



Description of the Europass Experience Tool

1) THE EUROPASS EXPERIENCE DOCUMENT

The Europass Experience (EX) is a new Europass document to be integrated in the Europass framework by the end of 2012.

It is a standard template to document, in a structured/standardised way, knowledge and skills obtained during a learning or working experience (placement, summer job, volunteering, etc.). It is neither a self-evaluation instrument nor an instrument for certifying learning outcomes; its content is approved and signed by the organisation where the experience takes place.

European citizens will use the Europass experience to document knowledge and skills acquired in mostly non formal settings to

- look for a job, or for education or training opportunities in their home country or abroad;
- obtain the validation of learning outcomes acquired in non-formal settings.

See also the main text for a description of the EX document

2) CHARACTER OF THE SYSTEM

The Europass experience (hereafter EX) management system is a self-explanatory, simple, user-friendly system to be used by European citizens as a whole without dedicated training or specific instructions.

3) ROLES AND USERS

The EX document is normally initiated by the holder of the document; it can also be initiated by the mentor who welcomes the citizen at the host organisation. A third person, representing the sending organisation, for instance a school that organises the experience, can invite one or more holders or hosts to initiate the procedure.

The Holder: is the person that takes part in the experience (placement, summer job, volunteering, etc.) and is the final receiver of the EX document.

The Host organisation: It refers to the organisation that welcomes the holder of the Europass experience. It is responsible for the approval of the final content of the EX document. The person in charge of signing the EX document in the host organisation is the “*mentor*”.



The Sending organisation: In some cases, a holder might be sent to a host by a sending organisation (E. g. an employer sending a trainee to another company, or a VET provider giving the Holder a trainee placement), thus a third possible user of the system is the sending organisation.

National Europass Centres (NECs): The NECs will be responsible for the promotion of the EX tool and should have administrative rights to the system.

Cedefop: Will be the main administrator of the system and provide first level support.

4) CREATION OF EX AND WORKFLOW (OVERVIEW)

a) EX initiated by the holder - USE CASE 1

- (1) The holder is able to edit the EX via a web interface.
- (2) The web-based user interface for editing an EX shall resemble the actual EX template (WYSIWYG). The complete document is split into three parts (knowledge & skills, host details, holder details).
- (3) In order to submit the EX to the host organisation, the holder shall open a personal account with a password. This can be done at any step of the process and the holder has to validate her/his e-mail address by clicking on a validation link.
- (4) At any step the Holder can login/register, save her/his EX document and submit his/her request at a later time.
- (5) Before submitting the document to the Host organisation for review and signature, the Holder is required to check the validity of the information s/he entered.
- (6) After submitting the document, a link is sent by e-mail to the mentor in the host organisation where the learning experience takes place. The mentor in the host organisation is responsible for monitoring the knowledge & skills acquired during the experience. The Holder is able to track the current state of her/his EX document (Approved, Declined or Pending) from the *Summary page* (The summary page is the list of on-going and past EX documents - see related wireframe).
- (7) As long as the mentor has not yet approved or declined the EX document, the Holder can cancel his/her application from the summary view.
- (8) The mentor who receives the link completes his or her personal details and checks or completes the knowledge and skills obtained by the holder.
- (9) Although the holder has been allowed to enter the knowledge & skills acquired during the experience, the mentor should by signature explicitly



confirm that the knowledge & skills listed have been acquired by the holder during the experience.

- (10) Once the document is signed by the mentor, it is locked for editing. The holder cannot edit or change its content after the host's signature.
- (11) When signing the document, the mentor is also asked to state that s/he accepts that the information contained in the document (including the personal data of the mentor) can be used by the holder to be conveyed to others.
- (12) The Holder receives a notification (e.g. by e-mail) as soon as the host organisation has signed.
- (13) Finally the Holder can access his/her account and download and print his or her EX at any time.
- (14) In case the EX was not properly completed, the host organisation is able to re-open an EX already signed, edit the document and re-sign it.
- (15) The holder can delete draft EX documents.

b) EX document initiated by the Host organisation - USE CASE 2

- (1) The mentor can initiate and sign a document with or without an account; s/he is given the option to at any time register/login and save the document for later processing.
- (2) Since the mentor can initiate and sign the document all at once, s/he should fill-in all the mandatory fields.
- (3) The mentor can fill-in the details of multiple holders; each one will receive a signed copy of the EX document. This way, the mentor can sign at once a large number of EX documents.
- (4) In case the mentor chooses not to create an account or to login, s/he will be required to validate the entered e-mail address before the EX document is signed and sent to the Holder(s). Validation of the e-mail simply means that an e-mail message is sent to the specified address, containing a link. The mentor should press this link to confirm that he is indeed the owner of this e-mail address. After pressing the link, the EXs are sent to the Holders and the Host is redirected to the EX summary page with an appropriate information message.
- (5) A mentor with a registered account has access to the list of all EX documents s/he created after registering ("EX summary"). S/he may at any time re-edit and re-sign an EX document.

**c) EX document initiated by the sending organisation - USE CASE 3**

The sending organisation completes the description of skills and e-mails it to one of the other stakeholders, i.e. either holders or hosts, who then take-over as per Use case 1 and 2. This operation does not require from the sending organisation to register. The sending organisation can also export the description of skills in XML format for upload at a later stage.

- (1) The sending organisation can complete any or even no fields at all since the document will be submitted to the Holder or Host for further editing.
- (2) S/he can also fill-in multiple holders' or hosts' e-mail addresses that will receive the same EX document.

5) ACCOUNT CREATION

Registrations of Holders and Host organisations are validated automatically.

Users SSO (single sign-on)

- (1) Citizens who have a Facebook, Google, Yahoo, Linkedin, University¹ or ECAS² account can use the same username/password. If they are already logged-in at the other service, no login is required.
- (2) Citizens without an account as above should either create a new, local EX account or sign-up at ECAS.

Host organisations SSO (single sign-on)

- (1) Host organisations that have an ECAS account² or a University account¹ can use the same username/password. If they are already logged-in at the other service, no login is required.
- (2) Host organisation without an account as above should either create a new, local EX account or sign-up at ECAS.
- (3) EX Administrators (NECs – Cedefop) (see section 8) below) should be able to register/login with either their ECAS account or with their local, EX account.

6) PRINTING THE EX

¹ There is an EU-wide SSO system (eduGAIN), with aim to con-federate with SSO all the accounts of the university and research community in Europe (students, professors/mentors, researchers, etc.) which should be used by EX, without the need for them to create new accounts.

² This is the central EU authentication service. See <https://webgate.ec.europa.eu/cas> and [this nice tutorial](#)

The holder has the option to produce (“print”) a PDF+XML version of the EX. The XML attachment works in the same way as for the CV, i.e. contains a database-friendly version of the EX data

The template includes some mandatory and several optional fields (see template for more details). The holder is able to customise which optional fields to include in the EX each time s/he wants to print it.

7) COPY/PASTE

Copy / paste: two buttons, “*Copy Skills to clipboard*” and “*Paste skills from clipboard*” should exist at the EX form. In this way, a user can copy the whole skills section and paste it afterwards or paste it in an e-mail. This should work cross-platform, i.e. Windows, Linux, MacOS.

8) EX ADMINISTRATION

- (1) A powerful and user-friendly table/filter/search administration interface should exist, giving the possibility to list for viewing/editing: a) host mentors b) EXs. The user (administrator) can search/filter/sort based on any field of each entity. When viewing a Host mentor, there is a link to view all EXs signed by it.
- (2) Users who have access at the Administration screen shall be a) Cedefop b) the 32 NECs. Users can belong to either of these two groups; thus Cedefop or any NEC can have more than one account.
- (3) NECs will control the validity of host mentors by a sampling procedure of selective checks. The NECs group shall have access to all mentors. It shall be able to mark a mentor and all EXs signed by it as invalid. NECs shall also have access to the EX themselves, but without being able to see the Holder’s personal information.
- (4) The Cedefop group shall have full access to the Organisations and EXs.

Note: More attention and priority should be given to the part of the EX tool exposed to public, rather than the EX administration interfaces, which are only exposed internally.

9) AUDITING

All actions done for modifying EXs and organisations and for steps in the workflow should be logged. Logging could be done either through the standard web logs (e.g. if the URL has full information) or via other application logs. The actions to be logged include (indicatively):

- (a) Account created



- (b) Host organisation created/invited/accepted invitation (clicked on the link)
- (c) Host organisation signed an EX document

10) LANGUAGES / TRANSLATIONS

- (1) The interface of the EX tool will be available in the 26+ languages of the EU/CC/EFTA countries.
- (2) The EX document itself shall be completed through the EX Tool in one language only, selected among the 26+ available and agreed upon between the Holder and the Host organisation.
- (3) The profile of Host organisations and of the Holder shall be entered in two languages: a) English and b) its native language

11) STATISTICS KEEPING

The system should keep adequate and detailed statistics, e.g. Number of documents issued by gender, country, year, community programme, number of holders; number of organisations by country, year of creation, type; number of holders by nationality, country (as per their address), gender, age, etc. See also <http://europass.cedefop.europa.eu/en/resources/statistics>

12) TEMPLATE

- (1) Users should be able to add large amount of text in the Skills section boxes
- (2) See annex for draft template

13) CHECKING EX VALIDITY

- (1) The EX shall contain a visible validation/verification id somewhere (e.g. at the bottom).
 - (a) When in exported form (in PDF/XML), the EX ID will be clickable and will lead directly to a special secure page (HTTPS) at the EX tool, which will state if this is a valid EX document or not. (e.g. <https://europass.cedefop.europa.eu/validate/GR12345DEA>)
 - (b) When the EX is in printed (hardcopy) form the validation URL must be visible in order for it to be typed in a browser. In addition to this, printed copies could also include a QR code that most mobile phones can now read and redirect users to the validation URL without them having to type it in.



- (2) When opening the validation link the user will be instructed to enter the validation id from the EX. In the PDF/XML versions where the ID is clickable the URL will already contain this ID and the user does not have to type it in.
- (3) The system will then try to match the id provided with the appropriate EX and will display the validity of the document as well as a report on the Host organisation and Job/Skill in question.
- (4) In case that the EX ID cannot be located in the database the user will be informed that the ID in question is not valid or does not exist and will be asked to verify the ID they typed is the same as the printed on the EX form.
- (5) Digital signature: When issuing the document in PDF+XML, the document should be digitally signed using an X509 certificate (using e.g. iText library). Cedefop will provide the appropriate certificate and private key.

14) TECHNICAL REQUIREMENTS

- (1) The system should be able to support the issuing of ~1000 EXs per day from the day of launching
- (2) The system should be scalable to support a yearly increase of 30%
- (3) The web application should fully utilise a RESTful architecture. The URLs should contain all necessary information.
- (4) The tool should work for all major browsers (e.g. IE 8+, Chrome, Firefox, etc.) and operating systems (e.g. Windows, Linux, MacOS).

15) WIREFRAMES

Please check the related Annex for the wireframes of the EX tool, which contain more requirements and provide a visual representation.