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**nsk**...  
národní soustava kvalifikací

Qualification standard

## Trainer of VET Skills in Production

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

### Professional competence

Name	Level
Orientation to business processes and the organisation of skills training in the workplace	4
Using basic pedagogical skills when working with learners	3
Application of psychological aspects in contact with learners	3
Orientation in the legal regulations applicable to the performance of work activities	3

### Validity of the standard

The standard is valid from: after approval process

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## Criteria and evaluation methods

### Orientation to business processes and the organisation of skills training in the workplace

Evaluation criteria	Methods of verification
a) Explain the content and importance of individual business processes in relation to production	Oral verification
b) Describe the forms and organisation of skills training in the enterprise	Oral verification

**All criteria must be met.**

### Using basic pedagogical skills when working with learners

Evaluation criteria	Means of verification
a) Describe and explain any 3 basic didactic principles used in teaching practical skills	Oral verification
b) Using a model situation, explain the different stages of psychomotor learning	Practical demonstration and oral verification
c) Using a concrete example, define criteria for assessing the degree of mastery of the skill.	Practical demonstration and oral verification
(d) Conduct a demonstration with instruction for a specific work activity.	Practical demonstration
e) Define the physical and psychological prerequisites for successful mastery of the skill and propose recommendations for minimizing overexertion in the performance of a specific work activity.	Practical demonstration and oral verification

**All criteria must be met.**



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### Application of psychological aspects in contact with learners

Evaluation criteria	Methods of verification
a) Characterise the specifics of adult learning	Oral verification
b) Apply the principles of respectful communication to model examples and propose a solution to a conflict situation	Practical demonstration and oral verification
c) Motivate performance through communication, using a range of rewarding, encouraging and appropriate ways of giving criticism	Practical demonstration and oral verification
d) Characterize the personality requirements of a Trainer of VET Skills in Production	Oral verification

**All criteria must be met.**

### Orientation in the legal regulations applicable to the performance of work activities

Evaluation criteria	Methods of verification
a) Clarify the importance of the professional qualifications system and its position in the education system	Oral verification
b) List the principles of occupational health and safety, fire protection	Oral verification

**All criteria must be met.**



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## Organisational and methodological guidelines

### Instructions for the examination for the qualification of Trainer of VET Skills in Production

#### 1. Entry requirements for 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 may be required depending on the specifics of the work environment.

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

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

#### Professional skills model documents - mandatory components:

1. **A model work task containing at least the following information:** the objectives of the work task, the required skills and competences, the training concept, the content of the task, the characteristics of the target group (e.g. new employees vs. experienced employees), the preceding and following activities, the material and technical support, the form of training, the location and time scope of the training - all formulated from the perspective of the employer or manager.
2. **A model training programme of 2 hours of practical on-the-job training and 1 hour of theoretical training online or in a classroom,** i.e. an apprenticeship 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), training framework plan, method of completion, criteria for assessing the skills achieved by the graduate, material and technical support for the training.
3. **A model minute scenario of a training programme, which** contains internally interlinked information in the following scope at least: time, topic, training procedure, methods, tools, notes, designation of the platform for the theoretical part (e.g. in the classroom, at the machine, or online MS Teams, Zoom).
4. **A set of didactic materials related to the model training programme:**
  - worksheets
  - instructions for practical exercises
  - presentation of the theoretical part (if relevant)



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5. **Model assignment of the activity/activities for the verification and assessment of the achieved skills.** The purpose of the activity/activities is to verify the extent to which participants in the training event have acquired the skills projected in the model training programme. The activity/activities must therefore be relevant to the projected training objectives. Examples of activities: practical test, observation at work, oral test, written test (e.g. quiz), 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 professional skills documents in the scope and form sent to him/her, which will enable him/her to carry out the training of any part of the model training program.

## **2. The course of the test**

Before the examination commences, the candidate shall present to the examiner his/her identity card and, where applicable, other documents entitling him/her to be admitted to the examination referred to in Part 1. Entry requirements for participation in 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 professional competences that have been previously verified in the applicant's examination of another professional qualification (to be evidenced by a certificate of professional qualification), provided that they 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 recognise these competences as already verified unless this would ensure that the other requirements set out in this assessment standard are properly verified.

The exam is held in Czech language.

The examination shall be open to the public, but the practical part of the examination may be closed to the public in cases where this is necessary for reasons of hygiene or occupational health and safety.



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### Specific guidance on selected competences and criteria

For selected evaluation criteria, the candidate's ability to modify the training document based on changes to the parameters set by the examination committee is also verified. The Examination Board specifies the changes to the parameters that are relevant to the document.

#### Competence: knowledge of business processes and the organisation of skills training in the workplace

- **Criteria (a), (b), (c):** the candidate shall demonstrate practical training in the workplace according to a model scenario, during which the examination board shall observe the candidate's ability to organise and manage the teaching of professional skills in the workplace.

#### Professional competence: using basic pedagogical skills in working with learners

- **Criterion a):** the candidate presents a model training programme and responds to additional questions from the Examination Board.
- **Criterion (b):** the candidate demonstrates the ability to use a variety of pedagogical methods and techniques in teaching.

#### Competence: application of psychological aspects in contact with learners

- **Criterion (a):** The candidate demonstrates the ability to adapt his/her approach to different types of trainees, taking into account the psychological aspects of learning.

#### Professional competence: knowledge of the legal provisions applicable to the performance of the job

- **Criterion (a):** the candidate answers questions on legal regulations relevant to the organisation of teaching and training in the workplace, or demonstrates model situations and proposes solutions.

### 3. Estimated time required to test for one examinee:

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.



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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 case of successful completion of the exam, the candidate will be issued a certificate of professional qualification as a **Trainer of VET Skills in Production**.

#### **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.

#### **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)



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**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).