



# Vocational training in Germany



[www.dgb-jugend.de/ausbildung](http://www.dgb-jugend.de/ausbildung) /

# Preface

Dear Reader,

We are pleased to be able to welcome you to Germany. You can go to school here and start vocational training or study after leaving school. We hope that you get the chance to build yourself a new future.

As a youth organisation of the German Trade Union Confederation (DGB), we are committed to the rights of trainees and young workers in Germany. The DGB Youth and trade unions in the DGB help you by providing information on your rights in training and working life. Our affiliates are active in all sectors of the German economy and negotiate better wages and working conditions for their members. We support our members in conflicts with their employers, with advisory services or a lawyer.

In the tradition of unions, we are in favor of an open society and assist all men and women workers in Germany. We are non-partisan and independent: that is, we are not paid

by the State, nor are we affiliated with a particular party. Every worker can be a member with us – regardless of race, gender, religion or sexual orientation.

To help you quickly find your feet at school and at work, we have compiled the most important information for you. This brochure is divided according to the different steps that you have to take to successfully complete your training. At the back there is a list of addresses where you can find further information, advice and help.

If you want to know more about particular topics, you will find links to further information in the text.

We wish you much success on your way

Sincerely, DGB Youth

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# A good education right from the start

The most important thing for a successful career launch is a good education. The foundations for this are already laid at school. A school leaving diploma will open up various possibilities for your future career.

## Compulsory education and the right to education

In Germany, education is compulsory. This usually applies from the age of six, for nine or ten years of schooling. Every child has the right to a free education. The qualifications may be completely different depending on which school you attend. To achieve the highest qualification, the "Abitur" (high school graduation), you even have to go to school for 12 or 13 years.

In general, compulsory education applies in Germany for refugee children and adolescents. Whether they actually go to school or have to wait for months, however, strongly depends on the state and the local situation: In some states (Berlin, Bremen, Hamburg, Saarland and Schleswig-Holstein), compulsory schooling starts with the application for asylum. In others, it starts after the three months (as in Bavaria and Thuringia) or six months (as in Baden-Württemberg).

## Information on the school system in your state

The school system varies in Germany from state to state, as each state decides independently about its school system. For this reason you should inquire about the possibilities available to you for a school leaving diploma on the websites of your local Ministry of Education. The schools themselves also offer advice. Once a year, many schools hold an "open day".

## What qualification do you need?

### "Hauptschulabschluss", School Leaving Certificate

Schooling: 9 or 10 years  
School: general secondary school, comprehensive school

The school leaving certificate is the first general education qualification in Germany. It entitles you to start an apprenticeship, e.g. in a craft, a trade or a technical profession. However, with the school leaving certificate you also have the opportunity to acquire a further secondary school qualification, the "Realschulabschluss", or secondary school certificate.

## Secondary school qualification

Schooling: 10 years  
School: Technical college, comprehensive school

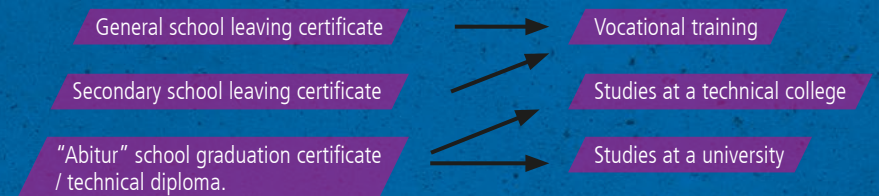
The secondary school certificate (Realschulabschluss) is also called Mittlere Reife [and is equivalent to a high school diploma]. With this certificate you can start an apprenticeship. Compared to the general school leaving certificate ("Hauptschulabschluss"), you improve your chances of finding a training place, because for some professions the general school leaving certificate is not enough. You can, however, also take the high school graduation (Abitur) at a technical high school or secondary school (Gymnasium) in order to be able to study later.

## "Abitur/Fachabitur"; High School Graduation Certificate/ Technical Diploma

Schooling: 12 or 13 years  
School: high school, comprehensive school/technical college

With the "Abitur" high school graduation certificate [i.e. baccalaureate], you gain general university entrance. You can then continue your education at a university or start an apprenticeship. The technical diploma, or vocational baccalaureate diploma ("Fachabitur") gives you entrance to a technical college with a specific professional focus – e.g. economics, engineering or pedagogy. It entitles you to study at a technical college. You do not have to stick to the same subject major later.

## Which school leaving certificate opens up which opportunities?



# Good training for a good job

If you have successfully completed school, you can make further plans for the future. If you are not or not yet eligible to study, inquire about possible vocational training. After all, in Germany there are 328 recognized training professions.



**328**

recognized training professions

Source: BIBB, Statista, value for 2015



**522.200**

new training contracts

Source: BIBB/Stand: 02.02.2016, value for 2015

## Training is worthwhile

It may seem attractive at first sight to look for a job immediately, instead of investing two to four years in an education. But in the long run you're worse off without training: During training you will gain valuable knowledge and experience. Then, as a skilled worker you are not as easy to replace. Trained and skilled workers also earn significantly more than their unskilled colleagues. With an education, you will be able to get further qualifications later, take on new responsibilities and ascend in the company hierarchy. As you can see, training is really worthwhile.



**96,4 %** of the training takes place directly in the workplace

**3,6 %** of the training takes place away from the workplace

Source: BMBF Education Report 2016, new training contracts 2015

## German vocational training is internationally recognized

The German system of vocational training is internationally recognized. The program contents are uniformly regulated, so you know exactly what you will learn during your training. And companies also know what they can expect from trained professionals. This is especially important if you want to work in another company after your training. Depending on the profession, training lasts from two to four years. Most courses take place directly in the workplace, and are supplemented by teaching at a vocational school.

## Access to training

Access to dual vocational training depends on your residence status. As a **recognized refugee**, you can start an apprenticeship without restrictions.

## For Asylum seekers with a temporary residence permit,


a waiting period of three months from submission of the application for asylum applies. Then you need a permit from the immigration office. However, it may also be that a general work prohibition applies to you, e.g. if you still live in a reception center or come from a so-called safe country of origin. To find out if you are allowed to work in Germany, contact the Youth Migration Services or your social worker.

## What types of training are available?

### Vocational/dual training

Dual training - also known as vocational training - takes place three to four days a week in a **training workplace**. Under the supervision of an instructor, you work directly at the workplace. You will learn everything you must

know for your profession through practical application. In addition, one or two days a week you go to a **vocational school**. There, the important theoretical bases are taught, but also labor and social legal knowledge and general socio-political issues. Training regulations govern what skills and knowledge are to be acquired during the training, uniformly for all trainees for a particular profession. If a workplace cannot convey all the teaching content itself, **integrated group training facilities** are available that you visit together with other trainees. During your training you will receive a **training allowance** from your training company. You may also be entitled to **financial support**.


 You will learn more about financing in Chapter 6.

### External training

If you can find a training place at a workplace, you can also conclude a training contract with an **educational institution**. This form of training is called external training. Many educational institutions are funded by the state. However, there are also commercial providers. The

program contents are the same as for in-company training. You learn theoretical and practical knowledge. However, the practical part is not directly at a workplace, but rather in the workshops, laboratories or training offices of the educational institution. In a **work placement**, you experience the processes at first hand in a real enterprise. The theoretical training takes place at the vocational school.

Even with external training you will receive a training allowance. This is also supported by the state. Under certain circumstances, you have also the right to further financial support.

 You will learn more about financing in Chapter 6.

### Support during training

Perhaps you need help starting training or successfully completing it, e.g. because you still have problems with the language or learning. For this, the public Employment Agency

offers educational support (abH) or assisted training (AsA). You can revise and consolidate what you have learned in small groups, or even be accompanied in your work at the workplace. You can get information on how to apply at the Employment Agency.

### Most popular professions in 2015


Rank	Vocation
1	Clerk for office management
2	Businessman / woman in retail
3	Sales assistant
4	Automotive mechatronics engineer
5	Industrial management assistant
6	Physician assistant
7	Businessman / woman in wholesale and foreign trade
8	Industrial mechanic
9	Electronics technician (all specialties)
10	Dental assistant

Source: BIBB

### Studying at university or college

With high school graduation [Abitur], you have acquired a university entrance qualification. With it, you can apply for a place at any university. The vocational baccalaureate diploma [Fachabitur] entitles you to study at a technical college. Under certain conditions, study is possible even without high school graduation certificate, for example if you have already worked for several years in a profession. Inform yourself in the Ministry of Education site for your respective State.

Universities and colleges in Germany offer a wide range of courses. At universities, the focus is on scientific research. Courses at colleges, however, are more application-oriented and often associated with a mandatory internship.

 You will find information about courses and application process on the websites of the universities and colleges. There you will also find contact persons for foreign students.


Information and advice on studying are also offered through the Youth Migration Services. You can read more on this in the services section.

### Financing your studies


Even without financial support from your family, you can study in Germany. After a 15 months waiting period, recognized refugees are entitled to assistance from the Federal Training Assistance Act, the so-called BAföG. This will help cover your most important daily expenses. The maximum BAföG rate is 735 euros per month (from 09/2016) and will be paid to you for the normal study period. After your graduation, you have to gradually repay half of the funding.

**>17.000**  
courses



 For more information on BAföG and the application process, see [www.bafög.de](http://www.bafög.de). There you will find the contact details of a counseling center near you. Universities also offer BAföG counseling.

Students can also apply for a **scholarship**. Various foundations award funds to students who show professional aptitude and at the same time engage socially. The grant is based on the BAföG. The money does not have to be repaid. Scholarship recipients also often receive additional money for study abroad or for books.

 The union-affiliated Hans Böckler Foundation offers refugees the opportunity to apply for a scholarship through the Böckler-Aktion Bildung. This requires a BAföG authorization. The guarantee fund university offers refugees a consulting service to clarify educational opportunities in Germany. On [www.boeckler.de/bab.htm](http://www.boeckler.de/bab.htm) You can find out details about how to apply.

# The right training for you

In adult life, work plays an important role and takes up a lot of your time. On the one hand it should cover your living expenses, but it should also be fun. Therefore think carefully about exactly what interests you have before you decide on an education and a future career.

### What can you do well?

Among the more than 300 professions, there is certainly also the right one for you.

The following questions can help you in choosing a career:

Write your answers down. Talk to friends or with your teachers. How do they see you? What can they recommend you? Do you know people who are already working or studying? Ask them questions, too. They can surely give you tips.

### What job suits you?

If you know your strengths and interests, think about which professions could go well with them. In the **Professional Information Center** (BIZ) of the Employment Agency, you can inform yourself about the various professions and seek advice. There is a BIZ near you.



What is fun for you?

What are your interests?

What are your strengths?

Which subjects do you find easiest?

What do other people think you are good at?

Also the **Youth Migration Services**, the immigration authorities and some associations offer assistance for vocational orientation. However, you can also directly inquire at a company. That way you can check for apprenticeships at the same time.

Visiting an **education fair** may also be worthwhile. This is where companies that offer apprenticeships showcase themselves. You can socialize and ask questions about the profession and the training company. You can find out when an education fair is happening near you at a local work agency or the job center.



The Internet also provides information on vocations. Most of the pages are in German, but some also offer information in other languages:

[www.planet-beruf.de](http://www.planet-beruf.de)  
[www.berufenet.arbeitsagentur.de](http://www.berufenet.arbeitsagentur.de)  
Information from the Employment Agency (German)

[www.arbeitsagentur.de/web/content/EN/WorkingandJobSeeking/WorkinginGermany/AsylumSeekers/index.htm](http://www.arbeitsagentur.de/web/content/EN/WorkingandJobSeeking/WorkinginGermany/AsylumSeekers/index.htm)

Information and advisory services from the Employment Agency (German, English, French)

[www.make-it-in-germany.com](http://www.make-it-in-germany.com)  
Information from the Federal Ministry of Economics, the Federal Ministry of Labor and Employment Agency among others for training and work in Germany (German, English, French, Spanish)

[ausbildungsinteressierte.thejobofmylife.de/en](http://ausbildungsinteressierte.thejobofmylife.de/en)

Information from the Federal Ministry of Labor and Employment Agency on training in Germany and particularly popular professions (German, English)

[www.goethe.de/lrn/prj/wnd/idl/sua/stu/enindex.htm](http://www.goethe.de/lrn/prj/wnd/idl/sua/stu/enindex.htm)

Information from the Goethe Institute on studying and training in Germany (in multiple languages)

### Recognition of foreign qualifications

You can get your studies or your training from your country of origin recognized. A check will be made to see which German qualification your qualifications to date correspond to.

If you have not completed the school before your departure to Germany, your school will rank you in a class.



Multilingual information on the recognition of qualifications and advisory services can be found under: [www.anererkennung-in-deutschland.de](http://www.anererkennung-in-deutschland.de)

### Try out an internship

In an internship you work a few weeks or months in a company and can thus get to know a profession before you decide what kind of education you want. However, there are several things to consider:

- An internship should not last longer than three months, unless it is part of your schooling or your studies.



Checklist "What belongs in an internship contract?"

- Beginning and end of the internship
- Description of your activities
- Internship remuneration
- Internship supervisor or mentor
- Vacation period
- Notice periods
- Note on collective wage agreements or bargaining agreements governing the enterprise
- Provisions for sick leave





# That's what I want to be! Now what?



- For an internship, learning is paramount. You should not replace a full member of staff, nor spend all day photocopying and making coffee.
- Interns often receive little money for their work. It is therefore particularly important that you learn something while you are there and are not be abused as cheap labor.
- For an internship, there is an **internship contract**.

At the end of your internship you will receive a **certificate**, in which your internship and the skills learned are described. The certificate provides you with proof for applications.

Your **internship remuneration** should not be less than 300 euros per month. It is even better if it is

based on the training allowances at your workplace. If you are working full time, the money has to be enough to cover your living expenses. Depending how much you earn, social security and tax charges may apply. These will already be deducted from your income in your paycheck.

**i** If you have questions about your internship, consult your competent union. They can also check your internship contract and your internship certificate for you, and represent your interests to your employer.

If you have decided on a type of training, you have to search for suitable companies. In this chapter, we show you how to find an apprenticeship placement and how to apply successfully.

## Apprenticeship wanted

It is worthwhile inquiring directly with companies that come into question for your training. Call or go by directly. Inquire about offers for apprenticeships on the company's website. If you have already completed an internship in a company, you should also ask there if they are looking for trainees.

You can also get information about training workplaces at the vocational schools. In rural areas, there may be only a few training centers near you. Search in other sectors or in other regions and cities.

**i** Information about training companies and apprenticeship places is also on the Internet:

- Information of the Chamber of Industry and Commerce: [www.ihk.de](http://www.ihk.de)
- Information of the Chambers of Crafts: [www.handwerk.de/ausbildung](http://www.handwerk.de/ausbildung)
- Job market and consulting services of the Employment Agency: [www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de)
- Employment Agency platform for education seekers: [www.ausbildung.de](http://www.ausbildung.de)
- Internet job boards: [www.monster.de](http://www.monster.de); [www.stepstone.de](http://www.stepstone.de)

## The correct application documents

If you have found a free place for an internship, you must usually apply in writing. The application should show that you have informed yourself well. Write directly to the appropriate contact person and address the company's expectations. Why do you want to do this training? Describe your strengths, your interests and your knowledge. The form filling itself is also important. Many companies consider it important that applicants meet a



Checklist: What belongs in the application?

- Form
- Curriculum Vitae
- Education and training diplomas
- Evidence of acquired skills, where applicable

certain standard. **You can find out what an acceptable application looks like, for example, in the vocational information center.**

You can find templates for letters to the DIN standard on the Internet. Thoroughly prepare your documents beforehand and ask others to read the application. The application should be error-free and tidy. Scanned documents must be clearly legible. Some companies want an additional **portrait photo** of the candidate. Make sure you wear the right clothes for it that will make you seem reliable. The photographer can no doubt give you some advice.

**Making a good impression**

The company liked your application and has invited you to a **job interview**. Usually more than one person from the company will take part and the conversation will take about 30 to 45 minutes. Prepare yourself well and practice the conversation with others. Frequently asked questions in job interviews are, for example:

- What influenced your career choice?
- What do you expect from the training?

- What necessary qualities do you think you have for the intended job?

To make a good impression, you should dress smartly and respectably. Show that you really want to do the training and explain what interests you in particular.

For many companies, a placement test will be held before the interview, in which you have to solve job-related tasks. These placement tests are a bit similar to class work. Often different subjects are queried, such as general knowledge, language, mathematics or logic.

Large companies test applicants in an assessment center, where tasks must be solved together with other people. The personnel in charge of the company want to find out how you work as a team, what problem-solving ideas you have and what you know. Prepare yourself for it well beforehand. You can get advice at information centers and on the Internet.



Checklist: Well-prepared for the interview

- Plan your timing so that you arrive on time.
- Think in advance about what you want to wear, and get everything ready.
- Pack your application documents, including your original diplomas.
- Take your personal documents and your residence permit with you.
- Switch off your phone before the interview.

**Discrimination is not allowed**

The decision for or against you should be taken on the strength of your abilities. Color, gender, religion or sexual orientation should not matter. Therefore, questions about your private life are not allowed in the interview and you do not have to answer them. If you find a question strange, ask what it has to do with the training. You can also get up and go, if you feel do not respected or even feel attacked. You would be better not to work for such a company.



If you think you are treated less favorably because of your origins or skin color, get advice from your union. You can defend yourself against discrimination. Your union will help you.

# Tips for training

Congratulations on your training place! In the coming months you will go to vocational school, start your job and meet new people. We hope it will be an interesting and fun time for you. So that your training runs smoothly, you should look out for certain things. We'll help you and as a union will represent your rights.

## Well regulated – your training contract

Before you can start the training, you have to sign a written agreement with your training company. The training contract regulates how and under what conditions your training will be terminated. The contract must comply with the Vocational Training Act and other laws. The law states, for example, how many days minimum vacation you are entitled to and your maximum permissible daily and weekly working hours.



Checklist: What is written in the training contract?

- Training goal and process** of the training
- Start and duration** the training
- Location** of the training
- Instructor
- Work Hours
- Trial period:** 1-4 months; during the trial period, both parties may terminate the training immediately and without giving reasons.
- Training allowance** and additional payments
- Vacation days per year:** by law adults have at least 20 days, 24 days at a 6-day working week
- Conditions of termination**
- Training plan** as an annex
- Unit training plan:** This states when and at which stations you will be spending time in your training company and what you will be learning there.
- Notes on **collective agreements and company agreements**

## Well calculated – training grants

If a collective agreement applies in your training company, this also regulates how much money trainees receive. If there is no collective agreement, find out how high the wages are in other companies in your industry. Your training allowance should be about the same and must not fall below 20% of the collectively agreed remuneration that is standard for the industry. With each year of training, you have the right to a little more payment.

## Your responsibilities in training

Of course, you have to actively participate in your training. Your superiors may give you instructions and you have to follow them, if it helps the training.

## Report book

You write up what you learn and do in your training every week in your report book. You can do this during your training time. Your instructor should check and sign the reports. However, the report book is valid proof of training even without this signature. You will only be admitted to the exam if the report book is complete at the end of training.

## Absences & sickness

When you are sick you cannot work. You need to tell your training company that you cannot come. From the third day of illness, you have to submit a medical certificate. However, your company may also require this from the first day of sickness. While you are sick, your salary will continue to be paid. On vocational school days, you must register sick at the vocational school and your company.



How much money I need to live?

**Rent**  
**Travel costs** **Food**  
 Petrol & road tax  
**Clothing** **Sports club**  
**Insurance**  
**Holidays**  
 Going out/entertainment  
**Telephone & Internet**

### **Vocational school**

The vocational school is part of the training and thus compulsory. Your company gives you these days free to attend. The vocational school is credited to your work time. If school is cancelled, you must go to the company.

### **Your rights during training**

During the training you naturally also have rights. Make sure that your training company grants you these. As a union, we support you so you also receive your rights in the case of dispute.

### **Instructor**

Your training company is obliged to provide you with a trainer. This person should be responsive to your questions and explain new tasks to you beforehand. If you are not learning anything or are just doing the same work as trained colleagues, you should seek advice. You are in training to learn!

### **Make mistakes**

You are learning something that you do not yet know how to do. Mistakes are part of the process. If you damage something, the

company must pay for it. You do not have to pay for it. You also have a right to be treated with respect. No one may yell at you or punish you.

### **Training master plan**

Check out your training plan carefully. It regulates what contents you are supposed to learn in each year of training. You have a right to a full education. If your training company is unable to provide you with all the content itself, then it must arrange for you to learn certain skills outside the company.

### **No activities that do not constitute training**

Everyone makes coffee for a meeting sometime. If these tasks are only ever done by you, or you have to run private errands for your boss, then something is wrong. Activities that are not part of your education are not covered by your contract. Get advice from your trade union or speak to your works council or your youth delegation (JAV) about this.

### **Occupational safety**

You have to wear protective clothing for dangerous work, which your employer must provide. In the OSH

Act further protective measures are regulated, which should be strictly adhered to in your company.

- Generally, no hazardous activities may be assigned to apprentices under 18 years of age.
- You are normally only allowed to work eight hours a day. Those who are legally of age are allowed to work for up to ten hours in exceptional cases. This overtime must be compensated within the following weeks.
- If you work more than six hours a day, you have the right to a 30-minute break. Minors have the right to an hour.
- On Sundays you can only work in certain sectors, in exceptional cases, and no more than 15 Sundays a year. For each working Sunday you are entitled to a day off.

In the vocational school you will learn more about the laws and regulations of working life. If you have questions or find that your rights are being ignored, you can contact your works, youth and trainee delegation (JAV), or your union.

### **Protection from harassment and bullying**

You have a right not to be insulted or sexually harassed. In addition, nobody may be physically violent towards you.

If you often have to put up with hostility, or regular taunts, you should do something about it. Your trainer at work can help you, or the works council or youth delegation. Your teachers at vocational school or your local union contact can also help and advise and you.

### **Funding during training**

Even during vocational training you have to live on something. Below we provide you with an overview of how you can get financing.

### **Training allowance**

In a dual training you are entitled to payment. The amount varies depending on the industry and company.

As a rule, training allowances are higher if the company is bound by a collective agreement. Collective agreements are negotiated between unions and individual employers or even for an entire industry. You can

find the agreed training pay for your industry on [www.tarifvertrag.de](http://www.tarifvertrag.de)

For further information on collective agreements and agreements in your place of work, consult your works council, your youth delegation or the relevant trade union.

Depending on how much pay you receive, you may be subject to taxes and deductions for social security.

### Example: Negotiated training allowances

Training years	1	2	3	4
Construction industry, Berlin	653	857	1120	–
Automotive trade, Mecklenburg-Vorpommern	603	630	672	714
Commercial Bank	926	988	1050	–

Source: [www.boeckler.de/wsi-tarifarchiv\\_2272.htm](http://www.boeckler.de/wsi-tarifarchiv_2272.htm)

### Vocational training allowance

If you do not live with your parents during your dual training and your training allowance is not enough to live on, under certain conditions you may apply for a supplementary training allowance (BAB). Generally, recognized refugees and asylum-seekers are entitled to a vocational training allowance. The application must be submitted before the 12/31/18. With the approval of the training allowance, although you will not receive benefits under the Asylum Seekers Benefits Act you may, however, be eligible for a grant

towards your apartment rent. You apply for a training grant at the Employment Agency. The maximum rate is 572 euros per month. Your adviser at the Employment Agency will support you in making the application.

### Maintenance

Your parents may have to pay for your maintenance. Your case advisor at the Employment Agency will tell you how much support you have a legal right to.

### Housing benefit

Under certain circumstances, you can apply for housing benefit at your local city hall or town council while you are in training. This is the case if you do not get a vocational training grant, for example because you have already completed training. Housing benefit is a grant for your rent and is authorized for one year. With an income of 600 euros and a rent of 250 euros per month, for example, the benefit is about 50 euros.

If you need assistance with an application, contact a local citizen's advice bureau or a youth migration service.

### Works council and JAV

In workplaces with at least five workers, the employees have the right to set up a works council. This represents the workers' interests to the management. The works council is democratically elected and may influence company decisions.

If there is a works council, a youth delegation (JAV) can also be elected. To this end, there must be at least five underage workers or trainees under 26 years of age. The JAV represents the interests of younger workers to the company. It monitors whether the employer is sticking to the applicable laws and regulations for training. It can also apply for measures that contribute to the integration of young people and students of foreign origin. If you do tasks that are not in your training plan or you are mistreated, you can inquire at your JAV.

# Service section

## Unions

### Youth DGB

The major German unions are united under the umbrella organisation of the German Trade Union Federation (DGB) in order to enforce their political interests. Youth DGB represents the interests of the trainees and young workers. Youth DGB can help you with general questions about your rights when training and working. You can find concrete advice, for example, in the "Dr Trainee" program. Through the DGB legal protection service, union members receive a lawyer in litigation during training and on the job.

DGB-Youth: [www.jugend.dgb.de](http://www.jugend.dgb.de)  
Dr trainee: [www.doktorazubi.de](http://www.doktorazubi.de)

For specific advice, information on collective agreements in your industry and support in conflicts in your training, consult the unions of the DGB. You can find contact persons for you locally on their websites.

### IG Metall Youth

IG Metall youth represents the rights of trainees and young workers in metalworking industry professions. These are, for example, industrial mechanics and automotive mechatronics engineers.

[www.igmetall.de/jupo-index.htm](http://www.igmetall.de/jupo-index.htm)

### IG BCE Youth

The IG BCE is responsible for trainees and young workers in the mining, chemical and energy industries.

[www.igbce.de/aktive/junge-generation/](http://www.igbce.de/aktive/junge-generation/)

### ver.di youth

Apprentices and young workers in service professions are organized in ver.di youth.

[www.jugend.verdi.de](http://www.jugend.verdi.de)

### Young BAU

Trainees and young workers in construction and craft trades and agriculture are organized in the IG BAU.

[www.igbau.de/Junge\\_BAU.html](http://www.igbau.de/Junge_BAU.html)

### Young Group (GdP)

The youth organization of the police union represents your interests as an apprentice or young worker or workers in the police.

[www.gdp.de/JungeGruppe](http://www.gdp.de/JungeGruppe)

### Youth Migration Services

In Germany there are more than 450 youth migration services that offer consultations in different languages, for example, on issues concerning residence, schools and education, naturalization or also with financial problems.

Overview and addresses near you:  
[www.jmd-portal.de](http://www.jmd-portal.de)  
Online counseling: [www.jmd4you.de](http://www.jmd4you.de)

### Employment Agency

The Employment Agency gives career guidance and advice on seeking training positions in the job information centers. In addition, you can apply for a vocational training grant.

General information and local employment agencies:  
[www.arbeitsagentur.de](http://www.arbeitsagentur.de)  
Job Market:  
[www.jobboerse.arbeitsagentur.de](http://www.jobboerse.arbeitsagentur.de)

