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IDENTIFYING COMPETENCES AND CREATING A PORTFOLIO

**Fill in the form. An example of a completed form is located below the template.**

**Tip** – Ifneeded,the boxes in the table can be enlarged to fit the text you want to enter.

**INSTRUCTIONS**

**Step 1. Indicate your experiences in specific areas in the first column of Table 1.**

**Step 2. Think about the experiences you listed and now write down the competences you have gained from them in the second column.**

**Tip**– *Use verbs to precisely describe the competences that you can perform. Name specific competences, not whole categories (e.g. name specific skills using verbs: “manages a team”, “resolves conflicts”, etc.).You can add as many competences as you like. If there are a lot of them, add only the most important ones* –  *especially those relating to the industry or sector you want to develop in or useful for the job you are currently applying for. Remember, the wording should be clear and understandable to others* – *avoid shortcuts, excessive generalisations, and if appropriate, use less specialised vocabulary.*

**Step 3. Think about how to prove that you have the listed competences, and then complete the third column.**

**Tip**– *This can be tangible evidence (a diploma, certificate, licence, documentation of work done, recording of an activity, photographs of work, references), as well as intangible evidence (a description of a specific situation or experience in which you demonstrated a given competence).*

***Table 1.*** **IDENTIFYING COMPETENCES AND EVIDENCE OF THEIR POSSESSION – to be completed**

| **Experiences** | **Competences** | **Evidence** | **Comments** |
| --- | --- | --- | --- |
| *Write down your experiences in each area: the schools you went to, the jobs you held and any other activities or situations, in which you used what you know or acquired new competences.* | *Think about which competences you have gained from each experience. Use verbs to precisely name the competences by describing the activities you know how to do. Write down specific competences, not whole categories of competences.* | *What evidence do you have to prove that you actually have the competence you named? This can be both tangible evidence (diploma, certificate, licence, documentation of work performed, recording of an activity, photographs of work, references) and intangible evidence (description of a specific situation or experience in which you demonstrated the competence).* | *Filling in this column* **IS NOT REQUIRED**.  *This space is reserved for additional information on experiences, competences and evidence* |
| **EDUCATION**  Write the dates, schools/higher education institutions you attended and specialisation/class profile/degree programme (if applicable). Think about the competences you acquired at each stage of your education. Fill in the third column with all the evidence proving that you have these competences. | | | |
|  |  |  |  |

| **Experiences** | **Competences** | **Evidence** | **Comments** |
| --- | --- | --- | --- |
| **PROFESSIONAL EXPERIENCE**  Write the dates, places of work and positions. Recall what you did in your job: your specific duties and the knowledge and skills that were required. Fill in the third column with all the evidence proving that you have these competences. | | | |
|  |  |  |  |
| **COURSES, TRAINING AND LICENCES**  Write the name of the courses/training workshops and the dates you attended them. Think about the competences you acquired during each course or training. Fill in the third column with the evidence proving that you have these competences. | | | |
|  |  |  |  |
| HOBBIES AND COMMUNITY ACTIVITIES  Name the experience (hobby, interest, activity in a community organisation, sports club, political party). Think about the competences you gained through this experience. Fill in the third column with the evidence proving that you have these competences. | | | |
|  |  |  |  |
| **LIFE EXPERIENCES**  Name a particular experience or life situation through which you learned something and which does not fit in any of the categories above. We acquire competences not only during our education or work experience, but also during the various situations we find ourselves in throughout life. These may be, for example, taking care of a family member, building a house, settling household finances, organising trips for yourself and your friends, etc. Think about the competences gained through this experience. Fill in the third column with the evidence proving that you have these competences. | | | |
|  |  |  |  |
| **FOREIGN LANGUAGES**  Add the foreign languages you know. Specify the level at which you speak each language (this can be a level following the Common European Framework of Reference for Languages – from A1 to C2 or a division into basic, intermediate and advanced levels). Fill in the third column with all the evidence proving that you have these language competences – certificates, work abroad, studies in a foreign language. | | | |
|  | Language:  Level: |  |  |

**EXAMPLE OF A COMPLETED TABLE**

Katherine (35 years old) is moving from Częstochowa to Warsaw and is applying for a job as Senior Manager in an ad agency working with start-ups.   
She filled out the table with her experiences, competences and evidence, which she believes are significant from the perspective of this new job.

| **Experiences** | **Competences** | **Evidence** | **Comments  (NOT REQUIRED)** |
| --- | --- | --- | --- |
| **EDUCATION** | | | |
| completed Bachelor degree studies in Polish philology – University of the Humanities and Life Sciences in Częstochowa (2005–2008) | knows the rules of proper Polish | graduation diploma together with a supplement |  |
| three different excerpts from texts I wrote (from my thesis, an article prepared for a student conference and a report on a study conducted by a scientific association) | *I will present excerpts from the research report (it examined students’ favourite places to learn at our university) as evidence of these two competences. My name is on the title page. I am also the author of the third chapter of the report, and will include one page from this chapter in my portfolio. The full report is available at the university’s website (www.uniwersytet.pl).* |
| edits texts intended for different audiences | a report I edited on the research conducted by a scientific association |
| **PROFESSIONAL EXPERIENCE** | | | |
| work in three ad agencies in 2007*–*2020 (details in my CV) | plans and leads an ad campaign | descriptions of three selected ad campaigns (one from each agency) together with screenshots and photos | *I'd most like to provide the campaign proposals as well, but each one is owned by the company or the client. However, I can describe each one.* |
|  | manages a small work team (4-person team) | *In April 2017, I was promoted to Project Manager. This involved managing a team of 4 people. I set team goals, allocated responsibilities, assessed work performance and resolved conflicts among people. I adopted the strategy that each person in the team (including myself) leads one project and the others provide support. Among other things, the team contributed to the success of Sun Tan's national campaign.* |  |
| **COURSES, TRAINING, LICENCES** | | | |
| completion of the training “Sales Copywriting” (2013) | chooses the right advertising message for the target group | certificate of attending the training | *I will provide the training certificate as proof of all the listed competences.* |
| presents a product using texts of various lengths | samples of texts prepared during the training and later at work |
| **HOBBIES AND COMMUNITY ACTIVITIES** | | | |
| volunteered in an animal shelter in Kielce (2010*–*2012) | organises and leads fund raising campaigns in the Internet (Facebook, zrzutka.pl) | three designs of fund raising announcements from different years (for the shelter, for dog and cat food and for medicine for the animals) | *I assisted the manager in organising the first fund raising campaign for the shelter. I prepared a draft of the ad, which she corrected. However, the remaining campaigns were conducted completely on my own – the manager only approved them.* |
| references from the shelter manager regarding my attitude and competences, and the results of the fund raising activities |
| **LIFE EXPERIENCES** | | | |
| taking care of two younger siblings | presents complicated concepts in language understandable to a lay audience | *My siblings are respectively 10 and 12 years younger than me. Over the years, I've explained things to them (from historical and cultural issues to internet safety) in a way that makes them willing to listen and they then understand why they should behave in appropriate ways.* | *I will probably not include this evidence in my portfolio, but it’s worth remembering this point if it comes up in a job interview. It may make me stand out from the other candidates.* | |

| **Experiences** | **Competences** | **Evidence** | **Comments  (NOT REQUIRED)** |
| --- | --- | --- | --- |
| **FOREIGN LANGUAGES** | | | |
| secondary school and university studies, 8-month trip to England | uses English at level C1 | *Cambridge Advanced English* certificate | *I used my knowledge of English while working in England for a year (Oxfordshire)* |
| studies at university | uses German at level B1 | excerpts of two advertisement texts I prepared |  |