



## **Guided E-Learning Online@XDi**

Get fit for the future - with the XDi and a Bildungsgutschein from the Agentur für Arbeit

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# Your way to a Bildungsgutschein

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## General information

### Our authorisation to accept a Bildungsgutschein

In order to be able to offer courses via a Bildungsgutschein on behalf of the Agentur für Arbeit, 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 Agentur für Arbeit (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 Bildungsgutscheine in accordance with AZAV.

You can view our official certificates [here](#) or on our [website](#).

### Education voucher - What is it?

A Bildungsgutschein is a voucher for an educational programme issued by the Agentur für Arbeit or the Job Center to persons registered in Germany who are unemployed or threatened with unemployment in the near future. The Bildungsgutschein 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 Bildungsgutschein is not a guaranteed benefit; the Agentur für Arbeit / Job Center is not obliged to grant a Bildungsgutschein to all applicants. Visit your local Agentur für Arbeit / Job Center to discuss your individual case with an adviser. Only your adviser at the Agentur für Arbeit / Job Center can decide whether you meet the requirements for an Bildungsgutschein. We have no influence on this.

# Your way to an Bildungsgutschein

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## **Bildungsgutschein - Your application**

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

## **Your appointment at the Agentur für Arbeit or Job Center**

The intention of the Agentur für Arbeit / Job Center is to reintegrate you into the labour market as quickly as possible. Therefore, the Agentur für Arbeit / Job Center 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 Bildungsgutschein

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## **You have a Bildungsgutschein - What happens next?**

Please inform us via [bildungsgutschein@xd-i.com](mailto:bildungsgutschein@xd-i.com) as soon as you have received your Bildungsgutschein. 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 Bildungsgutschein**

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

# Checkliste

## for your appointment at the Agentur für Arbeit / Job Center

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)