

# Fulltime Course

## Train the Trainer (TtT)

### Preparation for the IHK Trainer Aptitude Exam, compliant with AEVO

#### Background

This introductory course is suitable for those interested in becoming qualified trainers, irrespective of their professional background (trade, industry, or services). As a trainer, you will equip trainees with applied knowledge and skills required in their respective line of job. The vocational and occupational teaching knowledge acquired in this course – alongside the IHK Trainer Aptitude Exam – will prepare you optimally for your organization's ever-increasing challenges.

#### Prospective participants

Qualified personnel with sufficient work experience who play a role in conducting vocational training assignments.

#### Your benefit

In this course you will acquire

- ◆ Vocational and occupational teaching knowledge, in accordance with the Vocational Training Act (BBiG), in order to train and lead young adults,
- ◆ Psychological knowledge, required for responsible vocational training (trainer aptitude, in compliance with AEVO),
- ◆ The knowledge and confidence required in order to pass the AEVO practical exam and become responsible for the extremely demanding remit of in-house apprenticeship.

#### Contents

Vocational and occupational teaching aptitude includes the ability to independently plan, carry out, and evaluate vocational training in the following topics:

##### TOPIC I

*Verifying prerequisites and planning the training*

- ◆ Advantages and usefulness of in-house apprenticeship
- ◆ Vocational training as part of the education system (in Germany)
- ◆ Curricular planning
- ◆ Preparatory measures

##### TOPIC II

*Training preparation and collaboration on trainee induction*

- ◆ Goals and contents of the training plan
- ◆ Collaboration and codetermination with trainee representatives
- ◆ Defining selection criteria
- ◆ Contract of vocational training



Business Bildungs Center

#### Teaching venue

Essen-city center

In-house

BBC Business Bildungs Center

Ribbeckstraße 6, inner court

45127 Essen

#### Save on tax payments via business expenses

This IHK trainer course is considered a continuing education measure for practicing professionals. Course expenses (tuition fee, exam fee, teaching material, transportation costs to the teaching venue or AG, €0.30 per driven km) are considered business expenses incurred during regular employment and may be deducted accordingly from your due tax.

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#### TOPIC III

##### *Conducting the training*

- ◆ Teaching methods and aids in vocational training
- ◆ Vocational training planning
- ◆ Vocational training design
- ◆ Performance review and assessment interviews

#### TOPIC IV

##### *Graduating vocational training*

- ◆ Preparing exams
- ◆ Issuing certificates
- ◆ Collaborating on exams
- ◆ Concluding vocational training

### Intensive exam preparation

#### **Written:**

The preparation for the written exam includes case studies and exam simulations with intensive meetings.

#### **Oral:**

We simulate the so-called "Sample Instruction Plan." You will give a presentation under exam conditions. Our lecturers provide constructive feedback, suggestions, and 'hacks' for a successful oral exam. For that purpose, an appointment after course hours is made. The extent thereof is about 10 hours.

### Personal preparation

In order to be optimally prepared for this exam, we recommend an equally intensive self-study. Therefore, you receive our accompanying book already **before** the course begins. Ideally, your self-study will extend over 25 hours.

### IHK examination schedule

The written exam takes place on every first Tuesday of each month. We take care of registering you for the IHK exam. The appointment for the oral exam will be set by the IHK. Once you have passed the exam, you will receive a certificate / examination record from the IHK.

**The registration for the written IHK exam must take place five weeks before the desired examination date. Kindly register yourself with the IHK in due course. We will send you the exam registration form together with a confirmation of your course participation and course material.**



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#### Important notice

Course and exam fees can be reduced by half with a 'Bildungsscheck' (valid only in North Rhine-Westphalia). Get in touch with us, we will be happy to assist you!

#### Lecturer

#### Schimon Grossmann

Has lived, worked, studied, and researched in several European countries. His teaching experience at universities and German multinationals spans over nearly two decades.



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### Your contact persons at the IHK:

<b>IHK in Essen</b>	<b>IHK in Duisburg</b>
Am Waldthausenpark 2 45127 Essen	Mercatorstraße 22-24 47051 Duisburg
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<b>IHK in Köln business center Oberberg</b>	<b>IHK in Düsseldorf</b>
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### Quality control

Alongside a comfortable group size – we start with at least eight participants and limit this number to 14 – our lecturers are highly qualified and teach following DIHK guidelines and requirements.

### Fees

Tuition fee: €690, including a book for self-study, handouts in paper and digital form, refreshments and beverages. The course is VAT-free. In addition, €300 IHK exam fee (at IHK Essen) or €170 (in all other IHK locations). Minimum number of eight participants per course; we reserve the right to make changes to course place and time.

### Fulltime courses

This one-week course takes place from Monday to Friday between 8.30AM and 4.30PM. The study load is about 50 academic hours.

<b>Essen</b>
01. – 05. February 2021
19. – 23. April 2021
16. – 20. August 2021
06. – 10. December 2021



### Information and registration:

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45127 Essen

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