

Manual

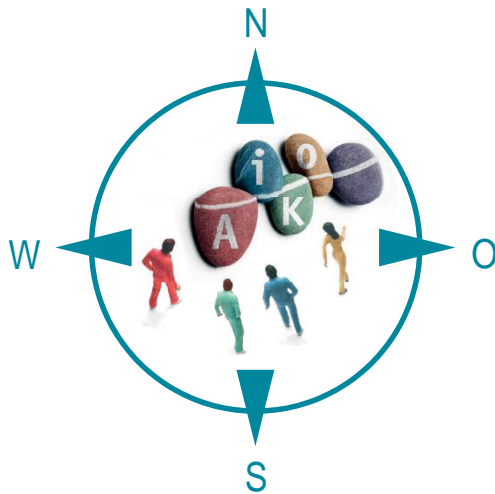


AiKomPass

An instrument for the visualisation
and documentation of competences

for employees in the metal and electrical industry

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AiKomPass Manual

An instrument for the visualisation
and documentation of competences
for employees in the metal and electrical industry



Eine gemeinsame Einrichtung von:



SÜDWESTMETALL

Bezirk
Baden-Württemberg

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Introduction

The AiKomPass is a web-based instrument for the activity-related self-assessment for people with professional experience in the metal and electrical industry and serves to visualise informally and non-formally acquired competences.

It was developed by the Agentur zur Förderung der beruflichen Weiterbildung in der Metall- und Elektroindustrie Baden-Württemberg (Agency to Promote the Continued Professional Development in the Metal and Electrical Industry; AgenturQ) with financial support provided by the Ministry of Finance and Economic Affairs of Baden-Württemberg. Scientific support for the project was provided by the Institute for Occupational Pedagogy and General Pedagogy of the Karlsruhe Institute for Technology (KIT) as well as the University of Education in Heidelberg. In the context of the European LABOUR-INT project under the supervision of the European Trade Union Confederation (ETUC), it was translated into the present language with the financial support of the European Commission.

Show what one can do

The AiKomPass helps to gather and document one's own professionally relevant knowledge and skills. It is based on a database with typical work tasks from the areas of production, maintenance, work preparation as well as production and storage logistics in the metal and electrical industry. Persons using the instrument are systematically guided through the query process. This results in individual task profiles that provide very detailed information about previous work experiences. Due to the structuring and the completeness of the underlying task inventory, competence bundles can also be depicted. In addition, activities outside the workplace are also queried to the extent that they may be significant to one's professional work.

The gathered information can be used to match the task profile of a workplace with the existing competences. Additional qualification measures can also be built on existing competences.

Easy to operate

When using AiKomPass, a database containing a selection of work tasks can be accessed. This makes it easier for users to present their skills, since they don't have to search their own terms and descriptions for their working activity. Rather, they can select a suitable description from the database.

Preparing a competence profile

To use AiKomPass, the instrument must be started via the page

www.AiKomPass.de.

Once the local language has been selected, general information about the utilisation of AiKomPass as well as background information about the development of the instrument is made available.

The navigation on the left side and/or clicking the "Next" or "Back" buttons within an area make intuitive user navigation possible. While using the instrument, information can be checked, edited and adjusted at any time.

You can compose your own profile in the navigation. The areas can be processed in any order, and a change is also possible. Mandatory fields are marked accordingly. Additional information can be provided, if required.

Users can also consult the "Frequently Asked Questions (FAQ)" area, in which important functions are explained and instructions for use can be found in a question-and-answer format.

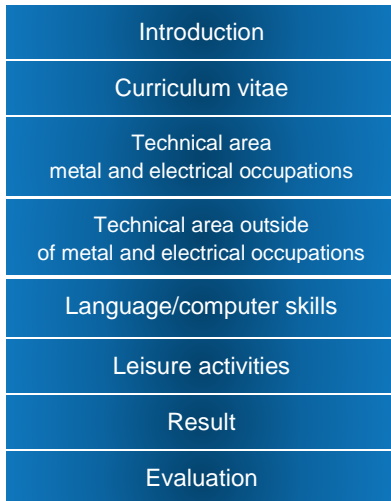


Figure 1: AiKomPass navigation

Curriculum vitae

In the Curriculum vitae area, personal information (name, address etc.) can be entered if the user finds this necessary for the profile. In addition, information about education and vocational training can be entered. Since AiKomPass also gathers individual stations of a user's professional life, it is possible to enter which activities were carried out in which company. In the "Special tasks in the workplace" section, activities from, for example, the "First Aid" area can be entered. Training for professional activities, e.g. machine training, can also be recorded. Finally, hobbies and honorary activities as well as training for honorary activities (e.g. the sports club) can also be entered.

In all sections of the curriculum vitae, information about the beginning and end of the individual stations or activities can be entered. In the curriculum vitae area, a checkmark can be placed next to "Report/Interim report available" or "Certificate available". These checkmarks are used to generate a list of the documents in the overall profile, which is then provided in the Appendix chapter. Thus, users can obtain an overview of the documents that need to be added to the overall profile.

Acquired competences in metal and electrical occupations

The most important function of the AiKomPass instrument is the compilation of work tasks that have already been performed successfully in a professional context or are still being performed.

- Using the instruments begins with selecting the relevant work areas. Four fields of work are available as options: "Work preparation", "Production", "Maintenance" and "Production and storage logistics".
- In the second step, the corresponding subfields of work are shown, for example "Preparing execution of production orders" under "Work preparation", "Manufacturing" under "Production" or "Commissioning" under "Production and storage logistics".
- In the third step, the task group of the selected subfields of work is selected (e.g. "Provision of materials and tools")
- In the fourth step, the tasks that were filtered through the selection in steps 1-3 can be selected.

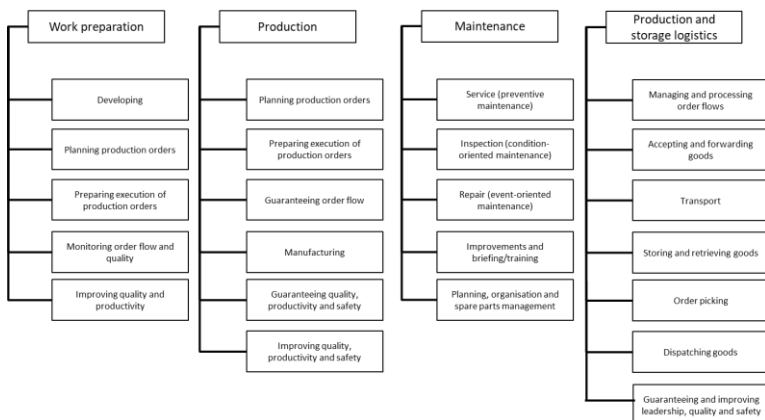


Figure 2: AiKomPass structure - Fields and subfields of work

A checkmark can be placed next to a task if the task has already been performed successfully once and can still be performed today. By clicking the "Back" button, additional fields of work, subfields of work and task groups can be added to expand the task overview.

Afterward, all selected tasks are presented in an overview so they can be reviewed. This is where tasks can be deselected if they were selected inadvertently. In addition, tasks belonging to the current activity can be marked separately. These are then marked with an asterisk in the general overview. The result of the task selection is presented in the final overview page.

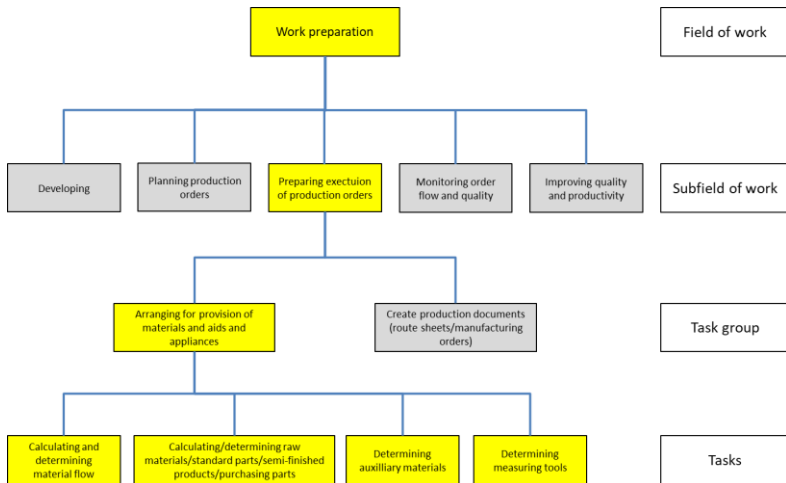


Figure 3: Excerpt from the AiKomPass task inventory

Leisure and honorary activities

In this area, activities outside the workplace, both past and present, are selected. The competences acquired as a result of these activities can be of significance in the context of an application.

Each activity offered can be selected by marking "occasionally", "frequently" or "regularly". All activities are summarised in subject-related groups: (a) looking after other people, (b) being active domestically, agriculturally or conservationally, (c) being active in sports, (d) being active in a technical field or trade, (e) being active in an artistic field, (f) working in and with groups, (g) conveying/passing on/verifying knowledge, (h) being active in the area of security/medicine,

(i) organising and controlling activities, (j) being active with persons/groups from different cultures, (k) being commercially active, (l) being active in the community/politics, (m) being active in the area of conservation and protecting the environment.

taking care of others	not applicable	occasionally	quite often	regularly
Looking after children (your own or those of others) (e.g. babysitting, day care)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
care work (e.g. care of relatives in the home, honorary care service for social institutions)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
providing a visiting service privately or in or for social institutions (e.g. care home, institution for the handicapped, hospice)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Figure 4: Example of leisure and honorary activities in AiKomPass

All selected leisure activities are presented in an overview so they can be reviewed. Again, checkmarks can be placed to indicate if an activity is currently being performed. These tasks will then also be marked separately in the overview.

Additional query areas

Non-technical task profile

In this area, professional experiences outside the metal and electrical industry can be compiled, so that not only the activities themselves can be recorded, but also the knowledge and skills that were acquired as a result. There are free fields where the users can enter their own formulations.

Language and computer skills

Language and computer skills are also recorded. Regarding language skills, the user can indicate whether their skill level is basic, advanced or native/native-speaker level. The recording of computer skills is based on specified tasks (e.g. installing software, supporting a homepage). Again, the skill level can be indicated: basic, advanced or expert.

Correction possibilities and additional information

Checking and correcting the task profile

After each subfield of work, the user has the option to independently enter any competences not yet listed in a free field. After querying the technical tasks as well as leisure and honorary activities, an overview of the selected tasks/activities is shown. After finishing the work with the tool, any correction is no longer possible.

Checking tasks in Production and warehousing logistics

This shows you all the tasks you say you can perform successfully.

Partial work field: "Accepting and forwarding goods"

Task	I can't do this after all	I can do this	this is part of my current activity
Checking and processing delivery and incoming goods documents	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Checking delivery for damage and damage on the road	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Identifying the goods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Booking goods into the system/booking material	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Task	I can't do this after all	I can do this	this is part of my current activity
Unpacking goods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Inspecting the goods (total or partial inspection as specified)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Marking inspected goods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Figure 5: Excerpt from AiKomPass task profile review page

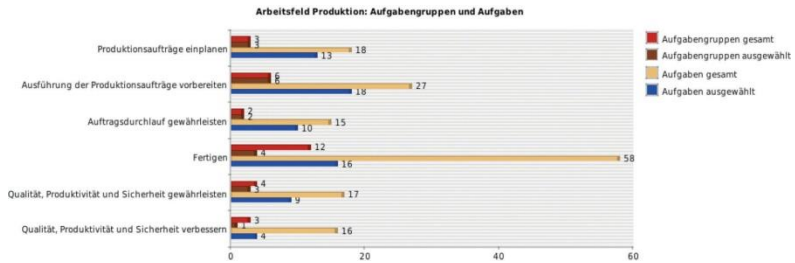


Figure 7: Graphic presentation – example of the field of work Production (German version)

Use of the generated competence profile

The PDF-document generated by AiKomPass is a personal overall profile that is prepared individually based on information provided by the user. It is not specified for what purpose the profile will be used. There are many ways in which the profile can be used.

Application areas

The competence profile can be used in the company in order to

- obtain an overview of one's own knowledge and skills,
- use as reference in an upcoming qualification meeting,
- discuss the possibility of a change in one's responsibilities with supervisors,
- include as an additional source of information in an application within the same company (e.g. in case of an internal job posting),
- obtain information regarding which areas may be worthy of further training,
- prepare requirements or responsibility profiles for jobs within the company.

Use by individuals

Independent use

AiKomPass can be operated and used independently by specialists as well as skilled and unskilled workers. For persons with language and reading difficulties as well as persons with little experience in operating computers, however, an accompanying offer can be useful. The generated task profile makes a user's knowledge and skills visible and can also increase confidence in one's own abilities.

Assistance

With regard to the further use of the generated task profile, users still need further assistance (e.g. with staffing within and between companies or guidance for continuing professional education). During this consultation, the individually generated task profile can be interpreted and evaluated with regard to job requirements or competences. The documented competences can be confirmed by the companies.

Use by companies

Personnel planning

For companies, AiKomPass can be used for personnel planning. On the one hand the instrument can be used to record and to document the individual competences and activities of employees. On the other hand, AiKomPass also offers an opportunity to initiate personnel development planning with employees based on the recorded competences.

Workforce planning

AiKomPass can also be of assistance in workforce planning, especially when an overview of the competences of employees needs to be consulted. Employees should be requested to prepare an individual competence profile. At the same time, the supervisor can use AiKomPass to create a requirements profile for a new job to be filled and use the tool to compare previously acquired competences and the requirements of a job or training position. Suggestions for further qualification can be made on this basis.

Use outside of companies

Basis of comparison

The task inventory on which AiKomPass is based offers a basis of comparison with respect to professional qualifications and job requirements profiles. The recorded and documented competences can be compared with the tasks/responsibilities of a training or qualification profile or job postings.

Individual suggestions

AiKomPass-profiles can be used, for example, in a consultation process to compare previously acquired competences (knowledge and skills) with professional training requirements or other qualifications. Based on the profile, suggestions can be made with regard to further professional qualifications. The profile can also be used in the context of job placements and job consultations for better fitting placement suggestions.

Valuable additional information

Results from the AiKomPass test operation have shown that it is exactly the recording of competences from the leisure area that provides decisive additional information about an applicant. For example, computer skills were acquired or tasks carried out in honorary positions that could also be relevant in the workplace. In addition, the individual competence profile can be used as a basis for reflection about job-relevant competences and professional objectives. This can potentially lead to a professional re-orientation with respect to other working areas or other industries.

Use for recognition of competences

Standardisation and simplification

The demonstration of previously acquired competences can be provided in much more detail with AiKomPass than it could with job references or company confirmations. Due to the orientation based on activities and tasks, the result of AiKomPass's compilation of competences can be connected to existing occupational profiles. These can be consulted to evaluate the competences.

Basis for profiles

Technical experts can also use the tool to generate (depict) professional, work or training profiles. The task inventory forms a standard of comparison for the recording and documentation of the competences of a person as well as for the validation with respect to professional qualifications. The task-oriented recording of competences (knowledge and skills) of a person and the presentation as an individual competence profile allow for a clear presentation of what a person is capable of performing and achieving.

Validation through additional external assessment

For a validation procedure, the self-assessment prepared with AiKomPass still needs to be accompanied with an external assessment (e.g. through an expert discussion, confirmation from supervisors at the workplace or test). This is how the AiKomPass profiles can be used, for example, in a consultation process to compare the previously acquired competences of an applicant with the requirements of a job and to make suitable suggestions for the continued development of competences based on the tasks still missing in the profile.

Technical requirements

Freely available

AiKomPass is a web-based application and requires an active internet connection. In order to avoid difficulties in the presentation of the website, it is recommended to use a browser of the current generation (e.g. Firefox, Google Chrome or Internet Explorer from version 10).

AiKomPass is free to use. The user uses AiKomPass as a guest, i.e. there is no need to set up a user profile with a user name and password. The data stored in the instrument is only available during the session and is deleted immediately after use. AiKomPass does not store any personal data.

After the information has been entered, a PDF-document can be generated that the user can store on his/her computer.

Note regarding introduction in companies

Data protection

When using AiKomPass to record competences, the user is requested to provide personal data. To prepare the competence profile, it is necessary that one's own biography is reflected, both with regard to professional and leisure activities. To exclude any concerns with regard to possible misuse, when AiKomPass is used in a company, it must be ensured that the rights to the entered data remain with the user and that data protection regulations are adhered to.

When introducing and using AiKomPass in a company, it should be ensured that there is an agreement within the company regarding whether and for what the generated competence profile is to be used within the company. This should follow data protection regulations on a company level.

In the companies the right to privacy of information, the European General Data Protection Regulation as well as national data protection regulations apply.

Voluntary submissions

We expressly note that AiKomPass was developed for the visualisation and documentation of competences of individual users and not as an instrument for performance evaluation. That is why judgemental formulations have been avoided. Care was also taken to ensure that – in particular in the leisure/honorary area – there are no definite descriptions of one's own activities, but only an allocation to certain groups. This is to ensure that privacy is protected. In the end, it is down to each person when entering or retrieving information how much information they want to provide about themselves.

Imprint

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