How do I find vocational training?

In Germany, there are 324 dual vocational training occupations: here, you will find several tips on how to find the vocational training program that suits your expectations and wishes.

On this page

- Which vocational training is the most suitable for me?
- Where do I find a vocational training position?
- How do I apply for a vocational training position?
- Where can I get further assistance?

Choosing the right vocational training is a decisive step for your professional future. But how do you find out which path suits you the best? What do you have to consider during your application in Germany? In this section, we will explain step by step how to apply successfully for vocational training in Germany.

Which vocational training is the most suitable for me?

The key is to know your interests and strengths. Think about what brings you joy: are you skilled in a craft, creative or like to work with people? Maybe you are enthusiastic about technology, natural sciences or commercial tasks? The more you know where your skills lie, the easier it is to find vocational training that suits you. You should therefore take your time to get to know the vocational training professions and find out what competencies are demanded respectively.

Many online portals help you in finding the right profession: free online assessments, such as the exploration tool **Check-U** of the **Federal Employment Agency (BA)**, or portals like **Planet-Beruf** and **Berufenavi** offer initial orientation. Professional associations like the **Deutsche Handwerkskammertag (DHKT) e. V.** (Association of German Chambers of Crafts and Trades) support the search by offering a filter option in their search engine to find suitable positions according to your interests.

On the **BERUFENET** online platform, you will find detailed profession profiles intended for teaching you more about your desired profession, and on the YouTube channel "**Berufsorientierung**" (professional orientation) of the **Federal Institute for Vocational Education and Training (BIBB)**, as well as on the "**BERUFE.TV**" film portal of the BA, you can learn more about numerous professional fields.

In our "**vocational training profession in demand**" section, you will additionally get an overview of vocational training programmes where there is currently a high demand for skilled workers in Germany.

Legal requirements for vocational training

Visa, school diploma, and language skills: To be able to do vocational training in Germany, you need to meet certain requirements. We explain exactly what these are in the section: "**Requirements for Vocational Training?**"

Where do I find a vocational training position?

Searching for a vocational training position can be a challenge. Luckily, there are numerous free job boards in Germany which facilitate the searching process for you.

Job boards

- The **platform of the Federal Employment Agency** is one of the first pages to visit to find vacant vocational training positions: Here you will find a clearly structured search engine with options for filtering the results by sector, region and start of the vocational training, amongst other things.
- The **Chamber of Industry and Commerce (IHK)** has its own **board for vocational training positions** with about 149,600 available positions in industry and commerce. This engine allows you to enter your desired profession, region and even the company.
- The **Lehrstellenradar** of the Chamber of Crafts also offers such selection options tailored to profession in the field of crafts and trades.
- You can also search specifically for **vocational training positions** throughout Germany on the "Make it in Germany" job listings.

Other tips for searching vocational training positions

Career networks, such as LinkedIn or XING are not only useful for experienced skilled workers, but apprentices can also find positions for vocational training there. Many companies publish vacant positions directly on their profiles. That is how you can establish connections with the HR representatives or look for vocational training positions in the area in a targeted manner. Beware for how you present yourself on these platforms. Your profile is often the first impression a company gains from you.

Via **job fairs for professional orientation**, you can also immediately get in contact with companies and institutions. You can inform yourself of offers for vocational training on site, ask questions and, oftentimes, even submit your application in person.

Searching for a vocational training position requires a lot of effort. Regardless of whether you are looking online via job boards and networks or in person at fairs and events, the more options you take advantage of, the higher your chances of finding the perfect vocational training position.

Tip: By searching for the term "Ausbildung" and the desired vocational training profession in online search engines, you will encounter local (private) job boards, which advertise current, job-specific positions.

Your rights during your vocational training

As an apprentice, you have clear rights, such as the right to suitable equipment and to tasks that are genuinely part of your vocational training.

Any questions? '**Faire Integration**' offers free advice. You can also find a comprehensive overview of all the key regulations in the guide '**Information on vocational training in Germany**'.

Video: vocational training in Germany

How do I apply for a vocational training position?

Did you find an interesting position? Let's start with the application! In this context, it is important to present yourself in the best way, so that your chances of getting the desired vocational training position are as high as possible.

Language of the application

When do you have to apply?

How do you draw up a CV?

What does a cover letter contain?

What is the procedure during an interview?

Where can I get further assistance?

Numerous institutions support you in finding your career path and searching for a vocational training position:

- **Welcome Center**: these points of contact can help you in finding your way around the German labour market, amongst other things. You can find an overview of the sites in your area **here**.
- **Federal Employment Agency and chambers:** the **Federal Employment Agency** (BA), as well as the local **Chambers of Industry and Commerce** (IHK) and **Chambers of Crafts** (HWK) have offers for individual counselling and placement or send us an email: make-it-in-germany@arbeitsagentur.de.
- **BIBB**: the **Federal Institute for Vocational Education and Training** provides comprehensive information on vocational training.
- **Migration counselling for adult immigrants (MBE)**: the **MBE** and their partners offer counselling on professional opportunities and questions on integration. You can find more information on the website of the **Federal Office for Migration and Refugees** (BAMF).
- **"Working and Living in Germany" hotline:** the **telephone counselling service** of the **Federal Office for Migration and Refugees (BAMF)** and the Federal Employment Agency can help you with your questions.

Funding programmes and financial support

Aside from support in terms of content, there is also financial help which can facilitate the process of starting vocational training. Please note that you must be in Germany to benefit from most options for funding and that, in general, financing must be secured in advance. The requirements for the benefits are often very strict. Inform yourself of whether you are entitled to **vocational training aid** (*Berufsausbildungshilfe; BAB* for short) from the Federal Employment Agency (BA) or to housing benefit (*Wohngeld*).

In the „**Placement agencies**" section, you will get information on offers provided by the state or private placement agencies which can support you professionally during the entire placement process. On the **world map**, you will additionally find a selection of important point of contact preparing you for you arrival in Germany.

Information on the web

Federal Ministry for Economic Affairs and Energy (BMWE)

Info paper: The dual vocational training system in Germany

Federal Employment Agency (BA)

Tips for writing job applications

Federal Institute for Vocational Education and Training (BIBB)

Profiles of several occupations requiring vocational training

Planet Beruf

Find out which profession is best for you

Youth migration services

The advice portal for your life in Germany

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