

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 agency checks whether the requirements for funding are met. If this is the case, he/she will personally issue a training voucher. This is usually done during a consultation.

Assessment

During the assessment, it is determined where the applicant stands in terms of their chances of integration into the labor market and what problems there may be with placement. It is also checked whether and which additional qualifications are required to find permanent employment. The applicant selects the training objective and duration together with the employment agency, and this is noted on the training voucher.

The better the chance of finding a job after the relevant training, 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 objective. The course and provider are selected by the participant him/herself. Information on approved measures can be found in the KursNet training and further education database of the Federal Employment Agency.

The participant does not need to worry about anything else: The training provider confirms acceptance onto the course on the training voucher and informs the employment agency. The employment agency then checks whether the selected course matches the content of the education voucher and whether the admission requirements are met.

Course participation

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

Towards the end and after the training course

Newly acquired knowledge must be put into practice quickly, otherwise it will be lost again in a short time. For this reason, participants in further training 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 interview 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?

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Travel costs and other necessary costs incurred in connection with participation in further training will be reimbursed. The application for reimbursement can be obtained from the Employment Agency.