

AA RECRUITMENT PROCESSES AND PROCEDURES FOR SKILLED WORKER & SPECIALIST (SWS) BRIDGING PROGRAM

This document illustrates the candidates' recruitment processes and procedures of the German bridging training program (**Skilled Worker and Specialist "SWS"**) and its structure. The SWS program targets the university graduates (BSc and above) in categories of professions listed in **Appendix A** at the end of this document.

The purpose of this program is to prepare the candidates for job placement in their area of specialization/disciplines according to the German Authorities' requirements and standards in order to qualify them for job placements in Germany. The phases of the SWS program can be divided into the following:

RECRUITMENT PROCESS

The candidate's recruitment process to Atticus Academy (AA) for the SWS program should be a maximum of 40 years old and it is formed of the following two phases:

A. SCREENING PHASE

The screening phase is the first and essential process prior to any further step forward in the SWS program, which looks at the candidate's documents, skills, experience and presentation skills. The process is as follows:

1. Candidate applies to AA for the SWS program in the profession of interest using AA candidate's **Registration Form** and pays the allocated non-refundable fees.
2. AA collects the following documents from the candidate:
 - 2.1. The candidate's CV in English or German.
 - 2.2. True copies of the candidate's original qualifications and transcripts in English language.
3. AA sends the candidate's above collected documents to the German specialist (German Partner "GP") for screening.
4. Our German Partner (GP), the recruitment company in Germany, notifies AA to arrange an online (Zoom platform) interview with the candidate as per predefined appointment (date & time) by our GP, mainly on Friday or Saturday of the week, and in the presence of:
 - 4.1. GP interviewer
 - 4.2. AA representative, for monitoring and documentation purpose
 - 4.3. Delegate representative (outside UAE), to monitor & Document the interview
 - 4.4. The candidate.

5. GP notifies AA of the screening including the interview result, separately for each candidate. In this case, the result is one of the following two options:
 - 5.1. Negative result (Refusal/Rejection)
In this case, AA will pass over the refusal letter/email to the candidate and the candidate's relationship with the academy ends at this point.
 - 5.2. Positive result (Acceptance)
In this case, AA will officially contact the candidate and request for the next step of the process.
6. AA will send the candidate the acceptance to the program along with the approval letter/email from GP. The candidate, at this point, will be officially invited for official registration and required documents and payments.

B. OFFICIAL REGISTRATION PHASE

In this phase, the candidate should follow the procedure:

1. The candidate/Delegate shall pay to AA the agreed fees percentage/amount of the allocated total annual fees as first installment (as per the agreement with the Delegate or the individual candidate). The remaining part of the annual fees is payable as per the agreement with the candidate/Delegate.

Important: It is extremely necessary that the candidate settles and clears all his/her financial dues and obligations to AA before the end of the eighth (8th) month of the SWS program and prior to the final Goethe test required, in order to trigger the employment visa process.

2. The candidate shall provide AA with the following documents:
 - 2.2. Motivation Letter with the candidate's photo and signature (a sample is provided)
 - 2.3. The candidate's CV translated into German language with legal translator attestation.
 - 2.4. The Candidate's passport copy.
 - 2.5. True copy of the candidate's qualifications attested and duly stamped from the relevant country's authorities:
 - 2.5.1. Relevant education authorities in the country of origin
 - 2.5.2. Exterior Ministry in the country of origin.
 - 2.5.3. German Embassy or Consulate in country of origin.
3. The candidate signs AA/Delegate – Candidate agreement in which AA/Delegate guarantees a job offer for the candidate provided that s/he satisfies the program requirements.

Remark: Atticus Academy is not responsible for guaranteeing a job offer from Germany for those who do not meet the SWS program's requirements set by our partners in Germany.

4. AA sends the candidate's attested documents to GP.
5. The candidate shall provide the rest of the requirements (*please see **Appendix B***).
6. The candidate must sign the GP's undertaking form/letter declaring that the candidate undertakes to pay the amount indicated in **7.3** below directly to GP, upon starting his/her job in Germany.
7. The candidate shall pay the first installment of the job placement fees in Euros or equivalent as per the below table.
 - 7.2. The first installment stated in the below table (**To Be Paid to AA**) will be directly transferred to our GP, along with the all the duly attested qualifications collected from the candidate in order to trigger the job placement/offer process.
 - 7.3. The remainder of the total Job Placement Fees as shown in the below table (**To be Paid in Germany**) shall be paid by the candidate to AA's GP in Germany over 10 equal installments upon starting the job with the employer, based on the undertaking indicated in point **6** above.

No	Category	To Be Paid to AA (Euro)	To be Paid in Germany (Euro)	Total Job Placement Fees (Euro)
1	Medicine (Doctors)	3,500	4,000	7,500
2	Nursing Profession	2,000	2,500	4,500
3	Allied Health Professions	2,000	2,500	4,500
4	Engineering Profession	2,000	2,500	4,500
5	Marketing/Accounting	2,000	2,500	4,500
6	Culinary (Chefs)	2,000	2,500	4,500

Remarks: At this point, two processes will start simultaneously:

1. GP will initiate the job screening/search and job offer process
2. The candidate starts the SWS training program

SKILLED WORKER & SPECIALIST TRAINING PROGRAM STRUCTURE

The **SWS** program is a one-Year bridging/preparation training program for various professions such as Medicine, Nursing, Allied Health, Engineering, Hotel Management, Business Administration (Marketing/Accounting) and Culinary (chefs), (*please see to **Appendix A***) in order to qualify the candidate for a job placement in the relevant field of specialization in Germany.

The **SWS** program follows almost the same structure and milestones for all the professions listed in **Appendix A** with differences for some professions such as Medicine, Nursing and Allied Health, where the adaptation program is NOT required. The **SWS** program is formed of two major areas of trainings:

1. German Language Training Program

The first part of the of the **SWS** program is actually an intensive German Language training, where the candidate will be appointed a class schedule to start the training for a maximum of 8 months, at the end of which will be tested in Goethe Institute in Dubai or the relevant country and required to obtain a test result of:

a. Level B1

It is required for Engineers, Business Administration (marketing/accounting), Hotel Management and Hospitality and Culinary (chefs) professions.

b. Level B2

It is required for Nursing and Allied Health professions.

c. Level C1

It is required for Medicine (Doctors) profession.

Remark1: This part of the program, German Language training, is not required for those who already are certified by Goethe Institute and having the required level B1, B2 or C1 or equivalent recognized exams. These candidates can enroll directly into the Adaptation Training Program, during which the Employment Visa process will be triggered.

Remark2: Tests of levels A1 and A2 are not necessary for any candidate. The tests required are B1, B2 and C1 only.

2. Adaptation Training Program

It is important to point out the fact that the professions of Medicine, Allied Health and Nursing will not go through this program. Candidates of these professions will only receive German Language training to achieve the required level (*please see **Appendix A***) and will be subject to the job related technical training for a period of four (4) months upon arrival to Germany, and then they will be appointed in a work place.

The second part of the SWS program will focus on the Adaptation Training Program (AP) for four (4) months.

2.1. The AP will be initiated by GP and IHK-Academy in Germany.

2.2. The AP will be instructed and led by a certified by IHK, German master teacher.

Remark: The candidate will not be able to join this program unless the candidate passes the German Language required test of the relevant profession as indicated in **Appendix A**.

2.3. AA/Delegate monitors the candidates' attendance and follows up with them through an online webcast platform.

2.4. The German master teacher carries on an assessment/exam for the candidates at the end of the Adaptation program.

2.5. GP notifies AA of the assessment result.

2.6. IHK-Academy issues and submits the certificates to GP.

2.7. GP delivers the certificates to AA

Remark: The time from the AP final assessment to certificate issuance by IHK Academy takes 4-5 weeks

2.8. At this point, the candidate/Delegate must ensure that the financial clearance is finalized with AA.

2.9. AA will pass over the certificates to the relevant candidates

2.10. AA will issue NOC to GP to start the employment visa process.

Remark: The issuance of NOC means that the candidate has cleared all his/her financial dues to AA/Delegate and it triggers our GP to start the Employment visa process.

The AP is actually formed of a set of soft skills courses in order to equip the candidate with the information and skills required in the work place as well as provide an overview of the German social system and job contracting in Germany. The soft skills courses allocated by the German relevant authority are:

- Communication in professional settings
- Rhetoric and behavior in professional setting
- Occupational health care management
- How to deal with apprentices
- Electric standards
- Overview of forms of alternative energy production
- Time management
- Dealing with conflicts – Conflict management
- The social system of Germany
- German work contracts
- Teamwork Body language

Remark: The courses of the AP may vary from a profession to another and from a time to another as per the demand and need. AA will receive the update from the GP upon taking place and AA will circulate it accordingly to all its agents.

The standard AP structure is designed to be delivered as per the following:

Program Duration	: 4 Months
Weeks/Month	: 4 weeks
Days/Week	: 5 days
Hours/Day	: 3 hours
Total Hours	: 240 Hours

JOB SCREENING PROCESS

1. GP starts the job Screening process with potential companies in Germany provided that GP receives the following:
 - a. The amount of Two Thousand Euros (€ 2,000) indicated above in Point **7.3**
 - b. The candidate's duly attested documents (*please see Official Registration above*)
2. GP circulates the candidate's duly attested documents, along with the candidate's recorded interview during the Screening phase, to companies of interest.
3. GP and potential company's representative (employer) organize a second online interview with the candidate in German language through AA (after level A2)
4. If the result is satisfactory, GP will initiate the job offer process or else the job screening and search will continue.

JOB OFFER PROCESS

GP initiates the job offer process right after the candidate's official registration with AA and passing the German Language Level A2 and the GP receive the:

1. The required documents indicated in the Official Registration phase as well as the first payment of the Job Placement fees of the amount of €2,000. The duration of this process is 3-6 months.
2. GP delivers the job offer of the interested company to AA.
3. AA delivers the job offer to the candidate or the agent (if any) for approval and signature.

Remark: The job offer is **legally binding** where all the details of concern are included in the offer such as the company, location, job designation/position, contract duration, monthly salary and other benefits according to the employer policy. The job contract is usually 3-5 renewable years in Germany depending on the candidate's performance and progress.

4. The candidate signs the offer after reviewing and clearing all questions, if any.
5. AA sends the signed job offer back to GP.
6. Candidate/Delegate clears all financial dues
7. AA issues NOC to GP in order to trigger the employment visa process according to the German Government regulations.
8. AA delivers the certificate of the candidate's German Language Test level required to GP

QUALIFICATIONS EQUIVALENCY PROCESS

The candidate's qualifications equivalency process starts right after the job offer has been sent to GP along with the candidate's approval and signature as well as the A2 German language result.

The procedure is as follows:

1. AA sends the candidate's German language result of A2 to GP
2. GP starts the legal translation and attestations from the relevant authorities in Germany.
3. GP applies for the equivalency to the relevant authorities.
4. GP sends a copy of the equivalency certificate to AA.
5. AA delivers the same certificate to the candidate/Delegate.

EMPLOYMENT VISA PROCESS

GP will initiate the Employment Visa process depending on the following:

1. NOC from AA, ensuring that the candidate cleared all financial dues to AA
2. Receiving the signed candidate's job offer from AA.

Based on the above, GP will initiate the Employment Visa Process as follows:

1. GP initiates the German government "**Accelerated Skilled Workers Procedure**".
2. GP ensures translation of the documents through a legal translator in Germany.
3. GP sends all the documents required to the German Foreign Office (FO) for approval.
4. FO communicates with Federal Agency of Employment (BA) in Germany for approval.
5. Upon approval, BA sends the documents back to FO.
6. FO sends the approved and the released documents directly to the German Embassy/Consulate in the country of the candidate's residency.
7. The German Embassy/Consulate informs the candidate to attend for the Employment Visa issuance with the supporting documents (*please see **Appendix C***).
8. Candidate applies for the Employment visa at the German Embassy/Consulate and pays the visa fees of €75.

Remark: The process from the point of sending the documents to FO until the Employment Visa issuance takes a maximum of three and a half months.

TRAVELING AND ARRIVAL SERVICES

The candidate must notify AA right after obtaining the Employment Visa from the German Embassy/Consulate in the country in order to arrange for group flight and ensures that GP, in Germany provides the following services to the candidate upon arrival:

1. Receives the candidate at the designated town main station/airport
2. Places the candidate at a decent hotel for 2-3 days.
3. Provides the candidate with orientation (integration seminars) at the hotel.
4. Locates a decent and reasonable accommodation as per the candidate's convenience.
5. Transfers the candidate to the selected accommodation.
6. Introduces the candidate to the employer, where the contract signing should take place and usually the employment contract is for 3-5 renewable years.
7. Opens a bank account for the candidate
8. Registers the candidate with the Housing Authority
9. Registers the candidate with the statutory health insurance
10. Registers the candidate with the statutory pension insurance
11. Assists the candidate to conclude the liability insurance policy
12. Assists the candidate to extend the residence permit at the Foreigners' Office
13. Assists to sort out the candidate's related official documents such as ID and others
14. Supervises the candidate for 3 years in Germany

GERMAN IMMIGRATION REGULATION

In addition to the job placement in Germany, the candidate can benefit from the German laws and regulations as the candidate would be an official and registered employee paying taxes to the German government at that time. Some of the benefits that the candidate can benefit from are:

1. Continue further education while working by following the official procedure and process with the relevant German authorities.
2. According to the current German government regulations, the candidate will be eligible to bring the first degree family members to Germany according to the German Government regulations and policies after a certain period of time, which allows sorting out the candidate's official paper work and ID in Germany.
3. The candidate will be entitled of permanent residency in Germany after five years of work and it is always subject to the German laws, regulations and policies.

Remark: AA does not guarantee neither assist nor perform any activity related to the above, as it is out of AA's scope as it is all as per the German law and regulations.

VARIOUS EXPENSES IN GERMANY

There expenses that the candidate should be taking care of such as Employment visa and residency, please note the below:

1. Employment Visa

The above cost/fees of the SWS program include the fees of the candidate's employment visa processing fees in Germany,

Remark: The candidate should be ready to pay the amount of €75 for the employment visa at the designated German embassy/consulate.

2. Residency Visa in Germany

After candidate's arrival to Germany, our partner in Germany will assist the candidate to change the candidate's visa status from Employment to Residency visa, which costs an amount of €30–€60 per year. Then the candidate's will be eligible for a permanent Residency visa (indefinite visa) after 5 years of work in Germany without the need for renewing.

3. Accommodation in Germany

The accommodation and transportation of the candidate in Germany will be on the candidate's expense. The accommodation in Germany costs an average of €350 per month.

AVERAGE MONTHLY SALARY IN GERMANY

The following is the average monthly salary for various profession categories

No	Profession Category	Salary Range in Euros
1	Doctors	4,500 – 7,500
2	Nurses	2,700 – 3,500
3	Engineers	2,500 – 3,000
4	Hotel Management & Hospitality	2,500 – 3,000
5	Accounting	2,500 – 3,000
6	Marketing	2,500 – 3,000

The German government deducts the **Tax and Social Security Contributions** amount upon cashing the cheque. The amount of the **Tax and Social Security Contributions** is set according to the attached salary chart.

The Tax and Social Security Contributions include the following costs:

No	Service	Deduction Percentage	Remarks
1	Pension fund	9.45 %	
2	Statutory health insurance	8.20 %	
3	Unemployment insurance	1.50 %	
4	Nursing care insurance	1.025 %	
5	Income tax deduction		depending on the monthly gross salary

APPENDIX A

PROFESSIONS CATEGORIES FOR EMPLOYMENT IN GERMANY					
No	Category	Lang Level	No	Profession	Remarks
1	Medicine	C1	1	Doctors	
2	Nursing	B2	1	Nurses	
3	Allied Health	B2	1	Physio-Therapy	
		B2	2	X-Ray Technicians	
		B2	3	Lab Technologists	
		B2	4	Dental Technicians	
4	Engineering (BSc)	B1	1	Electrical	
		B1	2	Electronics	
		B1	3	Mechatronics	
		B1	4	Mechanical	Metal/Hydraulic/ HVAC
		B1	5	Industrial	
		B1	6	Green/Sustainable Energy	
		B1	7	Information Technology (IT)	
		B1	8	Software Engineering	
		B1	9	Computer Science	
		B1	10	Management Information Systems	
		B1	11	Civil Engineering	
		B1	12	Artificial Intelligence (AI)	
		B1	13	Robotics	
		B1	14	Aerospace Engineering	
5	Hotel Management	B1	1	Hotel Management & Hospitality	
6	Culinary	B1	1	Chefs	Diploma Graduates
7	Business Admin	B1	1	Marketing/Accounting	

APPENDIX B

Enrollment Requirements at AA for Skilled Worker and Specialist (SWS) Training Program

1. Copy of Bachelor degree in English attested by the country of origin's:
 - a. Ministry of education or higher education,
 - b. The ministry of foreign affairs
 - c. German Embassy/Consulate in the country of origin
2. Attested Copy of Transcript.
3. English Language Proficiency Certificate
ILETS score of minimum 5.5 and above or equivalent to TOEFL, PTE or EmSAT is required.
In case that the candidate's medium language was English at the University, the ILETS might be waived.
4. Resume/CV in English and translated copy to German language.
5. Valid Passport Copy.
6. 24 recent passport size photographs
7. Police Clearance Report or Copy of Good Conduct issued from the relevant authorities.
8. Copy of Birth Certificate

APPENDIX C

Requirements for the GERMAN EMBASSY/CONSULATE IN HOME COUNTRY

The candidate must follow and provide the below list of requirements at the time of the application for the German Embassy/Consulate in order to obtain the employment visa to Germany. The requirements are:

1. Two fully completed Embassy/Consulate Application Forms Printed and signed at the end
2. Two passport photographs as per required sizes for the embassy/Consulate.
3. Valid National Passport
4. Proof of residence
The candidate's driving license and/or utility bill in the candidate's name as proof of residence in the home country.
5. Health insurance.
Separate travel insurance has to be presented for the time frame from arrival in Germany until beginning of employment.
6. An employment contract / binding job offer with details of gross annual salary and a detailed description of the employment in Germany.
7. Curriculum Vitae
The candidate's updated CV, which indicates the academic qualifications and the job experience(s) with signature and date.
8. Proof of Qualification
The candidate's Diplomas, Certificates, Mark-sheets, transcripts, etc..., or anything similar that proves the candidate's qualifications.
9. Motivation letter with signature and date.
10. Proof of a clean criminal record or police clearance
11. Proof of paid visa fee.
The visa fee for a German long-stay visa is €75 paid by the candidate.
12. Embassy/Consulate Declaration of Accuracy of information form to be signed by the candidate.