

# Programmes at vocational schools

in the district of Lüneburg

Useful information for school leavers!

How do I find what's right for me?



School Guide  
in  
English

Valid from school year 2018/2019

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## 1. Preface

Dear Parents,

many adolescents are daunted by the question of what to do next when they leave general schooling. The questions on their minds include: "Which are my abilities and strengths?", "What interests me?", "What suits me?", "Where do I go from here: an apprenticeship or back to school for higher qualifications?"

Parents and guardians are role models and important sounding boards for their children, so they play a crucial part in the decision on which career choices to make after leaving general schooling. Often they are supporters, advisers, problem-solvers and fellow planners on the journey into professional life. The process of selecting a profession may take several years. So besides knowing the aptitudes of their children and being aware of their own role in this process, parents may need to have insight into the broad variety of options available for professional education. Decisions that children make about their own futures may therefore depend on the extent to which their parents are familiar with the education system and the programmes available in the region as well. This multilingual Parent Guide was developed to ensure that as many parents as possible have this information at their fingertips. It can help them find *common ground* with their children and provide meaningful support in the process of making career choices.

Besides general information, the Guide also outlines the educational programmes the children can select depending on their current school qualifications, as well as the courses they are eligible to attend at the vocational schools in Lüneburg.

Broadly speaking, starting an apprenticeship is an attractive and worthwhile objective. Many sectors are urgently looking for specialists, offering workplaces with opportunities for additional qualifications further down the line as well. But vocational schools can present a sensible alternative for adolescents who have not yet developed the maturity needed for an apprenticeship, or who would first like to obtain school qualifications that entitle them to study at a technical or general university.

It's not easy to negotiate the broad variety of training professions and educational programmes and to make the right decision, so adolescents frequently tend to narrow their choice to just a few professional and educational avenues that are attractive to many. It is therefore more difficult to be awarded a place in these areas. These days, general schools do a lot more to prepare their students for professional life. But it may still be wise to seek advice from a competent professional organisation (refer to 5, page 16 and the following).

With the best wishes for the future of your children.

*RDL-Team*

**Region of Learning**

## 2. What happens next after general schooling?

### 2.1. Compulsory schooling

Children in Lower Saxony are required to complete 12 years of schooling. This means attending a public school (Sections 63 (1)(1) and 65 (1), in conjunction with Section 64 Lower Saxony Education Act (NSchG)). Exceptions require approval from the Lower Saxony Department of Education according to Section 69 (4) (attendance of a sheltered workshop for adolescents or people with special needs or similar workshops and businesses).

#### **Premature end**

Compulsory schooling ends when the student has completed at least nine years at a general school, followed by at least one year at a full-time vocational school, a sheltered workshop for adolescents and people with special needs, or another institution (including businesses) according to Section 69 (4).

#### **Suspension of compulsory schooling**

Compulsory schooling may be suspended upon application. Section 70 (1–5) NSchG defines the conditions for suspension of compulsory schooling. Compulsory schooling is suspended to complete a gap year in the voluntary social or environmental year programmes (refer also to 2.9).

### 2.2. Leaving school without qualifications

School qualifications open the door to professional advancement. But there are plenty of ways to get back on track if it doesn't work out the first time round.

- Students can attend a preparatory vocational year at a vocational school, which lets them study for the secondary school leaving certificate and get ready for an apprenticeship.
- There are other ways to start professional life as well. Students who complete an apprenticeship are automatically awarded their secondary school leaving certificate. It is therefore worthwhile considering all avenues into the world of work.

We will use these pages to explain some of the options offered by the vocational schools. Feel free to contact the admin offices in the vocational schools to obtain information about the courses. But the student's personal situation will ultimately decide which choice is best.

## Leaving school without qualifications

Preparatory vocational year	Vocational foundation class	Apprenticeship in the dual curriculum system (vocational college)
<p>BBS II: Building Painting Woodwork Personal hygiene Metalwork Textiles</p> <p>BBS III: Home economics and care Home economics and farming</p>	<p>BBS II: Building Woodwork Personal hygiene Metalwork</p> <p>BBS III: Home economics and care</p>	<p>BBS I: Commercial professions Business professions Administrative professions</p> <p>BBS II: Building Painting Woodwork Personal hygiene Metalwork Textiles</p> <p>BBS III: Farming Health and dental technology Hotel trade Catering Food technology</p>
<p><i>The preparatory vocational year gets you ready to attend the vocational foundation class, where you will obtain your secondary school leaving certificate. You also have the option of advancing to a vocational school or an apprenticeship.</i></p>	<p><i>The vocational foundation class lets you improve the grade of your secondary school leaving certificate and gives you time to make career choices. You also have the option of advancing to a vocational school or an apprenticeship.</i></p>	<p><i>Most dual curriculum apprenticeships last 2 to 3.5 years. Graduates are then eligible to attend a higher technical college (year 12) or a technical college.</i></p>

Additional information: refer to

3. Programmes at vocational schools

## 2.3. Finishing school with a secondary school leaving certificate

Apprenticeship in the dual curriculum system (vocational college)	Vocational foundation class	One-year vocational school	Two-year vocational school  (requires successful completion of the one-year vocational school with a grade point average of 3.0)
<p>BBS I: Commercial professions Business professions Administrative professions</p> <p>BBS II: Building Painting Woodwork Personal hygiene Metalwork Textiles</p> <p>BBS III: Farming Health and dental technology Hotel trade Catering Food technology</p>	<p>BBS II: Building Woodwork Personal hygiene Metalwork</p> <p>BBS III: Home economics and care</p>	<p>BBS I: Business</p> <p>BBS II: Building Electrics Woodwork Personal hygiene Metalwork Textiles</p> <p>BBS III: Farming Catering Home economics and care</p>	<p>BBS I: Business</p> <p>BBS II: Technology</p> <p>BBS III: Nutrition Home economics Care Social education</p>
<p><i>Most dual curriculum apprenticeships last 2 to 3.5 years.</i></p> <p><i>Graduates are then eligible to attend a higher technical college (year 12) or a technical college.</i></p>	<p><i>The vocational foundation class lets you improve the grade of your secondary school leaving certificate and gives you time to make career choices.</i></p> <p><i>You also have the option of advancing to a vocational school or an apprenticeship.</i></p>	<p><i>The vocational school can be credited as the first year of an apprenticeship.</i></p> <p><i>Successful completion of the one-year vocational school with a grade point average of 3.0 or better entitles students to progress to year 2 of the vocational school, where they can earn a secondary school diploma.</i></p>	<p><i>Students of the two-year vocational school can earn their secondary school diploma, i.e. their higher secondary school diploma.</i></p> <p><i>They require a grade point average of 3.0 in order to attend the two-year vocational school (year 2).</i></p>

Additional information: refer to 3. Programmes at vocational schools

## 2.4. Finishing school with secondary school certificate I – secondary school diploma

Apprenticeship in the dual curriculum system (vocational college)	One-year vocational school	Higher technical college (years 11 and 12)	Vocational grammar school
<p>BBS I: Commercial professions Business professions Administrative professions</p> <p>BBS II: Building Painting Woodwork Personal hygiene Metalwork Textiles</p> <p>BBS III: Farming Health and dental technology Hotel trade Catering Food technology</p>	<p>BBS I: Business</p> <p>BBS II: Building Electrics Woodwork Personal hygiene Metalwork Textiles</p> <p>BBS III: Farming Catering Home economics and care</p>	<p>BBS I: Informatics Administration and judicial administration Business</p> <p>BBS II: Technology</p>	<p>BBS I: Business</p> <p>BBS II: Technology</p> <p>BBS III: Health and social affairs</p>
<p><i>Most dual curriculum apprenticeships last 2 to 3.5 years.</i></p> <p><i>Graduates are then eligible to attend a higher technical college (year 12) or a technical college.</i></p>	<p><i>The vocational school can be credited as the first year of an apprenticeship.</i></p> <p><i>Vocational school students with secondary school diploma can study for their higher secondary school diploma. This qualification is needed to attend a vocational grammar school.</i></p>	<p><i>Students who successfully complete the higher technical college are awarded technical university entrance qualifications.</i></p> <p><i>Applicants with secondary school diploma initially attend year 11 of the higher technical college; students who have completed an apprenticeship are eligible to start directly in year 12.</i></p>	<p><i>You will be awarded general university entrance qualifications after graduating from year 13.</i></p> <p><i>You are entitled to enrol at a university after successful completion of the vocational grammar school.</i></p>

Additional information: refer to 3. Programmes at vocational schools

## 2.5. Finishing school with higher secondary school diploma I

There are plenty of options open to students who leave general schooling with higher secondary school diploma I. They can go on to complete an apprenticeship, or alternatively enrol at higher schools. Here, they can choose between vocational schools to earn professional qualifications or higher technical colleges to sit their technical university entrance examinations. They are even eligible to attend a vocational grammar school and possibly a higher vocational school. Both of these school forms allow students to pass general university entrance qualifications, which entitle them to enrol at a university.

Students who have been awarded their higher secondary school diploma I at a vocational school have the same options as well.

**Please note:** Provided certain conditions are met, young adults who have completed an apprenticeship and have then graduated from year 12 at a higher technical college for business may be entitled to advance to year 13, where they can sit their subject-specific or general university entrance examination.

## 2.6. Finishing school with general university entrance qualifications

Students who have earned this qualification and then wish to start an apprenticeship are entitled to apply for a one-year reduction in the course length, provided the training company agrees.

## 2.7. Dual curriculum courses

School qualifications are not mandatory in order to start an apprenticeship, but almost always they are required. Budding apprentices will have to sign an apprenticeship contract with a probationary period of 3–4 months. Apprenticeships usually last 2 to 3.5 years. This form of training is called **dual** curriculum, as it takes place in a company and in the vocational college. Apprentices attend vocational college 1–2 times per week or in blocks. They sit an examination at the end of the course.

Important: Please make sure that your residence status allows you to complete an apprenticeship.



## 2.8. Vocational training at school

In the district of Lüneburg, the following apprenticeships can be completed at vocational schools, where graduates will receive a state-certified professional qualification.

Refer to 3.1.3 for the individual courses available at the vocational schools.

You will also find information on courses at state-certified private schools under 3.1.

## 2.9. Gap year options

Adolescents who would prefer to take some time to choose their profession or are on a waiting list can bridge the time by completing a **Voluntary Social Year (FSJ)**, a **Voluntary Environmental Year (FÖJ)**, a **Voluntary Cultural Year (FKJ)** or **Social Services Abroad**.

A new option was introduced on 1 July 2011 called **Federal Voluntary Service (BFD)**. It replaces alternative national service, which was abolished together with national service on 30 June 2011.

For more information, visit, among others, [www.bundesfreiwilligendienst.de](http://www.bundesfreiwilligendienst.de)

**FSJ:** The voluntary social year gives young people aged 16 to 27 the opportunity to become familiar with areas of social work and to acquire initial practical experience in the field. A voluntary commitment to the common good and the conscious decision to act in the interests of others are important facilitators of personal development and an educative experience in the formation of personal values. In the main part the work involves practical activities in not-for-profit organisations.

Besides the "usual" fields in all areas of social commitment, including hospitals, care homes, day care centres and similar, the FSJ is now possible in sport, culture, heritage protection and politics as well.

In most cases it will last 12 months, but the minimum period is 6 months.

For more information, visit, among others: [www.pro-fsj.de](http://www.pro-fsj.de)

**FÖJ:** The purpose of the voluntary environmental year is to promote self-motivated commitment to green causes and conservation, and it provides opportunities for work in all of the relevant professional areas. It is designed for young persons aged 16 to 26 who have finished their schooling or apprenticeship. It lasts 12 months at most.

For more information, visit, among others: [www.foej.de](http://www.foej.de)

**FKJ / FSJ Culture:** The voluntary cultural year is offered by cultural institutions. Usually participants will be involved in a project in the area of culture. Besides artistic and creative work, they will also provide support in the day-to-day running of the offices (administration, organisation etc.). For more information, visit, among others: [www.lkjinds.de](http://www.lkjinds.de)

**Social Year Abroad** The FSJ, FÖJ and FKJ can also be completed abroad. A number of church organisations offer opportunities to complete a social year abroad. Visit the web-sites above for more information.

### 3. Programmes at vocational schools

#### 3.1 Overview

The district of Lüneburg has three state-run vocational schools:

 <p>Retail professions / office professions / IT professions and public administration</p>	 <p>Building professions / electrical engineering / painting and interior design / automotive engineering / woodwork / IT / personal hygiene / metalwork / textiles and clothing</p>	 <p>Farming professions / health, care and dental technology / home economics / hotel trade, catering and food technology / social education</p>
<p><a href="http://www.bbs1-lueneburg.de">www.bbs1-lueneburg.de</a></p>	<p><a href="http://www.georg-sonnin-schule.de">www.georg-sonnin-schule.de</a></p>	<p><a href="http://www.bbs3-lueneburg.de">www.bbs3-lueneburg.de</a></p>
<p>Tel: +49 4131-8630-0 Fax: +49 4131-8630-112</p>	<p>Tel: +49 4131-889-102 Fax: +49 4131-889-171</p>	<p>Tel: +49 4131-889-221 Fax: +49 4131-889-235</p>
<p>Spillbrunnenweg 1 21337 Lüneburg</p>	<p>Am Schwalbenberg 25 21337 Lüneburg</p>	<p>Am Schwalbenberg 26 21337 Lüneburg</p>
<p><a href="mailto:info@bbs1-lueneburg.de">info@bbs1-lueneburg.de</a></p>	<p><a href="mailto:info@georg-sonnin-schule.de">info@georg-sonnin-schule.de</a></p>	<p><a href="mailto:info@bbs3-lueneburg.de">info@bbs3-lueneburg.de</a></p>

State-certified private vocational schools:

<p><b>Dr. von Morgenstern Schulen</b> Dorette-von-Stern Str. 6 21337 Lüneburg</p>	<p>Tel.: +49 4131 / 789 509-0 Fax: 04131 / 789 509-30 e-mail: <a href="mailto:info.LG@morgenstern-schulen.de">info.LG@morgenstern-schulen.de</a></p>	<p>Pharmaceutical/technical assistant (PTA) Beautician</p>
<p><b>IWK Lüneburg</b> (nursing and geriatric nursing school) Stadtkoppel 14 21337 Lüneburg <a href="http://www.i-w-k.de/lueneburg">www.i-w-k.de/lueneburg</a></p>	<p>Tel. +49 4131-671388 Fax +49 4131-681382 e-mail: <a href="mailto:lueneburg@i-w-k.de">lueneburg@i-w-k.de</a></p>	<p>Geriatric nurse Care assistant Remedial therapist</p>
<p><b>Städtisches Klinikum Lüneburg</b> (school for care professions) Bögelstr. 1 21339 Lüneburg</p>	<p>Tel. +49 4131-770 Fax +49 4131-2777 e-mail: <a href="mailto:info@klinikum-lueneburg.de">info@klinikum-lueneburg.de</a></p>	<p>Nurse Nurse and paediatric nurse</p>

### 3.1.1. Preparatory vocational school (BVJ / BEK)

	BBS I	BBS II Georg-Sonnin-Schule	BBS III
<p><b>Preparatory vocational year (BVJ)</b> Duration 1 year</p> <p><b>Requirements:</b> None</p> <p><b>Special forms:</b> Preparatory work year (AVJ) for remedial school students Language acquisition classes (SFK) for immigrants</p> <p>* GE: Focus area: mental development</p>	Not offered	<p>Building Automotive technology Painting and interior design Woodwork Personal hygiene Metalwork Textiles and clothing</p> <p>AVJ</p> <p>SFK: Focus area: Technology Metalwork, Woodwork and textiles</p>	<p>Home economics and care</p> <p>Home economics and farming</p> <p>SFK focus area Home economics and care</p>
<p><b>Vocational foundation class (BEK)</b> Duration 1 year</p> <p><b>Requirements:</b> Year 9 leaving certificate or Secondary school leaving certificate with grade point average 3.5 or worse</p> <p><b>Qualification:</b> Secondary school leaving certificate</p>	Not offered	<p>Building Woodwork Metalwork Personal hygiene</p>	Home economics and care

### 3.1.2. Vocational schools (BFS)

	BBS I	BBS II Georg-Sonnin-Schule	BBS III
<p><b>One-year vocational school</b></p> <p><b>Requirement:</b> Secondary school leaving certificate Vocational foundation year Advancement to year 2 is possible</p> <p>Qualification for higher school forms</p>	<p><b>Business</b> Retail</p>	<p><b>Building</b> (bricklayers, joiners)</p> <p><b>Electrics</b> (information and communications technicians)</p> <p><b>Woodwork</b> (carpenters)</p> <p><b>Personal hygiene</b> (hairdressers, beauticians)</p> <p><b>Metalwork</b> (machinists, metal construction technicians, sanitary/heating, air conditioning)</p> <p><b>Textiles and clothing</b> (tailors)</p>	<p><b>Farming</b></p> <p><b>Catering</b></p> <p><b>Home economics and care</b> (focus on home economics)</p>
<p><b>Two-year vocational school</b></p> <p><b>Requirement:</b> Secondary school leaving certificate</p> <p><b>Qualification:</b> SEK I – secondary school diploma possibly higher secondary school diploma</p>	<p><b>Business</b> (year 2 possible in Winsen or Uelzen)</p> <p>Additional requirement: year 1 BFS + grade point average 3.0</p>	<p><b>Technology</b> (year 2)</p> <p>Additional requirement: year 1 BFS + grade point average 3.0</p>	<p><b>Nutrition, home economics and care</b> (year 2)</p> <p>Additional requirement: year 1 BFS home economics and care or year 1 BFS catering + grade point average 3.0</p> <p><b>Social education</b> (years 1 and 2)</p>
<p><b>One-year vocational school</b></p> <p>requirement: SEK I – secondary school diploma</p> <p>Qualification: possibly higher secondary school diploma I Vocational foundation year, advancement to year 2 is possible</p>	<p><b>Business</b> Focus areas: - Office work - Retail - Administration</p>	<p><b>Building</b> Focus area: Building construction</p> <p><b>Metalwork</b> Focus area: Automation technology</p> <p><b>Electrics</b> Focus area: Specialist informatics for system integration</p>	<p><b>Catering</b></p> <p><b>Home economics and care</b> Focus area: Personal assistance</p>

### 3.1.3. Vocational schools offering professional qualification

	BBS I	BBS II Georg-Sonnin-Schule	BBS III
<p><b>Two-year vocational school</b></p> <p><b>requirement:</b> Secondary school leaving certificate</p> <p><b>Qualification:</b> Professional qualification and secondary school diploma I possibly higher SEK I qualification</p>			<p><b>Care assistance</b> (years 1 and 2) State-certified care assistant</p>
<p><b>Three-year vocational school</b></p> <p><b>Requirement:</b> SEK I – secondary school leaving certificate (year 10) or secondary school diploma, or apprenticeship as medical orderly / geriatric medical orderly, or for year 2, completion of BFS for care assistance</p> <p><b>Qualification:</b> Professional qualification, SEK I – secondary school diploma, possibly higher SEK I secondary school diploma</p>	Not offered	Not offered	<p><b>Geriatric nursing</b> Geriatric nurse</p>
<p><b>Two-year vocational school</b></p> <p><b>Requirement:</b> SEK I – secondary school diploma</p> <p><b>Qualification:</b> Professional qualification, possibly higher SEK I – secondary school diploma</p>	<p><b>State-certified business assistant for foreign languages and correspondence</b></p>	<p><b>State-certified IT assistant</b></p>	<p><b>State-certified social care assistant</b></p> <p>Focus areas: <b>Personal assistance</b>, year 2 <u>Additional requirements:</u> BFS home economics/care, personal assistance, or BFS care assistance, or BFS nutrition, home economics and care Additional curriculum for technical university entrance qualifications is possible. <b>Social education</b>, years 1 and 2 Advancement to year 2 with 2nd year BFS social education</p>

			<p><b>State-certified farming/technical assistant</b> Focus area: <b>Crop production</b></p>
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### 3.1.4. Technical colleges

	BBS I	BBS II Georg-Sonnin-Schule	BBS III
<b>One-year technical college</b> (1.5 years part-time)	Not offered	Not offered	<p><b>Farming:</b> For farmers Focus area Farming <b>Qualification:</b> State-certified farmer</p>
<b>Two-year technical college</b>	Not offered	Not offered	<p><b>Social education</b> For social care assistants <b>Qualification:</b> State-certified preschool teacher</p>
<b>Technical college, part-time</b>	Not offered	<p><b>Mechatronics</b> (4 years part-time)</p> <p>For mechatronic technicians or electronic technicians for operating technology <b>Qualification:</b> State-certified technician For more information, visit: <a href="http://www.georg-sonnin-schule.de">www.georg-sonnin-schule.de</a></p>	<p><b>Hotel and catering business</b> (3 years part-time)</p> <p>For graduates of relevant professions in the industry <b>Qualification:</b> State-certified business manager For more information, visit: <a href="http://www.hotelfachschule-lueneburg.de">www.hotelfachschule-lueneburg.de</a></p>

### 3.1.5. Higher technical college (FOS)

	BBS I	BBS II Georg-Sonnin-Schule	BBS III
<p><b>One and two-year higher technical college</b></p> <p><b>Requirement:</b> SEK I – secondary school diploma, additionally if beginning in year 11: one-year internship position if beginning in year 12: completed apprenticeship</p> <p><b>Qualification:</b> Technical university entrance qualifications</p>	<p><b>Informatics</b> (year 11 and 12)</p> <p><b>Administration and judicial administration</b> (years 11 and 12)</p> <p><b>Business</b> (years 11 and 12) under certain circumstances: Advancement to year 13 of the higher vocational college (only possible in Stade or Hannover)</p>	<p><b>Technology</b> (years 11 and 12)</p>	<p>Not offered</p>

### 3.1.6. Vocational grammar school

	BBS I	BBS II Georg-Sonnin-Schule	BBS III
<p><b>Vocational grammar school</b></p> <p>Duration: 3 years</p> <p><b>Requirement:</b> Higher secondary school diploma I</p> <p><b>Qualification:</b> General university entrance qualifications</p>	<p><b>Business</b></p>	<p><b>Technology</b></p> <p>Focus areas: - Structural engineering - Electrical engineering - Metal technology</p>	<p><b>Health and social affairs</b></p> <p>Focus areas: - Home economics - Social education - Health and care</p>

## 4. Central registration at "Schüler-online"

Students have enrolled for courses at the vocational schools using the central registration system "Schüler-online" since 2010.

Visit the following link to enrol: [www.schueleranmeldung.de](http://www.schueleranmeldung.de)

### The enrolment process

Students at state-run, general schools of the Hanse city in the district of Lüneburg receive an **initial password** from their schools, which they use to sign in the first time (login). They are then required to select a personal password comprising at least six characters and one special character.

Students who would like to move to the vocational schools from other schools (e.g. private schools) or from other arrangements (programmes) can sign in using their surname, first name, date of birth and a password they select themselves. Students are required to provide a valid e-mail address in the event that they **forget their password**; a link to reset the password is then sent to this address.

Each student is allowed to register for several courses in their own order of preference. They are advised to register for no more than three courses. The first choice should be put in first place to avoid any confusion in regard to ranking. Before they sign out, students will be shown the list of courses for which they wish to enrol and their order of preference. Then they are asked whether the information is correct. A clear message is also shown informing them that the registration process will not be complete until they have submitted the **necessary documents** and the **printed registration form** to the school offering the course.

#### Dates:

Period for *online* registration: **Start of January to the end of February**: any different dates will be announced in good time on the Schüler-online website.

Students with an apprenticeship contract can register at any time. Nonetheless, the training companies remain responsible for binding registrations with the vocational college.

#### From March/April:

Acceptance decisions at the vocational schools

#### Probably after the Easter holidays:

Letters of acceptance (for school places) are sent to the students. Anyone left empty handed may be invited to attend student counselling. The students at the respective vocational schools must confirm their acceptance of the school place.

## 5. (Financial) assistance and support

Students requiring assistance with their career choices, looking for a suitable apprenticeship position or who require assistance at school and in the company during their apprenticeship are invited to contact the following institutions. These institutions can also be contacted for assistance while the students are attending a general school.

### 5.1. Youth Employment Agency

A large number of public institutions have come together in the Youth Employment Agency Lüneburg to help young people negotiate their path into the world of work.

- The Career and Student Advisory Service at the Employment Agency
- The Job Center in the district of Lüneburg
- The district/Hanse city of Lüneburg with the Pro–Aktiv–Center





Youth Employment Agency Lüneburg  
An den Reeperbahnen 2  
21335 Lüneburg

Free hotline:  
e-mail:  
Internet:

0800 4 5555 00 (8:00 am–6:00 pm)  
info@jba-lueneburg.de  
[www.jba-lueneburg.de](http://www.jba-lueneburg.de)

**Opening hours:**

Monday to Wednesday: 8:00 am–12:00 pm  
Thursday: 8:00 am–12:00 pm  
2:00 pm–6:00 pm  
Friday: 8:00 am–12:00 pm

**5.2. AWO Youth Immigration Services**

This institute offers one-on-one and family counselling for non-Germans, as well as accompaniment to authorities (possibly with interpreters), help groups and support in the integration process.



AWO Soziale Dienste gGmbH  
Auf dem Meere 41  
21335 Lüneburg

Tel. +49 4131-40900-13  
Fax +49 4131-40900-10  
e-mail: [migration@awosozial.de](mailto:migration@awosozial.de)

**5.3. Educational Advise Services Lüneburg**

The Educational Advice Services Lüneburg provides initial orientation and accompanies you as you make decisions about your career and continued education.



Bildungsberatung  
Lüneburg

Bildungsberatung Lüneburg  
Kalandstraße 31  
21335 Lüneburg

Tel. +49 4131-15 66 555  
e-mail: [info@bildungsberatung-lueneburg.de](mailto:info@bildungsberatung-lueneburg.de)  
[www.bildungsberatung-lueneburg.de](http://www.bildungsberatung-lueneburg.de)

**5.4. SES / VERA**

Training consultants help young people to achieve their educational goals in case they encounter difficulties. They join with the young people to find solutions to improve learning motivation, to improve social skills and to overcome everyday problems.



Ulla Zajons  
Regional Coordinator for the VerA Initiative

Tel.: +49 4133 5181178  
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Ralf Klatt (Head of Training)  
Chamber of Trade Braunschweig – Lüneburg – Stade  
Stresemannstraße 2  
21335 Lüneburg

Tel.: +49 4131 – 712 143  
Fax: +49 4131 – 712 213  
e-mail: [klatt@hwk-bls.de](mailto:klatt@hwk-bls.de)  
[www.hwk-bls.de](http://www.hwk-bls.de)

## 5.5. Ausbildungsbrücke

Ausbildungsbrücke is an organisation that helps school leavers without an apprenticeship position to find one that suits their interests and abilities.

An apprenticeship mentor or tutor makes a substantial contribution to improving the prospects of individual students, as well as the success of the cooperating companies.



Die Ausbildungsbrücke in Lüneburg  
Heiligengeiststr. 31  
21335 Lüneburg

General Coordinator: Heinrich Bär  
Tel: +49 4131 – 18475  
e-mail: [heinrich.baer@patenmodell.de](mailto:heinrich.baer@patenmodell.de)

## 5.6. Education and Integration Office (BIB)

The Education and Integration Office in Lüneburg has been open since July 2012. Its main duties include networking, coordination and optimisation of programmes for the transitional period between school and professional life, as well the integration of immigrants.



Education and Integration Office Lüneburg  
Am Schwalbenberg 24  
21337 Lüneburg

Contact:  
Ms Karin Kuntze, Ms Svenja Feßel  
Tel.: +49 4131-96985-24 /-20 /-23  
e-mail: [karin.kuntze@landkreis.lueneburg.de](mailto:karin.kuntze@landkreis.lueneburg.de)  
[svenja.fessel@landkreis.lueneburg.de](mailto:svenja.fessel@landkreis.lueneburg.de)

## 5.7. Support during vocational training (ABH)

The Careers Advisory Service at the Employment Agency provides free support in the event that the apprentice encounters difficulties at school, poor grades or other problems during their vocational training. Apprentices will receive assistance preparing for tests and examinations, support in everyday concerns or in the event of other difficulties in the company or at school. Applications to: (refer to 5.9.)

## 5.8. Student BAföG (financial assistance)

Students are entitled to apply for financial assistance (student BAföG) if they attend any of a number of schools. But there are other factors beside the school form that decide eligibility, e.g. it is relevant whether the applicant still lives in the parental home or whether he or she has moved into their own household for an important reason. For instance, students who still live with their parents and would like to attend a regular grammar school beyond year 10 or a higher technical college beyond year 11 (without a professional qualification) will not be entitled to financial assistance in most cases. In contrast, students may be eligi-

ble in these cases if they no longer live with their parents and can prove that the school is either too far away from their parental home, they already have their own household and are responsible for children or are or have been married.

Section 8 German Federal Training Assistance Act (BAföG) states that citizens of the European Union and other foreign nationals are entitled to apply for BAföG if they can prove they have a residence permit and otherwise satisfy the eligibility requirements.

For further information, visit: [www.bafoeg-aktuell.de/cms/bafoeg/schueler-bafoeg.html](http://www.bafoeg-aktuell.de/cms/bafoeg/schueler-bafoeg.html)

#### Applications to:

Landkreis Lüneburg, FD 54-Jugend und Familie (Gebäude 2, Eingang H, 2. Stock, Zimmer 237 u. 238)  
Auf dem Michaeliskloster 4 Tel. +49 4131-26-1710 Mr Wilhus / 26-1384 Ms Hornig  
21335 Lüneburg Fax +49 4131-26-2706 / 26-2384

### **5.9. Financial support during vocational training (BAB)**

Subject to application, the Employment Agency will provide financial support in addition to the apprentice's wages in order to enable a person to complete an apprenticeship in a recognised apprenticeship profession with a company or educational institution. Certain conditions must be satisfied, for instance the apprentice must not live in his or her parental home, as the training company is located too far away. Apprentices who are 18 or older, are or were married or in a civil partnership or have at least one child are also entitled to apply for BAB, even if they live at a reasonable distance from their parental home.

For further information, visit:

<https://www.arbeitsagentur.de/web/content/DE/BuergerinnenUndBuerger/Ausbildung/FinanzielleHilfen/Berufsausbildungsbeihilfe/Detail/index.htm?dfContentId=L6019022DSTBAI485769>

#### Applications for financial support during vocational training:

Employment Agency Lüneburg-Uelzen Tel.: 0800 /4 5555 00  
An den Reeperbahnen 2 Fax: +49 4131 / 745 342  
21335 Lüneburg e-mail: [Lueneburg-Uelzen@arbeitsagentur.de](mailto:Lueneburg-Uelzen@arbeitsagentur.de)

## **6. Imprint**

### **Publishers:**

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#### **AWO Youth Immigration Services**

AWO Soziale Dienste gGmbH  
Auf dem Meere 41  
21335 Lüneburg

Tel. +49 413140900-13  
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e-mail: [migration@awosozial.de](mailto:migration@awosozial.de)



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**Sources:**

Federal Employment Agency  
Ministry for Education and Culture in Lower Saxony  
Vocational schools I, II and III in Lüneburg