

CERTIFICATE OF COMPETENCES¹ ACQUIRED DURING VOLUNTEER WORK²

The Ministry of Social Policy and Youth of the Republic of Croatia drafted a proposal of the content of the Certificate of Competences acquired during Volunteer Work (Article 34.a of the Volunteering Act)

Volunteer work is promoted and recognized as an activity or service of interest to the Republic of Croatia contributing to improving the quality of life, building social capital, personal development, active inclusion in the community and the development of a more humane and just democratic society. Furthermore, volunteering contributes to social development, civic participation, social cohesion and social inclusion. Volunteering helps gain experience and develop competences necessary and useful for active participation in society, personal development and personal well-being. The intention of this certificate is to provide support to volunteers in acknowledging their competences (including knowledge and skills as well as the independence and responsibility that go with it) acquired through volunteer experiences, for a full presentation to any third party at the request of the volunteer.

According to the Volunteering Act:

Volunteering is a voluntary investment of personal time, effort, knowledge and skills in order to perform services and activities for the well-being of another person or a wider public, without financial reward or any other material benefit.

I. GENERAL SECTION

| INFORMATION ABOUT THE VOLUNTEER WORK ORGANISERS | | | |
|---|--|------------------|--|
| Full name of the volunteer work organiser: | | | |
| Address: | | | |
| PIN: | | Register number: | |
| Date of entry into the Register of NGOs: | | Registered at: | |
| Phone: | | E-mail: | |
| Short description of the volunteer work organiser (goals, activities...): | | | |

| INFORMATION ABOUT THE VOLUNTEER | |
|---|--|
| Full name of the volunteer: | |
| PIN: | |
| Name of the volunteering project/programme: | |
| Title of the volunteer position: | |
| Period of volunteering: | |
| Location for the volunteering activities: | |

¹ The Croatian Qualification Framework Act (Official Journal of the Republic of Croatia, no. 22/2013)

² The Volunteering Act (Official Journal of the Republic of Croatia, no. 58/2007 and no. 22/2013)

II. VOLUNTEER POSITION DESCRIPTION (assignments, tasks and responsibilities of the volunteer)

III. NAME, TYPE AND DURATION OF PROFESSIONAL TRAININGS ATTENDED DURING VOLUNTEER WORK

IV. COMPETENCES ACQUIRED DURING VOLUNTEER WORK

Communication in the mother tongue (key words for Communicating in the mother tongue: expressing thoughts, opinions and feelings; listening and speaking; reading and writing; understanding different ideas; expressing and interpreting abstract concepts, etc.)

Communication in foreign languages (key words for Communicating in foreign languages: the ability to express oneself in a foreign language in both oral and written form; understanding others when speaking/writing in a foreign language; intercultural communication and understanding, etc.)

Mathematical competence and basic competences in Science and Technology (key words for Mathematical competence and basic competences in Science and Technology: solving a range of project related problems in everyday situations with logical thinking and deducting logical conclusions; use of charts, models and formulas, etc. in presentations; creating a draft of the project budget; use of technical equipment; deducting conclusions based on evidence; questioning scientific concepts and ideas, etc.)

Digital competence (key words for Digital competence: use of new media; use of technical equipment programs; communicating and exchanging information via online communication tools and social networks; developing critical thinking about information technology, etc.)

VOLUNTEER WORK ORGANISER LOGOTYPE

Learning to learn (key words for Learning to learn: thinking about one's own learning styles; defining and achieving learning outcomes; finding, evaluating and processing new information and knowledge; managing one's own time in the learning process; seeking and using help while learning; the ability to use new knowledge in practice, etc.)

Social and civic competences (key words for Social and civic competences: making new social contacts and friendships; tackling a new situation related to organisational work; conflict resolution when needed; understanding the social behaviours and rules of conduct from a different setting; taking initiative related to social and civic topics; effective and constructive participation in social and business life; participating in civic life; commitment to active and civic participation; knowledge about the institutions and policies important for democratic society)

Sense of initiative and entrepreneurship (key words for Sense of initiative and entrepreneurship: turning ideas into action; creativity and innovation; taking risks for the sake of quality assurance; the ability to plan and manage projects; being aware of ethical values and principles of good governance; networking and making contacts, etc.)

Cultural awareness and expression (key words for Cultural awareness and expression: creative expression of ideas and emotions; using art, music, literature or media; thinking about one's own cultural background and cultural differences; readiness to be included in new forms of cultural experiences, etc.)

Other (During volunteer work, a volunteer can acquire several skills valuable to be mentioned in addition to the above mentioned key competences. Use the space below to write about those.)

Place and date

VOLUNTEER

Full name

L.S.

VOLUNTEER WORK ORGANISER(S)

Full name(s)

(signature)

(responsible person signature)

(responsible person signature)