

# Vocational training and dual study.



**HV** Hollingsworth  
& Vose® *Creating a  
Cleaner World™*



**Hollingsworth & Vose** is a global leader in filtration and energy storage solutions. Our advanced materials are used in nearly every industry and touch every aspect of modern life. Worldwide, wherever you work, live or travel, an H&V solution is close by, helping to create a cleaner, healthier, more sustainable world. As a company, we are committed to being at the forefront of a cleaner world

H&V is a family-owned company going back seven generations and more than 200 years. Our success comes from our ability to adapt, as well as from our culture. We act with integrity, and we treat customers, partners, and each other with dignity and respect. We live these values every day!

Though we are proud of our past, we are focused on the future, ready to solve the next generation of challenges. In all we do, we strive to be good neighbors and good stewards of resources and the environment.

We are hundreds of employees in dozens of communities across the globe, working together to create a cleaner world.

**We are Hollingsworth & Vose!**



# Apprenticeship & Study

You will soon be finished with school and want to start an apprenticeship after you have successfully graduated from secondary school, college of further education, or grammar School? (Hauptschule, Realschule, Fachoberschule and Gymnasium)

Then become part of the Hollingsworth & Vose family in Germany!

## **Your entry possibilities as a student:**

- Apprenticeship
  - Industrial clerk\*
  - Electronics technician for industrial engineering
  - Industrial mechanic
  - Paper technologist Specialization in textile technology
  - Production mechanic
- Dual studies
- Career orientation internship

## **Furthermore**

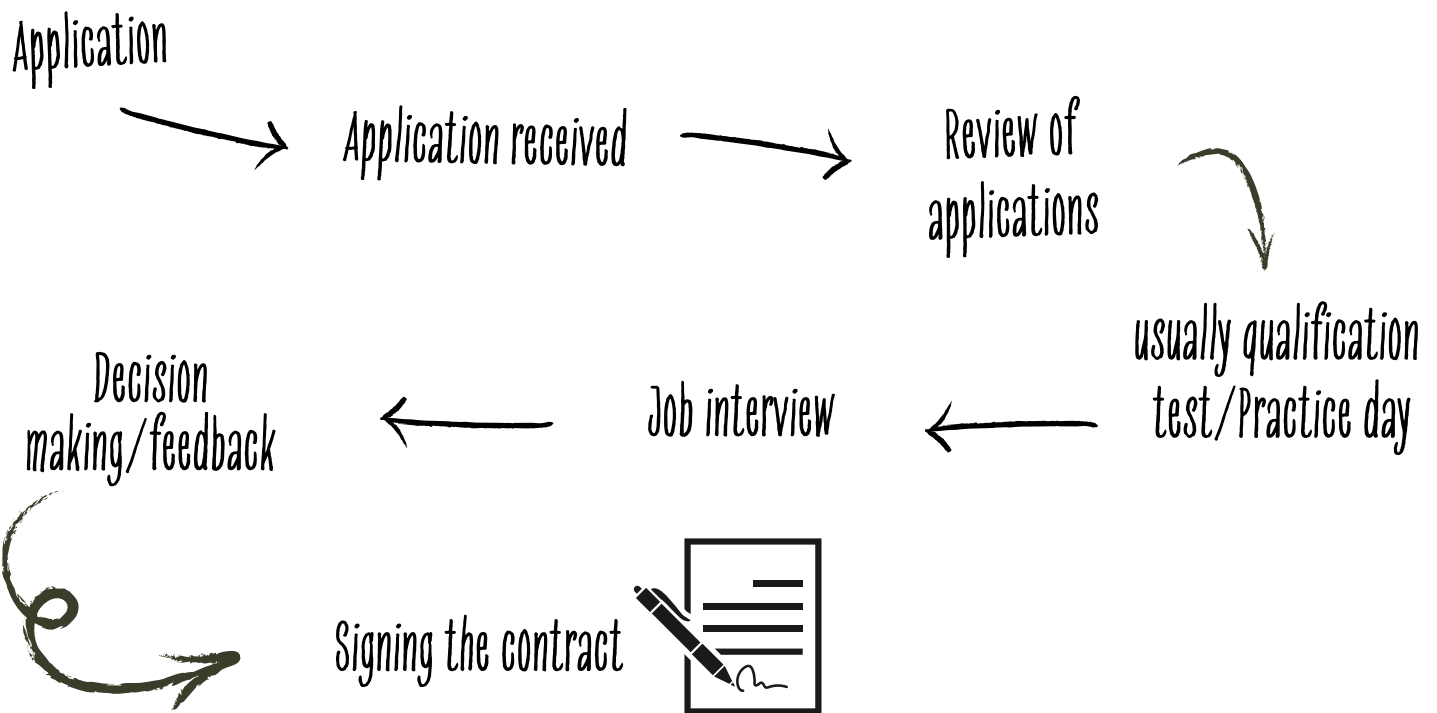
- On-the-job training and study programs

H&V gives you the tools you need, to meet the challenges of everyday working life. Benefit from the experience and opportunities of a global family-owned company during your training or studies.

*\*For reasons of better readability, the simultaneous use of the language forms male, female and diverse (m/f/d) is not used in this brochure. All formulations apply equally to all genders.*



# Application procedure



You can send us your application by e-mail or mail:

## E-mail:



career@hovo.de



as a file enclosed

(format "pdf", "jpg" or "doc" )

## Mail/Paper:



Hollingsworth&Vose GmbH

Human Resources

Berleburger Street 71

35116 Hatzfeld/Eder

## Your application should include:

- Covering letter of max. 1 page, explaining your motivation for an apprenticeship or study at Hollingsworth & Vose.
- Complete resume in tabular form
- Copies of your most recent references
- Possible internship certificates



# Electronics technician for industrial engineering

Whether production plants, communications, signaling, motion control, illumination or power supply systems - **electronics technicians for industrial engineering** ensure that all electrical lines and connections are properly installed and connected, and that they are properly maintained.

They prepare new systems and equipment with plans and support the installation. In the event of malfunctions, they run failure searches and analyses.

But that's not all: Measurement, control and regulation technology are also part of their job, as is the repair of machinery. And in a modern industrial company, there is a complex electronic control system behind almost every machine!

## Dates & Facts

- Duration: 3 ½ years
- Vocational school: Hans-Viessmann-Schule and BFHI Frankenberg (once or twice a week)
- Training place offer varies according to demand

## Contents of the school-based training:

- Planning electrical installations
- Integrating drive systems
- Setting up and commissioning systems, etc.

## Further training opportunities

- Technician (various specializations)
- Master craftsman
- Industrial foreman
- Electrical engineer





# Industrial clerk

From purchasing materials, sales and marketing, accounting, human resources to quality management and shipping, industrial clerks find themselves in all business management tasks. They organize the daily business, buy material at the best conditions, make sure that all invoices are paid and that the employees have their wages on time - and much more!

Due to the many different tasks and job opportunities, everyone will find the place that suits their personal interests and strengths!

The "numbers person" in Finance & Controlling, the "communicator" in Sales and the "strategist" in Production Planning.

## Dates & Facts

- Duration 3 years
- Vocational school Hans-Viessmann-Schule in Frankenberg
- 2 - 4 places per year
- Stay at the sister plant in Winchcombe, England
- Achieving the Cambridge certificate
- Own choice of the 6-month focus of the " professional project

## Further training opportunities

- Accountant
- Business administrator (various specializations)
- Business economist
- Industrial business administrator (various specializations)
- good basis for economic studies

## Contents of the school-based training:

- Accounting and financing,
  - Marketing and sales management
  - Human resources and legal basics
  - Business English
- and much more!





# Industrial mechanic

Turning, machining, milling, maintenance and repairs. These are the main tasks of an industrial mechanic. Metal is his material. If necessary, he makes components out of it in order to install them and set up machines in the best possible way. He knows the various production plants as well as other technical devices and their functions. In the event of malfunctions and failures, the industrial mechanic searches for the cause and eliminates it.

He assists with set-up and modification, and is also involved in new machines and systems from the very beginning, providing support during installation and start-up.

## Contents of the school-based training:

- Manufacturing of components with hand-held tools and machines
- Manufacturing of individual parts with conventional and numerically controlled machine tools
- Planning, production, commissioning, repair, maintenance of technical systems
- Installation and commissioning of control systems
- Application of standards, regulations and rules to ensure product and process quality
- Consideration of ergonomic, economic and ecological aspects

## Dates & Facts

- Duration: 3 ½ years
- Vocational school: Hans-Viessmann-Schule and BFHI Frankenberg (once or twice a week)
- In addition, intensive courses at the BFHI (training workshop)
- Apprenticeship places vary according to demand

## Further training opportunities

- Industrial foreman
- Technical specialist
- Technician





# Paper Technology Expert

Paper technology is a complex field of training that covers mechanics, electronics and process engineering. The work environment of the paper technologist is universal: paper technologists accompany the entire production process (of, in our case, filter materials and specialty papers) from the raw material supply, through material control, the complete manufacturing process and finishing, to quality control of the final product.

They do this on our computer-controlled production lines, by participating in maintenance activities on the line itself, or by testing materials with laboratory equipment. They use the most modern technology for this purpose. Here, an all-round employee is required!

## Dates & Facts

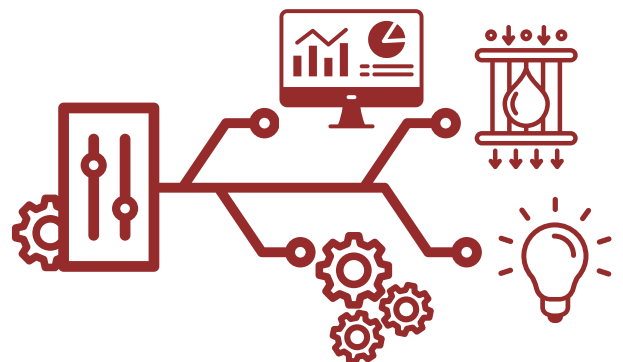
- Duration: 3 years
- Dual training at the Hatzfeld site and at the Papierzentrum in Gernsbach
- Block model schooling, 16 weeks per year
- Accommodation in the "Papiermacher-Haus" of the Papierzentrum

## Further training opportunities

- Industrial foreman paper production
- Bachelor's and Master's degree
- Together with the school education, it is possible to acquire the advanced technical college entrance qualification at the vocational college of the Gernsbach Papierzentrum (see following page)

## Contents of the school-based training:

- Mechanics + electrics
- Measurement and control technology
- Process mechanics
- Mathematics, physics, chemistry
- German
- Business Administration





# Vocational College Paper Technology

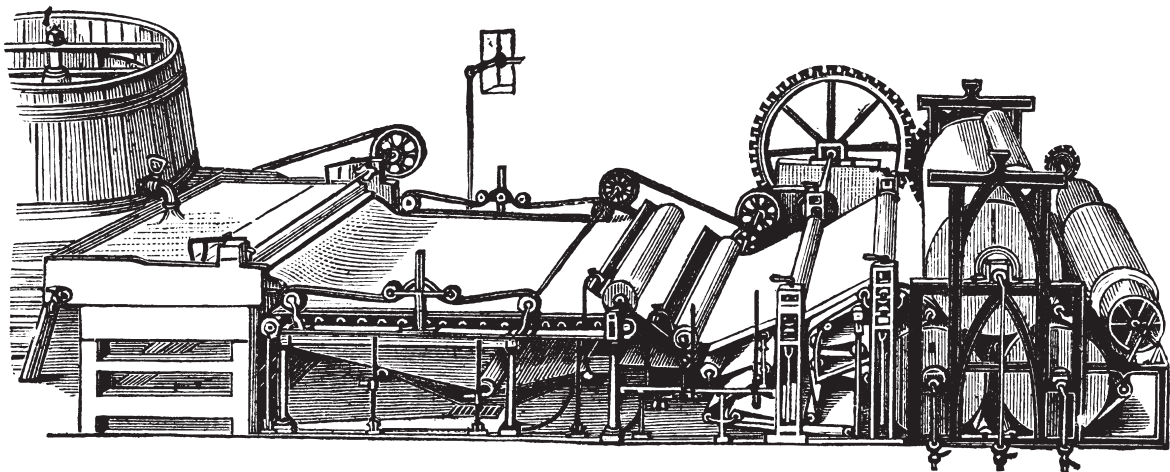
In connection with the vocational training to become a paper technologist, it is possible to attend the vocational college for paper technology during the training period.

During the 3-year training period, in addition to the vocational qualification "paper technologist", the trainees obtain the advanced technical college entrance qualification, which entitles them to study at any university of applied sciences, as well as access to the study of paper technology at the dual university of Karlsruhe ( successful entrance examination required).

The trainees take part in the school and company routine of the paper technologist graduates. They also receive in-depth lessons at the vocational college in the subjects of mathematics and English.

For more information about the Berufskolleg Gernsbach and the paper technologist, please click here:

**[www.papierzentrum.org](http://www.papierzentrum.org)**





# Machine and system operator

1. Print and paper processing
2. Textile technology

Machine and system operators with a **focus on print and paper processing** work on machines and systems for the production of printed products and packaging materials.

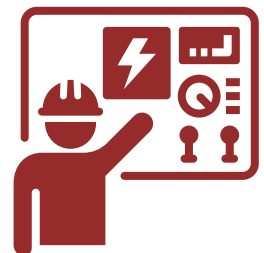
If the **focus on textile technology** is chosen, the training takes place on machines and systems for the production of woven, non-woven and knitted fabrics. Especially in the form of technical textiles. **H&V produces specialized papers and technical filter media.**

During their training, the machine and system operators accompany the production process from the input of raw materials, through material control and the complete manufacturing process, to quality control of the finished product.

In addition, they regularly maintain the machines by refilling oils or coolants and lubricants and replacing spare parts such as seals, filters or hoses.

## Dates & Facts

- Duration: 2 years
- Dual training at the Hatzfeld site and at the vocational school:
  - Print finishing and paper processing = Gernsbach Papierzentrum
  - Textile technology = Textilakademie NRW Mönchengladbach
- School form in block model, 16 weeks per year
- Accommodation in the "Papiermacher-Haus" of the paper center



## Contents of the school-based training: Further training opportunities

- In the first year, the focus is on metal processing and knowledge of materials.
- In the second year, students specialize in print and paper technology.
- Measurement and control technology
- Process mechanics
- Mathematics, German
- Paper technologist (1 year)
- Production mechanic textile (1 year)
- following the paper technologist industrial master paper production
- Bachelor's and Master's degree course



# Production mechanic textile

Textile production mechanics accompany the production of our technical nonwovens. They are very familiar with both the textile fiber material and the mechanical equipment. They determine the parameter settings of the equipment and in this way influence the quality of the products, which they themselves check regularly.

With their technical know-how they support the development of new products. The production mechanics undertake machine conversions under their own direction, and they are involved in maintenance and servicing.

## Contents of the school-based training: Dates & Facts

- Production of textile surfaces
  - Finishing textiles to suit customer requirements
  - using modified textiles
  - Setting up machinery and equipment
  - Matching production processes to textile products
  - monitor production processes
  - use textile materials in preparation processes
  - execute customer orders and implement quality assurance tasks
- Duration 3 years
  - Vocational school Textile Academy Mönchengladbach
  - Block teaching 12 weeks per year



## Further training opportunities

- State-certified textile technician
- Bachelor's and Master's degree programmes

# Study opportunities

We regularly offer spots in dual study programmes (full-time and part-time programmes). These are given to both dedicated employees and external applicants.

Since the number of spots available depends on the company's staffing needs, it varies annually. We're happy to receive your application and look into whether we can offer you a spot.

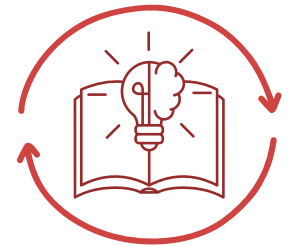
## Universities / Cooperations

e.g.:

- Bachelor Mittelstandsmanagement
- Bachelor of Engineering at the DHBW (Duale Hochschule Baden-Württemberg)
- Technical College for business and administration (Internship in the first year with 3 days per week in the company )

## Further training

Today's working world is changing, and at H&V, we rely on young talent to actively shape this change. We know that today's trainees are tomorrow's specialised employees.



That is why training young people is an integral part of our human resources strategy. With an apprenticeship at H&V, you will not only gain professional knowledge, but also have the opportunity to develop on a personal level and become part of a future-oriented company.

Through targeted further training – both internal and external – we will support you after your apprenticeship in further developing your skills and taking new career steps.

More information about the individual study programs/continuing education can be found on the homepages of the individual institutions.

**Please feel free to contact us!**



Tel.: 06467/801-4314  
Email: [career@hovo.de](mailto:career@hovo.de)

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