

## M 3.2b Vocational training

If you want to do a vocational training (*Ausbildung*) in Germany, in most cases you do not need recognition of your foreign degrees. You can apply directly.

The duration of a vocational training in Germany is usually 3 years. There are two different types of vocational training:

1. Dual training (*Duale Ausbildung*)
2. School education (*Schulische Ausbildung*)

### 1. Dual training

#### Basic information

In a dual training you will learn in school (*Berufsschule*) and work in a company as trainee (*Auszubildender*). You will earn salary from your company (*Ausbildungsvergütung*).

Examples for dual trainings are:

Baker, cook, hairstylist, sales assistant, car mechanic, electronics technician, installation mechanic, office clerk...

#### Your way to dual training

If you plan to start dual training, you can **apply directly** at the company. Recognition of your foreign degrees is not necessary. The company decides whether your qualification matches the job. Applying at many companies and using detailed application documents is very important.

Once you got a job as trainee, the company will enroll you in *Berufsschule*. Then you can start your training.

In case the company demands recognition, please contact us again.

### 2. School education

#### Basic information

School education means that you will learn in school (*Berufsfachschule/ Fachschule*). There will be practice-oriented internships. During school education you will not earn money because you are not employed at a company. Besides public schools there are also private schools. Often they demand school fees.

Examples for school education are:

Nurse, physiotherapist, medical-technical laboratory assistant, technical assistant for informatics...

#### Your way to school education

You can apply directly at the schools. For *Berufsfachschule/ Fachschule* you will need **recognition of your school leaving certificate**. Please get further information about recognition of your school leaving certificate in the attached **“M3.4b\_Schulabschlüsse”**.

## How to search vocational training

- **BERUFENET** by Agentur für Arbeit offers detailed information about all German professions and vocational trainings. Search for information e.g. about different vocational trainings, typical tasks, fields of duty, important competences via <http://berufenet.arbeitsagentur.de/berufe/>. In „**Stellen- und Bewerberbörsen**“ on the left you can search for training offers.
- For your research use the following websites, too. Please use the German names of the profession or key words in German:
  - <http://jobboerse.arbeitsagentur.de/> (choose: „Sie suchen: Ausbildung“)
  - <https://www.ihk-lehrstellenboerse.de/>
  - <http://www.hwk-dresden.de/lehrstellen> (Dresden)
  - <http://www.hwk-leipzig.de/3,131,596.html> (Leipzig)
  - [http://www.hwk-chemnitz.de/Lehrstellen-suchen.728.0.html?&no\\_cache=1](http://www.hwk-chemnitz.de/Lehrstellen-suchen.728.0.html?&no_cache=1) (Chemnitz)

## How to apply

- **German language knowledge** is important for succeeding in vocational training. We recommend having at least level B2.
- **German translations** of your degrees by a sworn translator are important. (find them via <http://suche.bdue.de/>)
- Apply with **detailed application documents** and a well-structured CV. Write your application in German. Then the employer can see that you know German, which is very important for the training and the school.  
Useful hints for applying in Germany can be found on the following website:  
<http://www.make-it-in-germany.com/de/fuer-fachkraefte/arbeiten/ratgeber/bewerbung>
- **Working experience** is beneficial for your application. For example, you can do an internship in your favored profession.
- You need to be able to **finance** vocational training and living costs. Further consulting regarding vocational training and financing is available at:
  - Jobcenter
  - Agenturen für Arbeit
  - Special educational counselling (*Besondere Bildungsberatung*) by Sächsische Bildungsagentur (only for under 18 year-olds)
  - Educational and career counselling („Dresdner Bildungsbahnen“, „Lernen vor Ort“ in Leipzig, „Netzwerk Lebensperspektiven e.V.“ or „Haus der Jugend“ in Chemnitz.)

We hope this information is helpful. Do you have any questions? Please contact us again.

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Stand: 18.03.2019, erarbeitet und herausgegeben durch IBAS - Informations- und Beratungsstelle Arbeitsmarkt Sachsen, IQ Netzwerk Sachsen \* Tel: 0351/4370 70 40 \* [anerkennung@exis.de](mailto:anerkennung@exis.de) \* [www.netzwerk-iq-sachsen.de](http://www.netzwerk-iq-sachsen.de)

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