

METHODOLOGICAL RECOMMENDATIONS
on preparation and performance of practical evaluations and
proficiency assessment for employees
(AtomSkills Standard)

1. Purpose and scope

- 1.1** These Industry-Specific Methodological Recommendations are developed in order to apply a unified approach to organization and performance of practical evaluations (hereinafter the "Evaluations") to assess proficiency of the specialists engaged in the production and business processes of the State Corporation "Rosatom" and its organizations.
- 1.2** The Methodological Recommendations are developed in furtherance of the Unified Industry Human Resources Policy of the State Corporation "Rosatom" and its organizations approved by the State Corporation "Rosatom" Order No. 1/1393-P dated 30.12.2016 in order to provide personnel with the required qualification for the Corporation and its organizations.
- 1.3** The Methodological Recommendations are based on the analysis of the international and Russian standards in the area of professional training and evaluation of human resources:
 - the international standards and regulations for arrangement of WorldSkills Professional Skill Competitions;
 - competence standards and industry-specific recommendations of the State Corporation "Rosatom";
 - professional standards of the Russian Federation.
- 1.4** The Methodological Recommendations shall not apply to any activities related to the use of information constituting a state secret and other restricted information.

2. General Provisions

- 2.1** The aim of the Evaluations is to define the areas for professional development (deficiencies) of the candidates for any vacancies, personnel and trained partner organizations of the Corporation, as well as the employees of the nuclear industry organizations and enterprises for subsequent development and improvement of professional development programs to the level facilitating achievement of the Corporation's global leadership due to labor efficiency enhancement.
- 2.2** The job functions performed by any Participant in accordance with the international and industry-specific standards or their substituting documents, relevant for the Evaluation Customer and defining the Participant's proficiency shall be the subject of assessment.
- 2.3** The job function acquisition level shall be determined through performance of the Practical Tests (hereinafter the "Tests") by the Participant and expert evaluation of

the Test performance results (and/or process) as per the criteria based on the requirements for the labor action performance quality, acquisition of the required knowledge, capabilities and skills, compliance with the technology applied in performance of the labor actions, with the use of the equipment and consumables, under the conditions (premises, the site development) applied for assessment of the particular job function.

2.4 It is recommended to perform Evaluations in the following cases:

- upon employment of new employees in the Corporation in order to define compliance of their proficiency with the occupied position;
- upon modification of any production and manufacturing processes applied in the Corporation and its organizations and requiring a certain proficiency level from the employees in order to identify any non-conformances (deficiencies) in their professional activities (performance of certain job functions) and subsequent professional development for efficient use of equipment and materials in accordance with the manufacturer's technology;
- in order to check acquisition of the relevant job functions by the students from educational institutions - partners of the Corporation;
- in the course of cooperation with contracting organizations in order to determine adequacy of their personnel proficiency level;
- in order to identify the labor efficiency enhancement potential for certain types of professional activities provided through efficient use of knowledge, capabilities and skills at the level of the best international practices.

3. Subjects of the Evaluations

3.1 The Evaluation Subjects are as follows: the Evaluation Organizer (hereinafter the "Organizer"), the Evaluation Customer (hereinafter the "Customer"), the Evaluation Administrator (hereinafter the "Administrator"), the Commission consisting of experts (hereinafter the "Commission"), the Evaluation Participant (hereinafter the "Participant").

3.2 Any individual or entity, particularly not an employee or an organization of the Corporation, may act as the Customer.

3.3 The Administrator shall be appointed by the manager of the organization performing the Evaluation.

3.4 The Commission shall consist of specialists (experts) with professional knowledge and experience in the job functions under evaluation at the level sufficient to

perform assessment. The composition of the Commission shall be established by the Administrator and approved by the manager of the organization performing the Evaluation.

3.5 Any individual sent by the Customer or Partner Organization for assessment of the certain job function acquisition level may become the Evaluation Participant.

3.6 An employee of the Corporation or its organization may act as the Customer. In this case the employer shall be relieved from the obligation to pay for the Evaluation.

3.7 The Evaluation Subjects shall ensure confidentiality of the Evaluation performance and results, any developed Tests and Evaluation Criteria, personal data of the participants.

4. Development of Technical Documentation for the Evaluations

A documentation package shall be developed for any Evaluation Arrangement, including:

- Evaluation Data Sheet.
- Practical Test.
- Infrastructure Sheet.
- Workplace Structure Plan.
- Evaluation Schedule.
- Evaluation Criteria
- Additional documents forming an integral part of the Technical Documentation package for the Evaluation.

4.1 Evaluation Data Sheet

4.1.1 The Evaluation Data Sheet (hereinafter the "Data Sheet") is the document containing all necessary information related to preparation and performance of any particular Evaluation.

4.1.2 The Data Sheet shall contain the following information:

- the name of the organization performing the Evaluation;
- the Evaluation date and venue;
- the Administrator's data;
- the Customer's data;
- the storage period for the original copies of the evaluation documents;
- the composition of the Expert Commission;

- the list of participants;
- the Practical Test and Evaluation Criteria for the particular Evaluation;
- the Workplace Structure Plan;
- the Evaluation Schedule;
- the Infrastructure Sheet.

4.1.3 The Evaluation Data Sheet template is provided in Appendix No.1.

4.2 Practical Test (Test)

- The Test is intended to assess particular job functions and their constituent knowledge, capabilities and skills.
- The Test shall simulate standard production tasks under real or near-real professional (production) situation conditions.
- The Test shall contain all documents required for correct understanding of the task essence by the Participant and experts: text descriptions, drawings, schemes, plans, photos and any other necessary reference materials.
- The time for the Test performance shall be provided in accordance with the production standards, and in absence thereof - within the scope corresponding to the minimal possible time for the works planned in the Test. The time for the Test performance shall be specified on the title page.
- An example of the Test is provided in Appendix No.2.

4.3 List of equipment and consumables (Infrastructure Sheet)

- The list of equipment and consumables (hereinafter the "Infrastructure Sheet") shall contain all equipment items, tools, consumables and personal protection equipment required for the Evaluation.
- The Infrastructure Sheet is divided into the main and additional parts. Any items with the necessity of their use determined on the basis of the technologies to be applied in the Test shall be specified in the main part. They include equipment, tools, personal protection equipment and consumables used to perform the Test.
- Any items necessary to provide the conditions for performance of the Evaluation shall be specified in the additional part of the Infrastructure Sheet. They include furniture, office appliances (if necessary for any auxiliary organizational procedures), stationery, waste-paper baskets, water coolers, etc.
- The Infrastructure Sheet for any Evaluation shall include **all** items required

to perform the Evaluation. Use of several duplicate or complementary lists shall be prohibited.

- The Infrastructure Sheet template is provided in Appendix No.3.

4.4 Workplace Structure Plan

- The Workplace Structure Plan for any evaluation shall be issued in the form of a drawing specifying the workplace layout, premises and passages, with indication of all dimensions, locations of equipment, network and infrastructure connections (communications, Internet, water, power, gas, air, etc.), as well as operational characteristics (channel capacity, number of phases, voltage, current, type of connectors, pressure, etc.).
- The Structure Plan shall also specify such parameters as illumination of the work zone and air exchange in the rooms (if performance of any job actions is associated with the necessity to provide certain parameters).
- An example of the Structure Plan is given in Appendix No.4.

4.5 Evaluation Schedule

The Evaluation Schedule is the document specifying all time stages of the Evaluation performance, particularly:

- Briefing
- Familiarization with the workplace and equipment
- Familiarization with the Practical Test
- Performance of the Practical Test
- Breaks, particularly for lunch
- Evaluation procedures
- Signing of documents
- Summing up

An example of the Evaluation Schedule is provided in Appendix No.5.

4.6 Evaluation Criteria

4.6.1. The Evaluation Criteria shall be compiled in the tabular form and represent the

interrelations between the evaluation aspects and the job functions under assessment. The number of aspects necessary for complete and proper evaluation shall be assigned for each job function under assessment. An example of evaluation criteria is given in Appendix No.6.

4.6.2. Each evaluation aspect shall have a precise and unambiguous wording as well as guidelines (comments) for its assessment. Any references to additional explanatory documents for assessment of the aspects shall be permissible only in case if these documents constitute an integral part of the Technical Documentation for the Evaluations.

4.6.3. Aspects may be of four types:

4.6.3.1. *Eliminating* - measurable aspects that make assessment of any other related aspects evaluating this particular job function senseless in case of their non-performance. For example, a crack in a weld seam making visual assessment of the seam characteristics senseless may be classified as such an aspect.

4.6.3.2. *Binary* - measurable aspects assessed on the scale "fully performed/ not performed" without any possibility for partial performance. For example, these aspects may include compliance with tolerances or presence of any defects in the finished item making this item inoperable regardless of the size and number of these defects.

4.6.3.3. *Discrete* - measurable aspects permitting partial performance and assessed as the percentage of ideal compliance with the required results. They may include aspects evaluating the scope of the performed work in relation to the specified scope.

4.6.3.4. *Judicatory* - aspects that are impossible or impractical to measure. Assessment of the judicatory aspects is based on the subjective opinion of any expert with regard to the degree of this aspect performance in relation to the requirements specified for performance of the particular job function.

- Judicatory assessment may be applied both to the results of any labor actions and to their performance process.
- The judicatory aspects shall be assessed on the scale from 0 to 3.
- Grade "0" means that the quality of the performed works does not comply with the minimal requirements established for these works, i.e. the works performed would not be deemed proper under the real production conditions, and would not be accepted by the customer of these works.
- Grade "1" means that the work quality complies with the minimal requirements, and it would be accepted as proper, but it has some minor defects within the acceptable limits from the viewpoint of the customer.
- Grade "2" means that there are no significant or minor punch items with regard to the result or the process.
- Grade "3" is exceptional, and is given only in the cases when the work

quality is excellent and difficult-to-accomplish, providing evidence of the highest professional development level of the Participant.

- Examples of judicatory aspects that are impossible to measure include assessment of the developed design, creativity of any solutions or evaluation of professionalism in the Participant's actions.
- Examples of judicatory aspects that are possible but impractical to measure include assessment of any cosmetic defects on the item surface not affecting the quality of the item itself but only its aesthetic perception. In this case the area and depth of the defects could be measured, but it would take a considerable period of time, that is why it is reasonable to apply judicatory assessment.

4.6.4. Each aspect, except for the eliminating ones, has certain significance (weight) in assessment of the job function which is specified in percentage terms. The aggregate weight of the aspects evaluating the job function is 100%.

4.6.5. No weight is assigned to the eliminating aspects, as their non-performance means annulment of the related binary, discrete or judicatory aspects.

4.7. Additional documents constituting an integral part of the Technical Documentation package for performance of the Evaluation

Additional documents may include guidelines for application of the evaluation criteria, standards and regulatory documentation.

5. Preparation of the Evaluation Site

5.6. The site for performance of the Evaluation (hereinafter the "Site") shall be arranged and equipped in accordance with the Structure Plan and the Infrastructure Sheet developed for performance of the particular Test.

5.7. The Site shall comply with the fire safety requirements, the requirements of the legislation and industry-specific standards for occupational safety, the requirements of any other regulatory and industry-specific documents establishing the requirements for safety of industrial production facilities, environmental protection, requirements in the area of safety, life and health protection for workers in the course of their job function performance during the Evaluation.

5.8. Several workplaces may be arranged within the same Site. In this case each workplace shall be equipped in accordance with the Structure Plan and the Infrastructure Sheet developed for performance of the particular Test. Simultaneous use of the same equipment item by several Participants shall be prohibited.

5.9. The Administrator shall bear responsibility for compliance of the Site with the requirements specified in par. 5.6.1-5.6.3, as well as for material and technical support of the site in the course of the Evaluation preparation and performance.

6. Performance of the Evaluation

6.1 Compliance with the Evaluation Schedule

6.1.1 The Evaluation Schedule (hereinafter the "Schedule") shall be exhibited as hard copy on the information desk/ board at the Site prior to the Evaluation commencement.

6.1.2 The Administrator shall be responsible for compliance with the Schedule.

6.1.3 The commencement and completion time for any stages of the Evaluation specified in the Schedule may be shifted upon agreement with the Evaluation Subjects or due to any irresistible circumstances.

6.1.4 In any case it shall be prohibited to reduce the time for:

- familiarization with the workplace in relation to the Schedule,
- familiarization with the Test,
- performance of the Test in relation to the time specified on the title page of the Test.

6.2 Briefing

6.2.1 All persons participating in the Evaluation (Experts, Participants, any other persons engaged) shall pass a briefing in fire and occupational safety, environmental protection, requirements in the area of safety, life and health protection and any other conditions for safe arrangement of the Evaluation prior to access to the Site (hereinafter the "Briefing").

6.2.2 The Administrator shall be responsible for the Briefing.

6.2.3 Any persons failing to pass the Briefing shall not be admitted to the Site.

6.2.4 In case of a single violation of any provision of the Briefing the person violating this provision shall be warned with the relevant entry in the Record of Violations in the course of the Evaluation (hereinafter the "Record of Violations"), and the repeated Briefing shall be carried out in case of necessity. In case of a repeated violation of any provision of the Briefing the person shall be removed from the Site till the Evaluation completion, with the relevant entry in the Record of Violations.

6.2.5 All incidents in the course of the Evaluation related to any violations of the Briefing shall be specified in the Record of Violations.

6.2.6 The Administrator shall bear responsibility for maintenance of the Record of Violations.

6.3. Familiarization with the workplace

6.3.1 The aim of the workplace familiarization procedure is to provide the Participant with the possibility to test the equipment prior to commencement of the Test performance in order to understand the setting peculiarities of this equipment and to adjust it for his/her own needs.

6.3.2 The time for familiarization with the workplace and the equipment testing shall be provided in accordance with the Evaluation Schedule (hereinafter the "Schedule").

6.3.3 In case of any Evaluation simultaneously arranged at the same Site for several participants the Administrator shall provide the possibility to familiarize with the workplace and all equipment items for each Participant within the time specified in the Schedule.

6.3.4 Subsequent to familiarization with the workplace the Participant shall sign the Record as per the form presented in Appendix No.7.

6.4. Familiarization with the Practical Test

6.4.1 Subsequent to familiarization with the workplaces the Participant shall have the possibility to familiarize with the Test which he/she is to perform in order to evaluate acquisition of certain job functions. The complete documentation package included into the Test shall be provided for familiarization.

6.4.2 The time for familiarization with the Test shall be specified in the Schedule.

6.4.3 The provided time shall be sufficient for proper familiarization with the Test.

6.4.4 In case of any Evaluation simultaneously arranged at the same Site for several participants the Administrator shall provide the possibility to familiarize with the Test for each Participant within the time specified in the Schedule.

6.4.5 Subsequent to familiarization with the Test the Participant may ask questions related to explanation of the Test, and the answers thereof represent assistance in performance of the Test. Upon receiving the answers, the Participant shall sign the Record as per the form presented in Appendix No.7.

6.5. Performance of the Practical Test

- 6.5.1 Prior to commencement of the Test performance the Participant shall have the time in accordance with the Schedule for preparation of the workplace and equipment, and checking of the consumables. In case of any malfunction of the equipment or lack of consumables detected within this time period commencement of performance shall be postponed till solution of all problems with the equipment and/or consumables. Subsequent to expiry of the time provided for the workplace preparation the Administrator shall command to start the works if the Participant has not declared any problems with the equipment or consumables. Countdown of the time for the Test performance by the Participant shall start from this moment.
- 6.5.2 The full time provided for the Test performance in accordance with the information on the title page shall be given to the Participant. The time specified in the Schedule shall correspond to the time specified on the title page of the Test.
- 6.5.3 In case of any impediments for proper performance of the Test through no fault of the Participant (failure of the equipment if it does not constitute a part of the Test, deterioration of the specified technical parameters of the Site infrastructure (drop in voltage, pressure, etc.) or any other abnormalities for this type of labor activity) the Participant shall inform the Administrator.
- 6.5.4 The Administrator shall make all efforts to provide proper working conditions for the Participant.
- 6.5.5 If any impediments that have occurred through no fault of the participant and are abnormal for the particular labor activity type result in the necessity for repeated performance of some works within the Test, additional time shall be provided to the Participant for compensation of such works. The decision with regard to the additional time duration shall be made by the Commission.
- 6.5.6 The concurrent factors, such as noise within the standard limits established for the particular labor activity type, presence and activity of any people outside the Site (conversations, taking of photos (including flash ones), video recording, etc.) shall be deemed normal conditions for the Evaluation.
- 6.5.7 Any forced suspension of the Participant's work shall be specified in the Time Control Record as per the form provided in Appendix No. 8.
- 6.5.8 Any assistance to the Participants in performance of the Test on the part of experts, the Administrator, spectators and any other persons shall be prohibited. In case of any such assistance detected the Administrator shall submit the issue to the vote of the Commission. The Commission shall make the decision by a

majority of votes whether such assistance has resulted in improvement of the Test performance results from the viewpoint of aspect assessment. In case of a positive answer the Commission shall make the decision to annul the grades for the aspects influenced by such assistance, or to terminate the Evaluation for this particular Participant. All such cases shall be registered in the Record of Violations with description of the situation and the decisions made as per the form provided in Appendix No.9.

6.5.9 The Administrator shall warn the Participant about the coming break time, including the lunch break, 5 minutes prior to its beginning.

6.5.10 Performance of the Test by the Participant outside the specified time limits, particularly in the course of any scheduled or unscheduled breaks, shall be prohibited. In case of any unscheduled breaks in the work through no fault of the Participant the lost time shall be compensated.

6.5.11 The Administrator shall warn the Participant 5 minutes prior to expiry of the time for the Test performance. After expiry of the Test performance time the Participant shall be prohibited to continue any works to be assessed within the framework of the Evaluation Criteria.

6.6. Possibility to use own tools and consumables

6.6.1 The items to be provided by the Organizers at the Site shall be specified in the Infrastructure Sheet.

6.6.2 Own tools or consumables shall be prohibited for use. Only the items provided by the Organizers shall be used to perform the Test.

6.7. Job function evaluation process

6.7.1 The evaluation process for the job functions demonstrated by the Participant in the course of the Test performance and subsequent to its results includes assignment of grades to each aspect evaluating the job function.

6.7.2 Each aspect shall be evaluated by the Commission consisting of three experts. Each expert shall assign the grade to each aspect.

6.7.3 If the participant has not started to perform any work evaluated by any aspects the zero grade shall be assigned to these aspects (the aspect is not completed).

6.7.4 The grades may be recorded in the paper sheets as per the form provided in Appendix No. 6 and directly in the Electronic Assessment System.

6.8. Evaluation procedure for judicatory aspects

- 6.8.1 Any discussion of the Participant's work under assessment prior to assignment of grades for the judicatory aspects shall be prohibited.
- 6.8.2 The decision of each expert with regard to the grade for any judicatory aspect shall be strictly personal, without any influence on the part of other members of the Commission.
- 6.8.3 The Commission shall have reasonable time for evaluation of each judicatory aspect as necessary to make an informed decision.
- 6.8.4 It is permitted to establish limitations for decision-making with regard to time or any other evaluation conditions in the evaluation criteria for each judicatory aspect. For example, in evaluation of any visual characteristics it is permitted to specify a certain distance from which examination is to be performed, and to limit the examination time. It is also permitted to specify particular instruments or tools (a magnifying glass, a lantern, gages, samples, etc.) to be used for evaluation, and additional limitations for their application (time, distance, settings, etc.).
- 6.8.5 The judicatory grades shall be provided simultaneously by all members of the Commission. In this case none of the Commission members shall have the possibility to obtain any information about the grades assigned by other experts for the particular judicatory aspect prior to assignment of his/her own grade.
- 6.8.6 Subsequent to assignment of grades to the judicatory aspects they may be discussed with justification of the decisions made by each expert. Any experts having assigned the grades different from the majority of the Commission members shall be entitled to correct them prior to signing of the Evaluation Protocol if they consider the reasons of other experts convincing. But the decision on correction of the grades shall be made absolutely individually without any pressure.
- 6.8.7 In case of any corrections of the assigned grades the expert shall affix his/ her signature and the phrase "Alteration Valid" opposite each correction. Subsequent to signing of the Evaluation Protocol the assigned grades shall be final and not subject to any corrections.

6.9. Procedure for evaluation of eliminating, binary and discrete aspects

- 6.9.1 Discussion of the aspect performance prior to assignment of any grades shall be permitted for assessment of eliminating, binary and discrete aspects. Experts shall not be entitled to exercise any pressure on each other regardless of their

expertise or professional experience, position or other factors. Each expert shall assign the grade he/she considers reasonable for the particular aspect.

- 6.9.2 If any expert has assigned the grade different from the grades assigned by other members of the Commission, he/ she shall provide explanation of the reasons for his/ her decision. This situation shall be reported to the Administrator, as it is implied for these types of aspects that the evaluation is made on the basis of measurable parameters, and different opinions on the aspect performance degree may be caused by malfunction of any measuring device, or inaccurate interpretation or incorrect understanding of the guidelines for evaluation of any aspect, or inadequate qualification of any expert in the relevant professional area and/or methodology of the Evaluation.
- 6.9.3 If the experts insist on their decisions with regard to the assigned grades for measurable aspects, and these grades are different, the Administrator shall investigate the causes of these different grades. If no errors in the aspect wording or malfunctions of the measuring device are detected, the grades provided by the experts shall be assigned to these aspects.
- 6.9.4 The technologies applied in the Test shall correspond to the objectives of the particular Evaluation. For example, if the Customer of the Evaluation is an enterprise the technologies to be applied in the Test, as well as the Infrastructure Sheet for the Evaluation shall correspond to the technologies, technical and operational characteristics of the equipment and consumables used at the particular enterprise.

6.10 Calculation of the job function acquisition level subsequent to the Evaluation results

Subsequent to signing of the Evaluation Protocol the acquisition level shall be calculated for each job function under assessment based on the grades assigned by the experts for all aspects.

Conventional designations:

JF - job function acquisition level;

Z - eliminating aspect;

B - binary aspect;

D - discrete aspect;

J - judicatory aspect;

1, 2, 3 - experts of the Commission;

A - grade for the aspect;

V - aspect weight (%);

R - aspect acquisition result (%).

$1, 2, 3, n$ - aspect numbers in sequence.

Q_z - the range of aspects related to the eliminating aspect;

1) If two or more experts have assigned the grade "no" (not performed) for an eliminating aspect, the grade for the eliminating aspect (A_z) = 0. If two or more experts have assigned the grade "yes" (performed) for an eliminating aspect, the grade for the eliminating aspect (A_z) = 1.

2) If two or more experts have assigned the grade "no" (not performed) for a binary aspect, the grade for the binary aspect (A_b) = 0. If two or more experts have assigned the grade "yes" (performed) for a binary aspect, the grade for the binary aspect (A_b) = 1.

3) In calculation of the grade for a discrete aspect the grade (A_D) shall be calculated as the arithmetic mean of the grades assigned by experts $A_D = (A_{D1} + A_{D2} + A_{D3}) / 3$.

4) In calculation of the grade for a judicatory aspect the grade (A_J) shall be calculated as per the following formula: $A_J = (A_{J1} + A_{J2} + A_{J3}) / 3$.

5) The aspect acquisition result (R) shall be calculated as per the following formula: $R = A * V$.

6) The aspect acquisition results according to the aspect types shall be designated as follows:

R_z - acquisition result for an eliminating aspect;

R - acquisition result for a binary, discrete or judicatory aspect.

7) The formula for calculation of the job function acquisition level:

$JF(\%) = R_z * (R_1 + R_2 + R_3 + R_n) + R_4 + R_5 + \dots$, WHERE $\{R_1, R_2, R_3, R_n\} = Q_z$

The result shall be rounded up to a whole number.

6.11 Signing of the Evaluation Protocol

Subsequent to completion of the Evaluation the entire Commission shall sign

the Evaluation Protocol. No corrections of the specified grades shall be permitted after the Protocol signing. All paper sheets where the grades are specified shall be submitted to the Administrator who affixes his/her signature to the Protocol in order to certify that he/she has accepted the Protocol and evaluation sheets and checked them for correct completion. From this moment the Administrator shall bear responsibility for safe keeping of the Protocol and evaluation sheets.

The Evaluation Protocol shall be signed in the format provided in Appendix No. 10.

6.12 Storage period for the original copies of the Evaluation documents

6.12 Within a week after the Evaluation Protocol signing the Administrator shall scan the original copy of the Record of Violations, original copies of the Evaluation materials, the original copy of the Evaluation Protocol and hard copies of evaluation sheets and load the scanned copies of these documents into the Electronic Evaluation System (subject to availability of authorized access).

6.12.2 The original copies of the documents mentioned in par. 6.17.1 shall be stored within the period specified in the Evaluation Data Sheet.

7 Glossary

Administrator - a person responsible for the evaluation arrangement and performance.

Evaluation Aspects - elementary units of the Evaluation Criteria assessed by the Experts and enabling to evaluate the job function acquisition level, containing the parameters or characteristics of the object or process under assessment and having certain significance for the job function evaluation (specified in percentage terms for each aspect).

Deficiency - recognized lack of developed capabilities and skills reflected in the work quality and efficiency.

Knowledge - information obtained in the course of learning and professional activities which the subject can use for successful performance of the job functions.

Work Quality - characteristics of the process and results of the performed works in accordance with standards or established evaluation criteria.

Proficiency - the degree and level of professional readiness for successful performance of certain job functions within the time limits established by the employer.

Commission - a group of experts participating in the particular evaluation.

Competence - integrated results of professional training formed by accumulation of professional experience and reflected in the capability of stable and successful performance of certain professional activities.

Practical Test - a task performed by the Participant in the course of the Evaluation in order to assess the acquisition level for a certain job function (or functions). It is of exclusively practical nature and requires simulation of a real or near-real professional (production) situation.

Evaluation Criteria - evaluation tool containing a set of job functions assessed within the framework of the particular Evaluation and the related sets of evaluating aspects.

Skill - capability to perform certain labor actions formed by repetition, characterized by a high degree of comprehension and absence of step-by-step intentional regulation and control.

Evaluation Organizer - any organization performing the Evaluation on its basis, at its own expense and under its jurisdiction.

Partner Organization - any organization not included into the State Corporation "Rosatom" but having partner relations with it.

Evaluation - specially arranged procedure aimed to assess job functions of the Participant.

Evaluation Site - place for the Evaluation performance specially equipped in accordance with the technical requirements and occupational safety standards.

Evaluation Protocol - document signed by the Commission members and the Administrator and formalizing the final evaluation results. The document on the job function acquisition level and the Participant's proficiency shall be issued on the basis of the Protocol.

Job Function - process of interaction between a worker and an object of labor aimed to achieve a certain professional objective, a part of the manufacturing process.

Labor Actions - a constituent part of a job function, a definite element of labor (professional) activity which may be performed and evaluated separately.

Capability - readiness of a person for successful performance of certain activities on the basis of knowledge.

Participant - an individual participating in the evaluation.

Expert - a qualified specialist in a certain area engaged for performance of the Evaluation.

Expert Evaluation - procedure in the course of which Experts assess a Practical Test performed by the Participant for compliance with the requirements specified in the Evaluation Criteria.

Appendix No.1
to Industry-Specific Methodological Recommendations
on preparation and performance of practical evaluations and proficiency assessment for
employees of the State Corporation "Rosatom" and its organizations

EVALUATION DATA SHEET (template)

General information:

Organization name:	
Date:	
Venue:	
Full name of the Administrator:	
Evaluation Customer:	
Storage period for the original copies of the evaluation documents:	

Composition of the expert commission:

Participants of the Evaluation:

Appendices contain:

Appendix No.1: Practical Test

Appendix No.2: Infrastructure Sheet

Appendix No.3: Workplace Structure Plan

Appendix No.4: Evaluation Schedule

Appendix No.5: Evaluation Criteria

Appendix No.2

to Industry-Specific Methodological Recommendations
on preparation and performance of practical evaluations and proficiency assessment for
employees of the State Corporation "Rosatom" and its organizations

PRACTICAL TEST (example)

Competence "Concrete Works"

Organization name:	
Date:	
Venue:	
Full name of the Administrator:	
Evaluation Customer:	

Title page

The Test includes the following:

1. Participation forms
2. Task
3. Necessary appendices

Hours to complete the task: 6 h.

1. PARTICIPATION FORM

combined:

Module A - team (2 participants);

Module B - individual.

1. TASK

Module 1. Reinforcing cage manufacturing

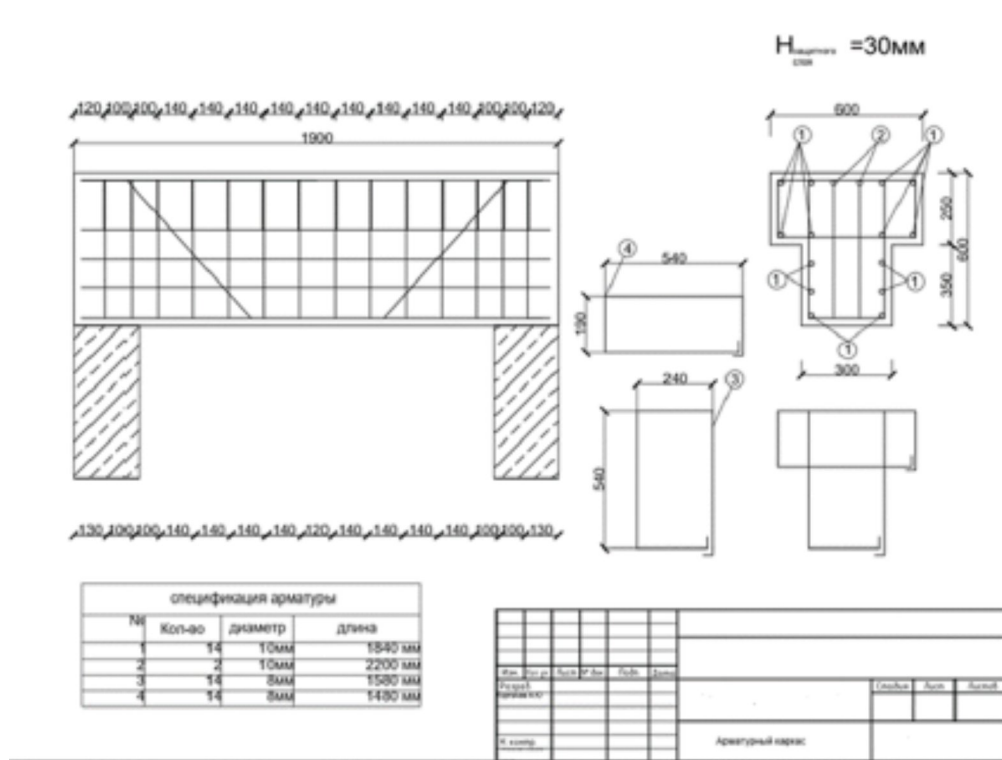
The module is made of straight reinforcement bars and prefabricated reinforcing cross-bars. The ends of straight reinforcement bars shall be within the same plane, and the reinforcing cross-bars shall be arranged as per the drawing. 2 or 3 types of knots shall be used for framework lashing. The finished item shall comply with the drawing, have a well-defined geometric shape, plastic spacers shall be installed on the reinforcing cage in the relevant positions. The finished reinforcing cage shall be installed in the design position within the zone specified on the drawing. The reinforcing cage shall not change its geometry in the course of testing under human weight. The reinforcing cage assembly drawing is provided in Appendix No.1. The assembly drawing shall be provided to each evaluation participant in hard copy on A3 sheet.

Module 2. Framed wall formwork with an insert element

Description

Module 1

Reinforcing Cage Manufacturing



Н _{защитного слоя} = 30мм	H _{protective layer} = 30 mm
спецификация арматуры	reinforcement specification
№	No.
Кол-во	Q-ty
диаметр	diameter
длина	length
мм	mm
Арматурный каркас	Reinforcing cage
/неразборчиво/	/неразборчиво/

Appendix No.3

to Industry-Specific Methodological Recommendations
on preparation and performance of practical evaluations and proficiency assessment for
employees of the State Corporation "Rosatom" and its organizations

INFRASTRUCTURE SHEET (template)

Organization name:	
Date:	
Venue:	
Full name of the Administrator:	
Evaluation Customer:	
Number of Participants:	
Number of workplaces:	

MAIN PART

Equipment and tools:

No.	Name	Technical characteristics and description	Unit of measurement	Q-ty

Consumables:

No.	Name	Technical characteristics and description	Unit of measurement	Q-ty

Personal protection equipment:

No.	Name	Technical characteristics and description	Unit of measurement	Q-ty

ADDITIONAL PART

Equipment:

No.	Name	Technical characteristics and description	Unit of measurement	Q-ty

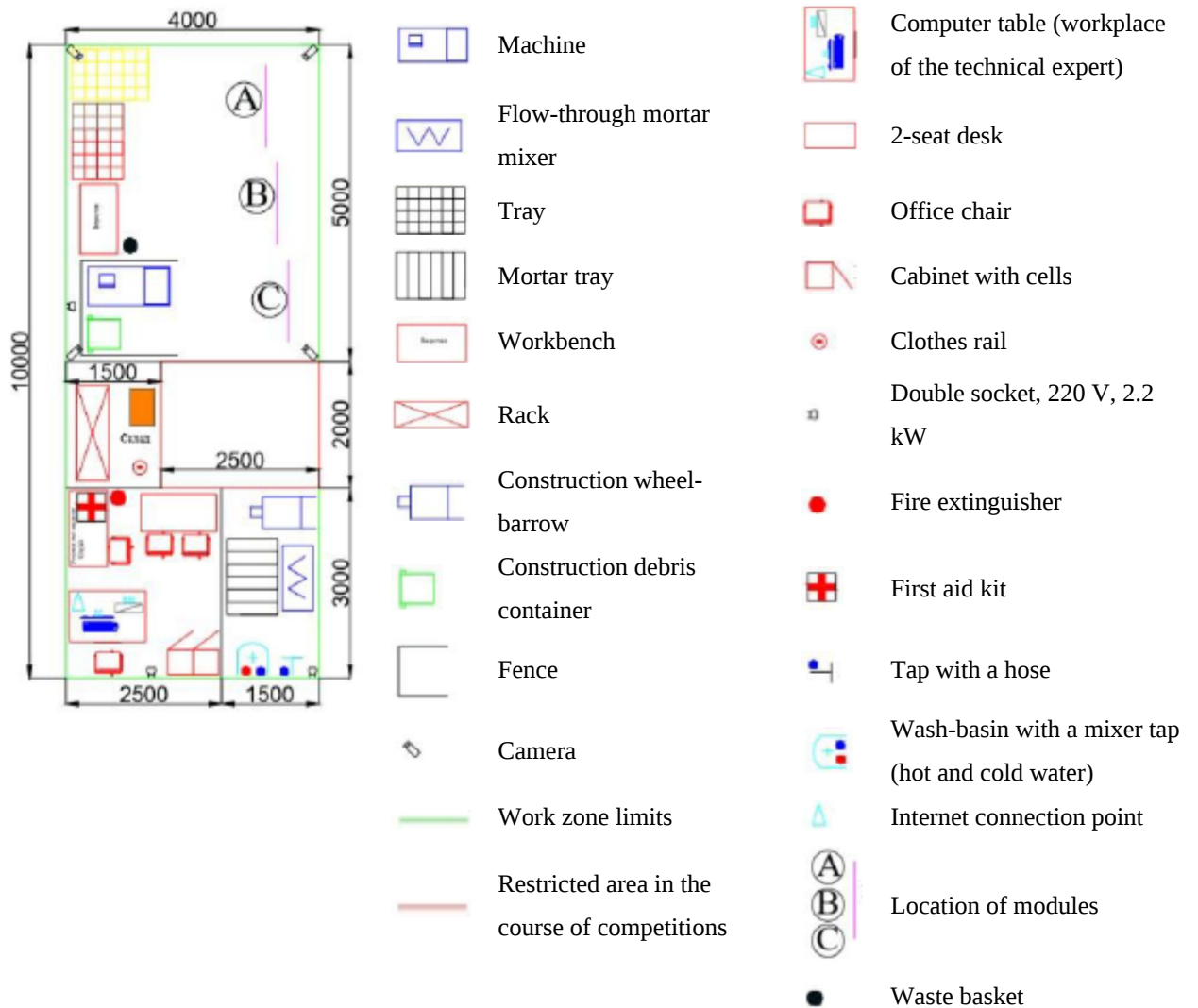
Consumables:

No.	Name	Technical characteristics and description	Unit of measurement	Q-ty

Appendix No.4
to Industry-Specific Methodological Recommendations
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employees of the State Corporation "Rosatom" and its organizations

STRUCTURE PLAN (example)

Conventional designations



Administrator _____ (full name)

Appendix No.5

to Industry-Specific Methodological Recommendations
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employees of the State Corporation "Rosatom" and its organizations

EVALUATION SCHEDULE (example)

Organization name:	
Date:	
Venue:	
Full name of the Administrator:	
Evaluation Customer:	

time	event
8:00-8:15 a.m.	Registration of the participants
8:15-8:30 a.m.	Occupational safety briefing
8:30-8:55 a.m.	Receiving of the practical test by the evaluation participants. Briefing on the evaluation procedure.
9:00 a.m. - 01:00 p.m.	Performance of the practical test by the participants
01:00 - 02:00 p.m.	Lunch break
02:00-04:00 p.m.	Performance of the practical test by the participants
04:00-04:50 p.m.	Assessment of the practical test performance
04:50-05:00 p.m.	Signing of the final documents

Administrator _____ (full name)

Appendix No.6
to Industry-Specific Methodological Recommendations
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employees of the State Corporation "Rosatom" and its organizations

EVALUATION CRITERIA (example)

Organization name:	
Date:	
Venue:	
Full name of the Administrator:	
Evaluation Customer:	

Industry "Industrial Automation ICC" ICC Manager: Last name, ROSATOM
Competence Center initials

Evaluation criteria for the Practical Test

Competence	Industrial automatics	date:	03.03.2020	Full name of the participant:	Ivanov I.I.
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Group	Skill	Acquired	B/D	Aspect (sub-skill)	Weight	Coef	Grades	Comments on assignment of grades
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Group of skills

Works with basic electric diagrams	100%				100%		Last name 3 Expert 1 Expert 1	
	Expert 1	Z		knowledge of the circuit elements		1 3	yes yes yes	all aspects for the skill shall be annulled in case of non-performance
		Z		reading of basic electric diagrams		1 3	yes yes yes	all aspects for the skill shall be annulled in case of non-performance
	40%	B		design of basic electric diagrams	40%	1 3	✓ ✓ ✓	deduct all points in case of non-performance
	10%	D		correct marking of elements	10%	1 1	100% 100% 100%	deduct 20% for incorrect marking
	10%	J		correct writing of a basic electric diagram	10%	1	3 3 3	assess relevance of the basic electric diagram
	40%	D		detection of malfunctions in a control cabinet	40%	1 1	100% 100% 100%	deduct 20% for each non-detected malfunction
Occupational safety and workplace arrangement	100%				100%		Last name 3 Expert 1 Expert 1	
	20%	B		correct PPE use	20%	1 3	✓ ✓ ✓	deduct all points in case of non-performance
	20%	B		compliance with safety rules in the course of working with electric tools	20%	1 3	✓ ✓ ✓	deduct all points in case of non-performance
	20%	B		correct workplace arrangement	20%	1 3	✓ ✓ ✓	deduct all points in case of non-performance
	20%	B		workplace cleanness in the course of work performance	20%	1 3	✓ ✓ ✓	deduct all points in case of non-performance
	10%	B		workplace cleanness upon work completion	10%	1 3	✓ ✓ ✓	deduct all points in case of non-performance
	10%	B		efficient and careful use of tools	10%	1 3	✓ ✓ ✓	deduct all points in case of non-performance
Installation and interconnection of automation means	100%				100%		Last name 3 Expert 1 Expert 1	
	15%	D		all elements are	15%	1 1	100% 100% 100%	deduct 10% for each

			installed in accordance with the installation diagram							incorrect dimension
	10%	D	all elements are installed on level	10%	1	1	100%	100%	100%	deduct 10% for each incorrect level
	5%	B	capability to install cable support systems	5%	1	3	✓	✓	✓	deduct all points in case of non-performance
	5%	J	accuracy in installation of elements	5%	1		3	3	3	assess accuracy in installation of cable support systems, cabinets and other installed devices
	20%	D	interconnection is arranged in accordance with the basic electric diagram	20%	1	1	100%	100%	100%	deduct 10% for each deviation
	10%	B	selection of cables complies with the cable schedule	10%	1	3	✓	✓	✓	deduct all points in case of non-performance
	5%	B	selection of lugs complies with the wire section	5%	1	3	✓	✓	✓	deduct all points in case of non-performance
	5%	D	all devices are marked correctly	5%	1	1	100%	100%	100%	deduct 10% for each deviation

Administrator _____ (full name)

Appendix No.7

to Industry-Specific Methodological Recommendations
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employees of the State Corporation "Rosatom" and its organizations

RECORD OF FAMILIARIZATION
with the workplace and Practical Test (template)

Organization name:	
Date:	
Venue:	
Full name of the Administrator:	
Evaluation Customer:	

We, the undersigned, hereby confirm that we have been given an opportunity to familiarize with the Practical Test, equipment and workplaces at the competition site, to test the equipment within the time period specified in the Evaluation Schedule, and we have also received and studied the manuals for the tools and consumables. I am familiarized with the above-mentioned documentation, have no questions, and confirm my capability to use the equipment and consumables. I have passed the Occupational Safety Briefing to the full extent and oblige to comply with all requirements.

Full names of Participants	Signature

Administrator _____ (full name)

Appendix No.8
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employees of the State Corporation "Rosatom" and its organizations

TIME CONTROL RECORD (template)

Organization name:	
Date:	
Venue:	
Full name of the Administrator:	
Evaluation Customer:	

Full name of the Participant	Suspension (time)	Resumption (time)	Cause of suspension

Administrator _____ (full name)

Appendix No.9
to Industry-Specific Methodological Recommendations
on preparation and performance of practical evaluations and proficiency assessment for employees of
the State Corporation "Rosatom" and its organizations

RECORD OF VIOLATIONS (template)

Organization name:	
Date:	
Venue:	
Full name of the Administrator:	
Evaluation Customer:	

1. Persons involved
2. Violation circumstances
3. Conclusions of the Expert Commission
4. Decision of the Administrator

Signatures of experts:

_____ (full name)

_____ (full name)

_____ (full name)

Administrator _____ (full name)

Appendix No.10

to Industry-Specific Methodological Recommendations
on preparation and performance of practical evaluations and proficiency assessment for
employees of the State Corporation "Rosatom" and its organizations

EVALUATION PROTOCOL (template)

Organization name:	
Date:	
Venue:	
Full name of the Administrator:	
Evaluation Customer:	

We, the undersigned members of the Expert Commission, hereby confirm that the Evaluation has been performed in accordance with the Industry-Specific Methodological Recommendations on preparation and performance of practical evaluations and proficiency assessment for employees of the State Corporation "Rosatom" and its organizations.

Full names of experts	Signature

Evaluation sheets for the Evaluation participants are specified in the Appendix to this Protocol.
List of participants:

Full names of Participants

Administrator _____ (full name)