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Training, study and work

In order to find a job in Germany, it is important to complete vocational training or a degree programme.

You will find information on the following pages.

General Information

Access to work and vocational training

Citizens of the EU or EEA

If you are European, you may work .

You do not need a work permit.

This also applies to citizens from Switzerland.

However, you must apply for a residence permit.

You can find more information on the topic of work and vocational training as a European [here](#).

Citizens of a third country

(Third countries do not belong to the EU, Switzerland or the EEA)

If you come from a third [country](#), you need a residence permit.

This states which work is possible for you.

There are special regulations for skilled workers who immigrate through a company.

You can find more information on this topic here: [Residence and work](#).

The following applies to asylum seekers with a residence permit:

3 months after arrival and as long as you are accommodated in a state initial reception centre (LEA for short), you are not allowed to work.

After this time, the responsible foreigners authority will decide.

To do this, you must submit an **application** to the foreigners **authority**.

The Federal Employment Agency must give its approval and the working conditions will be checked.

After 48 months you are allowed to work. The approval of the Federal Employment Agency is then no longer necessary .

However, you cannot be self-employed with this status.

Please note: Work or training does not give you the right of residence.

The asylum procedure is independent of work or training.

For refugees who have a residence permit, the following applies: (i.e. a positive conclusion of the asylum procedure)

If the Federal Office for Migration and Refugees (BAMF for short) recognises you as a person entitled to asylum, refugee or subsidiary protection. You will then receive a humanitarian **residence** permit from the immigration authority. You are allowed to **work** with this residence permit. Your identity document will then state "**Gainful employment permitted**".

Refugees who have been recognised by the BAMF as having an **obstacle to deportation** will **also** receive a humanitarian residence permit. However, this **only** allows you to work to a **limited extent**. In order to be allowed to work, you must submit an **application for authorisation to work** to the **foreigners authority**. Self-employment is not permitted.

For refugees who have a tolerated stay permit, the following applies: (i.e. negative conclusion of the asylum procedure)

Your tolerated stay permit states "**Gainful employment only permitted with the authorisation of the foreigners authority**". The foreigners authority will then decide on your work permit. The working conditions will be checked by the Federal Employment Agency.

After 48 months, you will have full access to the labour market. However, you must apply for this at the Foreigners' Registration Office. It will then be entered in your tolerated stay permit that you are authorised to work. Approval from the Federal Employment Agency is not necessary. Self-employment is not permitted with a tolerated stay permit.

You must **help to clarify your identity**. Otherwise you may be banned from **working**. If you are banned from working, you can no longer **apply for work**.

For your information: An employment relationship or good German language skills can be taken into account here.

There are different types of tolerated stay

A tolerated stay permit if your identity is unclear

You are not allowed to work with this tolerated stay permit.

A tolerated stay permit for training

The tolerated stay permit for training only applies to certain training occupations. Your identity must be clarified. After completing the training, a **residence permit** can be issued for a period of **2 years**. You can find detailed information on this topic [here](#).

A tolerated employment permit

People with a tolerated stay permit who have integrated well in Germany can be granted a tolerated employment permit. The following requirements must be met for this

- Secure livelihood (i.e. you must be able to support yourself with your own money)
- have been in employment subject to social insurance contributions for at least 18 months
- Have had tolerated status for at least 12 months
- German language skills at level A2 CEFR
- No criminal offences
- clarified identity.

Access to other activities

Federal Voluntary Service and Voluntary Social Year

Asylum seekers with a residence permit or toleration permit require permission from the Foreigners' Registration Office to work in the Federal [Voluntary Service \(BuFDi\)](#) and the [Voluntary Social Year \(FSJ\)](#).

Non-profit work/work opportunities (AGH for short) or participation in **refugee integration programmes (FIM for short)** are also a good option for learning German. You are paid 80 cents per hour for this work for a maximum of 30 hours per week. You can get more information from your accommodation centre management or from the social services.

Internships

Asylum seekers with a residence permit or tolerated stay can do certain **internships for career guidance**.

This should be agreed with the **relevant immigration authority**.

Responsibilities for support in finding work and training are

Offenburg Employment Agency

Weingartenstraße 3

77654 Offenburg

Telephone: [0800/4555500](tel:08004555500) (for employees)

Telephone: [0800/4555520](tel:08004555520) (for employers)

Website: www.arbeitsagentur.de

- for people who earn their own living but are looking for work
- for people who receive unemployment benefit one (ALG I for short)
- for asylum seekers
- for tolerated persons

District Office Ortenaukreis

Municipal employment promotion/job centre

Lange Straße 51

77654 Offenburg

Telephone: [0781/8059331](tel:07818059331)

Website: Municipal Employment Promotion / [Job Centre](#) / District of Ortenaukreis

- for people who receive unemployment benefit two (ALG II for short)
- for recognised refugees

Immigration of skilled labour

The Skilled Immigration Act facilitates **entry and residence in Germany** for employment as a skilled worker from **third countries** (i.e. neither EU nor EEA nationals).

Skilled workers

Skilled workers are:

- Persons with qualified vocational training
- Persons with academic training (=studies).

Employment is then possible in the profession for which the qualification qualifies or in related professions. Skilled workers with an academic qualification can not only work in jobs that require a university degree. They can also work in other qualified professions that require vocational, non-academic training.

Prerequisites for employment as a skilled worker are, for example

- the job is a qualified occupation
- the qualification (training or studies) is recognised in Germany
Exception: IT specialists may also enter the country without training - provided they can prove that they have already worked in the sector for several years abroad.
- German language skills are generally at least level B1 CEFR
- the employment contract for employment subject to social insurance contributions contains at least 35 working hours per week
- the salary is sufficient to cover living expenses (no entitlement to social benefits).

Even without an employment contract, skilled workers may come to Germany to look for work for a maximum of 6 months.

Prerequisites are, for example

- the qualification (training or studies) is recognised in Germany
- German language skills are generally at least at level B1 CEFR
- during the period of job-seeking, living expenses are self-financed (no entitlement to social benefits).

Training and studies

You have the opportunity to come to Germany if you have a specific training place.

Prerequisites are, for example

- a concrete training place
- German language skills are usually at least at level B1 CEFR
- you can finance your own living expenses (no entitlement to social benefits).

You may also enter Germany for up to 6 months to look for a qualified training place.

Prerequisites are, for example

- German language skills are at least at level B2 CEFR

- Graduation from a German school abroad or a school leaving certificate with a university entrance qualification
- You are not older than 25 years
- You must finance your own living expenses (no entitlement to social benefits).

You may also enter Germany to study.

Prerequisites are, for example

- as a rule, it must be a full-time course of study
- Admission to a state-recognised university
- Knowledge of the language of education (not necessarily German)
- You must be able to support yourself (no entitlement to social benefits).

You may come to Germany for up to 9 months to look for a place to study.

Prerequisites are, for example

- school and language requirements for taking up studies must be met
- you must be able to support yourself (no entitlement to social benefits).

Further information:

- Further information **on the immigration of skilled workers** can be found here: www.make-it-in-germany.com.
- Further information on the **recognition of foreign qualifications** can be found [here](#).
- Would you like to live and work in Ortenaukreis? The [Welcome Centre](#) in Hornberg will advise and support you with your questions free of charge.

Accelerated skilled labour procedure if you have an employment contract

Are you a foreign skilled worker with a concrete job offer in Germany and need a visa to enter the country?

The procedure for obtaining a visa can take a very long time, as many German embassies experience bottlenecks in the allocation of appointments and visas. The so-called accelerated procedure for skilled workers is intended to shorten the procedure for issuing visas. You issue your employer with a power of attorney and your employer initiates the skilled worker procedure at the relevant immigration authority.

If all requirements are met (e.g. approval from the Federal Employment Agency, recognition of your foreign qualification), the immigration authority will issue a preliminary approval. You can then apply for a visa. Please note: Even in the accelerated skilled labour procedure, the visa must be applied for at the relevant German embassy abroad.

Employers can arrange a consultation appointment here by telephone, email or [online](#):

District Office Ortenaukreis
Migration Office
Immigration of skilled labour

Badstraße 20a
77652 Offenburg

Telephone: [0781/8059165](tel:0781/8059165) and [0781/8059177](tel:0781/8059177)
E-mail: fachkraefte@ortenaukreis.de

Which profession suits me?

To find the right career for you, you should inform yourself in good time.

[Here](#) you will find important information on the topics of school, training and study.

Careers counselling and career guidance

- Which career suits me?
- What happens after school?
- How do I find a training or study place?

The careers **counsellors** at the [Employment Agency](#) will answer these and other questions for you neutrally and free of charge. Give them a call and make an appointment.

The careers counsellors visit the general and vocational schools in the Ortenau district a few times a year. They hold information events or offer personal counselling sessions. The class teachers know when the next appointment is.

You can find an overview of the various career guidance options on the website of the [Offenburg Careers Information Centre \(BIZ\)](#).

Career test

Specialist knowledge, skills, previous experience and competences play an important role in professional life. The computer-based [MYSKILLS](#) test from the Federal Employment Agency (BA) helps you to recognise professional skills. You can use MYSKILLS to check your professional assessment. If you would like to take this test, ask at the [Federal Employment Agency](#).

Career information fair

The careers information fair (BIM) offers around 2,500 offers on training, further education, professions, studies and internships in Germany and abroad over 2 days.

When: Spring 2021

Where: Offenburg exhibition centre

[Click here](#) for more information.

Websites for career guidance

The [BerufeNET](#) website provides lots of information about different professions.

On the page [Berufe-TV](#) many professions are explained in a video.

Girls' Day

On Girls' Day, you can learn about professions in which men have mostly worked up to now. These include, for example, motor vehicle mechatronics technicians, carpenters, web designers and engineers.

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

Boys' Day

On Boys' Day, you will get to know professions in which women have mostly worked up to now. These include, for example, nursery school teachers, nurses, primary school teachers and psychologists.

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

Work placement

You can familiarise yourself with a profession in a work placement. This allows you to find out whether the profession is right for you.

How do I find a work placement?

- Ask a company
- ask at the [employment agency](#)
or if you/your parents receive unemployment benefit II/Hartz IV ask your advisor at the local employment promotion/job centre
- Search job exchanges on the Internet

Job search

There are various ways to find work:

- [Job exchange of the Federal Employment Agency](#)
- Other job exchanges on the Internet
- Company websites
- job fairs/career fairs
- Daily and weekly newspapers
- social media
- Ask friends and acquaintances
- Ask the companies personally or call them.

The employment agency can also help you find work.

Offenburg Employment Agency

Weingartenstraße 3

77654 Offenburg

Telephone: [0800/4555500](tel:08004555500)

If you receive benefits from the municipal employment promotion/job centre, this is responsible for you.

District Office Ortenaukreis

Municipal employment promotion/job centre

Lange Straße 51

77654 Offenburg

Telephone: [0781/8059331](tel:0781/8059331)

Website: www.koa-ortenau.de

Welcome Centre

What does the Welcome Centre do?

The Welcome Centre helps companies in Germany to find skilled workers from other countries. It helps from the very beginning - i.e. when the skilled worker wants to come to Germany, right through to helping them settle in and feel at home here.

The Welcome Centre supports both the company and the skilled worker to ensure that working and living together goes well.

The Welcome Centres are represented in Baden-Württemberg. There is a separate state-wide Welcome Centre for the social economy sector. The Welcome Centres are very important for securing the supply of skilled workers in the region.

The Southern Upper Rhine Welcome Centre is a joint initiative of the Freiburg Chamber of Skilled Crafts and the Southern Upper Rhine Chamber of Industry and Commerce.

Welcome Centre Southern Upper Rhine

Bismarckallee 6

79098 Freiburg

Phone: +49 761 3858 804

E-mail: info@welcomecenter-blackforest.de

[Here](#) you can find more information about the Welcome Centre and about life in Germany.

Applications

To find a training place, you must put together an application.

In the application, you describe your qualifications and experience.

The company checks whether a collaboration can work .

An application consists of

- a covering letter
- a CV with photo
- certificates, references, proof of employment

You can find information [here](#)

Possible application types:

- printed out on paper
- [by e-mail](#)
- Website of the company

Find out what form the company would like the application to take.

The **employment agency** and the **local employment promotion/job centre** offer training courses on this. There you will learn how to write an application and what it must contain.

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

Recognition of foreign qualifications

Qualifications play an important role in Germany for school, studies or work. With diplomas you can prove what you have already learned and achieved. Qualifications are an important prerequisite for a place at a school, Hochschule or a job.

This means that if you have already acquired qualifications at school, in an apprenticeship or in a course of study abroad, you can have them recognised. They will check what your qualifications allow you to do in Germany. Your skills are “translated”, so to speak.

Recognition of foreign graduation certificates

The [Stuttgart Regional Council](#) examines the foreign graduation certificates and compares them with the graduation certificates in Baden-Württemberg (e.g. Hauptschulabschluss (Hauptschule graduation certificate), Mittlere Reife (intermediate secondary school certificate), Fachhochschulreife (Fachhochschule entrance qualification)/Hochschulreife (Hochschule entrance qualification)). Certificates of the Fachhochschulreife (Fachhochschule entrance qualification)/Hochschulreife (Hochschule entrance qualification) are only checked by the Regional Council Stuttgart for persons with **German citizenship**.

You have a **foreign nationality**? Have you gained a **Hochschule entrance qualification abroad**? And you would like to **study in Baden-Württemberg**? Then **different authorities are responsible** for the recognition of Fachhochschulreife (Fachhochschule entrance qualification)/Hochschulreife (Hochschule entrance qualification). Here it depends on which university/Hochschule you want to study at:

- **At a university:** contact the university of your choice directly.
- **At a Hochschule or Fachhochschule:** contact the central office for the recognition of certificates at the [Studienkolleg of the Konstanz University of Applied Sciences](#).
- **At a Dualen Hochschule:** contact the central certificate recognition office at the [Baden-Württemberg Cooperative State University](#).

Note: To be able to study at a German Hochschule or university, you need to have a certain knowledge of German. Generally, your level of German must be C1 or C2 CEFR. You have to prove this knowledge with a specific certificate. Find out at the Hochschule or university where you would like to apply.

Recognition of foreign qualifications

If you have completed a degree abroad, you can check whether it is recognised in Germany. Note that there is a difference in recognition between **regulated** and **non-regulated**

professions.

Regulated professions: In regulated professions, you can only work if you have a certain qualification. These are, for example, medical professions, legal professions, teaching professions at state schools and professions in the public service. This means that in these professions you may only work with a state recognition of the professional qualification (for example, vocational qualification or degree).

In the [Anerkennungs-Finder](#) you can search for the competent recognition body for regulated professions. You will also receive information on how to proceed.

Non-regulated professions: In non-regulated professions, one may work without state recognition of professional qualifications. However, it is advisable to do a **certificate evaluation**.

The [Central Office for Foreign Education \(ZAB; Zentralstelle für ausländisches Bildungswesen\)](#) in Bonn is responsible for the assessment of certificates for non-regulated academic professions.

[Here](#) you will find further information on the recognition of your university degree from abroad.

Recognition of foreign vocational training

If you have completed vocational training abroad, you can check whether this training is recognised in Germany. As a rule, the respective professional association is responsible for this. In the [Anerkennungs-Finder](#) you can search for the competent recognition authority. You will also receive information on how to proceed.

Please note that the [Stuttgart Regional Council](#) is responsible for the recognition of the vocational training of educators and child carers.

Consultation

You can obtain advice on the procedure for the recognition of foreign qualifications (school, university, vocational training qualifications). Make an appointment with the [IQ Netzwerk Baden-Württemberg](#) the advisory centre for the recognition of foreign professional qualifications.

IQ Network Baden-Württemberg

Decentralised recognition consulting in the Ortenaukreis

77652 Offenburg

Phone: [0761/881445061](tel:0761/881445061)

Email: kompetenzzentrum@diakonie-freiburg.de

Website: www.netzwerk-iq-bw.de/anerkennungsberatung/

You can also contact the adult [migration services](#) or the [Youth Migration Services](#) for advice.

Calling in Sick

If you are working, doing an internship or attending a German course and you are ill, you have to **call them and call in sick**. As a rule, your doctor must certify that you are not able to work (=certificate of incapacity for work (Arbeitsunfähigkeitsbescheinigung - AU)). Ask your employer or language course provider when you have to submit a certificate of incapacity for work.

Here you will find information about [sick leave in kindergarten/Kita \(day-care\)](#) and in school.

Work and Career

Types of Jobs and Other Occupations

Types of jobs

- **Full time:** about 40 hours per week; most adults in Germany work full-time.
- **Part time:** anything below the working hours of a full-time employee; parents with young children often work part-time (e.g. 18 hours, 23 hours and so on per week).
- **Mini-job:** maximum income of 520 euros per month; you do not pay taxes; school or university students often work at mini-jobs; some work in mini-jobs in addition to their main job.
- **Midi-job:** Earnings between 520.01 euros and 1300 euros per month; you are employed subject to social security, but you pay a lower tax than for earnings above 1300 euros.
- **Work Opportunities (AGH; Arbeitsgelegenheiten):** for people who are still in the asylum procedure or have an exceptional leave to remain (Duldung), speak little German or have no certificates; you earn 80 cents per hour with a maximum of 30 hours per week. This money can be kept in addition to social benefits.

Note:

- Any kind of job can be **fixed** or **indefinite**. Fixed means that the contract for a job is for a certain amount time, for example for 1 year. An indefinite contract has no time limit.
- **Temporary work:** You are usually employed by a specific employer. If you are employed by a temporary employment agency, this is called temporary work. The employee of a temporary employment agency is lent to other companies. For example, the temporary employment agency employs its staff in companies where there are personnel shortages. This means that the place of work may change.

Other occupations

- **Voluntary Year of Social Service (FSJ; Freiwilliges Soziales Jahr) / Federal Voluntary Service (Bufdi; Bundesfreiwilligendienst):** The [FSJ](#) is a voluntary service in social service areas. It is offered in Germany for youth and young adults who have already completed compulsory schooling and have not yet reached the age of 27. The FSJ is regulated by the Länder. In addition to the FSJ, there is the Federal Voluntary Service ([Bufdi](#)) at the federal level. It is a substitute for civilian service and is also available to people over 27.
During this time, people in the FSJ or BufDi receive a qualification and a certificate. This will help them on their further career path and help them to learn German. In FSJ and Bufdi you get spending money.
- **Internships for career guidance:** Internships provide practical experience in a profession. Internships are meant to help guide you in your career by allowing you to get to

know your career aspirations and see how it is. During this time, interns also learn about the realities of professional work and the conditions of the profession. Internships can be different lengths, for example 1 week or 2 months. You usually do not receive any money during an internship.

Unemployment

You are unemployed if you do not earn enough money to live on. As Germany is a welfare state, it helps people who cannot or can only partially support themselves. **But: in principle, everyone should earn their own living by working.**

Whether you receive unemployment benefit is decided by the **employment agency** or the **local employment promotion/job centre**.

Entitlement to unemployment benefit I (ALG I, SGBIII) from the Employment Agency

You will receive unemployment benefit I if you lose your job that is subject to social insurance contributions. To do so, you must have **worked in Germany for at least 12 months in the last 30 months and be subject to social insurance contributions**. There are other conditions under certain circumstances. The amount of unemployment benefit I is generally 60 % (67 % if you have children) of your average net income over the last 12 months.

You must use every opportunity to find a job.

Please note: If it is likely that you will lose your job, you must [register as a jobseeker](#) at **least 3 months** before the end of your employment. If you only find out about your dismissal later, you must register as a jobseeker no later than 3 days afterwards. This is important in case you have to apply for unemployment benefit afterwards. If you have not found a new job, register as **unemployed - at the latest on the first day of unemployment**.

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

Entitlement to unemployment benefit II (ALG II, SGBII, Hartz IV) from the local employment promotion/job centre

You will receive unemployment benefit II if you:

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

You receive

- a standard rate
- Housing and heating costs

- Costs of health and nursing care insurance.

Register with the [local employment promotion/job centre](#).

You must use every opportunity to find a job.

Please note: ALG II is subordinate to all other financial support.

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

Change Careers (=retraining)

If, for example, the career in which you were trained

- is no longer in demand
- You are no longer able to work
- Your field is affected by technical innovations
- You would like to discover new career paths

You can take a retraining course to change careers.

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

External examination

By taking the examination, you can **obtain a vocational qualification without training**.

In the case of an occupation requiring 3 years of vocational training, you must have worked in this occupation for at least 4.5 years.

You can then take the final examination. If you pass these examinations, you will receive a recognised vocational qualification.

If you are interested, please contact the relevant chamber (e.g. Chamber of Crafts or Chamber of Industry and Commerce).

Jobticket

Do you travel to your workplace by bus or train? Then you can buy the Jobticket. It is an annual subscription. This means that you have a ticket for 12 months, but pay the price of 9.5 months. [Here](#) you will find further information and the application form.

Vocational training

Access to Work and Vocational Training

Citizens of the EU or EEA

If you are European, you may work .
You do not need a work permit.

This also applies to citizens from Switzerland.
However, you must apply for a residence permit.

You can find more information on the topic of work and vocational training as a European [here](#).

Citizens of a third country (Third countries do not belong to the EU, Switzerland or the EEA)

If you come from a third [country](#), you need a residence permit.
This states which work is possible for you.

There are special regulations for skilled workers who immigrate through a company.

You can find more information on this topic here: [Residence and work](#).

The following applies to asylum seekers with a residence permit:

3 months after arrival and as long as you are accommodated in a state initial reception centre (LEA for short), you are not allowed to work.
After this time, the responsible foreigners authority will decide.

To do this, you must submit an **application** to the foreigners **authority**.
The Federal Employment Agency must give its approval and the working conditions will be checked.

After 48 months you are allowed to work. The approval of the Federal Employment Agency is then no longer necessary.
However, you cannot be self-employed with this status.

Please note: Work or training does not give you the right of residence.
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If the Federal Office for Migration and Refugees (BAMF for short) recognises you as a person entitled to asylum, refugee or subsidiary protection. You will then receive a humanitarian **residence** permit from the immigration authority. You are allowed to **work** with this residence permit. Your identity document will then state "**Gainful employment permitted**".

Refugees who have been recognised by the BAMF as having an **obstacle to deportation** will **also** receive a humanitarian residence permit. However, this **only** allows you to work to a **limited extent**. In order to be allowed to work, you must submit an **application for authorisation to work** to the **foreigners authority**. Self-employment is not permitted.

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Your tolerated stay permit states "**Gainful employment only permitted with the authorisation of the foreigners authority**". The foreigners authority will then decide on your work permit. The working conditions will be checked by the Federal Employment Agency.

After 48 months, you will have full access to the labour market. However, you must apply for this at the Foreigners' Registration Office. It will then be entered in your tolerated stay permit that you are authorised to work. Approval from the Federal Employment Agency is not necessary. Self-employment is not permitted with a tolerated stay permit.

You must **help to clarify your identity**. Otherwise you may be banned from **working**. If you are banned from working, you can no longer **apply for work**.

For your information: An employment relationship or good German language skills can be taken into account here.

There are different types of tolerated stay

A tolerated stay permit if your identity is unclear

You are not allowed to work with this tolerated stay permit.

A tolerated stay permit for training

The tolerated stay permit for training only applies to certain training occupations. Your identity must be clarified. After completing the training, a **residence permit** can be issued for a period of **2 years**. You can find detailed information on this topic [here](#).

A tolerated employment permit

People with a tolerated stay permit who have integrated well in Germany can be granted a tolerated employment permit. The following requirements must be met for this

- Secure livelihood (i.e. you must be able to support yourself with your own money)
- have been in employment subject to social insurance contributions for at least 18 months
- Have had tolerated status for at least 12 months
- German language skills at level A2 CEFR
- No criminal offences
- clarified identity.

Access to other activities

Federal Voluntary Service and Voluntary Social Year

Asylum seekers with a residence permit or toleration permit require permission from the Foreigners' Registration Office to work in the Federal [Voluntary Service \(BuDi\)](#) and the [Voluntary Social Year \(FSJ\)](#).

Non-profit work/work opportunities (AGH for short) or participation in **refugee integration programmes (FIM for short)** are also a good option for learning German. You are paid 80 cents per hour for this work for a maximum of 30 hours per week. You can get more information from your accommodation centre management or from the social services.

Internships

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This should be agreed with the **relevant immigration authority**.

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Weingartenstraße 3

77654 Offenburg

Telephone: [0800/4555500](tel:08004555500) (for employees)

Telephone: [0800/4555520](tel:08004555520) (for employers)

Website: www.arbeitsagentur.de

- for people who earn their own living but are looking for work
- for people who receive unemployment benefit one (ALG I for short)
- for asylum seekers
- for tolerated persons

District Office Ortenaukreis

Municipal employment promotion/job centre

Lange Straße 51

77654 Offenburg

Telephone: [0781/8059331](tel:07818059331)

Website: Municipal Employment Promotion [/Job Centre/](#) District of Ortenaukreis

- for people who receive unemployment benefit two (ALG II for short)
- for recognised refugees

Types of Training

In Germany it is a great advantage to have a vocational qualification before going to work. People with a vocational qualification earn more money on average. They are less likely to become unemployed. And you are less likely to have fixed-term contracts than people without a vocational qualification.

Dual (company) training

A special feature in Germany is the dual training system. Dual training takes place about 1/3 of the time at **Berufsschule** and about 2/3 at a **training company**. In this way you get to know theory and practice at the same time and earn money during your training.

School requirements

Dual (company) training occupations are non-regulated occupations. This means that, from a legal point of view, you do not need a specific graduation certificate to complete a dual training course. The companies providing training can themselves determine which graduation certificate they require from their trainees. At least one Hauptschulabschluss (Hauptschule graduation certificate) is usually expected. Access without a graduation certificate is not easy, but possible.

Duration of training

The duration of training is between 2 and 3.5 years. Depending on the graduation certificate, the duration can also be shortened.

Salary

You will receive a salary during the dual training. This is stated in the training contract and is called "training pay". The amount of the payment varies depending on the training occupation, and is usually also determined by a collective agreement.

If you have any questions about training, you can contact the [career counselling of the Employment Agency \(Agentur für Arbeit\)](#).

You can find further information on training and professions at:

- [planet-beruf](#)
- [BERUFENET](#)

Full-time education

In addition to in-company training, there are many professions that you can only learn at a school. These school-based training courses take place, for example, in Berufsfachschulen, Berufskollegs, Fachakademien and other vocational schools. You have full-time classes and usually complete several internships.

School requirements

The schools where the training takes place have different legal entry requirements.

School-based training professions can be regulated or non-regulated. This means that for non-regulated professions you do not necessarily need a specific graduation certificate. The schools themselves may have their own requirements though. However, a certain level of education is required for regulated training occupations. School education often requires an intermediate education certificate (= Mittlere Reife (intermediate secondary school certificate)). But there are also school-based training courses that can be completed with a Hauptschulabschluss (Hauptschule graduation certificate).

Duration of training

Depending on the course of training, the duration of training is between 1 and 3.5 years.

Fees

As a rule, you will not receive a salary for school training. Training at a state Berufsfachschule, Berufskolleg or other educational institutions is free of charge. However, there may be costs for teaching and learning materials. If you attend a private school, you usually pay school fees. Under certain conditions you can receive a grant according to the [Federal Education and Training Assistance Act \(BAföG; Bundesausbildungsförderungsgesetz\)](#).

If you have any questions about training, you can contact the [career counselling of the Employment Agency \(Agentur für Arbeit\)](#).

You can find further information on training and professions at:

- [planet-beruf](#)
- [BERUFENET](#)

Training in the crafts

Vocational orientation and training in the crafts

You like to work with your hands and are interested in an apprenticeship in the skilled trades, perhaps as a carpenter, bricklayer or confectioner?

Then get in touch with us.

We will help you with your:

- choosing a profession
- Finding a company
- training

We will quickly give you a career perspective and information about companies you can contact.

We will also look after you during the first six months of your training.

Together we will find out

- which occupation suits you
- where there are good opportunities for training
- what steps are necessary before you can start training

We support you in

- the search for apprenticeship positions
- the preparation of application documents
- preparing for interviews
- the application process
- finding language courses and dealing with the authorities

Further information:

Project "Integration through training - prospects for immigrants".

[Integration of immigrants](#)

The skilled trades

www.handwerk.de

[Apprenticeship exchange of the Freiburg Chamber of Skilled Crafts](#)

[Job search](#)

Contact

[Freiburg Chamber of](#) Skilled Crafts

Katharina Beckmann

0761 21800-569

katharina.beckmann@hwk-freiburg.de

Preparation for Vocational Training

Are you looking for help in finding out your interests and strengths? Or you do not yet have the practical experience to find the right job? Or you can't find a training placement? There are many opportunities to prepare for vocational training.

Career entry support (BerEb; Berufseinstiegsbegleitung)

Are you still at school, would you like to graduate from school and do an apprenticeship? But you need support?

The career entry support supports you:

- on getting a graduation certificate
- with personal problems
- in finding a suitable job
- in the search for a training place
- in the application process
- in the first 6 months of training.

You will find further information [here](#).

Vocational preparation course (BvB; Berufsvorbereitende Bildungsmaßnahmen)

- You are no longer required to attend school?
- You have not yet found a training placement?
- Maybe you don't have a graduation certificate?
- Or you have lost your training position and have to reorient yourself?

Then you can prepare for training in a vocational preparation course (BvB) of the Employment Agency (Agentur für Arbeit). The BvB normally lasts up to 10 months.

You will find further information [here](#).

Entry qualification (EQ)

You know what you want to be? But you have not yet found a training placement by 30 September? Then you can do a longer internship under certain conditions. This prepares you for vocational training. It is called entry qualification and lasts between 6 and 12 months.

Note: For people who do not yet have German language skills at language level B2, there is an **entry qualification plus language (EQ+language)**. Accompanying the internship, you will usually attend a language course two days a week.

If you are interested, ask the Employment Agency (Agentur für Arbeit) or, if you receive services from the Municipal Employment Promoter (Kommunale Arbeitsförderung)/Jobcenter, your personal contact.

You will find further information [here](#).

Support during vocational training

Problems can always arise during training. Poor grades at vocational school or trouble with superiors do not have to lead to the cancellation of training.

Some problems can be solved through dialogue.

There are offers of support during training.

Graduated training

The staged training programme is dual and lasts 3.5 years. It begins with the **2-year basic level** and ends with a vocational qualification.

This is followed by the **1.5-year** specialised level.

A qualification is obtained in the specialised level.

During the training period, trainees receive additional tuition and socio-educational support.

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

Assistance during training (abH)

The training-related assistance includes

- Private tuition
- Preparation for exams
- Support with personal problems.

If you are interested, please contact your local [employment agency](#).

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

Assisted training (AsA)

Assisted training is dual vocational training with support. This consists of

- tutoring
- socio-educational support
- training counselling.

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

Vocational training in non-company training centres (BaE)

Are you having difficulties finding a training place?

Then an external vocational training programme may be an option for you.

This training takes place in an organisation or in a company. You will also attend a vocational school.

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

Financial assistance

Vocational training allowance (BAB)

You don't have enough money during your training?

Then you can ask the Federal Employment Agency whether you can get financial help.

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

BAföG for pupils

Parents are often unable to support their children because there is not enough money. Therefore, the student can submit an application. This is called BAföG.

It does not have to be paid back.

You can find information here:

- www.ortenaukreis.de
- www.bafög.de

Further information [here](#) in an overview.

Studies

Access to the study programme

General information

There are many different degree programmes in Germany. There are also different types of higher education institutions:

- Universities (academically orientated)
- (technical) colleges (practice-orientated)
- Dual universities (very practice-orientated, you work and study)
- Art, film and music colleges (for artistic subjects).

For your information: There are state universities and private universities. The quality of private universities is not necessarily better, but you often have to pay high tuition fees.

Requirements

If you would like to study in Germany, you need a **higher education entrance qualification** (= school-leaving certificate that qualifies you to study). [Here](#) you will find information on how to obtain this qualification at German schools. If you did not obtain your school-leaving certificate in Germany, you must check whether you are authorised to study in Germany with this school-leaving certificate from abroad.

You can find information on the recognition of foreign school-leaving qualifications [here](#). Find out from the university where you would like to study what you need for your application.

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

Universities in the Ortenaukreis

Offenburg University of Applied Sciences - University of Applied Sciences for Technology, Economics and Media

At the Offenburg University of Applied Sciences there are the following types of study courses:

- Entry semester: startING
- Refresher course: kontaktING and Digital Economy/Industry 4.0
- Bachelor of Arts
- Bachelor of Arts + Training
- Bachelor of Arts + Pedagogy
- Bachelor of Arts + Trainee
- Master of Arts
- Master of Arts + Pedagogy
- Master of Arts + Trainee

There are also international Bachelor and Master of Arts programs. The lectures are held in other languages (for example in English or in French). You can get further information [here](#).

[Here](#) you can find all courses of study at the Offenburg University of Applied Sciences.

You are a foreign national and would like to study at the Offenburg University of Applied Sciences?

[Here](#) you will find information about the requirements.

Are you unsure which study programme suits you best? Then you can get advice. Make an appointment with the [student advisory service](#).

University of Public Administration in Kehl - Design & Develop

At Kehl University there are the following types of study programmes:

- Bachelor of Arts
- Master of Arts

If you are interested in studying at Kehl University, you will find important information [here](#).

You can get personal advice from the student advisory service. Please make an [appointment](#) for this.

Financing the study programme

Federal Training Assistance Act (BAföG for short)

General information

Everyone in Germany should have the same opportunity to study. Some parents are unable to support their children in their studies because they do not have enough money. This is why there is financial support in Germany. This is called Federal Training Assistance (BAföG for short).

Whether you receive BAföG also depends on the personal requirements of the student. Important are

- nationality or legal residence status
- age
- suitability for the desired course of study
- your own income and assets as well as the income and assets of your spouse/registered partner or parents.

Who can receive BAföG?

In principle, the following persons living in Germany can receive BAföG:

- Persons with German citizenship
- Citizens of the EU
- Migrants and refugees.

The basic rule is: If foreigners have the prospect of staying in Germany and are integrated, they are eligible for funding. This includes people with a permanent right of residence under the Freedom of Movement Act/EU, a permanent residence permit-EU or a settlement permit.

The following applies specifically to refugees: You can apply for BAföG as:

- recognised persons entitled to asylum

- recognised refugees under the Geneva Refugee Convention
- persons entitled to subsidiary protection.

Refugees who are tolerated must have been in Germany legally, authorised or tolerated for 15 months without interruption before they are entitled to BAföG. The following **also applies:** Asylum seekers whose asylum procedure has not yet been finalised cannot receive BAföG. It is not yet clear whether they will be able to stay in Germany.

Repayment

You receive half of BAföG as a grant. This does not have to be repaid. You will receive the other half as an interest-free loan. The loan must be repaid, but up to a maximum of 10,000 euros in total.

All foreigners (including refugees) must repay their loan even if they later return to their home country. The repayment phase begins five years after the maximum funding period has expired.

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

You can also call the free BAföG hotline: Phone: [0800/2236341](tel:08002236341) for questions; available from Monday to Friday 8am - 8pm.

How to submit the application

The application for BAföG must be submitted in writing to the Studierendenwerk. Make sure that you submit your application in good time. This is because applications take several months to process. You can find the application forms [here](#).

If you are studying at Offenburg University of Applied Sciences, the Studierendenwerk Freiburg is responsible for your BAföG application. **Applications can be submitted to the Freiburg Student Services Office on campus in Offenburg or Gengenbach .**

Branch office of the Studierendenwerk

Badstraße 24

77652 Offenburg

Telephone: [0781/205328329](tel:0781205328329)

Website: www.swfr.de

Scholarship

There are numerous scholarships that you can apply for. And not just for the first semester, but for your entire degree programme. You can find more information [here](#). Some of these offers are very different. In some cases, value is placed on social commitment or attention is paid to political orientation, degree programme, grades or personal circumstances.

Working student activity

Many degree programmes offer the option of working as a student trainee at a company. There you can gain initial experience in your chosen field of study and earn money on the side. Companies usually offer contracts for 10-20 hours per week. If you perform well, you have the option of being taken on after graduation. Information is available from the

companies in your area.

Student assistant

As a student assistant, you can generally work up to a maximum of 20 hours a week at a university. You will carry out tasks that help lecturers or a university organisation, for example. You must be enrolled as a student at a university. These positions are advertised at the universities.

Part-time job

Many students have a part-time job to finance their studies. There are different types of part-time jobs. If you receive state funding, find out how much you are allowed to earn. State funding is, for example, BAföG or a scholarship.

Many students work in a so-called mini-job. You earn a maximum of 520 euros per month. However, you do not pay any taxes or social security contributions.

Educational loan

The education loan is a low-interest loan from the state-owned Kreditanstalt für Wiederaufbau (KfW for short). It is aimed specifically at students who are in the final phase of their studies. In contrast to standard bank loans, you do not need any collateral such as your own income. The income of your parents or spouse is also irrelevant.

You can find more information on the subject of education loans [here](#).