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

Heruntergeladen am 29.07.2025

<https://fimportal.de/xzufi-services/9067268/L100012>

Modul	Sachverhalt
Leistungsschlüssel	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	Schleswig-Holstein
Freigabestatus Katalog	fachlich freigegeben (gold)
Freigabestatus Bibliothek	fachlich freigegeben (silber)

Modul	Sachverhalt
Begriffe im Kontext	vocational- and teaching-related aptitude, examination certificate, complete training, AEVO, prepare training and assist in recruiting trainees, entry requirements, plan training, Trainer aptitude examination, registration for the examination, conduct training, entry to the examination, AEVO examination, examine training prerequisites
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Berufsbildung (019)
Verrichtungskennung	Prüfung (029)
SDG-Informationsbereich	Bildungswesen in einem anderen Mitgliedstaat, einschließlich der frühkindlichen Betreuung, Bildung und Erziehung, der Primar- und Sekundarschulbildung, der Hochschulbildung und der Erwachsenenbildung
Lagen Portalverbund	Aus-, Weiterbildung und Sachkunde (2030300), Prüfung und Nachweise für Sachkunde und Sicherheit (2120300)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	11.11.2020
Fachlich freigegeben durch	Deutscher Industrie- und Handelskammertag
Handlungsgrundlage	<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>
Teaser	By passing the trainer aptitude examination, you prove that you are suitable to carry out the vocational training of trainees and apprentices.
Volltext	<p>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.</p> <p>In company-based vocational education and training, trainer aptitude is essential; in many sectors in which companies operate it is an important additional</p>

## Modul

## Sachverhalt

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

### Kosten

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

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	of the relevant authority.
Verfahrensablauf	<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>
Bearbeitungsdauer	The complete examination process lasts around three months.
Frist	
weiterführende Informationen	
Hinweise	The examination procedure is carried out in German only.
Rechtsbehelf	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).
Kurztext	<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 practical part</li> <li>• The examination is passed if a grade of at least "sufficient" ("ausreichend") is awarded for each part of</li> </ul>

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	<p>the examination.</p> <ul style="list-style-type: none"> <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	
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	Ausbildung der Ausbilder gemäß AEVO, Training the trainer pursuant to the German Ordinance on Trainer Aptitude (Ausbilder-Eignungsverordnung, AEVO)