

## 4.4 Personal dossier

### WHAT

The Personal dossier tool is divided into various sections: personal information, educational and training history, work experiences, hobbies and interests.

In the Personal dossier the individual reports all the experiences carried out in the origin country, in another country and in the host country.

The content of the Personal dossier is under the direct responsibility of the individual and it is not subject to verification by the IVC operator. What declared and described by the person is taken for granted.

The completion of the Personal dossier foresees a strong engagement of the individual. The person is asked to provide some supporting documents showing how formal, non-formal and informal competences have been acquired. He/she must therefore collect and annex to the Personal dossier such evidences (certificates – formal documents and any other useful supporting evidence such as videos or pictures) in order to endorse the experiences carried out or in case of absence he/she must write a brief self-declaration or a report.

The Personal dossier, focusing on the experiences carried out by the person, is based on the recognition of learning outcomes achieved.

The evidence selection and collection process, as well as the self-evaluation, allows to develop a sense of self-awareness of the learning path/process.

This aspect is particularly relevant in the informal learning context, that is the case in which the learner is not always aware of the fact that he/she is learning. The above-described procedure (analysis, reflection and experiences documentation) becomes a fundamental part of the empowerment process.

### WHY

The purpose of the tool is to show and record all competences that the person wishes to validate and/or the ones he/she considers the most relevant with regards to a specific professional profile selected among the ones included in the Catalogue of Professional Needs developed within the Embrace project.

Through the completion of the Personal dossier, the individual is asked to draw his/her education/training and professional path, as well as the achieved skills, starting from the experiences carried out in various situations and provide all additional useful information proving the possession of these skills.

### WHO

The individual is responsible for the completion of the tool.

### WHEN

#### IDENTIFICATION PHASE

The Personal dossier is handed to the individual by the IVC operator at end of the reception phase in case the right conditions to start the IVC procedure occur (enough education/training and professional experience of the person, strong motivation to start the IVC process, etc.) and it is then drawn up during the following identification phase.

### WHERE

The completion of this tool is under direct responsibility of the individual.