

Entry-level vocational qualification – flexible and a perfect fit

What is an entry-level vocational qualification?

- With the entry-level vocational qualification (EQ), young people are given the opportunity to get to know parts of a recognised occupation requiring formal training, a business and professional life within a period of six to twelve months. The entry-level vocational qualification serves as a door opener for training or employment.
- More than 100 different EQs are now offered by the CCIs – at the launch in June 2004 there were only ten. This means there is now such an entry-level career opportunity for a variety of professions, e.g. EQ component manufacturing in the metalworking professions, EQ recycling in the environmental professions and EQ food preparation in the hotel and catering professions.
- EQs provide opportunities for young people who are not yet completely suitable for a classical apprenticeship, henceforth especially for refugees as well.
- Under the Alliance for Training and Further Education, business has committed itself to providing 20,000 EQ places a year. Join in!

Entry-level Vocational Qualification Plus

- Entry-level vocational qualifications can also be combined with targeted support measures. Then EQ becomes EQ Plus.
- Example: You want to give a slow learner the opportunity to acquire an EQ. However, the young person requires targeted extra coaching so that he or she can complete an EQ successfully. The employment agencies can provide "coaching assistance" for those cases. Give slow-learning youngsters a chance so that you can secure your skilled workers of tomorrow.



Entry-level vocational qualification with CCI Certificate

Trainee on probation

Your CCI will be pleased to inform you of the details of the entry-level vocational qualification.

Contact with your apprenticeship consultants can be made through the website of your CCI: www.ihk.de

ICC Apprenticeship Exchange:
www.ihk-lehrstellenboerse.de



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Entry-level vocational qualification with CCI certificate – trainee on probation

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How does your company benefit?

The experience of recent years shows: The company entry-level vocational qualification (EQ) has proven its worth and is a great opportunity for young people and companies. Because more than 60 per cent of EQ graduates subsequently receive a training place. EQs are therefore an excellent bridge to in-house training, especially for weaker performing students. That is why business wants to provide 20,000 EQ places annually within the framework of the Alliance for Training and Further Education. There are good reasons why the EQ is a successful model:

- Due to demographic change and the trend towards academic studies, it is becoming increasingly difficult for companies to fill apprenticeships. This makes the opportunity to test young people with lower grades with EQs more interesting.
- Businesses do not have to commit themselves immediately for the duration of a complete apprenticeship and experience during an EQ shows more about young people than school reports do.
- Businesses which do not yet offer training can enter the training sphere with the help of EQs. Businesses which do not fulfil all the requirements for a complete apprenticeship can also join in.
- Entry-level vocational qualifications can be derived from all professions. If there is not yet a suitable offer for your company, your CCI will be pleased to support you. EQs can be designed to be flexible depending on the development of the young people and the operational situation.
- Offer a chance to young people who are not yet completely ready for an apprenticeship! This is also associated with an improved image for your company.

Entry-level vocational qualification – Securing young talent as early as possible

What do companies have to do?

- You conclude a contract for the entry-level vocational qualification with the young person. Sample contracts and examples of entry-level vocational qualifications are available from your local Chamber of Commerce. You can define other areas of activity together with the Training Consultant at the Chamber of Commerce and Industry.
- You deploy the young people in your company and teach the subject-specific and social skills. The young people commit themselves to the learning process.
- In the case of compulsory vocational education (which varies from state to state), you enable the young people to attend the vocational school.
- You make an application for a subsidy to the costs of the work experience to the Employment Agency (Agentur für Arbeit). The agency pays a subsidy which is currently up to €231 per month. In addition, it pays the entire social security contributions. These vary every year and are around €116.
- You register the adolescent with the health insurance and the professional association.
- At the end of the entry-level vocational qualification process you issue a company certificate, assess the performance and send a copy of the certificate to the CCI.
- The Chamber of Commerce issues a certificate which makes the transition to a future apprenticeship or employment easier.
- Particularly attractive for young people and companies: during subsequent vocational training after the entry-level qualification, the length of the apprenticeship can be shortened.

Entry-level vocational qualification – Eight examples

- **Construction – The Basics of Device Management**
Setting up and securing building sites, working and safety scaffold, handling of components, assemblies and systems, maintenance of construction equipment
- **Chemistry – Process Preparation**
Handling working materials, determination of material constants, fundamentals of process engineering and installation-related work
- **Hospitality – Service**
Dealing with guests, consultation and sales, using devices, machines and consumer goods, work planning
- **Overseeing the Transport of Goods**
Checking, servicing and maintaining vehicles, preparing for transport, operational planning and logistics
- **Motor Vehicle Service**
Testing, adjustment and servicing of vehicles, installation and dismantling of components, operational and technical communications
- **Recycling**
Environmental protection engineering, ecological cycles, separating substances, hazardous substances, storage
- **Petrol Station Service**
Operating equipment of a petrol station, motor vehicle maintenance, services, inventory control system and sales
- **Business and Administration – Office Assistant**
Workplace organisation, office business processes, word processing, office communication techniques