

→ Do I have to have taken the test before I am allowed to provide training or is it also possible to obtain the "AdA Certificate" while already working as a trainer?

No, you have to provide evidence first that you have taken the test. In exceptional cases, temporary exemption is possible. Please contact your special vocational training advisor regarding this matter.

→ I have already worked as a trainer in my company during the period in which it was not necessary to provide evidence (2003-2008). Now I would like to hire a new trainee. Do I have to take the test now?

By law, there is a protection of the status quo, which means that companies which have successfully offered vocational training in the years between 2003 and 2008 without any shortcomings are allowed to continue doing so. The "competent authority" will issue an exemption application. However, this does not apply when there have been conflicts in the past regarding vocational training and the "competent authority" has already imposed conditions.

Should you have further questions or require personal or individual consultation, please contact the "competent authority". IUBA (International Companies Provide Vocational Training) is a project in Hesse which offers consulting services for companies with international management. Please contact the special advisor to your local Chamber of Industry and Commerce (IHK) or the Institute for Vocational Training, Labour Market and Social Policy (INBAS GmbH) and they will help you with whatever questions you may have.

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IUBA is a project supported by the Hesse Ministry of Trade and Industry and the European Union, European Social Fund (ESF).



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## Questions and Answers Relating to Vocational Training in Companies

Good consultation and support make all the difference: when offered consultation and support, large numbers of companies with international management are inspired to provide vocational training for young people. This is the result of the Hessian IUBA project. Between 2001 and 2009, approximately 3,000 new trainee positions were established in international companies, and there is still major interest.

But on the way to becoming a company providing vocational training, many questions arise. Which companies are allowed to train? What prerequisites have to be met? Below you will find answers to the most frequently asked questions on this topic.





## → How does vocational training work in Germany?

When it comes to learning a trade in Germany, it is not simply a question of "learning by doing". There is a clearly structured system which combines theory and practice. Training lasts two to three years (depending on the chosen trade) and is known as the "dual system of vocational training". The system is called "dual" because there are two places of learning: the company, where the trainees familiarize themselves with day-to-day work routines and vocational training schools, where they acquire the theoretical knowledge required for their chosen trade.

At the end of their training, the trainees have to sit a final exam organized by the Chamber of Industry and Commerce and receive a job qualification certificate. This allows them to work in their trade in any company, not only in the company where they have been trained.

## → Which companies are allowed to train?

Almost all companies are allowed to train young people, irrespective of the industry and the size of the company. However, a company which would like to provide vocational training has to be recognized as a training company by the "competent authority" and must meet several criteria.

## → Who decides whether your company is suitable as a training company?

The "competent authority" answers this question. But who the "competent authority" is depends on the trade in which you wish to offer vocational training. Responsibility for this lies with different institutions, most frequently with the Chambers of Industry and Commerce or Chambers of Trade. However, some groups, such as doctors, lawyers or gardeners, have their own associations. All chambers/associations have special training advisors who you can make an appointment with. They will then visit your company, check its suitability and support you with preparation for the training.

## → How is the suitability of a company determined?

The training advisors check three different criteria:

**Suitability of the company:** Here, the advisor checks whether the equipment, premises/spatial arrangements, personal situation and structure of the company provide the prerequisites which allow the future trainee to learn all important aspects and contents of his future job.

**Personal aptitude of the trainers:** Everyone without a criminal record is suited to becoming a trainer. Usually, a clearance certificate must be provided as evidence.

**Professional aptitude of the trainers:** In this context, your company will be checked to see whether there is someone in your company who possesses sufficient professional experience and technical know-how in the trade in which young people are to be trained. This person (the company manager or an employee) is then officially registered as trainer. Usually, everyone who has completed their training in Germany, is considered to be suitable. But also practical experience and/or other training qualifications are recognized, even if they were obtained abroad.

**Vocational education and training qualifications** are one part of the technical requirements. The five-year period during which evidence for vocational education and training qualifications did not have to be presented comes to an end in August 2009. From that point onward, evidence of such qualifications is to be provided.

## → How is evidence provided to prove vocational education and training qualifications?

By means of a test which is to be taken at the "competent authority". There are special training courses, which are called "Training for the Trainers" (German abbreviation: AdA) to prepare the trainers for the test.

## → What does a "Training for the Trainers" course entail?

Based on the training regulations of the respective trade and adapted to specific conditions in the company, the trainers learn how to plan, carry out and monitor the vocational training of the trainee both independently and in cooperation with the vocational training school. This requires both technical know-how and vocational education and training skills.

## → How much does such a course cost and how long does it take?

The courses are offered both as part-time and full-time seminars. For more detailed information and prices please contact local organizations offering such courses.

## → Who offers the courses?

AdA (Training for the Trainers) courses are offered by the "competent authorities" but also by other further educational institutions. Online training courses are also available.