



# Passport Portfolio



Portfolio of (name):

Support worker:

Agency:

Project:

Country:

Re-integration Co-ordinator:

Contact details:



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## What is European Voluntary Service?

European Voluntary Service (EVS) supports young people in volunteering in other EU countries

### Objectives:

- To develop solidarity and promote tolerance among young people
- To help young people meet and mix with other young people in the European Union
- To promote active citizenship and help young people across the EU understand each other
- To allow volunteers to develop and acquire skills for their personal, educational and professional development as well as for their social integration through non-formal learning experiences



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## The EVS activity

- EVS is carried out through activities organised in partnership between approved organisations, which send or host volunteers.
- An EVS activity is made up of preparation, voluntary activity and follow-up
- The volunteer carries out the voluntary activity in a country other than the country where he/she lives.
- The activity is unpaid, non-profit making and full-time lasting 2 weeks to 12 months.
- It benefits the community
- An EVS activity can take place in a variety of areas: culture, youth, sports, social care, cultural heritage, arts, civil protection, environment, etc.





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## Your EVS experience

We are here to support you right through your EVS project and beyond. Actually going on the project is just part of the picture. The preparation you do and meetings you attend are all things that help you gain **experience**, show **commitment** and prepare yourself. These are all skills a potential employer or college admissions officer will value. Before you leave and when you get back, we will work closely with the people who know you best to ensure that EVS helps you move forward and achieve the things you want to in life. We will help you **recognise your achievements** and make sure you are able to gain credit for the positive steps you make.

It can't happen without you! Your input is vital in the process. You are doing something amazing: you are taking yourself out of your comfort zone, doing something unlike anything you've ever done before. You are going to live and work with people who speak different languages and have a different way of life. Good preparation is essential and the commitment you show to the project before you go is as important and valuable as actually being there.

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## Your EVS experience

This Passport Portfolio tracks your progress from the very start of your EVS experience, through your preparation and your project and beyond. It is very important to look after this as it will be made up purely of your work. If you lose it, you will lose all the evidence of everything you have achieved.

As part of your preparation and to show your commitment to every step of your EVS journey, please make sure you complete the tasks on the following pages with your support worker.

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## Task 1 - Passport

You will only need to do this task if you do not have a passport or have lost yours.

1. Pick up an application form and envelope from the post office. If you have lost your passport you will also need to get form number **LS01** to send with your application form.
2. Read the instructions that come with the form very carefully, together with your support worker.
3. Fill in the form, together with your support worker.
4. Get some passport photos taken.
5. Ask your support worker to countersign the form – this is to confirm your identity. He or she will need to certify your photos as well. There are instructions for this on the form
6. Once you have completed the form, please send or bring it to us at Everything's Possible along with the identification documents – usually your birth certificate plus a form of ID from one of your parents.
7. We'll send it off. You may be called to an interview if it's your first passport. You'll get your passport and be ready to go.

**It can take a while to receive your passport so it's vital you do this early to be sure of getting it in time for your project**

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## Task 2 -My Project

*Find the answers to the following questions. Some you will need to research on the internet and information sheet. Others you will be able to think about yourself*

The name of my project is:

It is in (country, region and town):

My mentor there will be:

The project contact details are:

The types of tasks I will be doing are:

I will need to take this equipment:

Make sure you let someone at Everything's Possible know if you don't have something on this list

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Space for project information sheet

## Task 3 -My Country

It is important to understand your own country to be able to compare it with others and see how you fit in. This task draws on knowledge about **political systems, social issues and cultural issues**, all of which are important in learning about **Citizenship**. It also requires you to use your **literacy, research and summary skills**, and you may learn some new things about your own country and culture.

Use the internet and/or books from the library to help you find out the following.

Be creative with this– you could add graphs, pie charts, pictures, recipes – anything you like!

**Country:** United Kingdom

**Currency:**

**Population:**

**Countries it shares its borders with:** (Think about this – what is the United Kingdom? What is Great Britain? Which nations make up our country? How do you feel about that?)

**Languages spoken:** (You might need an extra sheet for this!)





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## Task 3 -My Country

Republic or Monarchy? Who is the head of state?

Name and political orientation of the political party or parties in government. Who is the leader of the government?

Main religions and percentage of population who belong to them:

Unemployment levels:



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## Task 3 -My Country

Crime levels and main types of crime that take place:

Social issues/problems for young people:

Main topics in the news about the UK at the moment:





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## Task 3 -My Country

Famous people from the UK. What are they famous for?:

Popular types of music/musicians/bands:

Folk music/dance/national costume:



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## Task 3 -My Country

Typical food and drink from the UK: (Think about why this question is difficult to answer)

Typical food and drink from my town/region:

Any other interesting facts about the UK:





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## Task 3 -My New Home

It is important to know about the country, region and town you are going to be living in. Not only will it help you understand a bit about the culture of the people you meet while are there, but the knowledge will make you more aware of the world and **cultural differences/similarities**. Understanding other cultures makes you more **open-minded** and gives you a **wider view of the world**. This task requires you to use your **literacy, research and summary skills**, and you may learn some new things about **political and social issues**.

Use the internet and/or books from the library to find out the following. If you know of someone who comes from the country you are going to, you could ask them. You could add graphs, pictures and websites where people can find out more.

**Country:**

**Currency and conversion rate:**

**Population:**

**Countries it shares its borders with:**

**Languages spoken:**

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## Task 3 -My New Home

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Name and political orientation of the political party or parties in government. Who is the leader of the government?

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## Task 3 -My New Home

Crime levels and main types of crime that take place:

Social issues/problems for young people:

Main topics in the news about this country at the moment:



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## Task 3 -My New Home

Famous people from this country. What are they famous for?:

Popular types of music/musicians/bands:

Folk music/dance/national costume:





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## Task 3 -My New Home

Typical food and drink from this country:

Typical food and drink from the town/region where I will be living:

Any other interesting facts about this country:



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## Task 3 – My new home

Mark the town and country on the map of Europe below. Make sure you can identify the countries surrounding it too.





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## Task 3 -My New Home

### Time to think about your opinions....

Have you learnt anything new about the UK? If so, what?

Were you surprised by anything you found out? If so, why?

What do you think are the biggest differences between the UK and the country you will be going to?



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## Task 3 -My New Home

As a result of doing this task, do you think there is anything that will be better about the country you are going to than in the UK? If so, what?

Is there anything you think is better about the UK than the country you are going to? If so, what?

What are you expecting people to be like in the country you are going to be living in? Why?

**When you return we'll revisit some of these questions and see if your opinion has changed!**

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## Task 4 –My skills development

You will gain a lot from your EVS experience, but so will your host project by having you there. You have a lot to offer them already, and as you learn new things it will benefit you as well as the project.

You may already have some or all of the following skills, and many of them are useful in all types of employment, including your EVS project.

**Circle the skills you think will be useful in your project. Talk about why you think they are useful? How will you need them?**

Budgeting     Other languages     Motivating others  
 Communication     Public Speaking  
 Independent living     Listening skills     Creativity  
 Working with customers     Caring for others  
 Manual Work     Team work     Working under pressure  
 Planning Skills     Motivating myself



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## Task 4 –My skills development

Which of the skills do you have? Which do you want to develop? If you feel you have the skill write H in the small box and an example of when you have used the skill in the large box. If you want to develop it, write D in the small box and how you can achieve this either before you go or when you are on your project in the large box..

When you've completed this task it will help you to write a motivation letter for a job – highlighting these *transferable* skills and examples of using them make it clear to a potential employer that you have the skills to make you a good employee.

<input type="checkbox"/> Budgeting		
<input checked="" type="checkbox"/> Motivating others		
<input checked="" type="checkbox"/> Other languages		





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## Task 4 –My skills development

Which of the skills do you have? Which do you want to develop? If you feel you have the skill write H in the small box and an example of when you have used the skill in the large box. If you want to develop it, write D in the small box and how you can achieve this either before you go or when you are on your project in the large box..

Listening skills

--	--

Independent living

--	--

Creativity

--	--

Team work

--	--

Motivating myself

--	--

Caring for others

--	--

Working with customers

--	--

Planning Skills

--	--

Manual Work

--	--

Working under pressure

--	--

Public Speaking

--	--

Communication

--	--





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## Task 4 – My skills development

If you can think of any more skills that you either have or want to develop, fill them in here.

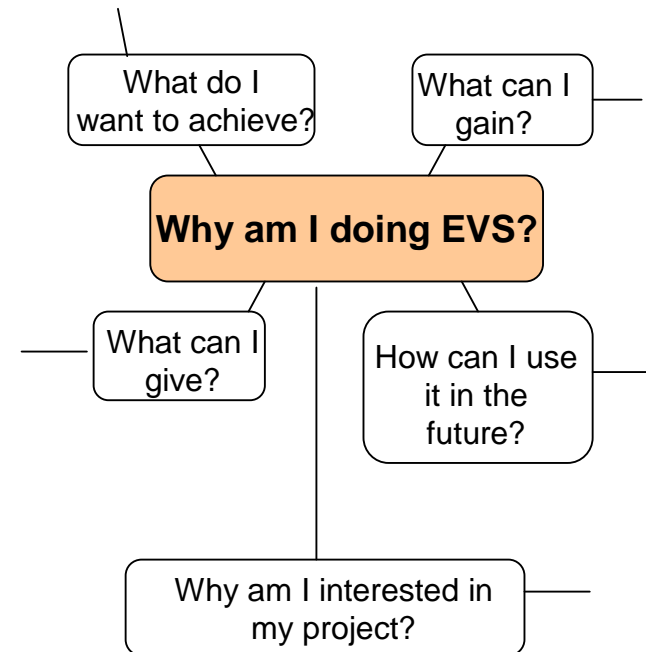



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## Task 5 – My motivation

Complete the spider diagram with your answers to the questions. Add as many ideas as you can think of. Use this as the basis for Task 6 – creating a motivation letter.





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## Task 5 – My motivation

Write a motivation letter to send to your project. This will:

- Help you to focus on your goals for your project
- Give your project a good idea of your goals
- Allow your project to plan how to help you meet these goals
- Give you the basis of a letter you can adapt to use when you return for any job
- Help you think through the structured process of writing a motivation letter
- Help you practise your literacy and ICT skills

Follow the instructions on the following page, then send the letter to Everything's Possible at the address, fax number or e-mail address at the bottom of the page. We will forward it to your project.

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## Task 5 – My motivation

1. If you are unsure how to set your letter out, ask your support worker to help you start it off and finish it appropriately.
2. The first paragraph should explain why you are contacting your host organisation: You are really looking forward taking part in their project (say which project and give the dates) and you want to give them information about yourself and your motivation for taking part in the project. Use the ideas in the “Why am I interested in this project?” section of the spider diagram you did earlier in task 5.
3. The second paragraph should outline what you will get from taking part in the project. Use the “What do I want to achieve?” (as well as **how** you want to achieve it), “What can I gain?”, and “How will I use it in the future?” sections in your spider diagram to help you with this.
4. The third paragraph should outline what you can give the project: how they will benefit from having you there. Use the “What can I give?” section of the spider diagram and the list of the skills you have (**with examples**) to really show them why they are going to love having you there!
5. Finish the letter by saying again how much you are looking forward to starting with them. Tell them how best to contact you if they need any more information.

**You can use this model for any letter of application or motivation. Go through the same process – do a spider diagram and a list of useful skills, then use it to plan your letter out like this one.**

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## Task 5 – My motivation

Put a copy of your motivation letter in here



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## Task 5 – My motivation

Put a copy of your motivation letter in here

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## Task 6 – Preparation for my project

When you arrive at your project, you will meet lots of people from other countries: people you work with, people you live with or people you meet through the project.

**Put together a pack of information and typical items you could take to show people what Britain, and your area of Britain is like. Many volunteers take part in themed evenings or meals when each volunteer prepares some food or a meal from their country to share with everyone. You could take along some recipes of things to make on these occasions!**

- You could go to the Tourist Information Office in your town, or the nearest big town to collect leaflets
- You could print off some pictures from the internet of the flag, your town, interesting places in Britain, British food
- You could go and buy some typical British food that people from other countries may never have tried before. Suggestions: Yorkshire Tea (or PG Tips, Tetley etc.), Scottish Shortbread, Yorkshire pudding mix, custard cream biscuits, salt and vinegar crisps, marmite, Branston pickle, baked beans....
- You could get recipes from cookery books in the library or from the internet for typical things like apple crumble, shepherd's pie, or even Britain's favourite dish, curry!

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## Task 6 – Preparation for my project

Write a packing list for your project below

Is there anything you need, but don't have? If so, let your support worker know. Everything's Possible can apply for funding if there's something you need for your project like work boots, a warm coat or a travel bag.

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The next section is for you to collect together all the information you will need for your project.

## Pre-departure Training information

Dates:

Venue:

Method of travel:

Departure Time:

What time do I need to arrive at the station to make sure I don't miss my bus or train?:

How will I get my ticket?:

Who should I call to let them know I'm on my way?:

Which station should I get off at?

Who will meet me when I arrive?

Where will I be staying?

## Pre-departure Training information

### Learning outcomes

By the end of the pre-departure training you will:

- Know who will be there to support you throughout the project and beyond, and how to contact them
- Have met other volunteers who are going on your project or on other projects
- Know what to expect and what is expected of you
- Know what your rights and responsibilities are during the project
- Have thought about why you are volunteering, what it means to you, what you hope to gain from it and what it could mean for you in the future
- Considered what qualities, skills and knowledge you will bring to your project, and what you have to offer
- Know about the project you are going to be working on and the country you are going to
- Understand the practical aspects of your time abroad - money, accommodation, food, health insurance, what to do if there is a problem...
- Know what you need to do before you leave for your project
- Have discussed any worries, concerns or questions you have about the project
- Understand the opportunities available on your return and have considered the options available to you
- Be looking forward to your project and ready to go!





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**Pre-departure training information**

**Put your copy of the EVS Volunteer Rights and Responsibilities in here**



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**Pre-departure training information**

**Put your copy of the AXA insurance details and your insurance card in here**

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## Project Action Plan

Action	How will I do it?	Outcome	How will it help me?

Signed

Volunteer:

Re-integration Co-ordinator:

Date:

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## Preparation for your project

Fill in your travel details:

How am I getting to the airport>:

What time do I need to be at the station so I don't miss my bus/train?:

What time is my bus/train?:

Which station do I get off at?:

What time does my plane depart?:

What time do I need to be at the airport?:

Which airline am I flying with?:

What is the flight number?:

Which airport am I flying to?:

What do I need to be able to fly?:

What time do I arrive?:

How do I get to my host project?:

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## At my project

Fill in this diary sheet as often as you can during your project, ideally daily.

Day and Date::

What happened today?:

What was good about today?:

What could I have improved about today and how?:

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## At my project

What are my aims for tomorrow?:

What new things/skills have I learnt today?:

How do I feel about my project so far?

How have you worked towards the targets on your action plan today?

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**Back home**

**Put a copy of your final report from the host project in here.**



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**Back home**

**Put a copy of the final report you wrote about your project in here.**

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**Back home**

Look back at your Action Plan. Did you achieve all you wanted to achieve?

List 5 successes or things you achieved on your project:

- 1.
- 2.
- 3.
- 4.
- 5.

What is your proudest achievement from taking part in the project?



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**Back home**

Look back to the page on which you answered these questions in Task 3:

- *What do you think are the biggest differences between the UK and the country you will be going to?*
- *As a result of doing this task, do you think there is anything that will be better about the country you are going to than in the UK? If so, what?*
- *Is there anything you think is better about the UK than the country you are going to? If so, what?*
- *What are you expecting people to be like in the country you are going to be living in? Why?*

Were you right with your answers to these questions?

Now you've been on your project, answer them again on the next page...





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**Back home**

**Answer the questions again now you are an expert on your host country!**

- What do you think are the biggest differences between the UK and the country you volunteered in?
  
- Is there anything that is better about the country you volunteered than in the UK? If so, what?
  
- Is there anything you think is better about the UK than the country you volunteered in? If so, what?

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**Back home**

What are people like in the country you volunteered in?

- How were the people and country different from your expectations?

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Before you went on your project, In task 4 you looked at the skills you had, as well as the ones you wanted to develop while you were on your project. List below any new skills you now have, and examples of where you needed them.

Don't forget to add these in when writing job or college applications.




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**Back home**

**Put a copy of your Youthpass in here.**





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**Back home**

**Put a copy of your post-project action plan in here**

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