



Portfolio for volunteering experiences — based on the ProfilPASS

Dear Volunteer

Welcome to this experience in using the Portfolio for Volunteering experiences – Based on the ProfilPASS. We have created this document specially for you, to help you take a closer look at how the volunteering activities you have been involved in are helping you to grow as a person.

We invite you to use this instrument sincerely and open minded, so you can discover the competences and skills you used and improved while volunteering. Being aware of the knowledge, competences and skills you acquired, helps you identify a possible professional path you want to pursue and to reflect on what skills you would like to develop further.

While you could complete this Portfolio on your own, we do encourage you to find a mentor to offer you support in completing it. Going through this document with your volunteer coordinator, your mentor or any other person whom you have a close and trustworthy relationship with, will greatly facilitate the completion of the activities enclosed in the Portfolio. An experienced guide will make it easier for you to complete the activities and provide more accurate results, which helps you to determine what steps you would like to take after your volunteering experience.

Furthermore, it is important that you do not rush through this document. Every exercise/activity included in this Portfolio plays its own role and stands in relationship with other activities. Therefore, we invite you to go through it step by step on your own pace, in the order they are proposed. Feel free to copy or add extra pages to this document in case you don't have enough space to write everything you wish to include. If you want to be creative and draw/write your answers on separate pieces of paper or include additional items, we wholeheartedly invite you to do so.

Last but not least, we hope most of all that you will enjoy completing the Portfolio and that you take all the time you need to reflect and (self)asses how volunteering helped you grow as a person and how it can be in your benefit in the future.

Thank you for investing your time and accepting out invitation to enter this process and we hope you enjoy the learning journey.

Enjoy!

The EUROVIP Team

Dear Volunteer Coordinator/ Mentor/Facilitator,

The document before you has a double function. On one hand, volunteers can use it to reflect what they have learned during their volunteering experiences. On the other hand, it is a useful tool for you to evaluate the learning processes of the volunteers you coordinate. The instrument intends to help the volunteers take a closer look at what they learned while volunteering and how it influenced their personal development.

You play a crucial role in ensuring that this Portfolio is used to its full potential. If used correctly, this document helps volunteers to discover what would be their dream job, what knowledge, competences and skills they need for intended job, what and how they already acquired these during their volunteering activities. Most importantly, it helps young people set their future professional and non-professional goals and helps them design a path to reach them. This can be a daunting prospect and therefore, we recommend that they complete this document with a Facilitator/Mentor. We invite you to be their guide to support them in the (self) assessment of their learning processes, to explain the instruments enclosed in the Portfolio, to clarify any of the questions the volunteers might have and to support them in completing the more difficult parts. Most importantly, you should encourage the volunteers to answer honestly and invite them to ask follow-up questions to their answers, so that they gain new insights of the learning outcomes of their volunteering experience.

It is important that you and the volunteer complete this document at your own pace. While mentoring a volunteer in completing this Portfolio, it is important that you have invested time beforehand in building an open and trustworthy relationship between you two. This Portfolio obtains its best results when you support one volunteer at a time in its completion. Please, encourage the volunteer to complete all the instruments enclosed in this document step by step.

They are designed and arranged in this order to give a full and complex image of the skills and knowledge they acquired while volunteering. That's why we invite you and your mentee to go with the flow of activities outlined in this document. However, we do acknowledge that our tool might have its limitations as well. Feel free to copy pages or include new ones to allow a full completion of the activities. We also invite you to be creative, if you like to include drawings or additional reflections on separate pieces of paper, please do so.

Last but not least, we remind you that the Portfolio of volunteering experiences was created to facilitate the monitoring and evaluation processes of your volunteers. This Portfolio offers you the necessary tools to get to know them better and how volunteering is impacting their personal development. While its ultimate aim is to help volunteers in identifying professional opportunities, it can also be used to assist you in coordinating and preparing future volunteer activities.

We hope you enjoy the Portfolio experience and hope it enables you to get to know your volunteer better and discover ways you can be involved in their future. By assessing their learning processes, you can also help them become engaged volunteer-change makers in our community.

Thank you for choosing the Portfolio to invest in your volunteers' learning processes and their future.

Enjoy!

The EUROVIP Team

What is the “Portfolio for Volunteering experiences – Based on the ProfilPASS”

“Portfolio for Volunteering experiences – Based on the ProfilPASS” is a tool to self-evaluate and self-reflect your competencies resulting from volunteering activities.

The “Portfolio for Volunteering experiences” is based on the ProfilPASS and ProfilPASS for Young people developed by the German Institute for adult education Leibniz centre for Lifelong Learning (DIE) ¹. While the original ProfilPASS is a portfolio that takes a look at all areas of your private and professional life, the ProfilPASS for Volunteering focuses especially on which competences derive from your volunteering activities.

For this, ProfilPASS material has been adapted and new material designed to meet the needs of Young adults between 17 and 30 years old, involved in volunteering activities and seeking the integration on the labour market. This has been done within the framework of the ERASMUS + European Volunteer Inclusion Program (EuroVip) Project, with the kind permission by the DIE to use the materials of the ProfilPASS and ProfilPASS for young people.

What is the “Portfolio for Volunteering experiences – Based on the ProfilPASS” about and how can I benefit from it?

Everyone is talking about Life-Long Learning. People continuously develop new competencies no matter what private or professional activity they engage in.

Certificates are provided for school work, apprenticeship and professional activities, in which skills and knowledge are documented and assessed. Other activities, especially in the field of in-formal and non-formal learning, for example, volunteering activities may not have any documentation. This is why, in Romania, VOLUM Federation, together with partners, developed a system of recognition of competences gained through volunteering. Part of this process implied also creating a certificate issued for volunteers, respecting the Romanian Volunteering Law 78/2014 but also supporting volunteers and organizations in evaluating learning processes that happen through volunteering activities.

The Volunteering Certificate VoluntPass ² developed is structured in 2 parts:

1. Mandatory part – it includes

- » identification details about both the organization

and the volunteer, the number of volunteering hours he/she was involved in, the domain(s)/field of the activities he/she was involved in, the period of time the volunteering involvement happened, the signature of both the legal representative and the volunteer coordinator.

- » Activity report – with 3 fill in fields: (1) The activities the volunteer has been involved in, described briefly, (2) The responsibilities the volunteer had in the mentioned activities, (3) The learning outcomes (competences, abilities, attitudes) developed in the activities and with the responsibilities had.

2. Optional part – a Supplement to the Volunteering Certificate that includes 5 types of competences that can be filled in with multiple choice, stating the learning outcomes gained through volunteering activities. The 5 types of competences that they can mention the volunteer developed or improved during the volunteering activities are:

- » Related to the 8 key competences

¹ The ProfilPASS was developed by the German Institute of Adult Education – Leibniz Center of Lifelong Learning (DIE) and the Institute for Developmental and Structural Research (ies). It was funded by the German Federal Ministry of Education and the European Union. For more information go to www.profilpass.de.

² <http://federatiavolum.ro/wp-content/uploads/2016/07/Certificatul-de-Voluntariat-VoluntPass-ghid-eliberare.pdf> (goo.gl/qB15NO)

- » Related to the National Qualifications Framework and European Qualification Framework
- » Related to Occupational Standards regulating occupations and qualifications
- » Related to Europass competences
- » Related to human resources, recruitment and hiring processes

This Portfolio can support organizations and volunteer coordinators in issuing the Volunteering Certificate – VoluntPass.

This Portfolio will support volunteers in the self-discovery, self-reflection and self-evaluation of what you have already gained from Volunteering activities – may it be competences, personal skills or knowledge. (Chapter 1 & 2).

Finding out more about your skills and competences will give you a better awareness of your personal strengths and also for potential improvement. This will help you to:

- » plan your professional development
- » prepare you for (re-) entering professional life
- » prepare you for job applications and job interviews
- » make decisions regarding professional and/or personal (re-) orientation
- » plan future learning ventures, i.e. courses, training, volunteering or professional activities

In the 3rd Chapter this portfolio will support you to develop objectives and future plans for continuous learning, ongoing volunteering experiences and/or for next steps on your way on to the labour market.

Every beneficiary of the ProfilPASS support within the EuroVIP project has been offered the receipt of a Youth Pass certificate
<https://www.youthpass.eu/en/youthpass/>

Every beneficiary of the ProfilPASS in Romania is invited to find out more about VoluntPass Volunteering Certificate - goo.gl/qB15NO – that can be issued from hartavoluntariatului.ro

What is volunteering and why do you do it?!

Before starting the journey of the “Portfolio for Volunteering experiences – Based on the ProfilPASS” we would like to share with you a compilation of definitions about volunteering that emphasize the most important aspects and set your volunteering experience in broader perspective.

There have been many attempts to define volunteering at an international level. Before sharing some of them with you we invite you to answer the following question, for yourself: “What is volunteering for me and why do I do volunteering?”

1. The terms volunteering, volunteerism and volunteering activities refer to a wide range of activities, whether formal or informal, including traditional forms of mutual aid and self-help, formal service delivery and other forms of civic participation.

Volunteers act under their own free will, according to their own choices and motivations and do not seek financial gain. Volunteering is a journey of solidarity and a way for individuals and associations to identify and address human, social or environmental needs and concerns. Volunteering is often carried out in support of a non-profit organization or community-based initiative. ^{3 4}

2. Volunteering is a creator of human and social capital. It is a pathway to integration and employment and a key factor for improving social cohesion. Above all, volunteering translates the fundamental values of justice, solidarity, inclusion and citizenship upon which Europe is founded into action. Volunteers help shape European society, and volunteers who work outside of their home countries are actively helping

to build a Citizens' Europe.⁵

3. Volunteering takes place in many sectors. The biggest area for volunteering is sport, followed by social care, welfare and health. Other sectors include justice, culture, education, youth, environment and climate action, consumer protection, humanitarian aid, development policy and equal opportunities.⁶

4. In Romania, Volunteering is the participation of a volunteer in activities of public interest for the benefit of other persons or of society's, organized by private and public law entities without patrimonial purpose.⁷

What do you think? Do these definitions correspond with your experiences? Maybe you have other ideas on what Volunteering is for you - whatever it is that activates you: It is your experience, your process and you are the one contributing to the concept along the way!

Would you like to phrase what Volunteering is for you? Here is the space for it:

We invite you to use this portfolio for an overview on what you have gained from volunteering so far and how to build on it in the future.

Enjoy the journey!

³ Council Decision No 37/2010/EC on the European Year of Volunteering Activities Promoting Active Citizenship (2011) of 27 November 2009, OJ L 17, 22.1.2010, p. 43–49.

⁴ United Nations General Assembly - Recommendations on ways in which Governments and the United Nations system could support volunteering - 76th plenary meeting, 5 December 2001

⁵ EU Citizenship Report 2010 – Dismantling the obstacles to EU citizen's rights, COM (2010) 603 final of 27 October 2010.

⁶ Manual on the measurement of volunteer work, International Labour Organization 2011.

⁷ Volunteering Law 78/2014 – Article 3a)

Chapter 1

Voluntary activity

Introduction

Your personal volunteering activities

Self assesment

Additional methods of evaluation
and self assesment

Introduction

We are learning constantly, not only in school or at work, but also without noticing it. In all contexts that we are engaged in, we learn something new and combine already existing knowledge and newly gained information. By doing so we acquire new competencies.

As opposed to qualifications, what we conceive as competencies are everything a person knows and is able to do/perform. A person that acts competent is able to use his knowledge, his skills and qualifications on the basis of his values and attitudes. Different to qualifications competencies encompass the readiness to act independently.

This chapter will help you self-reflect and self-evaluate all those competencies deriving from your volunteering activities. It will raise your self-awareness for everything you have done, learned and gained from your volunteering involvement. At the end you will have an overview of your competencies and can also present them to others.

Your personal volunteering activities

Please reflect on your volunteering activities and use this page to note information about your volunteering experiences.

Type of volunteer activities

Did you participate in specific projects?

Where?

Did you take part in any courses or further education training while volunteering?
What were these courses and why were you interested in participating?

From when to when?
(Dates; How many hours per week/month)

What were your duties and tasks?

Please reflect on your feelings and reasons for Volunteering and what you have gained

from your experiences. Put your experiences in own words and note them here.

When thinking about your Volunteering experiences what are your feelings about it?

Are there any activities, tasks and duties that are or have been of particular interest during your volunteering activities? Which were or are these, and why? What did you enjoy the most? Describe them in keywords and choose the top 3-5 ones that you enjoyed most and would like to take a closer look at.

What have been your reasons for Volunteering? Have they been fulfilled?

What did you gain from your Volunteering experiences personally?

Self assessment

1 Identify

Identify an activity or task done within volunteering that you would like to examine in more detail. For this also look at your list of Volunteering activities and tasks on

page 3 and also to page 4 for those projects and activities you enjoyed the most.

2 Describe

Go into more detail to describe your identified activity or task.

What exactly did you do?

Which were the steps that you did in order to do the activity or to respect the task and responsibility given to you?

Make a list of each activity involved in order to fulfil the task. The following wording will help you:

I have...

I did...

I participated in...

3 Extract

Have another close look at the activities you have identified.

Now go ahead and reword your sentences. Begin each statement with

I can...

I am able to...

I know how to...

I have learned...

Don't forget to add in as much details as possible, how you do the things you can do and the things you know..

4 Evaluate

Have a look at the skills you have listed and self-evaluate them. To do so please read the description of four levels below. Then decide for each listed skill, which statement matches most closely.

Use these levels of importance:

Level A

I can do this with the help of a second person or with written instructions.

Level B

I can do this without the help, i.e. independently in similar contexts.

Level C

I can do this independently in different contexts.

It might be helpful to go through an example with your mentor. It demonstrates how many activities are involved in a seemingly simple task.

Also take a look at the list of personal skills and qualities that you have according to your own and other opinion. These will also offer some hints about what you know and are able to do in the present.

If you rate a skill at Level C you should also add in which other context this competence is used (e.g. in Volunteering and Hobbies)

Consider also other fields of activities in your life (school, family, home, hobbies & interests)

To rate a skill at level C it is also important that you recently have and are currently able to perform this skill.

1 Identify

Identify an activity or task done within volunteering that you would like to examine in more detail. For this also look at your list of Volunteering activities and tasks on

page 3 and also to page 4 for those projects and activities you enjoyed the most.

2 Describe

3 Extract

4 Evaluate

Additional material

The following pages are not mandatory but are meant to support the ProfilPASS self-reflection and evaluation process. Which one you use depends on what you and/or your mentor consider to be useful for you to become aware of the competences, abilities and attitudes that

are deriving from your activities in formal, in-formal and non-formal Lifelong Learning contexts, with focus on volunteering activities.

MIND MAP – AREAS OF ACTIVITY

This page supports you in gaining a broader perspective on areas of your life, in which you have been active and therefor used and developed skills and competences. For you to become aware of all areas of your life in which you developed competences found in Chapter 1, this

page will help you to self-evaluate them and to phrase learning objectives and future plans in Chapter 3 of this portfolio.

LIFELINE

The Lifeline is meant to help you concentrate and remember all activities you have done within your volunteering experiences. Of course you can use a Lifeline for all areas of life that you want to have a closer look at. You might want to work with a mind map instead

of a lifeline to become aware of everything you have done in volunteering or other areas of activity.

PERSONAL QUALITIES – INSIDE AND OUTSIDE ASSESSMENT

These pages focus on your personal qualities, sometimes there are also called soft skills, and offer you the opportunity to self-asses yourself but also have someone else giving you feedback. The person you ask for the outside assessment should be someone that knows you

well and that you trust. This will also help to improve your self-awareness competence.

MIND MAP – AREAS OF ACTIVITY

So far you focused on your volunteering activities, but this is not the only area of activity in non-formal and in-formal contexts where you have acquired and improved competences, abilities and attitudes.

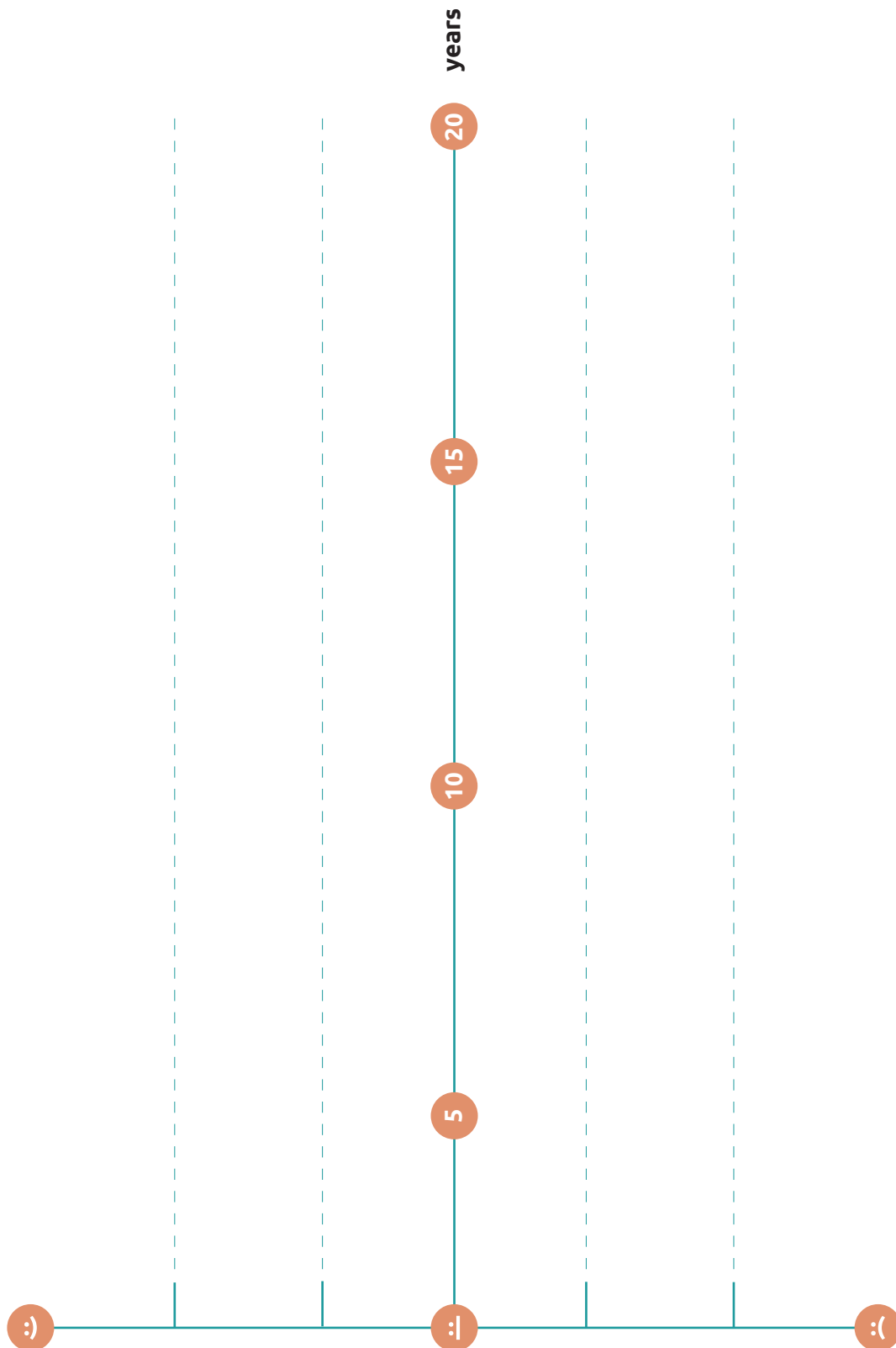
Considering all areas of your life will give you a comprehensive view on your abilities, which can add to those deriving from volunteering.



LIVE LINE

The Life Line is meant to help you remember the activities you have done during volunteering – it is not mandatory to fill in everything you have done, but it is worth also looking at little things and tasks which you consider not as important at first sight. For example:

conversations with an elderly person or child, by this showing empathy and social competences.



PERSONAL QUALITIES SELF-ASSESSMENT

Now we will have a look at your personal qualities – these qualities refer to what you have done, how you reacted in all activities or in the context of volunteering. It also reflects upon your attitudes and values.

It is not necessary to assess all qualities. Mark those which you think apply to you. In which situations have you shown these qualities? This information will be good to have, e.g. for a job interview.

Qualities	— true	— somewhat true	— not really true	— not true at all
team worker				
pro-active				
organising				
time management abilities				
confident				
morally upright				
ability to plan				
interpersonal sensitivity				
creativity				
resilience				
enthusiastic				
willingness to learn				
communicative				
full of ideas				
hard-working				
target-oriented				
persistent				
careful				
patient				

Qualities	— true	— somewhat true	— not really true	— not true at all
caring				
curious				
methodical				
tolerant				
reliable				
punctual				
helpful				
responsible				
open for constructive feedback				
attentive				
tidy				
risk taker				
strong-willed				
sociable				
ambitious				
bustling				
willing to compromise				
diplomatic				
adaptable				
persuasive				
other options				

PERSONAL QUALITIES OUTSIDE-ASSESSMENT

It can be really interesting to find out what other people think about you.

Talk to someone, who knows you well and whom you trust. Concerning your Volunteering it might be good

to talk with a mentor or someone you work with during volunteering activities. Give the person this page and ask them to mark everything they feel applies to you.

Qualities	— true	— somewhat true	— not really true	— not true at all
team worker				
pro-active				
organising				
time management abilities				
confident				
morally upright				
ability to plan				
interpersonal sensitivity				
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strong-willed				
sociable				
ambitious				
bustling				
willing to compromise				
diplomatic				
adaptable				
persuasive				
other options				

The "Portfolio for Volunteering experiences – Based on the ProfilPASS" is mainly about self-evaluating and self-reflecting your activities and competencies.

But it can also be good to have the feedback from someone else, this supports the process of self-

evaluation and improves your self-awareness competence.

A good setup for feedback could be mutual exchange in a safe environment in form of a dialogue.

Self-awareness is the ability to be aware of one's own strengths and weaknesses, to neither overestimate nor underestimate

one's own performance, behavior or learning. It is a very important skill in personal and professional life.

Chapter 2

My Competences – a review

Introduction

Evaluation

An overview

Introduction

In the previous chapter you defined and specified all personal qualities and competences you have gained during Volunteering activities. You have also self-evaluated them and might have gained an outside view by asking others about their opinion on your competences.

In this chapter you will acquire an overview on your competencies, you will find out what you like doing best, what you do well and where might be still room for improvement. In the end you will also recognize some skills and competencies as your particular strengths.

On the following pages you are asked to list all the competencies that you rated at level A and level B. These are the competences that you can apply to specific or similar situations with or without the help from others.

Please also list all those competencies that you have rated at level C. These are the competences that you have mastered doing volunteering and also in other contexts recently.

This section of the “Portfolio for Volunteering experiences” also offers you a list of areas of competences and personal qualities, which are considered to be used within recruitment processes and are important in the context of Lifelong Learning. You will be able to assign your competences to this list, which will provide you with a good basis for planning your future learning and volunteering activities, but also if you wish to write a CV, prepare for a job interview and enter professional life.

My competences – a review

Have a look at the results of your self-evaluation in Chapter 1 Volunteering activities and note the results.

Please write down all the competences you have self-evaluated at level A and level B.

Please list here all the competences that you rated at level C.

Use the following symbols to specify those skills in the lists:

- » **!** – I particularly enjoy to use this competence.
- » **X** – This is what I would like to improve in.

This helps you to clarify which competences you like to concentrate on when planning further learning or volunteering activities or when applying for a job.

Have a look at your list of personal qualities from Chapter 1 to see which of these you like to improve or which you should consider for your further plans as well.

Social Competences

refer to living and working with other people

e.g. Teamwork

Negotiating & persuading

Interpersonal sensitivity

Diplomacy

Communication

Organisational competences

refer to the coordination and management of personnel, projects and budget work, in non-profit activities and housework etc.

e.g. Commercial awareness

Analysing & investigating

Planning & organising

Time Management

Action planning

Decision making

Achieving outcomes

Quality delivery

Linguistic Competences/Global skills

refer to being able to speak and understand other languages. Appreciation of other cultures.

ITC Competences

T I C is communication and information technology. Skills in this area refer to handling of text editor software and other applications, database research, familiarity with internet, programming etc.

Personal Qualities

refer to personal characteristics

e.g. Initiative
Drive
Flexibility
Self-awareness
Confidence
(Stress) tolerance
Integrity
Independence
Resilience
Enthusiasm
Willingness to learn
Seeing the bigger picture

Other competencies

e.g. artistic competences

Your competences can be assigned to specific areas of competences. In certain circumstances, e.g. in recruitment processes, it can be useful to know which of your competences and personal qualities belong

to which area of competence. It can help you with writing your CV or preparing for a job interview.

Fill in your competences to this list of areas of competences. For this, have a look at your list of competences at the beginning of this chapter and the list of qualities that you and others have assigned to you in Chapter 1.

If you are unsure about which competence correspond to which area discuss this with your mentor or others.

Social Competences

Organisational competences

Linguistic Competences/Global skills

ITC Competences

Personal Skills

Other competencies
e.g. artistic competences

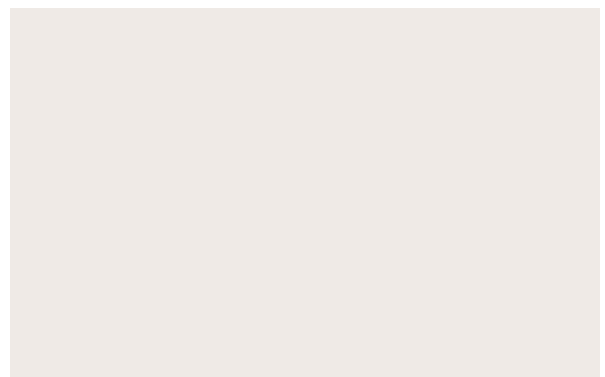
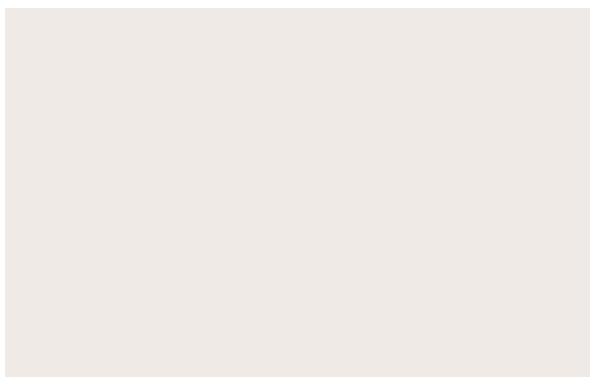
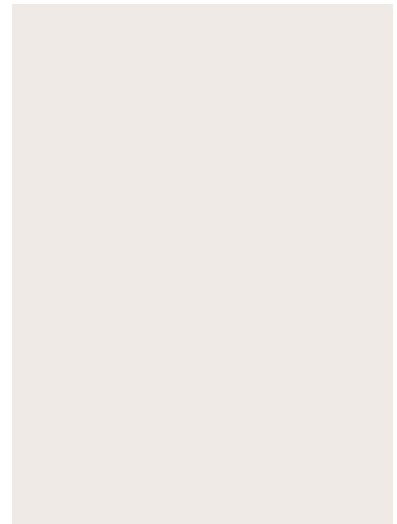
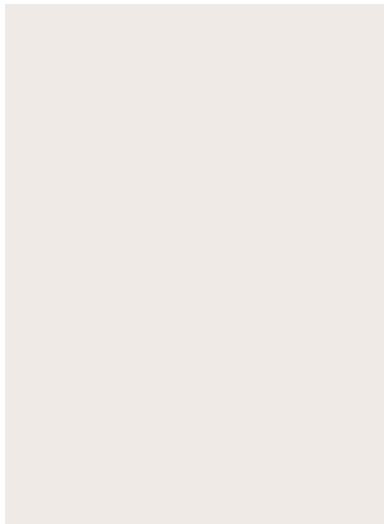
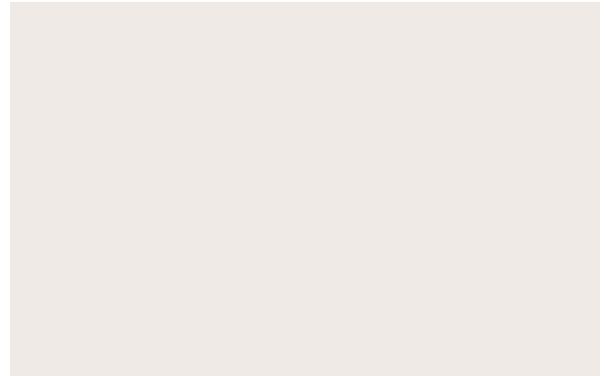
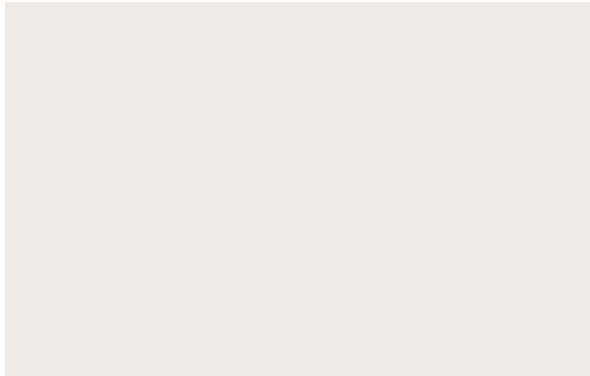
Naturally not everyone has competences in all areas. Don't be alarmed if one or many fields remain empty.

Please have in mind, there is no right or wrong when filling in your competences.

An overview

Please copy all the competences that you marked as those you particularly enjoy doing in the graphic. Also fill in those you would like to improve.

Now you have an overview of those competences that derived from your Volunteering activities and which you like using most.



These are the competences worth concentrating on when thinking about further volunteering and learning activities as well as

entering professional life. The next section of the ProfilPASS will help you to formulate objectives and future plans.

The “Portfolio for Volunteering experiences” provides a specific Certificate which is meant to illustrate all competencies and personal skills deriving from your Volunteering. It is a document of recognition of your achievements. You will find it at the end of this Chapter. In Romania, VOLUM Federation recommends using VoluntPass Volunteering

Certificate created to respect the national Volunteering Law 78/2014, piloted with 125 organizations and institutions and correlated with the needs of the employers and national reality. It can be issued online both in Romanian and English from hartavoluntariatului.ro

Chapter 3

Objectives and next steps

Introduction

Formulating your goal

Tracking down Jobs of interest

Instruments for information collection

Formulating your learning objectives

Formulating next steps and a time frame

Introduction

You now know your skills and special competences.

The question is, what you will do with these results, and how you will use them in your future plans. Which competences will you expand on, which will you continue to develop and what interests will you pursue.

Maybe you already have a specific goal in mind that you would like to formulate objectives and next steps for. Maybe you need to discuss with your mentor or family and friends first what you would like to do with your results and how you want to use them in the future.

However this chapter will help you to formulate:

- » plans for future learning ventures,
- » next steps towards possible employment and entering professional life,
- » involvement and improvement of skills within further activities, e.g. Volunteering.

It will support you in researching professions that are of interest for you and will take a closer look at the personal qualities and competences you have, need to improve or add in order to meet professional requirements. It will also help you to formulate learning objectives and plan next steps to reach them.

Formulating your goal

Please define a goal that you would like to concentrate on and put them in your own words.
It is best to focus on one goal at a time.

The following pages will support you in researching a job of interest for you.

If you like to focus on your professional development and already have an idea please list professions that interest you. Please also list which competences, personal skills and activities you would like to be involved in your future job.

If you would like to concentrate on improvement or gaining new skills and competences in general put this goal into your own words. These might be competences that you would like to develop out of own interest and which you would like to concentrate on in non-formal and in-formal learning contexts, for example while continuing Volunteering.

EXAMPLE:

It is my goal to find a job that involves the following competences, activities and interests:

My goal is to enter professional life in the field of.....

EXAMPLE:

My objective is to continue Volunteering in the field of.....

While Volunteering I would like to improve my skills in.....

Turn to the Page 25 "Formulating your learning objectives".

It will support you in formulating learning objectives within e.g. your Volunteering activities.

Tracking down Jobs of interest – Jobs where I live

Have a look around where you live: What are the professions people have in your family? What do you do professionally? Start by writing down the names and the professions of each of these people.

You can also add interesting professions that you have heard of. Maybe you have come along interesting Jobs during Volunteering? Job Agencies or internet platform publish interesting jobs that you might want to look at as well. Also consider which Jobs are available in your area in order to gain a realistic picture for future plans.



Mind Map – Job information

Introduction

You have an idea on which professions are of interest for you.

It is time to gain more specific information about what activities and tasks the profession involves, which requirements you need to meet, what skills and knowledge are required.

The mind map on the next page will support you in collecting information about the profession you are interested in. These questions will help you as well:

ACTIVITIES

Ce faci mai exact în această profesie?

SKILLS AND QUALITIES

What kind of skills and competences are important to have for this profession?

- » Technical, professional, methodical competences
- » Social and/or Organisational competences
- » Personal skills
- » others

WORKPLACES

Where can I work? Which companies, institutions?
Where – in my city, area, other cities?

AVAILABILITY

Are there jobs and training opportunities available in the field you are interested in?

SPECIALISATIONS

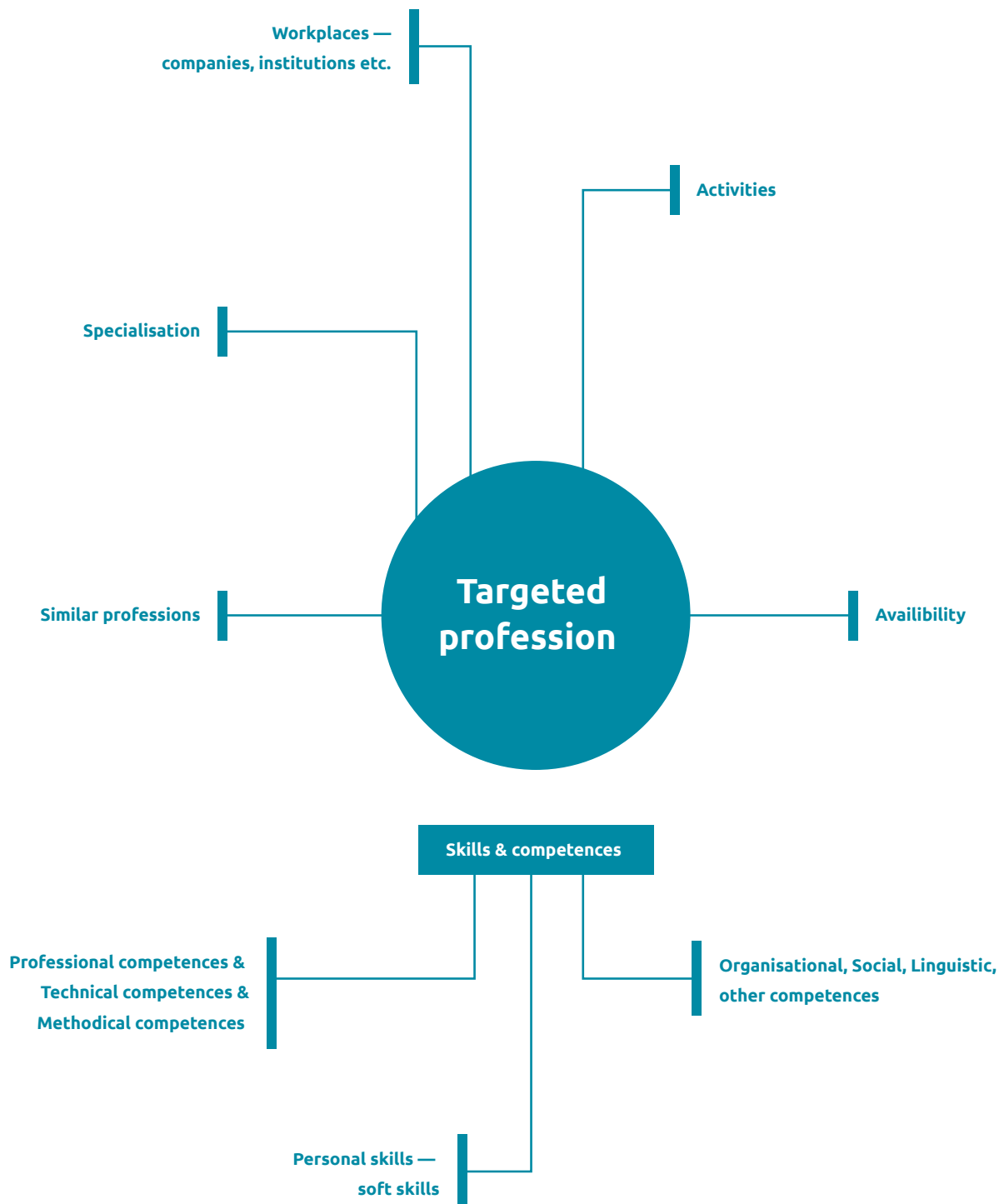
What occupational specialisations are there?

SIMILAR PROFESSIONS

What professions are similar to the one I am interested in?

Sometimes the things we imagine about an interesting job are not really true and does not suit you in the end. It is worth taking a closer look.

Information collection – Mind map



<p>Which skills & competences have you required in Volunteering activities</p>	<p>Which skills & competences are needed for the profession you are most interested in.</p>	<p>Which knowledge, skills & competences will you still need to improve or acquire in order to fulfil requirements?</p>
<p>List the skills and competences that resulted from your self-evaluation process within the PP, also note the level that you assigned yourself (A,B,C).</p> <p>Look at your list of personal qualities as well.</p>	<p>Have a look at the information on skills and competences you have collected or that you know off being important for the targeted job.</p> <p>Also try to list at which level the skills and competences are needed.</p>	<p>Compare the knowledge and competences you are able to perform and on which level, with those that are needed for the job you would like to work in. Are there any competences that you do not yet have or not at the required level?</p> <p>These information will give you hints on which next steps or learning objectives you might want to focus on.</p>
<p>Which knowledge, skills and competences have you required in other areas of life</p> <p>Think about all areas in life where you have required skills which might be useful for professional life (school, internships, vocational education). Also note at which level A,B,C you rate them.</p>		

Which tasks have you done on regular basis and which did you enjoy doing?	Which tasks and activities are often involved in the profession?	Which activities & tasks lack practice
<p>To answer this please also go back to Chapter 1 where you have listed tasks and projects you have especially enjoyed doing or done often within Volunteering.</p> <p>Also consider other areas of life, e.g. Hobbies, Family, Vocational training.</p>	<p>Have a look at the information collected and list the ones you think are most important for your targeted job.</p>	<p>Compare the activities you already have performed in Volunteering or other areas of life and those mainly being part of the profession you are striving for – which ones are similar and which ones would be new to you?</p> <p>These information will give you ideas on which tasks you are familiar with and which would be new to you. These will help you formulating next steps.</p>

<div>Which skills & competences have you required in Volunteering activities</div>	<div>Which skills & competences are needed for the profession you are most interested in.</div>	<div>Which knowledge, skills & competences will you still need to improve or acquire in order to fulfil requirements?</div>
<div>Which knowledge, skills and competences have you required in other areas of life</div>		
<div>Which tasks have you done on regular basis and which did you enjoy doing?</div>	<div>Which tasks and activities are often involved in the profession?</div>	<div>Which activities & tasks lack practice</div>

Formulating your learning objectives

Based on the results from your record you can now list the knowledge, skills and competences you want to focus on. If you have known all along which competences to focus on you can start here as well:

It is important to formulate learning objectives as realistic and specific as possible naming what you would like to achieve exactly, on which level, how and in which context.

Which Competences, skills, knowledge should be gained/ improved	Which level the competence should have in the future	How and where do I want to improve the competence	Until when/in which time frame do I want to have reached my goal
EXAMPLE Italian language skills	EXAMPLE Level B – (in a specific context, independently, without help of others.) To be able to write and read correspondents in Italian – office work.	EXAMPLE Language course at local language school (Name of school)	EXAMPLE Course starts in Oct. – for 6 month

Recourses needed & possible obstacles

Formulating my next steps and time frame

TIME PLAN FOR NEXT STEPS

You have now phrased a realistic and specific learning objective and goal for the next future.

This time plan will help you to note down your next steps. In order for you to be able to reach this goal it is

important that you set yourself specific dates.

Of course you do not have to fill in the complete time plan, adapt it according to your personal goals.

TIME PLAN FOR NEXT STEPS

NEXT MONTH

What exactly?

By when?

WITHIN THE NEXT THREE MONTHS

What exactly?

By when?

WITHIN NEXT SIX MONTHS

What exactly?

By when?

Volunteering Certificate

VOLUNTPASS



FEDERAȚIA ORGANIZAȚIILOR
CARE SPRIJINĂ DEZVOLTAREA
VOLUNTARIATULUI ÎN ROMÂNIA

To ms./mr.

for the volunteering activity
at the organization

Eliberat la data de

18.05.2015

Nume Prenume
Manager/Coordonator voluntar

Nume Prenume / L S
Reprezentant legal

Unique registration
number

Volunteering
contract number

Organization
registration number

Unique
registration
number
0000001 / 2015

Volunteering
contract
number
00001 / 2015

Organization
registration
number
00001 / 2015



Volunteering Certificate

voluntpass

To mS./mr. _____

Date of birth _____

For the volunteering activity at the organization

Between _____ — _____ he/she volunteered for
_____ hours in the field of*:

- | | | |
|--------------------------|----------------|----------------------|
| • ARTS AND CULTURE | • YOUTH WORK | • HUMANITARIAN |
| • SPORT AND RECREATION | • RELIGION | SUPPORT AND/OR |
| • EDUCATION AND RESEARCH | • HUMAN RIGHTS | PHILANTHROPY |
| • ENVIRONMENT | • SOCIAL | • SOCIAL DEVELOPMENT |
| • HEALTH | ACTIVISM | • SOCIAL |
| • SOCIAL WORK | AND ADVOCACY | |

Date
____ / ____ / ____

Nume Surname
Volunteer Manager

Nume Surname
Legal Representative

**The specified domains are according to the Romanian Volunteering Law 78/2014

The volunteer and the issuing organization are fully responsible for the accuracy and veracity of the personal details written in this certificate. The present form of the Volunteering Certificate is conceived to respect and acknowledge the requirements of the present Romanian Volunteering Law 78/2014.

Issued on hartavoluntariatului.ro

Unique
registration
number
0000001 / 2015

Volunteering
contract
number
00001 / 2015

Organization
registration
number
00001 / 2015



Activity report

1. Volunteering activities performed

Type of activity, timeframe of the activity, group/groups with whom the volunteer worked during the volunteering time, short description of the activity performed.

2. Tasks and Responsibilities

Tasks and Responsibilities of the volunteer, role of the volunteer in the activities performed during the volunteering time.

3. Skills and competences/Learning outcomes

Skills related with the key-competences and skills related with professional competences, general or specific, according to organisation profile.

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0000001 / 2015

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contract
number
00001 / 2015

Organization
registration
number
00001 / 2015



Volunteering certificate supliment VoluntPass Supplement

Learning outcomes gained
through volunteering activities

Related to the 8 key competences:

- | | |
|---|---|
| <input type="checkbox"/> LINGUISTIC
IN THE MOTHER TONGUE | <input type="checkbox"/> DIGITAL COMPETENCES; |
| <input type="checkbox"/> LINGUISTIC
COMMUNICATION IN FOREIGN
LANGUAGES | <input type="checkbox"/> LEARNING TO LEARN; |
| <input type="checkbox"/> MATHEMATICAL COMPETENCE
AND BASIC COMPETENCES IN
SCIENCE AND TECHNOLOGY; | <input type="checkbox"/> SOCIAL AND CIVIC
COMPETENCES; |
| | <input type="checkbox"/> SENSE OF INITIATIVE
AND ENTREPRENEURSHIP; |
| | <input type="checkbox"/> CULTURAL AWARENESS
AND EXPRESSION; |

Related to the National Qualifications Framework and European Qualification Framework

In order to fill in the corresponding number/figure, we encourage you to read the document explaining the levels of qualifications, extract from the European Qualification Framework, the equivalent of the National Qualification Framework.

• LEVEL OF QUALIFICATION – 1 ... 8*

* According to the level of qualification specified, in the volunteering certificate it will be detailed specifying the skills, competencies and knowledge gained/developed. The description will be extracted from the European Qualification Framework

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registration
number
00001 / 2015



Related to Occupational Standards regulating occupations and qualifications

References about Occupational Standards can be found in the list of Occupational Standards for Professional education and training can be found [HERE](#). References for this field implies content available mostly in Romanian.

- **GENERAL COMPETENCES ****
of more than one occupation from the same occupational field/area

- **SPECIFIC COMPETENCES ***
on a single occupation

** For an easier process of filling in the general and/or specific competences, please find [HERE](#) a list of general and specific competences translated, according to the Occupational Standard they are related to.

Related to Europass competences

References about the competences associated with Europass can be found [HERE](#) (specific document) or [HERE](#)

- **COMMUNICATION SKILLS**
- **ORGANISATIONAL / MANAGERIAL SKILLS**
- **JOB-RELATED SKILLS**
- **DIGITAL COMPETENCE**
- **SOCIAL SKILLS**
- **OTHER COMPETENCES**
related to the field of the activity/field of expertise

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registration
number
00001 / 2015



Related to human resources, recruitment and hiring processes

References about the defining the competences beyond can be found here.

- COMMUNICATION AND TEAM WORK
- SOLUTION/RESULT ORIENTED
- PERSONAL EFFICENCY
- SELF-DEVELOPMENT
- SENSE OF INITIATIVE
- ETHICAL CONDUCT AND PERSONAL VALUES

This volunteering supplement supports volunteers in the process of recognition of volunteering activities as professional experience, according to art. 10(2) and implementing the art. 23 from the Romanian Volunteering Law 78/2014.

All volunteers (with or without Romanian nationality) must respect the legislative framework for volunteering while performing volunteering activities on Romanian ground.

Certificate for volunteering experiences

Mr./Mrs

Name/Surname

Has done volunteering activities between _____ to _____

◇ with an average amount of _____ hours per week/month

◇ with a total amount of _____ hours

At _____

name of organization & field of activity

The volunteering activities included the following tasks and responsibilities:

Have a look at chapter 1 for tasks and responsibilities you have done during volunteering.

You have already named them when self-reflecting on them within the self-evaluation process on page 8.

On page 6 you have already reflected which activities you valued most.

Name those you consider most important and that you enjoy doing.

During these activities the following competencies have been applied and acquired:

Have a look at your competencies review in chapter 2, were you have already listed the competencies you have applied and acquired in volunteering.

Here you should list those you enjoy doing most and those you have evaluated on Level C, meaning those you are able to currently apply independently in different contexts.

The following personal qualities have been shown and acquired during volunteering activities.

You have already assessed your personal qualities on page 11 & 12. To be more objective you might want to list those you and also someone else has assigned to you.

◇ Dorința de a învăța

◇ Anduranță

◇ Încredere

◇ Integritate

◇ Creativitate

◇ Sensibilitate interpersonală

◇ Lucru în echipă

◇ Proactivitate

◇ Altele:

◇ Entuziasm

◇ Organizare

Mr./Ms. Name, Surname _____

has participated in the following course/further training:

Dates

Title/Objective

**Signature
of the Volunteer**

**Signature of the
Legal Representative
of the Organization**

coordonatorul de voluntari,
reprezentantul legal etc.

Place / Date

**Stamp of organization
and full address**

The personal skills and competences listed in this document have been determined with the ProfilPASS process within the Portfolio Evaluation of volunteering experiences – based on the ProfilPASS. The ProfilPASS is a tool for self-exploration and self-evaluation of individual competences in the process of lifelong learning with the support of a professional advisor.

The portfolio Evaluation of volunteering experiences has been developed within the Erasmus+ EuroVIP project, using the material of the ProfilPASS. The volunteer and the issuing organization is responsible for the accuracy of the content of this certificate.

You now have worked through the “Portfolio for Volunteering experiences – Based on the ProfilPASS” and have become aware of competences and skills that you have learned and improved during volunteering activities. You know what you have gained from your volunteering engagements and how these abilities and competences are valuable for further learning experiences or professional life.

You might have found professions and jobs that are interesting for you. And you realized which knowledge, skills and competences are needed to enter this profession. Last but not least you might have formulated learning objectives to meet job requirements or next steps to pursue new learning experiences, improve your volunteering activities or to enter the labour market.

Whatever your personal plans might be —
good luck and
enjoy the journey!



HartaVoluntariatului.ro

Looking for volunteering
experiences in Romania?

Where can you issue the
volunteering certificate
VoluntPass?

Check out
hartavoluntariatului.ro

Contact

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The „Portfolio for Volunteering experiences - Based on the ProfilPass“, has been realised by FACE, Wisamar, VOLUM, Pour La Solidarité and Volunteering Matters. This has been done within the framework of the ERASMUS + “European Volunteer Inclusion Program (EuroVip)” project, with the kind permission by the DIE to use the materials of the ProfilPASS and ProfilPASS for young people.

This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.