

Requirements to Fulfil to Obtain PREMA® Trainer Licences

The family of tools of Profitable Environmental Management (PREMA) consists of the following parts (for further details regarding the content, refer to www.premanet.net):

Legend: ToE = Training-of-Entrepreneurs
 ToC = Training-of-Consultants
 ToT = Training-of-Trainers

PREMA® Programme (*this refers to the combination of Good Housekeeping (GHK®) and Environment-oriented Cost Management (EoCM®).*)

ToE / ToC: Offered as a 4-module programme [consisting of 1 GHK® module and 3 EoCM® modules]. Network meetings of ½ to 1 day utilizing the Action Learning Set (ALS) methodology are convened between each of the modules.

ToT: A ToT is held in conjunction with each modules [3-5 days for the first module, 2-3 days for the following modules] to qualify individuals to offer the PREMA® programme.

Resource Management Module (RMM®)

ToE/ ToC: A 3-day workshop with two subsequent Network Meetings to support the implementation of improvement measures.

ToT: A 5-day ToT is carried out in order to qualify individuals to offer RMM®.

Good Housekeeping (GHK®)

ToE/ ToC: A 3 to 3½ -day workshop with two subsequent Network Meetings to support the implementation of improvement measures.

ToT: A 5-day ToT is carried out in order to qualify individuals to offer GHK®.

Environment-oriented Cost Management (EoCM®) as a standalone programme

ToE/ ToC: A programme of 4 modules (5 days for the first module, 2-3 days for subsequent modules) with Network Meetings in between.

ToT: A ToT is held in conjunction with each of the modules [3-5 days for the first module, 2-3 days for the subsequent modules] to qualify individuals to offer EoCM® as a standalone programme.

Environment-oriented Cost Management (EoCM®) as a part of a PREMA® Programme

ToE/ ToC: Within the PREMA® programme. EoCM® has three parts, 2 modules of 2-3 days and a final module of 1 day.

ToT: A ToT is held in conjunction with each of the modules [3-5 days for the first module, 2-3 days for the subsequent modules] to qualify individuals to offer EoCM® as part of a PREMA® programme.

Chemical Management (ChM)

ToE/ ToC: Two modules are carried out [Module 1: Creating the Baseline: Inventory & Risk Assessment and Module 2: Anchoring Continuous Improvement] with Network meetings in between to support the implementation of improvement measures.

ToT: A 2-3 ToT is held in conjunction with each of the modules to qualify individuals to offer Chemical Management

The time requirements mentioned above refer to training that is run in one language. If training and coaching take place and translation into a local language is required, then high-quality translation must be provided and the time requirements will be longer. Exceptions might be granted by the PREMAnet Board in specific cases.

Licence requirements to offer training in the form of ToE / ToC

To receive a licence to offer these PREMA® training programmes to consultants and companies in the form of a ToE or ToC, respectively, an individual needs to fulfil the following requirements:

- participation in all of the ToTs, run by licensed PREMANet Master Trainers, which are required for being qualified to use the tool
- signing the "Regulations for the Utilisation of the Consultancy and Training Instruments Developed by PREMANet"
- successful co-moderation* of a complete ToE / ToC with external coaching by a licensed PREMANet Master Trainer, confirmed through the submission of the "Summary Report on a Training Measure"
- successful moderation* of a Network Meeting, using the Action Learning Set (ALS) methodology, confirmed through documentation of the results according to the format provided by PREMANet
- 3 case studies of implemented improvement measures, documented according to the format provided by PREMANet

For the EoCM® standalone license and to obtain a licence to offer a full PREMA® programme, the following is additionally required:

- at least 2 company visits (to provide consultancy) of ½ to 1 day each
- one company report, according to the format provided by PREMANet

Licence requirements to be qualified to run ToT (same for all PREMA® modules)

- possess a national trainer licence running ToE / TOC for the relevant tool
- successful co-moderation* of all required ToTs of the module/programme, together with a licensed PREMA Master Trainer, confirmed by
 - recommendation of the licensed PREMA® Master Trainer
 - positive evaluation by the participants (see below)
 - submission of training report to the PREMANet Office
 - commitment to mentor/develop new PREMA® trainers in future

* *The term 'successful' refers to receiving a positive evaluation from the participants (i.e. 80% or more of the rankings in the written evaluation carried out at the end of a training are 4 or higher).*

License requirements to be qualified to work as an international PREMA® trainer for offering TOE, TOC, TOT (same for all PREMA® modules)

- possess a national trainer licence for TOE / TOC or ToT for the relevant tool
- proof of having the necessary language skills
- commitment to inform in advance and coordinate the planned PREMA® activities with the local PREMA® Network or national focal point and the PREMANet Office.

All licenses distributed to newly-qualified PREMA® Trainers shall be issued by the PREMANet Office and co-signed by the licensed PREMA® Master Trainer who delivered the training, who acts in the role of “mentor” for the new trainers.

The following definitions are used for the abbreviations ToE, ToC, and ToT:

Training-of-Consultants (TOC) refers to training in which relevant standard content of PREMA® is competently transferred to participants (in this case, consultants) so that they can use it efficiently in their individual consulting activities.

Training-of-Enterprises (TOE) refers to training in which the relevant standard content of PREMA® is competently transferred to the participants (in this case, representatives of companies) so that they can use it efficiently in their enterprises.

Training-of-Trainers (TOT) refers to training that enables the participants (in this case, PREMA® trainers) to competently transfer the relevant standard content of PREMA® to consultants and trainers who, in turn, through this training process, will be able to competently transfer their PREMA® knowledge in training groups, which include entrepreneurs, consultants, and/or trainers).

Each licence is renewed annually, on the condition that the licensed PREMA® trainer pays their annual membership fee to PREMANet. The PREMA® trainer license may be withdrawn due to:

- violation of the “Regulations for the Utilisation of the Consultancy and Training Instruments Developed by PREMANet”
- leaving the PREMA network
- not paying the annual membership fee to PREMANet
- lack of practice in conducting training (2 years without facilitating any PREMA® training) or carrying out any other kind of PREMA® supporting activities.

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