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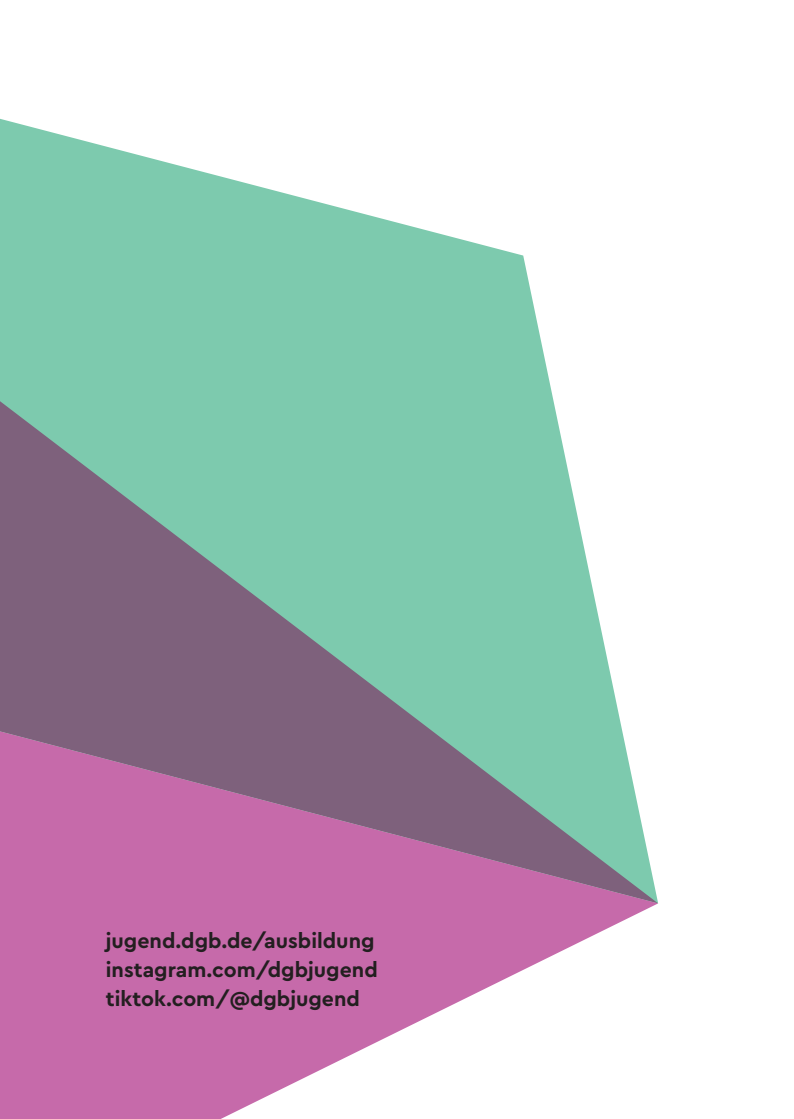
Dein Netzwerk
für die Ausbildung



2026/27 Compass: Training

Your rights in the workplace and
at Berufsschule (vocational school)

Englisch



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By the way: "Compass: Training" is revised every year. You can always find the latest edition on our website:

→ jugend.dgb.de/ausbildung



Note: This brochure deals with the rights and obligations of apprentices covered by the Berufsbildungsgesetz (BBiG – Vocational Training Act).

We're here for you!

This brochure is intended to support you on your journey through your training, from the start through to successful completion. Here you'll find everything important about your rights, obligations and options. The brochure will help you if you have questions or are unsure about something. For example, if you need financial help or if you become a parent. And here's another important tip: content from this brochure may come up in your exam. That means it's also a useful aid when preparing for your exam.

We are DGB Jugend, your training network. If anything is unclear or you have difficulties, you can contact us. Your betriebliche Interessenvertretung (workplace representation body) is also there to support you. Together, we can achieve more. Good Ausbildungsqualität (training quality) is important. It gives you the best possible start to working life.

You'll find our contact details at the end of this brochure. We look forward to hearing from you.

All the best and every success!

DGB Jugend

Nina Krüger

DGB Federal Youth Secretary



Abbreviations

Laws

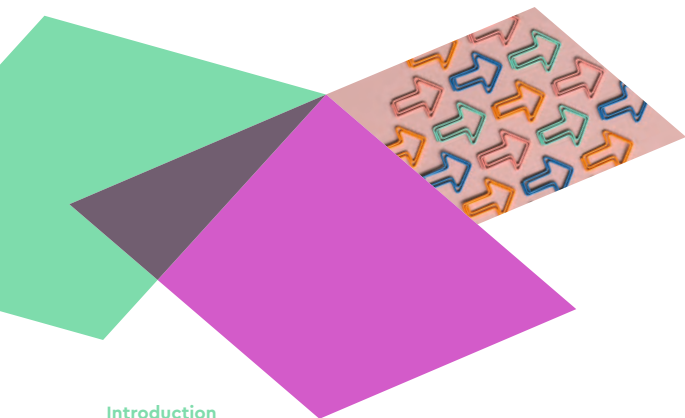
AGG	Allgemeines Gleichbehandlungsgesetz (General Act on Equal Treatment)
ArbSchG	Arbeitsschutzgesetz (Occupational Safety and Health Act)
ArbZG	Arbeitszeitgesetz (Working Time Act)
BAB	Berufsausbildungsbeihilfe (Vocational Training Assistance)
BAföG	Bundesausbildungsförderungsgesetz (Federal Training 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)

Betriebliche Interessenvertretungen (workplace representation bodies)

JAV	Jugend- und Auszubildendenvertretung (Youth and Trainees Council)
SV	Schüler*innenvertretung (Student Council)
IV	Außerbetriebliche Interessenvertretung (external representation body)

How to find your way around this brochure easily

The chapters are arranged like the stages of your training. Everything about starting your training is at the beginning. The things that become important at the end of your training are further back. To help you quickly find what you are looking for, there is a keyword index right at the end (page 110). Simply look up the keyword that interests you there. Next to it, you will find a page number. When you turn to that page, you will find what you want to know. The same applies to the text: all keywords are highlighted. If you would like to find out more about a highlighted term, turn to the keyword index at the back. The page number shown there will take you to the part of the brochure where the term is explained in more detail.



The dual vocational training system

There are different forms of vocational training in Germany.

- In the **dual system**, apprentices learn in 2 places: in the workplace and at Berufsschule (vocational school). This is the training system most apprentices go through.
- **Außerbetriebliche Ausbildung** (extra-company vocational training) takes place at a Bildungsträger (training provider), at Berufsschule (vocational school) and sometimes also through practical placements in companies.
- In **full-time school-based training**, apprentices learn only at Berufsschule (vocational school) or with a Bildungsträger (training provider).

No matter which model apprentices are trained in, everyone has to attend Berufsschule (vocational school).

The right to training

Are you still unsure which training programme is right for you? Or have you not found an Ausbildungsplatz (training place) yet? Then we have good news for you. Since 2024, there has been an **Ausbildungsgarantie** (training guarantee). This means that you have a right to außerbetriebliche Berufsausbildung (extra-company vocational training). DGB Jugend campaigned for this for a long time.

What requirements do you have to meet to be able to do this außerbetriebliche Ausbildung (extra-company training)?

- **You can prove that you have applied, but have not been given an Ausbildungsplatz (training place).**
- **You have attended Berufsberatung (careers guidance).**
- **The Agentur für Arbeit (Federal Employment Agency) was unable to place you.**
- **You live in a region where there are not enough Ausbildungsplätze (training places).**
- **There is no age limit for the Ausbildungsgarantie (training guarantee).**

The best thing to do is to get advice from your Agentur für Arbeit (Federal Employment Agency) and ask your Gewerkschaftsjugend (union youth organisation) whether you are entitled to training where you live.

Depending on the Ausbildungsberuf (training occupation), außerbetriebliche Ausbildung (extra-company training) lasts between 24 and 42 months. You receive an Ausbildungsvergütung (training allowance). This means you get paid. And you are covered by Sozialversicherung (social insurance). You do the practical part of the training in a workshop run by the Bildungsträger (training provider) or in an Ausbildungsbetrieb (training company). The theoretical part takes place at Berufsschule (vocational school).

During außerbetriebliche Ausbildung (extra-company training), you try to find a company that will take you on for betriebliche Ausbildung (company-based training). If you have to move for your training, you can receive a **Mobilitätzuschuss** (mobility allowance) in the first year of training. This is equivalent to the cost of 2 journeys home per month.

With the training, you obtain a full vocational qualification.



Arbeitgeber*in (employer) is someone who employs other people in return for pay.

Arbeitnehmer*innen (employees) work to earn their living. In legal terms, they perform dependent, externally directed work in a company that does not belong to them. **Apprentices** learn an occupation and are in an **Ausbildungsverhältnis** (training relationship). Legally, they too are generally employees. In the law, they are called "**persons employed for their vocational training**" (Section 6 para. 1 AGG).

Ausbildende (party providing training) is whoever signs your **Ausbildungsvertrag** (training contract). They take you on for **Berufsausbildung** (vocational training). They can delegate the actual training to other employees. These are the **Ausbilder*innen** (trainers). The **Ausbildende** (party providing training) and the **Ausbilder*innen** (trainers) are therefore often different people.

The **Ausbilder*in** (trainer) is responsible for your training in the company. They have the task of teaching you everything you need to know and be able to do.

They can also delegate this task to other experienced employees. **Ausbilder*innen** (trainers) must be personally and professionally suitable for providing training.

The Chamber of Commerce and Industry (Industrie- und Handelskammer, IHK) and the Chamber of Crafts (Handwerkskammer, HWK) are responsible for supervising vocational training. They check the suitability of **Ausbildungsbetriebe** (training companies) and **Ausbilder*innen** (trainers). They review the **Ausbildungsverträge** (training contracts) and enter them in a register. They organise the intermediate exams and **Abschlussprüfungen** (final exams).

Arbeitgeber*innen (employers) are organised in **Arbeitgeber*innenverbände** (employers' associations). These associations represent the interests of **Arbeitgeber*innen** (employers) and conclude **Tarifverträge** (collective agreements) with **Gewerkschaften** (unions), for example. **Arbeitgeber*innenverbände** (employers' associations) also try to influence public opinion in the interests of **Arbeitgeber*innen** (employers).

Gewerkschaften (unions) are associations of **Arbeitnehmer*innen** (employees), meaning people who have to work to earn their living. In **Gewerkschaften** (unions), they represent their interests together, because you cannot achieve very much on your own. **Gewerkschaften** (unions) are independent of the state and political parties. Membership of a **Gewerkschaft** (union) is voluntary and always worthwhile. The **Deutscher Gewerkschaftsbund** (DGB – German Trade Union Confederation) has 8 member unions. The DGB is the largest political umbrella organisation in Germany. You become a member of the **Gewerkschaft** (union) responsible for the sector in which you work.

Mitbestimmung (co-determination) means being involved in certain decisions in the company. The **Betriebsrat** or **Personalrat** (Works or Staff Council) and the **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council, JAV) have rights in this area. **Arbeitnehmer*innen** (employees) also have other ways of exerting influence.

Gesetzespyramide (legislative pyramid)

As an apprentice, you have rights. Many of them were fought for by **Gewerkschaften** (unions). These rights protect and strengthen you. You can rely on them, assert them and, if necessary, even enforce them in court. But to do that, you need to know them.

- **Provisions in your **Ausbildungsvertrag** (training contract) are not valid if they breach the law. In that case, the so-called **Rangprinzip** (hierarchy principle) applies. This states that, as a rule, a law overrides an **Ausbildungsvertrag** (training contract) because the law is higher-ranking law.**
- **But there are also exceptions to this principle. For example, if your employment contract contains a rule that is more favourable to you, this is known as the **Günstigkeitsprinzip** (favourability principle).**

- The Rangprinzip (hierarchy principle) also applies to Tarifverträge (collective agreements), for example if tarifliche Regelungen (collective agreement provisions) apply to your company that are better than what is stated in your Ausbildungsvertrag (training contract). In that case, you are also entitled to those tarifliche Regelungen (collective agreement provisions). You only need to be a member of a Gewerkschaft (union).
- Judgments by Arbeitsgerichte (labour courts) are also important. That is because many areas of Arbeitsrecht (labour law) are not fully regulated, such as the Streikrecht (right to strike).

When it comes to legal questions, you should always seek advice from experts. For example, from your betriebliche Interessenvertretung (workplace representation body) or your Gewerkschaft (union).





The **Berufsbildungsgesetz** (BBiG – Vocational Training Act) regulates **betriebliche Ausbildung** (company-based training). It sets out many rights and obligations of **Ausbildende** (parties providing training) and apprentices – from the **Ausbildungsvertrag** (training contract) through to the **Abschlussprüfung** (final exam).

The **Arbeitsschutzgesetz** (ArbSchG – Occupational Safety and Health Act) contains general **occupational safety and health** obligations for **Arbeitgeber*innen** (employers) and **Beschäftigte** (persons employed).

The **Jugendarbeitsschutzgesetz** (JArbSchG – Youth Employment Protection Act) provides special occupational safety and health protection for young apprentices under the age of 18.

The **Betriebsverfassungsgesetz** (BetrVG – Works Constitution Act) regulates **Mitbestimmung** (co-determination) by the **Betriebsrat** (Works Council) and the **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council, JAV) in the company. This includes the election of the **Betriebsrat** (Works Council) and the JAV, as well as their tasks and rights.

The **Personalvertretungsgesetz** (PersVG – Staff Representation Act) is the legal basis for the **Personalrat** (Staff Council) in the public sector.

The last major update of the BBiG has been in force since 2020. As **Gewerkschaftsjugend** (union youth), we were able to fight for many improvements for apprentices. The following now applies:

- One **Berufsschule** (vocational school) day per week is counted as a full working day if you spend at least 5 lesson periods at **Berufsschule** (vocational school).

-
- On the day before the written **Abschlussprüfung** (final exam), you are entitled to a day off. This allows you to prepare for the exam.
 - For the first time, there is a **Mindestausbildungsvergütung** (minimum training allowance, MiAV). It prevents particularly low **Ausbildungsvergütungen** (training allowances).
 - Books and brochures for the company-based part of the training must be provided free of charge by the employer.

The new **Berufsvalidierungs- und -digitalisierungsgesetz** (BVaDiG – Vocational Validation and Digitalisation Act) has also improved a number of things for apprentices:

- **Wegezeiten** (travel times) between **Berufsschule** (vocational school) and the company now count as **Arbeitszeit** (working time). Many employers had previously not wanted this.
- **Mobile Ausbildung** (mobile training) has been regulated by law. Mobile phones, tablets or computers that are needed for mobile **Ausbildung** (mobile training) must be provided free of charge by the employer. This is an important step towards enabling apprentices to take part in mobile **Ausbildung** (mobile training), regardless of how much money they have.



You can find an overview of all the changes and our brochure "What's new in the BBiG?" here: jugend.dgb.de/bbig24





01 Start of training

Does a Tarifvertrag (collective agreement) apply in my company? Is my Ausbildungsvergütung (training allowance) appropriate? Who can I contact if I have problems? Here you will find the most important information for a secure start.

If you have any further questions, your Jugend- und Auszubildendenvertretung (Youth and Trainees Council, JAV), your Betriebsrat or Personalrat (Works or Staff Council) and your Gewerkschaft (union) are your points of contact.

Praktikum zur Berufsorientierung (career-orientation work placement)

A **Praktikum** (work placement) can be a good opportunity to find out whether an occupation is right for you. But be careful: Praktika (work placements) are often misused. Praktikant*innen (interns) often have to fully participate in the work and are then paid poorly or not at all. The key point is: a Praktikum (work placement) is about learning. A written Praktikumsvertrag (work placement contract) must be concluded for every work placement. It regulates **Vergütung** (remuneration), **Arbeitszeit** (working time) and the duration of the work placement. It also sets out what is to be learned during the work placement. Work placements must be paid at the statutory **Mindestlohn** (minimum wage) of € 13.90 (2026) or € 14.60 (2027) per hour. However, there are exceptions, which unfortunately also include a Praktikum zur Berufsorientierung (career-orientation work placement) if it lasts less than 3 months. There is no entitlement to the Mindestlohn (minimum wage) in the following cases:

- **The Praktikum (work placement) is compulsory. You are completing it because your school or study regulations require it.**
- **The Praktikum (work placement) lasts less than 3 months and is for orientation towards training or study.**
- **The Praktikum (work placement) lasts less than 3 months and is completed during a course of study.**
- **You are a minor and have not completed Berufsausbildung (vocational training).**

Do you want to know what applies to your Praktikum (work placement)? Your Gewerkschaft (union) will be happy to inform you.

Ausbildungsvertrag (training contract)

The basis of your training is the **Ausbildungsvertrag** (training contract). You must receive it in writing from the **Ausbildende** (party providing training) before the start of your training. In future, this can also be done digitally (Section 11 para. 2 BBiG). For this, the **Ausbildungsvertrag** (training contract) must be transmitted in such a way that you can save and print it. **Arbeitgeber*innen** (employers) must prove that you have received the **Ausbildungsvertrag** (training contract). However, you are also obliged to confirm receipt of the **Ausbildungsvertrag** (training contract) (Section 13 no. 8 BBiG). In dual training, the contracting party with whom you conclude your **Ausbildungsvertrag** (training contract) is the company. In **außerbetriebliche Ausbildung** (extra-company training), it is the **Bildungsträger** (training provider).

The **Ausbildungsvertrag** (training contract) must be signed by you and the **Ausbildende** (party providing training). And by your legal representative if you are not yet of legal age. You will receive one copy of the signed contract. Your **Ausbildungsvertrag** (training contract) must always also be submitted by the **Ausbildende** (party providing training) to the competent chamber, which reviews and registers it. This also serves to check whether the necessary **Ausbildungsinhalte** (training content) is being provided by the **Ausbildende** (party providing training) and whether the **Ausbildungsvertrag** (training contract) complies with the statutory requirements. Your **Ausbildungsvertrag** (training contract) must contain at least the following points (Section 11 BBiG):



- Name and address of the **Ausbildende** (party providing training) and the apprentice; for minors, also the name and address of their legal representatives,
- **Ausbildungsplan** (training plan) or **Ausbildungsrahmenplan** (training framework plan): description of the nature and objective of the **Berufsausbildung** (vocational training), its stages and its timetable,
- Start and duration of the **Berufsausbildung** (vocational training),
- The **Ausbildungsstätte** (training premises) and **Ausbildungsmaßnahmen** (training measures) outside the **Ausbildungsstätte** (training premises),
- Information on whether the **Ausbildungsnachweis** (training record) is to be kept in written or electronic form,
- Duration of the regular daily **Ausbildungszeit** (training time),
- Duration of the **Probezeit** (probationary period),
- Payment and amount of the **Vergütung** (allowance),
- **Vergütung** (allowance) or compensation for **overtime**,
- Duration of leave,
- Conditions under which the **Berufsausbildungsvertrag** (vocational training contract) may be terminated,
- References to the **Tarifverträge** (collective agreements), **Betriebsvereinbarungen** (works agreements) or **Dienstvereinbarungen** (service agreements) that apply to the **Ausbildungsverhältnis** (training relationship).

All these points must comply with the statutory provisions. In addition to the elements that must 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 provision that restricts your occupational activity after the end of your training.
- There must be no retention obligations forcing you to continue working for your **Ausbildungsbetrieb** (training company) for a certain period after your training.
- However, this does not apply if, within the final 6 months of your training, you undertake to enter into an employment relationship with your **Ausbildungsbetrieb** (training company) after your training.
- You must not be obliged to pay anything for your training.
- There must be no **Vertragsstrafen** (contractual penalties).
- No agreements may be made that exclude or limit **Schadensersatzansprüche** (claims for damages).
- And it must also not be stipulated that you have to pay **Schadensersatz** (damages) if you end your training early.





Your **training** can be **shortened** if you have already gained experience in your occupation (Sections 7 and 8 BBiG). The rules for this vary from one Bundesland (federal state) to another. In most cases, however, you can shorten your training for the following reasons:

- If you have already spent Ausbildungszeit (training time) in the same occupation, this time will be fully recognised. Ausbildungszeiten (training periods) in a similar occupation can also be partially recognised.
- If you attended a Berufsfachschule (vocational college) before starting your training, this can be counted towards your Ausbildungszeit (training period) in full or in part.
- You can also shorten your training if you have an allgemeinbildender Schulabschluss (general school-leaving qualification).

The following reductions are possible:

- For pupils with a Realschulabschluss (Realschule qualification), the training can be shortened by six months.
- For pupils with an Abitur (general higher education entrance qualification), the training can be shortened by no more than one year.
- For pupils with a Fachhochschulreife (entrance qualification for a university of applied sciences) in the relevant subject area, a reduction of up to one year is possible.

A reduction based on Vorbildung (prior education) should ideally be made straight away when you conclude your contract. It must be applied for early enough that at least one year of training remains. If previous training is counted towards your Ausbildungszeit (training period) (Section 7 BBiG), the training is usually shortened at the beginning.

This means, for example, that you can start the new training straight away in the second Ausbildungsjahr (year of training).

With a Verkürzung (reduction) (Section 8 BBiG), the Ausbildungszeit (training period) is shortened at the end. So you finish sooner.

Berufsausbildung (vocational training) can also be completed as Teilzeitausbildung (part-time training) (Section 7a BBiG). This can be particularly beneficial for young parents. Or for young people who care for a relative or who, for other reasons, do not have time for normal full-time training. No special justification is required. For this, a reduction in the daily or weekly Ausbildungszeit (training time) is agreed in the training contract. This can apply to the whole training period or only to part of it. The reduction must not be more than half. In Teilzeitausbildung (part-time training), the overall duration of the training is extended. It can last up to a maximum of one and a half times as long as regular training. At the same time, the Entlohnung (pay) is reduced accordingly.

In Teilzeitausbildung (part-time training) too, the Entlohnung (pay) must be appropriate and must increase each year during the regular Ausbildungsdauer (training duration). Since 2024, it has been easier to shorten the Ausbildungsdauer (training duration) in Teilzeitausbildung (part-time training) (Section 8 para. 1 BBiG).

Ausbildungsvergütung (training allowance)

How much you earn is also important when choosing an Ausbildungsplatz (training place). In every Berufsausbildung (vocational training), there is an entitlement to an appropriate Vergütung (allowance) (Section 17 para. 1 BBiG). This means that the money you earn must help you pay your living costs. It must represent a Mindestlohnung (minimum payment) for your work as an apprentice.

Vergütungen (allowances) vary greatly from sector to sector. Tarifverträge (collective agreements) apply in many sectors. They also regulate how much money apprentices receive during training. In addition, they offer many further benefits for apprentices and employees.



Tarifautonomie (collective bargaining autonomy) is the right of the **Tarifvertragsparteien** (parties to a collective agreement) to conclude a **Tarifvertrag** (collective agreement) independently. In it, they set out the working conditions. Politicians are not allowed to interfere in this.

Tarifverträge (collective agreements) improve working conditions for **Arbeitnehmer*innen** (employees). They are negotiated by the **Gewerkschaften** (unions) and **Arbeitgeber*innen** (employers) or their associations. These are the **Tarifvertragsparteien** (parties to the collective agreement).

Tarifverträge (collective agreements) regulate, for example, Entgelt (pay) and **Ausbildungsvergütung** (training allowance), Zulagen und Zuschläge (allowances and supplements), **Arbeitszeit** (working time), **Urlaub** (leave), Sonderzahlungen (special payments), Weiterbildung (further training) and **Übernahme** (being taken on after training). They are renegotiated at regular intervals. These negotiations are called Tarifrunden (collective bargaining rounds). Before a collective bargaining round, the members of the Gewerkschaft (union) are first asked about their wishes. The Tarifkommissionen (collective bargaining committees) then draw up the specific demands. The negotiations are sometimes easier and sometimes more difficult.

To add weight to employees' demands, the talks are therefore often accompanied by Aktionen (campaigns and actions). If necessary, these can also include what are known as **Warnstreiks** (warning strikes). Most of the time, a compromise is reached in the end. However, if the negotiating parties cannot agree at all, a **Streik** (strike) may take place. If your company has concluded the Tarifvertrag (collective agreement), you have a right to tarifliche Leistungen (collectively agreed benefits) as a member of a Gewerkschaft (union). This right can be enforced in court.

Mindestausbildungs- vergütung (minimum training allowance)

Unfortunately, tarifliche Ausbildungsvergütungen (collectively agreed training allowances) do not apply to all apprentices. That is why we, as Gewerkschaftsjugend (union youth), have been campaigning for years for a lower limit when it comes to Ausbildungsvergütungen (training allowances). And we were successful. The Mindestausbildungsvergütung (minimum training allowance) now applies to all Ausbildungsverträge (training contracts) concluded after 1 January 2020. The Bundesministerium für Bildung und Forschung (Federal Ministry of Education and Research) announces the amount of the Mindestvergütung (minimum allowance) for the following year by 1 November of each calendar year at the latest.

Start of training	1st year of training	2nd year of training	3rd year of training	4th year of training
2024	649,00 €	766,00 €	876,00 €	909,00 €
2025	682,00 €	805,00 €	921,00 €	955,00 €
2026	724,00 €	854,00 €	977,00 €	1.014,00 €

The Mindestausbildungsvergütung (minimum training allowance) also applies to außerbetriebliche Ausbildung (extra-company training). People with disabilities who complete training in what is known as a Berufsbildungswerk (vocational training centre) also benefit from the new rule.

For them, the Mindestausbildungsvergütung (minimum training allowance) serves as the basis for calculating the Ausbildungsgeld (training benefit).

Almost all Tarifverträge (collective agreements) that regulate Ausbildungsvergütungen (training allowances) are already well above the Mindestausbildungsvergütung (minimum training allowance). But even if no Tarifvertrag (collective agreement) currently applies to you, you still benefit from tarifliche Regelungen (collectively agreed rules). We were able to ensure that the so-called 80-Prozent-Regelung (80 percent rule) was enshrined in the BBiG. Under this rule, you are entitled to a Vergütung (allowance) amounting to 80 percent of the Ausbildungsvergütung (training allowance) customary in a sector if this is higher than the Mindestausbildungsvergütung (minimum training allowance).



Ideally, you can give your Ausbildungsbetrieb (training company) an account number on the first day of your training so that your Ausbildungsvergütung (training allowance) can be transferred to you. Opening a bank account can sometimes take a little time. To open an account, you need the signature of a parent or guardian if you are not yet of legal age. Banks often offer free accounts for apprentices.

The steuerliche Identifikationsnummer (tax identification number, IdNr.) is issued by the Bundeszentralamt für Steuern (Federal Central Tax Office) to everyone who has to pay tax in Germany.

It has eleven digits, remains valid for life and does not change if you move house or get married. If you have not received a number or if it has been lost, you can easily apply for it online from the Bundeszentralamt für Steuern (Federal Central Tax Office): [bzst.de](https://www.bzst.de) – processing takes approx. 6 weeks.

Your Ausbildungsbetrieb (training company) needs proof of your **Krankenversicherung** (health insurance). You receive this as soon as you have registered with a **Krankenkasse** (health insurance fund). If you have previously been covered by Familienversicherung (family insurance), you should contact your Krankenkasse (health insurance fund) and discuss the best way to proceed. You do not have to change your Krankenkasse (health insurance fund), only your status changes. Your Krankenkasse (health insurance fund) will then issue you with proof of membership. If you have previously had private Krankenversicherung (private health insurance), you will now normally have to switch to gesetzliche Krankenversicherung (statutory health insurance). You can choose which gesetzliche Krankenkasse (statutory health insurance fund) you switch to.

Every Arbeitnehmer*in (employee) receives a **Sozialversicherungsnummer** (social insurance number) from the **Rentenversicherung** (pension insurance institution). It will be sent to you in a letter. You must provide this number when you start work at your Ausbildungsbetrieb (training company) so that you can be registered with the Sozialversicherungsträger (social insurance institutions). Your company will take care of everything else.

Everyone should have **Haftpflichtversicherung** (liability insurance). This is because it covers the costs of damage you cause unintentionally to other people's property. During training, you are often still covered under your parents' insurance. If not, you should take out Haftpflichtversicherung (liability insurance) yourself. This is also important because, as an apprentice, you may be liable in certain circumstances for damage you cause at the company.



Brutto – Netto (gross – net)

Your Vergütung (allowance) comes in 2 versions: Brutto (gross) and Netto (net). Both amounts are shown on your monthly Lohn- und Gehaltsabrechnung (payslip). The Brutto-Betrag (gross amount) is always higher, because it includes all Steuern (taxes) and Sozialabgaben (social security contributions). However, these are not transferred to you, but paid directly to the relevant authorities. What remains is the Netto (net amount), the amount paid out to you.

Sozialabgaben (social security contributions)

In Sozialversicherung (social insurance), meaning Kranken-, Pflege-, Renten-, Arbeitslosen- und Unfallversicherung (health, long-term care, pension, unemployment and accident insurance), the solidarity principle applies: you pay as much as you can and receive as much as you need. As an apprentice, you also pay into Sozialversicherung (social insurance) and are entitled to benefits if you need them. The contributions for Sozialversicherung (social insurance) are calculated according to a certain percentage, which means that the contribution rises with the amount of income. Around 40 percent of your Brutto-Vergütung (gross allowance) consists of Sozialabgaben (social security contributions). But only 20 percent is deducted from your Vergütung (allowance). The other half is the so-called employer's share, meaning it is paid by your company. You can see the exact amount of your Sozialabgaben (social security contributions) each month on your Lohn- bzw. Gehaltsabrechnung (payslip).

Steuern (taxes)

Steuern (taxes) are paid so that the state can function. The tax rate rises with income. The lowest tax rate is 14 percent, and the highest tax rate is 45 percent. Every month, you receive your Lohn- bzw. Gehaltsabrechnung (payslip) from your company. On it, you can see how high the amounts paid to the Finanzamt (tax office) are. You only have to pay Steuern (taxes) if your income exceeds the Grundfreibetrag (basic tax-free allowance). In 2026, this is € 12,348 per year for single people, and in 2027 it is expected to be € 12,600 per year. Every year, you receive a Lohnsteuerbescheinigung (wage tax statement) to submit to the Finanzamt (tax office). It is used for the Lohnsteuerjahresausgleich (annual wage tax adjustment). If you have paid too much wage tax during the year, you will get something back.

Ärztliche Untersuchung (medical examination)

If you are under 18 years old, you must have a medical examination. This establishes whether you are healthy and developed in line with your age. It is also important to check whether your health could be put at risk if you carry out certain work. The law makes an **Erstuntersuchung** (initial examination) at the start of your training and a follow-up examination in the first year of employment mandatory. Further follow-up examinations may be possible after each additional year has passed (Sections 32 et seq. JArbSchG). Your Ausbildungsbetrieb (training company) must give you time off for the **medical examination**. It must not deduct anything from your pay for this (Section 43 JArbSchG).

Probezeit (probationary period)

Your **Ausbildungsverhältnis** (training relationship) begins with the **Probezeit** (probationary period). The **Probezeit** (probationary period) gives you and your **Ausbildungsbetrieb** (training company) or training provider the opportunity to get to know each other. You can find out whether the occupation really suits you and whether you can imagine completing your training in this particular company. The **Probezeit** (probationary period) must last at least one month and no more than 4 months. Other agreements in your **Ausbildungsvertrag** (training contract) are not valid (Section 20 BBiG).

Block teaching at **Berufsschule** (vocational school) or illness are also not reasons for a longer **Probezeit** (probationary period). Illness can only extend the **Probezeit** (probationary period) if

- **this is expressly agreed in the **Ausbildungsvertrag** (training contract),**
- **the interruption is particularly long,**
- **the duration of the actual probationary period remains unchanged**
- **and the interruption was not caused by the **Ausbilder***in (trainer) in breach of provisions in the **Ausbildungsvertrag** (training contract).**

In full-time school-based training, the first half-year often counts as the **Probezeit** (probationary period). During the **Probezeit** (probationary period), the **Ausbildungsverhältnis** (training relationship) can be terminated by either side at any time without giving reasons and without notice.

The Kündigung (notice of termination) must be given in writing. It is always helpful here to contact the Betriebsrat or Personalrat (Works or Staff Council), or your Gewerkschaft (union).

Diskriminierung und Belästigung (discrimination and harassment)

From crude come-ons and suggestive jokes through to physical assaults: sexual harassment at the workplace is unfortunately not uncommon. Young women in training are particularly affected by it. They often remain silent out of shame or fear of losing their Ausbildungsplatz (training place). Sexual harassment is never harmless, but prohibited. It can even be a criminal offence. The best ways to counter fear and shame are awareness and solidarity. If you have experienced sexual harassment, seek support. If you witness sexual harassment, support those affected.

Diskriminierung (discrimination) is the disadvantage or degradation of individuals or groups because of actual or perceived characteristics, such as origin, skin colour, gender or sexual orientation. Almost a quarter of apprentices with a migrant background have already experienced disadvantage and exclusion during training. That is a frighteningly high number. In reality, the figures are probably even higher. But Diskriminierung (discrimination) is prohibited. That is why it is important not to remain silent.

Mobbing (bullying) is intentional harassment and psychological terror at the workplace or Ausbildungsplatz (training place). Unfortunately, it happens quite often. Estimates say that around 1.5 million people in Germany are harassed at work. This is a problem. Because Mobbing (bullying) hurts and makes people ill. Many of those affected develop stomach and intestinal complaints, heart pains, high blood pressure or chronic illnesses. A special form of Mobbing (bullying) is what is known as Bossing. This is where the harassment comes from a superior, which often makes it particularly difficult to take action against it. If you experience Mobbing (bullying), get support. Your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or **Personalrat** (Works or Staff Council) and your Gewerkschaft (union) are always there for you.



In Germany, there is a law intended to protect you at the workplace: the **Allgemeines Gleichbehandlungsgesetz (AGG – General Act on Equal Treatment)**. It ensures that everyone is treated equally, no matter where they come from, what they look like or who they love. If you feel that you are being treated unfairly or excluded, you are allowed to make a complaint.

There is a special contact point for this in the company, known as the **AGG-Beschwerdestelle (AGG complaints office)**.

What does the AGG-Beschwerdestelle (AGG complaints office) do?

- This office is there for you if you experience or observe Diskriminierung (discrimination).
- They listen to you, take your complaint seriously and help you find a solution.
- They examine what has happened and make sure that you are protected.
- Who is this in the company?
- In some companies, it is the HR department; in others, it is the Betriebsrat (Works Council) or a specific trusted person.

Important: you need to know who you can contact. Your company must inform you about this.

You are allowed to complain without fear. If you speak up, you must not suffer any disadvantage. Nobody is allowed to dismiss you or bully you, for example, just because you have said something.



Your right to protection against Diskriminierung (discrimination) in the company

Whether sexual harassment, Diskriminierung (discrimination) or Mobbing (bullying): none of it is okay and none of it is allowed. But taking action against it alone is usually not easy. So get support if you are affected yourself, and support those affected if you witness such comments or actions. Your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) and your Gewerkschaft (union) will advise you and stand by you.





02

Workplace and Berufsschule (vocational school)

The next few pages give you an overview of all the important rules that play, or may play, a role in your everyday training. As always, if you have any questions or problems, your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) and your Gewerkschaft (union) are there for you.

Ausbildungsqualität (training quality)

Apprentices are not regular Arbeitnehmer*innen (employees) and must not be treated as such. Apprentices are "persons employed for their Berufsausbildung (vocational training)" (BetrVG). This means that, as an apprentice, you have a special legal status. You are in the company to complete training and learn an occupation. That is why you have signed an **Ausbildungsvertrag** (training contract), not an employment contract. This distinguishes you from other Arbeitnehmer*innen (employees). Apprentices are not supposed to perform work, but to acquire skills. You are in the workplace to learn and qualify. The company is legally obliged to teach you all the **Ausbildungsinhalte** (training content), so that at the end of your training you are able to practise your chosen occupation independently.



Ausbildungsqualität im Betrieb (training quality in the workplace)

The following points are important to make sure that your training in the workplace really benefits you:

- There needs to be enough staff to look after every apprentice. The **Ausbilder*innen** (trainers) must undergo regular further training. In the individual departments, there must be trained training officers who are there for you.
- The contents of the training must be reviewed regularly. This shows whether anything is missing or has been neglected. This requires every apprentice to receive a plan for their training in the workplace at the start of their training. It must show what is to be learned at what time. This is mandatory and makes it possible to trace the training process and check which **Ausbildungsinhalte** (training content) have been taught and which have not.
- Your **Arbeitgeber*in** (employer) must provide the necessary **Ausbildungsmittel** (training materials), such as computers, in sufficient numbers. And the teaching and learning materials at **Berufsschule** (vocational school) must meet the requirements of modern training in the age of digitalisation.
- Your company should support you in preparing for the intermediate exams and **Abschlussprüfungen** (final exams).
- **Mitbestimmung** (co-determination) in **Berufsausbildung** (vocational training) is also part of good training.

Ausbildungsqualität in der Berufsschule (training quality at vocational school)

The **Berufsschule** (vocational school) is intended to deepen and supplement what you have learned in the company or with the **Bildungsträger** (training provider). This often does not work as well as it should. In order for the Berufsschule (vocational school) to teach the necessary knowledge in a way that matches the practical training, Berufsschullehrer*innen (vocational school teachers) would need better further training, for example. Sometimes the learning materials at the Berufsschule (vocational school) are not as good as they should be either. You can use the following questions to check the quality of your Berufsschule (vocational school):



- **Are the schoolbooks up to date in terms of content?**
- **Are the contents of the lessons and the practical training well coordinated?**
- **Are there enough teaching materials for the lessons?**
- **Is all the content of the framework curriculum covered?**
- **Are many lessons cancelled?**

If the quality of the Berufsschule (vocational school) is not good enough, you can sit down with other apprentices, your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your **Schüler*innenvertretung** (Student Council). Together, you can find starting points for improvements. Of course, you should also report shortcomings at the Berufsschule (vocational school) to your Ausbilder*in (trainer) in the company.

Ausbildungsinhalte (training content)

The goal of your training is to learn an occupation. To achieve this goal, there is a defined general framework for the training, so that not every apprentice training for the same occupation learns something different. This framework is called the **Ausbildungsordnung** (training regulations).

There is an Ausbildungsordnung (training regulations) like this for every occupation. Federal ministries, representatives of **Arbeitgeber*innen** (employers) and we as **Gewerkschaften** (unions) are involved in developing it. Under the Ausbildungsordnung (training regulations), you are first given a broad basic vocational education. You then learn how to practise your occupation in detail later on. The goal of **Berufsausbildung** (vocational training) is to enable you to act competently in your occupation. This means that you should be able to practise your occupation in a qualified manner. That is why you need to make sure that, during your training, you learn everything you need to pass your exams successfully.

The content of your Ausbildungsberuf (training occupation) and the exam requirements are set out precisely in the **Ausbildungsrahmenplan** (training framework plan). There is an Ausbildungsrahmenplan (training framework plan) for every Ausbildungsberuf (training occupation). It lists which activities are to be taught during training within a specific timeframe. You are entitled to be taught this content.

If you are not actually being trained, but are instead being used by the Ausbildungsbetrieb (training company) like an unskilled Arbeitnehmer*in (employee), you are entitled to the usual Vergütung (remuneration).



You can find the **Ausbildungsrahmenplan** (training framework plan) for your occupation at the **Bundesinstitut für Berufsbildung** (Federal Institute for Vocational Education and Training) at bibb.de/berufe. The **DGB-Gewerkschaften** (DGB unions) also offer brochures on **Ausbildungsrahmenpläne** (training framework plans) and explanatory material. If you are interested, please contact your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council, JAV), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your **Gewerkschaft** (union).

To refine the **Ausbildungsrahmenplan** (training framework plan), every **Ausbildungsbetrieb** (training company) should draw up a **betrieblicher Ausbildungsplan** (in-company training plan). This is part of your **Ausbildungsvertrag** (training contract) (Section 11 para. 1 no. 1 BBiG). The plan lists, by time and topic, when, where and for how long you will learn what. You must practise all the planned activities for as long as necessary. Making sure this works is the responsibility of your company or **Bildungsträger** (training provider), which must ensure that the plan is followed. If your **Ausbildungsbetrieb** (training company) is not able to cover all the required content itself, it must work together with other companies or enable you to attend suitable seminars.

The betrieblicher Ausbildungsplan (in-company training plan) must be given to you at the start of your training together with the **Ausbildungsvertrag** (training contract), at least as an annex to the contract. If this does not happen, you should arrange to get a copy. This is the only way you can check whether you really are learning what you need to learn. All the contents of the Ausbildungsplan (training plan) may come up in the **Prüfung** (exam).

To check whether the Ausbildungsplan (training plan) is being followed, there is an instrument that is prescribed as part of **Berufsausbildung** (vocational training): the **Berichtsheft** (training record book). It can be kept by hand or electronically. What applies to you is stated in your **Ausbildungsvertrag** (training contract).

In the **Berichtsheft** (training record book), you enter all the activities you have carried out during your training in the company, with the **Bildungsträger** (training provider) or at **Berufsschule** (vocational school). Since keeping the **Berichtsheft** (training record book) is part of your training, you are allowed to fill it in at the workplace and during **working time** (Section 13 no. 7; Section 14 para. 2 BBiG). The **Berichtshefte** (training record books) are an admission requirement for the **Abschlussprüfung** (final exam). They must therefore always be completed in full and reviewed and signed by the **Ausbilder*innen** (trainers) and teachers. Important: only what was part of the training can be examined. So if prescribed content was not taught during your training, you can prove this, if in doubt, using your **Berichtsheft** (training record book). Those tasks must then be excluded from your **Prüfung** (exam).

It often happens that apprentices are assigned work that does not correspond to the Ausbildungsinhalt (training content) of the occupation or is not necessary to that extent. These "tasks" are called **ausbildungsfremde Tätigkeiten** (tasks unrelated to the training).

An example: a trainee bank clerk is sent to the supermarket to do the shopping. Afterwards, she also has to clean the windows, mow the lawn and wash the boss's car. Clearly, these activities are not required for the occupation of a bank clerk. Ausbildungsfremde Tätigkeiten (tasks unrelated to the training) are prohibited (Section 14 para. 3 BBiG), and you must not be exploited as cheap labour.

But there are also **ausbildungsfremde Tätigkeiten** (tasks unrelated to the training) that are harder to recognise, such as filing and photocopying in commercial training. These tasks are certainly also part of the training. However, if they predominate or are even all you do, they no longer serve the training purpose and count as ausbildungsfremde Tätigkeiten (tasks unrelated to the training).

If you often have to carry out ausbildungsfremde Tätigkeiten (tasks unrelated to the training), or if you are constantly assigned the same tasks so that the other content of your training is neglected, you should defend yourself against this. You can assess the situation best by comparing your **Berichtsheft** (training record book) with the betrieblicher Ausbildungsplan (in-company training plan) or the **Ausbildungsrahmenplan** (training framework plan).

Only the activities you actually performed belong in the Berichtsheft (training record book). If you did not learn certain training content, you can prove this with your Berichtsheft (training record book). If your **Ausbilder*in** (trainer) refuses to sign the truthfully completed Berichtsheft (training record book) and forces you to correct it first, you should make a copy of the original first so that you still have proof of your real **Ausbildungsinhalte** (training content). Or you can keep a second Berichtsheft (training record book) with your actual activities and inform your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council, JAV), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your Gewerkschaft (union).



Mobile Ausbildung (mobile training)

Ausbildungsinhalte (training content) can also be taught as mobile Ausbildung (mobile training) to an appropriate extent (Section 28 para. 2 BBiG). This means, for example, in the home office, if the Ausbilder*in (trainer) and apprentice are not in the same place. Three conditions must be met for this:

- **Information technology must be used to teach you the Ausbildungsinhalte (training content).**
- **The Ausbildungsinhalte (training content) that you are to learn in mobile Ausbildung (mobile training) must be suitable for this. The places where you and your Ausbilder*in (trainer) are located during the mobile Ausbildung (mobile training) must also be suitable.**
- **The Ausbildungsinhalte (training content) must not be taught less effectively than in the company. This means that your Ausbilder*in (trainer) must be reachable at all times during normal company hours, guide you in your learning and monitor your learning progress.**

Ausbildungsmittel (training materials)

Ausbildungsmittel (training materials) are primarily tools and materials that are needed for Berufsausbildung (vocational training) and for taking intermediate exams and Abschlussprüfungen (final exams) in the company. Do you have to pay for your work materials and tools yourself? If so, that is not permitted. Your company must provide you with all Ausbildungsmittel (training materials) free of charge. Section 14 para. 1 no. 3 BBiG says: "Ausbildende (parties providing training) must provide apprentices free of charge with the Ausbildungsmittel (training materials), in particular tools, materials and specialist literature, that are required for Berufsausbildung (vocational training) and for taking intermediate exams and Abschlussprüfungen (final exams), including where these take place after the end of the Berufsausbildungsverhältnis (vocational training relationship)." This also includes the specialist literature you need as part of your betriebliche Ausbildung (company-based training). If parts of your training take place on a mobile basis or in the "home office", your Arbeitgeber*in (employer) must also provide you free of charge with the hardware and software, such as laptops or tablets, that you need for mobile Ausbildung (mobile training) (Section 14 para. 1 no. 3). This is something we as Gewerkschaftsjugend (union youth) have always demanded, so it is our success too. In short: your company pays for the Ausbildungsmittel (training materials) you need in the company.

Even if all Ausbildungsmittel (training materials) are available, it is particularly important with machines such as computers or drawing tables that apprentices can actually use them within the prescribed time. They must be available for training and must not mainly be used by other colleagues.

Arbeitsschutz (occupational safety)

Safety briefings, instructions and numerous signs in the company keep reminding you that Arbeitsschutzmaßnahmen (occupational safety measures) are important for accident prevention. These measures may seem excessive to you, but they are there to protect you. They should always be followed to prevent harm. Apprentices are almost twice as likely to be affected by accidents in the company as other **Beschäftigte** (persons employed), because they often do not yet have the necessary experience.

The **Arbeitsschutzgesetz** (ArbSchG – Occupational Safety and Health Act) contains basic safety rules that every company must follow. The Act requires your **Arbeitgeber*in** (employer) or **Ausbildende** (party providing training) to assess the hazards in the company and take appropriate protective measures. For example, you and your colleagues must be provided free of charge with **protective clothing** such as gloves, safety helmets and safety goggles.

More detailed rules are set out in the **Arbeitsstättenverordnung** (Workplace Ordinance) and the supplementary regulations. They specify how workplaces must be designed.

- **Protection against harmful influences such as gases, vapours, dust and noise is mandatory.**
- **Workplaces must be sufficiently large.**
- **There must be separate break rooms, changing rooms and sanitary facilities.**

Special protective rules also apply when handling hazardous substances that are, for example, toxic, corrosive, irritant or carcinogenic. These substances must be specially labelled by the manufacturer so that effective protective measures can be taken in the company. Compliance with these rules is checked by the Gewerbeaufsichtsämter (Trade Inspectorates).

For young apprentices under the age of 18, there are further rules in the **Jugendarbeitsschutzgesetz** (JArbSchG – Youth Employment Protection Act): for example, young people are not allowed to carry out dangerous work involving harmful noise, exceptional heat, cold or severe wetness.



Akkordarbeit (piecework) means working based on output. A certain number of products must be completed within a fixed time. Since **Akkordarbeit** (piecework) is generally associated with particular health risks, it is prohibited for certain groups, for example pregnant women and young people under the age of 18 (Section 23 JArbSchG). **Berufsausbildungen** (vocational training programmes) that provide for **Akkordarbeit** (piecework) are the exception.

Akkordlohn (piecework pay) is payment based on output, in the case of **Akkordarbeit** (piecework). In this case, the **Betriebsrat** or **Personalrat** (Works or Staff Council) has a **Mitbestimmungsrecht** (right of co-determination) regarding who receives **Akkordlohn** (piecework pay) and under what conditions.

Arbeitszeit (working time)

Arbeitszeit (working time) comes up again and again in everyday training. There are statutory limits here. However, Arbeitgeber*innen (employers) often breach these legal principles. Yet they are clear.

The Arbeitszeit (working time) for young people, meaning apprentices under the age of 18, is generally limited to 8 hours per day and 40 hours per week.

- **However, if the Arbeitszeit (working time) on individual working days is reduced to less than 8 hours, it can be extended to up to 8.5 hours on the remaining working days in the same week.**
- **If no work is performed on a working day in connection with a public holiday, the lost working time may be distributed across the working days of 5 consecutive weeks, including the week in which the working day is free. But even then, no more than 8.5 hours may be worked per day and no more than an average of 40 hours per week over the 5 weeks.**



By the way: Werktage (working days) are Monday to Saturday inclusive.

Young people may not be employed between 8 p.m. and 6 a.m. (Section 14 JArbSchG), although there is a whole range of exceptions, for example in catering, in the hotel industry, in companies with permanent shift work, such as hospitals, and in bakeries and patisseries. Your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union) are good points of contact for your questions on this topic.

Young people may only be employed on 5 days per week. The two weekly rest days should, where possible, follow one another (Section 15 JArbSchG). As a rule, young people may not be employed on Saturdays and Sundays. However, here too there are numerous exceptions (Sections 16 and 17 JArbSchG). If you work on Saturday or Sunday, you must be given another day off in that week.

There are also restrictions on **Arbeitszeit (working time)** for **adult apprentices**. For them, as for all adult Arbeitnehmer*innen (employees), the **Arbeitszeitgesetz (ArbZG – Working Time Act)** applies. Under this Act, the maximum daily working time is 8 hours. However, it can be extended to up to 10 hours if it is ensured that, within 24 weeks or 6 calendar months, you work an average of only 8 hours on working days. The ArbZG therefore permits employment of up to 60 hours per week, in a 6-day week, or an average of 48 hours per week. That is the statutory framework for **Arbeitszeit (working time)**. **Tarifverträge (collective agreements)** usually provide for a weekly working time of only 35 to 39 hours. There may also be different or deviating working time models in companies or departments, for example on the basis of **Betriebsvereinbarungen** or **Dienstvereinbarungen** (works or service agreements). By the way: breaks are added to the times mentioned.



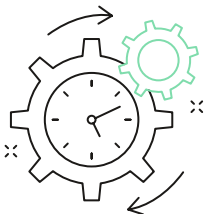
The travel times you need every day to get to the Ausbildungsbetrieb (training company) and back home do not count as your Arbeitszeit (working time), unless Tarifverträge (collective agreements) or company rules contain other arrangements. The situation is different for journeys from Berufsschule (vocational school) to the Ausbildungsbetrieb (training company). These travel times must be credited to you.



Agreements negotiated by the **Betriebsrat** or **Personalrat** (Works or Staff Council) with the company or department are called **Betriebsvereinbarungen** or **Dienstvereinbarungen** (works or service agreements). They can regulate, for example, working time models, **Übernahme** (being taken on after training), **Weiterbildungsmöglichkeiten** (further training opportunities), environmental protection, equal opportunities or the reduction of **Diskriminierung** (discrimination). You can find out whether any **Betriebsvereinbarungen** or **Dienstvereinbarungen** (works or service agreements) apply to you, and which ones, from your **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council, JAV) or your **Betriebsrat** or **Personalrat** (Works or Staff Council).

Your weekly **Arbeitszeit** (working time) is set out in your **Ausbildungsvertrag** (training contract). Do not agree to **Überstunden** (overtime) or **Mehrarbeit** (extra hours) during your training, you have a right to free time. Besides, you are in training to learn an occupation, not to be a regular **Arbeitnehmer*in** (employee).

§ The law says: "Employment beyond the agreed regular daily **Ausbildungszeit** (training time) must be remunerated separately or compensated by granting corresponding time off" (Section 17 para. 7 BBiG). Exceeding your contractual **Ausbildungszeit** (training time) without time off in lieu or payment is therefore prohibited.





What happens if your Ausbildungsbetrieb (training company) suddenly sends you home because “there is no more work”, or schedules you straight away for fewer hours than your agreed weekly **Arbeitszeit** (working time), for example to “save up” hours for later? This creates what are known as **Minusstunden** (negative hours).

Nachhauseschicken (sending you home) because there is supposedly not enough work is not a reason why you have to make up this time later or why your pay can be reduced. If the **Ausbildende** (party providing training) cannot employ you, that is their risk alone. They may not shift this risk onto you through make-up work or pay reductions (Section 19 para. 1 no. 2 lit. a BBiG and Section 615 BGB). However, your entitlement is limited to 6 weeks.

The goal of your training is to learn an occupation. That is why **Arbeitszeit** (working time) must be used to teach you everything required for this. In addition, the daily **Arbeitszeit** (working time) must be expressly stated in your **Ausbildungsvertrag** (training contract) (Section 11 BBiG). The **Ausbildende** (party providing training) breaches their duty if they do not train you for the agreed amount of time. If you receive less money because you have **Minusstunden** (negative hours) for which your **Arbeitgeber*in** (employer) is responsible, it may be that, within the meaning of the law, you no longer earn enough (Section 17 BBiG).

On the subject of **Minusstunden** (negative hours), it is a good idea to get expert support. There are a number of things you can do and need to observe. Please contact your Jugend- und Auszubildendenvertretung (Youth and Trainees Council, JAV), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).

Ruhepausen (breaks)

You are entitled to Ruhepausen (breaks) by law.

§ The following break rules apply to young apprentices under the age of 18 (Section 11 JArbSchG):

- **If your daily Arbeitszeit (working time) is more than 4.5 hours and no more than 6 hours, you are entitled to a Ruhepause (break) of at least 30 minutes.**
- **If your daily Arbeitszeit (working time) is more than 6 hours, you are entitled to a Ruhepause (break) of at least 60 minutes.**

§ The following applies to apprentices over the age of 18 (Section 4 ArbZG):

- **If your daily Arbeitszeit (working time) is more than 6 hours, you are entitled to a Ruhepause (break) of at least 30 minutes.**
- **If your daily Arbeitszeit (working time) is more than 9 hours, you are entitled to a Ruhepause (break) of 45 minutes.**

As a general rule, the break can be split up, but not into periods of less than 15 minutes each. Tarifverträge (collective agreements) or Betriebsvereinbarungen and Dienstvereinbarungen (works and service agreements) often contain better rules. For more detailed information, please contact your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).



"Raucherpausen" (smoking breaks): the law does not give you any entitlement to **breaks** of this kind.

"Pause am Arbeitsplatz" (break at the workplace): young apprentices are only allowed to spend time at the workplace or in work-rooms if work in these rooms has stopped and the necessary rest is not otherwise disrupted (Section 11 para. 3 JArbSchG). For everyone else too, the general rule is that breaks should not be spent at the workplace.



Freistellung für die Berufsschule (time off for vocational school)

The basic rule is this: you must be given time off from betriebliche Ausbildung (company-based training) to attend Berufsschule (vocational school), school events and exams (Section 15 BBiG). Your Vergütung (allowance) must continue to be paid for the time off (Section 19 BBiG).

The following applies to all apprentices:

- **Apprentices may not be employed before Berufsschulunterricht (vocational school lessons) starting before 9 a.m. (Section 15 para. 1 BBiG). Exactly one Berufsschultag (vocational school day) per week with more than 5 lessons of 45 minutes each must be credited to you as daily Ausbildungszeit (training time) (Section 15 para. 2 no. 2 BBiG).**
- **Apprentices do not have to continue working on a Berufsschultag (vocational school day) with more than 5 lessons of 45 minutes each. However, this only applies to one Berufsschultag (vocational school day) per week (Section 15 para. 1 no. 2 BBiG).**
- **In Berufsschulwochen (vocational school weeks) with scheduled block teaching of at least 25 hours on at least 5 days, apprentices do not have to go to the company (Section 15 para. 1 no. 3 BBiG). The Berufsschulwoche (vocational school week) must be credited against the average weekly Ausbildungszeit (training time) (Section 15 para. 2 no. 3 BBiG).**

- Apprentices must be given time off to take exams and on the working day immediately before the written Abschlussprüfung (final exam) (Section 15 para. 1 no. 5 BBiG).
- Breaks at Berufsschule (vocational school) and the Reisezeit (travel time) from Berufsschule (vocational school) to the company must be credited towards Arbeitszeit (working time) (Section 15 para. 2 no. 1 BBiG).

§ The following also applies to apprentices under the age of 18:
The maximum Arbeitszeit (working time) limits for young people must not be exceeded: a maximum of 8.5 hours per day and 40 hours per week on average over 5 weeks.

§ The following also applies to apprentices over the age of 18:
The statutory maximum Arbeitszeit (working time) of 10 hours per day and 48 hours per week, excluding breaks, must not be exceeded under any circumstances.

 Important: apprentices may only continue training in the company after Berufsschule (vocational school) if this is reasonable. This means that the time you need to reach the company must not be too long in relation to the remaining Ausbildungszeit (training time).

In many cases, there are Tarifverträge (collective agreements) or Betriebsvereinbarungen and Dienstvereinbarungen (works and service agreements) which state that, as a general rule, you do not have to go to the company after Berufsschule (vocational school), or that Berufsschulzeiten (vocational school times) are credited in full towards Ausbildungszeiten (training times). Your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union) can give you detailed information about this.

Fehlzeiten (absences)

If you have been absent too much during your training, meaning that you have significant **Fehlzeiten** (absences), this may mean that you are not admitted to the Abschlussprüfung (final exam). However, admission does not depend on whether the Fehlzeiten (absences) amount to more than 10 percent, as is often assumed. Instead, it must be considered whether content essential for Berufsbildung (vocational training) would have been taught during the absences or not. There is therefore a lot of room for interpretation when assessing whether the Fehlzeiten (absences) are too significant. If in doubt, we recommend that you seek advice from your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).

 By the way: you should notify the school of Fehlzeiten (absences) due to illness on school days, and always notify the company too.



Exams during training

The **Abschlussprüfung** (final exam) determines whether you have the knowledge and skills required for your occupation. An important instrument for checking your learning progress is the **Zwischenprüfung** (intermediate exam) (Section 48 BBiG). Admission to the **Abschlussprüfung** (final exam) depends on whether you have completed the **Ausbildungsdauer** (training duration) and taken part in the **Zwischenprüfung** (intermediate exam). In addition, your **Berufsausbildungsverhältnis** (vocational training relationship) must be entered in the **Verzeichnis der Berufsausbildungsverhältnisse** (register of vocational training relationships) at the chamber (Section 43 BBiG). Your fully completed and signed **Berichtsheft** (training record book) must also be available.

The **Abschlussprüfung** (final exam) can be held in two separate parts at different times. The first part of the **Abschlussprüfung** (final exam) is then like a **Zwischenprüfung** (intermediate exam). To prepare for **exams**, all apprentices have a statutory entitlement to paid **Freistellung** (time off) on the last working day before the written **Abschlussprüfung** (final exam). However, if the **Prüfung** (exam) is on a Monday, you are not given the Friday before off.



By the way: your **Gewerkschaft** (union) also offers seminars with good tips for stress-free exam preparation.



You can find more information about our free Jugendbildungsprogramm (youth education programme) online at:

→ dgb-jugendbildung.de

Virtual participation in exams by Prüfer*innen (examiners)

The new Section 42a BBiG makes it possible for Prüfer*innen (examiners) to be present by video conference during Zwischenprüfungen (intermediate exams) and **Abschlussprüfungen** (final exams). The conditions for this are:

1. The examination performance must be suitable for this.
2. You must be informed in advance.
3. At least one Prüfer*in (examiner) must be present on site.
4. The video conference technology must be checked for functionality before the exam, and a competent person must be present on site.
5. You must be given enough time to familiarise yourself with the technology used.
6. The video conference must not be recorded, and in the event of technical disruptions for which you are not responsible, you will be given a corresponding extension of time.



Urlaub (leave)

The number of Urlaubstage (days of leave) must be recorded in writing in your **Ausbildungsvertrag** (training contract). The statutory minimum entitlement depends on age. The **Jugendarbeitsschutzgesetz** (JArbSchG – Youth Employment Protection Act) regulates the annual Urlaubsanspruch (leave entitlement) for young people under the age of 18 in Section 19. Your age at the start of the calendar year is decisive:

- **Under 16 years old: entitlement to 30 Werktage (working days) of leave,**
- **Under 17 years old: entitlement to 27 Werktage (working days) of leave,**
- **Under 18 years old: entitlement to 25 Werktage (working days) of leave.**



As a reminder: Werktage (working days) are Monday to Saturday. Arbeitstage (business days/actual working days) are Monday to Friday.

If you have a 5-day week, as provided for in Section 15 JArbSchG, the Urlaubstage (days of leave) must be calculated proportionately, i.e. 25 Arbeitstage (business days/actual working days) for those under 16, 23 for those under 17 and 21 for those under 18.

The Bundesurlaubsgesetz (BUrlG – Federal Holiday Act) applies to everyone over the age of 18. It states that you are entitled to at least 24 Werktage (working days) of paid leave per year. 24 Werktage (working days) correspond to 4 weeks. If your leave is stated in Arbeits- bzw. Ausbildungstage (working days or training days), what matters is how many days per week your Ausbildungsvertrag (training contract) specifies as Arbeits- bzw. Ausbildungstage (working days or training days). If you work 5 days a week, you are entitled to 20 Arbeitstage (business days/actual working days) of leave (Section 3 BUrlG). That is also 4 weeks per year.

Most Tarifverträge (collective agreements) provide for a higher Urlaubsanspruch (leave entitlement), often up to 30 days. You can find out what applies to you from your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).



By the way: you should take your leave in the year in which it arises. If you do carry Resturlaub (remaining leave) over into the next year, it can generally only expire if your Arbeitgeber*in (employer) has informed you of this beforehand and given you the opportunity to take the leave.

Bildungsurlaub (educational leave)

Bildungsurlaub (educational leave) is the right to paid Freistellung (time off) from work for certain educational activities, independently of the other leave to which you are still entitled in addition. The educational activities can vary widely, such as a language trip, a computer course or a seminar on the quality of training. The main thing is that they are officially recognised as Bildungsurlaub (educational leave) by the competent body in the Bundesland (federal state).

Since education is a matter for the federal states, different rules apply in each Bundesland (federal state). The most important information for guidance can be found on the following pages. All information on the number of days of leave is based on a 5-day week. This means that the entitlement may be reduced if you work fewer days per week.

→ bildungsurlaub-machen.de



Schleswig-Holstein

If you have been in training for at least 6 months, you can take 5 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) per year. Under certain circumstances, 10 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) can also be claimed over 2 calendar years.

Hamburg

If you have been in training for at least 6 months, you are entitled to 10 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) within 2 calendar years.

Bremen

If you have been in training for at least 6 months, you are entitled to 10 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) within 2 calendar years.

Niedersachsen (Lower Saxony)

If you have been in training for at least 6 months, you can take either 5 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) per year or, under certain circumstances, 10 Arbeitstage (business days/actual working days) in 2 years. Here, there are options for the Arbeitgeber*in (employer) to restrict this.

Nordrhein-Westfalen (North Rhine-Westphalia)

Apprentices are entitled to 5 Arbeitstage (business days/actual working days) for political Weiterbildung (further training) per year. The entitlement for 2 years can be combined. Here too, there are options for the Arbeitgeber*in (employer) to restrict this.

Mecklenburg-Vorpommern (Mecklenburg-Western Pomerania)

If you have been in training for at least 6 months, you can take 5 days of Bildungsurlaub (educational leave) once during your training, specifically for political Weiterbildung (further training) or for Weiterbildung (further training) that is necessary for voluntary work.

Berlin

If you have been in training for at least 6 months, you can take 5 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave), which is called "Bildungszeit" (education time) here, per year. This can be used for professional or political education or for Weiterbildung (further training) for voluntary work. Under certain circumstances, you can combine the Bildungsurlaub (educational leave) from 2 years.

Brandenburg

If you have been in training for at least 6 months, you are entitled to 10 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) within 2 calendar years. Here too, there are some restrictions.

Sachsen-Anhalt (Saxony-Anhalt)

If you have been in training for at least 6 months, you can take 5 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) per year. 10 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) can also be claimed over 2 calendar years. Here too, there are restrictions for small businesses. The Bildungsfreistellungsgesetz (Educational Release Act) is to be amended in 2025. The new Bildungszeitgesetz (Education Time Act) should then make it easier to take Bildungszeit (education time), and events on political education and strengthening voluntary work will also be recognised.

Rheinland-Pfalz (Rhineland-Palatinate)

If you have been in training for at least 6 months, you are entitled to 5 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) in the training year for socio-political Weiterbildung (further training), provided this does not jeopardise the training objective.

Saarland

If you have been in the company for at least 6 months, there is an entitlement to professional or political Weiterbildung (further training), as well as Weiterbildung (further training) for carrying out voluntary work or a public-interest, voluntary and unpaid activity. The entitlement is for 5 Arbeitstage (business days/actual working days). With the employer's consent, you can combine the Bildungsurlaub (educational leave) from 2 years.

Baden-Württemberg

Apprentices are entitled to 5 Arbeitstage (business days/actual working days) during training, but only for political Weiterbildung (further training).

Hessen (Hesse)

If you have been in training for at least 6 months, you can take 5 Arbeitstage (business days/actual working days) of Bildungsurlaub (educational leave) per year or, under certain circumstances, 10 Arbeitstage (business days/actual working days) in 2 years. Here too, there are options for the Arbeitgeber*in (employer) to restrict this.

Thüringen (Thuringia)

For apprentices, after a six-month waiting period, the entitlement is only 3 days within a calendar year instead of the otherwise applicable 5 days. Carrying this over to the following year is possible under certain circumstances. Unfortunately, there are further restrictions that either cause the entitlement to lapse or allow the Arbeitgeber*in (employer) to reject the Bildungsurlaub (educational leave).

Sachsen (Saxony)

In 2026, Sachsen (Saxony) finally passed a Bildungsurlaubsgesetz (Educational Leave Act). It enters into force in 2027 and allows 3 days of "Qualifizierungszeit" (qualification time), as Bildungsurlaub (educational leave) is called here. Until the Act enters into force, Bildungsurlaub (educational leave) remains voluntary in Sachsen (Saxony).

Bayern (Bavaria)

Bayern (Bavaria) is the only Bundesland (federal state) without a Bildungsurlaubsgesetz (Educational Leave Act). So that you can still attend seminars, the best thing to do is contact your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).

Kündigung (termination)

One thing is clear: apprentices cannot have their training terminated without reason. The requirements for **Kündigung** (termination) are laid down by law. A distinction is made between **außerordentliche Kündigung** (extraordinary termination), which is usually **fristlose Kündigung** (termination without notice), and **ordentliche Kündigung** (ordinary termination with notice). The latter ends the **Beschäftigungsverhältnis** (employment relationship) after a notice period has expired. Only during the **Probezeit** (probationary period) can both sides terminate without notice and without giving reasons. After the **Probezeit** (probationary period), your training can only be terminated for good cause if continuing the training would be unreasonable for the company (Section 22 BBiG). Such reasons may include:

- **frequent and repeated lateness for which you have been given a warning,**
- **theft and other criminal offences during the Ausbildungszeit (training period),**
- **racist comments and actions, "pulling a sickie".**

Serious reasons that your **Arbeitgeber*in** (employer) has already known about for more than 2 weeks cannot be grounds for **außerordentliche/fristlose Kündigung** (extraordinary termination/termination without notice). As a rule, similar misconduct must also have been warned about beforehand. You can terminate without notice in the event of serious incidents, for example if you are hit, bullied or sexually harassed at your workplace. Otherwise, you can terminate your **Ausbildungsvertrag** (training contract) with a notice period of 4 weeks. Every **Kündigung** (termination) must be in writing. After the **Probezeit** (probationary period), you must state the reasons why you are terminating.

Kündigung (termination) in electronic form is excluded, even if you concluded the *Ausbildungsvertrag* (training contract) electronically. Verbal Kündigung (termination), or Kündigung (termination) by WhatsApp or SMS, is also invalid.

Even if the company is being restructured or is facing economic difficulties, this is not yet a reason to terminate the *Ausbildungsverhältnis* (training relationship) extraordinarily for operational reasons. Only if the company is completely shut down, or restricted to such an extent that there is no longer any training opportunity for your occupation anywhere in the whole company, can extraordinary termination for operational reasons be possible as an exception.

If Kündigung (termination) is involved, please always contact your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your *Betriebsrat* or *Personalrat* (Works or Staff Council) or your Gewerkschaft (union).



Rechtsschutz im Fall einer Kündigung (legal protection in the event of termination)

If you want to defend yourself against Kündigung (termination), you must act quickly. If there is a Schlichtungsausschuss (conciliation committee) or Schlichtungsstelle (conciliation body) for your branch of occupation, usually at the IHK, you must contact it within 3 weeks after receiving the Kündigung (termination). Once this body has heard you and the Arbeitgeber*in (employer), it will try to bring about an agreement. If that does not work, a decision is issued. This is similar to a court judgment. Within one week, you or the Arbeitgeber*in (employer) can accept this decision. If one of the parties does not accept the decision, you can bring a Kündigungsschutzklage (claim for protection against dismissal) within 2 weeks.

If there is no Schlichtungsstelle (conciliation body) for your branch of occupation, the Kündigungsschutzklage (claim for protection against dismissal) must be filed with the Arbeitsgericht (labour court) no later than 3 weeks after receipt of the Kündigung (termination).

The most sensible thing is to get expert advice and representation. One of the many services offered by Gewerkschaften (unions) is Rechtsschutz (legal protection) in employment and social law disputes.



Aufhebungsvertrag (termination agreement)

Your *Ausbildungsverhältnis* (training relationship) can also be ended by an *Aufhebungsvertrag* (termination agreement). In this case, apprentices and the employer side end the *Ausbildungsverhältnis* (training relationship) by mutual agreement. An *Aufhebungsvertrag* (termination agreement) is not a *Kündigung* (termination), because both contracting parties decide not to continue the *Ausbildungsverhältnis* (training relationship). The date on which the contract is terminated can be agreed freely. There are no notice periods that have to be observed. Even so, you should check the *Aufhebungsvertrag* (termination agreement) calmly and seek advice if in doubt.

And be careful if your *Arbeitgeber*in* (employer) or *Ausbilder*in* (trainer) unilaterally demands that you sign an *Aufhebungsvertrag* (termination agreement). You are not obliged to do this. Especially not if you do not want to end the *Ausbildungsverhältnis* (training relationship) yourself. Once an *Aufhebungsvertrag* (termination agreement) has been signed, there is usually not much that can be done about it. But an *Aufhebungsvertrag* (termination agreement) can involve significant disadvantages, for example a 12-week suspension period at the Bundesagentur für Arbeit (Federal Employment Agency) or the Jobcenter if you subsequently have to claim *Arbeitslosengeld* (unemployment benefit) or *Bürgergeld*/Grund-sicherung (citizen's benefit/basic income support). Please contact your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your Betriebsrat or Personalrat (Works or Staff Council) or your Gewerkschaft (union).



Financial assistance during training

You have probably already thought about looking for your own flat or setting up a shared flat so you can stand on your own two feet and be independent of your parents. But there often is not enough money to cover living costs. As a general rule, your parents are obliged to support you if you are in your first training programme. The amount of maintenance depends on what they are able to pay you.

If you are doing dual training, *außerbetriebliche* or *überbetriebliche* Ausbildung (extra-company or inter-company training), you can apply for *Berufsausbildungsbeihilfe* (vocational training assistance, BAB) from your local *Agentur für Arbeit* (Federal Employment Agency). Under certain conditions, you will also receive additional grants for housing, clothing and travel costs. Apprentices in full-time school-based training cannot apply for BAB, but they can apply for *BAföG* for school students. They do this through the *Amt für Ausbildungsförderung* (Office for Training Assistance).

The calculation of BAB and BAföG is similar: first, a so-called "Bedarf für den Lebensunterhalt" (living-cost requirement) is calculated. This depends on your age and marital status and on where you live, whether with your parents or alone. Your own *Ausbildungsvergütung* (training allowance) and your parents' income are taken into account, and if you are married, your partner's income too. You should always apply for financial support: you apply for BAB at the *Agentur für Arbeit* (Federal Employment Agency) responsible for your place of residence, and for BAföG for school students at the competent *Amt für Ausbildungsförderung* (Office for Training Assistance).



By the way: both BAB and Schüler*innen-BAföG (BAföG for school students) are paid as Vollzuschüsse (full grants). This means you do not have to pay any of it back.

→ [bafög.de](https://www.bafög.de)

→ bab-rechner.arbeitsagentur.de

Even a small amount of assistance means greater independence in life. Before applying, you should seek advice from your competent Gewerkschaft (union). Together, you can check again whether a higher Ausbildungsvergütung (training allowance) might apply to you after all under a Tarifvertrag (collective agreement).

If your application for BAB is rejected because, for example, you are already doing a second training programme or your Ausbildungsberuf (training occupation) is not state-recognised, you can apply for Wohngeld (housing benefit). As an adult apprentice with your own rented flat at your place of training, you have a good chance of receiving Wohngeld (housing benefit). You apply for Wohngeld (housing benefit) at the Wohngeldstelle (housing benefit office) of the municipality where you live.

Your parents can also apply for Kindergeld (child benefit) during your training. This is also possible while you are looking for an Ausbildungsplatz (training place) or during a transition period of up to 4 months between 2 training stages. They submit the application to the Familienkasse (Family Benefits Office) of the Arbeitsagentur (Employment Agency). Kindergeld (child benefit) can be paid until you reach the age of 25. If you no longer live at home, your parents are obliged to pay the Kindergeld (child benefit) to you. Since 2026, Kindergeld (child benefit) has been a standard € 259 per child. No increase in Kindergeld (child benefit) is currently planned for 2027.

There are a few things to bear in mind here. Special life circumstances can be taken into account, and there are many "ifs and buts". That is why, if in doubt, you should seek advice from your Gewerkschaft (union).

If you want to earn a little extra on top, a Nebenjob (second job) may be your only option. But be careful: you must inform your Arbeitgeber*in/Ausbildende*n (employer/party providing training) about your Nebenjob (second job), and the Nebenjob (second job) and your Ausbildungszeit (training time) together must not exceed the statutory maximum working hours. Your Arbeitgeber*in (employer) may only prohibit you from having the Nebenjob (second job) if they have a legitimate interest. This may be the case, for example, if your training is at risk or you want to work for a competitor. To make sure that your BAB, your BAföG or your Kindergeld (child benefit) is not reduced because of your Nebenjob (second job), you should calculate everything carefully in advance and ideally seek advice from your Gewerkschaft (union).



Pregnancy during training

Pregnant apprentices and **Beschäftigte** (persons employed) are under special protection according to the **Mutterschutzgesetz** (MuSchG – Maternity Protection Act). This means you cannot be dismissed during pregnancy and for up to 4 months after giving birth. This also applies during the **Probezeit** (probationary period).

Your **Arbeitgeber*in** (employer) is also obliged to take health protection precautions for women during pregnancy, after giving birth and while breastfeeding. For example, assembly-line work and **Akkordarbeit** (piecework), as well as heavy physical work, are prohibited during pregnancy. If you have to walk or stand a lot, seating must be available for resting. In the final 6 weeks before and 8 weeks after giving birth, you may no longer be employed at all as an expectant or new mother. Even so, you continue to receive the full **Ausbildungsvergütung** (training allowance).

Before returning to the company, it is best to sort out childcare in advance: your company may have organised childcare or even its own nursery. If not, ask the **Jugendamt** (Youth Welfare Office) whether you are entitled to childcare provided by childminders or what state services, such as nurseries/kindergartens, are available locally.

There is financial assistance too: as a general rule, you are entitled to **Kindergeld** (child benefit) and **Elterngeld** (parental allowance). If you receive **BAB**, this stops during **Elternzeit** (parental leave). However, under certain conditions, you can receive additional support from the **Sozialamt** (social welfare office), for example a **Mehrbedarfszuschlag** (additional-needs supplement) after the 12th week of pregnancy or a one-off grant for maternity clothing and the baby's start-up equipment.

For single parents in particular, managing training and parenthood at the same time is a special challenge. Perhaps **Teilzeitausbildung** (part-time training) is the solution? Your Jugend- und Auszubildendenvertretung (Youth and Trainees Council), your **Betriebsrat** or **Personalrat** (Works or Staff Council) or your Gewerkschaft (union) will be happy to advise you on this and other options.



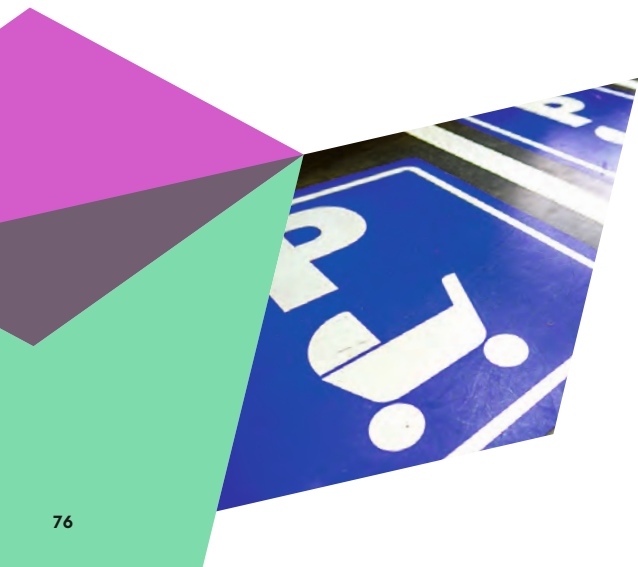
Elterngeld (parental allowance) is a payment to parents. If one parent works less, no more than 32 hours per week, **Elterngeld (parental allowance)** can be claimed for 12 months. This period is extended to up to 14 months if both parents participate in caring for the child and each receives **Elterngeld (parental allowance)** for at least 2 months, known as **Partnermonate (partner months)**. If you apply for **Elterngeld (parental allowance)** as a single parent, the 14 months also apply.

- **Elterngeld (parental allowance)** amounts to 67 percent of the average monthly net income received in the previous year, but no more than € 1,800 and at least € 300 if you are not employed.
- Parents who had a net income of less than € 1,000 can receive **Elterngeld (parental allowance)** that is as high as their income. For net income above € 1,200, the replacement rate can fall to as low as 65 percent.
- **Elterngeld (parental allowance)** increases for siblings and multiple births.

Elterngeld (parental allowance) is counted in full as income for **Grundsicherung** (basic income support), formerly **Bürgergeld** (citizen's benefit), **Sozialhilfe** (social assistance) and **Kinderzuschlag** (child supplement). There are only a few exceptions here.

Further information is available at [bmfsfj.de](https://www.bmfsfj.de) or from your Gewerkschaft (union).

Elternzeit (parental leave) is the period after the birth of the child during which parents are entitled to unpaid Freistellung (time off) from work and are under special protection against dismissal. It can be claimed by one or both parents. Elternzeit (parental leave) is limited to a maximum of 3 years. During Elternzeit (parental leave), parents can work part-time for a maximum of 32 hours per week. You must assert your entitlement to Elternzeit (parental leave) with your company in writing no later than 7 weeks before the desired start date. At the same time, you must state the period or periods for which Elternzeit (parental leave) is to be taken.



Kurzarbeit bei Krisen (short-time work during crises)

Berufsausbildung (vocational training) is a special and protected contractual relationship. Its purpose is to learn an occupation, rather than primarily to perform work. That is why apprentices can only go onto **Kurzarbeit** (short-time work) in the most extreme emergency. Kurzarbeit (short-time work) means that Arbeitnehmer*innen (employees) or apprentices temporarily work less because there is only a small amount of work available. Your Arbeitgeber*in (employer) cannot order Kurzarbeit (short-time work) unilaterally, but only if it has been agreed in a Tarifvertrag (collective agreement), a Betriebsvereinbarung (works agreement) or with the Arbeitnehmer*innen (employees) affected. The aim must always remain to continue the training without any lengthy interruption. Under the law, the Ausbildungsbetrieb (training company) has a duty to train you (Section 14 BBiG). This means that it must exhaust all means of continuing to ensure your training. For example, it has 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 learning content theoretically, for example through written assignments, reading material or digital learning media,**
- **for a limited period, an alternative training location, such as the home office, may also be appropriate.**

Only once all options have been exhausted can Kurzarbeit (short-time work) also be considered for apprentices. If the training is cancelled even though you, for your part, still want to go to the company, the full Ausbildungsvergütung (training allowance) must continue to be paid for 6 weeks (Section 19 BBiG).

Insolvency of your company

If Insolvenzverfahren (insolvency proceedings) are opened or the company temporarily becomes unable to pay, this is not yet a reason for Kündigung (termination). Only if business operations are completely shut down or restricted so significantly that there is no longer any training opportunity for your occupation anywhere in the whole company can extraordinary termination for operational reasons be possible. In that case, Betriebsstilllegung (closure of operations), Betriebseinschränkung (restriction of operations) and Insolvenz (insolvency) must be stated as the reason for termination by the Insolvenzverwalter*in (insolvency administrator), for example by means of a note in the Ausbildungszeugnis (training certificate): "Ende wegen Stilllegung" ("ended due to closure"). In the event of Insolvenz (insolvency), however, the Ausbildungsverhältnis (training relationship) does not end immediately, but can only be terminated with a notice period of at least 3 months to the end of the month.

To continue your training, the Arbeitsagentur (Employment Agency), your Gewerkschaft (union) or the competent Berufskammern (professional chambers), such as the Chamber of Commerce and Industry (Industrie- und Handelskammer, IHK), Chamber of Crafts (Handwerkskammer), Chamber of Lawyers (Rechtsanwaltsskammer), Chamber of Physicians (Ärztchammer) or Chamber of Tax Advisers (Steuerberaterkammer), will help you find a new company. If you are close to the end of your training, you can also ask whether an early Abschlussprüfung (final exam) is possible.

In the event of economic difficulties, the rule is: continue going to your Ausbildungsplatz (training place) and to Berufsschule (vocational school). You must not sign any agreement waiving your Ausbildungsvergütung (training allowance) in order to secure your Ausbildungsplatz (training place). If you did, in the event of Insolvenz (insolvency), you would have no claims against the Insolvenzverwalter*in (insolvency administrator) and no entitlement to Insolvenzgeld (insolvency benefit), which you can apply for from the Agentur für Arbeit (Federal Employment Agency) as wage replacement for 3 months.





03

At the end of your training

**Are you in the final stages of your training?
Then we'll be keeping our fingers firmly crossed
for you in the Abschlussprüfung (final exam).
With your Berufsabschluss (vocational qualification)
in your pocket, new paths open up.**

Ausbildungszeugnis (training certificate)

After your training has ended, your company or **Bildungsträger** (training provider) must issue you with a written **Ausbildungszeugnis** (training certificate). The certificate can also be transmitted in electronic form. However, you must give your consent to this in advance (Section 16 para. 1 BBiG).

- **The "einfaches Zeugnis" (simple certificate) contains information about the nature, duration and objective of your Berufsausbildung (vocational training), as well as the skills and knowledge you have acquired.**
- **The "qualifiziertes Zeugnis" (qualified certificate) also contains assessments: information about your conduct, your performance and your particular professional skills.**

The **Arbeitgeber*in** (employer) is obliged to issue you with an "einfaches Zeugnis" (simple certificate). You must expressly request a "qualifiziertes Ausbildungszeugnis" (qualified training certificate), and you should do so. It is more informative and is therefore commonly used for **applications**. Even if you are taken on by your **Ausbildungsbetrieb** (training company), you should have a **qualifiziertes Ausbildungszeugnis** (qualified training certificate) issued to you. It may be important for later applications.

In some cases, it is advisable to request a **qualifiziertes Zwischenzeugnis** (qualified interim certificate) from the employer before the end of your training: for example, if it is clear that you will not be taken on after training and you need to apply for a new job before completing your training.

This may also be useful if there are changes in your Ausbildungsbetrieb (training company), for example a change of **Ausbilder*in** (trainer). In addition to the final certificate from the company and the Berufsschule (vocational school) certificate, you will also receive proof from the chamber documenting that you have passed the training.

In individual Bundesländer (federal states), your Berufsschulnote (vocational school grade) must be included as binding by the competent chamber on this final certificate (Section 37 para. 3 BBiG).



Typical structure of a qualifiziertes Zeugnis (qualified certificate):

- 1. Name of the issuing employer**
- 2. Heading**
- 3. Details of the employee**
- 4. Details of the Ausbildungsbetrieb (training company)**
- 5. Description of the activities performed**
- 6. Performance assessments**
- 7. Conduct assessments**
- 8. Closing formula**
- 9. Place and date**
- 10. Signature**



Certificates should be worded benevolently so that they support your professional progress. That is why the language used in certificates is positive. But not everything that sounds good is also a good assessment. There is a so-called **Zeugnissprache** (certificate language), which in some cases says something quite different from what you might think. A few examples:



- **"She always completed the work assigned to her to our fullest satisfaction"**
→ corresponds to the grade "very good"
- **"Mr XY always performed his tasks to our full satisfaction"**
→ corresponds to the grade "good"
- **"Ms A completed her tasks to our full satisfaction and met our expectations"**
→ corresponds to the grade "satisfactory" to "sufficient"
- **"He generally completed the work assigned to him to our satisfaction"**
→ corresponds to the grade "poor"
- **"Mr B. always endeavoured to meet our requirements"**
→ corresponds to the grade "insufficient"





Examples of hidden negative assessments:

- **"He completed all work properly"**
→ means that he worked according to the rules, but without initiative
- **"She showed interest in the matter"**
→ means that there was nothing to reproach her for, but she had no particular strengths either
- **"He contributed to a good working atmosphere"**
→ means that he was lazy and preferred chatting with Kolleg*innen (colleagues) instead of working

Leaving out important aspects can also be a negative assessment. For example, if the assessment of your conduct in the company towards superiors, Kolleg*innen (colleagues) and, where applicable, customers is missing, this may mean that your conduct was poor. Sometimes, however, something is simply forgotten without any bad intention. In that case, it is advisable to ask for a corresponding correction or addition. You can request a new certificate if the certificate contains incorrect information or assessments. The best thing to do is to have your certificate read through by someone who understands Zeugnissprache (certificate language). Simply contact your Gewerkschaft (union) for this.

Übernahme (being taken on after training)

Übernahme (being taken on after training) means that you continue to be employed by your company after the end of your Ausbildungsverhältnis (training relationship), now, of course, with skilled worker pay. Unfortunately, there is no general right to continued employment after training. Some Tarifverträge (collective agreements) are exceptions, as they regulate Übernahme (being taken on after training): in some sectors for 6 or 12 months, and sometimes also indefinitely. You should ask about possible Übernahme (being taken on after training) no later than 3 months before completing your training. The best thing to do is contact your Jugend- und Auszubildendenvertretung (Youth and Trainees Council, JAV) or your Betriebsrat or Personalrat (Works or Staff Council). If neither of these exists in your company because the company is too small, you can also ask your Arbeitgeber*in (employer) directly.

If you continue to be employed after training without anything being expressly agreed, this creates an employment relationship for an indefinite period (Section 24 BBiG). However, this requires the Ausbildende (party providing training) to have continued employing you while aware that you have passed the Abschlussprüfung (final exam) (BAG judgment of 20 March 2018, 9 AZR 479/17). By the way: JAV members have a right to Übernahme (being taken on after training) after training.

Bewerbung (application)

At the end of your training, you may have to send off **applications**. If you are not taken on or want to change company, you can contact your Gewerkschaft (union) for tips and support with drafting application letters and preparing for job interviews.

Certain questions are prohibited in a job interview. If you are nevertheless asked them, you do not have to tell the truth. These questions include:

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

You should also have your Gewerkschaft (union) check a new employment contract before you sign it, so that nothing negative is hidden in the "small print".

Second-chance route to higher education

There are 2 ways to qualify for **higher education**: through school-based prior education and through vocational prior education.

- **School-based prior education means that you have the **allgemeine Hochschulreife** (general higher education entrance qualification, Abitur) or the **Fachhochschulreife** (entrance qualification for a university of applied sciences).**
- **Vocational prior education includes, for example, having passed a **Meisterprüfung** (master craftsman examination) or holding a state-recognised qualification from **berufliche Aufstiegsfortbildung** (advanced vocational training).**

Successfully completing a recognised three-year Berufsausbildung (vocational training programme) in combination with three years of professional experience can also entitle you to study. The requirements vary greatly from one Bundesland (federal state) to another. Your local Gewerkschaft (union) will be happy to advise you on this.



You can catch up on the **allgemeine Hochschulreife (general higher education entrance qualification, Abitur) through the so-called **Zweiter Bildungsweg** (second-chance route to education) at an evening school or college. The requirement is completed Berufsausbildung (vocational training) or several years of employment. There are special rules and options in the individual Bundesländer (federal states). The best thing to do is to ask your Gewerkschaft (union) or the Ministry of Education in your Bundesland (federal state).**

The requirement for admission to a Fachhochschule (university of applied sciences) is usually a Fachabitur (advanced technical college entrance qualification) from a Fachoberschule (technical secondary school). Most Fachoberschulen (technical secondary schools) offer one-year and two-year courses.

- For the one-year courses, a Realschulabschluss (Realschule qualification) and completed Berufsausbildung (vocational training) in a suitable subject area are usually required.
- In the two-year course, alongside the teaching content for the Fachabitur (advanced technical college entrance qualification), practical specialist training in the relevant area is also provided. For this, you usually have to conclude a one-year Praktikumsvertrag (work placement contract).

Once you have successfully passed the Fachabitur (advanced technical college entrance qualification), you can apply to any Fachhochschule (university of applied sciences) in the Federal Republic. You can find out which subjects you can study and where from the relevant Fachhochschule (university of applied sciences).



At bildungsserver.de, you will find a clear collection of links to help you find your way around the Fachhochschule (university of applied sciences) and university landscape.



Further information about studying:
jugend.dgb.de/studium

Berufliche Weiterbildung (vocational further training)

Vocational qualifications that lead to a higher qualification are called Aufstiegsfortbildungen (advanced vocational training), for example further training to become a Handwerksmeister*in (master craftsperson), Staatlich geprüfte*r Techniker*in (state-certified technician), Staatlich geprüfte*r Fachwirt*in (state-certified specialist business administrator), Staatlich geprüfte*r Betriebswirt*in (state-certified business economist), Bilanzbuchhalter*in (certified accountant), Personalfachkaufmann/-frau (certified HR specialist) and many others. In some occupations, especially in the crafts sector, such a qualification is necessary if you want to become self-employed. Depending on whether the course is completed full-time or alongside work, an Aufstiegsfortbildung (advanced vocational training) can take up to 3 years. The effort is usually worth it. On average, 6 out of 10 people who have completed berufliche Weiterbildung (vocational further training) immediately improved their occupational and financial situation afterwards. A few years later, 70 percent already have a better occupational position, greater responsibility and a higher salary.



Unemployment benefit and new basic income support

If your company does not take you on, you must register as seeking work and unemployed with your local Agentur für Arbeit (Federal Employment Agency) 3 months before the expected end of your training in order to avoid disadvantages when receiving **Arbeitslosengeld** (unemployment benefit). As a socially insured apprentice, you are initially entitled to Arbeitslosengeld (unemployment benefit, ALG): an entitlement to ALG exists if, in the last 2 years before becoming unemployed, you worked in employment subject to social insurance contributions or completed training for at least 12 months. The amount of ALG is approx. 60 percent of your last net salary, or approx. 67 percent if you have children. If that is not enough, you can additionally apply for top-up benefits, the neue **Grundsicherung** (new basic income support).

The duration for which ALG is paid depends, among other things, on your age and previous insurance period. If ALG runs out and you are still unemployed, you receive Grundsicherung für erwerbsfähige Hilfsbedürftige (basic income support for people in need who are capable of work). However, particularly strict requirements apply to young people under the age of 25. For example, your own flat will only be paid for if there are social hardship reasons. If you refuse what is known as zumutbare Arbeit (reasonable work), you may also face sanctions, such as reductions in your Bürgergeld (citizen's benefit). We as Gewerkschaftsjugend (union youth) mainly criticise the fact that job opportunities below collectively agreed pay or below your own qualification level also have to be accepted.

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

If there is ever trouble in your training, you are not alone. Many companies have a **Betriebsrat** (Works Council) and often also a **Jugend- und Auszubildendenvertretung** (Youth and Trainees Council). **Gewerkschaftliche Vertrauensleute** (union representatives) are also there for you. At **Berufsschule** (vocational school), the **Schüler*innenvertretung** (Student Council) is your point of contact. At **Bildungsträger** (training providers), there is the **Interessenvertretung** (representation body). And people with disabilities can also contact the **Schwerbehindertenvertretung** (Representative Body for Severely Disabled Employees).



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

One of the main tasks of the Jugend- und Auszubildendenvertretung (Youth and Trainees Council, JAV) is to check whether the **Ausbildungsinhalte** (training content) are being adhered to. Together with the Betriebsrat (Works Council), it stands up for your interests. In particular, it looks after:

- **the quality of Berufsausbildung (vocational training),**
- **securing Ausbildungsplätze (training places),**
- **Übernahme (being taken on after training).**

You can contact your JAV with any questions about these topics.

The right to establish and elect a JAV is enshrined in the **Betriebsverfassungsgesetz** (BetrVG – Works Constitution Act). Section 60 para. 1 states:

§ **"In companies with usually at least 5 employees who have not yet reached the age of 18 (young employees) or who are persons employed for their vocational training, Jugend- und Auszubildendenvertretungen (Youth and Trainees Councils) are elected."**

A Voraussetzung (requirement) for a JAV is that there is a Betriebsrat (Works Council) in the company. Most of the JAV's rights depend on the Betriebsrat (Works Council) and its rights.

So if you work in a company that has neither a Betriebsrat (Works Council) nor a JAV, you might first talk to your Kolleg*innen (colleagues) about setting up a Betriebsrat (Works Council). Your local Gewerkschaft (union) will be happy to advise you on this.

The JAV is elected by apprentices who have an employment contract with the respective Ausbildende (party providing training). The rules in the public sector, for example in authorities, may differ slightly from those in the private sector. Because of their duties, JAV members have a right to Übernahme (being taken on after training) into an indefinite employment relationship. They also have special protection against Kündigung (termination) (Sections 78a BetrVG and 15 KSchG). Every 2 years, the JAV election takes place between 1 October and 30 November. The next JAV elections start on 1 October 2026.

The statutory Mitbestimmung (co-determination) options of the JAV at vocational schools and in the company also depend on the respective Bundesland (federal state). For example, cooperation is clearly regulated in the Hamburg School Act (Section 78a):

Arrangements are intended to promote cooperation between companies and schools and further develop the quality of Berufsausbildung (vocational training). Under the law, JAVen (JAV bodies) have a right to have a say in the following matters:

- **further development of the Ausbildungsinhalte (training content) and Ausbildungsqualität (training quality),**
- **making company-based and school-based knowledge usable for one another,**
- **coordinating the Ausbildungsinhalte (training content) between the company and school, and participating in shaping the education plans,**

- **advising the school boards, for example on the orientation and organisation of training and on major investment projects,**
- **agreeing cooperation arrangements between companies and schools,**
- **developing additional qualifications and support services for individual groups of pupils,**
- **shaping organisational forms of Berufsschulunterricht (vocational school teaching).**

Betriebsrat or Personalrat (Works or Staff Council)

The Betriebsrat or Personalrat (Works or Staff Council) represents the interests of employees in the company or in public-sector departments. It is re-elected every 4 years and ensures that laws, regulations, Tarifverträge (collective agreements) and other protective provisions that strengthen employees and apprentices are observed. It represents their interests towards the Arbeitgeber*in (employer). The Betriebsrat (Works Council) can also conclude Betriebsvereinbarungen (works agreements) with the Arbeitgeber*in (employer), in which important issues are clarified in a binding way for everyone in the company. For a Betriebsrat (Works Council) to be elected, a company needs to be of a certain size: there must be at least 5 employees who are eligible to vote.

The Betriebsrat and Personalrat (Works and Staff Councils), for example, have the right of Mitbestimmung (co-determination) regarding Mehrarbeit (extra hours), Kurzarbeit (short-time work), work clothing, data protection, digital working or the design of canteens and other company social facilities. Among other things, they also have a say in the hiring of apprentices.

They also have co-determination rights regarding company-based education and training measures, including how training is structured in the company and who is entrusted with company-based Berufsbildung (vocational training), for example as an Ausbilder*in (trainer). Betriebsräte and Personalräte (Works and Staff Councils) can therefore achieve quite a lot. It is therefore important to inform them about shortcomings in training and to work with them on improvements.

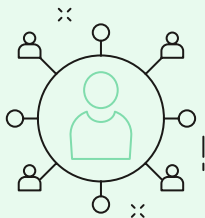
Schüler*innenvertretung (Student Council, SV)

The Schüler*innenvertretung (Student Council, SV) represents the interests of Berufsschüler*innen (vocational school students) towards teachers, the school management and in the Schulkonferenz (school conference). All decisions relating to everyday school life are made in the Schulkonferenz (school conference). For example, the SV can raise the issue of cancelled lessons or make suggestions for better lesson design. Although the right to have a say in schools is often not extensive, the SV fulfils several tasks:

- putting forward ideas and suggestions from students on the design of the school, for example the schoolyard, or everyday school life, and actively representing them,
- promoting, supporting and organising events, projects, working groups, etc.,
- supporting students in conflicts within the school, such as problems with teachers, disciplinary measures, exclusion from school, etc.
- in individual Bundesländer (federal states), the SV also has a say in the purchase of schoolbooks and the school's thematic priorities, for example school programmes.

So that your class representative can represent your interests, regular discussions within the class are useful. There, you can discuss problems that arise at Berufsschule (vocational school) and collect arguments together for solving them. Since the quality of training also depends on the quality of the Berufsschule (vocational school), DGB Jugend has created an Arbeitshilfe (guide) for Schüler*innenvertretungen (Student Councils). It can be found at:

→ jugend.dgb.de/schule



Interessenvertretung (IV) bei Bildungsträgern (representation body at training providers)

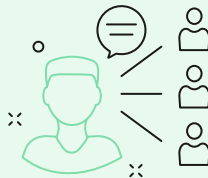
If you do your training not in a company, but with a **Bildungsträger** (training provider), you cannot establish a JAV, but you can establish what is known as an **außerbetriebliche Interessenvertretung** (external representation body, IV). The exact rules for the work of the IV are not specified in detail and often depend on the goodwill of the **Bildungsträger** (training provider). But that does not mean you have to stay quiet. If you want to establish an IV at your **Bildungsträger** (training provider), speak to your **Gewerkschaft** (union). Together with the other apprentices, you can certainly push through the establishment of an IV. It can then campaign, for example, for better training quality. So it is worth it.

Schwerbehinderten- vertretung (Representative Body for Severely Disabled Employees)

The **Schwerbehindertenvertretung** (Representative Body for Severely Disabled Employees) represents severely disabled **Beschäftigte** (persons employed) as well as apprentices and their particular interests. It stands by them by providing advice and support.

Vertrauensleute der Gewerkschaft (union representatives)

Vertrauensleute (union representatives) are Arbeitnehmer*innen (employees) who are elected by Gewerkschaft (union) members in the company. This makes them representatives of the Gewerkschaften (unions) in the company or in public-sector departments. They keep in contact with Kolleg*innen (colleagues), stand by them, promote discussion and opinion-forming and take the current problems of employees to the Gewerkschaft (union), so that it can stand up for their specific interests.



We are DGB Jugend. Your training network

As Gewerkschaftsjugend (union youth), we stand up for good training, fair working conditions and a fairer society. We inform you about everything relating to your training. We advise you on questions of labour and social law. We support you in enforcing your rights. And we work to make Berufsausbildung (vocational training) more modern and better. We prefer to do all this together with you. You can get active with us. Because the more Gewerkschafter*innen (union members) we are, the more we can achieve. Do you feel like joining in? We look forward to hearing from you. Just speak to us or write to us.

- jugend.dgb.de/ausbildung
- instagram.com/dgbjugend
- tiktok.com/@dgbjugend

Questions? Problems? Stress in training or at Berufsschule (vocational school)?

Dr. Azubi is available to you anytime and anywhere, unbureaucratically, anonymously and free of charge. In our advice forum especially for apprentices, you ask Dr. Azubi your question and are guaranteed to receive an answer within 48 hours, except at weekends. At the same time, you can also read questions from other apprentices and look at the corresponding answers:

→ dr-azubi.de

Prinzip: Gewerkschaft **(Principle: Trade Union)**

Have we sparked your curiosity? Then our brochure "Prinzip: Gewerkschaft" (Principle: Trade Union) might be just right for you. It contains everything worth knowing about our values, our history, the issues of the future and Tarifverträge (collective agreements) and Streiks (strikes).



↓ jugend.dgb.de/-/HJI



What we stand up for

- 1/ **Training for everyone!** We fought for the **Ausbildungs-garantie** (training guarantee). But the rules that have been adopted do not go far enough. We need more **betriebliche Ausbildungsplätze** (company-based training places). The **Ausbildungsgarantie** (training guarantee) must therefore be expanded to include an **Ausbildungsumlage** (training levy), into which all companies pay and from which companies that provide training have their training costs reimbursed.
- 2/ **Hands off the Jugendarbeitsschutzgesetz (Youth Employment Protection Act)!** We oppose plans from business and parts of politics to further water down youth employment protection. Instead, **Jugendarbeitsschutz** (youth employment protection) must be preserved and expanded.
- 3/ **An upgrade for training!** We are campaigning for modern **Berufsausbildung** (vocational training). It must prepare young people for the digital world of work, use modern teaching and learning methods and offer high-quality training conditions.
- 4/ **Make training better!** We stand up for training that does not overload people and does not make them ill. This applies to both the company and **Berufsschule** (vocational school).
- 5/ **Übernahme (being taken on after training) for everyone!** We demand permanent **Übernahme** (being taken on after training). In cases where apprentices are not taken on, we want **Arbeitgeber*innen** (employers) to be obliged to inform apprentices of this at least 3 months before the end of their training. This is the only way to ensure a minimum level of planning security.

- 6 / **An apprentice ticket for everyone!** In the short term, we demand significantly reduced-price Deutschland-Tickets (Germany tickets) for all apprentices throughout Germany. In the medium term, we want free local public transport.
- 7 / **Protective rights and good training for dual students too!** We demand that the Berufsbildungsgesetz (Vocational Training Act) should also apply to the practical phases of dual study programmes in companies, so that dual students have legal protection.
- 8 / **Create modern Berufsschulen (vocational schools)!** Berufsschulen (vocational schools) must keep pace with technical developments in companies and be able to offer apprentices up-to-date theoretical teaching. This requires massive investment in the technical infrastructure of Berufsschulen (vocational schools) and sufficient paid Weiterbildungsmöglichkeiten (further training opportunities) for teaching staff.
- 9 / **Clear quality standards for Praktika (work placements)!** The Praktikum (work placement) must be clearly defined as a learning relationship and limited in time. It must not be exempt from the Mindestlohn (minimum wage), and unpaid Praktika (work placements) must be abolished.
- 10 / **Solidarity always matters!** We stand up for solidarity in companies and society and against every form of Diskriminierung (discrimination) and exclusion: racism and right-wing extremism have no place with us.

Your DGB-Gewerkschaften (DGB unions)

The DGB brings together 8 member unions, which are responsible for different sectors and occupational branches. Together, they represent almost 6 million people. You become a member of the Gewerkschaft (union) responsible for the area in which you work.

junge



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

IG BAU represents workers in the construction industry, in the building materials industry, in waste disposal, in agriculture and forestry, in horticulture and in building cleaning. It also organises parts of the craft trades, for example roofers, painters and varnishers. → igbau.de/Junge-BAU

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

IGBCE represents workers in the mining, chemicals, energy, paper, rubber, ceramics, leather and glass sectors. → jugend.igbce.de



Eisenbahn- und Verkehrsgewerkschaft (Railway and Transport Union)

EVG organises some occupational groups within the transport sector. These include Deutsche Bahn, among others, but also cable cars and ferries.

→ evg-online.org/jugend



Gewerkschaft Erziehung und Wissenschaft (Education and Science Union)

GEW is the Gewerkschaft (union) for educational, social education and academic professions in schools, universities and other institutions. → gew.de



Industriegewerkschaft Metall (Industrial Union of Metalworkers)

IG Metall represents workers in the metal and electrical industries, the steel industry, the motor vehicle trade, the textile industry and the wood and plastics sector. → igmetall-jugend.de

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

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

→ junge.ngg.net



Gewerkschaft der Polizei (Police Union)

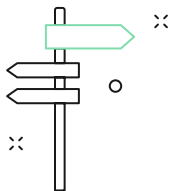
GdP is there for employees in the police, customs and the prison service. → gdpg.de

Vereinte Dienstleistungsgewerkschaft (United Services Union)

ver.di is the Gewerkschaft (union) for all service occupations: public service, banks, retail, health and care, academia, social work, media, telecommunications, postal services and logistics, as well as transport, including shipping, air transport and local public transport. → verdi-jugend.de



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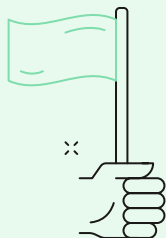
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Legal notice

Responsible within the meaning of press law

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Publisher

DGB-Bundesvorstand (DGB Federal Executive Board)

Keithstraße 1, 10787 Berlin

Concept and text

DGB-Bundesvorstand (DGB Federal Executive Board) in cooperation with
goldenbogen. politische kommunikation;

Revision and linguistic simplification: Holger Heiland

Legal review and advice

Stefan Senkel, Lawyer

Translation

Zentrum für Internationale Sprachdienstleistungen GmbH

Design

4S Design

Photos

Cover: mirsad sarajlic/istockphoto.com, p. 03: Frank Thon, p. 05: go2/photo-case.de, p. 14: FG Trade/istockphoto.com, p. 19: FG Trade Latin/istockphoto.com, p. 27: butenkow/istockphoto.com, p. 34: Grapelimages/istockphoto.com, p. 43: artimedvedev/istockphoto.com, p. 53: SolStock/istockphoto.com, p. 56: go2/photocase.de, p. 67: oatawa/istockphoto.com, p. 70: VladTeodor/istockphoto.com, p. 76: FooTToo/istockphoto.com, p. 80: Berk Ucak/istockphoto.com, p. 83: Peopleimages/istockphoto.com, p. 90: AnnaStills/istockphoto.com

Print

DCM Druck Center Meckenheim GmbH, 1st edition, July 2026

The publication does not constitute an expression of opinion
by the BMBFSFJ. Responsibility for the content of the publication
lies with the author.

Funded by:

As part of:



Bundesministerium
für Bildung, Familie, Senioren,
Frauen und Jugend



**Kinder- und
Jugendplan
des Bundes**

STÄRKEN, WAS DIE ZUKUNFT TRÄGT.

Your benefits as a Gewerkschaftsmitglied (union member)

1/ **Expert advice**

If you have problems during training or in dual study, we are there for you. Our certificate check is also free of charge for members. We also regularly provide you with all the important information you need about working life.

2/ **Politically effective**

Work and income must be distributed fairly, and the weak need protection. That is what we fight for as Gewerkschaftsjugend (union youth). Our strength is our members, currently almost 6 million. And the more of us there are, the more we will move forward.

3/ **Broadly connected**

With us, there are plenty of opportunities to come together with people, experience things together and achieve something together. And in the end, we always celebrate our successes properly too.

4/ **Active together**

The principle of Gewerkschaft (union) is based on solidarity. Together, more can be achieved. We fight for better training and for a fairer society in which everyone really can do well. With us, you can get involved with your issues. And Gewerkschaftsjugend (union youth) creates many opportunities to experience things together and have fun together.



5 / **Legally protected**

As a Gewerkschaftsmitglied (union member), you have free Arbeits- und Sozialrechtsschutz (legal protection in labour and social law matters), covering all disputes in working life. And thanks to our Sozialrechtsschutz (social law protection), you are also well covered in disagreements with health and pension insurance or the Berufsgenossenschaft (employers' liability insurance association).

6 / **Protected by collective agreements**

Only as a Gewerkschaftsmitglied (union member) do you have a legal right to all benefits under the Tarifverträge (collective agreements) we have negotiated.

7 / **Ready to strike**

When things get tough in collective bargaining, we support our members. For example, by paying Streikgeld (strike pay).

8 / **Further training with fun**

We have strong youth education offers: seminars, international encounters, summer schools, workshops and much more. With us, you can improve your skills for the job or simply engage with what interests you, voluntarily, with co-determination and usually free of charge.

9 / **Accident-insured in your free time**

If you have an accident in your free time and have to be treated as an inpatient, you receive hospital daily allowance. And in the worst case, also invalidity or death benefit.

10 / **Many advantages**

Many DGB-Gewerkschaften (DGB unions) offer special conditions for members, for example on travel, buying a car, car insurance or mobile phone tariffs. You can get details from your DGB member union.

Membership application form for a DGB union

☐ IG Metall Jugend

☐ Junge GEW

☐ jungeNGG

☐ IGBCE-Jugend

☐ Junge Gruppe (GdP)

☐ ver.di Jugend

☐ EVG-Jugend

☐ Junge BAU

First name and surname

Date of birth

Gender

Street and house number

Postcode and town/city

Email address (private)

Telephone number (private)

Arbeitgeber*in (employer)

Occupation

Employment status

☐ Worker

☐ Employee

☐ Civil servant

☐ Apprentice

☐ Student

☐ Other

☐ Dual student

Please also complete the second page of the form (please turn over).

I agree that this membership application form may be forwarded by the DGB to the competent Gewerkschaft (union) (see information above), without data being stored.

Date/signature of the applicant

I agree that the information I have provided, including any changes and additions, may be processed and used to the extent necessary, including by data carrier exchange using computers (automated), for the completion of all tasks connected with membership, in particular membership administration, member information and deduction of contributions.

Date/signature of the applicant

I authorise the competent Gewerkschaft (union) to collect my contribution in accordance with the rules from the account I have specified by direct debit when it falls due. At the same time, I instruct my credit institution to honour the direct debits drawn on my account by the above-mentioned Gewerkschaft (union). Note: I may request reimbursement of the amount debited within 8 weeks, beginning on the debit date. The terms agreed with my credit institution apply.

Monthly gross income/pay group

Financial institution

BIC/SWIFT

IBAN

Date/signature of the applicant



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Hand in or
send by post



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