



Removing Barriers to Work and Study



For more information please visit our website:
www.europass.org.uk

Or contact us:
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The Europass Portfolio

Europass makes the qualifications, skills and competencies of an individual more transparent to employers and education institutions in the UK, Europe and beyond.

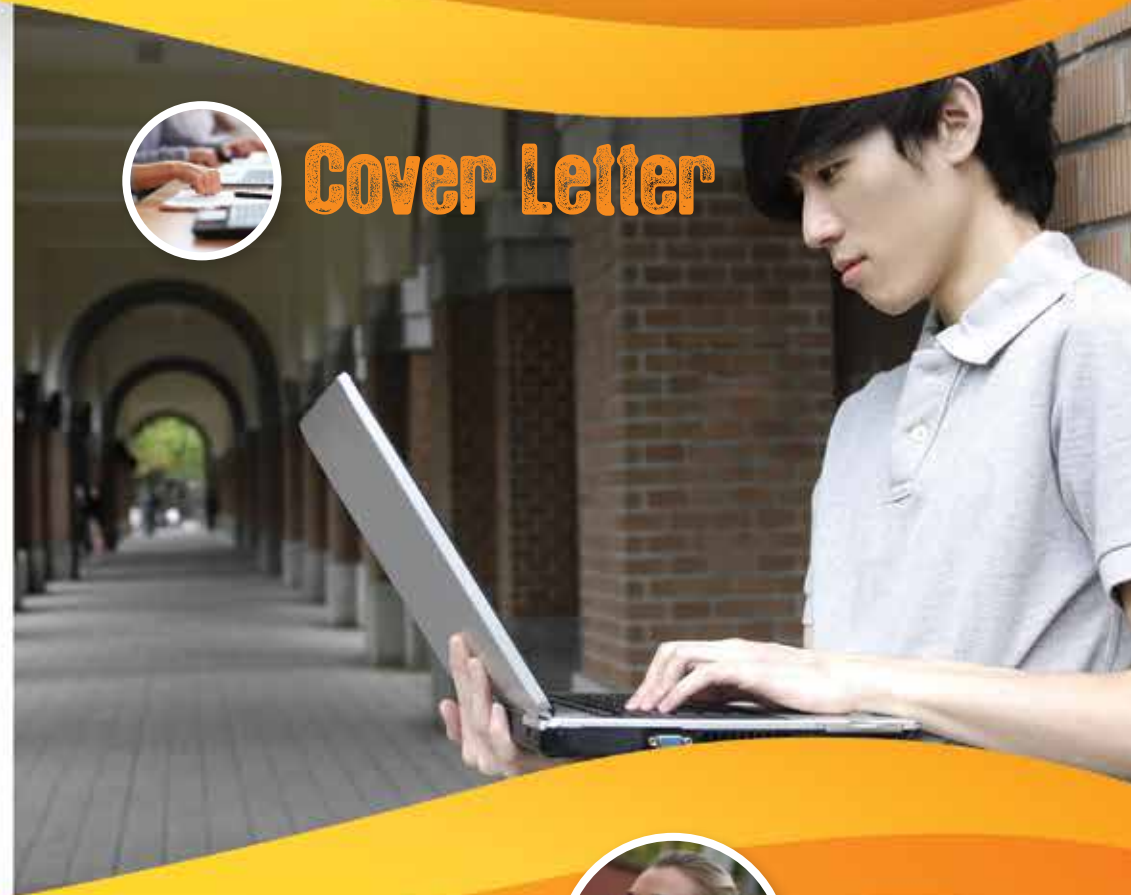
It is a suite of documents and tools that make understanding and recognising candidates' skills and qualifications easier; therefore simplifying the recruitment process.

The Europass portfolio consists of the following documents:

-  **Cover Letter**
-  **Curriculum Vitae**
-  **European Skills Passport**
-  **Language Passport**
-  **Europass Mobility**
-  **Diploma Supplement**
-  **Certificate Supplement**



Cover Letter



"I used to find writing cover letters tiresome and time-consuming. Using the Europass Cover Letter Editor helped me to produce informative, balanced cover letters to support my applications." Svetlana Shaugney

- Completed via the online editor and in-keeping with the attractive visual style of the Europass CV
- Assistant menu includes wording suggestions to help create professional cover letters in one of 27 European languages



Curriculum Vitae



"I've always wanted to work in an environment where my language skills and academic knowledge are utilised. When applying for a job, I completed the Europass CV to highlight my language skills in a way that is understood by employers. The Europass portal enabled me to create a CV and a cover letter within minutes. Europass provides user-friendly tools to ensure that you include all the information that employers might need"

Ayten Alibaba (Research and Data Officer)



Curriculum Vitae

PERSONAL INFORMATION

Betty Smith

32 Reading rd, Birmingham B28 3QJ United Kingdom
 +44 2012345678 +44 7123456789
 smith@kdnmail.com
 AOL Instant Messenger (AIM) betty.smith
 Sex Female | Date of birth 01 March 1975

JOB APPLIED FOR European project manager

WORK EXPERIENCE

August 2002 – Present **Independent consultant**
 British Council
 123, Ed Niry, 75023 Paris (France)
 Evaluation of European Commission youth training support measures for youth national agencies and young people

March 2002 – July 2002 **Internship**
 European Commission, Youth Unit, DG Education and Culture
 200, Rue de la Loi, 1049 Brussels (Belgium)
 - evaluating youth training programmes for SALTO UK and the partnership between the Council of Europe and European Commission
 - organizing and running a 2 day workshop on non-formal education for Action 5 large scale projects
 - focussing on quality, assessments and recognition
 - contributing to the steering group on training and developing action plans on training for the next 3 years. Working on the Users Guide for training and the support measures

Business or sector: European Institution

Curriculum Vitae

PERSONAL SKILLS

Other language(s) English

Language(s)

| | UNDERSTANDING | | SPEAKING | | WRITING |
|--------|---------------|---------|--------------------|-------------------|---------|
| | Listening | Reading | Spoken interaction | Spoken production | |
| French | C1 | C2 | B2 | C1 | C2 |
| German | A2 | A2 | A2 | A2 | A2 |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
 Domain: European Framework of Reference for Languages

Team skills
 - team work: I have worked in various types of teams from research teams to national league hockey
 For 2 years I coached my university hockey team
 - mediating skills: I work on the borders between young people, youth trainers, youth policy and researchers, for example running a 3 day workshop at CoE Symposium 'Youth Actor of Social Change', and my continued work on youth training programmes
 - intercultural skills: I am experienced at working in a European dimension such as being a rapporteur at the CoE Budapest 'youth against violence seminar' and working with refugees.

Skills
 - whilst working for a Brussels based refugee NGO 'Convivial' I organized a workshop between refugees and civil servants at the European Commission
 - during my PhD I organised a seminar series on research

Other skills
 - competent with most Microsoft Office applications
 - experience with L1, L2, L3

- Individuals can complete their CV for free online through the intuitive Europass online editor
- Unique languages section makes it easy to understand linguistic competence





European Skills Passport

- An electronic folder that annexes to the Europass CV, it is a repository for supporting documentation
- Any of the Europass documents can be uploaded; or any other document that might prove useful in verifying the content of the Europass CV, including:
 - Scans of qualification certificates or diplomas
 - Course transcripts
 - Employer or other references
 - Other documents that provide information on the level of your qualification (e.g. NARIC Statement of Comparability)
- The documents can be hyper-linked to sections of the Europass CV for immediate ease of reference





Language Passport



Language Passport

Steve Andrew

Mother tongue(s)
English

Other language(s)
French, Spanish

| French | | | | |
|----------------------------------------------------------------------------------------|--------------------------------|------------------------|------------------------|-----------------------|
| Self-assessment of language skills | | | | |
| Understanding | | Speaking | | Writing |
| Listening | Reading | Spoken interaction | Spoken production | Writing |
| C1 Proficient user | A2 Basic User | B2 Independent user | B2 Independent user | C1 Proficient user |
| Certificates and diplomas | | | | |
| Title | Awarding body | Date | Level* | |
| DCLF, Units 1-4 | Institut Français, London | 1998 | -- | |
| Level, Grade B | Alliance française, Birmingham | 1999 | -- | |
| Linguistic and intercultural experience | | | | |
| Living or travelling abroad: School exchange programme in Bilbao: one month in family. | | Duration | | |
| | | 1997-2000 | | |

Language Passport

Steve Andrew

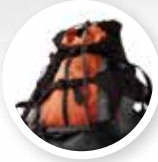
| Reading | Spoken interaction | Spoken production | Writing |
|----------------------------------------------------------------------------------------|------------------------|------------------------|------------------------|
| C1 Proficient user | B1 Independent user | B1 Independent user | B2 Independent user |
| Linguistic and intercultural experience | | | |
| Living or travelling abroad: School exchange programme in Bilbao: one month in family. | | Duration | |
| | | 1997-2000 | |



"The Language Passport enables you to assess your language proficiency and make employers aware of your skills, to a standard that is recognised Europe-wide. Of most benefit is that you can include your intercultural experience and informal learning"
Joanna Surowiec

- For employers looking to fill roles where linguistic competence is a requirement or benefit, the Language Passport is an ideal tool

- Part of the Europass online editor, the Language Passport is completed by the individual, and summarises:
 - Language qualifications
 - Linguistic experience
 - Linguistic competence that has not been formalised with a qualification (this is done using a widely recognised, user friendly self-assessment grid)



Europass Mobility

EUROPASS MOBILITY

1. THIS EUROPASS MOBILITY DOCUMENT IS AWARDED TO

Surname(s) First name(s) Photograph

(17) **DUPONT** **Stephan**

Address (house number, street name, postcode, city, country)

(7) Kavala str. 52
GR-54248 Thessaloniki

Date of birth Nationality Signature of the holder

(15) 21 05 1972 (17) Irish

UK: Member marked with an asterisk (*) are mandatory.

2. THIS EUROPASS MOBILITY DOCUMENT IS ISSUED BY

Name of the issuing organisation

(8) Vocational College of Greenfield Issuing date

(9) Europass Mobility number (10) 23 21 2004

(11) Europass Mobility No UK-423545

UK: Member marked with an asterisk (*) are mandatory.

3. THE PARTNER ORGANISATIONS OF THE EUROPASS MOBILITY EXPERIENCE (No) ARE

SENDING PARTNER (organisation initiating the mobility experience in the country of origin)

Name, type (if relevant faculty/department) and address

Vocational College of Greenfields
Dept of Biomechanics
213 Bell Str.
123546 Sheffield
United Kingdom

Stamp and/or signature

[Stamp]

Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)

COWARD Jules Title/position

Telephone Senior teacher

(14-113) 343 12 34 (16)

E-mail

juch@bla.uk

HOST PARTNER (organisation receiving the holder of the Europass Mobility document in the host country)

Name, type (if relevant faculty/department) and address

Blanco Multimedia Ltd Stamp and/or signature

Via Giovanni (18)

460 Palermo

Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)

Marco Title

(19)

(20)



“The students thoroughly enjoyed their placements and returned to college feeling more independent and confident; they feel that having the Europass Mobility document will give them a competitive edge when they apply to further their education or to enter employment”

Wakefield College, UK

- Responsible for sending individuals on overseas work, or training placements (for example, through Erasmus+)? Make sure you record the outcomes using Europass Mobility

- A useful aide memoire for participants – particularly for identifying key skills when applying for work or study
- The document also confirms the skills and attributes learned for reference by third parties
- Sending organisations can issue Europass mobility using the online registration system



Diploma Supplement



Bournemouth University Diploma Supplement

The Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/UIS. The purpose of the supplement is to provide additional information to facilitate the international recognition of qualifications (degrees, diplomas, certificates etc.) and to provide a means of communication between the holder of the qualification and the institutions of higher education in other countries. It should be filled in by the holder of the qualification. It should be filled in by the holder of the qualification. It should be filled in by the holder of the qualification.

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family Name(s) / Surname(s):
OTHER: _____

1.2 Given Name(s) / First Name(s):
Name: _____

1.3 Date of Birth (day/month/year):
DD/MM/YYYY: _____

1.4 Student identification number or code (if available):
B092111: _____

2 INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of qualification and (if applicable) title conferred:
Bachelor of Science

2.2 Main field(s) of study for the qualification:
Mathematics

Name and status of awarding institution (in original language):
Bournemouth University

2.3 Date of award (if different from 2.3.1):
DD/MM/YYYY: _____

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study:
Full-time with a year in industry

4.2 Programme requirements:
The specific programme requirements are detailed in the relevant Programme Specification. The Programme Specification will provide information on the length of the programme, credit structure, required units of study, intermediate awards, progression requirements, admission regulations and assessment regulations. Programme specifications are available via the University website: www.bournemouth.ac.uk/college

4.3 Please see next page for programme details

4.4 Grading scheme and, if available, grade distribution guidance:
The grading scheme used by the University is based on percentages. Units are given a mark between 0-100% with a minimum pass mark of 40% for undergraduate programmes and 50% for Postgraduate programmes. The overall classification of the qualification is based upon the final credit-weighted average mark. Bachelors degrees are classified as First Class (60% or above), Upper Second Class (50-59%), Second Class, Lower Division (40-49%) and Third Class (30-39%). All other qualifications (except for MSc and PhD) are classified as 'Merit' (60-69%), 'Distinction' (70% or above).

4.5 Overall classification of the qualification (in original language):
First Class Honours

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study:
Further study available at Bournemouth University

| Qualification | Full-time | Part-time | Part-time (Evening) |
|------------------------------|-----------|-----------|---------------------|
| Master's Degree | 2 | 3 | 3 |
| Postgraduate Diploma | 1 | 1 | 1 |
| Postgraduate Certificate | 1 | 1 | 1 |
| Graduate Diploma | 2 | 2 | 2 |
| Graduate Certificate | 1 | 1 | 1 |
| Bachelor's Degree | 3 | 4 | 4 |
| Bachelor's Degree (Extended) | 4 | 5 | 5 |

Diagram of Higher Education Qualifications (HEQD)

Every HEQD is an equivalent, equivalent or prior learning

| Typical Qualifications | Level | ECTS | Equivalent |
|------------------------------------------------|---------|------|------------|
| Doctoral Programmes for PhD, DPhil, EdD | Level 7 | 120 | 120 |
| Master's Degrees | Level 6 | 120 | 120 |
| Postgraduate Diploma | Level 5 | 60 | 60 |
| Postgraduate Certificate | Level 5 | 30 | 30 |
| Bachelor's Degrees with Honours | Level 4 | 120 | 120 |
| Bachelor's Degrees | Level 4 | 120 | 120 |
| Professional Graduate Certificate in Education | Level 4 | 60 | 60 |
| Graduate Certificate | Level 3 | 30 | 30 |
| Foundation Degrees | Level 3 | 120 | 120 |
| Diploma of Higher Education | Level 3 | 120 | 120 |
| Higher National Certificate | Level 3 | 120 | 120 |
| Certificate of Higher Education | Level 2 | 120 | 120 |



"Employers can identify more specific subject areas that you specialise in, and it demonstrates far more knowledge than just a degree alone"
A Bournemouth University Student, UK

- Issued by higher education institutions across Europe to provide supplemental information about their qualifications
- The HEAR is an enhanced, UK-specific equivalent of the Diploma Supplement
- Helps employers to better understand the content and level of a qualification



Certificate Supplement

 **Europass certificate supplement ⁽¹⁾**  United Kingdom

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Title of the certificate ⁽²⁾⁽³⁾ City & Guilds Level 2 Progression Award in Early Years Care and Education <small>⁽²⁾ in the original language</small> |
| 2. Translated title of the certificate ⁽²⁾⁽³⁾ City & Guilds Ebene 2 Progression Zeugnis in Erziehung <small>⁽³⁾ if applicable. This translation has no legal status.</small> |
| 3. Profile of skills and competences Core Units: Understand the role of the childcare worker Apply the principles of good practice and equal opportunities Investigate the principles of working with children 1-5 years, to promote physical care and development Investigate the principles of working with children 1-5 years, to promote social and emotional development Investigate the principles of working with children 1-5 years, to promote sensory and intellectual development Investigate the principles of working with children 1-5 years, to promote language development Investigate the principles of working with children 1-5 years, to promote language development Recognise a safe learning environment for children Prepare to contribute to the protection of children Prepare for working with parents Optional Units (one from): Work effectively with babies 0-12 months Observe children Prepare to work with colleagues in a childcare setting Apply the principles of good practice with regard to communication in the childcare setting Prepare for professional development as a childcare worker |
| 4. Range of occupations accessible to the holder of the certificate ⁽¹⁾ |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Official basis of the certificate | |
| Name and status of the body awarding the certificate City & Guilds Affinity 1 Gillespie Street London EC1A 9DD United Kingdom Telephone: +44 (0)20 7294 2800 Facsimile: +44 (0)20 7294 2400 Website: http://www.city-and-guilds.co.uk E-mail: enquiries@city-and-guilds.co.uk (City & Guilds is a recognised Awarding Body in the United Kingdom.) | Name and status of the national/regional authority providing accreditation/recognition of the certificate Qualifications and Curriculum Authority 83 Piccadilly London W1J 8QA United Kingdom Telephone: +44 (0)20 7509 5555 Facsimile: +44 (0)20 7509 6666 Website: http://www.qca.org.uk E-mail: info@qca.org.uk (QCA maintains and develops the national curriculum and associated assessments, tests and examinations, and accredits and monitors qualifications in colleges and at work.) |
| Level of the certificate (national or international) Level 2 in the National Qualifications Framework | Grading scale / Pass requirements Written Assessments: Distinction Credit Pass Examinations: Pass / Fail |
| Access to next level of education/training Provides access to Level 3 Progression Award or other Level 3 qualifications in the NQF; also acts as initial training before students take the work-based NVQ level 2 qualifications in the same occupational field. | International agreements N/A |
| Legal basis N/A | |



"The Certificate Supplement is an invaluable addition to one's CV when looking for employment or training opportunities. It reassures employers that an applicant has learnt the skills relevant to a position they are trying to fill, especially when a qualification was achieved in another country. We have found that many of our learners use the Certificate Supplement when preparing for job interviews so that they can easily explain to an employer what skills they have learned while studying for a City & Guilds qualification." Dora Timar, City & Guilds

- Issued by awarding organisations across Europe for vocational qualifications, to provide supplemental information about their qualifications
- Helps employers to better understand the content and level of the qualification