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# Regulations for Recruitment and Participation in the Project "Organization of the School of Managers for the purpose of vocational education and training of adults"

## Abbreviations and terms used in the regulations:

*Project* - means the project entitled "Organization of the School of Managers for the purpose of vocational education and training of adults"

*Project initiator* - Polish Advisory and Consulting Association (Lider), Slovenski Gradbeni Grozd, Gospodarsko Interesno Zdruzenje (Partner)

## §1

### GENERAL INFORMATION

1. The project "**Organization of a School of Managers for Vocational Education and Training of Adults**", number 2021-2-PL01-KA210-VET-000049680 is co-financed by the European Union under the Erasmus + program, Key Action 2: Small-scale partnerships in education and vocational training and is carried out by the Polish Advisory and Consulting Association (Lider) and Slovenski Gradbeni Grozd, Gospodarsko Interesno Zdruzenje (Partner).
2. The Project Office is located in Białystok, Poland at Lipowa 32 St., office 304 (open Mon-Fri, from 8.00 a.m. to 4.00 p.m.).
3. Project implementation period: 01/03/2022 - 02/28/2023
4. The aim of the project is to meet the common needs and priorities in the field of education and training of adults, as well as to improve the quality of work and practices of the organizations involved, building the capacity of the organization in the field of international and intersectoral work, which in turn will enable transformation and changes leading to the improvement of each organization.

## §2

### SCOPE OF ACTIONS IN THE PROJECT

The following activities will be implemented under the Project:

1. comprehensive implementation of the MANAGER SCHOOL in Poland
  - a) training for 40 adults,
  - b) study visits to Polish companies to exchange experiences, learn good practices
  - c) substantive consultations with the Partner's trainers in order to develop common materials, training scenarios, training program, tools and workshop method, questionnaires for participants.

The Manager School will be dedicated to professionally active people who want to improve their qualifications and competences. The Manager's School will be a response to the reported needs of companies associated in both classes, i.e. knowledge in the field of Lean Management will be presented, which aims to provide information on how to eliminate waste during production processes when creating structural elements of buildings and zero-energy structures. In particular, at the Manager's School, participants will learn about modern digital solutions that will help in reducing waste, saving resources such as electricity, water, and raw materials. Undoubtedly, the topics discussed in the Manager's School will have an ecological as well as a digital dimension. For example,



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one of the training blocks will be a block devoted to BIM technology and its beneficial impact on the implementation of zero-energy buildings. As part of the Manager School, there will also be study visits to Polish companies in order to exchange experiences and observe good implementation practices. Entrepreneurs from both countries will take part in the Manager's School. The Manager School will involve trainers who, together with trainers from the Partner's country, will develop training methods, scenarios and materials for training participants.

1. kompleksowa realizacja SZKOŁY MANAGERA w Słowenii
  - a) training for 40 adults,
  - b) study visits to Polish companies to exchange experiences, learn good practices
  - c) substantive consultations with Leader's trainers in order to develop common materials, training scenarios, training program, tools and workshop method, questionnaires for participant.

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2. Dissemination of the project results on a large scale:
  - a) conference disseminating the project (approx. 100 people)
  - b) summarizing conference with emphasizing the effects of the project (approx. 100 people)
  - c) development and printing of a Good Practice Guide
3. Dissemination of the results of the Partner project:
  - a) disseminating conference at the end of the project (approx. 100 people)

### **§3**

#### **RULES OF RECRUITMENT**

1. Recruitment will be continuous and will take place during the duration of the project
2. The project is addressed to company managers, production directors, production managers, constructors, engineers, etc. To ensure the openness of the project, people from outside the Leader and Partner organizations (companies from outside the clusters) will also be able to enroll in the Manager's School - the target group includes basically all adults who are professionally active and who work in companies operating in the construction industry.
3. The condition of participation in the project after meeting the conditions set out in §3 point 2 of these Regulations, is to fill in the submission of an application form to the Project Office



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4. The recruitment form is available at the Project Office and on the Beneficiary's website.
5. The order of applications will be decisive for qualifying for the Project.
6. After qualifying for the Project, the final beneficiary will sign a declaration of participation in the Project and the contract.

#### **§4**

##### **RIGHTS AND OBLIGATIONS OF THE PROJECT PARTICIPANTS**

1. Each participant has the right to receive training materials and other teaching aids provided for the project
2. The participant does not bear any additional costs related to participation in the project, each participant is required to:
  - a) submitting a complete set of required recruitment documents,
  - b) read these regulations and comply with them,
  - c) participate in project activities and confirm presence with signature on the attendance list,
  - d) filling in evaluation questionnaires,
  - e) filling in all documents related to the organization of the Project,
  - f) receipt, with confirmation, all of materials and certificates.

#### **§5**

1. Matters not covered by these Regulations are resolved by the Project Coordinator.
2. The regulations are valid for the entire duration of the project.
3. These Regulations come into force on the day of announcement.
4. The Project Coordinator reserves the right to amend the Regulations as a result of changes in regulations. The amended Regulations will each time be posted on the project website.