

Revision of the europass Lessons from Research

Rimantas Dumčius | Director | PPMI
rimantas.dumcius@ppmi.lt

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Brussels

What is Europass?



[Europass support centre](#)
[Glossary](#)
[Interoperability](#)
[Visually impaired](#)


English - (en) ▼

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Europass documents

Europass and you

Learning and working in Europe

Resources

Curriculum Vitae European skills passport

[Language passport](#)
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[Diploma Supplement](#)
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A document to present your skills and qualifications effectively and clearly

 [Create your CV \(+ cover letter\) online](#)

 [Update your CV \(PDF+XML\) online](#)

 [Download the CV template and instructions](#)

 [Examples](#)

[LEARN MORE →](#)

EXAMPLE



- What is Europass?
- How to complete a Europass CV?
- How to become interoperable with Europass?
- I am not a European citizen. Can I use the Europass CV?
- Which Europass documents do I need?

[VISIT EUROPASS SUPPORT CENTRE →](#)

[Search Europass support centre](#)

 [SEARCH](#)

Europass Documents

To be completed by citizens

✓ Helps to present skills and qualifications effectively and clearly

✓ Freely accessible on the Europass website

✓ Can be completed offline

Europass Documents

To be completed by citizens

Europass CV



PERSONAL INFORMATION Ann Other

1 The Street, London AB12 3CD United Kingdom

+44 1234567890 +44 0987654321

ann.other@address.com

JOB APPLIED FOR Underwriter

WORK EXPERIENCE

July 2009 – Present **Underwriter**

Brown and Williams Insurers, London (United Kingdom)






Manager of underwriting team at local branch of leading insurance company, responsibilities i

- Managing staff in the underwriting team.
- Analysing application forms to establish credit worthiness of clients.
- Allocating applications appropriately within the underwriting team and process insurance ap in complex cases.
- Ensuring compliance with relevant company policy, regulations and/or legislation.
- Providing relevant training to junior underwriters.

March 2007 – June 2009 **Junior Underwriter**



Clarke and Philips Insurance, London (United Kingdom)

Europass Language Passport


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*	
DELFI, Unités 1-4	Institut Français, London	1996	–	
GCSE-level, Grade B	Alliance française, Birmingham	1998	–	
Linguistic and intercultural experience				
Description			Duration	
Using languages at work: Temporary work as hotel receptionist in London with frequent French-speaking guests.			1997–2000	
Using languages while living or travelling abroad: Holiday jobs as camp leader in French-speaking Switzerland.			1995–1997	

Europass Documents Issued by E&T authorities


Certificate Supplement VET authorities

	
<p>Certificate supplement(*)</p>	
<p>TITLE OF THE QUALIFICATION (FI)</p> <p><i>Hotelli- ja ravintola-alan perustutkinto 120 ov/3 vuotta, hotellipalvelun koulutusohjelma, hotellivirkailija</i></p>	
<p>TRANSLATED TITLE OF THE QUALIFICATION (EN)</p> <p><i>Vocational Qualification in Hotel and Restaurant Service 120 credits/3 years, Study Programme in Hotel Services, Hotel Receptionist</i> (This translation is not the official title of the qualification.)</p>	
<p>VOCATIONAL COMPETENCE PROVIDED BY THE QUALIFICATION</p> <p>Those who have completed the Vocational Qualification in Hotel and Restaurant Services (Study Programme in Hotel Services, Hotel Receptionist) shall know how to</p> <ul style="list-style-type: none"> - welcome and guide guests arriving at the hotel; - sell and present the hotel's products and services; - sell food, non-alcoholic beverages, alcoholic beverages and cocktails; - serve customers of different ages and from different cultural backgrounds in a friendly and open-minded manner; - serve customers and attend to correspondence in Finnish, Swedish and one foreign language; - attend to the billing of hotel guests; - prepare hotel rooms and meeting facilities; - assume responsibility for serving at breakfast and meetings at the hotel; - attend to the hotel switchboard; - take reservations for rooms and other facilities and handle any changes to these; - attend to the hotel's correspondence and produce documents needed for that purpose; - assume responsibility for the hotel's monetary and payment transactions; - maintain order and tidiness in working and customer facilities; - work together with co-operation partners and tourism and marketing organisations; - assist restaurant staff in serving food and drink; - assist in preparing and setting out food; - handle and preserve foodstuffs in compliance with hygiene instructions; - act in accordance with the hotel's business idea and working culture; - act in an economical and environmentally responsible manner and in accordance with safety regulations; - develop their own actions so as to enhance the enterprise's profitability; - function as team members in the working community. 	
<p>RANGE OF OCCUPATIONS ACCESSIBLE TO THOSE QUALIFYING WITH THIS CERTIFICATE</p> <p>Those who have completed the Vocational Qualification in Hotel and Restaurant Services, Study Programme in Hotel Services, may function in customer service, marketing and sales positions, such as receptionists or sales secretaries, at hotels and in other accommodation service enterprises.</p>	
<p>(*) Explanatory note</p> <p>This supplement is designed to provide additional information about the completed qualification and is not a certificate of the qualification in its own right. The format of the supplement is pursuant to the following documents: Council Resolution 93/C4901 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C22404 of 15 July 1996 on the transparency of vocational training certificates and Recommendation 01/L21501 of the European Parliament and of the Council of 10 July 2001 on mobility within the Community for students, persons undergoing training, volunteers, teachers and trainers.</p>	

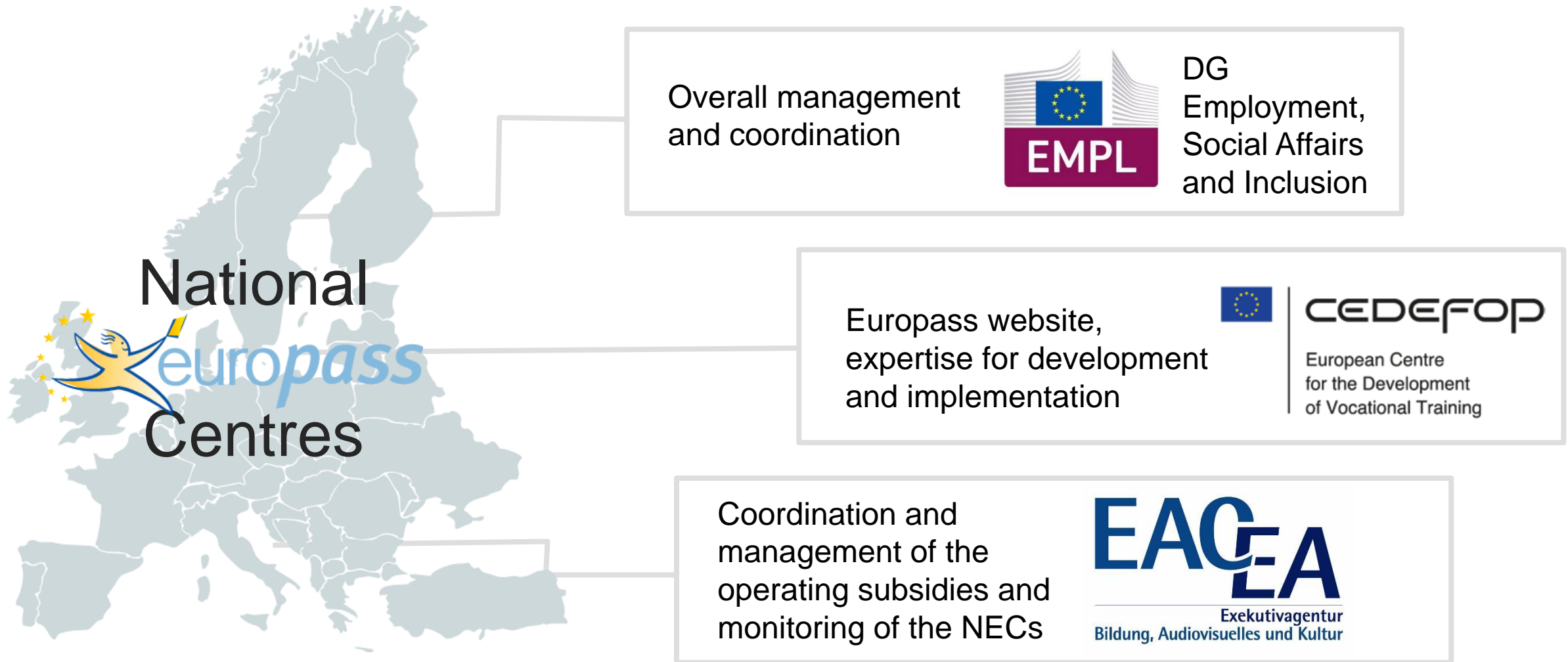
Diploma Supplement HE authorities

	<p>FACHHOCHSCHULE AACHEN</p> <p>EUROPASS DIPLOMA SUPPLEMENT</p>
<p>This Diploma Supplement model was 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.</p>	
<p>1. HOLDER OF THE QUALIFICATION</p>	
<p>1.1 Family name</p> <p>Muster</p>	<p>1.2 First name</p> <p>Martin</p>
<p>1.3 Date (DD/MM/YYYY), place, country of birth</p> <p>01/01/1985, Aachen, Germany</p>	<p>1.4 Student ID number or code</p> <p>111111</p>
<p>2. QUALIFICATION</p>	
<p>2.1 Name of qualification (full, abbreviated; in original language)</p> <p>Diplom-Kaufmann (FH), Dipl.-Kaufmann</p> <p>n/a</p> <p>Explanatory note: Usually not applicable for Germany, except for some specialised professional designation which are awarded simultaneously with the academic degree. For these see 5.2.</p>	<p>Title conferred (full, abbreviated; in original language)</p> <p>Diplom-Kaufmann (FH); Dipl.-Kaufmann</p>
<p>2.2 Main field(s) of study</p> <p>Business Studies</p>	
<p>2.3 Institution awarding the qualification (in original language)</p> <p>Fachhochschule Aachen,</p>	<p>Status (Type / Control)</p> <p>Fachhochschule / federal</p>

Mobility Document Home/host organisations

	<p>EUROPASS MOBILITY</p>
<p>1. THIS EUROPASS MOBILITY DOCUMENT IS AWARDED TO</p>	
<p>(1) (*) Surname(s)</p> <p>DUPONT</p>	<p>(2) (*) First name(s)</p> <p>Stephan</p>
<p>(3) Address (house number, street name, postcode, city, country)</p> <p>Kavala str. 52, GR-54248 Thessaloniki</p>	
<p>(4) Photograph</p>	
<p>(5) Date of birth</p> <p>21 05 1972 dd mm yyyy</p>	<p>(6) Nationality</p> <p>Irish</p>
<p>(7) Signature of the holder</p>	
<p><i>NB - Headings marked with an asterisk are mandatory.</i></p>	
<p>2. THIS EUROPASS MOBILITY DOCUMENT IS ISSUED BY</p>	
<p>Name of the issuing organisation</p> <p>Vocational College of Greenfield</p>	
<p>(8) (*) Europass Mobility number</p> <p>Europass Mobility No UK-123546i</p>	<p>(10) (*) Issuing date</p> <p>23 21 2004 dd mm yyyy</p>
<p><i>NB - Headings marked with an asterisk are mandatory.</i></p>	
<p>Explanatory note</p> <p>Europass Mobility is a standard European document, which records details of the contents and the results - in terms of skills and competences or of academic achievements - of a period that a person of whatever age, educational level and occupational status has spent in another European country (UE/EFTA/EEA and candidate countries) for learning purposes.</p>	

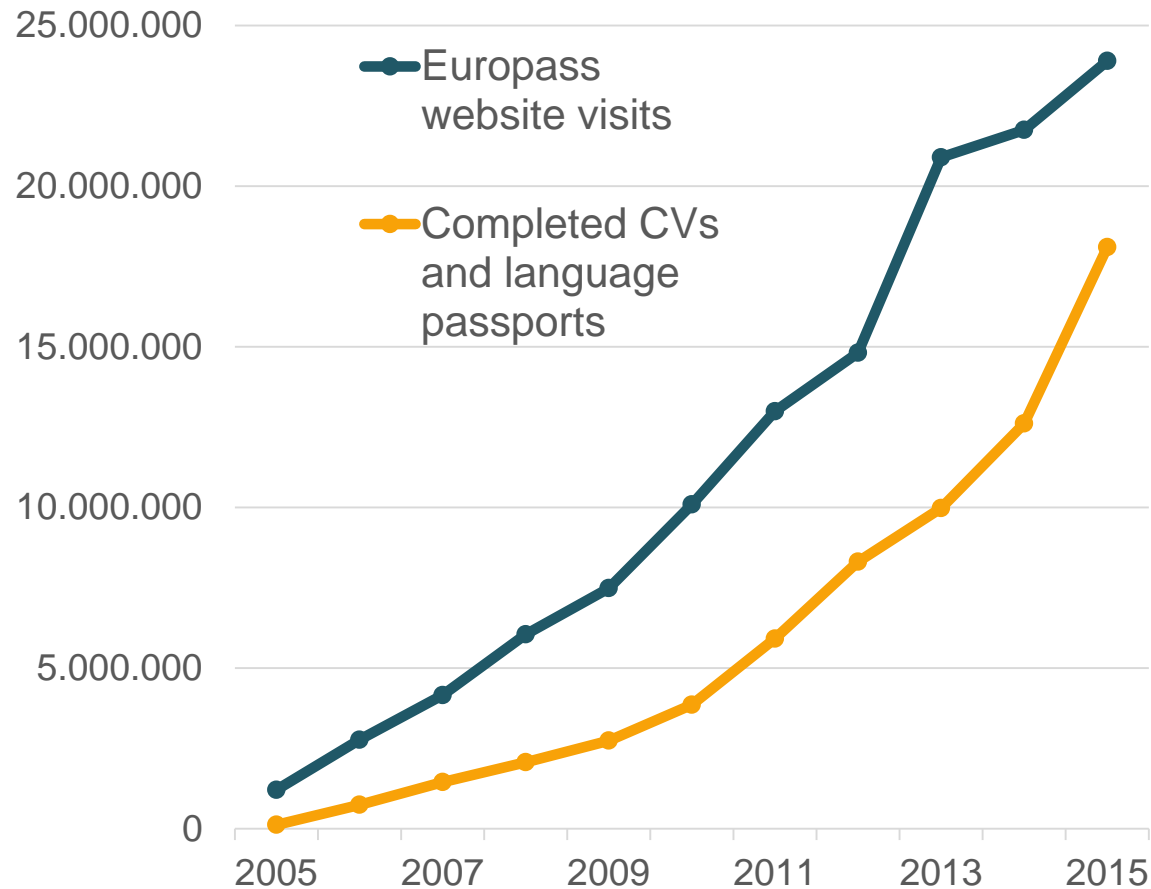
Governance of the Europass





Key Policy Challenges

Recording and Sharing Skills Information



Europass documents

Best known tools for documenting skills and qualifications



Reasons for using Europass

- Easier than other existing tools
- Well structured
- A lot of suggestions/examples/tutorials
- Broadly used in my country

Source: Europass Statistics, Cedefop

Recording and Sharing Skills Information

Recent developments (will be presented as timeline):

- Intuitive and responsive online editor in 2014;
- Self-assessment grids for ICT and languages in 2015;
- New Design of the Europass website in 2016.

Further plans in the New Skills Agenda:

- ‘Intuitive and seamless online service platform’
 - Resolving overlaps among Europass documents;
 - Integrating more European and national skills services into one website;
 - Introducing more comprehensive self-assessment tools.

Recording and Sharing Skills Information

Recommendation

Regular review and updating of the Europass documents should be continued for the initiative to remain relevant to its current and future users.

A set of **concrete measures for better interoperability** among the Europass documents and other European tools with similar purpose should be considered to allow for more user-friendly environment helping individuals to record and reflect on their skills and competences.

Access to Europass for Disadvantaged Groups



16,1%

Youth not in education and training or employment (NEET)



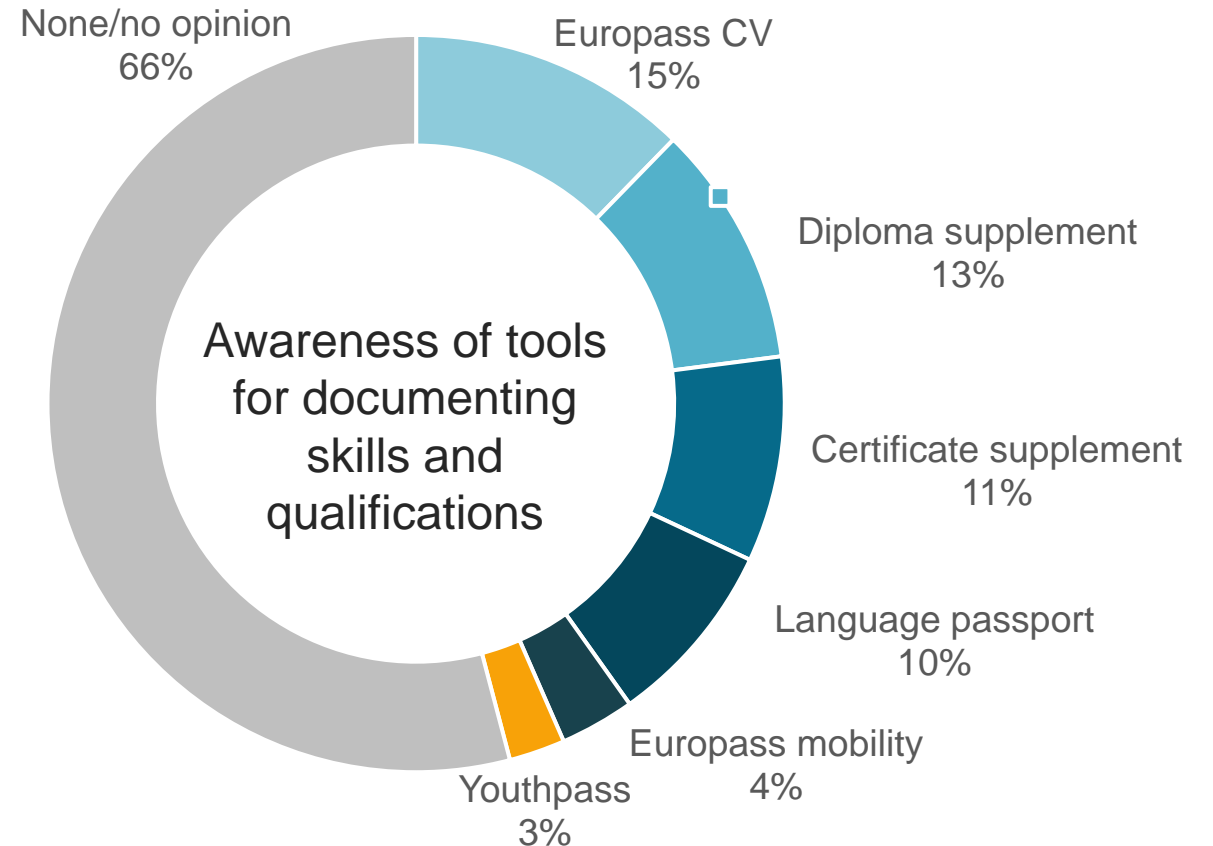
4,5%

Europeans in long-term unemployment (1%-18.2%)



287.100

Asylum seekers in the 1st quarter of 2006



Source: Eurobarometer

Access to Europass for Disadvantaged Groups

Supporting institutions (e.g. public employment services, career guidance centres) → mediators in facilitating access to disadvantaged groups (e.g. NEETs, people in long term unemployment, recent immigrants).

Issue:

- Europass documents are not necessarily used as a standard in support institutions;
- Lack of coherent collaboration between the existing national points of contact;
- Low awareness of the existing skills services among disadvantaged groups.
→ limited access of support services for individuals.

Further plans in the Commission's roadmap: integrated operation of the European skills services.

Gap in the Agenda: lack of practical measures of how to better reach the disadvantaged groups through Europass.

Access to Europass for Disadvantaged Groups

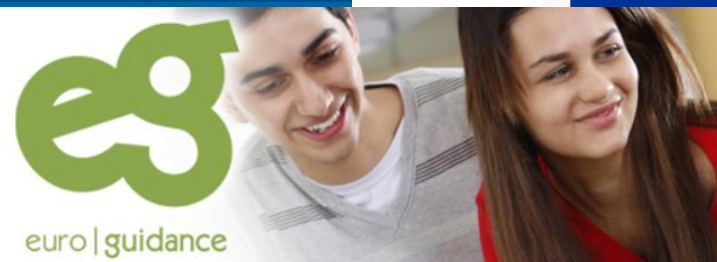
Recommendation

EU skills services including National Europass Centres should work out **concrete action plans** together with EU Member States' institutions and organizations **for the improvement of access to information about Europass** to all the disadvantaged groups of Europeans and to offer them personalized support in accessing and completing Europass documents.

The development, implementation, monitoring and evaluation of such plans could be foreseen in the new Europass framework.

Coordination with Other Skills Services

A variety of different European skills services

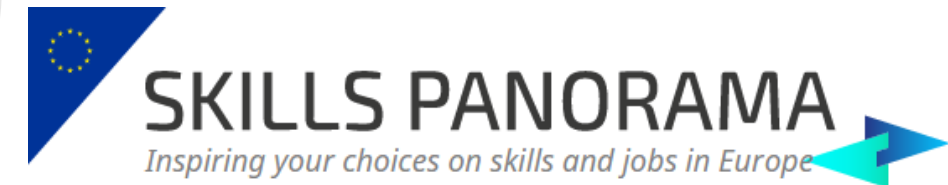


Coordination with Other Skills Services



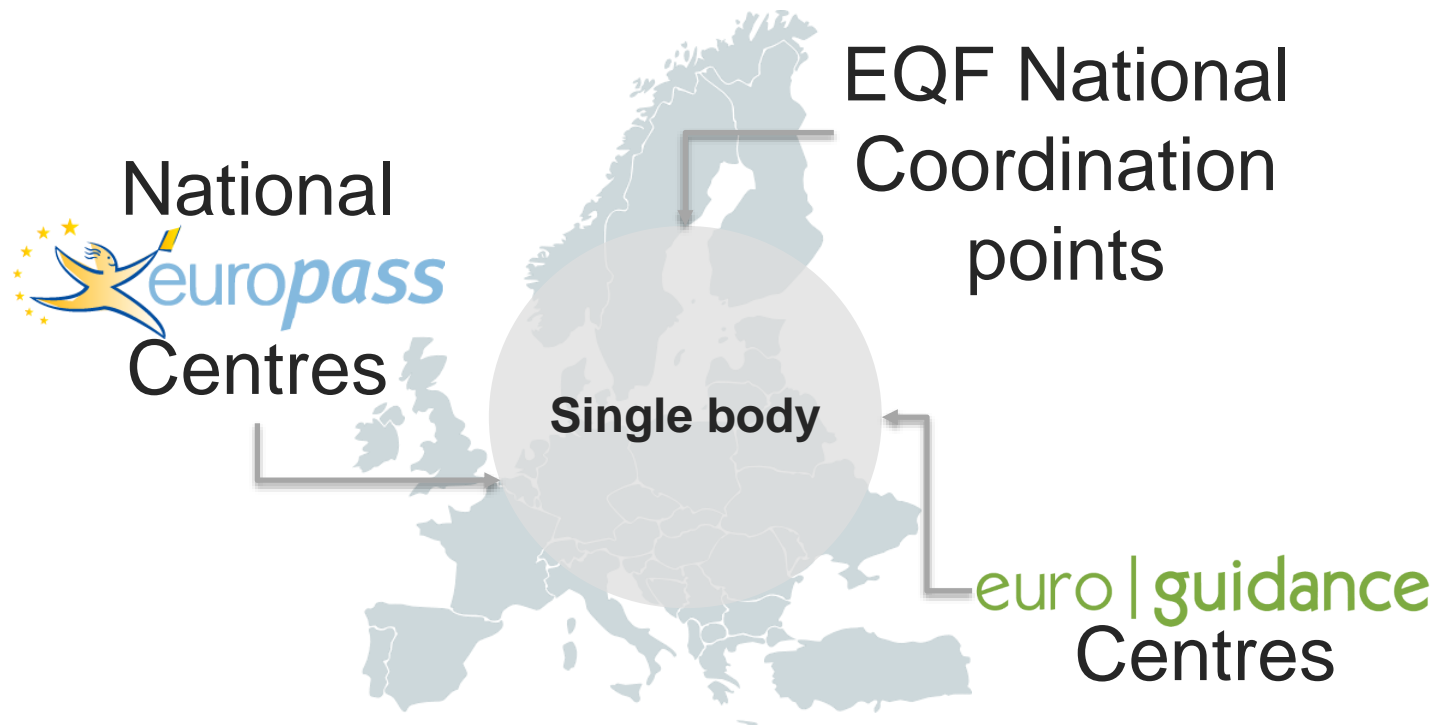
One-stop-shop

Integration of a wider set of European tools and services



Coordination with Other Skills Services

- ✓ Commission's Roadmap: Better coordination of national support networks.



Coordination with Other Skills Services

Recommendation

The new Europass framework should consider and address **the limitations of the legal instruments and different governance structures** of the initiatives with joint ownership (e.g. the Diploma Supplement developed jointly by the European Commission, the Council of Europe and UNESCO).



Thank you for your attention!

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