

## Our College and its International Activities

---

The Louise-Schroeder-Schule, College of Office Management and Public Administration, [www.osz-louise-schroeder.de](http://www.osz-louise-schroeder.de), is a public educational institution that offers academic courses for a range of occupational fields in the sectors of business management, public administration, and media and information services. The college is divided into four departments. In three departments students are either trained in the German dual system (administration clerks, assistants of office management and specialists in media and information services) or in full time courses that lead to a qualification as an assistant of office management. Two departments lead to the German high school diploma<sup>1</sup> with specialization in law and economics. Around 150 teachers teach and train about 2580 students. For further information see [https://osz-louise-schroeder.de/publikationen/internationalisierung/PPT\\_%20Englisch\\_Homepage\\_06%202017.pdf](https://osz-louise-schroeder.de/publikationen/internationalisierung/PPT_%20Englisch_Homepage_06%202017.pdf).

The majority of the participants in the Erasmus+ project do the academic part of their dual training in our college and the practical part of their training in local or federal state government offices or in universities and research institutions. The academic teaching includes – in addition to the usual curricula – courses or modules in public law, economics, political sciences and citizen-oriented good governance. Since 2016 trainees, who do their professional training entirely at our school (full-time courses), have been participating in our program.

Since 2002 the college has been taking part in international programs in the context of the European Mobility programs Comenius, Erasmus+, Leonardo da Vinci mobility projects and transboundary traineeship combination. In 2007 the college founded a separate office for its international activities. Since then it has been active under the name trainee.IN.europe. A team of five colleagues is responsible for the different international programs and their development and the internationalization of the school in general, while other colleagues are more and more involved in the international activities in different ways. Regularly we have given foreign visitors an insight into the German ‚dual system‘, see the report on one of the visits in November 2016:

<https://www.osz-louise-schroeder.de/louise-schroeder-schule-als-beispiel-eines-berliner-oberstufenzentrums-im-fokus-internationaler-bildungsverantwortlicher-und-journalisten/> and our website about internationalization: <https://www.osz-louise-schroeder.de/unsere-schule/internationalisierung/>.

Since 2004 about 500 students have worked abroad in public institutions and private companies for 2 to 6 months, e.g. in administration or libraries. Among our partners are public and private authorities and institutions, private companies, and universities. Students in special language classes attend intensive courses in English. They go abroad for the whole 4th term of their apprenticeship where they complete an internship as an administrative assistant. Interest in our language classes further rose in 2016, so the number of students applying for Erasmus-scholarships has increased significantly in the last years. At the moment we are intensifying the staff training abroad in the next years. It is our aim to develop staff training abroad to raise the awareness of intercultural communication and the “European idea” in order to improve, for example, teaching skills or standards of language teaching. Training courses cover a wide range of subjects and are mostly tailored to the

---

<sup>1</sup> University entrance qualification

## Our College and its International Activities

---

particular needs of our staff. In both 2016 and 2017, two teachers went to Scotland on an Erasmus scholarship for a training course. Also this year 2018, nine teachers are going to participate in the same training in Scotland, see reports

Our internship partners are located in Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, Great Britain, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Malta, the Netherlands, Norway, Poland, Spain, Sweden, and Turkey, see <https://www.osz-louise-schroeder.de/projekte/erasmus/entsendungen/>.

Currently, about 50 students take part in the placement program per year. We keep personal contact with our partners abroad and also acquire new partners to guarantee high quality placements for our students.

Our college has been cooperating for a long time with various national and state institutions in Berlin and Brandenburg supporting the international programs, e.g. by organizing the yearly presentation of the Europass Mobility certificates, see <https://www.osz-louise-schroeder.de/publikationen/europass2018/index.html>. An important result of the project is the enriched relationship between our school and the public institutions where our students do their practical training (= German dual vocational system, explanation see [https://osz-louise-schroeder.de/publikationen/internationalisierung/PPT\\_%20Englisch\\_Homepage\\_06%202017.pdf](https://osz-louise-schroeder.de/publikationen/internationalisierung/PPT_%20Englisch_Homepage_06%202017.pdf)).

Preparing our students for the challenges of the international market is an integral part of the academic program of our college. Apart from teaching professional skills, the college offers Business language courses in English, French and Spanish. Therefore, learning foreign languages is a mandatory part of all curricula for the different programs offered by the college. Students can take part in various nationally and internationally recognized language tests (KMK-certificate, DELF, Cambridge BEC).

Stand: 25.06.2018