

## **Assessment tools for identification of prior learning**

When assessing the candidate's / student's prior learning at the application phase for a vocational qualification, for example, the following tools can be used. These tools were introduced to the participants of the Lahti pilot training.

### **1. Pictures**

### **2. Inventory of competences "Hand" (enclosed)**

### **3. Tests "Osaan.fi" at [www.osaan.fi](http://www.osaan.fi) (model page enclosed)**

### **4. Portfolio**

### **5. Metaphores "Indian names"**

### **6. Collective learning log "Blog"**

### **7. From stream of consciousness to interpretation "Disney" technique (enclosed)**

### **8. Peer assessment through pictures and words**

### **9. Competence identification tool "BINGO" (enclosed)**

### **10. M-Pro tool for identifying immigrant student's competences / skills (enclosed)**

Further information on the tools:  
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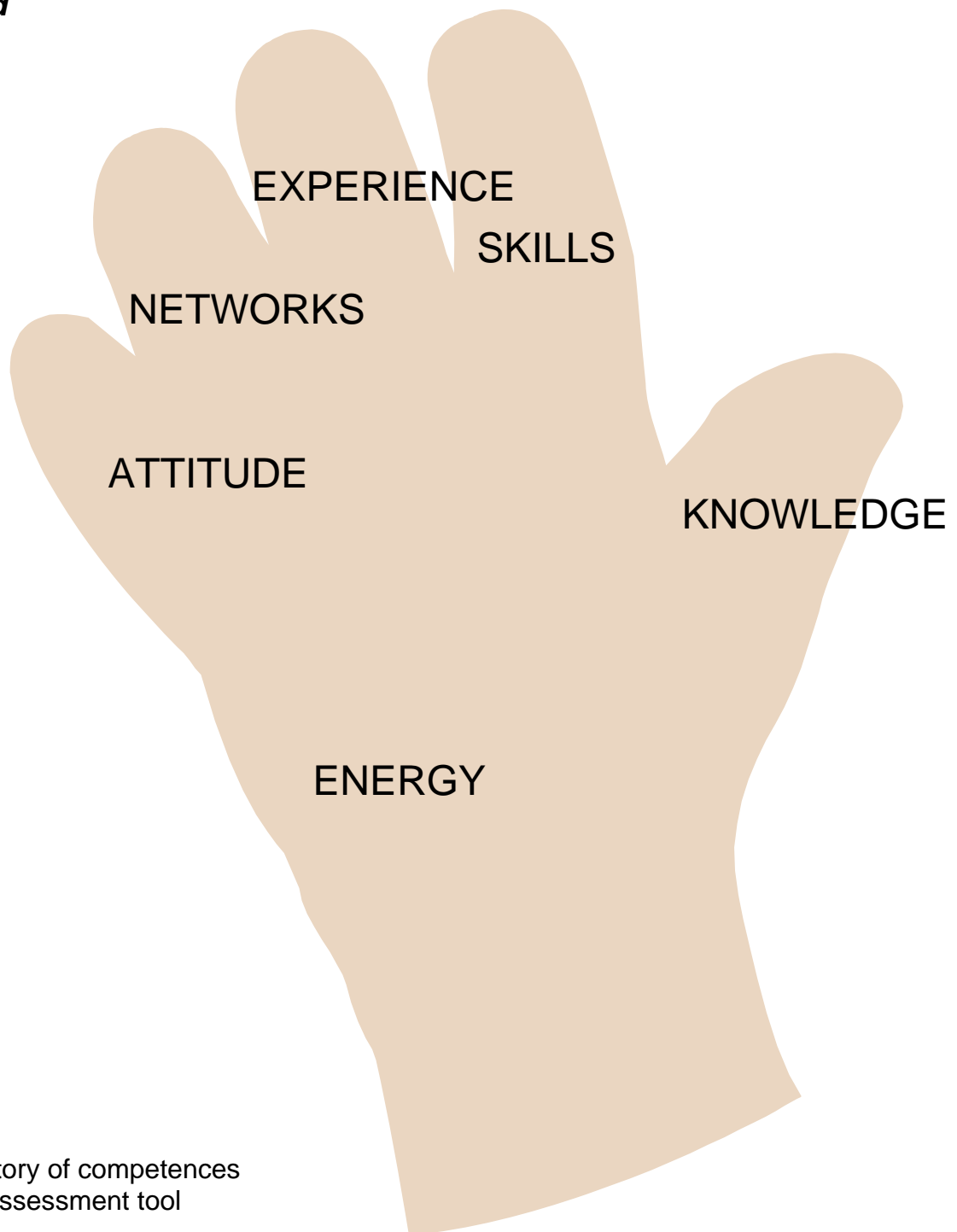
**Developing**  
Teachers' Evaluation  
and Assessment Skills



Education and Culture

**Leonardo da Vinci**

## **Hand**



Inventory of competences  
Self-assessment tool

**KNOWLEDGE** – theory, information base

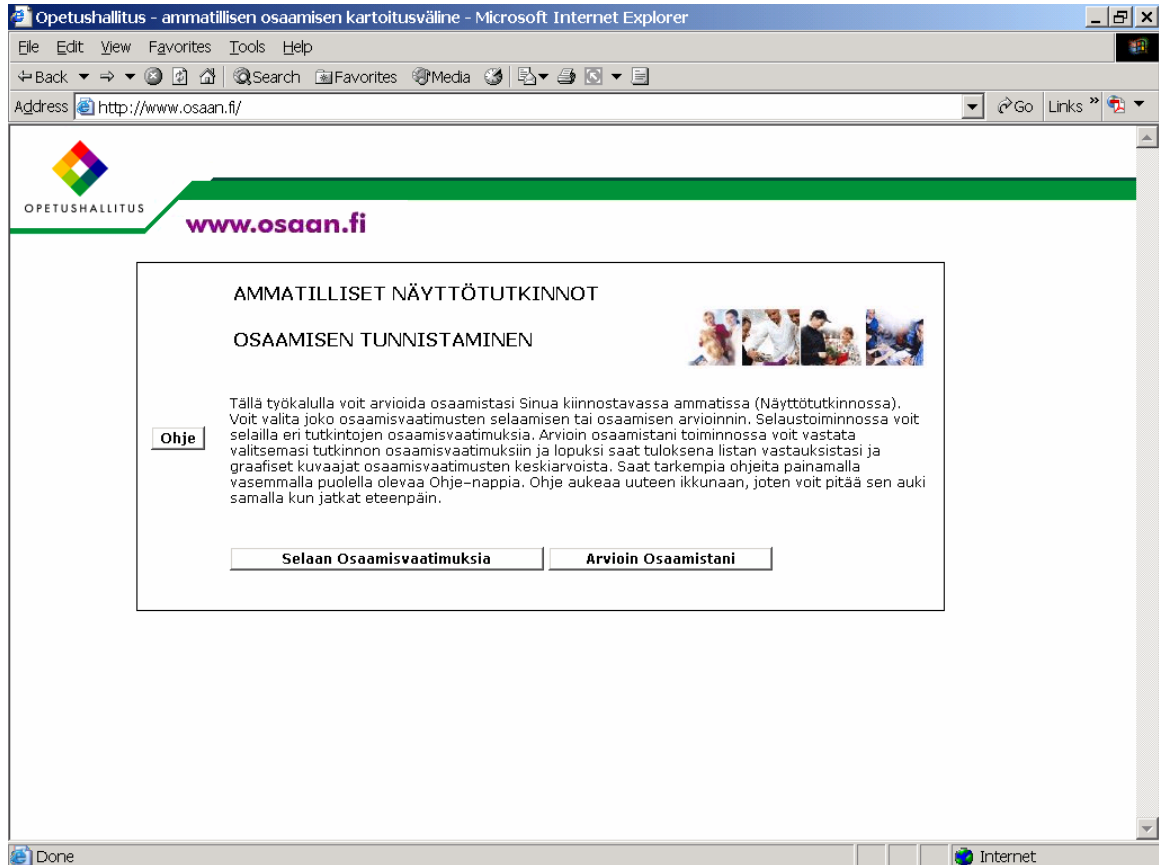
**SKILLS** – skills and capabilities to make use of information and theory

**EXPERIENCE** – contexts to make use and develop skills and knowledge

**NETWORKS** – competence enhancement and development

**ENERGY** – physical and mental factors which bring together all other aspects and describe the person's strengths

## Tests [www.osaan.fi](http://www.osaan.fi)



Opetushallitus - ammatillisen osaamisen kartoitusväline - Microsoft Internet Explorer

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Address <http://www.osaan.fi/>

OPETUSHALLITUS **www.osaan.fi**

### AMMATILLISET NÄYTTÖTUTKINNOT

#### OSAAMISEN TUNNISTAMINEN

Tällä työkalulla voit arvioida osaamistasi Sinua kiinnostavassa ammatissa (Näyttötutkinnossa). Voit valita joko osaamisvaatimusten selaamisen tai osaamisen arvioinnin. Selaustoiminnossa voit seläillä eri tutkintojen osaamisvaatimuksia. Arvioin osaamistani toiminnossa voit vastata valitsemasi tutkinnon osaamisvaatimuksiin ja lopuksi saat tuloksena listan vastauksistasi ja graafiset kuvaajat osaamisvaatimusten keskiarvoista. Saat tarkempia ohjeita painamalla vasemmalla puolella olevaa Ohje-nappia. Ohje aukeaa uuteen ikkunaan, joten voit pitää sen auki samalla kun jatkat eteenpäin.

[Ohje](#)

[Selaan Osaamisvaatimuksia](#) [Arvioin Osaamistani](#)

Done Internet

This service is maintained by the National Board of Education and is used for identification or assessment of vocational competences in the Vocational Competence-Based Qualification System for Adults.

The site gives you access to all the requirements of vocational qualifications, and you can self-assess your present competences by choosing appropriate statement for each separate requirement (1= I can't do this, 2 = I know it, 3 = I know it well, I am competent).

## ***From stream of consciousness to interpretation "Disney" technique***

Plan first what you need to find out. Continue the statement at each point. Write down your thoughts first on separate A4 sheets. Then place the papers of the floor, where you walk through all the papers by stopping at each paper and following the thought written on that piece of paper. Your partner writes down what you say. After both of you have walked through all the papers, you sit down and have a conversation on the thoughts written down and interpreted by your partner and try to form a common understanding on your competences.

This technique can be applied to first meetings (possibly also as part of the final assessment) with a student / candidate by writing down the key conversation openings in order to help the students tell us of his or her prior learning and work experience.

Example:

### **"Further Qualification in Household Services initial identification interview"**

- 1. I think household services are...**
- 2. I want to work in household services because...**
- 3. Household services customers can be ...what is your dream customer like...**
- 4. I think that a tidy home is...**
- 5. Home cleaning includes ...**
- 6. For home cleaning I need...**
- 7. My strengths are...**
- 8. I would like to further develop my skills in...**
- 9. I think dependability means...**
- 10. Describe us please what you think a typical working day of the household services worker is...**

## Competence identification tool BINGO

This tool, which resembles a bingo slip, can be used for example to help both the teacher and student to identify the competence requirements of a vocational qualification at the application phase counselling and guidance. Write down the requirements in the grid and tick (colour code) the small box when you identify the competence in question during the session, conversation. A set of questions is helpful in guiding the conversation towards the key issues.

### Model Qualification: General competences required in the working life

<input type="checkbox"/> is responsible	<input type="checkbox"/> has good manners	<input type="checkbox"/> is efficient
<input type="checkbox"/> is active	<input type="checkbox"/> is positive	<input type="checkbox"/> is reliable
<input type="checkbox"/> is self-confident	<input type="checkbox"/> is accurate	<input type="checkbox"/> is proud of his work

### Part of a model qualification: First part of the model qualification

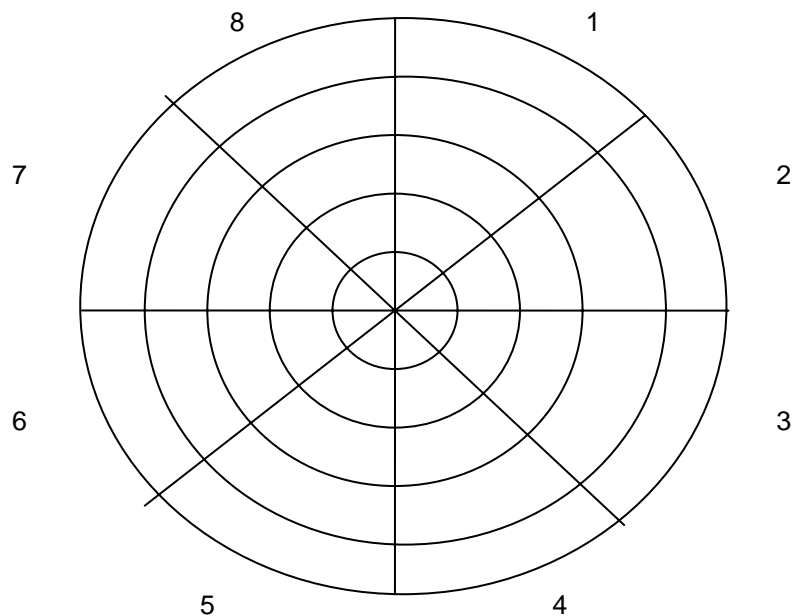
<input type="checkbox"/> knows his field of business	<input type="checkbox"/> follows changes in his field of business	<input type="checkbox"/> knows how to work as a member of a team	<input type="checkbox"/> knows his organisation structure
<input type="checkbox"/> works according to the processes	<input type="checkbox"/> follows the orders and directives	<input type="checkbox"/> guides in the usage of office equipment	<input type="checkbox"/> follows IT security instructions
<input type="checkbox"/> knows the etiquette and cultural differences	<input type="checkbox"/> can serve customers in Swedish and English	<input type="checkbox"/> knows how to give and receive feedback	<input type="checkbox"/> recognises his needs to further develop skills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## M-Pro tool for identifying immigrant student's competences / skills

This tool is designed to identify and illustrate the needs of immigrant student for guidance and counselling. It helps to plan all special measures which the immigrant student needs during the studies. The tool is used to assess his or her life situation, language and cultural skills together with other relevant information to enable the student to get his or her qualification.

The tool is in the shape of a dartboard with segments illustrating the key areas of identification. It can be used in a short interview or in the longer guidance process. It can be filled in by the student, the teacher and workplace instructor to give different views on the competences.

### Profile of guidance and counselling needs for immigrant students



Name \_\_\_\_\_

- 1 Basic language skills
- 2 Education and training in the field (entry level in training)
- 3 Work experience in the field (entry level in profession)
- 4 Skills in General Studies/ Subjects (compared to normal entry level)
- 5 Learning to learn skills
- 6 Motivation (for how long the aim of studies has been clear)
- 7 Differences in learning cultures (prior learning experiences: how, where and when?)
- 8 Situation in life (family, own phase in the acclimatisation / adaptation process)