

## Apply for an education voucher

Upon application, you can receive an education voucher for a further education measure from the employment agency responsible for you. To do so, you must meet certain requirements. When you receive an education voucher, you will not incur any costs for participating in the continuing education measure. You can redeem the voucher at a certified and approved provider for the corresponding further education support.

### Competent Department

- [Agentur für Arbeit Bremen-Bremerhaven](#)

### Basic information

The education voucher serves to promote further vocational training. It is issued on application by the relevant employment agency, provided that the relevant requirements are met. However, there is no legal entitlement. With the approval of an education voucher, the Employment Agency assumes the costs incurred for participation in a further education measure. The voucher can be redeemed with a certified and approved provider of continuing education.

### Requirements

- The applicant has worked in a professional capacity for at least three years or has completed professional training.
- The further training is necessary to end unemployment or to avert imminent unemployment. The necessity may also be due to a lack of a vocational qualification.
- The Employment Agency has determined that continuing education is the "only goal-oriented measure."
- The Employment Agency considers that there is a high probability that the applicant can be integrated into the labor market or unemployment can be avoided if the (specified) educational goal is achieved.
- The applicant can prove that he or she has taken considerable personal initiative to end unemployment.

- The training measure and the training provider must be approved for funding. It must be ensured that the applicant can achieve the specified educational goal with the course.

Another essential prerequisite for receiving an education voucher is that counseling by the Employment Agency has taken place before participation in continuing education begins. No further education should be started without first having discussed it with the employment agency.

An education voucher will not be issued if, in the opinion of the employment mediator, unemployment can be ended without further education or if there are other more successful instruments.

## **Procedure**

The employment mediator checks whether the requirements for funding are met. If this is the case, she/he personally issues an education voucher. This is usually done during a counseling session.

### **Assessment**

The assessment determines where the applicant stands with regard to his/her chances of integration into the labor market and what problems, if any, there are with placement. It is also examined whether and what additional qualifications are needed so that permanent employment can be found. The applicant selects the educational goal and duration together with the employment mediator, and this is noted on the education voucher.

Therefore, the better the chance of finding a job after an appropriate further education, the more likely it is that an education voucher will be issued.

### **Redeeming the education voucher**

The education voucher can be redeemed within the validity period for participation in an approved measure that pursues the noted educational goal. The course and provider are selected by the participant him/herself. Information about approved measures can be found in the education and training database KursNet of the Federal Employment Agency.

The participant does not need to worry about anything else: The education provider confirms acceptance into the course on the education voucher and informs the Employment Agency of this. The employment agency then checks whether the selected course corresponds to the contents of the education voucher and whether the admission requirements are met.

## Course participation

Periods of illness during the further training must be reported to both the Employment Agency and the training provider. If the employment agency makes offers of employment to the participant during the course, these must be taken up - finding a job has the highest priority.

## Towards the end and after the training

Newly acquired knowledge must be applied quickly in practice, otherwise it will be lost again in a short time. Therefore, the participant should start intensive job application activities as early as possible - i.e. during or towards the end of the training.

Shortly before or at the latest after the end of the training, there is usually another meeting with the employment agency to determine the next steps in the job search.

## **More information**

The website of the Federal Employment Agency offers extensive information on continuing vocational training. The link can be found at the top right of this page under the note "Where can I find out more?"

## **What deadlines must be paid attention to?**

Validity: 1 to 3 months

The forms should be submitted to the employment agency in good time before the start of the course.

The planned training measure must begin during the period of validity of the voucher. If further training is not commenced within this period, the voucher will be forfeited.

## **How long does it take to process**

The education voucher is usually issued during a personal counselling interview.

## **What are the costs?**

The education voucher is free for applicants. Travel expenses and other necessary costs incurred in connection with participation in further education are reimbursed. The application for reimbursement can be obtained from the Agentur für Arbeit.