Co-funded by the European Union

Skills & Competences Assessment[1]

Trainee:
……
……

Expert:
……
……

GENERAL INFORMATION
The following documentation has been submitted: ☐ EUROPASS CV format ☐ Copy of qualification ☐ Other …….
Has the trainee already expressed a personal aim for vocational integration? ☐ No ☐ Yes If Yes, specify …… ……..
Has an economic sector for a future job, been selected by the trainee? ☐ No ☐ Yes If Yes, please indicate ……..…… ……

[1] PRIMO AVVISO PUBBLICO GOL REGIONE LOMBARDIA DECRETO DELLA UO MERCATO DEL LAVORO E POLITICHE ATTIVE DEL 27/05/2022 N. 7480 E SS.MM.II

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Has the trainee indicated one or more reference companies aimed for?

☐ No

☐ Yes

If yes, please indicate ……..…….

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SECTION A

PERSONAL DEVELOPMENT

What is the trainee's level of the specific market knowledge?

☐ Excellent
☐ Good
☐ Scarce

What kind of work agreement is the trainee interested for?

☐ Internship
☐ Part time
☐ Full time
☐ Fixed-term
☐ Open-ended
☐ Project
☐ Apprenticeship
☐ Other

If Other, please indicate
……
…..

List the trainee's weekly availability for work, including the days & times:
……
…

What characteristics the trainee considers essential for a satisfying job? (Please indicate at least three, in order of preference)

☐ Career opportunities	☐ Economic incentives	☐ Benefits
☐ Gratifications	☐ Geographical location	☐ Work climate
☐ Social relations	☐ Group spirit	☐ Social visibility
☐ Power	☐ Autonomy	☐ Competition
☐ Creativity	☐ Clarity of rules/procedures	☐ Sector affiliation
☐ Corporate culture	☐ Image	☐ Innovation

☐ More

If Other, please indicate
……
……

Trainee's availability for mobility:

☐ 0-3 months ☐ 3-6 months ☐ 6-12 months ☐ More than 12 months
☐ Transfer abroad ☐ Transfers within the national territory

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Additional information ……

SECTION B

TRAINING COURSE

Provide completed training info (institution, course, duration, main knowledge/skills acquired)

……
……..
……
……
……
……

Briefly describe what motivated the trainee to the aforementioned study pathway

……
……

Further info regarding other trainings

……
……

Is the trainee satisfied by the training received, with regards to the process and the skills acquired?

……
……

What are the positive/negative aspects of the training received?

……
……

Indicate language skills (attach certificates)

Languages	Reading			Writing			Conversation			Understanding		
	Excellent	Good	Base	Excellent	Good	Base	Excellent	Good	Base	Excellent	Good	Base
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Indicate IT skills (attach certificates)

Modules	Skills

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	Excellent	Good	Base
Basic theoretical concepts	☐	☐	☐
Document Management	☐	☐	☐
Word processing	☐	☐	☐
Spreadsheets (e.g. Excel)	☐	☐	☐
Databases (e.g. Access)	☐	☐	☐
Presentations (e.g. PPt)	☐	☐	☐
Computer networks	☐	☐	☐
Programming languages Specify	☐	☐	☐
Other Specify	☐	☐	☐
List any further educational 'experiences' (e.g. courses, stays abroad, private courses related to work and non-work related courses, further study) …… ……			

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SECTION C **CAREER PATH**
If currently employed, describe sector, company, position within the company …… ……
Describe the main skills acquired as part of the activities performed at work …… ……
Declare growth potential and level of satisfaction …… ……
What are the main advantages or disadvantages of this work environment? …… ……
If the trainee has recently applied for a job, how many companies invited him/her for an interview? ☐ None ☐ Less than half ☐ About half ☐ More than half ☐ Almost all

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How many interviews, if any, had positive result?

☐ None
☐ Less than half
☐ About half
☐ More than half
☐ Almost all

Indicate past work experience, specifying duration of experience, sector, company, position and activities performed

……
……

Indicate main skills acquired from pas work experience

……
……

Indicate level of satisfaction achieved in each work placement

……
……

What were the main advantages or disadvantages of this work placements?

……
……

What were the reasons they were concluded?

……
……

SECTION D

TRAINEE'S COMPETENCES

List at least three strengths and three weaknesses of trainee's personality:

Strengths	Weaknesses
……	……
……	……
……	……
……	……

Describe technical competences and areas for improvement identified:

……
……
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……

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…… ……
Describe organisational competences and areas for improvement identified: …… …… …… …… …… ……
Describe interpersonal skills and areas for improvement identified by the addressee: …… …… …… …… …… ……

SECTION E

PROFESSIONAL OBJECTIVES

Brief description of the professional objectives set by the trainee:

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Briefly describe what led the trainee to the aforementioned objectives:

……
……

……
……

……
……

Describe briefly the trainee's career expectations:

……
……

……
……

……
……

Is the trainee's objective compatible with his/her characteristics – skills - competences?

[Table to be completed by the expert]

	Consistency with professional objective	
Skills/Competences/Characteristics	Yes	No
[ref personality traits]		
[ref technical expertise]		
[ref organisational skills]		
[ref interpersonal skills]		
[more]		

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SECTION F

REPORT (filled in by the expert)

Evaluation of the training course and of the results obtained, according to strengths and weaknesses:

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Identification of initial hypotheses/areas of professionalism in line to the individual pathway proposed:

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Assessment of trainee's strengths and weaknesses with respect to possible areas of professional development:

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(Personal Data Protection ……)

Date: ……..

Location: ……

Trainee's signature: ……..

Expert's signature: ……..

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