

4.2 Self-evaluation questionnaire

This questionnaire should be filled in by **young volunteers** who want to undertake a validation path of competencies.

For clarifications, refer to the VOYCE Project "Manual for Validation of Young Volunteers' Competences".

Information on the volunteer

Name	
Surname	
Nationality	
Date and place of birth	

Information on the volunteering activities carried out

Name and address of the organization in which the volunteer experience took place

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Period in which the volunteer experience took place

from		to	
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Expectations/objectives of your volunteer experience (maximum 1/2 page)

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Description of the activities and roles of the volunteer (maximum 1/2 page)

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Evaluation planning

Date of this evaluation	
Is this the 1 st evaluation? If not: when were the previous ones?	

Have you established with your tutor to repeat this evaluation? If yes when?

today	Month 1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12

Section 1) - COMPETENCES

How to fill in this section:

Column A) lists the 8 key-competences for lifelong learning of the EU;

Column B) contains some sub-competences corresponding to each key-competence;

Column C) lists 3 behaviors corresponding to each sub-competence.

Column D) "frequency of behavior" should be filled in by declaring how often each behavior is performed by you. There is a scale of 6 frequency levels among which you have to choose - plus a non relevant/ non applicable choice. Possible answers are:

- Not applicable (behaviour not applicable to you / to your volunteering experience);
- Never (absent behaviour);
- Very Rare (behaviour implemented very rarely);
- Sometimes (behaviour implemented only from time to time);
- Often (behaviour implemented frequently);
- Very often (very frequent and almost spontaneous behaviour);
- Always (behaviour always implemented, with no exceptions);
- Non relevant/not applicable (the item is not applicable in your volunteering experience)

Column E) "Acquirement of competencies": taking into account the answers to column D) please declare which sub-competencies you feel you have acquired by choosing one of the following options:

- Acquired;
- Not acquired;
- In progress (not acquired yet, but I feel I am improving).

In Column F) "Argumentation/Remarks" you can freely write considerations that help you to deepen what you have stated in D) and E) and to explain your strengths / weaknesses related to each competence.

A) Key competences	B) Sub-competences	C) Competences in action / behaviors	D) Frequency of behavior	E) Aquirement of competencies	F) Argumentations / remarks
Communication in the mother tongue	Interpersonal communication	I adapt my language to the characteristics and specificities of my interlocutors.			
		I can catch the attention of my interlocutor			
		I understand and define the need of my interlocutor			
	 ¹			
	Public speaking and dissemination ability	I write for the organization where I volunteer <u>project proposals, activity reports, etc.</u>			
		I prepare the texts for the organization's online communication tools: website, social networks, newsletters, etc.			
		I rise to speak in public to express my point of view			
		...			
Communication in foreign languages	Capacity of intercultural mediation in the following languages ... (specify)	I perform interpretations for foreigners taking in consideration their cultural background			
		I provide to foreigners practical information on local legislation and services			
		I accompany foreigners to local services and facilitate mutual understanding between them and the staff of those services			
		...			
	Public speaking and dissemination ability in the following languages ... (specify)	I am able to take part in trans-national meetings and activities using a foreign language			
		I am able to create texts of emails or leaflets in a foreign language			
		I rise to speak in public to express my point of view in a foreign language			
		...			
Technical use of the	I am able to correctly understand and fill in European documents (Europass, Youthpass,				

¹ For each sub-competence it is possible to add up to 2 other related behaviors

	following foreign languages ... (specify)	application forms, etc)			
		I can write the minutes of a meeting			
		I correctly understand and use the technical language of the specific sector I work in			
				
Mathematical competence and basic competences in science and technology	Management of accounting related activities	I manage the petty cash book of the organization where I volunteer			
		I prepare the expenses sheets of projects			
		I prepare the annual account and balance sheet of the organization where I volunteer			
		...			
	Scientific and technical competences related to volunteering	I analyse information before making up a decision			
		I know where I can find information about cultural/social specifics of groups I'm working with			
		I can critically reflect on a process I'm involved in			
				
Digital competences	Advances use of ICT instruments/ tools	I perform calculations and data processing using spreadsheets or database software			
		I use graphic and video editing software to create dissemination and documentation materials of the organization where I volunteer			
		I manage and update the website and/or social networks of the organization where I volunteer			
		...			
Learning to learn	Propensity to change / flexibility	I am able to respond easily to changes and new situations			
		I produce original ideas and help introducing innovations in the organization where I volunteer			
		If necessary, I modify my behaviour in order to achieve the expected results and seize new opportunities			
		...			
	Propensity to learn new things	I know how to identify my significant needs for learning			
		I know how to look for training opportunities that may be useful to improve my knowledge			

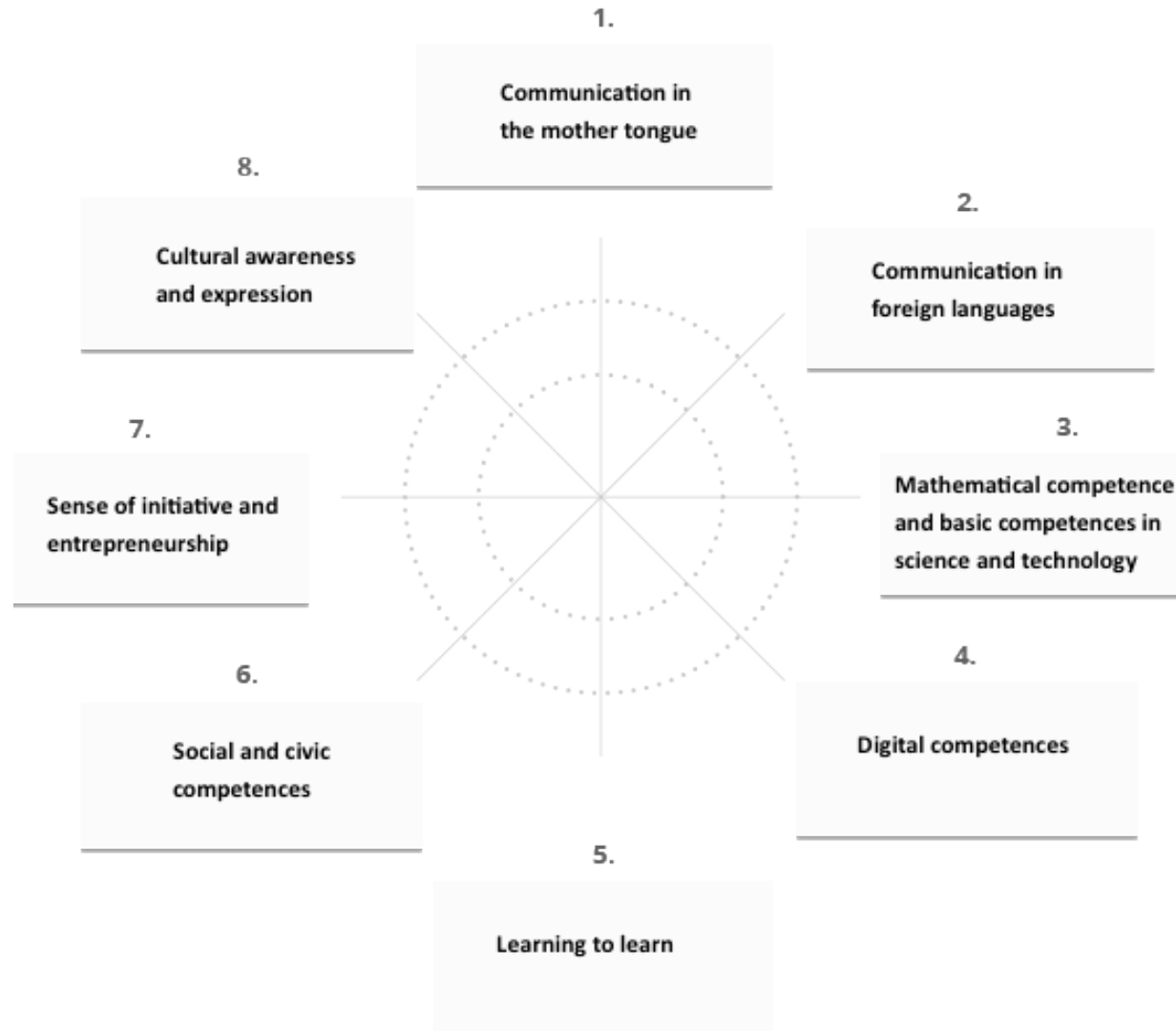
		When there is a topic I don't know I do some researches in libraries or on the internet			
		...			
	Learning by experience	I use any volunteering or work experience as a learning opportunity			
		I try to learn from the others, including peers and tutors			
		I reflect and learn from both success and failure (my own and other people's)			
		...			
Social and civic competences	Active citizenship	I actively take part in groups and associations working in social, cultural, environmental field			
		I participate to collective decision, listening to others' point of view			
		I try to motivate other people to act and commit themselves to improve things			
		...			
	Relationship skills	I develop relationships based on dialogue and active listening			
		I easily empathize with people of different cultural backgrounds, age, educational level, social conditions			
		I establish positive relationships with the disadvantaged people I work with in the organization where I volunteer			
		...			
	Intercultural capacity	I can communicate without knowing the specific language			
		I am aware of some stereotypes (including my own)			
		I can interpret some cultural codes (gesture, vocabulary, behaviour, etc.)			
		...			
Self confidence / optimism	I am aware of the faculties I can rely on				
	I react constructively to daily unpredictable events				
	I find out how to deal with problematic situations without discouraging myself				

		...			
Sense of responsibility / reliability		I keep to my commitments			
		If the situation requires it, I do an extraordinary effort to achieve the result			
		I manage situations and information that require reliability and confidentiality			
		...			
Team working		I contribute to creating an atmosphere of cooperation within the group where I do my activities			
		I am able to be part of a team and accomplish assigned tasks			
		I try not to enforce my point of view and mediate between different members of my team			
		...			
Negotiation ability		I facilitate constructive and participatory discussion			
		When there is a conflict, I seek and propose shared solutions and positive compromises			
		When discussing, I try to find an agreement between the different points of view			
				
Critical thinking		I'm always looking for explanation which is not obvious			
		I try to examine issues in depth and consider different points of view			
		I am open to listening without prejudice opinions that are different from mine			
		...			
Security management		I avoid behaviors that put myself and the people I work with at risk			
		If in the organization where I volunteer I see a situation that seems risky to me, I'll point it out to the rest of the staff			
		I propose solutions in order to reduce/avoid possible risks			
		...			
Sense of initiative	Ability to meet	I correctly interpret the instructions I receive for an activity			

and entrepreneurship	objectives	If I want to achieve a result I reflect on the means to achieve it			
		When I do an activity I'm determined to make it work			
		...			
	Initiative and autonomy	If there is something to do, I will intervene without waiting for someone to ask me			
		I decide to deal with the problems I encounter and try to find solutions			
		I like to be the one that proposes ideas, proposals and solutions			
		...			
	Decision making	I make sure I have all the information needed before making a decision			
		I take the responsibility of deciding in order to achieve the best result			
		When others are undecided I can convince them of the goodness of my proposal			
		...			
	Leadership	I'm good at motivating people who work with me			
		When I'm working with my peers I try to set an example for them			
		I express proposals that can arouse consensus and collaboration			
		...			
	Problem solving	When I meet a problem, I'm focused on identifying its essential aspects			
		I usually find practical and effective solutions			
I know how to organize myself to solve a problem					
...					
Planning ability	I relate the activities to be done with the available resources (time, instrumentation, collaboration, expenses, etc...)				
	When I have a goal to achieve, I set up a program of activities to be carried out and monitor the progress				

		I can arrange my time so as not to neglect any activity			
		...			
Cultural awareness and expression	Good knowledge of artistic and cultural languages and use of such languages in the field of volunteering	I learned to know and appreciate new expressive languages (music, theater, visual arts and entertainment)			
		I use cultural and artistic languages during my volunteer activity (music, theater, visual arts and entertainment)			
		I learned new things from meeting with other cultures			
		...			

Now please use the target diagram to express how much you think you acquired the 8 key competences. You should mark each key-competence: the most you think you acquired the competence, the closest to the center of the target.



Section 2 – I LEARNED

In this section, the volunteer can tell what he believes to have learned (beyond the 8 key competences) from an operational point of view.

The areas of learning that we give below are not complete; they only serve to provide some examples.

Areas of learning	Describe the things you think you have learned
Social area	Examples: <ul style="list-style-type: none"> • I learned to plan and manage socialization activities for the elderly • I learned to plan and run creative workshops for people with disabilities •
Educative area	Examples: <ul style="list-style-type: none"> • I learned to teach my language to immigrants • I learned to provide teaching support to children at risk of school dropout •
Intercultural area	Examples: <ul style="list-style-type: none"> • I learned to provide migrants with information and guidance on local services in a clear way and that takes into account cultural diversity • I learned how to program and manage intercultural workshops in schools •
Health area	Examples: <ul style="list-style-type: none"> • I learned how to make first aid interventions in case of emergencies • I learned to provide information and guidance on blood donation •
Cultural area	Examples: <ul style="list-style-type: none"> • I learned to catalog and order books, CDs, documents within libraries and documentation centers • I learned to inform and guide visitors in museums and archaeological sites •
Organizational area	Examples: <ul style="list-style-type: none"> • I learned how to manage a digital and / or paper archive • I learned how to organize and manage public events •
Fund raising and project design area	Examples: <ul style="list-style-type: none"> • I learned how to plan and manage fund raising campaigns • I learned to write project proposals and submit them to potential donors •-
Project management area	Examples: <ul style="list-style-type: none"> • I learned to plan activities, resources and timing of projects • I learned how to monitor and evaluate a project •

Insert, if necessary, other specific areas in order to describe the most important learnings acquired by the volunteer.

ABOVE ALL I LEARNED...

What are the values that I learned from this experience?

For myself

In what way what I learned can also be important to others