

Name:

Date:

A. Personal data

Full name		
Date of birth		
Place (and country) of birth		
Nationality		
Address		
Country		
Phone number		
Email address		

B. Overview of personal competences and qualities

	Personal competences, qualities
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Etc.	

Competences classification

You might use this scheme to classify your competences, or your own competence classification scheme to arrange your various competences:

- A. Subject-based competences are related to knowledge and skills of a specific subject or work domain.
- B. Methodical competences (work approach) express something on the way you are doing things: *I am able to organise well, I can plan well, I am problem solving, etc.*
- C. Self-competences (brainpower, personally related effectiveness) express something about yourself: *I am disciplined, I think out-of-the-box, etc.*
- D. Social competences (interpersonal effectiveness, management) emerge in social situations: *I am good at working in a team, I am empathic, etc.*

C. Learning experiences

School and vocational training / refresher training (school levels, basic vocational education, refresher training). Write down your learning steps in chronological order.

In the table below, fill in the schooling you have had from primary school onwards. Write down all your schooling, even studies you did not finish or do not regard as important. You can also mention here training courses, refresher training and other courses.

Period (year, month, week)	Training/schoolin g: type, level, institution	Description of the learning activities Job / role	Description of evidence and number of evidence in portfolio	Summary of the <u>most important</u> skills/competences I know..., I can..., I am capable of..., I have...

D. Work experiences

Write down your experiences with permanent appointments, part-time appointments, temporary work, work placements, holiday jobs and jobs on the side, transitional year, freelance work et cetera. Write down career steps in chronological order.

Period (year, month, week)	Description of the company, institute, unit	Description of the activities Job / role (concrete!)	Description of evidence and number of evidence in portfolio	Summary of the most important skills/competences I know..., I can..., I am capable of..., I have...

E. Other experiences

Write down your activities in spare time, hobbies, voluntary work, club life, in private life, in tasks/activities in the family (unpaid activities).

Write down things done in tasks/activities and the private area in chronological order. Briefly describe the successive individual activities.

Period (year, month, week)	Description of the context in which the activities are taking (or took) place	Description of the activities job / role	Description of evidence and number of evidence in portfolio	Summary of the most important skills/competences I know..., I can..., I am capable of..., I have...

F. Transformations

Describe below which important transformations or transfers you experienced in your life: in the area of school and vocational training, work experiences or other experiences. You may present this in a table that chronologically follows the 'flow of your life so far'.

...

G. Reflection

Describe how you reflect on the various parts of this portfolio. For inspiration you can use the question below.

- What are your main skills? Do you have a specific theme or a significant category of skills/qualities?
- What are your future career plans? How are you going to use your qualities/skills to fulfil your plans?
- In what other way are you going to use your qualities?
- What qualities would you like to develop more? Why these? What are you going to do to develop those qualities?
- What are you going to use your portfolio for?
- What image will people have of you, if they read your portfolio?
- Is your portfolio complete? Why (not)?
- What insights did you get from the training as a whole? In what way could you incorporate these insights in your life or work?

H. Overview of evidence / documents

1. Update your list of evidence / documents regularly
2. Include all evidence gathered so far in the list

	Type of document	Date of submission	Organisation / company
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Etc.			

Evidence

Add (copies of) all evidences as listed above.