**VOLUNTARY WORK PORTFOLIO**

**for Immigrants**

**Name of the volunteer:**

1. Voluntary work

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| --- | --- | --- | --- |
| **Date and duration** | **Name of the Organisation** | **Activities** | **Acquired skills and competences** |
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1. Additional training and courses

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| **Date** | **Name of the training, course etc.** | **Acquired skills and competences** |
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*Annex 1 to the Voluntary Work Portfolio*

*To be filled by the volunteer for self assessment*

Name of the voluntary organisation:

1. Competences

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| **Competences** | **Level**  *1 to a lesser degree*  *2 in general*  *3 to a greater extent*  *4 to a high degree* | **An example of the tasks I performed** | |
| 1. Communication   *e.g.*   * *I am not reluctant to make contact with other people* * *People understand me when I communicate with them* * *I argue my views in groups* * *I listen to people when they express their opinion* | 1  2  3  4  not relevant |  | |
| 1. Writing   *e.g.*   * *I am able to present information in written form* * *I can take notes* * *I feel comfortable writing in Danish/Finnish/Estonian* | 1  2  3  4  not relevant |  | |
| 1. Organising   *e.g.*   * *I organise and conduct meetings/activities* * *I work with external partners* * *I get others to get involved and engaged in activities* * *I can be engaged in several activities at the same time* | 1  2  3  4  not relevant |  | |
| 1. Computer skills   e.g.   * *I feel comfortable to use a computer* * *I use word processing programs* * *I use the internet to search information* * *I use the internet for communication (emails, social networking, forums)* | 1  2  3  4  not relevant |  | |
| 1. The use of Danish/Estonian/ Finnish language   *e.g.*   * *I am able to understand instructions and explanations given to me* * *I am able to carry out conversations with others* * *I able to read and understand the main points of the organisation´s leaflets* | 1  2  3  4  not relevant |  | |
| 1. Languages   *e.g.*   * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Poorly  Satisfactory  Good  Excellent |  |
| 1. Problem solving   e.g.   * *I play an active part in resolving conflicts* * *I create consensus on the solution of problems* * *I am not afraid to face a problem* | 1  2  3  4  not relevant |  |
| 1. Decision making   *e.g.*   * *I seek for information and I consult others before I make a decision* * *I am not afraid to take the responsibility for the decision* * *I am able to react quickly to changing situations* | 1  2  3  4  not relevant |  |
| 1. Team work   *e.g.*   * *I like to work with others* * *I can work with people I don´t feel good about* * *I take responsibility so that common tasks are done* * *I am able to compromise* | 1  2  3  4  not relevant |  |
| 1. Responsibility   *e.g.*   * *Other people can rely on me* * *If I take on a task, I make sure it is done* * *I am punctual* * *I meet deadlines* | 1  2  3  4  not relevant |  |
| 1. Ability to receive and give feedback   *e.g.*   * *I can evaluate other peoples work* * *I can give feedback in a constructive way* * *I can handle objective criticism* * *I accept other peoples opinion* | 1  2  3  4  not relevant |  |
| 1. Self management   *e.g.*   * *I know my own strengths and weaknesses* * *I plan for myself how and when I work to achieve my goals* * *I am willing to make an extra effort to achieve my goals* * *I am able to motivate myself* | 1  2  3  4  not relevant |  |
| 1. Creativity and innovativeness   *e.g.*   * *I get ideas for new things we can try out* * *I develop new activities/ methods for the organisation* * *I translate a good idea into something we can use in practice* * *I am open to people’s ideas.* | 1  2  3  4  not relevant |  |
| 1. Cross-cultural competences   *e.g.*   * *I am aware of what is the characteristics of my own culture and its similarities and differences in relation to other cultures* * *I like dealing with people from other countries and cultures* * *I am good with people from different backgrounds working together…* | 1  2  3  4  not relevant |  |
| 1. Learning   *e.g.*   * *I like to learn new things* * *I am aware of what I am learning in my voluntary work* * *I use what I learn, i.e. on courses, in my voluntary work* * *I am open to learning in new ways* | 1  2  3  4  not relevant |  |
| 1. Organisation/association   *e.g.*   * *I understand how the organisation is structured and how it functions* * *I know how I can provide information that is important for the association to function* * *I get others to understand the association´s ideas and values of volunteering* | 1  2  3  4  not relevant |  |
| 1. Other skills, what?   *e.g.*   * *Handicraft, accounting, fundraising*   Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1  2  3  4  not relevant |  |