



The Vienna Apprenticeship Office



Apprenticeship: Dual Vocational System

Apprenticeship Training

- Training in a company and at a part-time vocational school
- Prerequisites: to qualify, participants must either have completed 9 years of compulsory schooling or be young people aged 15 or older
- Duration: between 2 - 4 years
- Length of the apprenticeship can be reduced:
 - completed periods of job-specific training in related apprenticeships
 - acquired relevant school qualifications

Company-based training

80 % of training period

- subject to real-life working conditions
- learning by doing using relevant equipment
- training alliances possible
- graduates from apprenticeship courses immediately considered skilled workers

Training at part-time vocational school

20 % of training period

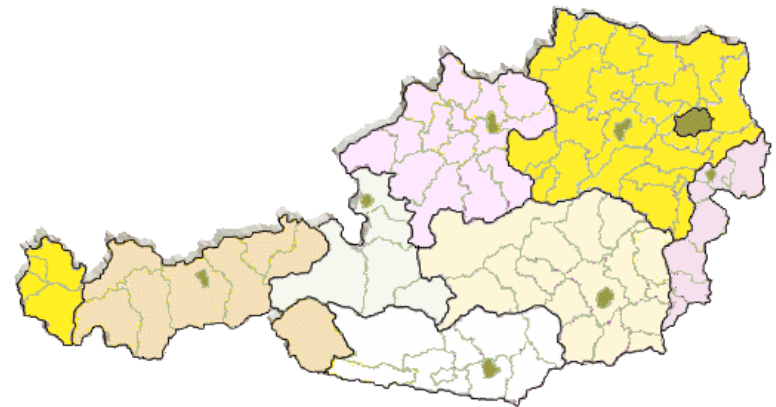
- input from school to complement
- improvement of education in general
- specific and subject-related training in foreign languages



The Apprenticeship Office

Apprenticeship Offices
are set up ...

- at the Economic Chambers
- in every province of Austria
- as apprenticeship authorities
at first instance level





Austrian Economic Chambers

Our Structures

The legal representation of interests for Austrian business is handled by the Austrian Association of Economic Chambers. This consists of:

- The Austrian Federal Economic Chamber (based in Vienna)
- Nine Regional Economic Chambers in the Austrian provinces

The Federal Economic Chamber and Regional Economic Chambers are divided into seven industrial sectors:

1 Crafts and Trades

2 Industry

3 Commerce

4 Banking and Insurance

5 Transport and Communications

6 Tourism and Leisure

7 Information and Consulting

The industrial sectors are divided into more than 100 trade organisations (special profession associations).

The Economic Chambers (incl. Apprenticeships Offices) are implemented in line with federal law and financed by their members. Membership is compulsory by law.



Examination of first time training companies

- Employer submits **application** to Apprenticeship Office before recruiting its first apprentice.
- The Apprenticeship Office and Chamber of Labour verify whether the **necessary conditions** exist for the apprenticeships to be trained successfully.



Neither the employer nor the apprentice incurs **any costs** as a result of this process.



Training companies

- Apprentices are employed by **companies** in the handcraft, trade or service sectors, persons in the liberal professions (i.e. lawyers), by non-profit organisations and the civil services.
- The **technical equipment and training programme** must allow the company to impart to the apprentice all skills and knowledge necessary to do the occupation (the “Berufsbild” or occupational skills outline).
- Small enterprises which are unable to offer the full range of skills and knowledge can opt to join an **apprenticeship training alliance** together with other companies (“Ausbildungsverbund”).

Training Enterprises in Vienna	
Total	3,957
Section	Number
Crafts and trade	1,912
Industry	112
Retail trade	556
Banks and insurance companies	25
Transport and traffic enterprises	52
Tourism	390
Information and consulting	316
Non-chamber members	568



Rights and duties of the training company



- **The training company** is responsible for the occupational and personal development of the apprentice.
- It must match the rate of pay for apprentices as defined in relevant collective agreements.
- It must enable the apprentice to attend a vocational school on a part-time basis.
- It must pay the fee charged for apprentices to sit the final examination upon completion of course.





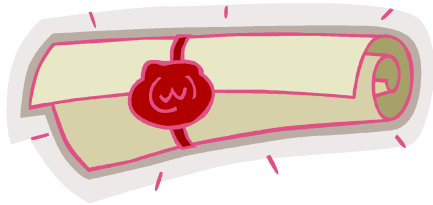
Registration of Apprenticeship Agreements

- The Apprenticeship Office **checks details** of the employer, apprentice and trainer. Any vocational training courses already completed are also taken into account.
- The apprenticeship training agreement is **signed** by the apprentice (if a minor, then by a parent or legal guardian also) and by the employer, then registered with the Apprenticeship Office.
- Registering the apprenticeship training agreement guarantees **vocational education according to the regulations of the Vocational Training Act** and is necessary for the apprentice to sit the final examination and **complete the course**.





The apprenticeship training agreement



concluded between the apprentice (and his/her legal representative if the apprentice is a minor) and the individual or company providing the training

must be in writing and state the following details:

- The name of apprenticeship trade and duration of course;
- The dates when the apprenticeship started and finished
- The personal details of both the trainer (or company) and apprentice;
- The payment received by apprentice (usually based on collective agreements); and
- The date the agreement was signed



Current rates of apprenticeship pay (Euros per month)

Year	1	2	3
Bricklayer	893	1339	1787
Waiter	591	659	791
Hairdresser	385	490	675



Duration of training periods

- Training periods: 2-4 years
- Time of probation: 3 months´ at beginning of apprenticeship
- When their course comes to an end, the apprentice must be employed as a skilled worker in the trade he/she is now trained in for at least 3 months (subsequent period of employment) to gain work experience and begin a career as a skilled worker.

Period	Apprenticeship Trades
2 years	12
2.5 years	1
3 years	131
3.5 years	40
4 years	6
Modular (various lengths)	9



Providing information about apprenticeship



- Information and guidance for companies
- Information and guidance for apprentices
- Legal assistance
- Apprenticeship exchange
- Online services
- Range of seminars
- Coaching
- Workshops
- Competitions & championships
- Statistical Data

Alle Themen
Unser Angebot für Sie

- Arbeitsrecht und Kollektivverträge
- Außenwirtschaft
- Bildung und Lehre**
 - Berufsinfo und Bildungsberatung
 - Prüfungen
 - Lehre
 - Schule
 - Weiterbildung
 - Universität, Fachhochschule und Berufakademie
 - Wissen und Innovationen
- Steuern und Förderungen
- Umwelt und Energie
- Unternehmensgründung
- Verkehr
- Wirtschafts- und Gewerberecht

Betriebsstandort

- EPU-Service
- Finanzierung
- Firmenverzeichnisse und Statistik
- Krisensituationen und Sicherheit
- Mitgliedschaft in der WK Wien
- Netzwerke, Kooperationen
- Unternehmensführung

Lehrabschluss-Prüfung anmelden

Lehrvertrag

BILDUNG UND LEHRE

SERVICE

Lehrlingsstelle

Haben Sie Fragen? Rufen Sie uns an!
01/514 50-2010
bip@wko.at

BiWi - Berufsinformationszentrum der WK Wien

Bildungseinrichtungen der WK Wien

Förderungen für Lehrbetriebe

Anmeldung eines Lehrvertrages in Wien

Online-Ratgeber für Lehrbetriebe
In drei Klicks zur gewünschten Info

Lehrlingsfreifahrt Neu
Hier finden Sie das Antragsformular für den Lehrlingsausweis

Förderaktion Meisterbonus verlängert
Rückerstattung eines Drittels der Gebühren für Meister- und Befähigungsprüfungen bis 31.10.

Förderungen für Vorbereitungskurse auf die Berufsreifeprüfung
Gut ausgebildete und qualifizierte Fachkräfte sind für die meisten Unternehmen ein wesentlicher Baustein für den wirtschaftlichen Erfolg.

Noch mehr Service und Beratung für die Wiener Lehrbetriebe
Mit Coaching und einem erweiterten Beratungsangebot werden Lehrbetriebe gezielt unterstützt. Das bringt Erfolg in der Lehrlingsausbildung.

Berufs- und Brancheninfos: Top-Informationen für Top-AusbilderInnen



The Regional Advisory Board for Apprenticeships

Members are **representatives of employers' and employees' organisations.**



They have to provide **counselling services** on all issues relating to vocational training, and compile **expert reports.**
i.e.:

- Reports must factor in any periods of vocational training, schooling and courses already completed;
- Regional Advisory Board appoints chairpersons of final examination board;
- Presents awards for companies demonstrating excellence in training.



Final apprenticeship examination

- Apprentices can apply for the examination six months before the end of their contract at the earliest.
- The exam can take place within the last ten weeks of the training period or during subsequent employment.
- The exam consists of a theoretical and a practical section (specific examination work and an oral exam) and lasts 1-2 days.
- Examination board consists of 3 people by employers' and employees' organisations and experts in their specific trades proposed.
- The examination fee (€ 96) is borne by the training company.



Subsidies

Subsidies from Apprenticeship Office come from public fund financed by employers in Austria

- Basic subsidies (Remuneration of 1-3 months' wages per year)
- Quality-oriented subsidies:
 - Additional training measures for apprentices (esp. inter- and supra-company training sessions)
 - Training measures for IVET trainers
 - Measures for apprentices with learning difficulties
 - Periods of working abroad for apprentices
 - Training sessions for apprentices and trainers
- Subsidies for special groups of apprentices, i.e. disadvantaged persons, come from Public Employment Service (AMS)



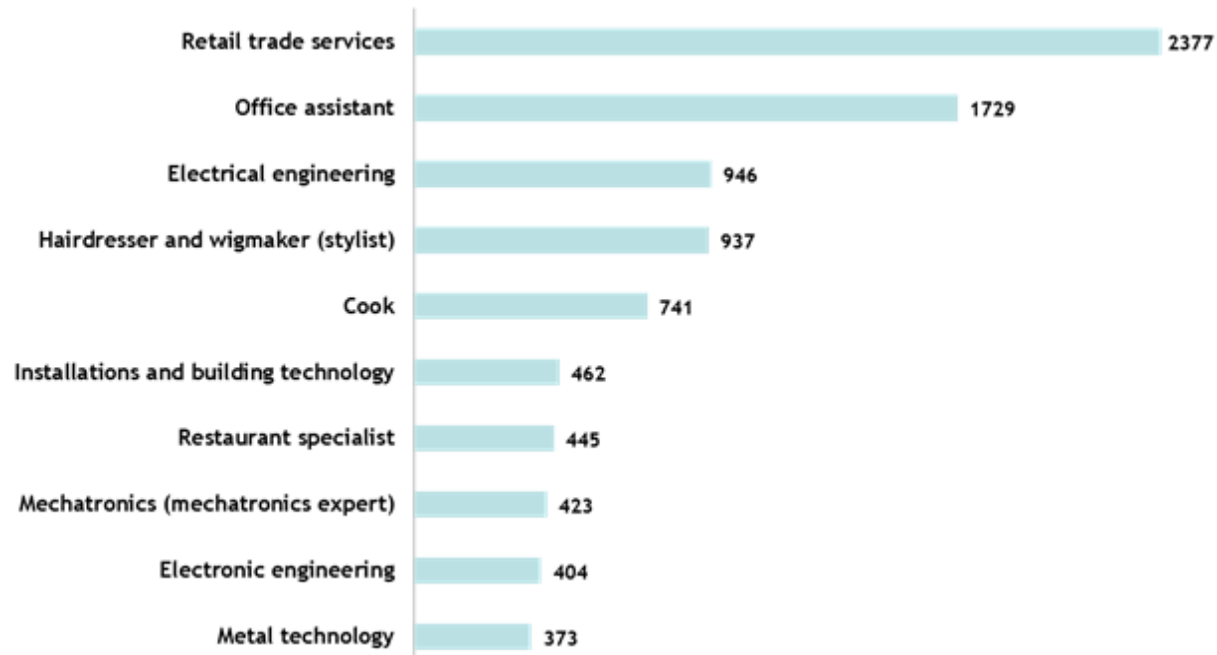
Statistics for 2016

- Apprenticeships currently providing training in around 200 different trades
- Nearly 16,832 people doing apprenticeships in Vienna
- Around 3,268 companies and organisations providing training
- 900 applications from first-time training companies
- 5,000 new apprentices p.a.
- 10,797 final apprenticeship exams sat each year



Most popular apprenticeship trades in Vienna

(31.12.2016)





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