



# EUROPASS EXPERIENCE

[Logo of the issuing organisation]

**Comment [Europass1]:** Name not 100% final. Other possibility is Europass Skills Record

**Comment [Europass2]:** This document is to be considered a wireframe. The final layout, graphical design and look&feel will be finalised independently, in cooperation with Cedefop's professional graphics designer

**Comment [Europass3]:** Gender, Date of birth, Nationality/ies and other fields of the Holder's profile as per the Europass CV are optional; the holder will choose to include them or not on the final document. They would be useful for statistical purposes.

## HOLDER

Surname(s)\*

First name(s)\*

Sex

Date of birth

Nationality/ Nationalities

E-mail

## DESCRIPTION OF THE EXPERIENCE

Type of experience (Community or national mobility programme, training, voluntary work, etc.)\*

Drop-down list of mobility programmes or free text

Dates (dd/mm/yyyy)\*

From

To

Total number of work days/weeks/months

Document number\*

Position / Role\*

Drop-down list of Europass ISCO occupation or free text

Activities/Responsibilities\*

Drop-down list or free text

## KNOWLEDGE AND SKILLS ACQUIRED <sup>(1)</sup>

Knowledge and skills related to activities/responsibilities

Language knowledge and skills

Information and Communication Technologies (ICT) knowledge and skills

Organisational knowledge and skills

Communication knowledge and skills

Other knowledge and skills / Additional information

Validation procedure if any

<sup>(1)</sup> At least one of the headings of this section should be completed

**Comment [Europass4]:** Tutorials for the description of the skills will include taxonomies, for instance using 5-10 items top level categories, e.g. Health, Computing, Business etc. and possibly 2<sup>nd</sup> level taxonomies, E.g. for hospitality sector there already exists a taxonomy.

### Explanatory note

The Europass Experience records knowledge and skills acquired during an experience in an EU, EFTA or candidate country.

**Information on the validity of the document:** a) The person with e-mail address xxx@xxx.xx has attested the content of this document; b) The document contains a consistent VAT number; c) The e-mail address matches the provided website. d) verify validity of document at <https://europass.cedefop.europa.eu/ex/GR124324126345> ([learn more](#))

For more information on Europass: <http://europass.cedefop.europa.eu>

**- FROM 2013 AND ON -**

**UNITS OF LEARNING OUTCOMES VALIDATED**

(based on the European Credit System for Vocational Education and Training - ECVET)

Title of units and associated knowledge, skills or competences <sup>(1)</sup>	ECVET points <sup>(2)</sup>

Description of assessment procedures and criteria in the host institution

Free text

Results of assessment

Free text

Quality assurance criteria and procedure

Free text

Certificate issued by the host organisation if any

Drop-down list or Free text

**SENDING ORGANISATION**

Name, address, country

Drop-down list of NUTS regions and countries

Type of organisation (e.g. company, NGO, university)

Drop-down list of types of organisation (or free text?)

**5. HOST ORGANISATION**

Name, address, country\*

Drop-down list of NUTS regions and countries

Identification number\*

Each country decides on the type of identification

Type of organisation (e.g. company, NGO, university)\*

Drop-down list of types of organisation (or free text?)

Website

Short description of the organisation

Free text + NACE code

Surname(s) and first name(s) of reference person\*

Title/position of reference person\*

Telephone

E-mail

Date of issuing - Stamp / Signature

Other field not displayed on the final document: sector of economy based on the NACE classification