



How to fill out your competency assessment

URL: learninginmotion.uvic.ca

Once you've logged into the portal, click on "Co-op" in the navigation menu, then on "Competency".

On this page you will see a brief overview on 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.

Check out [Description of the 10 core competencies](#) and the "Assess and express your competencies" section of the [competency kit](#) to help you complete the mid-term and final competency evaluations.

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

YOUR COMPETENCY ASSESSMENTS(S)

Co-op Term	Co-op Program	Work Term Placement	
2014 - Spring	Health Information Science	████████████████████	Edit
2014 - Fall	Health Information Science	████████████████████	Edit
2015 - Summer	Health Information Science	████████████████████	Edit

NEW COMPETENCY RECORD(S) CAN BE CREATED FOR THE FOLLOWING WORK TERM PLACEMENT(S)

Co-op Term	Co-op Program	Work Term Placement	
2015 - Fall	Health Information Science		Create

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.

The screenshot shows the 'Learning Objectives' tab of the assessment form. At the top, there are navigation tabs: Overview, Learning Objectives (selected), Mid-Term Competency Assessment, Final Competency Assessment, Shared Notes, and Admin Notes. Below the tabs is a blue instruction box: "Self-assess your level of proficiency for each of the 10 core competencies and concentrate on developing 3 to 5 competencies by writing learning objectives to help focus your efforts during this work term. Students are expected to self assess their competencies within the context of the workplace and set learning objectives in conjunction with their supervisor." Below this are 'Submit' and 'Save Draft' buttons. A legend shows proficiency levels: No Demonstrated Achievement, Beginning, Developing, Accomplished, and Exemplary, each with a blue question mark icon. A green callout points to these icons: "Click on the blue question marks for more information on the assessment scale". Below the legend is a section titled 'CORE COMPETENCIES'. Under 'Personal Management', there are radio buttons for the five proficiency levels. A red callout points to the 'Developing' option: "Step 1: Assess your level of proficiency for all competencies". To the right of the radio buttons is a text area with a rich text editor toolbar. A green callout points to the question mark icon next to 'Personal Management': "Click on the blue question marks for more information on the competencies". Below 'Personal Management' is the 'Communication' section, also with radio buttons and a question mark icon. A red callout points to the text area: "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.

This screenshot is a close-up of the top part of the form. It shows the navigation tabs, the instruction box, the 'Submit' and 'Save Draft' buttons, and the legend. A green callout points to the 'Save Draft' button: "Click on “Save Draft” if you’d like to keep working on your assessment. Click on “Submit” once you’re done.".

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.

Overview | Learning Objectives | **Mid-Term Competency Assessment** | Final Competency Assessment | Shared Notes

Student

Supervisor

Save | Draft

Legend: No Demonstrated | Beginning | Developing | Accomplished | Exemplary | Learning objective selection

CORE COMPETENCIES

Personal Management

No Demonstrated Achievement

Beginning

Developing

Accomplished

Click on "Supervisor" to see your supervisor's comments

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.

Overview | Learning Objectives | Mid-Term Competency Assessment | **Final Competency Assessment** | Shared Notes

Student

Supervisor

* Further reflect on and self-assess your progress for each of your learning objectives and any other work term-related learning you have experienced. Think about how you have demonstrated and developed your competencies. * Supervisors: After reviewing the students' submission please navigate to the "Supervisor" tab to comment on the student's performance and progress to date.

Intercultural Competencies

Competency | Assessment Commentary

Strategic Thinking

Cultural Knowledge

Cultural Drive

Cross Cultural Behaviour

Overall Comments:

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