

99019015029000, 99019015029000

# Training the trainer pursuant to the German Ordinance on Trainer Aptitude (Ausbilder-Eignungsverordnung, AEVO)

Heruntergeladen am 16.06.2025

<https://fimportal.de/xzufi-services/237896087/L100039>

Modul	Sachverhalt
Leistungsschlüssel	99019015029000, 99019015029000
Leistungsbezeichnung I	Training the trainer pursuant to the German Ordinance on Trainer Aptitude (Ausbilder-Eignungsverordnung, AEVO)
Leistungsbezeichnung II	Training the trainer pursuant to the German Ordinance on Trainer Aptitude (Ausbilder-Eignungsverordnung, AEVO)
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Rheinland-Pfalz
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (silber)

<b>Modul</b>	<b>Sachverhalt</b>
<b>Begriffe im Kontext</b>	entry to the examination, conduct training, registration for the examination, AEVO, prepare training and assist in recruiting trainees, AEVO examination, Trainer aptitude examination, vocational- and teaching-related aptitude, complete training, examination certificate, entry requirements, plan training, examine training prerequisites
<b>Leistungstyp</b>	Leistungsobjekt mit Verrichtung
<b>Leistungsgruppierung</b>	Berufsbildung (019)
<b>Verrichtungskennung</b>	Prüfung (029)
<b>SDG-Informationsbereich</b>	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
<b>Lagen Portalverbund</b>	Prüfung und Nachweise für Sachkunde und Sicherheit (2120300), Aus-, Weiterbildung und Sachkunde (2030300)
<b>Einheitlicher Ansprechpartner</b>	Nein
<b>Fachlich freigegeben am</b>	02.01.2024
<b>Fachlich freigegeben durch</b>	Association of German Chambers of Industry and Commerce Ministry of Economic Affairs, Transport, Agriculture and Viticulture Rhineland-Palatinate 27.12.2023
<b>Handlungsgrundlage</b>	<a href="https://www.gesetze-im-internet.de/ausbeignv_2009/_4.html">https://www.gesetze-im-internet.de/ausbeignv_2009/_4.html</a> <a href="https://www.gesetze-im-internet.de/ausbeignv_2009/">https://www.gesetze-im-internet.de/ausbeignv_2009/</a>
<b>Teaser</b>	By passing the trainer aptitude examination, you prove that you are suitable to carry out the vocational training of trainees and apprentices.
<b>Volltext</b>	You must prove, as a trainer, that you possess the fundamental teaching, organisational and legal knowledge required to conduct vocational training and that you are also familiar with the key training methods.

## Modul

## Sachverhalt

In company-based vocational education and training, trainer aptitude is essential; in many sectors in which companies operate it is an important additional qualification. It is an integral part of numerous advanced training qualifications.

This proficiency is tested in an examination. The examination comprises a written part and a practical part.

In the written part of the examination, you are required to address case-related tasks from all areas of activity. The written examination usually lasts three hours. One set of examination materials consists of approximately 70 tasks. As a rule candidates take the examination using a PC.

In the practical part of the examination, you have to tackle a typical training situation through a role play or presentation and then explain your approach in a detailed discussion.

The examination is passed if a grade of at least "sufficient" ("ausreichend") is awarded for each part of the examination. A failed examination can be retaken twice within one individual examination process. Any part of the examination that is passed can be credited.

You should prepare thoroughly for the examination. There are numerous private providers who for example offer preparatory courses for the examination. However, this is not a statutory requirement for registering for the examination.

The examinations take place on fixed dates at Chambers of Commerce and Industry (, IHK), Chambers of Skilled Trades & Crafts (, HWKs) and at other competent authorities responsible for vocational education and training.

### Erforderliche Unterlagen

- Official photo ID for verification of identity at the examination

### Voraussetzungen

- No formal entry requirements

<b>Modul</b>	<b>Sachverhalt</b>
<b>Kosten</b>	Fees apply for taking the examinations: these are governed by the fee regulations of the competent authority for the region and are listed on the website of the relevant authority.
<b>Verfahrensablauf</b>	<p>You register for the examination in accordance with the rules of the respective competent authority.</p> <ul style="list-style-type: none"> <li>• You receive an invitation to sit the examination. The invitation confirms your formal acceptance for entry to the examination.</li> <li>• Late registration for the examination usually incurs an additional administrative fee as per the schedule of fees.</li> <li>• On the day of the examination, you must present an identity document as set forth in the invitation to sit the examination.</li> <li>• As a rule, the practical part of the exam is taken after the written part of the exam.</li> <li>• If you pass the overall examination, you will receive a certificate.</li> </ul>
<b>Bearbeitungsdauer</b>	The complete examination process lasts around three months.
<b>Frist</b>	
<b>weiterführende Informationen</b>	
<b>Hinweise</b>	The examination procedure is carried out in German only.
<b>Rechtsbehelf</b>	The forms of legal remedy are shown on the notifications issued during the examination procedure (notification of failure to pass the examination, notification of having passed the examination, notification of fees).
<b>Kurztext</b>	<ul style="list-style-type: none"> <li>• The aptitude and proficiency of trainers is essential for the approval of training arrangements</li> <li>• Proof of the basic teaching, organisational and legal knowledge required for vocational education and training</li> <li>• Proficiency is tested in an examination</li> <li>• The examination comprises a written part and a</li> </ul>

Modul	Sachverhalt
	<p>practical part</p> <ul style="list-style-type: none"> <li>• The examination is passed if a grade of at least “sufficient” (“ausreichend”) is awarded for each part of the examination.</li> <li>• In the written part of the examination, caserelated tasks from all fields of activity must be addressed</li> <li>• As a rule, candidates take the examination using a PC</li> <li>• The examination can be sat at a Chamber of Commerce and Industry (, IHK), a Chamber of Skilled Trades &amp; Crafts (, HWK) or at another competent authority responsible for vocational education and training.</li> </ul>
Ansprechpunkt	
Zuständige Stelle	<p>List of competent bodies pursuant to § 71 BBiG in Rhineland-Palatinate (including Chamber of Crafts, Chamber of Industry and Commerce, Chamber of Agriculture)</p>
Formulare	<ul style="list-style-type: none"> <li>• Form: Registration for the trainer aptitude examination</li> <li>• Online procedure: Registration online is possible in some cases</li> <li>• Appearance in person required: Yes, to take the examination</li> <li>• Written form requirement as per German Civil Code Art.126: No</li> </ul>
Ursprungsportal	<p>Training the trainer pursuant to the German Ordinance on Trainer Aptitude (Ausbilder-Eignungsverordnung, AEVO), Ausbildung der Ausbilder gemäß AEVO</p>