



Europass Austria | www.europass.at

SHOW WHAT YOU ARE CAPABLE OF!

Europass aims to

- help job seekers to find work in the Austrian and European labour markets
- promote the mobility of learners, trainees and employees
- support the documentation of qualifications, competences and skills

What is Europass?

- Europass is a personal portfolio and consists of five documents with a common European structure
- Europass helps individuals to convey their skills and qualifications in a clear and effective way
- Europass improves transparency in education and training and facilitates recognition of qualifications

Who is Europass for?

- Persons looking for a job
- Pupils, trainees and students
- Guidance counsellors, trainers and teachers
- Education and training providers
- Employers



Curriculum Vitae and Language Passport are created by the holder himself/herself.



Mobility, Certificate Supplement and Diploma Supplement are issued by competent authorities or institutions.

Europass is open to everybody.

The documents of Europass can be used on a voluntary basis, either individually or in any combination. Europass is free of charge.

The framework of Europass has been implemented in more than 30 countries. Europass is available in 26 languages.

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Europass Curriculum Vitae – CV

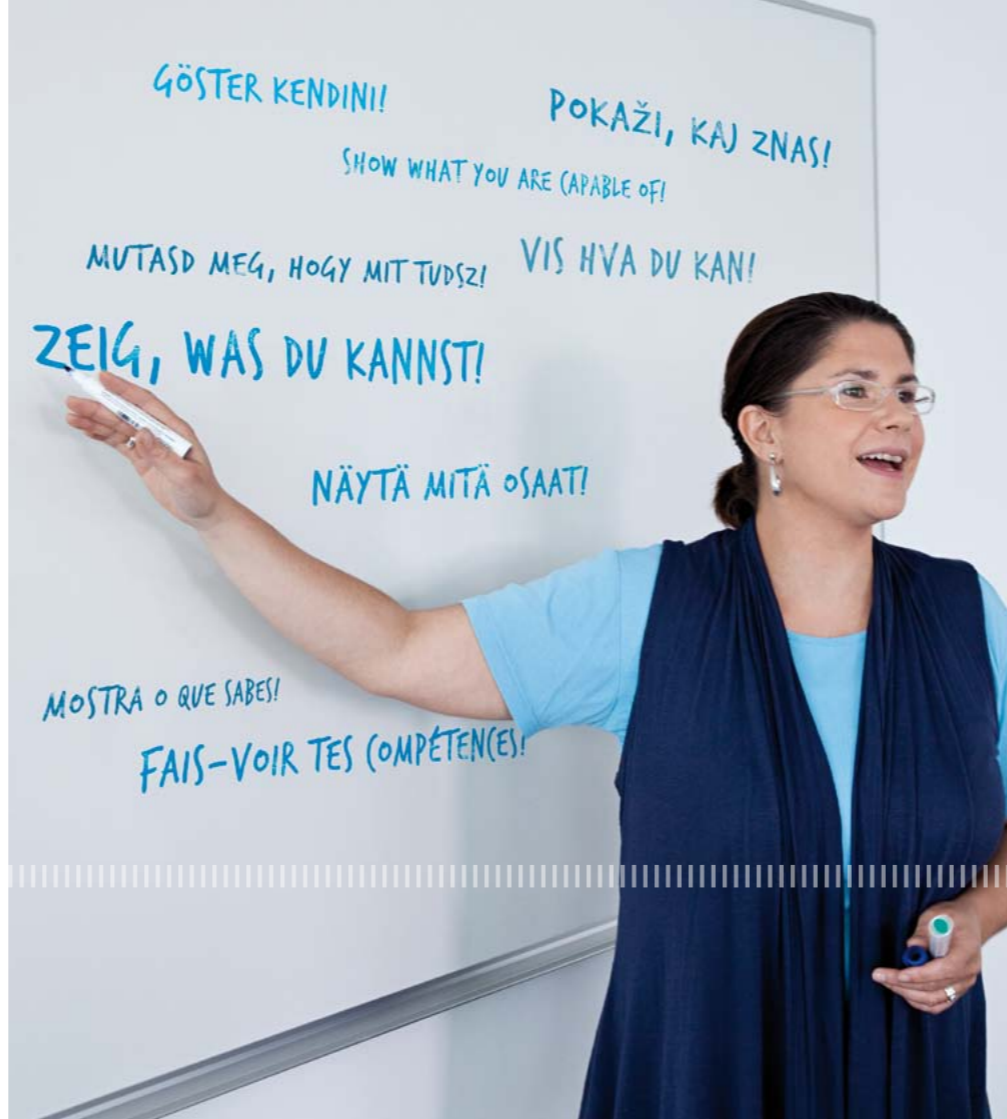
The Europass CV is a standard form for creating a CV that provides a comprehensive overview of the holder's work experience and education.

Advantages

- helps you incorporate all aspects essential to a curriculum vitae
- enables you to communicate all your qualifications in a systematic, chronological and flexible format
- gives you the opportunity to highlight your social, organisational and technical skills and competences

The CV can be completed online in 26 different languages.

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Europass Language Passport

The Europass Language Passport presents the holder's language proficiency in a clear manner.

Language skills can be described using a self-assessment grid with the six-level scale of the 'Common European Framework of Reference for Languages'.

All in all there are six levels of competences, starting from beginner's level A1 to native speaker's level C2. The Language Passport distinguishes between understanding, speaking and writing.

The Language Passport can be completed online in 26 different languages.

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Europass Mobility

The Europass Mobility document allows a person to demonstrate learning and work experiences gained during a period of stay in another European country.

To utilise the Europass Mobility you have to meet certain basic requirements. You can apply for the Mobility document online at www.europass.at/mobility

Europass Mobility assists you to document the skills and competences acquired abroad. You can use it when looking for a job or an internship throughout Europe.



Europass Certificate and Diploma Supplement

The Certificate and Diploma Supplement facilitate the recognition of the final exams in other countries and help employers to evaluate applicants from different European countries.

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 awarded to its owner.



„During my stay abroad – studying and doing a work placement in the Czech Republic – the uniform standard of the Europass CV helped to reduce the language barrier.

The drafting of a CV in a foreign language becomes easier, the essential aspects are predetermined by the structure. For me it was of great help to be able to also draft my CV in Czech.“

Stefan Haidl,

Erasmus ambassador 2009

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