

# Removing barriers to work and study

For more information:

w: [www.europass.org.uk](http://www.europass.org.uk)

e: [info@europass.org.uk](mailto:info@europass.org.uk)

t: +44 (0) 871 330 8341

f: +44 (0) 871 330 7005

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## Europass portfolio

The Europass portfolio consists of five documents designed to enhance transparency of an individual's skills and qualifications and facilitate mobility between European Member States:

**the Europass CV, the Language Passport, Europass Mobility, Certificate Supplement and the Diploma Supplement.**



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

The five Europass documents are free and in a standardised format to help recognition throughout Europe. Europass facilitates the mobility of individuals for employment and education by making their attributes and potential more readily understood.

This booklet contains examples of each of the five Europass documents and a summary of the characteristics and benefits of each. More detailed information for all of the documents and examples can be accessed by visiting our website at [www.europass.org.uk](http://www.europass.org.uk)

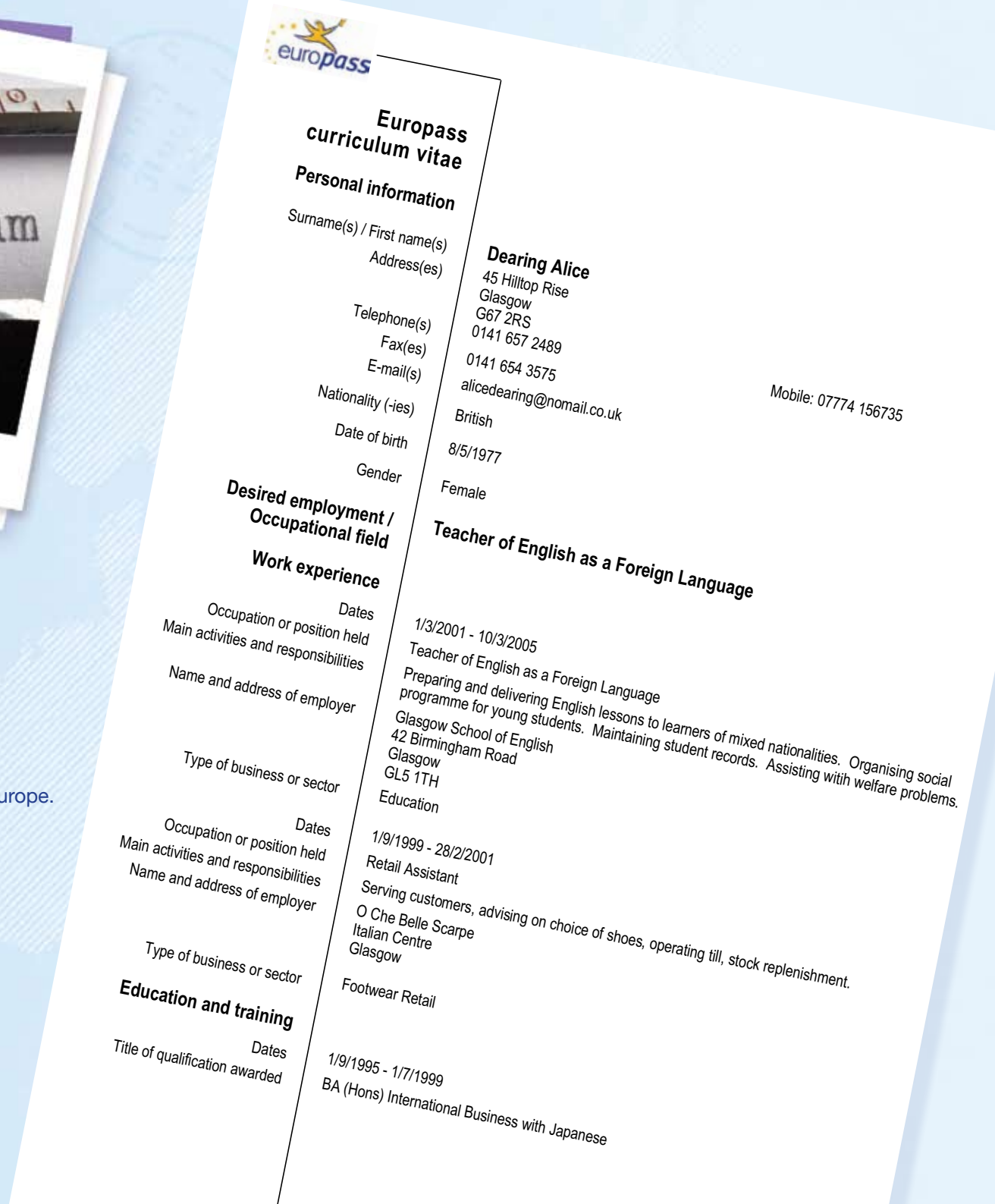


## Curriculum Vitae

- Standard CV template recognised across Europe.
- Over 14 million CV documents completed online since its launch in 2005.
- The sections cover all of an individual's key qualifications, work experience and skills.
- A unique languages section allows individuals to self-assess and promote their language abilities using a scale recognised across Europe.
- The user friendly electronic CV tool can be accessed at <http://www.europass.org.uk/cv>

*"It is really user friendly, and a useful tool for ensuring that you include all of the information that employers might need, in addition to a traditionally styled CV. The language section was particularly helpful, as you can assess your proficiency and make employers aware of your skills, to a standard that is recognised Europe-wide"*

Zara Green, UK



**europass**

### Europass curriculum vitae

#### Personal information

**Dearing Alice**  
 Surname(s) / First name(s): 45 Hilltop Rise  
 Address(es): Glasgow  
 Telephone(s): G67 2RS  
 Fax(es): 0141 657 2489  
 E-mail(s): 0141 654 3575  
 alicedearing@nomail.co.uk  
 Nationality (-ies): British  
 Date of birth: 8/5/1977  
 Gender: Female

Mobile: 07774 156735

#### Desired employment / Occupational field

**Teacher of English as a Foreign Language**

#### Work experience

Dates	Occupation or position held	Main activities and responsibilities
1/3/2001 - 10/3/2005	Teacher of English as a Foreign Language	Preparing and delivering English lessons to learners of mixed nationalities. Organising social programme for young students. Maintaining student records. Assisting with welfare problems.
	Name and address of employer	
	Glasgow School of English	
	42 Birmingham Road	
	Glasgow	
	GL5 1TH	
	Education	
Dates	Occupation or position held	Main activities and responsibilities
1/9/1999 - 28/2/2001	Retail Assistant	Serving customers, advising on choice of shoes, operating till, stock replenishment.
	Name and address of employer	
	O Che Belle Scarpe	
	Italian Centre	
	Glasgow	
	Type of business or sector	
	Footwear Retail	

#### Education and training

Dates	Title of qualification awarded
1/9/1995 - 1/7/1999	BA (Hons) International Business with Japanese

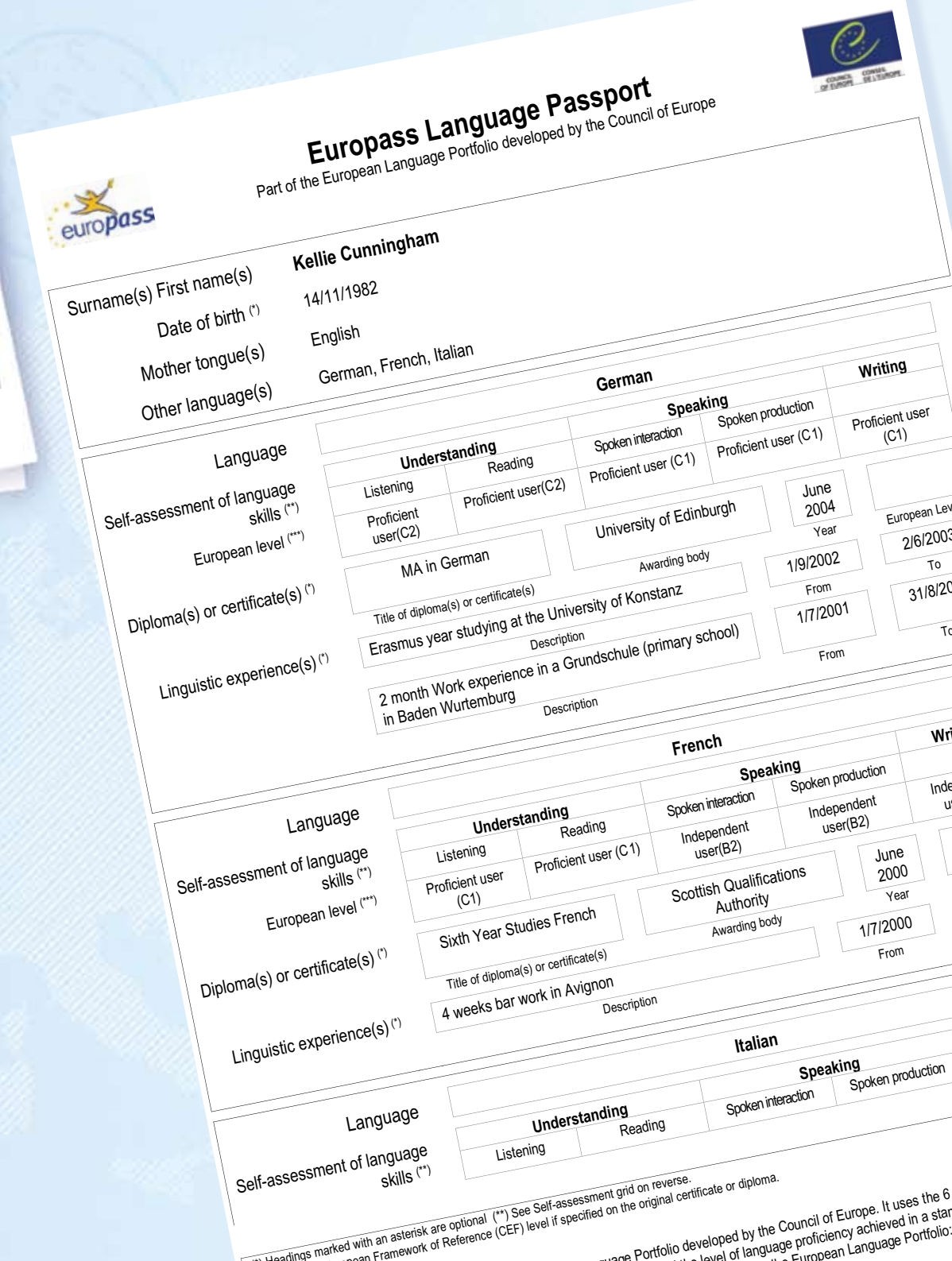


## Language Passport

- Helps individuals to promote their language abilities.
- There are sections for recording language qualifications and experience.
- There is also a self-assessment section that allows individuals to grade their listening, written and spoken language abilities against a well-recognised referencing scale.
- Self-assessment is particularly useful where language learning has taken place outside of a formal education setting.
- The user friendly electronic Language Passport tool can be accessed at <http://www.europass.org.uk/lp> or by using the iPhone application – available for free download now!



*“I highly recommend it to anyone looking to work in Europe and I have actually secured a job on a ski resort in France using this.”* App user, iTunes



**europass**  
Part of the European Language Portfolio developed by the Council of Europe

**Europass Language Passport**  
Part of the European Language Portfolio developed by the Council of Europe

Surname(s) First name(s) **Kellie Cunningham**  
Date of birth (\*) **14/11/1982**  
Mother tongue(s) **English**  
Other language(s) **German, French, Italian**

Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
Self-assessment of language skills (**) European level (***)	Proficient user (C2)	Proficient user (C2)	Proficient user (C1)	Proficient user (C1)	Proficient user (C1)
Diploma(s) or certificate(s) (*)	MA in German Title of diploma(s) or certificate(s)		University of Edinburgh Awarding body		June 2004 Year
Linguistic experience(s) (*)	Erasmus year studying at the University of Konstanz Description		1/9/2002 From		2/6/2003 To
	2 month Work experience in a Grundschule (primary school) in Baden Wurtemberg Description		1/7/2001 From		31/8/2001 To

Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
Self-assessment of language skills (**) European level (***)	Proficient user (C1)	Proficient user (C1)	Independent user (B2)	Independent user (B2)	Independent user (B2)
Diploma(s) or certificate(s) (*)	Sixth Year Studies French Title of diploma(s) or certificate(s)		Scottish Qualifications Authority Awarding body		June 2000 Year
Linguistic experience(s) (*)	4 weeks bar work in Avignon Description		1/7/2000 From		

Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
Self-assessment of language skills (**)					

(\*) Headings marked with an asterisk are optional (\*\*) See Self-assessment grid on reverse.  
(\*\*\*) See Self-assessment grid on reverse.  
European Framework of Reference (CEF) level if specified on the original certificate or diploma.

Language Portfolio developed by the Council of Europe. It uses the 6 levels of language proficiency achieved in a star...  
European Language Portfolio:



## Europass Mobility

- Records and verifies organised periods of time spent working, training or studying in another European country, for instance through the Lifelong Learning Programmes.
- Completed by the organisations responsible for organising and hosting the experience, it provides third party verification of the skills attained by the individual.
- Provides confirmation of the activities carried out and breaks down the acquired key skills into easily referenced sections.
- Self-assessment is particularly useful where language learning has taken place outside of a formal education setting.
- Organisations interested in Mobility exchange activities can register for Europass Mobility at <http://www.europass.org.uk/mobility/>
- Europass Mobility helps individuals to identify key skills when applying for work or study.

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

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

(11)(\*) Name, type (if relevant faculty/department) and address  
 Vocational College of Greenfields  
 Dept of Biomechanics  
 213 Bell Str.  
 123546 Sheffield  
 United Kingdom

(12)(\*) Stamp and/or signature  
 [Stamp]

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

(14) Title/position  
 Senior teacher

(15) Telephone  
 (44-113) 343 12 34

(16) E-mail  
 juoh@bla.uk

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

(17)(\*) Name, type (if relevant faculty/department) and address  
 Palermo Multimedia Ltd  
 213 Via Giovanni  
 I-123546 Palermo

(18)(\*) Stamp and/or signature  
 [Stamp]

(19)(\*) Surname(s) and first name(s) of reference person/mentor  
 (if relevant of ECTS departmental coordinator)  
 GIULIANO Marco

(20) Title/position  
 Head of technical development

(21) Telephone  
 39 (91) 12 34 56

(22) E-mail  
 mguiliano@bravo.it

NB: This table is not valid without the stamps of the partner organisations and/or the signatures of the two references/mentors.  
 Headings marked with an asterisk are mandatory.

4. DESCRIPTION OF THE EUROPASS MOBILITY EXPERIENCE (No)

(23) Objective of the Europass Mobility experience  
 To acquire a first work experience in an international environment

(24) Initiative during which the Europass Mobility experience is completed, if applicable  
 Upper secondary vocational qualification - Electrician (mandatory placement)

(25) Qualification (certificate, diploma or degree) to which the education or training leads, if any  
 National Craft Certificate: Electrician

(26) Community or mobility programme involved, if any

(27)(\*) Duration of the Europass Mobility experience  
 From 01 09 1004  
 dd mm yyyy

(28)(\*) To 31 11 2004  
 dd mm yyyy

NB: Headings marked with an asterisk are mandatory.



## Diploma Supplement

- Issued to individuals by Higher Education Institutions alongside the graduation certificate.
- Provides information that helps employers and education providers better understand the content and level of an individual's qualification.
- The standard format is widely recognised across Europe.
- More information on the Diploma Supplement can be found at <http://www.europass.org.uk/orgs/diploma>

*“Employers can identify more specific subject areas that you specialise in and it demonstrates far more of your knowledge than just your degree title alone.”*

A Bournemouth University Student, UK

**Bournemouth University  
Diploma Supplement**

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

**1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION**

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

1.2 Given Name(s) / First Names (s):  
ANNE

1.3 Date of Birth (day/month/year):  
01/01/1980

1.4 Student identification number or code (if available):  
9991111

**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

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

2.4 Name and status of institution (if different from 2.3) administering studies (in original language):  
as section 2.3

2.5 Language of instruction/examination:  
English

**3 INFORMATION ON THE LEVEL OF THE QUALIFICATION**

3.1 Level of qualification:  
Level 6 of the National Qualifications Framework

3.2 Official length of programme:  
4 Years

3.3 Access requirement(s):  
The minimum requirement for entry is evidence of National Qualifications Framework

**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/bologna](http://www.bournemouth.ac.uk/bologna)

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. Undergraduate programmes and 50% for Postgraduate programmes. The overall classification of the qualification is based upon the final credit-weighted aggregate mark. Bachelors degrees are classified as 'First Class', 'Second Class, Upper Division' for 60-69, 'Second Class, Lower Division' for 50-59 and 'Third Class' for 40-49%. All other qualifications (except Doctorates) are classified as 'Merit' for 60-69% and 'Distinction' for 70% and more.

4.5 Overall classification of the qualification (in original language):  
Bachelors Degree with Second Class Honours (Lower Division)

**5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION**

5.1 Access to further study:  
This qualification may lead to study at Level 7 of the National Framework

5.2 Professional status (if applicable):  
This programme does not confer any right to practise or pro

**6 ADDITIONAL INFORMATION**

6.1 Additional Information:  
Year in Industry carried out at:  
BEAR STEARNS

6.2 Further information sources:  
For further information please refer to the University website [www.bournemouth.ac.uk/bologna](http://www.bournemouth.ac.uk/bologna)





## Europass in Action

Since its launch in 2005, Europass has experienced considerable success across Europe. The central Europass website hosted by the European Commission has had nearly 40 million visits, and the Europass CV has been completed online over 14 million times with 3.8 million of those having been completed in 2010 alone. An increase is expected again by the end of 2011.

Here is a selection of some of the feedback that we have received from users of the Europass documents in the UK and across Europe:

### CV:

*"In a constantly changing labour market, which is becoming more and more international, the Europass CV facilitates recruitment processes for companies and improves worker mobility. The way a candidate puts together their CV is often influenced by their local country culture. Standard practice in one country is not necessarily the accepted way in another. The Europass CV solves this problem."*

Marc Vandeleene, PR & Communication Manager for Manpower Belgium

### Language Passport iPhone Application:

*"(The iPhone App) has made it quick and easy to fill out and will be really useful for my trip to Italy in the next few weeks. I would recommend this app to anyone who wants a quick and easy way of showing their language abilities"*

App User, iTunes

### Europass Mobility:

*"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



## Certificate Supplement:

*"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. Our centres also love it as it helps them attract more learners onto their training programmes."*

*City & Guilds is committed to removing difficulties and barriers commonly associated with getting recognition for vocational qualifications when moving from one country to another, and we believe the Certificate Supplement makes a huge difference. We are delighted to be the first UK awarding body to provide a tool which will help individuals become more mobile, find better opportunities and enhance their lives."*

Dora Timar, Head of Accreditations and Recognitions - International, City & Guilds

## Diploma Supplement:

*"I believe when employers become aware and accustomed (to the use of the Diploma Supplement) it will prove invaluable."* A Bournemouth University Student, UK

## The Benefits of Europass

- It promotes strong links between education and training, business and industry, ensuring the continuing relevance and adequate appreciation of competences and qualifications.
- It helps individuals communicate their qualifications and competences in an effective way.
- The documents are particularly useful for people who move between countries or across employment sectors as they explain the skills, competencies and qualifications in a consistent, easy-to-read format.
- Europass is an open system that supports European policy developments related to the transparency of competences and qualifications.