

Compass Course Digital Skills & Jobs

*with an Aktivierungs-und
Vermittlungsgutschein (AVGS)*



StartSteps Compass Course

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Today's Steps for Tomorrow's Jobs

StartSteps: Your first step towards the jobs of tomorrow is a one month course.

One month. That's all we need. That's all you need to go from "I don't even own a laptop" to connecting with a training program, talking with experts, and onwards to finding your next job. Yes, one month to take the steps that will lead to a future career in tech.

The Compass course offers an introduction to four principle topics: Coding, Online Marketing, UX/UI Design, and Data Analysis. This becomes your introduction to the digital skills and careers of tomorrow. Starting today.

What are the best skills to learn?



Which training program is best for me?



Where and how do I begin?



Who can guide me?



There's no doubt digital skills are in high demand. StartSteps is here to prepare your career pathway to the top of the ladder in the economy of the future.

StartSteps Overview

Tech is where it's at... StartSteps is where to begin

A job in tech is more accessible than you think, StartSteps is here to show you.

- Orient yourself
- Receive reliable direction
- Try a range of skills
- Meet the bootcamps
- Speak with tech employers
- Make informed decisions



Simple steps to a job in tech



1. **Get your laptop:** We provide you with a laptop to complete the Compass course.
2. **Study remotely:** Learn about digital careers from the comfort of home.
3. **Find your path:** Understand which digital job profile is right for you.
4. **Enroll in a bootcamp:** We connect you with the right program for your new career.
5. **Find your dream job in tech!**

Course and Voucher

Who is the course for?

Do you see yourself stepping into a job in tech but you're unsure where to start? StartSteps helps you navigate. There's no prior experience needed, and once you're registered, we lend you a laptop to jumpstart your learning. Our students come from all walks of life, bringing with them a wide variety of backgrounds, including people who dropped out of university without graduating or others who feel unqualified in a high demand job market.

How does the course work?

Our certified course provides an orientation to the German job market with a focus on digital jobs and careers. We work alongside the Federal Employment Agency to help you discover and decide on a skill stream that suits you. It is designed to help you discover your interests before you join a specialised training program with a partner academy or bootcamp.

The first step is to [register with us](#). We will guide you through registration, send you a laptop, and help you join as a student for the next available class.

What is the Aktivierungs- und Vermittlungsgutschein (AVGS) offered by the employment agency?

An AVGS is an educational voucher provided by the Agentur für Arbeit /Jobcenter to people living in Germany who are unemployed or soon to be unemployed. It pays for the recipient to complete educational training to help them get back into the workforce.

Do I qualify?

Anyone who is registered as living in Germany and unemployed (or soon to be) could be eligible to receive an education voucher for the course. If you meet any of the following criteria, get in touch with the StartSteps team or your local Agentur für Arbeit /Jobcenter to find out if you qualify.

Examples of situations in which you may qualify:

- You are currently unemployed and want to re-enter the job market.
- You are searching for further training or re-training without other vocational qualifications
- You are currently employed, but facing the possibility of unemployment.

For more on the voucher, details are provided at the end of this info package

If you are not eligible for an education voucher, don't worry, we can help connect you with a training provider offering a range of financial options.

[LINK](#)



What you will learn

By the end of the one-month course, you will have a new skills set to tap into, including:

- Coding & programming basics
- Fundamentals of what make websites and apps go from concept to delivery
- Basic marketing tools with practical exercises from Germany's leading startups
- Online marketing methodologies & tools
- UX/UI and creative design processes
- The critical elements of data studies & visualization
- Communication & leadership skills
- Project management basics for digital work
- Knowledge of government-funded training providers in Germany
- Knowledge of workflow in a remote work / tech job setting

“ It is great fun to start learning with StartSteps. This project can easily change your future! I want to become an online marketing specialist. I tried it in StartSteps and understood that it is my way.”

- Olga Dedova, StartSteps student

Who will you meet

Trainers & StartSteps Team

- **Your teacher**
provides individual feedback on your coursework and is an expert who works full-time in the tech field.
- **Student advisors**
ensure you have a top-notch course experience.
- **Our Admissions team**
handles the administrative part of your course and coordinates with the Agentur für Arbeit / Jobcenter
- **Career specialists**
provide individualised feedback for your job search strategy and application package.
- **Fellow Students**
come together to discuss your course assignments, organise meetups or find a study partner.

BootCamps:

We bring in representatives from acclaimed tech training bootcamps to present their academies, answer questions, and help you decide on your next educational steps.

Tech companies & employers:

We involve German tech companies and startups to introduce what it's like to work in tech, answer questions, and provide support. We work with the tech industry to ensure our curriculum matches the skills that are in demand.

Recommended by Tech Employers

“

I was really impressed by the StartSteps initiative. Everyone can find out which technical skills, such as online marketing, design or data science, are best for them and to develop further in a targeted manner. It is the perfect introduction to the increasingly important IT industry. The famous article “Software is eating the world” from 2011 is even more relevant today than it was then. With this program you can be sure not to miss the boat.

”

Tobias Janiesch, VP Product at SumUp



StartSteps, next steps

Ready, set, connect -- and decide on a bootcamp

Ready to decide on your new career after the course?

We help you receive an education voucher if you're eligible and connect you with bootcamps to continue your training. We work closely with over a dozen of the leading Europe-based bootcamps, among them:



A Lifelong Community



Slack Channel



Community Perks



Connections to Employers

At the end of the course, there's no need to travel alone on your digital journey -- we keep the connection. StartSteps is a place to find potential work opportunities, to ask questions, and to find peers for your own startup ideas.

Upon course graduation, you'll be connected to our **Slack channel** for networking and industry events & offers.

The network offers numerous **perks & discounts** thanks to our partners within the tech community, including special invitations to events.

We work closely with **tech employers**, who have trekked through the digital education landscape before -- to offer insight on the best path to get you where you're going.

Course Details



Compass Course: Digital Skills & Jobs

Course location: All classes are currently online

Weekly working hours: Monday - Friday, full-time

Course duration: One month; 22 days total

Tuition: Free (with an education voucher)
Laptop rental included!

Course language: English or German

Starting dates: Every Month in 2021

Maßnahmennummer: 962/288/20

Detailed Curriculum - Compass Course

Coding (6 days)

Get excited as we look into the jobs of the future, the skills they require and the vast possibilities they open up for you. A hands-on introduction to Web Development & Software Engineering so you can learn the fundamentals and the tools that make websites & apps work.

- Web 101 - Intro to web development
- How the web works
- Terminal basic commands
- Git basic commands
- HTML / CSS foundations
- Python snapshot
- Javascript intro
- General knowledge about tech work flows in jobs & startups

Check out our blog post on Coding [HERE](#).



Detailed Curriculum - Compass Course

Data (4 days)

In this stage, you'll learn all about the tools and skills that make data analysts so valuable, and even get a chance to try them out by presenting your own data analysis. While the next stage of your career might seem daunting, we'll teach you a range of soft skills and offer advice on the best training pathway for you so that you can step away from StartSteps and head in the direction of your dream job.

- What is data
- Tools used within data
- Understanding a data set
- Data visualisation & storytelling
- What do data scientists, analysts and engineers do

Check out our blog post on Data [HERE](#).



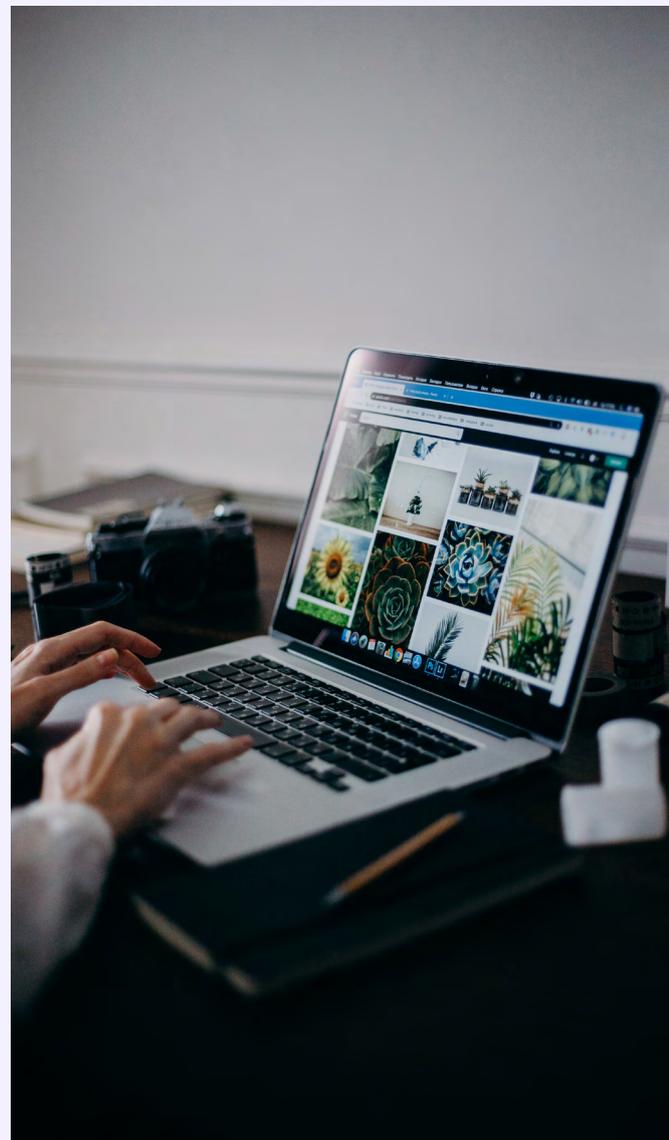
Detailed Curriculum - Compass Course

UX/UI (2 days)

Switch on a different side of your brain with an introduction to UX/UI and design. Learn the fundamental principles and processes involved in the development of apps & websites - from concept to delivery. We map out all the training options & voucher funded bootcamps that exist in Germany for your next step towards a new career. Meet them first hand, ask questions and learn how their bootcamps differ.

- Intro to UI, design processes & principles
- Elaboration of the goal
- Understanding the user and target group
- Usability testing
- AIDA principle
(attention, interest, desire, action)
- End to end designing
- Developing creative ideas

Check out our blog post on UX/UI.



Detailed Curriculum - Compass Course

Online Marketing (2 days)

Discover what it's like to work in a digital job with an online visit to some of Germany's largest digital companies & startups. Afterwards, dive into the many channels of online marketing and learn basic marketing skills and tools with practical exercises.

- Digital communication, tools & platforms
- Profiles, audiences, groups products and USPs.
- SEO, SEM & keywords
- Active vs Passive Marketing
- Social Media, Networks & Landing Pages
- A company's DNA

Check out our blog post on Online Marketing.



Detailed Curriculum - Compass Course

Soft Skills & Other Topics (8 days)

- Introduction to the skill and jobs of tech
- Success stories, companies and people in tech
- The digital learning & working environment (remote working)
- Team & project management
- Rapid skill assessments
- Leadership & communication skills
- Meet the bootcamps
- What steps should I take next and beyond



Frequently Asked Questions

All you need to know to give it a go

Where is StartSteps located?

The StartSteps core team is located in Berlin, Germany. However, our classes take place online and in other campuses around Germany. Some of our team members work remotely around Europe.

Does StartSteps help me get a job?

We do everything to prepare you for what's ahead for a job in the digital and tech economy. After our orientation and early skill development, you continue with a leading training provider for your specialised skills training. After this you are prepared for applying for, interviewing, and landing a job. We, as a community, are available to help with what lies ahead.

Why should I do StartSteps before joining a bootcamp or academy?

StartSteps allows you to try a range of digital skills & topics before deciding on an educational and career pathway.

We want you to make the most informed decision before beginning any type of training. We also want you to have an unbiased perspective and understand the educational providers which exist.

Does StartSteps provide me with a laptop for the course?

Yes! – we supply all registered students with a laptop for the 4 week course. Your laptop will either be delivered to you before the course begins, or is available to be picked up at a local MediaMarkt, Saturn or Gravis store.

Laptops must be returned at the end of the one month program, but you do have the option to purchase and keep the laptop if you choose.

How does StartSteps know which program is best for me?

StartSteps allows you to assess your own skill levels and areas of interest. By understanding your interest, levels of capability and learning speeds – we can then match you with the most suited program and training provider, relevant to your situation and new career goals.

For instance in StartSteps you may discover an interest in Data Science, through recognising your evident analytical skills and fast learning speed – we will recommend you to the 3 month intensive data science course offered by X Academy.

We work closely with all the digital training providers in Germany that offer Jobcenter-funded courses and also understand their curricula, entrance requirements and potential job placements.

Frequently Asked Questions cont...

Application, Selection, Preparation Questions

Who can do the one-month course?

If you are unemployed (or soon will be) and registered at the Agentur für Arbeit or Jobcenter, you are eligible to have the course 100% financed by them with an education voucher (Aktivierungs- und Vermittlungsgutschein).

Together with the Agentur für Arbeit, we want to welcome more and more people to the digital job economy and the growing job market.

We welcome anyone who is eligible for the education voucher to our courses!

Your place of origin or level of previous knowledge does not matter!

To be eligible for the voucher you must be;

- Registered as resident in Germany
- Registered as unemployed at the Agentur für Arbeit or Jobcenter

How and where can I apply?

To apply, simply complete the application form on our website found by clicking the 'Apply Now' button, the application form on this page will ask you a few personal questions and;

- Course Start Date:
- If you are registered with Jobcenter or Agentur für Arbeit: (Yes or No)

This speedy process will only take a few minutes. We will then contact you to understand your motivations and eligibility – before offering a place in a suitable program. If you have questions, you are welcome to schedule a chat with one of our consultants.

When do I need to apply?

Classes begin every month, applications for the next class should be done at least two weeks before it begins.

Can I get a visa (e.g. student visa) when taking part in the course?

Nope, participants in the course will have to be registered as living in Germany before they can apply for the course.

Which languages are the courses taught in? How good does my language level need to be?

We will run courses in both German & English. Students must have a good level and understanding, spoken and written – whichever language they decide to pick.

When do the new courses start?

Every month we begin a new class.



Frequently Asked Questions cont...

All you need to know to give it a go

Can my friend join me?

Sure – learning with friends can be very motivating, we encourage such participation as long as your friend is also registered and qualified with the Jobcenter or Agentur für Arbeit.

How is the course financed?

Participation in the course is paid for by the Agentur für Arbeit / Jobcenter, if you are eligible you will be given an education voucher for us by them.

In order to receive a voucher (AVGS), you will need to make an appointment with your local Agentur für Arbeit / Jobcenter. A contact person there will check whether or not you are eligible.

What is the duration and intensity of a course?

The course runs for twenty-two full days, with eight hours of class each day, five days a week (from Monday to Friday).

Do I need previous technical knowledge to join the course?

We do not require any previous technical or coding experience.

Basic digital skills are helpful, but more important is genuine interest and motivation to learn and discover.

Are there part-time options for students, mothers or full-time employees?

Our Code:Mentor course is a part-time option offering an introduction to Coding, but it does not cover the other skill areas. You can learn more about Code:Mentor [here](#).

How many teachers are responsible for the single class?

Each class has a capacity of 20 students with 1-2 teachers.

I am here on a student visa - can I attend the course?

Unfortunately people on a student visa are not eligible for support by the Jobcenter or Agentur für Arbeit.



Why StartSteps?

“Trusted guidance - an educational pathway to your dream career and beyond.”

- The world is changing. With our help, you can navigate the shifting world-scape by tapping into the wide and opportunity-filled tech ecosystem we know and love.
- We believe that changing directions doesn't have to be daunting if your footsteps are guided by the right compass.

There's no previous experience required to begin your career journey with StartSteps.



Our Core Values

Continuous Curiosity

We strive to better ourselves constantly with continual learning and questioning because keeping our minds active opens us to new ideas, friends and opportunities.

Consistently Collaborating

We do our best when we share our work and learning, communication is always key.

People & Purpose before Profit

StartSteps also supports digital skill initiatives in developing regions. By continually striving to promote better learning and equal access to the digital world for these regions. With that steady journey we have the greatest impact, and achieve the greatest satisfaction for all.

Humour, Happiness & Hydration

We strive to maintain a work environment that gives us what we need to be productive and creative. Whether that's a good laugh at the end of a long day or just a glass of water, we believe in supporting each other to create a workspace that makes us

Prerequisites

No degree or tech experience required. Students must be competent in English or German.

Course

A month-long orientation to digital careers where beginners become familiar with the tech landscape.

Outcome

An understanding of four facets of the tech world and the training programs available to embark on a new career.

Getting your Aktivierungs-und Vermittlungsgutschein (AVGS)

If you're registering for the first time...

1. How to apply for an Aktivierungs-und Vermittlungsgutschein (AVGS)

You can request an appointment at the Agentur für Arbeit/Jobcenter by calling (toll free) 0800 4 555500, by using the Agentur für Arbeit's contact form or visiting your local Agentur für Arbeit/Jobcenter. You will be assigned a contact person (advisor) who will assess your eligibility.

2. How to prepare for your Agentur für Arbeit/Jobcenter appointment

- Be motivated to complete further training and to find work in the field.
- Emphasise the strong demand for the skills you will learn in the course.
- Connect your professional background with the course you are going to take.

3. Checklist of documents to bring with you;

- Proof that you are registered in Germany (Anmeldebescheinigung)
- Your up-to-date CV and letter of motivation
- This application guide (can also show from your phone)
- A translator if you don't speak German

4. I've received a Aktivierungs-und Vermittlungsgutschein (AVGS), what next?

- Complete the application form on our website [here](#)
- We will give you a call to discuss your application
- Send us a copy of the Aktivierungs-und Vermittlungsgutschein
- Final preparation documents for the course

If you're already registered...

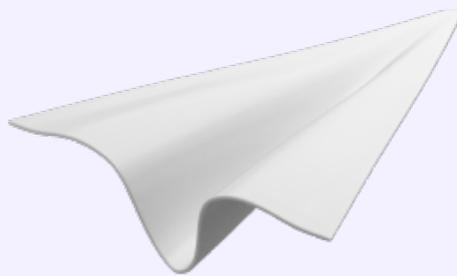
1. Share our course offer with the advisor at the Agentur für Arbeit / Jobcenter
2. Ask for the education voucher (AVGS)



What is a Aktivierungs-und Vermittlungsgutschein?



An Aktivierungs-und Vermittlungsgutschein (AVGS) is a voucher given to the recipient for further education training. It is provided by the Agentur für Arbeit /Jobcenter to those with residence in Germany who are unemployed or soon to be unemployed to help them back into the workforce.



If you have any questions
please contact us at
info@startsteps.org

www.startsteps.org

