

Academic Tutor Competence Specification

Competence		Practice	Control	Excellence
1. Socialize the learner	a) Establish the learner's profile	Establishes a rough profile	Establishes the profile taking the context into account	Highlights the learner's potential
	b) Take into account the company's expectations	Identifies and takes into account the company's expectations	Takes the expectations into account, checks their consistency with the training objectives	Sets the expectations in relation with the learner's profile
	c) Organize the learner's integration	Organizes the integration materially and logistically	Organizes the integration appropriately	Optimizes the integration taking the constraints into account
	d) Construct the training / company course	Defines the objectives and the course in connection with the company and the learner	Explicit the learning objectives and the course, sets milestones, manages the adjustments	Structures the course in a manner consistent with ECVET recognition
2. Professionalize the learner	a) Accompany the learner	Is available to accompany	Accompanies the learner appropriately, helps him to become independent and to take responsibility	Formalizes accompaniment, anticipates and manages difficulties and problems, has a quality of empathy
	b) Transmit methods and tools	Transmits methods and tools to the learner	Transmits methods and tools and ensures their implementation. Helps the learner to take a step back, to take a critical look	Designs and transmits methods and tools specific the learner and that he is able to adapt during learning according to different situations
	c) Adjust and adapt	Follows the professionalization and adapts as necessary	Adapts and adjusts based on gaps or difficulties encountered	Adapts and adjusts in all circumstances, confronts his practice to other tutors' one, ability to put himself into question
	d) Organize an experience feedback	Organizes the feedback on an administrative point of view	Analyses the feedback with the learner and the company, and defines areas for improvement	Creates and improves grids to analyse the feedback
3. Manage the learner's course	a) Organize tutoring	Organizes tutoring materially and logistically	Organizes and adapts tutoring to the needs, taking into account the context and its changes	Structures tutoring defining achievement and monitoring indicators based on his experience
	b) Manage the relationship	Establishes a favourable relational climate between the learner and the company	Ensures maintaining a constructive and positive relationship between the company and the learner throughout the learning	Intervenes in any opportunity to manage conflicting relationships Generates the conditions for a constructive dialogue

			course	
	c) Manage the information flow	Keeps himself informed, communicates internally and externally	Ensures a document survey, communicates within the network	Gets involved and communicates within networks (ECVET, ...)
	d) Measure learner's / company's satisfaction	Has adequate tools and criteria to measure satisfaction, and measures satisfaction periodically	Analyses gaps, and suggests ways to improve	Designs and improves the tools and criteria for measuring satisfaction
4. Asses the learner	a) Define the assessment approach for the period in the enterprise based on learner's professional profile	Applies proven assessment tools and methods	Adapts assessment tools to the learner's professional profile	Defines assessment methods and tools based on competence specifications related to the job.
	b) Measure the progress of the learner	Measures together with the company the progress, using appropriate tools	Analyses gaps and difficulties, intervenes to solve (usual) problems, and identifies areas for improvement	Designs and improves the learner's progress tools measuring tools Intervenes in all (new) circumstances
	c) Assess the competences acquired by the learner in relation to the expected	Assesses competences	Recalls preliminarily the competences to be acquired and associated assessment methods, and proposes areas for improvement	Promotes self-assessment, and if necessary proposes remedial actions to fulfil the gaps Designs and improves competence assessment grids
	d) Harmonize assessment methods with other academic tutors	Is informed of the assessment methods used by tutors in other institutions and takes inspiration of them	Harmonizes his assessment methods with other tutors of his institution	Uses assessment methods and practices shared through a network Harmonizes methods for assessing academic tutors, and shares the new method within a network