



Functions of a trainer in France

Function : building, evaluating an action or a training system

- analyse training needs
- elaborate a training offer and introduce it
- implement an action or a system (building educational tools and evaluation systems)
- build an accessible training system using ICT

Function : managing the action on educational, financial and administrative levels (action piloting)

- coordinate a team of trainers and accompanying trainees
- elaborate and follow up the budget of an action or a system
- elaborate and follow up the administrative folders

Function : contributing to the strategic monitoring and maintaining commercial relations with the environment

- ensure monitoring on the evolutions of the environment
- represent his organisation to external interlocutors
- ensure a customer follow-up

Function : creating the situation of training by integrating the specificities of the individual plan

- create learning tools by taking into account the specificities of the educational context
- create regulation tools allowing people to position themselves and to self-evaluate their learning

Function : facilitating and regulating learning in a collective system of training

- lean on people's learning outcomes, on their learning strategy and on the productions they elaborate during the training to favour learning
- ensure activities of educational mediation (using productions of a group, accompanying it,...)
- manage heterogeneity of groups in training



The 9 units of training founding the cycle “Trainer”

Unit 1

Training course planning and design : from the analyse of demand to the preparation of a training offer

Key competences:

- elaborate a training offer for an organisation and introduce it
- design a training programme for one person

Unit 2

Training course planning and design : from the construction of the system to the evaluation of training

Key competences:

- elaborate an educational progression from the objectives of the training and the characteristics of the system
- assess the current state of the training and give the account of it

Unit 3

Training course planning and design : from implementation of the course to introduction of ICT

Key competences:

- design individual training course
- design an opened training system integrating ICT

Unit 4

Ensure action or system management on the administrative, financial and educational levels

Key competences:

- coordinate a team of speakers and follow the trainees
- establish and follow the budget of an action or a system
- establish and follow administrative folders

Unit 5

Contribute to the strategic monitoring and maintaining commercial relations with the environment

Key competences:

- ensure monitoring on the evolution of the environment
- represent his organisation to external interlocutors
- ensure a customer follow-up

Unit 6

Educational course planning and design : creating the situation of training by integrating the specificities of the individual plan

Key competences :

- create learning tools by taking into account the specificities of the educational context
- create regulation tools allowing people to position themselves and to self-evaluate their learning

Unit 7



Leonardo da Vinci

Description of vocational trainer

Facilitating and regulating learning in a collective system of training

Key competences

- lean on people's learning outcomes, on their learning strategy and on the productions they elaborate during the training to favour learning
- ensure activities of educational mediation (using productions of a group, accompanying it,...)
- manage heterogeneity of groups in training

Unit 8

Course, project and practice in training

Key competences :

- set out action principles from analyses of his training course
- identify progress points from experience analyse
- communicate on practices and evolutions

Unit 9

4 specializations (the candidate choose one of them)

Specialization 1 : Design alternance training

Key competences:

- elaborate a system articulating training in the centre with training in a working context
- implement and conduct tutoring

Specialization 2 : Illiteracy, intervene in companies

Key competences:

- elaborate a training system for illiterate people

Specialization 3 : Elaborate and implement a project to intervene in an organisation

Key competences:

- conduct a previous diagnosis shared between the different actors of the project
- elaborate and/or conduct an intervention project

Specialization 4 : Implement and conduct a system to accompany people on the labour market

Key competences:

- analyse the social and economical environment
- establish relations with the employers
- accompany people