

Show what you're capable of!



Whether you are

- planning to enrol in an education or training programme
- looking for a job
- getting experience abroad

it is important to be able to make your skills and competences clearly understood.

Whether you are planning to

- recruit staff
- select applicants for your company or institution

it is important to be able to easily assess and compare the competences and qualifications of the candidates.

How does Europass work?



The Europass CV (Curriculum Vitae) is a standard form for creating a CV that provides a comprehensive overview of the holder's work experience and education.



The Europass Language Passport clearly presents the holder's language proficiency.

The Europass CV and Europass Language Passport are created by the holder himself / herself; both can be completed online at the Europass Portal.



The Europass Mobility allows a person to demonstrate learning and work experiences gained in one of the other European countries participating in the Europass Initiative.



The Europass Certificate Supplement is a document meant to accompany a vocational education and training certificate. It describes the skills and qualifications acquired in the course of the training programme to which it applies.



The Europass Diploma Supplement contains personal and detailed information about the higher education diploma or degree earned by its holder.

The Europass Mobility, Certificate Supplement and Diploma Supplement are filled in and issued by competent authorities or institutions.



What are the objectives of Europass?

Europass aims at

- improving the documentation of qualifications and competences
- supporting transparency and transferability of qualifications
- helping job seekers to find work in the Austrian and European markets
- promoting the mobility of learners, trainees and employees
- facilitating communication between job applicants and employers

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Europass
Austria

Europass
Austria

What is Europass?

Europass helps individuals to convey their skills and qualifications in a clear and effective way throughout Europe. It brings together into a single framework five documents that have been developed at European level to improve the transparency of diplomas, certificates and competences.

Europass is a personal portfolio and consists of five documents with a common European structure. They can be used, on a voluntary basis, either individually or in any combination.

Who is Europass for?

Europass can be used by

- persons looking for a job in Austria or in another European country
- people intending to join an education or training programme
- employers looking to better understand the qualifications and skills of job seekers
- education or training providers seeking to identify a person's prior learning and competences
- guidance counsellors wishing to advise people about the most suitable working and learning opportunities.



www.europass.at

Where can I get more information on Europass?

National Europass Centre Austria

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Fax: +43 / 1 / 534 08-20

info@europass-info.at

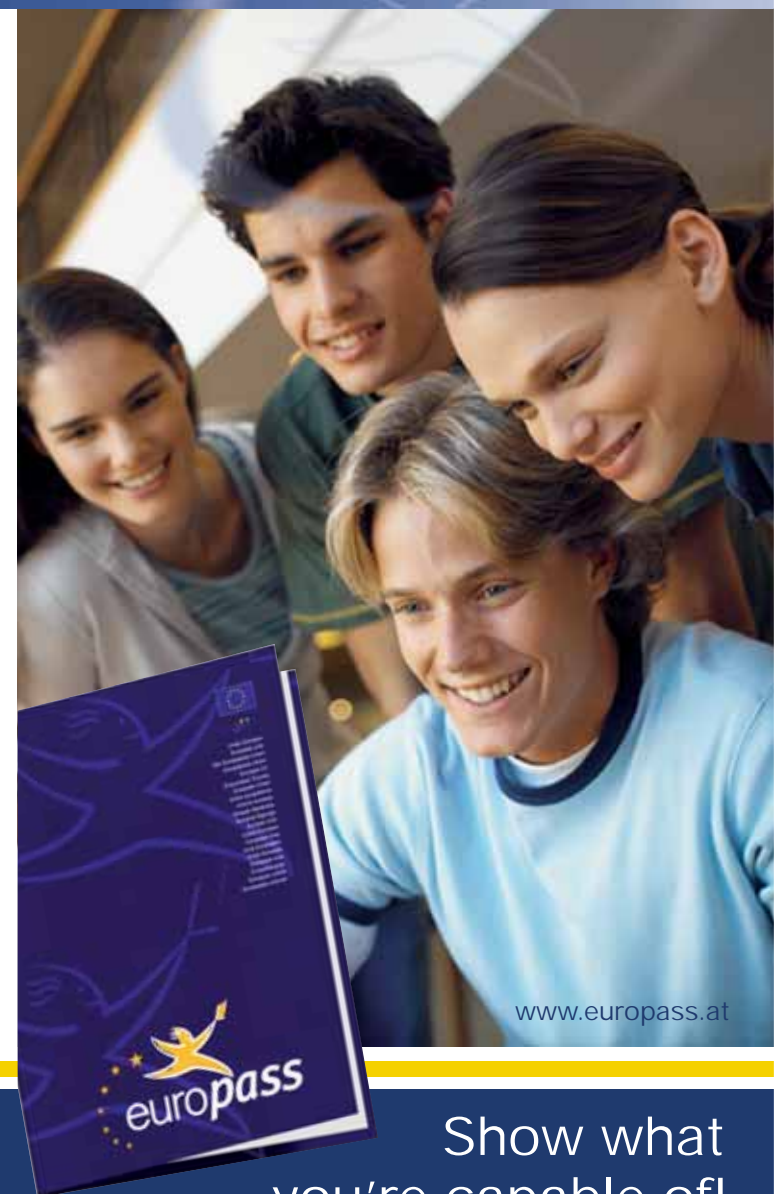
www.europass.at

European Europass Portal

<http://europass.cedefop.europa.eu>

Links

- Austrian Education System
www.edusystem.at
- Austrian Exchange Service
www.oead.at
- Certificate Supplement in Austria
www.certificate.at
- EURES Portal
www.europa.eu/eures
- Lifelong Learning Programme
www.life-long-learning.at
- PLOTEUS Portal
<http://ec.europa.eu/ploteus>



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