Self-Assessment Guidelines

1. Introduction

Welcome to these guidelines on how to use the functionalities of [AppRaiser](#) for conducting self-assessment of your competences. Here you will find:

- Key points behind self-assessment and its value in competence-based approach
- How to use the AppRaiser platform to perform self-assessment
- Hints and tips on how to navigate your way through the process

Feel free to check out the guidelines on other functionalities and possibilities of Appraiser and contact the team for any further assistance: appraiser@iywt.org.

2. A few words on Self-Assessment

In this short segment, we would like to present you with some of the key insights from the research we conducted when designing the self-assessment tool on the AppRaiser platform.

What is competence-based assessment?

Competence-based assessment is **the bridge** between the education and employment market. It gives a language to learning and development and one that is understood both by educational institutions and the employment systems. At the same time, it does not rely on **traditional authority**, which comes with external assessment, tests and grading. It allows separation from official programmes and institutions and it is opening space for self-assessment and peer assessment. That said, it is an assessment of **'real-life' performance**, rather than academic achievements. This means that it allows space for competences that are gained on-the-job (through your trainer's practice) and/or through non-formal training opportunities and/or through informal, life situations. Competence-based assessment is **context based**, or at least it should be, allowing for contextualisation of the competences. In our case, placing it into the context of international youth work training.

Why self-assessment?

AppRaisers views and reasons for including self-assessment are:

- For an individual self-checking and monitoring process, as it can help you get an answer to the question: As a trainer, am I where I want to be?
- It creates a long-term learning perspective and allows you to consolidate learning over a wide range of contexts: linking learning from different 'modules' (seminars, trainings, experiences).
- It brings recognition of your gained competences and it represents a valid substitute for other forms of assessment.
- It helps develop self-reflective practice. In its essence, it is a learning activity designed to improve professional practice.
- For self-knowledge and self-understanding, since it invites you to focus on yourself instead of seeking for assessment and validation from external sources.
- It promotes responsibility, to prioritise and make time for self-reflection, self-assessment and professional improvement.

3. Self-Assessment and AppRaiser

Before you start...

Before going on a self-assessment adventure with AppRaiser, think how you would like to enter in to it by reflecting on:

- *What is relevant for you right now?*
- *What is relevant for you in the coming years?*
- *What do you want to focus on?*
- *How deep do you want to go?*
- *How much time and effort do you want to invest?*
- *How much evidence do you want to provide?*
- *DO I have time to process and act on the outcomes?*

You can do it alone or with another person. This could be your mentor or a supervisor. Or a trainer colleague. Or perhaps you already have a peer support group, in which case you can go through these questions with them. They could provide further inspiration, clarification, comfort and support for you.

Using the platform

Once you first see the ETS competence model chart, the inevitable question is: 'which competence area to start from?' What might help is to first get an overview of the [ETS competence model for trainers](#). Get familiar with it, start to understand the language. This first overview will already give you some idea of what your first step could be. Then perhaps some of the following considerations would work for you.

- Start from a competence area that sounds clear and/or simple to you, to ease your way in
- Start from a competence area that is essential or urgent for you, to tackle things in a straightforward way
- Start from a competence area that is the most relevant for your work, to make sure you have enough material to reflect on
- Start from a competence area that you feel is your greatest strength, to help bust your motivation
- Start from a competence area that you have been struggling with the most, to try and understand why
- ...

When you are ready, click on the chosen competence area you have chosen to work on, either in the pie chart or in the relevant competence area box below.

Self-assessing the competences

What you will now see in front of you,is the list of competences sections that belong to your chosen competence area.

1. You can choose any of them (you can apply some of the criteria from above) and click on "Start self-assessment".
2. Select one of the points in the scale that fits best to your development level in this competence: *Significant development needed; Development needed; Competent; Strength; Exceptional Strength.*
3. If you would like to continue further (which we highly recommend), you should now rate indicators (which are particular behaviours connected to this competence). You

should click on a drop-down menu next to each of the indicators and choose one of the following options: *No action is required; Needs development; Highlight as my strength.*

4. In case you require more information about a particular indicator, just click on the 'i' next to it.

5. Under the indicators, you can find "Add reflection". When you click on it, you will be able to enter text to support your self-assessment.

6. Once you are ready, click "Save".

7. At the bottom of each competence, you will see a red icon with the text saying "Edit self assessment", which means that you can come back to it whenever you want.

Viewing the results

1. For the competence area you have just self-assessed, you will see different tabs below:

    a. **All Indicators** - provides a complete list of indicators for this competence

    b. **Needs development** - gives those indicators that you highlighted for further development

    c. **My strength** - offers those indicators that you highlighted as your strength

    d. **My reflection** - shows those with the reflection text you added

2. In the upper right corner, you will see a smaller version of the chart, with the marked level of your competence. Please note: if your self-assessment is in progress, it will only be filled to the level completed.

3. If you would like to get an overview of all competence areas, you should go back to the main page. On the big chart you will see levels of those competences that you have completed. Next to each of them is also a line with percentage, which signifies to which extent you have completed self-assessment in that particular competence area.

4. Hints/tips for a smoother implementation

Finally, we would like to share some tips with you, which will hopefully help in making the self-assessment experience as smooth and as pleasant as possible:

- Before you start, try to understand WHY are you doing it? Self-assessment makes more sense and it is more motivating if it is clear WHY it is done.
- Contextualise your self-assessment. Think of the most recent training experience(s). This will also make it much easier to write the supporting reflections.
- It might be good to focus on one competence area at a time, starting with the most relevant one(s). In fact, take it one competence and one indicator at the time.
- Here is another question for you: how much of this I can take? Listen to yourself – how much is too much? Make a break, do it in stages, find your own rhythm.
- Don't be too harsh on yourself: celebrate the strengths! Self-assessment is not an exercise of trying to identify where you suck the most.
- Add reflection. It makes self-assessment richer, helps in contextualising it and it can be shared with others.
- Complement self-assessment with feedback and peer support. Together, they create the 360 view.
- The more (often) you do it, the easier it gets. That's our promise!