

*Shaping our future.
Vocational trainer at Roche.*





“Equipping our employees with the right skills for the future remains a key determinant of Roche's long-term success.”

Prof. Dr. Christoph Franz
Chairman of the Roche Board of Directors

Supporting young people as they embark upon their careers is an important and exciting task for which qualified vocational trainers are needed. Training youngsters opens the doors to the future for them. Vocational trainers make the transition from school to work easier and influence the way in which apprentices integrate into what is for them a new environment. They not only impart knowledge, but also set standards of conduct, thereby making a major contribution to basic vocational training within Switzerland's successful dual education system and to training tomorrow's up-and-coming young professionals.

Requirements

According to the education ordinance for the relevant profession, the minimum technical requirements for vocational trainers are a certain number of years' professional experience in the subject area and at least a Federal VET Diploma (EFZ). To provide trainees with the best possible support, it is highly recommended that vocational trainers complete the vocational trainer course.

Investment and benefit

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At the start of their apprenticeship, each trainee completes a multi-week introductory course in a training lab or training facility. This enables them to acquire the basic skills needed to get started at their line workplaces. Nevertheless, an initial settling-in period will be needed with the vocational line instructor, the complexity and length of which may vary from trainee to trainee depending on their level of development. The same applies to ongoing support, which may vary depending on the trainee concerned. It should also be noted that, after a successful settling-in period at the workplace, trainees will be able to carry out activities independently, thereby also contributing to productivity at their place of work.



Vocational trainer duties

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Technical and management duties

- ◆ Introducing the trainee to the department
- ◆ Integrating the trainee into the departmental structures
- ◆ Technical management, one-on-one care and support for the trainee during their stay in the department
- ◆ Ensuring the trainee adheres to company rules and safety regulations
- ◆ Acting as a role model for the trainee, providing a general introduction to working life
- ◆ Discussing training progress and subjects covered with training management in the relevant business function
- ◆ Actively participating in an internal company dialogue between vocational trainers
- ◆ Integrating trainees into the world of work

Trainee support and development

- ◆ Implementing the comprehensive, high-quality training in both technical (planning, agreeing, supporting/observing and appraising) and social respects in line with the corporate training plan.
- ◆ Providing the trainee with regular feedback, evaluating them, holding interim reviews covering performance and conduct, and promoting learning development.
- ◆ Setting objectives and monitoring them
- ◆ Supporting trainees during the learning process, encouraging and evaluating them
- ◆ Enabling trainees to link theoretical content with practical situations (transfer)

Vocational trainer course

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The time and cost involved in attending the vocational trainer course is covered by Roche. The Roche training department usually holds one course per year, which enables attendees to gain the vocational trainers' course license. The vocational trainer course (40 hours) will enable you to work as a vocational trainer and train apprentices throughout Switzerland.

Further information can be obtained from the Roche training department.



Duration of the vocational trainer course

The course is split into three blocks spread over several weeks.

Block 1: Profession-specific day in the relevant department

Block 2: 2 days

Block 3: 2 days

Total of 5 days, each consisting of 8 sessions = 40 sessions

Content of the vocational trainer course

- ◆ The principles of basic vocational training, training contract
- ◆ Who is involved in vocational training and the training concept at Roche
- ◆ Selecting apprentices, recruitment
- ◆ Initial situation
- ◆ Role perception
- ◆ Standards
- ◆ The legal basis of vocational training
- ◆ Our philosophy of teaching and learning
- ◆ Working methods
- ◆ Integrating trainees into the work process and work organisation
- ◆ Didactic principles at Roche
- ◆ Adolescence
- ◆ Young men and women of apprenticeship age
- ◆ Problems during apprenticeship: dealing with conflict situations
- ◆ The intervention model
- ◆ Setting goals (SMART)
- ◆ Communication and conducting discussions
- ◆ Motivating trainees
- ◆ Reviewing output
- ◆ Initiating support measures

Professions:

Chemical and pharmaceutical process technologist with Federal VET Diploma

Laboratory technician subject area biology with Federal VET Diploma

Laboratory technician subject area chemistry with Federal VET Diploma

Commercial employee with Federal VET Diploma

IT technician with Federal VET Diploma

Animal caretaker with Federal VET Diploma

Architectural drafter with Federal VET Diploma

Automation technician with Federal VET Diploma

Electronics technician with Federal VET Diploma

Logistics technician with Federal VET Diploma

Mechanic technician with Federal VET Diploma

Medical practice assistant with Federal VET Diploma

Plant and apparatus construction technician with Federal VET Diploma

Technical designer with Federal VET Diploma

F. Hoffmann-La Roche Ltd
 Vocational Training, Building 229/2.512
 4070 Basel, Switzerland
 Phone: +41 (0) 61 688 22 33
basel.berufslehre@roche.com
 Further information:
www.berufslehre.roche.ch

