

# 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
  - Production mechanic
- Dual studies
- Career orientation internship

## **Furthermore**

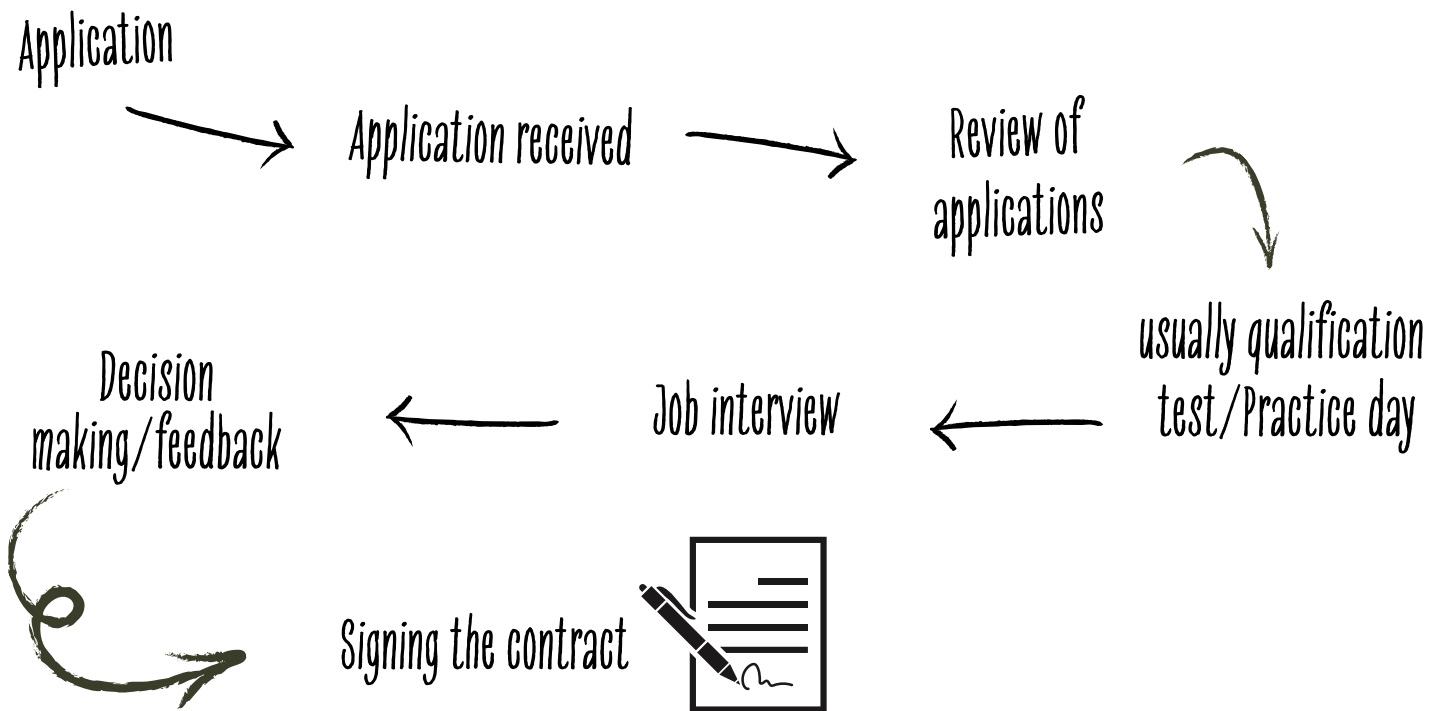
- On-the-job training and study programs

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



# Education

Today's working world is characterized by structural changes. It will experience further dynamics in the coming years; not only due to demographic development. Companies and their employees are challenged to accept the changing requirements and market demands in a competent and committed manner.

The further development of the performance and adaptability of our employees is the guiding philosophy of H&V's personnel development.

By offering continuous training for young people, we actively prevent our organization from becoming overaged. In addition, we consistently invest in the internal and external training of our employees.





# 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

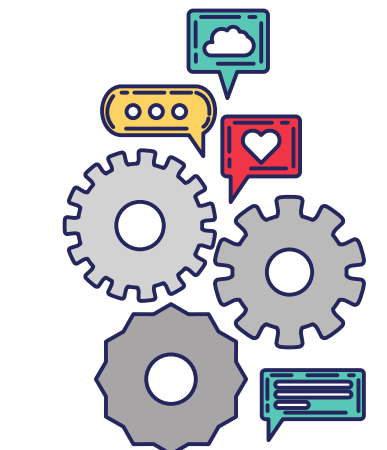
- Duration 3 years
- Vocational school Hans-Viessmann-Schule in Frankenberg
- 2 - 4 places per year
- Stay at the sister plant in Winchcombe, England
- Achieving the Cambridge certificate
- Own choice of the 6-month focus of the " professional project

## 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

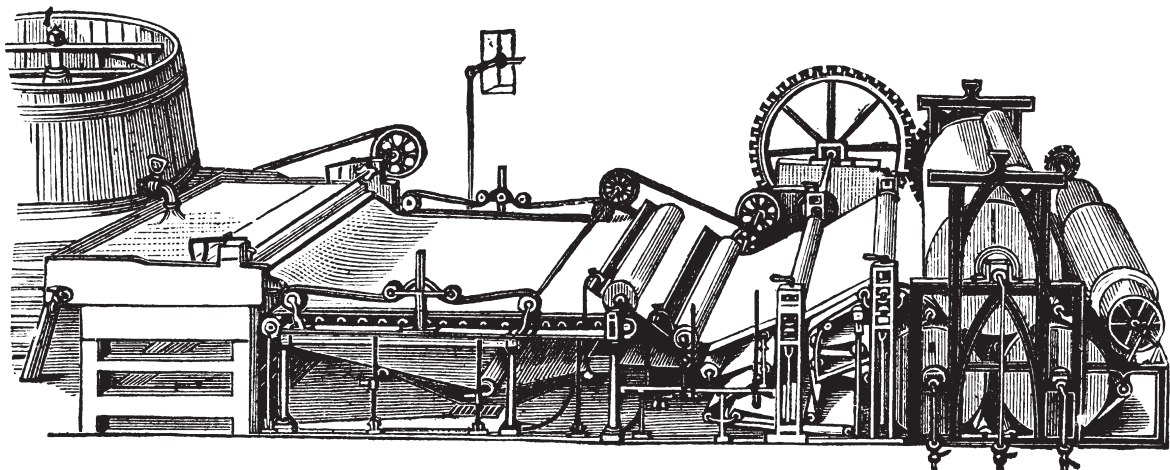
In connection with the vocational training to become a paper technologist, it is possible to attend the vocational college for paper technology during the training period.

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)**





# 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:

- 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

## Dates & Facts

- Duration 3 years
- Vocational school Textile Academy  
Mönchengladbach
- Block teaching 12 weeks per year

## Further training opportunities

- state-certified textile technician





# Study opportunities

With growing numbers of participants, we regularly offer places on the dual study program (full and part-time programs). These are awarded both to committed company employees and to external applicants.

As the supply of such places depends on the company's own demand for qualified personnel, it varies annually. We are happy to accept your initiative applications of all kinds and check whether we can offer and support a suitable training position.

## Universities / Cooperations

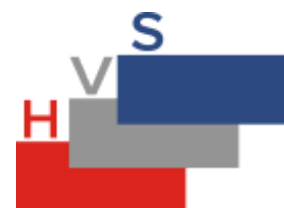
e.g. Bachelor Mittelstandsmanagement



e.g. Bachelor of Engineering at the DHBW  
(Duale Hochschule Baden Württemberg)



e.g. Fachoberschule Wirtschaft und Verwaltung  
(technical college for business and administration)  
(Internship in the first year.  
3 days per week in the company )



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!**



# Contact

If you have any questions, our team of training staff will be happy to assist you!

Do not hesitate to contact us.



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*The transformation continues!  
Start your personal development with an  
apprenticeship at H&V!*

