



Integrating Companies in a Sustainable Apprenticeship System

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Intellectual Output 4

Matrices for Formative Evaluation

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1. Introduction

Unlike learning in formal environments as in classrooms or workshops, learning outcomes (LO) from work-based learning (WBL) in a learning station (LS) depend strongly on the actual equipment of the production line and the models and makes, which a shoe factory manufactures. If the shoe models produced do not require certain work tasks of a whole sphere (in stitching or assembly, for example), then it is simply not possible to acquire skills in this production line related to this method.

A systematic and transparent communication on concrete LOs acquired via WBL by a learner/apprentice between tutors, supporting the learner in the various departments, and the head of training, being responsible for the entire training programme, is of great importance in WBL.

With the intend to provide a concise and handy communication tool, we recommend using the matrices as shown below: They allow tracking the achievements of each trainee in each department in a quick and easy way. The matrices do not refer to any formal assessment; they simply state the degree of autonomy each trainee was able to reach within the given timeframe in each Sphere of Activity.

The matrices list the main work tasks (in bold) and the performance that can be acquired in each department. The work tasks refer to the acquired skills; to indicate that they include key competencies and knowledge the underlying elements for some of the work task are listed.

How to use the matrices: In order to give feedback on the learning progress of each trainee, please tick off the level of autonomy the learner has reached for each work task (choosing between needs assistance / needs instruction / needs supervision / completely independent).

If the work task in the matrix was not part of the training, you can leave it out or erase the work task; if additional work tasks were trained, please feel free to continue the list of work tasks according to your training goals.

In the end, the matrices will document what each learner has been able to acquire and which level of autonomy she/he has reached. And again, although this has already been said: Please bear in mind that you may have to adapt the matrices according to the processes and to the operations in your department.

2. Matrices for Formative Evaluation

2.1. Cutting

Sphere of Activity: Cutting			
Work task:		Cutting by hand, including	
Reading & understanding work ticket; Providing & preparing the material [...]; Performing the task applying safety measures and asking for support if needed; Controlling own work and identifying possible defects; Preparing products for next task; Knowledge about materials; Cooperation with colleagues; [Please continue the list if you wish to add criteria].			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:		Clicking with cutting dies	
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	



Work task:	Cutting with CAD-CAM machines		
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:	Splitting		
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:	Stamping		
[Please set up the criteria in this section in line with your assessment needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	

Final evaluation (in this department)	
Cutting; including all work tasks above	
Evaluation	
Needs further training	Can perform all work tasks (almost) independently
<input type="checkbox"/>	<input type="checkbox"/>
Place, Date	Signature



2.2. Pre-stitching

Sphere of Activity: Pre-stitching			
Work task:		Skiving	
Reading & understanding work ticket; Adjusting the skiving machine applying the safety measures; Picking the right parts to be skived from the batch box; Performing the skiving operation applying the safety measures; Controlling own work and identifying possible defects; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:		Splitting	
Reading & understanding work ticket; Adjusting the splitting machine applying the safety measures; Picking the right parts to be split from the batch box; Performing the splitting operation applying the safety measures; Controlling own work and identifying possible defects. Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	

Work task:			
Other pre-stitching operations: Punching, marking, dying, gimping, folding, applying reinforcements (tape, toe puffs, rubbing down and taping back seam etc.)			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date			
Signature			
Final evaluation (in this department)			
Pre-stitching; including all work tasks above			
Evaluation			
Needs further training	Can perform all work tasks (almost) independently		
<input type="checkbox"/>	<input type="checkbox"/>		
Place, Date			
Signature			



2.3. Stitching

Sphere of Activity: Stitching

Work task: Stitching

Reading & understanding work ticket (such as: model, number of pairs, pieces, sizes, materials, technical information);

Picking the right parts to be stitched from the batch box;

Checking whether the previous stitching or pre-stitching operations have been performed correctly, such as:

- marking
- assembling by gluing
- application of reinforcements
- thread cutting
- eyeleting
- lacing
- trimming the linings
- etc.

Adjusting the stitching machine applying the safety measures;

Performing the stitching operation applying the safety measures;

Controlling own work and identifying possible defects;

Re-grouping pieces in batch box;

Asking for help if needed.

Evaluation

Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place, Date

Signature

Work task:	Other stitching operations with different stitches (e.g. chain stitch, lock stitch, zigzag) and on different machines (e.g. flatbed, post bed, cylinder arm)		
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Final evaluation (in this department)			
Stitching; including all work tasks above			
Evaluation			
Needs further training		Can perform all work tasks (almost) independently	
<input type="checkbox"/>		<input type="checkbox"/>	
Place, Date		Signature	



2.4. Pre-lasting

Sphere of Activity: Pre-lasting			
Work task:		Incoming batch boxes / trolleys	
Receiving and controlling lasts (using last profiles), materials, uppers and bottom components (insole, toe puffs, stiffener etc.); Asking for help if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:		Toe puff application	
Reading & understanding work ticket; Adjusting the ironing machine; Performing the task applying the safety measures; Controlling the work result and identifying possible defects; Asking for help if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	

Work task:				Backpart pre-moulding			
Reading & understanding work ticket; Selecting the appropriate moulds and adjusting the settings of the pre-moulding machine; Performing the pre-moulding operation applying the safety measures; Controlling the work result and identifying possible defects; Asking for help if needed.							
Evaluation							
Needs assistance		Needs instruction		Needs supervision		Completely independent	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Place, Date				Signature			
Work task:				Other pre-lasting operations, e.g. upper pre-conditioning, attaching insole to the last, forepart pre-moulding, etc.			
[Please set up the criteria in this section in line with your evaluation needs according to the examples given above]							
Evaluation							
Needs assistance		Needs instruction		Needs supervision		Completely independent	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Place, Date				Signature			
Final evaluation (in this department)							
Pre-lasting; including all work tasks above							
Evaluation							
Needs further training				Can perform all work tasks (almost) independently			
<input type="checkbox"/>				<input type="checkbox"/>			
Place, Date				Signature			



2.5. Lasting

Sphere of Activity: Lasting

Work task: Attaching the insole to the last

Reading & understanding work ticket;
 Providing and preparing the materials;
 Attaching the insole to the last bottom applying the safety measures;
 Controlling the work result and identifying possible defects;
 Asking for help if needed.

Evaluation

Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place, Date

Signature

Work task: Moulding toe puff

Reading & understanding work ticket;
 Providing and preparing the materials;
 Adjusting the settings of the moulding device
 Performing the operation applying safety measures.
 Controlling the work result and identifying possible defects;
 Asking for help if needed.

Evaluation

Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place, Date

Signature

Work task: Forepart lasting			
Reading & understanding work ticket; Providing and preparing the materials (upper, last); Preparing the machine equipment and settings applying the safety measures, taking into account: <ul style="list-style-type: none"> - Last: type of toe puff, heel height ... - Material: features, strength, malleability (“lastability”) ... - Lasting system: width of lasting margins ... - Settings: Clamping pressure, hammer, Teflon band pressure, adhesive temperature... Controlling the work result and identifying possible defects; Asking for help if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task: Side and seat lasting			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Final evaluation (in this department)			
Lasting; including all work tasks above			
Evaluation			
Needs further training		Can perform all work tasks (almost) independently	
<input type="checkbox"/>		<input type="checkbox"/>	
Place, Date		Signature	



2.6. Assembly

Sphere of Activity: Assembly			
Work task:		Preparative tasks	
Receiving incoming trolley with lasted uppers from lasting room, reading & understanding work ticket; Preparing the correct outsoles and other bottom components according to the work ticket; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:		Manual roughing	
Reading & understanding work ticket; Performing the manual roughing operation applying safety measures. Controlling the work result and identifying possible defects; Asking for help if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	

Work task: Cementing (manual)			
Reading & understanding work ticket; Performing manual primer application applying safety measures. Applying main adhesive layer respecting safety measures. Controlling the work result and identifying possible defects; Asking for help if needed; Knowledge about soling materials and adhesives.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task: Attaching the outsole			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task: Attaching heel & heel tip			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	



Work task: Preparing covered heels			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task: Preparing insoles with bound edge			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task: Check quality of assembled shoe			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	

Final evaluation (in this department)	
Assembly, including all work tasks above	
Evaluation	
Needs further training	Can perform all work tasks (almost) independently
<input type="checkbox"/>	<input type="checkbox"/>
Place, Date	Signature



2.7. Finishing

Sphere of Activity: Finishing

Work task: Identification of different finishing types

Reading and understanding the work ticket;
 Providing and preparing the materials according to the work ticket;
 Knowledge about upper materials;
 Knowledge about finishing products;
 Co-operating with colleagues;
 Asking for support if needed.

Evaluation

Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place, Date

Signature

Work task: Operations common to different types of finishing

Reading and understanding the work ticket;
 Providing and preparing the materials according to the work ticket and/or work plans;
 Preparing the equipment and performing the operations:

- Sockliner fitting
- Edge inking
- Cleaning / repair
- Burning thread ends

Asking for support if needed.

Evaluation

Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place, Date

Signature

Work task:		Specific finishing operations	
<p>Reading and understanding the work ticket; Providing and preparing the materials according to the work ticket; Preparing the equipment and performing the operations:</p> <ul style="list-style-type: none"> - Applying shoe polish - Brushing the shoe - Applying spray paint - Ironing the shoe - Inserting fillers - Labelling, controlling and boxing <p>Asking for support if needed.</p>			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:		Quality control / visual tests	
<p>Performing a visual analysis against a customer's standard sample or specifications:</p> <ul style="list-style-type: none"> - Upper control - Bottom control <p>Asking for support if needed.</p>			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	



Work task:				Packing techniques and expedition procedures			
Reading and understanding customer's instructions, packing list/other documents; Asking for support if needed.							
Evaluation							
Needs assistance		Needs instruction		Needs supervision		Completely independent	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Place, Date				Signature			
Final evaluation (in this department)							
Finishing; including all work tasks above							
Evaluation							
Needs further training				Can perform all work tasks (almost) independently			
<input type="checkbox"/>				<input type="checkbox"/>			
Place, Date				Signature			

2.8. Design

Sphere of Activity: Design			
Work task:		Identification of target-group	
Reading & understanding the required task; Knowledge about market studies, target groups; Co-operating with colleagues; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:		Analysis of product in the development phase	
Reading & understanding the required task; Providing & preparing the material [...]; Knowledge about analysis of products, collections, materials; Co-operating with colleagues; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	



Work task:		Competition analysis	
<p>Reading & understanding the required task; Co-operating with colleagues; Asking for support if needed; Elaborate a briefing; Reading & understanding the required task; Co-operating with colleagues; Asking for support if needed.</p>			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:		Elaborate a briefing	
<p>Reading & understanding the required task; Co-operating with colleagues; Asking for support if needed.</p>			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	

Work task: Apply project methodology to a classical men's shoe			
Reading & understanding the required task; Understanding the structure of the project methodology; Understanding the process of the technical development; Co-operating with colleagues; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task: Elaborate trend studies			
Reading & understanding the required task; Co-operating with colleagues; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Final evaluation (in this department)			
Design: Understand and participate in the tasks of this department			
Evaluation			
Needs further training		Can perform all work tasks (almost) independently	
<input type="checkbox"/>		<input type="checkbox"/>	
Place, Date		Signature	



2.9. Technical Development

Sphere of Activity: Technical Development

Work task: Upper Pattern Making

Making a last copy;
 Creating a basic model and making all patterns for upper production manually;
 Creating a basic model and developing all upper patterns in the CAD system;
 Digitising last copies;
 Scanning plots;
 Printing cardboard patterns for the production of all upper parts on the cutting table and labelling them correctly;
 Asking for support if needed.

Evaluation

Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place, Date

Signature

Work task: Bottom Parts Development

[Please set up the criteria in this section in line with your evaluation needs according to the example given above]

Evaluation

Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place, Date

Signature

Work task:				Upper Coordination Department			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]							
Evaluation							
Needs assistance		Needs instruction		Needs supervision		Completely independent	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Place, Date				Signature			
Final evaluation (in this department)							
Technical development, including all work tasks above							
Evaluation							
Needs further training				Can perform all work tasks (almost) independently			
<input type="checkbox"/>				<input type="checkbox"/>			
Place, Date				Signature			



2.10. Production planning

Sphere of Activity: Production planning			
Work task:		Models	
Defining a new model; Defining model variants; Modifying an existing model; Assigning materials and components to a model; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task:		Materials	
Defining a new material / component; Defining a new material / component; Ordering materials; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	

Work task: Clients			
Adding a new client; Checking client details, orders, bills etc.; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date			
Signature			
Work task: Orders			
Adding a new order; Tracking order process; Asking for support if needed.			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date			
Signature			
Final evaluation (in this department)			
Production planning, including all work tasks above			
Evaluation			
Needs further training		Can perform all work tasks (almost) independently	
<input type="checkbox"/>		<input type="checkbox"/>	
Place, Date			
Signature			

2.11. Quality Assurance

Sphere of Activity: Quality Assurance

Work task: Conducting physical tests, e.g.

- Flex resistance;
- Tear strength;
- Bond strength;
- Rub fastness;
- Light fastness;
- Abrasion resistance;
- Impact resistance;
- Slip resistance;
- Reading & understanding the required task;
- Providing & preparing the material;
- Knowledge about materials;
- Co-operating with colleagues;
- Asking for support if needed.

Evaluation

Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place, Date

Signature

Work task: Establishing a sampling plan

[Please set up the criteria in this section in line with your evaluation needs according to the example given above]

Evaluation

Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Place, Date

Signature

Work task: Inspection of the aesthetic appearance			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task: Control of footwear fit			
[Please adapt to your evaluation needs]			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	
Work task: Conducting chemical tests, e.g.			
Determination of pH in leather; Determination of volatile-matter content in leather; Determination of sulphated total ash and sulphated water-insoluble ash; Determination of matter soluble in dichloromethane and free fatty acid content in leather; [Please set up the criteria in this section in line with your evaluation needs according to the example given above].			
Evaluation			
Needs assistance	Needs instruction	Needs supervision	Completely independent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place, Date		Signature	



Work task:				Acceptance or rejection of the product			
[Please set up the criteria in this section in line with your evaluation needs according to the example given above]							
Evaluation							
Needs assistance		Needs instruction		Needs supervision		Completely independent	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Place, Date				Signature			
Final evaluation (in this department)							
Quality Assurance; including all work tasks above							
Evaluation							
Needs further training				Can perform all work tasks (almost) independently			
<input type="checkbox"/>				<input type="checkbox"/>			
Place, Date				Signature			