



Welcome to your  
alternance training!  
**Important information  
for your start in  
Rhineland-Palatinate**

**WELCOME CENTER**  
Rheinland-Pfalz



**Hello!**

**And congratulations on your  
alternance training  
in Rhineland-Palatinate.**

You are starting an important new chapter in your life! This packet will help you get an overview of the most important things to know. It contains information on your rights, your responsibilities, and who can help you with any questions.

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# Part 1:

## Rights and responsibilities during your alternance training

**As an apprentice, you have rights as well as responsibilities. The topics below are key parts of your alternance training:**

### Your record book (proof of training)

- The record book (Berichtsheft) is a very important part of your alternance training – fill it out regularly. You can do this on paper or digitally. Ask your trainer which format is generally used in your company.
- Record: what you learn every day, week, or month. What tasks you are doing.
- Very important: Present your record book to your trainer for their signature every month without being asked. You will not be allowed to take the final exam without a fully completed and signed record book!

### Your attendance obligation

- The time at the company and at the vocational school is your working time.
- Always be on time! This is very important.
- If you're sick: Inform your company **and** the vocational school immediately. If you're sick for more than two days, you need a doctor's note from the third day. Sometimes the company requires the doctor's note from the first day (it's best to ask!).
- Unexcused absences can lead to problems – including possibly a written warning. A written warning can be a precursor to termination.

### Your training materials

- If you receive free work clothes, tools, or materials for exams from your training company, please handle them with care. You even have a legal right to the required safety clothing.
- Usually you will have to buy textbooks and materials for the vocational school yourself.

## Your vacation

- You are also **entitled to vacation** during your alternance training.
- The number of vacation days is regulated by law and is stated in your alternance training contract.
- You **cannot take vacation** on days with vocational school.
- It is best to plan your vacation **during the school holidays** and coordinate it with your company in advance.

## Your remuneration

- You get money for your work – the **alternance training pay**.
- You are entitled to **appropriate remuneration**.
- The amount depends on:
  - Your alternance training occupation
  - Your alternance training year
- The remuneration **increases with every year** of the alternance training.
- The money is usually transferred **monthly** (make sure you have a German bank account).



## Part 2:

# Work life and culture in Germany

## Who can help you with questions? There's lots of people who can support you during your alternance training.

As in your home country, certain things or behaviors are common in work life here in Germany and in German companies. It's best to ask your contacts in your training company, in your class, or in your circle of friends about as many aspects as you can think of. For example:

- Do people use Sie or Du at the company?
- How do people usually dress at work there?
- How should you behave towards superiors?
- How do you deal with work assignments you don't understand or can't manage?

### At the company

- Your trainer is your first and most important contact person at the company.
- They will give you answers to questions about:
  - Your daily work routine
  - How your alternance training is organized at the company
  - Content-related questions regarding your tasks
- If you have problems or are unsure of something: be open about these and ask your trainer. They are there to support you!
- Your trainer is obligated to teach you all key components necessary to achieve your alternance training goal. In addition to your trainer, many companies also have training supervisors who are also there to help you.

### At the vocational school

- Attending classes is compulsory (Teilnahmepflicht).
- Your teachers will accompany you through the classroom-based part of your alternance training.
- They will help you:
  - Understand the subject matter
  - Prepare for exams
  - Deal with academic challenges
- Don't hesitate to ask questions – that's an important part of learning!
- Everyone has a common goal: your alternance training completion!

# Part 3:

## Further information and useful links

### More information on your rights and responsibilities:

On the meinBERUF website, you'll find a lot of other helpful information:  
[arbeitsagentur.de/bildung](https://arbeitsagentur.de/bildung) (GER)

### All the important details about Rhineland-Palatinate:

You can find more useful information on cooperative vocational training at:  
[make-it-in.rlp.de/en/alternance-training](https://make-it-in.rlp.de/en/alternance-training)

### You can find further helpful tips in the Welcome Guide:

[make-it-in.rlp.de/en/welcome\\_guide](https://make-it-in.rlp.de/en/welcome_guide)

### Get in touch

Our advice is free of charge.

Contact the Welcome Center Rhineland-Palatinate:

[make-it-in.rlp.de/en/contact](https://make-it-in.rlp.de/en/contact)



# You can add something here

**Tip:** Save the contact details of your most important contacts directly to your phone!

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