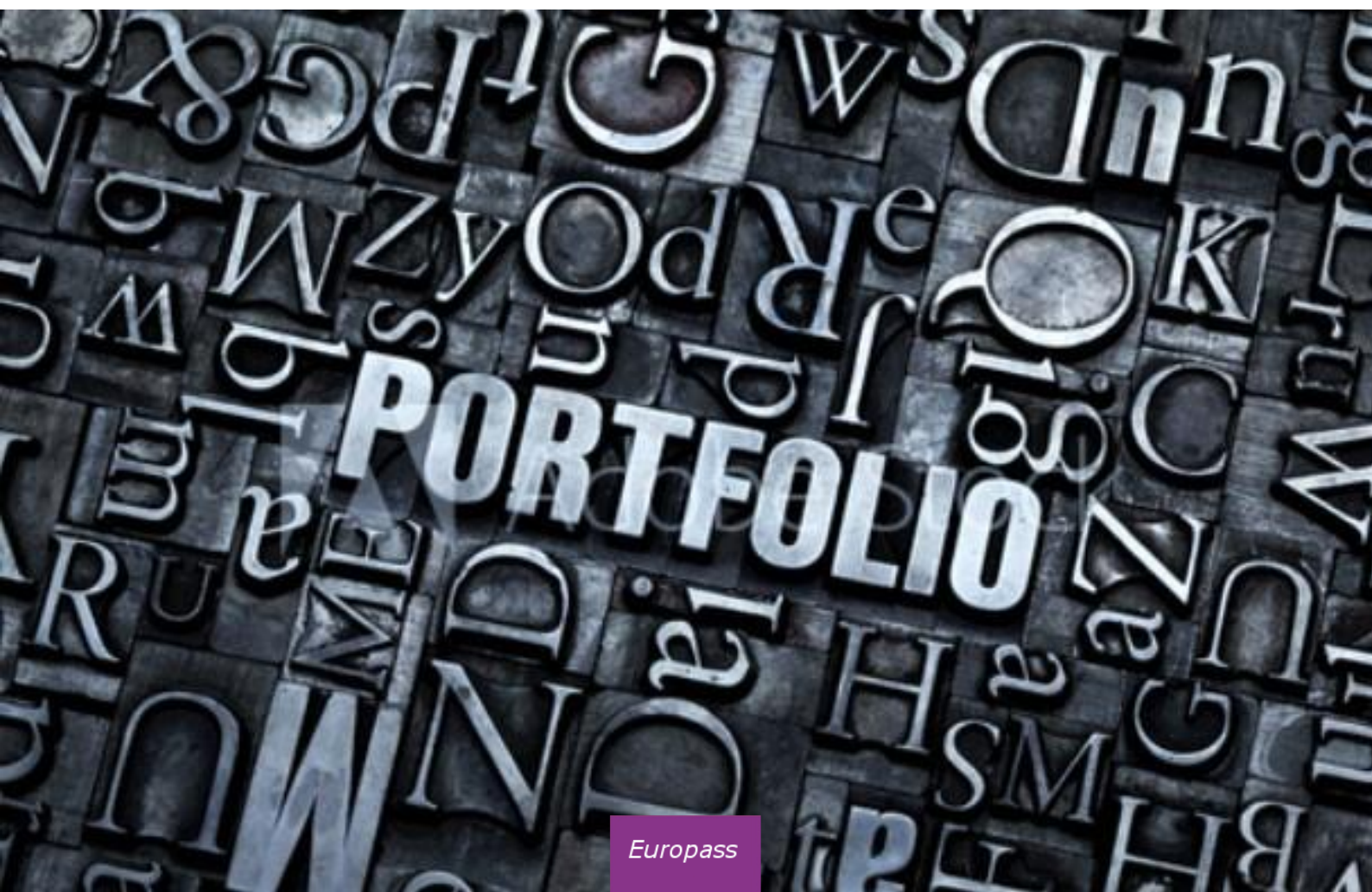European Commission

Giving visibility to skills

Europass e-Portfolio and Web-Based Tools

Document for the
1ˢᵗ meeting of the Europass Advisory Group
28 September 2018

1 Purpose of the document

This document sets out context and the Commission approach to the development of Europass web-based tools. The document includes information on the operation of the established Europass document templates and the Commission proposal for a phased, ongoing modernisation of these documents as well as a shift to focusing on web-based tools to support career management and lifelong learning.

The Europass Advisory Group is invited to give feedback on the approach set out below.

2 Context

Article 3(1) of the new Decision sets out that Europass shall offer web-based tools to support four functions as follows:

a) documenting and describing personal information in a variety of formats, including curriculum vitae (CV) templates;
b) documenting and describing skills and qualifications acquired through working and learning experiences, including through mobility and volunteering;
c) the assessment of skills and self-assessment of skills;
d) documenting the learning outcomes of qualifications, including the Europass supplement templates […].

Together these functions support communication of skills and qualifications acquired through formal, non-formal and informal learning.

The 2004 Europass Decision specified the layout of a set of document templates, which addressed each of the functions above, and systems for creation and editing of the documents. Each document (see *Glossary EPASS 1-9*) has played a role in supporting recruitment, admissions decisions, validation and other activities.

The new Decision sets out that Europass should offer web-based tools to support these functions. The shift from documents to web-based tools reflects the hugely increased use of digital and online technology to exchange information since 2004. The Decision sets broad principles on how the tools should be developed and updated (added-value, relevance, user-friendliness, quality, accessibility).

As well as necessary modernisation of the existing tools in line with the technological advancements, the new Decision also requires that the tools are developed in line with changing user needs (Article 6 (c)). The tools will need to support people to manage diverse careers and education and training choices in an era of rapid changes in how we work, learn and engage in society.

3 Europass e-Portfolio

A central element of *Phase 1* development (Winter 2019/ 2020) of the new Europass is the e-Portfolio for Europass users to manage their careers and lifelong learning.

The Europass e-Portfolio will allow users to:

- create a personal profile to compile and store any evidence and documentation relevant to learning and careers e.g. CVs, Europass supplements, open badges, digital credentials, references;
- access and use Europass web-based tools for documentation, such as the CV editor and self-assessment tools;
- reflect on their skills and qualifications with the help of interactive tools;
- share information with other online tools and platforms for work and learning (e.g. job portals, education and training institutions),
- access relevant information on skills and qualifications in Europe (see *EPASS 1-5 Europass Information Provision*).
- prepare applications for new learning and job opportunities.

The goal of the e-Portfolio is to present the Europass web-based tools in an intuitive, integrated way to support career management and lifelong learning.

The e-Portfolio will be developed with user experience experts, career guidance professionals, with input from relevant national services and subject to user-testing to ensure the e-Portfolio is accessible and meets the needs of all potential users, including those with low levels of digital skills. Development of the e-Portfolio will be phased and incremental. The Phase 1 launch will ensure continuity and effective transition of the existing Europass web-based tools.

All personal data will be controlled by users with options to restrict access to some or all of their data. Whenever technically possible, users will continue to have the option to use Europass web-tools without creating an e-Portfolio or storing any personal information in the Europass online platform.

Next steps:

- ✓ The Commission will present the scope for the Europass e-Portfolio at the first Europass Advisory Group on 28 September 2018.
- ✓ The Commission will present the scope for the Europass e-Portfolio at the Joint Network Meeting of national services (Europass Centres, Euroguidance Centres and EQF-NCPs) on 24 October 2018.
- ✓ Based on feedback from the Europass AG and national services, the Commission will proceed with development of technical specifications for the e-Portfolio and confirmation of the first elements of the new e-Portfolio to be launched as part of Phase 1.
- ✓ The Commission will develop a user-testing plan and ensure opportunities for Advisory Group members, national services and users to test the web-based tools as they are developed.

4 Phased modernisation/updating of the established Europass document templates

The established Europass document templates each address one or more of the functions laid out in the new Decision as follows:

New Decision *Article 3 Online Platform*	Existing tools
1. Europass shall provide, through an online platform, web-based tools for:	
a) documenting and describing personal information in a variety of formats, including curriculum vitae (CV) templates;	the *Europass CV*
b) documenting and describing skills and qualifications acquired through working and learning experiences, including through mobility and volunteering;	the *Europass Mobility*
c) the assessment of skills and self-assessment of skills;	the *Europass Language Passport* and *Digital Self-Assessment tool*
d) documenting the learning outcomes of qualifications, including the Europass supplement templates [...].	the *Diploma Supplement* and *Europass Certificate Supplement*

A key part of the implementation of the new Decision will be consideration of the established Europass templates, and how they will evolve as web-based tools, within the new Europass e-Portfolio.

Changes could include technical enhancements (e.g. digitalisation); changes to content/layout; improved guidance on the use of the document or other changes based on feedback from users.

Any changes to the documents will require specific consultation and planning with Member States, stakeholders and users of each document.

Importantly, all five established Europass document templates remain in operation and will continue to be promoted and implemented as usual by the Commission, participating countries and stakeholders until any necessary changes or updates are made in accordance with the new Decision (see *Recital 37*).

The Commission has planned the following work on the existing documents as part of Phase 1:

- **Europass CV**

As part of *Phase 1* development (Winter 2019/ 2020), the Commission, in cooperation with Cedefop, will review and update the Europass CV editor to ensure user-friendliness and accessibility, and the relevance of the CV format in line with current recruitment and application practices.

The CV editor will be a core part of the new Europass e-portfolio and individuals will be able to use information stored in the e-Portfolio to create and edit CVs.

Any updates or changes to the CV will be made in line with best practice in recruitment and other application practices. The Europass CV is widely known and used and the Commission, with Cedefop, will ensure an effective transition from the current CV editor. The existing option to create and download a CV (without creating an e-Portfolio or storing any information in the online platform) will remain in place.

Development work will also include provision of improved guidance on writing CVs, options for users to personalise the look of their CV (while maintaining the format of the CV), and other user requirements.

Greater synergies with EURES will be pursued, including a common core CV format for use by both services to ensure compatibility between both platforms.

Next steps:

✓ The Commission, with Cedefop, will review the current Europass CV editor in consultation with Europass national services and other stakeholders. Based on the review, technical specifications will be developed for any necessary changes to the CV editor.

✓ The Commission will present progress with work on the Europass e-Portfolio, with focus on documentation of personal information/CVs for feedback at the second meeting of the Europass Advisory Group in December 2018.

- Europass Mobility

The Europass Mobility is the primary Europass web-based tool for communication of non-formal and informal learning such as learning experiences, volunteering and mobility. The Commission does not envisage any changes to the content of the Europass Mobility as part of *Phase 1* development.

However, the Commission will explore technical solutions for the digital signing of the Mobility by issuing organisations as a way to enhance the use of the document (See *EPASS 1-6 Digitally Signed Credentials*).

- Europass Self-assessment

As part of *Phase 1* development, the Commission will review and update the Europass Language Passport and digital self-assessment tool to ensure they are fit-for-purpose and user-friendly. Both self-assessment tools will be integrated within the Europass e-Portfolio, with users able to store and track the outcomes of self-assessment over time. Both tools will also be fully accessible without creating an e-Portfolio. The content of both tools may need to be reviewed to ensure language and guidance on use of the tools is appropriate. Any such review will be done in conjunction with experts in the field of self-assessment and the methodologies used to develop both tools.

Article 3 (1) (c) makes reference to web-based tools for assessment. As part of Phase 2 development, the Commission will consult the Advisory Group and stakeholders on options for future web-based tools for assessment in Europass.

- **Europass Certificate Supplement (CS)**

The Europass CS is issued with vocational education and training qualifications to explain the learning outcomes and other relevant information to enhance understanding of the qualification. The Commission does not envisage any changes to the content of the Europass Certificate Supplement as part of *Phase 1 development*.

- **Diploma Supplement (DS)**

As part of *Phase 1* development, the Commission will work with UNESCO and the Council of Europe on implementation of changes to the DS template as set out in the Paris Communique of the EHEA Ministerial Conference in May 2018[1].

The Commission will explore technical solutions for the digital signing of the DS by issuing organisations as a way to enhance the use of the document (see *EPASS 1-6 Digitally Signed Credentials*).

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[1] http://www.ehea2018.paris/