

# Training material for evaluators of competences acquired in work



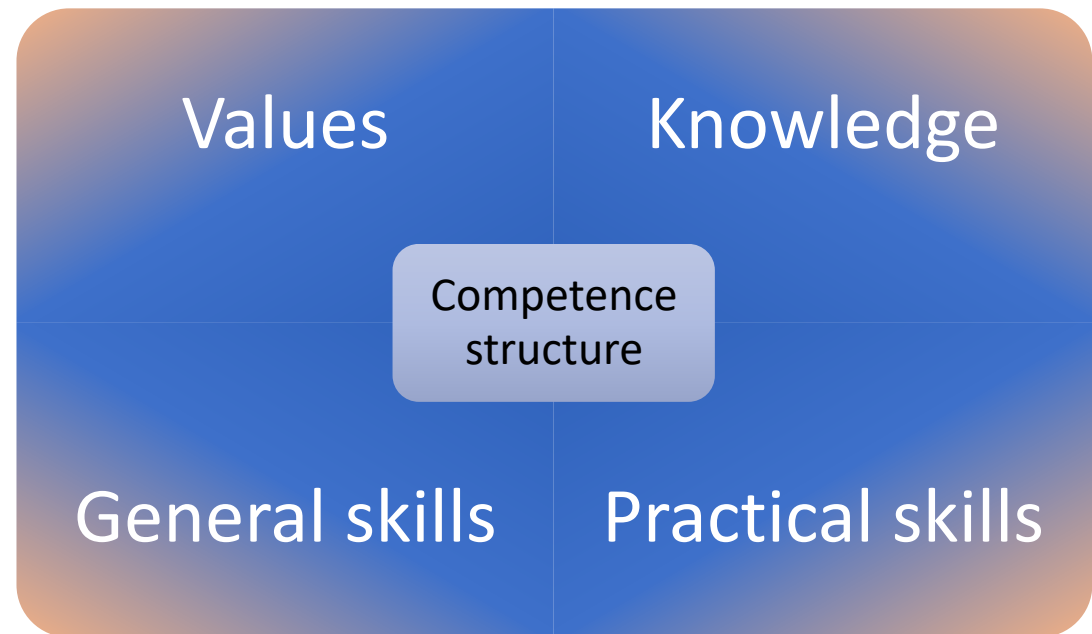
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project

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# The concept of CAPW

**Competences acquired in persons work (CAPW)** are understood as a set of competencies (knowledge, skills and values the person accumulated during the work experience) recognized by the company, business organization or institution representing the employer.



# Structure of CAPW description

<b>1. Name of CAPW</b>	
<b>2. Economic sector, position</b>	
<b>3. CAPW level</b> (also according to NQF)	
<b>4. Description of CAPW</b>	<i>List of competencies</i>
	or <i>Knowledge Skills Preferences</i>
	or <i>Free-form text describing what competencies (knowledge, skills, values, etc.) are expected from the candidate</i>
<b>5. Requirements for obtaining a CAPW</b> (if any, requirements for education and / or training completed, duration of employment, competencies, etc.)	
<b>6. Ways to acquire CAPW</b>	<ul style="list-style-type: none"> <li>- eg. assessing and recognizing existing competencies</li> <li>- eg. after assessing the available competencies and completing the training program</li> <li>- other</li> </ul>
<b>7. Criteria for assessing the competencies that make up the CAPW</b> (eg. statements illustrating the acquisition of the CAPW)	
<b>8. Methods for assessing the competencies that make up the CAPW</b>	
<b>9. Career opportunities for a person who has acquired a CAPW</b>	

# The assumptions of CAPW assesment

It is assumed: 1) that **work activities and real professional experience enrich the competencies acquired in the system of formal education of a person,** and 2) **with the help of the subsystem of CAPW created by employers' representatives, these competencies can be compared, evaluated and recognized.**

The methodological framework for the assesment of the CAPW is based on the core idea that competence can be assessed when it is deconstructed into activity-specific measurable categories such as knowledge, (general) competences, practical skills and values.

# The idea of CAPW assesment

The development of a **CAPW does not call into question a person's knowledge, understanding, abilities, and initial skills that a person has acquired through formal education** and has demonstrated in practice at the end of the learning process.

The **CAPW assesses how initial competencies or qualifications are expanding with new knowledge and skills at a time when a person is gaining more and more specific work experience.** The CAPW also provides clear criteria for measuring a person's level of mastery (as the highest level of performance management)

# The basic concepts of CAPW assesment

- **Assessment** - the systematic collection and assessment of evidence of learning achievement to determine the relevance of the evidence to the competencies identified in the CAPW description and to recognize the CAPW.
- **Assessor** - a specialist in the field who is assessed, who systematically assesses knowledge, abilities, skills and values and compares them with the established description of the CAPW or the agreed competency model. The assessor must be qualified not only in the field of assessment of his / her direct professional activity but also in the field of competence assessment.
- **Provision of CAPW** – the procedure performed by the company, business organization or institution representing the employers, during which, after assessing and / or recognizing the competencies acquired by the employee in the work activity, a document certifying the acquisition of the qualification acquired in the work activity is issued.

# Principles of CAPW assesment:

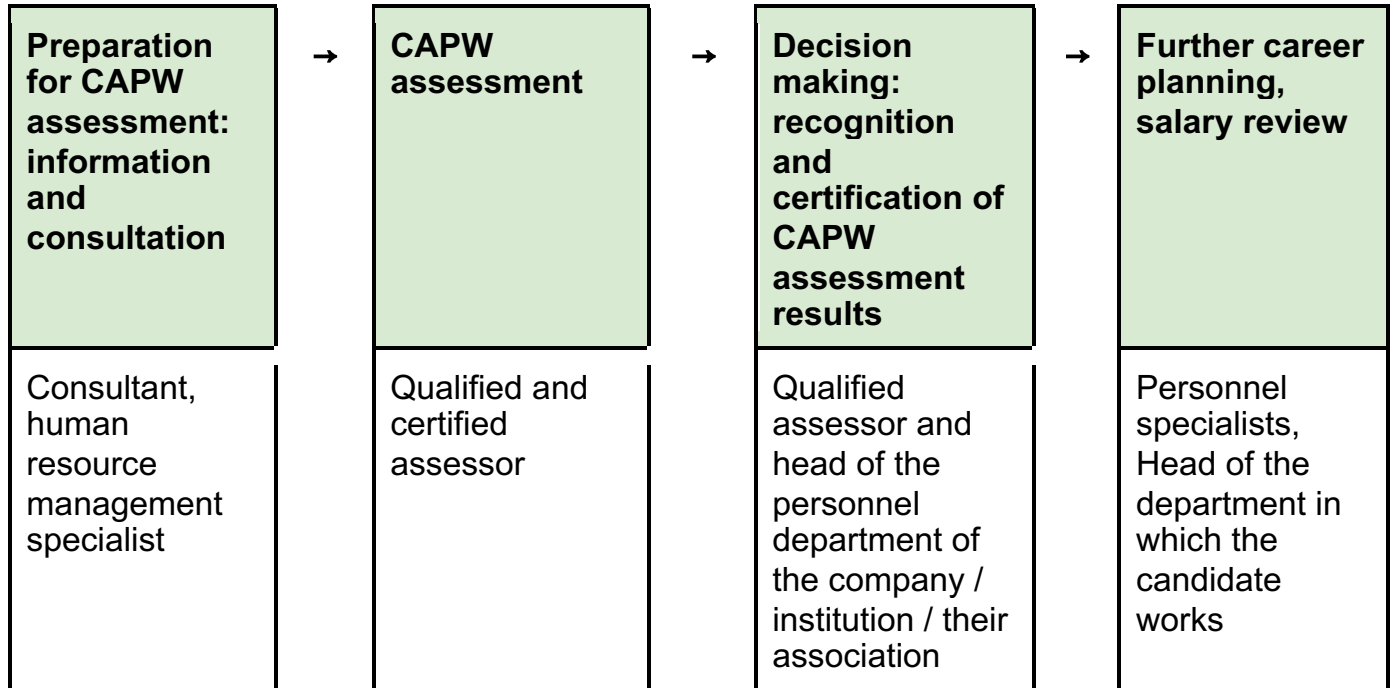
- the principle of free choice;
- the principle of voluntariness;
- the principle of availability of assessment;
- the principle of purposefulness and informativeness;
- the principle of goodwill and cooperation;
- the accuracy, validity and transparency of the assesment procedure;
- the principle of trust in the professionalism of assessors;
- the involvement of the social partners.

# Participants in the CAPW assessment process

- **the candidate** whose CAPW will be assessed;
- **a consultant** to help the candidate prepare for the CAPW assessment process and prepare his / her CAPW presentation;
- **the assessor(s)**, who will use the clear assessment criteria and the various assessment methods and techniques to determine whether the candidate has succeeded in acquiring certain knowledge, skills, abilities and values and whether his / her advanced qualifications can be recognized.



# CAPW assessment process



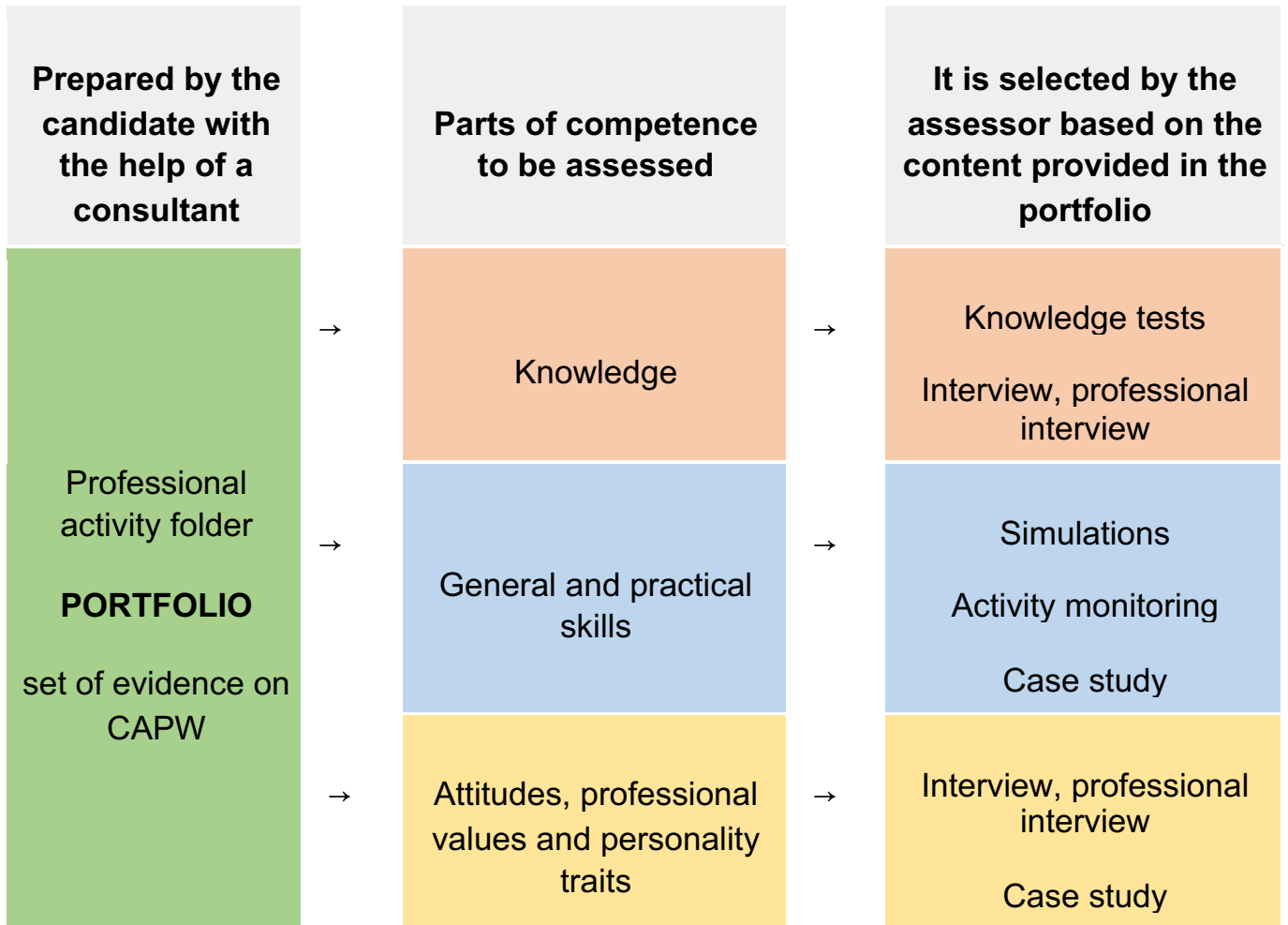
## Logical matrix of CAPW assessment

Components of competence	Evidence of competence can be seen:		
	IN ACTION ↓	IN BEHAVIOR ↓	IN THE RESULTS OF THE WORK ↓
KNOWLEDGE →	selected assessment methods ...	selected assessment methods ...	selected assessment methods ...
GENERAL AND PRACTICAL SKILLS →	selected assessment methods ...	selected assessment methods ...	selected assessment methods ...
VALUES →	selected assessment methods ...	selected assessment methods ...	selected assessment methods ...

# The main CAPW assesment methods

- preparation and analysis of a portfolio of professional activities,
- formal knowledge testing,
- simulation tasks (simulation),
- monitoring of work activities,
- interview, questioning (activity-oriented interview / professional discussion),
- feedback from colleagues, and so on.

Logical matrix  
of CAPW  
assessment  
methods



Determination  
of CAPW levels  
after  
evaluation

High mastery

- when the quality of work performed exceeds the qualification requirements;
- - when the employee can act as a mentor to other (new, less experienced) colleagues.

Basic

- when the quality of the work meets the qualification requirements;
- there is no obvious need for urgent professional development.

Minimum (need for  
professional development)

- when the quality of the work performed partially meets the qualification requirements;
- the in-service training activities that the employee has to perform over a period of time are determined.

Insufficient

- when a clear non-compliance with the minimum qualification requirements for mastery is identified.