

EVS Learning Notebook

*The Youthpass is not only a certificate,
is a learning process.*



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Editorial information

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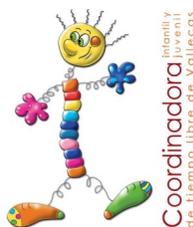
Content writing supported by:

The General Directorate for Youth and Sports of the Autonomous Community of Madrid.

The contents of the present “EVS Learning Notebook” originate from the seminar “EVS Gave me a JOB!”, held in June 2013 in Cercedilla, Madrid, within the framework of action 4.3 of the Youth in Action programme, in collaboration with the General Directorate for Youth and Sports of the Autonomous Community of Madrid, by the Childhood and Youth Leisure Time Coordinator of Vallecas

Graphic design:

Adrián Aguayo. Social Participation and Management Foundation.



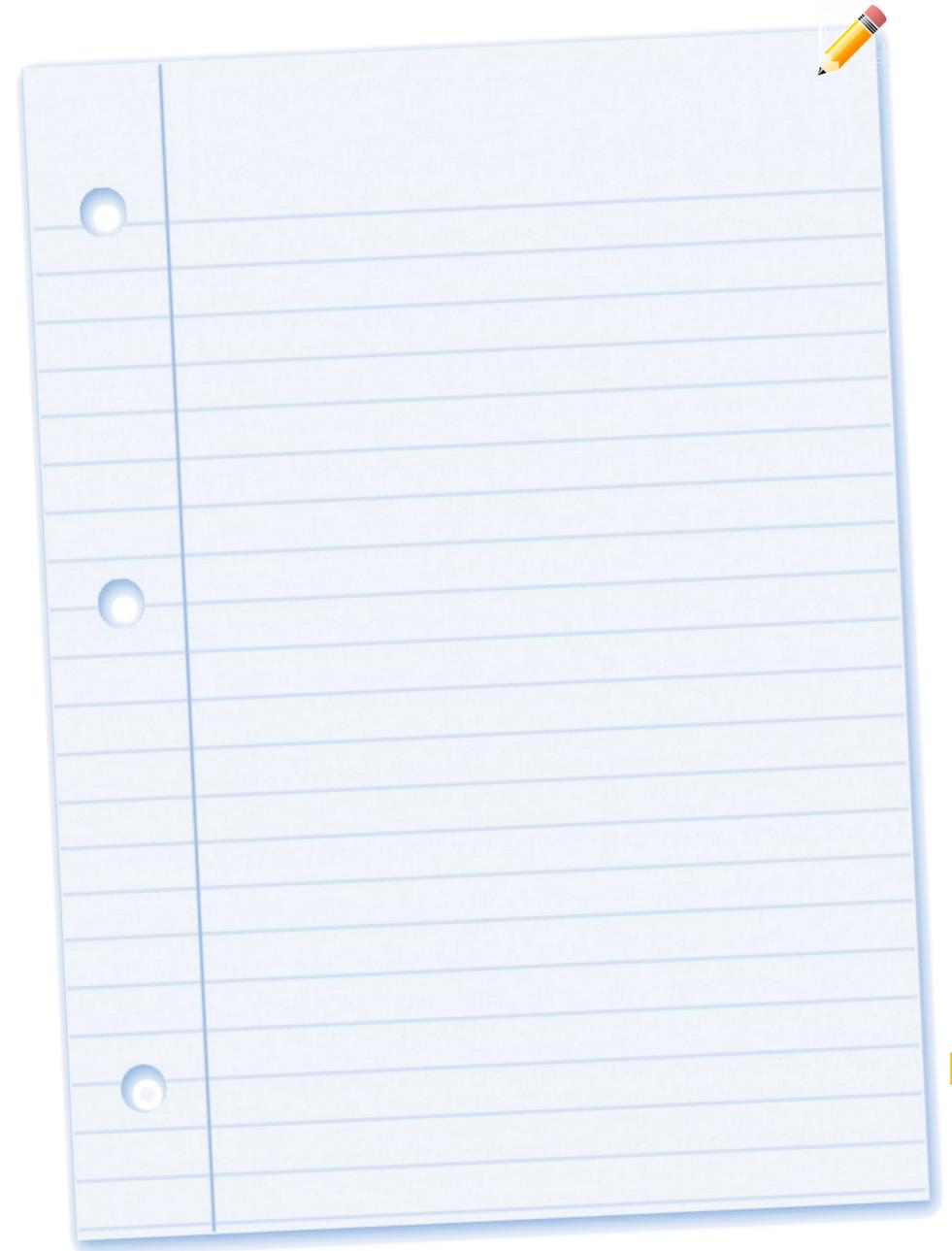
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This notebook has been funded with support from the European Commission. This publication is the sole responsibility of its authors. The Commission is not responsible for the use made of the information in this document.

Notes

EVS learning
notebook!



"The Youthpass is not only a Certificate, is a Learning Process".



Notes



Congratulations

If you are reading these lines, this means that you are participating in the European Voluntary Service (EVS). **Congratulations!**

During your EVS, you will live a **learning experience** while **volunteering and collaborating** within an organisation.

Apart from living an international experience, a service experience within your activities, you can benefit much more from your EVS by organising your own learning process.

This notebook gives you **tips for planning and gathering up whatever you learn**. However, the way you do it is very personal and you are the one to decide which is the most suitable for you.

The methodology used in this notebook is only a suggestion. It is not compulsory and nobody is going to review it. It is only for you!

In your EVS you will live a learning experience while you volunteer and collaborate with an organization. This notebook is a proposal to help you in your learning process.

Here you can find other ways to develop your Youthpass process:

[http://youthpassprocess.eu/another useful tools/](http://youthpassprocess.eu/another_useful_tools/)





How to use this notebook?



Bibliografía Bibliography

This guide has three parts divided by different colours and symbols:



GREEN PAGES - INFORMATION: To clarify concepts and encourage you to learn more about each subject suggesting links, alternatives, etc.



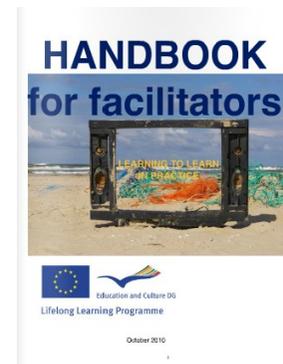
BLUE PAGES - REFLECTION: To encourage you to reflect accordingly on different moments of your EVS .



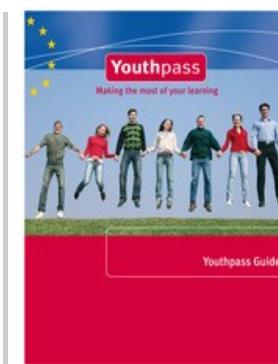
ORANGE PAGES - CALENDAR: An agenda to plan and gather up important moments that you are living. Use as many pages as the number of months of your project.



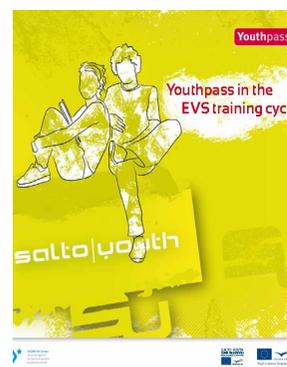
Competencias clave para el aprendizaje permanente. Un Marco de Referencia Europeo.



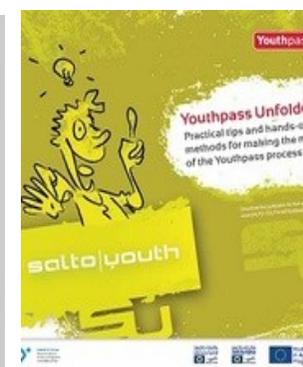
Learning to learn. Handbook for facilitators.



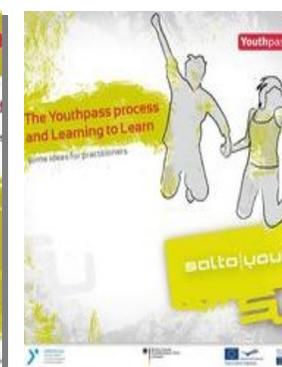
Youthpass Guide.



Youthpass in the EVS training cycle.



Youthpass Unfolded.



The Youthpass process and Learning to Learn. Some ideas for practitioners.





End of the process

In page 11, while talking about "Learning to learn", we mentioned that "**within your EVS you can have the control**", take your own decisions so that your EVS can be a much more complete and intense experience.

Likewise, you can just "live" your learning or you can make this **learning experience much more complete** and deeper by **experimenting, reflecting, conceptualizing and putting into practice** what you have learned.

During your EVS and through these pages, we hope that you have lived a real Youthpass learning process, by experimenting, reflecting on your learning and identifying it... This is how **you develop your competence of "Learning to learn"**.

Therefore, now that your EVS experience is over, we encourage you to apply what you have learned during these months in your future life, and, most importantly, to keep an organised and conscious learning process during your whole life... **the reflection pathway that you have lived in the "Youthpass process notebook" won't stop here**: use it for the rest of your life. It is the pathway to lifelong learning.

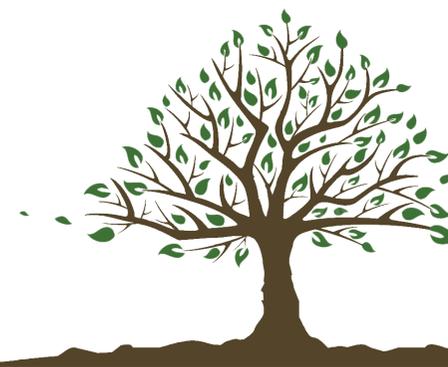


Learning in EVS

During many years of our life, we learn within the world of **formal education**: in primary school, high school or university. The education system decides what you have to learn, how you have to learn it, and evaluates whether you have learned it or not. In the end, you receive a certificate that validates your learning.

Within your EVS experience, you will go through a **non-formal learning process**. There won't be any teacher, just some accompanying person or a person that will give you support during the process. The learning adapts to your own interests, since you will participate in the planning, organisation and evaluation of the process.

As through our entire life, **informal learning** is also present during the EVS experience. This learning is not structured or planned, it takes place unintentionally within your environment and while relating with other persons: during a conversation, while having a cup of coffee, while doing your grocery in the supermarket, or just walking through the streets of a different country, while watching a movie, through media...



If you want to learn more about these definitions, you can visit this webpage:

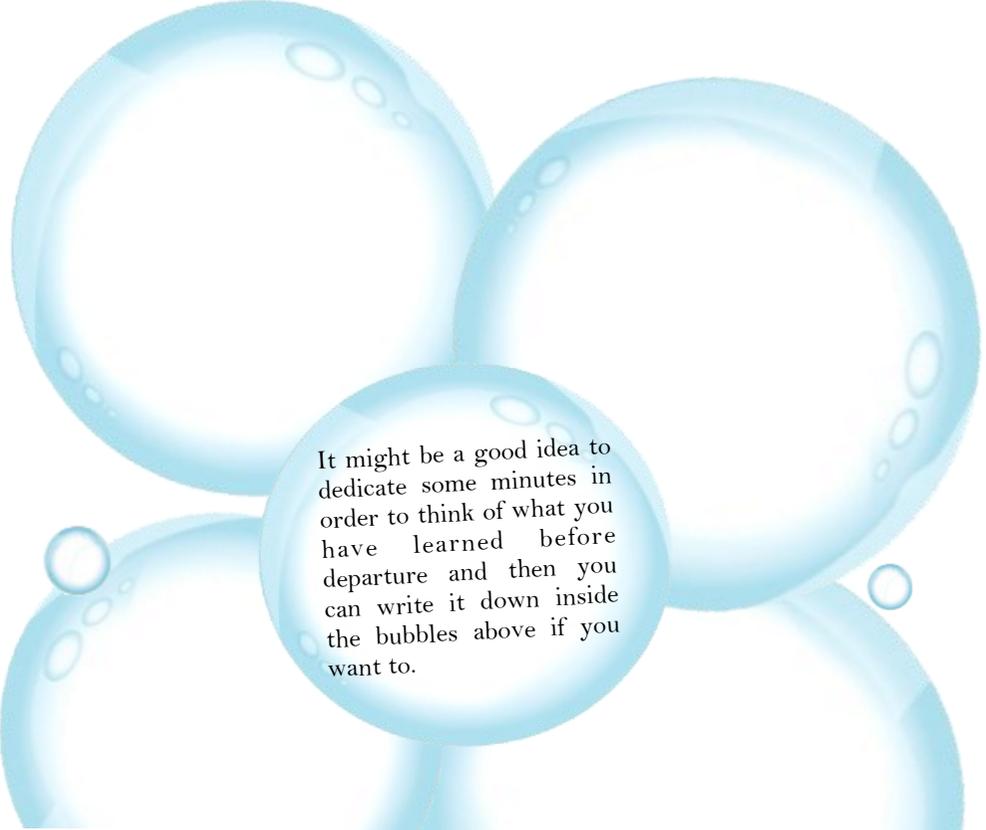
http://youthpassprocess.eu/learning_in_evs/





Before departure...

Even before arriving to your host country, you will have already learned some things, probably without even noticing it: for instance, find a project in which to participate, prepare your CV and motivation letter, stay motivated while waiting for the confirmation, learn the language of the country...



It might be a good idea to dedicate some minutes in order to think of what you have learned before departure and then you can write it down inside the bubbles above if you want to.



If you want to see what other volunteers have said about what they had learned before departure, you can visit this webpage:

http://youthpassprocess.eu/before_departure/

The use of these learning

Now that you know which competences you have developed within your EVS experience and you have almost finished your Youthpass process, it is time to take it one step further and think...

How is this learning going to be useful?

When you acquire competencies, you can use the results in other future moments of your life such as...

How will this learning be useful for my personal development?

How will this learning be useful in my professional future?



Learning to learn competence	Social and civic competence
Sense of initiative and entrepreneurship	Cultural awareness and expression

If you want to, you can write down the things you have done since you arrived and during your first EVS moments.

"I think that it is important to reflect on your learning since the beginning of your EVS"

Year: _____ **Month:** _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

You can write down whatever you want, whatever has been significant for you... From taking the bus to the first time you spoke in public in another language, a powerpoint presentation about your country, managing your pocket money... Whatever you want.



Notes



Communication in mother tongue	Communication in foreign languages
Mathematic competence and basic competence in science and technology	Digital competence

Writing down my Youthpass

After all this process you have experimented, it's time you write down the competences you have acquired on your Youthpass. Before starting to draft your Youthpass:

 For whom are you writing your Youthpass? Who is going to read your Youthpass?

 How do you want to use your Youthpass?

 Which languages do you want to write it in?

Remember that your mentor supports you during the process of reflection and creation of your Youthpass and he/she is going to put his/her signature on it.

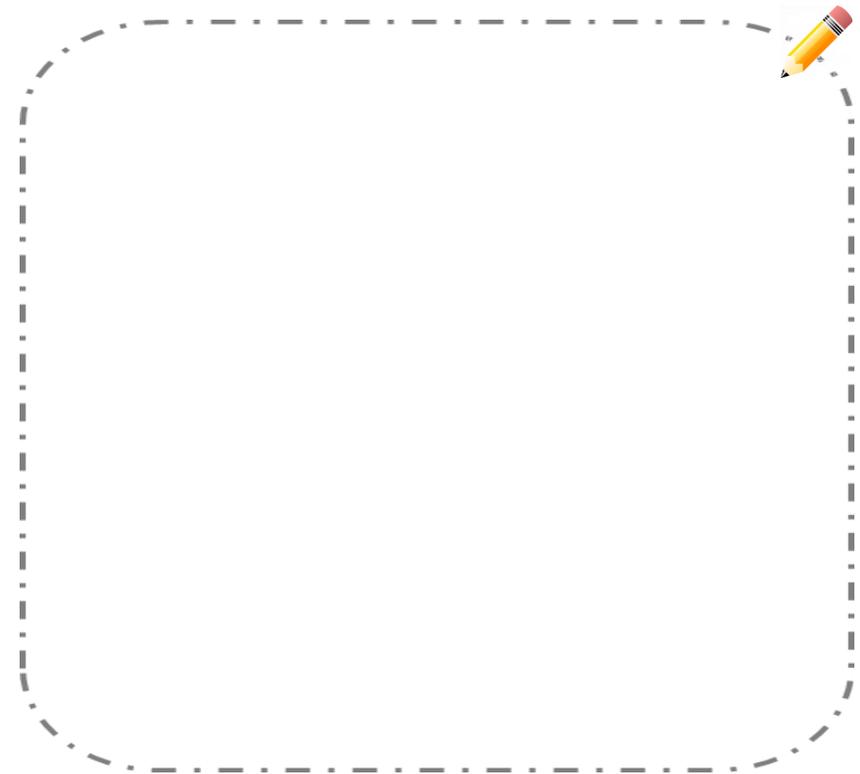
Also remember that it is necessary to write down each competence. Be brief and concise, and mostly, be honest.

Youthpass www.youthpass.eu

Newcomers...

You may have written down some things related to sharing accommodation in your new home, or the culture of the country, or about the arrival at the organisation.

Having in mind the experiences you have written about, you can use this space below to write down what you have learned since your arrival.



If you want to see what other volunteers have learned during their first weeks, you can visit this webpage:

http://youthpassprocess.eu/during_the_first_month/

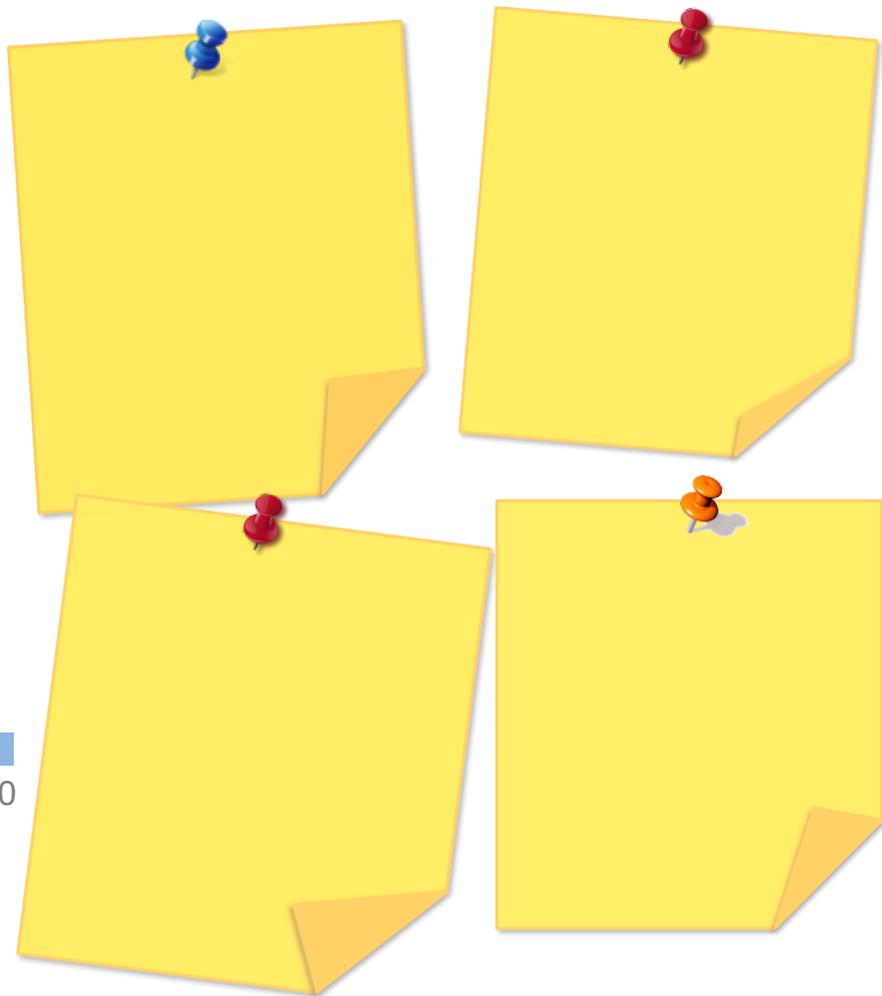




On-arrival training

The On-arrival Training is a course in which you may have met **other volunteers that share the same situation with you.**

Probably, it must have been quite intense and you have lived and learned a lot of things... it might be useful to write on this page the things you have learned (from other persons, during the sessions, in the village or town where the course was held...):



Turn your learning outcomes into competences

It's time you write down the competences you have acquired in your Youthpass. It could be useful to draw a list of every learning outcome you have been gathering up on pages 39, 46, 52 and find out which competences they correspond to.

Learning outcome	Learning competence



Analyzing the way you learn

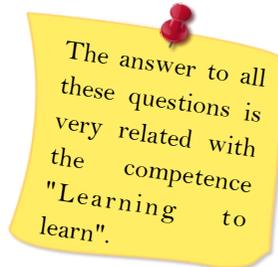
Through all these pages, you have reflected on what you learn and **how you learn it**. Did your learning style evolve?

You can review the conclusions that you had written about your learning process on page 13 and also review your **answers on the column "how you learned"** in the table where you have reflected on what you learned, on pages 24, 33, 46, 52 and draw your conclusions:

 Did your style change?

 How do you see yourself during the learning process?

 Did you learn how to adapt to different ways of learning? Did you learn how to adapt your learning style to different situations?


The answer to all these questions is very related with the competence "Learning to learn".



L2L Learning to Learn

During your EVS, you have the control over how you live this experience; **it's not about things "happening", it is about things "that you make happen"...**

The same applies for the **learning** outcomes within your EVS: **a step further** that you can take if you feel like doing it. It consists in learning to analyse and to set your own learning goals, reflecting over your learning process and evaluate if you are meeting your goals and to which extent.



You may learn from the activities that you carry out within the organisation but also during your free time... **During your EVS, you are the one to look for your own learning opportunities!**

However, you don't have to do it on your own, you can count on the support of other colleagues, your mentor or other persons from your organisation... **but remember, the most important thing is your personal interest and your own motivation.**

We recommend a video that will motivate you for the L2L:

<http://youthpassprocess.eu/l2l/>





Learning styles

Why do we talk about learning styles in this notebook?

(There are different learning styles. Here you can find some exercises to help you analyze the way your learn).

Because it is important to know that not everybody learns in the same way (Some persons prefer to study a language with books, whereas other persons prefer to learn it by talking with personas).

Because all learning styles are valid.

Because we don't always learn in the same way (it depends on the occasion or the subject, you might prefer to learn through a manual on Internet or through a group course).

Because it is important to know how you feel more comfortable learning, in order to be able to find the learning opportunities that best adapt to your style (if you are interested in history but you are not really fond of books, you can make a visit to a museum).

Because, although each one of us prefers to learn one or another way, sometimes we need to adapt to the circumstances of our own reality, and also, we can use this experience in order to learn, even if it is not our favorite learning style.



Do you want to find out which is your learning style? You can find various methods on this link:

http://youthpassprocess.eu/learning_estyles/

Final evaluation of learning goals

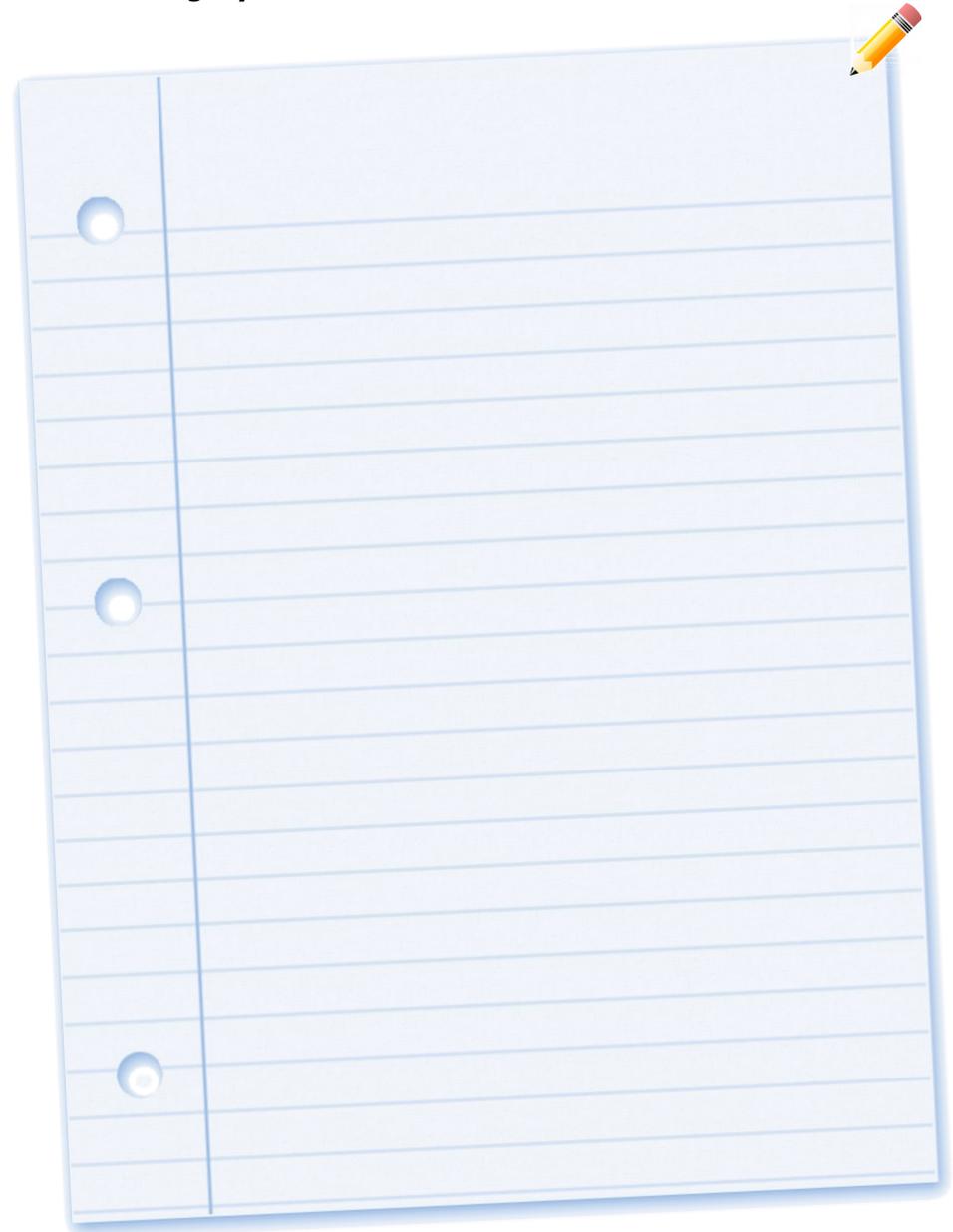
Goals	Grade of accomplishment (1-5)	Why it was or wasn't accomplished?	How can it be useful in the future

Writing down what I have learnt

When reviewing what you did during the last weeks by reading your agenda can be a good moment to reflect on what you have learned during the last months.

What did I learn?	How did I learn it?	Who helped me in it?	When did I learn it?	What type of competence is it?

You can use this space to write down your **reflections about your learning style:**





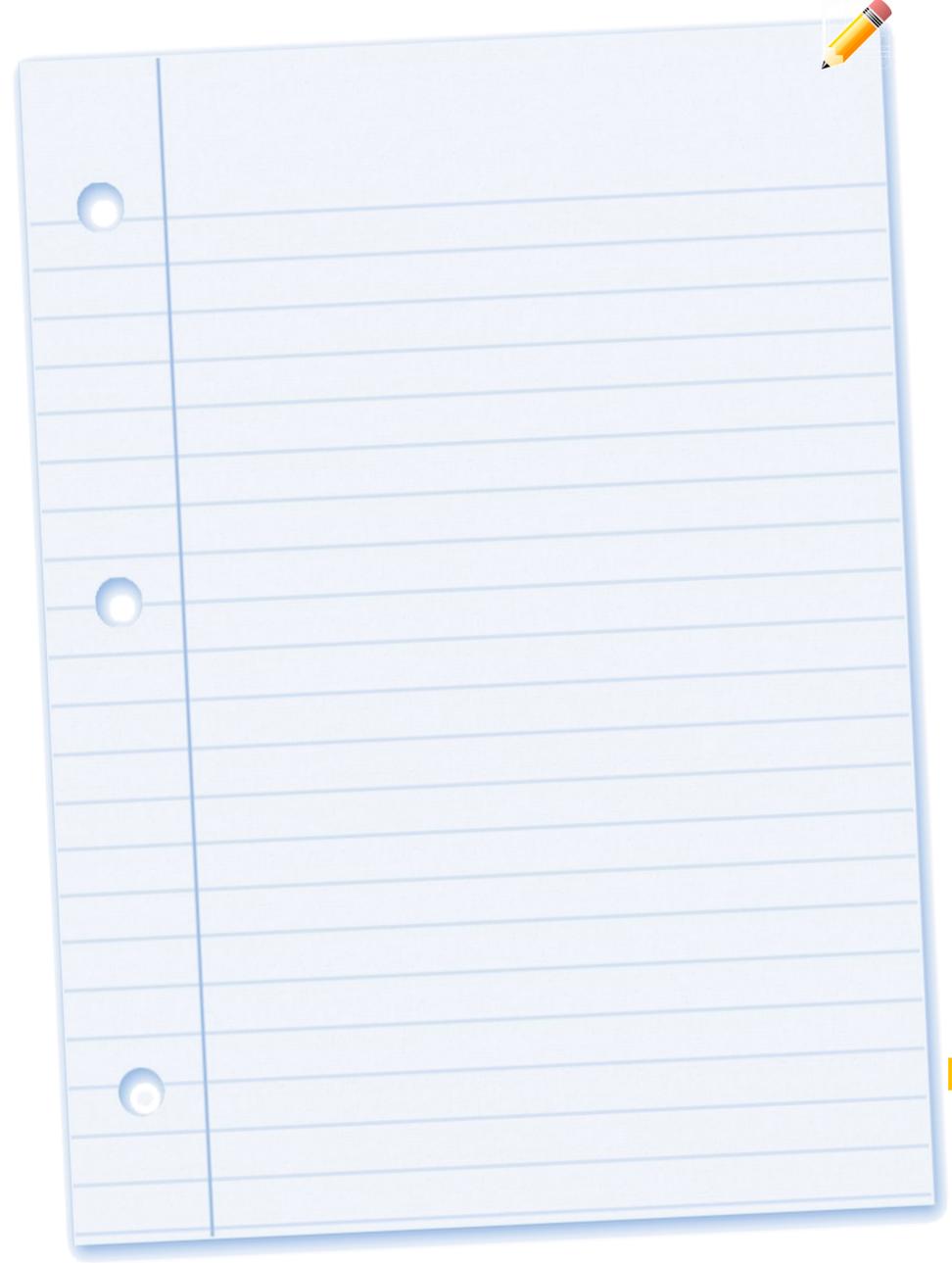
Remember that you can use this agenda to write down things that have happened to you, but also things you are going to do. It can be useful for planning your activities and plans within or out of your organisation...

"In the beginning, you learn more than what you think"

Year: Month:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

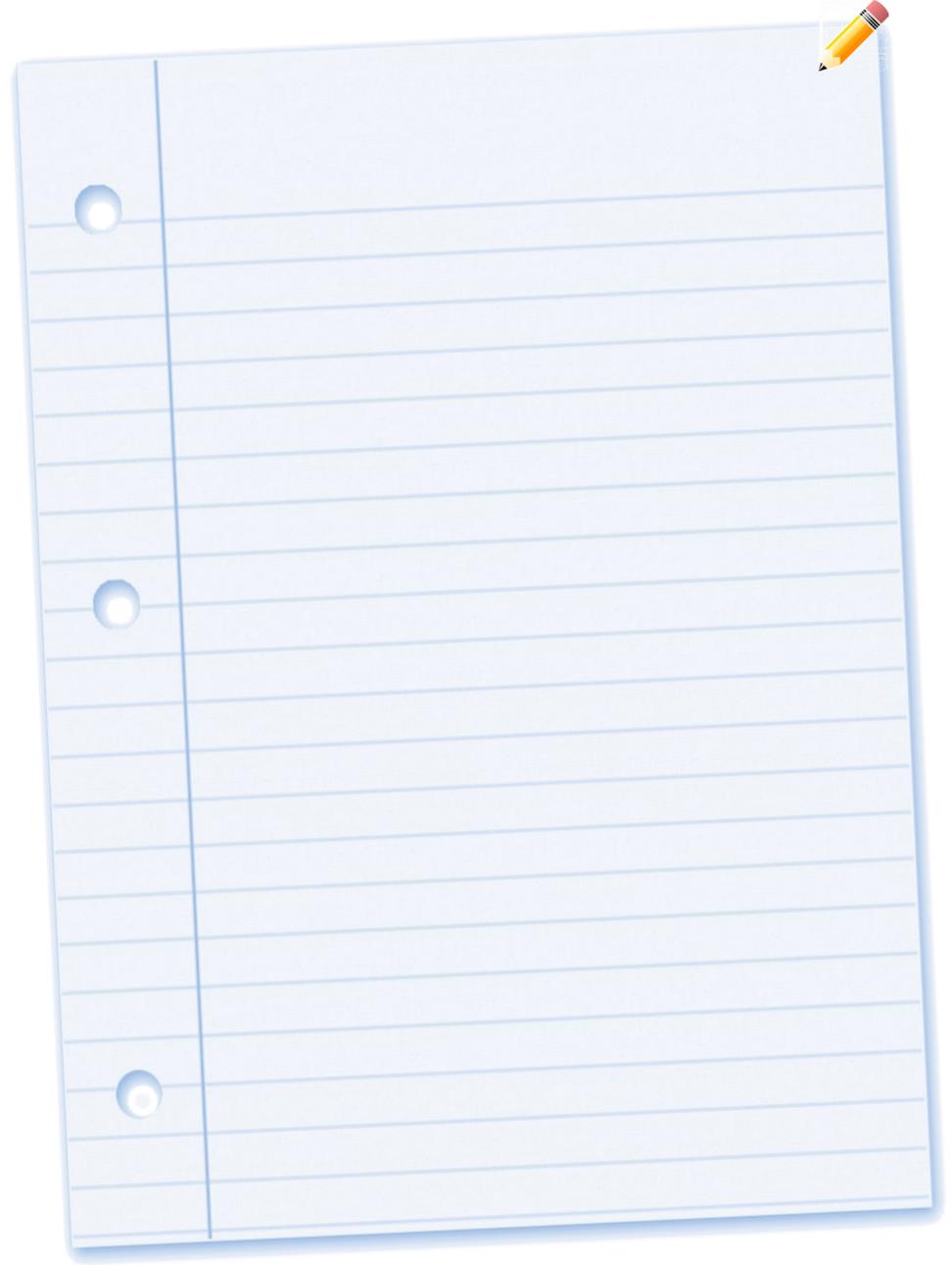
Notes





Year: _____	Month: _____	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Notes





Partners on the way

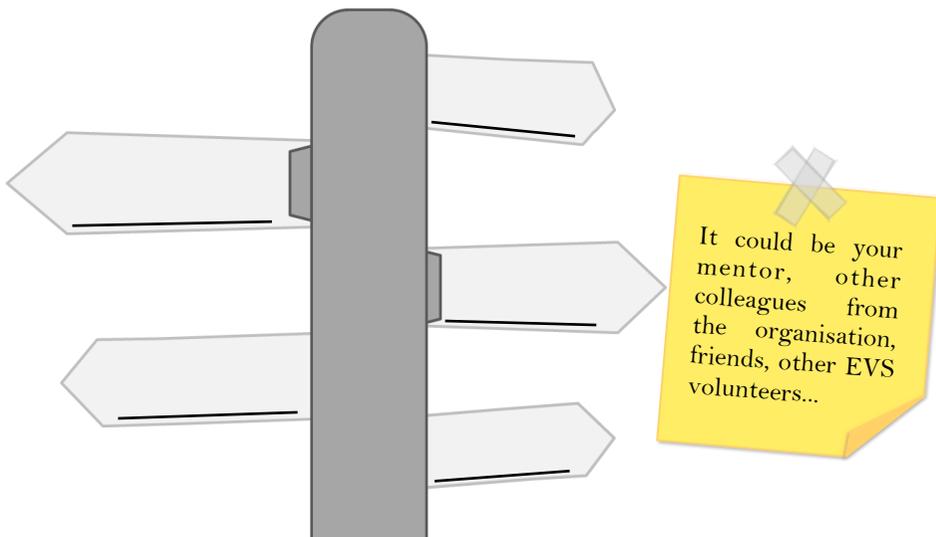
You don't have to live this learning process alone. There are persons that can accompany and support you, they can give you feedback, they can tell you how to improve or ask you questions that may help you to think, get inspired or motivated...

Your mentor plays a very important role in your learning process reflection. According to the Youth in Action programme, "The mentor is responsible for providing personal support and support during the learning/Youthpass process to the volunteer".

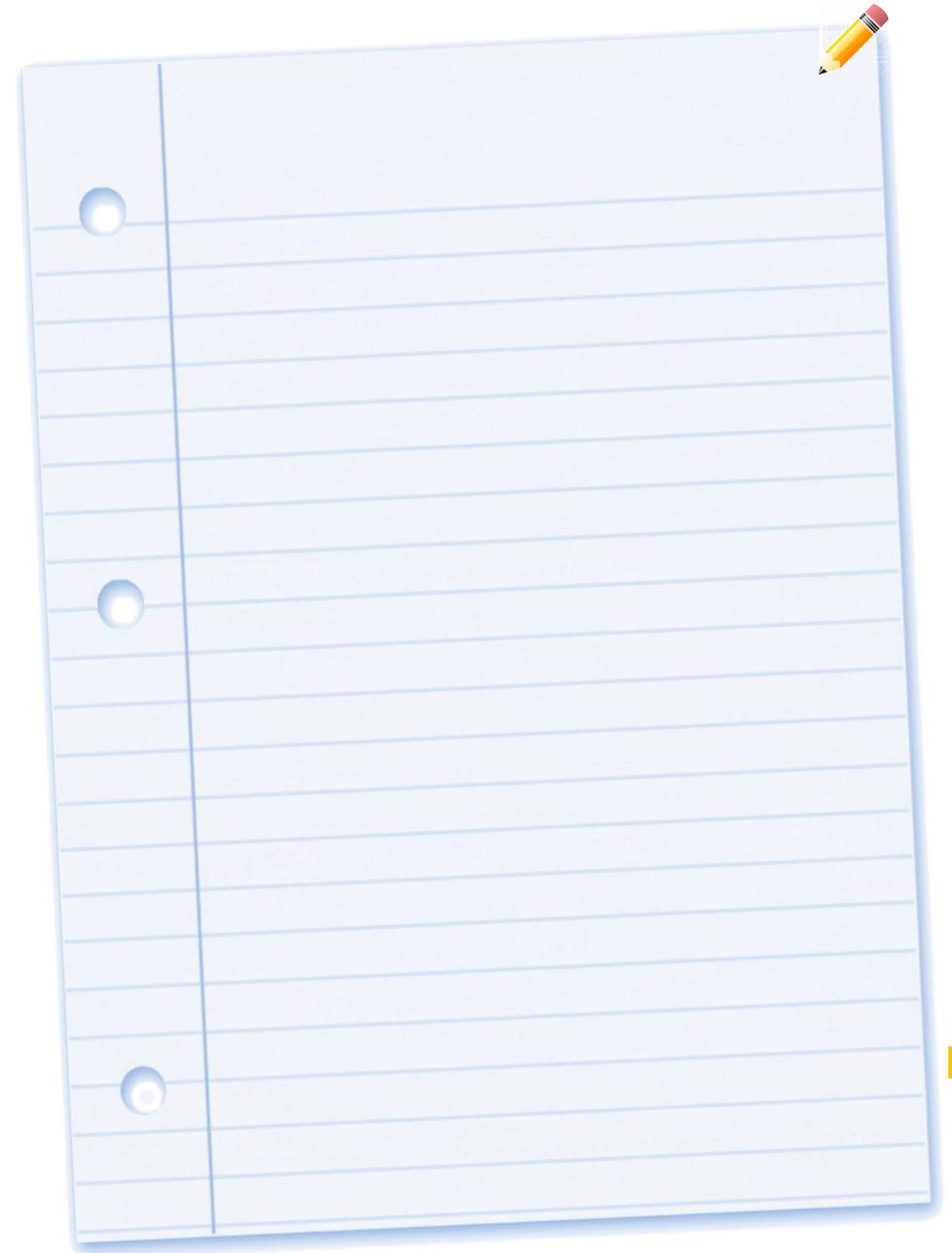
Moreover, he/she is going to be the person who, in the end of your project, will validate your learning results in your Youthpass, through having a dialogue with you.

Remember that anyone can start a dialogue... if you need help or feedback... don't wait for the mentor to talk you about it... **take the first step!**

Draw a list of all the persons that can support you, in which way they can do it, when and how often you are going to meet them to talk about this process...



Notes





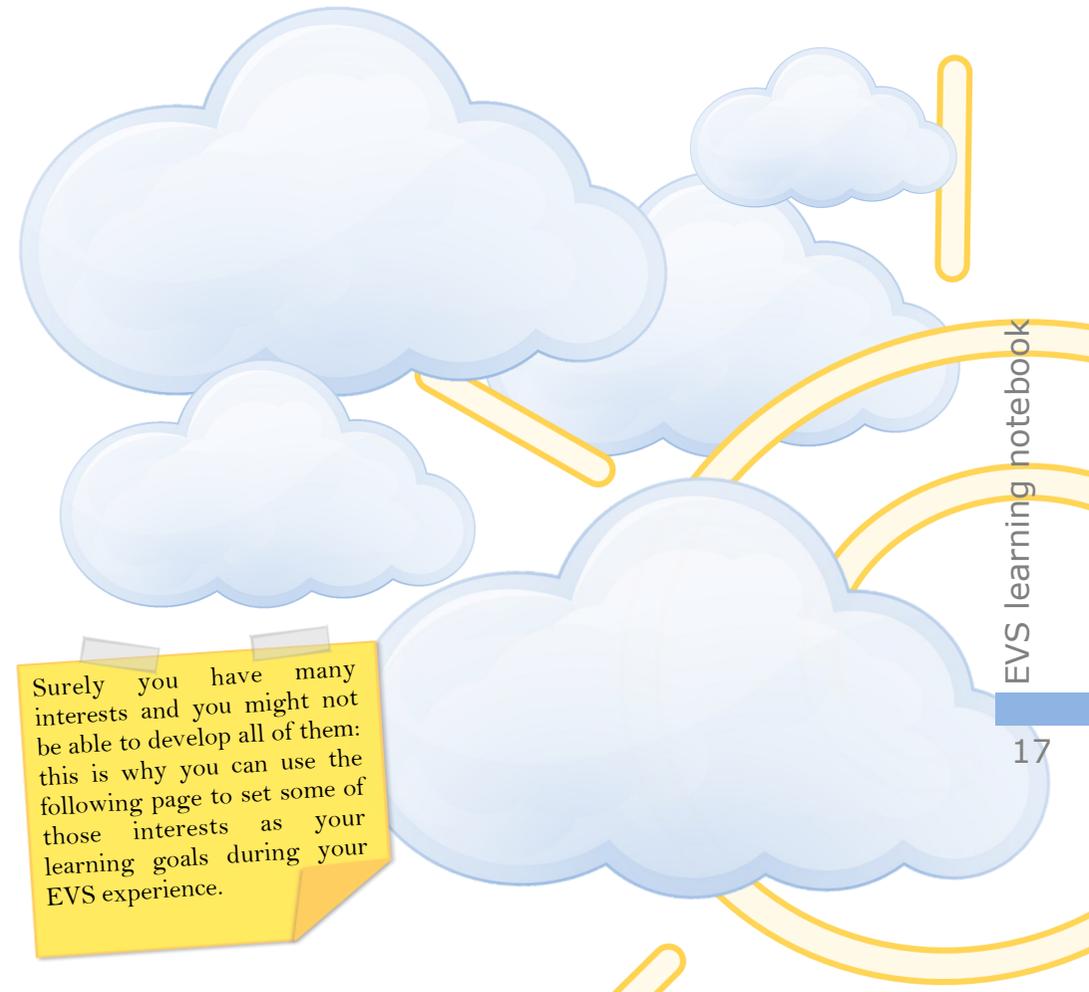
Learning interests

 "I learn more when I like what I learn".

It might be interesting to set your learning interests within your global EVS experience (your activities, your organisation, your life in a foreign country, your free time activities...)

You can write down your learning interests inside the clouds below.

Year:	Month:	Sunday					
		Saturday					
		Friday					
		Thursday					
		Wednesday					
		Tuesday					
		Monday					





Planning my learning objectives

Why plan them? Having a plan and setting goals means that you are willing to search and take full advantage of the resources and opportunities.

Interesting things to have in mind when setting your goals:

- Relate them with your learning interests and expectations.
- Try to make them as concrete and realistic as possible.
- Draw them up in a positive way (write what "you do want to do", not what "you do not want to do").

In the following page, you can find a table with a method you can use to plan your learning objectives, a table taken from the manual "Youthpass in the EVS training cycle".

Obviously, these goals are not fixed. They might change and you will be constantly surprised by new interests that you will come up with or set goals that will disappear in the way. The EVS experience is an adventure, and as such, flexibility and adaptability are fundamental.



You can find other methods for planning your learning goals here:

<http://youthpassprocess.eu/l2l/>

Reviewing your learning goals

Goals	Grade of accomplished (1-5)	Why it was or wasn't accomplished	How it can be useful in the future

Writing down what I have learnt

If you review what you have done in those weeks, looking through your agenda, you can reflect on what you have learned through those experiences and find the relevant competence. If you have any doubts about the competences, you can always consult them on page 33.

What did I learn?	How did I learn it?	Who helped me in it?	When did I learn it?	What type of competence is it?



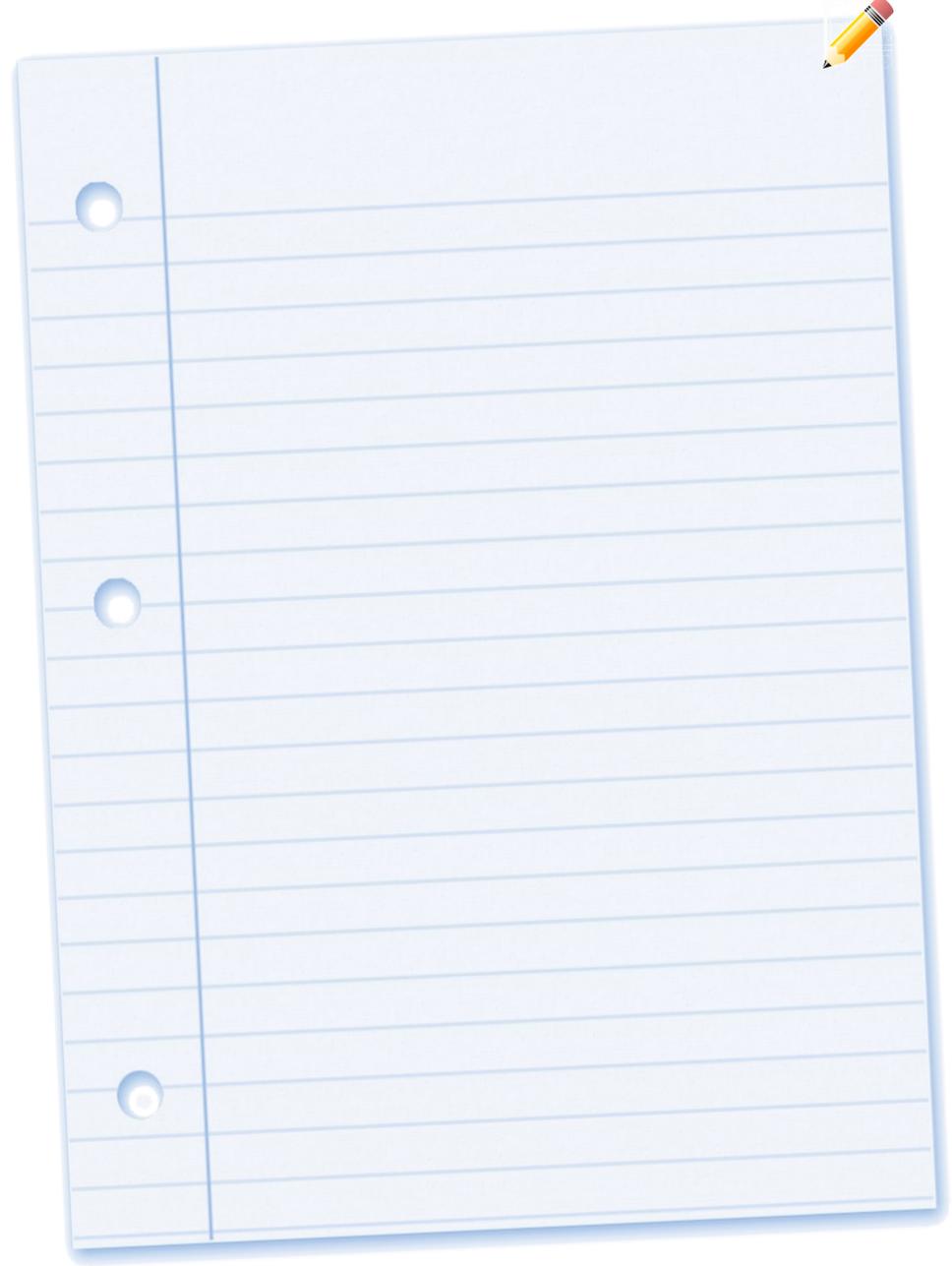
It can be useful to set your goals for every part of you EVS, your activities, your free time...

What do I want to learn?	How do I want to learn it?	Who can help me to achieve it?	When do I plan to do it?



Year:	Month:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Notes

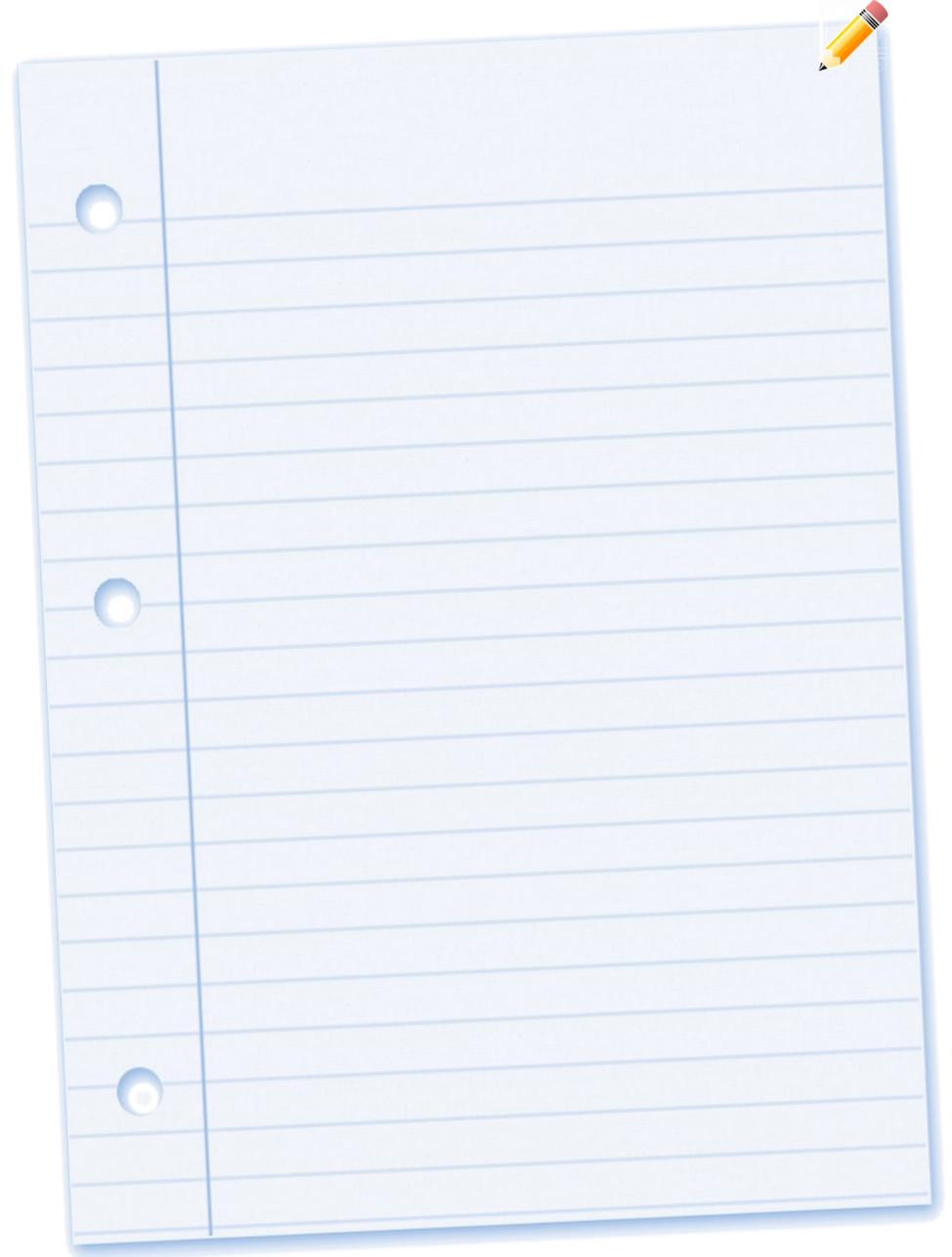




"I never thought of my learning process during my EVS, and now I regret it a lot". 

Year: _____	Month: _____						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Notes





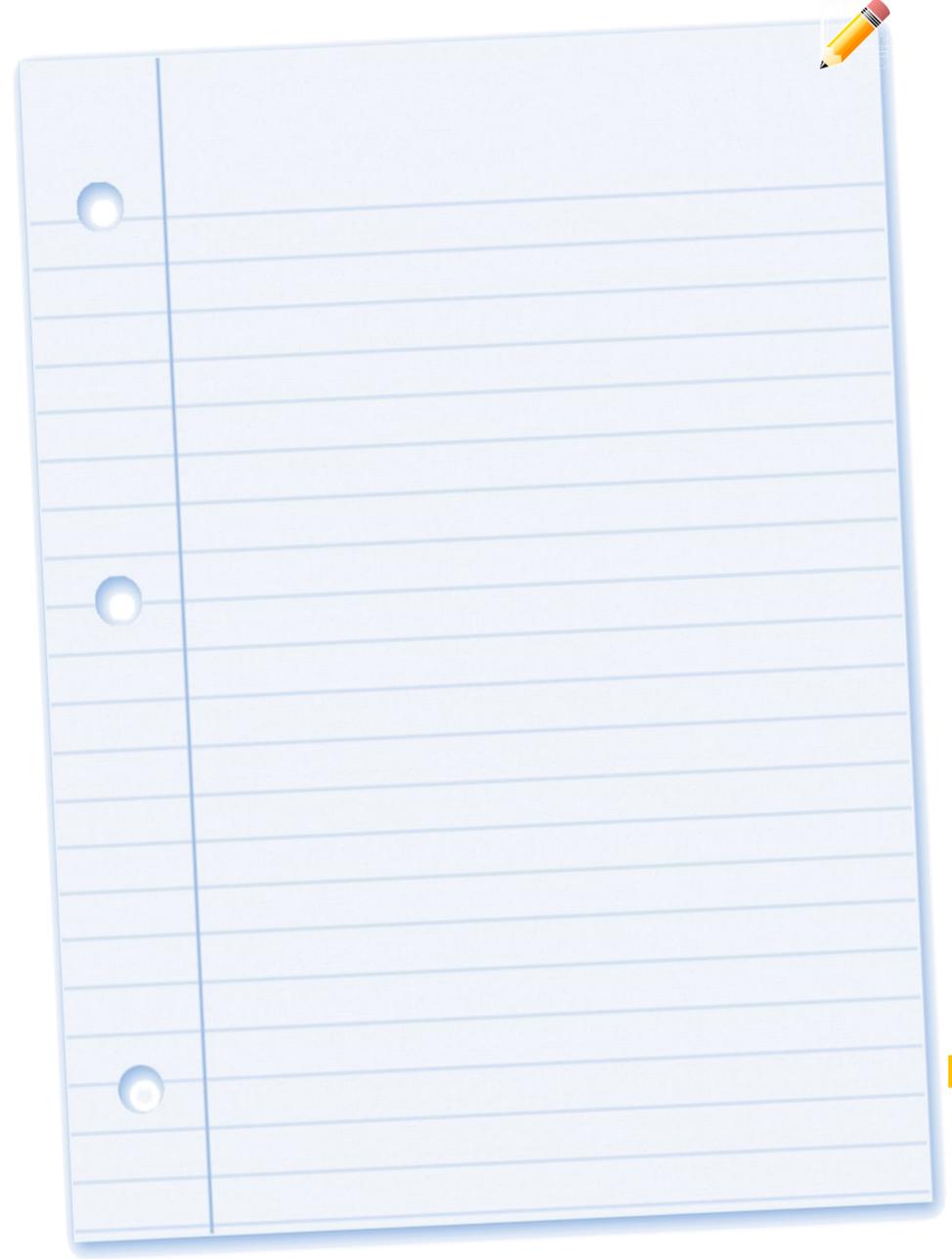
"The most important moments were my inspiration".

Year: Month:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Note that you can use this agenda to write down "past" things in order to remember them later if they are important for you or if you think that you have learned something through them. But you can also write down future things: have you planned your holidays? Or the dates of your mid-term evaluation?

Notes





Writing down what I have learned

It is really important to take your time in order to reflect on what you have learned during these weeks. You can look through your agenda and note what you learned and how you learned it.

What did I learn?	How did I learn it?	Who helped me in it?	When did I learn it?

“There are two good reasons for identifying and documenting learnings:

- You become more conscious of your own learning, and this enables you to plan further learning.*
- It helps you to communicate the learning outcomes to others, e.g. peer-learners, employers, colleagues or educational institutions.”*

Youthpass Unfolded Publication.

Rethinking your learning goals

What do I want to learn?	How do I want to learn it?	Who do I need to help me in it?	When do I to do it?

When writing again your learning goals, remember that, within the EVS, those are classified in competencies (Skill + Knowledge + Attitude).

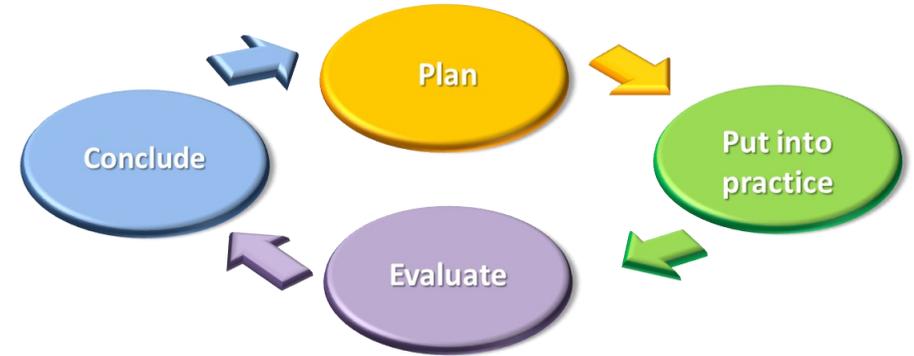


Reviewing your learning goals

How can I use in the future							
Why it was or wasn't accomplished							
Grade of accomplished (1-5)							
Goals							

Reviewing your learning goals

After reviewing everything you have learned until now, it can be a good moment to review and update your goals.



You can evaluate if the goals that you wrote on page 19 are being accomplished.

Goals	Grade of accomplishment (1-5)	Why it was or wasn't accomplished

Rethinking your learning goals

What do I want to learn?	How do I want to learn it?	Who do I need to help me achieve it?	When am I planning to do it?

It has already been a while since your EVS experience started. Now you know better your activities and tasks, your new environment and reality. It is a good moment to set once again your objectives, taking also into account the possibilities and limitations within your new reality.

You can do this with the help of other persons if you want to.

Below you can find an exercise. You can point out the learning outcomes already written down on pages 6, 9, 10, 24, 33, 35 and review if each one of them has the three necessary components in order to become a competence.

My learning outcomes	Knowledge	Ability	Attitude



Competence

On December 2006, Life Long Learning European Framework was created. In that meeting, learning acquired through european programmes was structured in competences.

A competence is developed when learning includes knowledge to do something, **ability** to carry it out and the **attitude** to carry it out.



You can find more information about the competences in this webpage:

http://youthpassprocess.eu/8_competences/

 "The EVS experience is not only about the good moments, bad moments are equally important"

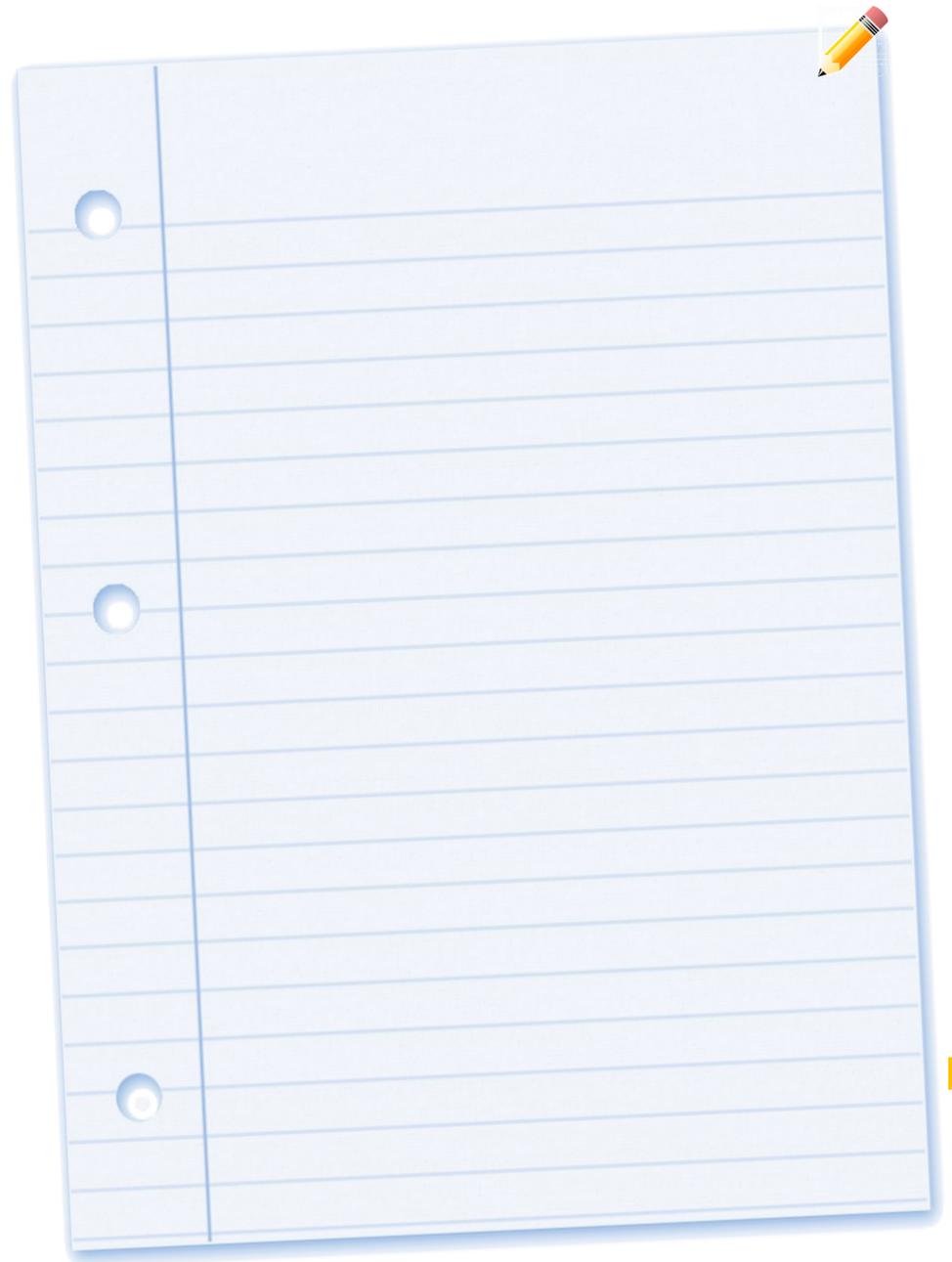
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Year:							
Month:							



Notes



Notes



Year: _____ Month: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



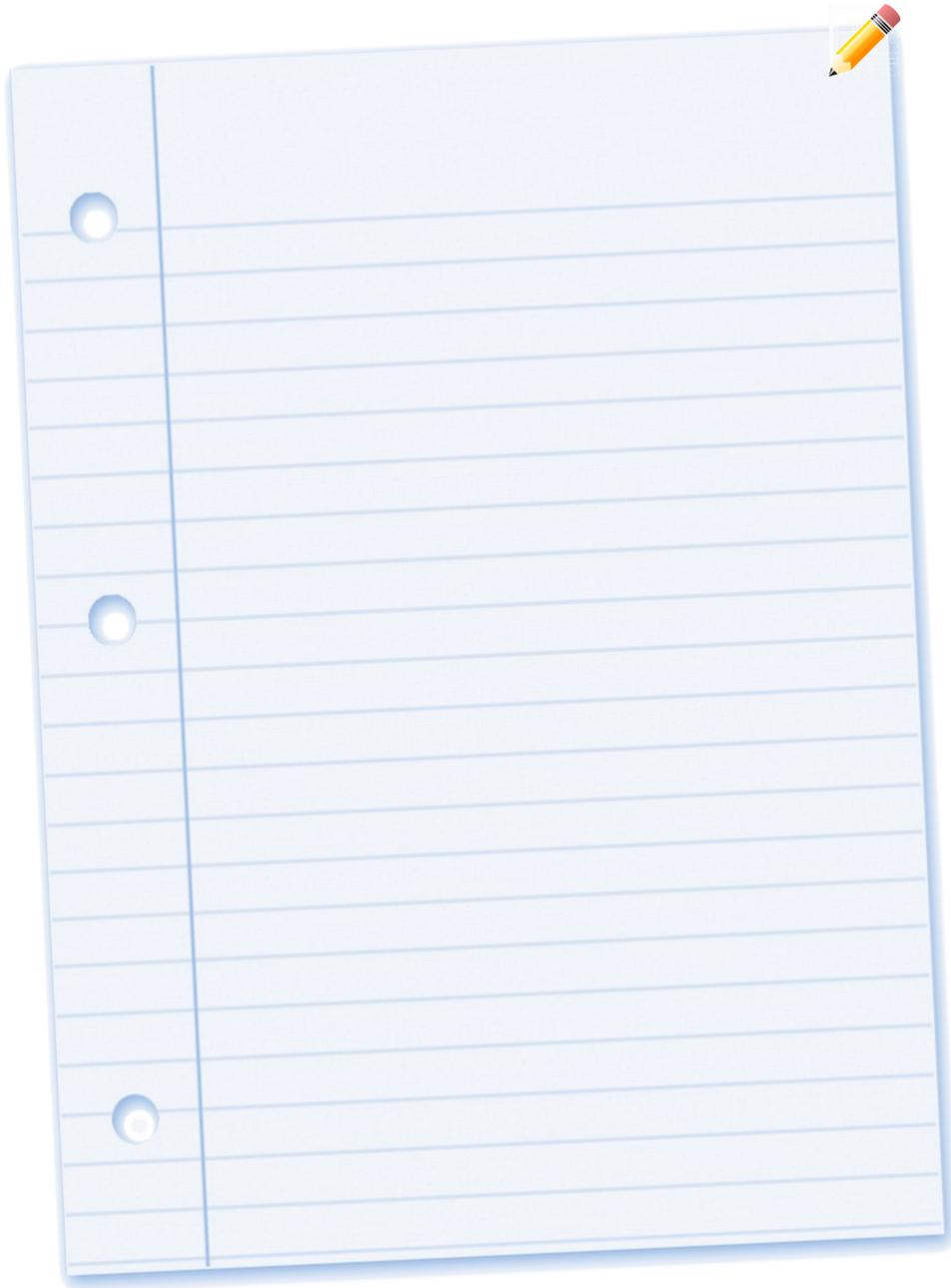
Are you moving on your Youthpass process accompanied by some person? With whom?

Year: _____ Month: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



Notes



After the Mid-Term Evaluation

During the Mid-Term Evaluation seminar, you might have reflected a lot about your project, your learning and you might have discovered new tools and learned about new experiences or reflections of the other EVS volunteers. It can be a good moment to write down what you learned in the Mid-Term Evaluation seminar.





Reviewing your learning goals

Are your learning goals getting accomplished? Do you think you should change something in order to accomplish them? You have already written them down on page 19 and you reviewed them on page 26. *biste en las páginas 19 y revisaste en la 26.*

Objectives	Grade or accomplishment (1-5)	Why they have or haven't been accomplished

Year:	Month:						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday



Notes



Write down what you have learnt

What did I learn?	How did I learn it?	Who helped me in it?	When did I learn it?