

RECOGNITION OF COMPETENCES

10 STEPS FOR THE VOLUNTEER

- STEP 1** **Commitment:**
Do I want to invest time and effort to get recognition?
- STEP 2** **Starting up & setting targets:**
What is my motivation to get recognition, and what are my goals?
- STEP 3** **Preparing personal profile:**
How am I going to do this?
- STEP 4** **Retrospective, developing personal profile:**
What have I done and learned until now?
- STEP 5** **Choosing the standard:**
For example: the qualifications framework that is used in vocational education.
- STEP 6** **Valuation:**
Comparing my competences with the standard I have chosen.
- STEP 7** **Finalising validation:**
Getting formal recognition by an external institute.
- STEP 8** **Prospective: advise / personal development:**
Making a plan for further personal growth/development/education.
- STEP 9** **Working on personal development:**
Implementing the plan.
- STEP 10** **Empowerment:**
I keep working on my personal development.



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10 WAYS TO SUPPORT THE VOLUNTEER

- 1 Training certificate
- 2 Testimonial
- 3 How to describe your voluntary work on your c.v.
- 4 Competence profiles for the various positions of volunteers
- 5 Tools for self assessment
- 6 Assessment by others (360° feedback)
- 7 Documenting products/results of the work of the volunteer
- 8 Gathering evidence
- 9 Offering a portfolio for volunteers
- 10 Making an agreement with institutes for formal recognition

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