



The monitoring tool

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A) GENERAL DATA

- A1. Date of compilation:
- A2. Months of voluntary service already carried out:.....
- A3. Name:.....
- A4. Second name:.....
- A5. Age:
- A6. Sex: M F
- A7. Agency in which the voluntary service is carried out
- A8. Place in which the voluntary service is carried out:
- City:
 - Province:
 - Address:
 - Telephone number:
 - Fax number:
 - Email (personal or business):
- A9. Title of the project in which you take part:
- A10. Volunteering funding programme (please specify, e.g. EVS):

B) MY TRAINING EXPERIENCES

- B1. The highest formal educational level attained:
- B2. Year of attending your last education/training:
- B3. Title of the training course:
- B4. Perception of the competences developed (what have you learned to do):
- Cognitive flexibility
 - Sensitiveness towards social issues
 - Practical competencies to be easily spent within the labour market
 - Capability to speak foreign languages
 - Computer literacy
 - Other, please specify
 - Anything in particular

C) MY WORKING EXPERIENCES (if pertinent)

- C1. Main job experience:
- Seasonal
 - Occasional, qualified
 - Occasional, non qualified
 - Dependant
 - Apprenticeship/stage/training
 - None in particular
- C2. Position:
- C3. Main tasks performed (the main three) :
- C4. Perception of the competences strengthened (what have you learned to do):
- Technical competencies
 - Relational competencies
 - Social competencies
 - Problem solving ability
 - Other, please specify
 - Any previous working experience

D) THE EIGHT KEY COMPETENCIES



Please, read carefully the statements that you can find below, and rate each using one of the seven possible answers. There are not right nor wrong answers; please, try to answer honestly, having in mind the way you are, you think, you do, and not how you would like to be – the ideal you. Even if in some statements you will not find all the info needed in order to answer properly, please, rate also them using the following scale:

1. = Never;
2. = Hardly ever;
3. = Rarely;
4. = Sometimes;
5. = Often;
6. = Pretty always;
7. = Always.

Communication in mother tongue

1) I make the others understand well what I say and/or write	1	2	3	4	5	6	7
2) I have good rhetorical skills	1	2	3	4	5	6	7
3) I can reason well, both orally and in writing	1	2	3	4	5	6	7
4) I can adapt my style depending on the audience and the contexts in which I work	1	2	3	4	5	6	7
5) I can express myself very well in written form	1	2	3	4	5	6	7
6) I am a good communicator	1	2	3	4	5	6	7
7) Sometimes I find difficulty in using my body as a means of communication	1	2	3	4	5	6	7
8) I make use of synthetic phrases and adequate words when I speak and/or write	1	2	3	4	5	6	7
9) I feel safe about grammar and syntax rules	1	2	3	4	5	6	7
10) I pay attention to the reactions of the interlocutors as a feedback of what is being said	1	2	3	4	5	6	7
11) When I speak and/or write I quickly prepare a schema of topics to be augmented in my mind	1	2	3	4	5	6	7
12) When I talk I often use pauses to check the attention of my interlocutor	1	2	3	4	5	6	7

Communication in foreign languages

13) I can speak a foreign language very well	1	2	3	4	5	6	7
14) I can write properly a foreign language	1	2	3	4	5	6	7
15) I know the grammar and vocabulary of a foreign language	1	2	3	4	5	6	7
16) I change my tone of voice/ accent when I speak another language	1	2	3	4	5	6	7
17) I can express my thoughts very well also in a foreign language	1	2	3	4	5	6	7
18) I can understand well a text written in a foreign language	1	2	3	4	5	6	7

Mathematical literacy and basic competences in science and technology

19) I'm fascinated by statistics and / or analysis of data	1	2	3	4	5	6	7
20) I tend to reason according to specific data	1	2	3	4	5	6	7
21) I interpret information according to the available data/researches	1	2	3	4	5	6	7
22) I find difficulties in making complex calculations	1	2	3	4	5	6	7
23) My way of reasoning is "mathematic"	1	2	3	4	5	6	7
24) I can find links among facts by grouping them in an original way	1	2	3	4	5	6	7



25) When I'm asked to solve a problem I can easily find a logical approach 1 2 3 4 5 6 7

Digital competence

26) I'm pretty good at using new technologies 1 2 3 4 5 6 7
 27) I use my mobile for browsing the Internet 1 2 3 4 5 6 7
 28) I use my PC for working and/or for various activities (researches, hobbies, communication, etc.) 1 2 3 4 5 6 7
 29) I use instant messaging systems for communicating (msn, chat, voipe, skype, etc...) 1 2 3 4 5 6 7
 30) I use the PC for local and long distance, national and international calls (free voipe) 1 2 3 4 5 6 7
 31) I am accustomed at using Internet 1 2 3 4 5 6 7
 32) I get bored when my tasks are too based on informatics/electronic programmes 1 2 3 4 5 6 7
 33) I know the Windows operating system and the Office package very well 1 2 3 4 5 6 7
 34) I have difficulties with operating systems other than Windows 1 2 3 4 5 6 7
 35) I use social networks for communicating (facebook, etc...) 1 2 3 4 5 6 7

Learning to learn

36) It's hard for me to reflect upon my learning needs 1 2 3 4 5 6 7
 37) I analyse the mistakes I make in order to learn from them 1 2 3 4 5 6 7
 38) I take advantage of my experience in order to take good decisions 1 2 3 4 5 6 7
 39) I am aware of my strong and weak points 1 2 3 4 5 6 7
 40) I am looking for methods and/or strategies to improve my learning 1 2 3 4 5 6 7
 41) I believe that the future will be better than the past 1 2 3 4 5 6 7
 42) I consider myself as a competent person 1 2 3 4 5 6 7
 43) I foresee the expected results and I evaluate the consequences 1 2 3 4 5 6 7
 44) I do not rush into decisions 1 2 3 4 5 6 7
 45) When I must choose, I forecast the main alternatives and, when possible, I increase options 1 2 3 4 5 6 7
 46) I allocate tasks and fix targets according to my available time 1 2 3 4 5 6 7
 47) I am good at defining a vision of the situation and establishing priorities 1 2 3 4 5 6 7

Social and civic competencies

48) I really like being with others 1 2 3 4 5 6 7
 49) I make the others understand that I am an available person 1 2 3 4 5 6 7
 50) According to the way I feel I can understand if a certain situation is risky 1 2 3 4 5 6 7
 51) I trust my feelings and moods to assess a situation 1 2 3 4 5 6 7
 52) When someone talks to me, I try to give the utmost attention 1 2 3 4 5 6 7
 53) I can manage conflictual and/or stressful situations well 1 2 3 4 5 6 7
 54) I like helping people 1 2 3 4 5 6 7
 55) I feel a citizen of my country 1 2 3 4 5 6 7
 56) I adhere to ethical standards of my system - country 1 2 3 4 5 6 7
 57) I agree that the goal justifies the means 1 2 3 4 5 6 7
 58) I shows respect to people around me 1 2 3 4 5 6 7



59) I act according to my principles and values	1	2	3	4	5	6	7
60) If I disagree on something, I express publicly my reasons	1	2	3	4	5	6	7
61) I take active part in group discussions	1	2	3	4	5	6	7
62) I am able to inspire consensus and cooperation from others	1	2	3	4	5	6	7
63) I always keep the promises made	1	2	3	4	5	6	7
64) I keep intact my behaviour in conflict situations	1	2	3	4	5	6	7
65) In difficult situations, I maintain a calm and reassuring attitude, not losing the result to be achieved	1	2	3	4	5	6	7
66) I directly face stress and problems balancing firmness and understanding	1	2	3	4	5	6	7
67) I can identify the strengths of my arguments and to highlight them	1	2	3	4	5	6	7
68) When I talk about I tend to impose discourse in relation to the needs of others	1	2	3	4	5	6	7
69) I limit my objections and emphasize the aspects mostly appreciated from others	1	2	3	4	5	6	7
70) Before taking action, I always confront with others	1	2	3	4	5	6	7

Spirit of initiative and Entrepreneurship

71) I always get cooperation from others	1	2	3	4	5	6	7
72) I like to lead others to achieve objectives	1	2	3	4	5	6	7
73) I can not always coordinate the others for a common purpose	1	2	3	4	5	6	7
74) I like to study how the market will welcome new ideas and products	1	2	3	4	5	6	7
75) I define the priorities and I can justify them	1	2	3	4	5	6	7
76) I take the decisions at the appropriate time	1	2	3	4	5	6	7
77) I tend to anticipate the problems and obstacles	1	2	3	4	5	6	7
78) I propose new solutions to problems	1	2	3	4	5	6	7
79) I easily change strategies, goals or projects to suit a situation	1	2	3	4	5	6	7
80) I am very attentive to details and particulars	1	2	3	4	5	6	7
81) I always manage to be credible	1	2	3	4	5	6	7
82) In certain lack of reference data, I try to formulate alternative hypotheses	1	2	3	4	5	6	7
83) I do not get discouraged if I can not perform a task or an activity	1	2	3	4	5	6	7
84) I act even if nobody presses me	1	2	3	4	5	6	7
85) I can concentrate on what I have to do	1	2	3	4	5	6	7
86) I get frustrated if I can't do something	1	2	3	4	5	6	7
87) I put more into question what seems obvious and I often use the "if"	1	2	3	4	5	6	7
88) I'm very careful of giving suggestions and proposals	1	2	3	4	5	6	7
89) I recognize and accept the innovative ideas of others	1	2	3	4	5	6	7
90) I make use of imagination and I always draw good inputs	1	2	3	4	5	6	7
91) I check the feasibility of ideas that I have never adopted before	1	2	3	4	5	6	7
92) I am always ready to seize new opportunities	1	2	3	4	5	6	7

Cultural expression

93) I enjoy interacting with people from cultures different from mine	1	2	3	4	5	6	7
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94) I know the economic and political system of my culture and of other cultures	1	2	3	4	5	6	7
95) I know the artistic heritage of my culture and of other cultures	1	2	3	4	5	6	7
96) I know the religions and the dominant values of my culture and of other cultures	1	2	3	4	5	6	7
97) I know the rules of the most common non-verbal communication of my culture and of other cultures	1	2	3	4	5	6	7
98) I like to experience life in countries other than mine	1	2	3	4	5	6	7
99) I change my nonverbal behaviour (e.g. facial expression) and / or the conversations speed when I interact with people coming from other cultures	1	2	3	4	5	6	7

E) PERCEPTION OF MY PERSERVANCE (SIGN TRUE OR FALSE)

- E1 Even if a task is boring I continue to carry out it until has not finished it
 - E2 When a decision has been taken, I don't think again about it
 - E3 I engage seriously also when the task or the assignment is not interesting for me
 - E4 When I have decided to make something, I maintain it even if it means hard work
 - E5 To the beginning of a task or an activity, I verify what I have to do
 - E6 I finish assumed engagements in the useful time
 - E7 I organize my job based on the time that I have to disposition
- Source: based on Pellerey M.– Orio F. QPCC, Edizioni lavoro 2001

F) THE WAY IN WHICH I FACE THE CHALLENGES (SIGN TRUE OR FALSE)

- F1 When I feel unjustly estimated, I reflect on the situation trying to understand because
 - F2 If someone criticize me in public, I examine with calm the reasons of such behaviour
 - F3 When something goes me badly, I try to understand of the reasons and to exceed the difficulty
 - F4 If the others avoid me, try to clear the reasons
 - F5 When I speak in public, I reflect on what I want to obtain
 - F6 When I communicate with other use short and clear sentences
- Source: based on Pellerey M.– Orio F. QPCC, Edizioni lavoro 2001

G) THE WAY IN WHICH I ELABORATE INFORMATIONS (SIGN TRUE OR FALSE)

- G1 When I learn something of new, I try to find an example to which it can be applied
 - G2 I try to find relations between what I learn and what I already know
 - G3 During the job or in the analysis of the witnesses and documents, connections with other already familiar concepts come me in mind
 - G4 I try to keep in mind connections between different ideas during the job or during analysis of documents
 - G5 When I learn something of new, I wonder if there are cases or situations to which they can be applied
- Source: based on Pellerey M.– Orio F. QPCC, Edizioni lavoro 2001