



2022/23

Compass: Training

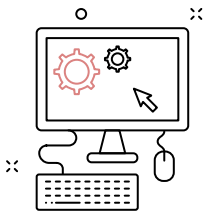
Your rights during workplace
training and Berufsschule
(vocational schools)



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03	Introduction
11	01 Start of training
29	02 Training in the workplace and Berufsschule (vocational school)
73	03 End of training
84	Mitbestimmung (co-determination) in the workplace and Berufsschule (vocational school)
90	We are DGB Jugend. Your training network
95	Contact
98	Your benefits as a union member
100	Index





Please note: This brochure only covers the rights and obligations of trainees covered by the Berufsbildungsgesetz (BBiG – Vocational Training Act).

We're here for you!

This brochure can be used as an orientation guide to support you throughout your training – from getting started to completing your training. It contains all the important information related to your rights, obligations and options, such as financial support during training or if you decide to have children. This brochure will help you if you have any questions or uncertainties. Here's a little tip: Some of the information in this booklet may be useful when the time comes to take your Prüfung (exam). It's also a really good resource to help you to prepare for the exam.

We are DGB Jugend – your training network. If you have any questions or problems, we, your young people's union, are always here to help you. Your occupational interest groups will also be able to help. Together, we can achieve more. Good Ausbildungsqualität (training quality) is key to ensuring you get your working life off to the best possible start.

You can find all the contact information you need at the end of this brochure. We look forward to welcoming you.

Good luck!
DGB Jugend

Kristof Becker
DGB Federal Youth Secretary



Abbreviations

Legal

ArbZG	Arbeitszeitgesetz (Working Hours Act)
BAB	Berufsausbildungsbeihilfe (Vocational training grant)
BAföG	Berufsausbildungsförderungsgesetz (Federal Training Assistance Act)
BAG	Bundesarbeitsgericht (Federal Labour Court)
BBiG	Berufsbildungsgesetz (Vocational Training Act)
BetrVG	Betriebsverfassungsgesetz (Works Constitution Act)
BurlG	Bundesurlaubsgesetz (Federal Holiday Act)
JArbSchG	Jugendarbeitsschutzgesetz (Youth Employment Protection Act)
KSchG	Kündigungsschutzgesetz (Employment Protection Act)
MuSchG	Mutterschutzgesetz (Maternity Protection Act)
PersVG	Personalvertretungsgesetz (Staff Representation Act)

Occupational interest groups

BR	Betriebsrat (Works Council)
PR	Personalrat (Staff Council)
JAV	Jugend- und Auszubildendenvertretung (Youth and Trainees Council)
SV	Schüler*innenvertretung (Student Council)
IV	Außerbetriebliche Interessenvertretung (non-company interest group)

Tips on easily navigating this brochure

The chapters are ordered according to the sequence of your training. To help you quickly find the information you're looking for, we've included an index of keywords at the end of the brochure (on page 100). You can look through the list to find a particular word and go to the page number provided. You'll also notice that all these keywords have been highlighted in the text. If you want to find out more about one of the highlighted words, you can just go to the index. Each word is followed by a page number, which guides you to the page where the term is explained in more detail.

The dual education system

In Germany, there are different types of vocational training. The majority of trainees in the dual system attend both a training workplace and a Berufsschule (vocational school). The außerbetriebliche Ausbildung (training away from the workplace) takes place at a Bildungsträger (training facility), at the Berufsschule (vocational school) and, in certain circumstances, through practical placements in companies. The same rights apply to trainees completing internships away from the workplace and in full-time school programmes, as explained below. And regardless of which type of training you're completing, all trainees must attend a Berufsschule (vocational school).



An **employer** is someone who employs other people for pay.

Employees work to earn a living. In legal terms: They perform dependent work that's determined by others in a company that doesn't belong to them. **Trainees** learn a profession and are in a training relationship, but legally they're generally counted as employees. ('Individuals employed for their vocational training' is what the law calls them.)

The **Ausbildende** (training provider) is the person who signs the **Ausbildungsvertrag** (training contract) with you. They are the one hiring you for vocational training. To other employees at the company, they are the employer. They can then delegate the actual training to other employees, the **Ausbilder*innen** (trainers). The definition of **Ausbildende** (training provider) must therefore be clearly distinguished from the **Ausbilder*in** (trainer).

The **Ausbilder*in** (trainer) is the person at the company responsible for your training. It's their job to provide you with all the knowledge and skills you need, and they can also call on the help of other experienced and knowledgeable staff. **Ausbilder*innen** (trainers) must be personally and professionally qualified for the training.

Arbeitgeber*innenverbände (employer associations) are pools of employers. They represent the interests of employers and negotiate **Tarifverträge** (collective agreements) with trade unions, for example. **Arbeitgeber*innenverbände** (employer associations) also try to sway public opinion in their favour through public relations, campaigns and institutes.

Chambers include the Chamber of Commerce and Industry (IHK) and the Chamber of Trade (HWK), for example. They're responsible for consulting and monitoring in vocational education and training. They check the suitability of training companies and **Ausbilder*innen** (trainers), register training contracts and organise intermediate and final exams.

Mitbestimmung (co-determination) is the technical term for both the rights of the **Works or Staff Councils** and the **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council) to help shape certain decisions in the company, as well as for other legally defined opportunities for employees to exert influence.

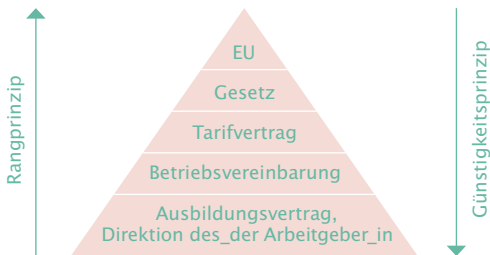
Gewerkschaften (unions) are pools of employees, i.e. people who must work in order to earn a living. **Gewerkschaften** (unions) are where employees represent their interests together, because you can't achieve very much on your own. **Gewerkschaften** (unions) are independent of the state and political parties. Membership in a **Gewerkschaft** (union) is voluntary and is useful in many ways. The German Trade Union Confederation (DGB) is

the largest umbrella association in Germany, with eight member unions. They are divided into industries, so you join the **Gewerkschaft** (union) that represents the industry you're working in.

Legislative pyramid

As a trainee, you have certain rights. Many of these rights were fought for and won by unions. They protect and support you, because you can refer to them, demand them and, if necessary, sue for them. However, in order to do that, you need to know what they are. For example, the content of your **Ausbildungsvertrag** (training contract) isn't legally valid if it violates applicable rights. The **Rangprinzip** (ranking principle) applies here. This principle states that, as a rule, higher-ranking rights (e.g. a law) outweigh lower-ranking rights (e.g. a training contract).

However, the principle can also be disregarded if the lower-ranking right contains a provision that's more favourable to the employee ('**Günstigkeitsprinzip**' – favourability principle). The Rangprinzip ranking principle) also applies to **Tarifverträge** (collective agreements):



If your company has collective agreements that are more (favourable than the agreements in your *Ausbildungsvertrag* (training contract), as a member, you're legally covered by these collective agreements. However, if you have more specific questions, it's always a good idea to seek advice from experts, such as your occupational interest group or your *Gewerkschaft* (union).



The **Berufsbildungsgesetz (BBiG)** (Vocational Training Act) serves as the legal basis for workplace training. From the training contract to the final exam, the BBiG regulates various rights and obligations of *Ausbildenden* (training providers) and trainees.

The **Arbeitsschutzgesetz (ArbSchG)** (Occupational Safety and Health Act) contains general obligations of *Arbeitgeber*innen* (employers) and *Beschäftigte* (employees) concerning occupational safety.

The **Jugendarbeitsschutzgesetz (JARbschG)** (Youth Employment Protection Act) defines special occupational safety for young trainees under the age of 18.

The **Betriebsverfassungsgesetz (BetrVG)** (Works Constitution Act) serves as the legal basis for the *Mitbestimmung* (co-determination) of the Works Council and the *Jugend- und Auszubildendenvertretung* (JAV – Youth and Trainees Council). It regulates the election of the Works Council and the JAV, as well as their duties and rights. The equivalent in the civil service is the individual *Personalvertretungsgesetz* (Staff Representation Act) of the federal states and federal government.

The **Personalvertretungsgesetz (PersVG)** (Staff Representation Act) serves as the legal basis of the Staff Council in the civil service.





01 Start of training

**Does my company have a Tarifvertrag (collective agreement)?
Is my Ausbildungsvergütung (training allowance) enough?
Who can I go to if I have any problems? You can find all the
key information you need to get off to a good start here.
If you have any other questions, you can get in touch with the
Jugend- und Auszubildendenvertretung (Youth and Trainees
Council), your Betriebsrat or Personalrat (Works or Staff
Council) or your Gewerkschaft (union).**

Internships for career guidance

An internship can be a good way to get an idea of the career you want to go into. But be careful – internships are often exploited. Often, interns find themselves doing the work of full-time employees and are poorly paid – or not paid at all. It's important to remember that internships are learning relationships. All internships must have a written internship contract that provides details on Vergütung (allowance), working hours and duration of the internship and sets out the learning objectives of the internship. Internships must also pay the Mindestlohn (minimum wage) of € 10.45 per hour from 1 July 2022, and € 12 per hour from 1 October 2022. Of course, there are exceptions, which unfortunately also include internships for career guidance if they're shorter than three months. Generally, an internship doesn't have to pay the Mindestlohn (minimum wage) if:

- **it's compulsory, e.g. as part of a school or study programme**
- **it lasts less than three months and is for the purpose of guidance on vocational training or university studies**
- **it lasts less than three months during a study programme**
- **you're a minor and haven't completed vocational training.**

Do you want to know what your internship involves? Your **Gewerkschaft** (union) will be happy to tell you.

Ausbildungsvertrag (training contract)

The *Ausbildungsvertrag* (training contract) forms the basis of every training relationship. The contract should define your employer, or *Ausbildende* (training provider), in writing before the start of your training. For you, the employer is always the contractual partner who signs your *Ausbildungsvertrag* (training contract) – i.e. the company for dual education and the *Bildungsträger* (training facility) for *außerbetriebliche Ausbildung* (training away from the workplace).

The *Ausbildungsvertrag* (training contract) must be signed by you and the employer or *Ausbildende* (training provider). If you're a minor, it must also be signed by your legal guardian. You'll receive one of the signed copies of the contract. Your *Ausbildungsvertrag* (training contract) must always be submitted by your employer or *Ausbilder* (trainer) to the relevant chamber, which checks and registers it. The registration of the vocational training contract isn't just a formality, but is also used to check whether the *Ausbildende* (training provider) is providing the necessary *Ausbildungsinhalte* (training content) and whether the contract meets the legal requirements. The *Ausbildungsvertrag* (training contract) should include at least the following points (§ 11 BBiG):

§

- **Name and address of the trainee; in the case of minors, also the name and address of the legal guardian**
- **Type, content and duration of the vocational training as well as the objective of the vocational training, in particular the occupation for which the training is to be provided**
- **Start and duration of the training**
- **The training facility and training measures outside the training facility**

- **Duration of the regular daily training time**
- **Probezeit (trial period): 1–4 months; during the Probezeit, both parties may terminate the training immediately and without giving reasons**
- **Pay and Vergütung (allowance) as well as a breakdown, if the Vergütung (allowance) consists of different component**
- **Vergütung (allowance) or compensation for overtime**
- **Holiday days per year: by law adults have at least 20 days, and 24 days for a 6-day working week**
- **Conditions under which the Ausbildungsvertrag (training contract) may be terminated**
- **Ausbildungsrahmenplan (training plan) as an annex to the contract**
- **Betrieblicher Ausbildungsplan (in-company training plan): This states when and in which departments you'll be spending time in your training company and what you'll be learning there.**
- **Notes on Tarifverträge (collective agreements) and Betriebsvereinbarungen (company agreements)**
- **A general reference to the Tarifverträge (collective agreements), Betriebsvereinbarungen (company agreements) or Dienstvereinbarungen (service agreements) applicable to the vocational training relationship**
- **The format of the Ausbildungsnachweis (proof of training) according to §13 sentence 2 no. 7 BBiG.**

However, there are minimum standards for all of these points – you can't just write anything you like in a contract. In addition to the provisions that need to be included in the Ausbildungsvertrag (training contract), there are also a few provisions that must not be included under any circumstances.

Your *Ausbildungsvertrag* (training contract) must not contain any clauses that restrict your professional activity after the end of your training. This mainly concerns obligations to stay, which force you to work for your training company for a certain period of time after completing your training. However, this doesn't apply if, during the last six months of your training, you decide to enter into an employment relationship with your training company after your training ends.

You also must not be required to pay anything for your training and there must be no contractual penalties. There must also be no agreements that exclude or limit claims for damages, and you must not be required to pay any compensation if you end your training early.



Your training relationship can be shortened in the event that you already have the necessary training (§ 7 and 8 BBiG). The federal states can introduce different regulations on this. However, you can usually shorten it for the following reasons:

- **If you've already completed training in the same profession, all of this training time will be taken into account. Any training time in a similar profession can be partially taken into account.**
- **If you attended a vocational school before your training, this can count fully or partially towards your training time.**
- **You can also shorten the training if you have a general school leaving certificate.**

The training time can be shortened as follows:

- **Secondary school leavers can shorten their training by six months.**
-

-
- High school graduates can shorten their training by up to one year.
 - Those with an advanced technical college certificate in the corresponding subject area can shorten their training by up to one year.

If the training is being shortened due to previous training, this should be implemented as soon as possible after the contract is concluded. However, you need to submit your request in good time, making sure there's still at least one year of training time left. In the case of credit transfers (§ 7 BBiG), the time is usually taken off the start of the training period. For example, if you've already completed training, you can start your new training in the second year. In the case of time reduction (§ 8 BBiG), the time is taken off the end of the training period. This means you'll finish earlier.

According to § 7a BBiG, you can complete **vocational training part time**. This is especially beneficial for new parents or for young people who are caring for a relative or don't have time for a traditional full-time education for other reasons. You don't need a specific reason to go part time. In the *Ausbildungsvertrag* (training contract), the reduction of the daily or weekly training time will be agreed for the entire training period or for parts of it. The reductions must not add up to more than 50 percent of the total training time. The total duration of the training will be extended accordingly in the case of *Teilzeitausbildung* (part-time training), but it shouldn't be more than one and a half times the standard training period. Any *Vergütung* (allowance) will also be reduced accordingly.

From October 2022, even for *Teilzeitausbildung* (part-time training), the *Vergütung* (allowance) must be reasonable and should increase annually within the standard training period.

Ausbildungsvergütung (training allowance)

The question of how much you'll earn is also important when choosing an apprenticeship. According to § 17 para. 1 BBiG, trainees are entitled to adequate Vergütung (allowance) for all vocational training. According to case law, the Vergütung (allowance) is adequate if it's enough to cover living expenses and constitutes a minimum payment for the trainee's work performance.

Allowances differ greatly from one industry to another. In many industries, there are Tarifverträge (collective agreements) that define the Ausbildungsvergütungen (training allowances). They are a standard and guarantee for a reasonable training allowance – and also offer many other advantages for trainees and employees.



Tarifverträge (collective agreements) improve the working conditions for **employees**. They're negotiated by the **Gewerkschaften** (unions) and the employers or their associations – the **Tarifvertragsparteien** (parties to the collective agreement). **Tarifverträge** (collective agreements) regulate things like pay and training allowances, bonuses and extra pay, working hours, holidays, special bonuses, Weiterbildung (advanced training) and employment. They're re-negotiated regularly. When a collective bargaining negotiation takes place, the members of that union are first asked for their views. Collective bargaining committees then work out the specific demands. The negotiations are sometimes easy and sometimes more difficult. In order to emphasise the demands of employees, the talks are

often accompanied by industrial action and, if necessary, also by **Warnstreiks** (token strikes). This action usually ends in a compromise. However, if the negotiating parties can't come to an agreement, a **Streik** (strike) may be called. If the company is a party to the collective agreement or if the company is a member of the Arbeitgeber*innenverband (employer association), Gewerkschaft (union) members have a legal right to collectively agreed benefits.



Mindestausbildungs- vergütung (minimum training allowance)

Unfortunately, not all trainees are entitled to collectively agreed Ausbildungsvergütungen (training allowances). That's why we, the young people's union, have been campaigning for years for a lower limit for the Ausbildungsvergütung (training allowance). And we've been successful! Now, the Mindestausbildungsvergütung (minimum training allowance) will apply to all Ausbildungsverträge (training contracts) concluded after 1 January 2020. This will be increased gradually until 2023 (see table). After the introductory phase, there'll be automatic annual increases starting from 2024 based on the average increases of all Ausbildungsvergütungen (training allowances).

Start of training	First year of training	Second year of training	Third of training	Fourth year of training
2022	€ 585.00	€ 690.30	€ 789.75	€ 819.00
2023	€ 620.00	€ 731.60	€ 837.00	€ 868.00

The Mindestausbildungsvergütung (minimum training allowance) also applies to außerbetriebliche Ausbildung (training away from the workplace). Until now, this training only paid € 391 per month. People with disabilities who are completing training in a vocational training centre also benefit from the new regulations. The Mindestausbildungsvergütung (minimum training allowance) is used as the basis for calculating the requirement, which then determines the training allowance.

Most Tarifverträge (collective agreements) that define the Ausbildungsvergütungen (training allowances) are already significantly higher than the Mindestausbildungsvergütung (minimum training allowance). The minimum allowance is particularly helpful if there's no Tarifvertrag (collective agreement) in place. However, even if you aren't currently covered by a collective agreement, you can still benefit from collective agreements indirectly. We were able to get the so-called '80 percent Rule' included in the BBiG. This rule states that Ausbildungsvergütungen (training allowances) are only considered adequate if they don't fall more than 20 percent below the average collectively agreed Ausbildungsvergütung (training allowance) in the industry. In these cases, you're entitled to a Vergütung (allowance) of 80 percent of the collectively agreed allowance for the industry, if this is higher than the Mindestausbildungsvergütung (minimum training allowance).



Ideally, on the first day of your training you're able to provide your training company with the details for the bank account where they can send your Ausbildungsvergütung (training allowance). Opening a bank account may take a while. If you're under 18, you'll need the signature of a parent or guardian to open an account. Banks often offer free accounts for trainees.

The steuerliche Identifikationsnummer (IdNr) (tax identification number) is issued by the Federal Central Tax Office to anyone liable to pay tax in Germany. It's made up of 11 digits and stays the same for your entire life, even if you move house or get married. If you haven't received your tax number or if you've lost it, you can easily apply for it online at the Federal Central Tax Office (www.bzst.de). It should take around six weeks to process your application.

Your training company will require proof of **Krankenversicherung** (health insurance). You'll have received this when you registered with a Krankenkasse (medical insurance company). If you were previously covered by family insurance, you should contact your Krankenkasse (medical insurance company) to ask how to proceed. You won't need to change the Krankenkasse (medical insurance company) – only your status will change. Your Krankenkasse (medical insurance company) will then issue you with proof of membership. If you were previously insured privately, you can or must now switch to statutory Krankenversicherung (health insurance). You can choose which statutory Krankenversicherung (health insurance) you want to switch to.

Every employee receives a letter from the pension insurance institution informing them of their **Sozialversicherungsnummer** (social security number). You'll need to give this number to your training company when you're hired so that you can be registered with the social security agencies. Your company will take care of the rest.

Everyone should have **Haftpflichtversicherung** (liability insurance). This is because the insurance covers the costs of any unintentional damage caused by you to the property of others. You're often still insured under your parents' policy during your training. If not, you'll need to take out Haftpflichtversicherung (liability insurance) yourself. This is also important because as an apprentice you may be liable for any damage you cause at the company.

Brutto (gross) vs. netto (net)

There are two different amounts for your Vergütung (allowance) – (brutto) gross and (netto) net. Both amounts will be shown on your monthly Lohnsteuerbescheinigung (income tax statement). The brutto (gross) amount is generally higher, because it includes all Steuern (taxes) and Sozialabgaben (social security contributions). You won't actually receive these payments – they're deducted automatically. The remaining amount is the net – the amount that's paid to you.

Sozialabgaben (social security contributions)

Sozialversicherung (social security) – i.e. Kranken-, Pflege-, Renten-, Arbeitslosen- and Unfallversicherung (health insurance, long-term care, pension fund, unemployment insurance and accident insurance) – is based on the principle of solidarity: You pay according to your ability and receive according to your need. As a trainee, you'll also contribute to Sozialversicherung (social security) and are entitled to receive benefits when needed. Sozialversicherung (social security) contributions are calculated according to a certain percentage, and your contribution increases with your income. Sozialabgaben (social security contributions) make up around 40 percent of your Brutto-Vergütung (gross allowance). However, only 20 percent will actually be deducted from the Vergütung (allowance). The other half is the employer's contribution, which is paid by your employer or the company. The actual amount of your social security contributions can be found on your monthly Lohn- bzw. Gehaltsabrechnung (payslip).



Steuern (taxes)

Steuern (taxes) are collected to enable the state to function. The tax rate increases in line with income. The base tax rate is 14 percent, and the top tax rate is 45 percent. On your Lohn- bzw. Gehaltsabrechnung (payslip), which your employer has to issue to you every month, you can see how much you must pay to the tax office. You only have to pay Steuern (taxes) if your income exceeds the basic tax-free amount. From 2023, this will be set at € 10,347 per year. You'll also receive a **Lohnsteuerbescheinigung** (income tax statement) every year to submit to the tax office as part of your employee income tax return.

Medical examination

If you're under 18, you'll need to have a medical examination. This is to determine your health and development stage; in particular, whether your health could be endangered by doing certain types of work. An Erstuntersuchung (initial examination) at the start of your training and another follow-up examination within one year of starting employment are required by law. There may then be more follow-up examinations after the end of each additional year (§§ 32 et seq. JArbSchG). Your training company has to give you time off for the medical examination and may not reduce your wages for the time off (§ 43 JArbSchG).

Probezeit (trial period)

Your training relationship begins with the Probezeit (trial period). This Probezeit (trial period) gives you and your training company or training facility a chance to get to know each other. You'll be able to decide whether the profession is really right for you and see if you can imagine completing your training at the company or facility. The Probezeit (trial period) should last at least one month and no more than four months. There must be no other agreements in the **Ausbildungsvertrag** (training contract) (§ 20 BBiG).

Block teaching at a Berufsschule (vocational school) or illness are also not valid reasons for doing a longer Probezeit (trial period). The trial period can only be extended due to illness if this is expressly agreed in the **Ausbildungsvertrag** (training contract), if it would cause more than just a minor interruption, if the duration of the actual trial ultimately won't be changed and if the interruption wasn't caused by the **Ausbilder*in** (trainer) breaking the contract. In full-time school training programmes, the entire first half of the year is generally regarded as the Probezeit (trial period). During the Probezeit (trial period), the training relationship can be terminated by either the school or the trainee at any time without needing to give any reason or notice. A notification of **termination needs** to be provided in writing. It's always helpful to contact the **Betriebsrat** or **Personalrat** (Works or Staff Council) or your **Gewerkschaft** (union).



Whether it takes the form of cheesy pick-up lines, lewd jokes or even physical assault, **sexual harassment in the workplace is unfortunately not uncommon. Young women completing training are especially vulnerable. They often keep quiet out of shame or**

fear of losing their apprenticeship. Sexual harassment isn't just a trivial matter; it's actually against the law. It can even be considered a criminal offence. The main way to overcome fear and shame is to raise awareness and show solidarity. If you've experienced sexual harassment, you should seek support. And if you witness sexual harassment, you should offer support to the victim.

Discrimination is the mistreatment or belittling of individuals or groups on the basis of actual or perceived characteristics – such as race, skin colour, gender or sexual orientation. Almost a quarter of trainees with a migrant background have experienced some form of discrimination and exclusion during their training. This is a frighteningly high proportion, but the real figures are probably even higher. All forms of discrimination are prohibited. That's why it's important not to remain silent.

Bullying is systematic and psychological harassment at the workplace or training facility – and unfortunately it happens quite often. It's estimated that around one million people in Germany are harassed at their workplace. This is a big problem. Bullying is hurtful and can lead to illness. Many victims develop stomach and intestinal problems, heart pain, high blood pressure or even chronic illnesses. One specific type of bullying is called 'bossing'. In this case, the harassment is done by a superior, which often makes it particularly difficult to take action against it. If you experience bullying, you should seek support. Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union) are always available.

📍 Whether it's sexual harassment, discrimination or bullying – none of it's okay and none of it is allowed. However, it's not always easy to fight it alone. So you should get support if you're affected yourself and support those affected if you witness it. You can always go to your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).







02 Training in the workplace and Berufsschule (vocational school)

The following pages are an overview of all the important regulations that (may) come up during your day-to-day training. As always, if you have any questions or problems, you can get in touch with your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).

Ausbildungsqualität (training quality)

Trainees aren't standard employees and must not be treated as such. Trainees are 'individuals employed for their vocational training' (BetrVG). This means that, as a trainee, you have a particular legal status. You're at the company to complete your training and learn about a profession. That's why you have an *Ausbildungsvertrag* (training contract) rather than an employment contract. This makes you different to standard employees. Trainees aren't supposed to perform a job; they're there to gain qualifications. You're at the company to learn and get qualified. The company, in turn, is legally required to provide you with all the *Ausbildungsinhalte* (training content) you need so that, at the end of your training, you'll be able to work in your intended profession independently.



Ausbildungsqualität im Betrieb (training quality in the workplace)

The following points play an important role in making sure your training at a company is a high-quality, valuable learning experience for you:

- **There should be enough staff to support each trainee. The Ausbilder*innen (trainers) must undergo regular training. In addition, there must be qualified training officers in the individual departments who are there to help you.**
- **It's important to review the Ausbildungsinhalte (training content) regularly to identify gaps and omissions. It's a basic requirement that each trainee receives a breakdown of the content and schedule of the workplace training at the start of their training. This is mandatory.**
- **This plan can be used to keep track of the training programme and check what Ausbildungsinhalte (training content) has been taught and what has not.**
- **Your Arbeitgeber*in (training provider) must provide enough of the necessary training materials (e.g. computers). And the teaching and learning materials in the Berufsschule (vocational school) must meet the requirements of modern training in the age of digitalisation.**
- **Your company should help you prepare for your intermediate and final exams.**
- **Mitbestimmung (co-determination) in vocational training is also part of good-quality training.**

Ausbildungsqualität in der Berufsschule (training quality in vocational schools)

The Berufsschule (vocational school) has the task of deepening and expanding the knowledge acquired at the company or Bildungsträger (training facility). Unfortunately, there's often a gap between expectations and reality. In order for Berufsschule (vocational schools) to be able to provide the necessary knowledge in a way that fits in with practical training, there should be more investment in training vocational school teachers, for example. Sometimes, the facilities and teaching resources also leave a lot to be desired. You can quickly check the quality of your Berufsschule (vocational school) using these questions:



- **Are the textbooks up to date?**
- **Is the content of the lessons well matched to the practical training?**
- **Are there enough teaching resources for the lessons?**
- **Is all the content in the framework curriculum covered?**
- **Have a lot of lessons been cancelled?**

If you find that the quality of the Berufsschule (vocational school) is poor, you can sit down with other trainees, your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), Betriebsrat or Personalrat (Works or Staff Council) or Schüler*innenvertretung (Student Council) to discuss how to make improvements. Of course, you should also report any shortcomings in the Berufsschule (vocational school) to your Ausbilder*in (trainer) at the company.

Ausbildungsinhalte (training content)

The goal of your training is to learn a profession. To achieve this goal, a general framework has been established for the training to make sure all trainees learn the same things for the same profession. This framework is called the **Ausbildungsordnung** (training regulations).

There's an **Ausbildungsordnung** (training regulations) for every profession. Federal ministries, employers and we as **Gewerkschaften** (unions) are involved in the development of the **Ausbildungsordnungen** (training regulations). According to the **Ausbildungsordnungen** (training regulations), you'll start out by getting a general, basic vocational training. You'll then get more in-depth, specialist training to help you practise the specific profession later on. **The goal of the vocational training** is to provide vocational skills, i.e. the skills and knowledge required for the qualified practice of your profession. That's why you must make sure you're taught everything you need to be able to pass your exams. The content for your profession and the exam requirements are set out in the **Ausbildungsrahmenplan** (training regulations). There's an **Ausbildungsrahmenplan** (training regulations) for every profession. It lists which activities need to be taught and at which point during the training. You're legally entitled to be taught this content.

If you're not actually being trained and are instead being employed by the training company as an unskilled worker, you're entitled to the usual wages of an unskilled worker, which may be higher than your **Ausbildungsvergütung** (training allowance).



You can find the **Ausbildungsrahmenplan** (training regulations) for your profession on the Federal Institute for Vocational Education and Training (BiBB) website at www.bibb.de/berufe. The DGB Gewerkschaften (unions) also provide brochures on the **Ausbildungsrahmenplänen** (training regulations) and corresponding explanations. If you'd like to know more, you can get in touch with your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your **Gewerkschaft** (union).

In order to refine the **Ausbildungsrahmenplan** (training regulations), each training company should draw up a **workplace Ausbildungsplan** (training plan). This forms part of your **Ausbildungsvertrag** (training contract) in accordance with § 11 para. 1 no. 1 BBiG. The workplace **Ausbildungsplan** (training plan) lists when, where, for how long and which **activities** you'll be taught. It's the responsibility of your company or **Bildungsträger** (training facility) to ensure that you learn all the planned activities and to the corresponding level – they must make sure that the workplace **Ausbildungsplan** (training plan) is followed. If your training company isn't able to cover all the required content itself, it must co-operate with other companies or arrange for you to attend suitable specialist seminars.

The workplace **Ausbildungsplan** (training plan) must be given to you at the beginning of your training along with the **Ausbildungsvertrag** (training contract) – or at least as an annex to the contract. If you don't receive it, we recommend that you find a copy for yourself. This is the only way for you to check whether you're learning what you're supposed to be learning. This is because you'll need to have a good knowledge of the content when you take your **Prüfung** (exam) later.


To check whether the Ausbildungsplan (training plan) is being followed, there's a tool that's required for vocational training: the **Berichtsheft** (report book). You can either keep a printed or a digital copy. You can find out what rules apply to you in your **Ausbildungsvertrag** (training contract).

In the **Berichtsheft** (report book), you need to record all the activities you've performed during your training with the company, at the **Bildungsträger** (training facility) or **Berufsschule** (vocational school). Because it's part of your training to keep a **Berichtsheft** (report book), you're allowed to fill it in at the workplace and during working hours (§ 14 BBiG). The **Berichtshefte** (report books) are an entry requirement for the final exam. Therefore, they must always be filled in completely and reviewed and signed by your **Ausbilder*innen** (trainers) and teachers. It's important to remember that you can only be tested on things that were part of the training. If any of the required content wasn't taught during your training, you can use your **Berichtsheft** (report book) to prove this. These tasks must then be taken out of your **Prüfung** (exam).

Often, trainees are assigned work that's not related to the **Ausbildungsinhalt** (training content) for the profession or isn't at the required level. These 'tasks' are referred to as **ausbildungsfremde Tätigkeiten** (tasks not related to the training).

Here's an example: A trainee bank clerk is sent to the supermarket to do some shopping. They're then asked to clean the windows, mow the lawn and wash the boss's car. Clearly, these tasks aren't relevant to the profession of a bank clerk. **Ausbildungsfremde Tätigkeiten** (tasks not related to the training) aren't allowed – you shouldn't be exploited as cheap labour.





However, there are also tasks for which isn't as obvious that they're ausbildungsfremde Tätigkeiten (tasks not related to the training), such as filing and photocopying work in commercial training. These tasks are clearly also part of the training, but if they are your main tasks or the only tasks you complete, they no longer serve the purpose of the training and can be classified as ausbildungsfremde Tätigkeiten (tasks not related to the training).

If you're often asked do ausbildungsfremde Tätigkeiten (tasks not related to the training) or if you're constantly being given the same tasks, to the point that you're worried that you're missing out on the other content in your training, you should refuse. The best way to assess the situation is to compare your Berichtsheft (report book) with the workplace Ausbildungsplan (training plan) or the Ausbildungsrahmenplan (training regulations).

You should only record tasks that you've actually done in your **Berichtsheft (report book)**. This means that if there's any training content you haven't learnt, you can prove this with your Berichtsheft (report book). If your Ausbilder*in (trainer) refuses to sign the Berichtsheft (report book) containing the actual training completed and forces you to make changes before they do, you should make a copy of the original first so that you still have proof of your actual Ausbildungsinhalte (training content) or keep a second Berichtsheft (report book) with your actual tasks and contact your **Jugend- und Auszubildendenvertretung (Youth and Trainees Council)**, your **Betriebsrat or Personalrat (Works or Staff Council)** or your **Gewerkschaft (union)**.

Ausbildungsmittel (training materials)

Ausbildungsmittel sind insbesondere Werkzeuge und -stoffe, die zur Berufsausbildung und zum Ablegen von Zwischen- und Abschlussprüfung im Betrieb notwendig sind. Musst du deine Arbeitsmaterialien und Werkzeuge selbst bezahlen? Wenn ja, dann ist das nicht zulässig. Dein Betrieb muss dir alle Ausbildungsmittel kostenlos zur Verfügung stellen. § 14 Absatz 3 BBiG sagt dazu Folgendes: »Ausbildende haben Auszubildenden kostenlos die Ausbildungsmittel, insbesondere Werkzeuge, Werkstoffe und Fachliteratur zur Verfügung zu stellen, die zur Berufsausbildung und zum Ablegen von Zwischen- und Abschlussprüfungen, auch soweit solche nach Beendigung des Berufsausbildungsverhältnisses stattfinden, erforderlich sind.« Seit 2020 ist jetzt auch die Fachliteratur erfasst, die du im Rahmen deiner betrieblichen Ausbildung brauchst. Kurzum: Für die Ausbildungsmittel, die du im Betrieb brauchst, zahlt dein Betrieb.

Selbst wenn alle Ausbildungsmittel zur Verfügung stehen, ist insbesondere bei Maschinen wie Computern oder Zeichentischen darauf zu achten, dass sie für die Auszubildenden in der vorgeschriebenen Zeit auch nutzbar sind. Sie müssen für die Ausbildung bereitstehen und dürfen nicht hauptsächlich von anderen Kolleg*innen genutzt werden.



Occupational safety

Instructions, directives and numerous signs around the workplace constantly remind you that occupational safety measures are important to prevent accidents. These measures may seem excessive, but they're there to protect you and should be followed to prevent injury. Trainees are almost twice as likely to be affected by accidents at work as other employees, because they often lack the necessary experience.

The **Arbeitsschutzgesetz (ArbSchG)** (Occupational Safety and Health Act) contains basic safety regulations that every company must follow. This regulation requires your employer or Ausbildende (training provider) to assess the hazards in the company and put suitable safety measures in place. For example, you and your colleagues must be provided with **protective clothing**, such as gloves, hard hats and safety goggles free of charge.

The **Arbeitsstättenverordnung** (Workplace Ordinance) and its supplementary regulations provide more detailed rules. They specify how workplaces must be designed. Protection against harmful influences such as gases, vapours, dust and noise is mandatory. The workplaces must also be large enough. In addition, separate break rooms, changing rooms and bathrooms are required.

Special safety regulations also apply to the handling of hazardous substances that are toxic, corrosive, irritant or carcinogenic, for example. These substances must be specially labelled by the manufacturer so that effective safety measures can be put in place at the workplace. Trade Inspectorates then check that these regulations are being followed.

There are additional regulations in the **Jugendarbeitsschutzgesetz (JARbschG)** (Youth Employment Protection Act) for trainees under the age of 18: For example, minors aren't allowed to perform dangerous work – for instance work involving harmful noise, excessive heat, cold or extreme dampness.



Akkordarbeit (piecework) is a type of performance-based work where a certain number of products must be produced within a set time period. Since Akkordarbeit (piecework) usually involves particular health hazards, it's prohibited for certain groups: e.g. pregnant women and young people under the age of 18 (§ 23 JArbSchG). This doesn't apply to vocational training that involves Akkordarbeit (piecework).

Akkordlohn (piecework rate) is payment based on performance (for Akkordarbeit [piecework]). In this case, the Betriebsrat or Personalrat (Works or Staff Council) has a right of co-determination on who receives the Akkordlohn (piecework rate) and under what conditions.

Working hours

One topic that comes up time and time again is working hours. There are legal limits that apply here. However, employers often violate the legal requirements – even though they're clear.

The **working hours for minors** (i.e. trainees under the age of 18) are essentially limited to 8 hours a day and 40 hours a week. However, if the working hours are reduced to less than 8 hours on certain working days, they may be extended to up to 8.5 hours on the remaining working days in the same week. If work isn't performed on a working day because it's a Sunday or public holiday, the lost working hours may be distributed over the working days of five consecutive weeks, including the week in which the working day is lost. However, even then, you may not work more than 8.5 hours a day and no more than 40 hours a week on average over the 5 weeks.



By the way: Working days are Monday to Saturday inclusive.

According to § 14 JArbSchG, minors can't be employed between 8 pm and 6 am – there are a number of exceptions, for example in the catering industry, the hotel industry, companies with permanent shift work (e.g. in hospitals), as well as bakeries and patisseries. If you have specific questions, you can get in touch with your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).

Minors can only work five days a week. According to § 15 JArbSchG, the two days off per week should be consecutive where possible. As a rule, minors shouldn't work on Saturdays and Sundays. Howe-

ver, there are also several exceptions to this (§ 16 and 17 JArbSchG). Therefore, if you work on Saturday or Sunday, you must get another day off that week.

There are also restrictions on **working hours for adult trainees**. The **Arbeitszeitgesetz (ArbZG)** (Working Hours Act) applies to them, as it does to adult employees. According to these regulations, the maximum daily working hours is eight hours. However, this can be extended to up to 10 hours if it's guaranteed that you'll only work an average of 8 hours per working day within 24 weeks or 6 calendar months. The ArbZG therefore allows you to work up to 60 hours per week (in a six-day week) or an average of 48 hours per week. However, this is only the legal framework for working hours. Tarifverträge (collective agreements) usually only specify working hours of 35 to 39 hours per week. Companies or departments may also have different or deviating working hours models based on their own Betriebsvereinbarungen or Dienstvereinbarungen (company agreement or service agreement).



The employer doesn't have to count your daily **travel time to the training company and back home towards your training time or pay you for it. That is unless Tarifverträge (collective agreements) or company regulations state otherwise. This isn't the same for your journey from the Berufsschule (vocational school) to the training company. You need to calculate this travel time yourself.**





Agreements that the **Betriebsrat or Personalrat** (Works Council or Staff Council) negotiates with the company or department are called **Betriebsvereinbarungen** or **Dienstvereinbarungen** (company or service agreements). They can regulate things like working hours models, employment after training, advanced training opportunities, environmental protection, equal opportunities or prevention of discrimination. You can find out which **Betriebsrat** or **Dienstvereinbarungen** (company or service agreements) apply to you by contacting your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council) or your **Betriebsrat or Personalrat** (Works or Staff Council).

Your weekly working hours are defined in your **Ausbildungsvertrag** (training contract). Don't work any **overtime** or **Mehrarbeit** (extra hours) in your apprenticeship – you have a right to time off. Besides, you're training to learn a profession – you're not a standard employee.

§ 17 para. 7 BBiG states: 'Separate remuneration is to be paid or equivalent free time granted for employment in excess of the agreed regular daily period of training.' This means that you're not allowed to exceed your contractual training time without compensatory time off or payment.



What happens if your training company suddenly sends you home because 'there's no more work' or schedules you with fewer hours than your agreed weekly working hours, e.g. to 'save up' hours for later? This results in so-called **Minusstunden (undertime)**.

Nachhauseschicken (sending you home) because there's supposedly not enough work doesn't mean that you must make up this time or that your pay can be reduced. The **Ausbildende** (training provider) bears the risk of not having enough work for you and can't pass it on to you by asking you to do extra work or by reducing your pay (§ 19 para. 1 no. 2 letter a BBiG and § 615 BGB). However, this right is limited to a period of six weeks.

The goal of your training is to learn a profession. Therefore, the working hours must be used to teach you everything you need to know. In addition, the daily working hours must be clearly stated in your **Ausbildungsvertrag** (training contract) (§ 11 BBiG). The **Ausbildende** (training provider) isn't doing their job if they don't train you for the agreed amount of time. If your **Ausbildungsvergütung** (training allowance) is reduced due to **Minusstunden (undertime)** caused by the employer, it may no longer be considered adequate (i.e. not high enough) in the sense of § 17 BBiG.

On the subject of **Minusstunden (undertime)**, it's a good idea to get some expert help, because there are many things you can do and need to be aware of. You can get in touch with your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your **Gewerkschaft** (union).

Ruhepausen (breaks)

You're entitled to Ruhepausen (breaks) by law.

§ The following rules on breaks apply to trainees under the age of 18 (§ 11 JArbSchG):

- **If you work more than 4.5 hours to a maximum of 6 hours per day, you're entitled to a Ruhepause (break) of at least 30 minutes.**
- **If you work more than 6 hours per day, you're entitled to a Ruhepause (break) of at least 60 minutes.**

§ For trainees over the age of 18 (§ 4 ArbZG):

- **If you work more than 6 hours per day, you're entitled to a Ruhepause (break) of at least 30 minutes.**
- **If you work more than 9 hours per day, you're entitled to a 45-minute Ruhepause (break).**

As a general rule, your break can be split up, but these smaller breaks must not be shorter than at least 15 minutes each. Better regulations have often been agreed in the Tarifverträgen (collective agreements) or Betriebsvereinbarungen and Dienstvereinbarungen (company and service agreements). For more information, please get in touch with your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council), **Betriebsrat** or **Personalrat** (Works or Staff Council) or **Gewerkschaft** (union).



Smoking breaks: The law doesn't specify that you're entitled to these breaks.

Breaks at the workplace: Trainees under the age of 18 are only allowed to spend their breaks at the workplace or in the workspaces if work in these areas has stopped and the required break isn't disturbed in any other way (§ 11 para. 3 JArbSchG). The same applies to adult trainees that breaks should generally not be spent at the workplace.



Freistellung für die Berufsschule (time off for vocational school)

Generally, trainees must be given time off from their workplace training to attend a Berufsschule (vocational school) and school events, as well as for exams (§ 15 BBiG). You should also still be paid for this time off (§ 19 BBiG).

§ As a rule:

- **Trainees must not be scheduled to work before a vocational school class that starts at 9 am (§ 15 para. 1 BBiG).**
- **No more than one day of vocational school per week with more than five lessons (45 minutes each) should be counted towards the average daily training time (§ 15 para. 2 no. 2 BBiG).**
- **Trainees don't have to work on a vocational school day with more than five lessons (45 minutes each).**
- **However, this only applies to one vocational school day per week (§ 15 para. 1 no. 2 BBiG).**
- **Trainees don't have to go to work during vocational school weeks with scheduled block teaching of at least 25 hours on at least 5 days (§ 15 para. 1 no. 3 BBiG). The vocational school week should be counted towards the average weekly training time (§ 15 para. 2 no. 3 BBiG).**

- Trainees must be given time off to attend exams, as well as the business day immediately before the final written exam (§ 15 para. 1 no. 5 BBiG).
- Breaks at the Berufsschule (vocational school) and the Wegezeit (travel time) from the Berufsschule (vocational school) to the company will be counted as working hours.

The following also applies to trainees under the age of 18:

The maximum working hour limits for minors must not be exceeded (max. 8.5 hours per day and 40 hours per week averaged over 5 weeks).

The following also applies for trainees over the age of 18:

However, the legal maximum working hours of 10 hours per day and 48 hours per week (without breaks) must not be exceeded under any circumstances.



Important: Trainees must only continue their training at the workplace after Berufsschule (vocational school) if this is reasonable. To be considered reasonable, the remaining training time at the workplace must be in reasonable proportion to the Wegezeit (travel time) it would take to get there.

In many cases, there are Tarifverträge (collective agreements) or Betriebs- und Dienstvereinbarungen (company and service agreements) that state that you generally don't have to go to the workplace after Berufsschule (vocational school) or that the vocational school time counts fully towards the training time. You can get in touch with your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union) if you need any more information.

Absences

If you've been absent too much during the training, i.e. if you have significant absences, you may not be allowed to take the final exam. However, the 10 percent limit which is commonly referenced isn't the deciding factor for whether or not you'll be allowed. Instead, we have to look at whether essential content for the vocational training was taught during the absences or not. So there's a lot of room for interpretation when judging whether the absences are too significant. If you're unsure, it's best to reach out to your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your **Gewerkschaft** (union).

Prüfungen (exams) during training

The **final exam** is used to determine whether you have the knowledge and skills you'll need for your profession. Whether or not you'll be allowed to take your final exam depends on whether you passed your interim exam. You'll also need to submit your fully completed and signed *Berichtsheft* (report book).


The final exam can also be taken in two parts at two different times. The first part of the final exam would then be more like an interim exam. All trainees are legally entitled to paid time off on the last business day before the final written exam to give them time to prepare. This means that, if your *Prüfung* (exam) is on a Monday, you won't get the Friday before off work. By the way: Your union also offers seminars with useful tips on how to prepare for exams stress-free. You can find more information online.



Holiday

The number of holiday days must be stated in writing in your *Ausbildungsvertrag* (training contract). The legal minimum entitlement depends on age. Section 19 of the *Jugendarbeitsschutzgesetz* (JArbSchG – Youth Employment Protection Act) specifies the annual holiday entitlement for minors under the age of 18. This is based on your age at the start of the calendar year:

- **Under 16 years old: 30 working days per year**
- **Under 17 years old: 27 working days per year**
- **Under 18 years old: 25 working days per year**

 And remember: Working days are Monday to Saturday, and business days are Monday to Friday.

If you work a five-day week (as stated in § 15 JArbSchG), the holiday days should be calculated accordingly, i.e. 25, 23 and 21 business days.

The *Bundesurlaubsgesetz* (BUrUG – Federal Holiday Act) applies to anyone over the age of 18. It states that you're entitled to at least 24 working days of paid holiday per year. 24 working days is equivalent to 4 weeks. If your holiday is stated in working days or training days, this depends on how many working days or training days per week are stated in your *Ausbildungsvertrag* (training contract). If you work 5 days a week, you're entitled to 20 business days of holiday according to § 3 BUrUG. This is equivalent to four weeks out of the year.

Most *Tarifverträgen* (collective agreements) specify a higher holiday entitlement – often up to 30 days. To find out what you're entitled to, you can get in touch with your *Jugend- und Auszubildendenvertretung* (Youth and Trainees Council), your *Betriebsrat* or *Personalrat* (Works or Staff Council) or your *Gewerkschaft* (union).

Bildungsurlaub (educational leave)

Bildungsurlaub (educational leave) is the right to paid time off work for certain educational activities and is unrelated to the other leave you're also entitled to. There can be many different types of educational activities – a language trip, a computer course or a seminar on the quality of the training. The main requirement is that they're officially recognised as Bildungsurlaub (educational leave) by the competent authority in the federal state.

Since education is a state responsibility, each state has its own regulations and practices. The following pages contain the most important information to use as a guide. All the information on holiday days is based on a five-day week. This means you'll be entitled to fewer holiday days if you have a shorter working week.

→ www.bildungsurlaub-machen.de





Schleswig-Holstein

If you've completed at least six months of training, you can take five business days of Bildungsurlaub (educational leave) per year. In certain circumstances, you can also take ten business days of Bildungsurlaub (educational leave) over two calendar years.

Hamburg

If you've completed at least six months of training, you can take ten business days of Bildungsurlaub (educational leave) over two calendar years.

Bremen

If you've completed at least six months of training, you can take ten business days of Bildungsurlaub (educational leave) over two calendar years.

Lower Saxony

If you've completed at least six months of training, you can take either five business days of Bildungsurlaub (educational leave) per year or, in certain circumstances, ten business days over two calendar years. There's also potential for the employer to set restrictions on this.

North Rhine-Westphalia

Trainees are entitled to five business days off during training, but only for purposes of political training. Employees are also entitled to five business days off per year. The entitlement over two years can be combined. There's also potential for the employer to set restrictions on this.

Mecklenburg-Vorpommern

If you've completed at least six months of training, you're entitled to one five-day period of Bildungsurlaub (educational leave) during your training – for advanced political training or for training that's necessary for voluntary work. Once you've completed the training you'll be entitled to five days, and you'll no longer need a specific purpose. There's also potential for the employer to set restrictions on this.

Berlin

If you've completed six months of training and are under 25 years old, you can take ten business days of Bildungsurlaub (educational leave) per year, but only for advanced political training. If you're over 25 years old, you can take ten business days of Bildungsurlaub (educational leave) within two calendar years. There are also some limitations here.

Brandenburg

If you've completed at least six months of training, you can take ten business days of Bildungsurlaub (educational leave) over two calendar years. There are also some limitations here.

Saxony-Anhalt

If you've completed at least six months of training, you can take five business days of Bildungsurlaub (educational leave) per year. You can also take ten business days of Bildungsurlaub (educational leave) over two calendar years. There are also limitations for small businesses here.

Rhineland-Palatinate

If you've completed at least six months of training, you're entitled to five business days of Bildungsurlaub (educational leave) over the training year for socio-political training, as long as this doesn't jeopardise your training goal. After the training, you'll be entitled to ten business days of Bildungsurlaub (educational leave) within two calendar years. There's also potential for the employer to set restrictions on this.

Saarland

You're only entitled to leave for political training and berufliche Weiterbildung (continuing vocational training). Once you've completed at least 12 months of training, you'll be entitled to 6 business days of Bildungsurlaub (educational leave) per year, however, from the third day you can only take this time off if you take the same amount of time off work. In certain circumstances, this entitlement can be combined across two years. With certain conditions, however, a longer period of Bildungsurlaub (educational leave) may be allowed. There are also limitations here.

Baden-Württemberg

Trainees are entitled to five business days off during training for purposes of advanced political training. After 12 months of employment, full-time employees are entitled to five business days of advanced training leave per year. Unfortunately, there are still legal restrictions that allow the employer to justifiably refuse your request for time off.

Hesse

If you've completed at least six months of training, you can take either five business days of Bildungsurlaub (educational leave) per year or, under certain circumstances, ten business days over two calendar years. There's also potential for the employer to set restrictions on this.

Thuringia

For trainees, after a six-month waiting period, the entitlement is only three days within a calendar year instead of the five days for employees. In certain cases, this can be carried forward to the following year. Unfortunately, there are other restrictions that either mean you're not entitled to Bildungsurlaub (educational leave) or that the employer is allowed to refuse the leave.

Saxony

Unfortunately, there's no law concerning Bildungsurlaub (educational leave). To make sure you can still attend seminars, it's best to contact your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).

Bavaria

Unfortunately, there's no law concerning Bildungsurlaub (educational leave). To make sure you can still attend seminars, it's best to contact your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).

Termination

One thing's for sure: Trainees can't be terminated without good cause. The criteria for termination are established by law. A distinction is made between extraordinary termination, usually without notice, and ordinary termination, where the employment relationship is terminated at the end of a notice period. Only during the Probezeit (trial period) can both parties terminate the relationship without notice and without giving reasons. After the Probezeit (trial period), you can only be terminated for serious incidents. This could be for the following reasons:

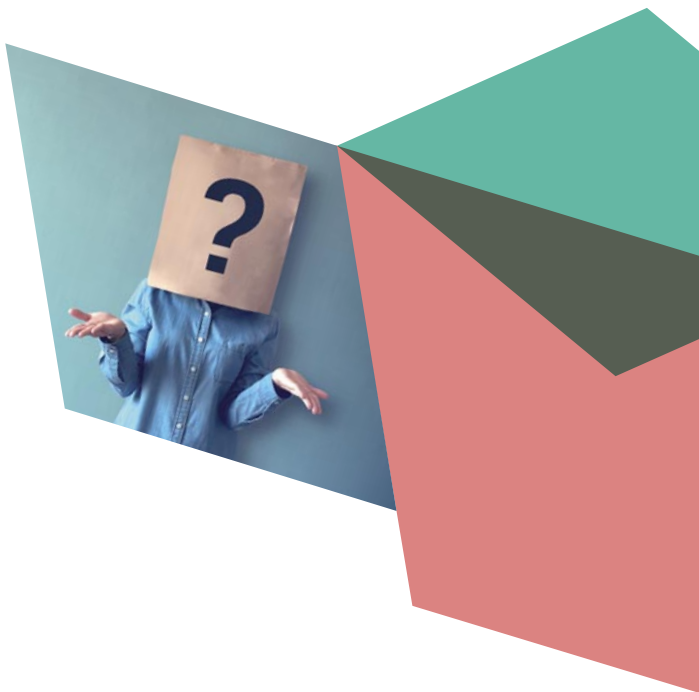
- **Frequently and repeatedly arriving late even after receiving a warning**
- **Theft and other offences during the training period**
- **Racist comments and behaviour**
- **Absenteeism**

Serious issues that have been known to your employer for more than two weeks can't be grounds for extraordinary termination/termination without notice. You can also terminate your relationship without notice in case of serious incidents, for example if you're beaten, bullied or sexually harassed at your workplace. Otherwise, you can terminate your *Ausbildungsvertrag* (training contract) with a notice period of four weeks. Any termination must be made in writing – after the Probezeit (trial period) – and you need to provide a reason.

Even if the company undergoes restructuring or has financial troubles, this is still not sufficient grounds for extraordinary termination of the training relationship due to company-related reasons. Only

if the business is completely closed down or is downsized to the point that there are no longer any training opportunities in the entire company specifically for your profession can the relationship be extraordinarily terminated for company-related reasons.

If you have any questions about termination, you can get in touch with your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your **Gewerkschaft** (union).



Legal protection against termination

If you want to challenge a termination, you'll need to act quickly. If there's a Schlichtungsausschuss (conciliation committee) or a Schlichtungsstelle (conciliation board) for your profession (usually run by the IHK – Chamber of Commerce and Industry), you'll need to contact this board within three weeks of receiving the notice of termination. After the committee or Schlichtungsstelle (conciliation board) has spoken to you and the employer, they will try to reach an agreement. If this doesn't work, the decision will be made by a ruling. You and/or the employer can accept this ruling within one week. If one of the parties doesn't accept the ruling, you can file an action for unfair dismissal within two weeks. If there's no Schlichtungsstelle (conciliation board) for your profession, the action for unfair dismissal must be filed with the court no later than three weeks after receiving the notice of termination.

The most sensible thing to do is to seek professional advice and representation. One of the many services that **Gewerkschaften** (unions) offer is **Arbeits- und Sozialrechtsschutz** (protection of labour and employment law).



Aufhebungsvertrag (termination agreement)

Your training relationship can also be terminated by an Aufhebungsvertrag (termination agreement). In this case, the trainee and the employer terminate the training relationship by mutual agreement. An Aufhebungsvertrag (termination agreement) isn't a notice of termination. This is because both contracting parties have decided not to continue the training relationship. You can both agree on the date of termination of the contract. There are no set deadlines that need to be met. It's still advisable to read through the Aufhebungsvertrag (termination agreement) at your leisure and seek advice if you have any questions.

And watch out if your employer or Ausbilder*in (trainer) insists that you sign a unilateral Aufhebungsvertrag (termination agreement). You're under no obligation to do this, especially not if you don't want to be the one to end the training relationship. Once an Aufhebungsvertrag (termination agreement) has been signed, there's usually not much you can do about it. However, there can be a lot of downsides to this, for example the 12-week waiting period at the Federal Employment Agency or the Job Centre if you're going to be claiming unemployment benefits afterwards. You can get in touch with your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your **Gewerkschaft** (union) if you have any questions.



Financial support during training

You've probably already thought about getting your own flat or moving into a shared flat so that you can start out on your own and become independent from your parents. However, people often don't have enough money to cover their living expenses. Essentially, your parents are responsible for paying your living expenses while you're completing your vocational training. The amount of support is based on their economic situation.

Trainees who attend a vocational preparation scheme for dual, non-workplace or workplace training can apply for a **Berufsausbildungsbeihilfe (BAB)** (vocational training grant) from their local Employment Agency. In certain circumstances, you can also get support for accommodation, clothing and travel costs. Trainees in full-time school-based training can't apply for BAB, but they can apply for the **BAföG für Schüler*innen** (BAföG for Students) at the Office for Educational Support.

BAB and BAföG are calculated in a similar way: First, the need for support is determined, which is based on your age, marital status and housing. Your **Ausbildungsvergütung** (training allowance) and your parents' income are taken into account – if you're married, your partner's income is also taken into account. In any case, you should always apply for financial support. You can apply for BAB at your local Employment Agency, and BAföG für Schüler*innen (BAföG for Students) at the relevant Office for Educational Support.

By the way: Both BAB and BAföG für Schüler*innen (BAföG for Students) are paid as a full grant. This means you don't need to repay any of it.

→ www.bafög.de

→ www.bab-rechner.arbeitsagentur.de

Even a small amount of support will help give you more independence. Before applying, you should seek advice from your responsible Gewerkschaft (union): They can help you check what category you fall into and whether you might be entitled to a higher training allowance because of a Tarifvertrag (collective agreement).

If your application for BAB was rejected, for example because you're already completing a second training programme or the profession you're training for isn't recognised by the state, you can apply for **Wohngeld** (housing benefit). If you're an adult trainee renting your own flat at your place of training, you have a good chance of qualifying for Wohngeld (housing benefit). You can apply for housing benefit through the housing benefit authority that covers the area where your flat is located.

Your parents can also claim **Kindergeld** (child benefit) during your training (or while you're looking for an apprenticeship or during a transition period of no more than four months, e.g. between two training periods). You can enquire with the family benefits department of the Employment Agency about this. It can be paid up to the age of 25. If you no longer live at home, your parents should pay the Kindergeld (child benefit) to you. For the first and second child, they receive € 219 per month, € 225 per month for the third child and € 250 per month for each additional child. Because there

are so many details to consider, including individual circumstances and numerous 'ifs and buts', you should seek advice from your Gewerkschaft (union) if you're unsure about anything.

If you want to earn some extra money, your only other option might be a **Nebenjob** (part-time job). However, you should be aware that you'll need to inform your employer/Ausbildende (training provider) about your Nebenjob (part-time job) and also stick to the legal maximum working hours for the training and part-time job combined. Your employer can only prohibit you from having a part-time job if they have a legitimate concern. This could be because it will negatively impact your training or because you want to work for one of their competitors, for example. To make sure that your BAB, BAföG or Kindergeld (child benefit) isn't reduced as a result of your part-time job, you should do some thorough calculations first and seek advice from your Gewerkschaft (union).



Pregnancy during training

Pregnant trainees and employees have special protection under the **Mutterschutzgesetz (MuSchG)** (Maternity Protection Act). For example, you can't be terminated during pregnancy and for up to four months after giving birth. This also applies during the Probezeit (trial period).

Your employer is also obliged to take health protection measures for its employees during pregnancy, after childbirth and while breast-feeding. For example, assembly line work, Akkordarbeit (piecework) and strenuous physical activity are prohibited during pregnancy. If the job involves walking or standing for long periods of time, seating should be provided for short rests. In the last six weeks before and eight weeks after childbirth, you're not allowed to work at all. However, you'll still receive the full **Ausbildungsvergütung** (training allowance).

It's best to enquire about childcare before returning to work: Your company may have some kind of organised childcare or even its own daycare centre. If not, ask the Jugendamt (Youth Welfare Office) whether you're entitled to childcare or what local public services (e.g. crèches/kindergartens) are available.

Financial support is also available: You're entitled to **Kindergeld** (child benefit) and **Elterngeld** (parental benefit). If you receive **BAB**, you won't get this during parental leave. However, in certain circumstances, you can receive additional benefits from the social welfare office – for example, an additional needs allowance after the twelfth week of pregnancy or a one-off allowance for maternity clothes and baby supplies.

For single parents in particular, it can be especially difficult to balance training and parenthood – part-time vocational training could be a good solution. You can ask your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your **Gewerkschaft** (union) about this and any other options available to you.



Elterngeld (parental benefit) is a payment to parents. If one parent reduces their work to less than 30 hours per week, they can apply for **Elterngeld** (parental benefit) for up to 12 months. This period is extended by two months if the second parent also takes parental leave for at least these two months or if a single parent applies for **Elterngeld** (parental benefit).

Elterngeld (parental benefit) is calculated at 67 percent of the average monthly net income received in the last year, up to a maximum of € 1,800 and a minimum of € 300 for unemployed people. For parents who had a net income of less than € 1,000, the income replacement rate can increase up to 100 percent. For a net income of over € 1,200, this can be reduced to as low as 65 percent. **Elterngeld** (parental benefit) increases for siblings and multiple births. With few exceptions, **Elterngeld** (parental allowance) is fully counted as income when calculating **Arbeitslosengeld II** (Unemployment Benefit II), social welfare and supplementary allowances for children.

You can find more information at www.bmfsfj.de or ask your **Gewerkschaft** (union).

Elternzeit (parental leave) is the period after the birth of the child during which parents are entitled to unpaid leave from

work and have special protection against termination. Both parents can claim this leave. Elternzeit (parental leave) is limited to a maximum of three years. During Elternzeit (parental leave), parents can work part time for a maximum of 30 hours per week. You'll need to request parental leave from your employer in writing no later than seven weeks before the date you want to leave. You also need to let them know how long you want your Elternzeit (parental leave) to last.





Kurzarbeit (reduced working hours) during crises

Vocational training is a special and protected contractual relationship that's intended for learning a profession rather than performing work. Due to this special situation, trainees can only work Kurzarbeit (reduced working hours) in the most extreme emergencies. The goal must always be to continue the training without any lengthy breaks. According to § 14 BBiG, the training company is required to train you. This means they must do everything in their power to ensure that your training continues. For example, they have the following options:

- **Changing the Ausbildungsplan (training plan) by bringing forward other learning content**
- **Transferring you to another department**
- **Transferring you back to the training workshop**
- **Teaching the theory behind the learning content (e.g. written assignments, reading, digital learning)**
- **A temporary alternative training location could also be useful (home office, etc.)**

Only when all options have been exhausted can Kurzarbeit (reduced working hours) also be considered for trainees. In the event that the training is cancelled even though you'd like to continue working for the company, you must continue to receive the full training allowance for six weeks (§ 19 BBiG).

Insolvency of your company

If insolvency proceedings are opened or the company becomes temporarily insolvent, this is still not grounds for **termination**. Only if the business operations are completely shut down or downsized so significantly that there are no longer any training opportunities in the entire company for your profession can the relationship be terminated extraordinarily for company-related reasons. In this case, the insolvency administrator must state the reason for termination as closure, reduction of operations and insolvency, e.g. as a note in the employer's reference (end due to closure). However, the training relationship doesn't end immediately in the event of insolvency – it can only be terminated with at least three months' notice from the end of the month.

To continue your training, the Employment Agency, your union and relevant professional chambers (Chamber of Commerce and Industry, Chamber of Trade, Bar Association, Medical Chamber or Chamber of Tax Consultants) can help you to find a new company. If you're close to the end of your training, you can also ask whether you can just take your final exam early.

In the event of economic difficulties, the rule is to keep going to work and Berufsschule (vocational school). You're not allowed to sign an agreement stating that you'll give up your Ausbildungsvergütung (training allowance) in order to secure your training place. In the event of insolvency, you'd then have no claims against the insolvency administrator and no claim to insolvency benefits, which you can apply for as a wage replacement for three months at the Employment Agency.





03 End of training

**Are you in the final stages of your training?
Then we're keeping our fingers crossed for your final exam!
Having a professional qualification under
your belt will open up new career opportunities.**

Ausbildungszeugnis (training certificate)

At the end of your training, you're entitled to receive a printed Ausbildungszeugnis (training certificate) from your company or Bildungsträger (training facility). The 'simple certificate' contains information on the type, duration and objective of your vocational training, as well as the skills and knowledge you gained. The 'qualified certificate' contains the same information, in addition to evaluations: information on your behaviour, performance and your special professional skills. Your employer has to at least give you a 'simple certificate'. If you also want a 'qualified training certificate', you'll need to specifically ask for it – which you should do. It contains more detailed information, which is why it's more commonly requested for job applications. Even if you're employed by your training company at the end of your training, we still recommend that you ask them for a 'qualified training certificate'. That means you have one available for future job applications.

In some cases, it's a good idea to request a qualified interim certificate from your employer before the end of your training, for example if it's clear that you won't be offered a job after the training and you'll be applying for a new job before you've finished your training, or if there are significant changes in the training company, e.g. a new Ausbilder*in (trainer).



Typical format of the qualified certificate:

1. Name of employer issuing the certificate
 2. Heading
 3. Personal details of the employee
 4. Information on the training company
 5. Description of activities completed
 6. Performance assessment
 7. Behaviour assessment
 8. Closing statement
 9. Location and date
 10. Signature
-

Certificates should be written in a sympathetic way to help the trainee to progress in their career. Therefore, certificates should use positive wording. However, just because something sounds good doesn't necessarily mean it's a good evaluation. There's also so-called 'reference language' that has a slightly different meaning than usual. Here are a few examples:

"She always completed the work assigned to her to our full satisfaction"

→ Equivalent to an "A"

"Mr XY always completed his tasks to our full satisfaction"

→ Equivalent to a "A"

"Ms A completed her tasks to our full satisfaction and met our expectations"

→ Equivalent to a "B" to "C"

"He generally completed the work assigned to him to our satisfaction"

→ Equivalent to a "D"

"Mr B was always willing to meet our requirements"

→ Equivalent to an "F"



Examples of covertly negative assessments:

"He completed all work properly"

→ Translation: He worked as directed but without any of his own initiative

"She took an interest in the subject"

→ Translation: She had no faults, but she also had no strengths

"He contributed to a good working environment"

→ Translation: He was lazy and preferred chatting with colleagues instead of working

Leaving out important points can also be a negative assessment. For instance, if there's no evaluation of your behaviour at work towards superiors, colleagues and, if applicable, customers, this can mean that your behaviour was bad. However, sometimes things have been left out accidentally. In this case, it's a good idea to ask your employer to make the corrections or expand on points. You can ask for a new certificate if the original one contains incorrect information or assessments. It's best to have your certificate proof-read by someone who understands reference language. Your Gewerkschaft (union) is a good source for this.

Continued employment

'Continued employment' means that you continue to work for your training company after the end of your training relationship – of course, now with a skilled worker's salary. Unfortunately, there's no fundamental right to continued employment after training. As an exception, some Tarifverträge (collective agreements) actually include a requirement for continued employment – in some industries this can be 6 or 12 months, and some don't specify a term. You should ask about possibly continuing your employment early (at least three months before you finish). The best way to do this is to contact your JAV (Youth and Trainees Council) or your Betriebsrat or Personalrat (Works or Staff Council).

If you continue your employment after training without an explicit agreement, the employment relationship is assumed to be for an indefinite period of time (§ 24 BBiG). However, this assumes that the Ausbildende (training provider) has continued your employment knowing that you passed the final exam (BAG ruling of 20/03/2018 9 AZR 479/17). By the way: JAV (Youth and Trainees Council) members are entitled to continued employment after training.



Application

The final phase of the training can also involve sending out applications. If you're not being kept on or want to change to a different company after your training, you can contact your Gewerkschaft (union) for tips and support on writing cover letters and preparing for interviews.

There are certain questions that must not be asked in the interview – but if you're asked them, you don't have to tell the truth. These questions include:

- **What is your sexual orientation?**
- **What is your religion?**
- **Are you often ill?**
- **Are you pregnant?**
- **Do you plan to start a family in the near future?**
- **Are you a member of a political party?**
- **Are you a member of a Gewerkschaft (union)?**

AYou should also have your Gewerkschaft (union) check your new employment contract before you sign it to make sure there's nothing dodgy hidden in the small print.



Zweiter Bildungsweg (second-chance education) as a route to university

There are two ways to qualify for university – through school education and through vocational training. School education means the possession of an *allgemeine Hochschulreife* (general higher education entrance qualification)/*Abitur* (school leaving exam) or an advanced technical college certificate. Vocational training includes, for example, a master craftsman's certificate or a state-recognised qualification from a recognised advanced vocational training programme. In some cases, successfully completing a recognised three-year vocational training programme in combination with three years of professional experience also entitles you to attend a higher education institution. The individual requirements vary from state to state. Your *Gewerkschaft* (union) for your area will be happy to advise you.



You can obtain an **allgemeine Hochschulreife (Abitur)** (general higher education entrance qualification/school leaving exam) via the **zweiter Bildungsweg (second-chance education)** at night school or college. Generally, you'll need to have completed vocational training or have several years of relevant professional experience. There are special regulations and programmes for the individual federal states. The best way to get information is through your *Gewerkschaft* (union) or the Ministry of Education in your state.

To get into a Fachhochschule (university of applied sciences), you usually need a **Fachabitur** (vocational baccalaureate diploma) from a technical college. Most technical colleges offer one- or two-year courses. For the one-year courses, a secondary school leaving certificate and vocational training in a corresponding subject area are generally required. In the two-year course, in addition to the material taught in the Fachabitur (vocational baccalaureate diploma), you'll also receive practical training in the relevant field. You generally have to sign a one-year internship contract for this.

Once you've successfully passed the Fachabitur (vocational baccalaureate diploma), you can apply to any **Fachhochschule** (university of applied sciences) in Germany. You can find out which subjects you can study where at the relevant Fachhochschule (university of applied sciences). You can find a list of links to help you navigate the world of Fachhochschule (universities of applied sciences) and universities at www.bildungsserver.de. For more information on university studies, visit: www.jugend.dgb.de/studium



Berufliche Weiterbildung (continuing vocational training)

Vocational qualifications that lead to a higher degree are called advanced further training – for example, further training to become a master craftsman, state-certified technician, state-certified business administrator, state-certified business economist, accountant, human resources specialist and many more. For some professions, especially in the skilled trades, this kind of qualification is actually required if you want to become self-employed. Depending on whether the course is completed full-time or part-time, advanced further training can take up to three years. It's usually worth the effort. On average, six out of ten people who completed continuing vocational training saw an improvement in their career and financial situation immediately afterwards. And just a few years after training, 70 percent already have a higher professional rank, a broader area of responsibility and a higher salary.



Unemployment benefits

If you aren't hired by your company, you must register as a job seeker and as unemployed with your local Employment Agency three months before the expected end of your training to avoid missing out on any unemployment benefits. As a trainee with social security, you'll be eligible for **Arbeitslosengeld I** (ALG I) (Unemployment Benefit I): You're entitled to ALG I if you've been in an employment or training relationship covered by social security for at least 12 months in the last 2 years before becoming unemployed. The ALG I payment is around 60 percent of your last net salary (or around 67 percent if you have children). If this isn't enough, you can apply for supplementary benefits (ALG II).

The period of entitlement to ALG I depends on things such as your age and how long you were previously insured. At the end of the period of entitlement, if you're still unemployed, you'll receive **Arbeitslosengeld II** (ALG II) (Unemployment Benefit II) – the basic income support for those who are able to work and in need of assistance. For young people under 25, however, the requirements are particularly strict. For example, you won't receive payment to cover the cost of your own flat if you move out of your parents' house without their consent. If you turn down a so-called 'reasonable job', you may also face sanctions such as reduced benefits. As the young people's union, we particularly object to the fact that you have to accept job opportunities that pay below the collectively agreed wage or are below your qualification level.

Mitbestimmung (co-determination) in the workplace and Berufsschule (vocational school)

If you ever run into trouble during your training, you're not alone. Many companies have a Betriebsrat (Works Council) and often also Jugend- und Auszubildendenvertretung (Youth and Trainees Council) and union Vertrauensleute (representative). In a Berufsschule (vocational school), the Schüler*innenvertretung (Student Council) will be your point of contact. Bildungsträgern (training facilities) have occupational interest groups. And people with a handicap can turn to their Schwerbehindertenvertretung (representative body for severely disabled persons).

Jugend- und Auszubildendenvertretung (JAV, Youth and Trainees Council)

A major responsibility of the Jugend- und Auszubildendenvertretung (JAV, Youth and Trainees Council) is to check whether the Ausbildungsinhalte (training content) is being followed. If you ever have any questions about the quality of your training, you can always

turn to your JAV. Together with the Betriebsrat (Works Council), they defend your interests – especially in relation to the quality of the vocational training, securing a training place and continued employment after vocational training.

The right to establish and elect a JAV is specified in the Betriebsverfassungsgesetz (BetrVG, Works Constitution Act). § 60 para. 1 states:

§ "In establishments with five or more employees under 18 years of age (young employees) or employees receiving vocational training, youth and trainee delegations are elected."

However, the JAV can usually only be elected by trainees who also have an employment contract with the respective Ausbildende (training provider). The regulations in the public sector, e.g. public authorities, may differ slightly from those in the private sector. In any case, members of the JAV are normally entitled to be kept on as permanent employees because of their duties and they enjoy special protection against dismissal (§ 78 a BetrVG and §§ 15 KSchG).

In principle, a JAV can only be established or exist if the company has a Betriebsrat (Works Council). Most of the rights of the JAV depend on the existence of a Betriebsrat (Works Council) and its rights. If you work at a company where there's no Betriebsrat (Works Council) or JAV, you might want to talk to your colleagues about setting up a Betriebsrat (Works Council). Your Gewerkschaft (union) for your area will be happy to advise you.



Betriebsrat (Works Council) or Personalrat (Staff Council)

The Betriebsrat (Works Council) or Personalrat (Staff Council) represents the interests of the employees in the company or in the public service departments. It's elected every four years and ensures that laws, regulations, Tarifverträge (collective agreements) and other protective regulations are observed to benefit employees and trainees and that their interests are represented in their dealings with the employer. The Betriebsrat (Works Council) can also conclude Betriebsvereinbarungen (company agreements) with the employer in order to clarify important issues in the company in a legally binding way for everyone. Whether a Betriebsrat (works council) can be elected depends on the size of the company. The minimum requirement is five employees who are eligible to vote.

For example, Betriebs- and Personalrat (Works and Staff Councils) have the right to have a say on Mehrarbeit (extra hours), Kurzarbeit (reduced working hours), uniforms, data protection, digital working or the design of company social facilities such as the canteen. They also have a say in hiring decisions, e.g. for trainees. They also have a right of co-determination in company training measures – including on the basic structure of training in the company and the appointment of the person responsible for vocational training in the company, e.g. Ausbilder*in (trainer). In other words, Betriebs- and Personalräte (Works and Staff Councils) can achieve a lot. It's therefore important to inform them about problems in your training and work with them on improvements.

Schüler*innenvertretung (SV, Student Council)

The Schüler*innenvertretung (SV, Student Council) represents the interests of vocational school students in their dealings with teachers, the school administration and school council. The school council is the highest decision-making body of the school, where all decisions concerning daily school life are made. For example, the SV can raise the issue of cancelled lessons or make suggestions for improving the structure of lessons. Although the right to have a say in schools is often very limited, the SV performs several tasks:

- **Bringing in ideas and suggestions from students for the design of the school (e.g. the yard) or the daily school routine and actively representing them.**
- **Promoting, supporting and organising events, projects, working groups, etc.**
- **Supporting students in conflicts within the school (problems with teachers, disciplinary measures, suspensions, etc.).**
- **In some federal states, the SV also decides on which textbooks to buy and what the school should focus on (e.g. school programmes).**

So that your class representative can accurately represent your interests, it's important to have regular discussions as a class. This is where you can discuss problems that arise at the Berufsschule (vocational school) and work together to come up with arguments for solutions. Since the quality of training also depends on the quality of the Berufsschule (vocational school), DGB Jugend has produced a guide for Schüler*innenvertretungen (Student Councils). You can find it at:

→ www.jugend.dgb.de/schule

Interessenvertretung (IV) bei Bildungsträgern (interest groups at training facilities)

If you complete your training at a Bildungsträger (training facility) instead of a company, you can't set up a JAV, but you can set up a non-company interest group (IV). The exact regulations for the work of the IV aren't specifically defined and often depend on the goodwill of the Bildungsträger (training facility). However, that doesn't mean you need to stay silent. If you want to set up an IV at your Bildungsträger (training facility), talk to your Gewerkschaft (union) – you and the other trainees will definitely be able to get an IV set up. It can then fight for things like better quality of training. It's definitely worth it!

Schwerbehinderten- vertretung (representative body for severely disabled persons)

The Schwerbehindertenvertretung (representative body for severely disabled persons) represents severely disabled employees and trainees and their specific interests. It's there to advise and support them.

Union representative

Vertrauensleute (representatives) are employees who are elected by the union members in the company and are thus Gewerkschaft (union) representatives in the company or in the public service departments. They stay in contact with the colleagues, support them, encourage discussions and opinion-forming processes and discuss current problems of the employees with the Gewerkschaft (union), so that the union can fight for their actual interests.



We are DGB Jugend. Your training network

As the young people's union, we campaign for good training, fair working conditions and a fairer society. We keep you informed about everything to do with your training. We advise you questions related to labour and social law. We support you in defending your rights. And we're working to make vocational training better and more modern. We prefer to work with you on all of these things. You can get involved with us. Because the more union members we have, the more we can achieve. Do you want to be part of it? We look forward to welcoming you! Speak to us or send us a message.

- www.jugend.dgb.de/ausbildung
- www.instagram.com/dgbjugend
- www.facebook.com/jugend.im.dgb

What we campaign for

- 1/ Training for all!** All young people who want a training place in a company should be able to get one. There must be a legal requirement that companies either provide their own training or help to cover the costs of training at another company.
- 2/ Keep your hands off the Jugendarbeitsschutzgesetz (Youth Employment Protection Act)!** We oppose the economic and political plans to further reduce the protection of young people at work. In fact, youth employment protection must be preserved and expanded.
- 3/ An upgrade for training!** We campaign for modern vocational training. It must prepare young people for the digital world of work, use modern teaching and learning methods and offer high-quality training facilities.
- 4/ Improve training!** We're committed to ensuring that training doesn't make people overworked or ill. This applies to both workplace training and Berufsschule (vocational schools).
- 5/ Employment for all!** We're calling for unrestricted employment after training. If trainees aren't kept on, we want employers to be obliged to inform them at least three months before the end of the training. This is the only way to make sure you can plan properly.

- 6/ **AzubiTickets for all!** We demand a reasonably priced AzubiTicket for local public transport that's always valid in the entire state.
- 7/ **Protective rights and good training for dual students too!** The dual study programme is primarily regulated by co-operation agreements between the university and the company. The protective provisions of the Berufsbildungsgesetz (Vocational Training Act) don't apply here. We're calling for an extension of the scope of the Berufsbildungsgesetz (Vocational Training Act) to include the practical phases of the dual study in companies so that dual students are legally protected.
- 8/ **Improve Berufsschulen (vocational schools)!** We campaign for modern Berufsschulen (vocational schools). Berufsschulen (vocational schools) must be able to keep pace with technical developments in companies and offer up-to-date theory training for trainees.
- 9/ **An end to internships!** The exploitation of interns as cheap labour must be stopped. The internship relationship must be clearly defined as a learning relationship, must have a fixed duration and must be paid appropriately.
- 10/ **Solidarität (solidarity) always works!** We stand up for solidarity in the workplace and in society and oppose all forms of discrimination and exclusion: Racism and right-wing extremism have no place in our society.

Your DGB Gewerkschaften (unions)

The DGB brings together eight unions covering different industries and professions and representing a total of six million people. You become a member of the Gewerkschaft (union) responsible for the industry you work in.

junge



Industriegewerkschaft Bauen-Agrar-Umwelt (Industrial Union for Construction, Agriculture, Environment)

IG BAU organises employees in the construction industry, the building materials industry, waste disposal, agriculture and forestry, horticulture and building cleaning, as well as some trades, for example roofers, painters and varnishers. → www.igbau.de/Junge-BAU

Industriegewerkschaft Bergbau, Chemie, Energie (Industrial Union for Mining, Chemicals, Energy)

The IGBCE supports employees in the mining, chemical, energy, paper, rubber, ceramics, leather and glass industries.

→ www.jugend.igbce.de



Eisenbahn- und Verkehrsgewerkschaft (Railway and Transport Union)

The EVG organises professional groups within the transport industry. These include Deutsche Bahn, cable cars and ferries. → www.evg-online.org/jugend



Gewerkschaft Erziehung und Wissenschaft (Union for Education and Science)

The GEW is the trade union for pedagogical, social pedagogical and scientific professions at schools, universities and other institutions.

→ www.gew.de

The logo for Junge GEW features the word "junge" in a cursive script and "GEW" in a bold, black, sans-serif font, with a thick black horizontal bar to the right of the letters.

Industriegewerkschaft Metall (Industrial Union for Metalworkers)

IG Metall organises workers in the metal and electrical industry, steel making, the motor vehicle trade, the textile industry and the wood and plastics sector.

→ www.igmetall-jugend.de

Gewerkschaft Nahrung-Genuss-Gaststätten (Union for Food, Beverages, and Catering)

The NGG represents the interests of employees in the hospitality industry, food industry, beverage industry and tobacco industry.

→ www.junge.ngg.net

The logo for Junge NGG features the words "JUNGE NGG" in a bold, black, sans-serif font, with a stylized graphic element below it.

Gewerkschaft der Polizei (Police Union)

The GdP supports employees in the police, customs and prison services.

→ www.gdpjg.de

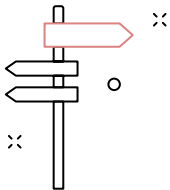
Vereinte Dienstleistungsgewerkschaft (United Services Union)

ver.di is the Gewerkschaft (union) for all service professions: Public service, banking, commerce, health and care, science, social work, media, telecommunications, post and logistics, and transport (ships, air transport, public transport)

→ www.verdi-jugend.de

The logo for ver.di Jugend features the text "ver.di" in a bold, black, sans-serif font, with "JUGEND" in a smaller, black, sans-serif font to its right, all contained within a black square.

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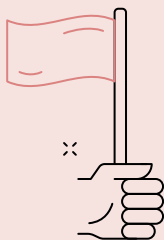
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JUNGE GRUPPE in der Gewerkschaft der Polizei (GdP)

(Police Union Youth Group)

Stromstraße 4, 10555 Berlin

ver.di Jugend (Youth United Services Union)

Paula-Thiede-Ufer 10, 10179 Berlin

Email: jugend@verdi.de

Your benefits as a union member

1/ **Best advice**

We're there for you if you have problems during your training or dual study programme. Members can also have their certificates checked free of charge. We also provide you with all the important information about working life on a regular basis.

2/ **Politically effective**

Work and income must be distributed fairly – vulnerable people need protection. This is what we fight for as the young people's union. Our members are our strength – and we currently have almost six million. And the more we have, the more we can achieve.

3/ **Wide network**

We offer lots of opportunities to get together with people and experience and achieve something together. And at the end, we always celebrate our successes properly.

4/ **Active together**

The principle of a Gewerkschaft (union) is based on Solidarität (solidarity). Together, we can achieve more. We're fighting for better education and for a fairer society where everyone can be truly prosperous. With us, you can get involved with what matters to you. And the young people's union creates many opportunities to experience something and have fun together.



5/ **Legally protected**

As a union member you have free legal protection for all work-related disputes. And thanks to our social legal protection, you're also well covered for any disputes with health insurance, pension insurance or the employers' liability insurance association.

6/ **Collectively protected**

Only as a union member are you legally entitled to all benefits in the collective agreements we negotiate.

7/ **Ready to strike**

When things get tough in collective negotiations, we support our members – for example, by paying strike pay.

8/ **Have fun while training**

We have strong youth education programmes – seminars, international meetings, summer schools, workshops and much more. With us, you can acquire skills for your job or simply do something that interests you – voluntary, co-determined and usually free of charge.

9/ **Accident insurance in your free time**

If you have an accident in your free time and must be treated as an in-patient, you'll receive daily hospital allowance. And, in the worst case, disability or death compensation.

10/ **So many advantages**

In many DGB unions there are special conditions for members, e.g. for travel, buying a car, car insurance or mobile phone tariffs. Contact your DGB member union for details.

Index

A

- Abitur (school leaving exam) → p. 80
- Final exam → p. 51
- Akkordarbeit (piecework) → p. 40
- Akkordlohn (piecework rate) → p. 40
- Allgemeine Hochschulreife (general higher education entrance qualification; see Abitur) → p. 80
- Employer → p. 06
- Arbeitgeber*innenverbände (employer associations) → p. 07
- Employee → p. 06
- Arbeitslosengeld I, ALG I (Unemployment Benefit I) → p. 83
- Arbeitslosengeld II, ALG II (Unemployment Benefit II) → p. 83
- Occupational safety → p. 39
- Arbeitsschutzgesetz, ArbSchG (Occupational Safety and Health Act) → p. 39
- Protective clothing → p. 39
- Arbeitsstättenverordnung (Workplace Ordinance) → p. 39
- Arbeits- und Sozialrechtsschutz (protection of labour and employment law) → p. 60
- Working hours → p. 41
- Working hours for minors → p. 41
- Working hours for adult trainees → p. 42
- Arbeitszeitgesetz, ArbZG (Working Hours Act) → p. 42
- Medical exam → p. 24
- Aufhebungsvertrag (termination agreement) → p. 61
- Ausbildende (training provider) → p. 06
- Ausbilder*in (trainer) → p. 07
- Ausbildung im dualen System (training in the dual system) → p. 06
- Ausbildungsfremde Tätigkeiten (tasks not related to the training) → p. 35
- Ausbildungsinhalte (training content) → p. 33
- Ausbildungsmittel (training materials) → p. 38
- Ausbildungsnachweis (proof of training; see Berichtsheft)
- Ausbildungsordnungen (training regulations) → p. 33
- Ausbildungsplan (training plan) → p. 34
- Ausbildungsqualität (training quality) → p. 30
- Ausbildungsqualität im Betrieb (training quality in the workplace) → p. 31
- Ausbildungsqualität in der Berufsschule (training quality in vocational schools) → p. 32
- Ausbildungsrahmenplan (training regulations) → p. 33
- Ausbildungsvergütung (training allowance) → p. 17
- Ausbildungsvertrag (training contract) → p. 13
- Ausbildungszeugnis (training certificate) → p. 74
- Außerbetriebliche Ausbildung (training away from the workplace) → p. 06

B

- BAföG für Schüler*innen (BAföG for Students) → p. 63
Bank account → p. 20
Berichtsheft (report book) → p. 35
Berufliche Weiterbildung (continuing vocational training) → p. 82
Berufsausbildungsbeihilfe, BAB (vocational training grant) → p. 63
Berufsbildungsgesetz, BBiG (Vocational Training Act) → p. 09
Berufsschule (vocational school) → p. 48
Employees → p. 06
Betrieblicher Ausbildungsplan (in-company training plan; see Ausbildungsplan) Betriebsrat (Works Council) Betriebsrat → p. 86
Betriebsvereinbarung (company agreement) → p. 44
Betriebsverfassungsgesetz (BetrVG) → p. 09
Betriebsverfassungsgesetz, BetrVG Application → p. 78
Bildungsträger (training facility) → p. 88
Bildungsurlaub (educational leave) → p. 53
Brutto (gross) → p. 22
Bundesausbildungsförderungsgesetz, BAföG (Federal Training Assistance Act; see BAföG für Schüler*innen)

D

- Dienstvereinbarung (service agreement) → p. 44
Discrimination → p. 26

Duales System (dual system; see Ausbildung im dualen System)
Dr. Azubi → p. 91

E

- Erholungsurlaub (leave; see holiday) Erstuntersuchung (initial exam; see Ärztliche Untersuchung)
Elterngeld (parental allowance) → p. 67
Elternzeit (parental leave) → p. 68

F

- Fachabitur (vocational baccalaureate diploma) → p. 80
Fachhochschule (university of applied sciences) → p. 81
Travel time → p. 42
Absences → p. 50
Financial support during training → p. 63
Freistellung für Berufsschule (time off for vocational school) → p. 48
Freistellung für Prüfung (time off for exams; see Prüfung)

G

- Gesetzespyramide (legislative pyramid) → p. 08
Gewerkschaften (unions) → p. 07
Günstigkeitsprinzip (favourability principle) → p. 09

H

- Haftpflichtversicherung (liability insurance) → p. 21

I

Insolvency → p. 71

Interessenvertretung (IV) bei
Bildungsträgern (interest groups at
training facilities) → p. 88

J

Jugend- und Auszubildendenver-
tretung, JAV (Youth and Trainees
Council) → p. 84

Jugendarbeitsschutzgesetz,
JArbSchG (Youth Employment
Protection Act) → p. 09

K

Kindergeld (child benefit) → p. 64

Krankenkasse (medical insurance
company) → p. 21

Krankenversicherung
(health insurance) → p. 21

Termination → p. 58

Kurzarbeit (reduced working
hours) → p. 70

L

Lohn- bzw. Gehaltsabrechnung
(payslip) → p. 22

Lohnsteuerbescheinigung
(income tax statement) → p. 24

M

Mehrarbeit (extra hours) → p. 44

Mindestlohn (minimum wage)

→ p. 12

Mindestausbildungvergütung
(minimum training allowance)

→ p. 19

Minusstunden (undertime) → p. 45

Mitbestimmung
(co-determination) → p. 84

Bullying → p. 26

Mutterschutzgesetz, MuSchG
(Maternity Protection Act) → p. 66

N

Nachhause schicken
(sending you home) → p. 45

Nebenjob (part-time job) → p. 65

Netto (net) → p. 22

P

Breaks (see Ruhepausen)

Personalrat (Staff Council) → p. 86

Personalvertretungsgesetz,
PersVG (Staff Representation Act)
→ p. 09

Pflegeversicherung (long-term
care; see Sozialabgaben)

Internship → p. 12

Probezeit → p. 25

Prüfung → p. 51

R

Rangprinzip (ranking principle)
→ p. 08

Rechtsschutz gegen Kündigung
(legal protection against
termination) → p. 60

Rentenversicherung (pension fund);

see Sozialabgaben) Ruhepausen
(breaks) → p. 46

S

Schlichtungsausschuss
(conciliation committee);
also Schlichtungsstelle
(conciliation board) → p. 60

Schüler*innenvertretung, SV
(Student Council) → p. 87

Pregnancy → p. 66

Schwerbehindertenvertretung
(representative body for severely
disabled persons) → p. 89

Sexual harassment → p. 26

Solidarität (solidarity) → p. 92–93

Sozialabgaben (social security
contributions) → p. 22

Sozialversicherung (social security;
see Sozialabgaben)

Sozialversicherungsnummer
(social security number) → p. 21

Sozialversicherungssystem
(social security system;
see Sozialabgaben) Steuer (tax)
→ p. 24

Steueridentifikationsnummer (tax
identification number) → p. 20

Streik (strike) → p. 18

University studies → p. 80

T

Tarifautonomie (free collective
bargaining) → p. 17

Tarifverträge (collective
agreements) → p. 17

Tarifvertragsparteien (parties to
a collective agreement) → p. 17

Teilzeitausbildung
(part-time training) → p. 16

U

Continued employment → p. 77

Overtime → p. 44

Unfallversicherung (accident insu-
rance; see Sozialabgaben)

Support → p. 63

Holiday → p. 52

V

Vergütung (siehe Ausbildungsver-
gütung und Mindestausbildungs-
vergütung)

Verkürzung der Ausbildung
→ p. 15

Vertrauensleute → p. 89

W

Warnstreik (token strike) → p. 18

Wegezeit (travel time;
see Fahrzeiten) Weiterbildung
(advanced training; see Berufliche
Weiterbildung)

Wohngeld (housing benefit)
→ p. 64

Z

Certificate → p. 74

Reference language → p. 75

Zweiter Bildungsweg (second-
chance education; see Studium)

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