

Glossary of the essential concepts of Europass

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Preface

Europass is a freely available online toolbox for managing information about one's studies and career developed by the European Commission. With Europass, students and employees can save and manage information concerning their skills, competence, and work experience. They can also create and save applications, CVs, and cover letters for many occasions. With Europass, one can show their skills in an easy and transparent way in Finland and internationally. Students and employees can also apply for a job or studies using Europass. The system can suggest suitable work and study opportunities around Europe based on their skills, work experience and previous studies.

With Europass, employers and schools can estimate and compare the skills and competence of applicants more easily. The clear and uniform documentation of competence enables better utilizing of skills. Europass helps education professionals to better guide their applicants. Schools and universities support the internationalization of students by admitting Europass documents and instructing students to use Europass. It is the schools' responsibility to admit university certificates and mobility documents.

This glossary is created by the Finnish Europass Center, which is a part of the Finnish National Agency for Education. The glossary contains definitions for essential concepts associated with the functions and use of Europass. This glossary is aimed to support the users of Europass and those who are interested in Europass and to offer clear information about the concepts of Europass. It supports students, employees and schools getting acquainted with Europass and enables the arising discussions via mutual understanding of the essential concepts. This glossary clarifies and standardizes the use of terms. Concepts established in the operation of Europass Centers and the European Commission have been used in defining the terms.

1. Concepts of Europass

1.1 Europass: Europass is a portal created by the European Commission. It helps employees and students show their competence in the European job market and education with documents such as CVs and cover letters.

1.2 Europass Centre: National Europass Centres coordinate operations involving Europass and work as a connection point to organizations and people interested in Europass. The Finnish National Agency for Education is the National Europass Centre in Finland.

1.3 Europass profile: With a Europass profile, users can download documents such as CVs, cover letters, and a Europass Mobility document into their own portfolio. Users can also apply for a job or a study place in Europe with the help of the profile.

1.4 Europass Library: Users can find Europass Library in their Europass profile. Documents, such as CVs, cover letters, certificates, and saved files are saved and organized in Europass Library.

1.5 Europass Mobility: Europass Mobility is a document that helps applicants show the skills they acquired on a particular mobility experience. Both the sending and receiving partners (e.g., school, organization, workplace) fill the necessary documents together to provide an official mobility certificate for the applicant. Europass Mobility can be used to show competence, for example, while applying for a job.

1.6 European Digital Credentials: European Digital Credentials are documents that Europass users can use to receive and share information about their education, such as grades, certificates, projects, and other accomplishments.

2. European unions, executives, institutions, networks, centres, and programmes

2.1 European unions and executives

2.1.1 European Union: The European Union is an economic and political union of 27 European member states. The Union enables the operation of Erasmus+ programme and Europass.

2.1.2 European Commission: The European Commission is a politically independent executive of the European Union. The organization makes legislative propositions, monitors the application of the legislation, is responsible for the execution of policies and budget, and advances the general interest of the EU. Europass is a free service created by the European Commission to encourage international mobility.

2.2 European networks:

2.2.1 ENIC-NARIC Network: The ENIC-NARIC Network (European Network of Information Centres-National Academic Recognition Information Centres) is a network founded by the European Commission aiming to support the education providers to acknowledge academic degrees internationally. The goal of the network is to combine national centres from different countries acknowledging academic degrees in a national level.

2.2.2 EURES: EURES (European Employment Services) is a network of employment services helping the mobility and job searching of employees in the EU. In addition to browsing available jobs and applying for jobs, applicants can upload and save their CV to the portal.

2.2.3. Euroguidance: Euroguidance supports the internationalization of guidance practitioners. The service is directed to education, training, and guidance systems in the EU and EEA member states and candidate countries.

2.3 European centres

2.3.1 ENIC-NARIC Centre: The National Academic Recognition Information Centre provides access to authoritative and accurate information on the higher education system and qualifications of the country in which it is located and gives advice or information on recognition matters and assessment of qualifications. The ENIC-NARIC Centre in Finland is the Finnish National Agency for Education.

2.3.2 European Centre for the Development of Vocational Training (Cedefop): The European Centre for the Development of Vocational Training is an agency of the European Union which provides information on the development of vocational training and brings together organizations and other agents to share ideas and debate on the subject. The centre aims to provide the evidence on which to base European vocational education and training policy and to strengthen European cooperation for making vocational education and training more relevant and attractive.

2.4 Institutions and programmes of education and studying

2.4.1 Erasmus+: Erasmus+ is a programme developed by the European union helping European students, young or old, to access studies and training abroad. The programme aims to support learning opportunities abroad for individuals, within the EU and beyond.

2.4.2 European Training Foundation (ETF): The European Training Foundation helps neighbouring countries make the most of their people's abilities and skills by reforming their vocational education and training (VET) and labour market systems. The goal of the foundation is to reform education and training systems, promote social mobility, and balance the capabilities of those systems better with labour market demands.

3. Basic concepts of job search and working

3.1 Concepts of job search

3.1.1 Curriculum vitae: Curriculum vitae (CV, sometimes résumé) is a summary of an applicant's work experience, education, training, skills, and qualifications. With a CV, an applicant can provide a comprehensive view of themselves and their competence.

3.1.2 Cover letter: A cover letter is a file usually provided with a CV and contains information about the applicant and the reasons why they think they would fit the available position. A cover letter gives an applicant a chance to tell more about themselves, their background, and their skills.

3.1.3 Certificate: A certificate is a document given to a student by the education provider when they have completed a degree or parts of education. A certificate contains the studies the student has completed.

3.1.4 Digital credentials: With digital credentials, users can receive and share information about their grades, degrees, projects, and other accomplishments.

3.2 Concepts of working

3.2.1 Regulated profession: A regulated profession is a profession that requires a specific degree, education, or professional practice rights. A person qualified to practice a profession in another

country may apply for recognition of professional qualifications. Licensing is granted to professions such as subject teacher, physician, and social worker.

3.2.2. The European professional card (EPC): The European professional card is an electronic certificate issued via the first EU-wide fully online procedure for the recognition of qualifications. It is currently available for five professions (general care nurses, physiotherapists, pharmacists, real estate agents and mountain guides).

4. Frameworks and attachments of qualifications

4.1 Frameworks of qualifications

4.1.1 The European Qualifications Framework (EQF): The European Qualifications Framework is a common European reference framework whose purpose is to make qualifications more readable and understandable across different countries and systems. The aim of the framework is to support cross-border mobility of learners and workers.

4.1.2 National Qualifications framework (NQF): The National Qualifications Framework is a framework with levels that describe the skills and knowledge of a person who has completed a syllabus or degree. The competences are described as jointly agreed in European collaboration, which facilitates comparison of qualifications and qualification levels of different countries and promotes mobility and lifelong learning. The Finnish National Framework for Qualifications (FiNQF) describes the qualifications, syllabi and other extensive competence modules that belong to the Finnish national education system.

4.2 Attachments of qualifications

4.2.1 Europass Diploma Supplement: The Europass Diploma Supplement is a document which provides information on the qualification and the method of completing it. It may contain information about the level of the degree, the institution, and the content of the studies. The supplement is provided by the education provider.

4.2.2 Europass Certificate Supplement: The Europass Certificate Supplement is a document provided by a vocational institution. It contains additional information about the certificate and the content of the studies. The supplement contains information about the certificate in a standard form and helps the employer or the educational institution abroad to evaluate the professional competence and skills of the qualification holder.