

Placement Assessment Form

1. General information

Details of Trainee and Institutions		
Trainee: Name: First name(s):	Duration of placement: from: to:	Institution: Department (if applicable):
Placement supervisor:	Contact person at specialised school:	
Assessment schedule		
	Intermediate formative assessment Mid-placement Date:	Final assessment 5 days before end of placement Date:

2. List of tasks / Assessment

The list of tasks is determined by the regulations of the Institution (function descriptions, job descriptions for trainee and/or temporary staff).

Procedure / assessment:

1. Intermediate formative assessment: written report to the trainee midway through the placement, based on the criteria contained in the assessment form.
2. Summative final assessment: written report to the trainee at the end of the placement, based on the criteria contained in the assessment form.

In the final assessment, the placement is assessed as “pass” or “fail”. Reasons must be given for a “fail”, because it means a basic requirement for acquiring the Specialised Bacculaureate has not been fulfilled. A total of 15 criteria must be assessed. 5 individual, 4 social and 6 assignment-based skills are each assessed either as a pass or a fail. The number of “passes” or “fails” must be entered into the assessment table. For an overall “pass” result, a minimum of 12 criteria have to be passed. Only one “fail” is permitted in any skills area.

The trainee should send the assessment form to his or her specialised school at the end of the placement.

2.1 Form for the Intermediate formative assessment

Area 1: Individual skills					
Criteria		Assessment			Comments
		Pass	Fail		
Initiative, interest, independence	Involves him/herself in a manner appropriate to the situation, takes the initiative to the extent his/her competences permits. Is motivated, interested and asks questions.			Seldom involves him/herself, lacks initiative and motivation. Interest hard to detect, seldom asks questions.	
Self-perception, self-reflection	Can express personal ideas and feelings; regularly reflects on his/her behaviour.			Unable to express ideas and feelings clearly; seldom reflects on his/her behaviour.	
Reaction to criticism	Can accept criticism and adapts his his/her behaviour.			Has difficulty accepting criticism and is unable to adapt his/her behaviour sufficiently.	
Ability to handle workload	Recognises stressful situations; can speak about these and act appropriately with the support of experts.			Slow to recognise personal stresses, is unable to talk about them and to seek support. Reacts inappropriately, becomes withdrawn.	
Flexibility	Can adapt to changes in requirements and circumstances.			Has difficulty adapting to changes in requirements and circumstances; sticks to what is familiar.	
Area 2: Social skills					
Criteria		Assessment			Comments
		Pass	Fail		
Communication skills	Expresses him/herself clearly and understandably. Asks if something is unclear.			Does not always express him/herself clearly and understandably. Fails to ask if something is unclear.	
Interpersonal skills	Establishes contact with individuals and groups. Keeps a balance between familiarity and distance.			Fails to use opportunities for contact. Unable to approach individuals and groups. Has difficulties keeping a balance between familiarity and distance.	
Teamwork	Keeps to arrangements, is punctual and reliable.			Does not keep to arrangements, is unpunctual and unreliable.	

Specialised Baccalaureate

Attitude, behaviour	Behaves politely, respectfully and with understanding; has appropriate manners and a suitable appearance.			Does not always behave politely, respectfully and with understanding. Manners and appearance are often inappropriate.	
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Area 3: Assignment-based skills					
Criteria		Assessment			
		Pass	Fail		
Practical knowledge	Can make appropriate use of simple specialist knowledge in specific situations.			Make numerous errors when applying simple specialist knowledge.	
Specialist knowledge	Can justify his/her actions using specialist knowledge correctly.			Justification for his/her actions using specialist knowledge is simply inadequate.	
Care	Uses materials and equipment carefully.			Does not exercise adequate care with equipment and materials.	
Planning of work	Plans the approach to his/her everyday work; achieves the intended goals.			Approach is often unplanned, often fails to reach his/her goals or reaches them by a circuitous route.	
Completion of assignments	Completes the work assigned to him/her correctly and carefully.			Fails to complete the work, fails to complete the work in its entirety, or completes the work with a lack of care.	
Learning	Can make use of experience and new knowledge, expand his/her practical skills and becomes increasingly self-assured with the completion of assignments.			Unable to integrate experiences and new knowledge adequately in his/her practical work, remains unsure and prone to errors despite completing assignments.	

Assessment table	Pass	Fail
Area – Individual skills		
Area – Social skills		
Area- work-related skills		
Total		
Intermediate assessment		

A total of 15 criteria must be assessed. 5 individual, 4 social and 6 assignment-based skills are each assessed either as a pass or a fail. The number of “passes” or “fails” must be entered into the assessment table. For an overall “pass” result, a minimum of 12 criteria have to be passed. Only one “fail” is permitted in any skills area.

Opinion of the trainee on the intermediate assessment:

Supplementary targets

 Date

 Signature of trainee

 Signature of placement supervisor

2.2 Form for the final summative assessment

Area 1: Individual skills					
Criteria		Assessment			Comments
		Pass	Fail		
Initiative, interest, independence	Involves him/herself in a manner appropriate to the situation, takes the initiative to the extent his/her competences permits. Is motivated, interested and asks questions.			Seldom involves him/herself, lacks initiative and motivation. Interest hard to detect, seldom asks questions.	
Self-perception, self-reflection	Can express personal ideas and feelings; regularly reflects on his/her behaviour.			Unable to express ideas and feelings clearly; seldom reflects on his/her behaviour.	
Reaction to criticism	Can accept criticism and adapts his his/her behaviour.			Has difficulty accepting criticism and is unable to adapt his/her behaviour sufficiently.	
Ability to handle workload	Recognises stressful situations; can speak about these and act appropriately with the support of experts.			Slow to recognise personal stresses, is unable to talk about them and to seek support. Reacts inappropriately, becomes withdrawn.	
Flexibility	Can adapt to changes in requirements and circumstances.			Has difficulty adapting to changes in requirements and circumstances; sticks to what is familiar.	

Area 2: Social skills					
Criteria		Assessment			Comments
		Pass	Fail		
Communication skills	Expresses him/herself clearly and understandably. Asks if something is unclear.			Does not always express him/herself clearly and understandably. Fails to ask if something is unclear.	
Interpersonal skills	Establishes contact with individuals and groups. Keeps a balance between familiarity and distance.			Fails to use opportunities for contact. Unable to approach individuals and groups. Has difficulties keeping a balance between familiarity and distance.	

Specialised Baccalaureate

Teamwork	Keeps to arrangements, is punctual and reliable.			Does not keep to arrangements, is unpunctual and unreliable.	
Attitude, behaviour	Behaves politely, respectfully and with understanding; has appropriate manners and a suitable appearance.			Does not always behave politely, respectfully and with understanding. Manners and appearance are often inappropriate.	

Area 3: Assignment-based skills					
Criteria		Assessment			Comments
		Pass	Fail		
Practical knowledge	Can make appropriate use of simple specialist knowledge in specific situations.			Make numerous errors when applying simple specialist knowledge.	
Specialist knowledge	Can justify his/her actions using specialist knowledge correctly			Justification for his/her actions using specialist knowledge is simply inadequate.	
Care	Uses materials and equipment carefully.			Does not exercise adequate care with equipment and materials.	
Planning of work	Plans the approach to his/her everyday work; achieves the intended goals.			Approach is often unplanned, often fails to reach his/her goals or reaches them by a circuitous route.	
Completion of assignments	Completes the work assigned to him/her correctly and carefully.			Fails to complete the work, fails to complete the work in its entirety, or completes the work with a lack of care.	
Learning	Can make use of experience and new knowledge, expand his/her practical skills and becomes increasingly self-assured with the completion of assignments.			Unable to integrate experiences and new knowledge adequately in his/her practical work, remains unsure and prone to errors despite completing assignments.	

Assessment table	Pass	Fail
Area – individual skills		
Area – social skills		
Area- work-related skills		
Total		
Final assessment		

A total of 15 criteria must be assessed. 5 individual, 4 social and 6 assignment-based skills are each assessed either as a pass or a fail. The number of “passes” or “fails” must be entered into the assessment table. For an overall “pass” result, a minimum of 12 criteria have to be passed. Only one “fail” is permitted in any skills area.

The following scale applies for grading placements:

- 6 Fulfils all criteria in all skills areas
- 5 Fails to fulfil one criterion in one skills area, fulfils all other criteria
- 4 Fails to fulfil no more than one criterion in two or in all three skills areas, fulfils all other criteria
- 3 Fails to fulfil more than one criterion in one or more skills areas

Date

Signature of trainee

Signature of placement supervisor

The trainee or his/her supervisor should send this final assessment to the specialised school concerned