

AK TRAINING VOUCHER

FOR YOUR INDIVIDUAL
2023 TRAINING NEEDS

PLUS EUR 120 DIGI BONUS

**AK
INFORMATION**
- Made possible
by the statutory
Chamber of Labour
membership
contribution



WIEN

GERECHTIGKEIT MUSS SEIN

>BESSER INFORMIERT

Die Ratgeberreihe der AK Wien

How can I benefit from my AK Training Voucher?

What is the AK Training Voucher?

Financial support for your individual training and further education needs.

What is the AK Digi Bonus?

An additional voucher that you can use to help pay for digitalisation-related courses

What courses can I choose from?

There are over 4,000 course options – read on for an overview.

Which training providers accept the vouchers?

All of the courses take place at the selected training and education institutions.

What other types of training or education can I use my voucher for?

The voucher can also be used for second-chance learning or special AK courses, for example.

How can I get additional financial support?

There are lots of ways to get grants in Vienna, Lower Austria and Burgenland, e.g. via Training Account, Opportunities Cheque and Bildungsförderung schemes.

THIS HANDBOOK CONTAINS INFORMATION ABOUT
HOW TO GET YOUR AK TRAINING VOUCHER AND
WHAT YOU CAN USE IT FOR.

What is the AK Training Voucher?

Continuing education and training has a big impact on our career opportunities. But for many working people accessing lifelong learning can be difficult – due to the costs, for example. That's why we introduced the AK Training Voucher.

EUR 120 for your continuing education and training

You are entitled to a EUR 120 AK Training Voucher if you are a member of the Vienna Chamber of Labour (AK Wien) and work for a company in Vienna. This includes apprentices as well as people in mini-jobs and on freelance contracts.

Increased financial support for people on parental leave

Returning to work after parental leave can often present particular challenges. That's why we have increased the value of the AK Training Voucher to EUR 170 for mothers and fathers. People on parental leave can also take advantage of the accompanying childcare options for many of the courses.



Helping you to access continuing education and training is an important part of what we do at the Chamber of Labour (AK). But companies and the public sector also have their roles to play. These combined efforts are crucial to maintaining high skill levels in Austria.

Claim your voucher here

- [wien.arbeiterkammer.at/bildungsgutschein](https://www.wien.arbeiterkammer.at/bildungsgutschein) (German only)
- Free-phone service line: 0800 311 311 (Mon-Fri 8am-3.45pm)

Using your voucher

You can use your voucher to help pay for a single course or split it between multiple courses. **The voucher can be redeemed immediately for training and further education courses that begin on or before 31 December 2023.** Vouchers cannot be exchanged for cash and claims for partial refunds will not be accepted.

What is the AK Digi Bonus?

Digitalisation is rapidly changing the world of work. Occupations and professions are disappearing or changing dramatically. Simple, routine duties are becoming a thing of the past, while specialist know-how and joined-up thinking in combination with digital and interpersonal competencies are becoming ever more important.



The right training and development helps to secure your future career prospects. The AK is offering a helping hand with its new digitalisation bonus.

In addition to the EUR 120 AK Training Voucher, you can also get a voucher for an extra EUR 120 for selected digitalisation-related course.



This means that you can get a total of EUR 240 towards the cost of digitalisation-related courses.

What courses can I choose from?



For details of the courses that you can use your voucher for visit wien.arbeiterkammer.at/kurse (German only)

AK Training Voucher

The AK Training Voucher opens the door to over 4,000 courses every year, which you can identify by looking for the AK Wien logo. For example, you can use it for courses in:

- working methods, rhetoric and stress reduction
- creative techniques
- intercultural skills for work and life
- sign language
- English for professional purposes
- German as a foreign or second language
- apprenticeship exam preparation

- preparation for vocational matriculation qualifications and general university entrance examinations
- business administration, accounting and management control
- specialist courses for skilled workers
- and in many other areas...

What courses can I use my Digi Bonus for?

There are a huge number of courses to choose from in a wide variety of areas, which you can identify by the additional Digi Bonus logo. Here are some examples:

- **Working with information and data**
Systematic approaches to finding information using search engines, alternative information sources, media skills, and lots more.
- **Digital content creation**
Content management, web and smartphone app development, HTML, Java, C#.NET, WordPress etc.
- **Cyber security**
Antivirus programs, internet and social media security, data storage, data protection etc.
- **Software applications and data processing**
From IT for beginners, Microsoft Office, Windows and Linux to working with large databases.
- **Communications and cooperation**
Effective use of social media for professional purposes, mobile and app marketing, public relations 2.0, search engine marketing, guerilla marketing 2.0 etc.

Which training providers accept the vouchers?

Your AK Training Voucher and Digi Bonus can be used for the specified course types at the following providers:

BFI Vienna

BFI Vienna offers a wide range of training options with rolling start dates, including one-day courses, seminars, and continuing education and certificate courses:

- Data processing and information technology
- Health, care and social services professions
- Logistics and transport
- Marketing, events and communications
- Design
- Personal development
- Languages
- Engineering, security, energy and environment
- Tourism and hospitality
- Business



For detailed information about courses see the current BFI course catalogue, which is available online at www.bfi.wien/kursangebot (German only)

BFI Vienna also offers free consultation and placement testing for language and IT courses.

Alfred-Dallinger-Platz 1, 1030 Vienna (near Schlachthausgasse U3 underground station),
Tel: +43 (0)1 81178 10100, E-mail: information@bfi.wien, www.bfi.wien

Die Wiener Volkshochschulen GmbH

Wiener Volkshochschulen (VHS) are adult education centres located in each of Vienna's districts. There a total of 46 VHS sites in the

city, offering a varied selection of courses in areas ranging from second-chance learning, languages and IT to vocational training.

For **further information** call the VHS training line on +43 (0)1 893 0083, go to www.vhs.at or visit your local VHS:

VHS headquarters

Lustkandlgasse 50, 1090 Vienna, Tel: +43 (0)1 893 0083
E-mail: info@vhs.at, www.vhs.at



The contact details for the VHS sites in each district can be found at www.vhs.at/de/standorte (German only)

Other training providers that accept AK Training Voucher

abz*austria – careers support, training and enhanced prospects for women

Established for over 20 years, abz*austria has been providing expert advice, career orientation and training for women from all backgrounds who are looking to set out in a new career direction.

abz*austria helps to link the interests of women with the requirements of business and the economy. It supports women to overcome barriers to success in careers with good long-term prospects, including help with childcare during courses.

Simmeringer Hauptstrasse 154, 1110 Vienna, Tel: +43 (0)1 667 0300
E-mail: abzaustria@abzaustria.at, www.abzaustria.at

WITAF – helping hearing impaired people since 1865

Experts in the needs of hearing impaired people, WITAF offers training courses and advice services tailored to this target group at Österreichischer Gebärdensprache (ÖGS) sites. It runs ÖGS courses for hearing and non-hearing impaired people as well as people with cochlear implants.

Kleine Pfarrgasse 33, 1020 Vienna, Tel: +43 (0)1 214 5874
E-mail: office@witaf.at, www.witaf.at

The Cambridge Institute (Vienna) Advanced Learning Systems GmbH

Mariahilfer Strasse 121B, 1060 Vienna, Tel: +43 (0)1 595 6111

E-mail: office@thecambridgeinstitute.at, www.cambridgeinstitute.at

SPC Gschwandtner GmbH

Nordbahnstrasse 36, 1020 Vienna, Tel: +43 (0)1 214 2300

E-mail: office@spc.at, www.spc.at

equalizent Schulungs- und Beratungs GmbH

Obere Augartenstrasse 20, 1020 Vienna, Tel: +43 (0)1 409 8318

E-mail: office@equalizent.com, www.equalizent.com

Mentor GmbH & Co

Quellenstrasse 2c, 1100 Vienna, Tel: +43 (0)1 60517 1200

E-mail: wien.office@mentor.at, www.mentor.at

Deutschothek Sprachschule e.U.

Stättermayergasse 28, 1150 Vienna, Tel: +43 (0)1 934 6591

E-mail: office@deutschothek.com, www.deutschothek.com

bilcom Weiterbildungsinstitut

Universitätsstrasse 4/4, 1090 Vienna, Tel: +43 (0)1 6419 985 31

E-mail: info@bilcom.at, www.bilcom.at

OHI GmbH, Optometrie & Hörakustik Initiative

Eichenstrasse 38 (2nd floor), 1120 Vienna, Tel.: +43 (0)1 270 0278

E-mail: organisation@ohi.at, www.ohi.at

Interface Wien GmbH

Davidgasse 92-94/9, 1100 Vienna (entrance at Knöllgasse 15/4 on 4th floor)

Tel: +43 (0)1 524 5015 0

E-mail: info@interface-wien.at, www.interface-wien.at

Loqui Sprach- und Bildungsinstitut GmbH

Kolingasse 12/1, 1090 Vienna, Tel: +43 (0)1 934 60 23

E-mail: office@loqui.at, www.loqui.at

CIB Sprachschule

Ottakringer Strasse 42, 1170 Vienna, Tel: +43 (0)1 990 58 11

E-mail: office@cib.or.at, www.cib.or.at

Eurasya Sprach- und Lerninstitut

Absberggasse 5/2, 1100 Vienna, Tel: +43 (0)1 208 35 20

E-mail: info@eurasya.at, www.eurasya.at

Sprachschule Aktiv Wien

Operngasse 20b, 1040 Vienna, Tel: +43 (0)1 522 24 67

E-mail: info@sprachschule-aktiv-wien.at,
www.sprachschule-aktiv-wien.at

Team LEDL

Franzensbrückenstrasse 4/3, 1020 Vienna, Tel: +43 (0)1 890 270 9

E-mail: office@teamledl.at, www.teamledl.at

Inclusion24 GmbH

Boltzmanngasse 24-26 (ground floor), 1090 Vienna,

Tel: +43 (0)676 326 44 33

E-mail: exclusive@inclusion24.com, www.inclusion24.com

Bilcom Weiterbildungsinstitut

Felberstrasse 2/8, 1150 Vienna, Tel: +43 (0)1 895 78 41

E-mail: kurse@germanica.at, www.germanica.at

**Courses for apprentices**

The organisation Kultur- und Sportverein der Wiener Berufsschulen offers training courses for apprentices, which are held outside work/school hours. It publishes an annual course programme called the KUS-Kalender, which is available online at www.kusonline.at (German only).

Hütteldorfer Strasse 7-17, 1150 Vienna,

Tel: +43 (0)1 52525 77377

E-mail: office@kusonline.at, www.kusonline.at

What other types of training or education can I use my voucher for?

Second-chance learning

Providing support for people who want to gain secondary-education level qualifications after they have left school is an important priority for us. AK Training Voucher can therefore be used – at the providers listed below – for second-chance learning courses for the following qualifications:

- Vocational matriculation qualification
- General university entrance examination
- Final apprenticeship examination



Contact the training provider in good time. Go along to their information events or visit the institution for personal advice, and compare prices.

BFI Wien Service Center

Alfred-Dallinger-Platz 1, 1030 Vienna, Tel: +43 (0)1 81178 10100
E-mail: information@bfi.wien, www.bfi.wien

VHS polycollege Siebenbrunnengasse

Siebenbrunnengasse 37, 1050 Vienna, Tel: +43 (0)1 89174 105001
E-mail: siebenbrunnengasse@vhs.at, www.vhs.at/polycollege

VHS Favoriten

Arthaberplatz 18, 1100 Vienna, Tel: +43 (0)1 89174 110000
E-mail: favoriten@vhs.at, www.vhs.at/favoriten

VHS Meidling

Längenfeldgasse 13-15, 1120 Vienna, Tel: +43 (0)1 89174 112000
E-mail: meidling@vhs.at, www.vhs.at/meidling

VHS Ottakring

Ludo Hartmann Platz 7, 1160 Vienna, Tel: +43 (0)1 89174 116000
E-mail: ottakring@vhs.at, www.vhs.at/ottakring

VHS Floridsdorf Pitkagasse

Pitkagasse 3, 1210 Vienna, Tel: +43 (0)1 89174 121001

E-mail: pitkagasse@vhs.at, www.vhs.at/floridsdorf

Europa-Akademie Dr. Roland

Neubaugasse 43, 1070 Vienna, Tel: +43 1 5231 488

E-mail: info@roland.at, www.roland.at

WIFI Vienna

Währinger Gürtel 97, 1180 Vienna, Tel: +43 1 47677 5555

E-mail: kursinfo@wifiwien.at, www.wifiwien.at

Humboldt Matura-Schule

Lothringerstrasse 4, 1040 Vienna, Tel: +43 1 5052 721 12

E-mail: office@humboldtschule.at, www.humboldtschule.at

OHI GmbH, Optometrie & Hörakustik Initiative

Eichenstrasse 38 (2nd floor), 1220 Vienna, Tel.: +43 (0)1 270 0278

E-mail: organisation@ohi.at, www.ohi.at

Special AK courses at BFI Vienna

We also promote our members' professional development through our low-cost special AK courses. These courses are geared towards the needs of our members in terms of both content and design.

- The special AK courses are selected by us on the basis of socio-political aspects which we have identified as particularly relevant as an organisation that represents the interests of working people.
- The AK's financial support means these courses are offered at prices up to 80 percent below market rates.
- One of our focuses is promoting training for people on parental leave by providing access to a range of courses that will make it easier for them to return to work. We offer accompanying childcare for these courses.

BFI Wien Service Center

Alfred-Dallinger-Platz 1, 1030 Vienna, Tel: +43 (0)1 81178 10100

E-mail: information@bfi.wien, www.bfi.wien

AK Vienna Social Sciences Library

The AK Library is one of the largest specialist libraries in Austria:

- 500,000 items (books, journal volumes and DVDs)
- 50,000 ebooks, digital audio books and ejournals
- Current issues of 800 magazines, journals and periodicals
- Work in Film DVD collection
- 1 million newspaper clippings dating from 1969 to 2001 categorised according to theme (Sowidok)

The library's broad collection encompasses virtually every topic of social relevance – from work and politics, law, economics, education and social affairs through to the environment, health, and arts and culture. It includes a special focus on all aspects of the digital transformation. The library – including its reading lounge with internet workstations, reading room, terrace and garden with WiFi access – is free to use.

Opening hours

Monday to Friday, 10am-7.30pm

Prinz Eugen Strasse 20-22, 1040 Vienna, Tel: +43 (0)1 50165 ext. 12352 or 12343

E-mail: bibliothek@akwien.at

wien.arbeiterkammer.at/service/bibliothek

www.facebook.com/ak.bibliothek.wien

How can I get additional financial support?

Apart from the AK's Training Voucher scheme, the following organisations also offer financial support for training and continuing education:

waff – Wiener ArbeitnehmerInnen Förderungsfonds

waff assists working people in Vienna who want to get ahead in their jobs by enhancing their skills through training and education. It offers a wide range of funding options, from its Training Account and Opportunities Cheque schemes to its FRECH programme for women.

Here are some examples of the grants you may be entitled to:

- If you would like to do some career-related training or education and your net monthly salary is no more than EUR 1,800 per month, you will normally qualify for a grant of up to EUR 2,000. Depending on your net income, waff will refund 30 to 50 percent of your course fees upon successful completion of the course.



Submit an individual funding application, which you must do before you enrol on the course.

- waff gives grants of up to EUR 3,000 to people who want to return to education to complete their apprenticeship training.
- The waff Training Account scheme provides financial support for training and continuing education for people in work. Unemployed residents of Vienna can receive grants of up to EUR 300.

waff – Wiener ArbeitnehmerInnen Förderungsfonds
 Nordbahnstrasse 36, 1020 Vienna, Tel: +43 (0)1 217 48555
 E-mail: waff@waff.at, www.waff.at

Niederösterreichische Bildungsförderung

The Niederösterreichische Bildungsförderung scheme provides financial support for the training needs of residents of Lower Austria. To qualify for a grant, you have to fulfil certain criteria, for instance:

- You are an employee and are claiming social benefits or are returning to work after taking parental leave.
- You are an Austrian citizen or have equivalent status.

- Your primary residence is in Lower Austria.
- You are doing a course offered by a provider that is recognised by the Province of Lower Austria.

For details of the criteria or to make an online application visit www.noel.gv.at/noel/Arbeitsmarkt/Foerderung_noelBildungsfoerderung.html (German only)

Provincial government of Lower Austria, Tel: +43 (0)2742 9005 9555
E-mail: bildungsfoerderung@noel.gv.at
Employee grant section of the grants department

Qualifikationsförderungszuschuss Burgenland

The Province of Burgenland awards grants covering up to 75 percent of training course fees. Other grants are taken into account in the calculation of the grant sum.

Grants section of Department 6
Europaplatz 1, 7000 Eisenstadt, Tel: +43 57600 ext. 2333 or 2286
E-mail: post.a6-anf@bgld.gv.at

For details of the criteria or to make an online application visit www.burgenland.at/themen/arbeit/arbeitnehmerfoerderung/qualifikationsfoerderungszuschuss (German only)

Austrian Trade Union Federation (ÖGB)

The ÖGB and Austria's occupation specific trade unions also provide support with employee training activities.

ÖGB

Tel: +43 (0)1 53 444 39, E-mail: oegb@oegb.at, www.oegb.at

Important

We take great care in preparing the content of our handbooks. However, we are unable to guarantee that all of the information provided is complete and up to date, and that no relevant changes of law have been introduced after going to print.

Our handbooks are intended to be used as an initial source of information. They contain answers to frequently asked questions, lots of useful examples, tips about avoiding potential pitfalls and an overview of key legal provisions. For help with specific questions call our hotline on +43 (0)1 501 650

Or for further information, visit www.arbeiterkammer.at

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You can also order copies by contacting us directly:

- E-mail: mitgliederservice@akwien.at
- Order hotline: +43 (0)1 50165 1401

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STRONG SUPPORT

WHY IS THE CHAMBER OF LABOUR IMPORTANT?

We are always on hand to stand up for employees' rights and defend workers' interests on the political stage. Because all workers have rights. This is why we take steps to ensure that employees' interests are not overlooked.

wien.arbeiterkammer.at/immernah



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