How to fill out your competency assessment in Learning in Motion (LIM)

URL: learninginmotion.uvic.ca

Once you’ve logged into the portal, click on “Co-op”, then on “Your competency development”.

On this page you will see an overview of the competency assessment process, all of your past or ongoing assessments and new competency assessments that still need to be created. Click on “Create” to start the process (or on “Edit” if you have already started).

### Competency

**How to fill out your competency assessment**

- **First 2 weeks**: Assess your proficiency level for all competencies (core, discipline-specific, intercultural) and submit your work term goals for 3-5 competencies. Discuss these goals with your supervisor. Check out the Description of the 10 core competencies and the “Assess and express your competencies” section of the competency kit to help you complete the form.

- **Second or third month**: Your co-op office will arrange a work site visit. A week before your work site visit, start thinking about the goals you set and how your work term has been going. Complete the mid-term competency evaluation by assessing your progress for each of your learning objectives. Once you have submitted your evaluation, a link will automatically be sent to your supervisor to complete his/her mid-term competency evaluation.

- **End of work term**: Complete the final competency evaluation. Reflect on and assess how you’ve met your learning objectives. Think about and outline how you’ve demonstrated and developed your competencies. Submit this final assessment—it will be visible to your supervisor and co-op coordinator. Make sure to download a PDF copy for future reference.

**Only create competency records for current work terms. Do not create records for work terms that occurred in the past.**

### YOUR COMPETENCY ASSESSMENTS(S)

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<tr>
<th>Co-op Term</th>
<th>Co-op Program</th>
<th>Work Term Placement</th>
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<tbody>
<tr>
<td>2014 - Spring</td>
<td>Health Information Science</td>
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<td>2014 - Fall</td>
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<tr>
<td>2015 - Summer</td>
<td>Health Information Science</td>
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### NEW COMPETENCY RECORD(S) CAN BE CREATED FOR THE FOLLOWING WORK TERM PLACEMENT(S)

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Learning Objectives

In the assessment form, first assess your proficiency level for all core, discipline-specific and intercultural competencies on a scale from “no demonstrated achievement” to “exemplary”. Then write learning objectives for 3-5 competencies that you will focus on during your work term.

Step 1: Assess your level of proficiency for all competencies

Step 2: Write learning objectives for 3-5 competencies

When you are finished, click on “Submit” at the top or bottom of the page. This will send an email to your supervisor, notifying them that you have completed this part of the assessment. Please note that once submitted, you can no longer make changes to the form without speaking to your Co-op Coordinator.

Tip: If you are not able to finish your assessment in one sitting, you can save a draft and return to it later. Simply click on “Save Draft” on top or the bottom of the page.
Mid-term competency assessment

Mid-way through the term (usually a week before the work site visit), complete the mid-term assessment. Think about and outline how you’ve demonstrated and developed your competencies. Then assess your proficiency for all competencies and comment on the progress of your learning goals and/or comment on other competencies if your goals have shifted. Be prepared to discuss your mid-term assessment with your co-op coordinator and supervisor on the work site visit.

Once you submit your assessment, an email will be sent to your supervisor and they will have the option to also submit comments on your progress. You will receive an email from the system once your supervisor has completed their portion of the assessment.

Final competency assessment

At the end of the work term, complete your final assessment. Reflect on and assess how you’ve met your learning objectives. Think about and outline how you’ve demonstrated and developed your competencies. Submit this final assessment – it will be visible to your supervisor and co-op coordinator. Once again, your supervisor will receive an email to also submit his/her comments on your progress. Make sure to download a PDF of your assessment for future reference – click on “Download Portfolio PDF” at the bottom of the page.