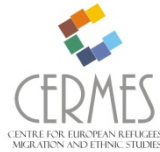




leader

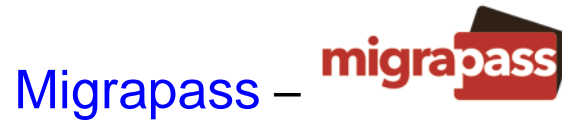


coordinator



Lifelong Learning Programme

Leonardo da Vinci Programme – European Commission



Portfolio – final version

DATE :

Personal presentation

Name

Surname

Age:

Gender: female male

Country of origin:

Date of arrival in the host country

Level of Education:

<input type="checkbox"/> Primary education	<input type="checkbox"/> Lower Secondary (general)	<input type="checkbox"/> Lower secondary (vocational)
<input type="checkbox"/> Upper secondary (general)	<input type="checkbox"/> Upper secondary (vocational)	
<input type="checkbox"/> Post secondary - Non tertiary	<input type="checkbox"/> Tertiary – Non university	
<input type="checkbox"/> Tertiary – University (Bachelor)	<input type="checkbox"/> Tertiary – University (Post-Graduate)	<input type="checkbox"/> Tertiary-University (PhD)

Present professional position: employed unemployed seeking employment

Type of employment:

<input type="checkbox"/> employee	<input type="checkbox"/> self-employed
<input type="checkbox"/> full-time employed	<input type="checkbox"/> part-time employed

Family situation: single married..... partner civil partnership

waiting for family reunification

The Migrapass portfolio adopts a three step process :

1. **the first step** identifies certain types of experience
 - ✓ Professional experience;
 - ✓ Social experience - active citizenship activities;
 - ✓ Migration experience;
 - ✓ Other (family and personal background – situation in your village/city/country/regional continent);
2. **the second step** proposes a detailed description of someone's experience and the context: environment, available resources, constraints for its achievement...
 - ✓ The resources may be widely understood: they may concern human resources (the number of colleagues, partners in a team, coaches, mentors...) but also financial resources (budgets) or material resources (offices, means of information and communication...).
 - ✓ The constraints including delays, financial issues, various risks...
 - ✓ to provide any document proving the evidence of work and the reality of the experience.
3. **the third step** is dedicated to the person's competence, which emerges from the description of the experience. The more the experience has been described, the more easily the competence can be identified and made transferable. The following typology is proposed based on the very special migration experience

First step – The migrant’s route – a holistic experience

A migration experience is the result of various experiences.

The process proposed by the Migrapass portfolio should allow you to identify and describe various kinds of activities you have fulfilled which might have had an impact on your migration experience and current professional situation.

Four main kinds of experience have to be taken into account :

1) **professional experience**: any professional experience you might have had such as a “working training period” or real work...

example: Aïcha, 45 years, was a primary school teacher in Algeria, she is now looking after the elderly in France

2) **social experience**: any civic participation or action taken in the framework of the civil society you may have been responsible for, e.g. a delegate in your office, a member of a trade-union or political party, a councillor in the village/city you came from;

example: Moussa, 35 years, was a member of a village council in Mali

3) **migration experience**: different routes

example: Ana, 55 years, first arrived in Spain when she left Peru but she couldn't find a job and finally chose France

4) **Other experience**: personal & family experience

example: Gosia, 28 years, was the eldest daughter in a six children family in the Ukraine

	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/ civic participation 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 – mostly external but also internal migration

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...)

Third step - From experience to competence

On the basis your experience, identify and formulate the skills & competences you may have acquired or developed. To do so, the environment in which you have developed that experience has to be described.

Considering the migration background, we have considered 12 main competences:

- (1) competence linked to the ability of making things
- (2) competence linked to manage and organise oneself
- (3) competence linked to develop a migration project
- (4) competence linked to work in a team
- (5) competence linked to communicate
- (6) competence linked to develop networks
- (7) competence linked to collect and efficiently use information
- (8) competence linked to overcoming a difficult situation
- (9) competence linked to living and working in a different cultural environment
- (10) competence linked to transferring one's professional experience
- (11) competence linked to joining a new community
 - 10) competence linked to defending rights
 - 11) other...

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

(1) Competence linked to the ability to make things (valuing manual skills etc...)

Level 1: I am able to assemble things with the support of other people in order to contribute to the building of a house, a piece of furniture, any other equipment or construction

Level 2: I am able with other workers to build a house, a piece of furniture...

Level 3: I am able by myself to build a house, a piece of furniture

Level 4: I am able to show other workers how to build a house, a piece of furniture

Level 5: I am able to design plans to build a boat, a house, any other things

(2) Competences linked to manage and organise oneself (daily life, needs and requirements, administrative issues, children etc...)

Level 1 : I can organise myself with the support of other people

Level 2 : I can organise myself together with other, contributing actively

Level 3 : I can organise by my own

Level 4 : I can explain others how to organise

Level 5: I can think and create new forms of organisation

(3) Competences linked to develop a migration project (preparing and implementing one's migration)

Level 1 : I have been able to leave my country and settled in another country with the support of other people

Level 2 : I have achieved leaving my country and settling in another country together with other migrants, each of us contributing actively

Level 3 : I have left my country on my own and was able to settle and find a job in another country by myself

Level 4 : I can inform other potential migrants from my country on the way to leave their home and settle in another country warning them about the difficulties to be faced on the basis of my experience

Level 5: I can think of other ways to leave and settle in another country and can propose new ways to overcome the problems with which I have been faced.

(4) Competences linked to work in a team (being part of a team and sharing experience, being a leader)

Level 1 : I can work in a team with the support of other people

Level 2 : I can be involved actively in a team

Level 3 : I can be a leader of a team

Level 4 : I can explain how to work actively in a team and to be a leader

Level 5: I can imagine original ways to be involved in a team which are different from the usual ones

(5) Competences linked to communicate (being able to contact people and to present them a project)

Level 1 : I can contact people to inform them on a project with the support of other people

Level 2 : I can present with others a collective project and defend it efficiently

Level 3 : I can contact by myself people and present them my project

Level 4 : I can explain to others how to communicate and present a project

Level 5: I can create my own communication plan

(6)Competences linked to network (being able to create and develop networks)

Level 1 : I can contact a network with the support of other people

Level 2 : I can be involved with others in a network and contribute actively

Level 3 : I can contact by myself a network and use its support

Level 4 : I can explain to others how to identify networks and use them

Level 5: I can create my own network

(7) Competences linked to collect and use efficiently information (in order to overcome obstacles/barriers during the migration process)

- Level 1 : I can collect information with the support of other people when I am faced with obstacles
- Level 2 : I can collect and use efficiently information with others in order to overcome obstacles
- Level 3 : I can collect and use efficiently information by myself to overcome obstacles
- Level 4 : I can explain to others how to collect and use efficiently information in order to overcome obstacles
- Level 5: I can create my proper information to allow people to avoid certain situations

(8) Competences linked to overcome a difficult situation (resilience approach)

- Level 1 : I can overcome a difficult situation with the support of other people
- Level 2 : I can support other people to overcome a difficult situation
- Level 3 : I can overcome a difficult situation by myself
- Level 4 : I can explain how to overcome a difficult situation to others on the basis of existing experiences
- Level 5: I can imagine how to overcome difficult situations even without having been faced to them

(9) Competences linked to live and work in different cultural environment (being open to others)

- Level 1 : I can adapt to different cultural environments with the support of other people
- Level 2 : I can adapt to different cultural environments in a group
- Level 3 : I can adapt to different cultural environments by myself
- Level 4 : I can explain how to adapt to different cultural environments on the basis of existing experiences
- Level 5: I can imagine how to adapt to different cultural environments I have not yet experienced

(10) Competences linked to transfer one's experience on the labour market (being responsible for one's family or community or other migrants)

Level 1: I can transfer my professional experience with the support of other people

Level 2: I can support other people to transfer their professional experience

Level 3: I can transfer my professional experience on my own

Level 4: I can explain how to transfer a professional experience

Level 5: I can imagine different ways to transfer a professional experience not proposed yet

(11) Competences linked to integrate a new community (being able to go through the administrative process to clarify one's situation)

Level 1 : I can integrate in a new community with the support of other people

Level 2 : I can integrate with others in a new community

Level 3 : I can integrate in a new community by myself

Level 4 : I can explain how to integrate in a new community

Level 5: I can imagine different ways to integrate in a new community

(12) Competences linked to defend rights (as migrant, as worker, as asylum seeker, as refugee ..)

Level 1 : I can defend the rights of my community with the support of other people

Level 2 : I can defend collectively the rights of my community

Level 3 : I can defend by myself the rights of my community

Level 4 : I can explain how to defend the rights of any community

Level 5: I can imagine different ways to defend the rights of a community

(13) Other competences

Level 1 : assisted competence – Being able to fulfill the activity with the support of other people

Level 2 : collaborative competence – Being able to support other people to achieve this activity

Level 3 : autonomous competence – Being able to fulfill the activity by myself

Level 4 : expert competence – Being able to transfer the competence to anyone

Level 5: creative competence – Being able to create a new activity

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 your 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) ...		

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

.....

How you would like to improve it (action to lead such as involving in a social activity, acquiring more professional experience ...)

.....

With which schedule (deadlines)

.....

In which perspective (training, job seeking, improving my professional position)

.....