



## Volunteer Passport Estonia

**Volunteer Passport** is a competence portfolio for volunteer, where skills and competences gained through volunteering can be described. At the same time, volunteer passport is a common tool / framework and guideline both for volunteer and the organization to set purposes and activities of volunteering.

**Volunteer passport** is free to use to everyone, who is involved in volunteering for describing knowledge, skills and competences gained through volunteering.

**Volunteer passport** contributes to personal development of volunteer on the one hand and enhances volunteer organizations' capacity to involve and manage volunteers on the other hand. Thus, this instrument serves two very important purposes. However, volunteer Passport is mainly targeted to a volunteer.

### Some hints...

#### To volunteer

Volunteer passport focuses mainly on self-assessment: what did you learn, what kind of new knowledge or competences did you gain, what kind of skills did you improve through volunteering etc.

It is advisory to fill the passport together with the volunteering organization to achieve the best result both for volunteer and the organization.

#### To volunteer organization

Volunteer passport is a convenient tool for involving and managing volunteers. Think, why do you need volunteers. It is suggesting to list competences that are expected from volunteers or can be offered to volunteers.

#### To employer

There is also a business case for recognizing skills and competences gained through volunteering. By encouraging employees volunteering, employees can get experiences in different environments and fields and it is useful also in professional perspective. Additionally, this enhances the human capital of the individual and the company as well as motivation of employees. Volunteering means also working experience and new knowledge and skills. Ask employees to use Volunteer Passport in their volunteer activities.

Volunteer Passport is made in cooperation of Volunteer Development Estonia and Estonian Ministry of the Interior.



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