

Qualification program for academics: Business Administration

General information

From April 2019 the UP Transfer GmbH at the University of Potsdam offers a new qualification program for academics from a migrant background. The aim of this program is to offer the participants both university and practical courses and thus prepare them for the requirements of the German labour market and a job in the field of business administration. In the qualification program not only the needed knowledge is taught, but also general skills and contacts are given, which allow a re-entry into the job market.

Target group

Participants must meet the following admission requirements:

- Migration background
- University degree abroad in the economic sciences
- Good knowledge of the German language (Niveau B2 - GER)
- Residence in Brandenburg

Integration through Qualification

The program “Integration through Qualification” aims at sustainable improvements in the labour market integration of adults with a migration background. The program is supported by the Federal Ministry of Labour and Social Affairs (BMAS) and the European Social Fund (ESF).

Partners in the implementation are the Federal Ministry of Education and Research (BMBF) and the Federal Employment Agency (BA).

Qualification aim and subject contents

Qualification aims

The overall objective of the project is to prepare job seeking academics from a migrant background or refugees at university level for the tasks in the companies in Brandenburg.

Subject contents

Specialised training: Introduction to Business Administration, Introduction to Financial Accounting, Introduction to Cost and Performance Accounting, International Trade Relationships, Employment and Tax Law, Introduction to Health Economics and two subjects to be available: Marketing/Business Development or Controlling

General career training: Preparation for the Application Process, Intercultural Communication, Microsoft Office, Project- and Conflictmanagement, Communication in workteams

An integral part of these training measures are to strengthen language skills, both on the level of generic communication and occupation-specific language.

Company internship: The internship period is also intended to prepare the takeover in a permanent employment position.

Certification awarded: After successful participation you will receive a Certificate.

Implementation of the program

Duration and Scope

The qualification program takes a total of 6 months. The first round starts in April 2019. It begins with a five-months long specialized and general career training and finishes with an internship of one month in September 2019, which is supposed to be performed in full-time.

Second round: October 2019 – March 2020

Third round: April 2020 – September 2020

Approach of teaching

To ensure maximum results, the qualification program will be offered exclusively in form of classroom-based teaching. It will take place on the campus of University Potsdam from Monday to Friday between 9:30 and 15:00, so 6 hours per working day.

Costs

The qualification program is funded by the BMAS and the ESF and therefore free for the participants.

Application

If interested, please send us your application. Please use the questionnaire for the qualification program business administration and fill it out completely. You will find it on our homepage.

As the qualification program is limited to a maximum of 20 people, a selection process is carried out.

Please send your **application documents** by **mail** or **e-mail** to the following addresses:

UP Transfer GmbH an der Universität Potsdam

z.Hd. Frau Katrin Mischun
August-Bebel-Str. 89, Haus 7
14482 Potsdam

or **E-Mail** to: brueckenmassnahme@up-transfer.de



*Ein Unternehmen der
Universität Potsdam*

For any questions, please contact our project team:

Email: brueckenmassnahme@up-transfer.de and Telephone: 0331 / 977-4608 or 0331/977-4657.



All information to qualification program you will also find here: www.bwl-brueckenmassnahme.de