



Berufskolleg Eifel des Kreises Euskirchen in Kall

Loshardt 2, 53925 Kall
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Dear colleagues,

I am the head teacher of the "Berufskolleg Eifel", a vocational college in the rural area of the Eifel in North-Rhine Westfalia, and I myself as well as our entire teaching staff are very interested in getting in contact with our European colleagues and in establishing partnerships with other schools (e.g. eTwinning, Comenius, etc.).

We firmly believe that first and foremost our pupils and students will benefit from these contacts.

In order to give you the opportunity to decide if our school could be a suitable partner for you we want to give you on the following pages some information about our institute and we want to stress that we would have pleasure in answering all your questions.

So, please do not hesitate to contact us.

We are looking forward to receiving your replies and comments

With kind regards

OSTD Franz Foltz





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On the following pages you will find closer information with regard to the educational courses offered by our vocational college the 'Berufskolleg Eifel'. The courses cover two professional profiles, that is, [Economics & Business Administration](#) and [Nutrition & Home Economics](#).

1. Economics & Business Administration

In the sector Economics & Business Administration three kinds of educational courses are to be distinguished:

- a) [the vocational school](#)
- b) [the educational courses with full-time teaching](#)
- c) [the courses of extended vocational education](#)

a) The 'Berufsschule' (Vocational School)

Trainees who have signed a contract of apprenticeship with a firm attend the vocational school. During their professional training the trainees attend the vocational school one or two days a week in order to gain the theoretical skills of their respective professional profile. As a rule the training period takes 2.5 to 3 years. The school attendance also serves to prepare the the trainees for their final vocational examination. The imparting of the practical skills lies in the responsibility of the respective firm. The final examinations are organised and executed by the Chamber of Commerce and Industry on behalf of the employers.

Our 'Berufskolleg Eifel' offers educational courses for the following job profiles: Bank employees, industrial clerks, clerks for wholesale and foreign trade, retailers, shop assistants, office clerks as well as doctor's assistants and dentist's assistants.

b) The Educational Courses with full-time teaching

Once the students concluded their 'Sekundarstufe I' (general secondary education-level I) and wish to obtain a higher degree or those who did not manage to find a traineeship after the conclusion of the 'Sekundarstufe I' attend our educational courses with full- time teaching in one of the following school forms:

b1) The 'Handelsschule' (Commercial School)

The students who have concluded the 'Hauptschule' (secondary school – level I) after the ninth year or those who have obtained their 'Hauptschulabschluss' (certificate of secondary education-level I) after the tenth year are entitled to attend the two-year commercial school.

Here they acquire basic professional skills in business administration and political economy and they learn how to use computers in work-related applications. Furthermore, they enhance their knowledge and skills in the core subjects German, mathematics and English. If they achieve at least the mark 'Befriedigend' (pass, level C) in these core subjects they obtain the 'Fachoberschulreife' (GCSE).

The 'Handelsschule' is offered as a one-year educational course as well as a two-year course. The one-year course is attended by students who have already obtained the 'Fachoberschulreife' but want to acquire basic professional skills in order to improve their work-related qualifications and thus, to make it easier for them to start a professional career.

b2) The 'Höhere Handelsschule' (Higher Commercial School)

Those students who have the 'Fachoberschulreife' (GCSE) are offered to obtain in this two-year educational course the first part of the 'Fachhochschulreife' (entitlement to study at a 'Fachhochschule', i.e., a university of applied sciences). The students gain an extended professional knowledge in business administration, mathematics as well as in the work-related application of computers, i.e., in information processing.

Besides English the students study a second foreign language (French or Spanish) but the general subjects German, sports and religion also constitute a part of their combination of subjects.

Following their individual inclinations the students can choose to participate in a variety of extended courses, e.g., economic geography, financial services, tax administration or economic computer science. In order to obtain the entire 'Fachhochschulreife' the students have to complete either a 24-week internship or a traineeship of at least two years.

b3) The 'Wirtschaftsgymnasium' (Grammar School emphasizing the study of economics)

Those students having obtained the 'Fachoberschulreife' **with** qualified marks (at least level C in core subjects) are entitled to attend the 'Wirtschaftsgymnasium'. In a three-year course they acquire extended skills in economics and the general 'Abitur' (university entry qualification, A-levels). The core subjects are business administration and accountancy. Besides English a second foreign language is compulsory (i.e., Spanish or French). Apart from business administration & accountancy another core subject has to be chosen as the second A-level subject.

Having achieved their 'Abitur' the students are able to start a qualified professional traineeship and they are also entitled to enrol for studies at university. In addition to their school education our students can voluntarily take part in a three-year preparation course for a Business English Certificate of the University of Cambridge.

c) Courses of extended vocational education

Apart from the described educational courses the `Berufskolleg Eifel` runs the `Fachschule für Touristik` (vocational high school for tourism). This educational course is intended for young people with `Fachoberschulreife` (GCSE) who, in addition, have completed a traineeship and worked in their respective job for at least one year.

Having completed the two-year course at this `Fachschule` the student will become a state-certified business administrator for tourism. During their studies the students have to do a three-month internship, and the whole course is marked by extensive project work as well as periods of self-studies. In the second year of their studies the students have to complete in team work an extensive project work in tourist trade on behalf of public clients, i.e., local councils or local governments respectively, who entrust the teams with a specific project in order to develop their individual activities in tourism. It is entirely the task of the students, working in teams, to elaborate and document these projects and finally to present their results to their clients. The planning, documentation as well as the presentation of the projects are supported by state-of-the-art software programmes.

The conveying of a profound knowledge of the legal provisions concerning tourism, tourism-related administration, marketing and controlling plays an essential part in the two-year course. Besides the graduation as a state-certified business administrator the student can also obtain the `Fachhochschulreife` (entitlement to study at a university of applied sciences) by passing an additional examination.

Having successfully completed their studies the students are in the position to start their professional career as executive staff with tourist operators, airlines or other businesses working in the tourist industry, and they can also start their own business, respectively.

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2. Nutrition & Home Economics

In the sector Nutrition & Home Economics two kinds of educational courses are to be distinguished:

- a) [the vocational school](#)
- b) [the educational courses with full-time teaching](#)

a1) The `Berufsschule` (Vocational School)

Trainees who have signed a contract of apprenticeship with a firm attend the vocational school. During their professional training the trainees attend the vocational school one or two days a week in order to gain the theoretical skills of their respective professional profile. As a rule the training period takes 2.5 to 3 years. The school attendance also serves to prepare the trainees for their final vocational examination. The imparting of the practical skills lies in the responsibility of the

respective firm. The final examinations are organised and executed by the Small Business Trade Group on behalf of the employers.

Our 'Berufskolleg Eifel' offers educational courses for the following job profiles:

Bakers, qualified personnel in the catering trade, specialist meat sales person, specialist sales person in a pastry shop, hairdressers, qualified hotel clerks, chef in restaurants or hotels, as well as restaurant managers.

a2) Courses for young people without traineeship

Those juveniles having fulfilled their compulsory school education on the 1 August of each year but did not manage to find a traineeship and are still under the age of 18 years **are obliged by law** to attend this course of the vocational school.

They come to school one day or two days a week, respectively (see details below). These students improve their knowledge in some core subjects, i.e., mathematics, German, politics and economics. In addition, they gain an insight in food preparation. The students can take part in assisted periods of work experience.

The 'Berufskolleg Eifel' organises various types of educational courses in this sector, that is:

- 1 day a week compulsory school lessons up to the age of 18, plus participation in specific vocationally oriented courses organised by the local job agencies 4 days a week, or
- 2 days a week school lessons plus 3 days participation in work experience which is assisted by some of our teachers.

b) The Educational Courses with full-time teaching

Once the students concluded their 'Sekundarstufe I' (general secondary education-level I) and wish to obtain a higher degree or those who did not manage to find a traineeship after the conclusion of the 'Sekundarstufe I' attend our educational courses with full-time teaching in one of the following school forms:

b1) Integratives Berufsorientierungsjahr (BOJ)

(One-year education to improve students' job opportunities, also open for students with special needs)

Students who finished their regular 10-year-education and did not manage to qualify for any basic leaving certificate may choose to attend the Berufsorientierungsjahr. It focuses on developing both basic practical and theoretical skills in Nutrition and aims to improve student's prospects of obtaining a job through extensive "training on the job". That includes internal classes as well as employer based training with host companies.

Students may graduate with a basic leaving certificate showing their results in German, maths, natural sciences, English, politics, religion, sports and the above mentioned practical and theoretical skills.

Within a mainstream class of maximum 20 students, up to 8 students with disabilities (special needs in learning and in emotional control mainly) can be enrolled, underlining the integrative character of the Berufsorientierungsjahr at Berufskolleg Eifel.

Specially qualified and dedicated staff including a resource teacher and a social worker are providing high quality training leading to better career options. In addition to the regular training scheme support is available in career planning and in personal and social skills.

b2) `Berufsgrundschuljahr für Ernährung & Hauswirtschaft` (year of basic vocational training in nutrition & home economics)

The students who have concluded the `Hauptschule` (secondary school, level I) after the ninth year or those having obtained the `Hauptschulabschluss` (certificate of secondary school, level I) after the tenth year are entitled to attend this educational course in order to acquire basic vocational skills and in doing so prepare themselves for a job in the catering trade, the nutrition trade or in home economics.

Core subjects are food preparation and service skills as well as business administration, English, mathematics and word processing. After the successful conclusion of this course the students are entitled to attend the final class of the two-year vocational college for nutrition and home economics and, thus to acquire the qualification as a state-certified service worker. If the students manage to achieve at least the mark `Befriedigend` (pass, level-C) in the core subjects German, English and mathematics they can, for the time being, also acquire the `Fachoberschule` (GCSE).

b3) `Berufsfachschule für Ernährung & Hauswirtschaft` (vocational college for nutrition & home economics)

The students who have concluded the `Hauptschule` (secondary school, level I) after the ninth year or those having obtained the `Hauptschulabschluss` (certificate of secondary school, level I) after the tenth year are entitled to attend this two-year educational course.

Here they acquire basic vocational skills in food preparation, service, business administration, German, English and mathematics as well as word processing.

The students having completed successfully this two-year educational course acquire the job title `state-certified service worker` according to the law of the federal state. Furthermore, the students enhance their knowledge in the core subjects German, English and mathematics and if they manage to achieve at least the mark `Befriedigend` (pass, level-C) in these core subjects they acquire the `Fachoberschulreife` (GCSE). The `Berufsgrundschuljahr` (year of basic vocational training) forms the lower part of this two-year educational course.

The `Berufsfachschule für Ernährung & Hauswirtschaft` is also offered as a one-year course but here the students cannot acquire the above mentioned job title. The students attending this course have already the `Fachoberschulreife` (GCSE) and are aiming at the acquisition of basic vocational skills in order to improve their chances in finding an appropriate traineeship.

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