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Training the Trainers (AEVO) - German-English Study Edition - PDF

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Selected source PDF pages: 1-9; 10-12.

Katja Stein

Training the Trainers

A practical guide to successful vocational training under AEVO

German–English Study Edition



Law & Foundations | Plan Training | Deliver Training | Support Learning | Assess & Examine | Practice & Tips

Training the Trainers (AEVO)

German vocational training law, teaching methods and workplace practice

Katja Stein

1st Edition

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This book is an independent learning and working aid. It is not an official publication of the IHK, HWK or BIBB. The practice questions are not official exam tasks. Chamber procedures, training regulations and legal regulations may change; Before making practical decisions, the current relevant regulations must be checked.

German–English study edition · English teaching text with German practice questions and bilingual answers.

Translation note: German statutory terms and legal references retain their German-law meaning. English equivalents explain these concepts and do not substitute UK or US law. This edition uses machine-assisted translation with targeted terminology editing; a complete independent bilingual specialist review has not been carried out.

Preface

Good training combines professional skills with understandable instructions, suitable learning tasks and reliable support. This book aims to support aspiring and experienced trainers in consciously designing these tasks. It leads through the four fields of action and combines specialist knowledge with examples, questions and transfer tasks.

The detailed structure enables both continuous learning and targeted reference. Use the selection questions to check knowledge and the practical cases to justify decisions. What is crucial is that the knowledge can be applied in everyday training. You can find further offers from Deine-Akademie24 at www.deine-akademie24.de.

How to use this edition: Read the English teaching text, attempt the German question and compare the German answer with its English rendering immediately below it. The answer letters are identical in both languages.

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How to use this book

This specialist and workbook supports prospective and active trainers in planning, preparing, implementing and completing in-company vocational training. The four fields of action follow the AEVO. The BIBB framework plan in the version dated June 20, 2023 serves as didactic guidance; it is a recommendation and not an additional testing regulation. Digitalization, heterogeneity and sustainability are treated as cross-sectional topics. [A1, A2]

Start by reading a section with your own operational question. Then explain the core point without looking at the text and work on the selection questions. For each selection question, exactly one answer is intended as the best or completely correct answer. The positions are mixed. The correct answer is given immediately after the answer options. Choose and justify your answer yourself before reading the solution. The questions are your own practice questions and not official chamber tasks.

The continuous question numbers make orientation and targeted repetition easier. Repetitions from the manuscript remain as in-depth information. A correct letter answer alone is not enough: justify your choice and apply the facts to a business case. Use the four transfer cases at the end of the book for self-control.

Legal review and practice: Distinguish between legal rules, collective bargaining or contractual regulations and educational recommendations. First check the area of application, age of the trainee and the applicable training regulations. Crafts and special professions as well as state school issues may be subject to different regulations. The legal updates in this edition refer to the test stand as of October 18, 2026. Unless expressly stated otherwise, practical cases and numerical examples are fictitious.

1. Assess Training Requirements and Plan Training

Learning objectives in field of action 1

According to this field of action, you can justify the need for training, distinguish between training regulations and the school curriculum, check the suitability of the company and training staff and involve suitable partners.

Key case: A small company wants to hire two trainees for the first time. Before advertising the job, create a list of the required professional content, suitable supervisors, learning locations and resources. A master's degree or an AEVO certificate alone does not answer all aptitude questions.

1.1 Present and justify the advantages and benefits of in-company training

1.1.1 Goals Tasks and professional competence

Vocational training is much more than just learning a job. It is the foundation for a strong economy, innovative companies and a sustainable society.
But what goals exactly does it pursue – and why is it so important for companies and entire industries?

1. Objectives of vocational training

The central goal of vocational training is to enable young people to carry out a qualified professional activity independently, professionally and responsibly.
The focus is not just on pure specialist knowledge, but on the development of holistic professional competence.

What does professional competence mean?

Professional competence refers to the willingness and ability to handle professional situations appropriately, independently and responsibly. Professional competence, self-competence and social competence intertwine. Methodological, communication and learning skills are cross-sectional skills included in this. The BBiG describes the training goal as the ability to act professionally. The models complement each other; they are not separate skills.

Professional competence – the professional know-how:
It includes the knowledge and skills required to professionally handle tasks and problems at work.
Example: A system mechanic knows which materials are suitable for certain lines and how to process them correctly.

Social skills – dealing with others:
This competence makes it possible to work in a team, advise customers and resolve conflicts constructively.
Example: A retail clerk recognizes when a customer is unsure and responds in a friendly and advisory manner.

Self-competence (also personal competence) includes, among other things, independence, a sense of responsibility, the ability to reflect and a willingness to learn. Example: A trainee checks the results of his work, recognizes a gap in his knowledge and seeks targeted support.

These three components turn trainees into valuable specialists - people who not only follow instructions, but also think for themselves, help shape things and take responsibility.

2. Tasks and importance of vocational training

Vocational training fulfills central tasks that extend beyond the individual company. It is a decisive factor for economic success, social stability and social progress.

a) Securing the next generation of skilled workers

Company training is an important way to develop the next generation of skilled workers. It complements personnel recruitment and further training; Whether it makes economic sense for a specific company depends on needs, training capacity and long-term personnel planning.

b) Taking demographic change into account

Many experienced employees will be retiring in the next few years.
Through an active training policy, companies ensure that knowledge, experience and skills are passed on to the next generation.
In this way, the performance of the industry is maintained.

c) Social responsibility

Company training is also a contribution to social responsibility.
Anyone who offers young people a perspective contributes to reducing youth unemployment and strengthens social integration.
Companies thus take on an important social role and promote equal opportunities.

d) Competitive advantage for the company

Training companies have the opportunity to train their future employees themselves and introduce them to company processes.
This creates a well-coordinated team that knows the company, works efficiently and is loyal.
This strengthens competitiveness and reduces costs for personnel recruitment and training.

e) Promoting flexibility and innovation

Well-trained specialists are flexible, think for themselves and contribute their own ideas.
This makes companies resilient to changes, such as technological developments or market changes.
Training therefore contributes directly to a company's ability to innovate and secure its future.

Conclusion

Vocational training is a central element of economic and social development.
It secures skilled workers, promotes individual skills, strengthens competitiveness and helps ensure that knowledge, values and responsibility are passed on to the next generation.
For companies it means: an investment in their own future.
For trainees: the first step into a self-determined, fulfilling professional life.

Practice Questions in German

Choose one answer. The German answer and its English rendering follow the options immediately.

Frage 0001 Welches Hauptziel verfolgt die Berufsausbildung in Deutschland?

a) die Spezialisierung auf nur einen Teilbereich eines Berufs
b) die Befähigung zu einer qualifizierten beruflichen Tätigkeit
c) die kurzfristige Beschäftigung von Schulabgängern
d) die Vermittlung allgemeiner Hochschulbildung
e) die Vorbereitung auf eine Führungsposition

Antwort: b) die Befähigung zu einer qualifizierten beruflichen Tätigkeit

English answer: b) the ability to carry out skilled occupational work

Frage 0002 Was versteht man unter „beruflicher Handlungskompetenz“?

a) in beruflichen Situationen selbstständig und verantwortungsbewusst handeln zu können
b) möglichst viele verschiedene Berufe auszuüben
c) nur theoretische Kenntnisse anzuwenden
d) die Fähigkeit, Anweisungen möglichst schnell auszuführen
e) nur das Fachwissen eines Berufs zu beherrschen

Antwort: a) in beruflichen Situationen selbstständig und verantwortungsbewusst handeln zu können

English answer: a) to be able to act independently and responsibly in professional situations

Frage 0003 Welche der folgenden Kompetenzen gehört nicht zur beruflichen Handlungskompetenz?

a) Methodenkompetenz
b) Fachkompetenz
c) Personalkompetenz
d) Freizeitkompetenz
e) Sozialkompetenz

Antwort: d) Freizeitkompetenz

English answer: d) Leisure competence

Frage 0004 Welche Aussage beschreibt die Fachkompetenz am besten?

a) sie bedeutet, betriebliche Abläufe zu kritisieren
b) sie betrifft die Fähigkeit, Konflikte zu lösen
c) sie umfasst das Wissen und Können zur Bewältigung beruflicher Aufgaben
d) sie steht für Lernbereitschaft und Verantwortungsgefühl
e) sie beschreibt die Fähigkeit, selbstbewusst aufzutreten

Antwort: c) sie umfasst das Wissen und Können zur Bewältigung beruflicher Aufgaben

English answer: c) it includes the knowledge and skills required to complete professional tasks

Frage 0005 Warum ist die Berufsausbildung für Betriebe besonders wichtig?

a) sie ermöglicht, keine neuen Mitarbeiter einzustellen
b) sie erhöht kurzfristig die Gewinne
c) sie senkt automatisch die Steuern
d) sie ersetzt Weiterbildung und Schulungen
e) sie dient der Sicherung des Fachkräftenachwuchses

Antwort: e) sie dient der Sicherung des Fachkräftenachwuchses

English answer: e) it serves to secure the next generation of skilled workers

Frage 0006 Wie trägt die Berufsausbildung zur Bewältigung des demografischen Wandels bei?

a) durch die Weitergabe von Wissen an die nächste Generation
b) durch das Einstellen älterer Arbeitnehmer
c) durch den Einsatz von Maschinen statt Menschen
d) durch die Reduzierung der Ausbildungszeit
e) durch den Aufbau internationaler Märkte

Antwort: a) durch die Weitergabe von Wissen an die nächste Generation

English answer: a) by passing on knowledge to the next generation

Frage 0007 Was beschreibt die gesellschaftliche Verantwortung von Ausbildungsbetrieben am besten?

a) sie vermeiden durch Ausbildung Kosten für Werbung
b) sie bieten jungen Menschen eine Perspektive und sichern soziale Stabilität
c) sie schaffen nur kurzfristige Praktikumsplätze
d) sie erhöhen ihre Gewinne durch staatliche Zuschüsse
e) sie bilden aus, um gesetzliche Vorgaben zu erfüllen

Antwort: b) sie bieten jungen Menschen eine Perspektive und sichern soziale Stabilität

English answer: b) they offer young people prospects and ensure social stability