



Co-funded by  
the European Union

## Entrepreneurship VET Instructor

**Authorising authority:** Ministry of Education, Youth and Sports  
**Group of disciplines:** Pedagogy, Teacher Education and Social Care  
(code: 75)  
**It concerns the profession:** Entrepreneurship VET Instructor  
**NSK qualification level - EQF:** 3

### Professional competence

| Name   | Level |
|--|-------|
| Orientation in business processes and corporate training   | 4     |
| Using basic pedagogical skills in teaching   | 4     |
| Application of basic ICT skills in teaching and preparation  | 4     |
| Application of social-psychological knowledge in contact with learners                                       | 4     |
| Orientation in the legal regulations applicable to the performance of the professional activity of a trainer | 4     |

### Validity of the standard

The standard is valid from:



Co-funded by  
the European Union

## Criteria and evaluation methods

### Orientation in business processes and corporate training

| Evaluation criteria  | Methods of verification |
|--|-------------------------|
| a) Explain the content and role of the individual business processes in relation to production | Oral verification       |
| (b) Clarify the importance of mandatory and non-mandatory staff training                       | Oral verification       |
| c) Describe the organisational forms of training in the enterprise                             | Oral verification       |

**All criteria must be met.**

### Using basic pedagogical skills in teaching

| Evaluation criteria   | Means of verification                         |
|---|---|
| a) Characterize and explain the principles of adult education.  | Oral verification                             |
| b) Introduce one of the classifications of didactic methods. Describe at least 3 activating didactic methods and 3 ways of organising discussion.   | Oral verification                             |
| c) Formulate 3 questions and 2 practical tasks to verify the level of competence of the participants.   | Practical demonstration and oral verification |
| d) According to the sectoral focus, give an example of modification of educational content and adaptation of educational methods for low-skills participants in vocational enterprise training. | Practical demonstration and oral verification |

**All criteria must be met.**

### Application of basic ICT skills in teaching and preparation

| Evaluation criteria | Methods of verification |
|---------------------|-------------------------|
|---------------------|-------------------------|

Trainer in vocational corporate

trainingPage 2 z 8

Made by ERASMUS+ project “Creating of the new VET qualifications for entrepreneurship education”,  
reg. No. 2022-2-CZ01-KA210-VET-000100007.

Funded by the European Union. The views expressed are those of the author and do not necessarily reflect official position of the European Union or the European Education Executive Agency. The European Union and the EACEA are not responsible for the views expressed.



Co-funded by  
the European Union

|  |                          |
|--|--------------------------|
| a) Create a 5-page presentation with proper text layout, multimedia content (image, graph, video) and a functional link to the online survey, using a QR code.             | Practical demonstration  |
| b) Preparation of 3 pages of text material with embedded illustrative images and references to sources.  | Practical demonstration  |
| c) Set up a learning group/meeting on the distance learning platform of your choice, share a presentation, post a question in chat, create an online survey/questionnaire. | Practical demonstration  |
| d) Demonstrate working with text generator, translator, proofreading using AI tools  | Practical demonstration. |

**All criteria must be met.**

### Application of social-psychological knowledge in contact with learners

| Evaluation criteria   | Methods of verification                       |
|---|---|
| a) Introduce the basic social psychological approaches to personality and explain the advantages and disadvantages of their application in vocational corporate training. | Oral verification                             |
| b) Within a 10 min. on an independently chosen topic according to the field of study, communicate appropriately verbally and non-verbally.                                | Practical demonstration                       |
| c) Apply principles of respectful communication to model examples of difficult-to-manage learners and propose solutions to conflict situations.                           | Practical demonstration and oral verification |

**All criteria must be met.**

### Orientation in the legal regulations applicable to the performance of the professional activity of a trainer



Co-funded by  
the European Union

| Evaluation criteria   | Methods of verification |
|---|-------------------------|
| a) Clarify the importance of the professional qualifications system and its position in the education system                | Oral verification       |
| (b) Indicate the possibilities of using print and internet resources in relation to<br>in relation to copyright protection. | Oral verification       |

**All criteria must be met.**

## Organisational and methodological guidelines

### Instructions for conducting the test

- Entry requirements for participation in the examination** Any natural person over 18 years of age who has at least completed primary education or a participant in retraining pursuant to Act No.435/2004 Coll., the Employment Act, may be a candidate for the examination.

Medical fitness is not required.

At the same time as sending the invitation to the examination, the authorised person shall inform the candidate in writing where and how the candidate can inform himself/herself about his/her obligations and the examination process, and which documents/documents the candidate must submit immediately before the examination begins.

At least 10 working days before the date of the examination, the candidate shall deliver to the authorised person by email or by other agreed means in electronic form a set of model documents (see below) which he/she has personally prepared. The A.P.A. shall adapt the specific examination specifications (i.e. tasks, exercises and questions) to these model documents. The model documents shall form the basis for the assessment of the candidate's competence.

#### Set of model documents - mandatory components:

- A model demonstration of training conducted by the trainer at the workplace**, containing at least the following information: training objectives, required competencies, training concept, training content, characteristics of the target group, previous and follow-up training and development activities, material and technical support, form of the training event, location and time scope of the training - all formulated from the trainer's point of view.



Co-funded by  
the European Union

2. **Model educational programme** in the scope of 4 teaching hours in the full-time form, i.e. half-day programme. The model training programme will contain at least the following information: title, graduate profile, entry requirements for participants, training objectives, graduate competences, training content (curriculum), framework curriculum, method of completion, criteria for assessing the competences achieved by the graduate, material and technical support for teaching.
3. **A set of didactic materials** related to the model educational programme: a. Educational presentation in electronic format. b. Worksheet(s). c. Teaching text adapted for self-study.
4. **Model assignment of the activity/activities for the verification and evaluation of the competences achieved.** The purpose of the activity/activities is to verify the extent to which the participants in the training event have acquired the competences projected in the modular training programme. Examples of activities: practical examination, oral examination, written examination (e.g. test), combined activities.

The candidate may use the following during the examination:

- your own computer,
- own didactic aids and materials,
- your own office supplies.

The candidate will bring to the examination a set of model documents in the scope and form sent to him/her, which will enable him/her to implement the teaching of any part of the model educational programme.

2. **Examination procedure** Before the examination begins, the candidate shall present to the examiner his/her identity card and, if applicable, other documents entitling him/her to be admitted to the examination referred to in Part 1. Entry requirements for the examination.

Immediately prior to the start of the test, the authorised person will familiarise the candidate with the workplace, the organisation of the test, his/her rights and obligations under Act No.179/2006 Coll. and the requirements of occupational health and safety (OHS) and fire protection (OP), of which a written record will be made by the authorised person and signed by the candidate.

The Examiner shall recognise, and therefore need not verify, those professional qualifications which have already been verified by the applicant in the context of an examination of another professional qualification (to be evidenced by a certificate of acquisition of the professional qualification) and which are identical in scope and content. The scope and content of the qualification are determined by its individual criteria and the examination guidelines described in the assessment standard. The examiner shall not accept these competences as already verified unless this would ensure that the other requirements set out in this assessment standard are properly verified (for example, the need to follow technological procedures and the timing of different activities).

The exam is held in Czech language.



Co-funded by  
the European Union

The test is public. The practical part of the examination and the practical examination shall not be open to the public in cases where this is necessary for reasons of hygiene or occupational health and safety.

The subject of verification and evaluation of all criteria is:

- terminological correctness;
- observance of the rules of social behaviour;
- compliance with legislation.

The test is always conducted for one candidate, who may, however, be part of a group of examinees. Internet access is available to the candidate throughout the examination and he/she can use the content to the full extent.

#### **Specific guidance on selected competences and criteria**

##### **Orientation in business processes and corporate training:**

- (a) The candidate shall orally explain the content and role of each business process in relation to production.
- (b) The candidate shall orally explain the importance of mandatory and non-mandatory staff training.
- (c) The candidate shall orally describe the organisational forms of training in the enterprise.

##### **Using basic pedagogical skills in teaching:**

- (a) The candidate shall orally characterise and explain the principles of adult education.
- (b) The candidate shall orally present one of the classifications of didactic methods and describe at least 3 activating didactic methods and 3 possibilities of organising the discussion.
- (c) The candidate will practically formulate 3 questions and 2 practical tasks verifying the level of competence of the participants.
- (d) The candidate shall orally provide an example of modification of educational content and adaptation of educational methods for low-skills participants in vocational enterprise training.

##### **Application of basic ICT skills:**

- a) The candidate will orally explain the principles and use of basic ICT tools and techniques in the context of corporate education.
- b) The candidate shall demonstrate the practical use of ICT tools for the preparation and implementation of learning activities, including online learning and support.



Co-funded by  
the European Union

3. **The course of the test and the time required for the test:** The test is conducted in several stages:
- **Introductory phase:** introduction of the purpose and structure of the test. Introducing the candidate to the conditions and rules.
  - **Theoretical part:** verification of knowledge and professional skills through the oral part of the exam.
  - **Practical part:** presentation of a model educational programme, one-minute scenario, didactic materials and practical demonstrations.
  - **Final part:** evaluation and processing of the exam results, written evaluation of the candidate.

The assessment of the fulfilment of the criteria for each qualification is carried out within one day. The total time required for the examination is approximately 4 hours, covering preparation, delivery of the practical part of the training and the oral examination.

4. **Results and evaluation** After the examination, the examiner prepares an evaluation of the candidate's performance based on the criteria specified in the evaluation standard.

**The evaluation is twofold:**

- **Theoretical part:** assessed on the basis of answers to the questions and tasks.
- **Practical part:** evaluated on the basis of the quality of presentation, the ability to use didactic materials and the effectiveness of teaching methods.

**In the event of successful completion of the examination, the candidate will be issued a certificate of professional qualification as a Trainer of Vocational Business Education.**

### **Number of examiners**

The examination takes place before an examination board consisting of three members. All members of the board must be present at the examination after for the entire duration of the test.

The examiner shall conduct the proficiency testing in accordance with all provisions of this evaluation standard.



Co-funded by  
the European Union

### **Requirements for the professional competence of the authorised person or authorised representative authorised persons**

The authorised person or authorised representative of an authorised person must meet at least 1 of the following requirements:

- Higher education degree of Master of Education
- A university degree with at least a Master's degree and at least 2 years of professional experience in vocational corporate training.
- Secondary education and at least 5 years of professional experience in vocational corporate training.

The applicant for authorisation shall demonstrate compliance with the requirements for professional competence and professional experience to the authorising authority by producing proof or evidence of professional competence and experience in the profession in accordance with the assessment standard for that professional qualification, or by a procedure which complies with the requirements set out in the assessment standard for that professional qualification set by the authorising body.

The application for authorisation can be found on the website of the authorising authority: Ministry of Education, Youth and Physical Education, [www.msmt.cz](http://www.msmt.cz)

### **Necessary material and technical prerequisites for conducting the test -**

- classroom equipped with tables and chairs
- seating suitable for possible work with materials and for interactive activities in the open space
- flip chart or whiteboard, papers, markers
- data projector -
- laptop or PC with operating system -
- Internet connection -
- stationery -

The application for authorisation shall be accompanied by a list of the material and technical equipment demonstrating compliance with the requirements specified in the assessment standard for the test. The applicant shall demonstrate the provision of suitable premises for conducting the test by appropriate evidence (e.g. extract from the Land Registry, lease agreement, agreement).