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Preparatory course  
for obtaining the qualification

# TRAINER OF VET SKILLS IN PRODUCTION

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

The preparatory course "Trainer of VET Skills in Production" 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 vocational qualifications functionally in internal vocational training of employees. Internal 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 and didactic training, although 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 must 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 or 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 they perform, with sufficient and adequate information and instructions on occupational safety and health protection (OSH), in particular in the form of acquaintance with 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).

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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,

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 Trainer of VET Skills in Production' course is to provide in-house trainers at employers' workplaces with training in andragogy (didactics and adult pedagogy) so that the employer can demonstrate, if necessary, that the in-house 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 'Trainer of vocational skills in production' once the qualification has been entered into the NQF system.

The qualification "Trainer of VET Skills in Production" is intended for all internal trainers who train their subordinate employees at employers' workplaces in practical workplace skills in connection with the prevention of risks arising in the workplace and who do not have a corresponding pedagogical education. This preparatory course is intended for foremen, foremen and other positions who train subordinates directly in the workplace.

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

**Course location: 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, IČO: 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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## Preparatory course for obtaining the qualification **TRAINER OF VET SKILLS IN PRODUCTION**

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**Course content - 5 days, 40h**

**Location: online until 26.6.2024, registration until 21.6.2024**

### **Content**

#### **Legislative and organizational preparation - 1 day (8h 45min)**

(Ing. Mgr. Pavla Peroutková Holejšovská, Ph.D., Czech Republic)

- Business processes
- System of professional qualifications
- Organisation of skills training in an industrial enterprise
- Ergonomics of psychomotor tasks
- Health and safety in training

#### **Specifics of adult learning - 1 day (8h 45mins)**

(Mgr. Veronika Korim, Slovak Republic)

- Specifics of adult learning
- Types of learning
- Stages of psychomotor learning

#### **Psychological preparation - 2days (2 x 8h 45min)**

(Ing. Ingrid Schostoková Krupičková, Slovak Republic)

- Role of the internal trainer
- Physical and psychological disposition to master the skills
- Respectful communication
- Conflict resolution
- Assertive giving of criticism and recognition
- Personality requirements of a production skills trainer

#### **Pedagogical and didactic training - 1 day (8h 45 minutes)**

(Mgr. Vladimíra Lovasová, Ph.D., Czech Republic)

- Didactic principles and principles in adult education
- Methods of adult education
- Demonstration, instruction

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*Paľ Ríh*

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