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| Insert School Board Logo | *Program Name Certificate Type Certificate Code* | |
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| **Participation Assessment Examination**  ***X*. *Title of Competency***  ***XXX-XXX***  **Version *X*** | | |
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| Candidate’s Booklet | | |
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| I_BIM_4C_150_an | | **VOCATIONAL TRAINING** |

1. General Information

1.1 This examination focuses on your integration into the workforce. It is designed to evaluate your participation in various activities and your commitment, not the results obtained.

1.2 Consult the participation criteria in the *Self-Evaluation Checklist*. Refer to this checklist throughout the activities.

1.3 Fill the identification sections of the *Self-Evaluation Checklist*.

2. Marking Information

2.1 You will be given a "YES" or a "NO" decision for each participation criterion listed on your *Evaluation Form*.

2.2 To pass this examination, you must meet the compulsory participation criteria *XX*.

2.3 In the event of failure, you must repeat the phase(s) not passed in accordance with the terms and conditions of the vocational training centre. If the **Participation Phase** is unsuccessful, the **Synthesis Phase** must also be repeated.

3. Description of the Examination

3.1 **Description of Tasks**

This evaluation process consists of three consecutive phases described in the *Self‑Evaluation Checklist:*

**Information Phase:** Gathering information and producing a résumé and a letter of introduction.

**Participation Phase:** Completing the internship, a logbook and internship report.

**Synthesis Phase:** Participating in a group discussion.

These phases will allow you to:

− Element of the Competency 1 t

− Element of the Competency 2

− Element of the Competency 3

3.2 **Procedure**

Information Phase

▪ Write or update your résumé.

▪ Write a letter of introduction.

▪ Hand in your resume and letter of introduction on the due dates.

▪ Find a host organization ready to accept you for an internship and fill in the information as requested in the Worksheet.

▪ Complete the appropriate sections of your *Self-Evaluation Checklist.*

▪ Hand in the *Worksheet* on the due date. Make sure that you have filled out the identification section.

Participation Phase

▪ Familiarize yourself with the content of the *Logbook* that you have to fill in.

▪ On a daily basis while in your practicum, answer each of the questions in the *Logbook* based on your mid-course experiences.

▪ Analyze and write about your workplace experience in the internship report.

▪ Refer, if necessary, to the other working documents completed during this examination.

▪ Hand in your *Logbook* on the due date. Make sure that you have filled out the identification sections.

▪ Complete the appropriate sections of your *Self-Evaluation Checklist*.

**Synthesis Phase**

▪ Participate in a group discussion about the occupation and the training approach according to the modalities proposed by the examiner.

▪ Express yourself on each of the aspects as listed in the *Self-**Evaluation Checklist* for criterion *XX.*

3.3 **After the Training**

▪ Complete your *Self-Evaluation Checklist* by totaling the "YES" results.

▪ You must obtain criteria *XX* to meet the requirements for the examination.

▪ Hand in the *Candidate’s Booklet* and the *Self-Evaluation Checklist* on the date set by the examiner.