

# In-Company Trainers

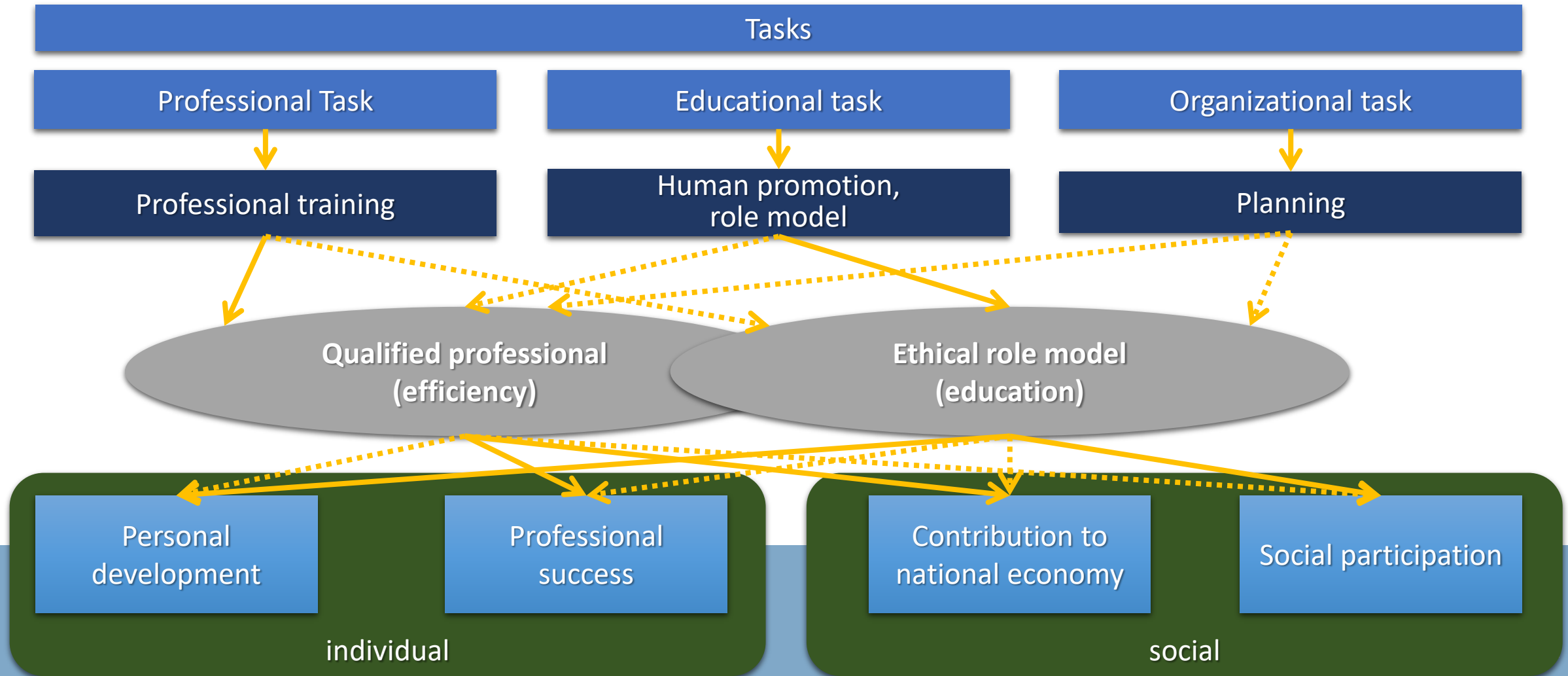
Dr. Winfried Heusinger & Irene Jonda M.A.

Eastern Partnership Annual Regional forum on Work based Learning in VET

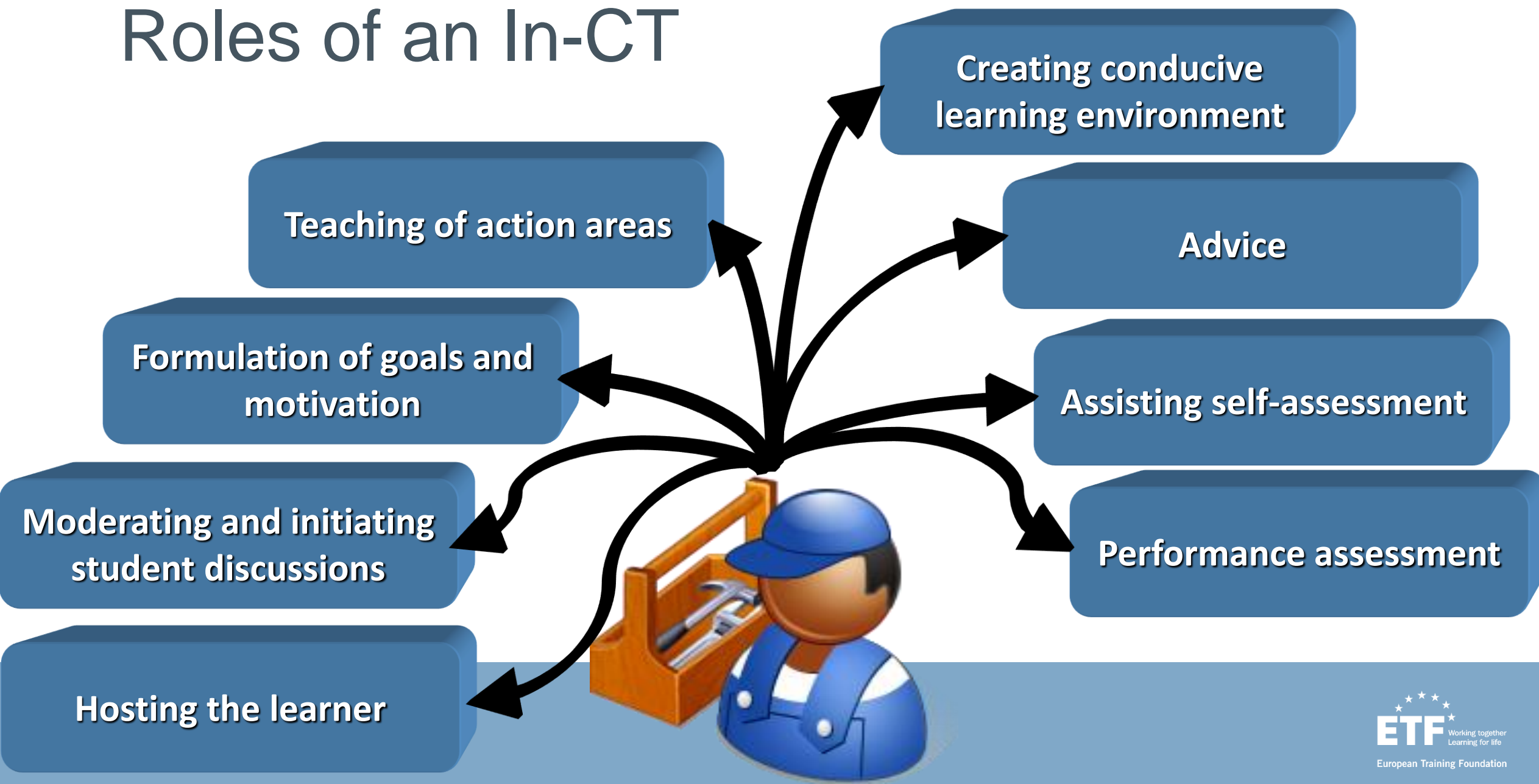
09-11 October 2018, Telavi - Georgia



# Tasks of the In-Company trainer



# Roles of an In-CT



# Why In-Company Trainer Training?

In-Company Trainer knows the regulation and is able to acquire training methods and tools to efficiently support the learners

Empowerment through training; exchanges with professionals in training

Become an ambassador for In-Company Training

Quality assurance of In-Company Training



# Setting up In-Company Training

Establish  
regular  
exchange  
between VET  
school and  
company

Prepare and  
sign a  
Memorandum  
of  
Understanding  
(MoU)

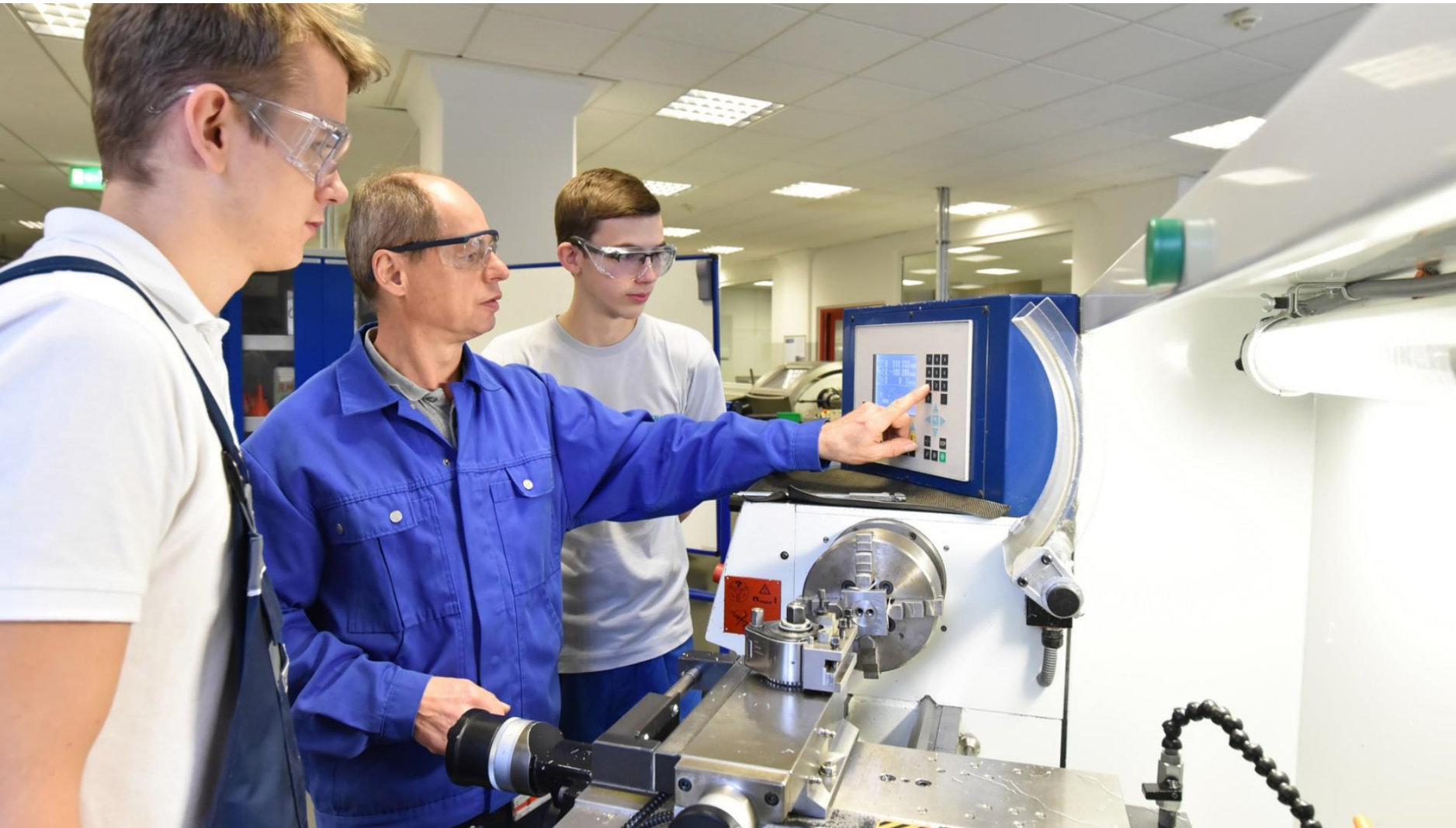
Mutual  
check of  
curricula

Agreement  
on number  
of trainees  
and selection  
of trainees

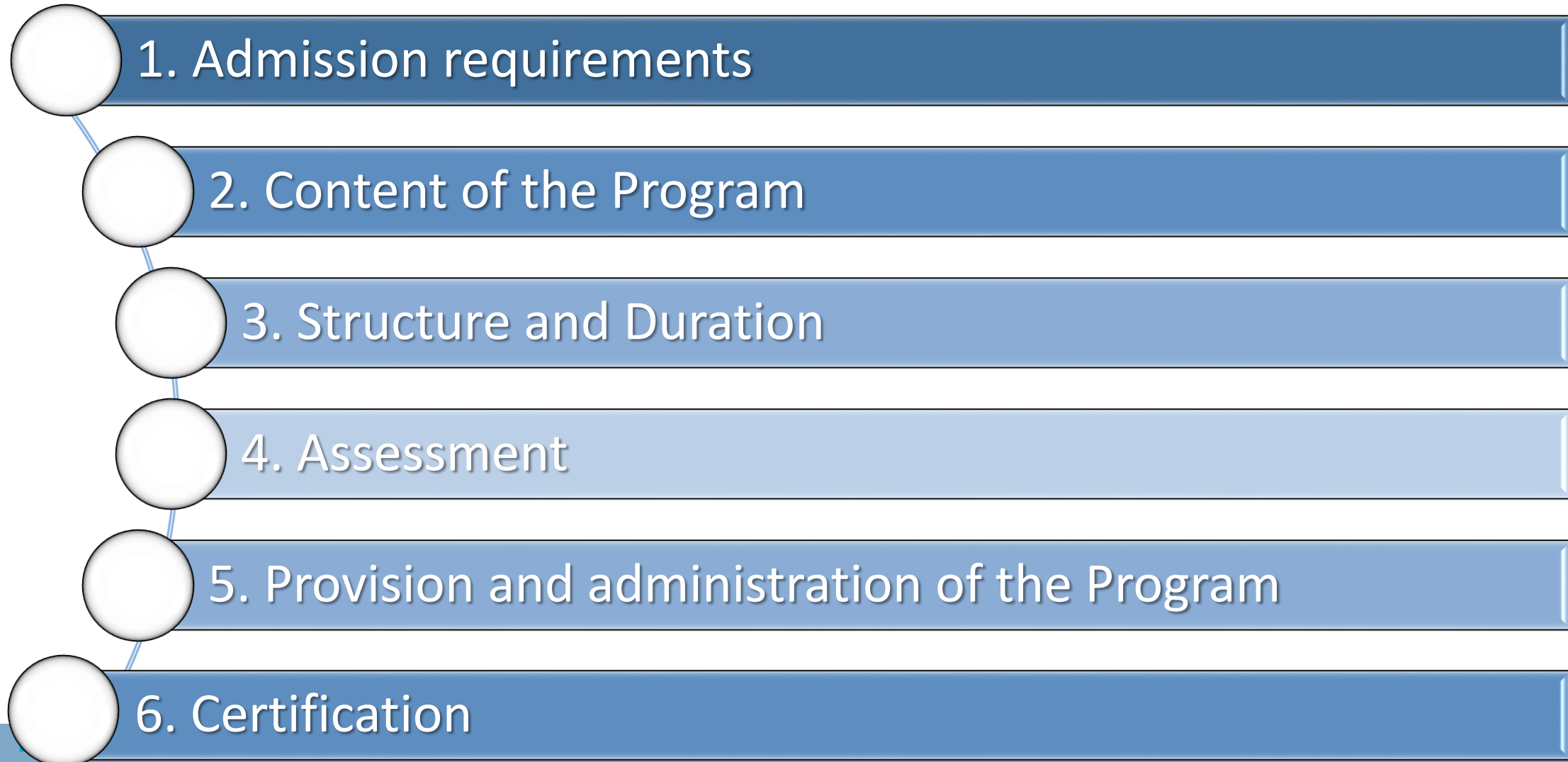
Contract  
between  
company and  
trainee



# How to develop a training program for In-Company trainers?



# we will talk about...

- 
1. Admission requirements
  2. Content of the Program
  3. Structure and Duration
  4. Assessment
  5. Provision and administration of the Program
  6. Certification



# 1. The admission requirements of the program?



Minimum qualification?



Work experience?





# Recommended entry requirements for candidates:



Suitable work experience in  
the vocational field



Suitable personality



# Example Germany – Requirements for In-CT

The trainer must be personally qualified. Someone who is personally unqualified is an individual who is not allowed to work with young people, who has repeatedly or seriously violated the Vocational Training Act or regulations issued on its basis.

The instructor must be professionally qualified, i.e. have the necessary professional skills and knowledge. This is the case if she/he has passed the final examination in a discipline relevant to the apprenticeship or if she/he has a university degree in an appropriate field of study and has been active in his profession for an adequate amount of time.

The instructor must be qualified in occupational and vocational education perspective or must have passed the in-company trainer qualification.

# Example Philippines – Requirements for In-CT

## **The admission requirements for an In-Company trainer**

- NC II or RPL
- High school graduate
- Min. 23 years old
- Min. of 3 years work experience in the relevant field
- Computer literacy

### OPTIONAL:

- Recommendation letter from the company
- Willing to work with young people (short interview)
- Willing to undergo training as In-Company Trainer (short interview)

## 2. Content of the program?

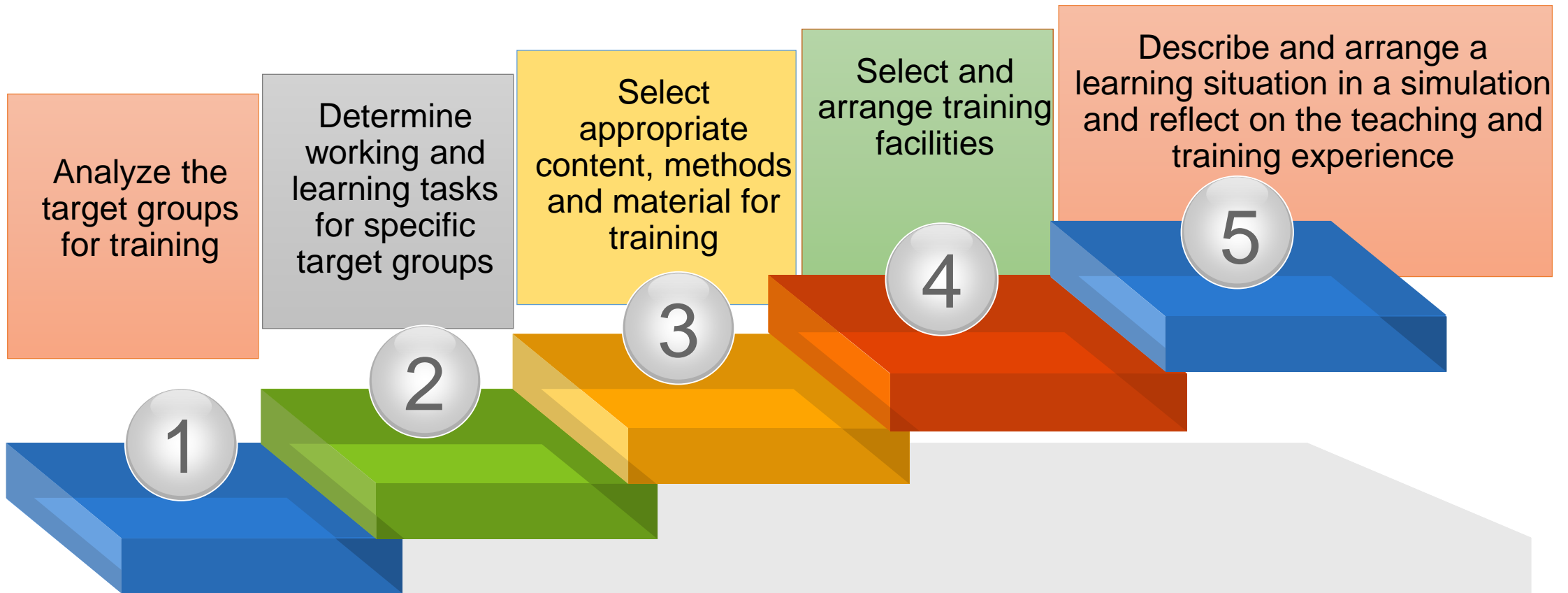


# Group work:

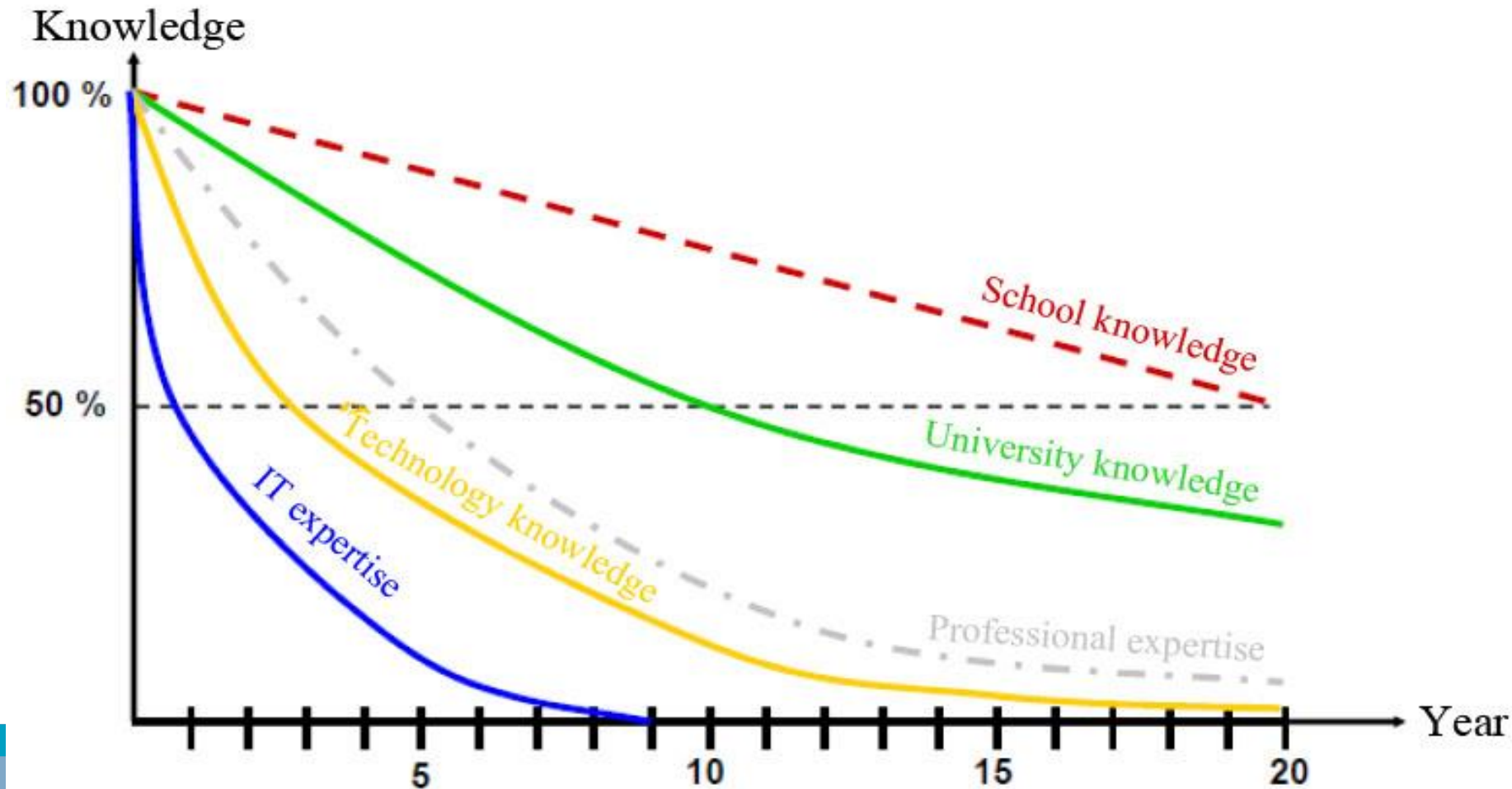


Introduction	The content of the In-company trainer training should provide the learner with all necessary skills, knowledge and competencies to carry out in-company training in a professional way (considering the tasks of an In-CT)
Objective:	Identify relevant topics in the national context
Task:	Please write and present the important content topics of a future in-company training program within your country
Social form:	Group work (country group)
Material	Flipchart, Pin board
Time:	30 minutes
Product:	Presentation of the content (5 min)

# An In-Company trainer should be able to...



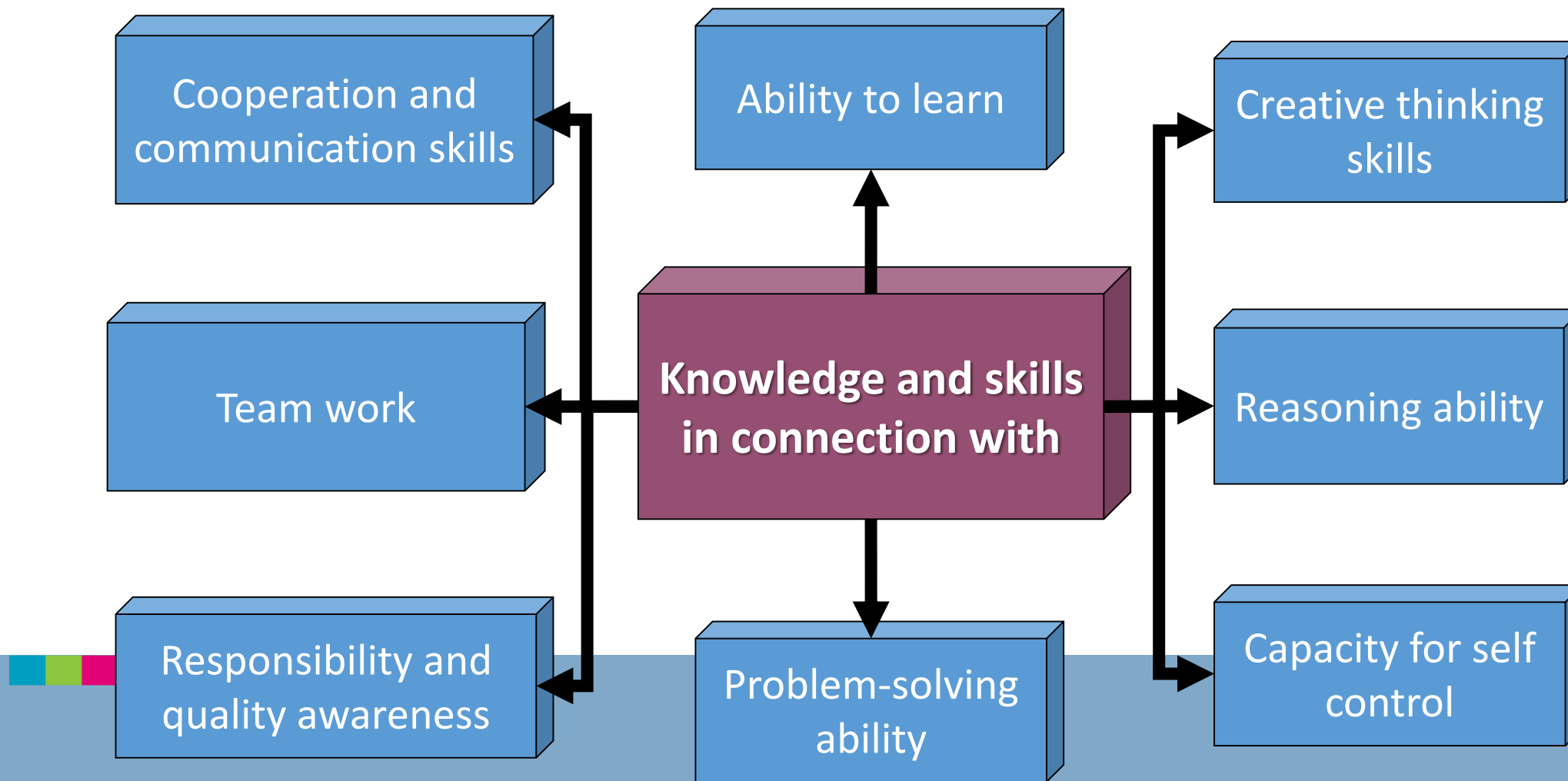
# Declining half-life of knowledge: People instead of pure knowledge



Source: IBM 1994



# Key Qualifications / Soft Skills



# Complete action process

## Target of the action process

**Evaluation:** Trainees and trainer evaluate the process and the output of their work. As a result of this meeting new tasks and targets will be determined and the cycle is closed

**Information:** Trainees gather the needed information for the planning and execution of the task independently

**Planning:** Trainees work out the complete action plan for the task independently

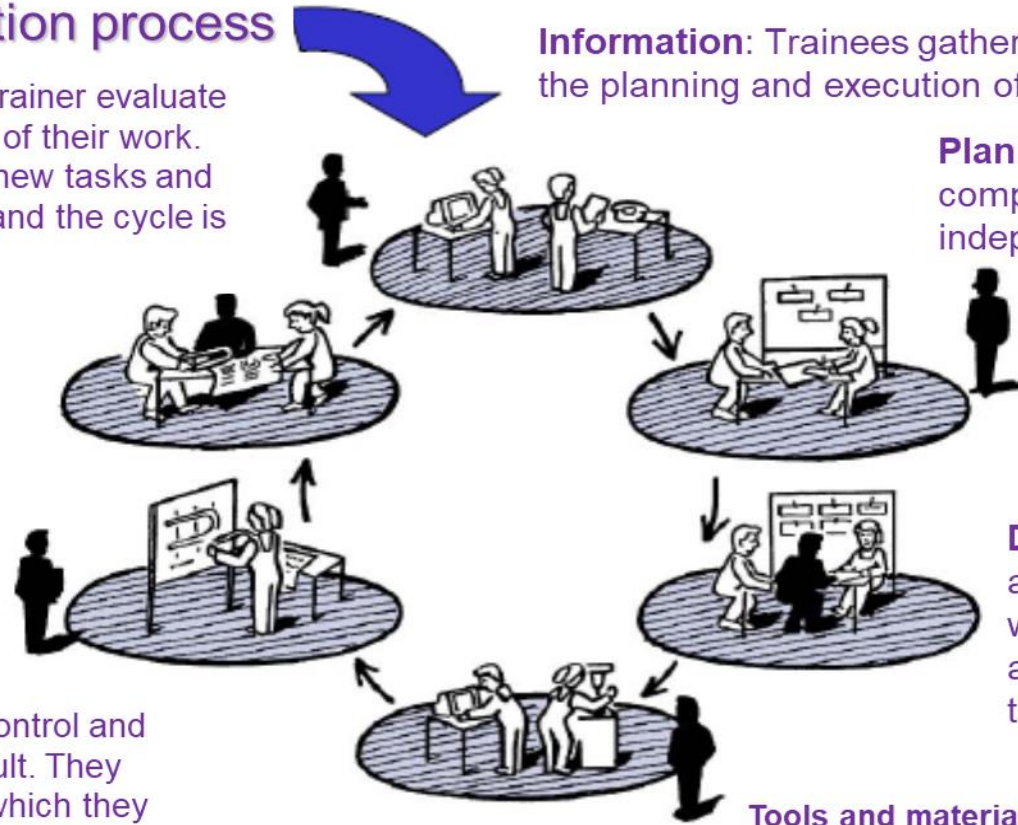
Info-Material

**Deciding:** Trainees decide about the realisation of the plan with the trainer. The trainer can assess if the students gathered the needed competences.

Tools and material

**Quality control:** Trainees control and evaluate their own work result. They use the tools and methods which they developed during the planning phase.

**Realisation:** Students carry out the project task according to the approved plan. This can be done individually or in team work.



# ...and be able to answers this questions



## **Where**

can the contents of the training framework plan be trained?



## **Who**

is responsible for the trainees in the company?



## **What**

skills and knowledge should be taught?



## **When**

should the training content be taught?

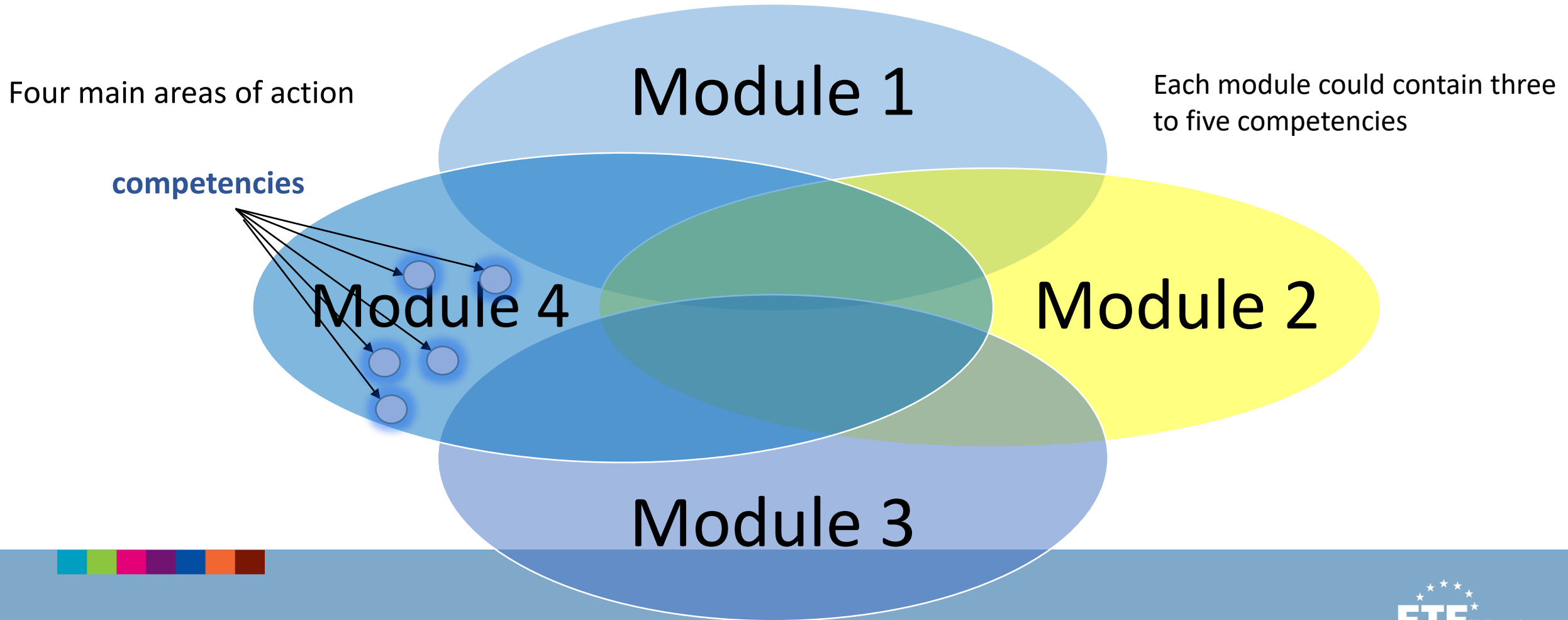


## **How**

Which methodological approach should be used?



# 3. Structure and Duration



# Structure of the Modules could be....



...according to the German standard

1

Check training requirements and plan training

10 %

2

Prepare training and participate in selecting apprentices and trainees

20 %

3

Conduct training

50 %

4

Complete and evaluate training

20 %

# Example Course Structure (Botswana)

No.	Module	Duration	Hours	Assess.
1	Defining Structured Workplace Learning	11%	6	10%
2	Planning and Preparing In-Company Training	14%	8	20%
3	Assuring Workplace Safety	11%	6	10%
4	Conducting In-Company Training	57%	32	50%
5	Monitoring In-Company Training	7%	4	10%
		<b>100%</b>	<b>56</b>	<b>100%</b>





# Recommended duration (ASEAN)

80 hours



Block courses or continuously



Include practical units in the real workplace



Self-working phases at home (e.g. writing reports)



# Proposal Thailand

3 days  
seminar

- Introduction
- Analyzing work tasks and defining learning requirement
- Planning, and preparing training

home  
study

- VET law, TVET system, legislation
- Learning theory
- Planning of in-company training

4 days  
seminar

- Feedback and evaluation of home work
- Conducting training - Learning objectives - Training methods

home  
study

- Individual work – planning a practical instruction
- Evaluation and assessment

3 days  
seminar

- Feedback and evaluation of homework - practical instruction (will be carried out)
- Evaluation and further development of training
- Preparation for practical In-CT exam

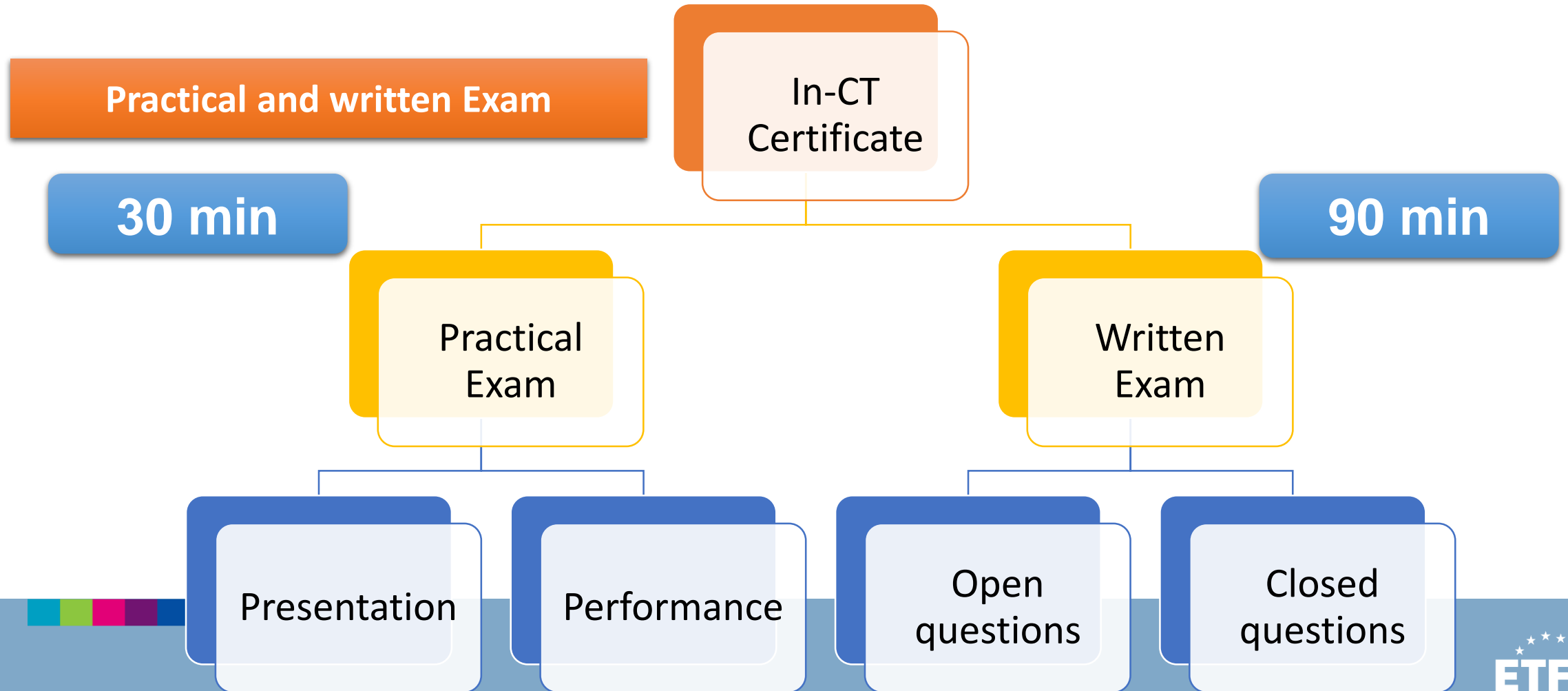
## 4. Assessment



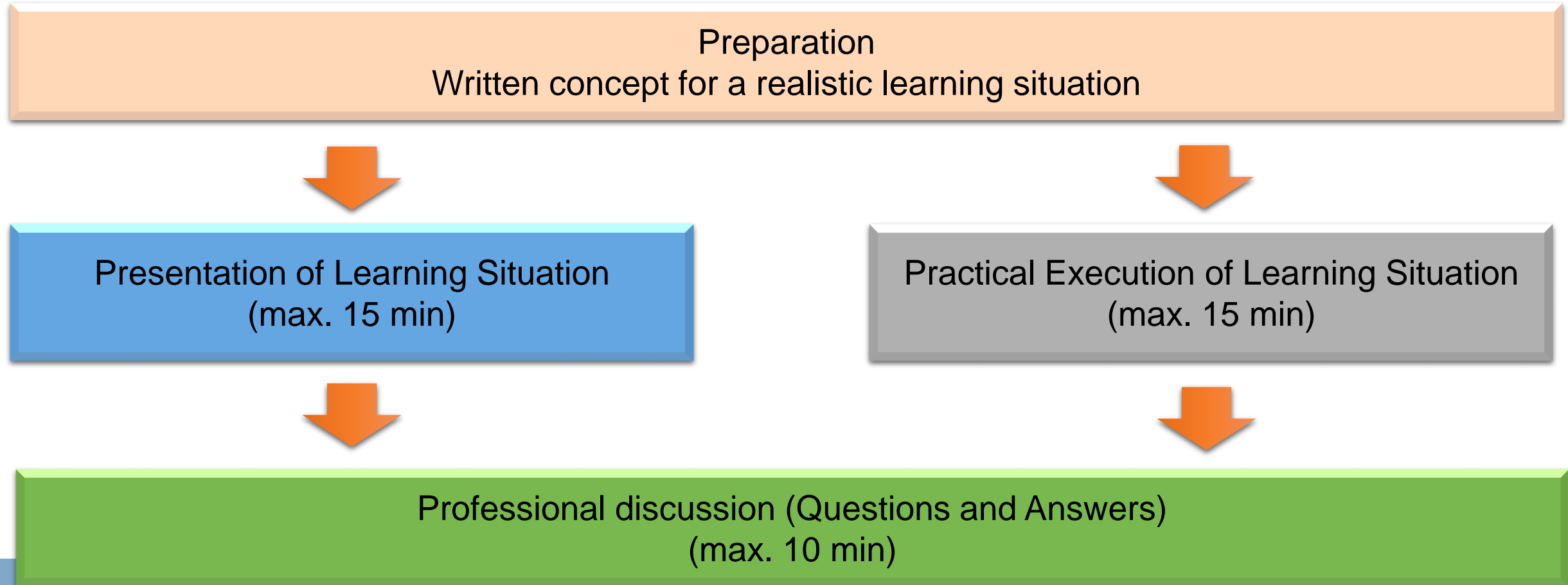
A performance assessment should be carried out prior to certification, which is provided and initiated by the relevant certification bodies in each country.

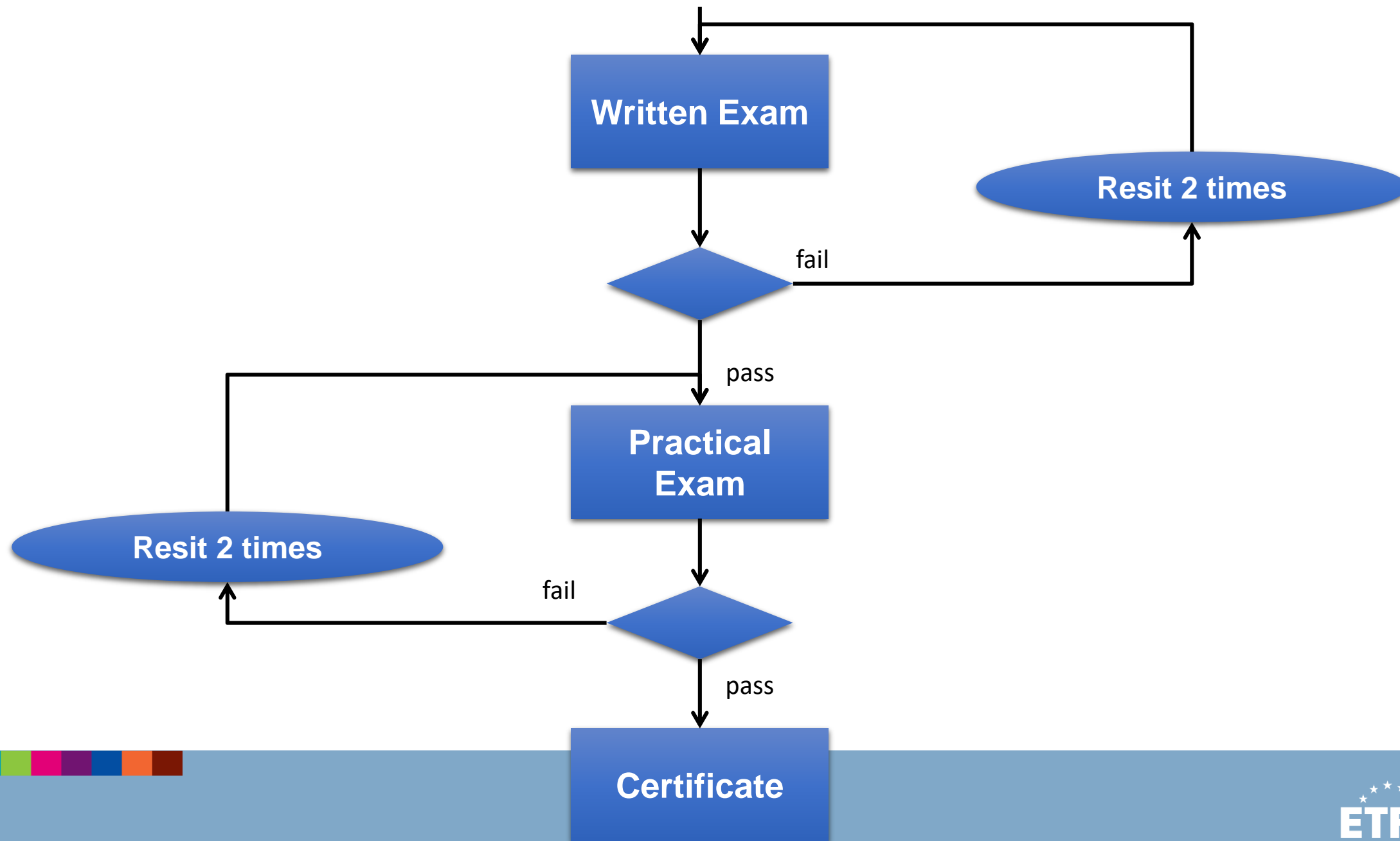
Recognition of Prior Learning (RPL) could be considered by the certifying bodies.

# Possible Assessment Structure



# How could a Practical Exam look like?





# Group work: How to assess the performance of an In-Company Trainer



Introduction	A good assessment setup not only evaluates the candidate's ability, but also serves to motivate the future In-CTs.
Objective:	Reflection on an efficient and sustainable assessment setup
Task:	Please discuss a realistic assessment setup for In-Company Trainers within your group and consider relevant national aspects
Social form:	Group work
Material	Flipchart, Pin board
Time:	20 minutes
Product:	Presentation of the assessment setup proposal (5 min)



## 5. Provision and administration of the Program

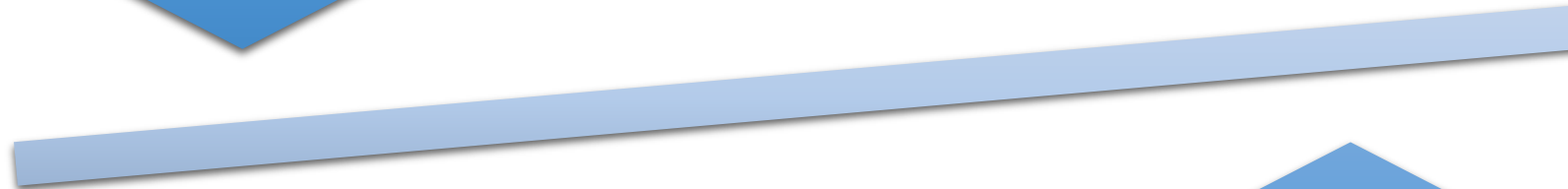


- Chambers (e.g. Germany)
- Business Associations (e.g. Switzerland)
- Public sector (e.g. Philippines)
- TVET Provider
- Public-Private-Partnership
- ...

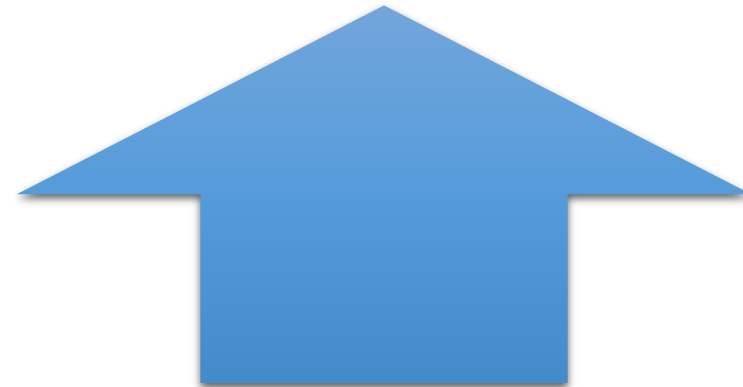
# Output or Input Orientation



Definition of the  
duration of specified  
modules



Definition of the  
required In-CT  
capabilities



## 6. Certification



# Value of a Certificate depends on

Recognition by  
society

Recognition by  
employers

Position in NQF

International  
acceptance

Issuing organization

Quality standard

# Possible rules for an Examination Board

Authorization of the institution, carrying out examinations;

Composition of the examination panels (and committees);

Appointment and appointment procedures for board members (e.g. exclusion because of bias, etc.);

Chair and roles of the panel members;

Quorum, decision-making procedures;

Management, record keeping;

Confidentiality;

Endorse an examination order with rules and procedures for the board.

Thank you for your attention

Questions?





**EUROPEAN VOCATIONAL  
SKILLS WEEK**  
5 to 9 November 2018 | Vienna, Austria  
#DiscoverYourTalent

