

Competence Appraisal - Initial Vocational Training

Student, trainee, apprentice		
Surname(s)	First name(s)	
Date of birth	Nationality	
Official title of the qualification	Duration of the Mobility experience	
Bürokaufmann/frau // Office Clerk (f/m) Specialist in Office administration (f/m), NVQ Level 3 Employé/employée de bureau Business Administration (f/m)		
Host partner / work placement		
Name and address	Stamp and/or signature:	
Reference person / mentor		
Surname(s) and first name(s)	Title/position	
E-Mail	Telephone	
Description of the agreed units of learning outcomes		
Description		Duration
A	Office Organisation	
x	Unit A1 Handling of office facilities	1 week
	Unit A2 Document Management	2 weeks
x	Unit A3 Office Processes & Scheduling	2 weeks
B	Information Processing	
	Unit B1 Statistics	2 weeks
	Unit B2 Word processing	1 week
	Unit B3 Office communication & ICT	3 weeks
Description of joint work tasks or work processes / Activities		
Unit A1	<ul style="list-style-type: none"> - Handling of company resources, especially office equipment, business- and copying machines - Use office equipment ecologically and economically efficient - Instruct technical service of office appliances - Administer office supplies - Organise the office space thereby ensuring conformity with ergonomic principles (health & safety) 	
Handling of office facilities		
Unit A2	<ul style="list-style-type: none"> - Create and model administrative documents (templates, reports) - Collect, process and analyse documents - Set up a filing system - Digitalisation of documents - Sort, file and archive the entity's documents according to legal regulations - Post processing (inbox, distribution, outbox) 	
Document Management		
Unit A3	<ul style="list-style-type: none"> - Plan, prepare and realise activities - Plan and monitor appointments & deadlines - Manage scheduling conflicts - Respond to urgencies and unexpected events - Prepare meetings/ conferences 	
Office Processes & Scheduling		
Unit B1	<ul style="list-style-type: none"> - Data acquisition to create statistics - Data preparation and presentation - Analysis of data and evaluation of results - Prepare data and present it as a basis for decision-making 	
Statistics		
Unit B2	<ul style="list-style-type: none"> - Use word processing, recording and reproducing devices - Touch-typing - Formulate and format texts according to given facts by use of works of reference - Chose the appropriate type of corporate correspondence 	
Word processing		
Unit B3	<ul style="list-style-type: none"> - Using professional literature, documentation and other auxiliary means - Prepare data for commercial information processing and correct mistakes - Maintenance of database information - Back up data using different methods considering data protection regulations and directives - Apply specialised software of the company - Consider safety precautions and company agreement relating to VDU-workstations 	
Office communication & ICT		
Others		

Job-related skills and competences acquired						
Unit	Competences / Learning outcomes The student is able to...	Performance appraisal				
		Not applicable	Strongly agree	Agree	Neutral	Disagree
A1	Handle company resources and office equipment professionally and efficiently					
	Apply ergonomic principles to improve working climate and productiveness					
A2	Manage documents efficiently to fulfil administrative tasks					
	Manage documents to facilitate retrieval and transparency					
A3	Plan, organise and structure office work processes taking into account priorities					
	Organise meetings diligently by taking on logistics and communication activities					
B1	Acquire data from various sources independently					
	Apply statistics decision-oriented within the company to control office organisation					
	Analyse data and draw conclusions correctly					
B2	Prepare and process text information for administration by knowing and using the functional national language to an appropriate level					
	Use appropriate type of corporate correspondence depending on context					
B3	Solve operational issues by use of ICT					
	Use ICT taking into account data protection regulation					
Others						
Language skills and competences						
Competences / Learning outcomes	Performance appraisal					
	not applicable	Excellent 1	2	3	4	Poor 5
Communication with customers/clients						
Communication with colleagues/supervisor during meetings						
Understanding of instructions						
To conduct a presentation						
Computer skills and competences acquired (if not included under "Job-related skills")						
Competences / Learning outcomes	Performance appraisal					
	not applicable	Excellent 1	2	3	4	Poor 5
Working with Text processing software						
Working with Spreadsheet software						
Dealing with paper and electronic files, Managing e-mail						
Working with database software						
Creating Presentations with appropriate program						
Organisational skills and competences acquired (if not included under "Job-related skills")						
Competences / Learning outcomes	Performance appraisal					
	Excellent 1	2	3	4	Poor 5	
Time management, scheduling and working to deadlines						
Organising tasks to be carried out (self-management)						
Assigning priorities, working goal-oriented						
Decision making skills						
Social skills and competences acquired (if not included under "Job-related skills")						
Competences / Learning outcomes	Performance appraisal					
	Excellent 1	2	3	4	Poor 5	
Adaptability to work environment						
Teamwork						
Cultural Sensitivity						
Communication (people skills/ empathy)						
Other skills and competences acquired						
Competences / Learning outcomes	Performance appraisal					
	Excellent 1	2	3	4	Poor 5	
Autonomy in carrying out work tasks						
Flexibility						
Punctuality/ Attendance						
Motivation						
Others:						