

Leonardo da Vinci project “AVE”

AVE Tools Austria (selection)

Portfolio for the volunteer

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Kompetenz-Portfolio

für Freiwilliges Engagement



PORTFOLIO-USER
Name
Date of birth: xxx
Profession: xxx
Adress: xxx
AREAS AND DURATION OF VOLUNTEERING
AMOUNT OF VOLUNTEERING

Portrait

meines Freiwilligen Engagements



My volunteering portrait (Overview of activities and the association) (*corresponds to 2. missions fulfilled and partly 1.*): telling about motives, key experiences, specific successes or failures, main activities, additional activities, favourite tasks and less favoured tasks, expectations and hopes for the future, etc.

Mein persönliches Kompetenz-Profil



My personal profile of skills (ability) (*corresponds to 3. and 4.*)

Methodological skills and skills in a specific area of expertise	
Competence 1	<i>(describing where and when the competences were used, acquired or developed; e.g. examples, projects etc.)</i>
Competence 2	
Competence 3	
Competence 4	

Social and communication skills	
Competence 1	
Competence 2	
Competence 3	
Competence 4	

Personal skills	
Competence 1	
Competence 2	
Competence 3	
Competence 4	

Mein persönlicher Aktionsplan



My personal action plan

GOALS	STRATEGY	TIME PLAN

This skills-portfolio was completed jointly between the Portfolio-user and the Portfolio-coach (Certified by the RÖB) on the basis of a detailed analysis. (*roughly corresponds to 6.*)

Name
Portfolio-user

Name
Volunteer

Vienna, xxx

Nachweis über den
Kompetenzerwerb
im Freiwilligen Engagement



(Proof of skills acquired through volunteering)

Name

born xxx

AREAS AND DURATION OF VOLUNTEERING

Tätigkeitsportrait
(Portrait of tasks)

Kompetenz-Profil



Profile of skills

Methodological skills and skills in specific areas of expertise	
Competence 1	<i>(describing where and when the competences were used, acquired or developed; e.g. examples, projects etc.)</i>
Competence 2	
Competence 3	

Social and communication skills	
Competence 1	
Competence 2	
Competence 3	

Personal skills	
Competence 1	
Competence 2	
Competence 3	

This proof of skills was completed jointly between the Portfolio-user and the Portfolio-coach (Certified by the RÖB) on the basis of a detailed step-wise analysis.

Name
Portfolio-coach

Name
Volunteer

Vienna, xxx

Interview-schedule for Portfolio-coaches

You have decided to develop a portfolio about competences you acquired during your volunteer activities. I am here to accompany you in this process. The core of the portfolio process is our "competence interview" (or conversation), that will take approx. 1,5 hours. I will ask you about your experience while volunteering. I will take notes and also give you some questionnaires to fill out in the course of our talk.

Before we start with the interview, I would like to ask you for some information that I will write down. For now, approximate information is enough, you can complete this in peace and quiet at home:

- a) Personal information: age etc; Volunteering: areas, function, duration and amount
- b) Information about basic education and training, that were important for your volunteering

Now we can start our conversation:

1. Please tell me how you **came to volunteer**: first interest in volunteering, models of people who volunteered, first contact, expectations, first activities, surprises etc.
2. Tell me some **key experiences** during your volunteering activities: successes, failures, strange things etc.
3. Please describe your **volunteer activities**: favorites?, what don't you like? Changes and developments? Links to your professional activities?
4. Let us talk about the **meaning of you volunteer activities**? For you personally, for your family, friends, etc. For your community, society?
5. Please fill in the three questionnaires „personal strengths“, „strengths of the organisation“ and „soft skills“
6. Please explain following answers in your questionnaires: What do you mean by?, Where and how do you use this skill? Etc.
7. Which plans do you have for vocational and volunteer activities for the future? –

Using my notes I will prepare the pre-evaluation in the next few days. I will make a suggestion for a portfolio in key words and will send it to you by mail or email. We will discuss this by telephone. Then you may complete your portfolio on your own. If you need them, I will assist you in compiling one or more "proofs of competencies" that you can use for job applications.

Personal Strengths *(corresponds to 3. and 4. London minutes)*

In your voluntary work you are applying or developing personal strengths. Please fill in four or five personal strengths that are especially relevant to your voluntary work. Refer to your skills in specific thematic areas, to your key skills (organisational skills, ability to communicate etc.) and to your personality (enthusiasm, values etc.)

(1) Personal Strengths

Strengths	Ranking	Changing					
		0	+1	+2	+3	+4	+5

(2) Ranking your personal strengths

Please, try to rank your personal strengths according to their meaning for you from 1 to 5.

(3) Development of your personal strengths

Maybe you have more or less developed some of the personal strengths filled in during the last years. If so, state how much these strengths have changed in the past 3 to 5 years from 0 (no change) to 5 (strong change).

From (with change): Erpenbeck/Heyse 1999: Die Kompetenzbiographie

Strengths of the Organisation*(belongs to 1. presentation organisation)*

Your voluntary organisation (association, club, action group etc.) has specific strengths. Please, try to fill in four or five strengths of your organisation (knowledge, methods, experiences, image etc.)

(1) Strengths of the organisation

Strengths	Ranking	Changing				
		0	+1	+2	+3	+4

(2) Ranking of the strengths of the organisation

Please, try to rank the strengths of the organisation from 1 to 5.

(3) Ranking of the strengths of the organisation

Maybe some of the strengths of the organisation has changed during the last years. If so, state how much this strengths has changed in the last 3 or 5 years from 0 (no change) to 5 (strong change).

Soft Skills *(corresponds to 3 and 4. London minutes)*

Evaluate your level of competence concerning the following soft skills on a scale from 1 (not very skilled) to 5 (very skilled).

Soft Skills	not very skilled					very skilled
1.) Teamwork	1	2	3	4	5	
2.) Ability to communicate	1	2	3	4	5	
3.) Organisational skills	1	2	3	4	5	
4.) Flexibility	1	2	3	4	5	
5.) Mobility	1	2	3	4	5	
6.) Emotional intelligence	1	2	3	4	5	
7.) Motivation	1	2	3	4	5	
8.) Ability to assert oneself	1	2	3	4	5	
9.) Creativity	1	2	3	4	5	
10.) Analytical and logical thinking	1	2	3	4	5	
11.) Stress resistance	1	2	3	4	5	
12.) Willingness to learn	1	2	3	4	5	
13.) Willingness to reflect	1	2	3	4	5	
14.) Ability to solve conflicts	1	2	3	4	5	
15.) Ability to deal with criticism	1	2	3	4	5	
16.) Conceptual abilities	1	2	3	4	5	

From: Sabine Hertwig (Unter Mitarbeit von Dr. Dorothea Kress), Die perfekte Bewerbungsmappe, München 2002 (Goldmann Verlag).

Strengths of the Organisation *(belongs to 1. presentation organisation)*

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(1) Strengths of the organisation

Strengths	Ranking	Changing					
		0	+1	+2	+3	+4	+5

(2) Ranking the strengths of the organisation

Please, try to rank the strengths of the organisation from 1 to 5.

(3) Ranking the strengths of the organisation

Maybe some of the strengths of the organisation have changed during the last years. If so, state how much these strengths have changed in the last 3 or 5 years from 0 (no change) to 5 (strong change).

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