

Guidelines for filling in the Europass certificate supplement

General recommendations

Purpose of the certificate supplement

The certificate supplement is complementary to the original certificate or diploma; is not a substitute for the original qualification but contains a detailed description of the skills and competences acquired by the holder of a vocational education and training certificate.

The certificate supplement is drawn up by the awarding authorities and provides detailed information on:

(first page)

- the skills and competences acquired by the holder of the certificate;
- the range of occupations accessible to the holder of the certificate;

(second page)

- the awarding and accreditation bodies;
- the level of the certificate;
- the different ways of acquiring the certificate;
- the entry requirements and opportunities for access to next level education;
- the national reference points (NRPs).

Attention!

The certificate supplement

- *is not a substitute for the original qualification;*
- *is not an automatic system that guarantees recognition.*

The certificate supplement can be translated on request into another European language (see guidelines for translating the certificate supplement).

The following basic rules should be respected when filling in the template to ensure consistency of content in all Member States.

Detailed instructions for filling in the Europass certificate supplement

First page of the supplement

Title of the document: Europass certificate supplement

On the right-hand side, enter the electronic icon of the national flag and write the name of the awarding country.

Europass logo **Europass certificate supplement (*)**
National Flag

Box 1: Title of the certificate

Enter the title of certificate in the original language as it appears on certificate, e.g.:

1. Title of the certificate (en)

National Craft Certificate: Electrician

⁽¹⁾ in the original language

In the brackets, specify the language using ISO code:

Bulgarian (български): bg **Lithuanian** (lietuvių kalba): lt

Czech (čeština): cs **Latvian** (latviešu valoda): lv

Danish (dansk): da **Maltese** (malti): mt

German (Deutsch): de **Dutch** (Nederlands): nl

Spanish (castellano): es **Norwegian** (norsk): no

English (English): en **Polish** (polski): pl

Greek (ελληνικά) : el **Portuguese** (português): pt

Estonian (eesti keel): et **Romanian** (Română) ro

Finnish (suomi): fi **Slovak** (slovenčina): sk

French (français): fr **Slovenian** (slovenščina): sl

Hungarian (magyar): hu **Swedish** (svenska): sv

Icelandic (íslenska): is **Turkish** (Türkçe): tr

Italian (italiano): it

Box 2: Translated title of the certificate

This heading is to be filled only if the certificate supplement is translated into another language, see guidelines for translating the supplement.

Box 3: Profile of skills and competences

This box gives a concise description of the essential competences gained at the end of training.

List the skills and competences acquired by the holder of the certificate. This list should start as follows:

.A typical holder of the certificate is able to:

and should include a list of about **5 to 15 items** using action verbs to describe competences, for example:

3. Profile of skills and competences

A typical holder of the certificate is able to:

- Plan the job and estimate the amount of material required, from supplied drawings
- Interpret schematic diagrams and flow charts
- Utilise electrical test equipment
- Install and test wiring systems for lighting and power distribution
- Install and test switch gear and distribution boards
- Locate and rectify faults in wiring systems
- Locate and rectify faults in electrical equipment
- Install, test, commission and maintain lighting fittings and controls
- Install, test, commission and maintain electrical heating devices and controls
- Install, test, commission and maintain motive power devices
- Complete job related documentation

A (non-exhaustive) multilingual glossary (see Europass website) provides reference terminology (action verbs) in all languages for the drawing up and translation of certificate supplements.

N.B.:

- skills and competences may be grouped (as in the example: .plan the job and estimate the amount of material required, from supplied drawing.);
- syntax shall be consistent: verb(s) + object + complement;
- description must be concise; avoid adverbs describing generic attitudes (work effectively, perform accurately, etc.) as well as any element which does not provide essential information;
- description shall not express value judgements.

Box 4: Range of occupations accessible to the holder of the certificate (optional)

List the typical range of intended/possible sectors and/or occupations for which certificate holder is suited, e.g..

Range of occupations accessible to the holder of the certificate – (if applicable

Installation Electrician; Maintenance Electrician; Data Communications Systems Installer; Alarm Systems Installer.

N.B.: If a particular qualification is needed for access to a regulated profession, the following should be stated: .This qualification is legally required by national authorities for access to the regulated profession of [followed by the profession concerned].

Box: Explanatory note

The content must be left unchanged.

Second page of the supplement

Box 5: Official basis of the certificate

- Name and status of the body awarding the certificate

Enter full name and status (public/private regional/national, etc.) of the awarding body as well as address and phone/fax number, website and e-mail, e.g.:

Name and status of the body awarding the certificate

FÁS - Training and Employment Authority
P.O. Box 456,
27-33 Upper Baggot St.,
Dublin 4, Ireland

(FÁS - Training and Employment Authority, was established in 1988 under the Labour Services Act (1987) to provide a wide range of services to the labour market in Ireland. FÁS is the statutory authority for apprenticeship in Ireland and has statutory powers of certification.)

N.B.: do not forget to mention the country code in the mail address.

- Name and status of the national/regional authority providing accreditation/recognition of the certificate

If the certificate is accredited by a national/ regional authority, enter full name and status (public/private, regional/national, etc.) of this authority, as well as address and phone/fax number,website and e-mail. If necessary, indicate the period of validity of the certificate, e.g.:

Name and status of the national/regional authority providing accreditation/recognition of the certificate

National Qualification Authority of Ireland
Jervis House
Jervis Street
Dublin 1
Ireland

N.B.:

- authority providing accreditation/recognition of the certificate is distinct from the awarding body;
- do not forget to mention the country code in the mail address.

- Level of the certificate (national or international) (optional)

If the level of the qualification corresponds to an existing national or international classification system, state the level within the classification concerned (national classification, ISCED, etc.).

If necessary, ask the body which awarded the qualification, e.g.:

Level of the certificate (national or international)

Craft

or

ISCED 4

For more information on the ISCED classification system devised by Unesco, consult

www.uis.unesco.org/TEMPLATE/pdf/isced/ISCED_A.pdf

- Grading scale/Pass requirement

Give a brief description of the grading scale. Indicate the minimum and maximum marks, and the pass mark, e.g.:

Grading scale / Pass requirements

Pass:

- Practical: All essential skills passed in all phases, including on-the-job assessment;
- Theory: 70%

Merit:

- Practical: All essential skills plus desirable skills passed in all phases;
- Theory: 85%

N.B.: please explain the terms used (e.g. excellent, good, etc.).

- **Access to next level of education/training** (optional)

Specify if certificate gives access to next level of education/training, e.g.:

Access to next level of education/training

Access to third level

- International agreements (optional)

Indicate any international agreement (mutual recognition, equivalence of qualifications, etc.), e.g.:

International agreements

Mutual recognition agreement with the United Kingdom.

Comparability of standards agreement with the German Handwerkskammers in Koln and Kassel and BIBB.

N.B.: if relevant, enter website for reference information.

- Legal basis

Specify the legal basis of the certificate, giving complete references where appropriate, e.g.:

Legal basis

Labour Services Act 1987

Industrial Training Act 1967

Box 6: Officially recognised ways of acquiring the certificate

Explain the different ways of acquiring the certificate, either by filling in the table provided or by replacing it with your own description.

Description of vocational education and training received

- Specify if the programme is (partly of fully) school or training centre-based, e.g.:

Training Centre-based

- Specify if the programme is (partly of fully) workplace-based , e.g.:

Workplace-based

- Specify if prior learning can be accredited in the framework of the programme, e.g.:

Accredited prior learning

Percentage of total programme (%)

- Specify the percentage of total programme which is school or training centre-based,

e.g.:

50% ;

- Specify the percentage of total programme which is workplace-based , e.g.:

50%

- Specify the way prior learning can be accredited in the framework of the programme,

e.g.:

Possible following assessment

Duration (hours/weeks/months/years)

- Specify duration (hours/weeks/months/years) spent in school or training centre , e.g.:

30 weeks

- Specify duration (hours/weeks/months/years) spend at the workplace, e.g.:

30 weeks

- Specify total duration of the education/ training leading to the certificate, e.g.:

2 years.

Example:

Description of vocational education and training received	Percentage of total programme (%)	Duration (hours/weeks/months/years)
<input type="checkbox"/> <input type="checkbox"/> School-/training centre-based	50%	30 weeks
<input type="checkbox"/> <input type="checkbox"/> Workplace-based	50%	30 weeks
<input type="checkbox"/> <input type="checkbox"/> Accredited prior learning	Possible following assessment	
Total duration of the education/ training leading to the certificate		2 years

N.B.: specify if the certificate can be obtained in different ways (alternance training, continuing training, work-based or school-based training, schemes of accreditation of prior learning, etc.).

Box: Entry/access requirements (optional)

Specify education level requirements, if any (education level, mode of selection, etc.), e.g.:

Entry requirements

Minimum of grade .D. in five (5) subjects in the Department of Education.s Junior Certificate or its approved equivalence

...

Box: Additional information (optional)

This section can be used to provide brief information concerning the organisation of training (type of practical training, programme or structure of the vocational training system, assessment procedure, etc.), e.g.:

...

Additional information

More information (including a description of the national qualifications system) available at:

www.fas.ie

...

Indicate, if relevant, the address of the website that provides access to information on the national qualifications system.

Box: National reference point

Give the name and address (including website) of the national reference point, e.g.:

...

National reference point

National Qualification Authority of Ireland

www.nqai.ie/