

receive further information from the Federal Office for Migration and Refugees.

- If you would like to work but have not yet registered as looking for work, you must first register with the Employment Office responsible for you. In this way you will indicate that you are available for work. You can take evidence of this to the language school, who will then be able to give you further help.

What happens next?

- At the language school, your learning requirements, your qualifications and your linguistic ability will be determined first of all. The results show which course is best suited for you and how long it should last.
- As the course advances, your learning progress will be checked. At the end, the language school assesses how well you have achieved your goals.
- To make a success of your course, you must participate actively in the classes and attend regularly and on time.
- Your teacher will document your learning progress regularly and evaluate it with you at the end of the course.
- At the end, you receive a certificate of attendance, in which the learning aims, the content and your learning

progress are all set out in detail. Thus, your certificate of attendance will be very useful to you in your future career path.

How much does it cost to participate in a German for Professional Purposes course?

Participation in a German for Professional Purposes course is free of charge to you.

Travel costs

- If you receive Unemployment Benefit I or Unemployment Benefit II, your language school will reimburse your travel costs. You can get further information about this from the school before the course begins.
- If you do not receive either Unemployment Benefit I or Unemployment Benefit II, you must pay the travel costs yourself.

Child care

- If you have children for whom you cannot find child care in your home, your language school can provide further assistance.
- Your language school will also assist you if you cannot pay for child care.

Where can you find further information?

If you require further details or information, please address your enquiry to:

The Federal Office for Migration and Refugees
Section 324 b – ESF German for Professional Purposes,
ESF Administrative Office
Poller Kirchweg 101
51105 Köln

ESF hotline:

Telephone: +49 221 – 92426 400

E-mail: esf-verwaltung@bamf.bund.de

You will also find **further information** on the Internet at:

www.bamf.de/berufsbezogene-deutschfoerderung

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Federal Office
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German for Professional Purposes

(ESF-BAMF Programme)



ENGLISCH 032011 Berufsbezogene Deutschförderung



EUROPÄISCHE UNION





What is German for Professional Purposes?

The programme “German for Professional Purpose” is a range of courses available to anyone with a migration background who wants to look for work or to advance their career.

The courses are supported by the European Social Fund (ESF) and organised by the Federal Office for Migration and Refugees (BAMF). This explains why German for Professional Purposes is also called the “ESF-BAMF Programme”.

There are ESF-BAMF courses throughout Germany now. These consist mainly of:

- business-related German lessons
- specialist teaching
- internships and work placements
- company visits

A course has a maximum of 730 class hours and lasts for six months full time or up to twelve months part time.

What is the aim of German for Professional Purposes?

At the end of a course, you should be sufficiently qualified both linguistically and technically to be able to find a job more easily or to follow courses in further education more effectively.

Who can take part?

The ESF-BAMF Programme is aimed primarily at people who have a migrant background and are available for work. That is, people who receive Unemployment Benefit I or Unemployment Benefit II. You can also participate, however, if you are in an employment relationship. In case you do not receive social benefits, inquire with the agency responsible for the measure to learn about how to take part in an ESF-BAMF programme. Go to www.bamf.de to find out about the agency responsible for you.

What other requirements must you meet?

■ Migration background

You have a migration background if you yourself, at least one of your parents, or your grandparents immigrated to Germany. Your nationality plays no part in this.

■ German as a second language

German must not be your first language.

■ Not in education

To be able to take part in a German for Professional Purposes course as part of the ESF-BAMF Programme, you must have completed your compulsory education.

■ Completed integration course

You must have completed an integration course run by the Federal Office for Migration and Refugees.

There are two circumstances under which you do not have to attend an integration course:

- Your knowledge of German is already adequate.
- You are already employed and would like to attend an ESF-BAMF course at your workplace.

What do you learn in the course?

German for Professional Purposes classes

In German for Professional Purposes you learn precisely the vocabulary, grammar and idioms that you need to communicate effectively with colleagues, customers and managers.

The courses also place emphasis on the written language: you learn, for example, how to extract the correct information from texts quickly or what you need to consider when writing e-mails and letters. The German classes support and are directed towards the qualification component of the course, but also impart a knowledge of German for your professional life in general. Many of these new skills will also be useful to you outside of a work setting.

Qualification component

The qualification component can consist of three parts, depending on the orientation of the course:

- specialist teaching
- internship and work placement
- company visits

The three parts of the qualification component are based on what you already know and what you will need in your future employment: the specialist teaching can therefore consist of general and specialised professional studies and training in assembling job applications. You can also acquire or refresh mathematical and IT skills.

The specialist teaching should be linked as soon as possible to a practical activity, in which you can try out and extend what you have learned. All of this is supported and accompanied by intensive German teaching.

Through the company visits you get to know the working world and can perhaps even get an idea of what your future place of work will look like.

How can you participate in the ESF-BAMF Programme?

- If you receive Unemployment Benefit I or Unemployment Benefit II or are registered as seeking work, ask your placement officer at the Employment Office, the Jobcenter or the Working Group/Municipal Work Commune. He or she can put you forward for participation in a German for Professional Purposes course and give you the name of the language school in which you will complete the course.
- If you are employed, and participation in a German for Professional Purposes course is required for you to keep your job, you can ask your employer. He or she will