

YOUR PATH TO A BILDUNGSGUTSCHEIN

Your free online courses at XDi

Get your Bildungsgutschein in just a few steps

We are AZAV-certified

The XDi - Experience Design Institute is officially approved to accept Bildungsgutscheine on behalf of the Arbeitsagentur and the Jobcenter! To make this possible, we have gone through a comprehensive testing procedure in which the quality of our courses was closely scrutinized.

After successfully obtaining certification, we were added to the official list of training providers of the Arbeitsagentur (mein Now) and, thanks to our certification in accordance with the AZAV (Accreditation and Approval Ordinance for Employment Promotion) guidelines, we can offer you high-quality, subsidized courses that will help you advance professionally and we are proud to be able to support you on your career path!

Bildungsgutschein - What is it?

A Bildungsgutschein is your chance to take the next step in your career future with subsidized professional development training.

The Arbeitsagentur or Jobcenter provides this voucher to people who are registered in Germany and are either unemployed or at risk of unemployment.

The Bildungsgutschein covers 100% of the costs for professional development training that is intended to make it easier for you to re-enter working life. Important to know: The Bildungsgutschein is not a guaranteed benefit. The Arbeitsagentur or Jobcenter will work with you in a consultation to see whether you meet the requirements for a Bildungsgutschein. Your personal advisor will support you and decide whether the voucher can be granted.

If you are interested in a Bildungsgutschein, it is best to make an appointment with your local Arbeitsagentur or Jobcenter as soon as possible. There you can discuss your individual case and clarify together what options are available to you.



Bildungsgutschein - how to apply

We're very pleased that you're interested in continuing your education with XDi - Experience Design Institut and plan to apply for a Bildungsgutschein.

With a Bildungsgutschein, you have the opportunity to strengthen your career prospects and open up new professional pathways. We're happy to guide you through the process and show you step by step how to successfully submit your application.

Simply follow the steps below – this will help you complete your application quickly and easily, so you can hopefully start your course very soon.



Apply for a Bildungsgutschein

Get in touch with the Bundesagentur für Arbeit using the contact form available at this link: <https://web.arbeitsagentur.de/portal/kontakt/en/weiterbildung/weiterbildung>

Note: Sometimes you may need to sign in to the Bundesagentur für Arbeit's online portal to use the contact form. You can find more information about this in the section "Set up your profile with the Bundesagentur für Arbeit".

Contact form – Select the topic "Further Training", then:

- enter your message
- complete the form with your personal data
- choose your preferred contact option – we recommend using **email**.

We're happy to provide you with a suitable text template that you can use for your message. ➔

Telephone contact

Once you've submitted the contact form, it's advisable to also reach out by phone to schedule an in-person or video consultation in order to apply for a Bildungsgutschein – this often helps speed up the process.

You can reach the Bundesagentur für Arbeit from Monday to Thursday between 8:00 a.m. and 6:00 p.m. and on Friday between 8:00 a.m. and 2:00 p.m. at the following number: **0800 4 5555 00** from Germany or **+49 911 12031010** from abroad.



Find the right contact form

e.g. Child Benefit, ...

Or choose a topic

Topics can be selected with the arrow keys

Unemployment and finding work	School, training and higher education
Family and children	For people from abroad
Further training	Suggestion, praise and criticism
Further topics	Arrange an appointment

Please select a concern from the field "Further training"

Topics can be selected with the arrow keys

Further education

Your message on the topic "Further education"

Fields marked with * are required.

Message *

Dear Sir or Madam,

I hereby apply for a Bildungsgutschein to participate in a course at XDi – Experience Design Institut

The AZAV certified courses offered by the XDi – Experience Design Institut support my professional development and improve my chances of achieving sustainable employment.

I kindly ask you to consider my application and to invite me to a personal consultation.

If you have any questions, please feel free to contact me.

Thank you in advance for your time and support.

Kind regards



Set up your profile with the Bundesagentur für Arbeit

We recommend creating an account/profile with the Bundesagentur für Arbeit – it significantly streamlines the entire process, gives you a clearer overview, and enables smooth digital communication with your local agency.

Through your profile, you can securely manage your personal data and documents, receive messages, and coordinate appointments. This makes communication faster, more transparent, and easier – and you can keep track of the status of your Bildungsgutschein application at any time.

Open the following link to create an account for the online services of the Bundesagentur für Arbeit, or to register – and if you already have an account, to log in: <https://web.arbeitsagentur.de/fbwo/fbwo-ui/pd/anfrage>

When registering, there are a few steps that may seem a bit complex at first glance. Take your time and follow the instructions calmly, step by step – that way you'll reach your goal with confidence.

Anmelden

Hier können Sie sich für die Online-Angebote der Bundesagentur für Arbeit anmelden. Dazu gehören auch die Angebote der Jobcenter und der Familienkasse.

- Informationen zur sicheren und komfortablen Anmeldung am Online-Portal
- Das passende Konto finden

Bundesagentur für Arbeit
Für Personen, Unternehmen und Partner: mit **Benutzername oder Passkey** anmelden.
Anmelden
Registrieren

bund ID
Für Personen: mit **Online-Ausweis oder ELSTER-Zertifikat** anmelden.
Anmelden

If you register, after entering your email address and password, select one of the following four registration options:

Sicherheitshinweis

Der Schutz Ihrer Daten ist uns wichtig. Aus diesem Grund bieten wir nur noch Anmeldevarianten mit mehreren Faktoren an.

Sichern Sie Ihre Anmeldung ab:

Passkey einrichten
Statt einem Passwort verwenden Sie einen Passkey, auf den Sie bei jeder Anmeldung zugreifen müssen (z.B. über das Betriebssystem oder ein Passwort-Manager Programm). →

Zweiter Faktor (TOTP) einrichten
Sie werden bei jeder Anmeldung mit einem Passwort zusätzlich nach einem TOTP-Code gefragt. →

Für Privatpersonen: BundID einrichten
Sie melden sich mit Online-Ausweis oder ELSTER für Personen über BundID an. →

Für Unternehmen: Mein UK einrichten
Sie melden sich mit ELSTER für Unternehmen über "Mein Unternehmenskonto" an. →

Once you've registered, complete your profile to set up your account.

Your appointment – Your chance

The Arbeitsagentur or Jobcenter would like to help you get back into the job market as quickly as possible. It is important that you show why our training is just right for you.

Prepare yourself well and approach the interview fully motivated. Here are a few tips on how to be convincing:

- **Show your motivation for returning to work**
Explain how much you are looking forward to learn new skills and getting started in your dream job. Your enthusiasm for professional development will be perceived positively.



- **Emphasize the demand for the skills**
Emphasize that the skills you are acquiring on the course are in high demand on the job market. Show how the course will help you to find a suitable job quickly.
- **Search for job advertisements**
Search for job advertisements that require exactly the skills you will learn with us - and show how our training will help you. For example, create screenshots from Indeed, LinkedIn, etc.
- **Bridge the gap**
Link your previous professional career to the content of the course. Bring your CV and show that you have already gained experience in a similar field and now want to expand your knowledge to improve your chances.
- **Documentation**
Bring your registration certificate and your CV.

Upload our course offer to request the Bildungsgutschein

Would you like to submit our course offer to the Bundesagentur für Arbeit in order to apply for your Bildungsgutschein? Then please follow this link: <https://www.arbeitsagentur.de/eservices>

Scroll down to the section “Ausbildung machen, studieren, beruflich weiterbilden” and select “Weiterbildung” → “Dokumente zur beruflichen Weiterbildungsförderung einreichen.”

Note: Sometimes, uploading files requires you to sign into the Bundesagentur für Arbeit’s online portal. You can find more information about this in the section “Set up your profile with the Bundesagentur für Arbeit”

If you already have an account with the Bundesagentur für Arbeit, you can upload documents directly here:

<https://web.arbeitsagentur.de/fbwo/fbwo-ui/pd/dokumente-einreichen>

Alternatively, we recommend that you also apply for the Bildungsgutschein by **post**. Simply identify the responsible Bundesagentur für Arbeit office in your area and send the course offer to that office by post. Add a **cover letter** and feel free to use our **text template** on the second page.

Do you have a Bildungsgutschein? Start your training at XDi now

Congratulations on your Bildungsgutschein! Please register for your course via our website www.xd-i.com and send us the unfilled Bildungsgutschein directly afterwards, a photo or scan by email to intouch@xd-i.com is sufficient.

We are looking forward to welcome you as a new student at XDi!

Tipp:

If you need a letter of recommendation in addition to the course offer to explain why our course is the right choice for you, please get in touch with us as soon as possible. We’ll be happy to support you with this.

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✉ intouch@xd-i.com