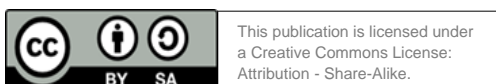




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Project Coordinator	SBG			

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WP WORK PACKAGE 8

Assessment, recognition and certification of acquired competences

R8.4 – Establishment of an expert panel (expert group)

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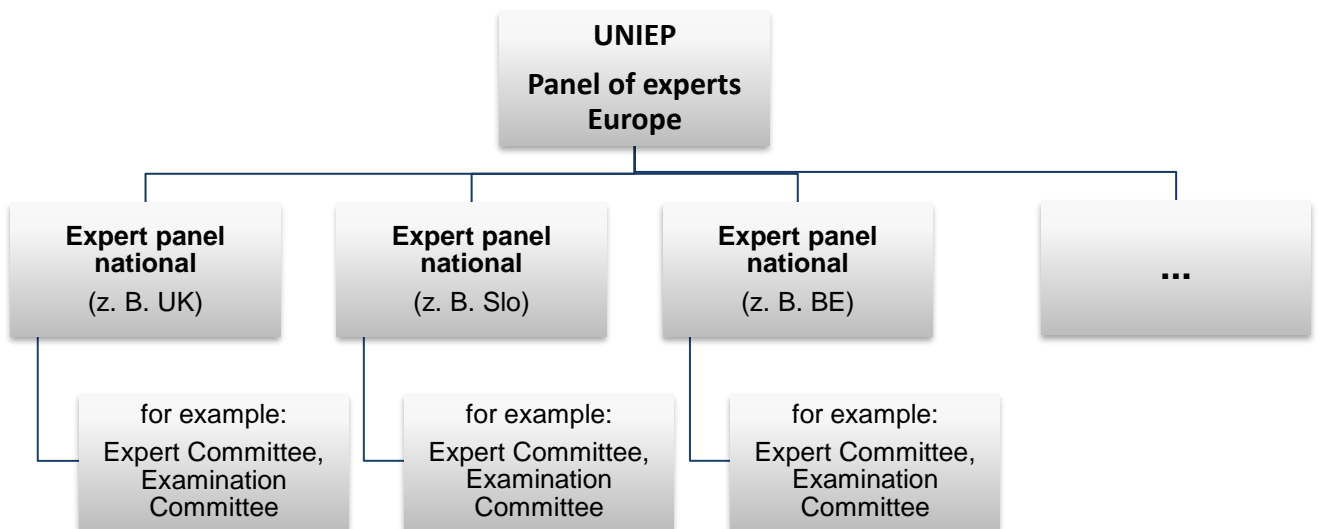


1. Introduction

The expert committee of the PaintingSkillsAcademy (PSA) assumes an important and responsible role, both in the development phase of the PSA and in later phases. In the start-up phase, the PSA expert panel is entrusted with management and steering tasks, in later phases with control and supervisory tasks.

For an optimal division of labour and for the necessary consideration of national circumstances, a panel of experts will be established at European level and various expert bodies in the European countries. UNIEP appoints the members of the European PSA expert panel, which in the first step consists of suitable and interested members of the PSA project partners. The European panel is thus the highest authority for the European painting trade. The aim is for as many nations as possible to be represented in the European panel, so that the national PSA bodies can subsequently be appointed.

Fig. 1: Structure of PSA expert panel



The PSA expert panels are groups of experts (experts) who are able to consider, for example, courses and examinations.

In particular, the committees shall ensure transparency, equal treatment of candidates, objectivity and quality. They also have a great deal of responsibility with regard to the handling of personal data of persons who are interested in working with PSA or have already decided to do so.

UNIEP, the International Federation of Painters based in Luxembourg, is a responsible political organisation. UNIEP's task is, among other things, to promote the quality of PSA in the political field.



2. Composition of PSA expert panels

The PSA expert committees are basically groups of experts who can assess the content of qualifications, qualifications and examinations. For example, they can take exams and make recommendations regarding individual career plans.

Two types of PSA expert panels will be established:

- **“PSA expert panel Europe” – consultative level**
 The consulting is as coaching of the national expert bodies in the implementation of the PSA vision and in the execution of the PSA measures such as workshops and/or courses. The consulting includes the communication of facts (information), suggestions for a certain behaviour that is in the interest of both parties (recommendations) and coaching (e.g. corporate identity).
- **“PSA expert panel national” – executive level**
 With the implementation of PSA measures, the focus is on the joint learning and action of the teams. The learners are accompanied by teachers during the implementation (observation, support, steering, control and, if necessary, crisis management). National expert panels put a plan, a project into action:
 - determine work in a team
 - determine methods and techniques
 - obtain and evaluate information
 - final documentation
 - final presentation

The tasks of the expert panels are described in detail in chapter 4.

The “PSA expert panel Europe” is a superordinate body of UNIEP and can set up other bodies (specific expert bodies, national bodies, ...) to take action temporarily or permanently.

The “PSA expert panel Europe” is set up by decision of UNIEP.

The “PSA expert panel national”, which is established at least once per PSA member country, is in principle entitled to appoint subordinate expert committees, examination boards, etc.

Tab.1: Overview of the composition of the PSA expert committees

PSA expert panel	Composition
European level	<ul style="list-style-type: none"> • Head and Deputy • at least 1 expert from the PSA member countries
National level	<ul style="list-style-type: none"> • Head and Deputy • at least 5 experts from each UNIEP member country

The “PSA expert panel Europe”

is composed of at least the following experts:

- Representative of a PSA member country (possibly representative of the PSA expert committee nationally)
- Experts should represent as many stakeholders as possible in the sector
- Group size: at least 1 member per country



The “PSA expert panel national”

could be composed of the following experts:

- Representatives of entrepreneurs (employers; Specialist companies, trainers)
- Employee representatives (employees; Skilled workers; trainee representative if applicable)
- Industry representatives (manufacturers of materials, tools, equipment)
- Representatives of professional associations and/or competent bodies (guilds, chambers of commerce/crafts)
- Representatives of education (teachers, trainers, educational institutions)
- Representative of the *PSA Expert Panel Europe*
- Group size: at least 5 members

3. Principles of the PSA Expert Panels

(1) Foundation

The basis is the common definition of the objectives, taking into account the technical and financial aspects. Responsible contact persons are available to interested persons.

(2) Neutrality and independence

The equal treatment and impartial assessment of all persons is a mandatory prerequisite for the joint work.

(3) Topicality

The basis for high-quality work is the continuous training of the members of the PSA expert committees in the relevant specialist areas and the evaluation of current information on the market.

(4) Discretion and trust

The PSA expert panels acquire knowledge of personal data through the activities. All such information will be treated with the utmost care and absolute confidentiality (in accordance with the current General Data Protection Regulation (GDPR)).

(5) Commitment and flexibility

Jointly defined processes are binding on the PSA expert committees. Nevertheless, it is always possible to take into account new circumstances.

(6) Project

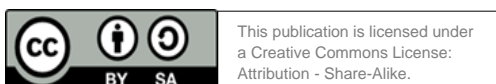
The PSA expert committees process inquiries and offers according to the principles of project work (processing of a task or a problem by a project group; limited in time).

They make recommendations, develop suggestions with and for interested persons. The cooperation ends at the end of the joint project (e.g. determination of entry level, promotion qualification, career planning).

(7) Competence of the members

The members of the PSA expert committees prove that they have the competences required to fulfil the tasks set (see requirement profiles).

Members of the PSA expert committees will, if possible, participate 1 x per year in appropriate training.



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(8) Cooperation at national and European level

should be characterized by respect, tolerance, harmony, team spirit and teamwork.

(9) Allowance

The members of the PSA expert committees work on the basis of an expense allowance or expense allowance. Fee models (see WP12).

4. Tasks of the PSA expert panels

The members of the PSA expert panels are appointed from all stakeholders of the in order to be able to map the broadest possible range of competencies and the highest possible degree of objectivity and acceptance with regard to the assessment and evaluation of, for example, career planning and further training measures.

Involvement in a PSA expert panel has many positive aspects. Members of the PSA expert panels

- make a responsible contribution to the education of young talent in your industry,
- contribute to the fact that assessments are carried out close to the company and the economy,
- broaden their horizons through constant exchange with other experts,
- take numerous suggestions for their everyday work,
- continuously expand your professional knowledge and adapt it to the latest developments in your field of activity,
- support the reputation of the painting trade in the sense of a positive external effect,
- support education and training as a whole – also as a quality feature of the painting trade in Europe.

4.1 “PSA expert panel Europe”

The main tasks of the experts at European level are the quality assurance and marketing of PSA as well as the advice and support of experts at national level.

At European level, a number of tools are also being developed or further developed (e.g. PSA education catalogue, booking system) which will be made available to national bodies.

Table 2: Overview of the maintasks of the “PSA expert panel Europe”

Organization	<ul style="list-style-type: none"> • Processing of inquiries • Forwarding of inquiries to “PSA expert panel national” • Contact person for for interested persons (further information) • Promotion of mobilities in Europe • Controlling • Formulation of clearly defined goals (mission statement, strategy) • Appointment and support of the “PSA expert panel national” by the management level • Intensive Stakeholder-Management • Definition and consideration of risk factors • Coping with conflict management • Stimulation of leading cooperation in the team (cooperation management)
---------------------	--



	<ul style="list-style-type: none"> • Good communication • Selection and supervision of educational actors (educational institutions) and support of cooperation • Profiling of requirements • Definition of tasks • Agreement on the conditions of appointment • Selection procedure and appointment of experts
Marketing	<ul style="list-style-type: none"> • Consistent orientation of the entire company to the needs of the market (sales promotion) • Support of interested persons (target groups) • Communication policy (advertising, public relations (PR), sponsoring, social media, sales promotion, direct marketing, press) • Distribution policy (direct, indirect sales) • Product policy (offers, innovations, • Layout and organisation of information material • Marketing management • Establishment of a sectoral network • Development of a market-oriented PSA information platform • Among other things, UNIEP is responsible for marketing the PSA brand. In coordination with the PSA members, UNIEP develops marketing measures that are available to PSA members and enable the development and distribution of the PSA brand throughout Europe through the uniform and common image.
Quality assurance, Quality management	<ul style="list-style-type: none"> • Organizational and technical measures that prepare, accompany and test the creation and maintenance of the defined quality of PSA services (products, services) • Creation and maintenance of concept and execution quality • Quality planning (definition of quality characteristics) • Quality control (specification and monitoring of performance and execution requirements) • Quality control (target/actual comparison)

The criteria for appointing experts are determined transparently.

The European expert group is basically composed of people selected on the basis of objectives, values, guiding principles and priorities and meeting certain criteria (e.g. training, specialization, skills, professional experience, strengths).

The relevant evidence must be submitted by the experts.

The members of the “PSA expert panel Europe” are authorized by UNIEP under the agreement to cooperate nationally with interested persons (target groups) and the PSA expert panels.



4.2 “PSA expert panel national”

The main task of the experts at national level is the transparent and high-quality implementation of qualification measures (courses and workshops).

They check and evaluate the documents submitted by interested persons (potential participants of the courses and workshops). It is responsible for determining the correct classification of the applicant to EQF levels 1-6 on the basis of the evidence provided and for laying down any conditions in case of derogations (submission of additional documentation, additional training, training, certificates, etc.).

Table 3: Overview of the main tasks of the “PSA expert panel national”

Organization	<ul style="list-style-type: none"> • Processing of applicant requests, organization of information material, support of applicants, ... • Determination of examinations in Germany or abroad and, upon request, recognition (comparison of the essential contents and, if necessary, presentation of the essential differences in the acquired competences). National recognition procedures must be observed. • Compilation of technical and examination committees • Organization of job interviews and advice • Implementation of courses and workshops • Implementation of learning success assessments (e.g. examinations) • Issuing certificate • Ensure mobility (national and Europe) • Support in maintaining the network of European educational institutions and specialist companies
Communication	<ul style="list-style-type: none"> • Support for activities related to the European Information Platform • Dissemination of information, e.g. in social media and trade journals
Coordination	<ul style="list-style-type: none"> • Coordination with and between PSA technical and examination committees • Coordination and allocation of deadlines and submission deadlines for the evaluation of the documents of PSA applicants • Coordination and allocation of deadlines and submission deadlines for thesis
Quality assurance Quality	<ul style="list-style-type: none"> • organizational and technical measures that prepare, accompany and test the creation and maintenance of the defined quality of PSA services (products, services) • Creation and maintenance of concept and execution quality • Quality planning (definition of quality characteristics) • Quality control (specification and monitoring of performance and execution requirements) • Quality control (target/actual comparison)

The “PSA expert panel national” declare their willingness to implement or implement the tools developed and established by the “PSA expert panel Europe”, which are developed in close consultation with the national bodies. This applies in particular to the overarching measures of organization, marketing and quality management.

5. Competences of the PSA expert panels

The PSA expert committees consist exclusively of experts who must have the competencies according to the requirements profile. Depending on the area of responsibility, the members of the PSA expert panels are expected to have different core competencies.

5.1 Requirement profiles

Checklist: Requirements criteria (see Appendix 1)

After the tasks of the members of the PSA expert panels and the requirements have been defined, it must be clarified which requirements/competencies are to be fulfilled in order to be able to fulfil this task as optimally as possible.

5.2 Competences

5.2.1 Expertise

In order to be able to solve tasks successfully, it is first and foremost necessary to master the necessary material. This ability is primarily based on good training as well as experience and subject-specific training. In most cases, however, it is not enough to be competent in just one area of responsibility, but also requires a range of interdisciplinary knowledge. The term professional competence includes

- Expertise and methodology
- their application (cognitive and functional competence dimension),

which are necessary to cope with subject-specific tasks.

The expertise should correspond to the current state of the art and consist of two sub-areas:

- **Basic and specialist knowledge** from the respective subject area
- **General education**, which makes it possible to embed one's own field of expertise in a broader professional and social context.

5.2.2 Key competences

Competence refers to cognitive (perception, thinking, cognition) abilities and abilities to solve certain problems, as well as the associated willingness and abilities to successfully and responsibly use problem solving in variable situations. This creates the ability to act in order to meet individual and social requirements.

Key competences

- must be acquired (they are not placed in the cradle of a person)
- include emotional, motivational and social aspects, values and behavioral dispositions. Cognitive elements are not sufficient.
- are important in various social and professional fields.
- are derived from the requirements of the working and living environment. They relate to the present and to the future.

5.2.3 Competence to act

is the ability of the individual to behave appropriately, thoughtfully and individually and socially responsible in professional, social and private situations.



Composition of action competence:

5.2.3.1 Social competence

Social competence refers to knowledge, skills and abilities related to communication, cooperation and conflicts in intra- and intercultural contexts.

- Ability to cooperate
- Negotiation skills
- Leadership qualities
- Communication skills
- Assertiveness
- Oral and written expression (mother tongue and foreign language (at least English))
- Conflict
- Ability to consider the views and interests of others
- Good appearance and empathy
- Know and understand other cultures
- Teamwork

5.2.3.2 Self competence

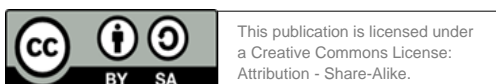
Self-competence summarizes the ability and willingness to develop oneself and to develop one's own talent, motivation and willingness to perform as well as the development of specific attitudes and an individual personality.

- Ability to work in a focused and disciplined manner
- Ability to take responsibility
- Ability to adapt to changing circumstances
- Carefulness
- Ability to reflect, including assessing one's own strengths and weaknesses
- Motivation
- Mobility
- Creativity
- Time management
- Self-management/organization and motivation
- Development of ethical awareness and individual values (attitudes) in relation to fellow human beings, things or goals
- Ability to develop an awareness of one's own identity and to fit into societal and social frameworks.

5.2.3.3 Methodological competence

In contrast to professional competence, general methodological competence is understood to mean knowledge, skills and abilities that can be used independently of the subject, which make it possible to master new and complex tasks and problems independently and flexibly.

- organizational skills
- Creation of documentation
- Presentation techniques (oral presentation, visualization and presentation)
- Problem solving ability
- independent work
- Ability to apply existing knowledge to new problems
- Ability to identify and close knowledge gaps



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- critical thinking
- analytical skills
- Information retrieval / evaluation of information

5.2.3.4 Professional competence

Organizational, process, task and workplace-specific professional skills, as well as skills that are not tied to the application in a discipline.

- special expertise
- broad basic knowledge
- subject-specific theoretical knowledge
- Knowledge of scientific methods
- Interdisciplinary thinking
- Foreign languages
- General education
- Knowledge of IT
- Knowledges of law
- Knowledges of economics

5.3 Weighting of requirements

Simply listing requirements is not effective. These must be structured and differentiated according to the following categories:

- **MUST criteria**
Properties that are absolutely necessary. If a person lacks one of the must-have characteristics, an appointment to the PSA expert committees cannot take place.
- **DESIRED criteria (WISH)**
Properties that are not required or can still be acquired.
Applicants can draw attention to deficits and corresponding training opportunities in a personal interview.



6. Establishment of PSA panels

6.1 How do I become a member of a PSA expert panel?

Anyone interested in working with them should contact UNIEP and inquire about the relevant PSA expert panels. In principle, people who have reached the age of 18 and live in a country in Europa can apply. UNIEP assesses suitability (e.g. professional competence, professional experience) and appoints suitable persons for a period of three years. The renewal of membership can be applied for and then takes place again for a period of three years.

6.2 Am I suitable as a member of a PSA expert panels?

Prerequisites for working as a member of a PSA expert committee are the appropriate expertise and personal suitability (see requirement profile, appendix 1).

Expertise

The expertise is a prerequisite for a meaningful and fair evaluation. Only experts who have mastered the subject matter can adequately assess the concerns and achievements of the interested persons (target groups). This qualification is usually required if experts have successfully completed a certain training and further education and/or have several years of professional experience in the field.

Personal aptitude

In addition to mastering the subject, experts should have a strong sense of responsibility, human maturity and, in the field of education, pedagogical instinct. In addition, knowledge of the training regulations and examination systems is essential for the proper conduct of the procedure. Experts must be able to assess the situation and its impact on the interested persons (target groups) as well as to review and evaluate performance (products, services, professional services). Basically, age, current occupation, party affiliation, private lifestyle and nationality do not play a role here.

6.3 Selection procedure for members of the PSA expert committees

The aim is to search for qualified persons and to win them over for PSA. This objective of recruitment is now referred to as 'recruiting' and includes both online and offline measures.

Which of the various internal and external options that are generally available is chosen depends on the person who is actually being sought.

Phases in the recruiting process

- (1) **Job advertisement (internal or external)** → description of the vacancy
- (2) **Publication** → communication of the vacancy via website, job boards, social media, etc.
- (3) **Filter pre-selection** → candidates based on clear criteria
- (4) **Conduct interviews** → conversations and – depending on the role – carry out tests if necessary
- (5) **Applicant evaluation** → The evaluation must ensure: speed and professionalism (apply objective criteria, involve the right colleagues, make transparent decisions)
- (6) **Contract signing & onboarding** → candidate has agreed, entry can be prepared



7. List of experts of the “PSA expert panel Europe”

PSA partner country		Expert	Qualification of the experts
Slovenia		Igor Pipa	<ul style="list-style-type: none"> •
Germany	SBG Dresden mbH, Gutenbergstrasse 6, 01307 Dresden, Germany	Ines Jeschke	<ul style="list-style-type: none"> • Master painter and varnisher • Bachelor of Arts – Management • Publicly appointed and sworn experts for the painting and varnishing trade • 4 semesters of Marketing and Advertising
			<ul style="list-style-type: none"> •
			<ul style="list-style-type: none"> •
			<ul style="list-style-type: none"> •
			<ul style="list-style-type: none"> •
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Table 2:	Overview of the main tasks of the PSA Expert Panel Europe
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Illustration 1: Structure of PSA expert panel

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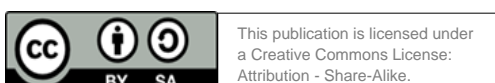
Appendix 1 Model requirement profile for members of the PSA expert committees

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Appendix 1

Model requirements profile for members in the PSA expert panels

Depending on the actual task of the respective person, the requirements are weighted (MUST or WISH) according to the job description.

Dimension	What/Comment	MUST	WISH
Expertise			
Basic and continuing education in the Painting	Basic qualification, EQR Level 3		
	Basic qualification, EQR Level 4		
	Specialist knowledge, qualification EQF Level 5 and 6		
Basic and advanced training in the field of economics	Commercial training and/or studies, e.g. business administration, economics, communication sciences		
Basic and advanced training in the field of education	Pedagogical training and/or studies, e.g. pedagogy, vocational education, social pedagogy		
Training	Additional qualification in corporate management		
	Additional qualification in marketing and sales		
	Additional qualification in personnel management		
	Additional qualification in project management (management, collaboration)		
Professional experience	At least 5 years of professional experience in a responsible position in the painting trade or comparable industry		
	Safe handling of customers, companies and external partners (stakeholders)		
	Experience in education and training (opportunities, admission requirements, etc.),		
	Knowledge and application of legal knowledge (examination regulations, framework curricula, admission requirements, evaluation of examinations, etc.)		
	Other experiences:		
Social skills			
Ability to cooperate	Group collaboration, role flexibility, formulation and implementation of collective strategies		
Negotiation skills	Ability to derive one's own points of view, negotiation goals and negotiation limits. Willingness to compromise.		
Leadership qualities	Be a role model, live a sense of responsibility, formulate clear expectations, recognize potential, put together teams		

Social competence (continued)			
Assertiveness	Ability to defend one's own opinion, imagination or idea against resistance in order to achieve a specific goal. It only makes sense if one's own opinion is not enforced against all logic and with all force (maintain an important balance between yielding and enforcement).		
Communication skills	(subject-related) Receiving, formulating and argumentatively defending positions and solutions to problems in order to ensure exchange with experts and laymen		
oral and written expression	Mother tongue		
	Foreign language: English		
Conflict	Recognizing an understanding of the function and meaning of conflicts and conflicts and managing them constructively		
Intercultural competence	Ability to deal satisfactorily with people of different cultural orientations (knowing and understanding other cultures)		
Teamwork	Working together, "we" instead of "me", ability to reflect and structure		
Methodological competence			
Knowledge, skills and abilities that can be used independently of the subject	Organizational skills, creating documentation (e.g. protocols), problem-solving skills, working independently, applying existing knowledge to new problems, critical thinking, analytical skills, information retrieval/evaluation of information		
Expertise (in addition to professional competence)			
Organizations-process-, task- and workplace-specific professional skills and abilities	Knowledge of EDP (Word, PowerPoint, Excel), general education		
	Legal knowledge, economic knowledge, country-specific expertise		