

Practical trainer

Practical trainers in trade work in a training company approved by Kenniscentrum Handel.

In addition to their normal work, they supervise participants engaged on practical vocational training. The practical trainer is the first point of contact for participants and familiarises them with day-to-day practice.

The practical trainer supervises and assesses all the participant's learning activities. He ensures a good learning environment within the training company so that the workplace is also a place for learning. It is important that the participant's activities match as far as possible the occupation for which the participant is training.

During the learning process, the practical trainer supports the participant in bearing responsibility for his own learning process and performance as an employee. The practical trainer monitors the progress of the learning process with the aid of official assessment instruments.

The practical trainer shows interest in the participant, gives him personal attention and 'puts the subject across'. He tailors his supervision to the individual participant.

A sense of responsibility, organisational skills and an understanding of human nature are essential for a practical trainer.

The practical trainer also has contact with the training organisation's traineeship supervisor and Kenniscentrum Handel's training adviser. During the participant's Practical Vocational Education period, the traineeship supervisor visits the training company a number of times to discuss the progress of the Practical Vocational Education with the participant and the practical trainer.

Kenniscentrum Handel's training advisor advises the practical trainer about his role as a supervisor and/or assessor during the Practical Vocational Education period. He also helps him reflect on his performance as a practical trainer.

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creating conditions for working and learning

The following competences are important for practical trainers:

Guiding

- Gears his training method to the participant and the latter's maturity in performing tasks.
- Explains or demonstrates to the participant how he should perform certain tasks.
- Monitors whether the participant is performing as agreed.
- Issues clear instructions if the participant does not meet, or is liable not to meet, expectations.

Analysing

- Analyses the training organisation's information, the participant's wishes and what the training company can offer to determine how the training objectives can be achieved.
- Determines, together with the participant, the stage at which the participant can be assessed.
- Observes the participant with the aid of the assessment criteria and rates these observations.

Supervising

- Encourages and supports the participant.
- Gives the participant clear and constructive feedback.
- Motivates the participant.

Following instructions and procedures

- In assessing the participant, uses official assessment tools and follows the associated procedures.

Learning

- Evaluates the Practical Vocational Education period to identify points for improvement.
- Works on points for improvement.

Planning and organising

- Agrees in discussions with the participant what learning objectives the latter wants to achieve.
- Plans learning activities with the participant, taking account of the planning of the business (including commercial planning), the availability of people and resources, the participant's learning objectives and learning style and soundly structured learning activities.
- Shows discipline by closely monitoring the progress of the participant's learning process.
- Decides when intervention in the learning process is needed and accepts the possible consequences of this for the planning, both for the participant and the training company.

Cooperation and consultation

- Shows interest in the participant by listening attentively, asking question and observing the participant.
- After consultation with others where appropriate, discusses his observations with the participant.
- Encourages the participant to think actively about what his learning process should cover in the period ahead.
- Listens to advice from the traineeship supervisor and the training adviser and indicates how h e intends to respond.

Applying expertise

- Explains how things work, demonstrates this or gets the participant himself to think about matters specific to the occupational field.
- Uses his subject knowledge to assess the participant and arrive at a final rating.

Summary of core tasks and work processes

1. Organises the participant's learning process

- 1.1 Conducts selection interview with the participant
- 1.2 Supports the participant during the orientation period
- 1.3 Establishes the participant's baseline situation and learning needs
- 1.4 Determines the learning activities jointly with the participant
- 1.5 Organises learning activities
- 1.6 Maintains contact with traineeship supervisor and training adviser

2. Trains the participant

- 2.1 Trains the participant on the shop floor
- 2.2 Monitors and guides the participant's learning process
- 2.3 Conducts supervisory or progress discussions with the participant
- 2.4 Evaluates the Practical Vocational Education period with the participant

3. Assesses the participant's learning results

- 3.1 Prepares assessment date or assessment period
- 3.2 Assesses the participant

with the approval of:



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