

Competency Portfolio

General Overview of the Approach

My background, my experiences, my transferable skills

- - previous professional experience
- - extra-professional activities
- - training experiences
- - synthesis of my skills

The skills portfolio approach

The purpose of the process of building your skills portfolio is to support you in the reflection of your professional competencies in the creation of an activity or company.

This process and document allows you to provide feedback on your experiences in order to identify and promote the skills you have developed during your professional life, in training (initial and continuous), in internships etc, but also in the context of your extra-professional activities.

This approach to building a portfolio of skills aims to:

Take stock of your professional and personal background
Understand your background and make the link with your project
Identify and develop your skills
Reflect on your project

But can also be used to:

Prepare a job search and respond to a job offer
Enhance the presentation of your skills in your CV
Prepare an interview (recruitment, VAE, oral competition, selection for training, etc.)
Reflect on a new direction and consider a professional change
Prepare a file for the Validation of Prior Learning Assessment (VAE)

The stages of the skills portfolio

- define the objective of your skills portfolio
- make a historical review of your professional and personal career
- describe the experiences in different fields (professional, personal, training, volunteer, etc.) and extract the skills acquired during these experiences
- work on the professional or business creation project

The skills that can be transferred to my project/ start-up business

Knowledge Knowledge: "I know..."	Know-how Skills: "I know how to do..."	Know how to be Qualities: "I am..."
<i>Eg: I know the Sage software</i>	<i>Ex: I produce the pay slips of 20 employees</i>	<i>Ex: I am methodical and rigorous</i>

Analysis of activities

Non-professional activities

Title of the extra-professional activities

1.
2.
3.
4.
5.
6.

Transferable related skills

Knowledge Knowledge: "I know..."	Know-how Skills: "I know how to.."	Know how to be Qualities: "I am..."

Analysis of activities

My training experiences

Title of the training, organisation, date (as approximate) of the various initial and/or continuing training courses:

Eg: Stress Management Training, ZEN Organization, 2015

1.
2.
3.
4.
5.

The main achievements and activities carried out:

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