Title of Tool PROGRESS EVALUATION TOOL	
Aim of the Tool	The objective of this tool is to support the tutor/internship tutor/ job coach to identify the trainee's strengths and weaknesses in order to create support actions and in order to see if these actions have had a positive impact on the development of soft skills and behaviour.
Materials necessary to use the tool (ex. Whiteboard, pen and paper, room with chairs in a circle, internet connection, computer or mobile phone etc.)	The computer, as the evaluation tool, is in an excel sheet and a complementary part on word that gives the specific questions to each part of the competences to be evaluated. The tool is also available in individual evaluation forms for the initial and the conclusion phase of the internship.
Involvement of other people (for example teacher, company tutor, parents etc)	Ideally, different parties should be involved in the process such as: tutors, job coaches, trainers in order to have different points of view of the trainee.
Link for the tool (online link for example)	**NA**
Indication on how to use the tool	• The first column contains the main components which have been identified and which need to be analysed • The last column indicates the level of performance of each component. The user assigns the score for each component according to the level. • Use the second column to insert the scores for the initial stage of the internship. • Use the third column to insert the scores for the conclusion phase of the internship. Note: The column of "maximum score" is only a reference column required to create the graphic result presented on the second excel sheet. This tool will help coaches, tutors and trainers to monitor the progress made by the trainee between the start and the conclusion of the internship. The tool can be adapted to different types of training by the content of the grid.

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