

FAQ – Questions and Answers

School
Apprenticeship and Profession
Advice and Help

School

Which school can I attend after finishing 9. grade?

You may go to a **regular school** and complete 10. grade (Realschule/
Allgemeinbildene Schule)
Or you attend a vocational school.

3 options are available:

- Program for integration into vocational- and working environment ([EIBE](#))
- Educational program to prepare for entry into work environment ([BzB](#))
- Technical/Vocational College (BFS)

How can I get my lower secondary school education? (Hauptschulabschluss)

Either you enroll at a vocational school for

- The program for integration into vocational – and working environment ([EIBE](#))
or
- The educational program to prepare for entry into work environment ([BzB](#)) or
- The program for preparatory vocational training ([BvB](#))

Or you attend the program - **Qualification and Employment** ([Qualifizierung und Beschäftigung](#)) - outside the school environment that enables you to graduate

If you are over 18, you may attend **night school**.

How may I enhance my secondary school education (Hauptschulabschluss)?

Sign up for the

- program for integration into vocational- and working environment ([EIBE](#)) or
- the program to prepare for entry into work environment ([BzB](#)) at a vocational school

How do I get my high school diploma/secondary school certificate (Realschulabschluss)?

If you have a lower secondary school education (Hauptschulabschluss) and you are not yet 18 years old, you may attend **10. Grade (10. Hauptschuljahr)** at a lower secondary school or you go to a **technical college/vocational school ([Berufsfachschule / BFS](#))**. You may also apply at the **program for integration into vocational- and working environment ([EIBE C](#))** and graduate after one year.

Another possibility is a preparatory course with the organization that provides – **Means to Employment ([Wege in den Beruf](#))** – although you have to pay tuition. When you are over 18, you may attend **night school ([Abendschule](#))** and get your diploma there.

Apprenticeship and Profession

How do I find the job for me?

Think about what you are interested in, what you excel at, talk about it with friends, parents and teachers.

Get information about professions ([informier dich über Berufe](#)) in the internet or at the agency for labor/employment ([BIZ](#)).

If you are interested in an occupation – try for an internship or attend girls/boys day.

If you have questions, take them to a **career counselor([Berufsberatung](#))** at the agency for labor.

After graduating from school you may get to know the field you are interested in at one of the following programs at a vocational school

- **educational program to prepare for entry into work environment ([BzB](#))**
- **program for integration into vocational- and work environment ([EIBE](#))**
- **technical college ([BFS](#))**

Outside of school you may do internships at several companies.

Also available are:

- the **program for preparatory vocational training ([BvB](#))** and
- **qualification and employment project ([Qualifizierungs- und Beschäftigungsprojekt/QB](#))**

Where do I find apprenticeships?

Talk with friends, parents and teachers, they may know companies that offer apprenticeships.

Check out companies during **visiting days/open house days (Tag der offenen Tür)**. Attend **vocational trade shows (Ausbildungsmessen)**, where companies introduce themselves to prospective apprentices, find out what school education is required, and what kind of apprenticeships are available.

Use **Girls Day/Boys Day** to get to know prospective companies and the jobs they offer.

The internet provides you with information about **job fairs**.([Jobbörsen](#)) – here you find a list of available jobs at the city of Kassel and the county. Homepages of particular firms will tell you about job offers and apprenticeship possibilities. The local papers [HNA](#) and [Extratip](#) have ads with information about jobs an apprenticeships. The **career counselor** ([Berufsberatung](#)) at the agency for labor/employment is another possibility.

Who can give me advice?

Talk with people who know you well about your ideas and choices. Your school has people who know how to help you ([Who knows what/ Wer weiß was](#)) for example – advisors for work entry situations ([Berufseinstiegsbegleiter](#)), school social workers. Talk with them, they can advice you. Or call **career consultants** ([Berufsberatung](#)) at 0800 4 5555 00

Adolescents with a migration background (they or their parents were not born in Germany) can get advise from special **adolescent migration services** ([Jugendmigrationsdienst](#)).

Jugendmigrationsdienst der Caritas
Die Freiheit 2
34117 Kassel
Tel. 0561 /7004-130 bis 134
<http://www.jmd-caritas-kassel.de>

Jugendmigrationsdienst des Internationalen Bundes
Königsplatz 57
34117 Kassel
Tel. 0561/57463722
<http://www.internationaler-bund.de>

Where do I find information about professions?

At the agency for labor/employment (**BIZ**) you can get all the information.

Agency for labor/employment (BIZ)
Grüner Weg 46
34117 Kassel
Tel. 0561/701-1774

Here you find information about all school and job related issues. The internet provides many sites that introduce professions, click the following [link with the list](#).

You may have a one on one talk with a **career counselor** ([Berufsberatung](#)) at the agency for labor/employment. Get yourself an appointment.

Advise and Help

How do I register with a career consultant at the agency?

You call 0800 4 5555 00.

Tell your name and ask for an appointment.

You will be sent a target date for a personal talk with a consultant.

You may also stop by the agency and register for an appointment.

Here are three addresses for agencies (Bundesagentur für Arbeit)

Kassel
Grüner Weg 47
34117 Kassel

Hofgeismar
Bahnhofstr. 24
34369 Hofgeismar

Wolfhagen
Kurfürstenstr. 19
34466 Wolfhagen

Where can I get information about professions?

You could go to the agency for labor/employment (BIZ), or you get the information in the internet.

What kind of financial support is available?

If you are over 18 you may qualify for federal child benefit ([Kindergeld](#)).

If you write applications to companies you may apply at the agency for labor/employment for application-reimbursement ([Bewerbungskostenrückerstattung](#))

If you start school you may qualify for student loans ([BAföG](#))

If you start an apprenticeship, or go to a vocational school ([BvB](#)) you could qualify for vocational training grants ([BAB](#))

You may apply for unemployment benefits ([ALG 2 -- Harz 4](#)) at the Jobcenter. If you live in the city – this is your address

Jobcenter der Stadt Kassel GmbH

Grüner Weg 46

34117 Kassel (same building as the agency for labor/employment)

Tel. 0561-701-2682 or 2684 (for people under 25)

<http://www.jobcenter-stadt-kassel.de>

If you live in the county – this is your address
Jobcenter des Landkreises Kassel
Ständeplatz 23
34117 Kassel
Tel. 0561-2078
<http://www.jobcenter-landkreis-kassel.de>

Information on apprenticeship pay ([Ausbildungsvergütung](#)) you find in [Berufenet](#).

Financial aid for **public transportation** ([Fahrtkosten zur Schule](#)) to and from school can be applied for at city hall.

Who can help me with problems during my apprenticeship?

Talk with your class teacher if you have problems in school.

You may apply for complimentary support ([Ausbildungsbegleitende Hilfe / abH](#)) at the agency for labor/employment, if you have trouble with studying.

If you have difficulties at your company, with colleagues, or even private issues – you can always talk with your teachers or counselors.

Or you talk with a social worker of the [QuABB](#)-Projektes at your school or you talk with **career counselors of the professional trade- or labor associations** ([AusbildungsberaterInnen der Kammern](#)).

[Interesting addresses from A to Z](#) to download