



Starting My Career

General Information



Arbeitsmarktservice

I want to demonstrate what I can do!

Recognition of professional qualifications

You have already completed school education or professional training, or university studies? Then you should have your certificates recognised. In Austria this process is called “nostrification”.

Recognition of school certificates:

For more information please contact the Federal Ministry of Education at:

 <https://bildung.bmbwf.gv.at/schulen/unterricht/nostrifikationen.html>

Recognition of college and university degrees

The respective college/university is responsible for recognition.

 <https://bmbwf.gv.at/studium/academic-mobility/enic-naric-austria/ansprechstellen/>



Recognition of professional qualifications

AST (assistance services for persons with qualifications obtained abroad)

 www.anlaufstelle-anerennung.at

NOTE

If you have professional experience or training, you need corresponding certificates. Please find out which certificates are important for you.

 www.berufsanerkennung.at

WHAT IS THE DEFINITION OF ...?

BIZ

There are BIZ (Career Information Centres, BerufsInfoZentrum) in many AMS offices. BIZ offer free information on professions and how you can get training in these professions in Austria.



Regulated professions

If your profession was as a teacher, healthcare or registered nurse, medical doctor, lawyer, architect, construction or civil engineer, then you have to deliver corresponding evidence and take some exams.

I want the best care for my child!

Childcare

Do you have one or more children?

To allow mothers and fathers to have both family and careers, there are childcare facilities outside of families.

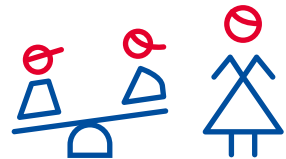
What happens at a kindergarten?

In kindergartens or childcare groups the children are playfully prepared for attending school, find new friends, and learn German.

What childcare facilities are available for my children?

Nursery: from 3 months up to 3 years of age

Kindergartens: from 2-3 years up to 6 years of age



Childminding for school children:

Afternoon childminding at school or an after school childcare centre. Offered by the schools or municipalities.

More details on childminding services:

 <https://www.ams.at/arbeitsuchende/karenz-und-wiedereinstieg/adressen-fuer-frauen#informationen-ueber-kinderbetreuungsstellen>

IMPORTANT

A compulsory, free-of-charge year at kindergarten applies to all children. This means: all children of **age 5 to 6** must attend a kindergarten.

WHAT IS THE DEFINITION OF ...?

Childcare allowance

is a financial aid if you want to work but do not have enough money to pay for childcare services for your children.



Parental leave

In Austria men and women in gainful employment may take time out from their career when they become parents. During this time they can take care of their children. It is essential to restart your career as quickly as possible after the parental leave.

Welcome!

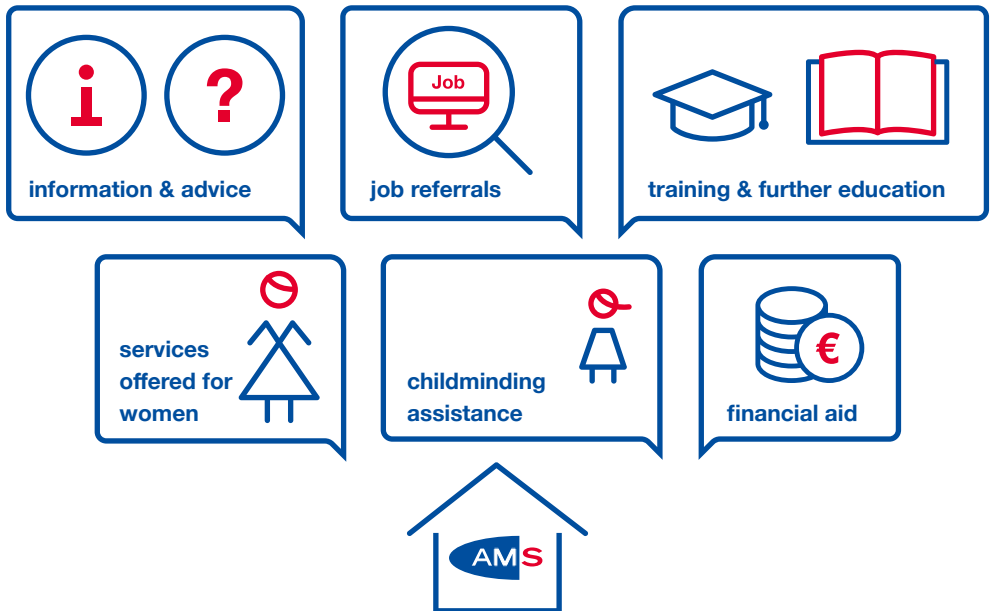
The AMS Services

**You want to find a job and start a new life in Austria?
We at the AMS (Public Employment Service Austria)
will support you.**

What is the AMS, and what can we do for you?

The AMS is a public enterprise with offices all over Austria. These are called “local offices”. The competent office depends on where you live.

OUR SERVICES



WHAT IS THE DEFINITION OF ...?

Unemployed

You can register with the AMS as seeking employment. This means: we write down your name and address and that you are willing to take on a job.



Equal Opportunities Act

You may not be discriminated against due to your origin, religion or for being female. If you are not getting a certain job because you wear a headscarf, then this represents an infringement of the Equal Opportunities Act.

 www.gleichbehandlungsanwaltschaft.at

I want to work!




Finding a job

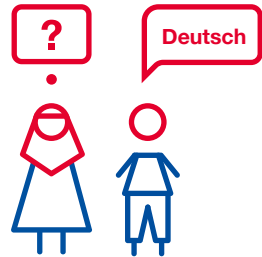
In Austria both men and women can have a job for which they are paid. It is especially important for women to have their own income.

Your first appointment at the AMS

Take some time – we would like to assist you in finding out what we can do for you.

Please bring the following to your first appointment:

-  your e-card (health insurance card) or confirmation of your social security number
-  an ID card with a photo (residence card, convention travel document/card for persons eligible for asylum, etc.)
-  your positive decision of asylum entitlement (approval decision for persons with subsidiary protection status and asylum approval decision)



TIP

If you hardly speak German, or not at all, please have an adult accompany you who can translate for you.

WHAT IS THE DEFINITION OF ...?

Women's Career Centre

A Women's Career Centre (FBZ, Frauenberufszentrum) is also in your federal province. Women seeking employment can find support there.



The FIT AMS Program

Have you started technical training in your home country or practiced a technical profession? Or you would like to be trained in a technical profession? The FIT program will support you.



I want to work



I need to bring the following with me



e-Card or
social security number



photo ID



entitlement to subsidiary protection,
positive asylum decision

What can I expect to receive



counselling



information



job referral



financial aid

I can do it!

Learning German

It is essential to have a good command of German for a good life in Austria. The AMS and the Austrian Integration Fund (ÖIF) offer language courses.

How well can you speak German?

There are various German courses:

- A1 You can express yourself in very basic situations

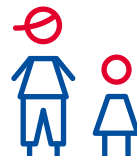
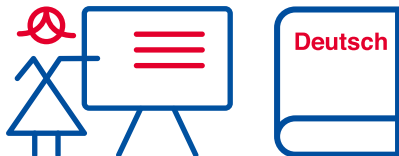
- A2 You can express yourself in basic everyday situations

- B1 You can express yourself well in everyday and professional situations

- B2 You can fluently communicate with native German speakers

Learning to read & write

In Austria we also offer courses if you want to learn how to read and write. These are called literacy courses.



TIP
Ask about
German courses
for mothers!

You can also find assistance here!

Consulting & support

Counselling centres for migrants


- free-of-charge counselling when facing financial problems, family issues, separation, divorce, violence or illness
- (occasionally) German courses

Counselling services for women

Enjoy free-of-charge counselling on:

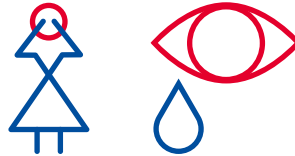
- what profession can I practice?
- who can look after my children?
- what can I do if faced with separation or other family related problems such as violence or illness?

A list of counselling centres can also be found at


 <https://www.ams.at/arbeitsuchende/karenz-und-wiedereinstieg/adressen-fuer-frauen#frauenberatungsstellen>

Anti-violence & women's crisis centres

In Austria violence within the family is a criminal offense. Should you suffer violence within your family, please seek protection and support at the anti-violence and women's crisis centres in Austria.



 **0800 222 555**

 **Anti-violence centre
(Gewaltschutzzentrum)
Women's crisis centre
(Frauenhaus)**

**Women can learn anything. We will assist you.
Please visit your AMS office and talk to your AMS adviser.
www.ams.at/frauen**



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