



Handbook of Dual Vocational Education and Training

Delegation of German Industry and Commerce in Sri Lanka
(AHK Sri Lanka)

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Message from the Chief Delegate of the Delegation of German Industry and Commerce in Sri Lanka



Dear Partners,

The Delegation of German Industry and Commerce in Sri Lanka (AHK Sri Lanka) plays a pivotal role in shaping the future of Sri Lanka's economy. We empower individuals with essential skills and knowledge through our Vocational Education and Training (VET) programs, which adhere to German standards. This initiative not only prepares individuals to excel in their professions but also drives economic growth and fosters innovation. The dual vocational training system in Germany has long been a cornerstone of its economic success, effectively combining theoretical education with practical experience.

Our efforts in Sri Lanka focus on bringing the best practices of the German VET system to this region, adapting them to align with local needs and industry requirements. By fostering partnerships between educational institutions and businesses, we aim to build a strong framework that enhances employability and ensures the workforce is well-equipped to meet the challenges of today's economy.

This handbook outlines all our VET programs and provides comprehensive information. It serves as a valuable resource for everyone involved in VET—whether you're a trainee starting your career, an educator committed to delivering high-quality training, or an industry partner looking to develop a skilled workforce. We hope this handbook supports you in achieving your goals.

Warm regards,

Martin Klose
Chief Delegate
Delegation of German Industry and Commerce in Sri Lanka (AHK Sri Lanka)



Delegation der Deutschen
Wirtschaft in Sri Lanka
Delegation of German Industry
and Commerce in Sri Lanka

About the Delegation of German Industry and Commerce in Sri Lanka (AHK Sri Lanka)

The Delegation of German Industry and Commerce in Sri Lanka (AHK Sri Lanka) was officially inaugurated on 27th March 2018, with the purpose to promote the bilateral economic relations between Germany and Sri Lanka.

AHK Sri Lanka is part of the German Chamber Network supported by the Federal Ministry for Economic Affairs and Climate Action (BMWK). With 150 locations in 93 countries around the world, the members of the German Chamber Network (AHKs) offer their experience, connections and services to German and companies of the respective partner countries. AHKs are located in all countries of particular importance to German companies and are closely connected to the Chambers of Industry and Commerce (IHKs) in Germany. Together they support German companies with building up and extending their business relations to foreign countries, representing in total 3.6 million German companies.

AHK Sri Lanka is committed to fair business and offers the ideal platform to create business opportunities for both Sri Lankan and German companies in both directions.



Introduction of Dual VET Services

AHK Sri Lanka is dedicated to enhancing the skills and standards of the local workforce through its comprehensive vocational training programs. Leveraging strong partnerships with industry, we offer dual vocational training designed to equip apprentices with practical, hands-on experience that aligns with rigorous German standards. In addition, AHK Sri Lanka provides gap-filling professional courses aimed at aligning existing employees with these high standards, ensuring they possess the necessary skills and knowledge to excel in their roles. Our commitment is to bridge the skills gap and elevate the quality of vocational education in Sri Lanka to meet international benchmarks.

AHK Sri Lanka offers the following services :

- Coordination and Certification of Dual VET with German Certification
- Further Qualifications for Industry with AHK Sri Lanka Certification
 - Training based on German framework aligned with industry requirements
 - Tailor-made training for industry requirements
- Train-the-Trainer Program (Ausbildung der Ausbilder)
- German Senior Expert Service for companies & Training Institutes

Introduction of Dual VET Services

Our vocational training programs have significantly impacted professional journeys and organizational growth.



Warehouse operator training program with Abans Logistics, Aitken Spence, EFL Global, Hayleys Advantis, Hellman MAS & John Keells



Automobile Mechatronics Technician- Passenger Vehicle Technology & Plant Mechanic for sanitary-, Heating and Airconditioning technology training programs with DIMO



Certificate in Optician & Diploma in Optometry training programs with Wickramarachchi Opticians & Hearing Care

1. Coordination and Certification of Dual VET with German Certification

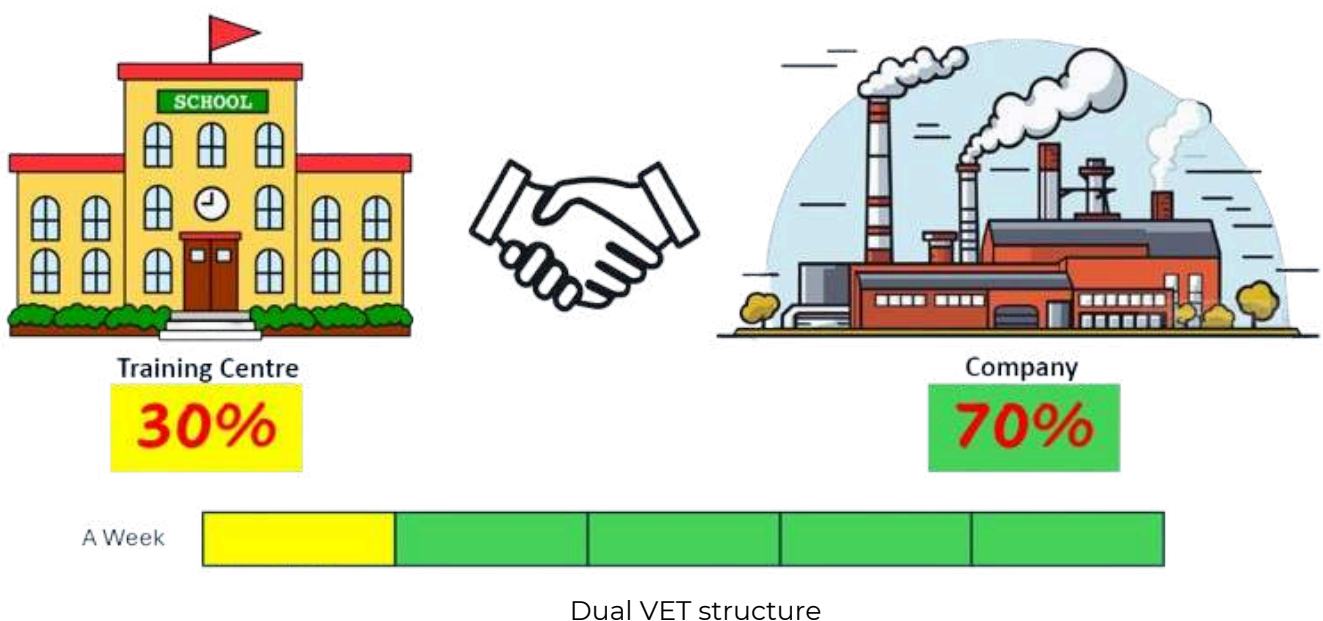
1.1 Dual Vocational Education and Training

Dual Vocational Education and Training (VET) combines classroom learning with practical work experience, bridging the gap between theory and application. Originating in Germany, this system has gained global recognition for its effectiveness. Trainees split their time between training centers and on-the-job training, gaining both academic and practical skills.

The dual VET system is defined by collaboration between educational institutions and companies. Typically, trainees spend 30% of their time in classes and 70% in a workplace setting, ensuring they are job-ready. Germany's extensive use of this system across over 327 occupations, such as *Plant Mechanic for sanitary, heating & air conditioning technology*, *Electronics Technician*, *Warehouse Specialist*, and *Automobile Mechatronic Technician*, provides specialized training aligned with industry needs.

This approach's success is due to strong industry partnerships, which keep training relevant and help reduce the skills gap. It also benefits businesses by providing them with trainees who are already familiar with their operations.

In summary, dual VET is a forward-thinking model that effectively prepares individuals for the workforce by blending academic learning with hands-on experience, contributing to economic growth through a skilled workforce.



1.2 Categories of Certification

Category A: "German dual vocational education abroad"

AHK vocational training services in this category largely conform to the quality requirements of the dual vocational training system as described in the German Vocational Training Act, as well as regulations for training and examinations. This relates to the standards governing the training system and content, with only marginal adjustment to local conditions. Please refer to pages 9-14 for a detailed list of occupations for which we can offer training programs.



Category B: Local dual vocational education on the German model

AHK vocational training services in this category consist of dual vocational training based heavily on the German model, but with enough flexibility for a higher degree of adjustment to local conditions. The standards governing the training system and content are heavily oriented towards local conditions.



Category C: Local dual training with elements of the German system

AHK vocational training services in this category consist of vocational training of relevance for the local job market with a dual character. They may include e.g. partial training, practical training, certificate courses or purely local training. The fundamental character of the standards governing the training system and content are in line with the dual system but are largely shaped by local conditions.



Administration

- Office management clerk
- Event management assistant
- Personnel services clerk

Agriculture & Horticulture

- Agricultural service specialist
- Farmer
- Plant technologist
- Hunting lorry driver
- Animal farmer - specialising in pig farming
- Process technologist in the milling and grain industry - specialising in agricultural storage, milling
- Housekeeper - specialising in rural-agricultural services, personal care services, service-oriented services
- Animal keeper - specialising in zoos
- Animal keeper - specialising in animal shelter and boarding kennels
- Pferdewirt/Pferdewirtin - specialising in specialised riding
- Animal keeper - specialising in poultry farming
- Animal keeper - specialising in beekeeping
- Animal farmer - specialising in cattle farming
- Animal farmer - specialising in sheep farming
- Fish farmer - specialising in aquaculture and inland fishing
- Fish farmer - specialising in coastal fishing and small-scale deep-sea fishing
- Pferdewirt/Pferdewirtin - specialising in classical riding training
- Pferdewirt/Pferdewirtin - specialising in horse management and service
- Pferdewirt/Pferdewirtin - specialising in horse racing
- Pferdewirt/Pferdewirtin - specialising in horse breeding
- Saddler - specialising in equestrian saddlery
- Gardener - specialising in tree nursery
- Gardener - specialising in cemetery gardening
- Gardener - specialising in horticulture and landscaping
- Gardener - specialising in market gardening
- Gardener - specialising in fruit growing
- Gardener - specialising in perennial horticulture
- Gardener - specialising in ornamental horticulture
- Florist

Arts & Crafts

- Stage painter and sculptor - specialising in painting and sculpture
- Wood turner (ivory carver) - specialising in wood turning
- Wood turner (ivory carver) - specialising in ivory carving

- Photographer - specialising in industrial and architectural photography, portrait photography, product photography, scientific photography
- Photo media specialist
- Glass and porcelain painter
- Glassblower - specialising in artificial eyes
- Glass finisher - specialising in stained glass and artistic glazing
- Glass finisher - specialising in cutting and engraving
- Engraver
- Wood sculptor
- Ceramist
- Metal sculptor - specialising in chasing technology
- Stonemason and stone carver - specialising in stone carving
- Stonemason and stone sculptor - specialising in stone masonry

Construction

- Plant mechanic for sanitary, heating and air conditioning technology
- Plant mechanic
- Skilled finishing worker - specialising in screed work, tiling, slab and mosaic work, plastering work, drywall work, heat, cold and sound insulation work, carpentry
- Construction equipment operator
- Building materials inspector - specialising in asphalt technology, geotechnics, mortar and concrete technology
- Structural waterproofing technician
- Construction mechanic for demolition and concrete separation technology
- Draughtsman/ draughtswoman - specialising in architecture, civil engineering, civil engineering, road construction and landscaping
- Concrete and reinforced concrete builder
- Precast concrete worker
- Floor layer
- Well builder
- Roofer - specialising in waterproofing technology, external wall cladding technology, roofing technology, energy technology on roofs and walls, thatching technology
- Electrical systems fitter
- Electronics technician for building and infrastructure systems
- Electronics technician for building systems integration
- Electronics technician - specialising in energy and building services engineering
- Screed layer
- Specialist for wood and building protection work
- Specialist in metal technology - specialising in construction technology
- Specialist for furniture, kitchen and removal services
- Facade installer
- Tile, slab and mosaic layer

Construction

- Glazier - specialising in window and glass façade construction
- Glass finisher - specialising in edge and surface finishing
- Skilled building construction worker
- Wood and building protection worker - specialising in building protection, wood protection
- Sewer builder
- Construction mechanic
- Painter and varnisher - specialising in finishing technology and surface design
- Painter and varnisher - specialising in building and corrosion protection
- Painter and varnisher - specialising in energy efficiency and design technology
- Painter and varnisher - specialising in design and maintenance
- Painter and varnisher - specialising in church painting and monument preservation
- Bricklayer
- Metal worker - specialising in construction technology
- Surface coater
- Stove and air heating fitter
- Parquet layer
- Pipe fitter
- Roller shutter and sun protection mechatronics technician
- Specialist foundation engineer
- Plasterer
- Civil engineering worker
- Drywall fitter
- Process mechanic in the stone and earth industry - specialising in ready-mixed concrete
- Asphalt worker
- Heat, cold and sound insulator
- Interior decorator - specialising in flooring, upholstery, room decoration, light, privacy and sun protection systems, wall and ceiling decoration
- Scaffolder
- Road builder
- Road maintenance worker
- Pest control technician

Environment & Sustainability

- Forester
- Environmental technologist for recycling and waste management
- Environmental technologist for wastewater management
- Specialist for wastewater technology
- Specialist in recycling and waste management - specialising in waste disposal and treatment, waste recycling and treatment, logistics, collection and distribution

Finance & Insurance

- Insurance and financial investments clerk - specialising in insurance and financial investments
- Management assistant in e-commerce
- Investment fund clerk
- Bank clerk
- Social insurance clerk - specialising in general health insurance, statutory pension insurance, statutory accident insurance, miners' social insurance, agricultural social insurance

Food & Beverage

- Specialist for fruit juice technology
- Specialist in catering - focus on restaurant service, system catering
- Kitchen specialist
- Butcher
- Cook
- Confectioner
- Dairy technologist
- Dairy laboratory technician
- Confectionery technologist
- Winemaker
- Specialist for food technology
- Specialist for restaurants and event catering
- Specialist for system catering
- Baker
- Distiller (IH)
- Brewer and maltster
- Distillation Operator
- Wine technologist

IT

- Specialist for media and information services/specialist for media and information services - specialising in information and documentation
- Specialist for media and information services/specialist for media and information services - specialising in archives, picture agency
- IT specialist - specialising in application development
- IT specialist - specialising in data and process analysis
- IT specialist - specialising in digital networking
- IT specialist - specialising in system integration
- Information electronics technician
- IT systems electronics technician
- Management assistant for digitalisation management
- IT systems management specialist
- Mathematical-technical software developer (IH)

Legal

- Notary clerk
- Patent attorney paralegal
- Assistant tax consultant
- Paralegal and notary's assistant
- Paralegal/legal assistant

Marketing

- Service specialist for dialogue marketing
- Digital and print media designer - specialising in design conception, digital media, print media, project management
- Visual marketing designer
- Management assistant in marketing communication

Media

- Designer for immersive media
- Audiovisual media management assistant
- Image and sound media designer
- Digital and print media specialist
- Print media technologist
- Print processing media technologist

Mining

- Miner and machine operator - specialising in transport and maintenance, tunnelling and extraction
- Mining technologist - specialising in civil engineering technology, deep drilling technology
- Processing mechanic - specialising in lignite, natural stone, sand and gravel, hard coal, refractory and ceramic raw materials

Other Manufacturing & Maintenance

- Vending machine specialist - specialising in vending machine services
- Vending machine specialist - specialising in vending machine mechatronics
- Electronics technician for operating technology
- Electronics technician for devices and systems
- Electronics technician for machines and drive technology
- Electronics technician for machines and drive technology in accordance with the Crafts and Trades Code
- Electronics technician for automation technology
- Electronics technician specialising in automation and systems technology

- Specialist in metal technology - specialising in assembly technology
- Metal technology specialist - specialising in forming and wire technology
- Specialist in metal technology - specialising in machining technology
- Building cleaner specialising in building cleaning
- Plumber
- Machine and plant operator - specialising in print and paper processing, food technology, metal and plastics technology, textile technology, textile finishing
- Mechatronics technician for refrigeration technology
- Technical system planner - specialising in electrotechnical systems
- Insulation technician
- Environmental technologist for pipeline networks and industrial plants - specialising in industrial plants, pipeline networks
- Mechatronics technician
- Industrial ceramist for decoration technology
- Violin maker
- Manufactory porcelain painter
- Specialist in leather production and tanning technology
- Specialist in leather processing
- Fine polisher
- Precision mechanic - specialising in precision mechanics, mechanical engineering, toolmaking, machining technology
- Production mechanic
- Figure ceramic mould maker (IH)
- Flat glass technologist
- Wickerwork designer - specialising in wickerwork furniture, wickerwork objects, basketry
- Foundry mechanic - specialising in die and gravity die casting, investment casting, hand mould casting, core production, machine mould casting, melting shop
- Glass apparatus maker
- Glassblower - specialising in Christmas tree decorations, glass design
- Woodworking mechanic
- Wood mechanic - specialising in the manufacture of construction elements, wooden packaging and frames, manufacture of furniture and interior fittings, assembly of interior fittings and construction elements
- Wooden toy maker
- Industrial insulator
- Industrial electrician - specialising in industrial engineering
- Industrial electrician - specialising in devices and systems
- Industrial clerk
- Industrial ceramist for plant technology
- Industrial ceramist in modelling technology
- Industrial ceramist in process engineering
- Candle maker and wax sculptor - specialising in candle making and wax sculpting

- Piano and harpsichord maker - specialising in harpsichord making, piano making
- Plastics and rubber technologist - specialising in components, compound and masterbatch production, fibre composite technology, moulded parts, semi-finished products, plastic windows, multilayer rubber parts
- Paint laboratory technician
- Screen printing media technologist
- Metal and bell caster - specialising in art and bell casting technology
- Metal and bell caster - specialising in metal casting technology
- Metal and bell caster specialising in metal and bell casting technology
- Metal worker - specialising in metal design
- Metal sculptor - specialising in belt technology
- Metal sculptor - specialising in metal spinning technology
- Microtechnologist - specialising in semiconductor technology, microsystems technology
- Natural stone mechanic - specialising in machine processing technology
- Natural stone mechanic - specialising in grinding technology
- Natural stone mechanic - specialising in stonemasonry technology
- Organ builder - specialising in organ building, pipe building
- Packaging technologist
- Paper technologist
- Fur finisher
- Precision tool mechanic - specialising in cutting tools, machining tools
- Chemical production specialist
- Production technologist
- Ceramic testing technologist
- Saddler - specialising in fine upholstery
- Rope maker - specialising in net manufacture, rope manufacture, rope manufacture
- Toy maker/toy manufacturer
- Technical Assembler
- Technical model maker - specialising in visualisation, foundry, bodywork and production
- Technical product designer - specialising in machine and plant design
- Technical product designer - specialising in product design and construction
- Thermometer maker - specialising in thermometer blowing
- Thermometer maker - specialising in thermometer adjustment (Hw)
- Watchmaker (IH)
- Process mechanic for coating technology
- Process mechanic for glass technology
- Process mechanic in the stone and earth industry - specialising in prefabricated concrete products
- Process mechanic in the stone and earth industry - specialising in asphalt technology, building materials
- Process mechanic in the stone and earth industry - specialising in plasterboard or fibre cement, sand-lime bricks or aerated concrete

- Metal process technologist - specialising in iron and steel metallurgy, non-ferrous metallurgy
- Metal process technologist - specialising in non-ferrous metal forming, steel forming
- Jewellery industry assistant, pocket and wristwatches
- Stone manufacturer
- Materials tester - specialising in plastics technology
- Materials tester - specialising in metal technology
- Materials tester - specialising in systems engineering
- Materials tester - specialising in heat treatment technology
- Tool mechanic
- Carpenter
- Gem setter
- Metal blowing instrument maker
- Metal wind instrument maker
- Bookbinder
- Carpenter specialising in carpentry
- Machining mechanic
- Sign and illuminated advertising sign maker - specialising in graphics, printing, application, technology, assembly, advertising electrics/electronics
- Shoemaker
- Brush and paintbrush maker - specialising in the manufacture of brushes and paintbrushes
- Gunsmith
- Plucked instrument maker - specialising in guitar making, harp making
- Stamping and forming mechanic
- Mechanic for tyre and vulcanisation technology - specialising in tyre and chassis technology, vulcanisation technology
- Chemical technician
- Precious metal tester
- Electronics technician for information and systems technology
- Bow maker
- Tank and apparatus builder
- Industrial mechanic
- Hydraulic engineer
- Gemstone cutter - specialising in gemstone engraving, gemstone cutting, industrial diamond cutting, jewellery diamond cutting
- Silversmith
- Technical system planner - specialising in steel and metal construction technology
- Technical system planner - specialising in supply and equipment technology
- Hand-pull instrument maker
- Hand-drawn instrument maker
- Woodwind instrument maker
- Goldsmith - specialising in jewellery
- Goldsmith - specialising in chains and jewellery
- Bespoke shoemaker - specialising in bespoke shoes
- Bespoke shoemaker - specialising in upper construction

Personal Care

- Cosmetician
- Make-up artist
- Hairdresser

Research & Development

- Biology laboratory technician
- Biological modeller
- Chemical laboratory technician
- Specialist for market and social research/specialist for market and social research
- Physics laboratory technician
- Animal keeper - specialising in research and clinic

Sales

- Automotive salesperson
- Bookseller
- Management assistant in wholesale and foreign trade management - specialising in foreign trade, wholesale
- Retail salesperson
- Music retailer
- Salesperson
- Management assistant for dialogue marketing
- Specialist salesperson in the food trade - specialising in butchery
- Specialist salesperson in the food trade - specialising in bakery, confectionery

Services

- Specialist for labour market services
- Specialist for swimming pool operations
- Geomatics technician
- Real estate agent
- Judicial clerk
- Management assistant for courier, express and postal services
- Surveying technician - specialising in mountain surveying, surveying
- Administrative assistant - specialising in trade organisation and chambers of industry and commerce
- Administrative assistant - specialising in local government, state administration
- Plant firefighter
- Funeral technician
- Funeral technician
- Petrol station attendant
- Specialist for protection and security
- Service employee for protection and security
- Specialist for media and information services/specialist for media and information services - specialising in libraries

Sports

- Sports and fitness specialist
- Sports specialist

Textile

- Alteration cutter
- Furrier
- Bespoke tailor - specialising in ladies' and men's clothing
- Fashion designer
- Textile product designer
- Textile and fashion seamstress
- Textile and fashion tailor - specialising in work preparation and quality control, prototypes and series production, cutting technology
- Textile designer in the craft sector - specialising in felting
- Textile designer in the skilled trades - specialising in lace-making
- Textile designer in the skilled trades - specialising in trimming
- Textile designer in the skilled trades - specialising in embroidery
- Textile designer in the skilled trades - specialising in knitting
- Textile designer in the skilled trades - specialising in weaving
- Textile laboratory technician - specialising in textile chemistry, textile technology, textile finishing (IH)
- Textile cleaner
- Upholstery and decoration seamstress
- Upholsterer
- Production mechanic - textiles
- Product inspector-textile
- Product finisher-textile

Tourism

- Management assistant for hotel management
- Tourism and leisure management assistant
- Tourism management assistant (businessman for private and business travel)
- Hotel specialist

Transport & Logistics

- Road and traffic engineering specialist
- Specialist in driving operations
- Track layer
- Transport service clerk - specialising in security and service, sales and service
- Management assistant in railway and road transport
- Aviation management assistant

- Service driver
- Professional lorry driver
- Train driver and transport railwayman/railwaywoman in operations service
- Train driver and transport
- Railwayman in train traffic control
-
- Management assistant in freight forwarding and logistics services
- Warehouse logistics specialist
- Inland navigation skipper - specialising in freight shipping, passenger shipping
- Inland navigation captain
- Specialist for harbour logistics
- Specialist for courier, express and postal services
- Warehouse specialist

Vehicle Manufacturing & Maintenance

- Bicycle mechanic
- Vehicle interior mechanic
- Vehicle painter
- Service merchant in air transport
- Boat builder - specialising in new construction, extension and conversion
- Boat builder - specialising in technology
- Sailmaker
- Motor vehicle mechatronics technician - specialising in bodywork technology, commercial vehicle technology, passenger car technology, system and high-voltage technology
- Agricultural and construction machinery mechatronics technician
- Light aircraft technician
- Metal worker - specialising in commercial vehicle construction
- Saddler - specialising in vehicle upholstery
- Two-wheeler mechatronics technician - specialising in bicycle technology
- Two-wheeler mechatronics technician - specialising in motorbike technology
- Aircraft electronics technician
- Aircraft mechanic - specialising in production engineering
- Aircraft mechanic - specialising in maintenance technology
- Aircraft mechanic - specialising in engine technology
- Ship mechanic
- Motor vehicle mechatronics technician - specialising in motorbike technology
- Harbour boatman/boatwoman
- Shipping clerk - specialising in liner shipping, tramp shipping
- Bodywork and vehicle construction mechanic - specialising in caravan and motorhome technology, bodywork and vehicle construction technology, bodywork maintenance technology

Vet and Health & Medical

- Veterinary technician
- Pharmaceutical and commercial clerk
- Precision optician
- Hearing acoustician
- Management assistant in the healthcare sector
- Medical assistant
- Pharmacist
- Dental assistant
- Dental technician
- Optician
- Surgical mechanic
- Druggist
- Orthopaedic shoemaker
- Orthopaedic technology mechanic - specialising in individual orthotics, individual rehabilitation technology, prosthetics
- Process mechanic for ophthalmic optics
- Housekeeper - specialising in rural-agricultural services, personal care services, service-oriented services

Water Management

- Specialist in water supply technology
- Specialist in water management
- Environmental technologist for water supply

1.3 Certificates for Training Companies with the AHK-DIHK "Distinguished Training Provider" Certification

Companies new to dual training can receive certification from the AHK stating that "this company provides dual vocational training." This certification can be used as a marketing tool, such as for a company label or in public relations materials. Upon successful completion of its first training, the company can be awarded the AHK-DIHK "Distinguished Training Provider" certificate.

The AHK-DIHK "Distinguished Training Provider" certificate confirms that the company's training programs adhere to the German dual vocational education model and established standards. This certification enhances the company's corporate social responsibility (CSR) profile and meets local training requirements.

AHKs issue AHK-DIHK certificates in DIHK quality categories: A ("German dual vocational education abroad") and B ("local dual vocational education on the German model"). Certification is based on the successful completion of training classes and is renewed annually. Each certificate is customized for the company and features the DIHK quality seal.



Marketing Materials for Companies



Distinguished Training Provider certificate

2. Further Qualifications for Industry with AHK Sri Lanka Certification

To enhance the skills of employees in German companies and align them with German standards, individuals can pursue additional qualifications through two primary avenues:

- **Training based on German framework aligned with industry requirements**

This follows the curriculum and standards set by the Industrie- und Handelskammer (IHK). This approach ensures specialized skills and knowledge in various sectors according to German guidelines. Please refer to pages 17-18 for a detailed list of training programs that we can offer. You can select from these options, and AHK Sri Lanka will conduct the training following the IHK curriculum and process.

- **Tailor-made training for industry requirements**

Tailored to address specific industry needs and deliver expertise aligned with German standards, this approach can incorporate either German experts or local experts based on requirements.



Digitalization & IT

- Company data protection officer
- Corporate Digital Responsibility Manager
- Cloud Business Expert
- Cyber Security Advisor
- Data Analyst
- Digital Change Manager
- Digital competence in the job
- Digital Innovation and Product Manager
- Information security officer
- Internet Representative
- IT administrator
- IT organisation developer
- AI Manager
- AI Scout
- Senior Service Technician for Systems and Processes

Finance

- Receivables management
- Internal QM auditor
- Bookkeeping
- E-Commerce Manager
- Annual financial statements and company taxes
- Cost and performance accounting

Health & Wellness

- Wellness Consultant (IHK)

Health & Safety

- Company health manager (IHK)
- Fire protection officer (IHK)
- Specialist for occupational health management (IHK)
- Specialist for prevention and health management in the company
- Specialist in health and social services (IHK)
- Process manager for the risk assessment of mental stress (IHK)

HR & Training

- Relocation Manager
- Knowledge Manager - Blended Learning
- Online Trainer
- Train the Trainer "Intuitive Coach - Bogen"
- Train the Trainer "Trainer"
- Train the Trainer in Business

Management & Leadership

- Basics of load securing
- Logistics Manager
- Agile project manager
- Agile Mindsetter
- Lean Management Officer
- Company integration manager
- Business management expertise for technical employees
- CSR Manager
- Feelgood Manager
- Ideas manager
- IHK leadership training - 6-step programme
- Lean Manager - Production
- Lean Manager - Administration
- Project Manager
- Quality Manager
- Sustainable Leadership
- Sustainable Mentor
- Innovation manager
- Cultural Manager
- Personnel Developer
- Change management

Other

- Office Manager
- Fit for the catering business
- Career guidance in schools
- Language mediator

Sales & Marketing

- Representative for online reputation management
- Design Manager
- Marketing Manager
- Online Marketing Manager
- Sales Manager Wellness & Spa
- Social Media Manager
- Sales Engineer / Technical Sales Manager

Sustainability & Environment

- Operation of wastewater treatment plants in the textile industry
- Company climate manager
- City Manager / Neighbourhood Manager
- Compressed air specialist
- Energy Officer
- Energy Manager
- Resource Efficiency Manager
- Specialist for energy-efficient lighting systems

Sustainability & Environment

- Specialist for energy-efficient refrigeration technology
- Environmental management in business
- Specialist for hydrogen applications
- Specialist in hygiene management

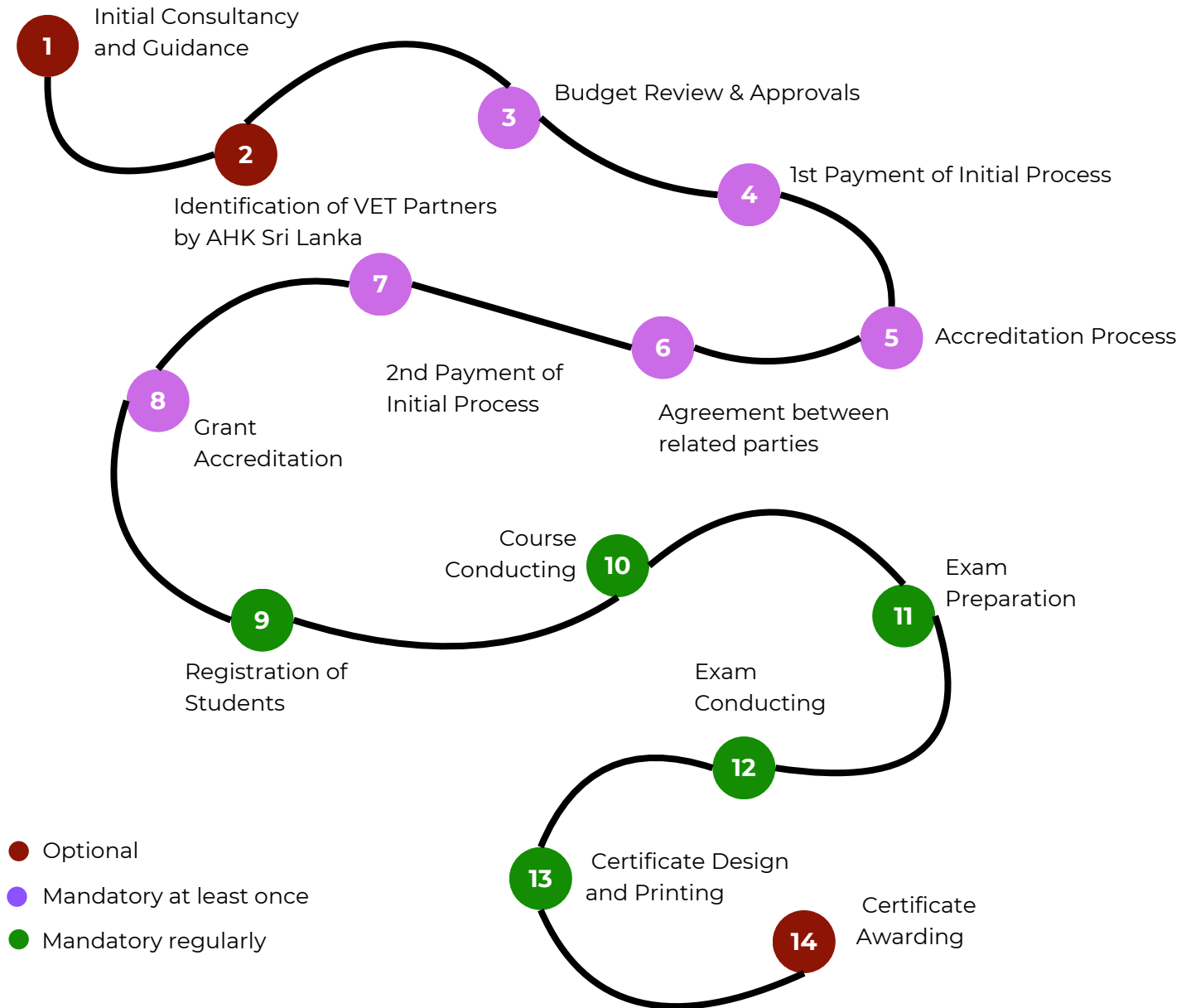
Technology & Engineering

- Apprentice in Industry 4.0 IHK certificate
- Specialist for electromobility
- Specialist for 3D printing technologies
- Specialist for Industry 4.0 - Shaping the future
- Building technician
- Industrial specialist for additive manufacturing
- Industrial specialist for CNC technology
- Industrial specialist for fibre composites
- Industrial specialist for microtechnology
- Industrial specialist for PLC technology
- Copper fitter in telecommunications technology
- Fibre optic technician
- Practical knowledge of wind turbines
- Technology for business people - advanced level
- Technology for business people - basic level
- Vegetarian and vegan cuisine

Tourism

- Animation in tourism
- E-Tourism Manager
- Product Coordination in Tourism
- Specialist in business travel management
- Specialist in business travel organisation

3. Certification Process



1 Initial Consultancy and Guidance

When a company or a vocational school decides to engage in the German dual VET system but is uncertain about the necessary equipment, timeline, or skill set required, AHK Sri Lanka, along with its network of experts and partners, will assess the organization's needs and provide tailored recommendations and support for the setup.

2 Identification of VET Partners by AHK Sri Lanka

When companies or a vocational school look for a suitable VET partner for their training needs, AHK Sri Lanka can help to identify relevant partners.

3 Budget Review & Approvals

The budget review and approval process involves three key steps:

- Submission of Documents: AHK Sri Lanka provides necessary budget-related documents, and the company or vocational school submits their details accordingly.
- Budget Creation: AHK Sri Lanka prepares the budget based on the submitted information.
- Approval: The budget is reviewed and approved by the company or vocational school.

4 1st Payment of initial process

The company or vocational school is required to pay 50% of the project's initial processing fee, which covers charges incurred during the accreditation process.

5 Accreditation process

- Initial Documents Requested by AHK Sri Lanka:
 - Annex 1 : Curriculum
 - Annex 2: Checklist for Training Center Suitability
 - Annex 3: Trainer Qualifications
 - Annex 4: Training Framework
 - Annex 5: Training Regulations
 - Annex 6: Training Procedures
- Selection of Experts by AHK Sri Lanka: Can select from Local or German experts. Assignments can be conducted online or on-site.
- Syllabus Mapping by: AHK Sri Lanka, Expert, and VET school.
- Certification of Education Provider or Training Company Standards:
AHK Sri Lanka certifies whether a vocational school is suitable for vocational training, ensuring that both equipment and facilities meet the requirements for educating apprentices according to the curriculum and occupational profile. Additionally, AHK Sri Lanka assesses if a training company is equipped to provide practical training with qualified in-company trainers and appropriate equipment.

After reviewing the documents, AHK Sri Lanka will certify the in-company trainers, vocational school trainers, and the training company.

7 2nd Payment of initial process

The company or vocational school is required to complete the payment of the initial processing fee upon project commencement.

8 Grant Accreditation by AHK Sri Lanka

The accreditation is granted and must be renewed every three years to maintain its validity

9 Registration of Students

- AHK Sri Lanka will be in charge of the registration of all trainees. For long-term vocational training programs, the company must register trainees with AHK Sri Lanka and ensure that contracts between trainees and the training company are completed.
- Only trainees registered with AHK Sri Lanka are eligible to participate in examinations and receive a German certificate.
- The company is required to pay the first installment or complete payment of the course fee according to the category of the training .

10 Course Conducting

Training must be conducted according to the approved accreditation process, training plan, regulations, and procedures. Trainees are required to maintain a work diary. AHK Sri Lanka will conduct an audit once a year to check the standard of the training.

11 Exam Preparation

- Establish Exams Committee: The exam committee includes representatives from the industry, vocational schools, and one observer from AHK Sri Lanka.
- Exam Preparation:

Long-Term Vocational Training -

- Category A & B: Order exam papers from Germany. Translation handled by AHK Sri Lanka.
- Category C: Create exam papers by the exam committee.

Further Qualification -

- Training based on German framework aligned with industry requirements: Exam papers are created by the exam committee according to the German framework.
 - Tailor-made training for industry requirements: Exam papers are created by the exam committee.
- Finalization of Design and Printing: AHK Sri Lanka finalizes the design and printing of the exam papers.

12 Exam Conducting

- Exam Conducted by AHK Sri Lanka

Long-Term Vocational Training -

Category A & B -

- Final exam part 01: Conducted after 18 months from the start of the training.
- Final exam part 02: Conducted at the end of the training period; Final installment must be paid to conduct exams.

Category C -

- For training courses less than 12 months: 'Final exam part 01' is conducted after the training program ends.
- For training courses more than 12 months:
 - Final exam part 01: Conducted by AHK Sri Lanka after half of the training period.
 - Final exam part 02: Conducted after the training period; Final installment must be paid to conduct exams.

Further Qualification -

- Training based on German framework aligned with industry requirements: Exams are conducted according to the German framework after the training program.
 - Tailor-made training for industry requirements: Exams are conducted after the training program.
- Finalization of Exams

13 Certificate Design and Printing

AHK Sri Lanka designs and prints certificates based on their type.

14 Certificate Awarding

AHK Sri Lanka can organize a graduation ceremony, provided the requesting company agrees to cover the associated costs.

4. Train-the-trainer program (Ausbildung der Ausbilder)

The "Training of Trainers" (Ausbildung der Ausbilder, AdA) International program, developed by DIHK-BildungsGmbH, aims to enhance global vocational training quality. It addresses the need for skilled trainers who can deliver top-notch vocational education in line with German dual vocational training standards.

The program offers two versions: the full version (Category A) and the basic version (Category B), each tailored to meet different needs and adaptable to local contexts. Training can be delivered online, in-person, or through blended learning, based on participant and institutional preferences.

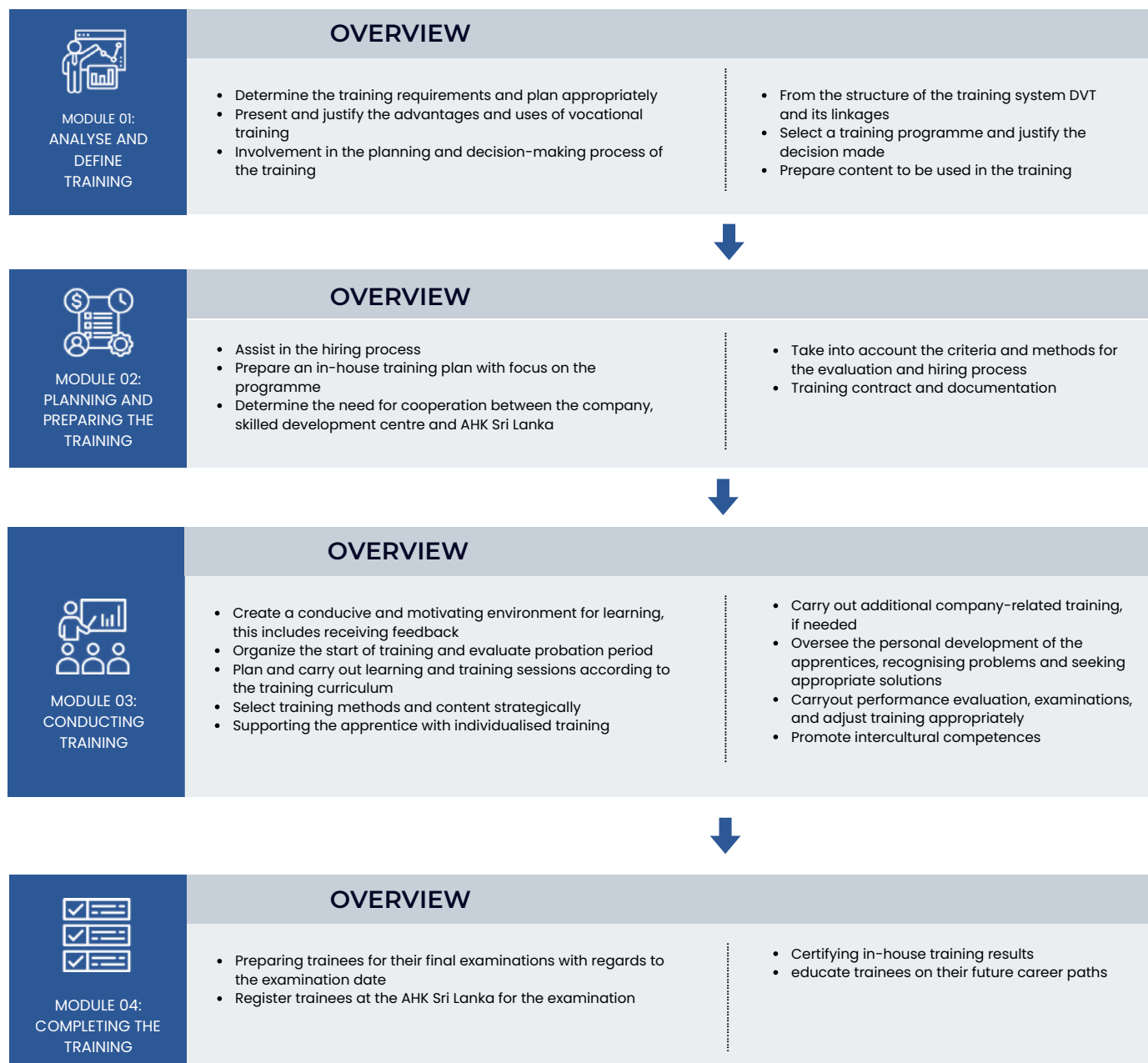
By standardizing vocational training and adhering to German standards, the AdA International program helps develop skilled workforces worldwide, making it a crucial resource for nations aiming to improve their vocational training standards.

Full Version vs Basic Version

Aspect	Basic Version	Full Version
Curriculum Content	80% based on German AEVO standards	60% based on German AEVO standards
Local Adaptation	20% adjusted to local conditions	40% adjusted to local conditions or omitted
Training Hours	80-120 hours	40-50 hours
Written Exam	70 questions, 180 minutes	30 questions, 90 minutes
Practical Exam	30-minute presentation with technical discussion	30-minute presentation with technical discussion
Target Audience	For in-company trainers (employer), vocational training staff (training center) & related jobs	
Language	English	
Certification	Category A: "German dual vocational education abroad"	Category B: "local dual vocational education on the German model"

THE TRAINING MODULES:

THE TRAINING CONSISTS OF 4 MODULES



5. Senior Experts from Germany for Dual VET Services

If anyone needs German expertise to develop their vocational training programs and improve their company processes, they can benefit from the Senior Experten Service (SES) program. SES is Germany's leading volunteering organization for experts and executives who are either retired or taking time off work. Since 1983, SES has been helping people help themselves across all industries and sectors worldwide.

At present, SES has access to the knowledge and experience of 13,000 experts from various professional fields. With over 60,000 voluntary assignments completed in 170 countries, SES has made a significant impact globally, including in Germany, where a third of its placements occur. SES is headquartered in Bonn and operates through 200 representatives in 90 countries.

Sri Lanka also has access to SES services through AHK Sri Lanka. Several experts have visited the country, sharing their knowledge with local companies and uplifting employees' skills. This collaboration has been instrumental in fostering sustainable growth and advancing various industries by enhancing local expertise.

SES Experts have :

- Sound knowledge in their field of expertise
- An interest in volunteering abroad
- Good foreign language skills
- A criminal record check confirming they are fit to work with children or young people, if applicable
- Health insurance in Germany

To Whom :

- Small and medium-sized companies
- Schools and vocational training institutes

Assignment Option :

- On-site assignment
- Remote Assignment

Cost Involvement :

Potential Client :

- Costs at the assignment location (board, lodging, interpreter if necessary, transport)
- Daily allowance per day of assignment
- Costs for international travel
- Project handling costs



Sectors of Expert

Agriculture,
Automotive engineering,
Banking and Insurance,
Building Industry,
Charitable Institutions
Chemistry
Communication Technology,
Economic & Professional Organisations,
Education,
Electrical Engineering,
Energy,
Environmental Protection,
Food Industry,
Foundry & Forging,
Glass and Ceramics,

Hydraulics & Pneumatics,
Information Technology,
Law & Taxes,
Leather Processing,
Measurement,
Control & Regulation Technology,
Mechanical Engineering,
Media, Arts & Culture,
Metal Production,
Metalworking,
Mining,
Optics,
Packaging for Final Consumers,
Pharmaceutics & Cosmetics,
Plant & Apparatus Engineering,

Plastic Products (Manufacture & Processing),
Precision Mechanics,
Printing & Graphics,
Public Health,
Public Sector,
Pulp and Paper,
Rubber Processing,
Sciences,
Services, Textiles,
Tools & Machine Tools,
Trade,
Traffic,
Tourism & Leisure,
Wood Processing.

ASSIGNMENT PROCEDURE

ASSIGNMENT PROCEDURE	
REQUEST	
Potential client	submits a request for assignment (equipment, task, assignment target)
AHK Sri Lanka	supports in case of questions
SES	checks the request for assignment, searches for an expert, suggests an expert
Potential client	checks the expert proposal
PREPARATION	
SES	discusses the scope of the assignment (assignment date, task, assumption of costs) conclusion of contract travel organisation
Expert	makes professional country-specific, intercultural, and pre-travel medical preparations
ASSIGNMENT	
Expert	trains skilled workers at the host organisation help towards self-help gives recommendations in written form
Client	takes care of accommodation, food, local transport, interpreter (if applicable), daily allowance (if applicable)
AHK Sri Lanka	accompanies the assignment
Duration of the assignment	minimum 15 working days, maximum 6 months
POST PROCESSING	
online post processing of the assignment if applicable	
Client Expert	evaluate the assignment
AHK Sri Lanka SES	carries out the evaluation arranges follow-up activities or a follow-up assignment if applicable



To find out more, contact us!

Office Address:

127 W A D Ramanayake Mawatha,
15th Floor,
Colombo 2.

Telephone:

+94 112 314 364

+94 740 164 605 (Tharangani)

srilanka.ahk.de

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