

Integral job report (“*Ganzheitlicher Tätigkeitsnachweis*”)

The aim of the pilot project is to develop a new, more meaningful form of IVET report and to test it in the training enterprises. Care is taken to make the completion of the report straightforward and simple throughout. The additional elements in the job report encourage apprentices and IVET instructors to reflect on the process of IVET and to evaluate training progress. Compiling the report with reference to the general training plan annexed to the legal ordinance for the given training occupation helps the IVET coordinators to assess the IVET process and training progress realistically. A practicable method is being developed to match jobs to the contents of the general training plan. The “integral job report” will be implemented across the board in the Chamber of Industry and Commerce district and will be usable for all occupational profiles.

Procedure:

On the basis of surveys, among other resources a handbook will be produced on the introduction of the “integral job report”. Further partners have been identified. In order to obtain reliable results, a total of 50 pilot companies of different sizes and from different sectors will be involved.

IVET instructors and apprentices must receive training in how to use the new job report. In this way, efforts are made in the direction of a standardised understanding of competence, for example, and communication is initiated about methods of competence description and evaluation. Prominent themes are: the link between self- and external assessment, feedback interviews, and matching jobs to corresponding elements in the general training plan.

An evaluation will contribute to the continuing development of the “integral job report”. (Key question: “How can feedback on competences, on feedback interviews and on attainment be provided efficiently?”)

Expected outcomes:

The pilot project will devise an “integral job report” consolidated through testing and adaptation.

In the concluding phase, the results of the pilot project will be compared with similar reporting instruments in Austria and Switzerland, and will be presented by way of transfer to the Chamber of Industry and Commerce (IHK) working group and the Baden-Württemberg Chambers of Industry and Commerce (IHKs).

A pre-existing working group on “Quality”, set up in 2006 by the vocational training committee of the IHKs, will relay the project outcomes to the vocational training committee. The aim here is to bring about a possible change in the guidelines on completing the job report. In the first instance, extension to all training enterprises belonging to the region’s Chamber of Industry and Commerce is possible, while collaboration and cooperation with other participants is planned.

Project promoter:

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