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# Self-Evaluation Tool: User Handbook

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# Table of contents

1 Introduction ..... 1
1.1 Background ..... 1
1.2 About this Handbook ..... 1
2 Self-Evaluation Tool ..... 2
2.1 Objectives of the Tool ..... 2
2.2 Structure of the Tool ..... 2
2.3 Access Instructions ..... 3
3 Interpretation of the Results ..... 8
3.1 Reflective Questions for Deeper Insight ..... 9
3.2 Using the Results ..... 10
4 Frequently Asked Questions (FAQ) ..... 11
5 More Resources ..... 14
6 Conclusion ..... 15

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# 1 Introduction

## 1.1 Background

Mental health has become a central challenge in the field of vocational education and training (VET). Teachers and trainers are increasingly responsible not only for delivering subject knowledge, but also for addressing the psychological pressures of their learners – while at the same time managing their own workload and stress. Factors such as chronic stress, digital overload, social isolation, and the long-term effects of the COVID-19 pandemic have further highlighted the importance of mental health.

To support educators in this demanding role, the Erasmus+ project AHEADinVET project has developed the Self-Evaluation Tool, among other useful resources. It enables users to reflect on their competences in dealing with mental health issues, to identify strengths, and to recognise areas for further development.

## 1.2 About this Handbook

This handbook serves as a practical companion to the Self-Evaluation Tool. It explains the tool's purpose, objectives, and structure, and provides clear instructions for its use. It also offers guidance on interpreting the results and applying them to one's own professional practice. In addition, the handbook underlines the importance of self-evaluation as an ongoing process of reflection and competence development.

# 2 Self-Evaluation Tool

Welcome to the Self-Evaluation Tool, a digital platform designed to support your personal and professional development through structured self-assessment. It should spark curiosity and self-awareness among teachers and trainers regarding their competence development in the field of mental health. By offering a low-threshold, reflective entry point, the tool enables users to assess their current knowledge and identify areas for growth.

The Self-Evaluation Tool is a user-friendly instrument based on eight realistic case studies. These scenarios mirror typical situations from the professional everyday life of teachers and trainers in the educational context, specifically vocational education. By working through them, users consider how they might respond, receive feedback on their choices, and gain insights into both existing strengths and areas where further learning would be beneficial.

The tool is not a test with “right” or “wrong” answers. Instead, it is a reflection tool that supports conscious engagement with one’s own approaches, broadens awareness, and identifies meaningful opportunities for further professional development.

## 2.1 Objectives of the Tool

- To encourage self-reflection on competences related to mental health
- To highlight existing strengths
- To identify areas for improvement where additional learning is valuable
- To support targeted professional growth (e.g. in course of the AHEADinVET e-learning course or the AHEADinVET MOOC)
- To foster a culture of openness and well-being in VET institutions

## 2.2 Structure of the Tool

The self-evaluation is based on eight major topics, recognised in the pre-survey study of the AHEADinVET project as relevant for teachers and training in dealing with mental health of their students.

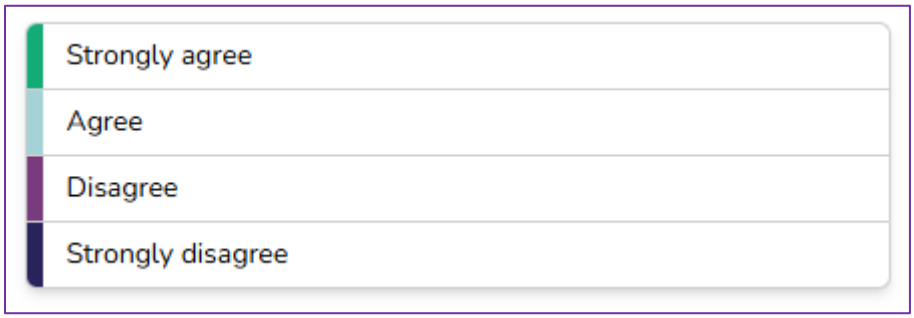
Therefore, the tool is structured into 8 modules, each corresponding to a specific part of the curriculum:

- Module 1: Basics of mental health: defining mental health
- Module 2: Context and framing mental health in VET and education: understanding current challenges in mental health within VET institutions

- Module 3: Psychological development
- Module 4: Psychosocial disabilities
- Module 5: Other health or social issues
- Module 6: Organising for mental health and communication skills
- Module 7: Understanding and dealing with mental health issues
- Module 8: Resilience

For each of the general topic you are given an example or a case study reflective the issues under that specific topic. Then you will be asked to self-evaluate your knowledge or specific skills related to that topic. In short, you will be asked to indicate your level of agreement on a series of statements using the following scale:

**Strongly Agree, Agree, Disagree, Strongly Disagree**




**Tips for use:**

- Take your time and complete the scenarios without distractions.
- Answer in the way you would realistically act – not how you think is “ideal.”
- See the tool as an opportunity for reflection, not as a performance test.

The tool is available in EN, DE, IT, HR, EL and FR.

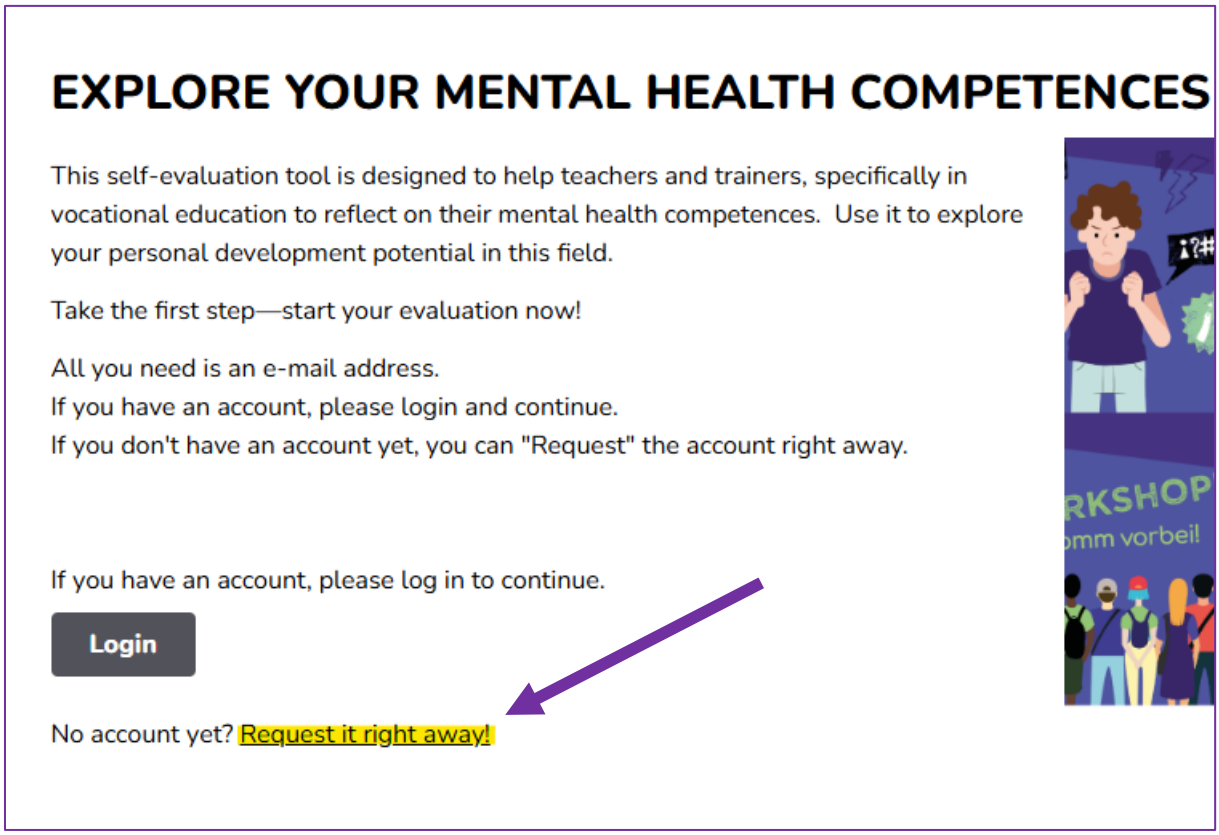
## 2.3 Access Instructions

Below are the steps to access the platform for the first time.

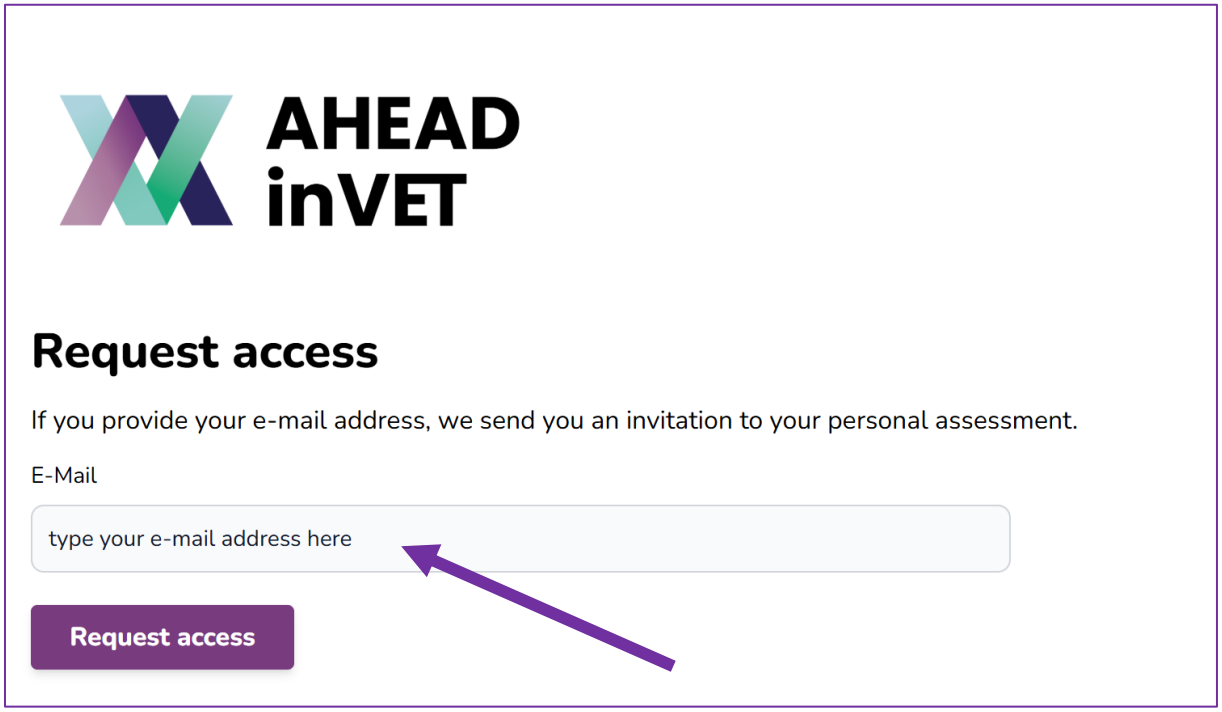
The interface is user-friendly and tailored to help you get started quickly. This is the initial screen you will see upon entering the tool at https://evaluation.aheadinvet.com/.

**How to Access the Platform for the First Time:**

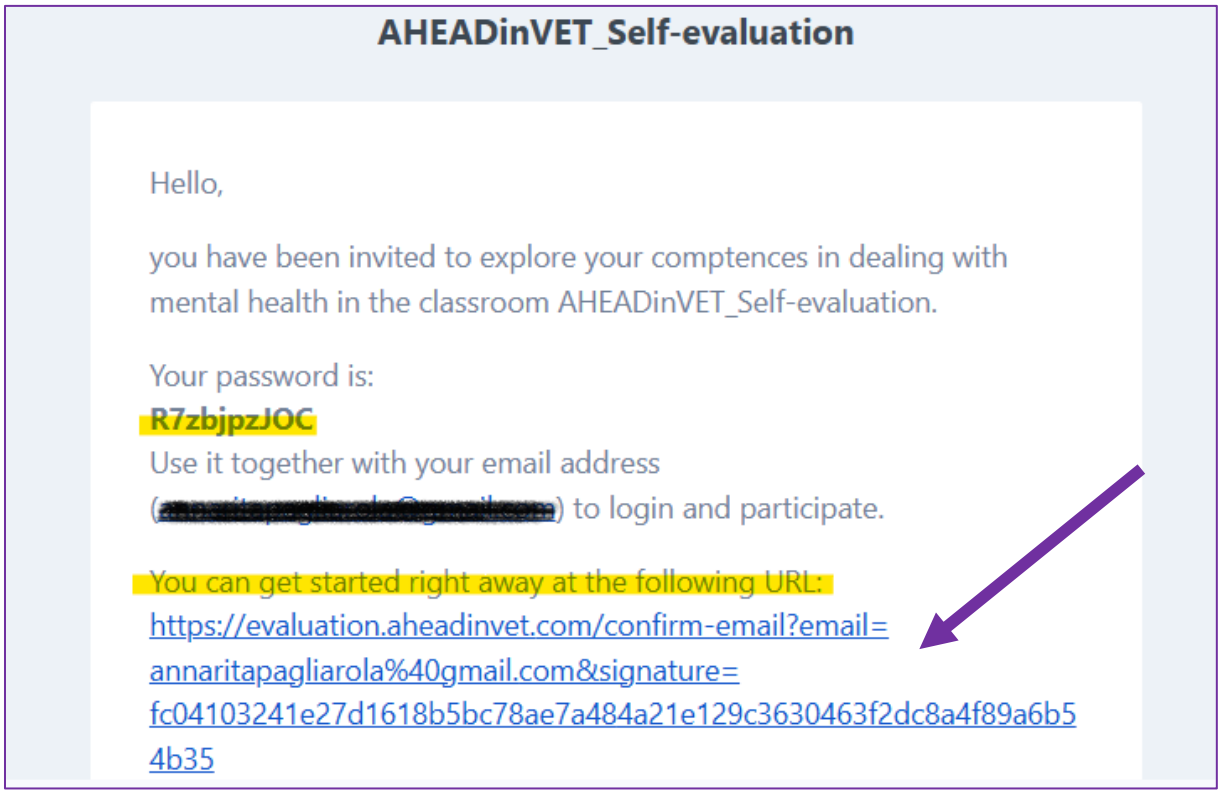
1. Click on “No account yet? Request it right away!”



2. Enter your e-mail address and click on **“**Request access**”**.

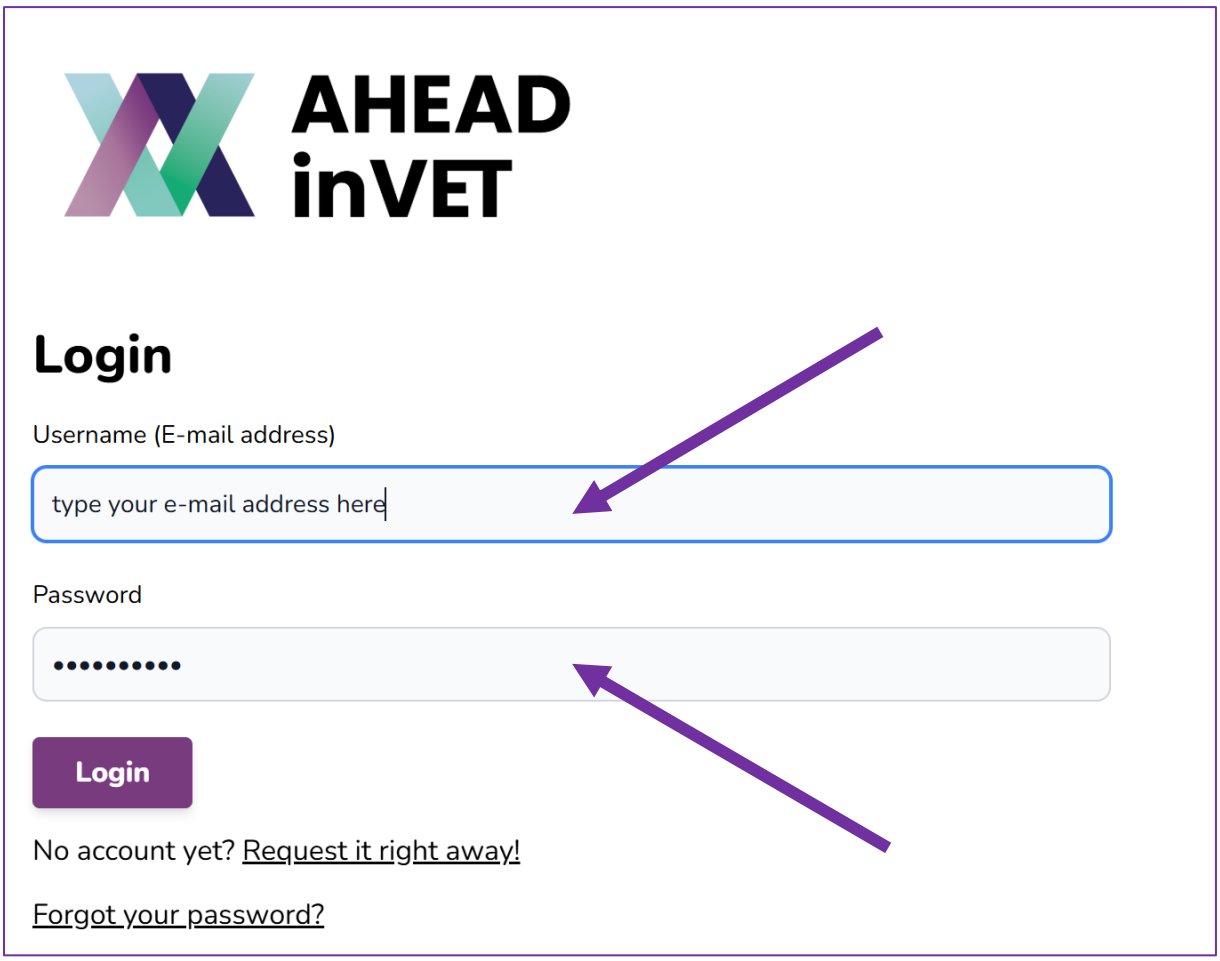



3. Check your e-mail inbox (including the SPAM folder). You should have received a password there and a link that brings you right away to the login for the Self-Evaluation Tool.

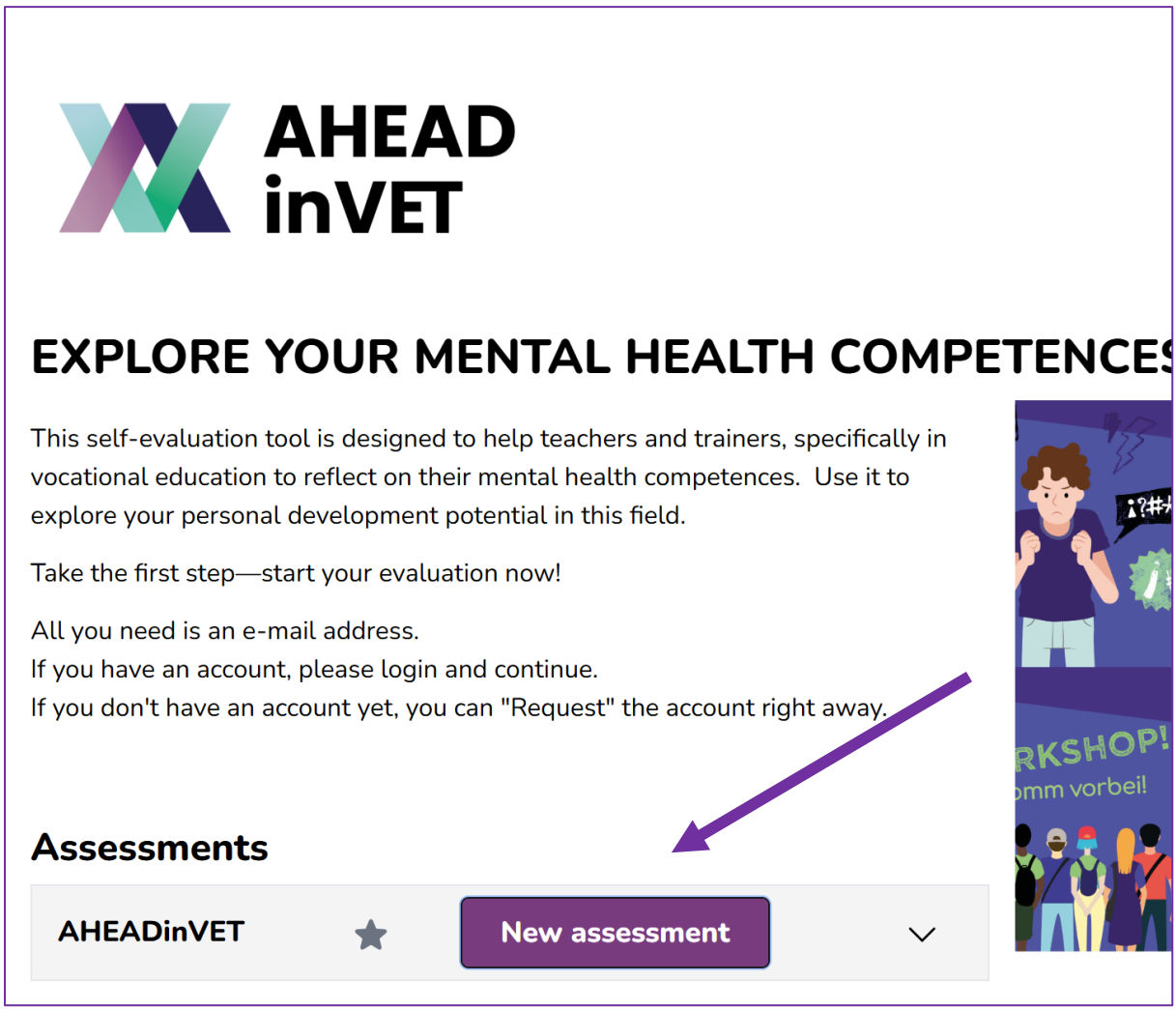


4. Enter your e-mail address and your password, which was sent to you by e-mail and click on “Login” to access your first assessment.

   After logging in, you will also have the option to change your password under user data.



5. You are successfully logged in. You can start your evaluation now by clicking the button “New assessment”. You will be guided through the self-evaluation.



# 3 Interpretation of the Results

Your responses in this Self-Evaluation Tool offer valuable insight into your current level of confidence, knowledge, and readiness to address mental health challenges in the educational settings. This tool is designed to guide your personal and professional development, helping you better understand where you excel and where additional growth could enhance your practice.

The results of the tool highlight where you already demonstrate strong competences and where there is room for further growth.

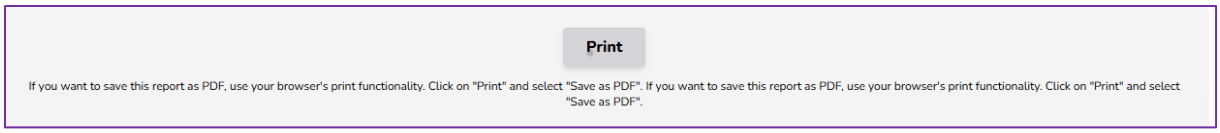
The results are grouped into three levels of competence:

- **Needs Development (0–49%):**
  You may benefit from building foundational knowledge in this area. Consider starting with introductory learning modules and/or discussions with peers. Seeking feedback from colleagues or mentors and practising in low-risk situations can also help to strengthen your skills.
- **Moderate Competence (50–79%):**
  You have a solid understanding, but there's still potential to deepen your skills and apply them more consistently in your daily work. Focus on identifying specific situations in which you can practise in a targeted manner, and look for opportunities to expand your expertise through further training, challenging tasks or peer learning.
- **High Competence (80–100%):**
  You show a strong knowledge of the topic. This is an opportunity to build on your strengths and perhaps support others in developing theirs. Consider mentoring peers, sharing best practices, or taking on leadership roles in related areas to continue your growth while reinforcing your expertise.

To build and further enhance your competence, we suggest you to visit:

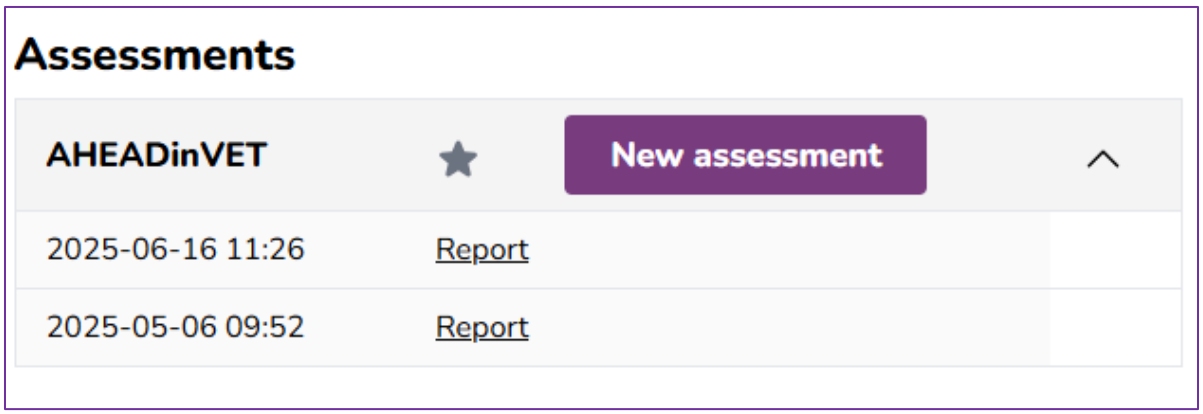
- The AHEADinVET e-learning course available at https://europe-projects.client.miles-learning.com/group/5133/?wt=6b65c0e5-9841-4eb3-aa41-dae1142f2b1d
- And the AHEADinVET MOOC incl. case study lectures by experts at https://europe-projects.client.miles-learning.com/group/5133/?wt=6b65c0e5-9841-4eb3-aa41-dae1142f2b1d

To keep a copy of your results, simply click the 'Print' button located at the bottom of the page. The first evaluation is also always saved in your account.

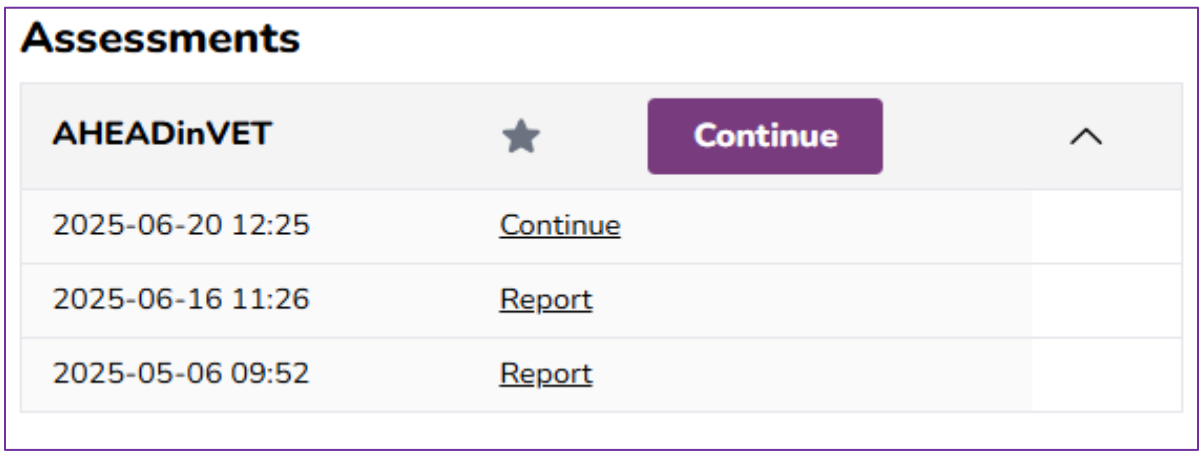



Mental health is a dynamic and complex topic and learning to support it effectively is a continuous journey. Use your results as a compass to shape future learning, foster collaboration, and promote well-being in your institution.

Feel free to take the self-evaluation tool multiple times. Your reports will be listed and easily accessible, showing the exact date and time each assessment was completed.




You don’t need to complete the tool all at once. You can exit at any time and continue from where you left off simply by clicking 'Continue'.




## 3.1 Reflective Questions for Deeper Insight

- Which results surprised me?
- Which strengths would I like to apply more consciously?

- In which areas do I feel uncertain or in need of more support?
- What concrete next steps could I take to expand my competences?

## 3.2 Using the Results

- **For personal development**: Set learning goals, e.g. by attending further training.
- **For professional practice**: Apply the insights gained in daily interactions with learners and colleagues.
- **For teamwork**: Share and discuss experiences, results, and possible strategies with colleagues.
- **For further opportunities**: Explore additional project resources such as podcasts, e-learning modules, or the *Mental Health Ambassadors* curriculum.

# 4 Frequently Asked Questions (FAQ)

*1. What is the Self-Evaluation Tool?*

It is a digital Self-Evaluation Tool designed to help teachers and trainers reflect on their competences and learning needs related to mental health in educational contexts.

*2. Who is this tool intended for?*

Primarily for VET (Vocational Education and Training) teachers and trainers. But of course it is useful in diverse educational contexts.

*3. Do I need prior knowledge of mental health to use it?*

No, the tool is designed as a low-threshold entry point, accessible even to those with no prior experience in the topic.

*4. How can I access the tool?*

Follow the steps in the “Access Instructions” section to create an account and start the self-evaluation.

*5. Will my score be visible to others?*

No, your results are private. Only you can view them, unless you choose to share them.

*6. How long does it take to complete?*

It takes around 20 minutes. Each module can also be completed separately at your own pace.

*7. Can I use the tool more than once?*

Yes, you can repeat the self-evaluation at any time, even to track your progress over time.

*8. In which languages is the tool available?*

The tool is available in the languages of the project partners (English, German, Italian, Croatian, Greek, French).

*9. What happens after the self-evaluation?*

You will receive a summary of your results and suggestions for suitable training modules based on your responses.

*10. Can I use this tool with my colleagues or students?*

It's designed for individual reflection by educators, but it can be a useful discussion starter for team development or internal training.

*12. Is the tool scientifically validated?*

Yes, it was developed with the support of mental health and education experts, following an evidence-based approach.

*14. How can I save or export my results?*

You can download a PDF report or print your results directly from the platform after completing the tool.

*15. I encountered a technical issue. What should I do?*

Please contact technical support at the e-mail provided on the platform. The support team will assist you promptly.

*16. What happens to my personal data?*

All data is handled in compliance with GDPR regulations and will not be shared with third parties without your consent.

*17. Is there any cost to use the tool?*

No, the tool is completely free thanks to funding from the Erasmus+ programme.

*18. Who developed this tool?*

It was developed within the Erasmus+ project AHEADinVET by a European consortium of experts in education, mental health, and training innovation.

*19. How can I know which modules are most relevant for me?*

After completing the tool, the system highlights areas where you indicated the highest learning needs, so you can prioritise them.

*20. Can this tool help prevent burnout?*

*Probably. Reflecting on your competences and learning needs related to mental health in educational contexts may allow you to raise awareness of your personal strengths but also areas where you need more support. This could be a good starting point in preventing burnout.*

*21. Can I use the results of my self-evaluation for professional development purposes?*

Absolutely. The results report can help shape your personal development plan and be shared with managers or training providers.

*22. I'm a school leader, can this tool be useful for me as well?*

Yes. It helps you better understand the challenges your staff face and can inform support measures or team development initiatives.

*23. Is the tool suitable for non-school educators (e.g. corporate trainers, social educators)?*

Absolutely. The skills covered are relevant across many learning environments.

# 5 More Resources

For further exploration and practical resources, we invite you to access the dedicated online learning course and the MOOC with case study lectures by experts.

The online course consists of eight modules that provide a comprehensive introduction to mental health in vocational education, covering topics from basic concepts and psychological development to psychosocial disabilities, support structures, and resilience.

In addition to the online learning course, the MOOC provides practical input on the topic of dealing with mental health in a vocational school context. Case studies from the field of vocational schools are discussed. There are also self-study tasks and exercises.

The online learning course and the MOOC are available at:

*E-learning course: https://europe-projects.client.miles-learning.com/group/5133/?wt=6b65c0e5-9841-4eb3-aa41-dae1142f2b1d

*MOOC: https://europe-projects.client.miles-learning.com/group/5365/?wt=369197c6-6740-4a07-8487-389f1296eebe

**Further information and resources on the topic of "Mental Health in Vocational Education and Training" can be found at: www.aheadinvet.com**

# 6 Conclusion

Mental health is a central concern that directly affects both educators and learners. With this Self-Reflection Tool, we aim to support teachers and trainers in taking the first step: becoming aware of their own perceptions, strengths, and needs when it comes to mental health.

Self-reflection is not a one-time exercise, but a continuous process of professional and personal growth. The goal is not to “score high,” but to identify areas where further knowledge or support may be helpful. Awareness is the foundation upon which skills, empathy, and resilience are built.

We hope this tool has helped you gain new insights and that it will serve as a useful companion in your daily work. You are not alone in facing these challenges: there is a growing community of educators, trainers, and institutions across Europe working toward a more inclusive, supportive, and mentally healthy learning environment.

Thank you for your commitment.

# AHEAD inVET

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