



EPASS 4-5

# Europass e-Portfolio

## Development Update

*Fourth Meeting of the Europass Advisory Group*

*12 and 13 June 2019*

## 1 Purpose of the document

This document sets out progress on the development of the Europass e-Portfolio including how the e-Portfolio will serve the lifelong learning and career management needs of users.

Questions and clarifications are welcome on development work during the meeting of the AG on 12 and 13 June.

## 2 Context

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

To achieve this goal, the Europass e-Portfolio will support four particular activities: *help individuals be reflective; support individuals in their personal development; showcase individuals' information*; and, *assess individuals' skills*.

The Europass e-Portfolio will include web-based tools (from herein 'tools') as follows:

- 1) **Profile:** allow individual end-users to create a personal profile of their skills, qualifications and experiences. The profile will also include a **Library** for storage of digital documents; **Goals** for identifying interests, preferences and goals; and a **Skills Profiler** for compiling information on the user's skills into structured information.
- 2) **Editor:** allow individual end-users to create and edit documents (e.g. CVs, cover letters), choose templates to complete their CV.
- 3) **Skills Match:** allow individual end-users to search or receive suggestions of learning and career opportunities from Union services, Member States (e.g. through EURES) and third parties (e.g. online platforms that have interoperability agreements with Europass).
- 4) **Application Tracker:** support individual end-users to prepare and track applications for learning and job opportunities through their e-Portfolio.

Individual end-users will have the option to use the web-based tools without registering and creating a profile. However, if they register and create a profile they will have access to additional features such as storage of documents in the Library.

## 3 Europass e-Portfolio for lifelong learning and career management

To complement and support the use of the e-Portfolio, the platform will offer **information or links to information** that supports the use of the e-Portfolio and supports the education and training and employment choices of users.

Together, the Europass e-Portfolio and information, will be intuitive and accessible to enable users to use the tool independently (i.e. without assistance), in line with their needs.

The Europass platform, and specifically the e-Portfolio and information, does not aim to offer an all-inclusive service, including all forms of guidance service and advice. Participating countries and

stakeholders can then implement, use and promote Europass in accordance with their priorities while promoting the shared goals of Europass as a tool for transparency and understanding of skills and qualifications.

Nevertheless, the platform will include a range of *guidance-oriented content* to support users of the platform as effectively as possible. This content will typically include articles on relevant topics for end-users (as well as facilitators and recipients) mainly in the sections 'Learn in Europe' and 'Work in Europe'.

The content provided will be universal, considering the potential diverse Europass user audiences, with some targeted information as required by the Europass Decision (e.g. for volunteers, or Third Country Nationals).

The content will also include 'tooltips' and pop-ups with information that will be embedded in the Europass e-portfolio at relevant points in the e-Portfolio help end-users, for example, while they complete their profiles, identify or self-assess their skills, or identify interests.

See below an indication of 'tool-tip' to explain the purpose of the 'Personal Information' section of the Profile.



The image shows a screenshot of a web form titled "Personal information". The title is circled in red. Below the title, there are two input fields. The first field is labeled "First name(s) \*" and contains the text "Johanna". The second field is labeled "Last name(s) \*" and contains the text "Smith". The entire form is enclosed in a yellow border.

Both types of support (tooltips and pop-ups) will help users to understand the process of using the e-Portfolio and aim to trigger self-reflection so that users capture the value of all their learning and careers in their e-Portfolio.

As advised previously, a guidance expert will write all such content.

### Further Assistance

Importantly, for those users who do require professional guidance service or further support, Europass will also link to services and other information sources at national and EU-level.

Users will be able to submit queries via a 'Contact Us' form on the Europass platform for assistance on how to use the e-Portfolio.

Users will also be directed to Frequently Asked Questions (FAQs) on the platform that may answer their queries. The FAQ section that will be organised thematically to offers answers to specific questions about multiple topics. These answers will include links that, in most cases, lead end-users to external sources, such as professional information, advice and guidance services in education, employment and youth sectors in their own countries as well as Union level tools and services.

## 4 Europass e-Portfolio Development Update

Development of the Europass e-Portfolio has progressed on the following elements:

1. Use an EU Login account to create a Europass account
  - a. Create a new EU Login account to create a Europass account
  - b. Use an existing EU Login account to create a Europass account
2. Create a Europass e-Profile from scratch in a step-by-step process
3. Update a Europass e-Profile:
  - a. Edit personal information
  - b. Add new personal information (e.g. contact information, nationality, birth date, life moto)
  - c. Add education and training; work-related experience; language and digital skills
  - d. Add new e-Profile sections, e.g. driving licenses, publications, projects, honours and awards, custom sections
  - e. Hide profile sections
  - f. Upload/remove media attachments
4. Export entire (or parts of an) e-Profile as CV in PDF format
5. Download a CV and/or store it in the Europass Library (if registered/logged in)
6. Upload documents (PDF, PNG and JPG) to their Europass Library
7. Manage documents in their Europass Library
  - o Upload documents
  - o Remove documents
  - o Add new/remove Library sections

The Europass AG (and National Europass Centres) can access [the development site of the Europass e-Portfolio](#) between 10 June and 30 June to view the ongoing work.

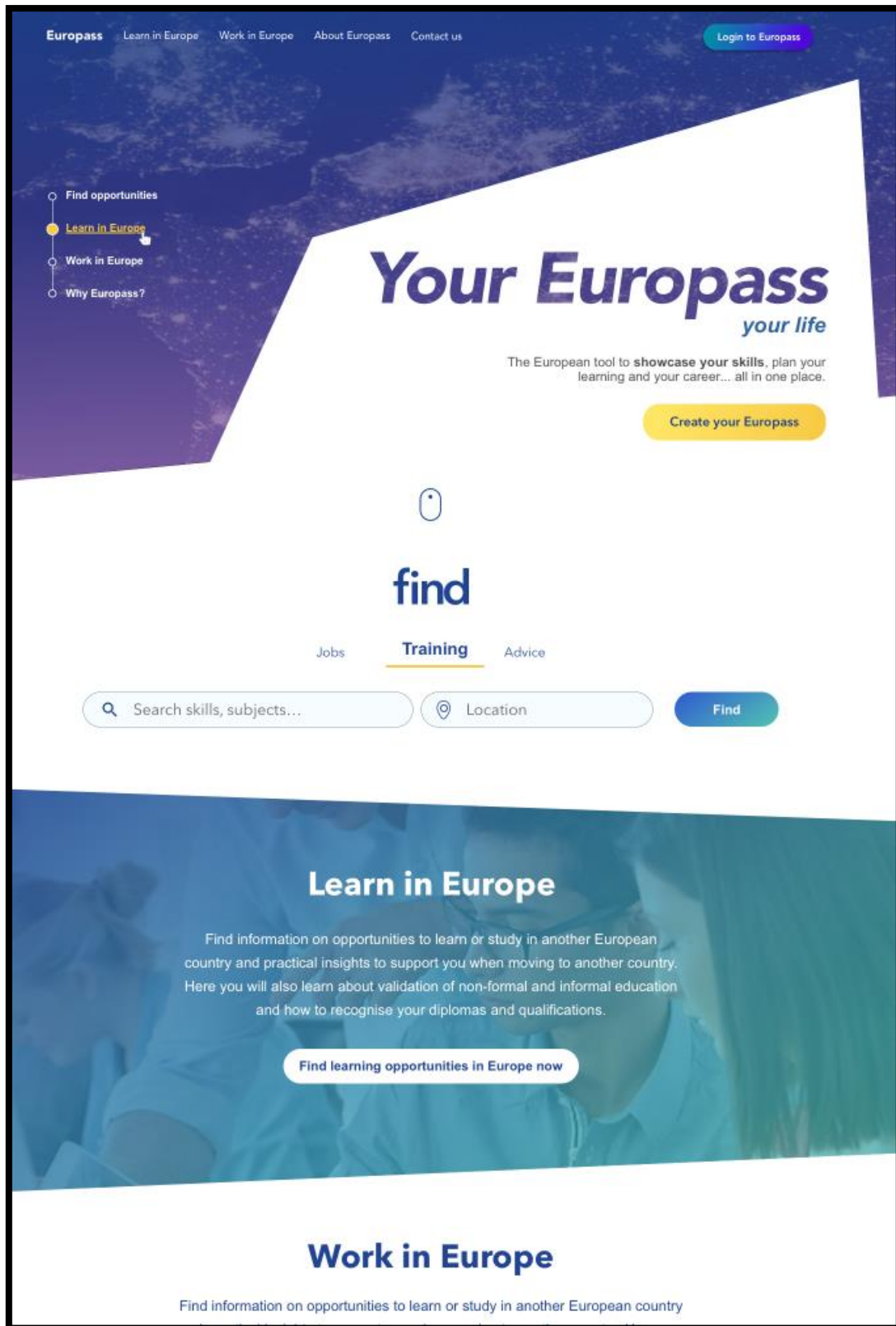
The development site offers a preview of work done to-date. The site is interactive, however, it is not intended for user-testing at this stage.

Testing with individual end-users will be scheduled after Summer 2019. The Commission will plan accessibility testing and arrange targeted testing with stakeholder organisations separately.

### Homepage

Following the feedback on mock-ups from February 2019, work is also ongoing on the design of the Homepage for the new Europass platform to improve its visual impact. See [Annex 1](#).

## Annex 1: Europass Platform Homepage



The image shows the homepage of the Europass platform. The background is a dark blue and purple abstract design. At the top, there is a navigation bar with the 'Europass' logo and links for 'Learn in Europe', 'Work in Europe', 'About Europass', and 'Contact us'. A 'Login to Europass' button is located in the top right corner. On the left side, there is a vertical menu with four items: 'Find opportunities', 'Learn in Europe' (highlighted with a yellow dot), 'Work in Europe', and 'Why Europass?'. The main content area features a large white shape with the text 'Your Europass your life' in a bold, dark blue font. Below this, a subtitle reads: 'The European tool to showcase your skills, plan your learning and your career... all in one place.' A yellow button labeled 'Create your Europass' is positioned to the right. In the center, there is a search section with a magnifying glass icon, the word 'find' in a large, bold, dark blue font, and three tabs: 'Jobs', 'Training' (which is underlined), and 'Advice'. Below the tabs are two search input fields: 'Search skills, subjects...' and 'Location', followed by a blue 'Find' button. The bottom section of the page is a teal-colored banner with the heading 'Learn in Europe' and a paragraph of text: 'Find information on opportunities to learn or study in another European country and practical insights to support you when moving to another country. Here you will also learn about validation of non-formal and informal education and how to recognise your diplomas and qualifications.' A white button with the text 'Find learning opportunities in Europe now' is centered at the bottom of the banner. Below the banner, the heading 'Work in Europe' is displayed in a bold, dark blue font, followed by the text 'Find information on opportunities to learn or study in another European country'.

Europass Learn in Europe Work in Europe About Europass Contact us Login to Europass

Find opportunities  
Learn in Europe  
Work in Europe  
Why Europass?

# Your Europass

your life

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Create your Europass

find

Jobs Training Advice

Search skills, subjects... Location Find

## Learn in Europe

Find information on opportunities to learn or study in another European country and practical insights to support you when moving to another country. Here you will also learn about validation of non-formal and informal education and how to recognise your diplomas and qualifications.

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