

success

with

* **EUROPASS** *

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* EUROPASS DOCUMENTS IN GENERAL

Europass is a portfolio consisting of the following five documents:

- Europass CV,
- Europass Language Passport,
- Europass Mobility,
- Europass Diploma Supplement,
- Europass Certificate Supplement



which provide European citizens with an opportunity to present their skills, knowledge, competence, qualifications and experience in any European country. The Europass documents are accepted and recognized in the 28 European Union member states, in the EFTA/EEA and candidate countries. These documents are intended to be used by individuals, companies and institutions that may be interested in participating in mobility projects and lifelong learning activities as well as for a range of other educational and professional purposes.

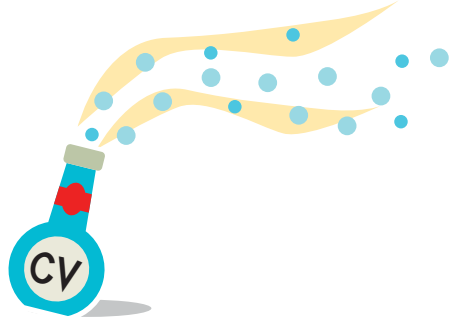
The initiative facilitates the educational and professional mobility across sectors, different regions and countries as well as educational and training systems.

Europass portfolio also includes two new features:

- European Skills Passport: an electronic folder which supplements your CV
- a cover letter



* EUROPASS CV



The Europass curriculum vitae (Europass CV) is a personal document that enables any individual to present their skills, knowledge, experience and qualifications to potential employers, educational institutions and other relevant parties in a clear and comprehensive manner.

This document has many advantages, some of them being the fact that:

- the information presented in this format can be easily surveyed, it enables an individual to draw one's attention to their skills and
- knowledge acquired in formal, non-formal and informal learning settings,
- it lends visibility and credibility to one's personal, educational and professional achievements and much more.



Natalia BANASIK, graduated in linguistics and psychology from the University of Warsaw and also took part in an international study programme in Berlin



She was beneficiary of a Lifelong Learning Programme – Comenius Assistant in 2009/2010 and participated in Erasmus practical placement in 2010. She graduated in linguistics and psychology from the University of Warsaw before pursuing her further studies in an intercultural education at the Freie University in Berlin. She currently works in the Educational Research



Institute in Warsaw and is preparing her doctoral thesis at the Faculty of Psychology.

'I found out about Europass documents during my experience with the Comenius Programme when I was working as an assistant teacher in the Canary Islands. At that time, I had just graduated in applied linguistics in Warsaw and I decided to take a year off my psychology education in order to gain some practical experience. My wonderful tutor and friend, Ms. Montse Martin Reguere, who was very much involved in various European projects, told me about the European Language Passport, Mobility and CV.

This turned out to be very useful when I was preparing my application for international internship a year later. The Europass CV has a very clear structure, encompassing all the important information a future employer needs to know about a potential candidate. It is standardized and recognized in many countries. In my opinion, having a template like this is very convenient because I can be sure no relevant information will be left out. I sent my internship application to just one place – as I was determined to be accepted there. And I succeeded! I spent the wonderful four months at the Carlos Lamela Psychotherapeutic Centre in Las Palmas, Gran Canaria, Spain, where I had a chance to assist in the sessions with patients, learn more about therapies, participate in preparing the documents and presentations, as well as to conduct my own study. I learned a lot. I am sure a well-written application helped. After this experience, I had to update my Europass CV and subsequently applied to an international study programme in Berlin, where my psychotherapeutic background was a great advantage. And once again, it was a success. So I have continued to include the new experiences in my curriculum vitae. I am convinced that becoming acquainted with the European documents helped me a lot in my career.'

"HAVING A TEMPLATE LIKE THIS IS VERY CONVENIENT BECAUSE I CAN BE SURE NO RELEVANT INFORMATION WILL BE LEFT OUT."

* EUROPASS LANGUAGE PASSPORT



The role of the Europass Language Passport is both educational and informative since it:

- encourages citizens to enhance their ability to communicate in foreign languages and gain new experience;
- records one's language skills and intercultural experience in a clear, informative, comprehensive and reliable way.



Selena JUKOVIĆ, an MA level (the 1st year) student of the Hungarian Language and Literature and of Cognitive Linguistics at the Faculty of Humanities and Social Sciences of Zagreb University

She gained her Language Passport back in 2004 from a language school which she attended at the time.

This document contains an introductory section with her personal information (which is optional), a very detailed self-assessment grid with descriptors of one's language skills, as well as a section outlining the information about a relevant language school, such as a (school)year, course books, teacher and EU level of the person's language skills. In addition to this, further sections provide the information about summer schools: year and name of the institution, the ESOL (English for Speakers of Other Languages) exams taken and the name of the language school which originally provided the document to Selena. One other advantage of using the Language Passport, which can be said to have both the educational and informative roles, is that the owner can fill in the additional information at their convenience, thus regularly keeping record of their linguistic achievements.

Although the layout of the Europass Language Passport has changed over the years, the information presentation, purpose and transparency of the document together with the benefits arising from using it, have remained the same.

Since Selena has been pursuing her university studies in the field of linguistics, she appreciates such a document because it enables her to present her foreign language competence comprehensively and transparently in any European country. And of course, this can lead to exciting career opportunities for her both in Croatia and abroad.





DANIJELO RAKO, a fifth-year student of the English and French Language and Literature at the Faculty of Humanities and Social Sciences of Zagreb University

She was more business-oriented when she decided to fill in her Europass Language Passport for the first time. As she is about to obtain a degree in foreign language teaching and translation studies, Danijela found the

document interesting and valuable for her future job search both in the national and European labour markets. One particular position that caught her attention during the studies was a job vacancy for internship announced at the European Personnel Selection Office (EPSO) website. Although in the meantime she had decided not to apply and had focused more on her studies instead, this idea of working in a foreign, multicultural environment still seems very realistic for her.

In addition to her linguistic competence gained at the university, Danijela takes on some part-time jobs in order to experience the requirements and conditions in the "real" working environment, thus enhancing both her professional and "soft" skills. Of course, all these accomplishments deserve to gain more visibility in a well-structured and credible document.

Besides, the Europass Language Passport provides European citizens with an opportunity to present their language skills and intercultural experience gained through formal, non-formal and informal learning, which is one other feature that Danijela finds beneficial.

A knowledge of languages can also help people get ahead and can bring variety into their working lives, which is certainly an advantage for those young people who are yet to enter the labour market.

"THE EUROPASS LANGUAGE PASSPORT PROVIDES EUROPEAN CITIZENS WITH AN OPPORTUNITY TO PRESENT THEIR LANGUAGE SKILLS AND INTERCULTURAL EXPERIENCE GAINED THROUGH FORMAL, NON-FORMAL AND INFORMAL LEARNING, WHICH IS ONE OF ITS MANY BENEFITS."



* EUROPASS MOBILITY



The Europass Mobility is a personal document used for recording a period of learning and/or training spent abroad. Its purpose is to contribute to a better assessment and recognition of one's experience, skills and competence acquired during a mobility period. An informative and well-structured layout of the document makes it useful when applying for job vacancies, thus creating advantages both to its owners and potential employers.

- GET MOBILE WITH EUROPASS!

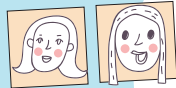


18-year-old KATHARINA from the region of Lower Austria spent one summer as a trainee on a farm in Norway. This stay abroad proved to be the ideal opportunity for her to polish up her language skills and to see how one's work and life on the farm differ from the life at home. Besides, this was also a time of personal growth for her. "I am still in contact with my Norwegian family and with the trainees from all over the world on Facebook. They have promised to visit me in Austria. I was fascinated by the Norwegian culture, landscape and mentality."





Two other young Austrians, Hannah and Lena, had a similar



experience. They worked in a hotel in the south of England. "We can use all the experience we gained abroad back at school. Furthermore, we learned how to handle stress. It was peak season!"

What connects these young people is not only their common experience of working and living abroad. They all had their learning outcomes, new skills and competences documented in a Europass Mobility document. Their sending organisation, Landjugend Austria, has been issuing the Europass Mobility to all the participants in their international traineeships for several years. The participants confirm that working abroad is becoming more important to those who want to start their career successfully. In addition to this, having the opportunity to document their skills in the Europass Mobility, gives them the impression of being one step ahead of other job applicants.

- VALUABLE KNOWLEDGE BACKED
BY VALUABLE DOCUMENTS



Ibolya Csíder, volunteer at Barn Owl Foundation

A foreign scholarship is a valuable experience, especially if one does not only gain work experience, but also builds their career at the same time. Having participated in a 15-week programme in Totnes (the United Kingdom), Ibolya Csíder received, along with the National Diploma issued by a local organisation, the Europass Mobility. A Leonardo scholarship provided her with extensive work experience. However, since she has dealt with environmental protection before, the programme enables her to gain



the necessary practical skills. As part of the Leonardo programme, the participants studied various species of animals and plants, the environmentally friendly methods of invasive species eradication, and they also took part in the environmental education for

children. Since she is volunteering at a Hungarian environmental NGO, at the Gyöngybagolyvédelmi Alapítvány (Barn Owl Foundation), she benefits from all that she has learned there. An additional benefit of the programme was the National Diploma, issued by the foreign organisation, and the Europass Mobility. These documents have supplemented her professional resume. This experience also helped her on several occasions to get a grant as it can often be converted into additional point scores during the application process. She has even received her PhD scholarship this way – thanks to the Leonardo programme, she was among the best candidates with the highest score. In addition to this, she was an invited speaker at numerous professional conferences. Ibolya is convinced that the Europass Mobility will continue to be very useful in her future career as well. She is still in contact with the British host institution which might hire her in the future. Although she thinks that a personal network is of paramount importance, the documents obtained, such as the Europass Mobility, can also play an important role in getting a job.

"THIS DOCUMENT ALSO HELPED HER TO GET ADDITIONAL POINT SCORES DURING A GRANT APPLICATION PROCESS."

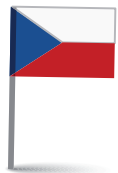


* EUROPASS CERTIFICATE SUPPLEMENT



The Europass Certificate Supplement describes the standards specific to any given country that can be applied to any occupation for which training is available through completion of a programme in the field of vocational education.

This document provides the information relevant to an acquired qualification standard, such as the skills and competences, the range of occupations accessible through the given qualification, the level of certificate, the entry requirements and access opportunities to the next educational level and more.



Petr TROPSCHUH, graduated in 1997 as a car bodyworker – engineering production



I have lived in Munich, Germany, since 2004. I gained my vocational certificate as a car bodyworker, which is a profession I like very much, in the Czech Republic. However, I decided to move to Germany.

Unfortunately, I could not find a job in my profession there, so I spent the first five years working at a restaurant. This happened due to the fact that my education was not recognized and I did not have enough money to study again in Germany. In 2006, I started to work at the airport, which increased my interest in airplanes. I wanted to become an aircraft mechanic, so I put all my efforts into achieving this goal. I have found the company Aero Bildungs on the internet, and they informed me about Europass. I obtained my Europass Certificate Supplement and thanks to it I could start a course for the desired profession, which was paid by the Munich labour office. Now I work at the E.I.S. Aircraft Munich and it is a great job. What's more, this could only happen thanks to Europass!



Zdeněk Chytrá, Berlin

Graduated in 2001 as Waiter, 33 years old

In Germany I was registered as a job seeker with the basic level of education. When I presented my Europass Certificate Supplement, the employment office automatically recognized my qualification. This enabled me to become employed quite soon without having to go through additional training. Europass helped me a lot to succeed on the labour market.

It took me 2 weeks to find a job in Germany. I was looking for it directly when I was in Germany, but I never tried to find one in Germany while being in the Czech Republic. First I was trying to find a job in gastronomy and then in IT. Now I work as an IT service technician.



Martin Grülling from Ostrava graduated in General Economics in 1991

I wanted to work in a country in the European Union, namely in Great Britain. The fees that employment agencies charge you for providing their services are quite high, so I was looking for job opportunities by contacting employers directly via e-mail and by telephone. I needed a document that would ensure the recognition of my education in other EU countries. I must say that the Europass Certificate Supplement which I presented helped me during a job interview. The foreign employer appreciated it and found it very satisfactory.

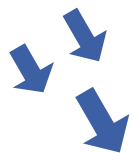
The Europass Certificate Supplement helped me get the desired job because these days linguistic knowledge and experience is not enough on the labour market. Besides, I am over fifty years of age, so this document proved to be very helpful in this sense as well.





* EUROPASS DIPLOMA SUPPLEMENT

The Europass Diploma Supplement is issued to the graduates of higher education institutions with the aim of providing the additional information on acquired qualifications and the related achievements, particularly to employers and educational institutions outside the issuing country. It facilitates assessment of the original diploma in international context and contributes to a better understanding of one's academic qualifications.



WWW.FACEBOOK.COM/EUROPASSEUROPE



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