

# The CONVOLUT- Toolkit

CONsider your skills for VOLUnTeering

Profil**PASS**  
CONVOLUT



Co-funded by  
the European Union

CONVOLUT follows on from the EU projects CORE, COOCO, SCOUT, DISCOVER and KISS, which have been successfully implemented to date, with the aim of adapting the ProfilPASS as a competence assessment tool for people at the beginning of retirement. This target group is in transition from employment to retirement, requiring support during this important transition phase. CONVOLUT aims to inspire people at the beginning of retirement to engage in fulfilling and socially relevant volunteer work by giving them impulses and motivating them to self-reflect on their skills and knowledge for volunteer work. The project is coordinated by the DIE and is aimed at people at the beginning of retirement and at counsellors in the participating countries (Germany, Greece, Austria, Sweden, Slovenia, and Spain) who work with the target group and promote their potential for volunteering.

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Publication coordinated by:

## The CONVOLUT-Toolkit

The CONVOLUT-Toolkit is aimed at people who are transitioning into retirement and would like to find a suitable volunteer position for themselves, as well as counsellors who support that target group in their search for a volunteer position.

The ProfilPASS in Preparation for Retirement is the core of this toolkit. For this purpose, the already existing ProfilPASS for Adults, which aims to identify and document formally and informally acquired competences of a person, was adapted with regard to the target group described above.

In addition to the specific tool ProfilPASS in Preparation for Retirement, the CONVOLUT-Toolkit contains various other tools that reflectively deal with the topics of retirement, ageing and volunteering. It also presents manuals for counsellors that can support the counselling process with the intended target group. In the following, these tools are presented in the fact sheets.

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# Structure of the CONVOLUT-Toolkit

Profil**PASS**  
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## 1. ProfilPASS in Preparation for Retirement

The first tool and at the same time the centerpiece of this toolkit is the new version of the ProfilPASS, which has been adapted to the target group of people transitioning into retirement within the frame of the CONVOLUT project. The national research of the CONVOLUT partner organizations revealed that no tool or instrument for competence assessment exists specifically for the target group in the partner countries. Therefore, the development of the new ProfilPASS fills this gap. The CONVOLUT-ProfilPASS as well as its adaptations in comparison to the general ProfilPASS will be presented on a fact sheet after the explanation of the structure of this toolkit (pages 10–11).

## 2. Reflective guides on ageing & transitioning into (active) retirement

Reflective guides on the topics of ageing and transitioning into (active) retirement are available here. The target group can first take a look back at their previous (working) lives and formulate goals for retirement, so that they can use this as a basis for deciding on a specific volunteer position in the next step. All of these guides can be used independently, but they can also be implemented in the counselling process or in group work.

The headings function as an initial guide for counsellors. To find the most appropriate tool for their counselling context, counsellors can use 'Fact Sheets' to get an overview of each tool.

The fact sheets can be found on the pages following this table of contents or click on the tools to go directly to the respective fact sheet.

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### 3. Tools on volunteering

This category includes tools on the topic of volunteering – from looking for a suitable volunteer position, to guides and information on specific areas of volunteering that fit the target group, to recording the new competences acquired through volunteering, and many other materials.

#### 3.1 Volunteer self-tests

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#### 3.1 Volunteer self-tests:

These self-tests can be taken online and help to find a volunteer position that fits the individual's needs, desires and interests.

#### 3.2 Guidebooks for specific fields of voluntary work:

This section lists guidebooks that address specific volunteer activity fields. Most of these guides are aimed at an older target group.





### 3. Tools on volunteering (continued from previous page)

#### 3.3 Competence assessment and proof of voluntary work

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<a href="#">IM-PROVE App for Volunteers</a>	25

#### 3.3 Competence assessment and proof of voluntary work:

These two tools are designed to help capture the new competences acquired through volunteering.

#### 3.4 Further tools around volunteering, summarised in lists

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<a href="#">List of materials for organisations that want to encourage (elderly) people to volunteer for them</a>	32
<a href="#">List of information, surveys, podcasts, videos on volunteering and voluntary work</a>	34

#### 3.4 Further tools:

At the end of the chapter on volunteering you will find a list of other helpful tools.



## 4. Handbooks for counsellors

This chapter presents manuals that can concretely support counsellors in their work.

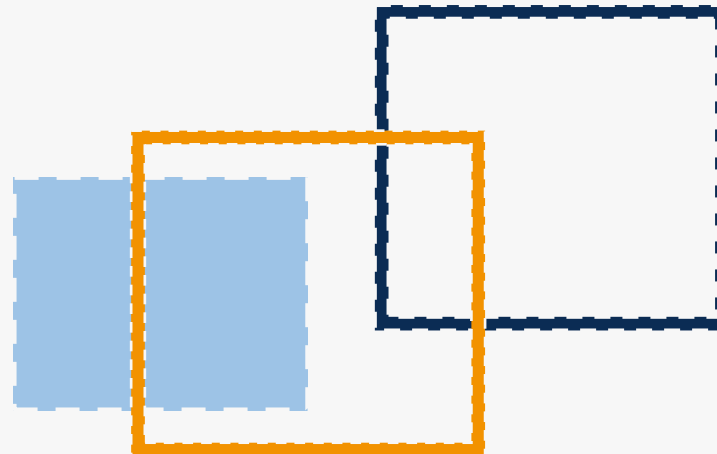
Name	Page
<a href="#">EPALE Resource Kit: Inclusion of the ageing population and intergenerational learning</a>	37
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<a href="#">People DO talk about money – in all phases of life! Practical handbook for financial literacy in later life</a>	39
<a href="#">List of guidelines for trainers/counsellors on the topics of digitalisation, internet and senior citizens</a>	40

At the end of the toolkit (from p. 41 onwards) there is another list of additional tools and guides, as well as other useful projects and links.



The headings function as an initial guide for counsellors. To find the most appropriate tool for their counselling context, counsellors can use 'Fact Sheets' to get an overview of each tool.

The fact sheets can be found on the pages following this table of contents or click on the tools to go directly to the respective fact sheet.







# The 'Fact Sheets'

Basic information on each tool mentioned

Profil**PASS**  
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# 1. The ProfilPASS in Preparation for Retirement

The first tool and at the same time the core of this toolkit is the new version of the ProfilPASS, which has been adapted to the target group of people transitioning into retirement within the framework of the CONVOLUT project.

# ProfilPASS in Preparation for Retirement

German Institute for Adult Education

Leibniz Centre for Lifelong Learning (DIE)

## What is it about? (Objective of the tool)

The ProfilPASS in Preparation for Retirement is the centerpiece of the CONVOLUT-Toolkit. It supports the systematic recording and documentation of competences with the aim of creating a competence profile. The users are supposed to recognise their enormous potential. By identifying competences, personal and post-professional (further) development and (re)orientation is promoted. Through a variety of impulses and examples, the possibilities and opportunities of the new phase of life will be demonstrated to the users.

## Who is the tool intended for? (Target group and possible applications)

The ProfilPASS in Preparation for Retirement is aimed at people who are transitioning into retirement. In order to develop this version of the ProfilPASS, the existing ProfilPASS portfolio was used and adjustments were made with regard to the needs of the target group. Specifically, adaptations were made to the content and layout.

## The tool at one glance

- ⇒ The ProfilPASS in Preparation for Retirement aims to convey different ways of shaping this specific stage of life.
- ⇒ It wants to support people in dealing with and recognising their own competences.
- ⇒ It wants to motivate people to retire actively and to engage in voluntary work.
- ⇒ It wants to direct the view inwards to the strengths and outwards to the opportunities.
- ⇒ The ProfilPASS contains many pictures and icons.
- ⇒ The structure and preparation of the ProfilPASS are visually supported.
- ⇒ It contains quotes from testimonials that illustrate the contents, bring them to life, serve as impulses and have identification potential.
- ⇒ The content of the ProfilPASS is divided into the following chapters: "Retirement as a turning point", "My life – an overview", "Interests and leisure", "Family and household", "Friends and neighborhood", "Voluntary work and engagement", "Work and further education", "Education and university" and "School, childhood and youth", "Balance sheet", "Next steps and prospects" and "The testimonials".

Click here  
for the tool

[https://convolut.profilpass-international.eu/index.php?article\\_id=143&clang=1](https://convolut.profilpass-international.eu/index.php?article_id=143&clang=1)

## Languages available

German, English, Swedish, Greek,  
Spanish, Slovenian

## Further information

[https://convolut.profilpass-international.eu/index.php?article\\_id=127&clang=0](https://convolut.profilpass-international.eu/index.php?article_id=127&clang=0)

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ProfilPASS  
CONVOLUT

## ProfilPASS in Preparation for Retirement (continued from previous page)

### 1. Adjustments to the content of the ProfilPASS

#### a) “Free from” is “Free to”

The ambivalence of retirement is reflected in the fact that retirement means freedom: from fixed structures, deadlines, time and performance pressure. However, it also means parting and loss: loss of recognition, appreciation, sense-making or social contacts. Many people, however, are focused on the “freedom from”.

The ProfilPASS in Preparation for Retirement is intended to contribute to a change of perspective: away from the idea that retirement primarily means to be “free from” something to an idea of being “free for” or “free to”. This is intended to shift the focus to the positive potential of retirement and the possibility of shaping this stage of life according to one's own wishes, ideas and competences. Starting from this basic assumption, the ProfilPASS aims to provide orientation and impulses for preparing for retirement in order to shape the uncertain future in a fulfilling way and to compensate for the losses that go along with it.

The users will learn that they can compensate for values that are important to them and that they will lose when they retire through voluntary work. Even better: retirement offers them the freedom to experience purpose, appreciation, recognition, social contacts and participation through a commitment that corresponds to their own competences.

#### b) Use of testimonials

The ProfilPASS in Preparation for Retirement repeatedly uses testimonials in the form of quotes and statements. The testimonials are people who are (for the most part) active as volunteers in their retirement and report on their volunteer activities. These quotes and testimonials are meant to make the topics and statements from the respective chapter vivid and alive. At the end of the ProfilPASS, the testimonials are presented with short profiles. This can invite the reader to go back and look for the quotes of the persons. The testimonials can serve as role models and give impulses for shaping one's own life.

### 2. Adapting the layout of the ProfilPASS

The ProfilPASS in Preparation for Retirement is designed like a magazine that invites people to flick through and read. In concrete terms, this means that different text genres are used on each double page: e.g. text blocks, boxes with the testimonials, info boxes, impulses, multiple choice questionnaires and tasks. The content of the ProfilPASS is divided into several independent chapters that can be read and completed step by step.



**In order to meet the needs of people transitioning into retirement, several adaptations have been made to the ProfilPASS. These adaptations concern the content (1) and the layout (2).**

## 2. Reflective guides on ageing & transitioning into (active) retirement

This chapter contains reflective guides on the topics of getting older and transitioning into (active) retirement. The target group can first look back on their own (working) life and formulate goals for retirement, so that they can use this as a basis for deciding on a specific volunteer position in the next step ([chapter 3](#)). All these guides can be used independently, but also implemented in the counselling process or in group work.

# Guidebook: End of career in sight?! Approaching a new phase of life

BAGSO – German National Association of Senior Citizens' Organisations

## What is it about? (Objective of the tool)

The guidebook highlights the changes associated with retirement as a new phase of life. It invites the reader to consciously deal with the opportunities of this stage of life in good time and gives numerous suggestions on how this phase can be shaped in a way that is not only as healthy as possible for the individual, but also meaningful and satisfying. In addition, four worksheets and planning aids can be downloaded.

## Who is the tool intended for? (Target group and possible applications)

The tools are targeted at people who are transitioning from working life to post-working life.

## The tool at one glance

The guidebook is divided into four chapters: “Calmly becoming active – impulses for a new phase of life”, “Saying goodbye to your job – making a new start”, “Activities in retirement – experiencing meaning and getting involved” and “Healthy ageing”. The individual chapters contain various reflection questions.

Additionally, there are four worksheets or planning aids, which are referred to at the appropriate points in the guidebook. These include the following topics:

- Thought journey: a reflection on different areas of life regarding the transition to retirement;
- My life as a tree: reflection on the own life;
- Weekly schedules: a typical week during employment can be depicted here, which can then be used to plan a potential week in retirement;
- ABC of engagement: contains many different ways to get involved in retirement.

Click here  
for the tool

<https://www.bagso.de/publikationen/ratgeber/berufsende-in-sicht/>

Languages  
available

German

## Further information

The guide is also available as an accessible audio book in DAISY format. The audio book can be ordered from the BAGSO office via e-mail:

[Bestellungen@bagso.de](mailto:Bestellungen@bagso.de)

*BAGSO Bundesarbeits-  
gemeinschaft der  
Seniorenorganisationen e.V.  
Thomas-Mann-Str.*

*2-4*

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# Retirement Compass

City of Leipzig, executive department “Lernen vor Ort”;  
Provincial Capital Dresden, Sozialamt, Amt für Presse, Öffentlichkeitsarbeit  
und Protokoll

## What is it about? (Objective of the tool)

The Retirement Compass is designed to help plan, set goals and reflect on the transition to retirement. It also contains a lot of information and suggestions.

## Who is the tool intended for? (Target group and possible applications)

The target group is people who are transitioning from employment to retirement. The Retirement Compass is available in different versions from different cities (Dresden, Erfurt, Halle, Leipzig). It consists of a first, large general part (with different focal points in each case) and a second, smaller part that presents concrete contact points in the respective city.

## The tool at one glance

Dresden (2020):

The general part of the Dresden Retirement Compass is divided into the chapters “Saying goodbye to working life”, “Reorientation and departure” and “Maintaining well-being and health”. Each chapter includes some reflection questions, examples from seniors in Dresden and space to plan one's own retirement.

Leipzig (2012):

The Retirement Compass from Leipzig is shorter overall and has less (guidebook-like) text. The central topics such as reflecting on the working years and planning for retirement are included here as well, but the exact methods of reflection are more visual.

Both the Erfurt and Halle versions are very similar to the Leipzig Retirement Compass regarding the general part and are therefore not linked or explained in more detail here.

**Click here  
for the tool**

Leipzig:

<http://www.forum-beratung.de/cms/upload/Wissenswertes/Zielgruppen/Ruhestandskompass.pdf>

Dresden:

<https://www.dresden.de/media/pdf/sozialamt/Ruhestandskompass.pdf>

**Languages  
available**

German

**Further information**

*Executive Department  
“Lernen vor Ort”  
04092 Leipzig  
GERMANY*

*Provincial capital Dresden  
PO Box 12 00 20  
01001 Dresden  
GERMANY*

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**CONVOLUT**

# Active retirement. Plan, design, enjoy.

Techniker Krankenkasse

## What is it about? (Objective of the tool)

The guidebook contains a lot of information on the topic of ageing and being active in retirement. Reflection questions are included as well.

## Who is the tool intended for? (Target group and possible applications)

It is targeted at people who are in the phase of transition to retirement and ageing.

## The tool at one glance

The guidebook is divided into the chapters “Ageing – Challenge and Opportunity”, “Time for Change” and “The Downside of Ageing”, which focuses on health aspects. In between, there is space for reflection in order to actively prepare for the changes in life.

**Click here  
for the tool**

<https://www.tk.de/resource/blob/2023218/742635cddaaaa33ddb70bd2b852cf22f/tk-broschuere-aktiv-in-den-ruhestand-data.pdf>

**Languages  
available**

German

**Further information**

*Techniker Krankenkasse  
Hauptverwaltung  
Bramfelder Straße 140  
22305 Hamburg  
GERMANY*

[www.tk.de](http://www.tk.de)

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**CONVOLUT**



# Living life to the fullest – even after retirement!

Deutsche Seniorenliga e.V.

## What is it about? (Objective of the tool)

This brochure is designed to help people prepare for and enter retirement. It addresses challenges and opportunities of employment. In addition, there are important tips for a conscious and active exit from working life and a successful transition into the post-employment phase.

## Who is the tool intended for? (Target group and possible applications)

The tool is aimed at people who are about to retire and want to actively prepare for this new phase of life.

## The tool at one glance

The brochure is divided into four chapters:

1. “Where do I stand, where do I want to go? My situation in midlife: Time for an interim assessment”. Many questions for personal reflection are listed here.
2. “Finally retiring? The challenge of retirement”.
3. “What are my perspectives for the second half of life? Preparing for retirement”. In this chapter, the topic of civic engagement receives a lot of attention.
4. “Exit – but how? Tips for a conscious and active departure from working life”.

Click here  
for the tool

[https://www.infobroschueren.de/uploads/DSL\\_Mitten\\_im\\_Leben\\_dez\\_2014.pdf](https://www.infobroschueren.de/uploads/DSL_Mitten_im_Leben_dez_2014.pdf)

Languages  
available

German

Further information

*Deutsche Seniorenliga e.V.  
Heilsbachstraße 32  
53123 Bonn  
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ProfilPASS  
CONVOLUT

# Active retirees. There's still potential.

“Guter Rat” Magazine

## What is it about? (Objective of the tool)

The magazine wants to inspire seniors to have an active retirement and presents different possibilities.

## Who is the tool intended for? (Target group and possible applications)

The tool is aimed at people who are about to retire or are already retired.

## The tool at one glance

The tool is divided into the following sub-chapters: The self-test “What do I want, what can I do?” contains many questions for reflection. In the subchapter “Politics & Social Affairs”, possibilities of engagement are presented, “Education & Training” deals with further education or imparting existing knowledge for elderly people, and under “Sports & Hobbies”, possible leisure activities are presented.

Click here  
for the tool

[https://seniorenbueros.org/  
wp-  
content/uploads/2020/06/P  
ublikation\\_36.pdf](https://seniorenbueros.org/wp-content/uploads/2020/06/Publikation_36.pdf)

Languages  
available

German

## Further information

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[www.seniorenbueros.org](http://www.seniorenbueros.org)

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# Let's get to it! Guidebooks in preparation for different aspects of later life

## SenQuality – Preparation for Later Life

### What is it about? (Objective of the tool)

The EU-funded project SenQuality aims to raise awareness among adults and organisations about the importance of planning for later life and to motivate them to start preparing for the third and fourth ages. This guidebook describes the different areas of preparation and gives best practice examples from EU countries.

### Who is the tool intended for? (Target group and possible applications)

The project was aimed at middle-aged adults and active older people, as well as indirectly at adult educators, counsellors, psychologists, community centre workers and professionals working on age-related issues and/or with people in situations of change.

### The tool at one glance

The guidebook provides information on the following nine aspects that help to prepare for later life: Finances, Emergencies and Exceptional Circumstances, Mental and Physical Fitness, Housing, Looks and Appearance, Social Relationships, Health, Leisure Activities and Lifestyle, as well as Work and Employment.

Click here  
for the tool

[https://senquality.eu/wp-content/uploads/2021/10/SenQuality\\_IO1\\_Ratgeber\\_fur-die-Vorbereitung-auf-das-spatere-Leben.pdf](https://senquality.eu/wp-content/uploads/2021/10/SenQuality_IO1_Ratgeber_fur-die-Vorbereitung-auf-das-spatere-Leben.pdf)

Languages  
available

German, English, Greek, Italian,  
Polish, Slovenian, Spanish

Further information

<https://senquality.eu/de/>

Soon, an online training course will be available on this website as well to support the development of an individual action plan for later life.

ProfilPASS  
CONVOLUTION

## 3. Tools on volunteering

This category comprises tools on the topic of volunteering – from searching for a suitable volunteer position, to guides and information on concrete fields of voluntary work that fit the target group, to recording the new competences acquired through volunteering and many other materials.

# Invisible Heroes – ehrenamtcheck.de

Westdeutsche Lotterie GmbH & Co. OHG

## What is it about? (Objective of the tool)

The Ehrenamtcheck (volunteer check) is a self-test that can be used to work out one's own strengths in order to find a suitable volunteer position.

## Who is the tool intended for? (Target group and possible applications)

The Ehrenamtcheck is aimed at all people who would like to get involved in voluntary work. The focus is on North Rhine-Westphalia, but many of the organisations presented at the end are also active nationwide. The test can be taken independently online.

## The tool at one glance

The self-test contains 12 single-choice questions about personal strengths, interests and characteristics. At the end, you are assigned to 1-2 voluntary work types. These types of voluntary work are: the all-rounder, the coach, the expert, the organizer, the doer, the social and the preserver. The types of volunteers that emerge from the self-test are presented and suitable opportunities for volunteering are suggested in each case. In addition, you will find links to (large) organisations that are active in these areas and where you can get involved.

Click here  
for the tool

[www.ehrenamtcheck.de](http://www.ehrenamtcheck.de)

Languages  
available

German

Further  
information

*Westdeutsche Lotterie  
GmbH & Co. OHG*

*Represented by*

*Nordwestlotto in*

*Nordrhein-Westfalen*

*GmbH*

*Weseler Street 108-112*

*48151 Münster*

*GERMANY*

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# Self-test: Which type of commitment do you have?

German Caritas Association e.V.

## What is it about? (Objective of the tool)

This self-test is less about finding a suitable concrete voluntary activity and more about reflecting on one's own motivation, expectations and wishes for voluntary work.

## Who is the tool intended for? (Target group and possible applications)

The Caritas self-test is aimed at all people who would like to commit themselves to voluntary work. The test can be taken independently online.

## The tool at one glance

The self-test contains seven single-choice questions about the personal motivation to do voluntary work. As a result, you will be assigned to one of the following types of commitment (or a hybrid): the sociables, the explorers and the meddlers, for each of which there is a short text.

**Click here  
for the tool**

<https://www.caritas.de/spendeundengagement/engagieren/ehrenamt/engagementtypen/>

**Languages  
available**

German

**Further  
information**

*German Caritas  
Association e.V.  
Karlstrasse 40  
79104 Freiburg  
GERMANY*

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# Practical tips for neighbourhood initiatives

Federal State initiative New Neighborhoods - committed living together in Rhineland-Palatinate & German National Association seniors' offices (Bundesarbeitsgemeinschaft Seniorenbüros e.V.)

## What is it about? (Objective of the tool)

The tool is intended to encourage people to start a new neighbourhood initiative themselves and to offer suggestions and practical tips.

## Who is the tool intended for? (Target group and possible applications)

The tool is aimed at people who are interested in neighborhood initiatives. It is mainly targeted at senior citizens, but the brochure is also suitable for all other interested people.

## The tool at one glance

The content of the tool deals with setting up a neighborhood initiative, recruiting fellow campaigners, establishing it, finding supportive partner organisations, making the initiative intergenerational and diverse, organisation, public relations, support and advice, dealing with conflicts, and digital tools that can be useful.

**Click here  
for the tool**

[https://seniorenbueros.org/wp-content/uploads/2020/08/Praxistipps\\_Neuaufgabe\\_Einzelseiten.pdf](https://seniorenbueros.org/wp-content/uploads/2020/08/Praxistipps_Neuaufgabe_Einzelseiten.pdf)

**Languages  
available**

German

**Further information**

<https://neue-nachbarschaften.rlp.de/>

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# Mentor handbook – for mentors supporting students in higher education

Swedish National Agency for Special Needs Education and Schools  
& Stockholm University

## What is it about? (Objective of the tool)

The goal of the handbook is to support mentoring projects aimed at students with impairments by providing practical advice for mentors. The contents of the booklet are intended to support mentoring tasks such as preparing for mentoring and planning cooperation.

## Who is the tool intended for? (Target group and possible applications)

The tool is aimed at mentors of students with disabilities or people who would like to take up this commitment.

## The tool at one glance

The handbook contains practical advice for mentors, drawing on the experiences of researchers, mentors and students. These recommendations concern the preparation for the mentoring role by asking reflection questions on strengths and weaknesses, time flexibility and motivation itself.

In addition, beginning to work as a mentor, the own demarcation from the honorary office, the practical implementation, as well as various learning techniques and possibilities of study planning to support the independence of the students, continuous evaluation and the completion of the mentoring are addressed. It includes various examples of situations that can arise and some checklists that can be used for evaluation.

Click here  
for the tool

<https://webbutiken.spsm.se/globalassets/publikationer/filer/mentorshandboken-eng-tillganglig-version.pdf/>

Languages  
available

English, Swedish

Further information

<https://www.spsm.se/mentorshandboken/valkommen-som-mentor/>

ProfilPASS  
CONVULUT



# Reminder to document knowledge, skills, and competences gained through volunteerism

(Opomnik za beleženje znanja, spretnosti in kompetenc, pridobljenih s prostovoljskim delom)

Andragoški centre Republike Slovenije

## What is it about? (Objective of the tool)

The Adult Education Centre of Slovenia has created a tool for anyone who is or has been a volunteer and wants to describe the knowledge, skills and competences they have acquired through volunteering. It aims to facilitate the path to a comprehensive volunteering certificate and therefore helps volunteer mentors and counsellors who help adults to identify and document the knowledge they have acquired in a variety of ways.

## Who is the tool intended for? (Target group and possible applications)

The tool could be particularly interesting for

- Young volunteers who want to present their knowledge, skills and competences as comprehensively as possible when entering the labor market,
- Unemployed people who want to present their knowledge, skills and competences to employers when looking for a job,
- Employees at different career transitions,
- Long-term volunteers who can gain social recognition from credible evidence of the extent and scope of their volunteering.

## The tool at one glance

The tool is designed to help adults become aware of volunteering as a learning experience and to describe the experience gained there in the language of the key competences of lifelong learning. The tool is available for free in electronic form on the Evaluation and Recognition of Informal Knowledge website, where guidance documents are available to guidance practitioners. It does not require registration and no personal information is stored. Volunteers can save their records and add personal information to enable certification of voluntary organisations.

Click here  
for the tool

<https://vpnz.acs.si/pr/>

Further documents  
(guides):

<https://vpnz.acs.si/orodje/1/index/36>

Languages  
available

Slovenian

Further information

*Andragoški centre Republike  
Slovenije*

*Ulica Ambrožiča Novljana 5,  
Ljubljana, Slovenija*

*SLOVENIA*

ProfilPASS  
CONVULUT

# IM-PROVE App for Volunteers

INEX-SDA / Zavod Voluntariat

## What is it about? (Objective of the tool)

This app aims to show which competences have been developed through volunteering and which can still be improved. It works by naming a situation experienced in volunteering, whereupon the app suggests further steps for personal development.

## Who is the tool intended for? (Target group and possible applications)

The app works for all volunteers, whether you volunteer through an organisation or are self-organised.

## The tool at one glance

The IM-PROVE app is based on an algorithm that shows areas that have been improved through volunteering. The volunteer describes a situation, evaluates how they handled it and adds a few details. The system automatically links the data entered with the skills acquired. The results can then be shared with other people to show how volunteering has contributed to personal and professional development.

The app does not require any pre-installation, only registration is necessary.

**Click here  
for the tool**

[https://improve.inexsda.cz/  
#details](https://improve.inexsda.cz/#details)

**Languages  
available**

English

## Further information

*INEX-SDA, z.s.  
Varšavská 30, Praha 2 –  
Vinohrady  
120 00,  
CZECH REPUBLIC*

[inexsda@inexsda.cz](mailto:inexsda@inexsda.cz)

Profil**PASS**  
CONVOLUTION

# Voluntary engagement in refugee integration

Austrian Integration Fund (ÖIF) – Fund for the integration of refugees and migrants

## What is it about? (Objective of the tool)

The brochure contains all the important information for volunteering in the refugee sector. It provides information on which considerations are important in the run-up to such a commitment and which activities are possible. It also gives tips that can help when working with refugees and learning German.

## Who is the tool intended for? (Target group and possible applications)

The tool is aimed at people who want to work voluntarily with refugees.

## The tool at one glance

The first chapter, “Considerations beforehand”, helps to reflect on the own prerequisites and wishes with the help of a questionnaire, e.g. on the available time, own strengths, the desired target group, expectations and assumption of responsibility. In the next chapter, different areas of voluntary work are presented, each of which is briefly classified in terms of the necessary prior knowledge, the time required and the area of work. In addition to many tips on how to get active, the rights and duties of volunteers as well as important terms in the field of refugees, asylum and integration (in Austria) are explained. Finally, the brochure contains a service section with further information.

**Click here  
for the tool**

[https://www.integrationsfonds.at/fileadmin/content/AT/Fotos/Publikationen/Freiwilligenhandreichung\\_final\\_Ansicht.pdf](https://www.integrationsfonds.at/fileadmin/content/AT/Fotos/Publikationen/Freiwilligenhandreichung_final_Ansicht.pdf)

**Languages  
available**

German

**Further information**

*Österreichischer  
Integrationsfonds (ÖIF) –  
Fonds zur Integration von  
Flüchtlingen und  
MigrantInnen*

*Schlachthausgasse 30  
1030 Vienna  
AUSTRIA*

**ProfilPASS**  
**CONVOLUT**

# Silver Service

EU-funded project SENIORS Supporting Migrant Integration,  
InnovADE

## What is it about? (Objective of the tool)

The aim of the Silver Service project is for senior citizens to work voluntarily with migrants. This way, the senior citizens are given the opportunity to stay active and to get involved in society and integration.

## Who is the tool intended for? (Target group and possible applications)

The training programme has been developed for older workers who are about to retire and for people who have recently retired.

## The tool at one glance

This programme includes a training curriculum and a collection of teaching and learning materials to activate the target group and motivate them to become volunteers in the field of civic and social skills development among a growing group of migrants. In addition, psychographic profiling tools will be provided to promote the networking of older volunteers and migrants to create sustainable learning partnerships, including the educational needs of migrants.

**Click here  
for the tool**

<https://silverserviceproject.eu/en/>

**Languages  
available**

German, English, Italian,  
Portuguese, Greek

**Further information**

*InnovADE  
29, Likavitou Avenue  
(1st floor)  
Engomi, 2401  
Nicosia  
CYPRUS*

Profil**PASS**  
CONVOLUT

# Support work – at eye level with refugees?!

## Network anti-racist pedagogy of migration BW

### What is it about? (Objective of the tool)

The voluntary support work of and with refugees holds great opportunities for both sides, but also repeatedly comes up against limits. This video aims to provide an impulse to reflect on and further develop this work in further training or group discussions. It is supposed to help to better understand difficult situations, to make people aware of stereotyping and to avoid frustration on both sides.

### Who is the tool intended for? (Target group and possible applications)

The tool is aimed at all people who voluntarily work with refugees. There are also other materials that are rather aimed at trainers who would like to lead a workshop for volunteers.

### The tool at one glance

The video is about five minutes long and encourages people to think about their own voluntary work in terms of power hierarchies. There is also a collection of further materials that can be used in training sessions to complement the video, and some background texts.

Click here  
for the tool

<https://www.rassismuskritik-bw.de/erklaervideo/>

Languages  
available

German, English subtitles

### Further information

*Netzwerk rassismuskritische  
Migrationspädagogik  
Baden-Württemberg  
c/o [adis e.V.](https://www.adis-e.v.de/)  
Fürststraße 3  
72072 Tübingen  
GERMANY*

<https://www.rassismuskritik-bw.de>

ProfilPASS  
CONVOLUT

# What is a Senior citizens' bureau?

German National Association seniors' offices  
(Bundesarbeitsgemeinschaft Seniorenbüros e.V.)

## What is it about? (Objective of the tool)

The information brochure introduces the concept of senior citizens' bureaus and their different areas of responsibility. Senior citizens' bureaus aim to offer support to elderly people in their everyday lives and also to promote their involvement. During the Covid-19 crisis, it was possible to make good use of the existing structure of the senior citizens' bureaus. The brochure wants to highlight this.

## Who is the tool intended for? (Target group and possible applications)

The brochure can be directed e.g. at older people who are looking for a place where they can get active and meet other senior citizens. With this brochure, they can inform themselves about the work of the senior citizens' bureaus. The brochure is also aimed at municipalities and wants to convince them of the work of the senior citizens' bureaus.

## The tool at one glance

The brochure contains a lot of different information about senior citizens' bureaus, their history, spatial distribution, full-time staff, funding, addressees, benefits for a municipality and examples of the work of senior citizens' bureaus. In addition, the legal background of old person assistance is discussed and the Bundesarbeitsgemeinschaft Seniorenbüros e.V. (BaS) (Federal Association of Senior Citizens' Bureaus) is introduced.

Click here  
for the tool

[https://seniorenbueros.org/  
wp-  
content/uploads/2022/02/B  
aS-  
Was\\_ist\\_ein\\_Seniorenbuero  
\\_web-FINAL.pdf](https://seniorenbueros.org/wp-content/uploads/2022/02/BaS-Was_ist_ein_Seniorenbuero_web-FINAL.pdf)

Languages  
available

German

Further information

*Bundesarbeitsgemeinschaft  
Seniorenbüros e.V.  
Noeggerathstr. 49  
53111 Bonn  
GERMANY*

[www.seniorenbueros.org](http://www.seniorenbueros.org)

ProfilPASS  
CONVOLUT

## List of search engines that help finding a suitable volunteer position in the vicinity (1/2):

Name	Organisation	Special features/description	Language	Web address
ehrenamtssuche.de	Ehrenamtssuche (an initiative of Levin Kokott) (Germany)	The search portal ehrenamtssuche.de can be used to find a suitable volunteer position in the vicinity by entering the postcode and the preferred area of work. All volunteer opportunities should be listed as provider-neutral as possible. In addition, it is also possible to search for volunteer agencies that can advise on the choice of a suitable volunteer position.	German	<a href="https://www.ehrenamtssuche.de/index.html">https://www.ehrenamtssuche.de/index.html</a>
Finde dein Ehrenamt	Aktion Mensch e.V. (Germany)	Using your own postcode, you can search for volunteering opportunities in your area. There is also the option of choosing to get active from home. Later on, you can filter by field of activity.	German	<a href="https://www.aktion-mensch.de/was-du-tun-kannst/deine-moeglichkeiten/ehrenamt-finden">https://www.aktion-mensch.de/was-du-tun-kannst/deine-moeglichkeiten/ehrenamt-finden</a>
FlexHero (App)	FlexHero GmbH (Germany)	The FlexHero app aims to give people low-threshold access to volunteering. The search can be filtered by location and field of activity, people can contact organisations directly via the app and also network with other volunteers.	German	<a href="https://flexhero.de/ehrenamtliche-arbeit/">https://flexhero.de/ehrenamtliche-arbeit/</a>
Ehrenamtssuchmaschine Hessen	Landesehrenamtskampagne Gemeinsam-Aktiv Hessen (Germany)	Similar search engine to those described above, but only for the federal state of Hesse.	German	<a href="https://www.ehrenamtssuche-hessen.de/">https://www.ehrenamtssuche-hessen.de/</a>

## List of search engines that help finding a suitable volunteer position in the vicinity (2/2):

Name	Organisation	Special features/description	Language	Web address
ehrensache.jetzt Ehrenamt verbindet Sachsen	Bürgerstiftung Dresden (Germany)	Similar search engine to the ones described above, but only for the federal state of Saxony. In addition, volunteers can post their own advertisements or requests here.	German	<a href="https://www.ehrensache.jetzt/">https://www.ehrensache.jetzt/</a>
Voluncloud: Encuentra tu Voluntariado / Finde deine Freiwilligenaktivität	Voluncloud (Spain)	Voluncloud is a mobile app that brings together people interested in volunteering and organisations looking for volunteers. The potential volunteer can filter volunteer activities by project, organisation, target group, type of activity, frequency and other topics.	Spanish	<a href="https://voluncloud.org/voluncloud/index.php">https://voluncloud.org/voluncloud/index.php</a>
Hacesfalta.org	Fundación hazloposible (Spain)	The website is designed to help find volunteering opportunities. The volunteering options can be filtered by face-to-face, international and virtual. The potential users can apply by creating a volunteer profile so that the organisations can contact those interested.	Spanish	<a href="https://www.hacesfalta.org/">https://www.hacesfalta.org/</a>
BFD-Platzangebot suchen	Bundesfreiwilligen- dienst (BFD) (Bundesamt für Familie und zivilgesellschaftliche Aufgaben (BAFzA)) (Germany)	The Bundesfreiwilligendienst (Federal Volunteer Service) targets everyone, including senior citizens, who can contribute their life and work experience in a variety of areas. It usually lasts one year. This search engine filters by search term, city, federal state, earliest start of service and area of assignment.	German	<a href="https://www.bundesfreiwilligendienst.de/bundesfreiwilligendienst/platz-einsatzstellensuche">https://www.bundesfreiwilligendienst.de/bundesfreiwilligendienst/platz-einsatzstellensuche</a>



## Materials for organisations that want to encourage (elderly) people to volunteer for them (1/2):

Name	Organisation	Special features	Language	Web address
Helping out. Taking an inclusive approach to engaging older volunteers	Centre for Ageing Better (UK)	This guide is designed as a practical tool to support organisations working with volunteers to engage over 50s and widen participation among different types of people.	English	<a href="https://ageing-better.org.uk/sites/default/files/2021-08/Helping-out-engaging-older-volunteers.pdf">https://ageing-better.org.uk/sites/default/files/2021-08/Helping-out-engaging-older-volunteers.pdf</a>
Engaging volunteers > Older Adults	Volunteer Canada (Canada)	Volunteer Canada has developed a variety of tools and resources that explore the opportunities and barriers to effectively engaging boomers and older adults in volunteering.	English	<a href="https://volunteer.ca/index.php?MenuitemID=342">https://volunteer.ca/index.php?MenuitemID=342</a>
Experienced Helping Hands. Why older volunteers can be your best resource and how to engage them	The Eisner Foundation (USA)	A handbook that assists in recruiting, managing, and retaining older volunteers.	English	<a href="http://eisnerfoundation.org/wp-content/uploads/2017/10/Volunteer-Handbook-v2.pdf">http://eisnerfoundation.org/wp-content/uploads/2017/10/Volunteer-Handbook-v2.pdf</a>
Senior Volunteering Project: The Impact of COVID and Pandemic Precautions on Senior Volunteers	Volunteer Victoria (Canada)	A report that explores the impact of the pandemic on older volunteers. It provides valuable information on the experiences and needs of older volunteers, as well as the supports that could make volunteer experiences easier, safer, and better as the pandemic continues to affect our lives.	English	<a href="https://volunteervictoria.bc.ca/wp-content/uploads/2022/03/Senior-Volunteering-Project-screen.pdf">https://volunteervictoria.bc.ca/wp-content/uploads/2022/03/Senior-Volunteering-Project-screen.pdf</a>
Kunskapsbanken	Volontärbyrån (Swedish Volunteer Office)	The toolkit contains different material on volunteering. These tools are primarily aimed at civil society organisations that want to recruit and motivate volunteers for the long term, rather than at potential future volunteers themselves.	Swedish	<a href="https://kunskapsbanken.volontarbyran.org">Kunskapsbanken   Volontärbyrån (volontarbyran.org)</a>

## Materials for organisations that want to encourage (elderly) people to volunteer for them (2/2):

Name	Organisation	Special features	Language	Web address
Recruitment toolkit. All our adult recruitment tools and resources at your fingertips	SCOUTS UK	It is important to consider what are the potential needs of organizations that will need volunteers to get on board, so that the competence assessment is corresponding to the actual needs of the organizations. Getting the right people matched with the right roles has a high probability of long-term engagements. It is also important for the Civil Society organizations who are recruiting volunteers, to make a good first impression to increase the interest of the future volunteers. There are several important aspects that can be useful to include in the CONVOLUT ProfilPASS counselling session outlined in the section called “Six simple steps for recruitment success”.	English	<a href="https://www.scouts.org.uk/volunteers/growing-scouts/ready-to-recruit/recruitment-toolkit/">https://www.scouts.org.uk/volunteers/growing-scouts/ready-to-recruit/recruitment-toolkit/</a>
Caring for Volunteers. A psychosocial Support Toolkit	International Federation of the Red Cross and Red Crescent (IFRC)	This toolkit assists National Societies in preparing and supporting volunteers for their work during and after disasters, conflicts, and other crisis events. It contains practical tools and information on preparing for crises, communication and PFA, peer support and monitoring and evaluation.	English	<a href="https://pscentre.org/wp-content/uploads/2018/02/volunteers_EN.pdf">https://pscentre.org/wp-content/uploads/2018/02/volunteers_EN.pdf</a>

## Information, surveys, podcasts, videos on volunteering and voluntary work (1/2):

Name	Organisation	Special features/description	Language	Web address
The Power Behind Good Intentions. A toolkit for critical European volunteering organisations and Global Education practitioners	SCI Austria	This is the fourth version of the toolkit "Picturing the Global South: The Power Behind Good Intentions"! It is about North-South volunteer exchange and the colonial power structures that go along with it. It deals with the motivation and the preparation for an international voluntary service and suggests concrete methods of global learning. It also makes suggestions on how to develop an organisation into a social justice organisation in the long term and shares many other information materials.	English	<a href="https://sci.ngo/resource/picturing-the-global-south-the-power-behind-good-intentions/">https://sci.ngo/resource/picturing-the-global-south-the-power-behind-good-intentions/</a>
3. Bericht zum freiwilligen Engagement in Österreich	Österreichisches Bundesministerium für Soziales, Gesundheit, Pflege und Konsumentenschutz (Austria)	The thematic focus of the third report on volunteering in Austria is on illustrating the functions of voluntary activities, their objectives and the motives of volunteers from different perspectives. Pages 64–69 deal with the voluntary engagement of elderly people.	German	<a href="https://www.freiwilligenweb.at/wp-content/uploads/2020/05/Freiwilligenbericht-2019.pdf">https://www.freiwilligenweb.at/wp-content/uploads/2020/05/Freiwilligenbericht-2019.pdf</a>
Engagement für Österreich. Freiwilligenarbeit und Ehrenamt	Österreichischer Integrationsfonds (ÖIF) – Fonds zur Integration von Flüchtlingen und MigrantInnen (Austria)	Various examples of volunteering in organisations, associations and municipalities in Austria are presented and categorized in the thematic areas of sports & leisure, work & profession, education, learning German, intercultural exchange and social affairs & health. There is also general information on volunteering in Austria.	German	<a href="https://www.integrationsfonds.at/fileadmin/user_upload/Freiwilligenbroschuer_e.pdf">https://www.integrationsfonds.at/fileadmin/user_upload/Freiwilligenbroschuer_e.pdf</a>
Time + Talent Podcast	Jennifer Bennett & Tobi Johnson (USA)	The podcast is aimed at people who guide and accompany volunteers. Among all the episodes published, two deal specifically with senior volunteers: <ul style="list-style-type: none"> <li>• <a href="#">205: Digital Transformation as the New Normal - Moving Mentoring Online</a></li> <li>• <a href="#">303: Easy Technology Solutions for Older Adult Volunteers</a></li> </ul>	English	<a href="https://www.timeandtalentpod.com/">https://www.timeandtalentpod.com/</a>

Name	Organisation	Special features/description	Language	Web address
Proyectos PVE	Plataforma del Voluntariado de España (Spain)	The Spanish Volunteer Platform runs a YouTube channel. This compilation of videos aims to clarify the idea of volunteering and the aspects related to it, such as respect for human rights or the possibility of developing skills through volunteering. The playlist also includes interviews with people who share their experiences with volunteering.	Spanish	<a href="https://www.youtube.com/watch?v=4qforGYfYro&amp;list=PLDSun1-VQXFoGqSClfl_p7UfguNUuGpVx">https://www.youtube.com/watch?v=4qforGYfYro&amp;list=PLDSun1-VQXFoGqSClfl_p7UfguNUuGpVx</a>
Personas mayores y voluntariado. El proyecto Acciones Locales de la Obra Social La Caixa	Fundación Bancaria "la Caixa" (Spain)	The first part of the document contextualises elderly people's participation in voluntary activities, analyses the ageing process in Spain and different theoretical models that explain the social participation of elderly people. The document presents specific characteristics of older people's volunteering, such as the potential benefits of volunteering, the profile of older people and their vision and interests in volunteering.	Spanish	<a href="https://fundacionlacaixa.org/documents/10280/238516/personas_mayores_y_voluntariado_acciones_locales_2018_es.pdf/d191b589-3e19-4a4f-a40c-057eb1a6f300">https://fundacionlacaixa.org/documents/10280/238516/personas_mayores_y_voluntariado_acciones_locales_2018_es.pdf/d191b589-3e19-4a4f-a40c-057eb1a6f300</a>
Podcast Hacia lo salvaje ( <i>Into the Wilderness</i> )	Sergio Malaguilla García – el viaje del voluntario (Spain)	Podcast about responsible tourism and volunteering, different types of programmes, reports from different countries and all the tips you need to prepare a solidary trip.	Spanish	<a href="https://www.ivoox.com/podcast-viaje-del-voluntario_sq_f1629365_1.html">https://www.ivoox.com/podcast-viaje-del-voluntario_sq_f1629365_1.html</a>

## 4. Handbooks for counsellors

This part of the CONVOLUT-Toolkit includes guidelines, policies and handbooks for counsellors. This learning material can support the competence development of counsellors and help them to design counselling processes with the CONVOLUT target group.

# EPALE Resource Kit: Inclusion of the ageing population and intergenerational learning

European Commission

## What is it about? (Objective of the tool)

Different contributions and resources which can be used to develop educational offers are presented. The goal is to support the integration of elderly people and to offer them the opportunity to participate in social life and to shape their own ageing in a self-determined way.

## Who is the tool intended for? (Target group and possible applications)

The Resource Kit is aimed at organisations, practitioners and learning facilitators working with people in their later years of adulthood.

## The tool at one glance

The tool is divided into contributions on blogs, which present e.g. concrete projects, and resources, where methods and materials for working with senior citizens are listed. The Resource Kit aims to answer the following questions:

How are the educational needs of the older generation changing? What should be taken into account in educational offers for older participants? What challenges does the Covid-19 crisis create for training providers concerning the conception and implementation of courses? What skills are important for active ageing? How can older people be supported in developing digital media skills? How can we counteract the stigmatisation of older people and promote a positive culture of ageing? How can social participation be shaped through intergenerational initiatives? How can people become aware of the topic of old-age provision from young adulthood?

To access the document, a free registration on the EPALE site is required.

**Click here  
for the tool**

<https://epale.ec.europa.eu/system/files/2021-04/Ressourcen%20KIT%20Inklusion%20der%20alternden%20Bevo%CC%88lkerung.pdf>

**Languages  
available**

German

**Further  
information**

<https://epale.ec.europa.eu/de/blog/epale-deutschland-ressourcen-kits#:~:text=The%20EPALE%20Resource%20Kit%20on%20the%20Topic%20Inclusion%20of%20the%20Ageing%20Bevo%CC%88lkerung,Concept%20and%20Design%20of%20Educational%20Programmes.>

# Guidelines for a competence-based learning approach in voluntary work

## Job Bridge for volunteers

### What is it about? (Objective of the tool)

This guide provides instructions on how to implement competence-based learning in voluntary work and how validation of learning works. It also explains how to support the learning process of volunteers from conception to implementation and evaluation, and the benefits learners can gain from the validation of their learning.

### Who is the tool intended for? (Target group and possible applications)

The tool is aimed at organisations that host and supervise volunteers. Thus, the tool could also be interesting for counsellors.

### The tool at one glance

Firstly, the tool explains what a competence-based learning approach in voluntary work means. The main part of the guide shows how to implement a learning project using the competence-based learning approach. This is divided into the three phases of the project: designing (1), monitoring (2) and evaluating (3). In the appendix there are some handouts e.g. evaluation sheets for the competences acquired during the voluntary service.

Click here  
for the tool

[https://job-bridge.eu/wp-content/uploads/2021/03/103\\_Guidelines\\_Final-version\\_EN.pdf](https://job-bridge.eu/wp-content/uploads/2021/03/103_Guidelines_Final-version_EN.pdf)

Languages  
available

German, English, Bulgarian,  
Spanish, French, Italian

Further information

<https://job-bridge.eu/>

For the German partner  
organisation of the project:

*Sabine Wiemann*

[jobbridge@bupnet.de](mailto:jobbridge@bupnet.de)

BUPNET GmbH  
Am Leinekanal 4  
37073 Göttingen  
GERMANY

ProfilPASS  
CONVOLUTION

# People DO talk about money – in all phases of life!

## Practical handbook for financial literacy in later life.

Federal State Office for Nature, Environment and Consumer Protection  
North Rhine-Westphalia

Click here  
for the tool  
<https://www.netzwerk-finanzkompetenz.nrw.de/medien/medienview/2>

**Languages available**  
German

**Further information**

*Landesamt für Natur,  
Umwelt und  
Verbraucherschutz  
Nordrhein-Westfalen  
(LANUV)  
Leibnitzstr. 10  
45659 Recklinghausen  
GERMANY*

### What is it about? (Objective of the tool)

The practical handbook aims to present concepts of action as well as ideas for work in prevention and debt counselling. Multipliers can offer training based on the manual to sensitise people to the changes regarding their household budget after transitioning from working life to retirement and to find new possibilities for action.

### Who is the tool intended for? (Target group and possible applications)

The tool is aimed at counsellors who want to provide neutral advice on financial and consumption issues to people who are about to retire in the short or medium term.

### The tool at one glance

The practical handbook contains various modules that can be used flexibly. The modules are as follows:

- I. From working life to retirement
- II. Taking stock of your finances
- III. When the pension is not enough
- IV. Healthcare costs
- V. Insurance
- VI. Change in partnership

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CONVULUT



## List of guidelines for trainers/counsellors on the topics of digitalisation, internet and senior citizens (becoming significant due to the Covid-19 pandemic):

Name	Organisation	Description	Web address
Working online with groups	Servicestelle DigitaleSeniorInnen (Austria)	The guide presents the three tools Zoom, WhatsApp and Padlet for the implementation of digital group programmes in detail.	<a href="https://www.digitaleseniorinnen.at/fileadmin/redakteure/Downloads/Leitfaden_Online_mit_Groupen_arbeiten.pdf">https://www.digitaleseniorinnen.at/fileadmin/redakteure/Downloads/Leitfaden_Online_mit_Groupen_arbeiten.pdf</a>
Method kit: Shaping access to the digital world for elderly people	Forum Seniorenarbeit NRW (Germany)	This method kit offers a large collection of methods to help senior citizens become more familiar with the digital world.	<a href="https://methoden.forum-seniorenarbeit.de/methoden/">https://methoden.forum-seniorenarbeit.de/methoden/</a>
Teaching digital everyday skills	Servicestelle DigitaleSeniorInnen (Austria)	The guide focuses on how to teach everyday digital skills. The following competences are addressed: Basics and access, information and data handling, communication and collaboration, digital content creation, safety, problem solving and further learning. For the teaching of each competence area, some practical tips are given and further materials are linked.	<a href="https://www.digitaleseniorinnen.at/fileadmin/redakteure/Downloads/Leitfaden_Digitale_Alltagskompetenzen_vermitteln.pdf">https://www.digitaleseniorinnen.at/fileadmin/redakteure/Downloads/Leitfaden_Digitale_Alltagskompetenzen_vermitteln.pdf</a>
Plan and conduct online training	Servicestelle DigitaleSeniorInnen (Austria)	This guide starts by explaining the Zoom video communication tool in detail. In a second part, tips for online lesson design are shared.	<a href="https://www.digitaleseniorinnen.at/fileadmin/redakteure/Downloads/Leitfaden_Online_Schulungen.pdf">https://www.digitaleseniorinnen.at/fileadmin/redakteure/Downloads/Leitfaden_Online_Schulungen.pdf</a>
Digital Compass: Materials and Offers	BAGSO (Bundesarbeitsgemeinschaft der Seniorenorganisationen); Deutschland sicher im Netz e.V.; Verbraucher Initiative (Germany)	The Digital Compass provides free services for senior citizens on the internet and related topics. At 100 locations across Germany, internet guides help elderly people to try out digital services for themselves. This link provides instructions, handouts, tips, link collections, quiz formats and postcards.	<a href="https://www.digital-kompass.de/themen/materialien-und-angebote">https://www.digital-kompass.de/themen/materialien-und-angebote</a>

## **Lists of additional tools, guides and other useful projects and links**

If you need additional tools or apps for your guidance process or have not found a suitable tool in the Fact Sheets, you can have a look at the following selection of additional tools and apps. These tools and apps have been collected as part of the research for the CONVOLUT-Toolkit.

## List of other useful projects and links:

Name	Organisation	Special features/description	Language	Web address
Voluntariado	Comunidad Madrid (Spain)	The website of Madrid's volunteering activities also contains a section on training for volunteers. Here, current trainings for volunteers and potential volunteers are offered, e.g. on how to start volunteering or how to work with different target groups.	Spanish	<a href="https://www.comunidad.madrid/etiquetas/voluntariado">https://www.comunidad.madrid/etiquetas/voluntariado</a>
TSITour	Ovar Forma (PT), CEPROF (PT), Fundación INTRAS (ES), Centro por il Sviluppo creativo "Danilo Dolci" (IT), KMOP (GR), DEFOIN (ES)	The training included in this project aims to provide participants with the right tools to create, implement and evaluate a project on social inclusion of elderly people as voluntary "Local Storytellers".	English, Greek, Italian, Portuguese, Spanish	<a href="https://tsitour.eu/about/">https://tsitour.eu/about/</a>
Senior Volunteers for Migrant Integration	International House Vilnius-Soros (LT), Anmiro Oy (FI), DIAN (GR), ifa Akademie (GER), GSV095 (FR), Medardo Čoboto (LT)	The aim of the project is to promote the development of social, civic, intercultural and volunteer skills by providing representatives of both target groups with unique opportunities for integration and reintegration into society.	English, Finnish, Greek, Lithuanian, French, German	<a href="http://www.seniors4migrants.eu/en/about-the-project">http://www.seniors4migrants.eu/en/about-the-project</a>
Toolkit for youth volunteering and social action in health and social care	NHS Department of health and social care (UK)	The toolkit deals with the recruitment of young volunteers. It also discusses how to make volunteering attractive to young people and how to deal with expectations regarding employment.	English	<a href="https://volunteeringmatters.org.uk/app/uploads/2018/11/YSA_Toolkit_2018_FINAL.pdf">https://volunteeringmatters.org.uk/app/uploads/2018/11/YSA_Toolkit_2018_FINAL.pdf</a>
Aktive-Renter.de Magazine for senior citizens	TippsNET GmbH (Germany)	This online magazine for senior citizens deals with various senior citizens' topics on a weekly basis and provides tips regarding education, leisure, money, safety and housing.	German	<a href="https://www.aktive-rentner.de/">https://www.aktive-rentner.de/</a>

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Volunteering and its Surprising Benefits	Help Guide (USA)	The tool helps to identify one's goals and interests for voluntary work, to find an organisation and to make the most of volunteering. Another interesting feature is that the benefits of volunteering for well-being are described.	English	<a href="https://www.helpguide.org/articles/healthy-living/volunteering-and-its-surprising-benefits.htm">https://www.helpguide.org/articles/healthy-living/volunteering-and-its-surprising-benefits.htm</a>
Samooocena čustvene inteligentnosti  (Self-assessment of emotional intelligence)	Vrednotenje in priznavanje neformalnega znanja (VPNZ)  (Appreciation and recognition of non-formal learning, Slovenia)	The tool can help to discover one's own profile of emotional intelligence and to identify strengths and weaknesses. This can be particularly useful in the case of emotional tensions and problems in the work or life environment that cannot be solved by oneself, when one experience tensions in one's own relationships, when one feel that one are not in control of emotional reactions, when one feel tired for no particular reason, etc.	Slovenian	Questionnaire: <a href="https://vpnz.acs.si/ci/">https://vpnz.acs.si/ci/</a>  Instructions for use: <a href="https://vpnz.acs.si/Custvena_inteligentnost_vodila_za_svetovalce">https://vpnz.acs.si/Custvena_inteligentnost_vodila_za_svetovalce</a>
E-Portfolijo	Andragoški centre Republike Slovenije  (Slovenian Institute for Adult Education)	The e-portfolio is intended to help formally record the skills acquired through volunteering so that they can be used when looking for a job or for further training. Volunteers can be supported by mentors in their volunteer organisation.	Slovenian	<a href="https://eportfolijo.acs.si/">https://eportfolijo.acs.si/</a>
Die Engagement-berater	Deutscher Caritasverband e.V. (Germany)	Caritas Germany offers counselling on volunteering in its approximately 50 volunteer centres. This website provides further information and other materials, e.g. on the work of volunteer centres with refugees or with families.	German	<a href="https://www.caritas.de/spendeundengagement/engagieren/ehrenamt/freiwilligenzentren/">https://www.caritas.de/spendeundengagement/engagieren/ehrenamt/freiwilligenzentren/</a>

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Introductory Training for Volunteers	Slovenska univerza za tretje življenjsko obdobje (UTŽO)  (Slovenian University for the Third Stage of Life)	The introductory training for volunteers is designed to prepare for or accompany volunteer work and is aimed at people who are transitioning from an active professional life to retirement. The training covers topics such as the social importance of volunteering, motivation, the relationship with the user, communication, as well as rights and duties.	Slovenian	For more information: <a href="mailto:univerza3@siol.net">univerza3@siol.net</a> T: 01 433 20 90
Prostovoljstvo (Honorary Office)	Slovenska univerza za tretje življenjsko obdobje  (Slovenian University for the Third Stage of Life)	“Retirement does not mean that we have to retire the skills we have!” The Slovenian University for the Third Stage of Life offers cooperation with public institutions such as museums, hospitals, botanical gardens, etc. and accompanies seniors in their engagement in these institutions.	Slovenian	<a href="https://www.utzo.si/prostovoljstvo/">https://www.utzo.si/prostovoljstvo/</a>
Manual Facilitator. VPL General Volunteer Competences	MOVISIE (NL)	VPL (Validation of Prior Learning) is a method that aims to identify and certify a person's specific experiences and competences. This method can be used individually or in groups and is mainly aimed at volunteers. This tool is a manual for the facilitator or counsellor.	English	<a href="https://www.edosfoundation.com/images/UpVal/IO3/Manual_facilitator_English.pdf">https://www.edosfoundation.com/images/UpVal/IO3/Manual_facilitator_English.pdf</a>

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