Assessment talk and reporting guidelines for ERYICA trainers

In the end of ERYICA training courses, the trainers conduct an individual assessment talk with each participant. As a course is typically delivered by more than one trainer, they can divide the group and conduct the talks parallel to each other.

The assessment talk should ideally last at least 15 minutes and cover the following areas:

- **Self-evaluation of participants**

  Participants receive a self-assessment sheet and think about their self-assessment at the end of each course area. They bring these documents to the interview and share their main findings. The trainer should give feedback based on their observations during the course.

- **Reflective workbook (if applicable)**

  The Advanced YIntro course has a reflective workbook that participants fill in gradually during the course. They bring it to the assessment talk in the end and discuss it in the same way as described in the point above.

- **Consultation**

  The trainer asks the participants how they evaluate their overall participation in the training and how confident they are about putting into practice what they learnt. The trainer provides feedback as well and by the end of the discussion, the level of success in completing the course becomes clear.

After the assessment talk, the trainers assemble a report form and **send it to ERYICA to request the certificates.** A recommended structure is the following:

Training title:
Venue and dates:
Trainers:

Name of participant	**Sessions attended** (Add "All" or numbers of the missed sessions)	**Learning outcomes achieved**	**Learning outcomes not achieved**	**Proof of assessing learning outcomes**	**Fulfilled certification criteria** (Y/N)

NOTE:

It is the competence and responsibility of the trainer to decide whether a participant fulfilled the criteria for receiving their certificate. This decision shall be based on the learning outcomes provided in the training manuals, the ERYICA training guidelines and the professional judgement of the trainer. The decision shall be recorded in the reporting form above and submitted to ERYICA.

In the case of training of trainers' courses, the trainer must also consider the capacity and skill set of the participant to deliver successful training courses.