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Work Experience Assessment Form - Company

Graphic Technician

Student's name: Marisol Monti

Working experience period: from 03/02/2024 till 02/03/2024, 29 days

Company name: CLICKART

HOW TO FILL IN THIS EVALUATION FORM

This form is an evaluation tool to assess the professional skills and key competences acquired by the student who carried the work experience in your company.

The outcomes of this form will contribute to the overall evaluation of the student at the end of his/her school year.

In particular, we ask you to evaluate his/her:

- technical and professional skills
- key competences

in two separate sections.

Thank you for your help.

Technical and professional skills*

Activities / skills		Frequency					MASTERY			
		0	1	2	3	4	0	1	2	3
1 Technical and professional skills	Use and produce visual and multimedia communication tools, also with reference to expressive strategies and technical tools of online communication				X				X	
	Design and produce communication products usable through different channels, choosing tools and materials in relation to the contexts of use and production techniques				X				X	
	Manage projects and processes according to the procedures and standards required by the company's quality and safety management systems.		X							X

If applicable, you can add in the table any other activities performed by the students

Frequency

Based on the tasks performed by the student during the internship period , please indicate the frequency with which the student carried out that particular activity, bearing in mind the following matches:

0 = never done

1 = once throughout the period

2 = once a week

3 = several times a week

4 = every day

Mastery showed by the student, keeping in mind the following matches:

0 = He/she has not been able to carry out the task

1 = The work carried out was not acceptable

2 = He/she has carried out the task in a good manner

3 = He/she has carried out the task in an excellent manner

Key competences

	Not assessed	Not achieved	Basic level	Intermediate level	Advanced level
Communication in foreign language	LEVELS				
He/she learnt new words and expressions in foreign languages	X				
He/she learnt new concept, approaches, methods coming from different country			X		
He/she learnt new things about different cultures			X		
He/she become more confident when speaking foreign language					X
Learning to learn	LEVELS				
He /she was able to integrate himself/herself into new working groups					X
He/she was able to cope with stress and frustration and to express it in a constructive way					X
He/she showed a proper professional curiosity					X
He/she accepted with ease new tasks					X
He/she knew how to tackle multiple tasks simultaneously			X		
Social and civic competences	LEVELS				
He/she was able to understand a culture different from his/her native one				X	
He/she spoke frankly with his/her supervisors					X

He/she was able to manage conflicts successfully			X		
He/she was able to value diversity, to respect others, to overcome prejudices and to compromise					X
He/she understood the concepts of democracy, citizenship, civil rights and awareness of their practical applications					X
Sense of initiative and entrepreneurship	LEVELS				
He/she arranged his/her own work autonomously				X	
He/she is able to recognize the structure and the organization of the company				X	
After he/she completed a task, he/she has was available for other activities					X
During the internship, he/she has improved his/her ability to handle problems				X	
He/she took charge of his/her own actions					X

Level

Your judgment on the **LEVEL** reached by the student in each skill listed in the table must be expressed by choosing from one of the following items:

1. **Not assessed:** the student did not have the opportunity to carry out this activity
2. **Not achieved:** the student did not reach the basic level
3. **Basic level:** the student carried out simple tasks in known situations, showing that he/she possesses only essential knowledge and skills and he/she is able to apply basic rules and procedures
4. **Intermediate level:** the student carried out complex tasks and solved difficult problems in known situations, making aware choices and showing he/she is able to use the acquired skills.
5. **Advanced level:** The student carried out complex tasks in known and unknown situations, showing mastery in the use of knowledge and skills. He/she is able to suggest and support his/her own opinions and to take decisions independently.

If you have evaluated key competence as not achieved or basic please give us additional explanation that will help students to improve their performance:

Date 1/03/2024

Company stamp



Signature