

Competency	Expectation/Measure	Student comment/evidence	Tutor Comment	Assessment
<b>Professional Skills</b>				
Adherence to Code of Conduct	Demonstrates adherence to the Code of Conduct and works with cohort to ensure professional behaviours are established and maintained (including adherence to dress code and wears identification)			
Attendance	Maintains 90% attendance			
Active listening/participation	Active class participation; positive attitude; actively listens to discussions and respects and listens to the contributions of others; engages in lectures and activities; maintains focus in sessions (e.g not distracted by phone, side conversations etc)			
Equality and Diversity	Understands the importance of creating and maintaining an environment			

	that encourages equality diversity and inclusion			
Teamwork	Participates in group and team activities; cooperates with other members of the team; offers constructive support and challenge to colleagues.			
Ability to work autonomously	Completes self-directed work including Study4Skills/ DevelopME			
Client relationships	Engages positively and professionally with outside speakers; clients and on visits; respects the workplace of others			
Volunteering/Work experience	Produce evidence of 20/40 hours of volunteering/ work placement			
PDP Targets	Complete PDP by January-continue to adjust it as targets are met			
<b>Academic Skills</b>				
Meets the academic requirements of the course	Completed Skills4Study; all assignments			

	include appropriate referencing			
Actively encourage ideas from a wide range of sources and stakeholders and use them to inform own thinking	Use a range of sources including academic resources; uses critical thinking in approach to material			
Demonstrates effective communication	Develops effective written and verbal communication skills; understands the importance of appropriate non-verbal communication; actively listens to others; uses appropriate academic and professional language			
Demonstrates commitment to academic success	All assignments are submitted on time and in proper format; ensures understanding of assignments and seeks assistance where required, engages with academic resources			

Demonstrates organisation and time management skills	Meets deadlines; plans individual and group work to meet time requirements and to achieve required outcomes.			
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This document is based on an actual civil service performance appraisal, revised to include academic elements appropriate to the course and its design. It is used as a summative assessment in the Developing Competencies Module for both Level 4 and 5 of the FdSc Community and Public Services Course. It is marked as Pass/Fail.

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