

Thessaloniki, 01/06/2009  
RS/PRO/2009/466

## OPEN INVITATION TO TENDER

### **AO/ECVL/ILEMO-PTH/Europass-ECVET-EQF/007/09**

#### **“Europass, ECVET and EQF for documentation, validation and certification of learning outcomes”**

Dear Sir/Madam,

We thank you for the interest you have shown in this tender.

The purpose of this tender and additional information necessary to present a tender can be found in the attached Tendering Specifications. You should note however the following important points concerning the submission of a tender and its implications.

1. Tenders should be submitted preferably in English, but in any case in one (or in any) of the official languages of the European Union.
2. Tenders may be submitted exclusively in one of the following ways:  
**(a) by post** to be dispatched not later than **09/07/2009**, in which case the evidence shall be constituted by the date of dispatch, the postmark or the date of the deposit slip, to the following address:

**European Centre for the Development of Vocational Training (Cedefop),  
Procurement Service  
Attention of Mr G. Paraskevaidis  
PO Box 22 427  
GR – 55102 Thessaloniki  
Greece**

**Important:**

**Tenderers shall inform Cedefop by e-mail ([c4t-services@cedefop.europa.eu](mailto:c4t-services@cedefop.europa.eu)) or fax (+30 2310 490028)**  
**✓ that they have submitted an offer in time, and**  
**✓ that they request Cedefop to confirm receipt of the e-mail or fax.**  
**Do not attach your offer to the confirmation e-mail or fax.**

or

**(b1) by courier service** to be dispatched not later than **09/07/2009**, in which case the evidence shall be constituted by the date of dispatch, or the date of the deposit slip,

or

**(b2) delivered by hand** not later than 17h00 on **09/07/2009**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned Service who took delivery,

to the following address:

**European Centre for the Development of Vocational Training (Cedefop),  
Procurement Service  
Attention of Mr G. Paraskevaidis  
Europe 123,  
GR-57001 Thessaloniki-Pylea  
Greece  
Tel: +30 2310 490111 / 490 064**

Please note that Cedefop is open from 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

3. Tenders must be submitted strictly adhering to the following.

Tenders must be submitted in a sealed envelope itself enclosed within a second sealed envelope. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The **outer envelope**, addressed simply to Cedefop (address depending on the means of submission, see point 2 above), should only bear additionally **the name and address** of the sender.

The **inner envelope**, addressed to the Procurement Service as indicated under point 2 above, must bear a self-adhesive label with the indication **“Open Invitation to tender – Not to be opened by the internal mail service”** and all the necessary information, as shown below:

<b>OPEN INVITATION TO TENDER</b>
<b>AO/ECVL/ILEMO-PTH/Europass-ECVET-EQF /007/09</b>
<b>“Europass, ECVET and EQF for documentation, validation and certification of learning outcomes”</b>
<b>Name of tenderer: .....</b>
<b>NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE</b>

The inner envelope must also contain:

a) three sealed envelopes, namely, Envelope A – “Supporting Documents”, Envelope B – “Technical Proposal” and Envelope C – “Financial Proposal”. The content of each of these three envelopes is described in point 6 of the attached tendering specifications.

4. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible so that there can be no doubt as to words and figures. It is a mandatory requirement for the tenderer to include in the offer a cover letter, signed by the person/s that is/are authorised to sign the contract in case of contract award. The absence of this signed cover letter will lead to rejection of the offer. The entitlement of the person(s) who sign(s) on behalf of the tenderer (company/consortium) should be proved by an official document (statutes, power of attorney, notary statement, etc).
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

The non-submission with the offer of the obligatory documents required in the Tendering Specification below in regards to the Exclusion and Selection Criteria, would lead to rejection of the respective tender.

6. The opening of tenders will take place at Cedefop on **23/07/2009**, 11h00 (local time). Each tenderer may be represented at the opening of tenders by one person. The name of the person attending the opening must be notified in writing by fax (Fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least two working days prior to the opening session.
7. Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the tendering documents. Any request for additional information must be made in writing by fax (fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu).

**Requests for additional information/ clarification should be received by 01/07/2009. No such requests will be processed after that date.**

- The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tender.

**Any additional information, including that referred to above, will be published on Cedefop's website. Please ensure that you visit regularly the site for updates.**

After the opening of tenders:

- If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.
- Tenderers should not contact the contracting authority (i.e. Cedefop) on their own initiative after the tenders have been opened.
- The non-submission with the offer of the mandatory documents required in the Tendering Specifications below in regards to the Exclusion and Selection Criteria, will lead to rejection of the respective tender without requesting any clarification. Clarifications during the first phase (exclusion and selection criteria) may be asked only for presented documents.
- If the supporting documents for the assessment of an award criterion are missing, these may not be requested as clarification as well because this would alter the proposal. Any requests for clarification in that regard should not lead to amendment of the terms of the tender. The tenderers' replies must serve solely the purpose to provide the Evaluation Committee with a clarification regarding the offer in relation to the technical proposal or concerning obvious clerical errors in the breakdown of the financial offer. Neither the technical content of the tender nor the total financial offer may be amended. In case the tenderer alters the total financial offer during a clarification for an obvious clerical error in the financial offer, this offer has to be automatically rejected.

8. Timetable:

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority	<b>01/07/2009</b>	< N/A >
Last date on which clarifications are issued by the Contracting Authority	as soon as possible	< N/A >
Deadline for submission of tenders (hand delivered)	<b>09/07/2009</b>	17.00h
Deadline for submission of tenders by post / courier	<b>09/07/2009</b>	N/A
Tender opening session	<b>23/07/2009</b>	11.00h

9. All costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.
10. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.
11. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon signature of the contract with the successful tenderer.  
Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
12. Tenderers are informed that for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).  
Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the Financial Regulation may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the Financial Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, upon request to Cedefop's Head of Finance and Procurement.
13. Evaluating your tender and your possible subsequent replies to questions, in accordance with the specifications of the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). Such required personal data will be processed by Cedefop's Finance and Procurement Service solely for that purpose and pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of data by the Community institutions and bodies and on the free movement of such data. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the Head of Finance and Procurement. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.
14. All tenderers will be informed in writing of the results of this tender procedure.

Yours sincerely,

G. Paraskevaidis  
Head of Finance and Procurement

Attached: Tendering Specifications

## **OPEN INVITATION TO TENDER**

**AO/ECVL/ILEMO-PTH/ Europass-ECVET-EQF /007/09**

**“Europass, ECVET and EQF  
for documentation, validation and certification of learning outcomes”**

### **Tendering specifications**

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- Annex C: Declaration on exclusion criteria and absence of conflict of interest
- Annex D: Legal Entity Form
- Annex E: Financial Identification Form
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- Annex G: Selection Criteria Form
- Annex H: Template of the Europass Mobility
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- Annex J: Template of the Certificate Supplement
- Annex K: Instructions for completing the Certificate Supplement
- Annex L: Cedefop Style Manual
- Annex M: Glossary of Terms

## Introduction to Cedefop:

Strengthening European cooperation in vocational education and training policy

1) Founded in 1975 (1) and based in Greece since 1995, the European Centre for the Development of Vocational Training (Cedefop) is an agency of the European Union (EU) supporting European vocational education and training (VET) policy development. Its strategic objective for 2009-11 (2) is to 'contribute to excellence in VET and strengthen European cooperation in developing, implementing and evaluating European VET policy'.

2) This strategic objective is supported by four priorities, namely:

- informing European VET policies;
- interpreting European trends in and challenges for skills, competences and learning;
- assessing VET's benefits;
- raising the profile of VET.

3) Cedefop supports the European Commission, Member States (as well as the associated countries of Iceland and Norway) and social partners by:

- using its expertise, gathered through research, analysis and networking, to identify trends and challenges and propose ideas for VET policies;
- bringing together policy-makers, social partners, researchers and practitioners to share ideas and debate proposals on the best ways to tackle the challenges we face;
- encouraging European approaches, principles and tools to improve training and achieve common aims;
- raising awareness and understanding of how vocational education and training is evolving, and how it contributes to lifelong learning and other policies;
- disseminating information through websites, publications, networks, study visits, conferences and seminars.

Cedefop carries out its role through the tasks set out in its founding regulation. It disseminates information through its website, publications, networks, study visits, conferences and seminars.

4) More information about Cedefop can be found on its website: <http://www.cedefop.europa.eu>

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(<sup>1</sup>) Council Regulation of 10 February 1975 establishing a European Centre for the Development of Vocational Training (Cedefop) EEC No 337/75, *Official Journal of the European Communities* L39, 13.2.1975 as last amended by Council Regulation EC No. 2051/2004.

(<sup>2</sup>) Cedefop, *Enhancing European cooperation in vocational education through evidence and expertise: continuity, focus and flexibility: Cedefop's medium-term priorities 2009-11*.

## 1 Overview of this tender

### 1.1 Description and type of the contract

- a) The title of this tender is “Europass, ECVET and EQF for documentation, validation and certification of learning outcomes”
- b) The aim of this invitation to tender is to commission a pilot project to experiment how the Europass framework, more specifically the Europass Certificate Supplement and Europass Mobility, need to be adjusted to take full advantage of the opportunities offered by ECVET and EQF and to assess the relevance and potential of Europass Mobility and Certificate Supplement for the purpose of documenting, validating and certifying learning outcomes with reference to ECVET and EQF. It will formulate concrete proposals to adapt accordingly the current templates of the Europass Certificate Supplement and Europass Mobility.
- c) Type of contract: Service Contract, related to research

### 1.2 Place of delivery or performance

The services should be completed mainly at the contractor’s premises, except for some specific tasks where the contractor’s presence at Cedefop’s premises may be required.

### 1.3 Division into lots

This tender is not divided into lots.

### 1.4 Variants

Tenderers **may not offer** variant solutions to what is requested in the technical specifications.

### 1.5 Value or quantity of purchase

Maximum budget available for this activity is 100.000 EUR.

### 1.6 Validity of tenders

Tenderers must maintain the validity of their tender for at least 6 months following the tender submission date, i.e. until 09/01/2010.

### 1.7 Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party, i.e. Cedefop and shall be valid for a period of **18 months**.

### 1.8 Main terms of financing and payment

Payments will be made within 30 days after submission of invoices and at the conditions set out in the draft contract.

## 2 Technical specifications

### 2.1 Introduction

Europass, the European Qualifications Framework (EQF) and the European Credit system for Vocational Education and Training (ECVET), so-called European tools, have been developed at different periods of time. They aim at similar purposes of supporting mobility in Europe while providing information and transparency on qualifications to the Education and Training stakeholders, to individuals and to stakeholders on the labour market. These tools, relying on the learning outcomes<sup>3</sup> approach, operate in the context of mobility at large (geographical and professional), not only in formal education and training settings, but also for the recognition of non-formal and informal learning achievements; thus, they are instruments to support lifelong learning.

The aim of Europass – established by the Decision No 2241/2004/EC of the European Parliament and the Council of 15 December 2004<sup>4</sup> – is to develop a better understanding of qualifications and competences in Europe and support mobility for enrolling in education and training and access to labour market. The Europass consists of five documents<sup>5</sup>. Europass curriculum vitae (CV), and Language Passport are self-declaratory documents filled in by individuals. Europass Certificate Supplement, Europass Diploma Supplement and Europass Mobility are completed by competent organisations (education and training providers, enterprises, etc.) for documenting formal and not formal learning outcomes. The two main implementation tools are the Europass portal and the network of National Europass Centres. The Europass portal was developed and is managed by Cedefop. Besides providing information on Europass, it allows citizens to complete online their own Europass CV and Europass language Passport. This feature has proven very successful: since the launch of the portal in February 2005, over 5.6 million Europass documents have been downloaded by 2008, for the first time, and over 2 million citizens completed their “European” CV on line. A users' survey carried out in September 2007 in the framework of the first evaluation of Europass confirmed a very high level of users' satisfaction<sup>6</sup>.

In each country a National Europass Centre<sup>7</sup> coordinates all activities related to the Europass documents. Its main functions are to coordinate the management of Europass documents, to promote Europass and Europass documents, to ensure that information and guidance centres are well informed about Europass and the Europass documents. National Europass Centres work in a European network coordinated by the Commission with the support of Cedefop.

For the purposes of this study, the focus is on the Europass Certificate Supplement and the Europass Mobility. The Europass Certificate Supplement is delivered to people who hold a vocational education and training certificate. It shortly describes the knowledge, skills and competence acquired by the holders of that certificate. This explicit reference to learning outcomes makes it easier to adequately understand the certificate, especially for employers or institutions outside the issuing country. The information in the Europass Certificate Supplement is provided by the relevant certifying authorities. The Certificate Supplement is not a personal document, as it is the same for all holders of the same certificate. Some countries have added basic personal information (such as the name of the holder), but this is not part of the common template (cf. Annex J). Implementation of this instrument varies from one country to another. Several countries have set up comprehensive inventories and some are available on the internet<sup>8</sup>. Other countries are still in the process of defining their supplements. National Europass Centres are often not directly responsible for setting up the Certificate Supplements. In several countries this responsibility was assigned to the National Reference Points<sup>9</sup>.

<sup>3</sup> ‘learning outcomes’ means statements of what a learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and competence; See EQF Recommendation (23. April 2008)

<sup>4</sup> <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/MiscDocs/EuropassDecision.csp>

<sup>5</sup> <http://europass.cedefop.europa.eu/>

<sup>6</sup> Cf. the Commission report on the evaluation at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2008:0427:FIN:EN:PDF>

<sup>7</sup> <http://europass.cedefop.europa.eu/europass/home/vernav/Information+and++Support/National+Europass+Centres.csp>

<sup>8</sup> <http://europass.cedefop.europa.eu/europass/home/vernav/InformationOn/EuropassCertificateSupplement/NationalInventoriesofECS.csp>

<sup>9</sup> <http://europass.cedefop.europa.eu/europass/home/vernav/Information+and++Support/National+Reference+Points.csp>

The Europass Mobility is a record of a European learning pathway, which is an organised period of time that a person spends in another European country for the purpose of learning (for instance, a work placement in a company or in volunteer work, or an academic term as part of an exchange programme). The pathway needs to satisfy certain quality requirements: the two partner organisations in the country of origin and in the host country agree on the purpose, content and duration of the experience; a mentor is identified in the host country. In most countries the Europass Mobility is directly managed by the National Europass Centres. The template of the Europass Mobility is at Annex H.

The first evaluation of the Europass initiative, held in 2008, demonstrates that Europass is a useful tool for self-assessment of learning outcomes, though its potential to this purpose could be even better exploited. The evaluation also made clear that Europass elements were more successful when they focused on competences and learning outcomes. The evaluators expressly recommended to consider developing the Diploma Supplement – the only Europass tool based essentially on formal features – so that it could better take into account its holder's learning outcomes.

It is worth noting that the Europass Certificate Supplement has represented the first major European tool focusing on learning outcomes of formal qualifications. Those countries that have been able to establish comprehensive inventories of certificate supplements are in a privileged position to achieve the description of national qualifications in terms of learning outcomes, which is explicitly called for by the EQF Recommendation (recommendation No 4 to Member States) and which is implicitly necessary to put qualifications in relation to the EQF. Inventories of certificate supplements can be built upon to develop national information resources on qualifications in terms of learning outcomes, which in their turn could be interconnected at European level. An EQF portal along these lines will be developed to become available in 2012, interacting with information resources on the provision of learning and job vacancies, namely PLOTEUS and EURES. Learning outcomes represent the common language that allows interaction and understanding between these perspectives and across countries, sectors and systems.

The learning outcomes approach is the commonly shared basis of the European Qualifications Framework for lifelong learning (EQF), the European credit transfer and accumulation system for higher education (ECTS) and the European credit system for vocational education and training (ECVET). All these instruments, within European Education and Training policy, have been developed to support transparency and portability of qualifications across national, institutional, and sector levels. ECVET, ECTS, Europass, and EQF aim at promoting learners' and workers' transnational mobility, quality in education and also access to lifelong learning. While they have been developed as separate initiatives, they will increasingly need to be linked in order to be of relevance to individual users.

The draft recommendation<sup>10</sup> on ECVET (April 2008) establishes ECVET as a methodological framework able to provide a further description of qualifications in terms of units, having as a goal to facilitate transfer of credits among qualifications systems and learning pathways. As a “*unit-based credit system*”<sup>11</sup>, ECVET will contribute to increasing and enlarging European collaboration in education and training. It is recommended that Member States take measures for preparing its implementation until the end of 2012. The ECVET proposal for recommendation proposes that Member States “*ensure that the application of ECVET to qualifications is properly publicised by the competent authorities and that associated Europass documents issued by the competent authorities contain explicit relevant information*”<sup>12</sup>.

The 2008 EQF Recommendation<sup>13</sup> of the European Parliament and of the Council sets EQF as a common reference framework which is supposed to work as a translation device between various qualifications systems and their levels. The ECVET foresees EQF for providing information on the reference level for qualifications. More precisely, the EQF recommendation mentions the development of “*close links between the European Qualifications Framework and existing or future European systems for credit transfer and accumulation in higher education and vocational education and training, in order to improve citizens' mobility and facilitate the recognition of learning outcomes*”. The

<sup>10</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2008:0180:FIN:EN:PDF>

<sup>11</sup> ECVET Recommendation (2008, p. 8)

<sup>12</sup> ECVET Recommendation (2008, p. 16)

<sup>13</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2008:111:0001:0007:EN:PDF>

European EQF Advisory Group and some 2006 EQF pilot projects further mention the use of the Europass Certificate Supplement to reference and to increase transparency on qualifications, thus contributing to the elaboration of criteria for a possible European typology of qualifications. It also appeals to Member States to adopt measures by 2012, so that "*all new qualification certificates, diplomas and Europass documents issued by the competent authorities contain a clear reference, by way of national qualifications systems, to the appropriate European Qualifications Framework level*" (EQF recommendation, p.3).

Europass, ECVET and EQF are already obviously linked as presented in the following table:

Europass document	ECVET	EQF	Nature of the link
CV	+	+	Acquired ECVET units of learning outcomes EQF level of qualifications
Language passport	+		ECVET units related to language certificates
Europass Mobility	+	+	ECVET units (or parts of units) gained during mobility experience EQF level of qualification if relevant
Certificate supplement	+	+	ECVET units (structured description of learning outcomes acquired in relation to a specific qualification), assessment and accumulation processes EQF level of certificate
Diploma supplement		+	EQF level of degree

For this pilot project, the most relevant Europass documents are the Europass Mobility and the Europass Certificate Supplement. In particular:

- The Europass Mobility can be tested as a tool not only for recording knowledge, skills and competence acquired during a transnational mobility experience, but also for validating them using ECVET units, in view of acquiring a qualification;
- The Europass Certificate Supplement can be tested as a tool for (a) describing the learning outcomes acquired during formal training or following non formal and informal learning activities (for instance on the basis of ECVET units) and (b) setting the level of the qualification obtained using the EQF grid.

This view is shared by the Member States. In their contribution to the Cedefop's policy report<sup>14</sup> they mention the role of Europass Mobility and the Europass Certificate Supplement for the implementation of ECVET. This can be confirmed by the results of the Europass evaluation (op. cit. 2008) where two follow-up actions are mentioned: firstly, to promote at regional or national level, the further use of the Europass Mobility; secondly, "to encourage the coordinated management, promotion and development of the Europass Certificate Supplement at the European and national levels, in cooperation with Cedefop, the Social Partners and other relevant stakeholders. This will take into account the relevant developments within the Copenhagen process, for instance in relation to occupational profiles, the European credit transfer system for vocational education and training (ECVET), as well as the shift towards learning outcomes". This is all the more relevant as education and training stakeholders are meanwhile engaged in experimenting ECVET, looking for templates to enhance transparency and understanding of qualifications, of individual learning pathways across education and training systems in Europe.

## 2.2 General purpose

This pilot project aims to experiment how the Europass framework, more specifically the Europass Certificate Supplement and Europass Mobility, need to be adjusted to take full advantage of the opportunities offered by ECVET and EQF in view of documenting, validating and certifying learning

<sup>14</sup> [http://www.cedefop.europa.eu/etv/Upload/Information\\_resources/Bookshop/528/3055\\_en.pdf](http://www.cedefop.europa.eu/etv/Upload/Information_resources/Bookshop/528/3055_en.pdf)

outcomes. It will develop proposals and recommendations for enhancing the consistent and coherent use of these three European tools.

It contains two main parts: a technical part linked to adapting the selected Europass templates, and an analytical part in the form of a feasibility study for a joint use of the European tools in view of documentation, validation and certification of learning outcomes. Both are described hereafter.

### 2.3 Description of the tasks / requirements

The tasks as specified hereafter should be carried out by the Contractor for a number of 5 selected countries and 5 qualifications (at secondary and post-secondary education levels, preferably with high mobility potential).

The tasks include:

- A) to adapt the templates of the Europass Mobility (Annex H) and Certificate supplement (Annex J) in view of their combined use with EQF and ECVET
  - i. to assess the use of the templates in the context of EQF and ECVET, especially:
    - the links between Certificate Supplement and EQF/ECVET (Box 3 - Learning outcomes, and Box 5 - Levels);
    - the links between Europass Mobility (Box 5) and EQF/ECVET;
  - ii. to issue proposals for adaptation of the template of the Certificate Supplement and Europass Mobility to ECVET and EQF
- B) to update existing instructions for completing the Europass Mobility (Annex I) and Certificate Supplement (Annex K)
- C) to carry out a feasibility study on the relevance and potential of ECVET in the Europass Mobility and Certificate Supplement, for documentation, validation and certification purposes:
  - i. to test the use of Europass Mobility and Certificate Supplement in Education and Training as a documentation basis along the ECVET process (esp. while agreeing upon contents of mobility, nurturing mutual trust, securing learning mobility);
  - ii. to analyse the use and assess the role of Europass Mobility for the purposes of validation and certification of learning outcomes, with reference to ECVET and EQF;
  - iii. to formulate corresponding recommendations for policy and practice.

### 2.4 Methodology

Desk research, documents analysis and consultation to relevant stakeholders shall be the basis to formulate improvements / changes to the Europass templates (point A in 2.3). The feasibility and reliability of the proposed adaptations should be tested during the pilot project. The feasibility study (point C in 2.3) implies carrying out literature analysis and developing adequate empirical instruments allowing for quantitative and qualitative approaches. Any empirical survey and consultation shall address relevant competent bodies (such as Ministries, Chambers of commerce and/or industry, sector representatives, VET providers), a selection of Europass users and representatives of ECVET pilot projects. This consultation shall also be addressed to the National Europass Centres and/or the National Reference Points as well as the EQF national coordination points in the countries concerned and the EQF Advisory Group. The Cedefop project team will support the Contractor in that consultation matter.

The pilot project should be carried out in a selection of 5 countries and a selection of 5 qualifications. The tenderer has to present in its tender the rationales for selecting 5 countries (as for instance stage of EQF implementation, ECVET experimenting and/or implementation, use of Certificate Supplement and Europass Mobility).

More specifically, it is proposed to select 5 qualifications (preferably with high mobility potential at secondary and post-secondary education and training levels) in the selected countries, and to complete the corresponding Certificate Supplements using ECVET credits and EQF levels. The 5 qualifications shall be selected among the following sectors: manufacturing, logistics, construction, wholesale and retail trade, accommodation and food service activities, information and communication technology, administrative and support service activities, human health and social work activities.

The feasibility study on Europass for documentation, validation and certification of learning outcomes in education and training, along the ECVET process, shall take on board the activities and/or results of the ECVET and EQF pilot projects as well as refer to the qualifications and countries selected.

## 2.5 Reports, deliverables and timetable (outcome)

The Contractor is required to submit:

- A) An **inception report**, **six weeks** after the date of signature of the contract. It shall refine the methodology proposed in the tender, including a proposal of research tools (e.g. draft questionnaires/interviews grids) and the rationales for the sectors/qualifications and countries selection.
- B) A **first interim report**, within **4 months** of the date of signature of the contract, which will comprise:
  - A draft of the new templates for the Certificate Supplement and the Europass Mobility;
  - A complete description of the preparatory phase for testing the draft templates (work plan and milestones, cooperation with partners involved, questionnaires, detailed methodology) as well as information on any major challenges encountered, solutions found or proposed and potential impact on the preparation of the final version of the study;
  - A complete description of the methodology, the work carried out and the data sources established for the feasibility study (work plan and milestones, cooperation with partners involved, questionnaires, detailed methodology) as well as information on any major challenges encountered, solutions found or proposed and potential impact on the preparation of the final version of the study;
  - An updated work plan and timetable.
- C) A **second interim report**, within **10 months** of the date of signature of the contract will focus on:
  - Preliminary results of the test on the new elaborated templates for the Certificate Supplement and the Europass mobility by the selected relevant stakeholders;
  - Preliminary results of the feasibility study on the use of Europass Mobility for documentation, validation and certification purposes within ECVET;
  - The first draft of the updated instructions for completing the Certificate Supplement and Europass Mobility;
  - An update on the methodology, work carried out and the data sources as well as information on any major challenges encountered, solutions found or proposed and potential impact on the preparation of the final version of the study;
  - Proposed structure of the final report.

D) A **draft final report**, within **15 months** of the date of signature of the contract, and a **final report** within **18 months** of the date of signature, following the guidelines provided in these Technical Specifications and including:

- An executive summary highlighting the main findings and key policy considerations for policy development and research activities, which can also be distributed as a self-standing document (maximum 5 pages);
- Validated proposals for adaptation to the Certificate Supplement and Europass Mobility;
- Full results of the feasibility study linked to the use of the Europass documents as a basis for documentation, validation and certification within ECVET, including policy and practice-related recommendations;
- Final version of the instructions for completing the Certificate Supplement and Europass Mobility (25 pages each maximum);
- And full annexes, such as a bibliography, research tools, a description of the methodology, empirical data sets and the work carried out.

Cedefop will provide comments on the interim reports and the draft final report. The Contractor will take these comments into account in the preparation of the final version of the study (final report).

The Contractor will submit the deliverables in English or French, in hard copy and in electronic format (Word). The electronic files should correspond fully to the hard copies. Any tables, figures, graphs created should also be made available as separate files and include the data used in order to reproduce the figures.

The layout and format of the text – in particular rules for citation, bibliography, tables and figures – should comply with Cedefop's style manual (see Annex F of the Tendering Specifications).

## 2.6 Meeting and Travel expenses

The contractor will be requested to attend four one-day meetings at Cedefop with the project managers:

- ✓ A kick-off meeting a few weeks after the signature of the contract to fine-tune final planning and methodology for the research analysis;
- ✓ A meeting to discuss the first draft interim report, the interim findings and key messages of the study, and monitor progress;
- ✓ A meeting to discuss the second draft interim report, the interim findings and key messages of the study, and monitor progress;
- ✓ A meeting to discuss the draft final report and agree the final version of the study.

## 2.7 Reimbursement of travel expenses

All costs incurred (travel, accommodation etc) related to Cedefop's meetings (point 2.6 above) have to be included in the financial offer, point c) of Table 1.

Any other travel, accommodation etc. expenses that may occur in performing the tasks as described in points 2.3 and 2.4, have also to be included in the financial offer, point b) of Table 1.

Any extra travel, accommodation etc expenses besides those mentioned above, that might be needed to perform the tasks related to the contract, shall be subject to Cedefop's prior approval and shall be reimbursed by Cedefop separately, according to its relevant rules (see Annex II of the draft contract in Annex B).

### 3 Specific information concerning participation to this tender

Tenderers who are ineligible or fall into one of the situations described in point 3.1 will be eliminated.

Tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure.

#### 3.1 Exclusion criteria

Participation to this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest in Annex C. Therefore all tenderers, all consortium members (if any) and all subcontractors (if any) shall provide the self-declaration found in Annex C duly signed and dated – see also third sub-paragraph of point 4.2. Failure to provide the declaration(s) on exclusion criteria will lead to the exclusion of the tenderer from further evaluation.

Cedefop reserves the right to check the situations described in points c) and f) of the declaration.

#### 3.2 Selection criteria

The tenderers must submit evidence of their economic, financial, technical and professional capacity to perform the contract.

The tenderers must submit documentary evidence (or statements, where required) of their economic, financial, technical and professional capacity to perform this contract. The eventual non-submission with the tender of the below required documents / statements will lead to the exclusion of the tenderer from further evaluation.

Each and all requirements for economic and financial capacity should be fulfilled by the tenderer - alone (in the case of single tenderers) or by the consortium as a whole (in case the tenderer is a consortium). Participation in tendering is open to all legal persons bidding either individually or in a grouping (consortium) of tenderers.

In case of consortium (grouping) or subcontracting (in line with 4.1 or 4.2 of the tendering documents) each member of the consortium and all sub-contractors (identified as per the second sub-paragraph of point 4.2) must provide the required evidence for the economic and financial capacity. The consortium (if applicable) has to provide technical and professional capacity as a whole.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. He must in that case prove to the contracting authority that he will have at his disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at his disposal.

Proof of economic and financial capacity of the tenderer (alone, or as a consortium) must in particular be furnished in accordance with the indications below.

#### Economic & Financial capacity

Requirement

- The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Proof of economic and financial capacity must be furnished by the following documents:

- A statement of overall company (or consortium, if applicable) turnover supported by Audited Financial Statement including the Profit and Loss Account or equivalent for each of the last three (3) years to prove that the average annual turnover of the tenderer for the last three (3) years, for which the accounts have been closed, was at least 200,000 €

- A statement of turnover concerning the type of services covered by this tender of at least 100,000 € during each of the last three financial years, which will be verified with the information provided in Annex G.

### Technical and professional capacity

Tenderers should have sufficient technical and professional capacity to perform the contract in particular with regard to their know-how, efficiency, experience and reliability.

The tenderers should have the qualifications and skills to perform the tasks outlined in the technical specifications:

- Five (5) years of professional experience in research project management (for the team leader);
- Five (5) years of experience in comparative analysis at international level (for the team leader);
- Three (3) years of experience for the members of the proposed research team in one of the following fields of research: vocational education and training systems, qualifications frameworks (including learning outcomes approach), education and training mobility or transparency of qualifications;
- Demonstrated capacity to access data and expertise at national and European levels;
- Linguistic ability to communicate and draft to a high standard in English or French (level C1<sup>15</sup>).

Tenderers should prove that they have sufficient technical and professional capacity to perform the contract. The following documents or information must be presented as evidence of compliance with the above criteria:

- Detailed Europass CV(s)<sup>16</sup> of the proposed team leader and members of the research team of the tenderer and subcontractor/s (if any), with a brief description of their relevant professional experience in relation to the above required criteria and including language qualifications;
- A brief description of research output/publications related to the issues addressed by this pilot project, including evidence of experience in comparative studies in education and training;
- Description of measures employed to ensure the access to data;
- A List of the major contracts/studies performed in the past five years with dates, sums and commissioning authorities specifying the subjects of the contracts/studies; the principal services provided in the past three years, with the sums, dates and recipients, public or private [Annex G: Selection Criteria Form ].

### 3.3 Legal Position

Tenderers are requested to complete the Legal entity form found in Annex D and to provide the documents requested in the form. Tenderers must ensure to include the name and function of the individual(s) entitled to sign on behalf of the organisation in the case of contract award. The Legal Entity Form should be completed by the tenderer only, not by the Consortium member/s and /or sub-contractors.

<sup>15</sup> <http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>

<sup>16</sup> <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV.csp>

## 4 Additional information concerning participation to this tender

### 4.1 Participation of consortia

Groupings of suppliers (or consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition. Such groupings (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a tender.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria 'technical and professional capacity', the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

If awarded, the contract will be signed by the company or the person heading the project who will be vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract. Tenders from consortia of firms or groups of service providers, contractors or suppliers, must specify the role, qualifications and experience of each member or group.

### 4.2 Subcontracting/Subcontractors

Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder's tender, or, if proposed by the Contractor after contract signature, in writing by an exchange of letters. The subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition. If awarded, the contract will be signed by the Tenderer, who will be vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract.

The tenderer must indicate clearly which parts of the work will be sub-contracted, and additionally specify the identity of those subcontractors only undertaking more than 10% of the work by value, provided total sub-contracting is not above 40% of the work by value. If total sub-contracting is above that ceiling, each and every sub-contractor, independently of his contribution to the work by value, must be identified.

All subcontractors identified as per the second sub-paragraph must provide the required evidence for the exclusion and selection criteria.

Where no sub-contractor is given, the work will be assumed to be carried out directly by the bidder.

## 5 Award of the contract

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

Quality - Price ratio (scoring) will be calculated for each tender by using the following formula to calculate the Total Number of Points (out of 100) obtained by each tenderer:

**Total Number of Points = technical offer points \* (60% weight) + (Pmin/Po) \*100 \* (40 % weight),**

where **Pmin** is the lowest price offered among technically acceptable tenders and **Po** is the Price of the offer being evaluated. For the cheapest offer the ratio Pmin/Po will be equal to 1.

The contract shall be awarded to the tenderer submitting the tender that obtains the highest number of points, i.e. the tender that offers the best-value-for-money (the most economically advantageous tender).

### 5.1 Technical evaluation

The evaluation will be carried out on the basis of the following technical award criteria:

➤ **Award criterion 1 - The level of understanding of the nature of the assignment, its context and results to be achieved (40 points)**

- The level of understanding of issues related to qualifications, validation and recognition in education and training, incl. the learning outcomes approach (10 points)
- The level of understanding of challenges linked to mobility and transparency in education and training for educational and professional purposes (10 points)
- The level of understanding of Europass, its impacts and potentials when combined with ECVET and EQF and the issues at stake (20 points)

➤ **Award criterion 2 - The quality and appropriateness of the methods suggested to carry out the work (30 points)**

- The level of understanding of the conceptual and methodological challenges implied in the assignment, especially linked to the feasibility study on the use of Europass for documentation, validation and qualification awarding (10 points)
- The level of understanding of research challenges to produce reliable and valid updates of the Europass Mobility and Certificate Supplement, i.e. methodology for data collection and analysis, envisaged steps and data sources to be used to meet the requirements outlined in the technical specifications (10 points)
- Rationales for the selection of countries and qualifications (10 points).

➤ **Award criterion 3 - The organisation and management arrangements (30 points)**

- Allocation of tasks, type and degree of involvement of the proposed experts (15 points)
- Capacity to perform the tasks as defined in the terms of reference within the deadline given (clarity, coherence and feasibility of the work programme and timetable) (15 points).

Tenders scoring less than 60 (of a maximum of 100) points against the technical criteria above, will not be considered acceptable and will therefore not have their financial proposal evaluated.

## 5.2 Technical proposal

The tenderer's technical proposal should consist of a clear and comprehensive response to all requirements as per the Technical Specifications in Section 2 above. It is up to tenderers to prepare their own detailed organisation and methodology and technical proposals such that they fulfil the requirements described in Technical Specifications.

The level of detail will be very important and it will be assessed during the evaluation of the tender.

The Technical Proposal should prove that the Tenderer is capable of meeting the tendering specifications, by providing all the information related to the scope of this project.

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the technical specifications. To this end, the tenderer must provide a detailed Technical Proposal to allow evaluation of their offer according to the technical criteria mentioned above where he should outline all matters laid down:

### For award criterion 1

- discussion of the subject demonstrating in-depth understanding of
  - diversity in vocational education and training in Europe
  - use of Europass documents by different target groups and issues at stake
  - validation, certification and recognition of qualifications in education and training
  - the learning outcomes approach in education and training
  - the nature and potential challenges implied in designing and using European templates (as Europass) for individual VET mobility.

### For award criterion 2

- prior assessment of the research challenges - conceptual and methodological – implied by the assignment;
- detailed description and explanation of the rationales for proposing specific approach and methods concerning:
  - the approach used for selecting countries and qualifications
  - the methodology selected for the updating of the Europass documents
  - the methodology selected for feasibility study
  - the data sources to be used.

### For award criterion 3

- detailed work plan illustrating intended organisation, milestones and management of the task including:
  - explanation of the role and extent of the team members' participation in the study
  - timetable with descriptions of the deliverables;
- preliminary assessment of likely difficulties in carrying out the work, proposed actions required to meet these.

In addition to the above the tenderer must clearly specify which parts of the work will be sub-contracted (if any) and specify the identity of all those subcontractors undertaking more than 10% of the work by value (or of all sub-contractors if total sub-contracting is above 40% of the work by value) as requested in point 4.2 (second paragraph).

### 5.3 Financial evaluation

Only tenders scoring 60 points or more (of a maximum of 100) points against the technical award criteria will have their financial proposal evaluated. The evaluation will be made on the basis of the **total price (a+b+c)** offered in table 1 – Price schedule table (see point 5.4). Any tender containing a financial proposal exceeding the maximum budget mentioned in these tender specifications (see point 1.5) will be rejected.

The tender with the lowest Financial Proposal receives 100 points. The others will be awarded points by means of the following formula:

*Financial score = (lowest Financial Proposal / Financial Proposal of the tender being considered) \* 100.*

#### 5.3.1 Evaluation of abnormally low tenders (if applicable)

If any tenders' price appears to be abnormally low in relation to the services or supplies offered, and in order to check if the tender can be considered valid, the evaluation committee shall, before it may reject this tender, request in writing explanations on the components of the tender or details of the constituent elements of the tender which it considers relevant and shall verify those constituent elements taking account of the explanations received. If in that relation the tenderer cannot explain his price on the basis of the economy of the services offered, or the method used, or the technical solution chosen, or the exceptionally favourable conditions available to the tenderer, the tender will be rejected.

A price will be considered abnormally low if the financial offer of any tenderer is lower with more than the acceptable margin of deviation from the *by the preliminary estimated financial value of the project*.

The actual margin of deviation will be calculated as % as follows:

*- The difference between the preliminary estimated financial value of the contract and the value of the financial offer perceived as abnormally low will be divided by the preliminary estimated financial value of the project.* The acceptable margin of deviation from the estimated financial value for this tender is set to 40%.

The approach of the Evaluation Committee to identify and eliminate abnormally low tenders will be the following:

- a) apply the acceptable margin of deviation from the preliminary estimated financial value of the project and set aside the offers that go beyond it;
- b) check if specific notes to the offer as submitted or specific items included in the technical proposal (in the spirit of the technical specifications, but going further than what is requested there as minimum) justify, or at least explain, the deviation;
- c) decide on the acceptability of the offer on the basis of the clarification reply received.

#### 5.3.2 Unacceptable tenders

Upon conclusion of the evaluation, the committee could find that tenders are unacceptable either because their technical quality is inadequate or the price is too high, i.e. above the budget announced in the tender documents.

## 5.4 Financial proposal

The financial proposal should indicate the total price in order to carry out all the activities indicated in the technical specifications. The tenderers must fill in the following table 1 - price schedule table and present a detailed breakdown of the price offered.

**Table 1: Price schedule table (all fields are mandatory)**

<i>Services</i>	<i>Price</i>
a) Price to carry out all the activities described in the technical proposal	(I) Number of person-days: ..... (II) Price per person-day: ..... <b>Sub Total (1) = (I) x (II) .....</b>
b) All estimated travel, accommodation, etc. expenses related to performance of the tasks (indication of total amount)	<b>Sub Total (2) =</b>
c) Attending 4 meetings at Cedefop premises (indication of total amount for all 3 meetings)	<b>Sub Total (3) =</b>
<b>Total price: sum of Sub Totals (1+2+3):</b>	

The Financial Offers will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

Amounts corrected in this way will be binding on the tenderer.

### Information concerning price

- The prices quoted must be fixed and not revisable.
- Prices must be quoted in euro and include all expenses.
- Any extra travel expenses, that might be needed to perform the tasks related to the contract, shall be subject to Cedefop's prior approval and shall be reimbursed by Cedefop separately, according to its relevant rules (see Annex II of the draft contract in Annex B).
- Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, Cedefop is exempt from all charges, taxes and dues, including value added tax (VAT). Such charges may not therefore be included in the calculation of the price quoted. The VAT amount must be indicated separately see point 5.4.

## **6 Information on presentation and content of tender**

It is extremely important that tenderers present their tender in the correct format and provide all documents necessary to enable the evaluation committee to assess their tender. Tenderers should fully respect the instructions indicated under points 2 and 3 of this open invitation to tender.

In addition, below you will find details of the required documentation.

### **6.1 Envelope A - Supporting documents**

One original and one copy of:

- the checklist found in Annex F
- the exclusion criteria declaration as requested in point 3.1 and standard template found in Annex C
- the selection criteria documents as requested in point 3.2, and filled-in Annex G
- the legal entity form as requested in point 3.3 and found in Annex D
- a statement containing the name and position of the individual(s) entitled to sign the contract and a cover letter, signed by the person/s that is/are authorised to sign the contract in case of contract award
- the financial identification form as found in Annex E

### **6.2 Envelope B – Technical proposal**

One original signed unbound version and three bound copies of:

- the technical proposal providing all information requested in point 5.2 including information relevant to subcontracting as requested in point 4.2.

### **6.3 Envelope C – Financial proposal**

One original signed version and three copies of:

- the financial proposal containing all information requested in point 5.4.

## **ANNEX A**

### **CONTRACT NOTICE**

## **ANNEX B**

### **DRAFT CONTRACT**

## ANNEX C

### Declaration of honour with respect to the Exclusion Criteria and absence of conflict of interest

The undersigned.....[name of the signatory of this form, to be completed]:

- in his/her own name..... (*if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator*)  
or
- representing..... (*if the economic operator is a legal person*)

official name in full (*only for legal person*):.....

official legal form (*only for legal person*):.....

official address in full: .....

VAT registration number: .....

declares that the company or organisation that he/she represents / he/she:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) is not the subject of administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply information, or being declared to be in serious breach of its obligation under contract covered by the budget.

In addition, the undersigned declares on their honour that:

- g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- k) that the information provided to Cedefop within the context of this invitation to tender is accurate, sincere and complete.

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under Article 134b in conjunction with Article 133a of the Commission Regulation (EC, Euratom) No 2342/2002 of 23/12/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, which may be applied by analogy by Cedefop if any of the declarations or information provided prove to be false.

Full name

Date

Signature

## **ANNEX D**

### **LEGAL ENTITY FORM**

(to be downloaded, depending on the nationality and legal status of the tenderer, from the following website [http://europa.eu.int/comm/budget/execution/legal\\_entities\\_en.htm](http://europa.eu.int/comm/budget/execution/legal_entities_en.htm) and to be completed by the tenderer only, not by the Consortium member/s and /or sub-contractors)

## ANNEX E

### **FINANCIAL IDENTIFICATION FORM**

(to be downloaded, depending on the nationality of the tenderer, from the following website [http://europa.eu.int/comm/budget/execution/ftiers\\_en.htm](http://europa.eu.int/comm/budget/execution/ftiers_en.htm) and to be completed by the tenderer only, not by the Consortium member/s and /or sub-contractors)

**PLEASE NOTE:**

Please indicate the BIC (Bank Identification Code) in the REMARKS box of the downloaded form.

## ANNEX F

### CHECK LIST OF MANDATORY DOCUMENTS

The checklist must be used to ensure that you have provided all the documentation for this tender and in the correct way. This checklist should be included as part of your offer.

**Please Tick ✓ the boxes provided**

<u>Mandatory documents to be included as part of the tender</u>	<u>Reference paragraph</u>	<u>Included</u>		<u>If the document is not included, please provide an explanation for the reason</u>
		<b>Yes</b>	<b>No</b>	
<u>Envelope 'A' must contain</u> one original and one copy of: - this checklist		<input type="checkbox"/>	<input type="checkbox"/>	
- exclusion criteria declaration (If applicable, including those of consortia and subcontractors)	3.1, 4.1 & 4.2	<input type="checkbox"/>	<input type="checkbox"/>	
- selection criteria documents (If applicable, including those of consortia and subcontractors)	3.2, 4.1 & 4.2	<input type="checkbox"/>	<input type="checkbox"/>	
- legal entity form	3.3	<input type="checkbox"/>	<input type="checkbox"/>	
- name and position of the individual(s) entitled to sign contract and a cover letter, signed by the person/s that is/are authorised to sign the contract in case of contract award.	3.3, & Invitation Letter	<input type="checkbox"/>	<input type="checkbox"/>	
- financial identification form	6.1	<input type="checkbox"/>	<input type="checkbox"/>	
- Filled in Annex G (Selection Criteria Form)				
<u>Envelope 'B' must contain</u> one original and three copies of:				
- the technical proposal	5.2	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'C' must contain</u> one original and three copies of:				
- the financial proposal	5.4	<input type="checkbox"/>	<input type="checkbox"/>	

**You should also ensure that:**

<input type="checkbox"/>	your offer is formulated in one of the official languages of the European Union.
<input type="checkbox"/>	both the technical and financial proposals of the offer are signed by you or your duly authorised agent.
<input type="checkbox"/>	your offer is perfectly legible in order to rule out any ambiguity.
<input type="checkbox"/>	your offer is submitted in accordance with the envelope system as detailed in the invitation to tender point 3.
<input type="checkbox"/>	the outer envelope bears the information mentioned in the invitation to tender point 3.

## ANNEX G

### Selection Criteria Form

The tenderers are requested to complete the tables using the formats below:

Question	Answer		
How many projects/contracts has your company realised in the field of VET research? With what turnover for the years below?	Number of projects	Annual turnover in Euros	Percentage of overall company turnover
2006			
2007			
2008			

Question	Answer
Since when does your company provide services in the field of VET research to private enterprises and public administrations?	

*(if space not sufficient please adapt the table)*

Tenderers are requested to summarise at least the 3 major relevant contracts carried out in the course of the past **3** years by the tenderer (single legal entity or entities (consortium)).

Ref No.....	Contract title .....						
Name of legal entity	Country	Contact amount (EUR) ...	Proportion (man/days) carried out by legal entity	Proportion supplied by legal entity (%)	Name of clients ...	Origin of funding	Dates (start and end)
...	...			...			...
...	...			...			...
...	...			...			...
Related services provided							
.....				.....			

*(if space not sufficient please adapt the table)*

## **ANNEX H**

### **Template of the Europass Mobility**



## EUROPASS MOBILITY

<b>1. THIS EUROPASS MOBILITY DOCUMENT IS AWARDED TO</b>		
Surname(s) (1)(*)	First name(s) (2)(*)	Photograph (4)
Address (house number, street name, postcode, city, country) (3)		
Date of birth (5)	Nationality (6)	Signature of the holder (7)
<i>NB : Headings marked with an asterisk are mandatory.</i>		

<b>2. THIS EUROPASS MOBILITY DOCUMENT IS ISSUED BY</b>		
Name of the issuing organisation (8)(*)		
Europass Mobility number (9)(*)	Issuing date (10)(*)	
<i>NB : Headings marked with an asterisk are mandatory.</i>		

### Explanatory note

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.

The Europass Mobility was established by the decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences (Europass).

For more information on Europass, including on the Europass curriculum vitae and the Europass language Passport:  
<http://europass.cedefop.europa.eu>

© European Communities 2004

<b>3. THE PARTNER ORGANISATIONS OF THE EUROPASS MOBILITY EXPERIENCE (No) ARE</b>															
<b>SENDING PARTNER</b> (organisation initiating the mobility experience in the country of origin)															
Name, type (if relevant faculty/department) and address (11) (*)		Stamp and/or signature (12) (*)													
Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator) (13) (*)		Title/position (14)													
Telephone (15)		E-mail (16)													
<b>HOST PARTNER</b> (organisation receiving the holder of the Europass Mobility document in the host country)															
Name, type (if relevant faculty/department) and address (17) (*)		Stamp and/or signature (18) (*)													
Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator) (19) (*)		Title/position (20)													
Telephone (21)		E-mail (22)													
<i>NB : This table is not valid without the stamps of the two partner organisations and/or the signatures of the two reference persons/mentors. Headings marked with an asterisk are mandatory.</i>															
<b>4. DESCRIPTION OF THE EUROPASS MOBILITY EXPERIENCE (No)</b>															
Objective of the Europass Mobility experience (23) (*)															
Initiative during which the Europass Mobility experience is completed, if applicable (24)															
Qualification (certificate, diploma or degree) to which the education or training leads, if any (25)															
Community or mobility programme involved, if any (26)															
Duration of the Europass Mobility experience (27) (*) From <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td></tr><tr><td style="text-align: center;">dd</td><td style="text-align: center;">mm</td><td style="text-align: center;">yyyy</td></tr></table> (28) (*) To <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td><td style="border: 1px solid black; width: 15px; height: 15px;"></td></tr><tr><td style="text-align: center;">dd</td><td style="text-align: center;">mm</td><td style="text-align: center;">yyyy</td></tr></table>							dd	mm	yyyy				dd	mm	yyyy
dd	mm	yyyy													
dd	mm	yyyy													
<i>NB : Headings marked with an asterisk are mandatory.</i>															

5.A DESCRIPTION OF SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE (No)					
Activities/tasks carried out					
(29a)(*)					
Job-related skills and competences acquired					
(30a)					
Language skills and competences acquired (if not included under 'Job-related skills and competences')					
(31a)					
Computer skills and competences acquired (if not included under 'Job-related skills and competences')					
(32a)					
Organisational skills and competences acquired (if not included under 'Job-related skills and competences')					
(33a)					
Social skills and competences acquired (if not included under 'Job-related skills and competences')					
(34a)					
Other skills and competences acquired					
(35a)					
Date	Signature of the reference person/mentor		Signature of the holder		
(36a)(*)	dd	mm	yyyy	(37a)(*)	(38a)(*)
<p>NB : This table is not valid without the signatures of the reference person/mentor and of the holder of the Europass Mobility. Headings marked with an asterisk are mandatory.</p>					

**5.B RECORD OF COURSES COMPLETED AND INDIVIDUAL GRADES/MARKS/CREDITS OBTAINED**  
(based on the transcript of records of the European Credit Transfer System - ECTS)

(29b)(\*) Student matriculation number

*Add or remove lines if required*

## Essay/report/dissertation

(36b)

Certificate/diploma/degree awarded if any

(37b)

Surname(s) and first name(s) of mentor/administration officer  
(38b)(\*)

**Signature**

### Date of validation

(40b)(\*)

dd mm

Name, address and status of the institution

10.1007/s00332-010-9000-0

Stamp or seal

1000

*NB: This table is not valid without the signature of the mentor/administration officer and/or the official stamp of the institution.*  
*NB : Headings marked with an asterisk are mandatory.*

(1) (2) (3) (4) (5) See overleaf

**EXPLANATION OF THE HEADINGS ON PREVIOUS PAGE (Table 5.b.)**  
(Record of courses completed and individual grades/marks/credits obtained)

(1) COURSE UNIT CODE:  
Refer to the ECTS information Package provided on the website of the host institution

(2) DURATION OF COURSE UNIT:  
Y = 1 full academic year  
1S = 1 semester      2S = 2 semesters  
1T = 1 term/trimester 2T = 2 terms/trimesters

(3) DESCRIPTION OF THE INSTITUTIONAL GRADING SYSTEM:

(4) ECTS GRADING SCALE:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

(5) ECTS CREDITS:		
1 full academic year	=	60 credits
1 semester	=	30 credits
1 term/trimester	=	20 credits

## **ANNEX I**

### **INSTRUCTIONS FOR COMPLETING THE EUROPASS MOBILITY**



## INTRODUCTION TO EUROPASS MOBILITY

### Definition of Europass Mobility

Europass Mobility is a standard document in use throughout Europe which formally records details of the skills and competences acquired by an individual – of whatever age, educational level and occupational status – during a period of mobility in another European country (European Union/EFTA/EEA and candidate countries).

### Purpose of Europass Mobility

Europass Mobility aims to:

- promote European mobility for learning purposes, by making its results more visible;
- boost transparency and visibility of European mobility experiences helping holders to show better what they have gained through this experience, particularly in knowledge, skills and competences;
- encourage recognition of experiences gained abroad.

### How it works

Individual applicants cannot apply directly. All applications must be made by an organisation on behalf of an individual.

Any organisation which organises mobility experiences in the above-mentioned countries, can apply for Europass Mobility on behalf of individuals.

### What qualifies as a European mobility experience?

Experience should:

- either take place as part of a Community programme in education and training,
- or satisfy all the following quality criteria:
  - (a) the period in another country takes place within the framework of a learning initiative based in the country of origin of the person that follows it;
  - (b) the organisation responsible for the learning initiative in the country of origin (sending partner) stipulates to the host partner and submits to the National Europass Centre (NEC) (or a body delegated to manage the Europass Mobility) in the country of origin, a written agreement on the content, objectives and duration of the European learning pathway. It ensures that appropriate linguistic preparation is provided to the person concerned, identifies a mentor in the host country to assist, inform, guide and monitor the person concerned;
  - (c) each of the countries involved must be a Member State of the European Union or an EFTA/EEA country;

(d) where appropriate, the sending and host partners cooperate to provide the person concerned with information on workplace health and safety, labour law, equality measures and other work-related provisions applying in the host country.

**Does Europass Mobility lead to a qualification?**

No. Europass Mobility is a European document recording periods of European mobility.

**Is there a charge for the Europass Mobility document?**

No.

**Where can a Europass Mobility document be obtained?**

Contact your NEC (see <http://europass.cedefop.europa.eu>)

### **Responsibility of the National Europass Centres**

NECs are responsible (in cooperation with the other organisations involved) for ensuring:

- Europass Mobility documents are only released to record European learning experiences which satisfy the conditions listed above;
- Europass Mobility documents are completed in line with the instructions below and awarded to holders in hard copy and electronic form, using a Europass folder; NECs provide sending partners with an electronic template (e.g. by giving a password to access the relevant sections of the Europass website, so they are able to download or complete Europass Mobility documents). For those without a PC and/or Internet connection, the template may be sent in hard copy upon request;
- relevant Community and national provisions on processing personal data and protecting privacy are fully respected when managing Europass Mobility documents nationally.

If NECs delegate management of Europass Mobility to one or more bodies, it is their responsibility to ensure the above functions are properly carried out.

NECs may implement specific national arrangements, namely for processing Europass Mobility documents.

### **Responsibility of partner organisations (sending and host partners)**

Europass Mobility involves a partnership between the organisation sending the holder of the Europass Mobility (sending partner) and the organisation hosting the holder of the Europass Mobility abroad (host partner). Both organisations agree in writing on the purposes or contents, objectives, duration, methods and monitoring of the Europass Mobility experience, as well as on the language(s) to be used to fill in the Europass Mobility document (see below 'Choice of languages').

The Europass Mobility is completed by the sending and host partners of the mobility project.

Any arrangement for completing the Europass Mobility electronically should allow any field not completed to be removed, so that no blank field appears on the electronic or printed versions.

The Europass Mobility can be used for recording one or more mobility experience(s).



## PROCEDURE FOR ISSUING A EUROPASS MOBILITY DOCUMENT

### (1) The sending partner

- (a) asks the National Europass Centre (NEC, see list above) in its own country – or the body to which the NEC may have delegated management of the Europass Mobility – to provide it with an electronic template (e.g. by giving a password to access the relevant sections of the Europass website, so it is able to access the Europass Mobility documents). The Europass Mobility template should normally be filled in electronically. For those without a PC and/or Internet connection, the template may be sent in hard copy upon request;
- (b) fills in Table 1. 'This Europass Mobility is awarded to';
- (c) fills in Table 2. 'This Europass Mobility is issued by', in the language of the country of origin;
- (d) fills in Table 3. 'The partner organisations of the Europass Mobility experience are';
- (e) fills in Table 4. 'Description of the Europass Mobility experience';
- (f) sends the Europass Mobility to the host partner.

NB: Where there are more than one mobility experience, the sending partner should number them (No 1, 2, etc.); on choice of languages, see below.

### (2) The host partner

- (a) fills in either:
  - Table 5.a 'Description of skills and competences acquired during the Europass Mobility experience' (e.g. in the case of job placement or experience in non-formal settings);  
*or:*
  - Table 5.b 'Record of courses completed and individual grades/marks/credits obtained' if the Europass Mobility experience is organised in the framework of a formal education or training initiative (e.g. Erasmus or student exchange programme) using a credit transfer system such as ECTS;
- (b) stamps and/or signs the Europass Mobility;
- (c) sends back the completed Europass Mobility to the sending partner.

### (3) The sending partner

- (a) stamps and/or signs the Europass Mobility document;
- (b) issues the Europass mobility to the holder in both paper and electronic form;
- (c) stores the Europass Mobility document as appropriate, according to the procedures established nationally, and in cooperation with the NEC.

For successive experiences, the same Europass Mobility document can be used. The sending partner then:

- (a) reproduces relevant headings 17 to 38a or 17 to 42b required for describing of new mobility experience(s); and
- (b) numbers the successive mobility experience (No 2, No 3, etc.).

If successive experiences are monitored by different sending partners, the issuing organisation decides if the same Europass Mobility document may be used or if a new one is required.

## Choice of languages

The Europass Mobility is completed in one or more language(s) agreed between sending and host partners and the person concerned.

Tables 1 to 4 are filled in by the issuing organisation and/or the sending partner, normally in the language of the country of origin.

Tables 5.a/5.b are filled in by the host partner, normally in the language of the host country.

To make the document easier to understand:

- (a) Table 4 can be reproduced and translated into the language of the host partner (or into a third, widely spoken language agreed with the sending partner);
- (b) Table 5.a/5.b can be reproduced and translated into the language of the sending partner (or into a third, widely spoken language agreed with the host partner).

The sending partner provides the host partner with these instructions in the relevant language(s).

Citizens awarded a Europass Mobility document are entitled to ask for a translation of the whole document in one of the languages of the sending and host partners or a third, widely spoken language. Where a third language is requested, the responsibility for translation rests with the sending partner.

## Support

For more information on the Europass Mobility initiative, consult <http://europass.cedefop.europa.eu>

## DETAILED INSTRUCTIONS FOR FILLING IN THE EUROPASS MOBILITY DOCUMENT

### Table 1 'THIS EUROPASS MOBILITY IS AWARDED TO'

*Headings (1) to (7) give information on the holder of the Europass Mobility. They are filled by the sending partner in its own language.*

**NB:**

- the name of the person awarded the Europass Mobility document is the only compulsory piece of personal information. Other personal information fields should be filled in only if the person concerned agrees;
- headings marked with an asterisk(\*) are mandatory.

(1) - (2) Surname(s) and first name(s) of the holder (mandatory)

Insert surname(s) and first name(s) of the holder, e.g.:

1. THIS EUROPASS MOBILITY IS AWARDED TO	
(1)* Surname(s) <b>DUPONT</b>	First name(s) <b>Stephan</b>

(3) Address(es) (optional)

Insert complete postal address(es) where the holder may be contacted, e.g.:

(3) Address (house number, street name, postcode, city, country) Kavala str. 52, GR-54248 Thessaloniki
---

Follow the rules that apply in the country so that post will reach the holder quickly if required; do not forget the country post code:

Belgium (B)	Luxembourg (L)
Bulgaria (BG)	Hungary (H)
Czech Republic (CZ)	Malta (-)
Denmark (DK)	Netherlands (-)
Germany (D)	Norway (N)
Estonia (EE)	Austria (A)
Greece (EL)	Poland (PL)
Spain (E)	Portugal (P)
France (F)	Romania (RO)
Iceland (IS)	Slovenia (SLO)
Ireland (-)	Slovakia (SK)
Italy (I)	Finland (FIN)
Cyprus (CY)	Sweden (S)
Latvia (LV)	Turkey (TR)
Lithuania (LT)	United Kingdom (-)

In the case of Ireland, Malta, the Netherlands and the United Kingdom, the name of the country is written out in full:

**Ireland**

Dublin 2

Ireland

...

**Malta**

St. George's Bay

St. Julian's STJ 02

Malta

...

**United Kingdom**

London SW1P 3AT

United Kingdom

...

**The Netherlands**

2500 EA Den Haag

Nederland

**(4) Photograph (optional)**

Insert photograph. For electronic pictures, preferably use jpg format.

**(5) Date of birth (optional)**

Specify date of birth (dd/mm/yyyy), e.g.:

Date of birth		
(5)	02	04
	dd	mm
	1963	yyyy

**(6) Nationality (optional)**

Specify nationality, e.g.:

Nationality	
(6)	Irish

**(7) Signature of the holder (optional)**

Ask the holder to sign.

Signature of the holder	
(7)	[signature]

**Table 2 'THIS EUROPASS MOBILITY IS ISSUED BY'**

*Headings (8) to (10) give information on the organisation issuing the Europass Mobility. They are filled in by the issuing organisation (usually the sending partner), which inserts the Europass Mobility number and date of issue.*

*They are completed in the language of the sending partner.*

**(8) Name of the issuing organisation (mandatory)**

Insert the name of the organisation issuing the Europass Mobility; in general it will be the same as the sending partner, e.g.:

<b>2. THIS EUROPASS MOBILITY IS ISSUED BY</b>	
Name of the issuing organisation	
(8) (i)	Vocational College of Greenfields

**(9) Europass Mobility number (mandatory)**

Insert Europass Mobility number, e.g.:

Europass Mobility number	
(9) (i)	Europass Mobility No UK-123546i

**(10) Issuing date (mandatory)**

Insert Europass Mobility issuing date (dd/mm/yyyy), e.g.:

Issuing date			
(10) (i)	23	06	2004
	dd	mm	yyyy

**Table 3 'THE PARTNER ORGANISATIONS OF THE EUROPASS MOBILITY EXPERIENCE ARE'**

*Headings (11) to (22) give information on the partner organisations of the mobility experience. Please note that this table is not valid without the signatures of the two reference persons or mentors.*

*They are filled by the sending partner in its own language.*

**SENDING PARTNER (organisation initiating the mobility experience in the country of origin)**

*Headings (11) to (16) give detailed information on the organisation (the sending partner) sending the holder to the host organisation (the host partner).*

**(11) Name, type (if relevant faculty/department) and address of sending partner (mandatory)**

Specify name, type (training body, company, school, university, NGO, etc.; if relevant faculty/department) and address of sending partner, e.g.:

SENDING PARTNER (organisation initiating the	
Name, type (if relevant faculty/department) and address	

(11) (*)	Vocational College of Greenfields Dept of Biomechanics 213 Bell Str. 123546 Sheffield United Kingdom
----------	--

## (12) Stamp and/or signature of sending partner (mandatory)

Put stamp of the sending partner and/or signature of the reference person or mentor, e.g.:

(12) (*)	Stamp and/or signature  [ Stamp ]
----------	---

## Reference person/mentor

*Headings (13) to (16) give detailed information on the reference person or mentor within the organisation responsible for the mobility experience in the country of origin.*

## (13) Surname(s) and first name(s) of reference person/mentor (optional)

Insert surname(s) and first name(s) of the reference person or mentor (if relevant of ECTS departmental coordinator), e.g.:

(13)	Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)  OWARDS Jules
------	---

## (14) Title/position (optional)

Specify title or position of the reference person or mentor (if relevant of ECTS departmental coordinator), e.g.:

(14)	Title/position  Senior teacher
------	--------------------------------------

## (15) Telephone (optional)

Specify telephone number of the reference person or mentor, including country/regional code, e.g.:

(15)	Telephone  (44-113) 343 12 34
------	-------------------------------------

NB: For further details, consult the Interinstitutional style guide: <http://publications.eu.int/code/en/en-000400.htm>

**(16) E-mail (optional)**

Specify e-mail address of the reference person or mentor, e.g.:

(16)	<p style="margin: 0;">E-mail</p> <p style="margin: 0;">juoh@bla.uk</p>
------	--

**HOST PARTNER (organisation receiving the holder of the Europass Mobility document in the host country)**

*Headings (17) to (22) give detailed information on the organisation hosting the holder of the Europass Mobility.*

**(17) Name, status (if relevant faculty/department) and address of organisation (mandatory)**

Specify name, type (training body, company, school, NGO, etc.) (if relevant faculty/department) and address of the host partner, e.g.:

<p style="margin: 0;">HOST PARTNER (organisation responsible for the I</p> <p style="margin: 0;">Name, type (if relevant faculty/department) and address)</p>	
(17) (*)	<p>Palermo Multimedia Ltd</p> <p>213 Via Giovanni</p> <p>I-123546 Palermo</p>

**(18) Stamp and signature (mandatory)**

Put stamp of the host institution and/or signature of the reference person or mentor, e.g.:

<p style="margin: 0;">Stamp and/or signature</p>
<p style="margin: 0;">[ Stamp ]</p>

**(19) Surname(s) and first name(s) of reference person/mentor (mandatory)**

Insert surname(s) and first name(s) of the reference person or mentor (if relevant of ECTS departmental coordinator), e.g.:

<p style="margin: 0;">Surname(s) and first name(s) of reference person/mentor</p> <p style="margin: 0;">(if relevant of ECTS departmental coordinator)</p>	
(19) (*)	<p>GIULIANO Marco</p> <p style="margin-top: 10px;">Surname(s) and first name(s)</p>

## (20) Title/position (optional)

Specify title or position of the reference person or mentor, e.g.:

Title/position	(20) Head of technical development
----------------	------------------------------------

## (21) Telephone (optional)

Specify telephone number of the reference person or mentor, including country/regional code, e.g.:

Telephone	(21) 39 (91) 12 34 56
-----------	-----------------------

*NB : This table is not valid without the stamps of the  
Headings marked with an asterisk (\*)*

## (22) E-mail (optional)

Specify e-mail address of the reference person or mentor, e.g.:

E-mail	(22) mguiliano@bravo.it
--------	-------------------------

*and / or the signatures of the two reference persons / mentors*

**Table 4 'Description of the Europass Mobility experience'**

*Headings (23) to (28) give a description of the initiative during which the mobility experience is completed.*

*They are filled by the sending partner in its own language; these headings can also be completed (reproducing the table) into the language of the host partner (or into a third language agreed with the sending partner);*

*Headings marked with an asterisk (\*) are mandatory.*

NB: Field 25 (Qualification) is optional, as not all education or training initiatives lead to a formal qualification.

## (23) Objective of the Europass Mobility experience (mandatory)

Specify the objective of the Europass Mobility experience, e.g.:

4. DESCRIPTION OF THE EUROPASS MOBILITY EXPERIENCE (No)	Objective of the Europass Mobility experience
---	---

(23) (\*)

To acquire a first work experience in an international environment  
or  
To validate a semester in a foreign university to obtain a joint degree  
or  
To acquire a first international experience in the hotel sector before starting formal training (front desk manager)

**(24) Initiative during which the Europass Mobility experience is completed, if applicable (optional)**

Briefly describe the initiative (e.g. education or training action) during which the Europass Mobility experience is completed, if applicable (optional), e.g.:

(24)

Initiative during which the Europass Mobility experience is completed, if applicable

Upper secondary vocational qualification - Electrician (mandatory placement)  
or  
Voluntary work for the NGO "Seeds for Food"

**(25) Qualification (certificate/diploma/degree) awarded, if any (optional)**

Specify if relevant the qualification (certificate, diploma or degree) to which leads the learning initiative in the course of which the Europass Mobility experience is completed, e.g.:

(25)

Qualification (certificate, diploma or degree) to which the education or training leads, if any

Bachelor degree in business and economics  
or  
National Craft Certificate: Electrician

**(26) Community or mobility programme involved, if any (optional)**

Specify the programme (e.g. Erasmus, Leonardo, Comenius, Youth, etc.) in the context of which the mobility experience is organised, if any, e.g.:

(26)

Community or mobility programme involved, if any

Erasmus programme

**(27) - (28) Duration of the Europass Mobility experience (mandatory)**

Specify duration of the Europass Mobility experience (dd/mm/yyyy), e.g.:

Duration of the Europass Mobility experience

(27) (\*)

From 01 12 2004  
dd mm yyyy

(28) (\*)

To 31 05 2005  
dd mm yyyy

NB : Headings marked with an asterisk are mandatory.

**Table 5.a 'SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE' (optional)**

**Important**

1. If the Europass Mobility document is used in the framework of a Community exchange programme (like Erasmus) using a credit transfer system, do not use Table 5a below; delete the table and go directly to Table 5b, 'Record of courses completed and individual grades/marks/credits obtained' based on the *Transcript of records* used for validating ECTS;
2. any field which has not been completed shall be removed.

*Headings (29a) to (38a) give a description of the activities/tasks carried out and of the skills and competences acquired by the holder during the Europass Mobility experience.*

*This table is filled in by the host partner.*

*Choice of language(s): Table 5.a is normally completed in the language of the host partner; to ensure a proper understanding in the country of origin, this table can be reproduced and translated into the language of the sending partner (or into a third language agreed with the sending partner).*

*The description of skills and knowledge must reflect accurately the added value of the experience, for example any progress made, level of competence reached and, if relevant, assessment and/or tests carried out.*

*The description must be detailed enough for validation as part of a formal training initiative.*

*Headings marked with an asterisk (\*) are mandatory. If they are left empty, headings (29a) to (34a) should be deleted.*

*This table is not valid without the signatures of the reference person/mentor and holder of the Europass Mobility.*

**(29a) Activities/tasks carried out during the Europass Mobility experience (mandatory)**

Describe the activities/tasks carried out during the Europass Mobility experience, e.g.:

5.a DESCRIPTION OF SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE (No)	
(29a) (*)	<p>Activities/tasks carried out</p> <ul style="list-style-type: none"> <li>- guest reception at the desk top of the hotel or</li> <li>- management of orders sent by Italian customers or</li> <li>- inventory of books in English language or</li> <li>- translation of texts from German and French into English or</li> <li>- development of a software for archiving ancient documents in electronic form</li> </ul>

## (30a) Job-related skills and competences acquired (optional)

Describe the technical or job-related skills and competences acquired, specifying the progress noted, the level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

(30a)	<p>Job-related skills and competences acquired</p> <p>Managing editing flows (publication of one issue of the magazine <i>Globe-Transfer</i> (quarterly, 25 pages, full colour):</p> <ul style="list-style-type: none"> <li>- contact graphic designer;</li> <li>- check production flow;</li> <li>- perform quality control (editing).</li> </ul> <p>or</p> <p>Managing a domestic electric installation (three weeks):</p> <ul style="list-style-type: none"> <li>- plan the resources needed;</li> <li>- order the material required;</li> <li>- interpret schematic diagrams and flow charts;</li> <li>- install and test wiring systems for lighting and power distribution;</li> <li>- complete job-related documentation;</li> </ul> <p>The finished installation was checked by the mentor; records of the assessment show a good command of professional skills.</p>
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NB: the host partner can use the multilingual action verbs glossary (available from the Europass website - Section 'Certificate supplement/Technical support') for the description of skills and competences acquired.

## (31a) Language skills and competences acquired (optional)

Describe the language skills and competences acquired, specifying if relevant the progression noted, the level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

(31a)	<p>Language skills and competences acquired (if not included under 'Job-related skills and competences')</p> <p>Communicating with Italian contractors and authors; clear improvement of level of Italian language: at the end of placement, excellent level of communication; processing of orders from Italian-speaking customers.</p> <p>or</p> <p>Answering customers' phone calls in German:</p> <ul style="list-style-type: none"> <li>- welcome customers;</li> <li>- record requests;</li> <li>- redirect callers to relevant contact persons.</li> </ul>
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You can also use the six-level scale of the common European framework of reference for languages developed by the Council of Europe.

This scale has six levels for listening, reading, spoken interaction, spoken production and writing  
The six levels are:

- basic user (levels A1 and A2);
- independent user (levels B1 and B2);
- proficient user (levels C1 and C2).

To use this scale to assess the language level:

- read the descriptions below;
- select the relevant level headings (listening, reading, spoken interaction, spoken production and writing);
- specify the level reached by the holder (e.g. Understanding: Independent user - B2).

Example:

<span style="border: 1px solid black; padding: 2px;">(31a)</span>	<p>Language skills and competences acquired (if not included under 'Job-related skills and competences')</p> <p>Italian:</p> <ul style="list-style-type: none"> <li>- Spoken interaction: proficient user (level C1)</li> <li>- Spoken production: independent user (level B2)</li> </ul>
---	---

### **Detailed description of the self-assessment scale**

#### **Understanding**

##### ***Listening***

A 1: I can understand familiar words and very basic phrases concerning myself, my family and immediate surroundings when people speak slowly and clearly.

A 2: 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 points in short, clear, simple messages and announcements.

B 1: I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main points of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.

B 2: I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.

C 1: I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.

C 2: I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.

##### ***Reading***

A 1: I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.

A 2: I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.

B 1: I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.

B 2: I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.

C 1: I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.

C 2: I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.

## **Speaking**

### ***Spoken interaction***

A 1: I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.

A 2: I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.

B 1: I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).

B 2: I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.

C 1: I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.

C 2: I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.

### ***Spoken production***

A 1: I can use simple phrases and sentences to describe where I live and people I know.

A 2: I can use a series of phrases and sentences to describe, in simple terms, my family and other people, living conditions, my educational background and my present or most recent job.

B 1: I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.

B 2: I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

C 1: I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.

C 2: I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.

### **Writing**

A 1: I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.

A 2: I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.

B 1: I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.

B 2: I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.

C 1: I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.

C 2: I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

The complete self-assessment grid can be accessed from the Council of Europe website under  
[http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main\\_pages/levels.html](http://www.coe.int/T/DG4/Portfolio/?L=E&M=/main_pages/levels.html)

### **(32a) Computer skills and competences acquired (optional)**

Describe the computer skills and competences acquired, specifying progress made, level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

<span style="font-size: 0.8em;">(32a)</span>	<p>Computer skills and competences acquired (if not included under 'Job-related skills and competences')</p> <p>Using MSOffice™ tools for processing documents:</p> <ul style="list-style-type: none"> <li>- record and manage electronic documents;</li> <li>- organise archives;</li> <li>- number documents.</li> </ul> <p>or</p> <p>Managing the electronic mail system of the unit:</p> <ul style="list-style-type: none"> <li>- act as webmaster;</li> <li>- dispatch e-mails to relevant experts;</li> </ul> <p>or</p> <p>Processing pictures using Photoshop™. At the end of the placement, designing and producing a series of covers under the supervision of the mentor.</p>
--	---

## (33a) Organisational skills and competences acquired (optional)

Describe the organisational skills and competences acquired, specifying progress made, level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

(33a)	<p>Organisational skills and competences acquired</p> <p>Good capacity in organising the tasks carried out during the placement:</p> <ul style="list-style-type: none"> <li>- identify priorities;</li> <li>- manage efficiently relations with other members of the team.</li> </ul>
-------	---

## (34a) Social skills and competences acquired (optional)

Describe the social skills and competences acquired, specifying progress made, level of competence reached and, if relevant, assessment and/or tests carried out, e.g.:

(34a)	<p>Social skills and competences acquired</p> <p>Excellent communication skills in daily contact with customers:</p> <ul style="list-style-type: none"> <li>- good knowledge of corporate practices for dealing with customers' requests;</li> <li>- fits in well with members of the team.</li> </ul>
-------	--

## (35a) Other skills and competences acquired (optional)

Describe the other skills and competences acquired, and not covered by above headings (e.g. extra curricular activities, etc.), e.g.:

(35a)	<p>Other skills and competences acquired</p> <p>In the framework of extra-curricular activities: basic first aid training (15 hours) organised by the Red Cross.</p> <p>Certificate of competence obtained at the end of the training.</p>
-------	--

## (36a - 38a) Date and signatures (mandatory)

Specify the date on which Table 5.a was completed; this table is not valid without the signatures of the mentor and holder of the Europass Mobility.

<p>Date</p> <p>(36a) (*)</p> <table style="border: 1px solid black; display: inline-table; vertical-align: middle;"> <tr> <td style="width: 25px; text-align: center;">21</td> <td style="width: 25px; text-align: center;">06</td> <td style="width: 25px; text-align: center;">2004</td> </tr> <tr> <td style="text-align: center;">dd</td> <td style="text-align: center;">mm</td> <td style="text-align: center;">yyyy</td> </tr> </table> <p>(37a) (*)</p>	21	06	2004	dd	mm	yyyy	<p>Signature of the mentor</p> <p>(38a) (*)</p> <p>[Signature]</p>	<p>Signature of the holder</p> <p>(38a) (*)</p> <p>[Signature]</p>
21	06	2004						
dd	mm	yyyy						
<p><i>NB : This table is not valid without the signatures of the reference person/mentor and of the holder of the Europass Mobility.</i></p> <p><i>Headings marked with an asterisk are mandatory</i></p>								

Once completed, the Europass Mobility document shall be returned to the sending partner, who

- (a) if requested, translates tables 4 and/or 5.a/5.b into the language of the holder;
- (b) issues the Europass Mobility document to the holder in both paper and/or electronic (non editable) form;
- (c) ensures that the document is appropriately filed, in conformity with the procedure defined by the NEC.

Table 5.b 'RECORD OF COURSES COMPLETED AND INDIVIDUAL GRADES/MARKS/CREDITS OBTAINED' (optional)

**Important**

This table (headings 29b to 42b) is an alternative solution for describing skills and competences acquired during the mobility experience. It is intended to record credit units awarded during a Community exchange programme using a credit transfer system (e.g. ECTS). It is based on the *Transcript of records* used for validating credits obtained in a foreign higher education institution during an exchange programme.

ECTS is based on the convention that 60 credits measure the workload of a full-time student during one academic year. The student workload of a full-time study programme in Europe amounts in most cases to 36/40 weeks per year where one credit stands for 24 to 30 working hours. Workload refers to the time an average learner might expect to complete the required learning outcomes.

More information on the ECTS system may be found on [http://europa.eu.int/comm/education/programmes/socrates/ects\\_en.html](http://europa.eu.int/comm/education/programmes/socrates/ects_en.html)

Specify for every course unit followed the elements detailed below:

**(29b) Student matriculation number (mandatory)**

Specify student matriculation number in the higher education institution of origin, e.g.:

(29b) <sup>(*)</sup>	Student matriculation number	EBC-2004-28 123
----------------------	------------------------------	-----------------

**(30b) Course unit code (optional)**

Insert code of course unit, e.g.:

(30b) <sup>(*)</sup>	Course unit code <sup>(1)</sup>	
	FN 001	

NB: for ECTS, please refer to the ECTS information package/course catalogue of the host institution published in two languages (or only in English for programmes taught in English) on the web and/or in hard copy in one or more booklets.

**(31b) Title of the course unit (mandatory)**

Insert title of course unit, e.g.:

(31b) <sup>(*)</sup>	Title of the course unit	
	Introduction to financial accounting	

**(32b) Duration (optional)**

Specify duration of course unit, e.g.:

(32b)	Duration <sup>(2)</sup>	
	1 semester (1S)	

**NB:** In the ECTS system, the following codes are used:

Y = 1 full academic year; 1S = 1 semester; 2S = 2 semesters; 1T = 1 term/trimester; 2T = 2 terms/trimesters.

**(33b) Local grade (optional)**

Specify local grade obtained, e.g.:

(33b)	Local grade <sup>(3)</sup>	
	63	

**NB:** Describe the grading system of the higher education institution using the section titled 'Description of the institutional grading system' on the last page of the template.**(34b) ECTS/ECVET grade (optional)**

Specify ECTS/ECVET grade (or any other grading system used at European level) obtained, following the relevant grading scale, e.g.:

(34b)	ECTS/ECVET grade <sup>(3)</sup>	
	B	

**NB:** For the ECTS, the following grades are used:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

**(35b) ECTS/ECVET credit (optional)**

Specify ECTS/ECVET credits (or any other credit system used at European level) obtained, following the relevant grading scale, e.g.:

(35b) (*)	ECTS/ECVET credits (5)
	7

NB: for ECTS, the following credit value system is used:

1 full academic year	=	60 credits
1 semester	=	30 credits
1 term/trimester	=	20 credits.

**(36b) Essay/report/dissertation if any (optional)**

Specify any piece of individual work (essay, report or dissertation) written during the mobility experience and submitted for validation; specify topic and grade obtained if relevant; e.g.

(36b) (*)	Essay/report/dissertation
	75 page essay (experiment report) on thermic resistance of polyurethane, presented to a jury and validated on 23 June 2003.

NB: specify if this work corresponds to one or more credits recorded in the table above.

**(37b) Certificate/diploma/degree awarded if any (optional)**

Specify certificate/diploma/degree awarded during the mobility experience, if relevant, e.g.:

(37b) (*)	Certificate/diploma/degree awarded if any
	Bachelor of business studies

**(38b to 39b) Name(s), surname(s) and signature of mentor/administration officer (mandatory)**

Specify the surname(s) and first name(s) of the mentor/administration officer, e.g.:

(38b) (*)	Surname(s) and first name(s) of mentor/administration officer	(39b) (*)	Signature
	LÜBISCH Berndt		[Signature]

NB: This heading is not valid without the signature of the mentor/administration officer and the official stamp of the institution.

**(40b) Date of validation**

Enter date on which Table 5b was completed, e.g.:

(40b) (*)	Date of validation		
	21	06	2004
	dd	mm	yyyy
NB: This table is not valid without the signature of the mentor/administration officer and the official stamp of the institution.			

**(41b) Name, address and status of the institution**

Enter name, address and status of the institution at which the mobility experience was carried out, e.g.:

Name, address and status of the institution	
(41b) (*)	Letterkenny Institute of Technology (Technical college) Port Road - Letterkenny - County Donegal - Ireland
<i>valid without the signature of the mentor / administration officer and / or the</i>	

**(42b) Stamp**

Put stamp of the institution at which the mobility experience was carried out.

Stamp	
(42b) (*)	[Stamp]
<i>and/or the official stamp of the institution. with an asterisk are mandatory.</i>	

**NB:** This heading is not valid without the signature of the mentor/administration officer and the official stamp of the institution.

Once completed, the Europass Mobility document should be returned to the sending partner, who

- (a) if requested translates tables 4 and/or 5.a/5.b into the language of the holder;
- (b) issues the Europass Mobility document to the holder in both paper and/or electronic (non editable) form;
- (c) ensures that the document is appropriately filed, in conformity with the procedure defined by the NEC.

## **ANNEX J**

### **TEMPLATE OF THE CERTIFICATE SUPPLEMENT**



## Europass certificate supplement (\*)

National flag and  
name of the  
awarding country

### 1. Title of the certificate <sup>(1)</sup>

<sup>(1)</sup> In the original language

### 2. Translated title of the certificate <sup>(1)</sup>

<sup>(1)</sup> If applicable. This translation has no legal status.

### 3. Profile of skills and competences

### 4. Range of occupations accessible to the holder of the certificate <sup>(1)</sup>

<sup>(1)</sup> If applicable

#### (\*) Explanatory note

This document is designed to provide additional information about the specified certificate and does not have any legal status in itself. The format of the description is based on the following texts: Council Resolution 93/C 49/01 of 3 December 1992 on the transparency of qualifications, Council Resolution 96/C 224/04 of 15 July 1996 on the transparency of vocational training certificates, and Recommendation 2001/613/EC 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.

More information available at: <http://europass.cedefop.europa.eu>

© European Communities 2002

5. Official basis of the certificate	
<b>Name and status of the body awarding the certificate</b>	<b>Name and status of the national/regional authority providing accreditation/recognition of the certificate</b>
<b>Level of the certificate (national or international)</b>	<b>Grading scale / Pass requirements</b>
<b>Access to next level of education/training</b>	<b>International agreements</b>
<b>Legal basis</b>	

6. Officially recognised ways of acquiring the certificate		
<b>Description of vocational education and training received</b>	<b>Percentage of total programme (%)</b>	<b>Duration (hours/weeks/months/years)</b>
School-/training centre-based		
Workplace-based		
Accredited prior learning		
<b>Total duration of the education/ training leading to the certificate</b>		
<b>Entry requirements</b>		
<b>Additional information</b>		
<b>More information (including a description of the national qualifications system) available at:</b> www.		
<b>National reference point</b> www.		

## **ANNEX K**

### **INSTRUCTIONS FOR COMPLETING THE CERTIFICATE SUPPLEMENT**



## Guidelines for filling in the Europass certificate supplement

### General recommendations

#### Purpose of the certificate supplement

The certificate supplement is complementary to the original certificate or diploma; is not a substitute for the original qualification but contains a detailed description of the skills and competences acquired by the holder of a vocational education and training certificate.

The certificate supplement is drawn up by the awarding authorities and provides detailed information on:

(first page)

- the skills and competences acquired by the holder of the certificate;
- the range of occupations accessible to the holder of the certificate;

(second page)

- the awarding and accreditation bodies;
- the level of the certificate;
- the different ways of acquiring the certificate;
- the entry requirements and opportunities for access to next level education;
- the national reference points (NRPs).

#### Attention!

##### The certificate supplement

- is not a substitute for the original qualification;
- is not an automatic system that guarantees recognition.

The certificate supplement can be translated on request into another European language (see guidelines for translating the certificate supplement).

The following basic rules should be respected when filling in the template to ensure consistency of content in all Member States.

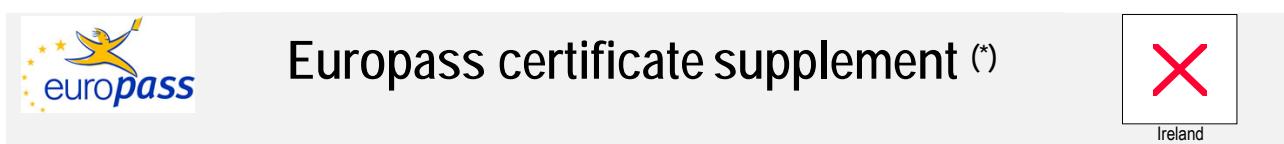


## Detailed instructions for filling in the Europass certificate supplement

### *First page of the supplement*

#### Title of the document: Europass certificate supplement

On the right-hand side, enter the electronic icon of the national flag and write the name of the awarding country. Example:



#### **Box 1: Title of the certificate**

Enter the title of certificate in the original language as it appears on certificate, e.g.:

1. Title of the certificate (en)
<i>National Craft Certificate: Electrician</i>
<small>(1) in the original language</small>

In the brackets, specify the language using ISO code:

Bulgarian (български):	bg	Lithuanian (lietuvių kalba):	lt
Czech (čeština):	cs	Latvian (latviešu valoda):	lv
Danish (dansk):	da	Maltese (malti):	mt
German (Deutsch):	de	Dutch (Nederlands):	nl
Spanish (castellano):	es	Norwegian (norsk):	no
English (English):	en	Polish (polski):	pl
Greek (ελληνικά):	el	Portuguese (português):	pt
Estonian (eesti keel):	et	Romanian (Română):	ro
Finnish (suomi):	fi	Slovak (slovenčina):	sk
French (français):	fr	Slovenian (slovenščina):	sl
Hungarian (magyar):	hu	Swedish (svenska):	sv
Icelandic (íslenska):	is	Turkish (Türkçe):	tr
Italian (italiano):	it		

**Box 2: Translated title of the certificate**

*This heading is to be filled only if the certificate supplement is translated into another language, see guidelines for translating the supplement.*

**Box 3: Profile of skills and competences**

This box gives a concise description of the essential competences gained at the end of training.

List the skills and competences acquired by the holder of the certificate. This list should start as follows:

‘A typical holder of the certificate is able to:’

and should include a list of about 5 to 15 items using action verbs to describe competences, for example:

3. Profile of skills and competences
--------------------------------------

A typical holder of the certificate is able to:

- Plan the job and estimate the amount of material required, from supplied drawings
- Interpret schematic diagrams and flow charts
- Utilise electrical test equipment
- Install and test wiring systems for lighting and power distribution
- Install and test switch gear and distribution boards
- Locate and rectify faults in wiring systems
- Locate and rectify faults in electrical equipment
- Install, test, commission and maintain lighting fittings and controls
- Install, test, commission and maintain electrical heating devices and controls
- Install, test, commission and maintain motive power devices
- Complete job related documentation

A (non-exhaustive) multilingual glossary (see Europass website) provides reference terminology (action verbs) in all languages for the drawing up and translation of certificate supplements.

**N.B.:**

- skills and competences may be grouped (as in the example: ‘plan the job and estimate the amount of material required, from supplied drawing’);
- syntax shall be consistent: verb(s) + object + complement;
- description must be concise; avoid adverbs describing generic attitudes (work effectively, perform accurately, etc.) as well as any element which does not provide essential information;
- description shall not express value judgements.

#### **Box 4: Range of occupations accessible to the holder of the certificate (optional)**

List the typical range of intended/possible sectors and/or occupations for which certificate holder is suited, e.g.:

4. Range of occupations accessible to the holder of the certificate <sup>(1)</sup>
Installation Electrician; Maintenance Electrician; Data Communications Systems Installer; Alarm Systems Installer.
(1) If applicable

N.B.: If a particular qualification is needed for access to a regulated profession, the following should be stated: 'This qualification is legally required by national authorities for access to the regulated profession of [followed by the profession concerned]'.

#### **Box: Explanatory note**

*The content must be left unchanged.*

*Second page of the supplement*

#### **Box 5: Official basis of the certificate**

- Name and status of the body awarding the certificate

Enter full name and status (public/private regional/national, etc.) of the awarding body as well as address and phone/fax number, website and e-mail, e.g.:

Name and status of the body awarding the certificate
<p><i>FÁS - Training and Employment Authority</i>  <i>P.O. Box 456,</i>  <i>27-33 Upper Baggot St.,</i>  <i>Dublin 4, Ireland</i></p> <p>(FÁS - Training and Employment Authority, was established in 1988 under the Labour Services Act (1987) to provide a wide range of services to the labour market in Ireland. FÁS is the statutory authority for apprenticeship in Ireland and has statutory powers of certification.)</p>

N.B.: do not forget to mention the country code in the mail address.

- Name and status of the national/regional authority providing accreditation/recognition of the certificate

If the certificate is accredited by a national/regional authority, enter full name and status (public/private, regional/national, etc.) of this authority, as well as address and phone/fax number, website and e-mail. If necessary, indicate the period of validity of the certificate, e.g.:

Name and status of the national/regional authority providing accreditation/recognition of the certificate
<p>National Qualification Authority of Ireland  Jervis House  Jervis Street  Dublin 1  Ireland</p>

**N.B.:**

- authority providing accreditation/recognition of the certificate is distinct from the awarding body;
- do not forget to mention the country code in the mail address.

**- Level of the certificate (national or international) (optional)**

If the level of the qualification corresponds to an existing national or international classification system, state the level within the classification concerned (national classification, ISCED, etc.). If necessary, ask the body which awarded the qualification, e.g.:

Level of the certificate (national or international)
Craft
or
ISCED 4

For more information on the ISCED classification system devised by Unesco, consult  
[www.uis.unesco.org/TEMPLATE/pdf/isced/ISCED\\_A.pdf](http://www.uis.unesco.org/TEMPLATE/pdf/isced/ISCED_A.pdf)

**- Grading scale/Pass requirement**

Give a brief description of the grading scale. Indicate the minimum and maximum marks, and the pass mark, e.g.:

Grading scale / Pass requirements
<i>Pass:</i>
<ul style="list-style-type: none"> <li>- <i>Practical: All essential skills passed in all phases, including on-the-job assessment;</i></li> <li>- <i>Theory: 70%</i></li> </ul>
<i>Merit:</i>
<ul style="list-style-type: none"> <li>- <i>Practical: All essential skills plus desirable skills passed in all phases;</i></li> <li>- <i>Theory: 85%</i></li> </ul>

N.B.: please explain the terms used (e.g. excellent, good, etc.).

**- Access to next level of education/training (optional)**

Specify if certificate gives access to next level of education/training, e.g.:

Access to next level of education/training
Access to third level

**- International agreements (optional)**

Indicate any international agreement (mutual recognition, equivalence of qualifications, etc.), e.g.:

International agreements
<i>Mutual recognition agreement with the United Kingdom.</i>
<i>Comparability of standards agreement with the German</i>
<i>Handwerkskammers in Kolin and Kassel and BIBB.</i>

N.B.: if relevant, enter website for reference information.

**- Legal basis**

Specify the legal basis of the certificate, giving complete references where appropriate, e.g.:

Legal basis
<i>Labour Services Act 1987</i>
<i>Industrial Training Act 1967</i>

**Box 6: Officially recognised ways of acquiring the certificate**

Explain the different ways of acquiring the certificate, either by filling in the table provided or by replacing it with your own description.

Description of vocational education and training received

- Specify if the programme is (partly of fully) school or training centre-based, e.g.:
  - Training Centre-based
- Specify if the programme is (partly of fully) workplace-based , e.g.:
  - Workplace-based
- Specify if prior learning can be accredited in the framework of the programme, e.g.:
  - Accredited prior learning

Percentage of total programme (%)

- Specify the percentage of total programme which is school or training centre-based, e.g.:
  - 50%
- Specify the percentage of total programme which is workplace-based , e.g.:
  - 50%
- Specify the way prior learning can be accredited in the framework of the programme, e.g.:
  - Possible following assessment

Duration (hours/weeks/months/years)

- Specify duration (hours/weeks/months/years) spent in school or training centre , e.g.:
  - 30 weeks
- Specify duration (hours/weeks/months/years) spend at the workplace, e.g.:
  - 30 weeks

- Specify total duration of the education/ training leading to the certificate, e.g.: 2 years.

Example:

Description of vocational education and training received	Percentage of total programme (%)	Duration (hours/weeks/months/years)
• School-/training centre-based	50%	30 weeks
• Workplace-based	50%	30 weeks
• Accredited prior learning	Possible following assessment	
Total duration of the education/ training leading to the certificate		2 years

N.B.: specify if the certificate can be obtained in different ways (alternance training, continuing training, work-based or school-based training, schemes of accreditation of prior learning, etc.).

### **Box: Entry/access requirements (optional)**

Specify education level requirements, if any (education level, mode of selection, etc.), e.g.:

Entry requirements

Minimum of grade 'D' in five (5) subjects in the Department of Education's Junior Certificate or its approved equivalence

...

### **Box: Additional information (optional)**

This section can be used to provide brief information concerning the organisation of training (type of practical training, programme or structure of the vocational training system, assessment procedure, etc.), e.g.:

...

*Additional information*

More information (including a description of the national qualifications system) available at:

[www.fas.ie](http://www.fas.ie)

...

Indicate, if relevant, the address of the website that provides access to information on the national qualifications system.

### **Box: National reference point**

Give the name and address (including website) of the national reference point, e.g.:

...

National reference point

National Qualification Authority of Ireland

[www.nqai.ie](http://www.nqai.ie)

## **ANNEX L**

### **CEDEFOP STYLE MANUAL**

see: [http://www.cedefop.europa.eu/etv/upload/etvnews/news/4424-att2-1-annex\\_i\\_2008\\_march\\_en\\_style\\_manual.pdf](http://www.cedefop.europa.eu/etv/upload/etvnews/news/4424-att2-1-annex_i_2008_march_en_style_manual.pdf)

## ANNEX M

### GLOSSARY OF TERMS

<b>Budget breakdown</b>	The schedule which breaks down the contract value according to the different items or services, stating out fee rate, unit prices and lump sums for each item provided (Services, Supplies, Works).
<b>Consortium</b>	A grouping of eligible natural and legal persons or public entities which submits a tender or an application, under a tender procedure or in response to a Call for Tenders. It may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the Contracting Authority (Cedefop).
<b>Evaluation committee</b>	A committee made up of an odd number of members (at least three) with the necessary technical and administrative expertise to give an informed opinion on tenders.
<b>Fee-based contract</b>	A contract under which the services are provided on the basis of fixed fee rates for each day worked by experts (SERVICES).
<b>Financial offer</b>	The part of a tender which contains all the financial elements of the tender, including its summary budget and any detailed price breakdown or cash-flow forecast required by the tender dossier.
<b>General conditions</b>	The general contractual provisions setting out the administrative, financial, legal and technical clauses governing the execution of all contracts of a particular type.
<b>Lump Sum Contract</b>	A contract under which the services are performed for an all-inclusive fixed price (SERVICES).
<b>Open procedure</b>	Calls for tender are open where all interested economic operators may submit a tender.
<b>Project</b>	The project in relation to which the services/works/supplies are to be provided under the contract.
<b>Project manager</b>	The person responsible for monitoring the implementation of a project/contract on behalf of Cedefop.
<b>Service contract</b>	A contract between a service provider and Cedefop for the provision of services such as technical assistance or studies (SERVICES).
<b>Services</b>	Activities to be performed by the Contractor under the contract such as technical assistance, studies, training and designs (SERVICES).

<b>Special Conditions</b>	The special conditions laid down by Cedefop (the Contracting Authority) as an integral part of the tendering specifications (tender dossier), including amendments to the General Conditions, clauses specific to the contract and the terms of reference (for a service contract) or technical specifications (for a supply or works contract).
<b>Successful Tenderer</b>	The tenderer selected at the end of a tender procedure for the award of contract.
<b>Tender</b>	A written or formal offer to supply goods, perform services or execute works for an agreed price and under agreed conditions.
<b>Tender dossier</b>	The tendering specifications which contain all the documents needed to prepare and submit a tender.
<b>Tender Price</b>	The sum stated by the tenderer in its tender for carrying out the contract.
<b>Tender procedure</b>	The overall process of putting a contract out for tender, starting with the publication of a contract notice and ending with the award of the contract (contract award notice).
<b>Tenderer</b>	A natural or legal person or consortium thereof submitting a tender with a view to concluding a contract.
<b>Technical specifications</b>	The document drawn up by Cedefop (the Contracting Authority) setting out its requirements and/or objectives in respect of the provision of services, specifying, where relevant, the methods and resources to be used and/or results to be achieved (SERVICES).