



Stadt Leipzig
Referat Beschäftigungspolitik

CAREER ORIENTATION

GUIDE FOR PARENTS AND FAMILIES IN LEIPZIG

What happens when you finish school - job or university?

There are about 320 skilled occupations and 20,000 degree courses in Germany. It is not easy to choose between them.

You can help your child find a training position, university or secondary education institution. There are other things school leavers can do while they make a decision, such as volunteer work.

Help your child during this orientation phase, because you know best what your child's interests, strengths and abilities are.

Take advantage of the services offered by the school, the careers advisors at the Agentur für Arbeit Leipzig (Leipzig employment agency) and the training advisers of Leipzig's chamber of industry and commerce (IHK) and chamber of trade (HWK). Attend career orientation events with your child.

This guide informs you about **training and degree courses**, about **contact persons at the school** and about **internships**. An insert with **calendar** lists selected career orientation events.



Career orientation in the city of Leipzig
Overview



Career and study guidance
Agentur für Arbeit Leipzig
(Leipzig employment agency)



Dual vocational training
Explanatory videos in different languages



Vocational schools in Leipzig
Overview



University and colleges in Leipzig
Overview



Information from the trade unions
All about career choice and training

CONTACT PERSON AT THE SCHOOL - ALSO FOR PARENTS

At school, the young people learn about their own strengths, think about what career they might like to go into or what to study and gain practical experience in companies. From grade 7 pupils have various offerings to choose from: Application training and career advice, project days, company visits and internships, and attending fairs.

There are many people who are there to support you and your child.

CAREER GUIDANCE TEACHER



Special needs school | secondary school | grammar school vocational school

Pupils from grade 5



- Responsible for all vocational orientation offerings at school
- Contact person for internships

CAREER ADVISOR OF THE AGENTUR FÜR ARBEIT (EMPLOYMENT AGENCY)



Special needs school | secondary school | grammar school | vocational school

Pupils from grade 7



- Training and study guidance
- Career test → **CHECK-U**
- Training placement service
- Further education advice
- Regular meetings at school and parents' evening
- Identification of support needs and finding suitable measures

PRACTICE CONSULTANT



Secondary school

Pupils in grades 7 and 8



- Potential analysis: identifies your child's strengths
- Getting to know the skilled occupations
- Help with internship search
- Company tours, attending fairs and vocational school

JOB ENTRY GUIDE



Special needs school | secondary school

• Pupils at risk of dropping out aiming for a lower secondary (Hauptschule) or special needs school-leaving qualification

• From the penultimate school year



- Help with gaining the school-leaving qualification
- Help with career orientation and career choice
- Internship and training position search



Bundesagentur für Arbeit

Agentur für Arbeit Leipzig

Personal

CAREER AND STUDY GUIDANCE

Make an appointment

☎ 0800 - 4 5555 00 (freephone number)

Monday - Friday from 8am to 6pm

www.arbeitsagentur.de/Leipzig



CHECK-U

Career test

Suitable training and degree courses are suggested based on general abilities, social skills, interests and job preferences.

The test is free of charge.

Talk to the CAREER ADVISOR!

www.check-u.de



**Jugendberufsagentur
Leipzig**

www.jugendberufsagentur-leipzig.de

We help with all questions relating to:
SCHOOL * TRAINING * UNIVERSITY LIVING * WORKING

Email: Leipzig.JBA@arbeitsagentur.de

Monday - Friday from 8am to 6pm

INTERNSHIP - GAINING FIRST PRACTICAL EXPERIENCE

INTERNSHIP WHILE STILL AT SCHOOL

The internship for pupils is particularly important. It gives children insights into the world of work.

Your child can learn about different careers and find out which career your child likes.

- at least one internship while still at school
- usually in grade 8 or 9
- duration: 2 weeks



Your child has to find their own internship (at least 3 months in advance).

Encourage your child to apply to several companies. It increases their chances!

VOLUNTARY INTERNSHIP DURING THE SCHOOL HOLIDAYS

Ideally, your child should complete several internships. A short internship is also helpful. The school holidays can be used to try out other jobs. Your child will get to know other companies this way and it will help them figure out their career aspirations.

- age: from 15 years
- duration: from 3 to 5 days



The school may decide that the internship during the school holidays counts as part of the school curriculum. In this case, as is the case for regular internships, your child is covered by liability and accident insurance via the school. Make sure you check with the school first!

INTERNSHIP SEARCH AND FIND

On the following websites you can find companies that offer internships for pupils:

www.leipzig.de/schulewirtschaft

www.ihk-lehrstellenboerse.de

www.hwk-leipzig.de/lehrstellen

www.lehrstellen-radar.de

www.schau-rein-sachsen.de/schuelerpraktikum.php

www.jobboerse.arbeitsagentur.de

TIP

Attend **CAREER GUIDANCE EVENTS**.

Here you can talk to companies about an internship.

→ All dates are listed in the **ONLINE CALENDAR** at:
www.leipzig.de/berufsorientierung

→ **CONTACT PERSONS AT SCHOOL** can also help your child find an internship.

WRITING AN APPLICATION

At school, writing applications and interviews are practised, for example in German classes.

Does your child need help? Talk to the
→ **CONTACT PERSON IN THE SCHOOL**.

The Agentur für Arbeit (employment agency) also offers application training. Ask the → **CAREER ADVISOR** about the dates.



OFFERS AND DATES - CALENDAR OF EVENTS



TRAINING, HIGHER EDUCATION AND CAREER FAIRS

Companies, universities and other educational institutions present themselves. The various stands offer information on skilled occupations, degree courses, internships and applying for jobs. Employees and trainees of the companies will answer your questions about training, careers and degrees. Leipzig hosts many different fairs every year.

A dual vocational training programme takes 2 to 3 years. Learning takes place both at the vocational school and in the company, combining theoretical and practical aspects of the subject. Leipzig has 9 public vocational schools with different specialisations. The city also has several independent vocational schools.



OPEN DAY AT THE VOCATIONAL SCHOOL

At the open day you can find out all about the school part of the training course, visit the school, talk to teachers and trainees and ask questions about the skilled occupations and the lessons at the vocational school.



SAXONY HIGHER EDUCATION OPEN DAY

In January, all universities and study academies in Saxony host an open day for prospective students, providing information about the courses they offer. The open day includes sample lectures, chats with students and lecturers as well as advice on financing, housing and student life.

Saxony: 4 universities, 5 universities of applied science, 5 art academies, 7 study academies

City of Leipzig: 1 university, 1 university of applied science, 2 art academies, 1 study academy

www.pack-dein-studium.de



OPEN DAY | TRAINING DAY AT COMPANIES

Many companies host their own open day. You take a tour of the company, find out about the skilled occupations and entry requirements and talk to employees and trainees.



STUDY INFORMATION EVENT | UNIVERSITY INFORMATION EVENT

Universities and study academies also regularly host information events. They give prospective students the opportunity to find out about the courses on offer and get advice.



SCHAU REIN! - OPEN WEEK OF COMPANIES IN SAXONY

The SCHAU-REIN! open week takes place every March. The event has various offerings for pupils. It gives your child the opportunity to visit companies, get first-hand experience of the skilled occupations and find out about the training courses. You can register with companies and book a free SCHAU-REIN ticket from January on the website at www.schau-rein-sachsen.de. The transport ticket will be issued by the school.



www.leipzig.de/berufsorientierung

All events and dates in the online event calendar

CAREER ORIENTATION

CONTACT POINTS IN THE CITY OF LEIPZIG



Advice on training, degrees, volunteer work | training position placements

Berufsberatung der Agentur für Arbeit Leipzig

Axis-Passage Leipzig
Georg-Schumann-Str. 171-175, 04159 Leipzig
www.arbeitsagentur.de/Leipzig

Terminvereinbarung zur Berufsberatung

☎ 0800 4 5555 00 (*gebührenfrei*)

Mo. - Fr. 8:00 - 18:00 Uhr

- ✉ Leipzig.JBA@arbeitsagentur.de
(für Gymnasien, Oberschulen, Fachoberschulen)
- ✉ Leipzig.161-Reha@arbeitsagentur.de
(für Förderschulen)

BIZ - Berufsinformationszentrum

Georg-Schumann-Str. 150, 04159 Leipzig

✉ Leipzig.BIZ@arbeitsagentur.de

Öffnungszeiten:

Mo. 8:00 - 12:00 Uhr

Di. 8:00 - 12:00 Uhr | 14:00 - 18:00 Uhr

Mi. geschlossen

Do. 8:00 - 12:00 Uhr

Fr. 8:00 - 12:00 Uhr

Jugendberufsagentur Leipzig „Haus der Jugend“

Axis-Passage Leipzig
Georg-Schumann-Straße 171-175, 04159 Leipzig

Terminvereinbarung unter:

✉ leipzig.jba@arbeitsagentur.de

www.jugendberufsagentur-leipzig.de

Industrie- und Handelskammer zu Leipzig

Goerdelerring 5, 04109 Leipzig

Terminvereinbarung für ein Beratungsgespräch

☎ 0341 1267 1360

www.ihk-lehrstellenboerse.de | www.leipzig.ihk.de

Handwerkskammer zu Leipzig

Dresdner Str. 11/13, 04103 Leipzig

Terminvereinbarung für ein Beratungsgespräch

☎ 0341 2188 360

www.hwk-leipzig.de/lehrstellen | www.hwk-leipzig.de

Higher education institutions in Leipzig | Study guidance

Universität Leipzig

Zentrale Studienberatung im
Studierenden Service Zentrum

Frau Dr. Anna Flocke

☎ 0341 9732 044

✉ ssz-studienberatung@uni-leipzig.de

www.uni-leipzig.de/ssz

www.uni-leipzig.de/zsb

HTWK Leipzig

Hochschule für Technik, Wirtschaft und Kultur
allgemeine Studienberatung

Frau Anne Herrmann

☎ 0341 3076 6156

✉ studienberatung@htwk-leipzig.de

www.htwk-leipzig.de

Hochschule für Grafik und Buchkunst Leipzig Academy of Visual Arts

Frau Roswita Harmel

☎ 0341 2135 144

✉ harmel@hgb-leipzig.de

www.hgb-leipzig.de

Hochschule für Musik und Theater

„Felix Mendelssohn Bartholdy“ Leipzig

Frau Dr. Ute Fries

☎ 0341 2144 620

✉ ute.fries@hmt-leipzig.de

www.hmt-leipzig.de

Berufsakademie Sachsen, Staatliche Studienakademie Leipzig

Frau Dr. phil. habil. Uta Corsa

☎ 0341 4274 34 04

✉ uta.corsa@ba-leipzig.de

www.ba-leipzig.de

PLEASE NOTE: In addition to these state higher education institutions and the university, Leipzig also has private universities.

For an overview, see:
www.leipzig.de/wirtschaft-und-wissenschaft/studium-und-forschung/universitaet-und-hochschulen

Vocational schools in the city of Leipzig

Arwed-Rossbach-Schule -

Berufliches Schulzentrum der Stadt Leipzig

Fachrichtung: Bautechnik

www.ars-leipzig.de

Berufliches Schulzentrum 1 der Stadt Leipzig

Fachrichtung: Wirtschaft und Verwaltung

www.bsz1leipzig.de

Berufliches Schulzentrum 7 der Stadt Leipzig

Fachrichtung: Elektrotechnik

www.bsz7-leipzig.de

Gutenbergschule -

Berufliches Schulzentrum der Stadt Leipzig

Fachrichtung: Buch, Büro, Druck, Medien,
Sprachen und Kunst

www.gutenbergschule-leipzig.de

Henriette-Goldschmidt-Schule -

Berufliches Schulzentrum der Stadt Leipzig

Fachrichtung: Sozialwesen

www.goldschmidtschule-leipzig.de

Karl-Heine-Schule -

Berufliches Schulzentrum der Stadt Leipzig

Fachrichtung: Metalltechnik

www.karl-heine-schule-leipzig.de

Robert-Blum-Schule -

Berufliches Schulzentrum der Stadt Leipzig

Sonderpädagogisches Profil

www.bsz12leipzig.de

Ruth-Pfau-Schule -

Berufliches Schulzentrum der Stadt Leipzig

Fachrichtung: Gesundheit und Sozialwesen

www.ruth-pfau-schule.de

Susanna-Eger-Schule -

Berufliches Schulzentrum der Stadt Leipzig

Fachrichtung: Ernährung, Hauswirtschaft, Textiltechnik

www.susanna-eger-schule.de

PLEASE NOTE: In addition to the vocational schools, Leipzig also has independent vocational schools with various training programmes.

For an overview, see:
www.leipzig.de/schulen

Initial and referral advice centre for migrants

Willkommenszentrum der Stadt Leipzig

Otto-Schill-Str. 2, 04109 Leipzig

☎ 0341 123 26-76/-77

✉ willkommenszentrum@leipzig.de

www.leipzig.de/willkommenszentrum

Leipzig parents' representation

KreisElternRat Leipzig

☎ 0172 8405 329





✉ info@ker-leipzig.de

www.ker-leipzig.de

www.facebook.com/stadtelternrat.leipzig.9

Dates and events in 2023/24

ON CAREER ORIENTATION

-  training, higher education and career fairs
-  open day
-  study information event (study orientation)
-  offers for parents

SEPTEMBER

- 02.09.2023 | 10:00 - 16:00 Uhr**
HORIZON Mitteldeutschland
Globana Trade Center Schkeuditz
www.horizon-messe.de/mitteldeutschland 
- 09.09.2023 | 10:00 - 16:00 Uhr**
Berufsinfotag - BMW Werk Leipzig
www.bmwgroup.jobs/berufsinfotag 
- 15.09.2023 | 9:00 - 15:00 Uhr**
Deutsche Bahn - Berufliche Zukunft im Fernverkehr. Einblicke ins ICE-Werk Leipzig
Anmeldung über:
www.tag-der-schiene.de 
- 16.09.2023 | 10:00 - 16:00 Uhr**
Auf in die Welt – Messe für Auslandsaufenthalte
Humboldt-Gymnasium Leipzig
www.aufindiewelt.de 
- 19.09.2023 | 17:00 - 18:30 Uhr**
IT-Ausbildung & Studium bei BWI (virtueller Elternabend)
Anmeldung über:
www.bwi.de/elternabend 

OCTOBER

- 18.10.2023 | 9:00 - 17:30 Uhr**
STAY HERE Leipzig
agra Messepark Leipzig,
Bornaische Str. 210
www.stayhere-azubimesse.de 
- 21.10.2023 | 10:00 - 13:00 Uhr**
Jobpoint UKL - Uni-Klinikum Leipzig 
- Liebigstr. 20, Haus 4
www.deine-ausbildung-am-ukl.de
- 26.10.2023 | 14:00 - 18:00 Uhr**
Ausbildungstag - Deutsche Nationalbibliothek 
- www.dnb.de


NOVEMBER

- 08.11.2023 | 15:00 - 18:00 Uhr**
Berufsschule Arwed-Rossbach - Schule - Ein Weg zum Abitur 
- www.ars-leipzig.de
- 10.11.2023 | 10:00 - 14:00 Uhr**
11.11.2023 | 11:00 - 15:00 Uhr
azubi- und studententage Leipzig
Leipziger Messe, Halle 5
www.azubitage.de/Leipzig 
- 21.11.2023 | 15:30 - 18:30 Uhr**
Berufsschule - Susanna-Eger-Schule 
- www.susanna-eger-schule.de
- 25.11.2023 | 9:00 - 13:00 Uhr**
Berufsakademie Leipzig
Tag der offenen Tür 
- www.ba-leipzig.de
- 28.11.2023 | 16:00 - 18:30 Uhr**
Berufsschule - Henriette-Goldschmidt-Schule 
- www.goldschmidtschule-leipzig.de




Leipziger Elternwoche zur Beruflichen Orientierung

14. - 17.11.2023

- www.jugendberufsagentur-leipzig.de
- 14.11.2023 | 16:00 - 20:30 Uhr**
Digitaler Themenabend 1
Ausbildung & Studium, weitere Möglichkeiten nach der Schule, Vorstellung von Berufen
- 15.11.2023 | 16:00 - 20:30 Uhr**
Digitaler Themenabend 2
Praktikum, Freiwilligendienst, Eignungstest, Bewerbung
- Campus-Touren für Eltern**
16:00 - 17:30 Uhr: BA Leipzig
16:00 - 17:30 Uhr: HTWK Leipzig
18:00 - 19:00 Uhr: Uni Leipzig
Anmeldung über:
www.jugendberufsagentur-leipzig.de
- 16.11.2023 | 18:00 - 20:00 Uhr**
Elternstammtisch bei Unternehmen
in den Landkreisen Leipzig und Nordsachsen
- 17.11.2023 | 15:00 - 19:00 Uhr**
Persönliche 15-Minuten-Talks mit Ausbildungsunternehmen
Termin buchen über:
www.leipzig.de/berufsorientierung
- 21.11.2023 | 15:30 - 18:30 Uhr**
Berufsschule - Susanna-Eger-Schule 
- www.susanna-eger-schule.de

JANUARY


- 10.01.2024 | 16:00 - 19:00 Uhr**
Berufsschule - BSZ 1 Wirtschaft und Verwaltung 
- www.bs21leipzig.de
- 11.01.2024 | ganztägig**
Tag der offenen Hochschultür Sachsen 
- 11.01.2024 | 11:00 Uhr**
Eltern-Infoveranstaltung HTWK Leipzig 
- www.htwk-leipzig.de/eltern
- 20.01.2024 | 10:00 - 13:00 Uhr**
Berufsschule Henriette-Goldschmidt-Schule 
- www.goldschmidtschule-leipzig.de
- 20.01.2024 | 9:30 - 13:00 Uhr**
Berufsschule Ruth-Pfau-Schule 
- www.ruth-pfau-schule.de

FEBRUARY

- 03.02.2024 | 10:00 - 13:00 Uhr**
Berufsschule - Arwed-Rossbach-Schule 
- www.ars-leipzig.de
- 03.02.2024 | 10:00 - 13:00 Uhr**
Berufsschule Gutenbergschule 
- www.gutenbergschule-leipzig.de
- 10.02. - 18.02.2024**
mitteldeutsche handwerksmesse
Leipziger Messe, Halle 5
www.handwerksmesse-leipzig.de 

MARCH



- 02.03.2024 | 10:00 - 16:00 Uhr**
stuzubi 
- Kongresshalle am Zoo
www.stuzubi.de/messen/leipzig
- 02.03.2024 | 9:00 - 13:00 Uhr**
Berufsschule - Karl-Heine-Schule 
- www.karl-heine-schule-leipzig.de

- 09.03.2024 | 10:00 - 13:00 Uhr**
Medizinische Berufsfachschule des Universitätsklinikums Leipzig
Richterstr. 9 - 11
www.uniklinikum-leipzig.de/ausbildung 

11. - 16.03.2024
SCHAU REIN! - Woche der offenen Unternehmen 

Für alle Schüler/-innen ab Klassenstufe 7 aller Schularten.
Buchungsstart: 15.01.2024 | 14 Uhr
www.schau-rein-sachsen.de 

- 13.03.2024 | 15:00 - 18:00 Uhr**
Berufsschule BSZ 7 Elektrotechnik 
- Vorstellung der Fachoberschule
Außenstelle: Neustädter Str. 1
www.bs7.leipzig.de

- 15.03.2024 | ab 9:00 Uhr** 
- 3. Informationsmesse zum Pflegeberuf** 
- Neues Rathaus Leipzig,
Obere Wandelhalle
www.leipzig.de/pflegekoordination

APRIL


- 25.04.2024 | ganztägig**
Girls`Day | Boys`Day 
- www.girls-day.de
www.boys-day.de
- 27.05.2024 | 10:00 - 15:00 Uhr**
Hochschulinformationstag HTWK Leipzig 
- www.htwk-leipzig.de/hit
- 27.04.2024 | 11:00 Uhr**
Eltern-Infoveranstaltung an der HTWK Leipzig 
- www.htwk-leipzig.de/eltern

MAY

- 04.05.2024 | 9:00 - 15:00 Uhr**
Studieninformationstag Universität Leipzig 
- www.uni-leipzig.de/studieninformationstag
- 04.05.2024 | 10:00 - 14:00 Uhr**
Aktionstag Lehrstellen 
- Am Ritterschlösschen 22
www.aktionstag-lehrstellen.de
- 07./08.05.2024 | 8:30 - 15:00 Uhr**
vocatium Leipzig/Halle 
- Globana Trade Center
Schkeuditz
www.vocatium.de/leipzig

- 15.05.2024 | 18:00 Uhr**
Eltern-Infoveranstaltung online HTWK Leipzig 
- www.htwk-leipzig.de/eltern

JUNE

- 01.06.2024 | 10:00 - 15:00 Uhr**
Ausbildungstag MDR & MDR Media 
- Kantstr. 71 - 73
www.mdr.de/ausbildungstag
- 17.06.2024 | 18:00 Uhr**
Eltern-Infoveranstaltung online HTWK Leipzig 
- www.htwk-leipzig.de/eltern

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 **Leipziger Nacht der Ausbildung**

7. Juni 2024

www.leipzig.de/ausbildungsnacht



Sprechstunde „Ausbildung im Handwerk“ - Handwerkskammer zu Leipzig
jeden 1. Dienstag im Monat | 17:00 - 18:00 Uhr | ohne Anmeldung
Online-Veranstaltung über Webex. Zugangslink über: www.hwk-leipzig.de/elternabend

you can find more events and dates in the online calendar at: www.leipzig.de/berufsorientierung