

1/2005

EUROPEAN TRADE UNION COMMITTEE FOR EDUCATION
COMITE SYNDICAL EUROPEEN DE L'EDUCATION



ETUCE Factsheet on Europass

March 2005

Egalement disponible en français sous le titre
"Fiche d'informations du CSEE sur Europass"

Published by the Trade Union Committee for Education – Brussels 2005



Index

Introduction	4
Single Framework for the Transparency of Qualifications and Competences (Europass)	5
I. The European Curriculum Vitae	7
II. Europass-mobility	12
III. The Europass-Language Portfolio	17
IV. The Europass-Certificate Supplement	20
V. The Europass-Diploma Supplement	23
VI. Information systems	26
VII. Financial aspects	27

Introduction

Europass was launched at the “EU Europass Launch Conference” organised in Luxembourg from 31st January to 1st February 2005!

ETUCE is thus presenting “ETUCE Factsheet on Europass” – *a single European framework for the transparency of qualifications and competences*.

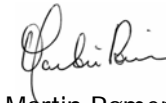
ETUCE wishes to provide all member organisations with relevant and detailed information on Europass, and this factsheet describes the five instruments of Europass:

- Europass CV
- Europass Mobility
- Europass Language Portfolio
- Europass Certificate Supplement
- Europass Diploma Supplement

Europass will be available to citizens in 32 countries in the field of higher education and vocational education and training, and the objective of the Commission is to have three million citizens using Europass by 2010.

ETUCE wishes to emphasise the importance of teacher trade unions being actively involved in Europass, in order to influence its national implementation. At national level, Europass will be coordinated by National Europass Centres (NEC) with which ETUCE's member organisations should be in close contact in order to put forward the views and goals of teacher trade unions.

Brussels, March 2005



Martin Rømer, General Secretary

SINGLE FRAMEWORK FOR THE TRANSPARENCY OF QUALIFICATIONS AND COMPETENCES (EUROPASS)

Enhanced European cooperation in vocational education and training (VET) calls for increasing transparency through the implementation and rationalisation of information tools and networks, including the integration of existing instruments into a single framework. This framework consists in a portfolio of documents with a common brand name and logo, backed up by adequate information systems and promoted through sustained actions at European and national level.¹

I. **Europass is a single EU-level framework** in the form of a structured portfolio incorporating a set of existing documents with separate characteristics:

- **European Curriculum Vitae** – personal and vocational skills,
- **European language portfolio** – language skills,
- **Mobili-Pass** – experience in transnational mobility (replaces Europass-Training², already used by more than 50 000 persons),
- **Certificate Supplement** – relating to vocational qualifications,
- **Diploma Supplement** – relating to higher education qualifications.

Europass is an open framework to which more documents may be added in the future, in particular to address specific sectors or skills more specifically.

¹ This Factsheet is based on the text of Decision 2241/2004/EC of the European Parliament and of the Council on a single Community framework for the transparency of qualifications and competences (Europass), 15 December 2004.

² The objective of Europass training:

- to define the content and general quality principles underpinning the European Pathways, whenever such training periods are incorporated into the training followed in the country of origin;
- to boost the transparency and visibility of these European pathways, by means of an official European training and/or work experience acquired by the beneficiary in another country.

II. The Europass scheme will be implemented through national bodies – the **National Europass Centres**. The Financial Regulation applicable to the General budget of the European Communities is applicable (recital 9).

III. Participation should be open to **acceding states, EEA/EFTA and to EU candidate countries**, in accordance with the relevant provisions of the instruments governing relations between the EU and these countries. Third country nationals resident in the EU should also be able to benefit (recital 10).

IV. The social partners play an important role in relation to this decision and should be involved in its implementation. The Advisory Committee for Vocational Training, composed of representatives of the social partners and of the national authorities of Member states, should be regularly informed on implementation of the decision. The social partners at EU level will have a particular role to play in relation to transparency initiatives that could be incorporated into the Europass framework in due course (recital 11).

CEDEFOP and the Working Group on Transparency established by the Commission in connection with the Copenhagen process have already developed a prototype electronic Europass, which will be perfected.

All Europass documents must respect the following minimum requirements (Article 2(c) 9598/04):

1. Relevance: Europass documents should specifically aim at improving the transparency of qualifications and competences;
2. European dimension: without prejudice to their voluntary nature, Europass documents should potentially be applicable in all Member States;
3. Linguistic coverage: the models of Europass documents should be available at least in all the official languages of the European union;
4. Feasibility: Europass documents should be fit for effective communication and use, where appropriate through awarding bodies, in both paper and electronic form.

I. The European Curriculum Vitae (CV) (hereafter Europass – CV)

Name of the Document	Europass – CV			
Established	by Commission Recommendation 2002/236 of 11 March 2002 (C2002) 516).			
Objective	to provide individuals with the opportunity to present clear and comprehensive information on all their qualifications and competences.			
Format	Paper and electronic			
Characteristics	The template is quite detailed, but it will be up to individual citizens to choose which fields to complete. When filling in the electronic form, the citizen is allowed to remove any field which he/she decides not to complete; the blank fields do not appear on the screen or printed version.			
Structure	Information on			
	personal information	additional competences, emphasising: - technical, - organisational, - artistic, - social skills.	additional information which might be added to the CV in the form of one or more annexes	
	language proficiency			
	work experience			
	education and training			
Comments	The electronic form of the Europass-CV should make possible the use of links to the relevant Europass documents, for instance, from the education and training section to a Diploma Supplement or a Certificate Supplement.			

Common structure of the Europass-CV

The box (fig. 1) reproduces the model for the structure and text of the Europass-CV. The layout of both the paper and electronic versions and modifications of the structure and text shall be agreed between the Commission and the competent national authorities.

Fig. 1: Europass-CV

(Europass logo)		
EUROPASS – CURRICULUM VITAE		
PERSONAL INFORMATION		Individuals can choose which fields to complete
Name	<i>Name, Surname, other names</i>	
Address	<i>House number, street name, postcode, city, country</i>	
Telephone		
Fax		
E-mail		
Nationality		
Date of birth	<i>Date, month, year</i>	
Gender		

OCCUPATIONAL PROFILE						
WORK EXPERIENCE						
Dates (from – to)	Name and address of employer	Type of business or sector	Occupation or position held	Main activities and responsibilities	Add separate entries for each relevant post occupied, starting with the most recent	
EDUCATION AND TRAINING						
Dates (from – to)	Name and type of organisation providing education and training	Principal subjects/occupational skills covered	Title of qualification awarded	Level in national classification (if appropriate)	Add separate entries for each relevant post occupied, starting with the most recent	
PERSONAL SKILLS AND COMPETENCES					Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas	
Mother tongue		Specify mother tongue				
Other languages		Specify language				
Understanding		Speaking		Writing <i>Indicate level</i>		<i>Indicate level: cf. Instructions.</i>
Reading:	<i>Indicate level</i>	Conversation	<i>Indicate level</i>			
Listening:	<i>Indicate level</i>	Presentation	<i>Indicate level</i>			



<p>Social skills and competences</p> <p><i>Describe these competencies and indicate where they are required</i></p>	<p>Living and working with other people, in positions where communication is important and situations where teamwork is essential (for example, culture and sports), in multicultural environments, etc.</p>
<p>Organisational skills and competences</p> <p><i>Describe the competencies and indicate where they are required</i></p>	<p>Coordination and administration of people, projects and budgets; at work, in voluntary work (for example, culture and sports) and at home, etc.</p>
<p>Computer skills and competences</p> <p><i>Describe these competencies and indicate where they are required</i></p>	<p>Word processing and other applications, database searching, acquaintance with internet, advanced skills (programming)</p>
<p>Technical skills and competences</p> <p><i>Describe these competencies and indicate where they are required</i></p>	<p>With specific kind of equipment, machinery; etc., other than computers</p>
<p>Artistic skills and competences</p> <p><i>Describe these competencies and indicate where they are required</i></p>	<p>Music, writing, design, etc.</p>
<p>Other skills and competences</p> <p><i>Describe these competencies and indicate where they are required</i></p>	<p>Competences not mentioned above.</p>
<p>Driving licence</p>	<p>State here whether you hold a driving license and if so, which category of vehicle</p>

Additional information	Include here any other information that may be relevant, for example, contact persons, references, etc.
Annexes	List any attached annexes.

II. Europass-Mobility

The Europass-Mobility shall record periods of a European learning pathway, using a common European format. It is a personal document, recording the specific European learning pathway achieved by its holder. A European learning pathway is a period spent by a person (regardless of age, educational level or occupational status) in another country for learning purposes and that:

- either takes place within the framework of a Community Programme in the field of education and training, or
- satisfies all the following quality criteria:
 - the organisation responsible for the learning initiative (sending organisation) stipulates with the host organisation and submits to the National Europass Centre (or equivalent body) a written agreement on the
 - content,
 - objectives and
 - duration of the European learning pathway,
 - ensuring that appropriate linguistic preparation is provided to the person concerned and identifying a mentor in the host country, charged with assisting, informing, guiding and monitoring the person concerned.
- Each of the countries involved must be a Member State of the European Union or an EFTA/EEA country;
- Where appropriate, the sending organisation and the host organisation cooperate in providing the person concerned with appropriate information about workplace health and safety, labour law, equality measures and the work-related provisions applying in the host country.

The Europass-Mobility is completed by the sending and host organisation involved in the mobility project, in a language agreed between them and the person concerned.

Citizens who are awarded a Europass-Mobility are entitled to ask for a translation in a second language, chosen by them (sending or host organisation) or a third European language. In the case of third language, the responsibility for translation rests with the sending organisation.

The Europass-Mobility includes personal information. The name of the person who is awarded the Europass-Mobility is the only compulsory personal information. The organisations completing the Europass-Mobility may only complete the other fields concerning personal information if the person concerned agrees to it.



The field “qualification” is also not compulsory, in recognition of the fact that not all education or training initiatives lead to a formal qualification.

The National Europass Centre/Agency is responsible for ensuring that:

- Europass-Mobility documents are only released to record European learning pathways;
- All Europass-Mobility documents are completed in electronic form;
- All Europass-Mobility documents are also awarded to their holders in paper form, using a folder specifically produced in cooperation with the Commission.

Steps must be taken to ensure that the relevant Community and national provisions concerning the processing of personal data and the protection of privacy are fully respected.

Common format of the Europass-Mobility

The box below (fig. 2) reproduces the structure and the text of Europass-Mobility. The layout of both the paper and electronic versions shall be agreed between the Commission and the competent national authorities.

Each item of text is numbered, to facilitate its retrieval in a multilingual glossary.

Fig. 2: Europass-Mobility³

Europass logo		
Europass-Mobility		
(1)	This Europass-Mobility is awarded to	
(2)	First name and surname of the holder	
(3)	by	
(4)	Organisation responsible for organising the learning initiative in the country of provenance	
(5)	On date dd/mm/yyyy	
(6)	Signature/stamp	Signature and stamp of the organisation awarding the document
(7)	Personal Information on the Holder	
(8)	Surname	
(9)	First name / Other names	

³ Decision 2241/2004/EC of the European Parliament and of the Council on a single Community framework for the transparency of qualifications and competences (Europass), 15 December 2004. Annex III.

(10)	Signature	
(11)	Address: House number, street name, postcode, city, country	Not compulsory
(12)	Contact e.g.; E-mail, telephone	Not compulsory
(13)	Date of birth dd/mm/yyyy	Not compulsory
(14)	Nationality	Not compulsory
(15)	Space for photograph	Not compulsory
(16)	European learning pathway	
(17)	Education or training initiative followed in the course of which the European pathway was completed	
(18)	Qualification: Diploma, title or other certificate to which the learning initiative leads, if any	Not compulsory
(19)	Duration of the European pathway	
(20)	From dd/mm/yyyy to	
(21)	Details of the host partner	
(22)	Name and function of the mentor	
(23)	Content of the European pathway	
(24)	This section should provide relevant details, as appropriate, of education or training followed or the work experience acquired during the pathway and, where appropriate, the skills and competencies	

	acquired and the method of assessment.	
(25)	<p>The description should highlight how the European pathway improved:</p> <ul style="list-style-type: none"> - the acquaintance of the holder with the technical skills and competencies specifically related to the particular subject field of his/her education or training initiative; - the holder's language skills - the holder's social skills and competences, including in particular those relating to intercultural - experiences; - the holder's organisational skills and competences; - any other skills and competences of the holder. 	
(26)	Signatures of the host partner and the holder	

III. The Europass-Language portfolio

The European-Language portfolio (LP), developed by the Council of Europe, is a document in which language learners can record their language learning and cultural experiences and competences.

The LP has two functions: pedagogic and reporting.

The pedagogic function is designed to enhance the motivation of language learners to improve their ability to communicate in different languages and to pursue new learning and intercultural experiences.

The reporting function aims to document its holder's language proficiency in a comprehensive, informative, transparent and reliable way. All competence is valued, regardless whether gained inside or outside of formal education.

The LP contains:

- **a language passport** which its owner regularly updates. The owner describes his/her language skills, according to common criteria accepted throughout Europe;
- **a detailed language biography** describes the owner's experiences in each language;
- a dossier enables examples of personal work to be kept to illustrate language skills.

The LP is the property of the learner.

A set of common principles and guidelines has been agreed for all Portfolios. The language passport is a section of the LP and has to be completed according to a defined structure.

Appropriate measures should be taken by the competent authorities to ensure that the relevant Community and national provisions concerning the processing of personal data and the protection of privacy are fully respected.

Fig. 3: Common structure of the Language Passport section of the Europass-Language Portfolio⁴

Profile of language skills

1. Mother tongue

Language	Writing	Spoken interaction	Spoken production	Reading	Listening
Self-assessment					

(to be repeated as many times as necessary)

2. Summary of language learning and intercultural experiences

(Language learning and use in country/region where the language is not spoken)

Language	Up to 1 year	Up to 3 years	Up to 5 years	Over 5 years
Primary/ Secondary/ Vocational education				
Higher education				
Adult education				
Other courses				
Regular use in the workplace				
Regular contact with speakers of the language				
Other				

⁴ Decision No. 2241/2004/EC of the European Parliament and of the Council on a single Community framework for the transparency of qualifications and competences (Europass), 15 December 2004. Annex V.

Further information on language and intercultural experiences
 (to be repeated as many times as necessary)

3. Stays in a region where the language is spoken

Language	Up to 1 month	Up to 3 months	Up to 5 months	Over 5 months
Using the language for study or training				
Using the language at work				
Other				

Further information on language and intercultural experiences

4. Certificates and diplomas

Language:
 Level:
 Title:
 Awarded by:
 Year:

(to be repeated as many times as necessary)



IV. The Europass-Certificate Supplement

1.1. The Europass-Certificate Supplement (CS) is a document attached to a vocational certificate, in order to make it easier for third persons – particularly in other countries – to understand what the certificate means in terms of competences acquired by its holder.

The CS provides information on:

- the skills and competences acquired,
- the range of occupations accessible,
- the awarding and accreditation bodies,
- the level of the certificate,
- the different ways of acquiring the certificate,
- the entry requirements and access opportunities to next level education.

1.2. The CS does not replace the original certificate and does not give any entitlement to formal recognition of the original certificate by authorities of other countries. On the other hand, it facilitates a sound appreciation of the original certificate and is therefore a useful tool for obtaining recognition by the competent authorities.

1.3. Certificate Supplements are produced by the competent authorities at national level and issued to persons who hold the corresponding certificate according to procedures agreed at national level.

The layout of both the paper and electronic versions shall be agreed between the Commission and the competent national authorities.

Fig. 4: The Europass-Certificate Supplement⁵

(Europass logo)

Certificate Supplement

1. Title of the certificate (in the original language)
2. Translated title of the certificate (this translation has no legal status)
3. Profile of skills and competences
4. Range of occupations accessible to the holder of the certificate (if applicable)
5. Official basis of the certificate
 - Name and status of the body awarding the certificate
 - Name and status of the national/regional/sectoral authority providing accreditation/recognition of the certificate
 - Level of the certificate (national or international)
 - Grading scale/Pass requirements
 - Access to next level of education/training
 - International agreements
 - Legal basis of the certificate
6. Officially recognised ways of acquiring the certificate
 - Description of vocational education and training received
 - School-/training centre-based

⁵ Decision No. 2241/2004/EC of the European Parliament and of the Council on a single Community framework for the transparency of qualifications and competences (Europass), 15 December 2004. Annex VI.

- Workplace-based
- Accredited prior learning
- Percentage of total programme (%)
- Duration (hours/weeks/months/years)
- Total duration of the education/training leading to the certificate
- Entry/access requirements
- Additional information

Further information (including a description of a national qualifications system) available at [www. _____](http://www._____)

v. The Europass-Diploma Supplement

1.1 The Europass-Diploma Supplement (DS) is a document attached to a higher education diploma, in order to make it easier for third persons to understand what the diploma means in terms of knowledge and competences acquired by its holder. The DS describes the nature, level, context, content, and status of the studies undertaken and completed by the holder of the original diploma to which the supplement refers.

1.2 As is the case with the Certificate Supplement, the DS does not replace the original diploma and does not give any entitlement to formal recognition of the original diploma.

1.3 The DS gives information on:

- the holder of the qualification
- the qualification itself
- the contents and results gained
- the function of the qualification

The DS also contains section certifying the Supplement and providing information on the national higher education system.

Fig. 5 reproduces the common model of the structure and text of the DS. The layout will be agreed between the national authorities.

Fig. 5: The Europass-Diploma Supplement⁶

(Europass logo)

Diploma Supplement

⁶ Decision No. 2241/2004/EC of the European Parliament and of the Council on a single Community framework for the transparency of qualifications and competences (Europass), 15 December 2004. Annex IV.

1. Information identifying the holder of the qualification
 - 1.1/1.2 Family Name / First Name
 - 1.3 Date, Place, Country of Birth
 - 1.4 Student Number or Code

2. Information identifying the qualification
 - 2.1 Name of Qualification (Full, Abbreviated)
Name of Title (Full, Abbreviated):
 - 2.2 Main Field(s) of Study for the Qualification
 - 2.3 Name of Institution Awarding Qualification
 - 2.4 Name of Institution Administering Studies
 - 2.5 Language(s) of Instruction/Examination

3. Information on the level of the qualification
 - 3.1 Level of Qualification
 - 3.2 Official Length of Programme
 - 3.3 Access Requirement(s)

4. Information on the contents and results gained
 - 4.1 Mode of Study
 - 4.2 Programme Requirements
 - 4.3 Programme Details
 - 4.4 Grading Scheme, grade distribution guidance
 - 4.5 Overall Classification

5. Information on the function of the qualification

- 5.1 Access to Further Study
- 5.2 Professional Status

- 6. Additional information
 - 6.1 Additional Information
 - 6.2 Additional Information Sources

- 7. Certification of the supplement
 - This Diploma Supplement refers to the following original Documents
 - Official stamp or seal

- 8. Information on the national higher education system
 - 8.1 Types of Institutions and Institutional Control
 - 8.2 Types of programmes and degrees awarded
 - 8.3 Approval/Accreditation of Programmes and Degrees
 - 8.4 Organisation Studies
 - 8.4.1 Integrated "Long" (one-Tier-) Programmes: (Diploma degrees, Magister Artium, Staatsprüfung)
 - 8.4.2 First/Second Degree Programs (Two-tier): (Bakkalauereus/Bachelor - Magister/Master degrees)
 - 8.5 Specialised Graduate Studies
 - 8.6 Doctorate
 - 8.8 Grading Scheme
 - 8.9 Access to Higher Education
 - 8.10 National Sources of Information

vi. Information systems

All Europass documents issued by authorised bodies are completed in electronic form and made available to their holders. Choices concerning the appropriate technological instrument should be made in cooperation with the Commission. The following features should be ensured.

1. Design principles:

Open system. The European information system should be developed taking into account the opportunity for future developments in the European framework and integration with information services on job and learning opportunities.

Interoperability. The parts of the European information system managed at national level in the different countries should be fully interoperable with each other and with the parts managed at European level.

2. Document management and access

2.1. All Europass documents issued by authorised bodies should be completed in electronic form, according to the procedures agreed between the issuing bodies and the National Europass Centre and in conformity with the procedures agreed at European level.

2.2. The Europass-CV and any other Europass document, which does not need to be issued by authorised bodies, should also be available in electronic form.

2.3. Individuals shall be entitled:

- to complete through the internet their Europass-CV and any other Europass document which does not need to be issued by authorised bodies,
- to establish, update and remove links between their Europass-CV and their other Europass documents,
- to attach any other supporting documents to their Europass documents,
- to print totally or partially their Europass and its annexes, if any.

2.4. Access to documents including personal information shall only be allowed for the person concerned, in conformity with the relevant Community and national provisions concerning the processing of personal data and the protection of privacy.

vii. Financial aspects

The expenditure is intended to co-finance implementation at national level and to cover certain costs incurred at Community level in relation to coordination, promotion and production of documents.

1. Community financial support for national implementation activities will be provided through yearly operating grants to the National Europass Centres (NEC)

The NECs must be established as legal persons and will not receive any other operating grant from the Community budget.

- 1.1. The grants will be awarded after approval of a work programme related to the activities of the NECs and based on specific terms of reference.
- 1.2. The co-financing rate shall not exceed 50% of the total costs of the activities.
- 1.3. The Commission may have recourse to experts and to technical assistance organisations. The Commission may organise seminars, colloquia or other meetings to facilitate the implementation of the Decision and undertake information, publication and dissemination actions.