

Introduction

Europass is a new European initiative which aims to help people make their skills and qualifications clearly and easily understood, thus facilitating the mobility of both learners and workers. Europass aims to help people find a job, get experience abroad, or enrol in an education or training programme.

Europass includes five documents:

1. **Europass CV** is a standard CV format people can use to detail their qualifications and skills in a straightforward and understandable manner.
2. **Europass Language Passport** allows a person to describe and detail their language skills and competences.
3. **Europass Mobility** is a personal document, which is used to record an organised period of time (a mobility experience) that a person spends in another European country for the purpose of learning or training.
4. **Europass Certificate Supplement** is provided to people who hold a vocational education and training award. The Certificate Supplement provides additional information regarding the award.
5. **Europass Diploma Supplement** is issued to graduates of higher education institutions to provide additional information regarding the award.



1 Europass CV

The Europass CV is a standard CV format people can use to detail their qualifications and skills. It includes the following eight sections:

- (i) personal details
- (ii) desired post
- (iii) work experience
- (iv) education and training
- (v) skills and competences
- (vi) language abilities
- (vii) additional information (e.g. referees)
- (viii) annexes

The Europass CV can be completed in 25 different languages and other Europass documents can be attached to it.

The Europass CV may be completed online with the help of guiding instructions or the CV template may be downloaded and completed offline.

Optional headings may be removed from the document if not considered relevant.

Detailed instructions and samples of completed CVs are provided on <http://europass.cedefop.eu.int>

Paper copies of Europass CV are available from the National Europass Centre.



2

Europass

LANGUAGE PASSPORT

The Europass Language Passport is a self-assessment document to record language skills and competences.

The Europass Language Passport was developed by the Council of Europe as part of the European Language Portfolio which consists of three documents: the Language Passport, the Language Biography and the Dossier.

The Europass Language Passport can include competence gained both inside or outside formal education.

The Europass Language Passport allows you to detail your ability to understand, speak and write a language using a standard grid system that consists of three broad levels:

- (i) Basic user (levels A1 and A2)
- (ii) Independent user (levels B1 and B2)
- (iii) Proficient user (levels C1 and C2)

The Europass Language Passport may be completed online with the help of guiding instructions or the template may be downloaded and completed offline.

Detailed instructions and samples of completed Europass Language Passports are provided on <http://europass.cedefop.eu.int>

Paper copies of Europass Language Passport are available from the National Europass Centre.



3 Europass

MOBILITY

Europass Mobility is a personal document, which is used to record an organised period of time spent in another European country for the purpose of learning or training.

Europass Mobility aims to:

- promote European mobility for learning purposes, by making its results more visible
- boost transparency and visibility of European mobility experiences helping holders to explain what they have gained through this experience, particularly in knowledge, skills and competences.
- encourage recognition of experiences gained abroad.

Europass Mobility involves a partnership between the organisation sending the holder of the Europass Mobility (sending partner) and the organisation hosting the holder of the Europass Mobility (host partner). Both partners agree on the purpose, content and duration of the experience; a mentor is identified in the host country.

Europass Mobility Document is monitored and completed by both partner organisations. It contains information regarding the individual, the purpose and duration of the mobility experience and the training and skills acquired abroad.

Examples of Europass Mobility experiences include:

- a work placement in a company abroad or
- a term abroad as part of a higher education programme.

Current mobility projects include the EU's Erasmus and Leonardo da Vinci programmes.

For further information contact the National Europass Centre.



4

Europass

CERTIFICATE SUPPLEMENT

The Europass Certificate Supplement provides additional information on a vocational education and training award which is not available on the official certificate such as:

- skills and competences acquired
- the level of the certificate entry requirements
- access opportunities to the next level of education.

The Europass Certificate Supplement makes the award more easily understood, especially for employers and institutions outside the issuing country. It is supplied by the relevant awarding body which makes the award. Information contained on the Europass Certificate Supplement is provided in a standardised format.

The Europass Certificate Supplement is not a substitute of the original certificate.

For further information contact the National Europass Centre.



5

Europass

DIPLOMA SUPPLEMENT

The Europass Diploma Supplement was developed jointly by UNESCO and the Council of Europe and is issued to graduates of higher education institutions along with their degree or diploma.

The Europass Diploma Supplement provides additional information regarding the award which is not available on the official certificate such as:

- skills and competences acquired
- level of the qualification and the results gained
- entry requirements and access opportunities to the next level of education.

The Europass Diploma Supplement makes the award more easily understood, especially for employers and institutions outside the issuing country.

The Europass Diploma Supplement is issued by the higher education institution which awards the diploma or degree.

The Europass Diploma Supplement is not a substitute for the original diploma or degree.

For further information contact the National Europass Centre.

