**Self-assessment of the competence level in the field of**

**“International Cooperation”**

**Before/after the training courses “International cooperation in the field of lifelong learning, but how?”**

With the help of this self-assessment questionnaire, participants of the further education courses “International cooperation in the field of lifelong learning, but how?” can assess and numerically evaluate their competences with regard to the course content before and after the teaching units. This helps both the learners and the teachers to understand what learning progress has been made during the course period, and so these progresses can be assessed.

For this purpose, a graded competence framework is used, in which the participants can assess the appropriate competence level in the respective competence area according to their own assessment. The scale is used to measure the level of one’s own competences for work as a project manager or CEO in an international project.

This is divided into five different competence levels:

**1. very low**

None / very little knowledge of the field

**2. minor**

Little understanding and knowledge of the field

**3. elementary**

Basic understanding and knowledge of the field

**4. advanced**

Advanced understanding and knowledge of the field

**5. excellent**

Excellent understanding and knowledge of the field

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| --- | --- |
| **Last name** |  |
| **First name** |  |
| **Organization** |  |
| **Position** |  |
| **Telephonnumber** |  |

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|  | **Field of competence and activity** | **Assessment** |
| **1.** | **Funding programmes** | **1** | **2** | **3** | **4** | **5** |
| 1.1 | Knowledge of the most important EU funding programmes in generali.e. knowledge of the main EU funding programmes for the civil society sector of adult education, requirements for organizations |  |  |  |  |  |
| 1.2 | Knowledge of the Erasmus+ Strategic Partnership Programme i.e. knowledge about goals, requirements for activities and financial conditions of financing strategic partnerships, significance of requirements for organizations |  |  |  |  |  |
| 1.3 | Knowledge of the Erasmus+ programme for mobility projects i.e. knowledge about objectives, requirements for activities and financial conditions of financing mobility projects, significance of requirements for organizations |  |  |  |  |  |
| **2.** | **Projekt development** | **1** | **2** | **3** | **4** | **5** |
| 2.1 | Knowledge and skills to prepare the project concept i.e. knowledge about planning the project concept, including programme objectives, target groups, key activities and results, budget framework, possible partnership circle |  |  |  |  |  |
| 2.2 | Knowledge and skills for partner searchi.e. knowledge about platforms for partner search, contact and dialogue process, agreement on activities and budget framework |  |  |  |  |  |
| 2.3 | Knowledge and skills to analyse needs and expectationsi.e. knowledge about the types of analysis of needs in a field of activity, the expected impact and results of a project and changing project design |  |  |  |  |  |
| **3.** | **Projekt Design** | **1** | **2** | **3** | **4** | **5** |
| 3.1 | Knowledge and skills to apply for Erasmus+ i.e. knowledge of specifics of applications for mobility projects and strategic partnerships, criteria for successful application and approval |  |  |  |  |  |
| 3.2 | Knowledge and skills to design a project i.e. knowledge about financing shares, budgeting, process, procedure, setting deadlines, working packages, involvement of partner organizations |  |  |  |  |  |
| 3.3 | Knowledge and skills for documentation and dissemination i.e. knowledge about information work for the client, types of documentation, ongoing public relations |  |  |  |  |  |
| **4.** | **Project Implementation und Evaluation** | **1** | **2** | **3** | **4** | **5** |
| 4.1 | Knowledge and skills for project coordination i.e. knowledge about task assignments, partner meetings, success factors for the project process, risk analysis |  |  |  |  |  |
| 4.2 | Knowledge and skills for monitoringi.e. knowledge about proper monitoring of project progress, project management and controlling tools for successful project implementation |  |  |  |  |  |
| 4.3 | Knowledge and skills for project evaluationi.e. knowledge of evaluation methods, correct evaluation of the evaluation carried out, importance of an evaluation for follow-up projects and the effectiveness of the project |  |  |  |  |  |
| **5.** | **Personal Application Profile** | **1** | **2** | **3** | **4** | **5** |
| 5.1 | Confidence in the ability of independent research and training in the field of international cooperation |  |  |  |  |  |
| 5.2  | Confidence in the ability of independent partner search for own international projects |  |  |  |  |  |
| 5.3 | Confidence in the ability to submit an international project application independently |  |  |  |  |  |