



<b>Work package</b>	<b>WP4 – Learning outcome-based, profession-wide, modular curricula for EQF</b>		
<b>Result</b>	R4.X Modular Curriculum for EQF level 6		
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	CO - Confidential, only for members of the consortium (including EACEA, Commission services and project reviewers)		
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<b>Quality Reviewer</b>			
<b>Summary</b>	Modular curriculum for EQF		
<b>Project Coordinator</b>	SBG		



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## Document History

Content or partial result		Version	Contributors	Contribution	Date
Modular curriculum	Level 6	1	Markus Hagspiel	Erstellung	20.09.2021
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		4	Ines Jeschke	Korrekturen Texte	28.11.2021
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		6	Markus Hagspiel	Corrections after review	03.04.2023
		7	Ines Jeschke	Check corrections and additions, final version	21.04.2023



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## Introduction

PSA curricula are curricula (teaching programs) based, on the one hand, on learning goal orientation and, on the other hand, on teaching by instruction.

The description of learning outcomes and learning outcome units (the WHAT) forms the multi-level qualification portfolio for EQF levels 1 to 6 (see WP3) and thus represent the basis for the implementation of the qualifications (the HOW). The developed **PSA curricula** (see WP4) contain the essential competences (contents) that are expected from the learners at the end of the qualification.

The learning content is basically taught in **theoretical and practical learning units (modules)**.<sup>1</sup>

The **hours per module are guidelines** based on the national framework curricula. The courses and workshops of the PSA are basically designed to be usable in the labour market and are based on the guideline values.<sup>2 3 4</sup>

Name and number of the UNIT

Name and number of the UNIT	Responsibility and autonomy	to be trained / learned		Theory (professional training organisation)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 1 – Measurement and calculation L4_U1-1	He / she is able <ul style="list-style-type: none"> <li>to properly apply the basic rules, regulations and methods of the various calculations.</li> <li>to analyze and assess received documents.</li> <li>to carry out calculations, compare, identify relationships.</li> <li>to delegate and control individual services for the calculations.</li> <li>to communicate with business partners.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the calculations required for work preparation and the implementation of services in the painting trade.</li> <li>the basic rules, regulations and components for the preparation of the following calculations:                             <ul style="list-style-type: none"> <li>Measurement calculations</li> <li>Material calculations</li> <li>cost calculations calculation</li> </ul> </li> </ul>	He / she can <ul style="list-style-type: none"> <li>read construction drawings, tables and graphics.</li> <li>present the numbers and calculations required for the billing in a clean, clear, unambiguous and clearly recognizable manner.</li> <li>describe and explain these basic rules, regulations, components and methods of the various calculations.</li> <li>create allowance calculations (determine masses / quantities)</li> <li>carry out material calculations (material requirements, productivity, layer thicknesses, consumption calculations, layer thickness conversion, determine material costs).</li> <li>prepare effort calculations (determine and document time requirements)</li> <li>formulate and describe simple calculations (differentiate between net and gross amounts, structure a price calculation, internet cost offers).</li> </ul>	rules, regulations and methods of the various calculations. Measurement rules.	50	Create measurements on site (mass determination)	100	
				Determine material calculations (demand, consumption, costs, visible thicknesses, conversions)	20	Carry out project-related material calculations	60	
				Effort calculations, simple calculations	45	Project-related simple preliminary and final costing	130	
SUM					115		290	

The course number is the number of a bookable course/workshop (see WP5).

Total hours per UNIT

<sup>1</sup> The example shows that the essential content is taught here in 3 modules:

- Module 1 = Rules ...
- Module 2 = Material calculations ...
- Module 3 = Cost calculations ...

<sup>2</sup> The individual modules basically consist of theoretical (yellow columns) and practical (red columns) learning units. For example, Module 1 here consists of a total of 150 hours (50 hours of theory and 100 hours of practice).

<sup>3</sup> The individual modules can be further subdivided in terms of content and time into a variety of courses and/or workshops (see WP5).

<sup>4</sup> If learners want to achieve a national vocational qualification, the national rules and regulations must be complied with (see WP1 and WP8).



### Level 6 Overview total hours (Example Austria <sup>5</sup>)

UNIT	Responsibility and autonomy	to be trained / learned		Theory	Guideline in hours	Practice	Guideline in hours	Course No.
		Knowledge	Skills					
L6_U1	<b>UNIT 1 – Corporate governance</b>							<b>60</b>
	L6_U1-1 Business concept, objectives, culture, strategy				12		---	
	L6_U1-2 Market analysis, location analysis, competitive analysis, business analysis				20		---	
	L6_U1-3 Company formation (acquisition, shareholding, start-up) and business succession				20		---	
	L6_U1-4 Interfirm cooperation				4		--	
	L6_U1-5 Insolvency proceedings, recapitalisation and liquidation				4		---	
L6_U2	<b>UNIT 2 – Structure and process organisation</b>							<b>20</b>
	L6_U2-1 Structure organisation (task analysis, job creation, organisational form, organisational development)				8		---	
	L6_U2-2 Process organisation (process analysis and process design, logistics, quality management, working time models)				8		---	
	L6_U2-3 Administration and office organisation				4		---	
L6_U3	<b>UNIT 3 – Accounting, financing and controlling</b>							<b>72</b>
	L6_U3-1 Accounting				40		---	
	L6_U3-2 Financing				16		---	
	L6_U3-3 Controlling				16		---	
L6_U4	<b>UNIT 4 – Marketing, communication and sales</b>							<b>20</b>
	L6_U4-1 Marketing				10		--	
	L6_U4-2 Communications and sales				10		---	
L6_U5	<b>UNIT 5 – Human resource (HR) management</b>							<b>124</b>
	L6_U5-1 HR planning, administration, development				8		---	
	L6_U5-2 Remuneration				2		---	
	L6_U5-3 Leadership				2		---	
	L6_U5-4 Vocational education and workplace training				112		---	





UNIT	Responsibility and autonomy	to be trained / learned		Theory	Guideline in hours	Practice	Guideline in hours	Course No.	
		Knowledge	Skills						
L6_U6	<b>UNIT 6 – Law</b>								<b>56</b>
	L6_U6-1	Legal forms, articles of association and classification of the legal system			8		---		
	L6_U6-2	Trade and craft law as well as commercial law and competition law, contract law, legal basis for data protection			24		---		
	L6_U6-3	Labour law and social law			20		---		
	L6_U6-4	Management of receivables			4		--		
L6_U7	<b>UNIT 7 – Quality management (QM) incl. health, safety, environment</b>								<b>24</b>
	L6_U2-1	QM systems			4		---		
	L6_U2-2	Quality assurance			4		---		
	L6_U2-3	Health protection, occupational safety			8		---		
	L6_U7-4	Environmental protection			8				
L6_U8	<b>UNIT 8 – Professional theory</b>								<b>600</b>
	L6_U8-1	Object engineering			200		---		
	L6_U8-2	Object design			120		---		
	L6_U8-3	Order processing / project management			200		---		
L6_U9	<b>UNIT 9 – Professional practice</b>								<b>600</b>
	L6_U9-1	Project planning			---		40		
	L6_U9-2	Draft drawing and colour scheme on PC			---		40		
	L6_U9-3	Painting and decorating			---		200		
	L6_U9-4	Technical functional coatings			--		40		
	L6_U9-5	Interior design			---		200		
	L6_U9-6	„Historical painting techniques“ and monument preservation			---		80		



L6_U10	<b>UNIT 10 – Digitalization, automation, robotics</b>							<b>24</b>
	L6_U10-1 HR Digitalization, automation, robotics					24		---
<b>SUM*</b>					1.000		600	<b>1.600</b>

Comments:

UNIT 6-4 and UNIT 8 contain practical parts that are taught in an integrative manner.

UNIT 9 contains theoretical parts that are taught in an integrative manner.

<sup>5</sup> Here, **using Austria as an example, the hours per module are shown**, which are based on the Austrian framework curriculum. This file is supplemented by an overview of all hours per partner country (see Excel file "PSA\_WP4\_dt+en\_FINAL overview hours\_Level 6\_06.12.2022), since the scheduled hours may differ within Europe. In the excel file you can find the maximum and minimum hours for each partner country. The courses and workshops of the PSA are based on the guideline values and can deviate, depending on the learning objective.



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**Level 6 Master in the painting trade**

UNIT 1 – Corporate governance L6_U1-1 Business concept, objectives, culture, strategy	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
	He / she is able <ul style="list-style-type: none"> <li>to create a corporate concept (essential content, structure, mission statement, product range).</li> <li>to analyze corporate goals and classify them in a corporate goal system.</li> <li>to justify the importance of the corporate culture and corporate image and to develop and define the corporate strategy (business models).</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the structure and the essential contents of the corporate concept, it can develop and modify.</li> <li>the significant goals and target relationships and can set up a target system.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>describe the characteristics of the corporate culture and explain the importance of the corporate culture.</li> <li>communicate a company's social responsibility.</li> <li>He / she determines based on the formulation of customer benefits and positioning, possible corporate strategies / business models (e.g. cost leadership, differentiation or niche).</li> </ul>	Analyze and classify corporate goals	12	---	---	
				Justify the importance of corporate culture		---		
				Corporate concept (mission statement, range of products and services), takeover or participation in the business		---		
<b>SUM</b>					<b>12</b>		---	



	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
<b>UNIT 1 – Corporate governance</b> L6_U1-2 Market analysis, location analysis, competitive analysis, business analysis	He / she is able <ul style="list-style-type: none"> <li>to analyse the company's situation on the market and establish potential for success.</li> <li>to make and justify decisions on location, company size, personnel requirements as well as on the establishment and equipment of a company.</li> <li>to evaluate developments in product and service innovations as well as market conditions, also in an international context, and to derive growth strategies from them.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the importance, the process and the areas of corporate planning.</li> <li>the methods for preparing decisions and identification (market analysis, location, competition, company analysis).</li> <li>the importance of important location factors and can assess suitability for operational purposes.</li> <li>the methods of market research and can weigh and select them with regard to their possible applications.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>describe and carry out strength-weakness analysis and opportunity-risk analysis.</li> <li>assess market opportunities and risks and establish potential for success and assess entrepreneurial risks.</li> <li>prepare and carry out customer surveys and evaluate customer data.</li> <li>carry out pro-con analysis, derive decisions and analyze the sales and procurement market.</li> </ul>	Analyze the company's situation on the market and justify potential for success	20	---	---	
				Make and justify decisions on location, personnel requirements, facility, equipment		---	---	
<b>SUM</b>					<b>20</b>		---	



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<b>UNIT 1 – Corporate governance</b> <b>L6_U1-3 Company formation (acquisition, shareholding, start-up) and business succession</b>	<b>Responsibility and autonomy</b>	<b>to be trained / learned</b>		<b>Theory (vocational training organization)</b>	<b>Guideline in hours</b>	<b>Practice (company)</b>	<b>Guideline in hours</b>	<b>Course No.</b>
		<b>Knowledge</b>	<b>Skills</b>					
	He / she is able <ul style="list-style-type: none"> <li>to present and evaluate the importance of handicrafts in the economy and society.</li> <li>to identify the requirements for an entrepreneur.</li> <li>to examine the necessary risk and retirement provisions for the self-employed / entrepreneurs.</li> <li>to apply the preparatory measures for a takeover or participation in a company and start-ups.</li> <li>to present and justify the necessity of planning a company succession.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the national structure of craft organizations as well as the tasks and services offered by the individual organizations.</li> <li>the benefits of membership in craft organizations.</li> <li>and assesses the most important risk and old-age provision measures: social security systems, private personal and property insurance, old-age provision.</li> <li>the personal, family and professional requirements of an entrepreneur as well as one's own ability to independently run a craft business.</li> <li>the essential characteristics of takeover, participation, and start-up of a company.</li> <li>the criteria for determining the purchase price when taking over the business and the drafting of the takeover contract.</li> <li>and understands the regulations of the legal succession, weighs the possibilities of drafting the inheritance contract and will and observes the essential legal provisions.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>assess and justify the position of the craft in the economy as well as the economic, social and cultural significance (macroeconomic context).</li> <li>establish self-image and personal affiliation with the craft.</li> <li>select the most important measures for risk and old-age provision (social security systems, private personal and property insurance, old-age provision).</li> <li>select measures for a company takeover, participation, and start-up.</li> <li>can prepare the establishment of a business: knowing and assessing national offers (e.g. start-up advice, financing and support services, special offers for craft and SMEs, planning the start-up).</li> </ul>	Justify the importance of personal requirements for professional independence, justify private risk and old-age provision	20	---	---	
				Describe and evaluate the importance and position of crafts		---	---	
				Show and evaluate consulting services, funding and support services		---	---	
				Apply legislation related to incorporation, takeover and succession				
<b>SUM</b>					<b>20</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
<b>UNIT 1 – Corporate governance</b> <b>L6_U1-4 Interfirm cooperation</b>	He / she is able to <ul style="list-style-type: none"> <li>present the opportunities and risks of inter-company cooperation.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the possibilities, requirements and priorities of inter-company cooperation and can implement them.</li> <li>the characteristics of value chains.</li> <li>forms of cooperation, advantages and disadvantages of cooperation.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>transfer the execution of tasks in the company.</li> <li>formulate and apply value chains.</li> <li>differentiate between forms of cooperation, formulate advantages and disadvantages and use them appropriately.</li> </ul>	Intercompany cooperation, value chains, forms of cooperation	4	---	---	
<b>SUM</b>					<b>4</b>		---	



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Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
	Knowledge	Skills					
He / she is able <ul style="list-style-type: none"> <li>to examine the need to initiate insolvency proceedings based on company data.</li> <li>to show the consequences of bankruptcy law for the continuation or liquidation of a company.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the legal form-dependent obligation to file for insolvency.</li> <li>the essential legal provisions.</li> <li>the possibilities and requirements of the discharge of residual debt.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>represent the consequences of corporate and private bankruptcy.</li> <li>describe the course of insolvency proceedings and assess the options for continuation and liquidation.</li> <li>observe the essential legal provisions.</li> </ul>	Early insolvency indicators, insolvency regulations, restructuring and liquidation	4	---	---	
<b>SUM</b>				<b>4</b>		---	



	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 2 – Structure and process organisation L6_U2-1 Structure organisation	He / she is able <ul style="list-style-type: none"> <li>to assess the importance of the structure and process organization for the development of a company and to make adjustments.</li> <li>to divide and coordinate the craft business in organizational and action units (departments and positions) or organizational structures.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the areas, instruments and principles of operational organization.</li> <li>the effects of the planned corporate development on the operational organization.</li> <li>the task analysis and can carry it out.</li> <li>the necessity of organizational development for the craft business in order to be able to react to internal and external changes.</li> <li>the necessity of organizational development for the craft business in order to be able to react to internal and external changes.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>document business processes taking into account the structure and process organization.</li> <li>create organizational charts, job descriptions and job descriptions.</li> <li>explain suggestions for adjustments to the organizational design of business processes.</li> <li>summarize and determine the subtasks in positions (position formation).</li> <li>react to internal and external changes.</li> </ul>	Task analysis and task synthesis	8	---	---	
				Job creation		---		
				Organizational forms, organizational development		---		
SUM					8		---	



	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 2 – Structure and process organisation L6_U2-2 Process organisation	He / she is able <ul style="list-style-type: none"> <li>to implement the spatial, temporal and targeted structuring of work processes.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the principles of task allocation.</li> <li>and understands the tasks of logistics.</li> <li>the organizational and technical measures to create and maintain the quality standard (for details see U7).</li> <li>different working time models.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>analyse and split work and business processes (process analysis and design).</li> <li>combine business processes optimally (process synthesis).</li> <li>implement suitable logistics measures.</li> <li>select and use different working time models.</li> </ul>	Process analysis, process design, logistics, quality management	8	---	---	
				Working time models, group organization		---		
<b>SUM</b>					<b>8</b>		---	



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UNIT 2 – Structure and process organisation L6_U2-3 Administration and office organisation	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
	He / she is able <ul style="list-style-type: none"> <li>to apply measures for document management, use modern information and communication tools and organize accounting.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the need to manage documents (filing plan, filing, business papers, correspondence).</li> <li>the use of modern information and communication media as a success factor (telecommunication media, IT systems, internet).</li> <li>the branches of accounting and can organize them (for details see U3).</li> </ul>	He / she can <ul style="list-style-type: none"> <li>implement appropriate measures in the context of document management.</li> <li>use modern information and communication media in a targeted manner.</li> <li>organize the branches of accounting (for details see U3).</li> </ul>	Document management, organization of accounting	4	---	---	
				Use of modern information and communication technologies		---		
<b>SUM</b>					<b>4</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 3 – Accounting, financing and controlling L6_U3-1 Accounting	He / she is able <ul style="list-style-type: none"> <li>to use information from accounting, in particular from the balance sheet and profit and loss account, to analyse the strengths and weaknesses of the company.</li> <li>to use information from internal and external accounting.</li> <li>to apply document management measures, use modern means of information and communication and organize accounting.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the sub-systems of corporate accounting.</li> <li>and understands the fundamentals of bookkeeping.</li> <li>structure and significance of annual financial statements and business evaluations.</li> <li>the goals and tasks of cost type, cost center and cost unit accounting and can describe them.</li> <li>the effects of changes in costs and revenues on financial and balance sheet accounts and can describe them.</li> <li>the characteristics of cost accounting.</li> <li>the basics of price calculation.</li> <li>the basics of pricing and conditions policy.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>differentiate between subsystems of corporate accounting, understand their interrelationships and assign invoice parameters.</li> <li>explain the tasks of bookkeeping and balance sheet.</li> <li>explain the structure and meaningfulness of the annual financial statements and business evaluations as well as typical documents.</li> <li>carry out and explain industry, time and target / actual comparisons.</li> <li>determine the profit or loss of a company, even during the year.</li> <li>carry out simple periodic financial planning and know the criteria for critical liquidity situations.</li> <li>present effects of changes in costs and revenues on financial and balance sheet accounts and takes them into account.</li> <li>take decisions about new investments on the basis of budgeted cost calculations.</li> <li>justify decisions about the acceptance of (additional) orders with the help of the planned cost calculation (in-house production or external procurement / make or buy).</li> <li>determine lower price limits.</li> <li>calculate break-even thresholds and derives the pricing and conditions policy from them.</li> </ul>	Use information from accounting (balance sheet, income statement) to analyse a company's strengths and weaknesses	20	---	---	
				Use information from internal and external accounting to prepare for decisions	20	---	---	
<b>SUM</b>					<b>40</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
<b>UNIT 3 – Accounting, financing and controlling</b> <b>L6_U3-2 Financing</b>	He / she is able <ul style="list-style-type: none"> <li>to draw up and justify an investment plan and a financing concept, to draw up the profitability forecast and to carry out the liquidity planning.</li> </ul> He / she is able <ul style="list-style-type: none"> <li>to derive changes in capital requirements from investment, financial and liquidity planning and present alternatives for raising capital.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the types of financing and alternative forms of financing.</li> <li>the differences between the different types of loan collateral and what they mean.</li> <li>the basic forms of payment transactions.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>determine the capital requirements for setting up a business and making major investments.</li> <li>prepare and substantiate sales and profitability forecasts.</li> <li>prepare financing talks.</li> <li>differentiate between the forms of payment transactions.</li> <li>derive opportunities to raise capital from the company's financial situation.</li> </ul> He / she created <ul style="list-style-type: none"> <li>and justifies the liquidity planning.</li> </ul> He / she sets <ul style="list-style-type: none"> <li>forecasting and monitoring tools to avoid liquidity problems.</li> </ul> He / she justifies <ul style="list-style-type: none"> <li>the financing structure.</li> </ul>	Financing (types of financing), payment transactions	16	---	---	
				Sales schedule		---		
				Liquidity planning		---		
				Profitability preview		---		
<b>SUM</b>					<b>16</b>		<b>---</b>	



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UNIT 3 – Accounting, financing and controlling L6_U3-3 Controlling	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
	He / she is able <ul style="list-style-type: none"> <li>to use controlling to develop, track, implement and modify corporate goals.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the tasks and goals of controlling and can carry out a weak point analysis.</li> <li>the business key figures and key figure systems and can interpret them.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>present instruments of controlling and use them for situation analysis, for recognizing undesirable developments as well as for uncovering future potentials.</li> </ul> He / she sets <ul style="list-style-type: none"> <li>controlling instruments to maintain liquidity and secure profitability.</li> </ul> He / she can <ul style="list-style-type: none"> <li>monitor the achievement of corporate goals, adjust corporate goals if necessary and justify measures to achieve the goals.</li> </ul>	Tasks and goals of controlling, weak point analysis, key figures, budgeting	16	---	---	
			Management and control of costs and revenues	---				
<b>SUM</b>					<b>16</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 4 – Marketing, communication and sales L6_U4-1 Marketing	He / she is able <ul style="list-style-type: none"> <li>to develop and evaluate a marketing concept (marketing goals, marketing strategy) for the market launch.</li> <li>to justify possible uses of sales market policy marketing instruments for sales and procurement of products and services</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the importance of marketing to the company.</li> <li>the content-related components of a marketing concept.</li> <li>the instruments of the marketing mix.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>estimate the type and size of possible customer groups and needs as well as possible order and sales figures.</li> <li>justify suggestions for the design of products, prices, means of communication and sales channels.</li> <li>formulate the business model (basis: customer benefits and unique selling points).</li> </ul> He / she created <ul style="list-style-type: none"> <li>a marketing concept.</li> </ul> He /she poses <ul style="list-style-type: none"> <li>an overview of the areas and instruments of marketing and explains similarities and differences in marketing (with regard to procurement and sales markets).</li> </ul> He /she is investigating <ul style="list-style-type: none"> <li>consequences of sales market policy decisions and justifies the decisions for a marketing mix.</li> </ul>	Evaluate sources of information to estimate market potential	10	---	---	
				Marketing mix		---		
				Develop and evaluate marketing concept		---		
SUM					10		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 4 – Marketing, communication and sales L6_U4-2 Communication and sales	He / she is able <ul style="list-style-type: none"> <li>to develop and evaluate a communication concept and to justify suitable sales promotion measures.</li> </ul> He / she is able <ul style="list-style-type: none"> <li>to have a technical discussion with the customer and is able to take new developments into account.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the principles of advertising design and can show them.</li> <li>the meaning and components of corporate identity.</li> <li>the importance and the main features of CRM (Customer Relationship Management).</li> <li>the importance of modern communication using suitable media.</li> <li>the basics of a sales pitch (preparation and implementation).</li> <li>the content-related elements and the structure of a price discussion.</li> <li>the characteristics of a communication concept.</li> <li>the importance of customer orientation, customer satisfaction, customer fascination and customer loyalty.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>explain the importance of customer orientation.</li> <li>identify and apply measures for customer acquisition and customer care.</li> <li>use media in a target group-oriented manner.</li> <li>design presentation documents and uses them.</li> <li>create customer-friendly offers.</li> <li>present the benefits of services in the painting trade in a customer-oriented manner (basic and additional benefits).</li> <li>apply the basics of the sales pitch (technical discussion).</li> <li>prepare and carry out price discussions in a conclusion-oriented manner (sellogram, list of objections, argumentation of benefits).</li> <li>conduct an expert discussion, this means show professional connections on which the project is based, explain the process and present job-related technical problems and their solutions.</li> </ul>	Customer orientation and customer treatment, advertising, public relations, sales promotion	10	---	---	
				Procurement (supplier selection and relationships), song and payment conditions, stock keeping and warehouse planning, material and invoice control		---		
<b>SUM</b>					<b>10</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
<b>UNIT 5 – Human resource (HR) management</b> <b>L6_U5-1 HR planning, administration, development</b>	He / she is able to <ul style="list-style-type: none"> <li>develop and evaluate concepts for personnel planning, procurement and qualification / development.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the areas of responsibility for payroll accounting and can organize and assess them.</li> <li>the essential and current provisions for archiving and data protection.</li> <li>the basics of operational reintegration management.</li> <li>the tasks of recruiting and developing.</li> <li>the areas of responsibility of personnel administration.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>determine personnel requirements on the basis of corporate planning and specify them in job descriptions.</li> <li>assess recruitment options, advertise vacancies, conduct interviews and select staff.</li> <li>assess possible uses of different working time and remuneration models.</li> <li>determine the further training needs of employees and create concepts for needs-based qualification, including language skills (especially the foreign language English).</li> <li>implement the areas of responsibility of personnel administration.</li> </ul>	Personnel planning (requirement assessment, procurement and selection, deployment and staffing)	8	---	---	
				Personnel administration (personnel file, archiving, data protection)		---		
				Human resource development		---		
<b>SUM</b>					<b>8</b>		<b>---</b>	



	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
<b>UNIT 5 – Human resource (HR) management</b> L6_U5-2 Remuneration	He / she is able to <ul style="list-style-type: none"> <li>justify the remuneration in the company on the basis of employment contracts.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the methods of time recording.</li> <li>the various forms of wages, can evaluate and implement them.</li> </ul>	He /she can <ul style="list-style-type: none"> <li>determine the job evaluation on the basis of the different requirements at the workplaces or for individual work processes.</li> </ul>	Time recording, job evaluation, forms of wages, company pension scheme	2	---	---	
<b>SUM</b>					<b>2</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 5 – Human resource (HR) management L6_U5-3 Leadership	He / she is able to <ul style="list-style-type: none"> <li>present the instruments of personnel management and development.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the effects of leadership behavior on employees and the working atmosphere.</li> <li>measures to motivate employees.</li> <li>conflict resolution measures and strategies to prevent bullying.</li> <li>the principles of leadership.</li> </ul>	He /she can reflect on his / her own leadership behavior. represent and explain the different styles and means of leadership and know the principles of leadership. conduct feedback discussions with employees. justify the importance of the working atmosphere.	Management styles, management tools, working atmosphere, social relationships, care (occupational safety)	2	---	---	
<b>SUM</b>					<b>2</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 5 – Human resource (HR) management L6_U5-4 Vocational education and workplace training	He / she is able to <ul style="list-style-type: none"> <li>carry out the training, including the promotion of intercultural and foreign language skills in the company.</li> <li>complete the training.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the test criteria with regard to the suitability of one's own company / training facility for the training.</li> <li>the significance, aim and content of a company training plan for an orderly training.</li> <li>the need for cooperation and carries out the content-related and organizational coordination with cooperation partners (e.g. vocational school).</li> <li>the requirements of the apprenticeship and the aptitude requirements as selection criteria.</li> <li>the career prospects associated with the vocational training.</li> <li>the rights and obligations of the trainer and trainee from the contract.</li> <li>the possibilities and limits of the termination, in particular the termination of an apprenticeship relationship and can describe them.</li> <li>advantages and possible risks for trainees who would like to complete training periods abroad.</li> <li>legal basis for the decision-making regarding the implementation of training phases abroad.</li> <li>the content relevant for training planning.</li> </ul>	He /she can <ul style="list-style-type: none"> <li>describe the functions and goals of training regulations.</li> <li>check the suitability of his / her own company / training center for the training.</li> <li>clarify the personal and professional suitability for hiring and training young people and presents possibilities for removing obstacles to training.</li> </ul> He / she coordinates <ul style="list-style-type: none"> <li>the internal distribution of tasks, taking into account the functions and qualifications of those involved in the training.</li> </ul> He / she can <ul style="list-style-type: none"> <li>create a company training plan, which is based in particular on typical work and business processes.</li> <li>highlight the content relevant to training planning.</li> <li>describe the benefits of cooperation networks (e.g. vocational schools, chambers, guilds / professional associations) and clarify the possibilities for cooperation.</li> </ul>	Check training requirements and plan training	24	---	---	
<b>SUM</b>					<b>24</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 5 – Human resource (HR) management L6_U5-4 Vocational education and workplace training		<p>He / she knows</p> <ul style="list-style-type: none"> <li>the forms of vocational training in other European countries and takes them into account when planning the stay abroad.</li> </ul> <p>He / she understands</p> <ul style="list-style-type: none"> <li>and assesses documentation from foreign stay and can create them himself / herself.</li> </ul> <p>He / she knows</p> <ul style="list-style-type: none"> <li>and examines the possibilities of shortening the duration of the training and the early admission to the final examination.</li> <li>the importance of learning and working in a team.</li> <li>the criteria for performance appraisals and evaluation of test results.</li> <li>and, if an exam is not passed, takes into account the legal requirements for repeat examinations or supplementary examinations and the extension of the training period.</li> <li>educational and organizational measures to implement and promote optimal training.</li> </ul>	<p>He / she can</p> <ul style="list-style-type: none"> <li>prepare and conclude the vocational training contract.</li> <li>examine the possibilities of whether parts of the vocational training can be carried out abroad.</li> <li>create conditions conducive to learning and a motivating learning culture.</li> <li>show the trainee his / her competence development through suitable feedback and receive feedback.</li> </ul> <p>She / he monitors</p> <ul style="list-style-type: none"> <li>the implementation of the training plans and adjusts them if necessary.</li> </ul> <p>He / she can</p> <ul style="list-style-type: none"> <li>develop and design company learning and work tasks (from the company training plan and the typical work and business processes).</li> </ul> <p>He / she chooses training methods and media tailored to the target group and can use them in a situation-specific manner.</p>	Prepare training and hire trainees	20	---	---	
<b>SUM</b>					<b>20</b>		---	



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Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
	Knowledge	Skills					
UNIT 5 – Human resource (HR) management L6_U5-4 Vocational education and workplace training	He / she knows <ul style="list-style-type: none"> <li>educational measures for dealing with adolescents and young adults.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>support trainees with learning difficulties and use training support aids.</li> <li>check and suggest additional training offers (additional qualifications) for trainees.</li> <li>promote the social and personal development of trainees, recognize problems and conflicts in good time and work towards solutions.</li> <li>determine and evaluate the performance of trainees.</li> <li>conduct appraisal interviews on the basis of the performance appraisals and draw conclusions for the further course of training.</li> </ul> He / she promotes <ul style="list-style-type: none"> <li>intercultural learning, that means encounter other cultures openly and positively take up cultural differences.</li> </ul>	Carry out training	52	---	---	
<b>SUM</b>				<b>52</b>		---	



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Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
	Knowledge	Skills					
UNIT 5 – Human resource (HR) management L6_U5-4 Vocational education and workplace training		<p>He / she motivates</p> <ul style="list-style-type: none"> <li>and promotes the development of language skills (especially English as a foreign language).</li> </ul> <p>He / she can</p> <ul style="list-style-type: none"> <li>prepare trainees for the final exam in order to enable them to graduate successfully.</li> <li>prepare written certificates based on performance reviews.</li> <li>inform and advise trainees about company development paths and professional training opportunities.</li> </ul> <p>He / she develops</p> <ul style="list-style-type: none"> <li>learning and working in a team can form teams on the basis of selected criteria and promote co-operation.</li> </ul>	Finish education	16	---	---	
<b>SUM</b>				<b>16</b>		---	
<b>SUM U5-4</b>				<b>112</b>		---	



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UNIT 6 – Law L6_U6-1 Legal forms, articles of association and classification of the legal system	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
	He / she is able to <ul style="list-style-type: none"> <li>assess the legal forms and to examine or evaluate a partnership agreement.</li> </ul> He / she is able to <ul style="list-style-type: none"> <li>argue the national legal order.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the characteristics of the various legal forms (e.g. corporations, partnerships) and knows the criteria for the choice of legal form.</li> <li>basic provisions for the division of the legal system (e.g. private and public law, contract law, property law, tax law).</li> </ul>	He / she can <ul style="list-style-type: none"> <li>evaluate a social contract.</li> <li>select the appropriate legal form for the company.</li> </ul>	Derive and justify the legal form from a business concept (legal forms, criteria for the choice of legal form, articles of association)	8	---	---	
<b>SUM</b>					<b>8</b>		---	



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UNIT 6 – Law L6_U6-2 Trade and craft law as well as commercial law and competition law, contract law, legal basis for data protection	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
	<p>He / she is able to</p> <ul style="list-style-type: none"> <li>apply national legal provisions of trade and craft law, commercial and competition law and contract law, in particular when analyzing company goals and concepts.</li> </ul> <p>He / she is able to</p> <ul style="list-style-type: none"> <li>implement the current EU data protection regulations, including current information such as <a href="https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules">https://ec.europa.eu/commission/priorities/justice-and-fundamental-rights/data-protection/2018-reform-eu-data-protection-rules</a></li> </ul>	<p>He / she knows</p> <ul style="list-style-type: none"> <li>the most important laws, ordinances, regulations and the importance of trade and craft law as well as commercial and competition law.</li> </ul> <p>He / she knows</p> <ul style="list-style-type: none"> <li>the legal consequences of unauthorized exercise of a craft / commercial activity and illegal work.</li> <li>the important points of contact when founding, changing or taking over a craft / business enterprise.</li> <li>the current EU data protection regulations and implements them in the company.</li> <li>the main types of contracts.</li> </ul>	<p>He / she can</p> <ul style="list-style-type: none"> <li>check the feasibility / admissibility of market strategies against the background of competition law regulations.</li> <li>assess the current data protection regulations, which serve to better control personal data and ensure a level playing field and derive suitable measures for implementation.</li> <li>take legal provisions into account when developing concepts.</li> <li>check the legal requirements for the independent practice of a craft / trade.</li> <li>apply the main types of contracts.</li> </ul>	<p>Apply legislation when analyzing business goals and concepts</p>	24	---	---	
<b>SUM</b>					<b>24</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 6 – Law L6_U6-3 Labour law and social law	He / she is able to <ul style="list-style-type: none"> <li>take into account provisions of labour and social security law, in particular when developing a corporate strategy.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>rights and obligations arising from employment relationships.</li> <li>regulations relevant to SMEs (small and medium-sized enterprises), e.g. occupational health and safety in the drafting of contracts and work.</li> <li>basic elements of the social security system.</li> <li>the wage/salary statement, tax classes, form of payment of the wage tax and liability of the employer as well as possibilities for benefits and reimbursement of expenses.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>establish and terminate employment relationships with legal effect.</li> <li>analyze basic elements of the social insurance system with regard to company-relevant obligations and design options and describe important regulations on compulsory insurance, contribution, benefits and reporting requirements.</li> <li>research and assess the tax brackets, the form of payment of the wage tax and the employer's liability as well as the possibility of grants and reimbursement of expenses.</li> </ul> He / she observes <ul style="list-style-type: none"> <li>rights and obligations from employment relationships.</li> </ul> She / he takes <ul style="list-style-type: none"> <li>into account for SMEs (small and medium-sized enterprises) relevant regulations on z. B. Occupational health and safety in the drafting of contracts and work.</li> </ul>	Employment contract, protection against dismissal	20	---	---	
				Collective bargaining law (collective agreement, contracting parties, collective agreement, labor courts)		---		
				Social security law, income tax		---		
<b>SUM</b>					<b>20</b>		<b>---</b>	



UNIT 6 – Law L6_U6-4 Management of receivables	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
	He / she is able to <ul style="list-style-type: none"> <li>present instruments for enforcing claims and justify their use.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>risks of payment defaults and the possibility of monitoring incoming payments.</li> <li>procedure and costs of judicial proceedings.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>assess the risks of payment defaults and present ways of monitoring incoming payments.</li> </ul> He / she measures <ul style="list-style-type: none"> <li>to enforce claims and accelerate payments.</li> </ul>	Claims management and payment modalities, dunning and lawsuit procedures, debt collection and enforcement	4	---	---	
<b>SUM</b>					<b>4</b>		---	



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UNIT 7 – Quality management (QM) incl. health, safety, environment L6_U7-1 QM systems	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
	He / she is able to <ul style="list-style-type: none"> <li>assess the importance of QM, including health protection, occupational safety and environmental protection, for the development of a company, to make adjustments and to introduce them.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the areas, instruments, tasks and goals as well as the principles of a company QM system.</li> <li>the main features of the QM standards.</li> <li>the EN<sup>1</sup> ISO<sup>2</sup> 9000<sup>3</sup> quality management systems - basics and terms and can design them.</li> <li>the main features of the current quality management standard EN ISO 9001: 2018</li> <li>effects of QM on the planned corporate development.</li> <li>the AUDIT types and can assess them.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>justify and explain proposals for adjustments to the QM system with regard to company-specific requirements.</li> <li>apply basic QM standards.</li> <li>describe and explain the importance of an integrated QM system for securing the future of the company.</li> <li>represent, implement and plan elements of operational QM.</li> <li>explain a certification process.</li> </ul> She / he presents <ul style="list-style-type: none"> <li>the structure of a QM manual.</li> </ul>	Quality management systems	4	---	---	
<b>SUM</b>					<b>4</b>		---	

Comments:

<sup>1</sup> EN and <sup>2</sup> ISO  
 The International Organization for Standardization - ISO for short - is the international association of standardization organizations and develops international standards in all areas with the exception of electrics and electronics, for which the International Electrotechnical Commission (IEC) is responsible is, and with the exception of telecommunications, for which the International Telecommunication Union (ITU) is responsible. Together these three organizations form the WSC (World Standards Cooperation).



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- The German-language editions of these standards have the same content, depending on the country as DIN (Germany, bilingual German and English), ÖNORM (Austria, monolingual or bilingual German and English) or SN (Switzerland, trilingual German, English and French) standards (see European Standard (EN)).
- The European standards (EN) are rules that have been ratified by one of the three European committees for standardization (European Committee for Standardization CEN, European Committee for Electrotechnical Standardization CENELEC and European Institute for Telecommunications Standards ETSI). All EN were created through a public standardization process. The international edition is also available in Spanish and Russian. The English version is also available as a "Redline", here all changes to the previous standard are highlighted in color.

<sup>3</sup> series of standards ISO 9000 ff

With the series of standards EN ISO 9000 ff. Standards have been created that document the principles for quality management measures. Together they form a coherent set of standards for quality management systems that are intended to facilitate mutual understanding on a national and international level. The EN ISO 9000: 2000 ff. Standards are basically process-oriented.



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UNIT 7 – Quality management (QM) incl. health, safety, environment L6_U7-2 Quality assurance	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
	He / she is able to <ul style="list-style-type: none"> <li>organize the internal quality assurance process and ensure a defined quality level.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the sub-functions of quality assurance and can explain them.</li> <li>the basics of TQM (Total Quality Management) to optimize the quality of products and services of a company in all functional areas and at all levels through the cooperation of all employees and can use TQM measures in a customer-oriented manner.</li> <li>in particular the regulations of contract law and the technical guidelines / regulations for the execution of services in the painting trade.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>define quality levels and establish them for the corporate areas of design / development, procurement, production, maintenance and final testing.</li> </ul> He / she masters <ul style="list-style-type: none"> <li>the processes of the customer order and argues the legal basis of the customer order.</li> </ul>	Quality assurance processes	4	---	---	
<b>SUM</b>					<b>4</b>		---	



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Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
	Knowledge	Skills					
He / she is able to <ul style="list-style-type: none"> <li>organize all necessary measures for health protection and occupational safety and, in particular, to implement them in the painting business and to apply the laws, regulations, ordinances and guidelines.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the employer's obligations and the employee's obligation to cooperate.</li> <li>the institution (s) of the accident insurance.</li> <li>safety signs (warning, prohibition, mandatory, rescue, fire protection signs), nationally and within the EU, and can evaluate them.</li> <li>the measures to prevent accidents, especially with regard to the 5 hazard groups.</li> <li>the importance of safety data sheets, technical rules for hazardous substances and operating instructions and uses them in the company.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>assess and explain the impending dangers in the painting trade into the 5 essential groups (dangers from falling, dangerous working materials, work processes, electrical current, fire).</li> <li>prepare risk assessments.</li> <li>apply the essential legal provisions (e.g. employment restrictions, preventive medical check-ups, workplace guidelines).</li> </ul> He / she organizes <ul style="list-style-type: none"> <li>health protection and occupational safety (e.g. through training staff to become first-aiders, safety specialists)</li> </ul>	Organize and implement measures for health protection and occupational safety	8	---	---	
<b>SUM</b>				<b>8</b>		---	



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UNIT 7 – Quality management (QM) incl. health, safety, environment L6_U7-4 Environmental protection	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
	He / she is able to <ul style="list-style-type: none"> <li>apply all necessary measures for environmental protection - taking into account the laws, regulations, ordinances and guidelines that must be observed in the painting company.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>and masters the essential legal provisions (environmental laws such as the VOC directive and recycling and waste laws such as the waste regulations), nationally and within the EU.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>assess and explain the causes of environmental hazards caused by painting work (internal and external).</li> </ul>	Apply environmental protection measures	8	---	---	
<b>SUM</b>					<b>8</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
<b>UNIT 8 – Professional theory</b> <b>L6_U8-1 Object engineering</b>	He / she is able to <ul style="list-style-type: none"> <li>• apply special, masterly skills in the design of objects (e.g. rooms, facades).</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>• scientific interrelationships, can explain and evaluate them.</li> <li>• building physics conditions on buildings, both indoors and outdoors.</li> <li>• and can present and compare job-specific work procedures and use them appropriately</li> </ul>	He / she can <ul style="list-style-type: none"> <li>• explain aggregate states, differentiate between adhesion and cohesion as well as heterogeneous and homogeneous mixtures as well as describe the origin / production of alkalis, acids and neutralization.</li> <li>• name and identify possible defects in mineral, wood, metal and plastic substrates.</li> <li>• use extensive methods and procedures for measuring, testing, calculating and assessing as well as for preparing the substrates (technology and materials / auxiliary materials - workshop laboratory).</li> <li>• create technical work processes for services of the painting trade, in particular for technical functional coatings and thermal insulation composite systems.</li> <li>• assess and adapt the technical equipment (machines, devices) in the painting company and derive necessary / market-driven measures.</li> </ul>	Building physics, test methods, substrates	200	---	---	
				Working procedures		---		
				Technical Equipment		---		
				Materials and auxiliary materials, system components		---		
<b>SUM</b>					<b>200</b>		<b>---</b>	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
<b>UNIT 8 – Professional theory</b> L6_U8-2 Object design	He / she is able to <ul style="list-style-type: none"> <li>make and justify decisions on the masterful design of objects (e.g. rooms, facades) in a situation-appropriate and customer-oriented manner.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the principles of theory of color, morphology and color design.</li> <li>the characteristics of the essential style and art epochs (style and art history).</li> <li>the basics of font, signet and logo design.</li> <li>the effect of colors and can implement the basic principles of color psychology in a customer-oriented manner.</li> <li>the structure of the order processing.</li> <li>the positioning of his / her own company and the competition on the market as well as the customer structure.</li> <li>the aspects of bid processing (content and structure).</li> </ul>	He / she can <ul style="list-style-type: none"> <li>dominate the basic techniques of object design (analogue and digital) and takes into account developments in product innovations and market conditions such as trends.</li> <li>use the basics of font, signet and logo type design.</li> <li>implement order processing in a structured manner.</li> <li>create verifiable performance determinations (measurements).</li> <li>describe services, understand tenders and create specifications.</li> </ul>	Design techniques	120	---	---	
				Color and light design		---		
				Style and art history		---		
				Form teaching, font design, signet and logo design		---		
<b>SUM</b>					<b>120</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 8 – Professional theory L6_U8-3 Order processing / project management	He / she is able to <ul style="list-style-type: none"> <li>plan, prepare, adapt, implement and document customer orders and construction site processes in a customer-oriented, efficient and legally secure manner.</li> </ul> He / she is able to <ul style="list-style-type: none"> <li>present the customer orders on the basis of the project management methods.</li> </ul>	He / she masters <ul style="list-style-type: none"> <li>the basic rules of contract negotiation and contract conclusion.</li> </ul> He /she knows <ul style="list-style-type: none"> <li>the importance of written documentation (e.g. contract, checklists, protocols) and uses them.</li> <li>how to prepare calculations (preliminary, intermediate, subsequent and back calculations) and calculate lower price limits.</li> <li>the customer's claims for defects.</li> <li>the methods for determining personnel, material and equipment requirements and plans their use.</li> <li>possibilities of efficient working methods and carries out comparative calculations.</li> <li>the basic rules of scheduling and can visualize them (e.g. bar chart).</li> <li>the essential measures of project monitoring (cost control, construction site control, financial control, deadline control) and uses them.</li> <li>the methods of modern project management in order processing.</li> <li>the features of billing and performance control.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>depending on the status of the order processing, create calculations (preliminary, interim, post and back calculations).</li> <li>determine and justify lower price limits.</li> <li>assess and justify the various types of contracts and awards.</li> <li>describe defects.</li> <li>check the order backlog and derives decisions.</li> <li>determine personnel, material and equipment requirements and plan the deployment.</li> </ul> He / she plans <ul style="list-style-type: none"> <li>the procurement and delivery of materials.</li> </ul> He / she investigates <ul style="list-style-type: none"> <li>operating performance, added value and order-related standard times.</li> </ul> He / she creates <ul style="list-style-type: none"> <li>order-related schedules.</li> <li>the billing in a legally compliant way, monitors payments and checks success.</li> </ul>	Order procurement (measurement, description of services, quoted, order completion)	280	---	---	
				Order preparation and execution (e.g. planning, organization, defects, damage assessment)		---		
				Operating costs, calculation		---		
				Process flows, logistics		---		
				Human resources and cooperation		---		
<b>SUM</b>					<b>280</b>	---	---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 8 – Professional theory L6_U8-3 Order processing / project management		He /she knows <ul style="list-style-type: none"> <li>the tools to plan, prepare, adapt, execute and document customer orders and construction site processes in a customer-oriented, efficient and legally secure manner.</li> </ul>	He / she grasps <ul style="list-style-type: none"> <li>all necessary actions for initiating, planning, controlling and completing projects in the painting company and uses suitable digital tools.</li> </ul>	Marketing for the painting trade	see above	---	---	
<b>SUM</b>					<b>280</b>		---	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
<b>UNIT 9 – Professional practice</b> <b>L6_U9-1 Project planning</b>	He / she is able to <ul style="list-style-type: none"> <li>recognize and assess unknown risks, unexpected twists, social complexities, emotional ups and downs recognizable in every project (customer order).</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the basic components of an implementation concept.</li> <li>the market (product innovations, trends) and provides comprehensive advice.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>create an implementation concept and point out design alternatives.</li> <li>create patterns (physical and digital).</li> </ul>		---	Determining customer requirements, advising customers, offering services, conducting contract negotiations and setting contract goals	40	
						Implement orders, taking into account application techniques, maintenance alternatives, technical standards and the recognized rules of technology		
<b>SUM</b>					---		<b>40</b>	



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Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
	Knowledge	Skills					
He /she is able to present masterfully ideas and suggestions for design.	He / she knows <ul style="list-style-type: none"> <li>the elements of drafting (sketching out initial ideas for the design).</li> <li>the tools for creating color schemes on the PC.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>for the customer, e.g. in a customer meeting, sketch out (first) ideas for the design (draft).</li> <li>develop color drafts and design proposals for the customer on the PC (3D views).</li> </ul>	---	---	Create sketches and drawings, also using computer-aided systems	40	
<b>SUM</b>				---		<b>40</b>	



	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
<b>UNIT 9 – Professional practice</b> <b>L6_U9-3 Painting and decorating</b>	He / she is able to <ul style="list-style-type: none"> <li>• apply high-quality painting and design techniques masterly.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>• all specialist theoretical instruments for the creation of high-quality painting and design techniques.</li> </ul>	He / she plans, <ul style="list-style-type: none"> <li>• carries out and controls high-quality painting and design techniques such as</li> <li>• Glazing techniques</li> <li>• Imitation of stone and wood, marbling</li> <li>• Gilding, (modern) handling of leaf metals</li> <li>• Painting techniques</li> <li>• Production of stucco elements, designs with wall and ceiling profiles</li> <li>• Ceiling and wall coverings, wall coverings</li> <li>• Stenciling, pattern rolling, lining</li> <li>• Font and signet design</li> <li>• Filling techniques, smoothing techniques</li> <li>• Facade design, plastering techniques</li> <li>• Floor covering (textile, laminate, parquet, PVC, linoleum)</li> </ul>	---	---	Execute coatings, applications, cladding, coverings and decorations in rooms, on facades and objects	200	
				---		Design, present and implement concepts for object design and surface coating		
				---		Draw, construct, transfer and execute decorations, ornaments, shapes, lettering, pictograms, signets and advertising signs		
<b>SUM</b>					---		<b>200</b>	



	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 9 – Professional practice L6_U9-4 Technical functional coatings	He / she is able to <ul style="list-style-type: none"> <li>assess the importance of technical functional coatings and to use them according to the situation.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>all technical theoretical instruments for the production of technical functional coatings.</li> </ul>	He / she plans, <ul style="list-style-type: none"> <li>performs and controls high-quality technical functional coatings such as</li> <li>Fire, pollutant and moisture remediation (maintenance of areas endangered or damaged by microorganisms and pests, taking preventive measures, drainage and insulation work into account. to assess the importance of technical functional coatings and to use them according to the situation)</li> </ul> He / she plans, <ul style="list-style-type: none"> <li>performs and controls high-quality technical functional coatings such as</li> <li>fire, pollutant and moisture remediation (maintenance of areas endangered or damaged by microorganisms and pests, taking into account preventive measures, drainage and insulation work)</li> <li>fire and pollutant remediation, especially taking into account the hazard and pollution potential of asbestos-contaminated building materials</li> <li>floor coatings, balcony coatings</li> <li>concrete renovation, fire protection coatings, mold removal</li> </ul>	---	---	Measures for the maintenance, security and renovation, care and preservation of surfaces	40	
				---		Maintenance of areas endangered or damaged by microorganisms and pests		
				---		Insulation work, in particular thermal insulation composite systems for saving energy and reducing CO (low) 2 emissions		
<b>SUM</b>					---		<b>40</b>	



Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
	Knowledge	Skills					
UNIT 9 – Professional practice L6_U9-4 Technical functional coatings		He / she plans, carries out and controls high-quality painting and design techniques such as <ul style="list-style-type: none"> <li>• anti-corrosion coatings</li> <li>• coatings according to the Water Resources Act</li> <li>• thermal insulation composite systems to save energy and reduce CO2 emissions, indoors and outdoors, including building physics calculations</li> <li>• marking work, especially lane markings</li> <li>• cutting, joining and joining techniques</li> <li>• sealing, grouting, cementing and glazing work</li> </ul>	---	---	Fire and pollutant clean-up, sealing and grouting work	see above	
		<i>Note: Glazing work not in Austria.</i>	---	---	Planning, coordinating, executing and checking marking work, in particular road markings, according to specifications		
<b>SUM</b>				---		<b>40</b>	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 9 – Professional practice L6_U9-5 Interior design	He / she is able to <ul style="list-style-type: none"> <li>design and assess a creative solution for the redesign or repair of a building or part of a building.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>all technical theoretical instruments for the creation of customer-specific room designs.</li> </ul>	He / she plans, performs and controls <ul style="list-style-type: none"> <li>interior design with ceiling, wall and floor coverings taking into account prefabricated parquet and laminated materials as well as home textiles.</li> <li>the room design through the use of creative elements (e.g. producing unique items).</li> <li>the design and redesign through the use of plasterboard panels.</li> </ul> He / she can <ul style="list-style-type: none"> <li>plan the process, application and material execution.</li> <li>establish substrates, taking into account the design techniques.</li> <li>apply coatings, applications, claddings, coverings and decorations in rooms, on facades and objects, taking into account the aging aesthetics and historical conditions as well as physical and chemical requirements.</li> </ul> He / she designs, draws, constructs <ul style="list-style-type: none"> <li>and transfers decorations, ornaments, shapes, fonts, symbols, logos and advertising symbols (also computer-aided) and executes them.</li> </ul>	---	---	Planning and executing interior design Design, present and implement concepts for object design and surface coating	200	
<b>SUM</b>					---		<b>200</b>	



UNIT 9 – Professional practice L6_U9-5 Interior design	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
			He / she sets <ul style="list-style-type: none"> <li>the room design masterfully, taking into account the design wishes of the customer, the future use, the demands on the use, the architecture, the spatial conditions, the surface conditions and the technical possibilities.</li> </ul>	---	---	see above	see above	
<b>SUM</b>					---		<b>200</b>	



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Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
	Knowledge	Skills					
He / she is able to <ul style="list-style-type: none"> <li>due to the specific specialist knowledge and skills in relation to historical painting techniques and services in the field of monument preservation, to advise customers professionally and comprehensively, to create and implement renovation and repair concepts.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>all specialist theoretical instruments for the production of historical painting techniques and in the field of monument preservation.</li> </ul>	He / she can <ul style="list-style-type: none"> <li>carry out findings, analyses and documentation as well as damage assessments, maps, analyses and documentation.</li> <li>establish and repair substrates according to historical specifications, taking into account structural and climatic conditions in and on the monument.</li> <li>plan, carry out, control and document creative work, in particular imitation and illusion painting, taking into account monument preservation requirements as well as historical specifications and templates.</li> <li>recognize, plan, execute and document remedial measures, in particular the removal of sources of damage, protection from biological attack, consolidation and impregnation, taking into account the elimination of hazardous contaminated sites, environmental precautionary measures and taking static loads into account.</li> </ul>	---	---	Object-related advice, taking into account the theory of colour, form and design, as well as stylistic forms	80	
			---	---	Coatings, applications, cladding, coverings and decorations in rooms, on facades and objects, taking into account the aging aesthetics, historical circumstances and physical and chemical requirements		
<b>SUM</b>				---		<b>80</b>	



UNIT 9 – Professional practice L6_U9-6 “ Historical painting techniques“ and monument preservation	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
			He / she can <ul style="list-style-type: none"> <li>design and carry out repair measures and maintenance methods, in particular restorations, reconstructions and reproductions indoors and outdoors, taking into account the requirements of monument preservation and the preservation of cultural heritage.</li> <li>design, draw, construct, transfer and implement decorations, ornaments, shapes and writings according to historical specifications and templates (also computer-aided).</li> </ul>	---	---	Design work, in particular imitation and illusion painting, taking into account monument preservation requirements, historical specifications and templates	see above	
<b>SUM</b>					---		<b>80</b>	



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	Responsibility and autonomy	to be trained / learned		Theory (vocational training organization)	Guideline in hours	Practice (company)	Guideline in hours	Course No.
		Knowledge	Skills					
UNIT 10 – Digitalization, automation, robotics L6_U10-1 Digitalization, automation, robotics	He / she is able to <ul style="list-style-type: none"> <li>use digital information and its mobile availability (Data flow, data exchange and data usage) and to include them in production and business processes.</li> </ul> He / she is able to <ul style="list-style-type: none"> <li>check current developments and to include them in production and business processes.</li> </ul>	He / she knows <ul style="list-style-type: none"> <li>the importance of digitization for a future-oriented craft company.</li> <li>possibilities of digitization for organizational and communicative tasks (manage tasks and react in real time. Automatic communication between systems instead of constant availability of important employees).</li> <li>the functioning of new possibilities such as B. drones, exoskeleton suits, digital assistance systems or 3D printers.</li> <li>"Building Information Modelling", in short: BIM (a software-based method for construction planning and -execution).</li> </ul>	He / she can <ul style="list-style-type: none"> <li>use smartphones, tablets, etc. according to the situation.</li> <li>systems such as exoskeleton suits.</li> <li>use BIM in a customer-oriented manner.</li> </ul> He / she uses <ul style="list-style-type: none"> <li>possibilities for systematic analysis and networking of large amounts of data (enables more efficient production, new products and business models, target group-oriented customer approach, new distribution channels, more profitability, lean internal processes).</li> </ul>	Use digital information and its availability (data flow, data exchange and data use) and include it in production and business processes	24	---	---	
<b>SUM</b>					<b>24</b>		---	



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