

VOLUNTARY WORK PORTFOLIO FOR IMMIGRANTS

Name of the volunteer:

1. Voluntary work

Date and duration	Name of the Organisation	Activities	Acquired skills and competences

2. Additional training and courses

Date	Name of the training, course etc.	Acquired skills and competences

Name of the voluntary organisation:

3. Competences

Competences	Level <i>1 to a lesser degree</i> <i>2 in general</i> <i>3 to a greater extent</i> <i>4 to a high degree</i>	An example of the tasks I performed
4. Communication <i>e.g.</i> <ul style="list-style-type: none"> • <i>I am not reluctant to make contact with other people</i> • <i>People understand me when I communicate with them</i> • <i>I argue my views in groups</i> • <i>I listen to people when they express their opinion</i> 	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> not relevant	
5. Writing <i>e.g.</i> <ul style="list-style-type: none"> • <i>I am able to present information in written form</i> • <i>I can take notes</i> • <i>I feel comfortable writing in Danish/Finnish/Estonian</i> 	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> not relevant	
6. Organising <i>e.g.</i> <ul style="list-style-type: none"> • <i>I organise and conduct meetings/activities</i> • <i>I work with external partners</i> • <i>I get others to get involved and engaged in activities</i> • <i>I can be engaged in several activities at the same time</i> 	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> not relevant	

<p>7. Computer skills</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I feel comfortable to use a computer</i> • <i>I use word processing programs</i> • <i>I use the internet to search information</i> • <i>I use the internet for communication (emails, social networking, forums)</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>8. The use of Danish/Estonian/ Finnish language</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I am able to understand instructions and explanations given to me</i> • <i>I am able to carry out conversations with others</i> • <i>I able to read and understand the main points of the organisation's leaflets</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>9. Languages</p> <p>e.g.</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	<p><input type="checkbox"/> Poorly</p> <p><input type="checkbox"/> Satisfactory</p> <p><input type="checkbox"/> Good</p> <p><input type="checkbox"/> Excellent</p>	
<p>10. Problem solving</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I play an active part in resolving conflicts</i> • <i>I create consensus on the solution of problems</i> • <i>I am not afraid to face a problem</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>11. Decision making</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I seek for information and I consult others before I make a decision</i> • <i>I am not afraid to take the responsibility for the decision</i> • <i>I am able to react quickly to changing situations</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	

<p>12. Team work</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I like to work with others</i> • <i>I can work with people I don't feel good about</i> • <i>I take responsibility so that common tasks are done</i> • <i>I am able to compromise</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>13. Responsibility</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>Other people can rely on me</i> • <i>If I take on a task, I make sure it is done</i> • <i>I am punctual</i> • <i>I meet deadlines</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>14. Ability to receive and give feedback</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I can evaluate other peoples work</i> • <i>I can give feedback in a constructive way</i> • <i>I can handle objective criticism</i> • <i>I accept other peoples opinion</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>15. Self-management</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I know my own strengths and weaknesses</i> • <i>I plan for myself how and when I work to achieve my goals</i> • <i>I am willing to make an extra effort to achieve my goals</i> • <i>I am able to motivate myself</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>16. Creativity and innovative-ness</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I get ideas for new things we can try out</i> • <i>I develop new activities/methods for the organisation</i> • <i>I translate a good idea into something we can use in practice</i> • <i>I am open to people's ideas.</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	

<p>17. Cross-cultural competences</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I am aware of what is the characteristics of my own culture and its similarities and differences in relation to other cultures</i> • <i>I like dealing with people from other countries and cultures</i> • <i>I am good with people from different backgrounds working together</i> • 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>18. Learning</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I like to learn new things</i> • <i>I am aware of what I am learning in my voluntary work</i> • <i>I use what I learn, i.e. on courses, in my voluntary work</i> • <i>I am open to learning in new ways</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>19. Organisation/association</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>I understand how the organisation is structured and how it functions</i> • <i>I know how I can provide information that is important for the association to function</i> • <i>I get others to understand the association's ideas and values of volunteering</i> 	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	
<p>20. Other skills, what?</p> <p>e.g.</p> <ul style="list-style-type: none"> • <i>handicraft, accounting , fundraising</i> • • <p>Other: _____</p>	<p><input type="checkbox"/> 1</p> <p><input type="checkbox"/> 2</p> <p><input type="checkbox"/> 3</p> <p><input type="checkbox"/> 4</p> <p><input type="checkbox"/> not relevant</p>	

