



# PERSONAL MONITORING



## IDENTIFICATION SHEET



**Name and surname:** .....

**Sending Organization:** .....

**Qualification:** .....

**EQF level:** .....

**Receiving Organization:** .....

**Period:** From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

**Unit of Learning Outcome / Learning Experience:**

.....

**Expected Learning Outcomes:**

[illegible]

**Tutor's identification:** .....

**Tutor's qualification:** .....

**Other professionals responsible for monitoring the learner in the receiving organization:**

.....

.....

## HINTS AND ADVICE

### PREPARE YOUR FIRST DAY

- ✓ **Get there in plenty of time**
- ✓ **Dress smart**
- ✓ **Ask about your daily roster**
- ✓ **Check the work you are supposed to do**
- ✓ **Write down your tutor's / supervisor's contact details**



### HEALTH AND SAFETY

Here are a few common-sense rules which you should follow while you are on your training place to ensure that you do not become involved in an accident at work, or that you are not the cause of an accident.

- ✓ **Obey any safety rules**  
Find out if there are any particular rules where you are studying / working, such as wearing the correct clothing or where are the fire exits. You should get to know the rules and obey them. Listen carefully to the advice or instructions of your tutor / supervisor and do not be afraid to make questions.
- ✓ **First Aid**  
If you injure yourself in any way, report it to your tutor / supervisor immediately and obtain treatment.
- ✓ **Cleanliness**  
Always keep your work area clean and tidy. Remember to wash your hands regularly.

### HELP

What if the unexpected happens? For instance:

- You are feeling sick...
- You might have overslept...
- The buses aren't running on time...
- ✓ **Don't panic...**
- ✓ **Phone your tutor as soon as you know that you are going to be late. It is the polite, professional thing to do. If you need for some help (if is this the case), contact your tutor.**

## DAILY REGISTRATION SHEET

<b>Date:</b> ____ / ____ / ____  <b>No. of Hours:</b> _____	<b>Activities:</b>          
<b>Date:</b> ____ / ____ / ____  <b>No. of Hours:</b> _____	<b>Activities:</b>          
<b>Date:</b> ____ / ____ / ____  <b>No. of Hours:</b> _____	<b>Activities:</b>          
<b>Date:</b> ____ / ____ / ____  <b>No. of Hours:</b> _____	<b>Activities:</b>          
<b>Date:</b> ____ / ____ / ____  <b>No. of Hours:</b> _____	<b>Activities:</b>          



Please multiply this page as many times as needed.

## EVALUATION OF TUTOR'S ACTIVITY

Tutor's activity should be evaluated every 3 months.

Please consider the work and appreciate your tutor's activity and support, using the scale:

Scale: **1– Insufficient;** **2– Sufficient;** **3– Satisfactory;** **4– Good;** **5– Very good;** **6– Excellent**

	Appreciation					
	1	2	3	4	5	6
1. The tutor gave me enough information before starting the training / practicum, about:						
• operating rules;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• objectives set by the department;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• the organization of the time available to perform the tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The tutor offered me the opportunity to observe certain aspects of the company's activities based on specific observation sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The tutor anticipated possible difficulties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The tutor helped me to understand the applicable standards and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The tutor encouraged me to come with new ideas and methods in my work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The tutor gave me constructive feedback at the end of each day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Evaluation:						
• I was informed about the minimum standard of competence I had to meet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• I was helped to understand the criteria according to which I was evaluated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• I was helped to develop my ability to self-development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• I felt stimulated by the way I was evaluated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• I was helped to develop my ability to self-development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. This learning experience was motivating for my career choice:						
• The tutor helped me to identify my strengths during the training;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The tutor helped me reflect on the poor aspects of my performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

## MONITORING QUESTIONNAIRE

This questionnaire should be answered by the tutor or the professional responsible for the learner monitoring.

The questionnaire should be answered every 3 months.

1. Strengths and learning outcomes achieved by the learner:

.....

.....

.....

.....

.....

.....

.....

2. Areas that need improvement:

.....

.....

.....

.....

.....

2.1 If is this the case, point out an improvement strategy:

.....

.....

.....

.....

.....

### In case of internships / practicum:

3. Based in previous learner performance, do you think that the learner will be a successful practitioner in this field? Please justify your answer.

.....

.....

.....

4. If the organization had a vacancy that would fit the learner's competence, would you recommend to hiring the learner? Please justify your answer.

.....

.....

.....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

## REPORT OF THE LEARNING EXPERIENCE ABROAD

This is a model of a report of the learning experience during the training period abroad that should be done by the learner and signed by the learner and the tutor, immediately after the training period.

REPORT OF THE LEARNING EXPERIENCE ABROAD	
Name and surname of the Learner:	
Receiving Organization and Department:	
Name and surname of the Tutor:	
Person in charge from the Sending Organization:	
Person in charge from the Intermediate Organization (if applicable):	
Training Period:	From ____/____/____ To ____/____/____
Expected Learning Outcomes:	
Activities Performed:	
Personal Observations:	
Conclusions:	

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Learner's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Tutor's Signature: \_\_\_\_\_

## BIBLIOGRAPHIC REFERENCES

Brumar, Constanța (2009). *Auxiliar Curricular Clasa a XI-a Modulul: Consumiri Specifice Și Retete*.  
Bucharest.

Radu, Steluța (2009). *Auxiliar Curricular Clasa a XI-a Modulul: Estetica Preparatelor Culinare*.  
Bucharest.

## WEBSITE REFERENCES

<https://eurodesk.eu/>

<https://www.coursehero.com/>

<http://tvvet.ro/index.php/ro/pentru-elevi.html>

<http://www.hazeltrovehigh.co.uk>

<https://www.cityandguilds.com/qualifications-and-apprenticeships#fil=uk>



## ANNEX I – TECHNICAL SHEET

- 1- This framework is composed by a set of tools which **aims to provide**:
  - a. guidance to learners during their learning experience;
  - b. support to learners during their training abroad providing guidelines on the strategies for improvements, if necessary;
  - c. feedback to learners during and after their training abroad;
  - d. a support for the registration of learner's daily activity during the learning experience;
  - e. feedback to the tutor and other professionals in charge during the monitoring process with the purpose of improving and adjusting the activity to trainees' needs;
  - f. a model of a daily registration sheet, a model of a tool to monitor and assess the learner's experience, a model of a questionnaire to assess the tutor's activity, a model to report the learning experience by the learner.
- 2- This framework is intended **to be used** in monitoring and evaluating:
  - a. the learners' learning experience during their training abroad;
  - b. the learners' progress and the learning outcomes achieved by VET learners during their participation in one organized European mobility for learning purposes;
  - c. the activity and support provided by the tutor during the training period.
- 3- This framework is intended **for the use of** schools, public bodies and other private enterprises who participate in European mobility projects.
- 4- This framework is intended **to be applied** in the context of ECVET implementation, specifically, to monitor, evaluate, validate, recognize and certificate units of learning outcome acquired by VET learners in a variety of learning contexts, such as, when learners participate in European mobility projects.
- 5- **Phase and Stage of the Pedagogical Circuit** in which the framework **should be used**:
  - Phase 2: Implementing Mobility
  - Stage 5: Monitoring and Evaluating