

## Guidelines for Planning a Study Visit to Germany

- Please start planning your study visit three months prior your departure. Due to an increase of visit requests, we regret to inform you that we cannot accept inquiries on a short-term notice.
- While planning your study visit, please be aware of public holidays in the region of your destination. The Carnival period (usually in February) and the months of April/May are rather inconvenient due a accumulation of public holidays.
- Remember to apply for a German visa in time (if required).
- We recommend hiring a professional tutor and a skilled interpreter for the duration of the study visit. The ideal length of a study visit is about five days.
- Find out more about the German VET system by visiting our website, which provides presentations, brochures and more.
- Define your specific interests in advance as accurately as possible and emphasize the main focus of your visit.

### Examples of key topics:

- Structure of the German vocational education and training system
  - The different roles of the stakeholders involved
  - Costs and benefits / Financing of the German VET system
  - German VET standards
  - Training regulations and how they come about
  - Certification and recognition issues
  - Quality assurance in the German VET system
  - How to build up a training centre
  - Training of trainers
  - What does „Handlungskompetenz“ mean and how it comes about
  - Transition from school to VET (Vocational guidance and preparation of students)
  - VET research: Vocational Training Report, Data Report, labor market forecasts
  - „Green“ jobs in the context of sustainable resource management
  - German providers in international VET cooperation
- We gladly advise you on further topics.
  - Once you have identified your key topics, search for the appropriate organisations, institutions and companies. We will be happy to provide advisory in regard to the draft of your programme.
  - Contact the individual institutions, enterprises, etc. and ask for the appointment in writing. If possible, we recommend addressing the respective Public Relations Department. We regret for not being able to arrange appointments for you.
  - To gain an insight into the German dual system, the following order of visits might be beneficial:
    - System overview at GOVET
    - Side visit of a company (Work-based learning)
    - Side visit of a vocational school
    - Visit of a local chamber
    - Visit of the social partners (workers/employers' association)
    - Visit of a training centre
    - Final discussion/Wrap-up at GOVET (reflection of study visit; outlook)