

The school time comes to the end- and then?

A good vocational training is important for the future of your child. It is very important that you inform yourself properly about all the possibilities and think about it together with your child – what does he or she want to do after school?

If your child has completed secondary modern school or secondary school, it can pass an **apprenticeship**. If your child visits a grammar school and takes the A-Level examination it is in addition qualified to study at a university.

The choice of the apprenticeships

There are so many things your children can do after school. Jobs for which you have to pass an apprenticeship are for example hairdresser, shop assistant, baker, electrician, plumber, nursery school teacher, nurse, gardener and so on.

The choice is not easy due to the fact that there are so many possibilities. For that reason it is important to make use of help.



Where do you get information?

- for example you can go to career guidance at Federal Employment Agency with your child → it is free of charge
- the men and women at the career guidance explain all the possible occupations and they will be happy to help you choosing the right job for your child
- even if your child already knows which job he or she wants to pursue, you get help by the career guidance (for example you will get to know something about things your child has to do during the apprenticeship. Also you can get some information about things you should pay attention to a successful application or a successful interview)

- you can also visit career information days → there are for example different pamphlets you can take home
- there are also employees from different firms and schools you can ask something about the respective jobs
- the Internet offers different informative homepages as well

These are for example:

- **www.planet-beruf.de** (if your child has completed secondary modern school or secondary school)
- **www.abi.de** (if your child takes the A-Level examination)
- **berufenet** (here you find information about more than 3100 jobs)
- **www.arbeitsagentur.de**
- **www.zukunft-in-sachsen.de**

Further information on the subject of apprenticeship

Before you make a decision, there are many things which should be paid attention to. There are different types of apprenticeships and in some cases also possibilities to receive financial support.

The types of apprenticeships

There are company based- trainings and educational trainings. Most of them last between 2 and 3 years.

1.) The company based- training

- it takes about 2 to 3, 5 years
- it can be passed in industry (e.g. electrician), market (e.g. bakery/ jewelers store/ super market...), agriculture (e.g. gardener) and also with doctors (e.g. receptionist)
- the practical part of the work takes place in a company and the theoretical knowledge will be passed at school
- the practical work is for example to sale food and drinks if you work as a shop assistant, if you work as a gardener you will have to plant flowers
- the firm your child is working for is paying a little reward
- the average monthly reward is about 200 and 500 euro

2.) The educational training

- it lasts between 1 and 3 years
- your child learns all important things at school and not in a firm
- your child has to make practical trainings/internships regularly (e.g. in a nursery school when making an apprenticeship as a nursery school teacher)
- can be passed at public schools and private schools
- pay attention to financial affairs, a private school has to be paid
- the average monthly fee is about 150 and 500 euro

Financial support



Be aware that you have to meet certain criteria to get financial support („Bafög“). Your child is for example allowed to get financial support if you have a permanent settlement permit or a permit for permanent residency. Please inform yourself about it.

If your child is attending an educational training it can receive „Schüler-Bafög“. The „Schüler-Bafög“ does not have to be paid back. The Offices for Educational Support decide whether your child is allowed to get a grant or not. You have to inform yourself there and you have to make an application.

It can also be possible that you receive child benefit during the apprenticeship time of your child as long as your child is not older than 25.



The contract

Before you start a job or a company based-training, you conclude a contract. That is because all important things need to be clarified. The boss and your child have to fulfill the contract. Your child has to sign the contract before the apprenticeship starts. If your child has not reached the age of 18 yet, you will have to sign the contract.

Important things which are written in the contract are for example:

- the day the apprenticeship starts and ends (e.g. 2013- 2016)
- the duration of the daily working time (e.g. 8 hours)
- the payment and amount of apprentice`s pay (the reward)
- conditions under which the company would cancel the contract
- average days of holiday and duration of probationary period (a probationary period is usual in Germany if somebody has a new job. The boss wants to find out if somebody is suitable for the job or not)

Before signing the contract it is really important to read through it thoroughly. It is also very important that you ask questions if you did not understand everything.

The application

If your child knows in which job it wants to pass an apprenticeship, it has to apply for it.

It is necessary to pay attention that your child has to apply on time. Usually this is 1 year before an apprenticeship starts. The application has to be written with the computer and then sent by post.

A comprehensive application is very important, because the application decides about the chance to get the apprenticeship.

A comprehensive application consists of:

- the letter of application (Why does your child want to learn this job? Where is your child really good at?)
- a curriculum vitae in tabular form (e.g.: personal dates; What has your child already done? What are his/her hobbies?)
- a copy of the last school report
- certifications of practical trainings (e.g. a practical training during time of school)
- an application photo (must be taken by a photographer)

If the application is good, your child will be called for an interview . The interview is a personal conversation in the company your child has applied.

It is really important that your child is well prepared for the interview. There are many questions which are asked in this conversation.



The questions are asked because they want to...

- ...get to know something about your child (hobbies, strengths, shortcomings)
- ...to get to know something about the reasons your child has applied for this job
- ...to get to know something about the reasons your child has chosen this company
- ...to get to know something about the expectations your child has

For that reason it is also important, that your child informs itself about the firm/company in which the interview takes place (for example it can look at the homepages of the firms)

Further tips for a successful interview:

- the Look (clothing, e.g. a white blouse and black trousers)
- the body language (your child should sit up straight and look at the dialogue partner)
- your child should be friendly and politely (smile)
- also important is that your child listens attentively to the dialogue partner and that your child doesn't interrupt the dialogue partner
- your child should show interest (that means that your child should prepare some questions, e.g. „What will be my tasks in that apprenticeship?“)