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TOOL: ACTION PLAN FOR INCLUSION (API)[1]

Phase 2: Evaluation of the initial competences during the training

Possible Answers

1	2	3	4	5
None	**Poor**	**Average**	**Good**	**Excellent**

Initial Behavioral Characteristics

	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Recognition and respect of rules (safety, company rules)															
Recognition and respect for roles (superiors)															
Ability to organize one's work effectively to achieve a target															
Ability to do one's own work															
Respect for schedules, punctuality															

Notes:

View of her/himself and others

[1] Designed and developed by Fondazione Luigi Clerici within the Project "Shape Work" sustained by J.P. Morgan and updated within the Project GAP

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	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Positive Self-concept															
Positive outlook on life															
Honesty and fairness															
Sense of responsibility															
Respect for schedules, punctuality															
Desire to learn															
Motivation and enthusiasm in her/his actions															
Happiness															
Trust in others															

Notes

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	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Decision making: ability: ability to make active decisions by evaluating alternatives and consequences of each of them															
Problem solving: the ability to face and solve daily life's problems constructively															
Critical thinking: ability to objectively analyses information and situation by critically evaluating various influencing factors															
Ability to remember memorize relevant information															
Ability to maintain attention for a period of time in order to understand and to perform the task															
Metacognition: the ability to reflect on one's own thinking and understanding the metal operations															

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performed to tackle a task.															

Notes:

Initial social skills

	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Effective communication: the ability to express oneself in a manner appropriate to the situation and the interlocutor, both verbally and in non-verbally															
Interpersonal Relations: the ability to establish and maintain positive relationships with adults															
Interpersonal Relations: the ability to establish and maintain positive relationships with peers															
Empathy: the ability to feel and understand another person's live, their needs, their feelings															

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Communicating one's needs effectively, being assertive															
Communicating reality data objectively															
Ability to concisely communicate data regarding reality															
Ability to deal with people who think differently															

Notes:

Initial emotional skills

	Training Center	Internship

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	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Emotion management: the ability to recognize one's own and other people's emotions and to respond to them in a suitable way															
Stress management: the ability to identify states of tension and to be aware of their effect to learn to adjust them															
Self-awareness: the ability to know oneself, one's character, one's strengths and weaknesses															
Leadership: the ability to take on the role of a leader															

Notes:

Initial learning situation

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Capacity to	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Reading (speed, correctness, comprehension)															
Writing (errors, handwriting, text production)															
Understanding															
Oral production															
Calculation (mental and written: accuracy, speed)															
Use technology in a critical and efficient manner to achieve educational objective and working goals															

Notes:

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	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Working with Microsoft Office (Word Excel)															
Internet and email work															
Programming Basics															
Working with specialized software															
Working with graphics programs (Photoshop, Illustrator)															
E-commerce															

Notes:

Soft skills assessment

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Soft skills not evaluated above

	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Teamworking Skills															
Project Management Skills															
Organizational Skills															
Time management															
Presentation Skills															

Notes:

Training Needs of the Student

Describe, based on your observation in the areas listed, what the students training needs are E.G. developing the ability to express oneself on a given topic, enriching vocabulary; enhancing logical mathematical skills, improving personal and social autonomy; improving self-esteem and confidence in one's abilities; etc.

Training Center		Internship
Classroom	Laboratory	

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Educational Tools and Strategies

Describe, based on your observations in the areas listed, what educational strategies you have agreed on with teachers and hosting company

Eg. Calculator to carry out calculations, scheduled checks, planning of activities to be carried out in the morning

Training Center		Internship
Classroom	Laboratory	

Phase 3: Evaluation of the final competences

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Possible Answers

1	2	3	4	5
None	**Poor**	**Average**	**Good**	**Ecellent**

Behavioral Characteristics

	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Recognition and respect of rules (safety, company rules)															
Recognition and respect for roles (superiors)															
Ability to organize one's work effectively to achieve a target															
Ability to do one's own work															
Respect for schedules, punctuality															

Notes:

View of her/himself and others

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	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Positive Self-concept															
Positive outlook on life															
Honesty and fairness															
Sense of responsibility															
Respect for schedules, punctuality															
Desire to learn															
Motivation and enthusiasm in her/his actions															
Happiness															
Trust in others															

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	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Decision making: ability: ability to make active decisions by evaluating alternatives and consequences of each of them															
Problem solving: the ability to face and solve daily life's problems constructively															
Critical thinking: ability to objectively analyses information and situation by critically evaluating various influencing factors															
Ability to remember memorize relevant information															
Ability to maintain attention for a period of time in order to understand and to perform the task															
Metacognition: the ability to reflect on one's own thinking and understanding the metal operations															

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performed to tackle as task.															

Notes:

Social skills

	Training Center		Internship
	Classroom	Laboratory	

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	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Effective communication: the ability to express oneself in a manner appropriate to the situation and the interlocutor, both verbally and in non-verbally															
Interpersonal Relations: the ability to establish and maintain positive relationships with adults															
Interpersonal Relations: the ability to establish and maintain positive relationships with peers															
Empathy: the ability to feel and understand another person's live, their needs, their feelings															
Communicating one's needs effectively, being assertive															
Communicating reality data objectively															
Ability to concisely communicate data regarding reality															

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Ability to deal with people who think differently															

Notes:

Emotional skills

	Training Center	Internship

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	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Emotion management: the ability to recognize one's own and other people's emotions and to respond to them in a suitable way															
Stress management: the ability to identify states of tension and to be aware of their effect to learn to adjust them															
Self-awareness: the ability to know oneself, one's character, one's strengths and weaknesses															
Leadership: the ability to take on the role of a leader															

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Capacity to	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Reading (speed, correctness, comprehension)															
Writing (errors, handwriting, text production)															
Understanding															
Oral production															
Calculation (mental and written: accuracy, speed)															
Use technology in a critical and efficient manner to achieve educational objective and working goals															

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	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Working with Microsoft Office (Word Excel)															
Internet and email work															
Programming Basics															
Working with specialized software															
Working with graphics programs (Photoshop, Illustrator)															
E-commerce															

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Soft skills not evaluated above

	Training Center										Internship				
	Classroom					Laboratory									
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5
Teamworking Skills															
Project Management Skills															
Organizational Skills															
Time management															
Presentation Skills															

Notes:

Achievement of Training Goals

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Training Center		Internship
Classroom	Laboratory	

Notes:

Effectiveness of educational tools and strategies adopted

Training Center		Internship	1	2	3
Classroom	Laboratory		little	quite	verry

Notes:

V: Desires for Development

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What skills would you like to develop or acquire in the future to improve your chances of getting a job?

Personal motivation

Describe what motivates you in your job search process and what your career goal is:

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