

4.6 Skills' validation grid

WHAT

The tool Skills' validation grid traces both the assessment and the individual's competences validation.

The document includes the individual's name and surname and the professional profile selected among the ones included in the Catalogue of Professional Needs developed within the Embrace project, to which candidates' experiences refer to. The tool is composed by more sections:

- the skill column listing and describing the competences according to the standards reported in the Catalogue of Professional Needs developed in the framework of the Embrace project;
- the how it has been evaluated column, including two options: one for the technical interview and one for the practical test; for each competence it is necessary to select the type of evaluation/assessment conducted: it is possible to choose both or one of them only;
- the is the skill available column, providing two options, depending on the outcome of the assessment; for each competence it is necessary to indicate if the competence is available or not, showing if it has been exhibited by the candidate during the assessment or not;
- the note column can be filled with additional detailed information if available.

Finally, name, surname and signature of the professional expert and the IVC operator's signature.

WHY

The purpose of the tool is to formally record the real possession of the competences declared by the individual in the Personal dossier and to describe the assessment methods used.

WHO

The IVC operator and the professional expert are responsible for the completion of the tool. The tool is signed by both of them.

WHEN

VALIDATION PHASE.

The Skills' validation grid is filled in as follows:

- before the assessment, after reception of the personal dossier and the evidences provided by the individual, the IVC operator completes the skill column;
- before the assessment, during a meeting the IVC operator and the professional expert establish the appropriate assessment method for each competence and fill in the how it has been evaluated column;
- after the assessment, the IVC operator and the professional expert decide, competence by competence, whether the individual owns it, fill the is the skill available column and sign the document.

WHERE

The tool is used as a back office activity and processed at the IVC operator's workplace and/or at the place where the individual's assessment takes place.