

99019044034000

Registering trainees at the vocational school

Heruntergeladen am 14.07.2025

<https://fimportal.de/xzufi-services/1194-99019044034000/L100022>

Modul	Sachverhalt
Leistungsschlüssel	99019044034000
Leistungsbezeichnung I	Registering trainees at the vocational school
Leistungsbezeichnung II	Registering trainees at the vocational school
Typisierung	4 - Land: Regelung
Quellredaktion	Baden-Württemberg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	

Modul	Sachverhalt
Fachlich freigegeben am	
Fachlich freigegeben durch	
Handlungsgrundlage	
Teaser	Training companies must register their trainees for classes at the competent vocational school.
Volltext	Training companies must register their trainees for classes at the competent vocational school.
Erforderliche Unterlagen	<p>The required documents</p> <ul style="list-style-type: none"> • can be found on the websites of the respective vocational school or • are listed on the application form. <p>You can also ask for them at the vocational school office.</p>
Voraussetzungen	Dual vocational training is established by a written training contract.
Kosten	none
Verfahrensablauf	<p>Dual vocational training is established by a written training contract. If the trainees are not yet 18 years old, the legal representative, for example the parents, must also sign.</p> <p>The training contract must</p> <ul style="list-style-type: none"> • be concluded between the training company and the trainees and, if applicable, a legal representative, and • be entered in the register of the body responsible for the training occupation. As a rule, this is the competent chamber. <p>Important:</p> <p>You must register your trainees with the competent vocational school after concluding the training contract. You can find out which vocational school is responsible for your company by contacting the local public vocational school. To do so, contact the</p>

Modul

Sachverhalt

secretariat.

You must register your trainees in writing. To do this, you must fill out a form and send it to the school. Send a copy of the form to the chamber responsible for your company.

Tip: You can download a registration form from the websites of most vocational schools.

Bearbeitungsdauer

Frist

Important: The training company should register the trainee with the competent vocational school promptly after concluding the training contract, at the latest at the beginning of the respective training year. The training year begins on 1 August of each calendar year.

weiterführende Informationen

Hinweise

Pupils who start a vocational training relationship before the end of the school year in which they reach the age of 18 are obliged to attend vocational school until their training is completed.

Rechtsbehelf

The school may permit attendance at a vocational school other than the competent vocational school if there are important reasons in the person of the person subject to compulsory vocational school attendance.

Kurztext

Ansprechpunkt

Zuständige Stelle

Formulare

Ursprungsportal