. Young adults have the right to attend vocational school until age 20. This means that children and adolescents must regularly attend school and/or

vocational school.

Compulsory education begins six months after you move to Germany and continues up until you are required to leave the country (if applicable).

## **Types of schools**

There are different types of schools in Baden-Württemberg.

### **Primary school (Grundschule)**

Primary school (Grundschule) includes grades 1 through 4. All pupils attend primary school. Students learn basic skills in reading, arithmetic and writing.

After primary school, children move up to a secondary school.

There are three different secondary schools, which lead to different leaving certificates. After the basic or standard secondary school certificate ("Hauptschulabschluss" or "Realschulabschluss") there are many ways to acquire more advanced qualifications in Germany (standard or grammar/higher secondary school certification "Abitur").

### **Hauptschule (basic secondary school)**

This is one of three types of secondary school. The basic secondary school ("Hauptschule", sometimes also known as "Mittelschule") is intended for students who want to do an apprenticeship after leaving school. This school prepares pupils for their working life. Besides theoretical knowledge, the emphasis is on practical knowledge and skills. Hauptschule lasts 5 years. After passing the final exam, students achieve the secondary school certificate qualification.

### **Standard secondary school (Realschule)**


The second type of school for this age group is the Realschule. It lasts 6 years. Pupils here can, for example, learn a second foreign language. More independent learning is expected than in the basic secondary school and students acquire a more advanced general education. Compared to the higher-level grammar school (Gymnasium), students in a standard secondary school have a more work-related education. The leaving certificate of the Realschule (referred to as the "Realschulabschluss") generally provides the basis for more advancement in professions of all kinds.

### **Grammar school (Gymnasium)**

Grammar school lasts 8 years, finishing with a final exam, the university entrance certificate (also called the "Abitur"). Compared to the basic and standard secondary schools, more personal responsibility is expected from these students, and they will be prepared not just for professional/vocational life but for an academic career in particular.

### **Berufsschule (vocational school)**


Using the search engine "SchulFinder":


 [www.bs-sha.de](http://www.bs-sha.de) you can easily find out which vocational school offers the education of your

choice.

Berufsschulzentrum Schwäbisch Hall

Gewerbliche Schulen (vocational schools)

 [Max-Eyth-Straße 9 - 11, 74523 Schwäbisch Hall](#)

 [0791/9551-10](#)

 [Continue to the home page](#)

Kaufmännische Schulen (business schools)

 [Max-Eyth-Straße 13 - 25, 74523 Schwäbisch Hall](#)


 [0791/9551-20](#)

 [Continue to the home page](#)

Home economics schools

- Sibilla-Egen-Schule -


 [Laccornweg 20 - 24/26, 74523 Schwäbisch Hall](#)

 [0791/9551-30](#)

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Berufsschulzentrum Crailsheim

Gewerbliche Schulen (vocational schools)


 [Blaufelder Straße 10, 74564 Crailsheim](#)

 [07951/960-10](#)

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Kaufmännische Schulen (business schools)

 [In den Kistenwiesen 4, 74564 Crailsheim](#)

 [07951/960-20](#)

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Home economics and agricultural schools

- Eugen-Grimminger-Schule -

 [In den Kistenwiesen 6, 74564 Crailsheim](#)

 [07951/960-30](#)

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## Special types of schools

A “special school” is a school for children and adolescents who are considered or could be classified as seriously disabled (to some degree) in terms of education, development and learning.

Sprachheilschule Schwäbisch Hall

- Wolfgang Wendlandt Schule -


 [Im Schönblick 42, 74523 Schwäbisch Hall](#)

 [0791/956123-0](#)

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Special schools for students with speech and language difficulties

 [Ludwig-Erhard-Straße 30, 74564 Crailsheim](#)

 [07951/9104-0](#)

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School for children with mental disabilities

- Fröbelschule -

📍 [Am Schlegelberg 1, 74589 Satteldorf-Ellrichshausen](#)

☎ [07950/489](#)

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## Training

### Vocational Training

In Germany, apprenticeships (unlike studying at a university) are paid and last for between two and four years. You will spend part of your time at the company providing your training and part of the time at school. An apprenticeship (also known as “vocational training”) is a kind of “university degree to become a specialist”. You will become an expert in a particular trade, business or service. There are many professions for which you must complete an apprenticeship before you can work.

Successfully completed vocational training opens up many options on the labour market to you.

You can show the company this information for the entry-level qualification: Entry qualification – Information for employers

Vocational training improves your chances of finding a secure, well-paid job. There is no age limit.

After your training, you can continue with school, take the university-qualification exam (Abitur) and study at university. There are many options for continuing education within companies.

**This is what you need** to start a vocational training programme:

- a definite placement offer for vocational training
- fulfilment of the general prerequisites for receiving a residence permit

You can find support regarding training and career choice here:

[>Integration through training](#)

Detailed information on vocational training, steps to getting a job / choosing a career / application / certificates and references at:

■ [www.freundeskreis-asyl-sha.de](http://www.freundeskreis-asyl-sha.de)

For more information, see:

■ [Advice Centres](#)

■ [JOBKRAFTWERK](#)

■ [You've found a job or vocational training placement](#)

## Study

Are you in Germany and want to work? Here you will find important information that can help you.

There are professions for which you need a university degree.

There is sometimes a special day at universities. This is called "Open Day".

On this day, you can visit the university. You can see how people study there. You can find out what careers you can do with a degree.

You can also talk to people who are already studying there. Or with teachers who are called "professors".

You can ask questions, for example:

- What do I need to be able to do to study?
- How long does a degree programme take?
- What can I do for a living after graduation?

This helps you decide what you want to do later.

In an apprenticeship, you learn a specific profession, for example baker or electrician.

If you study, you can do many different jobs later on. You are not restricted to one profession.

It's good to do internships during your studies. This means that you work in a company for a while. This allows you to learn what a job is really like and gain experience. This will help you later in your career.

There are **different types of higher education institutions** in Germany :

- Universities
- Universities of applied sciences
- Cooperative state universities in Baden-Württemberg
- University for distance learning

#### **Further information:**

■ [www.hochschulkompass.de](http://www.hochschulkompass.de)

■ [www.study-in.de](http://www.study-in.de)

■ [www.studis-online.de](http://www.studis-online.de)

■ [www.arbeitsagentur.de/bildung/studium](http://www.arbeitsagentur.de/bildung/studium)

■ [www.bamf.de/DE/Willkommen/Bildung/Studium/studium...](http://www.bamf.de/DE/Willkommen/Bildung/Studium/studium...)

### **Access to higher education for refugees and non-EU citizens**

Many people are allowed to study in Germany - even if they have fled from another country.

However, certain rules must be observed. The rules come from the school (university) and the immigration office.

Sometimes there are problems with the papers. Then you may not be allowed to study.

It is best to ask the university directly. The people there will help you and explain what you need to do.

### **Tuition fees**

There are different regulations. Information can be found at:

■ [www.bafög.de](http://www.bafög.de).

## Requirements for studying at university

Whether you can study in Germany depends on the rules in the federal state and at the university or college. Each university has its own rules, and the requirements may vary depending on what you want to study.

- **School-leaving certificate Abitur** (a school-leaving certificate from a grammar school is usually required)
- Required **language level**: Generally **C1** and successful completion of a **special language test**

Information:

■ [www.refugees.testas.de](http://www.refugees.testas.de)

Study aptitude test (in German, English and Arabic) as a flyer at

■ [www.testdaf.de/bestellformular](http://www.testdaf.de/bestellformular)

■ [www.daad.de](http://www.daad.de)

- There is a charge for **checking the equivalence of school-leaving qualifications obtained abroad!**

Information:

■ [www.anabin.kmk.org](http://www.anabin.kmk.org) (database for the recognition of educational qualifications)

■ [www.uni-assist.de](http://www.uni-assist.de) (Employment and Service Centre for International Student Applications)

- **School-leaving certificates** (obtained in Germany or abroad)  
Tip: Seek advice from the employment agency or job centre before applying for an equivalence check!

## Advice on funding for German courses for university admission

- Employment Agency
- Job centre
- Language course providers
- University Guarantee Fund (a national institution with regional advice centres)

### Contact:

#### Schwäbisch Hall Employment Agency

Roland Bergmann

■ [roland.bergmann@arbeitsagentur.de](mailto:roland.bergmann@arbeitsagentur.de)

#### Educational counselling university guarantee fund

Educational counselling university

📍 [Olgastrasse 62, 70182 Stuttgart](https://www.bildungsberatung-gfh.org)

■ [www.bildungsberatung-gfh.org](http://www.bildungsberatung-gfh.org)

## Studying in the region

## Heilbronn University with four campuses: Heilbronn, Künzelsau, Schwäbisch Hall

Study programmes and requirements as well as funding opportunities at:

■ [www.hs-heilbronn.de](http://www.hs-heilbronn.de)

### Counselling Campus Schwäbisch Hall

■ [Ziegeleiweg 4, 74523 Schwäbisch Hall](https://www.ziegeleiweg4.de)

■ [\(0791\) 946 313-0](tel:+4971413130)

■ [campus-sha@hs-heilbronn.de](mailto:campus-sha@hs-heilbronn.de)

## Technical and vocational schools

- Schwäbisch Hall: ■ [www.fachschule-hall.de](http://www.fachschule-hall.de); [www.gbs.de](http://www.gbs.de)
- Crailsheim: ■ [www.daa-technikum.de](http://www.daa-technikum.de)
- Öhringen: ■ [www.gsoe.de](http://www.gsoe.de)

## Further information can be found at

■ [www.integration-landkreis-sha.de](http://www.integration-landkreis-sha.de)

■ <https://mwk.baden-wuerttemberg.de/de/hochschulen-...> (studying as a refugee in Baden Württemberg)

■ [www.dhbw.de](http://www.dhbw.de) Information and offers "dual training"

■ [www.freundeskreis-asyl-sha.de](http://www.freundeskreis-asyl-sha.de) Homepage of the Freundeskreis Asyl Schwäbisch Hall

## Working

### Working as an EU citizen

As a citizen of an EU country, you have freedom of movement. This means that you can come to Germany and stay here without a visa or residence permit.

All you need to **enter** the country is a **valid passport or identity card**.

You may work or be self-employed in Germany without any restrictions. Your spouse and children may also live and work in Germany without restrictions.

The same applies to citizens of Switzerland and the European Economic Area (EEA), i.e. from Liechtenstein, Norway or Iceland.

### Working as a non-EU citizen

If you are a citizen of a country outside the EU, you need a residence permit. Only with this title are you allowed to stay in Germany to work, do an apprenticeship or start or continue your studies.

Advice from the Schwäbisch Hall District Office at:

■ [Office for Migration](#)



Further information is available from the Federal Office for Migration and Refugees (BAMF):  
<http://www.bamf.de/DE/Migration/Arbeiten/BuergerD...>

## Becoming self-employed

## Setting up your own business

Wir gründen Deutschland: Tailor-made information (translated into many languages) from the IQ Migrant Economy Centre  
[www.wir-gruenden-in-deutschland.de](http://www.wir-gruenden-in-deutschland.de)

## I want to start my own business - become self-employed. What do I need to consider?

Information and addresses for counselling from the Freundeskreis Asyl and Mehrgenerationentreff ([document for download](#))

### A) Requirements:

Immigration law: Non-restricted residence permit, counselling at the responsible immigration office

Banking institution: an account with a bank

Financial: Possibilities to borrow money (credit)

Are there any special requirements? e.g. hygiene regulations, hygiene course, ... Requirements for kitchen ® for all those who produce or sell food and drinks

### B) Business plan: what do I want to achieve? How much money do I have available?

#### **How much does my business cost? How much money do I need to live well?**

For example: rent, telephone, tickets, advertising, food and drink.

#### **A plan is important.**

A "business plan" shows: What do I want to do? How much money do I need? How do I earn money?

#### **Where is my business?**

Choose the location well.

#### **Who is selling the same thing as me?**

This is called "competition".

#### **Who are my customers? Do they buy from me?**

Does my shop already exist here in the city or on the Internet?

#### **How do I advertise my business?**

For example, with flyers, posters or on the Internet.

#### **What do I do if things don't go well?**

When do I stop without getting into debt?

### **What is the name of my company?**

The name is important, also for the website.

Sometimes a lawyer has to check whether the name is permitted.

### C) Seminars and counselling services

#### **Help if you want to start your own business (business start-up):**

There are seminars and one-to-one counselling sessions. You can get help and advice there. For example at the IHK or the Chamber of Crafts. (Addresses are listed below.)

#### **Are there vouchers for founders?**

With a voucher, you pay less for counselling.

- Check whether there is a start-up subsidy (in the event of unemployment)

### D) Clarify the legal form

Depending on the legal form of the company, there are different liabilities (with total equity or limited liability)

### E) Formalities

#### **Register a business (business registration):**

When you start a business, you must register it with the office.

The office then automatically informs

**the tax office** (for taxes),

**the IHK or Chamber of Crafts,**

**the state statistical office,**

**the trade supervisory authority.**

#### **Tax office:**

You will receive a tax number.

#### **Important:**

Depending on the type of your business (legal form), you must also register with the commercial register.

### F) Accounting obligations and taxes

Various taxes may be incurred after the company is founded:

- Income tax
- trade tax
- turnover tax
- depending on the chosen legal form: corporation tax

It is advisable to seek advice from a tax consultant

### G) Fees and contributions

The following additional fees may be incurred after incorporation:

- Waste disposal fees
- Contribution to IHK / Chamber of Crafts (exemption may be possible)
- GEZ fee
- Contribution to the employers' liability insurance association (work accident insurance, employment contract of employees?)

Clarify:

- Pension insurance contributions?
- Private pension scheme?
- Contributions to occupational disability insurance?
- Contributions to health insurance (statutory / private)? Contributions to health insurance (to be paid with the employer's share)?
- Professional liability/company liability?
- Property damage liability?
- Legal expenses insurance?

H) Advice centres / further links

■ [www.wfgsha.de](http://www.wfgsha.de)

Business start-up advice from the Schwäbisch Hall district economic development agency (WFG)

☎ [0791 / 75 57 214](tel:07917557214)

■ [We promote business - IHK Heilbronn-Franken](http://www.ihk-heilbronn-franken.de)

IHK exchange for business start-ups and company succession,

☎ [07131 / 96 77 136](tel:071319677136)

■ [www.hwk-heilbronn.de](http://www.hwk-heilbronn.de)

Advice (with short video) for business start-ups in the skilled trades sector

☎ [0791 / 97 10 712](tel:07919710712)

■ [www.schwaebischhall.de](http://www.schwaebischhall.de)

Business registration with the city of Schwäbisch Hall, Gymnasiumstr. 2

■ [gewerbeamt@schwaebischhall.de](mailto:gewerbeamt@schwaebischhall.de)

■ [www.arbeitsagentur.de](http://www.arbeitsagentur.de)

Information on setting up a business and financial aid, start-up grant (self-employment as an alternative to unemployment)

Appointments for counselling can be made on:

☎ [0800 / 45 55 500](tel:08004555500)

■ [www.service-bw.de](http://www.service-bw.de)

Paths to self-employment, Baden Württemberg service portal

Brochure "The successful path to self-employment" for download

■ [www.netzwerk-iq.de](http://www.netzwerk-iq.de)

Information (partly in Arabic) from the Network Integration through Qualification

## You have found work or an apprenticeship

Would you like to work or do an apprenticeship? There are some conditions for this. Here you will find the conditions and steps you need to follow.


First of all, you need to discuss an **employment contract - training contract** with your employer. To do this, you must:

1. obtain the following **documents for the employer** :

- A copy of the identity document
- Tax number (tax office)
- The pension insurance number (you will usually receive a letter from the German Pension Insurance immediately after registering with the BAMF or ask for it from your health insurance company)
- The bank details

2. submit an **application for approval for employment** in Schwäbisch Hall

This is how it works:

- **Application for consent to employment. This is possible** at  [www.LRASHA.de](http://www.LRASHA.de) or at the **immigration office of the city of Schwäbisch Hall. Place of residence: Apply for Schwäbisch Hall.**
- **Employer fills out "Application for consent"**
- Submit the **application** together with a **copy of the employment contract** and a **copy of the identity documents** to the **immigration** office of the city of Schwäbisch Hall
- Foreigners' Registration Office calls in the Employment Agency for examination (working conditions and form of employment)
- Employment agency informs the responsible immigration authority of the result
- The responsible **foreigners authority** informs **the employer and employee** of the **result** of the application.

If the result is positive, you can start work or training. If the result is negative, you will be informed of the reason.

## Information on working in Germany

**More detailed information is available in different languages at:**

 [www.freundeskreis-asyl-sha.de](http://www.freundeskreis-asyl-sha.de)

“Beschäftigung”, “Arbeit” and “Erwerbstätigkeit” are several words in German that can be translated as “employment”, which means non-self-employed work in the context of an employment relationship. Information about working in a profession can be found at:

 [www.freundeskreis-asyl-sha.de](http://www.freundeskreis-asyl-sha.de)

An **employer** is obligated to fulfil their duties regarding social insurance law: **the obligation to contribute and to report.**

There are often different **requirements** and legal regulations to keep in mind for the various types of **employment, vocational training, university studies or internship**.

You need a **work permit, good German language skills** and an **employment contract**.

The pre-requisite for a **better-paid, more secure (qualified) job** is at least a **two-year vocational training programme** or **university degree**. See also information about training and postponement of deportation due to vocational training (Ausbildungsduldung):

 [www.freundeskreis-asyl-sha.de](http://www.freundeskreis-asyl-sha.de)

### **Which documents are required for employment / work / vocational training?**

- **Residence documentation** that states: **“Employment only by permission from the Immigration Office. Self-employment or similar employment not permitted.”** (**“Erwerbstätigkeit nur mit Zustimmung der Ausländerbehörde erlaubt. Selbstständigkeit oder vergleichbare Beschäftigung nicht erlaubt.”**)
- **Application materials with cover letter**  
**Copies** of:
  - CV, proof of German skills (usually successful completion of an integration course [language and orientation course] or a B1/B2 language course)
  - School-leaving degree, credentials, professional qualifications, diplomas (certified German translation of the original as a “certified copy”)
  - School reports obtained abroad, professional diplomas and university degrees must be recognised as equivalent in Germany (see [“Professional recognition”](#))
  - Work references, proof of prior employment
  - if you have one: Driving licence (Führerschein)

### **Regulations on working in Germany**

**Child labour under 15 is generally prohibited under German law.**

**From the age of 13**, children are allowed to do **light jobs suitable for them**, such as delivering newspapers. These activities must not affect the health and development of the child. Permission must be given by the relevant Immigration Office, youth or social welfare authority, the District Administration of Schwäbisch Hall and the child’s parents.

**Working “under the table” (Schwarzarbeit) is punishable by law.**

A job that is paid but **not registered** with the tax office and a health insurer, and for which thus no taxes and social security payments are paid, is **illegal** and is referred to in Germany as **“Schwarzarbeit”**. **There are financial consequences and imprisonment is a possibility!** If someone receives social benefits or unemployment benefits, but still works and keeps their job secret from the Social Welfare Office, the Employment Agency and the Job Centre, this is also called “Schwarzarbeit”. A person is thus wrongly receiving state benefits, even though they are in paid employment.