



Federal Ministry for Labour and Social Affairs

Promotion guidelines for

“Promotion of vocational mobility of young people from Europe interested in vocational training (MobiPro-EU)”

through project promotion. Dated: July 24 2014

1. Intended purpose of benefit and legal basis

The Federal Ministry for Labour and Social Affairs is promoting the vocational mobility of young EU citizens in the European labour market. The purpose of this special programme is to contribute to a reduction in youth unemployment in Europe and to obtain and secure skilled workers in Germany. For this purpose, by means of targeted promotion it is intended that young EU citizens between the ages of 18 and 27 will be given the opportunity to leave their home country and move to Germany to successfully complete in-company vocational training.

1.1 Intended purpose of benefit

The projects to be promoted are those which by means of measures that prepare for or assist vocational training enable young adults who are entitled to freedom of movement (hereafter referred to as ‘participants’) to successfully complete in-company vocational training in Germany in accordance with the Vocational Training Act (BBiG), Craft Trades Act (HwO), Vocational Training of Ship Mechanics and Obtaining of Ship Mechanic’s Certificate Act (SMAusbV) and the Geriatric Nursing Act (AltPfG).

The benefit modules are intended in particular to overcome language barriers and foreseeable difficulties that could impede the recruitment and hiring process in Germany. This also applies to the acceptance of in-company vocational training by young people interested in vocational training in whose home countries this type of vocational training is unknown.

Benefit recipients are expected to develop innovative projects that offer young people interested in vocational training the scope to successfully carry out in-company vocational training. Through advice and support, it is intended that the recruitment, hiring and training process in Germany will be designed in a positive way.

1.2 Legal basis

Promotion is carried out in accordance with these guidelines, the General Administrative Regulations as set out in Sections 23 and 44 of the Federal Budget Code (BHO), the An-



illary Provisions on Benefits for the Promotion of Projects (AN Best-P) and the Administrative Proceedings Act (VwVfG). These promotion guidelines do not confer any entitlement to support. Instead, the authorising authority makes a decision on the basis of its best judgment using the funds made available.

2. Subject of the promotion

Projects to be promoted are those which each enable between 10 and 30 participants to successfully complete vocational training in Germany and which further assist and support the participants during their training. The start of training must take place between 1 August and 1 October of each training year.

2.1 The following programmes are eligible for benefit as part of the projects:

- Vocational training programmes which constitute in-company initial training in a state-recognised training occupation in accordance with Section 57.1 of the Third Volume of the German Social Code (SGB III) and for which the required vocational training contract has been agreed with an employer. Recognised training occupations for the purpose of these guidelines are those training programmes that are governed by training regulations applicable throughout the Federal Republic of Germany in accordance with Sections 4 and 5 of the Vocational Training Act (BBiG) or Sections 25 and 26 of the Craft Trades Act (HwO).
- Vocational training programmes in accordance with the Vocational Training of Ship Mechanics and Obtaining of Ship Mechanic's Certificate Act (SMAusbV)
- Training programmes in geriatric nursing, once the required vocational training contract has been agreed between the trainee and practical training provider in accordance with Section 13.1 of the Geriatric Nursing Act (AltPfG).

Adaptation internships are not eligible for benefit.

2.2 Participants

Projects to be promoted are those that will support participants who at start of the promotion are

- between the ages of 18 and 27,
- hold nationality of another EU Member State or European Economic Area (EEA/EWR) Member State,
- have their place of residence in another European country or, at the time of their application, have been living in Germany for less than three months, and
- possess a recognised school-leaving qualification.



Participants are not permitted to have completed an in-company vocational training programme or to possess a higher education qualification in a Master's programme. They must also not belong to a category of persons who in accordance with Section 59 of SGB III are entitled to receive training allowances.

2.3 Content of projects

Projects should ensure that the objective of "successful completion of vocational training" is met by means of the following promotion measures:

- Promotion of German language skills in the home country for the purpose of preparing for vocational training (up to level B1 in accordance with the Common European Framework of Reference for Languages (CEFR)).
- Helping trainees learn more about the training occupation and training company through an internship in a training company in Germany.
- Topping up internship pay and the collectively agreed as well as customary local training pay so that participants each receive €818 per month in order to secure a livelihood. Sections 17 ff. of the Vocational Training Act (BBiG) remain unaffected. This requirement increases by €130 respectively for each of his/her own children that a participant must take care of in Germany.
- Language, expert and socio-pedagogical assistance for the internship and vocational training.
- Travel expenses that cover a family journey home for every half-year of training as well as for starting an internship and vocational training.

The eligibility of each individual measure is described in greater detail under Section 4.2 of these promotion guidelines.

3. Benefit recipients

Benefit recipients may be legal entities in private and public law, i.e. free and public bodies, businesses, training providers, research bodies or organisations that can appropriately demonstrate their aptitude for implementing the measures for which the benefit is being applied. Additional regulations in relation to this are included in the call for submission of project proposals.

Benefit recipients are not permitted to carry out projects for profit-making purposes.



4. Type, extent and amount of benefits

4.1 Type and extent of benefits

The benefit is paid to benefit recipients in the context of project funds as a non-refundable benefit in the form of deficit financing. Benefit recipients must normally contribute their own self-funding that is equivalent to at least 10% of eligible expenditure. Justified exceptions are possible on a case-by-case basis. The basis for calculation is all eligible expenditure (see Section 4.2) with the exception of expenditure relating to topping up internship pay and collectively agreed as well as customary local training pay and also travel expenses relating to the internship, vocational training and family journeys home.

The duration of the projects should encompass the elements related to preparing for vocational training as well as the overall period of training up to the completion of exams. This includes a one-off change of training occupation within the first three months following the start of training.

The benefit recipient will transfer to the participant the funds that top up internship pay, the collectively agreed as well as customary local training pay and also the travel expenses for family journeys home and for starting an internship and vocational training. This transfer is exempt from sales tax and must be implemented without any deductions being made from the participant. General Administrative Regulation 12 of Section 44 of the BHO applies here.

4.2 Eligible expenditure

In order to achieve the objective of “successful completion of vocational training” the following measures in particular are considered eligible for promotion:

- Promotion of German language skills in the home country for the purpose of preparing for vocational training – this must be to level B1 in accordance with the Common European Framework of Reference for Languages (CEFR).
- Helping trainees learn more about the training occupation and training company through an internship in a training company in Germany:
 - The internship should last up to 6 weeks and include support for promotion of language skills.
 - Internship pay must comply with all relevant regulations in force in relation to the general statutory minimum wage and amount to at least €200 per month.
- Topping up internship pay and the collectively agreed as well as customary local training pay:



- Participants must receive €818 per month in order to secure a livelihood (living costs, rent, etc).
 - This requirement increases by €130 respectively for each of his/her own children that a participant must take care of in Germany.
- Language, expert and socio-pedagogical assistance for the internship and vocational training:
 - Support for promotion of language skills and, if necessary, private tutoring for vocational school
 - Socio-pedagogical and career-pedagogical assistance for vocational training
 - Individual support for first orientation in Germany
- Travel expenses relating to the internship, vocational training and family journeys home:
 - Costs for a return journey to the internship as well as a family journey home for every half-year of training. The costs will be subsidised in the form of a lump sum of €200 for a one-way distance of up to 500 km or €300 for a one-way distance over 500 km.
 - A one-off lump sum of €500 will be paid in relation to starting in-company vocational training.

Administrative costs incurred by the benefit recipient that represent up to 10% of overall expenditure are considered eligible expenditure. This excludes expenditure relating to topping up internship pay and collectively agreed as well as customary local training pay and also travel expenses relating to the internship, vocational training and family journeys home.

Premiums relating to the placement of participants are not considered eligible expenditure.

5. Other benefit provisions

5.1 Promotion of German language skills

In relation to the promotion of German language skills, programmes in Germany should be offered by providers that

- offer ESF-BAMF language courses,
- are certified for integration courses by the Federal Office for Migration and Refugees,



- are Goethe Institutes based in Germany or
- are approved institutions in accordance with Section 178 of SGB III in conjunction with Section 2 of the AZAV (labour promotion and access regulation).

If providers do not meet this requirement, they must when submitting their project proposal as part of the first stage of the procedure (see Section 7.1) separately explain their concept for the language course and in doing so describe how the quality of the promotion of German language skills will be guaranteed.

5.2 Proof of use

For language courses in EU countries other than Germany, purposeful application of funds can be proven by providing in particular

- the certification of participation prepared by the institution responsible for the course,
- the invoice prepared by the institution responsible for the language course and
- the proof of payment.

In relation to allowances for travelling and moving expenses, the purposeful application of funds can be proven by providing in particular

- a training or internship contract and
- a certification from the training company that an internship has been taken up (allowance for travel expenses) or a certification by the employer that a contract of employment has started (allowance for moving expenses).

6. Former projects from the promotion years 2013 and 2014

Projects, where promotion commenced before 31 December 2014, will cover the entire period of promotion but only up to 31 July 2018 at the latest in accordance with the directive for the special programme by the German government for the “Promotion of vocational mobility of young people interested in vocational training and of unemployed young professionals from Europe (MobiPro-EU)” dated 28 October 2013.

7. Procedure

There is a two-stage procedure. In August of the year prior to the start of the vocational training programme the authorising authority will publish a call for the submission of project proposals. Project proposals can subsequently be submitted to the approving authority up to 30 September (see Section 7.1), after which follows the application procedure (see Section 7.2).



7.1 First stage: project selection

In the first stage of the procedure only signed and complete project proposals will be considered. These must be submitted to the authorising authority no later than 30 September in the year prior to the vocational training programme (the applicable date here is the date of submission). The procedure relating to the submission of project proposals is governed as part of the call for submission of project proposals.

When submitting the project proposal, the proposed measures (see Section 4.2) in the home country and in Germany are to be presented as an integrated action plan which should make clear how the objective of “successful completion of vocational training” is to be achieved. The expenditure required for such measures should be outlined.

The project proposals will be evaluated by the Federal Ministry for Labour and Social Affairs and the Federal Employment Agency. External expertise, e.g. state (*Land*) coordinators of the “Integration through training” support programme, can with the agreement of both sides be availed of in order to provide advice.

Project outlines that are not selected will not be permitted to make an application. The authorising authority will inform applicants by 15 November in the year prior to the vocational training programme whether they have been selected.

7.2 Second stage: application procedure

Applicants whose project outlines were selected will receive a request to submit an application for approval of benefits by 31 December in the year prior to the start of the vocational training programme.

Total expenditure as well as the financing to be secured by means of the self-funding, third-party funding and benefits applied for must be presented in a funding plan. This should form an appendix to the benefit application.

Applicants must provide an assurance when making an application that participants will not incur any costs or charges.

It is desirable that in relation to expenditure on promotion measures training companies contribute over and above the training pay.



When making an application, applicants must provide evidence that in line with the scope of the planned project there are sufficiently adequate in-company training places available for participants in training companies that are authorised to provide vocational training.

On the basis of cooperation in good faith with benefit recipients, the Federal Employment Agency will arrange the placement of participants among benefit recipients.

7.3 Authorising authority

The Federal Employment Agency is authorising authority for the special programme. The Federal Ministry for Labour and Social Affairs will allocate funds to the authorising authority to use at its own discretion to serve the intended purpose of the promotion.

7.4 Regulations to be observed

Section 44 of the Administrative Regulations of the Federal Budget Code (BHO) as well as Sections 48-49a of the Administrative Proceedings Act (VwVfG) apply in relation to the granting, payment and accounting of benefits as well as to the proof and verification of usage and, if necessary, the invalidation of the benefit notification and reclaim of benefits, unless these promotion guidelines permit otherwise.

8. Evaluation

The special programme also serves the purpose of acquiring skills that are specific to areas of responsibility in order to fulfil the requirements of areas of responsibility. Therefore, by way of conclusion evaluation will be carried out having regard to the meeting of objectives, effectiveness and cost efficiency.

9. Coming into effect

The promotion guidelines will come into effect on the day after publication in the Federal Gazette.

Berlin, 24 July 2014

Federal Ministry
for Labour and Social Affairs

p.p.

Dr E. Neifer-Porsch