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# IHK professions, register training contract in the register of vocational training relationships

Heruntergeladen am 09.06.2025

<https://fimportal.de/xzufi-services/6002251/L100009>

Modul	Sachverhalt
Leistungsschlüssel	99019033060000
Leistungsbezeichnung I	IHK professions, register training contract in the register of vocational training relationships
Leistungsbezeichnung II	IHK professions, register training contract in the register of vocational training relationships
Typisierung	1 - Bund: Regelung und Vollzug, 3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Sachsen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	

Modul	Sachverhalt
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	§ 34 [Berufsbildungsgesetz (BBiG)]( <a href="https://www.gesetze-im-internet.de/bbig_2005/">https://www.gesetze-im-internet.de/bbig_2005/</a> )-Verzeichnis der Berufsausbildungsverhältnisse einrichten, führen
Teaser	As an employer who employs trainees, you must have their vocational training entered in the register of vocational training relationships.
Volltext	<p>##### Registration of vocational training in the register of vocational training relationships according to § 34 of the Vocational Training Act (BBiG)</p> <p>As an employer who employs trainees, you must have their vocational training entered in the register of vocational training relationships.</p> <p>This register is kept by the body responsible for training. It contains all recognised training occupations and records all essential contents of the vocational training contract.</p> <p>After the contracting parties (trainee and company) have concluded their contract, they submit an application for registration to the competent regional body. The competent body checks the legality of the contract and then confirms the registration of the vocational training relationship.</p> <p>The vocational training contract must contain certain minimum information for this purpose:</p> <ul style="list-style-type: none"> <li>• Names and addresses of the contracting parties</li> <li>• Objective of the training, as well as factual and temporal structure of the training</li> </ul>

## Modul

## Sachverhalt

- Start and duration of the training
- Duration of the probationary period (minimum one month and maximum four months)
- Place of training
- Training measures outside the company
- Payment and amount of training allowance
- Duration of regular working hours
- Duration of leave
- Conditions under which the contract can be terminated
- Other agreements
- Signatures of all contracting parties

A shorter training period may be agreed if prior vocational training such as vocational school or a basic vocational training year has been completed.

**\*\*Note:\*\*** If the trainee is not yet of age when the contract is concluded, the consent of the legal representative must be obtained before the contract can be concluded. In principle, both parents are entitled to represent the trainee jointly, in exceptional cases one parent or a guardian.

## Erforderliche Unterlagen

- A copy of the contract record (also in copy)
- A complete factual and temporal outline in accordance with the training regulations
- In the case of a shortened training period: Copies of the relevant documents (e.g. school reports)
- In the case of trainees who are not yet of age at the beginning of the training: Copy of the medical certificate of the initial examination

## Voraussetzungen

- The vocational training contract must comply with the Vocational Training Act and the training regulations.
- Training can only be provided in recognised training occupations. The exact designation of the training occupation is entered, if applicable with the specialisation.
- The training personnel and the training facility must be personally and professionally suitable.
- If prior vocational training is credited: prior vocational training recognised in the respective federal

Modul	Sachverhalt
	<p>state</p> <ul style="list-style-type: none"> <li>• For minors: According to the Youth Employment Protection Act, a young person may only be employed if he or she has been examined by a doctor within the last 14 months and the trainer has a certificate issued by this doctor.</li> </ul>
Kosten	<ul style="list-style-type: none"> <li>• for the trainee: none</li> <li>• for the training company: varies depending on the responsible department</li> </ul>
Verfahrensablauf	<p>As the representative of the training company, you must have registered the training contract once it has been concluded.</p> <ul style="list-style-type: none"> <li>• You send the application for registration, including all required documents, to the responsible department.</li> <li>• The responsible department checks all the information and then issues a confirmation of registration for both parties to the contract</li> <li>• After signing the vocational training contract and registering it with the responsible department, you as the company providing the training must immediately hand out a copy to the trainee and his/her legal representative</li> </ul> <p>If there are any changes to the contract during the training, you must notify them immediately.</p>
Bearbeitungsdauer	if the documents are complete: within 4 weeks
Frist	The vocational training contract must be reported immediately after the conclusion of the contract, but at the latest before the start of the vocational training.
weiterführende Informationen	
Hinweise	
Rechtsbehelf	
Kurztext	

Modul	Sachverhalt
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	