

ON-THE-JOB TRAINING ASSESSMENT TOOL

1. ASSESSMENT TOOL FOR THE EVALUATION OF PROFESSIONAL AND TECHNICAL COMPETENCIES IN WORK CONTEXT

It might be the case that during the European mobility the learner is involved in some work-based activities.

This Tool can be used to assess the activities carried out during work-based activities in real work contexts / organizations, in the context of a given Unit of Learning Outcome, and for the activities carried out on-the-job-training.

The Tool should be used by the tutor and other teachers or supervisors directly responsible for monitoring the learner during the on-the-job-training period.

The Tool includes the assessment of: *behavioural and relational competencies; on-the-job training competencies; technical knowledge, skills and competencies* which are directly linked with the expected key technical outcomes of the practicum.

A percentage assessment scale is used. The percentage assessment scale is linked to the Europass scale, through a simple table of conversion, as well as the conversions for the scale of the country where the mobility takes place and the scale used in the country of origin.

Once engaged in the practicum, the learners will be assessed taking into account technical knowledge, skills, professional/technical competencies and other relevant soft skills for the labour market.

The *On-The-Job Training Assessment Tool* is a very flexible and dynamic tool which can be easily simplified or made more complex by the users, changing the proposed categories of assessment, indicators and weightings.

The tool is composed by four main sections / sheets:

► ***Behavioural and Relational Competencies***: an excel sheet to register the assessment of the behavioural and relational competencies during the practicum / learning period – which can be replicated as often as necessary, depending on the number of intermediate assessments.

The tool proposes a set of behavioural and relational competencies which can be changed in accordance with the specific key technical outcome that are being assessed or the practicum activities.

The weighting of each competence should be filled by the evaluator (tutor / teacher).

Image 1: Example of the *Behavioural and Relational Competencies*.

Behavioural and Relational Competencies					
Name/Surname of the Learner:					
Unit of Learning Outcome / Practicum:					
Course and Code:					
Key Technical Outcomes:					
Outputs:					
Tutor:					
Teacher / Supervisor:					
Classification – Behavioural and Relational Competencies: #DIV/0!					
Behavioural and Relational Competencies	Performance Criteria 1	Performance Criteria 2	Performance Criteria 3	Performance Criteria 4	Average
Punctuality					#DIV/0!
Responsibility					#DIV/0!
Practicality					#DIV/0!
Sociability					#DIV/0!
Teamwork					#DIV/0!
Motivation					#DIV/0!
Flexibility					#DIV/0!

► **On-The-Job Training Competencies:** an excel sheet to register the assessment of the soft skills that are relevant to the professional profile of the qualification within which the practicum is held – which can be replicated as often as necessary, depending on the number of intermediate assessments.

The tool proposes a set of competencies which can be changed in accordance with the professional profile of the qualification.

The weighting of each competence should be filled by the evaluator (tutor / teacher).

Image 2: Example of the *Technical Knowledge, Skills and Competencies*.

On-The-Job Training Competencies					
Name/Surname of the Learner:					
Unit of Learning Outcome / Practicum:					
Course and Code:					
Key Technical Outcomes:					
Outputs:					
Tutor:					
Teacher / Supervisor:					
Classification - On-The-Job Training Competencies:		#DIV/0!			
On-The-Job Training Competencies	Performance Criteria 1	Performance Criteria 2	Performance Criteria 3	Performance Criteria 4	Average
Planning					#DIV/0!
Organization					#DIV/0!
Follow Directions					#DIV/0!
Autonomy					#DIV/0!
Problem Solving					#DIV/0!
Time Management					#DIV/0!
Critical Thinking					#DIV/0!
Verbal and Nonverbal Communication					#DIV/0!
Ethics					#DIV/0!

► **Technical Knowledge, Skills and Competencies:** an excel sheet to register the assessment of the technical knowledge, skills and competencies related with the specific key technical outcomes of the practicum – which can be replicated as often as necessary, depending on the number of intermediate assessments.

The evaluator (tutor / teacher) should identify the key technical outcomes that are being assessed, the performance criteria to evaluate the related technical knowledge, skills and competencies, and the respective weighting of each one.

Image 3: Example of the *Technical Knowledge, Skills and Competencies*.

Technical Knowledge, Skills and Competencies					
Name/Surname of the Learner: XXX					
Unit of Learning Outcome / Practicum: OCCUPATIONAL SAFETY AND HYGIENE					
Course and Code: Cookery and pastry Course					
Key Technical Outcomes: 1. Apply personal hygiene and other hygienic norms to equipment, work spaces and other facilities; 2. Apply preventative, accident and risk control procedures and					
Outputs: Clean and sanitized work spaces, facilities and kitchen equipment in accordance to restaurant safety and hygiene rules; Uniforms and individual and collective protection equipment properly put-on and used; Implementation of emergency					
Tutor: YYY					
Teacher / Supervisor:					
Classification - Technical Knowledge, Skills and Competencies: #DIV/0!					
Teacher / Supervisor:					
Key Technical Outcomes	Performance Criteria 1	Performance Criteria 2	Performance Criteria 3	Performance Criteria 4	Average
Apply personal hygiene and other hygienic norms to equipment, work spaces and other facilities	Respects procedures while handling equipment	Respects hygiene procedures and occupational safety norms in the restaurant	Uses collective and individual protective equipment		#DIV/0!
Apply preventative, accident and risk control procedures and emergency procedures	Acts in accordance to the prevention and control procedures - industrial accidents	Acts in accordance with professional risk prevention and control procedures	Applies emergency procedures	Adapts to the situation and has the capacity to solve problems and/or unforeseen events	#DIV/0!

► **Learner Personal Record:** an excel sheet, linked with the assessment results of the previous sections (Behavioural and Relational Competencies, On-The-Job Training Competencies, Technical Knowledge, Skills and Competencies) which systematizes the evaluation of the practicum in accordance with the weighting defined for each category by the evaluator (tutor / teacher).

Image 4: *Learner Personal Record* in the *On-The-Job Training Assessment Tool*.

Learner Personal Record								
Name/Surname of the Learner:								
Unit of Learning Outcome / Practicum:								
Course and Code:								
Key Technical Outcomes:								
Outputs:								
Tutor:								
Teacher / Supervisor:								
Completion of the Unit / Practicum: YES								
0	Behavioural and Relational Competencies		On-The-Job Training Competencies		Technical Knowledge, Skills and Competencies		Final Classification	
	Classification	%	Classification	%	Classification	%	Quantitative Scale	Qualitative Scale
	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	Excellent

Here it is the direct link to access the *On-The-Job Training Assessment Tool*.



Tool_16_EN.xlsx

Phase and Stage of the Pedagogical Circuit in which the Tool **should be used**:

Phase 2: Implementing Mobility

Stage 5: Monitoring and Evaluating

2. ASSESSMENT SCALE AND CONVERSION BETWEEN SCALES

A percentage assessment scale is used in the *On-The-Job Training Assessment Tool*.

The percentage assessment scale is linked to a qualitative assessment scale, based in the Europass scale, through a simple table of conversion. The conversion to the qualitative assessment scale is done automatically in the *Learner Personal Record*, where the evaluation results appear in both scales.

Table 1 presents a conversion between scales: percentage scale, Europass qualitative scale, as well as the conversions for the scale of the country where the mobility takes place and the scale used in the country of origin.

Table 1: Conversion between scales.

EVALUATION		CONVERSION TO OTHER SCALES	
SCALE 1 - 100	EUROPASS SCALE	NATIONAL SCALE	SCALE OF THE COUNTRY OF ORIGIN
0 - 49	Insufficient – harder work is required in order to domain the key technical outcome of the Unit.		
50	Sufficient – the result obeys the minimum performance criteria of the Unit		
51 – 65	Satisfactory – an honest performance, but with some important omissions		
66 – 79	Good – a globally good performance, even if there are some mistakes of some relevance		
80 – 90	Very good – higher than average performance, even if there are some incorrectness		
91 - 100	Excellent – an outstanding performance, with little inexactitudes		