

WP WORK PACKAGE 5

Transnational Training Provisions of the PaintingSkillsAcademy

PaintingSkillsAcademy – TRAINING	
LEARNING/TEACHING/TRAINING ACTIVITIES	
Activity / UNIT	Course/seminar UNIT 8 Professional theory UNIT 8-3 Order processing / project management
Ident number of the activity / UNIT	L6_U8-3
Activity type	Training course in attendance: 5-days seminar
EQF-Level	6
Field	Further education Additional qualification
Target group	<ul style="list-style-type: none"> - Painters and master painters - Site managers, foremen - Persons with corresponding previous knowledge from qualifications at least level 4 EQF - Persons with corresponding previous knowledge from work experience
Entry requirement	Min. knowledge, skills and competencies (responsibility and independence) Level 4 EQR and at least 3 years of professional experience
Provider, place of learning	SBG Dresden mbH
Contact details of the provider	SBG Dresden mbH Ansprechpartner: René Günthel Gutenbergstr. 6, D-01307 Dresden Telefon 0351-4445-611 info@sbgdd.de www.sbg.de
Lecturer / Trainer	M. Muster - Expert*in for order processing / project management (Short profile see questionnaire for lecturers)
Dates, duration of the activity	Date: 21-25.08.2023, 13-17.11.2023 Times: daily 8.00-16.00
Temporal utilization	Full time
Prices per person (participant)	Seminar fee: € 2,300.00 plus 19% VAT. The price per person includes seminar participation & documentation, beverages during breaks & lunch, certificate of participation.
Max. Number of participants	Max. 10 participants per seminar
Funding opportunities	National framework conditions (e.g. education premium in Germany)

DESCRIPTION OF THE ACTIVITY		
Ident number of the activity / UNIT	L6_U8-3	
Goals / field of competence	Participants gain a complete overview of managing and leading complex technical or professional activities or projects. They take responsibility for decision-making in unpredictable work or learning contexts.	
Training tasks	Description of detailed goals / content (fine goals). Learning outcomes according to PSA qualification portfolio:	
	Knowledge	<p>He / she masters the basic rules of contract negotiation and contract conclusion.</p> <p>He /she knows</p> <ul style="list-style-type: none"> the importance of written documentation (e.g. contract, check-lists, protocols) and uses them. how to prepare calculations (preliminary, intermediate, subsequent and back calculations) and calculate lower price limits. the customer's claims for defects. the methods for determining personnel, material and equipment requirements and plans their use. possibilities of efficient working methods and carries out comparative calculations. the basic rules of scheduling and can visualize them (e.g. bar chart). the essential measures of project monitoring (cost control, construction site control, financial control, deadline control) and uses them. the methods of modern project management in order processing. the features of billing and performance control. the tools to plan, prepare, adapt, execute and document customer orders and construction site processes in a customer-oriented, efficient and legally secure manner.
	Skills	<p>He / she can</p> <ul style="list-style-type: none"> depending on the status of the order processing, create calculations (preliminary, interim, post and back calculations). determine and justify lower price limits. assess and justify the various types of contracts and awards. describe defects. check the order backlog and derives decisions. determine personnel, material and equipment requirements and plan the deployment. <p>He / she plans the procurement and delivery of materials.</p> <p>He / she investigates operating performance, added value and order-related standard times.</p> <p>He / she creates</p> <ul style="list-style-type: none"> order-related schedules. the billing in a legally compliant way, monitors payments and checks success.

ASSESSMENT OF THE ACTIVITY		
	Skills	He / she grasps all necessary actions for initiating, planning, controlling and completing projects in the painting company and uses suitable digital tools.
	Responsibility and autonomy	He / she is able to plan, prepare, adapt, implement and document customer orders and construction site processes in a customer-oriented, efficient and legally secure manner. He / she is able to present the customer orders on the basis of the project management methods.
Others	Methodology <ul style="list-style-type: none">• Project oriented lessons• Working on your own current project• Active exchange of experience• Practical examples and expert tips• Proven templates & checklists• Individual work, group work, plenary• Action orientation	
	Please bring along to the course/seminar! <ul style="list-style-type: none">• Your own templates, your own project• Own laptop, notebook, etc.	
Assessment board	Seminar instructor (expert), PSA examination board.	
Assessment basis	Performance assessment: written performance assessment (test/examination) and expert discussion. Evaluation key: 100 points = max. achievable number of points.	
Assessment criteria's	The written performance assessment and the technical discussion are considered to have been passed if participants* have achieved at least sufficient performance (50 points or more).	
PSA certificate	Confirmation of participation in the activity and PSA certificate.	
RECOMMENDATIONS - if desired		
Advice on personal career planning	Individual recommendations, e.g. <ul style="list-style-type: none">• ...	

BINDING REGISTRATION

☐ for the **seminar** (insert name of the seminar) **on** ... (enter desired date)

Information about the participants

(1)	Name, first name	_____
	Address	_____
	Phone	_____
	Email	_____
	Trade	_____
(2)	Name, first name	_____
	Address	_____
	Phone	_____
	Email	_____
	Trade	_____

Hotel and breakfast – if desired (Prices on request!)

Book your overnight stay in Baden 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 SBG Dresden mbH terms and conditions of participation and business.

place, date

signature