

## AVE exemplo Toolkit

Basic Information on the “exemplo” tools

Whether with respect to the recruitment of human resources or in the course of the need for continuous updating of competences in staff development programmes – the extent to which companies depend on the assessment and documentation of competences of their employees keeps growing. Due to the increasing importance of “lifelong learning” the question of transparency of learning outcomes arises in a new way as well. Any proof, e.g. a “balance sheet” of competences that have been developed during work and the process of lifelong learning is equally essential for individuals and organizations. Employees need this for their individual career planning and to visualise their employability; companies need it as a tool for planning, controlling and human resources development.

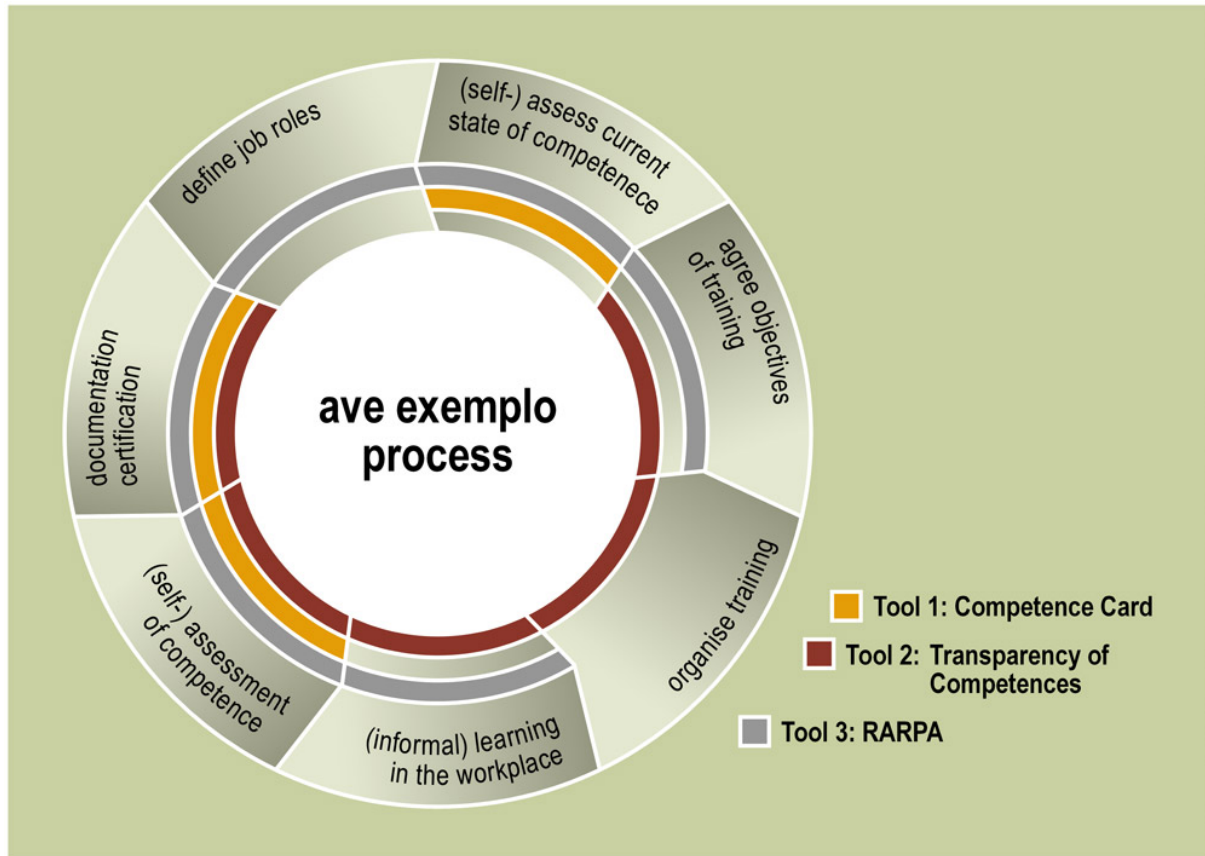
The Leonardo da Vinci project AVE EXEMPLO<sup>i</sup> addresses this subject of evidencing the outcomes of non-formal and informal learning either of employees in enterprises or of job applicants. For this purpose the project offers to companies in a first step a set of three tools for assessment, validation and documentation of competences of employees. These tools are suitable for various purposes a company might have:

If your company is aiming to obtain evidence on ...

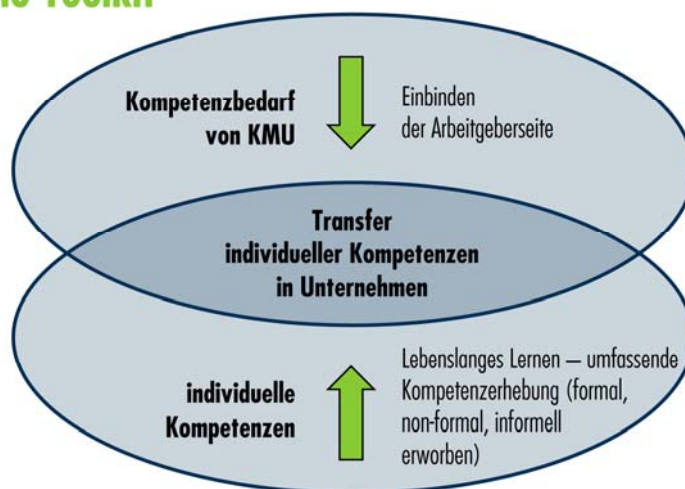
- ...the current state of competences of individual employees,  
we recommend **Tool 1: “Competence Card for workplace”**,
- ...the impact of training programmes (in-house training or seminar training) to the workplace,  
we recommend **Tool 2: Transparency of Competences**,
- ...the competences of a group of workers as a helpful starting point for adapting them to competence needs of your company by further competence development,  
we recommend **Tool 3: RARPA**.

Those tools could be used either separately or integrated into a complete process of human resources development in companies: Including the whole process from assessment to validation, documentation and certification to further development of competences.

## AVE Exemplo Process



## Exemplo Toolkit





According to this scheme all instruments are involving both the individual but also the employers' side in the assessment and validation process. They all take into account – even to a different degree – the competence needs of companies and finally they try to balance the criteria of simplicity of use of the instrument and the highest degree of validity.

Those tools are offered to companies for piloting in the course “AVE EXEMPLO”; they could be adapted and modified according to specific needs. Depending on different purposes, different methods to be applied, different degree of investment of time and money European SME and employees might select the most suitable tool for their use.

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<sup>i</sup> „AVE exemplo“ means „assessment, visibility and exploitation of non-formally and informally acquired competences of experienced employees in enterprises“. The project is based on the results and findings of a former Leonardo da Vinci project “exemplo”. This project has established a toolkit for assessment of competences in companies, The “AVE exemplo” project has chosen a set of three tools out of the exemplo toolkit.