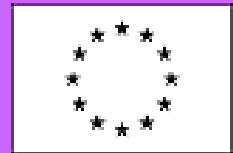


PROPOSAL FOR A EUROPEAN PORTFOLIO PROMOTING NON-FORMAL EDUCATION



GENERAL GOALS

- √ **P**rovide people who wish to put forward, record and self-evaluate experiences gained out of the school system with a common tool,
- √ **G**ive a general framework for the recognition of life-long learning through voluntary participation in th EU and promote mobility
- √ **T**his tool could be integrated in the Europass as a tool for the accreditation of prior experiential learning
- √ **C**reate a tool responding to the will of the EU to reinforce and valorise voluntary commitment and civic participation

AIMS OF THE PORTFOLIO

Provide people with a tool to:

- **C**ollect learning experiences out of school
- **S**upport them in identifying, recording and self-evaluating the main competencies and skills acquired all along those experiences
- **K**ee evidence of the experiences

GENERAL FRAMEWORK

PART 1	Personal Information: civil status, professional experience, education.
PART 2	Identification of experiences: facts, dates, main activities
PART 3	Identification of the main skills and competencies used or developed
PART 4	Training sessions and courses
Appendix	Examples of experiences that can be recorded Skills and competencies framework

USER'S GUIDE

- √ This booklet is personal and should be filled in by the owner him/herself. She / He can be helped by organisations' workers or representatives.
- √ This booklet is a life-long tool that should be filled in at any time when the owner participates to voluntary actions, leisure activities or training sessions in the framework of his / her commitment (social support, lobby actions for a common cause, member of the board of committee of an association, youth leader, ...)
- √ This booklet would be used under its electronic form in accordance with its nature : lifelong. Its owner would be able to erase, modify, add any relevant information whenever needed.

PART 1 PERSONAL INFORMATION

Surname(s) / First name(s) *Surname(s) First name(s)*
Address(es) House number, street name, postcode, city, country
Telephone(s) Mobile:
Fax(es)
E-mail(s)
Nationality(-ies)
Date of birth

Work experience

Dates Add separate entries for each relevant post occupied, starting from the most recent.
Occupation or position held
Main activities and responsibilities
Name and address of employer
Type of business or sector

Education and training

Dates Add separate entries for each relevant course you have completed, starting from the most recent.
Title of qualification awarded
Principal subjects/Occupational skills covered
Name and type of organisation providing education and training
Level in national or international classification

PART 2 CREATING A RECORD OF YOUR LEARNING EXPERIENCES OUT OF FORMAL LEARNING AREAS

You have been involved in a wide range of experiences out of formal learning areas (see appendix 1). In order to evaluate them at the appropriate time you need to retain certificates, evidence and other “traces”. This will enable you not only to justify those experiences but also to describe them if you wish to highlight what you have learned in France or elsewhere in the European Union. .

You can use the enclosed models to :

- Keep a record of your voluntary experiences
- Provide evidence of your voluntary activities
 - Examples :*
 - *Certificates recording your voluntary activities signed by the chairman of your association*
 - *Documents presenting the purpose and activities of your structure*
 - *Confirmation or letter proving that you were appointed to fulfil a certain responsibility (board of director’s minutes, reports,...)*
 - *Press articles, communication media, etc. describing your activities.*

**VOLUNTARY, ASSOCIATIVE, TRADE UNION, POLITICAL EXPERIENCE
MODEL**

(You can use a copy of this page for each experience)

Type of experience :

Host structure, name, adress and field of activity* :

Dates :

Place :

Name of person in charge :

Type of activities realised :

If you acted as a volunteer :

Tasks fulfilled :

Target group (should there be one) :

Administrative, educational, financial or management responsibilities:

* field of activity : culture, sport, environment, social...

**VOLUNTARY ACTIVITY
CERTIFICATION MODEL**

I, the undersigned: Ms / Mr

Name :

Chairperson of :

Certify that Ms / Mr

Born at

Residing in

.....

.....

.....

Is working as a volunteer with the organisation

.....

Since

Weekly hourly volume

Worked as a volunteer with the association

.....

.....

From : day month year

To : day month year

Total number of hours completed

.....

(Until file presentation date)

Type of tasks fulfilled

.....

.....

.....

.....

.....

.....

.....

.....

Name and adress of the structure in which the voluntary work was carried out :

.....

.....

.....

.....

.....

.....

.....

.....

I hereby certify that the information provided in this certificate is true and precise

Stamp and signature of the chairperson :

Signed in on.....

NB : You will be held responsible for all the information provided

**PARTICIPATION TO A LEISURE ACTIVITY
CERTIFICATION MODEL**

I, the undersigned: Ms / Mr
.....
Chairperson of :
Certify that Ms / Mr
Born at
.....
Residing in
.....
.....
.....
.....

Participates or has participated to the following leisure activitie (s) :
.....
.....
.....
.....
.....
.....

Dates :
.....

Name and adress of the leisure centre / organisation :
.....
.....
.....
.....

.....
I hereby certify that the information provided in this certificate is true and precise

Stamp and signature of the chairperson :

Signed in on.....

NB : You will be held responsible for all the information provided

**PART 2 IDENTIFICATION OF THE
MAIN COMPETENCIES USED
AND SKILLS GAINED OR
DEVELOPPED**

Present for each activity to which you took part competencies and skills summoned up

(You can use as many copies as necessary if you wish to describe several experiences)

*Name of the
organisation :* _____

Voluntary function (if you were so): _____

Period during which the experience took place (day/ month/ year) :

from .. / .. /

to .. / .. /

You carried out one or more activities within the organisation :

Main activities carried out

**PRESENTATION OF THE ORGANISATION
MODEL**

Describe the structure in which you have carried out your experience

Name of the organisation : _____

Adress : _____

Phone number : _____

Statuts: (association, trade union, etc.) :

*Purpose of the
organisation:* _____

Scope of activities : _____

Number of members (If there should be members) : _____

*Age and targer groups (children, young people, adults, elderlies etc.) concerned by the
activities led by the organisation:*

Level of involvment of the organsiation (local, régional, national, international)

Duration of the training (starting and finishing dates) :

.....

Was it a sandwich course ? :

Certificate, qualification or diploma obtained :

.....

Presentation date :

.....

The head of the training organisation or establishment

Stamp of the organisation :

Date and signature :

NB : You will be held responsible for all the information provided in this certificate

APPENDIX 1 EXAMPLES OF EXPERIENCES THAT CAN BE RECORDED

In France :

- Be a volunteer, leader or not, permanent or not, in a sport, humanitarian, cultural or social association.
- Be involved in leisure activities in organisations such a sport club or a theater group,
- Be member of a youth council in my town

In Spain :

In Italy :

In Bulgaria :

In Germany :

In Portugal :

...

APPENDIX 2 : FRAMEWORK OF SKILLS AND COMPETENCIES

Social skills and competencies

- * Team spirit
- * sociability
- * Be able to manage to go through conflicts in a group,
- * Be able to take decision
- * Be empathic
- * Be able to be critical and receive criticism,
- * Be able to develop interpersonal relationships

This list of skills, competencies and qualities gives a large range of examples BUT IS NOT EHAUSTIVE!

Organisational skills and competencies

- * Have a good sense of planification
- * Coordinate and manage a group or / and a specific project
- * Control goods and material
- * Lead and animate a group and / or an activity
- * Evaluate an action

Technical skills and competencies

- * Skills in a specialised field such as youth work, social work, environment, etc.
- * Skills in a specialised sector such as administrative work, financial management, etc.
- * Computer skills
- ...

Pedagogical skills and competencies

- * Be able to use various pedagogical methods
- * Set up educational environment
- * Adapt to a target group
- * Create motivation

Communication skills and competencies (linked to languages)

- * Be able to speak / read / understand / write a foreign language
- * To master one's own language : talk in front of a group, good writing expression
- * Be able to sum up a speech, an article, a meeting

Cultural competences (social competencies adapted to gender, cultural, religious, etc. diversity)

- * Be open-minded and tolerant
- * Intercultural competence: be able to reflect on one's own culture, own identity and make a parallel with others
- * Be able to look at things from others' point of view
- * Be able to live in a multicultural environment

Personal qualities

- * To be self confident
- * Learn to know one's own strengths and weaknesses
- * Be perseverant and resistant : be able to answer several requests at once
- * To show initiative
- * Take decisions and be aware of the consequences
- * Be flexible
- * To question oneself and be able to adapt to new contexts