

GERMAN CHANCE CARD

Programme and Curriculum Handbook

Programm und Curriculumhandbuch

How GCC is conducted, what participants learn and how preparation supports an active employment search in Germany.

01

QUALIFICATION

02

PREPARATION

03

EMPLOYMENT SEARCH

IAS College GmbH
Lübeck | Schwerin
germanchancecard.com | admissions@iaos.de

Using this handbook

Zweck und Orientierung

GCC is the IAS College Integration and Employability Programme for qualified international participants seeking employment in Germany. It combines occupational German, application practice, professional orientation and practical integration support. The aim is to make existing qualifications and experience usable in real applications and employer conversations.

This handbook explains delivery, learning objectives, weekly planning and participant responsibilities. Detailed explanations are in English; German summaries and bilingual terms support orientation. Individual admission and the AAF specify dates, services and commercial terms.

Read about	Pages	What you will understand
Programme and admission	3-4	How support and employment search connect; how ZAB evidence is reviewed.
Curriculum and weekly planning	5-6	The four modules, indicative hours and a flexible timetable.
Module content	7-10	Topics, learning activities, practical outputs and feedback.
Occupational direction	11	How preparation adapts to seven occupational fields.
A worked application example	12	How the four modules support a real application task.
Progress and assessment	13	Portfolio review, feedback and language assessment.
Participation and transition	14	Responsibilities, employment offers and relevant information services.

The central principle

Preparation and applications proceed together. Interviews and concrete employer appointments take priority in planning. The programme supports the participant's own employment search throughout participation.

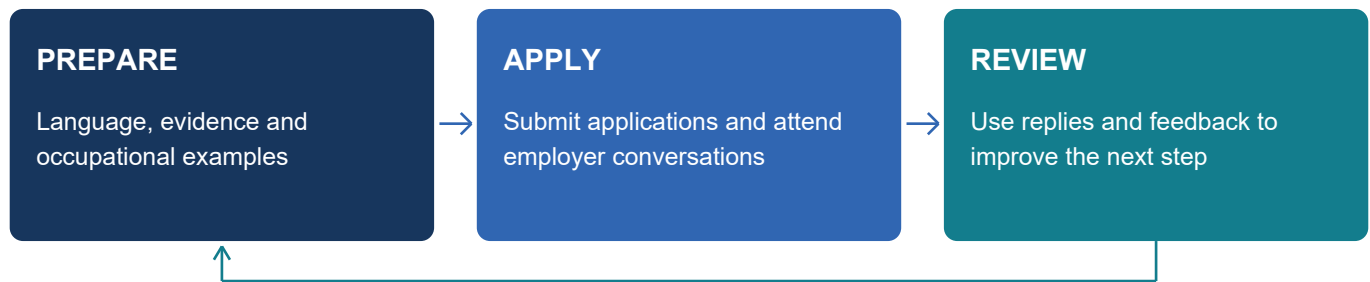
DEUTSCHE ZUSAMMENFASSUNG

Das Handbuch erläutert Durchführung, Inhalte und Eigenaktivität. Die persönliche Vereinbarung legt die konkrete Teilnahme fest. Arbeitsplatzsuche und begleitende Qualifizierung laufen parallel.

How the programme connects

Vom Berufsprofil zur laufenden Bewerbung

GCC follows a six-month support framework, with dates set individually. Initial qualification and profile review lead to a personal plan. The four curriculum modules then support a continuing cycle of preparation, applications and review; employment search starts alongside learning.



Feedback informs the next preparation task

Support activity	Used in the search	Next source of feedback
German and communication	A clear introduction, employer email or interview response.	Employer questions reveal which communication needs practice.
Application coaching	An accurate CV and vacancy-specific application.	Replies help refine targeting and supporting evidence.
Occupational preparation	A relevant task example and specialist vocabulary.	Job requirements identify the next occupational learning need.
Integration and orientation	Reliable appointments, travel planning and appropriate contact points.	Practical difficulties become the next orientation task.

A flexible sequence across six months

Begin with profile review and first applications; build the working portfolio; practise and apply; adapt after feedback; consolidate learning and plan the next step. These are overlapping phases, not waiting periods before applying.

DEUTSCHE ZUSAMMENFASSUNG

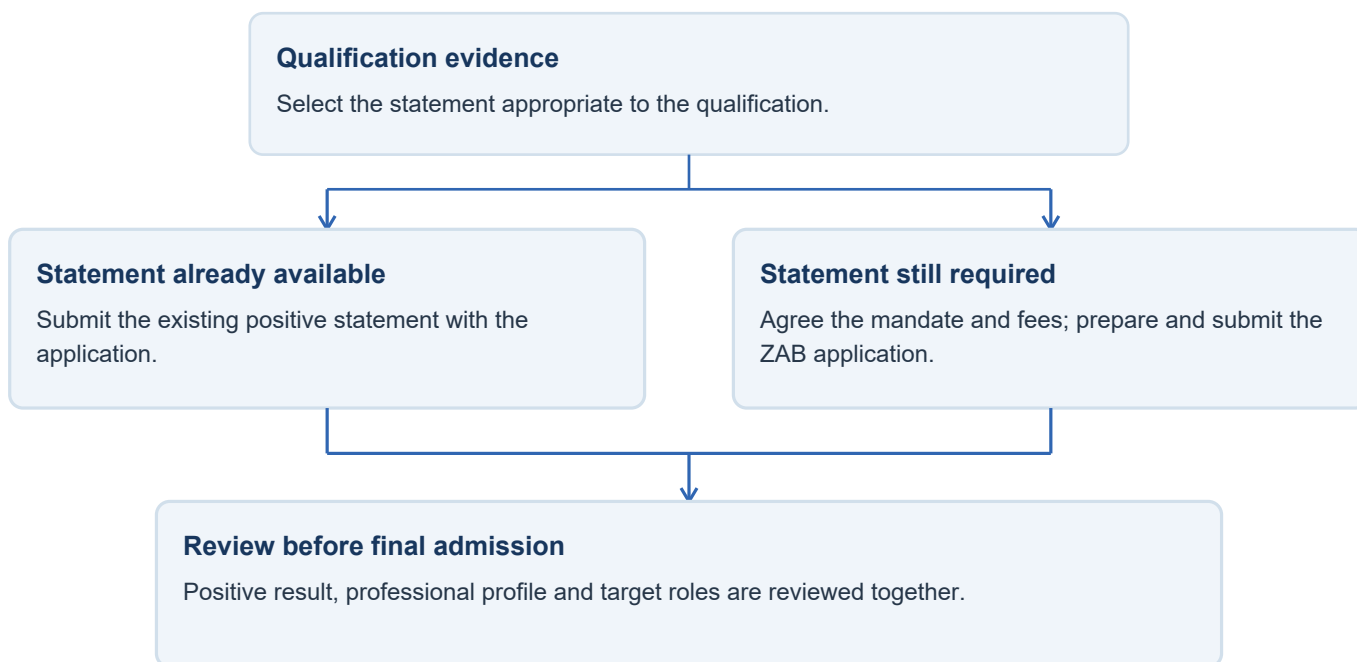
Die Module unterstützen konkrete Bewerbungsaufgaben. Rückmeldungen aus der Suche fließen in die weitere Vorbereitung ein. Ein Arbeitsangebot kann in jeder Phase entstehen; die Begleitung wird dann individuell abgestimmt.

Qualification review and admission

ZAB Nachweise und Aufnahmeverfahren

IAS reviews positive ZAB evidence appropriate to the qualification before final admission. Existing evidence is submitted with the application. Where a statement is missing, IAS assists with preparation and application under the agreed authorisation. ZAB conducts the assessment independently.

University degree	Vocational qualification
Statement of Comparability Zeugnisbewertung	Statement on a Foreign Vocational Qualification DAB
Describes the degree and its level in the German education system.	A positive DAB confirms state recognition in the training country and at least two years of full-time training or equivalent duration.



After review, the admission and AAF record the dates, agreed services and fees. Identity, qualification and work-history records remain in the individual dossier.

DEUTSCHE ZUSAMMENFASSUNG

Die IAS-Aufnahmepaxis verlangt den geprüften positiven ZAB-Nachweis. Eine Zeugnisbewertung oder DAB ersetzt keine gegebenenfalls erforderliche Berufserlaubnis und garantiert kein Visum. Bereits vorhandene Nachweise werden einbezogen.

Curriculum structure

Vier Bausteine mit praktischen Ergebnissen

The structured weekly timetable comprises work-related German, application support, career guidance and labour-market integration activities, totalling up to 20 clock hours per week. The four modules connect programme activities with active employment search.



Module	Weekly guide	Learning focus	Working output
GCC 01 German and workplace communication	12 h	Explain a profile, understand work-related information and communicate clearly.	Professional introduction, email and conversation practice.
GCC 02 Application and interview practice	3 h	Interpret vacancies, tailor evidence and prepare employer conversations.	CV, targeted application and interview examples.
GCC 03 Occupational preparation	3 h	Use specialist vocabulary and discuss processes, standards and tasks.	Occupation-specific task or case exercise.
GCC 04 Integration and orientation	2 h	Prepare appointments, identify contact points and understand workplace expectations.	Personal orientation and action plan.

Hours and evidence

The 12/3/3/2 allocation shows reserved scheduling windows, including breaks, as illustrated on page 6. It does not represent 20 hours of net teaching. The programme timetable identifies activity times and breaks separately; organised activities total up to 20 clock hours weekly.

DEUTSCHE ZUSAMMENFASSUNG

Der strukturierte Wochenplan verbindet die vier Bausteine mit insgesamt bis zu 20 Zeitstunden an Programmaktivitäten. Die Beispielblöcke enthalten Pausen. Aktive Arbeitsplatzsuche und Arbeitgeberkontakte begleiten die gesamte Programmphase.

The structured programme week

Musterwochenplan und Zeit für Bewerbungen

The sample timetable reserves mornings for organised programme activities and afternoons for independent employment search. Each four-hour morning window includes breaks. The module allocations describe these scheduling windows; activity times and breaks are recorded separately.

Day	09 00 to 13 00 IAS support window	14 00 to 18 00 Independent search
Monday	German and workplace communication	Vacancy research; shortlist suitable roles.
Tuesday	German and workplace communication	Tailor and submit applications; contact employers.
Wednesday	German 2 h Application practice 2 h	Interviews, application follow-up and portal updates.
Thursday	German 2 h Occupational preparation 2 h	Employer contact, suitable events or further applications.
Friday	Application practice 1 h Occupational preparation 1 h Integration 2 h	Review replies, update search log and plan next week.

When an interview is scheduled

Tell IAS as soon as the time is known. The affected support session is adjusted and the relevant preparation or catch-up task agreed.

When a search activity changes

An event or company visit can replace a planned search block. Actual dates and travel needs shape the personal plan.

A planning example

Afternoon search is independent activity, not an additional taught course. Mandatory programme activities are included in the support calculation. Paid employment has separate legal conditions and is not represented by the curriculum hours.

DEUTSCHE ZUSAMMENFASSUNG

Arbeitgebertermine haben Vorrang. Der Musterplan ist flexibel und wird an echte Termine angepasst. Die Zeitbegrenzung der IAS-Begleitung ist von den aufenthaltsrechtlichen Regeln zur Beschäftigung zu unterscheiden.

German for professional situations

GCC 01 Deutsch und berufliche Kommunikation

German is developed through situations participants are likely to encounter while searching for work and communicating at work. Entry-level assessment guides the difficulty of texts, vocabulary and speaking tasks. Progress towards B1/B2 depends on starting level, practice and demonstrated learning; completion of a level is not a prerequisite for starting applications.

Learning area	Activities	Observable outcome
Professional introduction	Describe a qualification, previous role and relevant responsibilities; practise a short introduction.	The participant explains their background in a structured, understandable way.
Reading and listening	Identify key requirements in a vacancy; understand an appointment message or workplace instruction.	The participant extracts relevant details and asks for clarification.
Written communication	Draft an enquiry, appointment confirmation and short work-related email.	The participant writes a clear message with purpose and next action.
Conversation and interaction	Practise employer calls, interview questions and requests for help.	The participant responds appropriately and keeps the exchange moving.

Example learning sequence

Read a vacancy → identify five relevant terms → prepare a short professional introduction → rehearse an employer call → revise the introduction after feedback. The revised introduction becomes part of the application portfolio.

Feedback and evidence

Teaching feedback focuses on comprehensibility, relevant vocabulary, accuracy appropriate to level and interaction. Sample speaking tasks and written work show development over time; they do not replace an external language examination.

DEUTSCHE ZUSAMMENFASSUNG

Sprachförderung wird mit beruflichen Aufgaben verbunden. Einstieg und Fortschritt bestimmen die Aufgabenwahl. Sprachliche Entwicklung und Bewerbungen erfolgen gleichzeitig.

Applications and interviews

GCC 02 Bewerbung und Arbeitgebergespräch

Application work begins with a real vacancy and the participant's evidence. The objective is to explain why the applicant is suitable, using accurate qualifications and experience. A clear application also helps the participant identify gaps and choose the next preparation task.

Stage	Practical work	Quality check
Vacancy analysis	Separate essential requirements, preferred skills, location and submission instructions.	Can the applicant explain why this role is a realistic target?
CV development	Organise education, experience and skills; use consistent dates and relevant examples.	Are claims accurate, understandable and supported?
Tailored application	Connect the profile with the role; select attachments and write a focused message.	Does the application address this employer and vacancy?
Interview preparation	Rehearse examples of tasks, decisions and results; prepare questions for the employer.	Can the applicant explain evidence without memorised generic answers?
Follow-up	Record submission, replies and agreed next steps.	Is the next action clear and appropriately timed?

Maintain a clear search record

Record the role, employer, vacancy link, submission date, response and next action. Use the weekly review to identify what should change in the next application. Keep the current CV and supporting evidence organised.

A useful interview answer structure

Describe the situation, explain your responsibility, say what you did and explain the result. Where experience comes from study rather than employment, identify it honestly as a project or learning task.

DEUTSCHE ZUSAMMENFASSUNG

Bewerbungsunterlagen werden an konkrete Stellen angepasst. Im Mittelpunkt stehen zutreffende Nachweise, verständliche Beispiele und eine klare Verbindung zwischen Profil und Anforderungen.

Occupational preparation

GCC 03 Fachsprache und Arbeitsplatzverständnis

Occupational preparation connects the participant's background with the language, processes and expectations of a selected field. It uses case discussions, workplace scenarios and document exercises. It supports orientation and communication; it does not award a German occupational licence or substitute for professional training required by law.

Curriculum strand	Examples of activity	Working evidence
Specialist vocabulary	Build a glossary from suitable vacancies and explain terms in context.	A glossary linked to actual target roles.
Tasks and workflows	Describe how a familiar task is planned, completed and checked.	A process explanation or simple workflow.
Documentation	Practise a handover note, short report, checklist or customer record using fictional data.	A clear, structured sample document.
Quality and communication	Discuss how to clarify an instruction, report an issue or escalate a problem.	A scenario response with an appropriate next step.
Employer expectations	Compare requirements in several vacancies; identify additional skills or access conditions.	A personal preparation plan based on gaps.

Example task

A participant selects a process from their own background, explains its purpose and sequence, identifies the German terms needed and prepares a short spoken explanation. Feedback considers clarity, relevant terminology and awareness of limits.

DEUTSCHE ZUSAMMENFASSUNG

Berufsfeldbezogene Vorbereitung nutzt vorhandenes Wissen für die Bewerbung und Kommunikation. Sie umfasst Fachsprache, Abläufe, Dokumentation und Arbeitgebererwartungen. Erforderliche fachliche Zulassungen bleiben gesondert.

Integration and orientation

GCC 04 Alltag und Arbeitskultur

Settling into a new environment involves appointments, unfamiliar procedures and new communication habits. This module helps participants organise practical tasks, identify reliable information and prepare questions for the appropriate contact. It connects daily orientation with the ability to participate reliably in the programme and employment search.

Theme	Practical learning activity	Participant output
Appointments and administration	Read an appointment notice; prepare relevant documents and questions; record the next step.	Personal appointment checklist.
Workplace communication	Discuss punctuality, reporting absence, feedback and respectful communication through scenarios.	Responses to common workplace situations.
Insurance and social protection	Identify the responsible provider or body and distinguish an application from confirmed cover.	A list of questions and evidence to obtain.
Everyday organisation	Plan travel to interviews, maintain contact details and manage a weekly calendar.	A usable weekly action plan.
Reliable information	Locate official guidance and recognise when an individual decision is required.	A contact and information directory.

Practice through a concrete task

For an interview in another town, plan the journey, confirm the time, prepare contact details and documents, and decide how to report a delay. This combines language, organisation and professional conduct in one practical exercise.

DEUTSCHE ZUSAMMENFASSUNG

Orientierung unterstützt die selbstständige Organisation des Alltags und der Suche. Teilnehmende lernen, Termine vorzubereiten, Informationen einzuordnen und passende Anlaufstellen zu nutzen.

Seven occupational fields

Berufsfelder und Beispiele für die Vorbereitung

Target roles are chosen through profile review, not by assigning every qualification to a single sector. The examples below illustrate curriculum themes. They are neither a vacancy list nor a promise that a particular role is accessible without further requirements.

Field	Preparation themes	Illustrative task
Healthcare	Professional terminology, documentation, communication and occupational access requirements.	Explain a familiar process using fictional information.
Hospitality and gastronomy	Guest communication, service sequences, reservations and complaints.	Respond to a guest enquiry and document a handover.
Construction	Project communication, drawings and task descriptions, site vocabulary.	Describe a work sequence and clarify an instruction.
Banking and finance	Numerical explanations, office communication and accurate records.	Explain a simple reconciliation or administrative process.
Sales and marketing	Customer needs, product explanations and follow-up.	Prepare a customer conversation and short follow-up email.
Warehousing and logistics	Goods flow, stock records, coordination and issue reporting.	Describe a delivery discrepancy and the next action.
Technical and industrial fields	Technical vocabulary, process explanations, maintenance and reporting.	Explain a technical issue without exceeding one's competence.

DEUTSCHE ZUSAMMENFASSUNG

Die fachliche Richtung wird nach Qualifikation, Erfahrung und Anforderungen gewählt. Die Beispiele zeigen Lernaufgaben. Berufliche Zulassungen und die Eignung für eine konkrete Stelle werden gesondert geprüft.

A worked preparation example

Vom Stellenprofil zum Arbeitgebergespräch

Illustrative scenario: a participant with a business qualification identifies an administrative role involving records, email communication and coordination. This fictional example shows how the four curriculum components can support one application.

Step	Programme contribution	Evidence produced
Read the vacancy	Application coaching identifies essential tasks and separates requirements from preferences.	A short profile-to-requirement comparison.
Explain relevant experience	Occupational preparation helps the participant describe a real task or study project accurately.	One concise example with responsibilities and outcome.
Prepare the application	The CV and cover message are tailored to the administrative duties.	A vacancy-specific application.
Practise communication	German learning develops an introduction, appointment confirmation and clarification questions.	A spoken introduction and short email.
Prepare the interview	Integration work supports travel planning, documents and professional conduct.	An interview checklist and questions for the employer.
Review the outcome	The participant records the reply and discusses improvements.	A revised action plan.

What makes the example useful

Each activity produces something the participant can use. The support does not assume a job offer or turn a study project into employment experience. The same method can be adapted to another occupational field.

DEUTSCHE ZUSAMMENFASSUNG

Das Beispiel verbindet die vier Module mit einer Bewerbung. Es ist eine fiktive Lernaufgabe und kein tatsächlicher Vermittlungsfall oder Erfolgsnachweis.

Progress and assessment

Lernfortschritt und Bewerbungsportfolio

Progress is reviewed through practical work, language tasks and the application portfolio. Feedback should help the participant understand what is already usable, what needs revision and what to practise next. Search activity and learning outcomes are considered together; a job offer is an external recruitment result, not an internal assessment grade.

Evidence	Review focus	Next action
Professional introduction	Clarity, relevant information and comprehensibility at the participant's level.	Revise the structure or practise a difficult section.
CV and application	Accuracy, consistency, relevance and evidence supporting claims.	Correct gaps and tailor the next submission.
Interview exercise	Specific examples, understanding of the role and response to questions.	Prepare stronger examples or clarification questions.
Occupational task	Relevant terminology, a coherent process and awareness of limits.	Strengthen vocabulary or explain the sequence again.
Search log and action plan	Authentic activity, follow-up and realistic priorities.	Agree the next application or employer contact.

Internal review

Feedback and completed tasks document development within GCC. They guide the next learning and search priorities.

External language examination

Any telc certificate depends on the external examination result and applicable conditions. Participation alone does not award a language level.

Language examination arrangements

A telc examination is envisaged in the programme concept. Level, registration, date, costs and whether the examination is included are specified through the individual arrangements and applicable examination conditions.

DEUTSCHE ZUSAMMENFASSUNG

Die Bewertung betrachtet praktische Arbeitsergebnisse und Entwicklung. Interne Rückmeldungen unterstützen das Lernen. Ein externes Sprachzertifikat setzt die entsprechende Prüfung voraus.

Participation and next steps

Teilnahme Arbeitsangebot und weitere Schritte

IAS coordinates the agreed support. Participants maintain accurate records, pursue applications and report interviews, absences and changes promptly. Admission and the AAF define dates, fees and included services. Programme questions: admissions@iaos.de.

When a suitable offer arrives, the participant informs IAS and checks the proposed duties, working conditions and start date. Any required recognition or residence procedure must be clarified with the competent body. The continuation or adjustment of programme participation is then agreed individually.

1

Review the offer

Confirm the role, employer, conditions and outstanding requirements. Ask questions where the terms are unclear.

2

Clarify the required procedure

Use the competent authority or qualified adviser for individual residence and professional-authorisation matters.

3

Coordinate the transition

Agree the practical start and any changes to participation. Maintain a clear record of the arrangement.

Official or practical resource	Use
Make it in Germany make-it-in-germany.com	Current Opportunity Card and residence information. The employment-hour rule is separate from IAS support hours.
ZAB zab.kmk.org	Statements of Comparability, DAB information and official validation service.
Federal Employment Agency arbeitsagentur.de/jobsuche	Vacancy research across Germany.
mv4you mv4you.de	Regional career information and opportunities in Mecklenburg-Vorpommern.

DEUTSCHE ZUSAMMENFASSUNG

Ein Angebot führt zur Prüfung der nächsten Schritte, nicht automatisch zu einer Aufenthaltsentscheidung. Aktuelle amtliche Informationen und die zuständigen Stellen sind für das individuelle Verfahren maßgeblich.