



Lifelong guidance offered by the Federal Employment Agency

Shining a light on your career path



Ladies and Gentlemen,

The technical possibilities available to us, and our collective pursuit of increasingly sustainable and environmentally-friendly economic activity are changing production processes and economic procedures around the world. These developments are also having an impact on global labour markets. New job profiles are emerging and existing ones are changing. Skills requirements are constantly evolving, making lifelong learning the norm for many people.

At the same time, demographic developments are presenting a challenge to many countries in the European Union, as they struggle to meet the demand for labour and skilled workers. This is another reason why the demand for career guidance is on the rise throughout Europe.

With its wide range of lifelong career guidance services, the Federal Employment Agency aims to support companies, employees, those in search of work and young people in Germany in coping with these transformation processes.

Career guidance – lifelong

With the EU resolutions on lifelong guidance, the European Commission has underscored the need for strong guidance services and the necessity of lifelong guidance support. In the future, the aim is to make lifelong learning a reality for all citizens of the European Union. The Federal Employment Agency is, therefore, pleased to be a member of the Euroguidance Network, in order to promote cross-border cooperation in career guidance and educational mobility in Europe.

With this brochure, we would like to present our goals of lifelong guidance and the wide range of services that are associated with it.

I hope you enjoy reading it.

Yours, Detlef Scheele
(Chairman of the Executive Board)



Lifelong Guidance

Responding to the challenges of the future.

- Education and training improve the chances for sustainable integration into the labour market. Decisions on an individual's career choice and vocational path should, therefore be made on the basis of comprehensive information, in-depth reflection and consideration.

In order for people to know what opportunities and possibilities are open to them in the vocational training and labour market, Germany has established a nationwide **lifelong guidance service**. It includes the following services: Pre-employment vocational guidance (BBvE), employment career guidance (BBiE) and the exploration tools Check-U and New Plan.



Our services are geared to the needs of our customers:

- Vocational guidance for young people and adults participating or wishing to participate in working life
- Low-threshold counselling services on site, e.g. in schools and companies
- Intensive cooperation with all stakeholders and network partners involved in the training and labour market at eye level and according to the principle: **“We can achieve more together than we can alone”**.

With lifelong guidance, we provide a sustainable, high-quality and modern range of services.

With personal counselling and online services in all areas of career guidance and assistance, we provide holistic, proactive support to young people and adults throughout their entire career.

- Vocational guidance events
- Individual counselling sessions (in person, by telephone or video communication)
- Office hours on site
- Precisely tailored online services for young people and adults for orientation and self-led research at **www.arbeitsagentur.de**

More than 4,700 professionally trained guidance counsellors are available nationwide.

If necessary, the Federal Employment Agency’s specialist services (Occupational Psychology, Medical Service, Technical Advisory Service) can be involved.



Career guidance Before working life – BBvE

Well-prepared for your professional start.

➤ The BBvE supports young people early and continuously with vocational orientation and counselling in their career and study choices.

Our guiding motto: No young person should be left behind

We help achieve this goal by assuring the following:

- Comprehensive expansion of early, in-person guidance and counselling at all general education schools, as well as at vocational schools and universities
- Individual counselling in person, by telephone or virtually via video communication
- Precisely tailored career guidance
- Intensified cooperation with network partners
- Vocational counsellors who are competent in providing tailored information, vocational knowledge and key insight into the labour market, and who undergo continuous further training
- Special services for young people with a migration background
- Inclusive, gender-sensitive guidance and counselling services

The target audiences for pre-employment vocational guidance are:

- Pupils attending regular, general education schools from the pre-graduation class onwards, pupils of grammar schools from year 9 onwards
- Pupils attending secondary vocational schools leading to a higher school leaving certificate or serving as a form of vocational preparation
- Apprentices
- University and college students – including those attending dual study/work universities
- Non-pupils

Our services are also aimed at parents, guardians and teachers.

**The career guidance process consists of the following phases:
Orientation, counselling, placement and support.**

Within the framework of vocational orientation, we provide information, e.g. at school or at the vocational information centre (BiZ) on the following:

- Apprenticeship training opportunities
- Tasks and activities in the different professions
- Forms of specialisation and further education
- Prospects on the labour market
- Application procedures and deadlines, and much more.

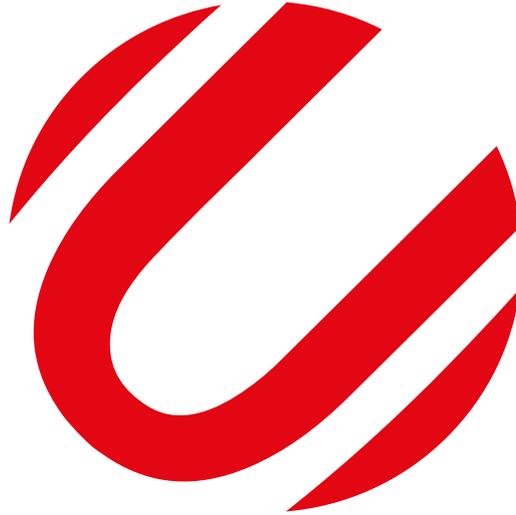
We provide guidance in face-to-face meetings, based on the young person's interests and abilities, who receive support in better assessing their respective needs. The guidance counsellor and the young person develop individual training and employment opportunities together. The use of a guidance service is, of course, voluntary.

We arrange apprenticeships and (dual) study places in the region and, if desired, nationwide as well. In addition, we help with the search for school-based training opportunities and highlight the necessary entry requirements.

We also help if pupils have problems finding any prospects at the end of their schooling. For example, we try to take appropriate measures to ensure that young people with educational and/or personal impairment are ready for training and can subsequently start an apprenticeship. Young people who need assistance can benefit from various support options before and during vocational training.



Simply scan the QR code with your
smartphone for more information.
www.arbeitsagentur.de/en/education



Check-U, exploration tool

➤ Check-U is designed for everyone

Adolescents and young adults with and without university entrance qualifications can gain insights into their professional and cognitive abilities with the help of psychological tests.

- ➔ Test procedures with appropriate levels of difficulty
- ➔ Identifying social competencies and professional preferences with the help of self-assessments
- ➔ Detailed evaluation of each completed module
- ➔ Results list with top 6 fields of study and top 6 apprenticeship occupations
- ➔ Save and print the results
- ➔ Detailed information on training opportunities and fields of study
- ➔ Direct registration for a counselling appointment



Simply scan the QR code with your smartphone for more information (in German).
www.arbeitsagentur.de/check-u

Further information and online services (in German)



BIZ – everything from a single source

With information folders, books and magazines on the topics of training, study, and career, it offers everything young people and adults want to know.



[www.arbeitsagentur.de/
bildung/
berufsinformationszen-
trum-biz](http://www.arbeitsagentur.de/bildung/berufsinformationszentrum-biz)



AzubiWelt – Apprenticeship search with the app

Facilitates searching and finding in a single tool. It is also possible to contact the Federal Employment Agency's guidance counsellors directly from the app by phone call or message.



[www.arbeitsagentur.de/
bildung/ausbildung/
azubiwelt](http://www.arbeitsagentur.de/bildung/ausbildung/azubiwelt)



BERUFE.TV – Discover prospective professions in-depth

Here, young people and adults can find out about the wide range of professions available with the aid of 420 career-specific, overview-based and themed films.



[www.arbeitsagentur.de/
berufe-tv-filme-videos](http://www.arbeitsagentur.de/berufe-tv-filme-videos)



BERUFENET – Knowledge at the click of a button

An online encyclopaedia that provides comprehensive information on 3,000 occupations – from training content, tasks and activities to employment opportunities and prospects.



[berufenet.
arbeitsagentur.de](http://berufenet.arbeitsagentur.de)



planet-beruf – especially for “Sekundarstufe I”

Here young people will find everything they need for a successful application. For teaching staff, the portal offers suggestions and materials for targeted vocational orientation lessons. Parents can receive helpful tips for their children's choice of study and career. Professional orientation coaches will find detailed information and inspiration here.



planet-beruf.de



abi – especially for “Sekundarstufe II”

Designed to serve upper secondary school pupils as they prepare for study and work with comprehensive information and interactive services. For teaching staff, the portal offers suggestions and materials for targeted vocational orientation lessons. Parents receive helpful tips for their children's choice of study and career.



abi.de



Youth employment agencies

Cooperative alliances for tailor-made support.

➤ Three social service providers are responsible for the counselling and integration needs of young people: the employment agencies (Agenturen für Arbeit), the job centres (Jobcenter) and youth welfare organisations (Träger der Jugendhilfe). In youth employment agencies (Jugendberufsagenturen), at least these three cooperation partners work together and offer coordinated and individual support in the transition to vocational training and work.

- ➔ Improved integration opportunities
- ➔ Coordinated support “from a single source”, especially with the schools and involving other partners
- ➔ Flexible, individual priorities for action according to regional and local needs for action and framework conditions

Since 1 January 2021, the digital platform **YouConnect** has helped participating providers to facilitate the exchange of information in joint care cases. True to the motto: “**Well networked. Better advised**”.



Career guidance in working life – BBiE

Orientation in every phase.

➤ BBiE supports people at all stages of their professional lives by providing career guidance and counselling. Available services include face-to-face and digital elements, and are aimed particularly at employees.

The services and offers of BBiE include:

- Low-threshold, tailored counselling, e.g. provided directly at companies, in connection with qualification counselling for employers
- Individual counselling: in person in one-to-one meetings, by telephone or virtually
- Topic-specific vocational orientation events in modern, appealing formats
- Inter-agency counselling teams for optimal coordination of guidance services
- Close cooperation and coordination with (local) network partners
- If required, a training can be offered



Simply scan the QR code with your smartphone for more information (in German).

www.arbeitsagentur.de/karriere-und-weiterbildung



New Plan,

the self-exploration tool

➤ **Professional inspiration and orientation**

New Plan inspires new career paths and presents opportunities for development or further training on the job.

- ➔ Search for professional development opportunities taking into account relevant life circumstances
- ➔ Assistance with vocational orientation with the help of psychological tests, self-assessment procedures and information offers
- ➔ Can be used either alongside or independent from a personal counselling session
- ➔ Effective statements relating to concrete professional concerns
- ➔ Presentation of examples: "What paths have others chosen?"



Simply scan the QR code with your smartphone for more information (in German).
www.arbeitsagentur.de/newplan



Networking

Together we achieve more.

➤ We cooperate with all network partners in the field of training and the labour market on an equal footing.

Together with our partners from the federal and state governments, employers' and business associations and trade unions, we moderate and shape the transformation processes on the labour market.

Vocational education and training are essential particularly in times of structural change.

That is why we are constantly developing our services. In doing so, we support companies in securing skilled labour and open up new career prospects for our customers.



Strong partners for apprenticeship training
(in German):
www.arbeitsagentur.de/ausbildungklarmachen



International mobility

New horizons in career guidance.

➤ Nowadays, international experience is an important career component in the globalised world of work. Therefore, providing information about the diverse learning and working opportunities in Europe and worldwide is an important component of advising pupils, students, employees and employers.

The International and Specialized Services (ZAV) is responsible for the international counselling and placement activities of the Federal Employment Agency. It provides advice worldwide and recruits foreign professionals for the German labour market.

Incoming advisory service for people abroad

- Work, apprenticeship training and study opportunities in Germany
- Recognition of professions
- Admission to the German labour market
- Working and living conditions
- Social security issues
- Writing applications for Germany
- Online workshops on living and working in Germany

Outgoing advisory service for persons residing in Germany

- Information and advice on studying, apprenticeship training and bridging opportunities (e.g. au-pair, internships, voluntary services, work-and-travel) abroad.
- Information and counselling on employment and education opportunities, on living and working conditions, as well as on social security in Europe and in other countries.
- Support with job applications and finding work abroad
- Organisation of (and participation in) information events and fairs in cooperation with employment agencies and job centres

Contact

International and
Specialized Services
(ZAV)
Villemombler Strasse 76
53123 Bonn

+49 228 713-1313
zav@arbeitsagentur.de
www.zav.de

The Federal Employment Agency is a member of the two European networks Euroguidance and EURES, and promotes cross-border guidance cooperation as well as labour and educational mobility in Europe.



Euroguidance is a network of information centres and resources on educational and vocational guidance throughout Europe. The target audience are guidance practitioners in education and employment who want to pass on information to their customers about study and training opportunities abroad.

The main task of Euroguidance Germany is to provide further training to guidance counsellors. Euroguidance organises seminars, study visits and conferences on vocational guidance and international mobility.

www.euroguidance-deutschland.de
www.euroguidance.eu



EURES is the largest network for the promotion of occupational mobility between Germany and other European countries. EURES Germany advises people who want to work in other EU countries, and companies that want to recruit European skilled workers. EURES supports the fundamental right to free movement of workers in the European Union.

www.eures-deutschland.de
www.ec.europa.eu/eures



**Co-funded by
the European Union**

All rights reserved. This brochure has been produced with the support of the European Union. Responsibility for the content of this publication lies with the publisher. The European Commission is not liable for any further use.

Reprints – including excerpts – are only permitted with the prior written consent of the publisher.

Publisher

Federal Employment Agency,
90327 Nuremberg
January 2022

www.arbeitsagentur.de

Print: MKL Druck GmbH & Co. KG
Graf-Zeppelin-Ring 52, 48346 Ostbevern



Simply scan the QR code
with your smartphone.