**CERTIFICATE OF SKILLS DEMONSTRATION**

Use this certificate when applying or starting studying and when you search for a job

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| **EVALUATED PERSON** | | | | | | |
| **Name:** |  | | | | **Social security number**: | |
| **Address:** |  | | | | | |
| **Phone number:** |  | | | | | |
| **E-Mail:** |  | | | | | |
| **EVALUATED TIME PERIOD** | | |  | | | |
| **Form of agreement:** | Work try-out  Rehabilitative work experience  Pay subsidy work  Other (please specify): | | | | | |
| **Time period:** |  | | | **Working time per week:** | |  |
| **EVALUATING ORGANISATION** | | | | | | |
| **Organisation:** | |  | | | | |
| **Unit/department:** | |  | | | | |
| **Address:** | |  | | | | |
| **Phone Number:** | |  | | | | |
| **E-Mail:** | |  | | | | |
| **Additional information:** | |  | | | | |

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| **EVALUATION OF PROFESSIONAL GROWTH** | | | | | | | |  | | |
| **Assessment components** | **Grade** | | | | | | | | | |
| **Professional know-how**  **Professional know-how, quality of work, learning of new concepts** | **3 Excellent**  Identifies contexts well, works independently. The quality of work is good and reliable. | | | **2 Good** Usually identifies contexts, works as directed, the quality of work is good. Is eager to learn new things. | | **1 Satisfactory**  Is partially familiar with contexts, works supervised. The quality of work is shallow. Needs support in completing new work tasks. | | | | **Non-gradable** |
| **Planning and development acquirements**  **Planning, evaluation, development, problem solving skills** | **3 Excellent**  Works as planned. Working is creative and improves the know-how of the subject. Solves problems in their job. | | | **2 Good**  Usually works systematically, working is committed and evaluative. Attempts to solve problems. | | **1 Satisfactory**  There is a need of developing systematic working. Working is productive. Brings up problems in their job. | | | | **Non-gradable** |
| **Social skills of work life**  **Interaction and collaboration skills** | **3 Excellent**  Working supports collaboration and is considerate. Knows how to work as a member of a group. Works constructively in changing situations and takes the differences of people into consideration. | | | **2 Good**  Working is usually open and polite, supporting collaboration. Usually works constructively in changing situations and aims to take differences of people into consideration. | | **1 Satisfactory**  Working is reserved. Needs directing in working together. Working with others is awkward. | | | | **Non-gradable** |
| **EVALUATION OF PROFESSIONAL GROWTH continues** | | | | | | |  | | | |
| **Assessment**  **components** | | **Grade** | | | | | | | | |
| **Following the rules of work life**  **Following work**  **schedules** | | **3 Excellent**  Follows work schedules, and if needed agrees about exceptions through the procedures of the working place. | **2 Good**  Follows work schedules, and if needed agrees about exceptions. | | **1 Satisfactory**  Needs support in following the working hours and informing about exceptions. | | | | **Non-gradable** | |
| **Work safety and sustainable development**  **Work safety, sustainable development** | | **3 Excellent**  Working enhances work safety and takes the environment well into account. Is committed to act according to the values of sustainable development. | **2 Good**  Follows work safety rules. Working takes the environment into account. Pays attention to the guidelines of sustainable development. | | **1 Satisfactory**  Needs guidance in work safety and environmental issues. Implementation of the sustainable development guidelines is occasional. | | | | **Non-gradable** | |
| **Customer orientated approach**  **Goal-directed working and customer orientated approach** | | **3 Excellent**  Working contributes to the workplace’s goals and develops customer relationships. | **2 Good**  Takes initiative, is goal directed and customer orientated. | | **1 Satisfactory**  Needs guidance in goal-directed working, taking initiative and customer orientation. | | | | **Non-gradable** | |

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| **EVALUATION OF KNOW-HOW Grades: Excellent 3, Good 2, Satisfactory 1, Completed X** | | |
| **Work assignments** | **Development in work tasks**  Principal work performances and progress | **Grade** |
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| **Other competence or hobbyism:** | | |

The assessment of know-how follows the assessment criteria attached.

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| **SIGNATURES** | |
| **Together we have gone through the assessment components and grading and understand their meaning.**  **Place:**       **Date:**      .     .**20** | |
| **Organisation representative, role \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Evaluated person**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Annexes** | |
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**Grading criteria**

The know-how is assessed as it is at the end of the time period. Grading must be objective and equal with all people.

Satisfactory (1): completes tasks with guidance

Subjects can use their basic working methods, tools, and materials and complete basic tasks when guided. They can work in a familiar environment and interaction situations. They know how to utilise their skills and knowledge as the base of their work in rehearsed and often recurring tasks. They do the given tasks and can evaluate themselves and the success of their work, and follow work schedules, work safety rules and other guidelines, and agree about exceptions.

Good (2): works independently when instructed

Subjects are familiar with their principal work tasks and use the working methods, tools, and materials related to the tasks. They can work in various situations and groups, and use skills and knowledge they have acquired as the base of their work. They understand their work as a whole, and can apply rules and instructions in various situations, and follow work safety rules. Subjects accomplish given work tasks independently, can evaluate themselves and their work in different ways, and ask for help and advice if needed.

Excellent (3): can apply their knowledge and improves work and working methods

Subjects can select the most appropriate working methods, tools, and materials and use them economically. They can evaluate and improve their working habits, and act supportively in various situations. They can find new solutions and solve conflicts. They can independently do additional tasks with the tasks they have been assigned. They can improve their work, working environment, and work safety. They can prioritise, make plans, and consider the effects of different options. They can perceive their work as a part of the organization’s operation.