



Education and Culture DG

Lifelong Learning Programme



INTRODUCTION

This **tool** is a checklist designed as a questionnaire to evaluate your own ability to assess competences in work based learning as mentor guiding the learning process of learners at the workplace.

As result of this self- evaluation you get a clear starting point for improvement: make a SWOT analysis, design your personal development plan or follow a training for mentors.

GLOSSARY

Terms & **concepts** used:

- ✓ assessment
- ✓ competences
- ✓ Instrumentarium
- ✓ Competence profile
- ✓ Personal development plan
- ✓ SWOT

Links with **other tools**:

- ✓ Standards of assessment

TOOL

1.1. Ability as assessor of competences in a learning perspective.

| Competence & indicator | I'm able | I practice | Examples – notes – comments How can I show this to you? |
|--|----------|------------|--|
| Observe behavior and competences. | | | |
| Collect information about the students learning needs. | | | |
| Relate observations to competences | | | |
| Evaluate the competences | | | |

| | | | |
|--|--|--|--|
| | | | |
| Report on the assessment based on the competence profile | | | |
| Motivate the assessment in a transparent way | | | |
| Is aware of possible stressors during the assessment process | | | |

1.2. Working in a team at the workplace

| Competence & indicator | I'm able | I practice | Examples – notes – comments How can I show this to you? |
|--|-----------------|-------------------|--|
| Cooperate in a team | | | |
| Respect the ideas and approach of members of the team | | | |
| Ask and give help to team members. | | | |
| Recognizes prejudices and stereotypes (own & of others) that affect negatively the cooperation | | | |
| Share ideas with colleagues and contribute to knowledge building of the team | | | |

| | | | |
|---|--|--|--|
| | | | |
| Motivate the team to participate in assessment procedures | | | |

1.3. Lifelong learning ability.

| Competence & indicator | I'm able | I practice | Examples – notes - comments How can I show this to you? |
|--|-----------------|-------------------|--|
| Openness to new knowledge on assessment and select tools that suit the needs of the mentoring process | | | |
| Willingness to update own competences by keeping informed and participating in training in a self-directed manner. | | | |
| Improve the quality of own work continuously by assessing and monitoring own knowledge and skills. | | | |
| Participate actively to a working group in the organization | | | |
| Exchange information with other institutions/departments | | | |

1.4. Client/student centert approach.

| Competence & indicator | I'm able | I practice | Examples – notes - comments How can I show this to you? |
|--|----------|------------|--|
| Analyse the students' entry level and training needs | | | |
| Create an atmosphere of confidence, provide guidance and give support to the student | | | |
| Give and receive feedback and work with this feedback | | | |
| Coach the student to clarify goals, sources and possible barriers. | | | |
| Provide guidance to the student to draw-up a personal development plan | | | |
| Check if expectations and demands of students are fulfilled. | | | |
| Make clear appointments with students and respect this. | | | |