

# Application for admission to a training preparation program

The aim of the training preparation courses is to support young people of compulsory school age, to help them with their career orientation and to prepare them for the immediate start or resumption of training in school or outside of school in a career-related manner.

## Competent Department

- [Die Senatorin für Kinder und Bildung | Referat 22 - Ministerielle und schulbetriebliche Aufgaben, Berufsbildende Schulen](#)

## Basic information

The pre-vocational training courses are aimed at pupils who:

- are transferring to the vocational training system after completing their general education,
- are required to attend school,
- are not yet in a position to take up full-time school-based or dual training.

The aim of the pre-vocational training courses is to support young people who are required to attend school. Preparatory training is intended to help them with career orientation and prepare them for starting or resuming school-based or extracurricular vocational training. Pupils without a school-leaving certificate should be given the opportunity to acquire the vocational training entrance qualification.

The training preparation courses are intended to

School leavers who

1. have attended a general school for at least ten years,
2. who have not chosen any other course of education or could not be admitted to any other course of education and
3. have not started vocational training or have broken off their training.

In addition, the courses of education should be attended by school leavers who

- immigrated to the Federal Republic of Germany after the age of 14,
- have little or no knowledge of German and
- cannot be admitted to lower secondary level schools due to their age.

The following courses can be attended depending on the fulfillment of the relevant admission requirements:

- Internship class,
- work stage,
- Vocational orientation class,
- Language support class with vocational orientation,
- Vocational orientation with language support

With the exception of the Werkstufe course, attendance generally lasts 1 year.

To apply for admission, please contact the relevant vocational school.

The contact details of the relevant vocational school can be found in the Bremen authority finder under "Further information" - "Where can I find out more?".

## Requirements

The prerequisite for attending a training preparation course is attendance at a general education school of at least 10 years' duration. In addition, depending on the educational program, a counseling interview at the ZBB in the Youth Employment Agency (JBA) may be required.

Since in connection with admission to the educational programs a selection is made according to previous graduation, special educational needs and language level, the fulfillment or non-fulfillment is of decisive importance for an admission. In order to be admitted to the Werkstufe program, the student must have a statement in perception and development.

## Procedure

- Select the desired course of education at the vocational school in the area of training preparation.
- If necessary, make an appointment with the ZBB at the JBA.
- You will receive a confirmation of a conducted counseling interview of the ZBB
- Download the admission form from the homepage of the desired school or pick it up on site in the school secretary's office in paper form.
- Complete the admission form and submit the completed admission form together with the necessary documents (including confirmation from ZBB that a counseling interview has been conducted) in accordance with the requirements.
- After the school has made its selection, you will receive notification of your acceptance or rejection.

## Legal bases

- [AVBG-VO](#)
- [§ 30 BremSchulG](#)

- [§ 33 Absatz 1 BremSchulG](#)
- [§ 40 Absatz 8 BremSchulG](#)
- [§ 49 BremSchulG](#)
- [§ 6b BremSchVwG](#)