

**Continuing Education Country Portraits:** appear once or twice a year, containing monographs on continuing education in European countries, published by the German Institute for Adult Education (DIE) in Bonn; a section of the DIE website [www.die-bonn.de](http://www.die-bonn.de) provides annual updates of dates and facts for the Portrait Continuing Education in Germany.

**Lifelong Learning in Europe (LLinE):** published quarterly in English by the KVS Foundation in association with the Finnish Adult Education Research Society. LLinE provides adult educators and researchers with a forum for exchange of ideas and experience, presents projects and solutions from continuing education practice which will also serve as research examples, and disseminates information and theoretical and practical knowledge.

## 12.2 Glossary

**Active population:** made up of those in gainful employment and the unemployed. Those in gainful employment comprise all persons engaged in full-time or part-time gainful employment, while the unemployed comprise all those not in employment who, on the basis of their own statements, are seeking employment, regardless of whether they are registered with a job centre. The number of unemployed persons declared by the Federal Labour Office (q.v.) only includes those seeking employment who are registered with a job centre.

**Adult education (AE):** the term used since the Second World War to refer to the learning of adults. With the establishment of the “fourth sector of education”, it became the term for general, political and non-vocational educational activities, but it is usually used as a synonym for continuing education.

**Central Office of Distance Education (*Zentralstelle für den Fernunterricht, ZFU*):** Validation centre for the recognition of distance education provision, located in Cologne; without the approval of the Central Office of Distance Education (in accordance with the Correspondence Courses Act), distance education courses may not be offered on the market.

**Community adult education centre (*Volkshochschule, VHS*):** the central institution of continuing education in well over 1,000 towns, urban localities (communes) and rural districts in Germany; community adult education centres are supported by the state, offer the entire range of continuing education for all sectors of the population, and are united in *Land* associations and in the German Adult Education Association (Deutscher Volkshochschul-Verband, DVV).

**Company-based adult/continuing education:** educational provision taking place within a company, particularly embracing vocational education, especially in larger companies, but also aspects of general, cultural and political education. Company-based or “in-company” education is distinguished from external (“out-company”) education, which offers provision leading to vocational qualifications and open to employees of more than one company.

**Conference of Ministers of Education (*Kultusministerkonferenz*):** the coordinating committee of the Ministers of Education of the *Laender* in matters of education

and culture. The Conference has its own sub-committee for the common regulation of continuing education.

**Continuing education:** the term used to cover all learning by adults, including adult education in the strict sense, inservice training, retraining and other forms of adult learning; used frequently with the meaning of vocational continuing education.

**Cultural education:** besides political and general education, this is one of the main areas laid down in the Continuing Education Acts of the *Laender*, it embraces creative activities (music, painting, metalwork, pottery, etc.), health and sports, as well as cultural knowledge (philosophy, psychology, etc.). There are no fixed boundaries between it and political and general education.

**Distance education:** the term for learning at a distance, through the media, printed texts and documents, usually in association with counselling and phases of socially organized learning. Distance education in Germany is conducted exclusively on a private, commercial basis.

**Educational leave:** paid release from work for participation in educational activities, an employee's right guaranteed by law in many *Laender* (usually 5 working days per calendar year).

**Employment Promotion Act:** first promulgated in 1968 and since amended 12 times, chiefly governs vocational inservice training and retraining of employees in areas and employment sectors threatened by unemployment – since 1997 part of Volume III of the Social Code (SGB III).

**Federal Institute of Vocational Education (*Bundesinstitut für Berufsbildung, BIBB*):** this institute in Bonn has almost complete sovereignty over federal responsibility for the regulation of vocational education; this includes the recognition of distance education (in association with the Central Office of Distance Education (q.v.) in Cologne, and the development and regulation of vocational continuing education.

**Federal Labour Agency (*Bundesagentur für Arbeit, BA*) (**Federal Labour Office, *Bundesanstalt für Arbeit* until 2003**):** the key tasks of the BA in Nuremberg include promotion of vocational training and continuing education. The Federal Labour Agency conducts labour market and occupational research.

**Federal-Laender Commission (*Bund-Länder-Kommission*):** this Commission for Educational Planning and the Promotion of Research coordinates these matters federally, and mediates between the federal government and the *Laender*.

**Federal states (*Bundesländer*):** The 16 states in the Federal Republic of Germany (the German term is usually retained in English and written as *Laender* or *Länder*) have been divided since 1990 into the "old" *Laender* or federal states of the former Federal Republic of Germany, and the "new" *Laender* of the former German Democratic Republic.

**Federalism:** refers to the sovereignty of the *Laender* in matters of education and culture, which means that it is possible to achieve only limited uniformity of provision throughout the Federation.

**Formal learning:** learning typically provided by an educational or training institution, structured (in terms of learning objectives, learning time and learning support) and leading to certification. Formal learning is intentional from the learner's perspective (Commission of the European Communities 2001, p. 33).

**Freelance (professional) educational staff:** those employed in continuing education whose gainful employment is made up of sessional contracts, usually for more than one establishment.

**Full-time (professional) educational staff:** those whose principal employment is in continuing education; they may be engaged in either teaching or planning and administration.

**General education:** one of three main sectors of education supported by law. General education is to be distinguished particularly from vocational education and embraces all provision not directly leading to vocational qualifications. Political and cultural education are not part of general education, even though the boundaries between them are very fluid. Frequently the expression general education is also used, however, as a general term covering political and cultural education.

**German Federation of Trade Unions (*Deutscher Gewerkschaftsbund, DGB*):** umbrella organization of all trade unions other than the German Public Employees Union (q.v.); maintains educational institutions of a mainly political character, but especially the DGB Vocational Education Service.

**German Institute for Adult Education (*Deutsches Institut für Erwachsenenbildung, DIE*):** a service institute of the Gottfried Wilhelm Leibniz Scientific Association (*Wissenschaftsgemeinschaft Gottfried Wilhelm Leibniz*) funded by the Federation and the *Laender* to promote adult education research and practice in Germany.

**German Public Employees Union (*Deutsche Angestellten-Gewerkschaft, DAG*):** the umbrella organization of civil servants of executive and manual grades, maintains several continuing education organizations (DAG Technical Institute, DAG Academy, DAG joint activities).

**In-company education:** see "company-based education".

**Informal learning:** learning resulting from daily life activities related to work, family or leisure. It is not structured (in terms of learning objectives, learning time and learning support) and typically does not lead to certification. Informal learning may be intentional but in most cases it is non-intentional (or "incidental"/random) (Commission of the European Communities 2001, p. 33).

**Inservice training:** the term for vocational continuing education which typically builds on previously completed education and training.

**Institutions:** these are the physical institutions which organize, conduct and take responsibility for continuing education provision. They vary in size, degree of autonomy and aims.

**Laender:** see "federal states".

**Lifelong education:** term used internationally to indicate adult education as a process that continues throughout life. In practice this means primarily attempting to secure the right to continuing education for all, increasing participation and improving links and opportunities to cross over between the different sectors of education.

**Lifelong learning:** see “lifelong education”.

**Non-formal learning:** learning that is not provided by an educational or training institution and typically does not lead to certification. It is, however, structured (in terms of learning objectives, learning time and learning support). Non-formal learning is intentional from the learner’s perspective (Commission of the European Communities 2001, p. 35).

**Part-time (professional) educational staff:** those engaged in continuing education on a part-time basis, whose main occupation may lie elsewhere; generally they are engaged to teach on sessional contracts and may exceptionally have planning or administrative responsibilities.

**Political education:** besides general and cultural education, the third area of adult education supported by law. Political education includes not only civic studies or citizenship education, but also, more generally, provision dealing with social problems and the relationship of the individual to society; courses on the representation of employees’ interests within companies are also part of political education. The boundaries between it and general and cultural education are not fixed.

**Popular education:** the term used for continuing education up to the end of the Second World War; refers particularly to the liberal bourgeois tradition of general education.

**Public purse:** funding provided by the Federation (federal government), *Laender* (q.v.) or communes (local authorities).

**Quality development in AE:** term used to indicate efforts made by institutions in adult education to ensure the quality of the organization, planning, conduct and outcomes of education, and to create a task-oriented system to monitor further developments in relation to new demands for service and support.

**Retraining:** vocational continuing education providing the skills and qualifications required for a new occupation, especially in sectors where workers are threatened by unemployment.

**Second chance education:** the “second route to education” (*zweiter Bildungsweg*) offers those who have completed lower school-leaving certificates the opportunity subsequently to gain the *Abitur* (higher education entrance qualification); second chance education is frequently organized as an institution of continuing education, or is associated with such institutions (community adult education centres).

**Self-directed learning:** term used to indicate concentration on the learners’ standpoint in academic and policy discussions. There is broad political agreement that the huge increase in public demand for education cannot be

met by institutions (q.v.). Learning at the workplace, in the social environment, from and through the media, and self-organized learning are important components.

**Social Code – Volume III – SGB III (Employment Promotion) [*Soziales Gesetzbuch – Band III (Arbeitsförderung)*]:** replaced the Employment Promotion act (*Arbeitsförderungsgesetz, AfG*) in 1997. It governs employment promotion measures aimed at “helping to achieve a high level of employment and continually improving the structure of employment. In particular, such measures shall aim at preventing the occurrence of unemployment or reducing the duration of unemployment. The principle of equality between women and men is to be observed throughout. Measures are to be implemented in such a way that they accord with the employment goals of the social, economic and financial policies of the Federal Government.” (§ 1 para. 1 SGB III)

**Sponsor:** refers to a legal entity or organization under the aegis of which an institution of continuing education operates; associations, societies and foundations may be sponsors, for example.

**Sponsoring body:** see “sponsor”.

**Subsidiarity:** describes the role whereby the state only takes responsibility for specific continuing education tasks where existing structures reveal shortcomings in relation to state objectives; in continuing education the term is used especially to refer to subsidiarity in relation to existing providers.

**Vocational education:** refers to continuing education provision directly aiming at the occupational qualification of participants. This provision ranges from brief introductory training in workplace requirements to long-term certificated vocational education activities.

**Volkshochschule (VHS):** see community adult education centre.

**Voluntary teachers:** those teaching in continuing education without paid contracts.

**Workers’ education:** associated with the workers’ movement since the middle of the last century, and used today particularly in the context of trade union provision and the Federal “Work and Life” Association. Workers’ education is party-political and interest-based.

## 12.3 Important Addresses

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### *Institutes (concerned partly or wholly with adult education)*

BIBB	Bundesinstitut für Berufsbildung (Federal Institute of Vocational Education) Robert-Schuman-Platz 3, 53175 Bonn <a href="http://www.bibb.de">http://www.bibb.de</a>
DIE	Deutsches Institut für Erwachsenenbildung (German Institute for Adult Education) Friedrich-Ebert-Allee 38, 53113 Bonn, <a href="http://www.die-bonn.de">http://www.die-bonn.de</a>