**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 |  |