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**ENTREPRENEURSHIP VET
INSTRUCTOR**

"Entrepreneurship VET Instructor" qualification report

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The qualification standard for the professional qualification "Entrepreneurship VET Instructor" was developed and co-financed within the Erasmus+ project "

The system currently used to recognise the results of non-formal and informal learning in the Czech Republic is called the National Qualifications System (NQS). A similar system exists in Slovakia. This system allows people to obtain qualifications based on practical experience and skills without having to undergo formal training programmes.

At present, there is only one qualification within the NQS of both countries that can provide evidence of the pedagogical and pedagogical competences of an in-house corporate trainer or coach, and that is the professional qualification of Lecturer in Continuing Education.

For in-house corporate trainers who have practical training experience but not pedagogical training, this qualification is difficult and unfeasible as it encompasses a wide range of theoretical pedagogical knowledge and practical skills needed to develop training programmes. However, these competences are not needed by in-house trainers, nor are they usually provided by the activities related to the preparation, implementation or evaluation of training programmes within enterprises.

The qualification 'Entrepreneurship VET Instructor' is designed to provide trainers in enterprises with the necessary skills and knowledge to effectively conduct employee training. This qualification standard responds to the specific requirements of enterprise trainers, who play a key role in the development of employees' skills and competences. The qualification and assessment standard for this qualification is set out below.

The draft qualification and assessment standard is available at: <https://www.lasertneedle.cz/erasmus-100007/>.

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The competences to be demonstrated by the trainer have been defined as follows:

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Orientation in business processes and business education	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 training activities	4

Orientation in business processes and business education

Assessment criteria:

- Explain the content and role of each business process in relation to production.
- Explain the importance of compulsory and noncompulsory training of employees.
- Describe the organisational forms of training in the enterprise.

Methods of verification:

Oral verification for all criteria.

To pass this part, the candidate must demonstrate the ability to explain clearly the business processes, the importance of employee training and the organisational forms of training in the enterprise.

Using basic pedagogical skills in teaching

Assessment criteria:

- Characterise and explain the principles of adult learning.

b) Introduce one of the classifications of didactic methods, describe at least 3 activating didactic methods and 3 ways of organising discussion.

c) Formulate 3 questions and 2 practical tasks to verify the level of competence of the participants.

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.

Methods of verification:

Oral verification for criteria a) and b).

Practical demonstration and oral verification for criteria (c) and (d).

The candidate must demonstrate the ability to apply pedagogical skills, including adult learning principles, didactic methods and the adaptation of learning content for different groups of learners.

Application of basic ICT skills in teaching and preparation

Evaluation criteria:

a) Create a 5-page presentation with correct text layout, multimedia content (image, graph, video) and a functional link to the online survey, use of QR code.

b) Prepare 3 pages of text material with embedded illustrative images and links to resources.

c) Set up a learning group/meeting on the chosen distance learning platform, share the presentation, insert a question in the chat, create an online survey/questionnaire.

d) Demonstrate working with text generator, translator, proofreading using AI tools.

Verification methods:

Practical demonstration for all criteria.

Candidates must demonstrate the ability to use ICT tools to prepare and deliver lessons, including the creation of presentations, text-based materials, the organisation of distance learning and the use of modern AI tools.

Application of social-psychological knowledge in contact with learners

Evaluation criteria:

a) State the basic social psychological approaches to personality and explain the advantages and disadvantages of their application in vocational corporate training.

b) Communicate appropriately verbally and non-verbally within 10 minutes on an independently selected topic according to the discipline.

c) Apply the principles of respectful communication and propose a solution to a conflict situation using model examples of difficult-to-manage trainees.

Methods of verification:

Oral verification for criterion a).

Practical demonstration for criterion b).

Practical demonstration and oral verification for criterion (c).

Candidates must demonstrate the ability to apply social psychological approaches and effective communication skills when working with learners, including conflict resolution.

Orientation in the legal regulations applicable to the performance of training activities

Evaluation criteria:

a) Explain the importance of the professional qualifications system and its position in the education system.

b) Demonstrate the use of print and internet resources in relation to copyright protection.

Methods of verification:

Oral verification for both criteria.

Candidates must demonstrate a basic understanding of the legislation relating to professional qualifications and copyright protection when using educational resources.

Conclusion

The qualification "Entrepreneurship VET Instructor" provides trainers in enterprises with the practical and theoretical tools necessary to effectively deliver vocational training to employees. The criteria and assessment methods have been designed to respond to the specific needs and conditions of enterprises, increasing the accessibility and relevance of this qualification. This qualification supports the professional development of trainers and contributes to the development of the professional skills and competences of employees in enterprises. The qualification 'Trainer in vocational training for enterprises' 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. At present, this new qualification has been sent to the approval process for inclusion in the NQS.

A preparatory course has also been prepared for the qualification, which can still be taken online by registering using the form at <https://www.laserneedle.cz/erasmus-100007/>. The aim of the course "Entrepreneurship VET Instructor" is to provide internal trainers at employers' workplaces with training in andragogy (didactics and adult pedagogy) so that the employer can demonstrate, if necessary, that the internal trainer has the appropriate pedagogical skills to carry out training for the department.

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 an appropriate pedagogical background, e.g. HR managers, foremen, trainers of low-skilled operators, in-house trainers of occupational health and safety etc. Upon completion of the course, a certificate of completion will be issued to the employee concerned and subsequently, once the qualification has been entered into the NSK system, it will be possible to pass the qualification examination "Entrepreneurship VET Instructor".

The qualification and assessment standard for the professional qualification "Entrepreneurship VET Instructor" was developed and co-financed within the Erasmus+ project "Creating of the new VET qualifications for entrepreneurship education", Reg. No. 2022-2-CZ01-KA210-VET-000100007, whose beneficiary is the Czech educational agency LASERneedle CZ s.r.o. and partner is the Slovak educational agency TOPCOACH s.r.o. These new qualifications are designed with the practical needs of production and enterprises in mind. They focus on skills and knowledge that are directly applicable in the work environment, thus better matching the experience and needs of in-house trainers and trainers.

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<https://epale.ec.europa.eu/en/content/entrepreneurship-vet-instructor-qualification-report>