

# *Europass*

*Your gateway to learning and working  
in Europe*



# Content

1. What is Europass?
2. Why use Europass?
3. CV quiz
4. Going abroad
5. Europass 2.0

# ***1. What is Europass?***

# What is Europass?

## European initiative since 2004

- **Stimulate and facilitate the mobility of European citizens**
  - for jobs
  - for learning
- **Making competences and qualifications transparent**



➤ **5 standard tools to use when looking for a job, an apprenticeship or a study abroad:**

- CV
- Diploma supplement
- Certificaat supplement
- Taal paspoort
- Europass Mobiliteit

**5 tools**

# What is Europass?

- **Europass CV**
- **Diploma Supplement**
- **Certificate Supplement**
- **Language passport**



**freely available**

- **Europass Mobility**



**via  
organisations  
and schools**

# *Europass CV*






# Europass CV

- Most used CV format in Europe
- Recognised by all European countries
- Easy to make: [online editor](#)
- Free 24/24
- Easy from 'mijn loopbaan' (VDAB)
- Always complete and professional
- Available in all European languages
- Upload to international jobhunting portals

Online editor: Curriculum vitae x +

europass.cedefop.europa.eu/editors/en/cv/compose



EN (English) >

Sign in

**Curriculum vitae**

- Attachments
- Language passport
- Cover letter

Prepare your interview

Five principles for a good CV

Options - Logo

Your opinion

PERSONAL INFORMATION	+ Fill in
TYPE OF APPLICATION	+ Fill in
WORK EXPERIENCE	_____
	+ Fill in
EDUCATION AND TRAINING	_____
	+ Fill in
PERSONAL SKILLS	_____
Mother tongue(s)	+ Fill in
Foreign language(s)	+ Fill in

**ADDITIONAL FIELDS**

- Photo
- Other skills
- Driving licence
- + Additional information
- Attachments

Erase

Import file

Preview

Publish CV

**Export**

NLD 15:23 30/03/2020

# A common European language

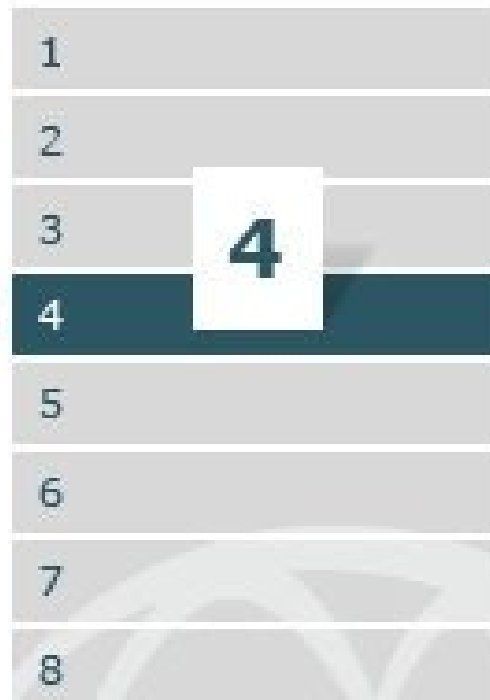
- **EQF: European Qualifications Framework**
- **CEFR: Common European Framework of Reference of Languages**

# European qualification framework (EQF)

Country X



EQF



Country Y



What You See Is What You Get

## PERSOONLIJKE INFORMATIE

## De Wilder Annelies

📍 Spoorwegstraat 20, Leuven 9300 (BELGIE)

📞 0499223366

✉️ girlanneliesxoxo@hotmail.com

## WERKERVARING

2012–Heden

## Administratief bediende

Kepo NV, Houthalen (België)

- Beantwoorden van telefoons
- Zelfstandig verwerken van post
- Het ordenen en zelfstandig beheren van klantendossiers
- Zorgvuldig opbergen van klantendossiers in het archief
- Actueel houden van klantendossiers

2010–2012

## Administratief bediende

Assistance Agency, Hasselt

## ONDERWIJS EN OPLEIDING

2009–2012

## Bachelor Office Management

Erasmushogeschool, Brussel (België)

EKK niveau 6

 PERSOONLIJKE  
VAARDIGHEDEN

Moedertaal

Nederlands

Andere talen

	BEGRIJPEN		SPREKEN		SCHRIJVEN
	Luisteren	Lezen	Interactie	Productie	
Frans	B1	B1	B1	B1	B1
Engels	C1	C1	C1	C1	C1

Niveaus: A1 en A2: basisgebruiker - B1 en B2: onafhankelijke gebruiker - C1 en C2: vaardige gebruiker  
Europees Referentiekader voor Talen

 Organisatorische /  
managementvaardigheden

- Langer werken en inspringen voor collega's doe ik met plezier.
- Orde en netheid op mijn werkplek vind ik belangrijk. :-)

# Common European Framework of Reference for Languages (CEFR)

## 6 levels:

- **A1-A2: basic**
- **B1-B2: independent**
- **C1-C2: proficient**

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
French	B1	B1	B1	B1	B1
English	C1	C1	C1	C1	C1



# Foreign language(s)

Language

English x ▼

Self-assessment

## UNDERSTANDING

Listening - Select from list ▼

Reading - Select from list ▼

## SPEAKING

Spoken interaction - Select from list ▼

Spoken production - Select from list ▼

## WRITING

Select level and certification language

### Self-assessment

#### UNDERSTANDING



Listening - Select from list



**A1 Basic user** - I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.

#### SPEAKING



**A2 Basic User** - I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.



#### WRITING



Writing - Select from list



### Diploma(s) or certificate(s)

Diplôme d'études en langue française (DEL F) B1



Select a language level and certificate language.



## ***2. CV QUIZ***


PERSOONLIJKE INFORMATIE

De Wilder Annelies

Address 

 Spoorwegstraat 20, Leuven 9300 (BELGIE)

 0499223366

 girlanneliesxoxo@hotmail.com

Age?

Photo?

WERKERVARING

2012–Heden

Administratief bediende

Kepo NV, Houthalen (België)

- Beantwoorden van telefoons
- Zelfstandig verwerken van post
- Het ordenen en zelfstandig beheren van klantendossiers
- Zorgvuldig opbergen van klantendossiers in het archief
- Actueel houden van klantendossiers



Prior experiences starting with the most recent

2010–2012

Administratief bediende

Assistance Agency, Hasselt

ONDERWIJS EN OPLEIDING

2009–2012

Bachelor Office Management

EKK niveau 6

Erasmushogeschool, Brussel (België)

PERSOONLIJKE VAARDIGHEDEN

Moedertaal

Nederlands

Andere talen

BEGRIJPEN

SPREKEN

SCHRIJVEN

# 5 basic principles for a good CV

1. Concentrate on the essentials
2. Be clear and concise
3. Always adapt your CV to the specific post you are applying
4. Pay attention to the presentation
5. Check your CV



# ***APPLYING AND SOCIAL MEDIA***

LINKEDIN - FACEBOOK - GOOGLIZATION -  
PINTEREST - INSTAGRAM - BLOG - VLOG -  
YOUTUBE - SKYPE - SNAPCHAT...

- **Your online public profile**

- ✓ google yourself
- ✓ what tools do you use?
  - private
  - personal branding
- ✓ online networks

- **Make use of online tools**

- ✓ Europass
- ✓ Linkedin - CEEV (google chrome extension)
- ✓ Video CV?

# ***3. GOING ABROAD***

- ❑ **Looking for a study, an apprenticeship or volunteer work abroad? What about scholarships?**
  - ✓ **euroguidance-vlaanderen.be**
  
- ❑ **Recognition of qualifications**
  - ✓ **NARIC: naricvlaanderen.be**
  
- ❑ **Looking for a job abroad?**
  - ✓ **EURES: ec.europa.eu/eures**
  
- ❑ **Paper work**
  - ✓ **KAMIEL: kamiel.info**
  
- ❑ **www.vdab.be/internationaal**

**SOME USEFUL SITES**

# Europass 2.0

Release autumn 2020



# Europass 2.0

*... coming soon!*



**E-portfolio**



- ✓ Issue
- ✓ Store
- ✓ Verify
- ✓ Share

**Europass digital  
credentials infrastructure**



**Study and work  
in Europe**

*Online 28 May 2020*



## **New Europass**

[ec.europa.eu/futurium/en/europass](https://ec.europa.eu/futurium/en/europass)

## **National Europass Centre**

[Europass-Vlaanderen.be](https://europass-vlaanderen.be)

## **Contact**

[Europass@vdab.be](mailto:Europass@vdab.be) or

[Eva.Vandegaer@epos-vlaanderen.be](mailto:Eva.Vandegaer@epos-vlaanderen.be)

**More information**



Thank you for your attention