



Worksheet #11: Using a Rubric

A rubric is like a roadmap that shows what success looks like at different stages of progress. It helps people understand what's expected and how to improve.

Why use a rubric?

- ☒ Show what success looks like in practical terms.
- ☒ Help you know where you are now and what steps you can take to improve.
- ☒ Make expectations clear for both the doers and the evaluators.

How does a rubric work?

A rubric usually has:

1. Criteria – These are the key things being measured. For example, in a community project, the criteria might include *communication*, *teamwork*, or *planning*.
2. Levels of Achievement – These describe what different stages of progress look like. For example:
 - Beginning – We're just getting started and learning how to do this.
 - Developing – We're getting the hang of it, but still need some help.
 - Proficient – We're doing it well and meeting the goal.
 - Outstanding – We're doing it really well and going beyond what's expected.
3. Descriptions – Clear explanations of what each level looks like in practice.

How to Use a Rubric

You can use a rubric in wānanga, team hui, mentoring sessions, or group reflection.

You can also co-create rubrics with participants to define success in their own words.

Imagine you're using a rubric to measure leadership skills in a youth mentoring programme.

Example: Rubric for Community Leadership Development:

Level	Description	Example
Beginning	Participants start to engage in leadership activities.	Rangatahi join a youth group or observe leadership spaces.
Developing	Participants turn up regularly and report on their increased confidence.	Rangatahi help plan or co-lead a small part of an event.
Proficient	Participants are confident and have the skills to lead a project.	Rangatahi lead a full community event or speak at hui.
Outstanding	Participants have become community leaders and are developing new leaders.	Rangatahi mentor others or lead an ongoing kaupapa or group.

Example

Criteria	Beginning	Developing	Proficient	Outstanding
Communication	Rarely shares ideas in group discussions.	Shares ideas but may need encouragement.	Contributes actively and clearly.	Leads discussions and encourages others to participate.
Problem-Solving	Struggles to find solutions.	Can suggest solutions with guidance.	Independently identifies and addresses problems.	Finds innovative solutions and helps others do the same.

Reflection Prompts

- What strengths are emerging in our group?
- Where do we see the most growth?
- How can we support someone to move from one level to the next?
- Does this rubric reflect what our people value