

1. Company/Institution Profile

Date	
Company/Institution name	
Address	
Country	
Registered tax number (for companies)	
Telephone & Email	
Please write the name and contact details of the main person to discuss the project with:	
Please write the name and title of the authorised signatory for the contract:	
Which sector describes your company/institution?	<input type="checkbox"/> Private Sector, <input type="checkbox"/> State Agency
	<input type="checkbox"/> Research Organization, <input type="checkbox"/> University
	If other, please specify:
Does your company/institution have prior experience in renewable energy or energy efficiency?	<input type="checkbox"/> Yes, <input type="checkbox"/> No

2. Your request/enquiry

Are you making a public call/tender for the training course? If not, are you also requesting quotes from other training providers besides RENAC? <i>If possible, please indicate who else you have approached and for what.</i>	
What are the expectations of your company/institution, and what is the overall aim and objective of the training course?	

Please state your objectives in the following form using action verbs that are measurable, "After completion of this course, participants should be able to e.g., state, explain, apply, analyse, evaluate, create ..."

What are the **top three things** the participants should be able to do at the end of the course?

(e.g.: describe, implement, design, distinguish, identify, commission, prepare, interpret, recognize, calculate, build, connect ...)

3. Training formats and duration

RENAC online offers a wide range of training courses with **durations of a few weeks, up to several months**. Participants have the flexibility to learn at any time and **from any location** according to their own schedule. Our courses are accessed via our interactive learning platform and feature multimedia learning material, videos, live lectures, self-tests, discussion forums, assignments and online exams.

RENAC in-person training courses include hands-on-practicals, in-class teaching and field trips. They offer an excellent opportunity to learn directly from experts in the field. These in-person courses usually run over **a few days, up to two weeks** They offer a unique learning experience with a mix of up-to-date theoretical lectures, state-of-the-art practical equipment, and excursions. **Physical presence in Berlin or at your site.**

RENAC live virtual learning formats connect people **live** all over the world - **online**. They combine elements of online and face-to-face courses using new digital media. In these live virtual seminars, instructors work with additional tools and interactive teaching methods (e.g., brain storming sessions, discussions, polls, group exercises) creating a productive learning atmosphere that fosters a positive group dynamic via the computer. **Duration: from a few days, up to two weeks.**

RENAC blended learning programmes start with essential courses that are accessed and conducted **online**, followed by more in-depth courses that take place **live (in-person or virtually)** to learn and put into practice the essential subjects. The online program usually runs over a period of **several weeks or months**. Participants have the flexibility to study the online material at their own pace and time and **from any location**. Depending on the support requested, the online phase can include live virtual classrooms, and self-evaluation tests. At the end of the online phase the participants are prepared for the **second phase**, which takes place either face-to-face in **live lectures in-person**, with hands-on practical exercises, **or virtually, via live interactive webinars.**

Which training format do you prefer?

- Online (several weeks), In-person (2-10 days),
 Live virtual (2-10 days), Blended learning (Online and In-person),
 Blended learning (Online and Live Virtual)
If other, please specify:

Where should the in-person course/ in-person phase of the blended learning course take place?

in RENAC (Berlin), In-person abroad

If abroad, please let us know where:

When, ideally, should the course take place (please note RENAC usually needs 8-12 weeks preparation time)?

How long do you expect the online phase to last (an online course as a preparation before the in-person course usually takes 3-6 weeks per course)?

How long do you expect the live virtual/in-person course to last?

2 days, 5 days

If other, please specify:

How many hours per day should the live virtual/in-person course run each day?

8 hours, 3-4 hours

If other, please specify:

Should the course be repeated and/or developed as a longer-term capacity building exercise? Please explain.

Do you have an available budget for the course? Do you have to tender the project?.

Please note that an average 5-day in-person course for up to 16 participants costs between 17,000-25,000 Euro. A 20-30-hour online course for up to 20 participants costs 8,000-10,000 EUR.

4. Language

In what language should the courses be ideally given?	<input type="checkbox"/> English, <input type="checkbox"/> German, <input type="checkbox"/> French, <input type="checkbox"/> Spanish If other, please specify:
Does the group of participants all speak the same language?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
Please indicate which one:	
If needed, would you be able to provide an interpreter for the course?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
If yes, please specify:	<input type="checkbox"/> Simultaneous, <input type="checkbox"/> Consecutive

5. Group structure

How many participants need to be trained? We usually try to keep our course groups to around 16 participants (for in-person courses).	
Who are the target groups?	<input type="checkbox"/> Technicians, <input type="checkbox"/> Engineers, <input type="checkbox"/> Finance Institutions, <input type="checkbox"/> Public Authorities, <input type="checkbox"/> Managers, <input type="checkbox"/> Trainers-to-be, If other, please specify:
How homogeneous is the group of participants to be instructed (do they all have a similar background and knowledge)?– It might be necessary to provide an online course in advance to bring the participants to a similar basic (technical) level before starting the in-person course.	<input type="checkbox"/> All Technicians, <input type="checkbox"/> All Engineers, <input type="checkbox"/> Mixed If others, please specify:
Are there differences in hierarchy between participants that need to be taken into consideration?	

6. Course content

6.1 Which renewable energy technologies/topics should the course cover?

	Introduction to the technology	In depth background to the technology	Legal aspects	Project management	Financial and economic aspects	Technical implementation	System design	Train the trainer	Business development	Operation and maintenance	Other *
Wind onshore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wind offshore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small wind onshore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photovoltaics (off-grid)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photovoltaics (on-grid)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solar hot water (residential systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solar hot water (large-scale systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biogas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biomass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biofuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small hydro systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grid integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hybrid systems/ rural electrification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Green hydrogen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*If other, please specify:

6.2 Which energy efficiency technologies/topics should the course cover?

	Auditing	Function of technologies, principles, technique, dimensioning system	Operation & Maintenance	Monitoring, data processing, software	Legal and political framework conditions	Costing and system economics	Financing schemes	Certification schemes	Energy management systems	Standards and norms
Energy efficiency in industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy efficiency in residential buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy efficiency in commercial and public buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficient energy supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combined Heat and Power (CHP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6.3 Specifications for course content:

What topics from your selection above should be the main focus of the course? Please prioritise! (in a 2-day course we cannot cover 10 topics – please also keep in mind your objectives from Section 1).

Is there any country-specific content you want us to cover?

RENAC includes exercises and/or case studies where possible. Are there any particular practical training elements that you consider as important?

How much of a focus/weighting should be given to the practical part? Please suggest a percentage.

If you are requesting a train-the-trainer course, how much of an emphasis should be given to didactical /pedagogical methods and skills?

% of total time:

Please indicate any other specific requirements (software, etc.):

Do you have specific contents that need to be integrated into the course?

Should participants get a 'certificate of attendance' or should they pass a test to get a certificate?

- Certificate of Attendance,
 Pass a test to get a certificate

If other, please specify:

RENAC materials are presented in the RENAC corporate design. If the presentation and documents need to be in a different style, please indicate so.

7. Organisation (applicable for in-person courses done abroad)

Who will organize the event locally?

Do you have training rooms/facilities to fit the number of participants?

Do you have someone to organize the lunch and coffee breaks at the site?

Who will organize the transport of participants?	
Is the location of the course accessible via public transport or taxi?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
Does RENAC need to provide service for disabled persons (e.g., wheelchair access)?	
Are there any precautions RENAC must take? (for example: extra safety when traveling, vaccination, kidnapping, visa requirements, etc.)	

8. Equipment (applicable for in-person courses done abroad)

Can you provide IT, communication and moderation equipment required at the training location?	<input type="checkbox"/> Yes, <input type="checkbox"/> No
If yes, which of the following equipment can you provide? Necessary equipment: Laptops for participants, projector and screen, flip charts, audio equipment (mike, speakers)	
Where absolutely necessary (we prefer to avoid it because of the high costs of transport) RENAC can transport its mobile training equipment. If needed, please indicate which technology components should be sent:	<input type="checkbox"/> Photovoltaics, <input type="checkbox"/> Wind, <input type="checkbox"/> Solar thermal
Do you want RENAC to help you equip a training center with renewable energy training equipment?	<input type="checkbox"/> Yes, <input type="checkbox"/> No

9. Additional Questions (optional)

RENAC is an ISO 9001 certified company. In order to ensure that our training course are to the highest standards we would like to ask you some questions about quality and certification schemes relevant to you:

Is your company/organisation certified?
If yes by which scheme?

Which national or international
certification schemes do you know of
that are relevant to the field of
renewable energy?

If you have any questions or need some further inform, please feel free to get in touch with me.

Thank you,
Rayk Albrecht, Director of International Business Development & Sales

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