

EUROPASS

Source: www.europass.at

The **Europass** is a **portfolio consisting of five different types of documents**. It gives all European citizens a clear and standardised means of presenting the capabilities and skills they have acquired in school, at university or while studying or training abroad.

The five types of documents making up the Europass are as follows:

1. The **Europass CV** is a standard form for creating a CV that provides a comprehensive and standardised overview of the holder's work experience and education.
2. The **Europass Language Passport** clearly presents the holder's language proficiency.
3. The **Europass Mobility** is an instrument for documenting education and work experience gained in one of the other European countries participating in the Europass Initiative.
4. The **Europass Certificate Supplement** is a document meant to accompany a vocational education and training certificate. It describes the skills and qualifications acquired in the course of the training programme to which it applies.
5. The **Europass Diploma Supplement** contains detailed information about the higher education diploma or degree earned by its holder.

Europass – CV

A well-crafted curriculum vitae is the key to applying successfully for a vocational education or training placement or an interesting job. The **Europass Curriculum Vitae (Europass CV)** is standardised throughout Europe. It allows you to present your education/training, work experience, language and other skills clearly and comprehensively.

The **Europass Curriculum Vitae**

- has a standardised European structure understood and employed in 31 countries;
- helps you incorporate all aspects essential to a curriculum vitae;
- enables you to communicate all your qualifications in a systematic, chrono-

logical and flexible format; and

- accommodates documentation on skills acquired informally, i.e. soft skills like organisational, artistic or social skills

Europass – Language Passport

Have you ever been asked on a form or application to indicate your foreign language skills and been unsure about how to rate your proficiency? What exactly does a grade of 'very good' mean? Or having a grasp of the basics of a language? Or are you perhaps one of those people who can easily understand a radio broadcast in a foreign language yet find it difficult to speak that language? With the Europass Language Passport you have a standardised European document that allows you to describe all the foreign language skills and competencies you have acquired.

You fill out the **Europass Language Passport** yourself on the basis of a self-assessment grid with a six level scale of the 'Common European Framework of Reference for Languages'. On it you can record all your language skills in detail.

The Europass Language Passport is a condensed version of the **Language Passport (one component of the European Language Portfolio)**, developed by the Council of Europe.

The **Europass Language Passport**

- uses a standard six-level scale of competencies understood and applied throughout Europe;
- allows you to communicate your language skills fully in an understandable, clear-cut and reliable way;
- distinguishes clearly between productive skills (speaking and writing) and receptive skills (reading and listening); and
- allows you to rate skills acquired both inside and outside the classroom (i.e. gained through interacting with fellow workers on the job or during training, regular holidays in a given area).

Europass - Mobility

Did you do a work placement in Finland? Study for a semester in Budapest? Or take a continuing education course in Italy? That's great! But how can you document these experiences for use in a more formal setting? With the Europass Mobility you now have an instrument for recording the organised periods you have spent in another European country for the purpose of learning or training.

The Europass Training Document was the instrument used until the end of December 2004 for documenting professional competencies. As a result of the Europass Decision it has now been replaced by the **Europass Mobility**. Its use is open to all, regardless of age, level of education or work status.

To utilise the **Europass Mobility**, you have to meet certain **basic requirements**:

- Organised periods of time spent abroad for the purpose of learning or training;
- The above periods must be spent in one of the 31 participating European countries;
- Written agreement between the home and host organisations (on content, objectives and duration of the experience abroad);
- Mentors in the partners organisations, indicated by name

The **Europass Mobility**

- covers all areas of education and training;
- utilises a standardised European structure, understood and employed in 31 countries;
- covers not only accredited professional qualifications but also skills gained in informal settings, e.g. social or organisational skills;
- allows you to indicate credits earned in courses and other types of educational events using the the ECTS System;
- assists individuals seeking placements and jobs in documenting their experiences abroad;
- helps employers to obtain a clear picture of the skills and competencies applicants have gained abroad and to assess their quality more effectively; and
- paves the way to professional and occupational mobility in Europe.

Europass – Certificate Supplement

The **Europass Certificate Supplement** is issued jointly with the vocational education and training certificate to which it applies. It describes the skills and competencies gained in the given programme. In doing so, it helps employers and organisations abroad to draw accurate conclusions about the overall vocational school certificate.

The **Europass Certificate Supplement** is not a substitute for the original certificate nor does it guarantee formal recognition of the certificate in another country.

The **Europass Certificate Supplement** is a supplemental description intended to accompany the vocational education and training certificate to which it applies. It can provide more precise information about acquired skills and competencies than grades and scores can. In doing so, the supplement helps potential employers to gain a picture of the skills and competencies the applicant acquired in the course of his/her training.

Where can I get the Europass Certificate Supplement?

In schools the Europass Certificate Supplement is issued jointly with the vocational education and training certificate. It can also simply be downloaded at www.europass.at. All Europass Certificate Supplements currently available in Austria can easily be searched for and downloaded, many of them already available in English.

Europass – Diploma Supplement

The Europass Diploma Supplement contains detailed information about the higher education diploma earned by the holder. It is intended to benefit the general citizen, employers and educational institutions. This document is available for universities (where its issuance has been mandatory since 1 July 2005), universities of applied sciences and academies.

The Diploma Supplement is neither a substitute for the original diploma or degree nor an automatic system that guarantees recognition of a diploma or degree. However, it does provide a clear and standardised description of the course of study and its content.

The Diploma Supplement

- is a clear, internationally comparable description of the course of study involved.
- contains standardised information on the higher level education system in general to facilitate comparison.
- makes it easier to gain academic and professional recognition.
- seeks to promote mobility, make the acquisition of qualifications more appealing for tertiary level students, and facilitate access to education and life-long learning.