



SOLOS
Solutions for Logistics Skills
Extend your profession.

Manual for SOLOS Learning Guides

Imprint

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Introduction

Learning guidance, that sounds reminiscent of school, grading, exams. But none of this applies to the SOLOS learning model. Learning guidance refers to the task of steering and supporting in-company learning processes which are closely interconnected with and relate to the company's work processes.

The need to put lifelong learning into practice should become a matter of course for companies and their employees; an important aim in this process is the extension of competencies of all actors involved. The increase of quality and flexibility that unfolds in the work process is but one result that justifies the effort.

SOLOS (Solutions for Logistics Skills) is a model that enables companies to put into practice such a form of qualification at the workplace. The SOLOS model was developed in collaboration with logistics companies in the framework of a European Leonardo da Vinci project. The experience gained in the piloting of the SOLOS model hitherto has pointed out that a employees in a team, together with a moderator who himself works at the same company, are able to work on the challenges of the logistical work process. In this process, they develop suggestions for solving problems that directly relate to their area of work. The outcome of this learning process becomes apparent for the individual team members in form of an extension of their professional competence as well as for the company as the implementation of the suggestions results in actual process improvement.

The overall aim of the joint work is the development of competencies of all actors involved; subsequently, we will describe and show in form of practical examples what the work of learning guides looks like. As the promoter of the desired learning processes, the learning guide is the key figure of SOLOS. By providing a stable framework for organisation and methods of the process he enables the learning team to focus on the contents of work process-integrated learning. In turn, the learning guide needs safe ground for his work with the learning team.

What are the most important preconditions for successful work with SOLOS? Amongst others, it is the role of company management which is responsible for putting into place the framework for this form of qualification including the appropriate timeframe to be allocated. Beyond this, it is crucial that well-motivated and -prepared employees at mid-management level take on the responsibility of moderating and accompanying the application of SOLOS. Last but not least, through their commitment, it is the employees themselves enable the success of such a qualification process and actively promote their own competence development.

The first package of this manual gives an overview of the IDEA behind in-company learning applied by the SOLOS MODEL, of the ACTORS who implement and work with the model and finally of the ORGANISATION and METHODS of the model.

*Life long learning –
a matter of course?*

*Working in a team –
Learning in a team*

*The learning guide
as a promoter of
competence
development*

*Working with
SOLOS – how to
achieve success*

The second package looks more closely at the methods applied. The third package highlights the context surrounding the SOLOS model. The fourth package describes how the results of the competence development within the SOLOS model can be depicted. The fifth package provides material in form of slides which aim at helping present the essential characteristics, the application and the benefits of the SOLOS model at the own company or in other contexts.



Package 1



Package 2



Package 3



Package 4



Package 5