



leader



coordinator



Lifelong Learning Programme

Leonardo da Vinci Programme – European Commission



Portfolio – simplified version- October 2012

DATE :

Personal presentation

Name

Surname

Age :

Gender : female male

Country of origin :

Date of arrival in the host country

Level of Education : no school
 Primary education Lower Secondary (general) Lower secondary (vocational)
 Upper secondary (general) Upper secondary (vocational) Post secondary - Non tertiary
 Tertiary – Non university Tertiary – University (Bachelor)
 Tertiary – University (Post-Graduate) Tertiary-University (PhD)

Present professional position : employed unemployed seeking an employment

Type of employment : employee self-employed
 full-time employed part-time employed

Family situation: single married partner (including civil partnership) divorced widowed
 family reunification

First step – The migrant’s route – identify your experience

	In my country of origin	In the host country
Professional experience (1)		
Social experience (2)		
Migration experience (3)		
Other : Personal & Family experience (4)		

(1) Professional experience (as a paid staff or independent worker) in your country of origin

Please indicate your different jobs or training periods in your country of origin together with the length of time
example: worker in a public works enterprise, gardener, engineer , teacher, etc.

(2) Social experience - active citizenship activities in your country of origin

Please mention any type of activities and the organisations/associations in which you have been involved that may have influenced your migration experience (social association, sport association, cultural association, member of the council of my city/village...)

Example 2: member of a human rights association

(3) Migration experience

Please indicate the different countries you have been in before arriving in the present country and the length of time spent in each
example: I come from Afghanistan but before arriving in the UK I was in Turkey (6 months), Greece (1 year), Italy (3 months) and France (6 months)

(4) Personal & family experience (such as responsibilities within the family)

Please indicate any information you would find relevant to explain/clarify your migration experience
example: I was the second child of a family of 10 child, I had to go abroad to gain some money and then come back to my country to marry

Second step - Describe your experience

- ✓ indicate the context, be as precise as possible
- ✓ format : 10 lines maximum
- ✓ please give some concrete examples

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Example of documents you could provide to illustrate the different experiences

Example 1 - professional background: Worker in a public works enterprise
documents or illustrations : Work contract – any official paper , description of things built or done

Example 2 - social background: Member of an association defending workers' rights
Documents or illustrations: role or actions launched in this context

Example 3 - migration experience: Routes taken to arrive to the present country
Documents or illustrations: description or story of the travel and final choice of the country

Example 4 – personal & family experience: Status in the family or existing family (wife, husband in the country of origin)
Documents or illustrations: personal information on the family or country context (war, political or economic crisis...)

From experience to competence Identify your competences

Keeping in mind the different experiences you have described above, please indicate the competence(s) you may have acquired/developed and that you would like to use to improve you present professional situation, trying to evaluate its level of achievement

Competence you have developed	On which occasion (experience) ?	With which level of achievement
(1) making things		
(2) managing and organizing oneself		
(3) developing a project		
(4) Working in a team		
(5) Communicating		
(6) Developing networks		
(7) Collecting and using efficiently information		
(8) Overcoming a difficult situation		
(9) Adapting to different cultural environment		
(10) Transferring one's experience		
(11) Integrating a new community		
(12) Defending rights		

(13) ...	Please don't hesitate to add any other competence you may think of	
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The level of achievement corresponds to each of the competence. .

- Level 1 : assisted competence – I can fulfill the activity with the support of other people
- Level 2 : collaborative competence – I can support other people to achieve this activity
- Level 3 : autonomous competence – I can fulfill the activity by myself
- Level 4 : expert competence – I can transfer the competence to anyone
- Level 5: creative competence – I can create a new activity

Third step - Last but not least : an action plan

By filling the portfolio you have identified competences you have developed thanks to your migration experience.

Now it is up to you to decide how you could enhance your present professional position on the basis of the identified competences by improving them, asking for a training, directly using them on the labour market ...

Competence you would like to improve

competence 1

Competence 2

Competence 3

In which perspective

Option 1- By being involved in another social activity

Option 2 - By asking for a training

Option 3 - By improving my professional position/By acquiring more professional experience/ By using my competences directly on the labour market

What is your schedule : what time would you need ?

Option 1 : length of time:

Option 2: length of time:

Option 3 : length of time: