

Expert profile

for the validation procedures of work place tutors

Preliminary notes / Framework conditions

- Changes in the tasks are possible depending on the particular procedure.
- In the validation procedures for work place tutors, two experts are involved: An expert and a co-expert.
- Experts may not be employed in institutions that offer further training for professional educators (conflict of roles).

Supporting documents which are mentioned in the document at hand

- Requirement profile / competence assessment tool for work place tutors
- Roles in the validation procedure
- Work flow of the validation process

Tasks of the experts

Main task	<p>Drawing a comprehensible report with a legitimate request and recommendation to the entity of recognition (IHK), based on the analysis of the validation dossier of and an exploration talk with the aspirants.</p> <p>Independent and responsible task with flexible and irregular working hours.</p>
Main task in detail	<ul style="list-style-type: none"> • Analysis of the application dossiers (self-assessment, supporting documents such as diplomas, certificates of employment and other relevant evidence) and rating based on the requirement profile and the fields of action • Prepare interview guide based on the evaluation of the documents • Exploration talk with the aspirant, leading to the dossier • Create assessment report on the basis of document analysis and exploration talk and make a recommendation to grant or not to grant the equivalence for one or more fields of action • Coordination and cooperation with the co-experts before / during and after the conversation with the aspirant (in the role as an expert) • Read up reports and proposals of other experts and give opinion on them (in the role as co-expert) • collaboration with the decision-making body and the members of the commissions responsible for decisions
Possible additional tasks	<ul style="list-style-type: none"> • Participate in the development of the procedure • Represent procedures at conferences or similar events outwards

Requirement profile

<p>Qualification</p>	<ul style="list-style-type: none"> • degree as work place tutor or related degree at university level • training and experience in consulting or portfolio method or self-assessment/peer evaluation or evaluation • Proof of training as an expert or of the knowledge / skills / attitudes for the specific validation procedures
<p>Knowledge/ experience</p>	<ul style="list-style-type: none"> • Good knowledge of the training / further education landscape, especially in the area of the areas of competence of a work place tutor, e.g. in education / training, human resource development • At least 3 years relevant work experience • experience in competency-based assessing of Portfolios • high ability in linguistic expression, oral and written • skilled handling of word processing (e.g. Word) • life experience, if possible over 35 years old
<p>Skills/ abilities:</p> <p>Social- and self competences</p>	<ul style="list-style-type: none"> • independent and reliable dossier processing • unbiased approach to the dossier • quick grasp • empathy • recognize action competence based on written documents and a structured exploring talk • analyze and assess expeditiously and systematically according to a set of requirements • formulate comprehensible and appreciative recommendation • good interpersonal skills and high level of expertise in the leading interviews / talks / conversations • informed and quick decision-making ability • open, transparent and loyal cooperation with the decision making body and other experts • objective dealing with criticism and conflicts • role clarity
<p>Values / Attitudes</p>	<ul style="list-style-type: none"> • Independence and secrecy • care and impartiality • appreciation • customer-oriented service mentality • willingness to further education • loyalty and willingness to disclose vested interests and employments / mandates in the field