

## Übertragung der Kompetenzen und der Ausbildung für Warenmanipulatoren

2012-1-SI1-LEO05-03950

<http://www.adam-europe.eu/adam/project/view.htm?prj=10735>

## Projektinformation

**Titel:** Übertragung der Kompetenzen und der Ausbildung für Warenmanipulatoren

**Projektnummer:** 2012-1-SI1-LEO05-03950

**Jahr:** 2012

**Projekttyp:** Innovationstransfer

**Status:** abgeschlossen

**Land:** SI-Slowenien

**Marketing Text:** In Slowenien gibt es großen Bedarf nach Warenmanipulatoren, aber keine Liste der erforderlichen Kompetenzen und keine angemessene Ausbildung. Gute Beispiele wurden in Spanien und Portugal gefunden. Mit dem Transfer und der Steigerung der Kompetenzen und der Ausbildung wird das Projekt ermöglichen, dass die Ausbildungskompetenzen und das Programm vergleichbar mit denen sind, die in anderen EU-Mitgliedstaaten schon eingeführt sind. Somit wird dieses Projekt die jetzige Lücke im Tätigkeitsbereich des Handelssektors füllen. Das Projekt folgt dem Bedarf der Arbeitgeber ausgebildete Warenmanipulatoren einzustellen, dem Bedarf nach Ausbesserung und Vereinigung der Fähigkeiten und Kompetenzen im Handelssektor mit Integration der Personen ohne formale Ausbildung in die Ausbildung und verbessert die Verbindung zwischen dem Lernen und der Arbeit derjenigen, die schon als Warenmanipulatoren tätig sind.

**Zusammenfassung:** In Slovenia there is a need in retail to employ the qualified persons to occupy the post of goods and product manipulator. For this occupation there was no list of competences in Slovenia and no appropriate training to train persons for this post on national level. Slovenian Chamber of Commerce with this project therefore transferred innovation: list of occupational competences and training programme for GPM from Spain and Portugal, where the educational and training system in trade is better elaborated than in Slovenia. Main objectives of the project were: acquisition of Europe-level occupational competences for the post of GPM, input of acquired foreign knowledge and experience in Slovenian system, establishment of the GPM training system in Slovenia, preparation of the manual for GPM training and preparation of the initiative for occupational standard and national occupational qualification (NOQ) for GPM. Consortium had international and Slovenian local level. On the international level, 3 national or regional associations were involved in the project; all of them are also actively involved in the field of training for trade sector. On the local level, 2 Slovenian retail companies were included. Main outcomes of the project were transferring, upgrading and forming occupational competences and training programmes for GPM in Slovenia and submission of initiative for occupational standard and NQO for GPM. Within the frame of the project a manual for GPM training was prepared and it is used also for trainings after the project. Dissemination of information on the contents of the project and its results is directed to broader public and experts at local, regional, national and European level.

Expected impacts of the project enhance mobility of the work force due to unification of the occupational competences at the level of 3 EU member states, helping young people and unemployed in gaining occupational competences and therefore enhance their employability, better trained staff in the post of GPM, enhanced visibility and recognition of GPM.

**Beschreibung:** Within the project, we transferred the competences and training programme for Goods and Product Manipulator. Persons employed in this post have lower level of education and in many cases this applies to persons without special interest in additional education and for older persons who have been working in this post for longer periods of time. Slovenian Chamber of Commerce with this project therefore transferred the innovation: list of occupational competences and training programme for GPM from Spain and Portugal. With the transferring and upgrading the competences and GPM training programme, the project enables higher capacity of employed persons with elementary education, who are due to lack of knowledge not easy employable, as well as enables the job

## Projektinformation

seekers additional training to broaden their chances of getting employed.

Themen: \*\*\* Lebenslanges Lernen  
\*\* Arbeitsmarkt

Sektoren: \*\*\* Handel; Instandhaltung Und Reparatur Von Kraftfahrzeugen

Produkt Typen: Lehrmaterial  
Homepage  
Beschreibung neuer Berufsprofile  
andere  
Programme/Curricula

Produktinformation: With this project we transferred the information on knowledge and skills needed for the post of GPM, as well as programme and contents of the training for the GPM occupation from Portugal and Spain.

The results of the project:

1. Website – on the website there is an information on the contents and execution of the project and its results
2. Analysis of Spanish, Portuguese and Slovenian educational and training system in trade sector, analysis of compatibility of these system, and collection of materials on occupational competences and trainings for GPM
3. Seminar for the trainers
4. Presentation of competences and training of the GPM in Portugal
5. Presentation of competences and training of the GPM in Spain
6. A list of occupational competences for the GPM profile
7. Programme for GPM training
8. Pilot training for GPM profile
9. GPM training manual
10. Initiative for occupational standard and NOQ for GPM profile
11. Execution of 2 project meetings

Projektwebseite: English: <http://www.tzslo.si/projekti/GPM-EN>; Slovene language: <http://www.tzslo.si/projekti/GPM-SLO>

## Vertragnehmer

Name: TRGOVINSKA ZBORNICA SLOVENIJE  
Stadt: Ljubljana  
Land/Region: Slovenija  
Land: SI-Slowenien  
Organisationstyp: Kammer  
Homepage: <http://www.tzslo.si>

## Kontaktperson

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## Koordinator

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## Partner

### Partner 1

Name: Centro de Formação Profissional para o Comércio e Afins  
Stadt: Lisboa  
Land/Region: Lisboa  
Land: PT-Portugal  
Organisationstyp: andere  
Homepage: <http://www.cecoa.pt>

### Partner 2

Name: Asociacion Gabinete Tecnico Comercial  
Stadt: Barcelona  
Land/Region: Cataluna  
Land: ES-Spanien  
Organisationstyp: andere  
Homepage: <http://www.confecom.cat>

### Partner 3

Name: SPAR SLOVENIJA trgovsko podjetje d.o.o. Ljubljana  
Stadt: Ljubljana  
Land/Region: Slovenija  
Land: SI-Slowenien  
Organisationstyp: andere  
Homepage: <http://www.spar.si>

### Partner 4

Name: POSLOVNI SISTEM MERCATOR d.d.  
Stadt: Ljubljana  
Land/Region: Slovenija  
Land: SI-Slowenien  
Organisationstyp: andere  
Homepage: <http://www.mercator.si/>

## Projektdateien

### LDV-GPM\_manual-print.pdf

[http://www.adam-europe.eu/prj/10735/prj/LDV-GPM\\_manual-print.pdf](http://www.adam-europe.eu/prj/10735/prj/LDV-GPM_manual-print.pdf)

English version - The manual "The Transfer of Competences and Trainings for Goods and Product Manipulator with a review of vocational and professional education in trade sector" includes also:

- Analysis of Spanish, Portuguese and Slovenian educational and training system with the comparison of education and training in trade sector and for goods and product manipulator,
- list of competences for Goods and Product Manipulator,
- training programme for GPM.

### prirocnik\_LDV-GPM\_slo\_print.pdf

[http://www.adam-europe.eu/prj/10735/prj/prirocnik\\_LDV-GPM\\_slo\\_print.pdf](http://www.adam-europe.eu/prj/10735/prj/prirocnik_LDV-GPM_slo_print.pdf)

Slovenian version - The manual "The Transfer of Competences and Trainings for Goods and Product Manipulator with a review of vocational and professional education in trade sector" includes also:

- Analysis of Spanish, Portuguese and Slovenian educational and training system with the comparison of education and training in trade sector and for goods and product manipulator,
- list of competences for Goods and Product Manipulator,
- training programme for GPM.

## Produkte

- 1 Informing the general public on the contents and execution of the project and its results on the web
- 2 Analysis of Spanish, Portuguese and Slovenian educational and training system in trade sector,
- 3 Seminar for the trainers
- 4 A list of occupational competences for the GPM profile
- 5 Programme for GPM training
- 6 Pilot training for GPM profile
- 7 GPM training manual
- 8 Prepared initiative for occupational standard and national occupational qualifications (NOQ) for GPM
- 9 Presentation of competences and training for GPM in Spain
- 10 Presentation of competences and training for GPM in Portugal

## Produkt 'Informing the general public on the contents and execution of the project and its results on the web site'

**Titel:** Informing the general public on the contents and execution of the project and its results on the web site

**Produkttyp:** Homepage

**Marketing Text:** On the project's website is available presentation of the contents of the project, activities and results, good practice presentation, invitations, presentations of the events in the whole project's lifetime, etc. Project's web site is available in Slovene and English language.

**Beschreibung:** The purpose of the project's website is to inform the target groups about the project and to post all the project's results for further use, during and after the project. Presentation of the contents of the project, activities and results, good practice presentation, invitations, presentations of the events in the whole project's lifetime were posted on the website and were available for use for interested public.

**Zielgruppe:** TZS members, employer and employee organizations and their members, Employment Service of Slovenia, Institute of Republic of Slovenia for Vocational Education and Training, supporters, and other interested parties

**Resultat:** Project's web site in Slovene language: <http://www.tzslo.si/projekti/GPM-SLO>, and in English language: <http://www.tzslo.si/projekti/GPM-EN>

**Anwendungsbereich:** Dissemination of the project and its results.

**Homepage:** <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

**Produktsprachen:** Slowenisch  
Englisch

## **Produkt 'Analysis of Spanish, Portuguese and Slovenian educational and training system in trade sector, analysis of comparability of these systems, and collection of materials on occupational competences and trainings for GPM'**

**Titel:** Analysis of Spanish, Portuguese and Slovenian educational and training system in trade sector, analysis of comparability of these systems, and collection of materials on occupational competences and trainings for GPM

**Produkttyp:** andere

**Marketing Text:** The analysis presents Spanish, Portuguese and Slovenian educational and training system in general, education and training system in trade sector, comparability of these three systems and competences and trainings for GPM.

**Beschreibung:** The purpose of the collection of materials on occupational competences and trainings for GPM and the Analysis of Spanish, Portuguese and Slovenian educational and training system in trade sector and analysis of comparability of these systems was to deepen the knowledge about the system of education and training in all three countries and to combine the best methods and transport them in to Slovenian educational and training system. Methodology for analysis was prepared by SCC and provided to the partners. Each partner from respective country of the consortium prepared the written material in which their national educational and training system in trade sector was presented. Partners also prepared written material in which occupational competences and GPM training was presented. On the basis of acquired analyses and materials, SCC prepared comparative analysis of educational and training systems for GPM.

**Zielgruppe:** TZS, AGTC, CECOIA and educational institutions, employers and supporters in Slovenia, Spain, Portugal, and at the EU level, as well as other interested parties

**Resultat:** Analysis of Spanish, Portuguese and Slovenian educational and training system in trade sector, analysis of comparability of these systems, and collection of materials on occupational competences and trainings for GPM

**Anwendungsbereich:** Part of the GPM manual, basis for transfer of occupational competences and trainings for GPM.

**Homepage:** <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

**Produktsprachen:** Englisch  
Slowenisch

## Produkt 'Seminar for the trainers'

Titel: Seminar for the trainers

Produkttyp: andere

Marketing Text: The purpose of the seminar for the trainers was to present the national systems of education and trainings in the trade sector and occupational competences and trainings for GPM in Spain and in Portugal. Presentations from the seminar and other materials are available on the project's web site.

Beschreibung: The purpose of the seminar for the trainers was to present the national systems of education and trainings in the trade sector and occupational competences and trainings for GPM in Spain and in Portugal. The content of the seminar was compound of the presentation on national education and training systems especially in the trade sector, occupational competences and trainings for GPM in Spain and in Portugal and of the practical view in that field.

Zielgruppe: SCC project team, employees of Slovenian partners and other employers in the field of education and staff

Resultat: Seminar for the trainers

Anwendungsbereich: Acquaintance with the information about national systems of education and trainings in the trade sector and occupational competences and trainings for GPM, basis for transfer of occupational competences and trainings for GPM.

Homepage: <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

Produktsprachen: Englisch

## Produkt 'A list of occupational competences for the GPM profile'

Titel: A list of occupational competences for the GPM profile

Produkttyp: Beschreibung neuer Berufsprofile

Marketing Text: The purpose of the list of occupational competences for the GPM profile is to state the knowledge and the skills the person needs for working as GPM.

Beschreibung: The purpose of the list of occupational competences for the GPM profile is to state the knowledge and the skills the person needs for working as GPM. The list of occupational competences was prerequisite for the educational or training programme in Slovenia. The list of occupational competences was prepared on the basis of all gathered information and practical view by TZS and Slovenian partners.

Zielgruppe: Persons on the posts of GPM, persons who wish to acquire the knowledge for the post of GPM, unemployed and job seekers, employers (with GPM posts available and those acquiring more information on the post of GPM), supporters, Employment Service of Slovenia, Institute of Republic of Slovenia for Vocational Education and training

Resultat: A list of occupational competences for the GPM profile

Anwendungsbereich: List of occupational competences for the GPM occupational profile.

Homepage: <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

Produktsprachen: Englisch  
Slowenisch

## Produkt 'Programme for GPM training'

Titel: Programme for GPM training

Produkttyp: Programme/Curricula

Marketing Text: The purpose of the programme for GPM training was to state the knowledge and the skills the person has to acquire for working as GPM. Programme represents the basis for organization and execution of the GPM trainings.

Beschreibung: The purpose of the programme for GPM training was to state the knowledge and the skills the person has to acquire for working as GPM. The programme was the prerequisite for the education or training for GPM profile in Slovenia. The programme for GPM training was based on the list of occupational competence for GPM profile and all gathered information and practical view by SCC and Slovenian partners on education and training in Spain and Portugal.

Zielgruppe: Employees of partners and interested supporters, interested members of TZS, unemployed persons and job seekers, trainers

Resultat: Programme for GPM training

Anwendungsbereich: Training for GPM occupational profile.

Homepage: <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

Produktsprachen: Slowenisch  
Englisch

## Produkt 'Pilot training for GPM profile'

Titel: Pilot training for GPM profile

Produkttyp: Programme/Curricula

Marketing Text: The purpose of the pilot training for GPM profile was to perform the training as planned and to test the programme in practice, to get the feedback from the participants and to make sure that the programme is usable and would teach participants how to work as GPM.

Beschreibung: The purpose of the pilot training for GPM profile was to perform the training as planned and to test the programme in practice, to get the feedback from the participants and to make sure that the programme is usable and would teach participants how to work as GPM. Trainings were led by trainers and experts from Slovenian partners. The material prepared during the project was distributed among the participants. Training was conducted within 4 days, 6 hours per day. Participants were of different profiles, those already working on the post of GPM and those without such experiences. The training was therefore prepared in a way that all candidates were equally prepared regardless of previous experiences.

Zielgruppe: Employees of partners and interested supporters, interested members of TZS, unemployed persons and job seekers

Resultat: Pilot training for GPM profile

Anwendungsbereich: Training for GPM occupational profile.

Homepage: <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

Produktsprachen: Slowenisch

## Produkt 'GPM training manual'

Titel: GPM training manual

Produkttyp: Lehrmaterial

Marketing Text: The manual consists of short project description, analysis of Slovenian, Spanish and Portuguese educational and training system and analysis of comparability of these systems, occupational competences for GPM and directions for acquiring these occupational competences. Manual is available in Slovenian language (in printed and in on-line form) and in English language (on-line version).

Beschreibung: The purpose of the manual was to prepare material for the future participants in the GPM trainings after the conclusion of the GPM project. Beside manual participants on trainings get also writing materials as a teaching tool. But the manual is also important for employees in the education department who will beside the competences and the programme for GPM profile with the manual learn more on education and training systems in Slovene, Portugal and Spain. The manual consists of short project description, analysis of Slovenian, Spanish and Portuguese educational and training system, and analysis of comparability of these systems, occupational competences for GPM and directions for acquiring these occupational competences. All the previous documents and results, developed during the project, were the basis for the GPM training manual.

Zielgruppe: Foreign and Slovenian partners, SCC members, social partners, participants of the trainings, persons working as GPM, persons wanting to acquire the knowledge for the GPM post, unemployed, employers (with GPM posts available and those acquiring more information on the post of GPM), supporters, Employment Service of Slovenia, Institution of Republic of Slovenia for Vocational Education and Training, foreign educational and commerce organisations

Resultat: GPM training manual

Anwendungsbereich: Dissemination of the project, usage at GPM trainings, information on education and training in trade sector, GPM occupational competences and training programme

Homepage: <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

Produktsprachen: Slowenisch  
Englisch

### product files

LDV-GPM\_manual-print.pdf

[http://www.adam-europe.eu/prj/10735/prd/10/1/LDV-GPM\\_manual-print.pdf](http://www.adam-europe.eu/prj/10735/prd/10/1/LDV-GPM_manual-print.pdf)

## Produkt 'Prepared initiative for occupational standard and national occupational qualifications (NOQ) for GPM profile'

**Titel:** Prepared initiative for occupational standard and national occupational qualifications (NOQ) for GPM profile

**Produkttyp:** Beschreibung neuer Berufsprofile

**Marketing Text:** The aim of initiative for occupational standard and for NOQ of GPM is to fill the gap in the vertical structure of the education in trade sector. Initiative is prepared on the basis of the list of competences, transferred and upgraded in the LDV-GPM project.

**Beschreibung:** The aim of initiative for occupational standard and for NOQ of GPM is to fill the gap in the vertical structure of the education in trade sector. Should both initiatives be accepted, this would assure the sustainability and usage of the project results. Initiative for preparation of occupational standard i.e. the occupational standard of GPM itself, would contribute to the sustainability of the results, as it would represent the formal frame of knowledge and competences required for the post of GPM. The acceptance of NOQ would contribute to the sustainability of the results, as it would enable the candidates the acquisition of the knowledge and skills in form of valid certificate regarding capability of performing the work of GPM, employability of the staff and comparability with candidates in neighbourhooding and other EU countries.

**Zielgruppe:** Employers in the trade sector, employees working on the post related to GPM, unemployed with low educational level, Institute of Republic of Slovenia for Vocational Education and Training

**Resultat:** Prepared initiative for occupational standard and national occupational qualifications (NOQ) for GPM profile

**Anwendungsbereich:** Trade sector

**Homepage:** <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

**Produktsprachen:** Slowenisch

## Produkt 'Presentation of competences and training for GPM in Spain'

Titel: Presentation of competences and training for GPM in Spain

Produkttyp: andere

Marketing Text: Presentation of competences and training for GPM in Spain was necessary for the good quality of transfer and presented the basis for preparation of other products.

Beschreibung: The purpose of the presentation of competences and training of the GPM in Spain was to present the practical view of the work of GPM and of the education and training for the post in Spain. The participants had the opportunity to ask some question and to deepen their knowledge about the foreign form of working, education and training for GPM and get some ideas for the trainings. With working meetings and visits of the trade companies and educational institution and department, participants from Slovenia saw the practical example of GPM and trainings for this post in Spain. There was a dialogue on the actuality of the profile, labour market and its challenges, further profile development in trade sector, mobility of the staff etc.

Zielgruppe: Lecturers, TZS members, partners' representatives.

Resultat: Presentation of competences and training for GPM in Spain.

Anwendungsbereich: One part of the basis for preparation of other products.

Homepage: <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

Produktsprachen: Englisch

## Produkt 'Presentation of competences and training for GPM in Portugal'

Titel: Presentation of competences and training for GPM in Portugal

Produkttyp: andere

Marketing Text: Presentation of competences and training for GPM in Portugal was necessary for the good quality of transfer and presented the basis for preparation of other products.

Beschreibung: The purpose of the presentation of competences and training of the GPM in Portugal was to present the practical view of the work of GPM and of the education and training for the post in Portugal. The participants had the opportunity to ask some question and to deepen their knowledge about the foreign form of working, education and training for GPM and get some ideas for the trainings. With working meetings and visits of the trade companies and educational department, participants from Slovenia saw the practical example of GPM and trainings for this post in Portugal. There was a dialogue on the actuality of the profile, labour market and its challenges, further profile development in trade sector, mobility of the staff etc.

Zielgruppe: Lecturers, TZS members, partners' representatives.

Resultat: Presentation of competences and training for GPM in Portugal.

Anwendungsbereich: Part of the basis for preparation of other products.

Homepage: <http://www.tzslo.si/projekti/GPM-SLO>, <http://www.tzslo.si/projekti/GPM-EN>

Produktsprachen: Englisch

## Veranstaltungen

### Pilot training for GPM

Datum 03.03.2014

Beschreibung The aim of the pilot training of GPM and other persons was to check the relevance of the training programme for GPM, prepared in the project.

Zielgruppe Employees, unemployed persons and job seekers

Öffentlich Geschlossene Veranstaltung

Kontaktinformation

Zeitpunkt und Ort 3., 10., 17. and 18. 3. 2014  
Ljubljana, Slovenia

### Second project meeting

Datum 17.06.2013

Beschreibung At the project meeting we reviewed the work done and aims and objectives to be achieved in the second year of the project. There was also a discussion about open questions and recommendations for future activities.

Zielgruppe TZS, AGTC, CECO, Mercator, Spar Slovenija

Öffentlich Geschlossene Veranstaltung

Kontaktinformation

Zeitpunkt und Ort TZS, Ljubljana - Slovenia  
17. 6. 2013

## Veranstaltungen

### Presentation of competences and training of GPM in Portugal

Datum 23.05.2013

**Beschreibung** The purpose of the presentation of competences and training of the GPM in Portugal was to present the practical view of the work of GPM and of the education and training for the post in Portugal. The participants had the opportunity to ask some question and to deepen their knowledge about the foreign form of working, education and training for GPM and get some ideas for the trainings. With working meetings and visits of the trade companies and educational department, participants from Slovenia saw the practical example of GPM and trainings for this post in Portugal. There was a dialogue on the actuality of the profile, labour market and its challenges, further profile development in trade sector, mobility of the staff etc.

**Zielgruppe** Lecturers, TZS members, partners' representatives

**Öffentlich** Geschlossene Veranstaltung

**Kontaktinformation**

**Zeitpunkt und Ort** CECO, Lisboa - Portugal

23. - 24. 5. 2013

### Presentation of competences and training of the GPM in Spain

Datum 22.04.2013

**Beschreibung** The purpose of the presentation of competences and training of the GPM in Spain was to present the practical view of the work of GPM and of the education and training for the post in Spain. The participants had the opportunity to ask some question and to deepen their knowledge about the foreign form of working, education and training for GPM and get some ideas for the trainings. With working meetings and visits of the trade companies and educational institution and department, participants from Slovenia saw the practical example of GPM and trainings for this post in Spain. There was a dialogue on the actuality of the profile, labour market and its challenges, further profile development in trade sector, mobility of the staff etc.

**Zielgruppe** Lecturers, TZS members, partners' representatives

**Öffentlich** Geschlossene Veranstaltung

**Kontaktinformation**

**Zeitpunkt und Ort** AGTC, Barcelona - Spain

22. - 23. 4. 2013

## Veranstaltungen

### Seminar for the trainers

Datum 25.03.2013

Beschreibung TZS organized a seminar for educating trainers, where foreign partners gave lecture and among other things presented respective national educational and training system and above all, training for the profile similar to GPM in Slovenia.

Zielgruppe Experts from TZS, employees of Slovenian partners and other employers in the field of education and staff

Öffentlich Geschlossene Veranstaltung

#### Kontaktinformation

Zeitpunkt und Ort Trgovinska zbornica Slovenije, Dimieva 13, Ljubljana  
25. - 26. 3. 2013

### Kick-off meeting

Datum 26.10.2012

Beschreibung At the kick off meeting we introduced the project and its goals and results, we met all the project partners and presented their roles in the project and go through financial rules and presentation of the documentation of the project.

Zielgruppe Project partners - TZS, AGTC, CECOIA, Mercator, Spar Slovenija

Öffentlich Geschlossene Veranstaltung

#### Kontaktinformation

Zeitpunkt und Ort Slovenian Chamber of Commerce, Dimieva 13, Ljubljana  
Friday, 26. 10. 2012, 9.00 A.M.