

Ausbildung der Ausbilder (AdA) International Vocational Trainer Course: Basic Version

1. About the course

The course focuses on the fundamental principles of vocational and occupational pedagogy for in-company trainers and mentors. In Germany's dual training system, qualified in-house trainers are essential for maintaining high-quality training and achieving positive outcomes. As the dual training approach gains popularity in various countries and organisations, in-company trainers must possess skills that align with the training objectives. Therefore, skills acquired in the course enhance the methodical competence of in-company trainers, empowering them to excel in their roles. The course also improves trainee/apprentice and mentorship activities, supporting the current shift to the occupational training approach in South Africa.

2. The Rationale

The skills and abilities of vocational and occupational trainers remain critical to the integration and success of apprentices, as well as to achieving training goals and enhancing productivity. An internal training approach that embodies the principles of German dual vocational training remains critical to ensuring the success and progress of all trainees or apprentices in the workplace. Overall, the activities of in-company trainers must support the organisation's strategy through proper training and mentorship, high performance, productivity, and the retention of highly trained apprentices and employees. The German dual vocational training system, admired by global decision-makers in industry and politics, exemplifies the possibility of achieving these goals.

"It is, therefore, not surprising that this successful concept continues to attract widespread interest throughout Europe and around the world. For this reason, many of the German Chambers of Commerce Abroad, delegations and representative offices of German business (AHKs) located in 90 countries worldwide are currently expanding their vocational training portfolio."

***DR Martin Wansleben (Chief Executive Officer)
Deutscher Industrie- und Handelskammertag (Association of German Chambers of
Industry and Commerce)***

3. Focus Areas

The "AdA International - Vocational Trainer Qualification (AHK)" aligns with the quality requirements outlined in the German trainer qualification system. The course covers real-life

working conditions and follows a conventional training timeframe. It is organised into four focus areas:

Focus area 1

Assess the company's vocational training requirements and plan the training accordingly.

- In vocational or occupational training settings, significant activities often occur within corporations to ensure apprentices are trained, assessed, and mentored by well-experienced staff who may feel these demands negatively impact their tasks. Yet, it remains essential for internal trainers and/or staff to be involved in this process to assist apprentices in achieving the required competency, enhancing performance, and becoming productive. In this module, we explore the principles (and success) of the German Dual System, which can be applied in many corporations. We focus on unpacking and understanding the role of multiple stakeholders (external and internal) in the dual learning system and how cooperation among them leads to better internal planning and execution.

Focus area 2

Prepare training and participate in trainee recruitment.

- This module explores the participants in practical activities related to creating in-company training plans focused on work or business processes. The module explores learning set-ups that mentors and in-company trainers can use for their training, including training procedures, internal stakeholders required to plan and execute training, developing training plans, engaging all stakeholders, obtaining buy-in, and other related topics. A unique feature of this module is that when in-company trainers understand the training requirements and outcomes to be achieved, they can also work closely with recruiting teams to attract and select suitable apprentices, and develop training plans based on the vocational and company-specific needs.

Focus area 3

Conduct training.

- This intense module focuses on formulating detailed learning objectives to structure training based on work and business processes. Learning objectives are based on actual tasks and work to be done on the shop floor by an apprentice. Bloom's Taxonomy and learning levels are discussed to assist trainers in designing learning objectives that align with the suitable levels of complexity required for learning in the workplace. This is important as trainers are expected to formulate assessments regularly. Using various training methods and gaining more insights from the course, trainers can effectively design dynamic learning assessment tools in their different roles to suit the needs of the qualification and business processes.
- Furthermore, participants learn to formulate learning objectives across three learning

domains (e.g., Cognitive, Affective, and Psychomotor) and design learning plans for a typical apprentice using relevant templates. Activities in this module include delivering lesson plans (in the form of role plays) to help participants become accustomed to providing planned lessons and becoming more methodical.

Focus area 4

Conclude training.

- This short area focuses on preparing trainees for relevant assessments and bringing training to a successful conclusion.

Course Evaluation

The assessment for the basic edition of the "AdA International—Vocational Trainer Qualification (AHK)" verifies that trainers possess the fundamental vocational and occupational teaching abilities necessary to effectively train and assess company trainees in an activity-based and process-oriented format. Upon successful completion of the verification process, which can take at least two months, the AHK-DIHK certificate is issued.

4. The structure of this course and the scheduled activities

The Content (Focus Areas 1 to 4)

- The content covering all four focus areas is effectively presented over 5 days.

Written Examination

- Written examinations are administered for 90 minutes on Day 6 and consist of 30 questions.

Practical Examination

- A practical demonstration that assimilates a chosen training activity is conducted in the presence of the examination board/panel and includes an expert discussion. The duration of this assessment is 30 minutes (i.e., 15 minutes for a demonstration of a lesson plan and 15 minutes for a panel discussion and consolidation of the scores).

5. Cost

- To be confirmed by emailing the Training Coordinator: Omphemetse Ramokhua @ training@germanchamber.co.za or Head of the Compete Centre Education and Training: Mandla Ngcobo at mngcobo@germanchamber.co.za.