

### Is childcare available during the courses?

As part of your vocational language course, your language school will provide extensive information as to what childcare options are available in the vicinity. Your language school can only provide its own care if you can demonstrate that no childcare is available locally.

Your language school will be happy to advise you on this.

### How much does it cost to attend a vocational language course?

Attendance at the modules of the vocational language course is free of charge. You only need contribute if you are already in work and not receiving any additional benefits from the Federal Employment Agency. This amounts to 50 percent of the unit rate that the language school receives per participant and lesson. Your employer may pay your cost contribution. Half of the cost contribution will be reimbursed if you successfully complete the certificate exam within two years of receiving confirmation of eligibility.

Travel expenses will be reimbursed if you live more than three kilometres (shortest walking distance) from the course venue and are in receipt of benefits in accordance with SGB II, SGB XII, asylum-seeker benefits or vocational training assistance in accordance with § 56 SGB II.

### How do you register?

If you are interested in attending a vocational language course, speak to your intermediary at the employment agency, job centre or your local authority's office for the long-term unemployed, who will advise which language schools offer vocational language courses. Your intermediary will then authorise you to attend a module that is appropriate for you.

The job centre may also require you to attend a course, in which case you will have precedence over other course participants.

If you are already in work, undergoing training or in the process of achieving professional recognition, you can contact the Federal Office for Migration and Refugees (Bundesamt für Migration und Flüchtlinge) directly. Please e-mail the office responsible for your Federal State:

- Berlin, Brandenburg, Saxony, Saxony-Anhalt, Thuringia  
→ **Berlin** (deufoe.berlin@bamf.bund.de)
- Baden-Württemberg, Rhineland-Palatinate, Saarland  
→ **Stuttgart** (deufoe.stuttgart@bamf.bund.de)
- Bavaria  
→ **Nuremberg** (deufoe.nuernberg@bamf.bund.de)
- Bremen, Hamburg, Mecklenburg-Western Pomerania, Lower Saxony, Schleswig-Holstein  
→ **Hamburg** (deufoe.hamburg@bamf.bund.de)
- Hessen, North Rhine-Westphalia  
→ **Cologne** (deufoe.koeln@bamf.bund.de)

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Federal Office  
for Migration  
and Refugees

Federal Ministry  
of Labour and Social Affairs

# Vocational language courses

(in accordance with § 45a  
of AufenthG / Residence Act)





### What are vocational language courses?

Our vocational language courses in accordance with § 45a of Aufenthalt<sup>1</sup> are a language programme for people from an immigrant background who want to improve their chances in the job market.

The courses are held throughout Germany and consist of:

- basic modules (300 lessons each)
- special modules (300 to 600 lessons)

A full-time course, consisting of one module, usually lasts three months.

### What is the aim of our vocational language courses?

At the end of a vocational language course, you will have further improved your already good or very good German. You will have extended your vocabulary of work-related words, and can communicate more confidently in the workplace. You will be familiar with all the key terms of the profession in which you would like to work. In addition, you will have broadened your basic knowledge of employment and careers and become acquainted with the idiosyncrasies of working in Germany. You will therefore be well-prepared for working life, more able to find a new job or better practice your previous profession.

<sup>1</sup> The Residence Act (AufenthG) forms the legal basis for the entry, residence, employment and termination of residence of foreigners living in Germany. It also regulates initiatives to promote integration. EU citizens and their family members are unaffected by AufenthaltG.

### Who can attend?

Our vocational language courses are aimed at people from an immigrant background. This includes immigrants (including asylum-seekers from countries with high protection rates), EU citizens and Germans from an immigrant background<sup>2</sup>, who

- need to attain a certain language level in order to achieve **professional recognition** or **access their occupation**
- are in **training** or **seeking a traineeship**
- are registered **job-seekers** and/or in receipt of **unemployment benefit**
- are **in work**, but whose knowledge of German is insufficient to cope with the everyday professional requirements

### Which other requirements must you meet?

To attend our vocational language courses, you must have completed our integration course or achieved at least Level B1 of the Common European Framework of Reference for Languages (CEFRL).

<sup>2</sup> People with German citizenship who migrated to Germany themselves or have at least one parent and/or grandparent who migrated to Germany.

### What will you learn on our courses?

Depending on your language skills and needs, you can complete **basic** or **special modules** on our vocational language courses. The modules usually end with an exam. If you pass the exam, you will receive a certificate confirming that you have achieved a new level (B2, C1, C2). You will need this certificate to be able to work in certain occupations. It will also help you find a job or further your career, as it provides evidence of your knowledge of German.

#### Basic modules

The basic modules form the fundamental elements of our vocational language courses, and will allow you to achieve the next highest level.

There are three basic modules:

- B1 to B2
- B2 to C1
- C1 to C2 (from late 2017)



The basic modules teach the German language skills that are generally required in the workplace. You will learn the vocabulary, expressions and grammar that you will need to communicate with your colleagues, customers and superiors. The basic modules will also help you write professional e-mails and letters and understand written texts, such as operating instructions. Much of this knowledge will also be useful in your private life. The basic modules will also broaden your understanding of job interviews and employment contracts, for example, and therefore optimally prepare you for the world of work.

#### Special modules

The special modules develop your technical knowledge and are specifically aimed at:

- people who are in the process of achieving professional recognition
- people who want to work in a certain occupation and need specific German knowledge, in healthcare, as teachers or in the technical and commercial sector, for example

There are also special modules for participants who have not achieved Level B1 during the integration course. These modules allow them to acquire Level A2 or B1 language skills.

NB: the special modules are currently being planned and will be offered during 2017.

#### Federal Employment Agency initiatives

All basic and special modules can be supplemented by Federal Employment Agency initiatives that help prepare you for work, thereby allowing you to practically and flexibly design your acquisition of vocational language skills and quickly adapt to working life.