

4.5 Skills' evidences evaluation report

WHAT

The Skills' evidences evaluation report is the tool that formalizes all evidences collected/produced by the individual, annexed to the Personal dossier.

Evidences are documents proving the possession of one or more competences, acquired in formal, non-formal and informal contexts, as declared by the individual.

The tool reports the individual's name and surname and the professional profile selected among the ones available on the Catalogue of Professional Needs developed within the Embrace project, to which candidates' experiences refer to.

It also includes the list of competences collected/produced by the person and annexed to the Personal dossier.

The report shows the evaluation of the evidences. This evaluation takes into account:

- the context (where the skills have been acquired; e.g. in the workplace, in the free time, etc.)
- the period/duration (when the skills have been acquired),
- the evidence (number and type of documents proving that the skills have been acquired),
- the reliability of the evidence (e.g. job contract vs individual's self-report).

The experience carried out within the Embrace project highlights that it is extremely important to declare the criteria through which a value is attributed: for this reason, the Skills' evidences evaluation report has got a note box to be filled with these 4 evaluation items.

For example, a skill acquired on the job is more relevant than one acquired thanks to a personal hobby/interest or during the person's free time. The length also plays an important role: the longest the period the strongest the competence should be; the highest the number of evidences supporting a competence, the highest is the chance that the skill has been acquired. Lastly, formal evidences have a stronger weight and a higher degree of reliability compared to an individual's self-declaration.

The result of the evaluation is then reported in this document. In case of a positive evaluation, the IVC process continues. In case of negatives results, the procedure ends, and the person is oriented to other services/activities.

WHY

The purpose of the tool is to formally record the reliability of the evidences produces and to report a final evaluation.

WHO

The IVC operator is responsible for the completion of the tool.

The Skills' evidences evaluation report is signed by the IVC operator.

WHEN

IDENTIFICATION PHASE.

The Skills' evidences evaluation report is produced after the analysis of the evidences annexed to the Personal dossier.

WHERE

The tool is used and processed at the IVC operator's workplace (back office).