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Preparatory course  
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# ENTREPRENEURSHIP VET INSTRUCTOR

Project ERASMUS+: Creating of the new VET qualifications for entrepreneurship education, Reg. No. 2022-2-CZ01-KA210-VET-000100007

The preparatory course "Entrepreneurship VET Instructor" is implemented and co-financed by the Erasmus+ project Creating of the new VET qualifications for entrepreneurship education, Reg. No. 2022-2-CZ01-KA210-VET-000100007, which, in accordance with the project title, deals with the possibilities for industrial enterprises in the Czech and Slovak Republic to use professional qualifications in the vocational training of employees. In-house trainers often have practical skills based on their many years of experience at the company's workplace, but a large percentage of them do not have pedagogical-didactic training, even though the employer is legally obliged to ensure not only the professional level of training, but also to guarantee that the trained employees understood everything and that the trainer had adequate pedagogical skills. Employers are obliged to ensure all this as part of risk prevention.

According to the provisions of Section 103(2) of the Labour Code, employers are obliged to provide employees with training on legal and other regulations to ensure occupational safety and health (OSH regulations), which complement their professional prerequisites and requirements for the performance of their work and relate to the risks with which the employee may come into contact at his/her workplace. Within the framework of risk prevention, pursuant to the provisions of Section 102(2) of the Labour Code, employers are also obliged to search for risks, identify their causes and sources and take measures to eliminate or minimise them, and further pursuant to the provisions of Section 103(1)(a) of the Labour Code, employers are obliged to take measures to prevent risks. (f) of the Labour Code, employers are also obliged to provide employees, according to the needs of the work performed, with sufficient and adequate information and instructions on occupational safety and health protection (OSH), in particular by familiarising them with the risks, with the results of risk assessment and with measures to prevent exposure to risks related to their work and workplace. As part of risk prevention, in accordance with the above-mentioned provisions of the Labour Code, the employer is obliged in particular to:

- (a) determine the scope and depth of training in OSH regulations, including the extent of familiarisation with the associated risks arising from the operation and, where applicable, the use of machinery, apparatus and equipment at the employer's relevant workplaces - for the purpose of obtaining the qualification (qualification requirements) of operators,
- (b) to ensure that operators are trained in accordance with (a),
- (c) determine the period, scope and depth of recurrent training, including the period for verifying knowledge of OSH regulations under (a),
- (d) ensure that for forklift truck operators the knowledge of OSH regulations is verified at the periods referred to in (c).

The employer shall have the option of providing training for the operators

- (1) internally, either directly (in person), if sufficiently qualified, or through an authorised, sufficiently qualified employee,
- 2) externally, through a sufficiently qualified trainer,

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Sufficient qualifications of the trainer must be taken into account:

- adequate theoretical knowledge:
- adequate practical skills:
- adequate pedagogical skills:

In addition to theoretical knowledge and practical skills, the trainer must also have adequate pedagogical skills. The aim of the training provided cannot be merely to 'teach' but to properly teach the trainees the tasks for which the training is provided.

The aim of the course „Entrepreneurship VET Instructor“ is to provide internal trainers in employers' workplaces with training in andragogy (didactics and adult pedagogy) so that the employer is able to demonstrate, if necessary, that the internal trainer has the appropriate pedagogical skills to carry out training for the department in question.

**Upon completion of the course, a certificate of completion will be issued to the employee concerned** and it will then be possible to take the qualification examination 'Entrepreneurship VET Instructor' once the qualification has been entered into the NQF system. The qualification "Entrepreneurship VET Instructor" is intended for all internal trainers who train their subordinate employees at employers' workplaces in theoretical knowledge and in the prevention of risks arising in the workplace.

This preparatory course is intended for all in-house trainers who train their subordinate employees at the employers' workplaces in theoretical expertise and who do not have the corresponding pedagogical training, e.g. HR managers, foremen, trainers of OH&S operators, in-house OH&S trainers, etc.

**Registration fee and course price: 0 CZK/ 0 EUR.**

**Course venue: online Google Classroom, distance learning.**

**Prolink to the online course will be sent to registered participants till 31.12.2024.**

**Online courses can be taken until 31.12.2024, when the online classroom will be closed.**

**When registering multiple people from one company, a registration form must be sent separately for each participant so that participants can be invited to the Google Classroom. To participate in the course, you need to register with a Google account (with the @gmail.com extension).**

**Implementation instructions will be emailed to registered participants at the email address provided.**

**The course content can be found below on a separate sheet.**

**International preparatory courses are run by the following companies:**

**ERASMUS+ Project Beneficiary:**

**LASERneedle CZ s.r.o. - Alej Svobody 1397/29a, 323 00 Plzeň, ID: 29085268**

**Ing. Mgr. Pavla Peroutková Holejšovská, Ph.D., 777 227 952, [laserneedle@seznam.cz](mailto:laserneedle@seznam.cz)**

**Project partner:**

**Topcoach s.r.o., - Karpatské námestie 10A, 831 06 Bratislava, Slovakia**

**Mgr. MSc. Soňa Štefková, PgCert., tel. +421 914 703 900, mail: [sonastefkova@topcoach.sk](mailto:sonastefkova@topcoach.sk)**

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**Legal Representative of LASERneedle CZ s.r.o.  
ERASMUS+ Project Manager**

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### Course content - 5 days, 40h

### Venue: online until 31.12.2024

### Topic

#### Pedagogical-didactic preparation - 1 day (8h 45min) (Mgr. Vladimíra Lovasová, Ph.D., Czech Republic)

- Didactic principles and principles
- Organisational forms of corporate education
- Methods of adult education
- Activation didactic methods-
- Conducting discussions
- Evaluation and assessment methods

#### Psychological preparation - 1 day (8h 45min) (Mgr. Veronika Korim, Slovak Republic)

- Psychology of learning
- Social psychological approaches to the personality of the learner
- Respectful communication and conflict resolution
- Impression Management
- Specifics of learning of low-skills participants
- Personality of the trainer of professional business processes

#### Legislative and organizational preparation - 1 day (8h 45min) (Ing. Mgr. Pavla Peroutková Holejšovská, Ph.D., Czech Republic)

- Business processes
- System of professional qualifications
- Compulsory and optional training of employees
- Health and safety during training

#### ICT skills of the Instructor - 2 days (2 x 8h for 45min) (Ing. Petr Hořejší, Ph.D.)

- Basic word processing (formatting, typography, styles)
- Structured text processing (headings, references, figure numbering, table of contents)
- Working with multimedia
- Revision of documents
- Spreadsheet
- Presentation preparation
- Survey and questionnaire tools
- AI translators and proofreading

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