



European
Commission

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Glossary

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1 Glossary

The Glossary below is intended to guide the reading of the attached papers.

A number of terms are taken from the new Europass Decision (denoted by *) with additional terms added to provide context or further explanation.

‘authentication services’* means technical processes, such as electronic signatures and website authentication, which allow users to verify information, such as their identity, through Europass;

‘authenticity’ means the degree to which the genuineness and undisputed origin of a digital certificate and the data therein can be verified and have not been forged;

‘assessment of skills’* means the process or method used to evaluate, measure and eventually describe, through self-assessment or assessment certified by a third party, or both, the skills of individuals acquired through formal, non-formal or informal settings;

‘[certificate supplement](#)’* means a document attached to a vocational education and training or professional certificate issued by the competent authorities or bodies, in order to make it easier for third persons – particularly in another country – to understand the learning outcomes acquired by the holder of the qualification, as well as the nature, level, context, content and status of the education and training completed and skills acquired;

‘credential’ means a coherent set learning outcomes (knowledge, skills and/or competences) that has been assessed and validated against predefined criteria;

‘[digital self-assessment tool](#)’ means the tool for self-assessment, by individuals, of their digital competence. The self-assessment tool, is part of the Europass CV editor, and has been developed based on DigComp: The European Digital Competence Framework;

‘[diploma supplement](#)’* means a document attached to a higher education diploma issued by the competent authorities or bodies, in order to make it easier for third persons – particularly in another country – to understand the learning outcomes acquired by the holder of the qualification, as well as the nature, level, context, content and status of the education and training completed and skills acquired;

‘[Europass CV](#)’ means the common format CV template used by individuals to complete a CV describing their skills, qualifications and experiences. In 2015, an interactive online tool (the **‘CV editor’**) was launched for designing and updating of CVs using the established template;

‘Europass supplements’* means a set of documents, such as diploma supplements and certificate supplements, issued by the competent authorities or bodies;

‘[Europass language passport](#)’ means the tool for self-assessment, by individuals, of their language competences. The self-assessment tool has been developed based on the Common

European Framework of Reference for Languages and can be used to self-assess competence in language, acquired through formal, non-formal or informal learning;

'e-Portfolio' means a digital dynamic tool that enables individuals to document, manage and share information their skills, qualification and work experience, (self-)assess their skills, find learning opportunities (upskilling, retraining) and have access to job offers throughout the lifespan of their career;

'Europass Mobility' means the document template for description of the knowledge, skills and experiences acquired by individuals as part of an organised mobility experience. The Mobility is completed and signed by a sending partner (e.g. an institution in the home country) and a host partner (an employer or other institution) and then issued to the learner;

'European dimension of guidance'* means cooperation and support at Union level to strengthen policies, systems and practices for guidance within the Union;

'guidance'* means a continuous process that enables individuals to identify their capacities, skills and interests, through a range of individual and collective activities to make educational, training and occupational decisions and to manage their individual life paths in learning, work and other settings in which those capacities and skills are learned or used;

'information' means information or links to available information, provided through the Europass online platform, to support career development and lifelong learning;

'lifelong learning' means all learning activity undertaken throughout life, which results in improving knowledge, know-how, skills, competences and/or qualifications for personal, social and/or professional reasons;

'national services' means the services at national level responsible for tasks to support implementation of the Europass Decision. These include National Europass Centres, which are responsible for promotion and supporting implementation of Europass at national level, as well as National Euroguidance Centres and European Qualifications Framework–National Coordination Points (EQF-NCPs) which both have Europass information provision tasks.

'online platform'* means a web-based application that provides information and tools to end users and allows them to complete specific tasks online;

'open standards'* means technical standards that have been developed in a collaborative process, and have been published for free use by any interested party;

'personal data'* means any information relating to an identified or identifiable natural person;

'qualification'* means a formal outcome of an assessment and validation process which is obtained when a competent authority or body determines that an individual has achieved learning outcomes to given standards;

'self-assessment of skills'* means the process of systematic reflection by individuals on their skills through reference to an established description of skills;

'skills intelligence'* means available quantitative or qualitative analysis of aggregated data on skills from existing sources in relation to the labour market and of corresponding learning opportunities in the education and training system which can contribute to guidance and counselling, recruitment processes, the choice of education, training and career paths;

'technical interoperability'* means the ability of information and communication technology systems to interact so as to enable the sharing of information, achieved through agreement by all parties and owners of the information;

'validation'* means the process by which a competent authority or body confirms that an individual has acquired learning outcomes, including those acquired in non-formal and informal learning settings, measured against a relevant standard, and which consists of four distinct phases, namely identification, documentation, assessment and certification of the results of the assessment in the form of a full qualification, credits or a partial qualification, as appropriate and in line with national circumstances;

'web-based tools' means tools for documentation and description of skills and qualifications, available on the Europass online platform.