



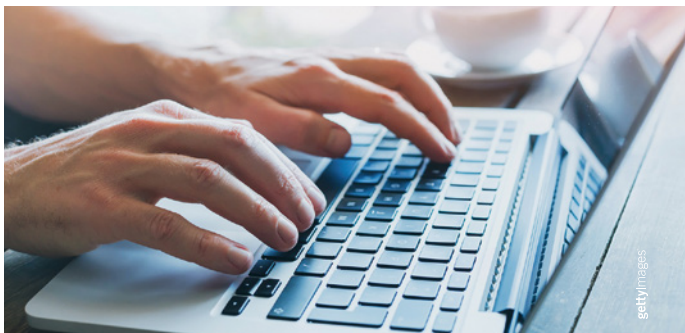
# PAL

Examination questions and training materials within the dual system for vocational training



PAL - Prüfungsaufgaben- und  
Lehrmittelentwicklungsstelle  
IHK Region Stuttgart

## Services offered by PAL



### [www.ihk-pal.de](http://www.ihk-pal.de)

The PAL-Homepage [www.ihk-pal.de](http://www.ihk-pal.de) is part of the online service and further education support offered by IHK Region Stuttgart. In addition to current examination dates, you can also find extensive information about preparing for examinations, for example lists of materials for intermediate and final examinations.

### Information for practical experience

To get the latest "information for practical experience", for example explanations of individual professions and new regulations, just go to [www.ihk-pal.de](http://www.ihk-pal.de)

### PAL newsletter

At [www.ihk-pal.de](http://www.ihk-pal.de) you can subscribe to the free PAL newsletter, which includes important news and is currently distributed to 5.500 subscribers by e-mail.

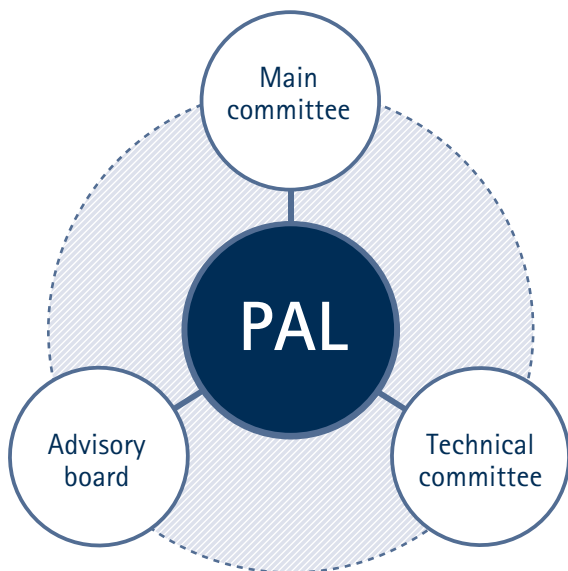
### PAL examination books

In order to help apprentices prepare for their examinations and to enable teachers and trainers to monitor the learning performance, PAL has developed a range of examination books containing test exercises.

### Sample exercises books

To provide apprentices, trainers and examiners with an idea of what to expect in their examination, PAL provides sample exercises books for various new or newly regulated professions for training.

## PAL committees



### The main committee

The main committee consists of equal numbers of trade unions and IHK representatives. This committee decides on basically and essentially issues, gives recommendations, e.g. on the interpretation of training regulations and the development of examination exercises, and discusses questions raised by the PAL expert committees.

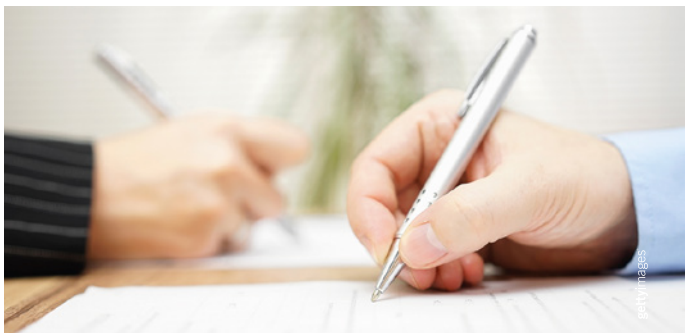
### The technical committee

The technical committee consists of IHK representatives from all German federal states and is concerned with special matters and organizational issues associated with examinations and their execution.

### The advisory board

The advisory board consists of IHK representatives in the field of education from all federal states in Germany. Its role is to make PAL's work more transparent for the IHKs.

## Confidentiality



In the age of internet and digital photography, maintaining of confidentiality when creating, printing, dispatching and organizing examinations represents a major challenge for all involved. Ensuring compliance with the confidentiality guidelines of the Association of German Chambers of Commerce and Industry (DIHK) is therefore the priority at PAL. These guidelines are implemented e.g. through individual non-disclosure agreements and encryption of examinations.

### Internet research

All project managers are obliged to randomly check the internet for information relevant to the professions for which they are responsible and, if necessary, taking action immediately. In order to ensure confidentiality when holding examinations on-site, PAL regularly holds information events for persons in charge of examination in the IHKs.



PAL is the development center for examination questions and training materials in industrial/technical professions within the dual system for vocational training. The PAL of IHK Region Stuttgart was founded in 1948 as a joint institution of the Chambers of Industry and Commerce (IHKs) in order to promote the development of industrial/technical examinations. Since then, all 79 IHKs in Germany, as well as an increasing number of Chambers of Trade, have become customers of PAL.

## Examinations in the industrial/technical field

As the central examination institution of the IHKs, PAL covers a wide spectrum of industrial/technical professions. Currently, it provides written, practical and integrated intermediate and final examinations for 136 professions, specializations and practical fields four times a year.

Intermediate examinations  
in 35 professions/  
specializations

Final examinations  
in 64 professions/  
specializations

Final examinations, part 1,  
in 36 professions/  
specializations

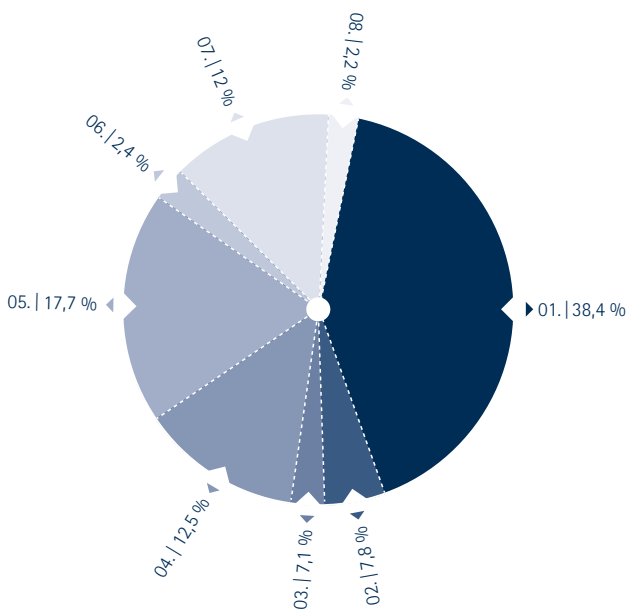
Final examinations, part 2,  
in 72 professions/  
specializations

## Examination exercises



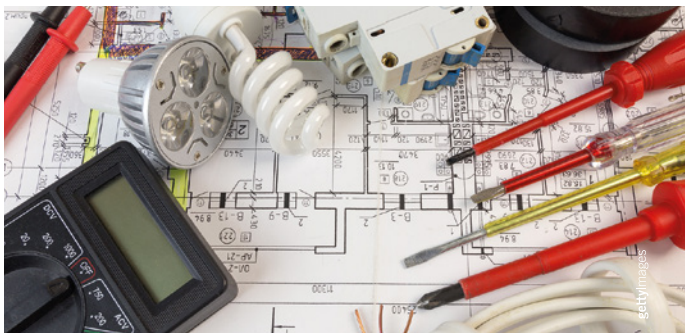
The examination exercises are developed by 1.015 honorary PAL expert committee members in 126 technical committees and working groups with support from over 50 full-time PAL employees.

Examinations are currently offered in the following professional categories:



- ▶ 01. Metal and plastics technology professions
- ▶ 02. Vehicle technology professions
- ▶ 03. Design professions
- ▶ 04. Electro-technical professions
- ▶ 05. Construction and wood technology professions
- ▶ 06. Clothing professions
- ▶ 07. Scientific, food-industry and environmental technical professions
- ▶ 08. Economic and social studies

## PAL examinations



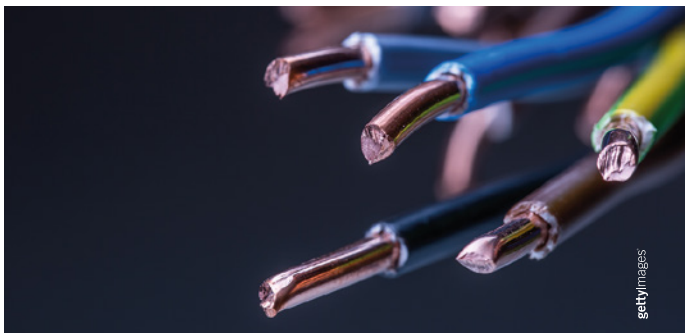
### Comparable standards throughout Germany

PAL examinations are carried out at the same time and with identical content throughout Germany. So comparable standards in the examinations are ensured. This allows apprentices flexibility and mobility when applying for jobs. Achieving a consistently high quality of examination exercises is the main focus of examination setting. Essential features in ensuring the quality of examinations are: objectivity, validity, reliability and economic efficiency. One special characteristic of PAL examinations is that not only theoretical knowledge but also practical skills are tested. Therefore the examinations have a high significance for the operational practice.

### Export of vocational training based on the German role model

Abroad, the dual vocational training "Made in Germany" is becoming increasingly popular. Worldwide German companies are facing the challenge to find qualified professionals for their products and services. A lot of companies are recollecting the good experiences made in Germany, where the professionals are trained and qualified by the companies themselves. In this context PAL is an important partner and plays a key role in the area of the commercial-technical occupations. In many places the German chambers of commerce abroad are using the examination tasks provided by PAL for intermediate and final examinations. They receive the unique limited usage right from PAL for each single examination. Through the examination tasks provided by PAL and the structure for vocational education of the German chambers of commerce abroad, they are able to ensure the quality of the training program by following the German role model. So the chambers of industry and commerce worldwide are able to support their member companies to train professionals according to German standards.

## Creation of examination exercises



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### Expert committees

The expert committees are responsible for the draft, revision, test and implementation of examination exercises.

### Equal representation

The expert committees generally consist of nine members and include equal numbers of representatives of employers and employees as well as teachers from vocational colleges. Members of PAL expert committees must have expert knowledge in the relevant examination area and need a reference as an examiner of a regional examination board.

### Honorary work

The honorary work of the expert committees is one key aspect of PAL's work.

### Project managers

The full-time PAL project managers organize the development of exercises. They schedule and attend over 350 meetings of the expert committees and working groups every year and ensure that the exercise drafts are adopted in a form that complies with current standards and norms.

### Increasing costs and work

The fragmentation of apprenticeship jobs into different specializations, fields of application, focus areas, etc. is increasing. Consequently, the number of candidates taking examinations is decreasing for each professional specialization while the number of offered examinations is still arising. This leads to increasing costs and work concerning the creation of examinations. However the aim of PAL remains developing high-quality examinations at reasonable costs.

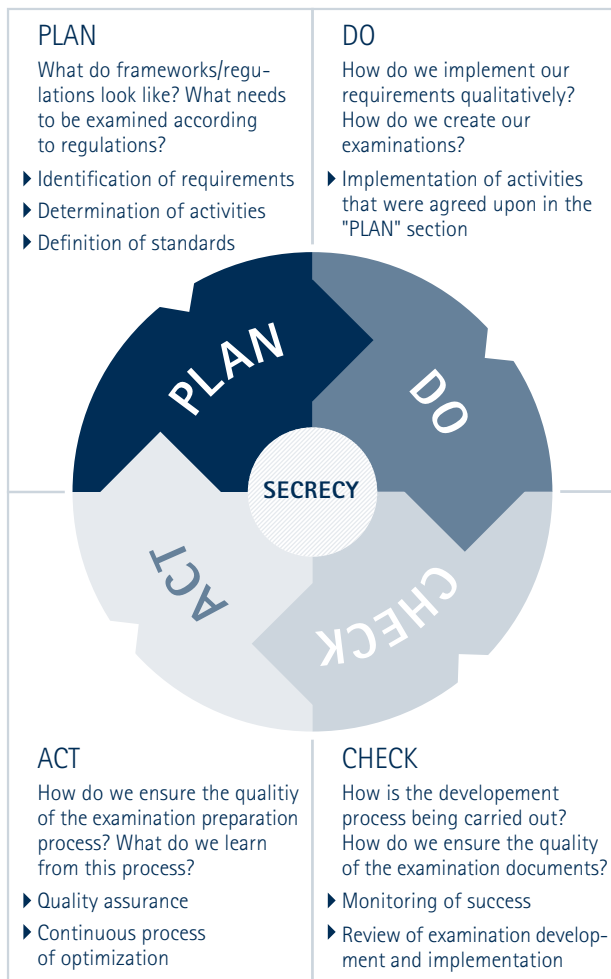


## Development and implementation of new examinations

The development, review and selection of examination exercises is a complex process, lasting approximately two years. Each year, the PAL expert committees develop new exercises for the intermediate and final examinations, so that candidates are always confronted with new scenarios that are relevant in practice. The expert committees are able to access a large and continuously updated and expanded pool of existing exercises.

### PAL examinations – custom-made high quality products

Using the Plan-Do-Check-Act method, PAL generates, ensures and optimizes the quality of nationwide examinations.



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