



Guided E-Learning Online@XDi

Get fit for the future - with the XDi and an education voucher from the german Employment Agency

Content

Your way to an education voucher

General information	3
Education voucher - What is it?	3
Education voucher - The application process	4
Your appointment at the Employment Agency / Job Centre	4
You have an education voucher - what happens next?	5
Checklist for your appointment at the Employment Agency / Job Centre (documents motivation)	6

Your way to an education voucher

General information

Our authorisation to accept education vouchers

In order to be able to offer courses via education vouchers on behalf of the Employment Agency, all providers must first undergo a strict approval procedure in which the quality of the offered courses is checked.

Afterwards, the providers are included in the official list of education programmes of the Employment Agency (Kursnet).

We have successfully completed this procedure in accordance with the AZAV (Akkreditierungs- und Zulassungsverordnung Arbeitsförderung/ Accreditation and Approval Regulation for the Promotion of Employment) guidelines and, as a certified education provider, are allowed to accept education vouchers in accordance with AZAV.

You can view our official certificates here or on our website.

Education voucher - What is it?

An education voucher is a voucher for an educational programme issued by the Employment Agency or the Job Centre to persons registered in Germany who are unemployed or threatened with unemployment in the near future. The education voucher serves as a means of payment for the recipient. The educational programme is intended to facilitate his or her re-entry into working life.

Please note that the education voucher is not a guaranteed benefit; the Employment Agency / Job Centre is not obliged to grant an education voucher to all applicants. Visit your local Employment Agency / Job Centre to discuss your individual case with an adviser. Only your adviser at the Employment Agency / Job Centre can decide whether you meet the requirements for an education voucher. We have no influence on this.

Your way to an education voucher

Education voucher - Your application

Please make an appointment at your local Employment Agency / Job Centre, call 0800 4 555500 (free of charge) or use the contact form on the website of the Employment Agency to have your requirements for receiving an education voucher checked. Here you will be assigned a contact person (adviser). Your adviser will check your eligibility for an education voucher.

Your appointment at the Employment Agency or Job Centre

The intention of the Employment Agency / Job Centre is to reintegrate you into the labour market as quickly as possible. Therefore, the Employment Agency / Job Centre is only willing to invest their money if you are convinced that their investment in you is worthwhile. It is therefore elementary that you point out the following:

- **Your motivation**
Show how highly motivated you are to continue your education as well as your enthusiasm and strong interest in acquiring new knowledge.
- **Strong demand**
Emphasise the strong demand for the skills you will learn in the course and how the course will help you find a new job quickly after graduation.
- **Connection**
Point out the connection between your professional background and the competences you will get in the course. Bring your current CV with you. It is ideal if you can show that you have already worked in a similar field and now want to develop your skills to have better chances in the job market.

Your way to an education voucher

You have an education voucher - What happens next?

Please inform us via bildungsgutschein@xd-i.com as soon as you have received your education voucher. We will then initiate the procedure for your admission to the course. Please note that this can take up to 14 days.

Sending us a copy of your education voucher

Please send us a copy of your education voucher so that we can check that all the details are correct for you in advance.

Checkliste

for your appointment at the Employment Agency / Job Centre

Documents | Procedure | Motivation

- Certificate of registration
- Your current CV
- Our individual education programme for you
You can request your educational programme [here](#)
- Listing of job advertisements that are relevant for you
e.g. screenshots from Indeed | LinkedIn | XING | Monster | etc.
- Inform your advisor about the duration of your further education
3+ months for full-time option (30 hours/week)
6+ months for part-time option (15 hours/week)