

# ONFYX YouthCatalyx

## Professional Readiness & Transition Evaluation (PRTE)

### ONLINE ADMINISTRATION POLICY

#### 1. Purpose of the Online PRTE

The Professional Readiness & Transition Evaluation (PRTE) is conducted online to ensure:

- Standardised administration across organisations and professional cohorts
  - Equal opportunity access for all participants
  - Objective scoring and automated readiness profiling
  - Secure digital data handling and structured reporting
- ✓ The PRTE is a developmental assessment tool and not a performance appraisal, promotion assessment, or selection process.
- ✓ It is designed to support structured professional growth and pathway clarity.

#### 2. Voluntary Participation & Informed Consent

- Participation in the PRTE is voluntary.
- Participants will be informed about the purpose of the evaluation before beginning.
- The evaluation is designed for professional clarity and growth mapping, not employment evaluation.
- Participants may withdraw before submission.

#### Before starting, participants must acknowledge:

“I understand that this evaluation is intended for professional development and pathway clarity. It is not a performance appraisal or employment grading tool.”

#### 3. Data Privacy & Confidentiality

ONFYX YouthCatalyx follows strict data responsibility standards:

- Individual responses remain confidential.
- Individual-level data will not be publicly disclosed.
- Organisational reports present aggregated insights only.
- Personal data will not be sold or used for unrelated marketing purposes.
- Data storage follows secure digital protocols and restricted-access systems.

#### Organisations receive:

- Cohort-level readiness distribution
- Professional track segmentation percentages
- Leadership and entrepreneurial orientation heat maps
- Developmental recommendations
- ✓ Not individual public ranking.

#### **4. No Ranking / No Labelling Policy**

The PRTE:

- ✓ Does not rank professionals
- ✓ Does not classify participants as “high” or “low performers”
- ✓ Does not influence employment decisions

**It only:**

- Identifies professional orientation patterns
- Suggests suitable development tracks
- Creates measurable baseline benchmarks for growth

#### **5. Fair Administration Guidelines**

To ensure assessment integrity:

- The PRTE should be completed individually
  - No external discussion during submission
  - Estimated completion time: 30–40 minutes
  - Participants must respond honestly based on current professional reality
  - No external assistance or consultation should be used
- ✓ The accuracy of responses directly influences the quality of pathway guidance.

#### **6. Interpretation Transparency**

Participants may request:

- Their individual readiness profile
- Explanation of professional track recommendation
- Clarification of index scoring

**Organisations receive:**

- Structured summary dashboards
- Cohort-level segmentation report
- Track distribution summary
- Development strategy insights

#### **7. Ethical Use of Results**

PRTE results shall be used only for:

- Career realignment guidance
- Leadership growth mapping
- Entrepreneurial transition assessment
- Structured mentoring alignment
- Organisational professional development planning

**Results shall not be used for:**

- Employment termination decisions
- Performance penalisation
- Public comparison among professionals

**8. Technical Administration Policy**

The PRTE platform:

- Is compatible with mobile, tablet, and desktop devices
  - Uses secure submission protocols
  - Applies automated scoring algorithms
  - Generates structured readiness profiling
- ✓ Participants receive confirmation upon successful submission.

**9. Validity & Development Basis**

The PRTE is structured on:

- Career alignment indicators
  - Leadership growth dimensions
  - Entrepreneurial orientation factors
  - Professional decision clarity markers
- ✓ It is designed as a developmental profiling framework aligned with outcome-based professional growth models.

**10. Responsible Implementation Statement**

The PRTE ensures:

- Professional clarity
  - Confidentiality
  - Fairness
  - Structured growth mapping
  - Non-judgmental evaluation
- ✓ It is not a test of capability.  
✓ It is a framework for direction.

The Online PRTE supports structured professional transformation through evidence-based profiling while maintaining fairness, privacy, and ethical responsibility.