

## WP WORK PACKAGE 5

### Transnational Training Regulations of the PaintingSkillsAcademy

PaintingSkillsAcademy – TRAINING	
LEARNING/TEACHING/TRAINING ACTIVITIES	
Activity / UNIT	<b>Practical seminar</b> <b>UNIT 1 bis UNIT 17 Professional practice - Preparation 3 professional painter (Management - Corporate Management)</b>
Ident number of the activity / UNIT	L4_U1-17
Activity type	Training course Seminar/training course over several weeks
EQF-Level	4
Field	Further education Additional qualification
Target group	<ul style="list-style-type: none"> <li>Employers (Painting contractors) with a vocational or professional qualification</li> <li>Employees with a vocational or professional qualification</li> <li>Trainees / apprentices with a vocational or professional qualification</li> <li>People with a vocational or professional qualification</li> </ul>
Entry requirement	Persons who meet one of the following conditions: <ul style="list-style-type: none"> <li>has obtained secondary vocational education (any field!) and has at least three years of experience in the field in which he wants to take the master's exam.</li> <li>has obtained secondary professional education (any field!) and has at least two years of experience in the field in which he wants to take the master's exam.</li> <li>has obtained a higher or higher professional education (any field!) and has at least one year of experience in the field in which he wants to take the master's exam.</li> </ul>
Provider, place of learning	<b>Provider:</b> Chamber of Craft and Small Business of Slovenia <b>Place of learning:</b> Painter school / Painter college
Contact details of the provider	Ms. Suzana Kljun Phone: +386 1 583 05 74 e-mail: <a href="mailto:suzana.kljun@ozs.si">suzana.kljun@ozs.si</a> <a href="https://www.ozs.si/english/master-craftsman-exams">https://www.ozs.si/english/master-craftsman-exams</a> (EN) or <a href="https://www.ozs.si/javna-pooblastila/izobrazevanja/mojstrski-izpiti">https://www.ozs.si/javna-pooblastila/izobrazevanja/mojstrski-izpiti</a> (SLO)
Lecturer / Trainer	Mr. Vojko Letonja (Born in 1944, construction engineer, master painter since 2002, owner of a painting company with over 40 years of tradition). Ing. Matjaž Majdič (Born in 1965, safety engineer, master painter since 2001, owner of a painting company with over 50 years of tradition).

## LEARNING/TEACHING/TRAINING ACTIVITIES - continuation

Dates, duration of the activity	The tender period starts on 10 <sup>th</sup> January and runs until 31 <sup>st</sup> December each year. There are two accession deadlines for submitting complete applications: February 11 <sup>th</sup> and September 23 <sup>rd</sup> . Candidate must send written applications to take the master's exam, along with proof of fulfillment of the conditions and other required documentation, on the prescribed form, which can be obtained from the Chamber Craft and Small Business of Slovenia or at their web page. The course of taking the master's exam is determined by the Rules on master's exams. At the master's exam, the candidate must prove both practical and professional - theoretical knowledge. The sequences of taking individual parts of the master's exam are: <ul style="list-style-type: none"><li>Professional – theoretical part,</li><li>Practical part,</li><li>Managerial – economic part (knowledge that is necessary for running a company) and</li><li>Pedagogical – andragogic part.</li></ul> Date: ... Times: ...																	
Attendance mode	Vollzeit oder Teilzeit (berufsbegleitend)																	
Prices per person (participant)	Cost of the activity, Material costs and Examination fees: <table><tr><td>I. Part</td><td>II. Part</td><td>III. Part</td><td>IV. Part</td><td>Application fee</td><td>Total cost</td></tr><tr><td>412,87 €</td><td>514,87 €</td><td>106,86 €</td><td>108,48 €</td><td>381,30 €</td><td>1.524,38 €</td></tr></table>						I. Part	II. Part	III. Part	IV. Part	Application fee	Total cost	412,87 €	514,87 €	106,86 €	108,48 €	381,30 €	1.524,38 €
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412,87 €	514,87 €	106,86 €	108,48 €	381,30 €	1.524,38 €													
Max. Number of participants	Max. 30 participants per seminar																	
Funding opportunities	---																	
DESCRIPTION OF THE ACTIVITY																		
Ident number of the activity / UNIT	L4_U1-17																	
Goals / field of competence	<b>Part 3 - Corporate Management</b> The aim of the business management part of the exam is to test and evaluate whether the candidate can demonstrate the skills for effective business operations, management, leadership, organization and implementation of regulations and standards in the business sector (knowledge required to run a business) and marketing.																	

## DESCRIPTION OF THE ACTIVITY - continuation

Training tasks	Description of detailed goals / content (fine goals). Learning outcomes according to PSA qualification portfolio:	
	<b>Knowledge</b>	He/she knows and understands the basic skills for: <ul style="list-style-type: none"> <li>theoretical and practical work</li> <li>the management of a company, a workplace, a business unit</li> <li>productivity and cost optimization</li> <li>methods and techniques of communication</li> <li>Methods and techniques that ensure quality</li> <li>Necessary regulations / rules / laws</li> <li>Importance of market orientation</li> </ul>
	<b>Skills</b>	He/she can <ul style="list-style-type: none"> <li>organize the work in the company</li> <li>communicate with colleagues and business partners</li> <li>monitor the work processes in the company in order to achieve the quality standard and implement quality improvement measures</li> <li>ensure the profitability of the company in cooperation with other departments</li> <li>manage the company's (and the business unit's) resources prudently</li> <li>manage and monitor the implementation of regulations and standards related to occupational health and safety and environmental protection in the company</li> </ul>
	<b>Responsibility and autonomy</b>	He/she is able to, <ul style="list-style-type: none"> <li>implement the principles of personnel management and work planning.</li> <li>implement positive corporate communication.</li> <li>apply quality control standards.</li> <li>implement the basic data protection regulation.</li> <li>manage business units successfully (economically).</li> <li>implement labour law regulations.</li> <li>apply regulations in the areas of occupational safety and health, ecology and environmental protection.</li> </ul>

## ASSESSMENT OF THE ACTIVITY

Others	Methodology
	<ul style="list-style-type: none"> <li>Project-oriented teaching</li> <li>Practical examples and expert tips</li> <li>Action orientation</li> </ul>
	<b>Please bring to the course/seminar!</b> <ul style="list-style-type: none"> <li>Own laptop, notebook, or similar.</li> </ul>



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ASSESSMENT OF THE ACTIVITY - <i>continuation</i>	
<b>Assessment board</b>	National Examination committee European Expert committee Seminar leader (Expert*in for Historical painting techniques)
<b>Assessment basis</b>	Written exams
<b>Assessment criteria's</b>	The knowledge and skills are tested and evaluated with a written examination that can last a minimum of 90 and a maximum of 180 minutes. The minimum requirement for a successful pass is that at least 50% of all possible points are achieved in the examination.
<b>PSA certificate</b>	National (Slovenian) Master Degree. Confirmation of participation in the activity and PSA certificate.
RECOMMENDATIONS - <i>if desired</i>	
<b>Advice on personal career planning</b>	Individual recommendations.



## BINDING REGISTRATION

☐ to the **course** ..... (insert name) **on** ..... (enter desired date)

### Information about the participants

(1)	Name, first name	<input type="text"/>
	Address	<input type="text"/>
	Phone	<input type="text"/>
	Email	<input type="text"/>
	Trade	<input type="text"/>
(2)	Name, first name	<input type="text"/>
	Address	<input type="text"/>
	Phone	<input type="text"/>
	Email	<input type="text"/>
	Trade	<input type="text"/>

### Hotel and breakfast – if desired

Book your overnight stay in ... with you!

Overnight stay and breakfast (*Please check where applicable!*)

- ☐ Single room – € ... per person/night
- ☐ Double room – € ... per person/night
- ☐ Breakfast – € ... per person/day

E-mail address for invoicing:

By registering, I/we accept the < providers > terms and conditions of participation and business.

place, date

signature