

# 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 apprenticeship-preparatory education programs are aimed at students who:

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

The aim of instruction in the training preparation courses is to support young people who are subject to compulsory school attendance. Training preparation is intended to help them with career orientation and prepare them for taking up or resuming school-based or out-of-school training in a career-related manner. Pupils without a school leaving certificate should be enabled to acquire the vocational training maturity.

In the training preparation courses, the following are to be taught

school-age children who have

1. have attended a general school for at least ten years,
2. have not chosen any other course of education or could not be admitted to any other course of education, and
3. are not starting vocational training or have dropped out of training.

In addition, the educational programs are to be attended by persons who are required to attend school and who have

- immigrated to the Federal Republic of Germany after their 14th birthday,
- have little or no knowledge of German and

- cannot be admitted to lower secondary schools because of their age.

The following educational programs can be attended depending on the fulfillment of appropriate admission requirements:

- Praktikumsklasse,
- Werkstufe,
- Vocational orientation class,
- Language support class with vocational orientation,
- vocational orientation with language support

With the exception of the Werkstufe course, attendance usually 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 the link

<https://www.service.bremen.de/behoerden-1467>

## 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](#)