

THE TUTOR MATRIX

This Matrix represents the main and direct output of “ LoopMe” experimentation for the Italian Partner (MCG Soc. Coop.). It is a concrete assessment tool involving the Company tutor all along the apprenticeship path and enabling him/her to support the “core steps” of the learning process in the company context.

Following the “LoopMe application philosophy” it enables the tutor not only to auto evaluate specific tasks related to his/her role but also to express social/emotional feelings associated to these tasks. Crossing these data with the ones coming from the apprentices it is a valid support to:

- **Foster the three core actors' perspectives all along the learning path.**

The Matrix has been drawn up starting from Company tutor tasks usually demanded at Italian regional level in apprenticeship programmes, the tasks have been then revised, adapted and validated by Italian company tutor and company representatives.

The format is functional to be used by “LoopMe application” but its contents can be easily adapted to other digital or classical technical supports.

GROUP NAME		
ORGANISATION		
GROUP OWNER		
SETTINGS FOR THE COMPANY TUTORS		
EACH TUTOR IS ABLE TO SEE	Both reports and comments from the apprentices Only the reports from the apprentices	
EACH TUTOR IS ABLE TO	Comment on reports and comments from the apprentices Comment and report on his/her tasks	
SUGGESTED FOR A WEEKLY REFLECTION		
TASKS FOR COMPANY TUTOR		
Task	Description	Number of Reports
1. Contributing to the apprentice's training path planning	It means: - being able to describe the tasks and the role of the apprentice in the company context; -being able to draw up skills and knowledge that the apprentice is going to acquire in the company context; - to assign to the apprentice job tasks coherent with the above mentioned skills and knowledge.	3
2. Accompanying apprentice's integration into the company context	It means: - being able to present the rules of the company and the tasks assigned to the apprentice - being able to present the organization and functioning of the company - being able to clearly explain to the apprentice the results to achieve and the attitude to be taken in the company context; -being able to guide the apprentice throughout his/her reflection on how he/she face the assigned tasks; - being able to support the apprentice in recognizing the skills and knowledges acquired.	3
3. Supporting apprentice's motivation and involvement	It means: - being able to plan and manage welcome activities; -being able to define and manage regular meetings with the apprentice.	2
4. Supporting apprentice's competences' assessment	It means: -being able to define "the objects" (what has to be evaluated) of the assessment; - being able to organize moments and modalities of evaluation by which collecting relevant information; - being able to organize feedbacks with the apprentice;	3
FEELING AND TAGS		
1. CURIOUS/INSPIRED	6. FRUSTRATED	
2. SUCCESSFUL	7. SURPRISE	
3. NEW CHALLENGE	8. TIRED	
4. BET	9. CONFIDENT	
5. DEMOTIVATED	10. WORK IN PROGRESS	
	    	