Version A

Deals competently with real-life situations that involve taking initiative 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. Carries out work tasks with a minimum of supervision	Carries out work tasks very efficiently and autonomously.	Carries out work tasks efficiently and autonomously.	In general, carries out work tasks efficiently; sometimes needs supervision.	Carries out work tasks more or less efficiently; needs ongoing supervision.	Has great difficulty carrying out work tasks, even with ongoing supervision.	Mark ¹ Pass mark ² : 27/45	□ Pass
	45	36	27	18	9		
2. Is realistic in offering his/her help to superiors or colleagues	Always offers his/her help when the occasion presents itself, observing the limitations associated with his/her role and responsibilities.	Almost always offers his/her help when the occasion presents itself, observing the limitations associated with his/her role and responsibilities.	Often offers his/her help when the occasion presents itself, observing the limitations associated with his/her role and responsibilities.	Sometimes offers his/her help when the occasion presents itself, observing the limitations associated with his/her role and responsibilities.	Has great difficulty in offering his/her help to superiors or colleagues.	Mark Pass mark: 12/20	□ Pass
	20	16	12	8	4		
3. Carefully considers different factors in taking initiative at work	Sets a clear and precise goal with respect to a change in taking initiative at work and presents a thoroughly coherent action plan.	Sets a clear and precise goal with respect to a change in taking initiative at work and presents a coherent action plan.	Sets a clear goal with respect to a change in taking initiative at work and presents a coherent, but basic, action plan.	The action plan is incoherent with respect to a change in taking initiative at work.	Has great difficulty in setting a goal with respect to a change in taking initiative at work.	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.