

Self Assessment Progress Checklist

Self-analysis: How can I progress? What potential do I have? What do I expect of myself?

Not only at school, but also in training you will be expected to develop and progress. Training is not just learning skills and gaining knowledge, but also means a development of character. For this reason, self-analysis is not only the improvements connected directly with the training that should be taken into consideration, but also those in other areas.

The way into a career is based on the ability of each individual person to develop, to gain through knowledge and skill, and to use this knowledge and skill in practice. The development is steady and stable, if it continues over a certain time. However, this requires certain personal characteristics, which, either innate or acquired, can promote or hinder development. The majority of these characteristics can be developed consciously and with an objective, provided you know your own character and on this basis draws conclusions for the future.

The following table offers the possibility to examine the most important areas of your personal development. Your analysis should not only be limited to the points named, but you should note down every point, where you yourself are striving for improvement, or where you believe that an improvement would be helpful and useful for you. You should also note down, which actions you want to take to make progress.

Criteria	1	2	3
Punctuality	<input type="checkbox"/> I am always punctual	<input type="checkbox"/> I am usually punctual	<input type="checkbox"/> Punctuality is a problem for me
Attendance at school/training	<input type="checkbox"/> I am never absent	<input type="checkbox"/> I am satisfied with my attendance quota	<input type="checkbox"/> I am not satisfied with my attendance quota
Attitude towards work	<input type="checkbox"/> I very much enjoy learning/working	<input type="checkbox"/> I usually enjoy learning/working	<input type="checkbox"/> I find it very difficult to approach learning/working
Team ability	<input type="checkbox"/> I very much enjoy working with others and it works very well	<input type="checkbox"/> Basically I like working with others, but to begin with I find it somewhat difficult to integrate in the group	<input type="checkbox"/> I prefer to work alone and do not like being assigned to work in a group
Independent work	<input type="checkbox"/> I have no problems approaching a new task, organizing the work and completing it successfully	<input type="checkbox"/> I can fulfil tasks independently, but need help from time to time, to keep at it	<input type="checkbox"/> Constant support in the form of concrete instructions helps me to cope with a more extensive task reliably
Being able to ask for support	<input type="checkbox"/> If I am not making progress, I do not have a problem asking for support	<input type="checkbox"/> I sometimes tend to try something by myself for too long	<input type="checkbox"/> I don't like asking for support, I find it difficult to show that I have a problem
Completing the task	<input type="checkbox"/> I always complete the task on time and	<input type="checkbox"/> I usually complete the task on time and	<input type="checkbox"/> I usually do not complete my tasks

	very well	well	satisfactorily
--	-----------	------	----------------

An example of a test statement as a component part of a discussion with a tutor

Name:		
Statements	Yes	No
I have set myself long-term objectives, which give me an orientation for what I want to achieve in the next few years.		
I set myself sensible interim objectives, which help me to improve myself and achieve my long-term objectives.		
I have prepared a work plan, which helps me to achieve my interim objectives.		
I know what I have to do to improve and I am working on it.		
I have a concrete idea and a plan, how I can develop my knowledge and skills and I am working on it.		
I know what I must do to tackle my examinations successfully.		
I know where my application documents (references, certificates) are.		
I keep a development record/log book about my progress, so that I can check, whether I am getting nearer to achieving my targets.		

Signature:

Tutor:

Date:

Personal record of development for trainees/apprentices

The objective of this record of development is to summarize at regular intervals in your own words, what knowledge has been acquired and which skills and abilities have been learned and can now be mastered, or what progress there is in the so-called social skills (reliability, punctuality). In this way the result is a collection of records, which documents the development of the individual and which is a basis for discussions with the instructor/teacher, mentor or tutor. On the basis of these records, considerations can be made about areas where things are going well or not so well and what can still be improved. The following example gives an impression of how these records should be arranged.

Example:

What have I learned?:

I have learned what it means to go to work every day, and that it is important to really be there every day. This is connected with to cooperation with colleagues. I have learned a lot from my boss and my colleagues. Especially how important it is to be punctual. In future I will try to always be punctual. I have also learned to organize my daily life better and to plan my time more sensibly.

For the future I must make sure that I am more punctual and that I carry out my work reliably.

My abilities are:

Communication, repeating facts, analysing information, working with others, working on the computer

Improvements:

I think I have worked successfully on the development of my personality. I believe I am determined, helpful, reliable, responsible, eager to learn, punctual, adaptable, well organized, honest

Target:

I have set myself the target of passing the next exam in ... successfully.

Name:

Date: