

GUIDE TO VOCATIONAL TRAINING PROGRAMS FOR PEOPLE WITH A MIGRATION BACKGROUND

Senatsverwaltung
für Bildung, Jugend
und Familie

BERLIN



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Guide to welcome classes

Who can benefit from this guide?

This guide is aimed at teachers, parents, legal guardians, counsellors, education advisors and other interested parties. It summarises the most important information about access to, and schooling in, the welcome classes in vocational education in the state of Berlin. It also provides guidance on the following topics:

- Registration and education goals in the welcome class
- Vocational orientation and transition to further vocational education programmes
- Advisory services from the Youth Employment Agency Berlin (YEA)
- Additional programmes such as holiday schools

1. What are welcome classes?

Legal classification and integration concept

Welcome classes are set up as “special learning groups” on the basis of the Berlin School Act (Berliner Schulgesetz, SchulG), Section 15 (2). School students who do not have a sufficient command of the German language are prepared here for schooling in standard classes.¹ The classes follow the integration concept of Unit IV of the State Department for Education, Youth and Family, which is intended to facilitate a smooth transition from the welcome class to vocational education through integrated vocational preparation.

Who can be admitted to a welcome class?

Newly immigrated young people aged 16 and above who need to learn German in order to continue their school education.

What are the goals of welcome classes?

In welcome classes, school students learn the language and skills that enable them to transition into standard education as soon as possible. In most cases, the classes are followed by the integrated vocational preparation (IVP) programme.

How long do you attend welcome class?

Usually one year. In justified cases where necessary (e.g. for literacy and learning to write), an application to extend class can be submitted to the school authority through the school.

What do you learn in welcome class?

The welcome classes are not a language course. The classes are based on the “welcome curriculum for vocational and centrally managed schools in Berlin”. They focus on learning the language and skills required for transitioning to IVP: end of A2 in writing and B1 in speaking according to the Common European Framework of Reference for Languages (EFR). The curriculum builds on vocational and linguistic skills (media, mathematics and social studies) and addresses vocational orientation.

Further information

→ [Information letters in different languages](#)

¹ **Download:** <https://www.schulgesetz-berlin.de/media/downloads/Schulgesetz%20f%C3%BCr%20das%20Land%20Berlin%20gesamt%20Stand%2001.12.2020.pdf>

2. Registration for a welcome class

The office for vocational schools at the Senate Department for Education, Youth and Family is responsible for assigning places in a welcome class. You can contact the office to register.

[How to register](#)

What you need

1. Documents:

- Identity document (passport or ID card)
- Registration certificate

2. Complete the application form:

- Fill out the registration form or register digitally
→ [Digital registration](#)

3. Register at the office:

- Identity document (passport or ID card)
- Registration certificate
- Send the documents to the office

4. Contact:

- Email: klaerungsstellebbs@senbjf.berlin.de
- Tel.: (030) 90249 1382 or (030) 90249 1380

5. Address:

Klärungsstelle für berufliche Schulen [Office for vocational schools]
Frankfurter Allee 73c, 10247 Berlin

[Steps to register](#)

The office for vocational schools at the Senate Department for Education, Youth and Family ascertains your German skills, asks about your vocational interests and advises you on your continued education. You will be assigned to a suitable welcome class. You will be sent the school's address in writing (by email).

[Next step:](#)

The office assigns a school.

Going to school

1. Personal attendance

2. Documents:

- Identity document (passport or ID card)
- Registration certificate
- Birth certificate
- Certificate / Assignment by the office

[What is required at school?](#)

→ [Information in different languages](#)

→ [Registration form](#)

[Further information](#)

3. What comes after the welcome class?

Transition to vocational schools and colleges of further education

The system of vocational education at Berlin vocational schools and colleges of further education offers flexible options for individual preferences. In the welcome class, you will receive advice on further education according to your vocational interests and personal skills. If you have achieved the necessary language level, you can enter standard education. In most cases, this takes the form of integrated vocational preparation (IVP). As a rule, any transition from an education programme into another is possible if certain requirements are met: such as from integrated vocational preparation (IVP) to vocational college with an extended school-leaving qualification, or to vocational school without a school qualification.

All registrations are submitted via the electronic registration and administration system ([EALS](#)).

What is integrated vocational preparation (IVP)?

In the integrated vocational preparation (IVP) programme, you can prepare for vocational training. You can usually attain the following qualifications after one year:

- Vocational training qualification (Berufsbildungsreife)
- Extended vocational training qualification (erweiterte Berufsbildungsreife)
- Intermediate school-leaving qualification (mittlerer Schulabschluss)

What do I learn in integrated vocational preparation?

You learn the theoretical principles of occupational and transdisciplinary subjects (such as mathematics). You also complete mandatory practical placements in companies that work closely with the colleges of further education. This increases your prospects of finding a training placement or job. Education advisors in IVP help you to plan your next steps after the vocational preparation programme. Language assistants help you overcome linguistic barriers in specialist classes.

→ [Further information](#)

Which college of further education can I attend?

There are 45 vocational schools / colleges of further education (CFEs) for you to choose from in Berlin. Each of these institutions offers a range of education programmes and is specialised in specific subjects and vocational fields, such as metal technology, body care, health or economics and management. Overall, there are around 300 different vocations in 14 fields.

Besides a dual programme with a company or school training in a vocation, you can also attend courses that provide access to further studies, so long as the requirements are met.

Visit the [CFE web portal](#) of the State Department for Education, Youth and Family to find out about all the vocational schools and their programmes and subject specialisations.

4. What colleges of further education offer

The 45 vocational schools / colleges of further education (CFEs) offer a wide range of programmes. After completing integrated vocational preparation (IVP), you can choose from further options if you fulfil the admission conditions:

- Vocational training
- Programmes for access to further studies

You can complete one programme after the other at the vocational schools / CFEs, depending on your skills. You can combine school with practice on the job and learn vocational as well as transdisciplinary subjects. This allows you to prepare for your chosen vocation through practical experience. If you want to continue studying, your vocational training already gives you a qualification that enables you to begin a self-determined life with your own income.

Every CFE has its own area of specialisation, such as metal technology or social studies. The vocational schools with special pedagogical tasks also offer vocational training.

→ [CFE programmes](#)

Dual vocational training - This requires that you have entered into a training contract with a company. You will learn in two places: you will attend the vocational school at the CFE and learn from practical experience at your training company.

Vocational college - Here you will need a school-leaving qualification, but no training contract with a company. The training takes place entirely at the CFE and lasts two to three years, depending on the training vocation. Besides training at the CFE, you will usually gain additional experience in practical placements. The vocational college also provides you with a recognised vocational qualification that you can then use to get a job.

→ [Vocational training at the CFE.](#)

After attaining your intermediate school-leaving certificate, you can gain the prerequisite for studying at a university or a technical college with a university entrance qualification (Abitur) or technical college entrance qualification (Fachhochschulreife).

After completing vocational training, you can attain a university entrance qualification at the higher vocational school at the CFE in just two years. The technical college entrance qualification takes three years - complete with practical relevance for your future career!

- 3 years at the vocational high school or the technical secondary school
- 2 years at the higher vocational school after completing vocational training
- 3 years for the technical college entrance qualification that provides access to further studies

→ [University and technical college entrance qualifications at the CFE.](#)

What other options are available?

What is special about the programmes?

Vocational training

Technical diploma or university entrance qualification

5. Finding the right college of further education

How can I find the right CFE?

The [CFE web portal](#) of the Senate Department for Education, Youth and Family offers information on all colleges of further education according to various topics.

If you know what education programme and vocational field you wish to pursue, you can find detailed information as follows:

- All specific education programmes of the CFE
- CFE application documents for the individual education programmes
- Contact partners and contact details
- Current dates such as open days

Education programmes at CFEs

Further information

An overview table of all CFEs sorted by [vocational field, education programme](#) and [training length](#)

Finding the right college of further education

All CFEs - from A to Z and sorted by [district, education programme and vocational field](#)

6. Who can help me?

Vocational orientation is part of the welcome class curriculum. Each school has an advisor who can provide support with questions on education options. The [holiday school for vocational education](#) also provides vocational orientation and helps when looking for practical placements, training communication skills and preparing the necessary documents such as CVs and application cover letters.

Who can help me?

A Youth Employment Agency is available in every district in Berlin. If you are unsure what step to take next, you should definitely consider contacting the advisors at one of the 12 branches of the Youth Employment Agency. You can simply send a message using the contact form on the web portal. The advisors will arrange an appointment for a consultation with you.

For advice:
Youth Employment Agency
Berlin

How can the Youth Employment Agency help?

1. Advice on continued education

- What vocational field matches my skills and interests?
- What education programme suits me?
- Which school has free spaces?

2. Registration in a CFE

- Registration in EALS
- Help with the formalities

3. Finding a practical placement

- Help in looking for Berlin companies
- Advice on suitable placement opportunities

4. Personal problems

- Problems with debt, drugs, violence or caregivers
- Need for personal help and advice

Further information

→ [Youth Employment Agency Berlin](#)

→ [Youth Employment Agency locations in the districts](#)

No appointment and in person.

Online portal: www.jba-berlin.de
Advice: www.jba-berlin.de/deine-beratung
Contact: www.jba-berlin.de/kontakt
Instagram: @jba_weildeinezukunftzaehlt
Telephone: +49 30 90 19 19 19

Straightforward contact -
no appointment and
in person

7. Holiday school for vocational education

What is the holiday school?

The holiday school is a voluntary and free supplementary programme from the Senate Department for Education, Youth and Family.

Who can take part?

All young people aged 16 and above from vocational schools and new immigrants as soon as they have registered for the welcome class with the office for vocational schools.

What can I learn?

You gain additional support in core subjects (occupational German, mathematics and English) as well as in planning your future career with individual vocational advice.

You receive a confirmation of participation or a certificate for taking part.

How can I register?

What do you need to do?

Complete the digital application form

- Teachers, parents, legal guardians, caregivers or supervisors can submit the registration.
- The desired education content is communicated at this point.
- Simply fill out the [registration form](#).

Contact the coordinator

- In case of any questions, the Berlin coordinator will be happy to help at any time:
Jörg Becken | Tel.: 0151 10454567 | lernen-osz.berlin@magenta.de

When do I receive my invitation to holiday school?

Waiting for the invitation:
Shortly before the holidays begin, the coordinators will invite all school students in an email containing all information such as address, contact partners and your course number.

Further information

→ [Current information in different languages](#)

→ [Holiday school flyer](#)

Further information:
→ www.berlin.de/osz

www.berlin.de/sen/bjf

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