FAIRE INTEGRATION

Training to become a nurse in Germany

Your path into nursing



www.faire-integration.de

Advantages of training to become a nurse

Vocational training in Germany offers many advantages: You **will learn the profession** you will one day work in. And at the same time, **you will already earn money** and **gain practical experience.**

Vocational training to become a nurse is not a degree course and not an ordinary job either. It usually takes **3 years:** and when you have got your vocational training qualification *(Ausbildungsabschluss)*, you will be a qualified nurse *(Pflegefachkraft)*.

You can find out here what you need to know about your rights and responsibilities when you train to become a nurse.

If you **don't understand your training contract** *(Ausbildungsvertrag)* or feel **you are not being treated fairly**, you can contact the **advisors at Fair Integration**.

www.faire-integration.de/advice-centres



As a qualified nurse, you will have many career paths open to you:



- You will have **a good chance of getting a job** and can start working in your chosen profession straight away.

- The **vocational training programme to become a "Qualified nurse"** *(Pflegefachmann / Pflegefachfrau / Pflegefachperson)* is recognised throughout **Europe**.

- You can **gain further qualifications:**
  - » You can **choose a specialist field** and do **further training** *(Weiterbildung)* in it (e.g. you can specialise in anaesthesia).
  - » You yourself can become a **trainer** or **instructor** and supervise new trainees.
  - » If you do further training, you can also go into **nursing service management** *(Pflegedienstleitung)* (e.g. you can head a hospital ward).

Overview





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Requirements for your training course to become a nurse in Germany

What do you need to do to come to Germany for training?

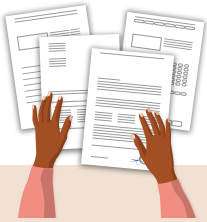


You will need a permit (**visa**) to enter Germany to do a training course.

You will get this visa if you can provide evidence of the following:

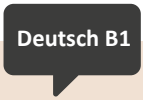
- **a training contract** *(Ausbildungsvertrag)* for a specific training place *(Ausbildungsplatz)*
- **language skills: German B1** *(Deutsch B1)*
- **securing your livelihood** *(Sicherung des Lebensunterhalts)*





A specific training place

You must have a **training contract with a hospital, a care home** or another **healthcare institution** in Germany.



Language skills

Your **level of German is B1**. Level B1 means: You can already understand a lot of German and discuss some topics in German.



Securing your livelihood

You must be able to support yourself without any help from the state. **You must be able to pay for what you need to live (rent, food etc.).**

Please note: The cost of living in Germany is higher than in many other countries.



Further requirements if you want to train to become a nurse

School-leaving certificate

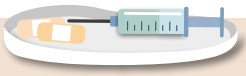
You need at least an **intermediate secondary school-leaving certificate** *(Fachoberschulreife, Mittlere Reife)* or an equivalent school-leaving certificate from your country.

As a rule, you will need **translations of your qualifications** or **you will even need to have them officially recognised** *(Anerkennung deiner Abschlüsse)*. Find out in advance which qualification you need to start your training.

Alternatively, you will need a **lower secondary school-leaving certificate, basic school-leaving or vocational school-leaving certificate** *(Hauptschulabschluss)* and a **two-year vocational training course** or a **one-year nursing assistant or care assistant training course**.

Physical fitness

If you want to train to become a nurse, you must be **physically fit.** You must prove your physical fitness by providing a **medical certificate** or **equivalent proof from your country.**



Vaccinations

For qualified nurses, **adequate vaccination against measles is mandatory**.

You may also need further vaccinations if you want to work in medical facilities. You will be informed of this when you start your training course.

There are also vaccination recommendations: These vaccinations are recommended **for your own protection** against infection.

You can find more information here (in various languages):
www.rki.de – Robert Koch Institut Impfkalender in 10 Sprachen



Proof: No criminal offences

Before you start your training, you need a certificate of good conduct *(Führungszeugnis)*. This certificate proves that you have not committed any criminal offences.

- **Are you already in Germany?**
  Then you need an **official certificate of good conduct** *(amtliches Führungszeugnis)* that is no more than three months old. You can apply for the certificate of good conduct from the Federal Office of Justice *(Bundesamt für Justiz)*.

You can find more information here:
fuehrungszeugnis.bund.de

- **Are you still abroad?**
  Then you need a **"Certificate of Good Standing"**. You can apply for the Certificate of Good Standing in your own country. Find out which institution is responsible for this.

You may also have to provide an extended certificate of good conduct *(erweitertes Führungszeugnis)***.** You will have to apply for this at the local citizens' centre *(Bürgerbüro)*. It contains more information than the basic certificate of good conduct. Find out in good time which certificate of good conduct you need to do your training.

You can find more information here:
www.bundesjustizamt.de/EN

Training to become a qualified nurse *(Pflegefachmann / Pflegefachfrau / Pflegefachperson)*

Which institutions offer this kind of training?

There are various **organisations** where you can train to become a nurse: **hospitals, inpatient and outpatient care facilities.**

If you are looking for a training place, you should **think, in advance, about which specialism you want to focus on:** If, for example, you would like to go into paediatric nursing, you should look for a **training company that specialises in this area.**

Vocational training to become a nurse

The training course to become a qualified nurse is a **generalist vocational training course** *(generalistische Ausbildung)*: This means that during your training course you will get to know **all areas of nursing.**

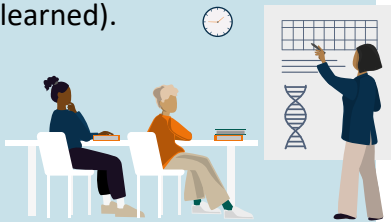
The course has two parts: **theory and practical training. Practical training forms the largest part of the training course.**



You will do the practical part of the course in your **training company** *(Ausbildungsbetrieb)*. **You will also sign your training contract** *(Ausbildungsvertrag)* **with the training company.**

You will learn the theoretical part at nursing colleges. The nursing college must make sure that your theoretical and practical training are compatible in terms of timing.

It also checks the **training schedule** for the practical part of your training and your **training records** (i.e. information on what you have learned).



As a rule, the training course takes **3 years** (full-time).

If you want to know more about the training course, you can find information on it here:
www.pflegeausbildung.net/ausbildung

General nursing and specialist training modules

In the first two years you will get to know **every area of nursing**. This includes the areas of care for the elderly, patient care, paediatric nursing, and curative education care/special needs care *(Heilerziehungspflege)*. You will learn, for example, how to apply dressings, write medical records, support patients with their recovery and a lot more.

After 2 years at the latest, you must choose a specialisation *(Vertiefungsbereich)*. The **training company** you signed your training contract with is key here:

- **care home: residential long-term care**
  (people who need long-term care)
- **hospital: acute and long-term care**
  (e.g. people who have had an accident and need care for a certain period of time)
- **care services: outpatient care/home care**
  (e.g. also older people who need care)

Completion of training

The **state final exam** marks the end of your training. It has three parts: **a written, an oral and a practical part.**

If you pass this exam successfully, you will then be a **qualified nurse** (*Pflegefachmann, Pflegefachfrau* or *Pflegefachperson).*

Please note: You can complete your training **with or without** a specialisation and later work in any field!







Your rights and responsibilities during your training

Your training contract *(Ausbildungsvertrag)*

You will sign your training contract with the company that will provide your practical training. **The contract includes the following:**

- **title of the vocational training profession *(Ausbildungsberuf)* with specialisation**
- **aims and structure of the training**
- **information on the Training and Examination Regulations**
- **start and duration of the training**
- **place of training, trainer**
- **regular daily or weekly training schedule**
- **length of the probationary period**
- **training allowance *(Ausbildungsvergütung)***
- **days of holiday per year**
- **conditions of termination**
- **information on collective agreements and works agreements**



This contract states your rights and responsibilities and how much money you will get.

The Nursing Professions Act *(Pflegeberufegesetz - PflBG)* **gives trainee nurses special protection:**
The Act contains rules that must not be agreed between the training company and the trainee:

- There must be no requirement for you to work for the company where you did your training after you have completed it. You must have the **option of choosing a different company once you have qualified**.

  Please note: If you only decide **3 months before the end of your training** to move to a **different company, this rule does not apply.** In this case, your employer can require you to continue working for your training company.

- You **do not have to pay any money for** your training; that means **no school fees** (for the nursing college) and **no compensation** (for the practical training).
- Also, your training contract should not include any **contractual penalties**.
- The training company *(Ausbildungsbetrieb)* is also **not allowed to prevent you from claiming money** *(Schadensersatz)* **from it if it has done something wrong** (damages).
- And your employment contract **must not specify any flat-rate sums of money** that you have to pay **if you make mistakes.**

If your contract contains such provisions, then they are not lawful. If this is the case, you need to get help.

Your rights and responsibilities during your training to become a nurse



Duty of confidentiality: Because you deal with patients (people receiving care), you are always **obliged to maintain confidentiality** (i.e. you may not share any information about patients with other people).



Patients' rights: You must respect the rights of the patients. This means you must inform **patients about treatments (right to information)** and obtain their **consent for treatments (right to self-determination).**



Training framework plan: There are uniform framework plans for training to become a nurse in Germany. These framework plans serve as a guide: Depending on the place where you do your training (hospital, care home, etc.), an individual training framework plan will be drawn up for you. **It will specify the content you will learn during your training.** The content is structured so that it builds on what has gone before. **This means you will keep learning new things and develop a deeper understanding of the procedures and work processes.**



Probationary period: During the probationary period, the **employment relationship can be terminated without cause** and at **short notice.** This means that your training company can terminate your contract at short notice and without giving any reason. But you can also terminate your contract at short notice and without giving a reason. This period is designed to allow **you and your employer to see whether you are a good match.** The probationary period for your training course to become a nurse is **6 months** (unless a different duration is specified in collective agreement regulations).



Mistakes are allowed: You are still learning, so it is only natural if you make mistakes. No-one is allowed to punish you for accidental mistakes. **You have the right to be given support.**



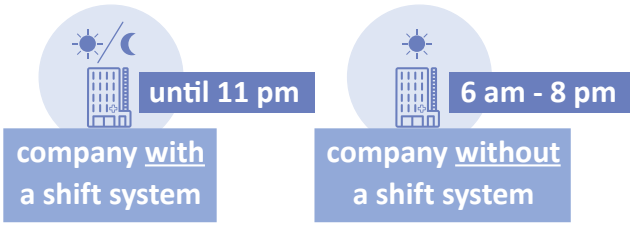
Safety: Your trainer must give you instructions on safety measures (explaining hazards and protective measures). Also, your company must provide you with **protective clothing and work clothing** if you need them for your work. You are also **covered by the company's insurance for accidents.** These measures must also provide you with adequate protection against possible health risks when you are training to become a nurse, e.g. infectious diseases.

Maximum working time: Working time includes your **time in the company** and the time you spend learning at the **nursing college**.

age of the trainee	working time per day	working time per week
under 18 years of age (minor)	**8 hours**	**40 hours**
over 18 years of age (of age)	**8 hours**	**48 hours**

Special conditions regarding working hours in the field of nursing: If you work in an institution with a shift system (e.g. in a hospital), you may, in exceptional cases, also be scheduled to work for **10 hours a day. However, you must not work more than an average of 48 working hours per week.**

You may also **work until 11 pm** if your company requires it. If you work in a **company without a shift system, your working time must be between 6 am and 8 pm** (not later or earlier).



Rest breaks: Rest breaks are **required by law. This means that you must take a break!** They are designed to protect you from becoming over-worked.

age of the trainee	working time	right to break time (as specified by law)
under 18 years of age (minor)	**4.5 - 6 hours**	**30-minute break**
	more than 6 hours	**60-minute break**
over 18 years of age (adult)	**6 - 9 hours**	**30-minute break**
	more than 6 hours	**45-minute break**



Holiday: Your training contract specifies how many days of holiday you have. The amount of holiday you get depends on your age and, where applicable, company or collective agreement regulations (you can find more details here: **collective agreements** collective agreements *(Tarifverträge)* and **works agreements** *(Betriebsvereinbarungen)).*

Even **without provisions in your training contract or collective agreement, your holiday is defined by law:** If you are already 18 years old, you are entitled to 20 days of holiday with a 5 day working week. If you are younger than 18, you are entitled to even more.

You can find more information here:
www.ausbildung.de/ratgeber/urlaub

Reporting sick: If you are ill, you must report sick. To do this, you must notify your company and your nursing college of your inability to work **before the start of work**.

To prove that you are unable to work, you must see a doctor. The doctor will give you a **certificate of incapacity for work** *(Arbeitsunfähigkeitsbescheinigung).* It states how long you are ill. You must give it to your company and the nursing college.

Resitting examinations: If you do not pass an exam, you can **resit it twice** and **you must submit a written request to extend the training period.**

Please note: The first resit **must take place no later than within one year** of failing it for the first time.



Changing your training company: If you want to change your training company, you can do so: **You may change company once.**

Please note: If your visa (and your residence status) depends on your training place, there are various conditions for this. The best thing is to get information from the advisors of Fair Integration.



Training allowance *(Ausbildungsvergütung)*:
There are various pay scales you might be paid under while training to become a nurse. During your training, you will receive a **training allowance** which depends on which pay scale your training company applies. In the case of **a public sector institution**, you will receive the salary specified in the **Collective Agreement for Trainees in the Public Sector – Nursing** *(TVAöD – Pflege).*



Termination: During the probationary period, you or your training company can **terminate the relationship without notice. After the end of the probationary period,** you can terminate your contract with a notice period of **4 weeks.**
Your training company can then only **terminate** your training contract on **"exceptional" grounds.** This means that you have behaved badly, e.g. you have often been absent from work without an excuse or you have stolen something.

Please note: If your training contract has been terminated, you must take action against it within **3 weeks!** Only within this period can a notice of termination still be withdrawn. After the 3 weeks have passed, it will become difficult to do anything about the termination.

The best thing to do is to get advice from the Fair Integration advisors straight away.

You can challenge a termination!

Collective agreements
(Tarifverträge)

A collective agreement is made between **trade unions** and **employers** (employers' associations). Collective agreements specify the rights and responsibilities of employees and employers. **They regulate working conditions and contain provisions** on, for example, working conditions, pay, working time and holiday entitlement.

These agreements often apply to entire regions and sectors. In the care sector there are **two important collective agreements: the TVöD P and the AVR.**

Click here for the TVöD P:
www.oeffentlicher-dienst.info/tvoed/p

You can find the AVR collective agreement here: www.oeffentlichen-dienst.de/kirche-wohlfahrt/avr

Please note: Your training company may **not be covered by a collective agreement!** This must be stated in your training contract.

Works agreements
(Betriebsvereinbarungen)

A works agreement is an agreement between **the works council** *(Betriebsrat)* **and the employer**. Without a works council, there can be no works agreements. Works agreements are binding for the company and the employees and **apply in the same way as laws or collective agreements.**

A works agreement may not conflict with collective agreements, laws, regulations or EU law. A works agreement specifies, for example, **working time models, health and safety at work or the way the Internet, e-mails and social media are used in the company.**

In the **public sector**, agreements between **the authority and the staff council are called "service agreements"** (*Dienstvereinbarungen)*.



Support while training to become a nurse

If you **need any help during your training**, you can also **contact the company responsible for you at any time.**

But there are also other places you can turn to:

Fair Integration

If you have any questions or do not understand your training contract **before you start your training** or **during your training period**, the best thing to do is to contact the **advisors at Fair Integration:** They offer **free advice in a range of languages:**

www.faire-integration.de/advice-centres



FAIRE INTEGRATION

Advice for trainees in nursing

There is an advisory team **specifically for trainees in nursing.** The team at the Federal Office for Family Affairs and Civil Society Functions *(Bundesamt für Familie und zivilgesellschaftliche Aufgaben - BAFzA)* is available to answer your questions:
www.pflegeausbildung.net/beratungsteam

Works council *(Betriebsrat)*

A **works council is made up of employees** who are elected by the entire workforce. The works council then **represents the interests of all employees** to the employer. By law, a works council can be set up in all companies that have more than 5 employees. If you have any problems in your training course or if you feel you are being treated unfairly, you can contact the works council.

Youth and Trainee Representation Council *(Jugend- und Auszubildendenvertretung JAV)*

If there is a works council in your company and **at least 5 trainees the age of 18** (minors), there must be a Youth and Trainee Representation Council. **This group represents the interests of the young trainees in cooperation with the works council.** You can, for example, turn to them if you have to work too much overtime or if you have any questions about your training.

Trade unions *(Gewerkschaften)*

A trade union is an **association of workers in a particular sector.** You can think of a sector as a group of companies that produce similar things or offer similar services. Workers come together voluntarily to **represent the interests of all trade union members with regard to employers and the state. You can also join a trade union during your training.** The trade union can support you, for example, if you need a lawyer or if you have any general questions about labour law.

Federal Employment Agency
(Bundesagentur für Arbeit)

You can ask for advice from the advisors at the Federal Employment Agency at any time.
www.arbeitsagentur.de/bildung

Youth Employment Agency
(Jugendberufsagentur)

The youth employment agencies help young people if they have any problems or questions relating to training and starting a career.
www.arbeitsagentur.de/institutionen/jugend-berufsagenturen

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