

We'll be happy to assist you.  
Please don't hesitate to contact us.



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**Occupational training programmes** are conducted on the basis of the functional concept of the Federal Employment Agency. We would be happy to provide this to those interested.

**We are certified.**

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# Induction process and occupational training

[www.westfalenfleiss.de](http://www.westfalenfleiss.de)

## Induction process and occupational training at Industrie-Service-Münster (ISM)

- Over the course of the induction process (lasting up to three months), occupational diagnostics is carried out to ascertain your individual competencies, wishes and expectations.
- A subsequent occupational training programme (lasting up to 24 months) provides the professional qualifications on the basis of the induction plan created with you.
- You become familiar with various fields of work.
- You expand your specialist and social competencies by participating in various qualification modules and group sessions.
- You complete various placements within WfbM (workshop for disabled people) or on the general labour market.
- You develop realistic professional prospects in collaboration with the specialist staff of the occupational training area.
- The occupational training programme can result in employment within WfbM, employment at an external position or work on the general labour market.

**The costs** for these programmes are borne by the Federal Employment Agency (or other sponsors, such as pension insurance providers).

## The benefits

- We offer an interesting and diverse range of work in various occupational fields, such as at a print shop, in sewing, electrical assembly, housekeeping, catering, laundry, gardening, agriculture and much more.
- We have access to an extensive range of external positions on the general labour market and work together with companies and authorities.
- We provide additional courses relating to occupation-oriented programmes (e.g. PC, forklift licence), sport (e.g. football, walking) and creativity (e.g. gospel choir, textiles).
- We closely cooperate with the specialist integration service, sponsors of outpatient and hospitalised living, specialist doctors and clinics, social workers, other education facilities and responsible service providers.

## Invitation to a consultation

At a consultation, you can find out more about:

- The acceptance requirements for participating in the induction process or one of the occupational training programmes
- The structure and content of the programme
- The formal acceptance process
- The legal basis
- The financial and insurance entitlements during the programme
- The working hours, holiday allowance, etc.
- The possible range of placements
- Personal questions