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Advise and check existing or potential training companies

Heruntergeladen am 18.06.2025

<https://fimportal.de/xzufi-services/109165997/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99019018058000, 99019018058000
Leistungsbezeichnung I	Advise and check existing or potential training companies
Leistungsbezeichnung II	Advise and check existing or potential training companies
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	trainees, apprentices training premises, training employer, train, Vocational training, Training advisory service, Training, suitability
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)
Verrichtungskennung	Durchführung (058)

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SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Aus-, Weiterbildung und Sachkunde (2030300), Prüfung und Nachweise für Sachkunde und Sicherheit (2120300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	15.10.2020
Fachlich freigegeben durch	Deutscher Industrie- und Handelskammertag
Handlungsgrundlage	https://www.gesetze-im-internet.de/bbig_2005/_27.html https://www.gesetze-im-internet.de/bbig_2005/_27.html
Teaser	If you would like to provide training in your company, the responsible authority in your case, for example the Chamber of Industry and Commerce (, IHK) will advise and support you.
Volltext	<p>Your company may only hire and provide training to trainees if</p> <ul style="list-style-type: none"> • the training premises are suitable in terms of their design and facilities • the ratio of trainees to training places or training staff employed is appropriate. <p>If your company wants to provide training for the first time, an on-site assessment regarding training suitability is performed. In addition, the training advisors inform all parties involved in the vocational training about the substantive requirements of dual vocational training.</p> <p>If your company cannot provide the full range of required vocational competencies, knowledge and skills on its premises, you may have the option of filling any training gaps via training offered by a different provider.</p> <p>Following the initial assessment, the training advisors visit the companies and premises allocated to their region regularly in order to help and advise you on</p>

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maintaining training in line with the relevant directives. Depending on the training catchment area and the occupation requiring formal vocational training, the authority responsible for assessing suitability may be, for example, the Chamber of Commerce and Industry (, IHK), the Chamber of Skilled Trades and Crafts (, HWK), the Chamber of Agriculture (, LWK) or an alternative authority.

Erforderliche Unterlagen

- As specified by the competent authority
- Further information is available from the competent authority via its website or from its training advisory service.

Voraussetzungen

- Your company must possess all facilities necessary to provide the full scope of training required.
- The ratio of trainees to staff suitably qualified to conduct the training must be appropriate.

Kosten

As a rule, no fees apply for the advice provided by the competent authority.

Verfahrensablauf

If your company would like to provide training for the first time or do so for a new profession, you should contact the relevant competent authority as soon as possible.

- The advisor will then make an appointment to meet you for an initial discussion.
- As a rule, a more detailed meeting with the advisor will be held on site at your training premises.
- If the advisor determines that further meetings, site visits, documentation or supporting qualification documents are necessary, another appointment will be arranged with you soon after.
- Alternatively, the advisor can also arrange for you both to remain in communication in written form, by e-mail or by phone.
- Once both you and your advisor agree that all outstanding issues have been clarified, the procedure is complete.
- If the advisor determines that training cannot, or can no longer, be provided at your company, you will receive notification to this effect from the responsible chamber or from the authority responsible under the law of the relevant federal state.

Once a decision is made that your company is suitable

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	for providing training, you may hire and provide training to trainees.
Bearbeitungsdauer	<ul style="list-style-type: none"> • As a rule, the procedure takes between three and 30 days. • The procedure timeframe will however be extended accordingly if, in order to clarify any issues, the advisor needs to visit your company again or requires further documentation or supporting documentary evidence.
Frist	<ul style="list-style-type: none"> • As stipulated by the competent authority
weiterführende Informationen	Further information is available from the competent authority via its website or from its training advisory service.
Hinweise	The procedure can only be carried out in German.
Rechtsbehelf	<ul style="list-style-type: none"> • Appeal • Detailed information on how you lodge an appeal can be found in the notification regarding your application. • Administrative court action
Kurztext	<ul style="list-style-type: none"> • If companies want to provide training, the competent authority will advise and support them. • Depending on the German federal state and profession involved, this authority may be, for example, the Chamber of Commerce and Industry (, IHK), the Chamber of Agriculture (, LWK) or another professional chamber. • The premises of companies that want to provide training for the first time are assessed on site. <ul style="list-style-type: none"> • the training premises are suitable in terms of their design and facilities • the ratio of trainees to training places or training staff employed is appropriate. • Companies are only permitted to hire and provide training to trainees if • Advisors visit the company and its premises regularly in order to help the company provide training in line with the relevant directives
Ansprechpunkt	Training advisors at the IHK, HwK
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> • Forms: As stipulated by the competent authority

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	<ul style="list-style-type: none"> • Online procedures possible: No • Written form requirement as per German Civil Code Art.126: No • Appearance in person required: No
Ursprungsportal	Bestehende oder potentielle Ausbildungsbetriebe beraten und überprüfen, Advise and check existing or potential training companies