



Jugend!

ENGLISH

FROM A TO Z!

INFORMATION ABOUT
TRAINING AND DUAL STUDIES

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A

ABITUR (GERMAN EQUIVALENT OF „A LEVELS“)

A successful Abitur examination in Germany leads to the acquisition of the general higher education entrance qualification, which entitles the holder to study at a university, college or university of applied sciences. This gives the holder free choice as far as their field of study is concerned. Alongside this there is the subject-related entrance qualification, the so-called „Fachabitur“ (vocational technical diploma). Only certain study programs can be chosen with this. Incidentally: completed vocational training means that you can also catch up on your „Abitur“ via the so-called second educational route – for example, at college or night school. A study program without „Abitur“ is even possible if vocational training has been completed and the candidate has many years of professional experience. The formalities and details are different in each German state.

ABSENCE PERIODS

Absence periods commonly include all absences from your place of training: sick leave, exemptions and also absence without justification. Too many absences may jeopardise your admission to the final examination and thus the successful completion of your training.

ACCIDENTS

The statutory accident insurance covers your costs if you suffer an accident at work or on the way to work. This also applies to accidents at vocational schools or colleges/universities and on the way there.

In principle, an accident at work leading to an incapacity to work of more than three days must

be reported to the employers' liability insurance association by the employer or the treating doctor. Speak with your works council or youth and trainee representative should you encounter any problems.

ACCOMMODATION COSTS

Trainees have the opportunity to receive accommodation support within the framework of the vocational training assistance (BAB). You can apply for BAföG during your studies and it includes a flat-rate accommodation allowance. However, many dual students earn too much to receive BAföG support. As a rule, neither students nor trainees are entitled to an accommodation allowance. Only if there is no basic entitlement to BAföG (e.g. you are over 30) or BAB (e.g. you are undertaking secondary training) can you apply for an accommodation allowance from your municipality. Contact your works council, youth and trainee representative or your local IG Metall if you have any questions.

ACTIVITIES NOT LINKED TO TRAINING

The most important objective of your training is to learn your training occupation to the greatest extent possible. This means that you will better reap the rewards later on. You should therefore gain as much experience as you can during your training. Only undertaking the same work steps or constantly running errands for others and cleaning is not part of this. What is more: such monotonous tasks do not serve the purpose of training and are therefore even prohibited under the Vocational Training Act.

AGREEMENTS BETWEEN THE WORKS COUNCIL AND MANAGEMENT

Agreements between the works council and management are negotiated between the works council and company management. They provide an opportunity to improve the work situation in the company. For example, there are agreements between the works council and management that prohibit the trainee from returning to the company after attending vocational school – no matter how long the lessons last. Other

issues may include working time arrangements, further training, equal opportunities and the reduction of discrimination.

ANTI-WAR DAY

The attack on Poland carried out by the German Wehrmacht in 1939 has been commemorated on September 1st every year now since 1966. This marked the beginning of the Second World War. The Confederation of German Trade Unions was behind the initiative for this day of commemoration and remembrance. Our motto: never again fascism!

ASSEMBLY OF YOUNG PEOPLE AND TRAINEES

Problems with your training? Then bring them up at the next assembly of young people and trainees. You can discuss all the important issues there together with your youth and trainee representative and colleagues and consider what is at stake, what needs to change and how to get your demands met. The assembly of young people and trainees should take place regularly and your youth and trainee representative will invite you along.

ASSESSMENT SHEET

Learning objectives test

ASSISTANCE DURING TRAINING (ABH)

Should you have problems during your training and need more time for learning, then you can obtain special support through the „assistance during training“ program (abH). The objective of this is that you successfully complete your vocational training. You can take part in special enhancement courses once or twice a week: either at your own leisure or on leave of absence from the company. The homework assignments are discussed in small work groups and they either repeat material already covered or prepare for class work. You can also get advice on private, occupational or academic problems. You can obtain more information on this from your youth and trainee representative, works council or your local IG Metall office.

ASTA AND STUDENT COMMITTEES

At German universities and colleges there is the so-called General Student Committee, abbreviated in German to: AStA. This is your student representation. AStA not only works on socio-political issues and university policies, but also represents your interests in college or university committees. They are chosen by the student body, usually once a year. Besides AStA, there is also a student parliament, in which many student groups are represented. It also checks the work of the AStA.



20 YEARS, DUAL STUDY PROGRAM IN GENERAL MECHATRONICS, YOUTH AND TRAINEE REPRESENTATIVE, MANNHEIM

My ultimate tip for a good start

Your personal attitude is important. Stay relaxed and do not put yourself under too much pressure. Tense and nervous thoughts will only make it harder for you at the beginning.

Instead, look forward to this informative and interesting phase of your life, which is over faster than you first think. Always conduct yourself appropriately. But make sure your personality shines through, because it is precisely this that makes you unique.

Why I'm an IG Metall member

I have been an IG Metall member since the start of my studies. Even though I was not fully aware of the background and meaning at first, today I appreciate the benefits and opportunities given by the enormous strength behind a union. Thanks to a supplementary collective agreement for dual students at John Deere, we are in the fortunate position to benefit from all tariff changes one to one. A good degree of organisation is an advantage when keeping up to speed with the supplementary collective agreement. I wouldn't want to do without IG Metall.

So-called student organisations also exist parallel to this. They represent students in their departments and handle subject-specific questions. Here at IG Metall, we also take care of the concerns of our students and have trade union offices established at universities across Germany: www.hochschulinformationsbuero.de

BRANCH OFFICES

We have numerous IG Metall branches spread across Germany. The youth secretaries responsible for you work here and it's usually where the local youth committees meet. Our local offices are your point of contact should you wish to get in touch with us in person. The addresses can be found at www.igmetall.de/view_ogs_suche.htm

B

BACHELOR

The first degree that you can usually obtain at uni or a (technical) college is called a Bachelor. The usual duration of a Bachelor's degree course is three to four years. Participants earn 180 – 240 ECTS in the Bachelor's degree program. The final exam includes a bachelor thesis, in which a special subject area should be scientifically confronted. After graduation, you have the opportunity of pursuing an in-depth Master's degree program.

BAFÖG

The German Training Assistance Act (abbreviated in German to: BAföG) governs the financial support of school-based and student training. The objective of BAföG is to allow all young people – regardless of their social and economic situation – to receive training that matches their abilities and interests.

The maximum rate is currently 735 euros a month. How much you get from this amount depends on several factors. Even though making a BAföG application is quite complex, it's worth it. However, the earnings of most dual students will be too high to additionally apply for BAföG. More details about the requirements and application information can be found at: www.bafög.de

BREAKS

The following applies to under 18s: if your working hours amount to between four and a half hours and six hours a day, you have the right to a break of at least 30 minutes. You earn 60 minutes of free time if you work longer than six hours. The breaks can be split as you like, but they must last at least 15 minutes at a time. A break is mandatory after four and a half hours at the latest. This is stipulated in the Young Persons Protection of Employment Act.

If you are of legal age, the Working Hours Act states that you are entitled to a 30 minute break with working hours of between six and nine hours and a 45 minute break with a 9 hour day. Nobody may be employed for longer than six hours without a break. These are the legal minimum standards. Collective agreements or agreements between works councils and management often contain better terms.

BULLYING

Are you deliberately being harassed and experiencing hostility? Are your colleagues snubbing you? Are you always getting the lousy jobs? Are rumours being spread about you within the company? Are your superiors making fun of you to others? This and other forms of harassment is called bullying. Bullying is not a trivial offense, but psychological terror in the workplace. It doesn't matter whether you yourself are affected or you witness other colleagues being bullied: you should do something about it. More advice and support can be obtained from your youth and trainee representative, works council or your local IG Metall office.

BUSINESS DAYS

Business days are all days that are actually worked on. A business week generally consists of five business days – usually Monday to Friday. These should be distinguished from working days. This difference becomes relevant in the context of the legal regulations for holidays.

C

CAREERS

A widespread preconception: you can't have a career as a member of a union. The opposite is true. We are a dedicated companion during your career. We place a great deal of importance on your education, your studies and your further qualification. We're happy to assist you with help and advice to support you on your way.

CAREER ADVANCEMENT

How can I progress in my career? Find out more from your colleagues, IG Metall, the works council,

the youth and trainee representative, the chambers or employment consultants of the Federal Employment Agency. Comprehensive information about career advancement opportunities can be found in the „Blätter für Berufskunde“ (Information on occupational training booklet), which you can view or order from the employment agency.

CERTIFICATE (QUALIFIED CERTIFICATE)

You are entitled to three certificates at the end of your training: the examination certificate of the chamber, the certificate of the vocational school as well as a certificate issued by your training company.

You have the right to a certificate of employment in your later working life.

The company training certificate can be issued as a basic or a qualified certificate. The basic certificate contains information about yourself as well as minimal information in accordance with the Vocational Training Act (BBiG), i.e. the duration and objective of your vocational training as well as the skills and knowledge acquired. A qualified certificate can be obtained at your express request. It contains information on leadership, performance and special technical skills. The certificate must not contain any



PHILIPP BÖCKMANN

**21 YEARS, YOUTH AND TRAINEE REPRESENTATIVE,
NORDENHAM**

My ultimate tip for a good start

The most important thing is to learn a profession that you like and enjoy. This will mean that you take in more things during training, making it easier to progress with your learn-

ing. But apart from enjoying yourself, it is just as important to get along well with your colleagues. A positive working environment will leave you looking forward to going to work. On the other hand, your fellow trainees will also be more inclined to support you with any questions or problems you might have during training or at the vocational school, issues you might not want to discuss with your instructor.

Why I'm an IG Metall member

Young people must be able to play a role in shaping the future of the workplace. After all, we're going to be practicing this profession for a long time, longer than our older colleagues. I play my part by helping to represent young people and trainees and I participate in IG Metall committees for young people, such as the local and district youth committee.

comments that could adversely affect any applications to other companies. But be careful: employers have developed a „secret language“ to get around this prohibition. Have your certificate checked by IG Metall if you want to be on the safe side.

CHAMBERS

The Chamber of Industry and Commerce (IHK) and the Chamber of Crafts (HWK) are just some examples of chambers. These so-called „competent bodies“ are responsible for advice and supervision in vocational training. They monitor the suitability of training companies and instructors, register training contracts and organize intermediate and final examinations.

CHAMBER OF CRAFTS (HWK)

Chambers

CHAMBER OF INDUSTRY AND COMMERCE (IHK)

Chambers

CHILD BENEFIT

If you are younger than 25 and are undertaking training, your parents will get child support for you – no matter how high your training allowance. Child benefit may also be paid out under certain circumstances, if you are between training assignments, or if you have a part-time job of up to 20 hours a week during your studies, for example. Your parents will still continue to receive child benefit if you're only in marginal employment. More information can be obtained from your local IG Metall branch.

CHRISTOPHER STREET DAY

Christopher Street Day parades are held throughout Germany every summer. These demonstrations commemorate the Stonewall riots of 1969 in New York. These riots seen homosexuals and transgender people stand up against constant police harassment while protesting against everyday exclusion and discrimination. The parades have also taken place across Germany since the late seventies.

Get in touch with your youth and trainee representative, works council or local IG Metall office should you experience discrimination or bullying due to your sexual identity or orientation.

CLOTHING

Work clothing

CO-DETERMINATION

What is obvious in politics should also apply in business: democracy. Co-determination means that the employees in a company have a say in their concerns. And that is rightly so. Since multiple changes in a company affect them first and foremost.

COLLECTIVE AGREEMENT

In Germany, unions and employers can independently negotiate working conditions, i.e. without any intervention from the state and political sphere. These negotiations form part of the so-called collective bargaining. The outcome of such collective bargaining is a collective agreement. Collective agreements improve the working conditions of employees. They regulate, among other things:

- Remuneration and training allowance
- Bonuses and supplements
- Working hours
- Holidays
- Special payments
- Further training
- Recruitment

Collective agreements are an important supplement to the legislation already in place. The laws only lay down minimum standards. The collective agreement provisions must always be better than the statutory provisions. Only trade union members have a legal claim to benefits under collective agreements.

CONFEDERATION OF GERMAN TRADE UNIONS – THE DGB

The Confederation of German Trade Unions is the name behind the abbreviation (DGB). In addition to IG Metall, seven other unions are

organized here. Working together and across all sectors, we are committed to better working and living conditions.

CONTRACT TERMINATION

There are rules for terminating a contract. A contract can be terminated overnight during the probationary period. In this case, you do not have to specify a reason behind this.

The same applies to your company. It is no longer possible without justification after the probationary period: you would have to commit a really stupid act for your employer to give you immediate notice of termination, such as theft or frequent absence without excuse.

Even if you decide to stop your training assignment after the probationary period or wish to start another one, you have to do so in writing and with justification. A period of four weeks shall apply. It doesn't matter how: always involve your youth and trainee representative, works council or your IG Metall office in case of termination.

CRAFTS CODE (HWO)

Not everyone who can replace the brake pads on a car or change the oil can become self-employed as a car mechanic. This is where the

Crafts Code comes in. It determines who is allowed to practice a craft under which conditions. It also governs the training, master craftsman's examination and the general organisation of the craft, e.g. in the Chambers of Craft.

CREDIT POINTS

ECTS

D

DEPARTMENTAL BODIES

AStA and student committees

DIGITALISATION

Industry 4.0

DISCRIMINATION

Discrimination is the degradation or humiliation of individuals or groups based on actual or perceived characteristics – such as race, colour, gender or sexual orientation. Almost a quarter



REBEKKA VON HACHT

23 YEARS, DUAL STUDY PROGRAM IN MECHANICAL ENGINEERING, YOUTH AND TRAINEE REPRESENTATIVE, LIMBACH-OBERFROHNA

My ultimate tip for a good start

Be open and get involved! You are starting a completely new phase in your life. Everyday life during your studies

is very different from how it was at school. You come into contact with many new people and situations. Things won't always run smoothly at the beginning and you'll have to get to grips with it all, but that's normal. The first steps in your study program will be made much easier if you keep an open mind for new things.

Why I'm an IG Metall member

It was especially important for me to have someone by my side who was standing up for me and my rights. IG Metall is the right partner for me when it comes to this. IG Metall also offers me a network where I can meet like-minded people. I've already been able to make many friends. The wide range of seminars offered by IG Metall, allowing me to train further, take part in discussions and broaden my horizons, are also particularly appealing to me.

of trainees with migrant backgrounds have already been disadvantaged and marginalised in their training. That's an alarmingly high number. Yet the real numbers are probably much higher.

Have you ever had to listen to any stupid remarks about your race, skin colour, gender or sexual orientation? Then contact your works council, youth and trainee representative or local IG Metall office right away. We're by your side.

DRUG TESTS

Some companies require applicants and employees to take drug tests. Most of these drug screenings test for cannabis or ecstasy. But tests for other substances are commonplace. A drug test violates the rights of personality which are constitutionally protected. This is why we reject these invasions of privacy. You should contact your works council, youth and trainee representative or local IG Metall office if your company requires such a test from you.

DUAL STUDY

A dual study program combines theoretical phases at a college, vocational academy or university with operational practice phases or company-based training. You conclude a contract with the company and have the same rights and obligations as the other employees in your company. The youth and trainee representative and works council are also responsible for you. You can choose them or have yourself nominated for election.

DURATION OF THE DUAL STUDY PROGRAMME

A Bachelor's study programme normally lasts for three to four years. If a Master's is added on top of this, expect to plan for another one to two years.

DURATION OF TRAINING

Your training normally ends at the point agreed in your training contract or after the final examination is passed. However, this can be shortened or extended under certain circumstances. If you'd rather take your exam, your training position ends once the final exam is passed. If

you fail the exam, your training is automatically extended until the repeat examination but for a maximum of one year.

DUTY OF CONFIDENTIALITY

As a trainee or student employee, you must not divulge any trade or business secrets. These include, for example, customer lists, internal prices or technical expertise. Actually, all the information known only to a small circle of people. It doesn't matter how you obtained the information, whether through work or privately. Anything that could be detrimental to your company or its reputation is taboo. But your employer is also bound to secrecy. They must not inform anyone about your personal circumstances or the like.

E

ECTS

The European Credit Transfer System (ECTS) is intended to facilitate the recognition of academic achievements abroad. The ECTS points are not grades, but are awarded additionally.

They are intended to help measure the overall time load of the students: 30 credit points are usually awarded per semester. A workload of 30 hours in classroom and private study is calculated for each credit point. Transferred to the standard study period (three to four years) in the Bachelor's degree program means that you have to demonstrate at least 180 and a maximum of 240 ECTS points. A further 60 to 120 ECTS points are required for a Master's. Your points will be automatically shown in the performance overview as soon as you have completed a module.

EQUAL PAY DAY

Did you already know? Women still earn on average 21 percent less than their male colleagues in Germany. This is primarily because women have less of a representation in management positions in percentage terms, are more likely to undertake part-time work and take time off more frequently, especially due to maternity leave. In some cases, however, women are paid less for the same job. The Equal Pay Day takes place every year to draw attention to such injustices. Always on the day up to which women have to work to match what men earned in the previous year. This injustice must end. As IG Metall Youth, we are standing up for the same money for the same work – for all.

More info at: www.equalpayday.de

EQUALITY

For us, the following principle applies: equal rights for all. This is why we are committed to fighting discrimination and racism, promoting equal pay for men and women on Equal Pay Day and demonstrating for the same rights for homosexuals, transsexuals and intersexuals on Christopher Street Day. The integration of migrant colleagues and the inclusion of people with disabilities are of equal importance to us.

EUROPEAN QUALIFICATIONS FRAMEWORK

German Qualifications Framework

EUROPE/EUROPEAN UNION

Europe's history is one of war. There has only been a perspective for a peaceful coexistence thanks to the process of European unification following the Second World War. Today we benefit from open borders, peace and freedom of movement in the European Union (EU). We can live and work wherever we want.

Nevertheless, there are major differences between EU member states in respect of economic power and social security. Here at IG Metall we work together with our colleagues across Europe for justice instead of cuts in social services. For solidarity instead of competition. For a good life for all.

EXAMINATION

Under 18? Then you need to have a doctor examine you before you start your training and provide your company with a certificate of this fact. The second examination is due at the end of your first year of training. It is used to check whether your training or specific work is detrimental to your health. This examination must also be certified by your doctor. Some companies require the examination be undertaken by



CHRISTINA BÄUERLE

23 YEARS, YOUTH AND TRAINEE REPRESENTATIVE, STUTTGART

My ultimate tip for a good start

Starting this new stage in your life is just super interesting and exciting. It's a completely new environment – with a new workplace, new colleagues and new tasks. Take things

in your stride and try not to be too excited. After all, everyone is new and inexperienced at the beginning. I think it's important that you try to be as open and honest as possible. Ask any questions you may have. Experience has shown that you'll reap the best rewards by doing this and quickly establish contact with colleagues and immediate superiors.

Why I'm an IG Metall member

I became a member of IG Metall as soon as my training commenced, because I think it's important to ensure that we continue to enjoy such good working conditions. These conditions are only at a high level because our colleagues in IG Metall have been fighting for them for a long time now. It's great to be able to help shape the company. Worker participation and democracy in the company are worth a lot.

the company or guild doctor. Be careful: the second check should take place after nine months at the earliest and after twelve months at the latest. The employer will not be informed of the names of any illnesses for reasons of data protection. The examination is free of charge for you.

F

FACEBOOK

Are you also active on Facebook, Instagram or other social networks? Then be careful! It is common today for employers to check applications and employees via Google. Photos of wild nights of partying? Gossiping about the boss? Blabbing about the inner workings of a company? Not good ideas at all.

Post as little personal information as possible. Private disputes or relationship issues do not belong in the virtual public domain. It's best to set your profile to private so that only your friends can see what you're up to.

And remember: the net never forgets. Once pictures, videos and texts appear on the Internet, they never leave. By the way, we – IG Metall Youth – are also on Facebook. We look forward to a like: www.facebook.com/igmetalljugend

FAILED

This is what we can expect if an exam – shall we say – did not go so well. It's not the end of the world if this is the case. Keep your head held high! Just see it as a second chance: maybe you didn't have enough time to prepare. Maybe it just wasn't your day. You will do better next time, that's for sure.

FAMILY-FRIENDLY POLICIES

Family-friendly policies adopted by your company are extremely important to us, after all, work should not stand in the way of your own family planning. We therefore negotiate good working time arrangements in our collective agreements and work constantly to achieve a better compatibility between work and family life.

FINAL EXAMINATION

Training examination

FINANCIAL PROBLEMS

Even though trainees and students do receive remuneration, this money is not always enough. Thankfully there are a few options for receiving financial support from the state: for trainees vocational training assistance, for dual students BAföG, for students and in the case of vocational qualification scholarships.

FURTHER TRAINING

We hold your further training in high regard. This is why we offer various seminars for this purpose. Our „Bildung geht weiter“ (Education goes on) magazine is just right for you if you are planning further qualification steps after your training or studies. The magazine informs you about benefits under collective agreements, starting salaries as well as financing and working time models for qualifications and further training. We show you ways in which you can become a master craftsman, technician, business economist, teacher or instructor. You can also find out all the most important details on how to catch up on your school-leaving qualifications and study without having to take an Abitur. You can receive your educational magazine from your local IG Metall office. More info: www.igmetall-jugend.de

G

GERMAN QUALIFICATIONS FRAMEWORK (DQR)

This instrument with a somewhat bulky name is intended to ensure the comparability of training qualifications. There is also a European Qualifications Framework (EQF) alongside the German version. This makes it quicker to classify and thus recognise your qualifications should you make an application in another European country. More details can be found at: www.dqr.de

ship offered by the Hans Böckler Foundation is just right for you? You will receive support each month as a scholarship holder in the amount of the BAföG rate plus up to a 300 euro lump-sum fee for your studies. There is also support for stays abroad and language courses, promotion of internships and interesting seminars. The future scholarship holders are chosen across several application rounds, during which you will have discussions with a liaison officer in trade union proceedings, among other things. Check out the Hans Böckler Foundation for information on which documents have to be submitted and what else must be taken into account: www.boeckler.de

HAZARDOUS WORK

You shouldn't be allowed to undertake hazardous work if you are a young person under the age of 18 – at least not unattended in any case. But what is considered hazardous? For example, anything associated with accident risks or which can affect your health: extreme heat, cold or moisture. The same applies to radiation, noise and chemicals. If dealing with hazardous situations or dangerous materials is part of your training, then you must only work under the supervision of someone who has proven experience in dealing with these hazard sources.

H

HANS BÖCKLER FOUNDATION (STUDY SCHOLARSHIP)

Are you studying and active in trade union or socio-political matters? Perhaps the scholar-

HOLIDAYS

Your training or employment contract will specify how many holidays you are entitled to. By law, under 18 year old trainees: 25, under 17 year old



DANA NONN

21 YEARS, YOUTH AND TRAINEE REPRESENTATIVE, HAMBURG

My ultimate tip for a good start

Do not let your employer intimidate you. Know your rights and exercise them.

Why I'm an IG Metall member

I became a member because I am supported by IG Metall in every way. A union protects against the arbitrariness of employers and members can get advice on all matters. You also get to know many new – and above all nice – people as a member of IG Metall.

trainees: 27 and under 16 year old trainees: 30 working days of leave per year. Persons of full age are entitled to 24 working days leave. These are minimum standards. You cannot have less holiday. IG Metall has negotiated more holidays in their collective agreements. It's mostly 30 working days – i.e. six full weeks, regardless of age.



IG METALL TRADE UNION OFFICES ESTABLISHED AT UNIVERSITIES

IG Metall also supports you during your studies. We provide you with important information online about your studies and starting your career, contact persons and notable dates.

You can obtain advice and information directly at your university from one of the 55 local trade union information offices (HiB) or campus offices (CO) on site. More information about our special services for students can be found at: www.hochschulinformationsbuero.de

INCAPACITY TO WORK CERTIFICATE

Sick note and sick leave

INCLUSION

People with disabilities should be able to take part in social life. This is what we mean by „inclusion“. After all, the meaning is in the name: „to include“. People with disabilities should be able to work and learn in companies and educational institutions just like everyone else. IG Metall has been pushing this for a long time. Unfortunately, Germany is lagging behind on an international scale: there are still schools for special education here and many barriers in everyday life. We will also continue to stand up for the interests of people with disabilities

in the future. We – as well as your works council – can be approached at any time should you encounter any problems in terms of inclusion or discrimination in your company.

INDUSTRY 4.0

The economy is on the threshold of the fourth industrial revolution. Following on from steam power, mass production, the use of electronics and information technology, what we now see is the emergence of digitally networked, fully automated production. We as IG Metall Youth want to shape this epochal change in the industry in the interests of all employees – so that nobody gets left behind.

INTEGRATION

Integration means the social participation of minorities since everybody should be able to prosper freely in our society based on their skills and capabilities. Integration is a process that demands something from everyone involved. It's all about finding a way to live together, developing common values and norms and ensuring participation.

INSTRUCTIONS

There is no way around the instructions given by your instructor and employer – as long as they relate to your training. Other persons may also be authorised to issue you with instructions, e.g. the colleague responsible for occupational health and safety. All instructions that are unrelated to your training are inadmissible.

INSTRUCTORS/TRAINING COMPANY

A training company is the company in which you work. Instructors ensure that you learn all the skills and knowledge required for your job here. They must therefore be „personally and technically“ suitable for this (Vocational Training Act). The company is therefore obliged to train the instructors accordingly and to approve them for training.

INTERNATIONAL STUDENT IDENTITY CARD (ISIC)

The ISIC is the international student ID card. It also applies to trainees and pupils. You

obtain many exclusive discounts in museums, for accommodation, car sharing and language courses with this card that is valid worldwide. You receive the ISIC free of charge if you are an IG Metall member.

INTERNATIONAL WOMEN'S DAY

International Women's Day is celebrated on March 8th of every year – for more than 100 years now. The socialist Clara Zetkin had advocated its introduction at a conference in 1910. It emerged as a day of struggle for the equal rights of and the right to vote for women. A great deal has already been achieved to date. But unfortunately we cannot yet speak of full equality. Women are still earning less than their male colleagues, for example (Equal Pay Day). This is unjust. And that is why we rejoice: for full equality! And on all days, because our year has 365 women's days.



LABOUR DAY

The 1st of May is International Labour Day. Workers around the world demonstrate for their rights and celebrate the successes they have already achieved on this day. The 1st of May is a paid holiday in Germany.

LEARNING OBJECTIVES TEST

Your performance is evaluated on the basis of an assessment sheet at the end of your training period in many companies. However, these often only reflect the personal impression of the instructors – so they are therefore rather subjective and one-sided. Who, for example, can evaluate your „powers of thought“?

We are therefore committed to a learning objectives test. This will check as to whether you have learned the matters laid down in your training framework plan. If not, it doesn't



CHRISTOPH SOPHA

20 YEARS, DUAL STUDY PROGRAM IN MECHANICAL ENGINEERING, LEMBERG

My ultimate tip for a good start

Build networks! A network of many students makes studying much easier. It's much harder as a lone warrior. The weaknesses of individuals all balance out in groups, be-

cause each person has different strengths. The quickest way to get to know other students is at freshers' events, so you should take note of them. At the same time, it is also good to turn to students from advanced semesters. They often know the peculiarities of the professors, can give you tips or provide you with supporting materials.

Why I'm an IG Metall member

I'm an IG Metall member, because I know from my own experience that not every employee benefits from the same conditions. The working conditions are good in my training workplace. But I have also worked in companies where the working conditions were bad. I joined IG Metall since I find this unfair. Because together with IG Metall, we have the opportunity to ensure good working conditions in all companies. I also like to take part in events organized by IG Metall and get to know new people there.

necessarily have to be down to you, e.g. if all you had to do for weeks on end was the same thing (non-training activities). The level of your training is easily comprehensible thanks to the learning objectives test. We have already implemented this in some companies. Find out more from your youth and trainee representative.

LEGAL PROTECTION

Sometimes there is no other option but to sue your employer. This may be because of an unjustified contract termination or because the company is violating the training regulations. But filing such a lawsuit is expensive. As a union member, you are automatically covered by legal protection when it comes to your working or training relationship. We take care of your lawyer and court costs. The legal protection covering IG Metall members applies to all aspects of your working life. More information online: www.igmetall.de

LOCAL YOUTH COMMITTEE (OJA)

The OJA is your local forum for union activities. Young and active IG Metall members from your area come together here regularly, exchange ideas, hold discussions, make plans and implement actions together. The meetings usually take place in our branch offices. You will also find out when we meet there. Just come and visit us sometime!

M

MASTER'S

You can deepen the knowledge obtained in your Bachelor's degree program with a Master's. It lasts one to two years. You have to apply for a Master's after successfully completing the Bachelor's degree program. You can also

change the university. In addition, there is also the option of completing a Master's programme outside of the subject area. So if you are interested in another course of study, check out the requirements for this in more detail. Since the universities and (specialist) colleges can determine the admission requirements themselves.

MATERNITY LEAVE

Expectant or new mothers are specially protected by the law. For example, you can usually not expect to have your contract terminated from the beginning of your pregnancy until four months after birth. The maternity protection period generally begins six weeks before the birth and ends eight weeks after delivery. You are not allowed to work during this period. However, you will still receive your pay in full.

See also: parental leave, training with a child, studying with a child

MEDICAL EXAMINATION

Examination

MEMORIAL DAY FOR THE VICTIMS OF NATIONAL SOCIALISM

The victims of National Socialism are commemorated every year on January 27th. This day has been enshrined as a legal day of remembrance since only 1996. It marks the liberation of the extermination and concentration camp in Auschwitz in January 1945. Memorial events take place throughout Germany on this day, including an official ceremony in the German Bundestag.

MENTAL PROBLEMS

Training or a dual study program can prove to be quite stressful and induce pressure. Sometimes this also leads to anxiety or other mental health problems. If they get out of hand and it feels like you can't escape them, it's time to get help. Seek help from the works council or your youth and trainee representative who will offer psychological support. They are bound to confidentiality. There is usually psychological counselling for students at universities and

colleges too. By the way – if you have study or social problems, you can also apply for special funding: Assistance during training.

MINIMUM WAGE

And what a long fight it was. Yet on January 1st, 2015, it finally came into force – the statutory minimum wage. This is a great success because it creates more security for employees. The objective now is to enforce regular upward adjustments. Trainees in the sense of the Vocational Training Act (BBiG) and dual students in their practical phase are unfortunately still excluded from the minimum wage.

N

NAZIS

... we do not like at all, and they have no place with us either.

NIGHT WORK

In principle, full-time trainees must not undertake night work. You are not allowed to work between 8 PM and 6 AM if you are under the age of 18. There is, however, one exception: young people are allowed to work until 11 PM in shift work. But this only applies if they do not have to go to work or vocational school before 9 AM the next day.

O

ORDINANCE ON INSTRUCTOR APTITUDE (AEVO)

Not every company is permitted to train and not every employee in your company can become your instructor. The AEVO requires that your instructors have to sit a special exam to prove their suitability as an instructor. Since even if someone has good specialist knowledge, this does not necessarily mean that they can convey this information well.



KATRIN WIESER

19 YEARS, ELECTRONICS TECHNICIAN FOR MACHINES AND PLANTS, RUHSTORF

My ultimate tip for a good start

Try and stay relaxed! It's usually the case to put yourself under too much stress as you begin a new stage in your life. You will find out all the important details regarding

your training and studies during the first days, weeks and months. You have enough time to get ready for all the upcoming challenges, and then master them well too. Strength comes from inner peace!

Why I'm an IG Metall member

I'm an IG Metall member because I don't know of any other network that values and practices so much cohesion and teamwork. I also have IG Metall to thank for the abundance of professional and personal experience that I have already gained, which will be very helpful for my future. You can never have enough of it. :)

OVERTIME

If your employer wishes you to work overtime, then you have to first obtain the approval of the works council. The overtime you work must serve the purpose of your training. Appropriate time compensation must also be agreed upon. You cannot work overtime if you are under 18. The only exception: you want to take a day off between a holiday and a weekend and you want to make up time – but then at most half an hour a day.

You can drop out of working life in whole or in part for up to three years to dedicate yourself to looking after and caring for your child. Your training time will be interrupted for this period and will be extended accordingly. You have to notify your company of the exact time period of your parental leave seven weeks before this is due to commence.

See also: maternity leave, training with a child, studying with a child

P

PARENTAL LEAVE

Parental leave is the entitlement to leave of absence from work to care for and bring up children. It can be claimed by mothers and fathers during the first three years of the child's life. The same legal regulations apply to trainees as for all other employees.

PART-TIME TRAINING

Here at IG Metall we have advocated better training models for employees for many years now. This also includes personal qualification. We want you to have enough time and money to pursue your professional dreams. And we have had our first great success: collective agreements for part-time training have now been in place in the metal and electrical industry across Germany since 2015. Among other things, they allow trainees at the transition from training to work to conclude an individual training agreement determining the time off and payment for the further professional training program. There are different models for this purpose. It's best to seek more information from your works council, youth and trainee representative or your local IG Metall office.



MARCEL KOBERSTEIN

19 YEARS, ELECTRONICS TECHNICIAN FOR INDUSTRIAL ENGINEERING, DINGOLFING

My ultimate tip for a good start

Starting your training is a challenge. Everything will seem daunting at the beginning, but that soon passes. Always arrive on time and don't hesitate to ask if you are unsure

of something. Find out about those who you can approach should you encounter any problems. These are usually the youth and trainee representatives. Talk to your colleagues, because it is always good to make new contacts. Seize this opportunity for your future, be committed, reliable and interested in your work and it will all be worthwhile.

Why I'm an IG Metall member

As a youth and trainee representative, IG Metall is one of my most important contacts. They support me in my work any time I need it. I have learned to take responsibility and overcome even the most difficult situations thanks to IG Metall. I have been able to participate in many activities, seminars and experiences, which have shaped me as a person. This is all down to IG Metall. One of the biggest highlights was the trainee warning strike, where I was allowed to give a speech representing young people.

PERSONNEL FILE

All information about your career in the company is documented in your personnel file: from your application to your contract to written warnings or job descriptions. You can view your personnel file at any time. If your supervisor has issued you with a written warning, for example, then make sure that it is really on record. Or: you filed an appeal against an assessment? Then this appeal must appear in your personnel file. In case of problems: take a look at your personnel file together with your youth and trainee representative (JAV) or a member of the works council.

PIECEWORK

Piecework means that work and wages are based on the amount of work: you have to output a defined minimum capacity within a certain time. Piecework is extremely exhausting and therefore also associated with special health risks. Expectant mothers, adolescents under the age of 18 and trainees are therefore not permitted to undertake piecework.

PREGNANCY

Are you pregnant? Then you need to take special care of your baby now – and so does your employer. You must not be assigned to any heavy physical work or other activities that endanger your health. Your doctor will prohibit you from working if your pregnancy is endangered. You are still entitled to your training allowance or salary despite this employment ban.

See also: maternity leave, parental leave, training with a child, studying with a child

PRIVATE USE OF BUSINESS COMMUNICATION TOOLS

Can I also use the works computer or phone for private purposes? This question cannot be answered in general terms. If your employer has explicitly forbidden private use, you must respect this. You are in a legal grey area if they have not done so. Then it mostly depends on the frequency and duration of private use. It goes without saying that illegal sites (e.g. music exchange platforms) are basically off-limits.

It is best to be on the safe side and seek information from your works council or youth and trainee representative as to whether you can quickly check your Facebook messages during working hours or arrange to meet your best friend over the phone without it leading to any consequences.

PROBATIONARY PERIOD

Have you made the right choice with your training? Are you enjoying the work? Is the training like what you imagined? Are you suitable for this? A probationary period is in place to answer these questions. It must be at least one month and may not exceed four months. You can terminate your training relationship at any point during this time – without having to specify the reasons behind your decision and without complying with deadlines. The same applies to your employer.

R

RACISM

If you encounter any racist harassment, Nazi slogans or the like, intervene and/or contact your advocacy group or IG Metall. Those who insult our colleagues because of their race, skin colour or religion do not deserve our solidarity. Your employer must designate a complaints office within the company to which employees can turn in the event of discrimination.

RECRUITMENT

What happens after your training? Recruitment is only regulated by law for youth and trainee representatives. But there are collective agreement provisions in place in many industries. Deadlines for the notification of recruitment intentions and different minimum regulations

are agreed upon in the collective agreements of IG Metall – from six months to indefinite recruitment. You only have a legal claim to benefits under collective bargaining agreements as a member of IG Metall.

REFUGEES WELCOME

Millions of people around the world are fleeing – due to war and hunger. We stand for a humane right of asylum and boundless solidarity and welcome refugees. Our colleagues support people with experiences of displacement throughout Germany on a voluntary basis and are committed to the fair integration of refugees into the labour market. In this sense: refugees welcome!

REPORT BOOKLET

You write down what you have done during your training in your report booklet. It is used as proof to demonstrate that your company has complied with the training plan. So stick with the truth: spent an entire eight weeks just filing? Then make a note of this, it's in your own interests. Since you have to submit your report booklet at the intermediate examination and at the final examination. Should you fail, you can use the booklet to see whether this was down to you or due to the lack of quality in your training. By the way: you usually have the right to write in the report booklet during working hours. The company must provide you with the booklet free of charge.

RIGHT OF APPEAL

Is your training plan not being respected? Do you disagree with your assessment or have you received a written warning you consider unwarranted? Then you have the right to complain. If you feel discriminated against or consider yourself to be treated unfairly, your employer must check as to whether your complaint is justified and then inform you of the results of their review. They have to put things right if they agree with you. But you also have the right to complain directly to your youth and trainee representative or works council. This is often the better choice since these so-called „collective complaints procedures“ better protect you against revenge actions. You have the entire workforce behind you with complaints when represented by the works council. This takes individuals out of the line of fire and places employers under pressure.



VICTORIA VIVIEN KOLCZAK

19 YEARS, ELECTRONICS TECHNICIAN FOR AUTOMATION TECHNOLOGY, BRAUNSCHWEIG

My ultimate tip for a good start

Establishing contacts or making friendships from the outset will make it easier for you to get started and build a work routine. You can support each other, approach each other with questions and learn together.

Why I'm an IG Metall member

Even before I started my training, my older brother convinced me that a union brings only positive results. They support me in pushing for changes and actively shaping the company, allowing me to have my say in improving the working conditions. You cannot achieve so much alone as you can in a union. This is why I did not hesitate to join IG Metall directly as soon as my training started.

S

SCHOLARSHIPS

Despite your remuneration, it sometimes isn't enough to cover living costs. You may need to consider other financing options since side jobs are often not always possible. In addition to child benefit, you may also apply for BAföG under certain circumstances should you encounter financial problems. There are also scholarships. More info can be found at: www.stipendienlotse.de

SEMINARS

Knowledge is the key! Or in other words: education is a valuable asset. We fight every day to give you more time and money for your education. And as IG Metall, we ourselves are one of the largest training providers in Germany. Our seminars cover a wide variety of topics: from rhetoric to interesting facts about learning strategies and career entry through to political topics. Incidentally: our members generally do not have to pay for participation. And the best part is: you don't even have to take a holiday. You are entitled to training leave in many German states.

SEXUAL HARASSMENT

Many women (and sometimes even men) are confronted with sexual harassment in the workplace. Whether it's an unsolicited physical approach, indecent touch or inappropriate words – these very much cross the line of normality and can have legal consequences. Therefore: speak to someone if you get wind of such cases. And if you encounter it yourself: have courage and seek help. This is the only way to hold the perpetrators accountable and protect others.

SHIFT WORK

Some companies work on a shift basis. If you are under the age of 18, you are allowed to work shifts up to 11 PM in accordance with the Young Persons Protection of Employment Act. There must always be a period of twelve hours off work between the end of work and the start of work on the next day.

If you are over the age of 18, you are entitled to at least eleven hours of free time between two shifts.

These are the minimum legal standards. It may well be that the provisions of the collective agreement that applies to you are better. In addition, there are many other specifications for shift work. Find out more from your youth and trainee representative, works council or your local IG Metall office.

SICK NOTE AND SICK LEAVE

Sick note. This is a medical certificate. The yellow ticket. It states that you are unable to come to work due to illness and how long you are likely to be absent. It is important to inform your employer directly on the first day (in the morning!) that you are going to the doctor and won't be attending work. The company must be in possession of your sick note no later than on the third day of your absence. According to the latest rulings of the Federal Labour Court, the employer may demand that they receive the notification of sickness on the first day that you are ill.

Sometimes there are more generous arrangements, so: to be on the safe side, ask!

SIDE JOB

You have to inform your employer if you are looking for a side job. They may only refuse this if you intend to work with the direct competition or if the side job may have an impact on your main job. Clauses in the training contract, such as „No side job can be accepted“ are invalid. In principle, of course, the side job may not contradict the Young Persons Protection of Employment Act or the Working Hours Act.

You are entitled to the statutory minimum wage in your side job. But be careful: you may have to pay taxes and social security contributions under certain circumstances. Since your training allowance and earnings from your side job are totalled up together.

SMOKING

Are you a smoker? Smoking is generally only permitted in special areas and during regular break times. However, in some companies there are collective agreements that provide for short breaks. These can also be used for smoking – if need be. Simply contact your works council for more details. In any case, you should consider your non-smoking colleagues.

SOCIAL NETWORKS

Facebook

SPECIAL LEAVE

As the name suggests, this is additional holiday that can be granted for special purposes. For example: for marriages, deaths, births or attending seminars. There are statutory and collective regulations in place for special leave. More information on this can be obtained from your youth and trainee representative, works council and IG Metall.

STAY ABROAD

You have the option of completing part of your training abroad in line with the Vocational Training Act. The stay abroad is considered part of the vocational training if it coincides with the training objective. However, the total duration is limited. Your youth and trainee representative or works council will provide you with more information.

Those undertaking dual study programs also have the option of a stay abroad. Inquire about your options at your university. The EU program Erasmus+ facilitates EU-wide stays abroad. More information can be found at: www.erasmusplus.de

STRIKE

Our strongest means of pressure is the resistance of our work force – the strike. The right to strike is enshrined in Germany's constitution and also applies to trainees. However, strikes are only allowed in connection with collective negotiations. Only warning strikes are allowed during ongoing negotiations. They are used to increase the pressure on employers. If the negotiations fail, we as a trade union can call for a „normal“ strike. Should this happen, our members will receive financial strike assistance from us.



SERHAT CÖRTEN

**24 YEARS, YOUTH AND TRAINEE REPRESENTATIVE,
RÜSSELSHEIM**

My ultimate tip for a good start

The most important thing is that you take an interest in your training occupation. Training is so much easier if you are having fun at the same time. Therefore, find out as much

as you can in advance about exactly which profession you want to learn. And also about the company, where you want to undertake the training. My tip is to look for a company subject to a collective wage agreement, where there is a strong representation of interests. You often hear: „To get to the top, you have to start at the bottom“. But only cleaning and coffee-making does not form part of the training content. I, therefore, encourage everyone to get involved. Personally, I actively represent the interests of young people and trainees and strive to improve the conditions for myself and my colleagues in this field.

Why I'm an IG Metall member

IG Metall ensures fair pay with its collective agreements and above all protects us during our training. The recruitment and remuneration of trainees are also regulated by collective agreements. The future can be better planned with this security. It is important that young people especially organize themselves in IG Metall.

STUDENT PARLIAMENT

AStA and student committees

STUDYING WITH A CHILD

Studying with a child is an organizational challenge for the parents. You have the right to state and financial support.

Young parents receive individual relief at some colleges, which differs from the official examination regulations. Many colleges have their own day-care centres or childcare facilities.

You can apply for childcare allowance if you receive BAföG. New parents are also entitled to child benefit and parental allowance. In addition, students are entitled to parental leave in a dual study programme. In any case, we recommend that you organise an individual consultation in good time.

See also: maternity leave, parental leave, training with a child

T

TERMINATION AGREEMENT

A termination agreement regulates the mutually agreed severance of an employment relationship. But beware: this is considered to be a termination of the worker's own accord by the Employment Agency. Therefore, regulatory holding periods may be imposed for the receipt of unemployment benefits. As with all contracts, you should also consult your youth and trainee representative, works council or your local IG Metall office for advice here.

TRADE UNIONS

Only together we are strong. When employees unite and formulate demands together, the chances of success are much greater than when muddling along alone. Better working conditions and times, more training places and higher wages can only be achieved together. We also support you in concrete terms with information, advice or legal protection, if necessary.



JULIA WILLMS

**22 YEARS, TRAINING AS AN INDUSTRIAL MECHANIC,
DORTMUND**

My ultimate tip for a good start

Be yourself and don't let yourself get worked up! We are all human and that's how we treat each other, respectfully. Be open and receptive to new ideas.

Why I'm an IG Metall member

Because I can contribute my ideas and participate actively, whether as a union representative, works councillor or – like me – a youth and trainee representative. In addition, employees, trainees and students on dual degree programmes often have very little say in everyday working life. This is different in companies with union representatives, works councils and youth and trainee representatives! Workers can approach us and talk about their problems. We are here to represent the opinions and rights of workers.

TRAINING EXAMINATION

There are two examinations for trainees: the intermediate exam and the final exam. The final exam can also be sat in two parts at different times. The intermediate exam is used to check the level of your training. The result of your intermediate exam also counts towards your final grade in some training occupations. You will be admitted to the final exam only if you have:

- completed your training,
- passed the intermediate exam (final exam part 1),
- submitted your report booklet filled out in full.

Admission to the second part of the final exam requires participation in the first part – regardless of the result. If you're good enough, you can also take the final exam earlier. The duration of your training is extended if you have to repeat the final exam.

TRAINING ALLOWANCE

The training allowance is your wage during training. It's best to ask your youth and trainee representative, works council or your union how much money you're entitled to. The payment amount you will receive depends on the training year you are in, the location of your company and the industry in which you work. The training allowance is paid monthly. The company must pay you by the last day of the current month. Your allowance will continue to be paid for up to six weeks should you fall ill. After this, you will receive sick pay from your health insurance company.

TRAINING CERTIFICATE

Report booklet

TRAINING CERTIFICATE/REFERENCE

Certificate

TRAINING CONTRACT

The training contract must govern: the start, duration, type and objective of your training, the duration of the probationary period, the daily working hours and holidays as well as the

amount of the training allowance. Agreements that contradict the statutory provisions and are detrimental to you remain invalid.

TRAINING FRAMEWORK PLAN

There is a statutory training framework plan for each recognized training profession. It contains the timeline and content structure of your training. I.e.: it states exactly what you'll be learning when. You can use this plan to check whether you are learning everything that is part of your training. The plan must be given to you at the beginning of your training. If you do not receive one, please contact your youth and trainee representative, works council or local IG Metall office. By the way: you can find an overview of all training framework plans here: www.bibb.de

TRAINING LEAVE

You are also entitled to training leave in the majority of German states as a trainee or dual student.

TRAINING PLAN

You will receive your training plan when your training commences. In it, your company describes how your training will actually pan out. I.e. how long you will be in the training workshop and in the individual departments and what you should learn there. From the first to the last day. Contact your youth and trainee representative or works council if you do not receive a training plan or if it isn't being respected.

TRAINING REGULATIONS

There are defined training regulations for each job. They set out the duration and content of your training. You can find them in the annex of your training plan.

TRAINING RESOURCES

This includes all the materials, tools and clothing required for your training. Your company has to bear the costs for these in full. It doesn't matter whether this is for textbooks, calculators or the training certificate.

TRAINING WITH A CHILD

The usual legal provisions apply to you during pregnancy. In principle, you have the right to parental leave.

Prior to returning to the company, you should have child care organized: perhaps there is an organized day-care service in your company or even a day-care centre. If not, inquire at your youth welfare office as to whether you are entitled to care by child minders or which state services (e.g. nurseries/kindergartens) are on offer locally.

There is also financial support: in principle, you are entitled to child benefit and parental allowance. This is not applicable during parental leave if you obtain vocational training assistance (BAB). However, you may be entitled to additional benefits from the social security office under certain conditions – for example, an allowance to meet additional requirements after the 12th week of pregnancy or a one-off grant for pregnancy clothing and baby equipment.

Be best advised in advance and on an individual basis. Your youth and trainee representative or works council, but also your local IG Metall office, will be happy to help you.

See also: maternity leave, parental leave, studying with a child

TRAVEL EXPENSES

We believe that travel expenses related to training should, in general, be paid by the company. Unfortunately, that isn't always the case. However, the works council and youth and trainee representation have entered into agreements with the management of some companies in this respect. Find out if this applies to you as well. You can otherwise claim travel to work and to the vocational school as income-related expenses on your tax return.

TRAVEL TIMES

The time you need each day to travel from your home to the training company and back again is unfortunately your own private matter. The company doesn't have to credit/remunerate this as part of your normal training or working hours. Unless otherwise agreed by collective agreement or a separate agreement between the works council and management.

Travel from the vocational school to the training company or in the opposite direction, however, is considered as part of your working hours and must be credited to you.



ANDRE BECKER

26 YEARS, STUDENT OF ELECTRICAL ENGINEERING, KAISERSLAUTERN

My ultimate tip for a good start

Don't worry too much and approach the new challenge at ease. Everyone is stressed out at the beginning and I'm no stranger to this too. You don't want to do anything wrong and hope to leave a good impression. Stress is normally not necessary at all. Starting a new training program or degree

is something very special that you should embrace. Many new impressions and experiences await you and you will get to know lots of new, interesting people. A new period is beginning in your life, for which you need to set an objective: a decent degree. Yet normally, this is still three to four years away in the future. This is why everyone should face the new challenges with courage and enjoy every step to the fullest.

Why I'm an IG Metall member

Being a member of the union means more to me than just demonstrating for a pay increase every two years. The solidarity and the absolute will to stand up for values and a better life is decisive for me. My time as a youth representative has had a special impact on me. The cohesion to raise one's voice if something has gone wrong in our eyes and joint action has strengthened the political will in me and encouraged me to stick to my convictions. IG Metall therefore offers me much more than just an ear, it gives me a voice. A voice that gets louder with organized like-minded people. Such a voice is not only heard but also makes a difference.

TUITION FEES

There have been no tuition fees for undergraduate degree courses at German state universities since 2014. This is different with private institutions: if you have to pay fees for your dual studies program, your employment contract should specify whether your company covers the costs. Make sure you are aware of what applies to you at the very beginning by looking at your contract once again or asking your works council or youth and trainee representative should anything be unclear.

U

UPGRADING TRAINING ASSISTANCE ACT (BAFÖG)

Do you want to continue your training to be a master, a technician or a specialist merchant? You will be eligible for the relevant financial support once you have successfully completed your training. There is the Upgrading Training Assistance Act, the so-called „Aufstiegs-BAföG“, for this. You are entitled to receive a maintenance payment under this law – as an interest-free maintenance allowance and/or as a low-interest loan. You can also finance course and exam

fees of up to 15,000 euros with a loan with favourable terms. The local authority boards are usually responsible for grants promoting vocational training (districts and cities). More information, as well as example calculations on the subject, can be found on the official website of the Federal Ministry for Education and Research: www.aufstiegs-bafög.de

UNION WORKPLACE REPRESENTATIVES

The union workplace representatives of IG Metall are selected by the IG Metall members in the company. They are the link to IG Metall and represent the interests of our members. They also nominate candidates of IG Metall for the works council. Young people, trainees and dual students can also become union workplace representatives.

V

VIOLENCE

Thankfully this isn't as prevalent as it once was, but it still exists: from a slap on the face through to a proper beating – the physical punishment of young people within a company is prohibited. As is sexual harassment.



DIJLE DEMIREL

**21 YEARS, YOUTH AND TRAINEE REPRESENTATIVE,
SALZGITTER**

My ultimate tip for a good start

Make sure you find out information about your rights as a trainee / student of a dual degree program directly from the youth and trainee representatives. Try to be active and seize your opportunities, for example by attending training seminars such as the „Youth 1“.

Why I'm an IG Metall member

I am in IG Metall because I firmly believe that you can only achieve something when everybody pulls together – especially in a large company. And I find this sense of community in IG Metall.

VOCATIONAL SCHOOL

You are obliged to attend vocational school as a trainee. This means that your company must release you for vocational schooling. The class time is considered as part of your working hours in full. Your company should release you for the lessons including breaks and including the travel time between your company and the vocational school. You are not required to go to work first if your lessons start before 9 AM. And should you be under the age of 18 and the lessons last longer than five hours, you will not need to go back to work. Such regulations may also apply to those over the age of 18 if the company is bound by one of our collective agreements or if the works council has made corresponding agreements.

Should you have any questions or problems: speak with your youth and trainee representative, works council or your local IG Metall office.

VOCATIONAL TRAINING ACT (BBiG)

The fundamental issues of your training are governed by the BBiG: your rights and obligations as a trainee as well as the rights and obligations of your instructor.

VOCATIONAL TRAINING ASSISTANCE (BAB)

Have you found a training place, but it's too far away from home? You may be entitled to financial support from the state under certain circumstances. You will receive BAB if you cannot live with your parents during your training because the training company is located too far away. If you are over 18 or married or have at least one child, you shall also be entitled to BAB even if you live within easy reach of your parents' home. You will be paid for the duration of your training. It is important that the application is submitted to the careers service of the employment agency in good time – preferably before the start of your training. If the BAB is applied for after the training has started, it shall be paid backdated from the beginning of the month in which it was requested at the very earliest. Whether and in what amount the subsidy is paid depends on the amount of your train-

ing allowance and the income of your parents. Unfortunately, you are not entitled to BAB as a dual student. You will receive information and applications for vocational training assistance from all employment agencies.

W

WORK CLOTHING

Whether protective goggles, gloves or safety boots – everything that you need in terms of protective clothing for your work must be paid for by the employer in full. By law. You only have to buy „normal“ work clothing for yourself. Some companies have agreements between the works council and management that your employer also uses to cover these costs. It's therefore important to find out more from your youth and trainee representative. There may also be appropriate regulations that exist in your company. You may additionally be able to deduct your expenses for work clothing from tax under certain circumstances.

WORKS CONSTITUTION ACT (BetrVG)

When is the works council allowed to have a say? What rights does your youth and trainee representative have? Who is eligible to vote? Who can stand as a candidate? Such questions are answered by the BetrVG. It is the legal foundation for democratic co-determination, all but the fundamental law for companies.

WORKS COUNCIL

The works council and youth and trainee representation stand up for co-determination and democracy in the company. This was fought over by the trade union movement. The works council takes on a wide range of tasks: they are the point of contact for all employees with ques-

tions and problems. They ensure compliance with the protective legislation and negotiate with the company management about, among other things, working hours, holidays and details of the training program.

WORK DAY

People are allowed to work during work days without any legal restrictions. This is the case on all days of the week except on Sundays and public holidays. In principle, the days from Monday to Saturday count as work days. These should be differentiated from business days. The Young Persons Protection of Employment Act generally regulates a five-day week for all those under the age of 18.

WORKS MEETING

The works council invites all colleagues to a works meeting in order to report on its activities up to four times a year. It takes place during working hours. So you'll get paid as usual. There are regular youth and trainee meetings for trainees, dual students and young employees under the age of 18.

WORKING HOURS

Are you under 18? Then you can only work a maximum of eight hours a day and forty hours a week – this is the law.

Over 18? If you're unlucky enough, you might have to work 48, or even up to 60 hours a week in exceptional circumstances. It is not permitted to work more, but for less hours: our collective agreements apply for many companies, in other words: your colleagues have enforced shorter working hours in cooperation with IG Metall.

WORKING PAPERS

These are your income tax card, employment certificate and social security card. Make sure you get issued with your working papers should you change your training position.

WORLD AIDS DAY

World AIDS day takes place on December 1st every year. It was conceived by the United Nations World Health Organization (WHO). The day is intended to raise awareness of the HIV virus and to show solidarity with people infected with HIV and AIDS, who still face discrimination even today. The symbol of the day: the red ribbon.



VIVIAN HENKE

20 YEARS, TRAINING AS AN INDUSTRIAL CLERK INCL. BACHELOR OF ARTS, BERLIN

My ultimate tip for a good start

Don't let setbacks bring you down! The demands placed on a degree program are very high and it may be the case that you don't meet your own expectations right away. It's important to stay in the game and continue to believe in yourself. Making use of the class association network may be helpful to you. Utilising each others' strengths is much more practicable than being bogged down by weaknesses.

It may be that you find yourself not liking the practical stages in a department at the very beginning. Every trainee has certainly experienced something similar at least once during their training. What feels like the end of the world at the time is just a fraction of the training time in reality. In any case, you can always confidently turn to the youth and trainee representatives should you need to. You shouldn't also completely give up your personal life. It's normal to miss out on sports or evening meals at the restaurant during strenuous exam periods. Yet it is especially family and friends that you can rely on to give you support when stressed by everyday life.

Why I'm an IG Metall member

I became an IG Metall member because there is a wide range of training programs and seminars that assist me in my professional career or in my training/studies. The union also provides a community of support and cohesion. The employer is well organised, so there is no reason why we as workers can't also form a united and strong unit of representation. It is important to have a strong partner who is committed to our interests especially in such turbulent times, economically and politically speaking.

WRITTEN WARNING

Your employer is showing you the yellow card when you receive a written warning. Under certain circumstances, they threaten you with contract termination if you violate the rules of the game again. A written warning in your personnel file can also affect your recruitment after training.

If you receive a written warning that you consider unjustified, you should definitely do something about it. Inform your youth and trainee representative or works council. Make a written statement on the allegations. You can have this counterstatement stored in your personnel file. You can also request that the written warning be removed from your personnel file, if necessary in court.

Y

YOUNG PERSONS PROTECTION OF EMPLOYMENT ACT (JARBSCHG)

Are you under 18 years old? Then the regulations of the JArbSchG apply to you – regardless of whether you are in training, doing an internship or something similar and no matter for how long or where you work. The JArbSchG ensures that your physical, mental and emotional development is not endangered or adversely affected by work. Vocational schooling, shift, night and piecework, hazardous work, overtime, holidays and much more: special provisions apply to young people. It's worthwhile knowing the corresponding regulations because many companies try to undermine them. The law must be on display in every company.

YOUTH AND TRAINEE REPRESENTATION (JAV)

The youth and trainee representation represents the interests of trainees and young people in their companies. They make sure that laws, collective agreements and agreements



MORITZ ENGELS

24 YEARS, WORKS COUNCIL, DORTMUND

My ultimate tip for a good start

It is very important to have an objective in mind from the very beginning. You should step on the gas from the outset, be punctual and keep up to date - all ingredients to ensure that your training is successful. And good relations with colleagues will make training so much easier and more fun.

Why I'm an IG Metall member

I'm a committed IG Metall member because I simply can't imagine my working life without a strong union presence. Here at Thyssenkrupp we work closely with IG Metall and reach good agreements every year that make our work much more pleasant. But this only works if there are many of us. All trainees across our network of sites are IG Metall members.

between works councils and management are complied with. The Works Constitution Act forms the legal basis for this. Your youth and trainee representative is also the right point of contact if something goes wrong with your training, if you need advice, help or support or have ideas for improving the training situation. They take care of the quality of your training and your employment at the end of your training. The youth and trainee representative is elected for two years. Anyone younger than 25 years of age can be elected. Young people under the age of 18 and trainees as well as dual students up to the age of 25 may vote. Five eligible voters are required for election as a youth and trainee representative.

YOUTH AND TRAINEE REPRESENTATIVE

Youth and trainee representation

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