Version A

Deals competently with real-life situations that involve managing his/her time at work

Instructions:

- For each criterion, circle the statement that corresponds to the adult learner's performance level.
- Enter the mark that corresponds to the circled statement in the "Mark" column. Only the mark indicated in the rubric for a given level can be allotted.
- Check Pass in the "Result" column if the adult learner has obtained the pass mark for the criterion concerned. Otherwise, check Fail.
- Check Pass in the "Final result" section at the bottom of the table if the adult learner has obtained a pass mark for all the criteria. Otherwise, check Fail.

Rating scale Evaluation criteria	Excellent	Very good	Good	Weak	Very weak	Mark	Result
1. Meets the requirements of punctual and regular work attendance	Fully meets the requirements of punctual and regular work attendance in terms of the company's policy.	Generally meets the requirements of punctual and regular work attendance in terms of the company's policy.	Minimally meets the requirements of punctual and regular work attendance in terms of the company's policy.	Has difficulty meeting the requirements of punctual and regular work attendance in terms of the company's policy.	Has great difficulty meeting the requirements of punctual and regular work attendance in terms of the company's policy.	Mark ¹ Pass mark ² : 18/30	□ Pass
	30	24	18	12	6		
2. Methodically organizes his/her work time	Organizes his/her work time methodically and very efficiently on a daily, weekly or monthly basis.	Organizes his/her work time methodically and efficiently on a daily, weekly or monthly basis.	Organizes his/her work time methodically and somewhat efficiently on a daily, weekly or monthly basis.	Has difficulty organizing his/her work time on a daily, weekly or monthly basis.	Has great difficulty organizing his/her work time on a daily, weekly or monthly basis.	Mark Pass mark: 21/35	□ Pass
	35	28	21	14	7		
3. Carefully reviews the way he/she manages his/her work time	Sets a clear and precise goal with respect to a change in managing his/her work time and presents a thoroughly coherent action plan.	Sets a clear and precise goal with respect to a change in managing his/her work time and presents a coherent action plan.	Sets a clear goal with respect to a change in managing his/her work time and presents a coherent, but basic, action plan.	The action plan is incoherent with respect to a change in managing his/her work time.	Has great difficulty in setting a goal with respect to a change in managing his/her work time.	Mark Pass mark: 21/35	□ Pass
	35	28	21	14	7		
Final result	Competency developed: Pass Fail						

^{1.} Assign a mark of 0 when the adult learner's performance does not correspond to any of the statements in the rubric.

^{2.} The pass mark for each evaluation criterion is 60%, which corresponds to the level "Good" in the rubric.