OVPELO

Optimization of Validation
Process of EVS Learning
Outcomes

pistes solidaires · cazalla INTERCULTURAL · Semper Avanti · PARUDIMOS · K.A.N.E. · FOCUS · Erasmus+

Portfolio of employability skills for young people

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INTRODUCTION

The European project named OVPELO "Optimisation of Validation Process of EVS Learning Outcomes" brings together **7 partners:**

- YouNet (Italy)
- Semper Avanti (Poland)
- Pistes Solidaires (France)
- Asociatia Nevo Parudimos (Romania)
- Asociación Cazalla Intercultural (Spain)
- Association Focus-European Center for Development (Bulgaria)
- Koinoniki Anaptyksi Neon / Social Youth Development (Greece)

The duration of the project is **24 months**; it starts on **01.09.2014** and finishes on **31.08.2016**. It is financed by **Erasmus+ program**.

Within the framework of OVPELO project, all partners are willing to create an innovative and experimental tool to help you, as a current learner, for self-evaluation focusing on competences you are developing/have developed during a volunteering experience.

Why? To add value and take advantage from your experience in non-formal education in order to be able to prove yourself in front of your future employers.

Questions to answer before starting are very simple:
- What can I do and what do I have to develop to become more "employable" after my volunteering experience?
- Which tool and methods do I have to implement to achieve my objectives?
- What kind of objectives will I set up for my learning plan action?
- How can I take advantage from developing this competence for my professional future?

With this tool, we would like to help you to clarify your learning objectives and be able to identify and reflect on competences you are acquiring or have developed during your non-formal experience.

After a first research phase of OVPELO project including questionnaires' consultation among stakeholders in each country, we established a list of 9 employability competences useful to set up your learning objectives.

PORTFOLIO of employability competences – Get ready to use it in any time!

Portfolio can be used in any moment of your EVS experience, as well as after the project. In order to fully benefit from the tool, we would suggest to follow all the steps and start using the tool in the very beginning of the EVS activity. Below you can find the steps that we recommend to follow.

You can start from whatever step you want, if you already did your EVS project, and still want to use the tool, go directly to STEP 4

STEP 1	STEP 2	STEP 3	STEP 4
1st month of your EVS project	in the middle of your EVS activity	in the last month of your EVS activity	any time you work on your work application documents

STEP 1 – we recommend to do this step in the first month of your EVS project, with the purpose to self-evaluate and develop the learning plan for the EVS volunteers. So go through the tool, be honest with yourself, and think which of the competences you would like to acquire or develop. It is highly recommended that this step will be done by volunteer together with his/her mentor during the learning support session.

STEP 2 – you can use this step as a moment for mid-term evaluation and the trigger for reflection, if you still have the same objectives as in the beginning of the project, maybe some of them you already achieved, or maybe new learning objectives appeared. Do the whole portfolio once again, without looking what you have written last time. Only when you finish, you can compere with the first time you did it. Then focus on analyzing your progress and deciding about the specific learning objectives you want to have till the end of your project. It is recommended to do it with your mentor, and create after the specific action plan.

STEP 3 – it is the end of your project, and most probably soon you will need to start looking for a job, internship or other activity in your life. If it is true, first you should update your application documents with all the new experiences and competences developed during your EVS period. We would like to invite you to use the portfolio for the self-evaluation once again and use it for the development of your CV. In each of the chapters of the portfolio, you have a short description of the competence that is easily understandable by employers and you can copy/paste it into your CV (of course if you posses this competence). Remember don´t be shy, and we hope that this tool will give you a bit more of the confidence and you will see how good are you.

STEP 4 – this is the step that you can do in any moment you feel like after your EVS project. It can be useful to review your CV, to discover something new about yourself, or simply to see how are you developing. And as you don´t have your mentor with you anymore, we hope that our guiding questions will be useful.

How to use the tool

The tool is very easy to use that is composed of two elements. First we ask you to reflect on the 9 different competences that we have gathered as useful for the employability after the EVS project. Each of the big competences is divided into 8-12 concrete actions how this competence is being demonstrated – it can be knowledge, skill or attitude. We ask you to think when last time you were in the situation that you put this in practice and then to reflect how well have you done. Please put yourself into one of our five categories – from sleepwalking – meaning that somehow you practice the competence, but in the unconscious way, and there is still a lot to improve, through walking and running, that represents your progress in this competence, till winner, meaning you use the competence in the aware way and successfully.

For the purpose of the recognition, we suggest that you need to have at least 7 out of 10 runners or winners, and no sleep walkers in order to say ¨Yes I can do it!¨ and then we recommend you to put this competence with the nice description into your CV.

To help you in the process of self-evaluation, we ask you to think and write down one situation when you demonstrated the competence, and the date when was it. Besides there is a field of summary where you can put general text how you are performing this competence, that for the future can serve you as a text for your CV.

Second part of the portfolio, are additional questions for reflection focus more on the future. We ask you to remember concrete situation and reflect on that, and then to work on your action plan, how you would like to work on short term and long term basis to improve your competence. This can be very useful especially if you will start using this tool in the beginning of your project.

What to do if you are scared to fill in the entire document at one time?

No stress! Even easier for you: please feel free to focus first on 3 of 9 competences you would like to work on or you think you have developed more during your EVS experience. The most important is to focus on 3 competences, which seem more relevant for you according to your experience.

You can go further with the rest of competences when you feel comfortable with the use of the document!

Good luck and enjoy! May your competences be improved everyday!

Portfolio

I am sleep walking	**I am walking**	**I am running**	**Winner**	This competence has
I have no or very little experience	I have already done something to develop the competence, but I am still beginner	I did a lot, and I am quite good in that.	Yes I am great and I know it!	no relevance for me

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Portfolio- Learning to learn

Learning to Learn has to do with the way one can understand and organize one's own learning. It is the ability to be aware of one's own learning style and be able to set learning objectives and know how to reach them. It also contains the motivation to constantly develop through learning and recognize and utilize learning opportunities.

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Learning to learn	I know what is my learning style/ how I learn better								
	I understand the significance of lifelong learning								
	I am willing to develop myself through learning								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Learning to learn	I am able to evaluate my own learning outcomes								
	I can put knowledge into practice								
	I am aware of my strengths and weaknesses in learning								
	I am able to accept and give feedback								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Learning to learn	I am the person who decides what and how I want to learn.								
	I am able to realize when I have learnt something								
	I am aware that learning is both a goal as well as a process								

Portfolio- Communication / language

The ability to convey information to another effectively and efficiently – in mother tongue or foreigner language; applies to verbal, non-verbal and written communication skills.

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Communication / language	I am able to express my statements in clear and understandable way								
	I am able to communicate my emotions - positive and negative								
	I am able to communicate appropriately and effectively with people from different cultural background								
	I am able to lead the conversation in a way where everyone has a chance to present their own point of view								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Communication / language	I am aware that my cultural background leads me to do or communicate things in a certain way (with national norms and values, and stereotypes)								
	I am able to lead the proper conversation even when the atmosphere is very tense								
	I am able to use body language communication adequate to the giving message and recognize its importance								
	I am able to give and receive feedback in a proper way								

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Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Communication / language	I am able to listen my co-speaker in an active way								
	I am able to identify and define clearly the positions and interests of both sides of the conflict								
	I am able to identify positions, arguments and conclusions presented by other people								

Portfolio- Team work

Teamwork competences refer to the capacities of working effectively in collaboration with others in view of achievement of a common goal. The abilities implied within this type of competence include the active participation within a team, the encouragement provided to others that involves them as team members, the facilitation for obtaining effective outcomes, as well as resolution of conflicts within a group. Teamwork competences could be also described as working efficiently in partnership with others.

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Team work	I am open to new ideas and diverse points of view								
	I support the presence of variety of individuals in a group and balance the cohesion through individual expression								
	I develop my sense of mutual trust when others are willing to self-disclose, be honest and respectful								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Team work	I work effectively with others								
	I posess the ability to operate smoothly and efficiently in a group								
	I am willing to provide help and support to group members who are experiencing difficulties in order to achieve the common goal								
	I communicate my opinion with respect to others focusing on "What could we learn from?" rather than "Who is to blame?"								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Team work	I am able to identify which is my role in a group and I am aware of which is the role best suited for me								

Portfolio- Take initiative/ being proactive

Sense of initiative is the ability to turn ideas into actions, be creative and innovate and also be able to effectively manage/organize a project/activity that one undertakes and bring it to its completion. It is also the ability to take risks and be able to effectively deal with risks, changes and unexpected situations during the implementation of a project/activity.

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Take initiative / being proactive	I am able to turn my ideas into action								
	I am able to answer to changes in a positive and pro-active way								
	I am creative and able to use my creativity to develop innovative ideas								

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Competence	Criteria (subcompetences)	Help for reflection					Describe the situation when last time you have manifested the competence	Date
Take initiative / being proactive	I am not afraid to take risks							
	I am able to manage crisis and unexpected situations effectively							
	I can identify and seize different opportunities							
	I can effectively present and defend my ideas							

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Take initiative / being proactive	I can make informed/strategic/ responsible decisions								
	When I start something, I work on it until its completion / I do not give up on projects that I have started								

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Portfolio- Social competences

Socially competent adolescents have a sense of belonging, are valued, and are given opportunities to contribute to society, which to a large extent is made possible within the various social environments where adolescents live such as family, school, and community. The development of social competence is facilitated by strong social support, through supportive relationships and a supportive socio cultural and physical environment; inhibitors of social competence include cultural and social barriers based upon factors such as race/ethnicity, gender, and socioeconomic status. Social competence is a complex, multidimensional concept consisting of social, emotional, cognitive, and behavioral skills, as well as motivational and expectancy sets needed for successful social adaptation

Competence	Criteria (subcompetences)	Help for reflection					Describe the situation when last time you have manifested the competence	Date
Social competences	I can learn from past experiences, and apply that learning to the changes in social interactions;							
	I have the ability to interact successfully with others;							
	I have good communication skills and can easily and quickly adapt to new working environment							

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Social competences	I can successfully work in a team								
	I am positive and open, and I have an objective attitude toward others.								
	I have the ability to be objective and to fairly evaluate the different aspects of a situation, and to make a decision that takes into account all aspects and components								
	I have the ability to understand the immediate, concrete needs of a situation and people and to establish an effective action plan for meeting those needs								

Competence	Criteria (subcompetences)	Help for reflection					Describe the situation when last time you have manifested the competence	Date
Social competences	I have the ability to adapt and think of new approaches in my interaction with others.							
	I can understand the feelings and attitudes of others; I have the ability to place myself "in the shoes" of another person and to view a situation from their perspective concerning a situation.							
	I am motivated by opportunities to be of service to the others and contribute to the progress and well-being.							

Portfolio- Problem solving

The ability of identifying a problem, and of finding the best suitable way of solving it, with or without the involvement of other parties.

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Problem solving	I am able to detect and recognize a problem and define it								
	I am able to discover a more efficient and productive and way to complete a particular task;								
	I am able of finding solutions for various problems in a creative and innovative way;								
	I am able of understanding the complexity of a problem								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Problem solving	I embrace other people`s ideas, ways/methods, piece of advice and approaches when it comes to solving a problem								
	I am capable of analyzing and selecting the right method/ methods in solving a problem								
	I am able to create a set of steps to implement a problem solving process								

Portfolio- Leadership / taking responsibility

The competence of leadership can be defined as a set of knowledge, skills and attitudes that refers to the ability of a person to lead himself, others and an organization adequately. In other words, leadership competences relate to the capacities of communicating effectively, being able to help others to develop, building and maintaining relationships, managing effective teams and work groups. In addition, leadership means also managing self, increasing one's own capacity to learn, demonstrating self - awareness, setting vision and strategies, taking decisions, etc. Successful behaviours demonstrating those components could be defined as possessing leadership competence.

Competence	Criteria (subcompetences)	Help for reflection					Describe the situation when last time you have manifested the competence	Date
Leadership / taking responsibility	I have strong internal guiding principles that one does not compromise (refers to integrity or I treat others the way I would like to be treated)							
	I posess vision/ strategy on where I am going in the next 5 years							
	I am proficient in communication that informs and also that seeks out information							

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Leadership / taking responsibility	I possess good interpersonal skills								
	I am able to network and create efficient relationships with clients/colleagues/ social partners								
	I am able to influence others and make them move in a particular direction (related to persuasion and the ability to lead others)								
	I embrace change and see it as an opportunity. I am flexible and adapt myself easily								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Leadership / taking responsibility	I am able to encourage others to develop and to expand their capabilities								
	I am able to make well-considered decision and to undertake actions based on my decisions								
	I am able to plan efficiently (Planning involves making certain assumptions about the future and taking actions in the present to positively influence that future)								
	I am able to plan efficiently (Planning involves making certain assumptions about the future and taking actions in the present to positively influence that future)								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Leadership / taking responsibility	I am able to analyse, reflect and evaluate situations in order to find effective ways to achieve objectives in medium and long term								
	I posess autonomous approach to work								
	I am able of delegating tasks to the right people with the right skills								
	I am able to make sure every-one understands their role and responsibilities								

Portfolio- Organizational competences

The ability of coordinating work both with other institutional divisions and with external entities, optimizing use of available resources, setting short- and long-range goals, and developing the strategies and policies to achieve such goals; applies to time management, flexibility; critical thinking; strategic planning.

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Organizational competences	I am able to establish priorities clearly and monitor the effectiveness of their achievement								
	I know how to make a time-plan and collect necessary sources for the task								
	I am able to see a problem as a whole, while highlighting all of its components								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Organizational competences	I am able to perform a large number of tasks simultaneously								
	I am able to see connections and relationships between elements of a problem								
	I am able to learn by observing others								
	I am able to understand the arguments of the others to create my counter-arguments, and then - to achieve the desired goals or compromise								

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Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Organizational competences	I am able to select and clearly define work methods								
	I am able to collect and assess relevant information by using abstract ideas to do effectively interpretation								
	I am able to set up a working schedule with a margin of error								
	I am able to test in action whether acquired knowledge and skills actually are helpful/useful in my work								

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Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Organizational competences	I am able to choose working methods, forms and tools based on recourses which I poses/ gained during my previous experience								

Portfolio- Self-management / Ability to know yourself

The ability of being self-aware of your strong and weak points and of exploiting this in a productive and effective way.

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Self-management / Abilty to know yourself	I am able to take a good decision based on a previous complex analyse;								
	I am productive and the number of my working place mistakes is low due to my stress resistance;								
	I am able to adhere to deadlines;								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Self-management / Ability to know yourself	I am capable of knowing witch of work tasks I can handle with or are suitable for me;								
	I am capable of knowing when to ask for help and to receive a piece of advice;								
	I am in a continuing learning process;								
	I am ready to make the necessary efforts for career development;								

Competence	Criteria (subcompetences)	Help for reflection						Describe the situation when last time you have manifested the competence	Date
Self-management / Ability to know yourself	I am able to handle any distractions around me with the help of a well structured schedule;								
	I am well aware of my weak and strong points so that I know for which tasks I need more time to deal with or not;								
	I am capable of realizing the self-evaluation at the end of each project/task in order to see what are the parts that need to be improved;								

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Portfolio- Self-reflection questions:

How developing this competence can be useful for me? How can I take advantage from developing this competences for my professional future?	
When was the last time when I used or demonstrated this competences?	
What were the strengths of my action?	
What I think I need to improve?	
If I want to work on this competence what are the 3 short term actions I can undertake in order to improve your competences? (within next month)	
What are 3 long term actions I would like to undertake to improve my competences?	
How I can measure if I have improved your competences, by implementing the actions mentioned above?	

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