

2.2.2

Evaluation System & Rubric Trainer Portfolio Evaluation (English)



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Job Ready – Traineeships
with Practice Enterprise

TRAINER EVALUATION OF THE TRAINEE PE WORK PORTFOLIO



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For the overall evaluation of the experience of a PE trainee, a questionnaire for trainers as the following:

TRAINEE	_____		
Simulation period	_____	Hours of internship in PE	_____
Reality tasks accomplished	<ol style="list-style-type: none"> 1. Elaborate a catalogue of products for the PE 2. Set up an e-commerce webshop 3. Create an invoice for a client <p><i>The above are examples - these should be created according to tasks</i></p>		
Related key competences	<p>Multilingual competence; Mathematical, scientific, technological competence; Digital competence; Personal, social competence and the ability to “learn to learn”; Competence in matters of citizenship; Competence in cultural awareness and expressions.</p>		
Evidence produced	<ul style="list-style-type: none"> ● Catalogue and relative price list ● Presentation of the PE and the products and/or services provided ● Link to a webshop ● Client invoice 		
Progressive dossier	<p>Collection of all documents (<i>evidence, photos, links</i>) produced by the trainee-worker during the experience in a PE (in paper or digital format), technical reports, self-assessments and trainers' observations.</p>		
Result indicators	<p>Summary of judgement of the degrees of competences and of the relative evaluation descriptors. For example (for excellent assessment): <i>The trainee-worker has completed the tasks required by the real task attended in an excellent way, using the technologies adequately, appropriately applying his mathematical and linguistic knowledge, demonstrating autonomy, responsibility, accuracy, time management, good communication and active collaboration with colleagues.</i></p>		
Personalised evaluation	<p>Describe the development of skills, and in particular of the soft skills, demonstrated by the trainee-worker as he carried out his internship in PE. Give an overall judgement of the trainee's experience, possibly also in comparison with its general performance at school. For example: <i>Excellent, Good, Sufficient, Needs Improvement.</i></p>		
Trainer signature + Date	_____		