

Assessment for the work placement assignments European Business Bacalaureate Diploma

1. Assessment

The assessment contains the following elements:

1. Portfolio
 - Introduction assignment (either as a separate document or as part of the student's report)
 - At least one learning outcome of each learning area (A, B,C)
 - Development of foreign language competence (D), if applicable
 - Development of softskills (I)
 - At least two of the learning outcomes from the profile of an EBBD-graduate within the field of action *Working in Europe*
 - At least two of the learning outcomes fromf the profile of an EBBD-graduate within the field of action *Living in Europe*
 - The assessment form with the self assessment and the assessment of the company
2. Criterion oriented interview based on the portfolio (process oriented)

2. Assessment form

Student's name

Group

Company name

Supervisor's name

Supervising teacher's name

Date

	Introductory assignment	-	+
	The student's report contains the most important information about the company:		
1	name of the company and legal form		
2	location: full address and contact details of work placement supervisor		
3	number of employees		
4	line of business and core business activities		
5	brief history		
6	organisational chart		
7	description of the department where the student worked		
8	sources used		

If a specific item does not apply , simply leave it out and do not tick the assessment box.

I	Development of Softskills		selfassessment			Assessment from the company		
			-	+	++	-	+	++
I1	Leadership	He / She shows competence to interact with people in order to motivate them to act towards a common goal within a given organisational structure.						
I2	Team Management	He / She shows competence to reflect on strengths and weaknesses of group members and their roles within a team, to communicate within the team and to coordinate and to collaborate in order to accomplish common tasks.						
I3	Professional Communication	He / She shows competence to communicate adequately within a certain domain, to use rules within communication and to actively design communication materials.						
I4	Problem Solving	He / She shows competence to identify problems and problematic situations, to generate problem solving strategies, to evaluate different alternatives, to implement a strategy and to evaluate individual processes and results.						
I5	Time Management	He / She shows competence to identify time resources and demands, to select strategies for planning and use of time, to use different instruments and to organise his / her own time.						
I6	Personal Development	He / She shows competence to reflect on his / her own strengths and weaknesses, to develop his / her own plans and an individual profile, to reflect on his / her own actions and their impacts and is open and curious towards new developments.						
I7	Conflict Management	He / She shows competence to identify conflicts and situations that may lead to conflicts, to understand different points of view, to look for solutions beyond individual ones, to actively interact to solve conflicts.						
I8	Stress Management	He / She shows competence to identify stress factors and stressful situations, to develop strategies to cope with stress, to restore and to manage to balance the requirements with the resources.						

At least two of the learning outcomes from the profile of an EBBD-graduate within the field of action *Working in Europe* have to be promoted.

W	Achievement of the profile of an EBBD-graduate within the area <i>Working in Europe</i>	promoted by kind of learning outcome	not applicable
W1	He / She searches for adequate working opportunities on the European labour markets, applies for suitable jobs and works successfully in an internationally oriented company (e.g. researches in job databases or writes an online-application and manages assessments in a foreign language).		
W2	He / She reflects his / her own strengths and weaknesses regarding the requirements of the European labor markets, derives development potentials and finds suitable measures for his / her professional development (e.g. compares own profile with job descriptions and chooses adequate positions or defines own qualifications needs and looks for study and training programmes throughout the EU).		
W3	He / She contributes to intercultural working groups, communicates effectively in a foreign language and acts flexibly following different forms of work organisation. He / She leads small groups with given tasks (e.g. moderates standard meetings in a foreign language or works together with co-workers from other countries of Europe).		
W4	He / She is aware of his / her actions being culturally bound, derives consequences for working in an intercultural setting and executes awareness and respect in intercultural settings (e. g. reflects on implicit rules of doing business or acts according to local roles and hierarchies).		
W5	He / She explores procurement markets in Europe, researches suppliers and supports decisions within procurement marketing (e.g. researches in databases for European companies or asks for offers and compares different offers).		
W6	He / She coordinates resources and their constraints, factors of production and their financing in the European context (e.g. organises logistic processes to transport goods within the EU or develops a financial plan for a business project).		
W7	He / She acquires orders in the European context, derives implications for actions, analyses related information and develops presentations to support decisions (e.g. researches potential market segments, analyses possible key customers).		
W8	He / She supports managerial as well as commercial accounting under consideration of national and international laws. He / She uses procedures adequate in the European context for preparing the data (e.g. structuring information according to the positions of the balance sheet or documents internal information and analyses internal / external key figures).		
W9	He / She documents business concepts and analyses their risks and potentials on European markets (e.g. for a start up company or for a new product).		
W10	He / She analyses aspects of the economical conditions of European countries and markets to derive potentials for corporate activity (e.g. analyses market trends within a European country or compares the product /service to country-specific customer needs).		
W11	He / She analyses risks and potentials of economic developments in Europe and assesses the impact of international and European institutions, policies and regulations on economic activity (e.g. analyses the impact of a new European certification standard or derives consequences from a European law act).		

At least two of the learning outcomes from the profile of an EBBD-graduate within the field of action *Living in Europe* have to be promoted.

L	Achievement of the profile of an EBBD-graduate within the area <i>Living in Europe</i>	promoted by kind of learning outcome	not applicable
L1	He / She knows his / her own strengths and weaknesses in regard to social life in Europe and evaluates them against social requirements. He / She forms his / her own opinion regarding supranational / European topics (e.g. reflects on personal experiences and derives a plan / an idea for his/her future living).		
L2	He / She organises himself / herself in changing contexts, adapts his / her actions and sets his / her own goals and develops strategies to reach them and works together with peers (e.g. has strategies to find relevant information and derives conclusions based on them or recognises the need to organise work in a group differently in order to stay within a given time limit).		
L3	He / She is aware of his / her actions being culturally bound, applies different communication styles and adapts his / her behaviour in an intercultural setting and has ideas to cope with cross-cultural conflicts (e.g. dealing with different understandings of friendship or different customs regarding male-female relationships).		
L4	He / She communicates effectively in a foreign language and copes in everyday life in a European / international setting (e. g. performing daily duties like shopping or communicating with peers).		
L5	He / She is an informed European citizen who accesses, processes and evaluates knowledge relevant to Europe and the wider world, and acts upon it (e. g. reads international news and understands impact on personal decisions or knows characteristics of different European countries and their consequences on living in these countries).		
L6	He / She understands the structure and function of European Institutions and articulates his / her interests and communicates them adequately (e.g. researches an institution and the way to communicate with it or writes a comment / letter to the institution).		

Criterion oriented interview		achieved	not achieved
Date			
Name assessor 1			
Name assessor 2 (optional)			

Some additional information

Examples for concrete learning outcomes related to the learning areas (A, B, C) → see page 2

He / She orders goods on the basis of bid comparison in an independent and responsible way. (A1)

He / She writes offers to potential customers in an independent and responsible way. (A1)

He / She uses the computer for data acquisition in an independent and responsible way. (A3)

He / She develops a marketing plan using marketing instruments in an independent and responsible way. (A1, B1)

He / She arranges delivery of goods considering to avoid specific risks in an independent and responsible way. (A1, B1)

He / She explains rights and duties resulting from a purchase contract in an independent and responsible way. (A1, B2)

He / She calculates production and service costs and analyses profitability in an independent and responsible way. (A1, B3)

He / She writes invoices considering VAT in an independent and responsible way. (A1, B4)

He / She develops proposals for enhancing the competitiveness of the company within the European Single Market in an independent and responsible way. (C1)

He / She cooperates with colleagues , customers and suppliers under consideration of cultural habits in an independent and responsible way. (C2)

Descriptions for competences in the first and second foreign language → see page 3

Measuring the achievement of foreign language competence is based on the Common European Framework of Reference for Languages - CEFR.

D1	First Foreign Language			
	Description of level B2 according to CEFR:			
Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.

Source (and further information): <http://euopass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

D2	Second Foreign Language			
	Description of level B1 according to CEFR:			
Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.

Source (and further information): <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>