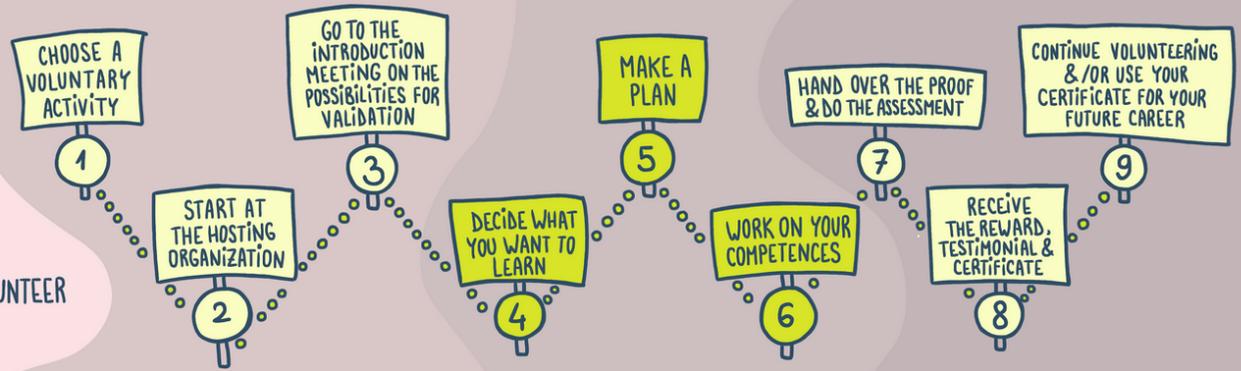
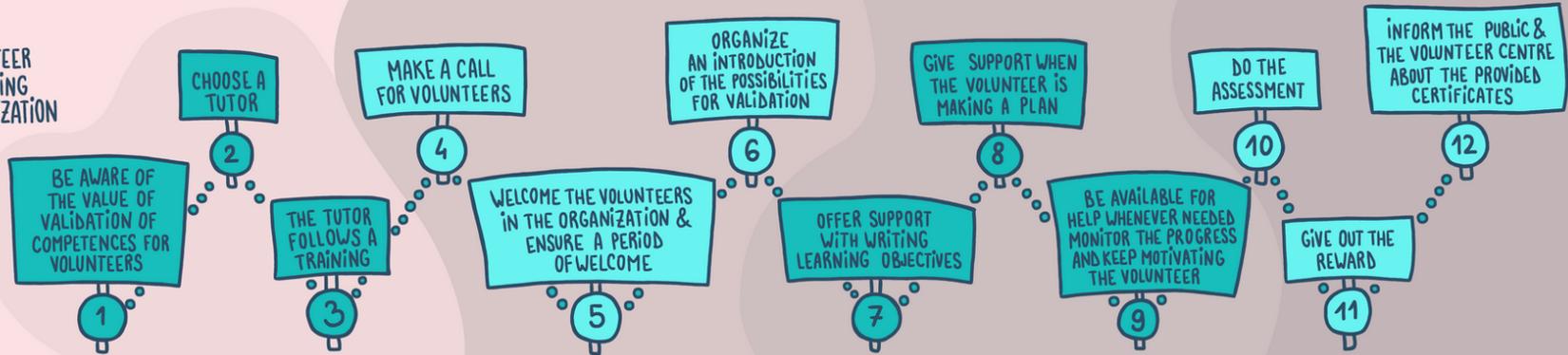


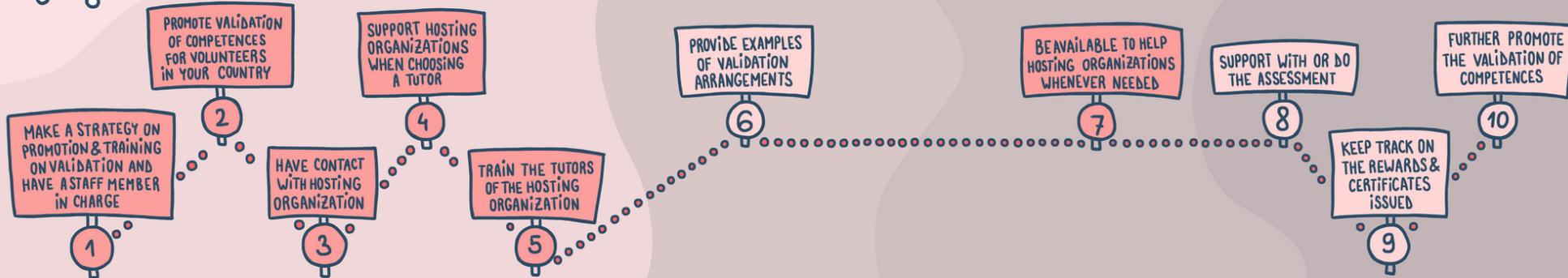
# VALIDATION ROADMAP



VOLUNTEER INVOLVING ORGANIZATION



VOLUNTEER CENTRE / SUPPORTING ORGANISATION



PHASE 1

PHASE 2

PHASE 3

PHASE 4

# THE VOLUNTEER

## Phase 1 — Introduction and orientation

**Step 1: Choosing a volunteering activity.** What do you want to do and what do you want to achieve?

**Step 2: The start at the hosting organisation and a period of welcome.** You will get time to get familiar with the organisation, your colleagues etc. You will also meet your tutor who is there to support you.

**Step 3: Introduction of the possibilities for validation.** If you want to, you can work on the validation of your competences acquired while volunteering and get a certificate, it is not mandatory. Your tutor will tell you more about the process and will show you examples from other volunteers.

## Phase 2 — Working on validation

**Step 4: Getting started – setting learning objectives.** Decide, together with your tutor, what you would like to learn and achieve. This step can be made at all times, you don't have to start working on it right away. You can also stop whenever you want to, if you don't need/ want the certificate.

**Step 5: Making a plan.** Decide on which competences you like to have validated, how you're going to do that, and how you can prove you gained them whilst volunteering.

**Step 6: Working on competences.** Work on your voluntary activities and collect evidence. You can do self-assessments, fill in reflection forms, ask colleagues to testify for you etc.. Your tutor will regularly ask you about your progress, and give you tools to help you record your evidence.

## Phase 3 — Certification

**Step 7: The assessment.** When you're finished working on your competences, you can hand over all the evidence to your tutor. The evidence will be assessed. After that, you and your tutor will have a final talk.

**Step 8: The reward.** You will receive your certificate with your gained competences clearly stated on it, in a ceremony.

**Step 9: Next steps.** After the validation you can choose to do another validation for different competences, or you can stop here and use the certificate as needed.



VOLUNTEER

PHASE 1

1 CHOOSE A VOLUNTARY ACTIVITY

1

2 START AT THE HOSTING ORGANIZATION

2

3 GO TO THE INTRODUCTION MEETING ON THE POSSIBILITIES FOR VALIDATION

3

4 DECIDE WHAT YOU WANT TO LEARN

4

5 MAKE A PLAN

5

6 WORK ON YOUR COMPETENCES

6

7 HAND OVER THE PROOF & DO THE ASSESSMENT

7

8 RECEIVE THE REWARD, TESTIMONIAL & CERTIFICATE

8

9 CONTINUE VOLUNTEERING & /OR USE YOUR CERTIFICATE FOR YOUR FUTURE CAREER

9

PHASE 2

PHASE 3

PHASE 4

# THE VOLUNTEER INVOLVING ORGANISATION

## Phase 1 — Call for volunteers and training

**Step 1: Awareness of the value of validation of competences for volunteers.** A hosting organisation must know what the value of validation is to decide if they want to give this opportunity to their volunteers. The volunteer centre provides this kind of information.

**Step 2: Choose a tutor.** A tutor, within the organisation, is necessary to give volunteers the opportunity to validate their competences. A tutor needs time and willingness to answer questions from volunteers, and support them in the process. Some knowledge about the tasks volunteers will undertake is also needed.

**Step 3: Train the tutor.** The tutor needs to follow a training at the volunteer centre to get knowledge about everything related to the validation process.

## Phase 2 — Introduction and orientation

**Step 4: Make a call for volunteers.** As a hosting organisation you need to sketch a clear picture of what you have to offer for volunteers.

**Step 5: Welcome the volunteers in the organisation and ensure a period of welcome.** As a tutor you will welcome the volunteers and introduce yourself. You will tell something about the organisation, the support you will give, and you ask if the volunteer wants to learn something during their voluntary time.

**Step 6: Organize an introduction of the possibilities for validation.** For volunteers who are willing to learn you (the tutor) arrange a meeting about the opportunities for validation within the organisation. You speak about the benefits and the process, and show examples of other volunteers.

## Phase 3 — Working on validation

**Step 7: Getting started – offering support with writing learning objectives.** If volunteers want to have their competences validated you (the tutor) can discuss the learning opportunities, and write personalised learning objectives with them. These should be regularly reviewed and adjusted when necessary.

**Step 8: Give support when the volunteer is making a plan.** After setting the learning objectives, the volunteers have to decide how they want to work on their objectives. You can help to make a plan that is realistic (in activities/in time/etc.), and show them useful tools and the requirements on validation.

**Step 9: Be available for help whenever needed, monitoring the progress and keep motivating the volunteer.** As a tutor you provide tools to support the volunteer, and you regularly make appointments with the volunteers to get track on their process and to motivate them. For motivation you can also arrange a meeting between the volunteers and other volunteers who already completed the process.

## Phase 4 — Obtaining and capitalizing on the results

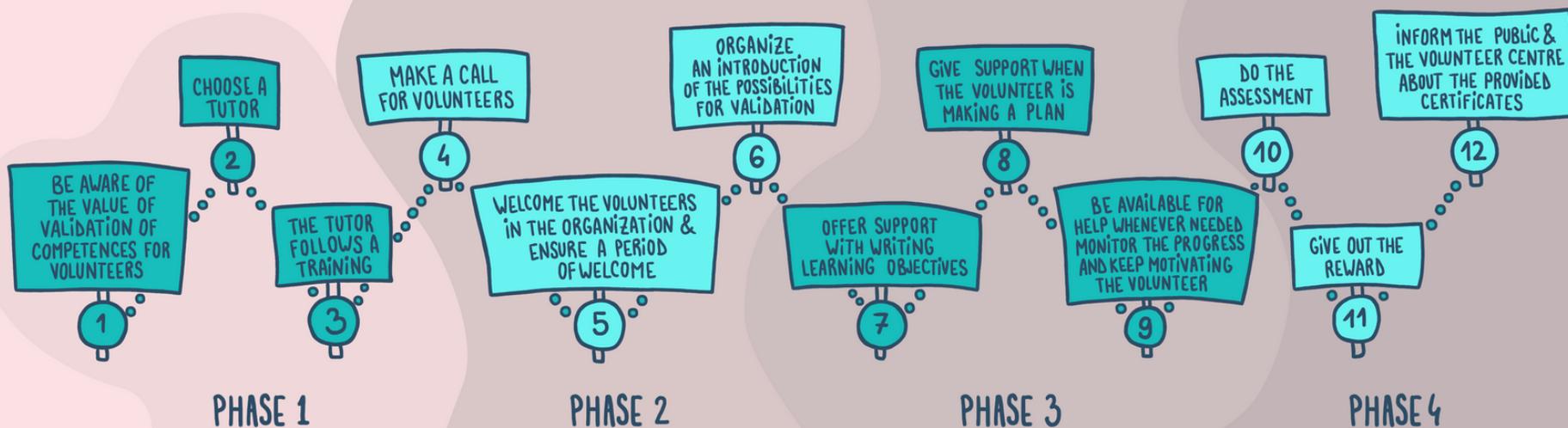
**Step 10: The assessment.** As a tutor you're often responsible (hopefully together with someone else) for the assessment of the competences gained. You will look at the documents provided by the volunteer. Afterwards you will have a final talk with the volunteer, and arrange the last things needed for certifying. Preferably there is an authorised body who gives out the certificate, but it can also be an internal certificate from the organisation itself.

**Step 11: The reward.** As a hosting organisation you'll give the validation certificate to the volunteers. A special ceremony will give the certificate more value.

**Step 12: Next steps.** You could inform the public about the fact that more volunteers have their competences validated. It will also be good to inform the volunteer centre about the numbers of certificates issued.



VOLUNTEER INVOLVING ORGANIZATION



# THE VOLUNTEER CENTRE/ SUPPORTING ORGANISATION

## Phase 1 — Call for volunteers and training

**Step 1: A strategy on promotion and training on validation and a staff member in charge.** The volunteer centre needs a strategy on validation for volunteers. They need a plan on promotion and training for hosting organisations and they need staff members who are in charge of this process.

**Step 2: Promotion on validations/competences/tools for validation available in their country.** The volunteer centre is responsible for the promotion of validation for volunteers to hosting organisations.

**Step 3: Contact with hosting organisation.** The volunteer centre needs to be in contact with the hosting organisations, give them clear expectations, share knowledge and inspire and motivate them to give their volunteers the opportunity to work on validation of their competences acquired whilst volunteering.

**Step 4: Support organisations by choosing a tutor.** The volunteer centre is not involved in the choice of hosting organisations for a specific tutor. But they are available for questions, and can give more information about the process and the tasks the tutor has to do.

**Step 5: Train the tutor.** The volunteer centre needs to provide training and documentation for hosting organisations on the validation of competences for volunteers. They need knowledge about everything related to the validation process, for example the benefits, how to support volunteers, etc.

## Phase 2 — Introduction and orientation

**Step 6: Provide examples.** The volunteer centre will be available for questions and support in the introduction and orientation phase. If the hosting organisation asks for examples the volunteer centre can provide this, or can help hosting organisations to contact tutors from other organisations.

## Phase 3 — Working on validation

**Step 7: Be available for help whenever needed.** The volunteer centre can provide support if the tutor has questions. Maybe the volunteer centre knows people who are willing to tell about their experiences as a volunteer and their validation process.

## Phase 4 — The results

**Step 8: The assessment.** If necessary, someone of the volunteer centre can function as an external assessor at the end of the validation process. It is possible this external assessor joins the volunteer and tutor if they have their final talk, but the external assessor can also assess documents from a distance.

**Step 9: The reward.** The volunteer centre hears from the hosting organisation as people get their validation certificate.

**Step 10: Next steps.** The volunteer centre can use the number of validations to further promote the validation of competences for hosting organisations, for volunteers, but also for the government and other external relations.



VOLUNTEER CENTRE / SUPPORTING ORGANISATION

