# DEAR VOLUNTEER!

Within your volunteering project, you work in a non-profit context and develop certain competences. It gives you an opportunity to learn more about yourself, about the kind of work you're doing, and about the country of your stay.

Among the many things you were told about during your on-arrival training was Youthpass. Once you complete your placement, you will be issued with a Youthpass, a certificate that confirms you worked as a volunteer. It also lays out what you learned during that time. A Youthpass certificate has three sections:

The **first section** confirms that you have completed a volunteering project. It lists your personal details, the duration of your project and also provides a general description of volunteering within Erasmus+.

The **second section** describes the project you were assigned to, your role, your tasks, and any training courses you may have completed.
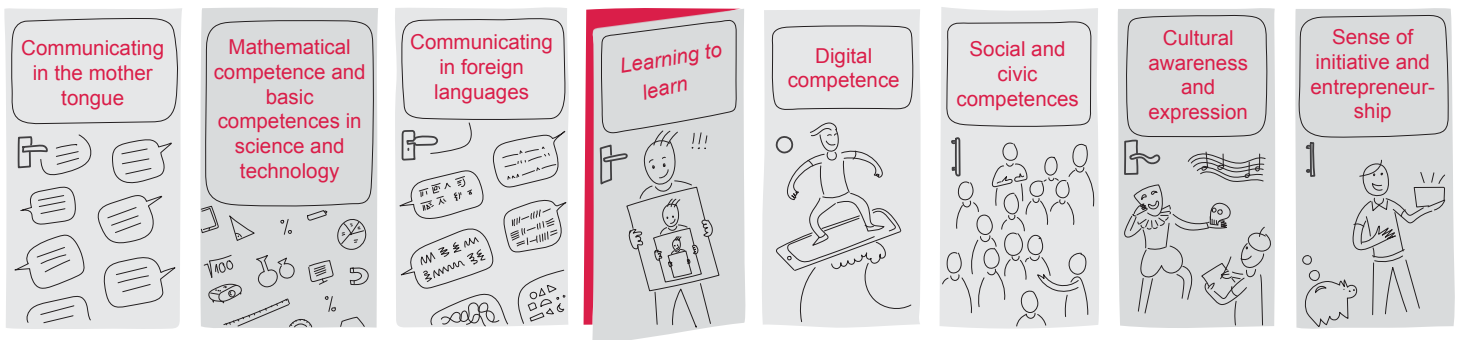
The **third section** documents your learning achievements using the structure that applies to the European Union's eight key competences in a lifelong learning context. In other words, this section contains the skills, knowledge and attitudes that you developed and enhanced during your project.

To make sure your learning process and achievements are properly documented, it makes sense to begin the process of reflecting and describing what you have learned together with your host organisation as early as possible. Regularly reviewing your achievements helps you to become aware of what you've learned, find words to describe it, and further plan your learning. Ideally, when you begin your project you should sit down with your mentor or another support person and define your personal learning objectives.

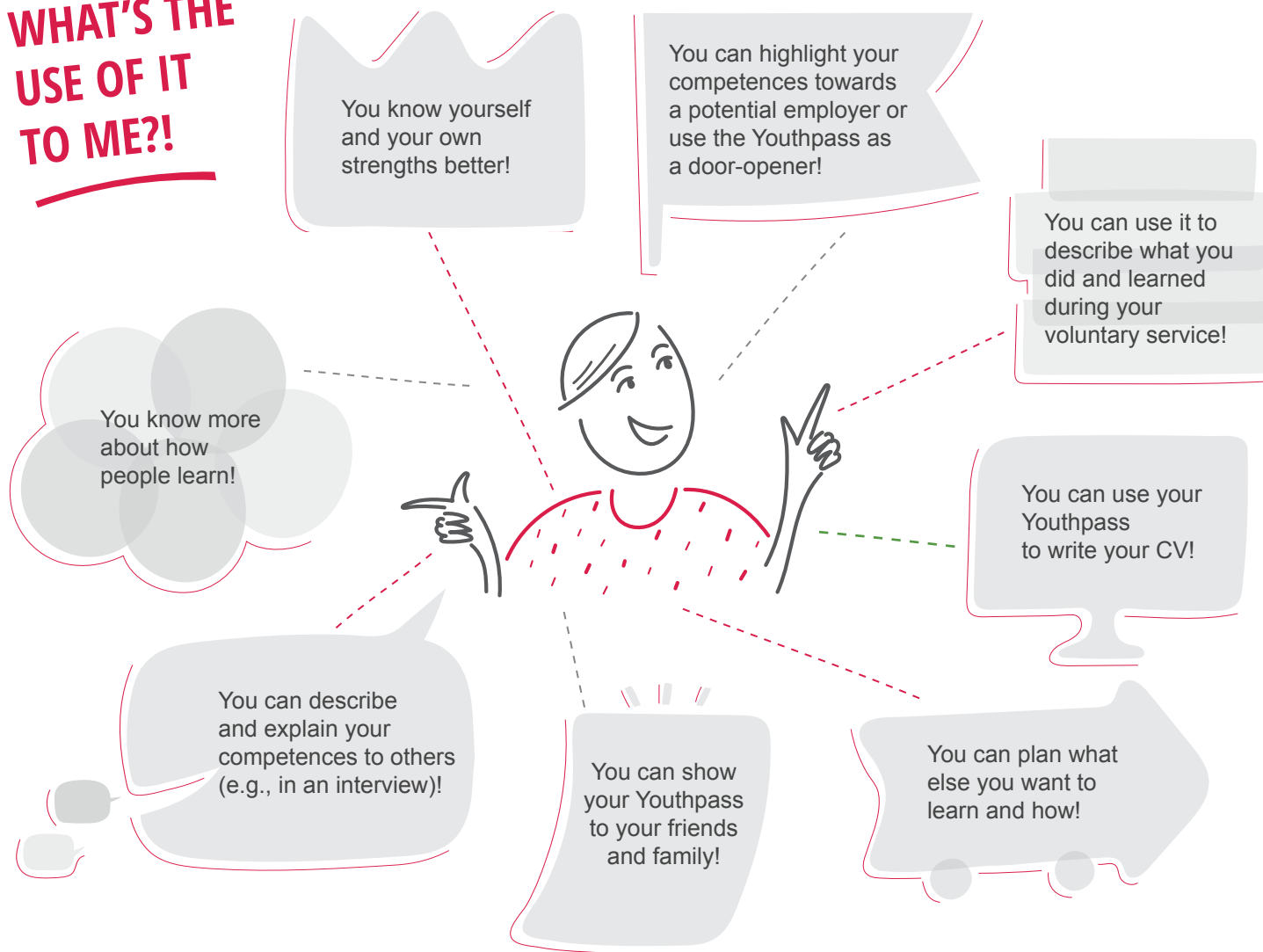*In other words: what do you want to learn or improve?*

If you got together with someone to define your learning objectives and discuss how you want to develop during the project, it's easy to work out at the end of the placement whether you managed to reach your objectives and what exactly you learned. A regular meeting, for example your monthly talk with your mentor, is a good opportunity to reflect what you have learnt. You should also look out for any achievements that weren't planned at all. You might be surprised!

In your Youthpass, the skills, knowledge and attitudes you developed will be assigned to each key competence area. These are:

| Communicating in the mother tongue | Mathematical competence and basic competences in science and technology | Communicating in foreign languages | Learning to learn | Digital competence | Social and civic competences | Cultural awareness and expression | Sense of initiative and entrepreneur-ship |
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These are the eight key competences that the European Commission has drawn up to highlight the importance of lifelong learning. Your Youthpass describes the competences you have acquired using this terminology, making it easier for employers, educational institutions and other persons and organisations to recognise your key competences at a glance.

# WHAT'S THE USE OF IT TO ME?!

You know yourself and your own strengths better!

You can highlight your competences towards a potential employer or use the Youthpass as a door-opener!

You can use it to describe what you did and learned during your voluntary service!

You know more about how people learn!

You can use your Youthpass to write your CV!

You can describe and explain your competences to others (e.g., in an interview)!

You can show your Youthpass to your friends and family!

You can plan what else you want to learn and how!

## What you should do now:

**1.** Arrange a meeting with your mentor or another support person to reflect on your learning process.
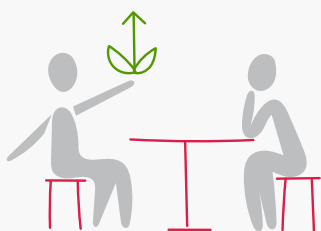
**2.** Organise your reflection! Keep a diary or write a monthly report or set up a blog that tracks your development, your learning achievements and the competences you've acquired. Or use an app that helps you to note down important moments during your project.

**3.** Your organisation should register at youthpass.eu and add you to its project as a volunteer. You'll then get your own access (via direct link) so you and your organisation can add to your personal Youthpass. At the end of your service, your host organisation will generate a PDF document that can be issued in various languages, printed out any number of times and signed for you to take away with you.

**4.** For more information about Youthpass and about reflecting on learning, go to youthpass.eu. If you have a specific question, please don't hesitate to get in touch with your National Agency or with the Youthpass Helpdesk.

Have fun – and never stop **learning!!!**

**Youthpass**

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