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"Development of a flexible, innovative and practical framework for Work-based Learning in higher education of Armenia and Russia" (FlexWBL)

COMPETENCE PRESENTATION FORMS

PART 2 of the Portfolio

Prof. Dr. Birutė Anužienė

1. Your motivation

- Explain your choice of the *Bachelor's programme*.
- How does this relate to goals, prospects for your professional career or personal life?

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2. Your professional, non-professional and/or volunteer experience

- **2.1. Your professional experience**
- Please present all of your professional experience. In the table below, please enter each activity that you carried out and continue to carry out to date.
- The professional activity may or may not fit the profile of the desired *bachelor's* degree.
- Please add more lines to the bottom of the table as needed.

2.1. Your professional experience

Date (from ... to)	Position	Duration	Employer (name, address of structure)	Name of your job function	The main activity of the structure	Target group which the activity of the structure belongs to

2.2. Your volunteer activity

- Please present all functions of the volunteer activity.
- In the table below, please enter each volunteer function that you performed and continue to perform to date.
- Volunteer functions may or may not fit the profile of the desired *bachelor's* degree.
- Please add more lines to the bottom of the table as needed.

2.2. Your volunteer activity

Please present all volunteer functions. (from ... to)	Name of the function that you performed / are performing	Time allotted for the function performance (hours, weeks, months, years)	Name, address of the structure	Main activity of the structure	Target group which the activity of the structure belongs to

3. Your learning process

- Please specify main stages of your primary education, professional development (courses, internships, practice, workshops, etc.), as well as any diplomas, qualification certificates, other certificates received, etc.
- Please add more lines to the bottom of the table as needed.

3. Your learning process

[illegible]

4. EXPERIENCE No. 1

4.1. Presentation of your activity context

4.1.1. Your activity or volunteer functions

The structure (association, institution, organisation, community, office, unit, etc.) in which you worked / work or performed / perform volunteer functions:



4.1.1. Your activity or volunteer functions

Name of the structure:

Legal status:

Main activity of the structure:

Address of the structure:

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The nature of your professional, non-professional activity and/or volunteer function:

Title of position / activity or volunteer function:

Start date of position / activity or volunteer function:

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End date of position / activity or volunteer function:

You were employed:

☐ full-time under an indefinite-term employment contract

☐ full-time under a fixed-term employment contract

☐ part-time under an indefinite-term employment contract

☐ part-time under a fixed-term employment contract

If you volunteered, please indicate how many hours per week you worked:

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4.1.2. The institutional environment of your activity structure (association, organisation, its division, unit, office, etc.)

- Please describe the **institutional environment** of your activity structure.
- Please introduce partners, investors, sponsors of the structure, etc., whom your structure maintains a close cooperation relationship with.
- Please provide information on the persons whom you maintain / have maintained cooperation, partnership with; please specify the frequency of communication and cooperation.
- Please describe precisely the types of measures and methods in your joint activities.
- If necessary, please supplement the information with a respective diagram, table, picture, photograph.
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4.1.3. Description of your activity structure

- Please describe the **structure** (association, institution, organisation, community, office, etc.) in which you worked / work or performed / perform volunteer functions.
- Please emphasise its mission, main fields, areas of activity.
- Please describe its internal organisation, hierarchical relationships, roles, main internal information channels, etc.
- Please provide a graphical organisational chart of the structure, by indicating your position in the structure.
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4.1.4. Your position in the activity structure

- Please present and comment on your main job functions and / or duties.
- Where your job functions have recently expanded, please describe the expansion.
- Please describe the relationship between you and the persons whom you usually have to maintain labour relations with within the structure, as well as the nature of the chain of command.

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4.1.5. Activity carried out by you

- In the table below, please specify your activity that you carry out in a specific structure.
- Please indicate an estimated time allotted for each type of activity.
- Allotment of time by type of activity, in percentage.



4.1.5. Activity carried out by you

Type of activity	Time allotted for each type of activity

Additional Information:

4.1.6. Target group which your activity belongs to

- Please describe a target group which your activity belongs to.
- Please provide main characteristics of the target group.
- Please specify main problems of your activity that you had to face.
- Please illustrate each problem with a specific and clear example.....
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4.2. Description of significant situations in activity, taking into account academic subjects, learning goals, and developed competences set out in the curriculum of the *Bachelor's programme*.

4.2.1. The first situation in activity

- **Function (s) performed within your activity:**

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- Refer to the subjects of the curriculum, the learning objectives, learning outcomes set out, and only then proceed to describe the situation in your activity.



4.2.1. The first situation in activity

When describing the situation in activity, you may refer to:

- a) Type of work you are performing or tasks you have completed;
- b) The results you achieved;
- c) Available activity reports;
- d) Description of necessary resources and methods for to carrying out the activity;
- e) State or organisational regulation of activities in your structure;
- f) Description of the most frequent problems in activity;
- g) Description of internal and external relations.



4.2.1. The first situation in activity

- Please describe your contribution to the performed function (s) within the activity; it is therefore advisable that the situation in activity is described in the first-person singular form, i.e., me.
- If you have printed texts, photographs, videos, reviews and recommendations of employers, partners, etc., illustrating the job function (s), please enclose this all in annexes to the form and list them in the SUMMARY TABLE OF THE ENCLOSED DOCUMENTS.

Description of the first situation in activity:

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4.2.2. The second situation in activity

4.2.3. The third situation in activity

4.2.4. The fourth situation in activity

4.2.5. The fifth situation in activity

•If you wish to describe more than 5 situations in your activity, you can add more pages to this form; if you do not wish to present a fifth situation, please delete this section and update the content.

4.3. In-depth analysis of your experience.

EXPERIENCE No. 1.

(Acquisition, mobilisation and / or actualisation of your professional competences)

4.3.1. Principles and objectives of activity

- When analysing Experience No. 1, please provide the key principles of your activity (for example, the principles of professional, deontological ethics, etc.) or the main goals/objectives of your activity, which you are guided by.
- Please correlate the key principles of your activity, which you are guided by, with the target group which your activity belongs to.
- Please give two examples of application of the principles and / or job goals/objectives in your practice

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4.3.2. Sources of information and documents

- To conduct an in-depth analysis of the Experience No. 1, please describe the complex of sources of information and documents that you use in carrying out your activity.

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4.3.3. Engagement in the executive collective functions of the structure

- To analyse the Experience No. 1, please indicate the ways you are engaged in the joint activities of the structure (team, office, department, other unit, institution, organisation, etc.) and your contribution to the joint activity of the structure.
- Do not forget about internal meetings, sessions, seminars, other events in which you have participated, by indicating a specific nature of your engagement.

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4.3.4. Level of independence and initiative

➤ *To conduct an analysis of the Experience No. 1, please describe the ways of organising your activity. For this purpose, try to be clear about the following questions:*

- Are you provided with or given any instructions or rules for carrying out the activity, rules of conduct? If so, who issues them to you? In what form are instructions or rules provided?
- Do you personally see the goal and objectives of your activity? If so, please indicate what these goals and objectives are. In what cases and when are they practised in your activity?
- What decisions can you make independently?
- What are the decisions you cannot make independently?
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4.3.5. Assessment of your functions

- *To analyse the Experience No. 1, please specify how you personally self-assess your activity.*
- What criteria, recommendations, etc. do you use in self-assessment of your activity?
 - What ways or methods do you use to conduct a self-assessment of your activity?
 - When do you self-assess your activity?
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4.3.6. Necessary and demonstrated competences

➤ *To conduct an analysis of the Experience No. 1, please describe the key competences and knowledge that, in your opinion, are necessary for carrying out the activity.*

- Please provide the most important, in your opinion, competences and knowledge.
- Please explain why do you believe that the competences and knowledge you have provided are the most important, the most necessary for the proper execution of your job tasks.

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5. EXPERIENCE No. 2

5.1. Presentation of your activity or volunteer functions

- **The structure (association, institution, community, office, etc.) in which you work or perform volunteer functions.**
- Description:
- Legal status:
- Main activity of the structure:
- Address of the structure:
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- Postcode:.....
- Website:



5.1. Presentation of your activity or volunteer functions

- **Paid, unpaid, or volunteer functions of yours**
- Description of your activity or volunteer functions
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- Start date of your activity or volunteer functions:
- End date of your activity or volunteer functions:
- You work:
- ☐ - full-time;
- ☐ - part-time (please the part of the working time);
- ☐ under a fixed-term employment contract;
- ☐ under an indefinite-term employment contract.
- If you volunteer, please indicate how many hours per week you work:.....

5.2. Presentation of your activity context

Please describe:

- Institutional context of your activity
- Structure (association, institution, community, office, etc.) in which you work
- Your position in the structure (function, responsibility)
- The activity currently carried out by you in the structure
- Target group (main characteristics, group issues, etc.) which your activity belongs to

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5.3. Description of significant situations in activity, taking into account academic subjects, learning goals, and developed competences set out in the curriculum of the *Bachelor's programme*.

- When describing significant situations in activity, please consider academic subjects, learning goals, and developed competences set out in the curriculum of the *bachelor's programme*.
- When describing significant situations in activity and in order to structure the description, you may refer to the following sections:



5.3. Description of significant situations in activity, taking into account academic subjects, learning goals, and developed competences set out in the curriculum of the *Bachelor's programme*.

- ☐ The goal and objectives of your activity
- ☐ Completed job tasks
- ☐ Results achieved
- ☐ Documents, written texts compiled by you
- ☐ Information resources, sources, methods of work that you use
- ☐ Regulation (restrictions) of activity
- ☐ The most frequent problems in the activity
- ☐ Internal and external communications, relationships maintained



5.3. Description of significant situations in activity, taking into account academic subjects, learning goals, and developed competences set out in the curriculum of the *Bachelor's programme*.

- When describing significant situations in activity, please emphasise your personal contribution, involvement in the activity. For this purpose, please use the first-person singular form, i.e., me.
- In support of the description of significant situations in activity, you can attach printed documents prepared by you (2-3 copies) to illustrate the situation. You can enclose them as annexes to the form.



5.3. Description of significant situations in activity, taking into account academic subjects, learning goals, and developed competences set out in the curriculum of the *Bachelor's programme*.

- **The first situation in activity**

- **Your job function (s):**

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- *(IMPORTANT: You need to link your situation in activity with the curriculum of the desired bachelor's programme, i.e., with academic subjects, learning goals, learning outcomes, competences developed within the curriculum)*

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5.3. Description of significant situations in activity, taking into account academic subjects, learning goals, and developed competences set out in the curriculum of the *Bachelor's programme*.

- **The second situation in activity**
- **Your job function (s):**
- *(IMPORTANT: You need to link your situation in activity with the curriculum of the desired bachelor's programme, i.e., with academic subjects, learning goals, learning outcomes, competences developed within the curriculum).*
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- If you wish to describe and demonstrate more situations, please continue the description of situations by adding one or more subsections to the form. If you do not wish to present another situation, please delete the subsection. Do not forget to update the content and page numbering.

6. EXPERIENCE No. 3

- If you do not wish to describe or present EXPERIENCE No. 3, please delete this subsection.

7. SUMMARY TABLE OF ENCLOSED DOCUMENTS

No.	Form page (*)	Name and purpose of the document (**)

*Please indicate the page of the form on which you refer to this document

** Please indicate why this document is attached (e.g, for justification, evidence, etc.).

DISCUSSION:

- ✓ Was this information helpful?
- ✓ Might this experience be used in your institution?
- ✓ Were my Russian presentation and English text understandable?
- ✓ Please email me your comments:

birute.anuziene@ku.lt

- Thank you for your patience and attention!
- Have a nice lunch, gentlemen!

