



GUIDELINES FOR TRANSLATING THE EUROPASS CERTIFICATE SUPPLEMENT

INTRODUCTION

PURPOSE OF THE EUROPASS CERTIFICATE SUPPLEMENT

The Europass certificate supplement (see examples) is not a substitute for the original qualification; it is complementary to the original certificate or diploma. The Europass certificate supplement contains a detailed description of the skills and competences acquired by the holder of a vocational certificate.

The Europass 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 (NRP).

Attention!

The Europass certificate supplement

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

The Europass certificate supplement can be translated on request into another European language (European Union and European Economic Area).

GENERAL RECOMMENDATIONS

The following basic rules should be respected when translating the Europass certificate supplement to ensure consistency of the content in all languages.

You will find on the Europass website (<http://cedefop.europass.eu.int>):

- a multilingual glossary which proposes a reference terminology (action verbs) for the description and translation of acquired skills and competences (Box 3 of the supplement);
- a quality manual for translation.

Key terms

In the Europass certificate supplement, emphasis is on the actual skills and competences rather than the qualification itself. Thus, the basic concepts used need to be clarified.

Defining skill, qualification and competence

The scope of basic concepts such as skill, qualification and competence is not always clear. Confusion in the use of these terms (and their translation) is avoided by use of semantic boundaries along a three-tier hierarchy:

Competence:

Ability to apply knowledge, know-how and skills in an habitual and/or changing work situation.

Qualification:

- (a) An official record (certificate, diploma) of achievement which recognises successful completion of education or training, or satisfactory performance in a test or examination;
and/or
- (b) the requirements for an individual to enter, or progress, within an occupation.

Skill:

The relevant knowledge and experience needed to perform a specific task or job.



DETAILED INSTRUCTIONS FOR TRANSLATING THE EUROPASS CERTIFICATE SUPPLEMENT

How to translate a filled in Europass certificate supplement?

You can either

- (a) use the online interface available on the Europass website (<http://cedefop.europass.eu.int>). The translated Europass certificate supplement can be then saved to the directory of your choice;

or

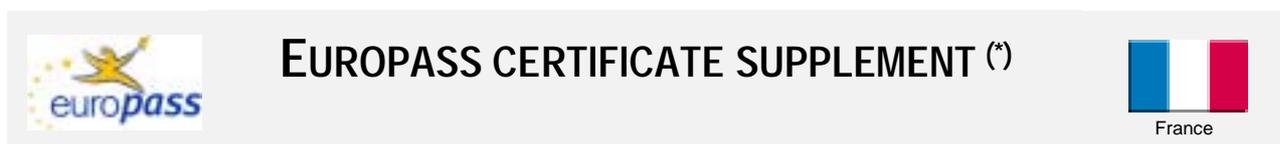
- (b) download the Europass certificate supplement template (in the target language) from the same website and save it on your computer hard disk; you then complete the various headings following the instructions below.

FIRST PAGE OF THE SUPPLEMENT

Title of the document: Europass certificate supplement

On the right-hand side, enter the icon of the national flag of the original Europass certificate supplement and translate the name of the awarding country in the target language.

Example (for a supplement issued in France):



Box 1: Title of the certificate

Leave the title, as written on the certificate, in the original language.

Example:

1. TITLE OF THE CERTIFICATE (FR)
Electricien d'équipement
<small>(¹) in the original language</small>

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

Translate the title of the Europass certificate supplement (see box 1) in the target language.

Example:

2. TRANSLATED TITLE OF THE CERTIFICATE (EN)
ELECTRICAL ENGINEER
<small>(¹) If applicable. This translation has no legal status.</small>

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		

N.B.: The translation of the title has no legal status. The translation must be a literal rendering of the title in the original language; it has to be as close as possible to the original wording. Avoid using the title of a certificate existing in the target language.

Box 3: Profile of skills and competences

Translate the skills and competences acquired by the holder of the certificate. This list of skills and competences starts as follows:

‘ A typical holder of the certificate is able to:’

and consists of a list of about **5 to 15 items**, as in the original certificate, each element containing one or more action verbs, as in the following example:

‘ plan the job and estimate the amount of material required, from supplied drawings;...’

A (non exhaustive) multilingual glossary is available from the Europass website. It provides reference terminology (action verbs) in all languages to assist in the drawing up and translation of Europass certificate supplements.

Example:

3. PROFILE OF SKILLS AND COMPETENCES
A typical holder of the certificate is able to:
<ul style="list-style-type: none">- 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.

N.B. :

- each element of the list may contain several action verbs, as in the above example;
- a common basic syntax must be respected: verb(s) + object + complement;
- descriptions must be concise: adverbs describing generic attitudes (work effectively, perform accurately, etc.) should be avoided since they do not provide essential information;
- descriptions should not express value judgements, but must be descriptive.

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

Translate (if relevant) the typical range of intended/possible sectors and/or occupations for which the holder of the certificate is suited.

Example:

4. RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE CERTIFICATE ⁽¹⁾
Installation Electrician; Maintenance Electrician; Data Communications Systems Installer; Alarm Systems Installer.
<small>(1) If applicable</small>

N.B.: If the original supplement mentions that 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 translation of the profession concerned]’.

Box: Explanatory note

The content of this box 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

This box indicates the full name and status of the awarding body.

Translate **only** information specifying the type of awarding body (e.g. chamber of commerce, secondary vocational school, etc.) as well as its status (public/private, regional/national, etc.).

The address, phone/fax number, website and e-mail must be left unchanged.

Example:

Name and status of the body awarding the certificate
Direction départementale de l'emploi et de la formation professionnelle (Local public authority for employment and vocational training) 15 avenue des Peupliers F-54780 Aubervilliers.

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

This box indicates which national/regional authority has accredited the certificate and when relevant, the period of validity of the certificate.

As for previous box, translate **only** information specifying the type of authority (e.g. chamber of commerce, Ministry of education, etc.) as well as its status (public/private, regional/national, etc.).

The address, phone/fax number, website and e-mail must be left unchanged. Example:

Name and status of the national/regional authority providing accreditation/recognition of the certificate
Ministère des affaires sociales et de la solidarité (Ministry for social affairs) 15 Quai André-Citroën F-75020 Paris

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)

This box indicates if the level of the certificate corresponds to a level in an existing national or international classification, and specifies the classification in question (e.g. national level, ISCED, etc.). For more information on the ISCED classification system devised by Unesco, consult www.uis.unesco.org/TEMPLATE/pdf/isced/ISCED_A.pdf

Translate (if relevant) the content of this box, using the corresponding terminology if available (e.g. for ISCED level). Example:

Level of the certificate (national or international)
Level 5 France (1969 classification) or ISCED 3

- Grading scale/Pass requirement

Translate the content of this box as it is. Example:

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%

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

This box indicates if the certificate gives access to next level of education/training.

Translate the content of this box (if relevant). Example

Access to next level of education/training
Access to fourth level (French classification) or Access to ISCED 4

- International agreements (optional)

This box indicates any international agreement (mutual recognition, equivalence of qualifications, etc.).

Translate the content of this box (if relevant). Example:

International agreements
Mutual recognition agreement between Belgium, France and Luxembourg of the certificate "Electricien d'équipement" (Electrical engineer) (Tripartite agreement of 15 February 1992)

- Legal basis

This box specifies the legal basis of the certificate, giving complete references where appropriate.

As with the box 'Name and status of the body awarding the certificate', translate **only** information specifying the type of reference (e.g. law, regulation, etc.). The reference itself (title of the reference text, website, etc.) must be left in the original language. Example:

Legal basis
Publication to « Journal officiel de la République Française » and registration of the certificate in the « Répertoire National de la Certification Professionnelle (RNCP) »

Box 6: Officially recognised ways of acquiring the certificate

This box explains the different ways of acquiring the certificate (alternance training, continuing training, work-based or school-based training, schemes of accreditation of prior learning, etc.).

Translate the content of this box as it is. Example:

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

N.B.: the table in the format is sometimes replaced by a description.

Box: Entry/access requirements (optional)

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

Translate the content of this box (if relevant). Example:

Entry requirements

Completion of lower secondary education

Box: Additional information (optional)

This box is 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.).

Translate the content of this box as it is. Leave the Internet address as written on the original supplement. Example:

...

Additional information

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

<http://cncp.gouv.fr/> (website in French)

...

Box: National reference point

Insert the name and address (including website) of the NRP as written on the original supplement. Example:

...

National reference point

Commission nationale de la certification professionnelle (French national authority for vocational certification)

<http://cncp.gouv.fr/>