INTERNATIONAL TRAINEESHIP PROGRAM
IN THE FIELD OF YOUTH WORK
Manual for Trainees in Germany
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You are already active in the field of youth work? You would like to have the opportunity to get out of your shell and experience youth work in Germany?

With this manual we would like to provide you with the necessary information you need during your stay in Germany. All important steps from application to financial issues will be explained in detail in the course of this manual.

• What exactly is meant by a traineeship? • Which costs are you going to be confronted with? • How can you prepare yourself prior to your traineeship in Germany? • What do you have to do to obtain your visa? • What do you need to pack? • How are you going to be refunded?

We are going to answer these and other questions on the basis of the experience of former trainees.

We hope that this practical manual will offer you useful tips, which will help you to prepare yourself for your stay in Germany. In case you have any other questions, you are more than welcome to contact us! We are also thankful for any further feedback.

Contact Details

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**djo-Deutsche Jugend in Europa, Bundesverband e.V.** (German Youth in Europe Association) is a non-partisan and non-confessional youth association committed to a unified, democratic Europe where the dividing character of borders has been overcome. As part of our youth work, we promote cultural activities of young immigrants as a means to develop a sense of identity and to support participation in society. Through international youth exchange programs, cultural education and integration, we promote conciliation and mutual understanding. Furthermore, our activities place particular emphasis on the social, political and cultural rights of displaced children and adolescents.

Its member organizations have developed long lasting partnerships with youth organizations worldwide. Among them are partners from Russia, Belarus, Ukraine, the Baltic States, Kazakhstan, Czech Republic, Hungary, Rumania, Israel, Turkey, Kyrgyzstan, Usbekistan and others.

**For further information:**
www.djo.de
djo-Deutsche Jugend in Europa has been coordinating the International Traineeship Program since 2013, basing on its experience with the German-Russian Traineeship Program, which has been successfully operating since 2006.

The goal of the International Traineeship Program is to present international youth specialists with the possibility to gain an insight into the youth work in partner countries by interning at youth organizations. Herewith the program aims to enhance the quality of youth work in the participating institutions through further qualification and networking.

The slogan of the program: „meet each other – work together – learn together“. The participants of the program are integrated into the organizational and educational work of the host institutions and find their accommodation mostly in host families.

The traineeship takes place at local, regional and national youth organizations or associations in Germany. The duration of the traineeships ranges from three weeks to three months.
Accommodation and meals

djo-Deutsche Jugend in Europa supports you with the costs of your accommodation and meals with a total of 20€ per day. A part of this amount can be given to your host family for accommodating you. You should agree with them on a rule about meals. If there is no need for you to have your meals in your host family during your stay, the 20€ will normally go to you, so that you could provide for yourself.

Travel costs

Depending on the country and agreement with the partner organizations, travel costs are either partly covered by djo, by the sending organization or not covered. Please, contact the program coordinator in your country to get more information on that.

What further costs may arise?

• Costs for presents for your host family
• Transportation costs within Germany (if it is not covered by djo)
• Costs for leisure activities

IMPORTANT: You will receive an Agreement (Vereinbarung) from your host organization, which has to be signed BEFORE your arrival to Germany and sent back via e-mail. **We can not transfer the money to your host organization without this agreement!** If you still do not have the agreement short before your departure, please, let us know: olga-dryndova@djo.de.
As soon as you are informed about your host organization in Germany, please make sure to contact them via e-mail as soon as possible to discuss the dates of traineeship, their expectations and your fields of responsibility as well as ask important practical questions. When all practical aspects of the traineeship are discussed, the host organization will fill in and sign the Agreement and send it to you for signature.

How may your responsibilities look like?

You responsibilities and fields of work may vary substantially depending on the host organization, its aims and focus of work. These are a number of different tasks you might be expected to fulfill:

- Plan and carry out group activities (dance and theatre workshops, cinema or cultural evenings, etc.)
- Plan and carry out youth projects (workshops, festivals, international youth exchange, etc.)
- Assist in administrative work, office work or PR-activities (translation, design of brochures, etc.)

Herewith we aim at professional exchange in the following fields:

- Methods of youth work
- Organizational forms of youth NGOs
- Project financing
- Cooperation with other youth structures and authorities
- International youth work
- Youth work with the focus on migration and integration
- Developing of joint projects with the hosting organization
- ... other focuses depending on the profile of the hosting organization

Your own ideas are welcome!

As an international trainee in Germany, you may also contribute to the work of your host organization with your own ideas and knowledge of youth work in your home country. If you want to realize your own projects or give a workshop on a specific topic, please talk about it with your host organization prior to your traineeship.
As soon as we have found a suitable host organization for you and you have agreed upon a definite time period for your traineeship, we will provide you with an official invitation letter of the djo-Deutsche Jugend in Europa. We will need the following information from you: name and surname, date of birth, passport number, date of issue, expiry date and traineeship period. For your visa you should apply to the German consulate, embassy or visa center responsible for the region you live in in your country.

In order to receive a visa, you might need some of the following documents (differs from country to country):

- A passport valid for more than six months. If you still do not have a passport, please appeal to the relevant authorities in your country. Please note that issuing a passport may take at least one month.
- A confirmation of health and emergency insurance abroad. We will organize all the formalities and bear the costs connected to insurance. The confirmation will be sent to you via e-mail.
- An application form. If you are not sure how to fill out the form, please contact your sending organization.
- Biometric passport pictures of yourself
- A confirmation of flight reservations
- A confirmation of enrolment from your university / a confirmation of employment

For more specific information, please check the information of the consulate / embassy in your country:

http://www.auswaertiges-amt.de/DE/Laenderinformationen/03-WebseitenAV/Uebersicht_node.html
Travel arrangements

You need to organize your trip individually. You may travel to Germany by plane, train or bus or use a combination of all of them. The costs may vary substantially. We advice to compare flight fares in order to find cheap rates. Skyscanner could be a good address to do so: www.skyscanner.de. After doing so, you can proceed with booking the tickets, normally it is cheaper to buy them on the website of the airline company. Please mind the maximum weight of your luggage (as a rule 20 kg). Below you can find some tips on how to get around within Germany. You may ask your contact person at the host organization any time if you need support when booking your tickets.

In most cases, the trainees will come to Germany by plane. You may come from the airport to the city you will stay in by train or bus. The train system in Germany is very well organized and comfortable, although also quite expensive. There is a train station in almost every city and even in most villages. Luckily, there are a number of discounts that you should make use of. The earlier you book your tickets in advance, the higher the chance you will find fair discount rates! Please check prices on www.bahn.de (the service is given in a number of foreign languages!). Discount rates will be shown in the category “savings fares” with a green check mark next to them. You may book your tickets online and print them out at home in advance. Please note that you will be bound to departure times when booking a discount ticket! Therefore, you should allow for sufficient time in between your time of arrival at the airport and departure by train. If you do not find any fair discounts and are not able to book much in advance you may also check out the following site for “last minute discounts” on train tickets: www.ltur.com/de/bahn.html. You can find last minute tickets seven to one day prior to the day of travel. You may also check night trains. They often offer fair prices especially for international routes: www.bahn.de/citynightline.

If train tickets are not an option, bus lines have become a much cheaper alternative during the last couple of years, though it takes much more time, of course. Please mind the maximum weight of your luggage (as a rule 50 kg). Check out the following pages: Ecolines (www.ecolines.de), Eurolines (www.eurolines.de), LuxExpress (www.luxexpress.eu), Berlin Linienbus (www.berlinlinienbus.de), Mein Fernbus (www.meinfernbus.de), Flix Bus (www.flixbus.de), ADAC Postbus (www.adac-postbus.de), www.busliniensuche.de/busverbindungen (search machine).
Please mind discounts for students or young people under 26 years in most travel providers.

Please mind also restrictions for certain goods when arriving in Germany from a non-EU country: f. ex., max. 200 cigarettes, 2 lt alcohol up to 22 %, 4 lt wine, 16 lt bier, 10 000 € in cash without declaration, etc.

Address in case of emergency

In order for us to know who to notify in case of an emergency, please specify a contact person, his or her e-mail address, phone number and postal address and send these to your contact person from your host organization.

This person should be in possession of:

• contact details of your host family
• a copy of your passport and your visa in case of a loss of these documents (it will make the application for a replacement much easier)
• details of your health insurance, so that they can support you in case of an emergency

IMPORTANT: This person should also have our contact details:

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When you are finished planning your trip and have obtained your visa, you may start packing your bags. Below you can find a few tips on what not to forget.

**Documents**

- Cash, credit / debit card
- Passport including your visa
- Flight / train / bus tickets
- Drivers license (in case you lose your passport)
- Health insurance, insurance of your luggage / vaccination card (option)
- Copies of your passport, visa, tickets and insurance documents
  (Please keep the copies at a different place than the originals!)

**Information about your traineeship**

- This manual
- Contact details of your host organization and your host family
- Contact details of the International Traineeship Program’s coordinator in your country
- Contact details of the International Traineeship Program’s coordinator in Germany
- Contact details of the Embassy and Consulate of your country in Germany

**Electronic devices**

- Mobile phone
- Camera
- Chargers
- Laptop
- Alarm
CHECK LIST: WHAT DO I NEED TO PACK?

Medicine / Cosmetics

- Bandage, plaster
- Scissors / pincers
- Medicine against allergy / diarrhea / fever / pain
- Sun protection
- Antibiotics
- Disinfectant
- Mirror
- Tooth-brush and -paste
- (Wet) napkins
- Washing means

What materials could be useful during the traineeship?

- Pictures (of your family, your home town, your friends, etc.)
- Music or movies from your country
- Games for children and youth, group-building games
- Children and youth magazines or daily newspapers from your country
- Laptop (please check with your host organization whether you will need to bring your own laptop, in case you have one)
- Dictionary

Presents / souvenirs for your host family / organization

- You could bring something special from your home town (sweets, food, souvenirs, etc.), which you could also use in games with children and youth at your host organization
- You could also bring a photo book from your home town or country
- ... your own ideas are of course welcome!
Meeting point

You will be welcomed by your contact person or host family at the train / bus station or airport. To make sure you will not miss each other, you should decide upon a fixed meeting point in advance.

You will drive to your accommodation or directly to the office of your host organization together, in order to talk about the traineeship more in detail.

If nobody meets you on time, please stay at the determined meeting point and wait for a bit. If no one shows up, please contact the relevant person. If you cannot reach anyone, you may also contact us directly.

**IMPORTANT:** During your stay in Germany you should always carry your passport and visa with you (or their copies), in case you are controlled by the police.
Accommodation

Most commonly, you will be accommodated at a host family during your traineeship. They either offer you your own room or you may have to share it with your host sister or brother. You may also be accommodated in a shared flat. Anyway, you will be given an opportunity to get acquainted with the everyday life in Germany. Depending on the current projects of your host organization, you may also be placed at a language camp with other young people. You should receive all the details of your accommodation prior to your arrival.

Please remember, that environmental issues tend to be important in Germany – for example, people normally separate waste here. If they follow this rule in your host family – please, make sure you do it as well.

Meals

There may be different arrangements for food and drinks with your host family and you should make a plan together prior to your arrival. They may offer you food and drinks on all occasions or you may be fully or partly responsible for it yourself. In this case you should be offered to use the kitchen and all utilities. We transfer 20 € per day of traineeship to your host organization, and they decide if the host family takes a part of this sum for your meals. This aspect will be clarified in the agreement that you receive prior to your departure.
Working routine

We recommend you to talk to your contact person and make a rough work plan for your entire traineeship on the first day. Maybe some planned activities have changed or new opportunities have opened up. You may also talk about the following items:

- Participation in special events at your host organization
- Interning for a short period at one of your host organization’s partner organizations
- Realizing own project ideas

In case you would like to improve your German language skills during your traineeship, you should ask whether your host organization may organize a language course or a tandem partner for you. You should better inform yourself before your arrival or on your first day at the latest.
How to solve conflicts

When people from different cultural backgrounds with different normative and ethical value systems work together, conflicts may arise more frequently as usual. Please try – even if it may seem difficult sometimes – to see conflicts during your traineeship as a possibility of mutual learning. However, such a learning process can only be achieved if the involved parties actively try to solve the conflict. Try also not to be influenced by stereotypes about other cultures, they may be harmful in such conflicts.

Advice on how to proceed during a conflict situation with your host organization or family:

• Become active when a conflict arises.
• Talk to a person who is close to you about the conflict and try to listen to a second opinion on the subject matter.
• Ask the person with whom you are in a conflict for a personal talk in a quiet setting. Tell him or her about your view on the matter and ask him or her to explain his / her perspective to you.
• If you cannot solve the problem this way you should try to involve a mediator.
• Should these steps not have brought any improvement, please contact us, so that we can try to solve the problem.

IMPORTANT: In case you should get into a conflict with a third person or even the police, please inform your host institution and us immediately, so we can support you in the best way possible.
What to do in cases of illness?

Drugstores in Germany are named “Apotheke”, usually they are opened 8 till 18, but there are also the 24-hour ones – please ask your host family where the nearest drugstore is.

**IMPORTANT:** Many medicines in Germany can only be maintained upon a receipt from a doctor, so please bring as much of your own medication as you need.

In case you need to consult a doctor, please ask your host family to find the nearest one for you. A local should accompany you if you do not know German. It is not always easy to get a meeting with a doctor: most of the doctors are private, you can go to hospital in case of emergency. Waiting time for a meeting can start with one day and go up to several months, in worst cases. If you need an urgent consultation, you may come early in the morning and wait for your turn (in this case you should call the doctor in advance and ask at what time the „life line“ starts). In most urgent cases call the ambulance: 112.

**IMPORTANT:** Always have your health insurance with you, without it a private doctor may refuse to consult you (if there is no danger to your life, of course) or will ask you to pay in cash. You should also leave the insurance policy with a contact person in Germany so that he / she may assist you and knows what to do in case you are not able to decide for yourself anymore.

**IMPORTANT:** Please inform your host organization and family prior to your arrival if you have any chronic illnesses or allergies. You should always inform your host organization and your host if you become sick, so that they can support you. Should this not be possible, you may also contact us any time.
Free emergency numbers:

112 | fire department / ambulance
110 | police

Fee-based numbers:

11 8 33 | information all over Germany
0 11 89

What to do when you have lost your passport

If you have lost your passport or it has been stolen, you need to apply for a temporary passport; otherwise you will experience difficulties when leaving Germany.

You should be able to apply for a temporary passport at the consulate or embassy of your country in Germany. Before doing so you should normally go to police and get the confirmation of the passport loss. You will also need passport photos of you. A temporary passport may be normally used for your departure within a certain period of time after issue. You will need to prove your identity with documents other than your passport (for example, your driving license). If you do not have any other documents, your identity will be determined by contacting the relevant authority in your country. A copy of the lost passport will prove very useful in cases like these.
Money

The official currency in Germany and other EU-states is euro. There are also a number of non-EU counties with this currency: Montenegro, Iceland, Monaco. And the other way: there are EU-states, which do not have euro: Poland, Sweden, Great Britain, Czech Republic, etc. Please inform yourself about the currencies in other European counties if you plan to travel during your traineeship. Please mind that you can only travel inside the Schengen area if you have a Schengen visa!

You can exchange your money in banks, which are normally open 9 till 16. In big cities there are always banks that are open on Saturdays – please inform yourself about it on arrival. Anyway, it makes sense to bring a certain sum of money in cash.

Please mind that there are normally transfer / payment fees for card holders from outside the EU. Please inform yourself about it at your home bank before your departure. In most shopping centers you can pay with a card, though in small cafes they often accept only cash.

Phone / Internet

International code — 00, Germany code — 49, then one should dial a city code (f. ex. 30 for Berlin, 89 for Munich). If you make a call within Germany to a German number, you should dial “0” first. There are also phone automats on the streets, where you can pay in cash, with a card or phone cards.

If you need a sim-card in Germany, you can buy it in Rossmann (a popular chemist’s), f. ex. In this case you will need to put some money on your card (pre-pay) either in the store or online.

There is a Wi-Fi (in German W-LAN) connection in many public places in Germany, also in cafes and restaurants. Anyway, you will normally have internet access in your host family – just ask them for a keyword.

If you have access to Wi-Fi, we recommend to use Skype, WhatsApp or Viber for talks with your family, since international calls may cost a lot. Most German mobile network providers include internet connection in the monthly price.
Post

Post in German is called “Deutsche Post”: www.deutschepost.de. Post offices are normally opened on weekdays from 8 till 18, on Saturdays from 8 till 12 (at train / bus stations and airports it comes to longer working hours). Post service in Germany is very fast and effective: it takes about one to two days to deliver a letter within the country. A standard letter costs about 70 euro-cent. You can buy post marks in post offices or in special yellow-colored machines — in this case you will receive your change in post marks.

If you need to send something important and urgent, you may use DHL-service, though it will cost much more. If you were not at home, when a package for you was delivered, they will normally leave it at your neighbors or in the nearest post office (a relevant notice will be left in this case). In order to pick up a package at a post office, you should have an ID / a passport with you.

Transport

Underground in Germany is named “U-Bahn”, city train — “S-Bahn”. Normally it starts working at 4 in the morning and closes at 12—1 at night. In big cities transport may function 24 hours a day on the weekend and Friday. In big cities there are normally night buses. You can buy tickets in special machines and from a bus driver. If you have to travel to your work every day with public transport, it makes sense to buy a month ticket. Fines for travelling without a ticket in Germany are very high and go up to 60 €, f. ex. in Berlin.

If you plan to travel through the country during your traineeship and do not want to pay much, you can try out popular portals for searching passengers and drivers: www.mitfahrgelegenheit.de, www.blablacar.de, www.mitfahrzentrale.de.

Also don’t forget about a wonderful alternative to public transport — a bicycle! If you are lucky, you will borrow one from your host family. If not, you can always rent a bike or buy a used one in the internet (for internet-shopping read below).
WC

Restrooms in public places in Germany are fee-based: normally from 50 euro-cent to 1 euro. You may though use them for free in big shopping centers, where the payment is usually made on a voluntary basis. WC for men is marked with M (Männer) / H (Herren), WC for women — with D (Damen) / F (Frauen).

Free time / vacation

During your traineeship in Germany you will not only be working – interesting weekends or travel experience can be waiting for you! You can discuss all the relevant aspects with your host family or organization prior to you arrival or on spot. Of course, you are free to plan your free time yourself as well.

Here are some useful websites for planning free time and searching for interesting events or picturesque places in Germany: www.germany.travel, www.deutschland.de, www.tatsachen-ueber-deutschland.de, www.festivalticker.de. You may choose, f. ex., from the famous carnival in Cologne or October Fest in Munich. Germany is also famous for its numerous Middle Age castles and towns.

Germany is a federation, thus each federate state has its own holidays. There are by the way a lot of religious holidays in Germany. Of course, there are some common national days off, such as Christmas (December, 25-26), January, 1; Easter (in spring, differs from year to year), May, 1 (Labor Day); October, 3 (National Reunion Day) and others. The following website will help you to get information about holidays in your federal state: www.schnelle-online.info/Feiertage-Deutschland.html.

Shopping

If you are responsible for buying products and want to save money, you should choose the following shopping chains: Aldi, Lidl, Netto. The choice there might not be that huge as in other shops, but you will feel the price difference. Rossmann and DM are popular chemist’s, Media Markt and Saturn are chains for electronic goods. Please mind that prices in chains Karstadt and Galeria Kaufhof are higher that regular.
During the Traineeship

LIFE IN GERMANY: PRACTICAL ASPECTS

If you are fond of discount goods, pay attention at signs “Rabatte”, “Reduziert”, “Ausverkauf”. Seasonal discounts are very popular, summer sales may begin already in June.

IMPORTANT: Please mind that Sundays is a day off for all the shops in Germany! Sunday is considered to be a day for family and church.

As an exception a few food shops might be open on Sundays in big cities, or there might be certain days, when shopping centers do not close on Sunday, but it happens rarely.

Online-shopping is a good alternative if you don’t have much time. You can choose from www.amazon.de, www.zalando.de, www.ebay.de (also for used goods), www.lieferando.de and www.lieferheld.de (for food, here you can also pay in cash upon delivery).

If you are fond of shopping, it makes sense to apply a tax free procedure — in this case you will get a refund for taxes (WAT in Germany is 19 %, a refund though will be a bit lower than that).

If you need tax free, you should get a tax free cheque at a shop, fill in the form and show it together with the goods you bought at a relevant window / stand at the airport / train station. Tax free rules are applicable for a minimum sum of purchase of 30 € and are irrelevant for services (hotels, restaurants, spa, etc.).
In order to successfully complete your traineeship, you should prepare the following documents BEFORE your return:

- List of participants signed by yourself and your mentor
- Evaluation report as a word document (please type!)
- Original plain / train / bus tickets and boarding cards
- Form “Unterkunft und Verpflegung” signed by yourself and host family / organization
- Form on the use of data signed by yourself
- Photos / videos from your traineeship

You will be provided with all the necessary documents by your host organization. The documents will be sent to us via post by your host organization.

**IMPORTANT**: If we do not receive the complete list of documents upon the completion of your traineeship, we may request the advance payment from your host organization back!
Final Word

HAVE A GOOD TRIP AND SEE YOU SOON!

We hope that we have answered the most important questions on the International Traineeship Program with this manual. If you have any other questions or feedback, please contact us:

Olga Dryndova / Program coordinator
Phone: +49 (0) 30 446 778 12 / 20
E-mail: olga-dryndova@djo.de

Best wishes and a wonderful time during your traineeship!
1. What is celebrated in Germany on October 3?

2. How many federal states does Germany have?

3. What did they start to build in 1961 in Berlin?

4. In what year did united Germany first became Football Europe Champion?

5. In which city did the following outstanding personalities live: Goethe, Schiller, Wieland and Kranach?

6. In which month does the annual Berlinale takes place?

7. When does the annual carnival in the Rhine valley begin, which is also known as the “fifth season of the year”?

8. Who united Germany in the end of the 19-th century?

9. Representatives of which nationality are the most numerous group of foreigners living in Germany (as for the year of 2011)?

10. Which year was the mandatory military service abolished in Germany?

Answers:

1. National Reunion Day
2. 16
3. 1996
4. 1996
5. Weimar
6. February
7. On the 11-th day of the 11-th month (November) at 11 o’clock II minutes 8. Otto von Bismark
8. Representatives of the Turkish nationality
9. Otto von Bismark
10. 2011
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