

# Secondary School Certificate

One-year course of study



## Description

This one-year course of study prepares you for your secondary school certificate and work training in the area of business administration, without the need of a company-based traineeship. Studying at our vocational college, you will learn the basic knowledge concerned with administrative work, both practical and theoretical, and expand your general education.

On successful achievement of this qualification, students from our private school can attend a senior technical college, vocational training college or grammar school, providing they fulfil the current conditions of entry.



### Entrance requirements

- Basic school leaving certificate (German: Erweiterter Hauptschulabschluss)

### Registration

Please apply by sending an email to [info@gpb-college.de](mailto:info@gpb-college.de) including the following attachments; letter of application, C.V., copies of your last two school reports. Of course, you can always send your application by posted mail or call in and give it to us in person.

### Final qualification

- Secondary school certificate (MSA)
- Additional certificate (KMK)

### Costs and funding

School fees are payable for the training at our private vocational training college. You can pay these in monthly instalments of EUR 175, over 12 months.

Numerous options to fund your training are available to you e.g. student BaföG (German Schüler-BAföG), family allowance (German Kindergeld), student loans (German Bildungskredit).

### The advantages of this traineeship

- Individual support and advice
- Tutoring (if needed)
- Special project days and excursions
- Exam preparation
- Working with the learning platform Moodle
- Your personal online career assistant
- Holiday courses and additional support classes

### Training content (an extract)

- German/communication
- Maths and English
- Work practices/data processing
- social studies and economics
- accounting
- physical education

### Information sessions

Find out more about your dream job and GPB College as part of an information session or make an appointment for individual advice. More information on our website:

[gpb-college.de](http://gpb-college.de)

### Contact details and travel directions

GPB College gGmbH  
Beuthstraße 8, 10117 Berlin

U-Bhf. Spittelmarkt (U2)  
Bus M48, 248, 265

Tel.: 030 390481-0  
[info@gpb-college.de](mailto:info@gpb-college.de)  
[www.gpb-college.de](http://www.gpb-college.de)

[www.facebook.de/gpb-college](https://www.facebook.de/gpb-college)