

Competences Evaluation Form (to be filled in by Student, Workplace Mentor)

This Evaluation Form is based on the Business Analyst Job Profile/Placement Plan. It contains the Technical Competences and the Soft Skills explained in the Plan. The evaluation is to take place for these two sets of Competences.

Student Name		Employer	
ID Card		Mobile	

Employer: Mark the appropriate box with an 'X' to indicate student's progress in Sections A and B under the following codes:

B = Beginning	P = Progressing	C = Competent	N/A = Not Applicable
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Section A: Technical Competences

		Placement Weeks					
		1-2	3-4	5-6	7-8	9-10	11-12
Business analysis procedures/tools	C						
	P						
	B						
Requirements gathering methods/tools	C						
	P						
	B						
Business modelling tools and techniques	C						
	P						
	B						
The software development lifecycle	C						
	P						
	B						
Data modelling and representation	C						
	P						
	B						
Organisational structure and models	C						
	P						
	B						
Types of information and data required by business processes	C						
	P						
	B						

Section B: Soft Skills

		Placement Weeks					
		1-2	3-4	5-6	7-8	9-10	11-12
Effective interpersonal communication using a range of methods	C						
	P						
	B						
Ability to convey IT-related information to technical and non-technical audiences	C						
	P						
	B						
Use a range of techniques to solve problems	C						
	P						
	B						
Seek advice and support from others with problem solving	C						
	P						
	B						
Know the aims and objectives of the employer	C						
	P						
	B						
Understand projects and the principles of project management	C						
	P						
	B						
Know the activities in the project lifecycle	C						
	P						
	B						
Apply project planning and control within own area of responsibility, including prioritisation	C						
	P						
	B						
Take responsibility for own role	C						
	P						
	B						
Plan and manage work to meet deadlines	C						
	P						
	B						
Recognise and respect people's diversity, individual differences and perspectives	C						
	P						
	B						
Share information and seek expertise from others	C						
	P						
	B						
Understand the importance of customer service in the provision of IT service systems and assets	C						
	P						
	B						
Use appropriate personal style and behaviour in customer interactions to inspire confidence and gain client's trust	C						
	P						
	B						

Section C: Employer's Comments/Notes

Please explain briefly and give examples of how the student has progressed throughout the placement. The Student and Workplace Mentor (WM) will sign and date after each entry in the spaces provided.

Weeks 1-2	Date:
Signature of WM:	Signature of Student:

Weeks 3-4	Date:
Signature of WM:	Signature of Student:

Weeks 5-6	Date:
Signature of WM:	Signature of Student:

Weeks 7-8	Date:
Signature of WM:	Signature of Student:

Weeks 9-10	Date:
Signature of WM:	Signature of Student:

Weeks 11-12	Date:
Signature of WM:	Signature of Student:

[illegible]