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# Instructor aptitude test

Heruntergeladen am 16.06.2025

<https://fimportal.de/xzufi-services/S1000020010000011610/S100002>

Modul	Sachverhalt
Leistungsschlüssel	99019015029000
Leistungsbezeichnung I	Instructor aptitude test
Leistungsbezeichnung II	Training of trainers according to AEVO
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Hamburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	<div lang="en-x-mtfrom-de">exam</div> , <div lang="en-x-mtfrom-de">test certificate</div> , <div lang="en-x-mtfrom-de">Admission Requirements</div> , <div lang="en-x-mtfrom-de">AdA certificate</div> , <div lang="en-x-mtfrom-de">AEVO</div> , <div lang="en-x-mtfrom-de">Registration for the exam</div> , <div lang="en-x-mtfrom-de">Instructor Qualification</div> , <div lang="en-x-mtfrom-de">Instructor Aptitude Test</div> , <div lang="en-x-mtfrom-de">finish education</div> , <div lang="en-x-mtfrom-de">carry out training</div> , <div lang="en-x-mtfrom-de">plan training</div> , <div lang="en-x-mtfrom-de">Prepare training and assist in</div>

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	<div>hiring trainees</div> , <div> <div>lang="en-x-mtfrom-de"&gt;Check training requirements</div>, <div> <div>lang="en-x-mtfrom-de"&gt;Vocational and work-pedagogical aptitude</div>, <div> <div>lang="en-x-mtfrom-de"&gt;Examination AEVO</div>, <div> <div>lang="en-x-mtfrom-de"&gt;exam admission</div> </div> </div> </div> </div>
Leistungstyp	
Leistungsgruppierung	
Verrichtungskennung	
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	15.12.2021
Fachlich freigegeben durch	
Handlungsgrundlage	§ 4 Instructor Aptitude Ordinance (AEVO)
Teaser	With the trainer aptitude test, you prove that you are suitable for carrying out the vocational training of trainees.
Volltext	<p>As a trainer, you must prove that you have the basic pedagogical, organizational and legal knowledge required for vocational training and that you are familiar with the important training methods. In company training and further education, the suitability of a trainer is indispensable, and in many areas of the company it is an important additional qualification. It is part of numerous advanced training degrees.</p> <p>You can prove this suitability in an examination. This exam consists of a written and a practical part. In the written part of the exam you have to work on case-related tasks from all fields of activity. The written exam usually lasts three hours. A test set consists of about 70 tasks. This part of the exam usually takes place as a PC exam.</p>

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	<p>In the practical part of the exam, you have to work through a typical training situation in a role play or a presentation and then explain your approach in a technical discussion.</p> <p>The exam is passed if each part of the exam is rated at least "sufficient". Within an examination procedure, a failed examination can be repeated twice. A passed part of the exam can be credited.</p> <p>You should prepare well for the exam. There are numerous private providers who, for example, offer preparatory courses. However, this is not a legal requirement for registering for the exam. The exams take place on fixed dates.</p>
Erforderliche Unterlagen	Official identification
Voraussetzungen	No admission requirements
Kosten	The exams are subject to a fee. Please inquire about the fee at the Hamburg Chamber of Commerce
Verfahrensablauf	<p>You register for the examination in accordance with the requirements of the relevant competent authority.</p> <ul style="list-style-type: none"> <li>• You will receive an invitation to the exam. The invitation serves as confirmation of admission.</li> <li>• Late registration for the exam is usually associated with an additional administration cost surcharge as part of the fee schedule.</li> <li>• On the day of the exam, you must identify yourself using the invitation and an identity document.</li> <li>• As a rule, the practical part of the test is completed after the written part of the test.</li> <li>• After passing the overall examination, you will receive a certificate.</li> </ul>
Bearbeitungsdauer	The entire examination process takes about three months.
Frist	No
weiterführende Informationen	<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/_4.html">https://www.gesetze-im-internet.de/ausbeignv_2009/_4.html</a>

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Hinweise	There are no hints or special features.
Rechtsbehelf	You can find legal remedies in your notification of the result or the fee notification
Kurztext	<ul style="list-style-type: none"> <li>• Training of trainers according to AEVO</li> <li>• Trainer suitability is essential for training approval</li> <li>• Evidence of the basic pedagogical, organizational and legal knowledge required for vocational training</li> <li>• The suitability is proven in an examination</li> <li>• The exam consists of a written and a practical part</li> <li>• The exam is passed if each part of the exam is rated at least "sufficient".</li> <li>• In the written part of the exam, case-related tasks from all fields of activity must be worked on</li> <li>• The exam usually takes the form of a PC exam</li> <li>• Responsible: The exam can be taken at the Chamber of Industry and Commerce (IHK), Chamber of Crafts (HWK) or other bodies responsible for vocational training.</li> </ul>
Ansprechpunkt	
Zuständige Stelle	Authority for Economy and Innovation
Formulare	
Ursprungsportal	Hamburg Service, Hamburg Service (Currently this link is only available in german)