

# THE HÜBNER CONCEPT FOR YOUR APPRENTICESHIP

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## Introductory workshop

Your apprenticeship at HÜBNER begins with an introductory workshop. The workshop not only gives you a first impression of the company and your future working environment, but also lets you get to know the other apprentices. In addition, you will meet your personal mentor. This is an apprentice who has already been with the company for some time and will be on hand to give you advice and support - especially at the beginning, but also for the rest of your apprenticeship.

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## Training week

Particularly in the first few months of your apprenticeship, you will be learning something new every day. That's why we finish the first apprenticeship year with a dedicated training week. This gives you an opportunity together with the other apprentices to show what you have learned. During this week, you and the other first-year apprentices will carry out a project on your own under real working conditions – from the initial planning to the final delivery. All your collective organizational, technical and creative know-how will be called for in this undertaking. At the end of the training week, you will present the results of your efforts to the company's top management and all the colleagues. In recent years, many great projects have been realized in this context – from a HÜBNER globe to a chess game to personalized smart phone holders – and we're already looking forward to your ideas!

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## Independent project work

In addition to the important daily business, you will also take on your own projects together with other apprentices. You will organize, for example, the company "Girls' and Boys' Day" or present HÜBNER as an employer at training exhibitions in your role as firsthand experts. This gives you opportunities to develop your skills in project management and to contribute your own ideas.

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## In-house instruction, business English courses, foreign internships

As a supplement to your studies in vocational school, we prepare you during the first year of the apprenticeship in technical professions with in-house lessons in math, technical subjects and CNC. For electronics and mechatronics apprentices, there is a separate program with in-depth instruction in technical subjects, technical mathematics and electrical engineering. As a commercial apprentice, you will attend a special workshop in which you learn to understand technical drawings and to create them yourself.

In an international company like HÜBNER, it is important that everyone can communicate in English. Participation in English instruction is voluntary. If you want to make use of the in-house company offering, you will take a placement test and be assigned to a learning group based on your language level. And the best thing: you will also have the possibility of doing a foreign internship so as to be able to use the language even better in everyday communication. Interested in spending four weeks in Malta, Ireland or another European country? We will support you with that!

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## Health & sport

Because we want you to stay fit and healthy, we will show you what you can do for your general well-being in your everyday working life. Of course, this also includes sports activities. You can take part in our sports program or work out in the company gym after working hours.

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## Intermediate examination/ Final examination, part 1

Approximately halfway through your apprenticeship, there will be an intermediate examination or the first part of the final examination. In these examinations, theoretical content from your courses in vocational school will be tested and this will be supplemented by questions about your practical work at HÜBNER. With good preparation and support from your trainers, you will be sure to perform well and to get a boost of motivation for the rest of your apprenticeship.

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## Final examination, part 2 / Practical examination

At the end of your apprenticeship, you will take a final exam (in some professions a practical exam) to demonstrate everything you have learned. And one thing is already clear – that will be a whole lot! We will support you with the preparation, keep our fingers crossed for your results and above all – we will celebrate with you when you have successfully gained your qualification!

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## Getting hired at the company

At the end of an eventful apprenticeship which you have successfully completed, we would like to keep you in the team. After all, we have had the chance to get to know you, to see your commitment and your ideas throughout the course of your time as an apprentice. That's why the end of your apprenticeship – when it suits both sides – is also the beginning of your career as a regular employee at HÜBNER. We look forward to your continued successful growth in the team.

