



## Good to know!

April 2020



## Internships



### What is an internship?

During an internship you will learn all about a job. An internship can last from two weeks to three months.

You will go to a firm / company and work alongside the employees. This is how you will get to train on the work. There are internships at school (Schüler-Praktikum), during apprenticeship (Ausbildung) and during studies.



### What do I need?

- A document saying you should do an internship: You cannot just do an internship as you wish. You will require a document from your school, apprenticeship, or the Jobcenter that allows you to take part in one. This paper also states how long the internship should be and how many hours a week it should take.
- Knowledge of German: taking part in an internship requires you to have knowledge of German at A1 level. You should be able to communicate with your employer and other colleagues in the company. And in some other professions / jobs you should be able to speak better German, since it is important for your safety (for example, to understand the safety rules at construction sites).

### Tips and Tricks

- ✓ If you don't understand something, ask for clarifications.
- ✓ Talk to your employer about, how long you can work and on which days. You should be present on these days and always be on time.
- ✓ If you are sick and cannot go to work during your internship, call your employer and let them know. You have to go to the doctor and get a sick note. You have to give the sick note to your employer.
- ✓ At the end of your internship, always ask for an "Internship Certificate" (Praktikumszeugnis) from your employer.



### What should I do?

1. Choose a profession: There are many different professions and firms from where you can choose. There are more tips on our leaflets, on how to find the right profession.
2. Find a company: When you know which profession you want to learn about, you should find phone numbers and email addresses of companies/organizations on the internet. Call them and ask if you can do an internship.
3. Apply: Write an application with CV and letter of motivation. Write why this profession interests you and when you want to do the internship. There is more information about writing applications in our leaflets. You can send the application by post, by email or give it to the company personally.



## Where can I find help?

These advisory offices can help you, if you are looking for an internship or would like to apply for a job:

### **Beratungscafé von Fluchtraum Bremen e.V.**

For people under 27 years old

We can help search for jobs and apprenticeships together on the internet. We can also make calls for you, where necessary and further help you with your application.

Times: Wednesdays and Thursdays from 14:30 . to 19:00 hours

Address: Jugendhaus Buchte, Buchtstr. 14/15, 28195 Bremen. We are on the second floor; please press the door firmly (it is open).

Tel.: 0421 8356153

Only for girls and young adult women: there is a meeting for girls at the "Beratungscafé" / counseling café on Mondays from 15:30. to 18:00 hours.

### **Ran an die Zukunft – RAZ - West**

For people in between school and apprenticeship. Placement in internships and apprenticeships (Ausbildung).

Claudia Gerdes, Anja Beutin, Meike Mirgel, Hendrik Eich

Tel. 0421-38 16 15

E-Mail: [raz.west@kirche-bremen.de](mailto:raz.west@kirche-bremen.de)

Address: Elisabethstr. 17/18, 28217 Bremen

### **AVA im Quartier Kattenturm**

Sarah Weber/mobile: 0160 - 43 35 337

E-Mail: [weber@drk-bremen.de](mailto:weber@drk-bremen.de)

Mahmoud Herh/mobile: 0151 - 46 25 9121

E-Mail: [herh@drk-bremen.de](mailto:herh@drk-bremen.de)

Tel.: 0421 - 247 810 70

Address: Ortsamt Obervieland  
Gorsemannstr. 26  
28277 Bremen

### **Waller Beschäftigungs- und Qualifizierungsgesellschaft gGmbH**

For people under 25 years:

- Career orientation
- Placement in apprenticeships, work, internships and studies

Ms. Martina Wollradt

E-Mail: [m.wollradt@wabeq.de](mailto:m.wollradt@wabeq.de)

Tel. 0421 80 04 45 55

Address: Waller Heerstr. 56, 28217 Bremen

### **AVA im Quartier Findorff**

Svenja Müller/mobile: 0173 - 60 80 917

E-Mail: [svenja.mueller@drk-bremen.de](mailto:svenja.mueller@drk-bremen.de)

Khaled Lacheheb/mobile: 0151 - 46 21 0645

E-Mail: [lacheheb@drk-bremen.de](mailto:lacheheb@drk-bremen.de)

Tel.: 0421 - 37 808 966

Address: Jugendfreizeitheim Findorff

Neukirchstr. 23a

280215 Bremen

### **AVA im Quartier Woltmershausen:**

Janina Heins/mobile: 0151 - 46 25 8698

[janina.heins@drk-bremen.de](mailto:janina.heins@drk-bremen.de)

Islam Ahmed/mobile: 0160 - 43 80 010

E-Mail: [ahmed@drk-bremen.de](mailto:ahmed@drk-bremen.de)

Tel. 0421 - 361 964 43

Address: Oberschule Roter Sand

Butjadinger Str. 21

28197 Bremen