

PERSONAL PROFILE GUIDANCE NOTES

What is a Personal Profile?

It is a record of achievement. Volunteering gives young people the chance to develop new skills and experience, the Personal Profile is used to highlight individual success and attainment.

Profiles can be used as a stand-alone document but are primarily designed to complement a Personal Plan. It should be completed by the volunteer with assistance or input from their line manager. Ideally, it should be discussed at a support or supervision session and used to review the volunteer's progress towards the original goals set out in their Personal Plan.

Completing a profile will identify personal learning and development achieved by the volunteer and help them to establish the "distance travelled" from starting volunteering to the present time.

When to use a Profile?

There are different stages at which a Profile can be completed:

- when a volunteer has successfully achieved all goals set in their Personal Plan
- upon completion of the time commitment or hours agreed in their Personal Plan
- upon completion of a volunteering project
- when an individual stops volunteering or leaves the placement organisation

The Profile can also be used to prompt reflection on what has been achieved so far, enabling the volunteer to build upon their experience and identify new personal goals.

A copy should be kept by the organisation, to assist with requests for references etc. It must be signed by a representative of the organisation (usually the volunteer's line manager) and the volunteer.

MV Award

How to complete the Profile

The Voluntary Activity

Start by recording your name, the name of your organisation and your volunteer role (e.g. befriender, youth worker, counsellor) then give a brief outline of your duties.

Personal Development

Please refer to your Personal Plan and record all goals achieved. Add any other notable achievements or progress you have made. Your line manager at your placement organisation will be able to help you with this. You may wish to list training attended and other certificates obtained through your organisation e.g. First Aid Certificates, Youth Achievement Awards, Duke of Edinburgh etc

Benefits to the Community

Briefly outline who has benefited from your involvement as a volunteer. This might include service users (and their friends, families, carers), staff and other organisations or community groups. Your line manager might want to add a quote from a service user or staff member as this is a great way of emphasising the value of a your contribution.

The Commitment

This is the time commitment e.g.

Between 1st March 2003 and 30th November 2004, I volunteered for 5 hours each week and have now completed 200 hours.

The Profile should now be agreed and signed by the volunteer and a representative of the placement organisation.

