

Guidelines for filling in the Certificate supplement

Purpose of the Certificate supplement

The Certificate supplement describes the knowledge and skills acquired by holders of vocational training qualifications issued in European Union's countries (Member states and candidate countries) and in the European Economic Area.

It completes the information included in the official certificate and/or transcript, making it more easily understood, especially by employers or institutions abroad.

The Certificate supplement is complementary to the original certificate; is not a substitute for the original certificate.

Content of the Certificate supplement

The Certificate supplement is drawn up and issued by the awarding bodies and provides on 2 pages the following information:

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- Box 1 Title of the Certificate (in the official national language)
- Box 2 Translated title of the Certificate
- Box 3 Profile of skills and competences;
- Box 4 Range of occupations accessible to the holder of the certificate;

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- Box 5 Official basis of the certificate
 - Body awarding the certificate
 - Authority providing accreditation / recognition of the certificate
 - Level of the certificate (national or European)
 - Grading scale / Pass requirements
 - Access to next level of education / training
 - International agreements on recognition of qualifications
 - Legal basis
- Box 6 Officially recognised ways of acquiring the certificate
 - Description of vocational education and training
- Box 7 Additional information
 - Entry requirements
 - More information (including a description of the national qualifications system)
 - National Europass Centre

Important: The Certificate supplement

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

The issuing organisations can decide to make available the Certificate supplement in one or more European languages (European Union and European Economic Area).

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

Resources

The Europass portal provides a toolbox to help issuing bodies complete the Certificate supplement:

Template

The template of the CS is available in all languages of the countries participating in Europass.

Guidelines for filling in the Certificate supplement

These guidelines provide basic rules and should be respected when filling in the Europass certificate supplement, to ensure consistency of its content in all countries.

Guidelines for translating the certificate supplement

These guidelines provide basic rules and should be respected when translating the Europass certificate supplement, to ensure consistency of the content in all languages.

Quality manual for the translation of the Certificate supplement

The manual defines basic rules to ensure an optimal level of quality and reliability of translations:

- selection of translators;
- translation of the supplement;
- quality control.

Multilingual glossary of action verbs

This glossary lists the verbs to be used to describe the skills and competences (Box 3 of the supplement). It is divided into seven parts, corresponding to major fields of competence:

- Information management;
- Consultancy / assistance;
- Production management (goods and services);
- Management;
- Human resource management and training;
- Marketing and accountancy;
- Research and development.

It provides for each verb:

- a definition;

- examples of use;
- related verbs;
- translation into 15 languages.

For more information on these resources, consult your National Europass Centre.

Definition of key terms used in the Certificate supplement

accreditation of an education or training programme

Process of quality assurance through which a programme of education or training is officially recognised and approved by the relevant legislative or professional authorities following assessment against predetermined standards.

awarding body

Body issuing qualifications (certificates, diplomas or titles) formally recognising the learning outcomes (knowledge, skills and/or competences) of an individual, following an assessment procedure.

certificate

Official document, issued by an awarding body, which records the achievements of an individual following an assessment and validation against a predefined standard.

certification

Process of issuing a certificate, diploma or title formally attesting that a set of learning outcomes (knowledge, know-how, skills and/or competences) acquired by an individual have been assessed by a competent body against a predefined standard.

competence

Proven ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development.

learning outcomes

Knowledge, skills and/or competences an individual has acquired and/or is able to demonstrate after completion of a learning process, either formal, non-formal or informal.

occupation

Set of jobs whose main tasks and duties are characterised by a high degree of similarity.

skill



Ability to apply knowledge and use know-how to complete tasks and solve problems.

Source: Terminology of education and training policy. Cedefop, 2014.

Detailed instructions for filling in the Europass Certificate supplement

Title of the document

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

 europass	Certificate supplement	 United Kingdom
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Box 1: Title of the certificate

Enter the title of certificate in the original language as it appears on certificate. Example:

1. Title of the certificate ¹
City & Guilds Level 2 Progression Award in Early Years Care and Education

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. Example:

2. Translated title of the certificate ²
City & Guilds Ebene 2 Progression Zeugnis in Erziehung (de)

In the brackets, specify the language using ISO code:

Bulgarian (български):	bg	Macedonian (македонски):	mk
Spanish (castellano):	es	Maltese (malti):	mt
Czech (čeština):	cs	Dutch (Nederlands):	nl
Danish (dansk):	da	Norwegian (norsk):	no
German (Deutsch):	de	Polish (polski):	pl
Estonian (eesti keel):	et	Portuguese (português):	pt
Greek (ελληνικά):	el	Romanian (Română)	ro
English (English):	en	Slovak (slovenčina):	sk
French (français):	fr	Slovenian (slovenščina):	sl
Croatian (hrvatski):	hr	Serbian (српски)	sr-cyr
Icelandic (íslenska):	is	Serbian (srpski)	sr-lat
Italian (italiano):	it	Finnish (suomi):	fi
Lithuanian (lietuvių kalba):	lt	Swedish (svenska):	sv
Latvian (latviešu valoda):	lv	Turkish (Türkçe):	tr
Hungarian (magyar):	hu		

Box 3: Profile of skills and competences

List the learning outcomes (skills and competences) acquired by the holder of the certificate. Do not list the tasks corresponding to the occupation.

This list should start as follows:

“The holder of the certificate is able to...”:

and should include a list of about 5 to 15 items using action verbs to describe learning outcomes (skills and/or competences) acquired. Example:

3. Profile of skills and competences

The holder of the certificate is able to:

Core units

- understand the role of the childcare worker
- apply the principles of good practice and equal opportunities
- investigate the principles of working with children 1-8 years, to promote physical care and development
- investigate the principles of working with children 1-8 years, to promote social and emotional development
- investigate the principles of working with children 1-8 years, to promote sensory and intellectual development
- investigate the principles of working with children 1-8 years, to promote language development
- recognise a safe learning environment for children
- prepare to contribute to the protection of children
- prepare for working with parents:

Optional Units (one from)

- work effectively with babies 0-12 months
- observe children
- prepare to work with colleagues in a childcare setting
- apply the principles of good practice with regard to communication in the childcare setting
- prepare for professional development as a childcare worker

Use the multilingual glossary action verbs to describe the skills and competences acquired (see above Resources, page 2).

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: action verb + 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

List the typical range of intended/possible sectors and/or occupations for which certificate holder is suited. Example:

4. Range of occupations accessible to the holder of the certificate ³

Nursery Assistant, Pre-School Assistant

N.B.: If a specific 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.

¹ In the original language. | ² If applicable. This translation has no legal status. | ³ If applicable.

The Certificate supplement provides additional information about the certificate and does not have any legal status in itself. Its format is based on the Decision (EU) 2018/646 of the European Parliament and of the Council of 18 April 2018 on a common framework for the provision of better services for skills and qualifications (Europass) and repealing Decision No 2241/2004/EC.

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Box 5: Official basis of the certificate

- Body awarding the certificate

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

Body awarding the certificate

Example:

City & Guilds Affinity
1 Giltspur Street, London EC1A 9DD, UK
www.city-and-guilds.co.uk

- 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 website and e-mail. Example:

Authority providing accreditation / recognition of the certificate

Example:

Qualifications and Curriculum Authority
83 Piccadilly London W1J 8QA, United Kingdom.
www.qca.org.uk

N.B.: authority providing accreditation/recognition of the certificate is distinct from the awarding body.

- Level of the certificate (national or European)

If the level of the qualification corresponds to an existing national or European classification system, state the level within the classification concerned (national classification, NQF or EQF, etc.). Example:

Level of the certificate (national or European) ¹

Example:

Level 4 in the European Qualifications Framework

Level 2 in the National Qualifications Framework

- Grading scale / Pass requirement

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

Grading scale / Pass requirements

Example:

Written assessments

Distinction / Credit / Pass

Examinations

Pass (70%) / Fail

N.B.: please explain the terms used (e.g. excellent, good, etc.) (70%)

- Access to next level of education / training

Specify if certificate gives access to next level of education / training. Example:

Access to next level of education / training ¹

Example:

Provides access to Level 3 Progression Award or other Level 3 qualifications in the NQF

- International agreements on recognition of qualifications

Indicate any international agreement (mutual recognition between two member states or at EU level, equivalence of qualifications, professional recognition, etc.).

Example:

International agreements on recognition of qualifications¹

Example:

Ireland and United Kingdom have concluded an exercise to enable broad comparisons to be drawn between qualifications and their levels in Ireland, Scotland, England, Wales and Northern Ireland.

- Legal basis

Specify the legal basis of the certificate, giving complete references where appropriate. If applicable, indicate the period of validity of the certificate and the issuing year. Example:

Legal basis

Example: Qualifications and Quality Assurance (Education and Training) Act 2012.

Box 6: Officially recognised ways of acquiring the certificate

Explain the different ways of acquiring the certificate, and the total duration of the training, either by filling in the table provided or by replacing it with your own description. Example:

6. Officially recognised ways of acquiring the certificate		
Description of vocational education and training	Percentage of total programme (%)	Duration (hours/weeks/months/years)
School/training centre-based	Example: 100 %	Example: 300 hours of guided learning
Workplace-based	%	.
Accredited prior learning	Example: Up to 80 %	
Total duration of the education / training leading to the certificate		Example: 300 hours

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 7: Additional information

- Entry requirements

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

Entry requirements ¹

Example: Candidates are expected to be able to complete the course and have appropriate numeracy skills.

- More information (including a description of the national qualifications system)

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.). Example:

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

Example: www.naric.org.uk/naric

National Europass Centre

Give the name and address (including website) of the national Europass centre. Example:

National Europass Centre

Example: www.naric.org.uk/Europass