

# COMPETENCE ASSESSMENT GUIDEBOOK FOR THE STUDENT

## NOTES

<p><b>1.</b> Familiarise yourself with the module's vocational competence requirements, objectives and evaluation criteria.</p>	<p><b>2.</b> Make sure you know all the things you are going to demonstrate in the demonstration.</p>	<p><b>3.</b> Update the preliminary plan for the demonstration and objectives in your personal competence development plan (PCDP) together with the instructor.</p>	<p><b>4.</b> Determine the type of work tasks that allow you to demonstrate your competence.</p>
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### COMPETENCE DEMONSTRATION AND PLANNING THE DEMONSTRATION

Familiarise yourself with the module's vocational competence requirements, objectives and criteria. Ensure that you have understood them.

OK



Update the preliminary plan for the demonstration and objectives in your personal competence development plan (PCDP).

OK



Plan with the teacher and workplace instructor the demonstration schedule, how you will demonstrate your competence, how your competence is to be assessed, and by whom.

OK

Discuss with your workplace instructor and teacher the type of work where you can demonstrate your competence.

OK

Ask your workplace instructor and other employees for feedback.

OK



Ensure that you have learned the intended vocational skills and are ready for the demonstration.

OK

Demonstrate your competence in the agreed work tasks in the agreed manner.

Be prepared to justify to the assessors the actions and related choices you make.

OK

If necessary, your teacher will inform you how you can repeat the demonstration or raise your grade.

OK

The assessors will provide you with an assessment decision and grounds for it. You have the right to be informed of how the criteria were applied in assessing your competence.

OK

Assess your performance: how did you succeed, and did you achieve your objectives in relation to the evaluation criteria.

Note that the self-assessment does not affect the assessment decision.



OK

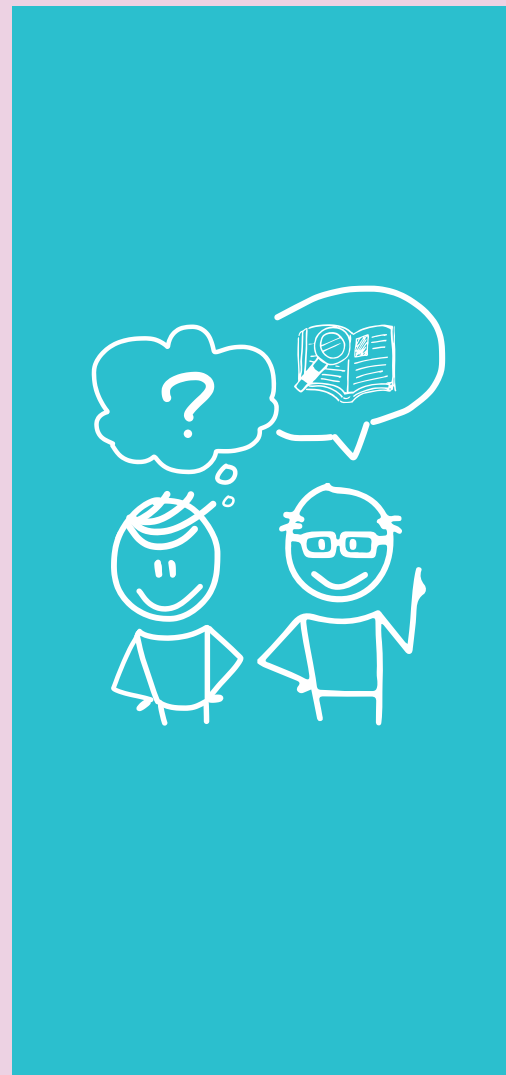
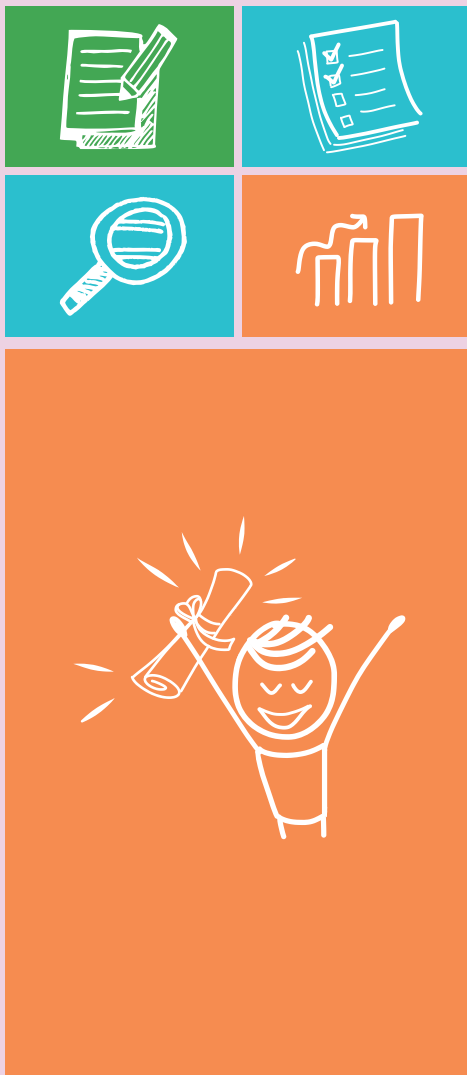
## Review and rectification of the assessment

If you would like the assessment reviewed, you can request it in writing from the assessors within 14 days of receiving the assessment results.

If you wish to appeal for rectification of the review decision, this must be done within 14 days of being notified of the review of the assessment.

Ask your teacher for more detailed instructions on how to appeal for rectification from the business and industry committee in writing.

If the business and industry committee finds that an error has been made in the assessment, it can order a new assessment and, for justified reasons, also appoint new assessors.



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