



**06 - COURSES TRAIN THE TRAINER FOR THE PROFESSION “WORKER IN WHOLESALE”**

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**SLOVAK AUSTRIAN GERMAN ALLIANCE  
VOCATIONAL EDUCATION AND TRAINING**

# 06 - COURSES TRAIN THE TRAINER FOR THE PROFESSION

## „DER ARBEITER IM GROßHANDEL“

**Project:** SAGA FOR VET

**Activity:** Train the Trainer Woche

**When?:** 02 – 06 October 2016

**Where?:** Das Europäische Bildungswerk für Beruf und Gesellschaft

Hegelstraße 2, 39104 Magdeburg



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# PROGRAM

## **Framework program on "Train the Trainer" within the framework of the SAGA for VET project (the intellectual output O2 – O7)**

The goal of this program is to provide comprehensive knowledge regarding theoretical and practical part of the education to the participants with respect to the selected program/profession. On the basis of the information received, the participants should be able to understand the analyses of the professions developed by the partners of the BBRZ-Group and EBG and also should be active in the development of various educational programs. (accreditation) in Slovakia. In addition, the participants of the program "Train the Trainer" are able to independently conduct training programs, and to pass on the acquired information to attendees of accredited educational programs in Slovakia. programov na Slovensku.

# PROGRAM

The duration of the course:

The course will take place during 5 working days in duration of 8 hours.

Main points:

1. Professional specialisation for individual training (practice) and outline plans for the framework curricula (theory) and introduction to the literature and other materials used in teaching (educational documents, timeline and content sequence of practical and theoretical instruction, an exemplary presentation of teaching materials)
2. Health and safety in the field of vocational training (presentation of documents, instructions for the safety and protection in the work in the case of various professional associations – according to the focus of vocational education)
3. Organization of practical training/seminars (presentation and description of the didactic-methodological links, e. g. visit to the training workshops)
4. Visit to partner companies for practical training and obtaining information on the practical requirements for new technologies and software requirements.
5. Final evaluation workshop
6. Didactic-methodological foundations of education (presentation and specialist discussion)
7. Preparation for the exam and progress of the exam (based on the current requirements of the decree to the individual professions)
8. "Für Ausbildereignungskurse" models – the appropriateness of the training courses for the target group? (presentation and introduction to the AZAV courses of the EBG project partner)
9. Quality assurance of vocational education (presentation and discussion)
10. Final workshop and the prospect of the future opportunities

# PROGRAM

FIRST DAY	SECOND DAY	THIRD DAY	FORTH DAY	FIFTH DAY
Technical specification of the educational framework plans (practice) and framework planes (theory) and presentation of the literature and other teaching materials (6 hours)	Organization of practical training in training centres (theoretical discussions with the presentation or a visit to the training workshops) (3 hours)	Didactic-methodological foundations of education (presentation and specialist discussion) (8 hours)	Preparation and realization of the examination (3 hours)	Quality assurance of vocational education (presentation and discussion) (6 hours)
Health and safety in the field of vocational education (2 hours)	Visit to partner companies for practical training and obtaining information on the practical requirements for new technologies and software requirements. (3 hours)		"für Ausbildereignungskurse" models (5 hours)	Final workshop and the prospect of the future opportunities (2 hours)
	Final evaluation workshop (2 hours)			

# EBG



The European Association for Vocational and Social Education (Das Europäische Bildungswerk für Beruf und Gesellschaft) is a competent partner for education and training. Since 1990 we are active in many locations in Germany and Europe.

## ■ **Competence for education and training**

The European Association for Vocational and Social Education (Das Europäische Bildungswerk für Beruf und Gesellschaft) was founded in 1990 as free and non-profit educational company, which provides both vocational and civic engagement in society. Today, the EBG is a powerful and innovative educational company with 36 educational centers in the Federal Republic of Germany and worldwide activities. The EBG is active as an educator and developer in many different sectors and professions. More than 350 full-time lecturers, trainers, specialists and managers as well as over a thousand honorary staff work on the basis of international quality standards (DIN EN ISO 9001: 2008) and according to the mission statement of the EBG:

# EBG



## **International character**

The processing of projects with international participation, the membership in the European Association of Professional Education Institutions (EVBB) and own companies, educational centers and representative offices in countries of the European Union, Slovak Republic, China, Vietnam and Russia form the basis for international activities.

## **Activity orientation**

In particular, active teaching methods, which increase the independence in the process of working and learning of the participants, like laboratory and experimental teaching, working with models, project- and problem-oriented individual and group work, course and project method, work directly in professional practice, complex works, excursions and internships are the focus of activity-oriented teaching and training didactics.

## **Proximity to other businesses**

The aim of all professional qualifications is to create and maintain employability. This requires close cooperation with companies to align the qualifications according to their needs. In addition to the latest know-how, traditional virtues, such as punctuality, reliability, technological discipline, but also the development of respect for work and love for the profession, are the focus of the training.

# MAIN DIDACTIC CONCEPT

Direct link between:

- Economic requirements (regional, national, international)
- pedagogical and main didactic concept
- learning location
- qualification of the teachers (ultimately the success of the project is dependent on the qualification of the teachers)



# BASIC DIDACTIC SYSTEMS OF VOCATIONAL TRAINING

- Didactic
- Didaktische Makrosysteme
- Didaktische Mikrosysteme

# LEARNING FIELDS

**Learning field 1: Presentation of the training enterprise as a wholesale and foreign trade company**

**Learning field 2: Processing orders in a customer-oriented manner**

**Lernfeld 3: Planning, control and implementation of procurement processes**

**Learning field 4: Recording, documenting and evaluation of business processes as value streams**

**Learning field 5: Personnel management tasks**

**Learning field 6: Planning, managing and controlling of logistic processes**

# LEARNING FIELDS

**Learning field 7: Analysis of the overall economic impact on the wholesale and foreign trade company**

**Learning field 8: Preparation and controlling of pricing policy measures in a success-oriented manner**

**Learning field 9: Marketing planning, execution and controlling**

**Learning field 10: Financing decisions**

**Learning field 11: Preparation, evaluation and utilization of company results**

**Learning field 12: Realization of professionally oriented projects for wholesale and foreign trade**

# ABSOLVENT PROFILE

The profile of the profession "merchant in wholesale and foreign trade" is described in the vocational training program. In the training contract between training company and trainees, specialization wholesale trade or foreign trade is specified. Only the wholesale sector is considered below. After apprenticeship, the trainee must have at least the following skills, knowledge and abilities that are taught during practical training:

1. Training companies
2. Procurement and logistics
3. Sales and customer orientation
4. Information and cooperation
5. Commercial management in the specialized field

## ➤ Wholesale

- Goods receipt and storage

## ➤ Goods receipt

- Merchandise management system

# INTERMEDIATE EXAMINATION

- An intermediate examination is to be carried out to determine the level of education. It takes place in the middle of the second year of training.
  
- The intermediate examination shall cover the skills, knowledge and abilities listed in Annexes 1 and 2 for the first year of training, as well as the subject matters to be taught in vocational school in accordance with the framework curriculum, as far as it is essential for vocational training.
  
- The intermediate examination must be carried out in writing in a maximum of 180 minutes. The candidate should deal with practical tasks or cases from the following areas:
  1. Work organization
  2. Goods management
  3. Economic and social science

# FINAL EXAM

- The final examination in the field of wholesale covers knowledge and skills as well as the teaching material to be taught in vocational school teaching, as far as it is essential for vocational training, laid down in Annex 1, Section I and Section No. 1:
- The examination is to be carried out in writing in the examination areas of wholesale business, commercial management and control, organization as well as economic and social studies and verbally in the examination area case-related specialist discussion.

# FINAL EXAM

The requirements in the case of written examination areas are:

➤ in examination area “Wholesale Business”

Within a maximum of 180 minutes, the candidates should deal with practical tasks or cases, especially from the following areas:

- a) Merchandise Management and Logistics in Retail
- b) Planning and Implementation of Procurement
- c) Marketing and Sales

and show that they can manage and control processes in the trade from procurement to sales, take into account the content of the individual process steps along the value chain, analyze processes and develop and present solutions. They should also demonstrate that they can take into account legal provisions, deal with complaints, apply possibilities for conflict resolution and work in a customer-oriented manner.

# FINAL EXAM

➤ in the examination field “Commercial Management and Control, Organization:

Within a maximum of 90 minutes, the candidates should be given practical tasks or cases, in particular from the following fields:

- a) Work organization and human resources
- b) Information and communication technology
- c) Cost and performance calculation, controlling
- d) Booking procedures
- e) Payment and credit

and to demonstrate that they can carry out calculations, analyze, assess and draw conclusions about the facts using key performance indicators. They must also demonstrate that they are able to take account of the technical relations between these areas and to develop possible solutions to computational and organizational tasks.



# FINAL EXAM

In the case of case-related expert discussions, the candidate has to deal with one of two practical tasks assigned to him. In particular, the following areas may be considered:

1. Purchasing
2. Marketing
3. Sales and customer service

In the case of the task, the operating domain of the training company must be taken into account. Within the framework of the expert discussion, the candidate should show that he can develop solutions and conduct business interviews in a manner appropriate to the addressee and in a situation-based manner, while involving knowledge of the knowledge of the goods.

A maximum of 15 minutes of preparation is to be given to the candidate for the task selected by him. The discussion should not exceed 30 minutes.

# FINAL EXAM

In order to pass the final examination, the total results and at least two of the examination areas specified in paragraph 3 No. 1 to 3, as well as in the examination area case-related expert discussion at least sufficient examination performances have to be achieved.

If the examinations are graded "insufficient" in one examination area, the examination is not passed.

# HEALTH AND SAFETY AT WORK

## Why health and safety at work?

85% of all accidents are caused by **human error**.

Habituation effect leads to underestimation of the risks.

- Legal obligation of the company

(Act on Occupational Safety and Health §§3, 4 )

- Legal security for the company

(criminal and civil law consequences)

# WHY HEALTH AND SAFETY AT WORK?

Organization and implementation of occupational health and safety in the area of responsibility, e. g.

- Risk assessments
- Instruction and tuition of employees
- Observation and implementation of regulations for young people, child-bearing women, expectant and nursing mothers
- Observation and implementation of regulations for the handling of hazardous substances
- Documentation of implementation
- Control of implementation

# TASKS AND RESPONSIBILITIES OF THE EMPLOYEES

## The following rules apply to all:

- Ensure safety and health at work for yourself and third persons
- Follow operational regulations and instruction contents
- Observe operating instructions

## The following rules apply to all:

### Proper use of

- Work equipment
- Personal protective equipment
- Protective devices

### Employers promote

- Report hazards and deficiencies
- Report near-accidents
- Propose ideas and suggestions to health and safety at work
- Support measures for occupational health and safety