

## INFO

### Where do I find the Europass+2 online support tool?

The online tool is available under  
[www.europassplus2.eu](http://www.europassplus2.eu)

### Where can I get the Europass CV?

You can find some info about the Europass documents and in particular about the Europass CV here:  
<http://Europass.cedefop.europa.eu/>

### Where do I get more information about the project Europass+2?

Information about the Europass+2 project can be found under [www.Europassplus2.eu](http://www.Europassplus2.eu)

## The Europass+2 project

Europass+2 is a Transfer of Innovation Project, supported by European Commission, Leonardo da Vinci programme. It's being developed in trans-national partnership between experts in vocational education from Italy, Germany, England, France, Poland, and Spain. They are drawing on previous experiences with existing competence passports and European transparency instruments in developing this new instrument. The partnership of multiple players, which includes training centres and research institutions as well as representatives of employers, trade unions and national organisations, guarantees that the instrument being developed meets the needs of employee and employers and helps them produce an informative Europass CV.

## PARTNERSHIP



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A guideline for  
discovering your  
competences  
and writing a good cv



[www.europassplus2.eu](http://www.europassplus2.eu)

# EUROPASS +2

## The Europass+2 online tool

**Europass+2** aims to support people in assuring themselves of their own *personal skills and competences* and contributes to making learning achievements visible, independent of where and how they were acquired.

The tool helps document competences in the Europass CV and thereby improves their cross-national transparency.



It helps users of the Europass CV to self-reflect and allow to write down meaningful information on their own competences in a way that is meaningful for employers and understandable throughout Europe.

### What is a Europass CV?

It's a European format for curriculum. With the Europass CV you can systematically present the qualifications and skills you have acquired, providing potential employers with a comprehensive profile of your abilities. The presentation is chronological and flexibly adaptable. The Europass CV opens doors to learning and working in Europe.

## Why is it important to document in the CV personal skills and competences?

There is actually much more that persons bring with them to a training or workplace than is mirrored by their previous vocational and educational path. Today, most of these personal skills and competences are essential for a great number of occupations. And it is this 'added value' that might convince an employer that you are especially qualified for a certain job. Provision of additional information regarding your personal skills and competence to an employer may allow you to stand out from the rest and make you a suitable candidate for a job.



## How does the Europass+2 tool work?

The online tool provides you with the 'personal skills and competence section' of the Europass CV. You will be guided along a step by step route. Working through the guideline will help you to define the skills and competences that you have developed through activities and experience gathered both within and outside the workplace.

## The online tool's steps

For every skill, you will get a brief explanation of what we are talking about. For example, what is meant by the skill 'capacity for teamwork' will be *EXPLAINED TO YOU* as well as which *contexts you can use to give proof* of this skill. Maybe you have acquired this competence during work or leisure time, during training or volunteer work.

Then, in a second step, you will be presented **THREE DIFFERENT LEVELS** for each competence. The examples and checklists will help you to find the right level and assist you in finding your own examples.



In the third and last step, you are then asked to **WRITE DOWN YOUR OWN EXAMPLES**. After you have filled in all the categories of skills, you can go back to your self-analysis: You can carefully check your results, referring to the job you are applying for. For the Europass CV, you should only select those skills and competences that are relevant to your working field.

Always remember: A CV should be brief and to the point!