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Modul	Sachverhalt
Leistungsschlüssel	99148288017000
Leistungsbezeichnung I	
Leistungsbezeichnung II	Cooperative classes for vocational preparation at general vocational schools; application for funding or reimbursement of costs
Typisierung	4 - Land: Regelung
Quellredaktion	Bayern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	

Modul	Sachverhalt
Fachlich freigegeben am	14.10.2024
Fachlich freigegeben durch	Bayerisches Staatsministerium für Unterricht und Kultus (Bavarian State Ministry of Education and Cultural Affairs)
Handlungsgrundlage	https://www.berufsvorbereitung.bayern.de/fileadmin/user_upload/BSD/Uploads_BSD_und_BV/BV_BERUFSSVORBEREITUNG/BV_Materialien/KMS/KMS_20252026/Berufsvorbereitung_an_allgemeinen_Berufsschulen_im_Schuljahr_2025_2026.pdf https://www.berufsvorbereitung.bayern.de/fileadmin/user_upload/BSD/Uploads_BSD_und_BV/BV_BERUFSSVORBEREITUNG/BV_Materialien/KMS/KMS_20252026/Berufsvorbereitung_an_allgemeinen_Berufsschulen_im_Schuljahr_2025_2026.pdf
Teaser	The Free State of Bavaria grants a subsidy or reimburses the costs for the establishment and implementation of vocational preparation classes.
Volltext	The aim is to deepen vocational orientation and teach general educational and vocational skills. Through the full-time program, adolescents and young adults can be given intensive support in finding an apprenticeship or other suitable connection as quickly as possible. External differentiation for the heterogeneous target group is made possible through various forms of the vocational preparation year: **Vocational preparation year (BVJ)** • Cooperative vocational preparation year (BVJ/k) • Full-time vocational preparation year (BVJ/s) (usually at municipal vocational schools) • Flexible vocational preparation (BV-Flexi) **ESF-funded vocational preparation year (BVJ) "Neustart"** Further information can be found under "Related topics".

Modul

Sachverhalt

****Model of vocational integration****

- Cooperative vocational integration class (BIK/k)
- Full-time vocational integration class (BIK/s) (usually at municipal vocational schools)

The BIK can be expanded to include a pre-vocational integration class (BIKV/k or BIKV/s).

The vocational integration model is supplemented by German classes at vocational schools (DK-BS):

- DK-BS-Flexi for students required to attend vocational school who are not accepted into regular vocational integration classes during the school year
- DK-BS-A for those required to attend vocational school who have a literacy requirement
- DK-BS-Anker for students required to attend vocational school who are obliged to live in an Anker facility

After attending DK-BS or BIKV, it is generally also possible to transfer to another suitable class form of the vocational preparation year.

The classes of the vocational preparation year are aimed at young people who are required to attend vocational school and who are not completing vocational training or are not attending a secondary school. Young people who are required to attend vocational school but do not have a training contract generally fulfill their compulsory vocational schooling requirements by attending a vocational preparation year.

The vocational integration model is open to young people between the ages of 16 and 21 who are unable to follow lessons in the regular classes of the vocational preparation year due to a lack of German language skills. Compulsory vocational schooling

Modul

Sachverhalt

usually begins three months after arriving from abroad in the school year in which the 16th birthday is reached (= 16th birthday). Admission as a person required to attend a vocational school or compulsory vocational school is then generally granted until the end of the school year in which the person reaches the age of 21 (= 21st birthday). In addition, the provisions of Art. 39 of the Bavarian Education and Teaching Act (BayEUG) apply.

For pupils with identified special educational needs, further special educational support services are available at vocational schools.

Processing at municipal and private vocational schools and vocational schools for special educational needs

- ****Funding recipients****

Funding recipients can be the providers of municipal or private vocational schools and vocational schools for special educational needs.

- ****Type and amount of the grant****

The grant is awarded as shortfall funding for project support in the maximum amounts specified below. No own contribution is required.

The funding/reimbursement is provided

- for BIKV/k up to EUR 70,000 per class,
- up to EUR 80,000 per class for BIK/k and BVJ/k,
- for DK-BS and BV-Flexi depending on the number of hours and duration in accordance with the maximum funding amount.

If the measure starts later, the funding/reimbursement will be reduced proportionately.

- ****Eligible costs****

- Remuneration for own staff including employer's contributions
- Fees for external staff
- Expenses for external cooperation partners

Modul

Sachverhalt

- Indirect costs and expenses

Processing by the school expenditure authorities of state vocational schools and vocational schools for special educational support on a voluntary basis

- ****Reimbursement recipients****

Reimbursement recipients can be the school expenditure providers of state vocational schools and vocational schools for special educational support.

- ****Type and amount of reimbursement****

Reimbursement is granted to cover proven needs up to the maximum amounts specified below. The funding/reimbursement is granted

- for BIKV/k up to EUR 70,000 per class,
- for BIK/k and BVJ/k up to EUR 80,000 per class,
- for DK-BS and BV-Flexi depending on the number of hours and duration according to the maximum funding amount.

- ****Reimbursable costs****

- Remuneration for own staff including employer's contributions
- Fees for external staff
- Expenses for external cooperation partners
- Indirect costs and expenses

Erforderliche Unterlagen

- Copy of the cooperation agreement

(to be submitted with the application)

- Confirmation of use

(to be submitted with the where-used list)

Voraussetzungen

At least 16 pupils are required to form a class (at least eight pupils for the BVJ "Neustart"). If the minimum number of pupils is not reached, this can be approved

Modul

Sachverhalt

by the government responsible for school supervision. Due to the special requirements, the class size should not exceed 20 pupils (16 pupils for the BVJ "Neustart"). In the cooperative class forms of the vocational preparation year, part of the teaching and socio-educational support is provided by an external cooperation partner (this may also be the school authority's own staff).

Pre-vocational integration class (BIKV/k): The weekly teaching time in the BIKV/k is at least 27 teaching hours (45 minutes each) per class in accordance with the timetable. The school provides 18 hours per week per class. The cooperation partner contributes 19 hours per week (45 minutes each) per week and class. In consultation with the school, groups can be divided up, for example in team teaching.

Vocational integration class (BIK/k) and cooperative vocational preparation year (BVJ/k)**:** The school contributes 22 annual hours per week per class in accordance with the timetable. The cooperation partner contributes 19 hours per week (45 minutes each) per week and class, in which, in addition to the above-mentioned content, target group-related vocational preparation (in particular through company internships) is offered. It is possible to organize the courses flexibly in terms of time (e.g. blocking internships). In consultation with the school, groups can be divided up, for example in team teaching.

As a rule, the work placement (or work placements) comprises a total of at least 20 teaching days per pupil. In justified cases and in agreement with the school, pupils may also be made available to the cooperation partner during the teaching phases for qualification and placement measures or for socio-educational support. The scheduling of internships is determined in close coordination with the school. Internships may have to be replaced by suitable measures.

The potential analysis is integrated into lessons as far as possible and usually comprises 10 hours of exercises with the pupils plus individual feedback discussions.

Modul

Sachverhalt

Building on the potential analysis, the cooperation partner carries out a ****vocational field trial**** in close coordination with the school's teachers. This offers practical insights into various occupational fields, forms the basis for a decision on a career path or attending secondary school and paves the way for targeted work placements afterwards. ****At least five occupational fields**** are to be offered, from which the participating young people select ****at least three occupational fields**** and ****a maximum of five****. Pupils should be given individual advice when selecting the occupational fields.

The vocational field trial takes place after the potential analysis and usually before the start of the second half of the school year so that the knowledge gained can be incorporated into the further support of the pupils.

The vocational field trial primarily takes place outside the school on the premises of the cooperation partner and must be carried out in close temporal connection (usually twice five days). A total of at least ten days per pupil must be completed. They comprise - including preparation and follow-up - 80 hours per student. During the two weeks of the vocational field trial, the regular teaching and supervision offered by the cooperation partner is considered to be included. The attendance of the pupils, including breaks, should be at least 65 hours. The proportion of practical testing in the workshops must be at least 60 hours, whereby short breaks (e.g. breakfast break or afternoon break) of up to five hours can be counted as practical testing. Teachers from the participating schools are generally not present during the vocational field trial. Specific support and assistance needs or restrictions of participating pupils must be taken into account during implementation.

There should be practical instruction and information on general state-of-the-art content in at least three, but no more than five of the occupational fields offered to provide a realistic insight into everyday training. At least two of the occupational fields should be carried out over two days. At the end, an individual reflection

Modul

Sachverhalt

discussion must be held with each pupil.

The cooperation partner documents the implementation of the elements of potential analysis and vocational field testing (number of pupils, information on the potential analysis, description of the vocational fields within the vocational field testing and implementation period).

A socio-educational support concept must be provided in the vocational preparation classes. As a rule, socio-educational support is provided by the cooperation partner in close coordination with the vocational school for twelve to 17 hours per week. The entire budget of the socio-educational support hours (12-17 hours x number of school weeks commissioned) is to be distributed over the school weeks as required, whereby the vacation weeks can also be taken into account. This means that socio-educational support can also be provided for pupils during the vacation period - in consultation with the school.

As part of the socio-educational support, the cooperation partner takes on the following tasks, among others

- Close cooperation and intensive coordination of content and organization with the class leaders, teachers and the school's specialist support team, e.g. in the context of internship acquisition, support and follow-up.
- Socio-educational handover management (e.g. to local school social work)

It is also recommended that the cooperation partner provide individual follow-up support for the BVJ/k (does not apply to BVJ "Neustart"), BV-Flexi and BIK/k classes as part of the tender. The cooperation partner is responsible for the individual follow-up support of pupils without concrete prospects of continuing beyond the end of the school year. The scope of the individual follow-up support includes, for example, 10 to 25 socio-educational support hours (60 minutes

Modul

Sachverhalt

each) per class, which are generally to be provided flexibly in the period from the beginning of the summer vacations up to and including October 20. If there are several classes, the hours can also be used across classes as required. In terms of content, the measure includes the continuation of vocational orientation and preparation with the aim of integration into training or an individually suitable connection (including transfer management), for example through individual support, support in small groups or the offer of fixed consultation hours.

The cooperation partner of the BIKV/k, BIK/k, BVJ/k organizes and finances at least one school activity per class to promote the class community with a suitable (e.g. experiential education) program. Care must be taken to ensure that the school activity is based on the curriculum content or is compatible with the curriculum. In addition, the whole class should take part in the school activity. When calculating the offer, a lump sum of €750 per class is set for the implementation of the school activities. This can be used to cover student-related costs for consumables, travel costs, entrance fees and, if applicable, accommodation costs. In addition, the following guidelines must be observed:

- No expenses can be reimbursed beyond the above-mentioned areas of travel costs, entrance fees and accommodation costs. Entrance fees also include fees or costs, in particular for trainers, city guides or lecturers, which are necessary for the implementation of the activity.
- Catering costs are generally not recognized (exception: breakfast in connection with an overnight stay; food for cooking projects).
- Costs for materials - with the exception of consumables - are generally not covered.

Prior to the school activity, a concept with a cost calculation must be submitted to the coordinator for vocational preparation of the respective government for a pedagogical and content-related review and

Modul
Sachverhalt

approval for the implementation must be obtained. If approval is not granted, the costs cannot be covered.

The school (usually the cooperation partner in the case of cooperative classes) documents the expected or current whereabouts of the students after completion of the vocational preparation class in anonymized form at the end of the school year of the respective school year and on 20 October after completion of a BIK or a BVJ/s or BVJ/k or a BVJ "Neustart". The consent of the students and/or their legal guardians is not required for this.

At the end of the school year, the survey is usually carried out as part of a final interview; the survey on October 20 is usually carried out by telephone. The information on the pupils is summarized anonymously for both survey dates for the entire school (BIK and BVJ). For this purpose, an Excel file is provided to the schools separately via the governments. The schools check the data for completeness and plausibility and send the summarized responses in a file for the 2024/2025 school year to the assigned coordinators for vocational preparation by 07.11.2025 at the latest.

The retention survey provides the school with important information on the success of the schooling, which will then be systematically addressed as part of the school's quality management system (QmbS) and used to further develop the school's vocational preparation program.

Kosten

none

Verfahrensablauf

1\ the Ministry of Education and Cultural Affairs approves the ****establishment of the class**** after consultation with the responsible district government.

2\ the ****invitation to tender**** , ****awarding**** and ****handling of**** the cooperative part shall be carried out

- in the case of municipal and private vocational schools and vocational schools for special educational support, by the school expenditure provider,

Modul

Sachverhalt

- in the case of state vocational schools and vocational schools for special educational support, by the school expenditure provider, insofar as the latter assumes this task on a voluntary basis,
- otherwise, in the case of state schools - on the fixed dates - centrally by the Bavarian State Office for Schools or
- the responsible district government (especially for DK-BS-Flexi and BV-Flexi classes that are set up after October 20).

Tendering and awarding are carried out in accordance with the applicable regulations.

Tendering and allocation of the cooperative part of ESF-funded classes is carried out by the school expenditure provider. Therefore, these classes can only be set up at state vocational schools (including vocational schools for special educational support) if the school expenditure provider takes on this task on a voluntary basis.

3\ the ****application for funding**** , together with a financing plan, must be submitted in writing or electronically to the locally responsible district government, if possible before the start of the measure, but no later than four weeks after the start of the measure.

Bearbeitungsdauer

Frist

The application for funding/reimbursement of costs must be submitted in writing to the locally responsible district government together with a copy of the cooperation agreement. The application will be sent to you on request by the responsible district government and must be submitted to the locally responsible district government in writing or electronically together with a financing plan, if possible before the start of the measure, but no later than four weeks after the start of the measure. Proof of the use of the grant must be submitted to the granting authority within four months of fulfillment of the intended purpose, but no later

Modul

Sachverhalt

than the end of the fourth month following the approval period. In the case of municipal grant recipients, the option of a confirmation of use (so-called "simple proof of use") in accordance with model 4a of Art. 44 BayHO may also apply.

weiterführende Informationen

Hinweise

****Notes on the costs****

Only the expenses listed below are eligible for funding or reimbursement:

- Remuneration for own staff including employer's contributions: Direct personnel costs incurred by the sponsor for the implementation of the project, e.g. for the socio-educational supervision of pupils by the sponsor's own staff, can be recognized in the amount of the costs actually incurred and attributable to the project. Travel and business travel expenses of the organization's own staff can be recognized in accordance with the Bavarian Travel Expenses Act as amended.
- Fees for external staff: Fees for educational and support staff can be recognized to the extent of the actual costs incurred in an appropriate amount.
- Expenses for external cooperation partners: If the school expenditure provider uses a third party ("cooperation partner") for the implementation of the project or individual project components, the expenses incurred for this are eligible for reimbursement in the amount of the actual costs incurred.
- Indirect costs and expenses: A flat rate of 2.5% of the eligible direct costs can be applied to indirect costs, but only up to the maximum funding amount.

Rechtsbehelf

- when applying for a grant: administrative court action
- when applying for reimbursement of costs: optional appeal procedure

Kurztext

Modul	Sachverhalt
Ansprechpunkt	
Zuständige Stelle	
Formulare	
Ursprungsportal	BayernPortal, BayernPortal