

### Purpose of the certificate supplement

The certificate supplement (see examples of certificate supplements) is not a substitute for the original qualification; it is complementary to the original certificate or diploma. The certificate supplement contains a detailed description of the skills and competences acquired by the holder of a vocational 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 <http://europass.cedefop.eu.int/>, guidelines for translating the certificate supplement).

### General recommendations

Due to the diversity of the information on the certificate supplement, and its multinational multilingual dimension, some basic rules should be respected when filling in the template to ensure consistency of content in all Member States (see <http://europass.cedefop.eu.int/>, databases and guidelines).

### FIRST PAGE OF THE SUPPLEMENT

#### Title of the document: Certificate supplement

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

#### Box 1: Title of the certificate

Enter the title of certificate in the original language as it appears on certificate. In the brackets, specify the language using ISO code:

<b>Bulgarian</b> (български):	bg
<b>Spanish</b> (castellano):	es
<b>Czech</b> (čeština / český jazyk):	cs
<b>Danish</b> (dansk):	da
<b>German</b> (Deutsch):	de
<b>Estonian</b> (eesti keel):	et
<b>Greek</b> (ελληνικό):	el
<b>English</b> (English):	en
<b>French</b> (français):	fr
<b>Icelandic</b> (íslenska):	is
<b>Italian</b> (italiano):	it
<b>Latvian</b> (latviešu valoda):	lv
<b>Lithuanian</b> (lietuvių kalba):	lt
<b>Hungarian</b> (magyar - magyarul):	hu
<b>Maltese</b> (malti / bil-Malti):	mt
<b>Dutch</b> (Nederlands):	nl
<b>Norwegian</b> (norsk):	no
<b>Polish</b> (polski):	pl
<b>Portuguese</b> (português):	pt
<b>Romanian</b> (Română)	ro
<b>Slovak</b> (slovenčina / slovenský jazyk):	sk
<b>Slovenian</b> (slovenščina / slovenski jezik):	sl
<b>Finnish</b> (suomi):	fi
<b>Swedish</b> (svenska):	sv
<b>Turkish</b> (Türkçe):	tr

#### Box 2: Translated title of the certificate

*(to be filled only if the certificate supplement is translated into another language, see guidelines for translating the supplements).*

This translation 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**

List the skills and competences acquired by the holder of the certificate.

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

- plan the job and estimate the amount of material required, from supplied drawing;
  - interpret schematic diagrams and flow charts;
  - utilise electrical test equipment.
- (see examples of certificate supplements)

A multilingual glossary 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 above example: ‘plan the job and estimate the amount of material required, from supplied drawing’);
- syntax shall be consistent: verb(s) + object + complement (as in the above example);
- 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 (see sample).

**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.

**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.

**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.

For more information on the ISCED classification system devised by Unesco, consult <http://www.uis.unesco.org/en/pub/pub0.htm>

#### - Grading scale/Pass requirement

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

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

#### Example:

Modules are graded as follows:

PASS: 50% - 64%

- practical: all essential skills passed in all phases, including on-the-job assessment;
- theory: 70%.

MERIT: 65% - 79%

- practical: all essential skills plus desirable skills passed in all phases;
- theory: 85%.

DISTINCTION: 80% - 100%

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

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

#### - International agreements (optional)

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

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

#### - Legal basis

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

.../...

### **Box 6: Officially recognised ways of acquiring the certificate**

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

**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.).

#### **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.).

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.