

# Competence portfolio

## Assessing Voluntary Experiences

# Premises:

- Voluntary sector underdeveloped yet – change of paradigm is needed
- Very few experts in Hungary in competences, even less in voluntary activity
- Profit sector not open for innovative tools
- Independent HR experts interested but dubious
- Volunteers very interested – especially graduates
- Not enough money/time for coach at organisations
- No independent training institutions in voluntary field

# Method – self assessment

- Organisations wont have time for coaching
- Organisations/volunteers can download from our website for free
- Further developed in ÖTLET (idea) project – measures inputs and also outputs, maybe with coach
- But guidebook for organisations is essential
- Exchange of experiences bimonthly training for organisations – next topic AVE
- Idea to visit the Austrian partner trainings

# Guidebook for organisations – content

1. Short introduction on volunteering
2. Introduction of AVE project (aims, partners, target group)
3. Presentation of the portfolio (what is it, why is it useful, its elements)
4. How to implement it within the organisation, how to guide the volunteer (steps of implementation)
5. How to use the portfolio (steps of completion)
6. Useful definitions
7. Contacts
8. Appendix (registration form for completed portfolios, registry index-to track given references (org. asked), list of competences and skills)

# The tool

1. Still working on the adaptation – shorter
2. Introduction of the portfolio (what is a portfolio, its parts, what is it used for, whom is it useful for)
3. How to use the portfolio (step by step completion of the portfolio – core part)
4. Exercises (mind map) to remember voluntary activities
5. What are competences (definition, link with own skills)
6. Lists of competences

# The tool

7. List of the knowledge and qualifications gained in trainings, courses
8. Collecting all the vol.activities-skills&knowledge gained as a volunteer in a table
9. Summary Sheet for job interview - analysis of all acquired competences important for the „job
10. Appendix (list of possible attachments, EU format CV, Example of certification, Form for presentation of the organisation)