

Refine – Portuguese Network

Report – Activities until September 2004

The tools tested by each associated partners are the following:

PARTNERS	TOOLS
University of Aveiro	European Curriculum Vitae (EuroCV) Certificate Supplement Diploma Supplement
CenFoRaz – Centre of Formation of Oliveira de Azeméis	European Curriculum Vitae (EuroCV) Language Passport (LP)
AIDA - Industrial Association of the District of Aveiro	European Curriculum Vitae (EuroCV) Language Passport (LP) Certificate Supplement
APCC - Association for the Cultural Promotion of the Child	European Curriculum Vitae (EuroCV) Language Passport (LP)
NOVOPCA	European Curriculum Vitae (EuroCV) Language Passport (LP)

In annex there is an example of each tool tested:

- Annex 1 – European Curriculum Vitae (EuroCV)
- Annex 2 – Language Passport (LP)
- Annex 3 – Certificate Supplement
- Annex 4 - Diploma Supplement

All associated partners beginning the tests until September, but not all finished them (prevision: end of November), so the report aim that work.

Tool: European Curriculum Vitae (EuroCV)

All the candidates interviewed think EuroCV is well structured and has a lot of relevant information to employer’s analysis. However, they detected the following difficulties:

- different information groups should be more circumscribed between them;
- CV should have fields of obliged fulfilling, essentials to their aim, and optional fulfilling fields that could add value to the basic information of CV.

In what concern to social, organisational, artistic, technical and other skills and competences, their importance is different from candidate to candidate according to their education and training, so each candidate eliminate the fulfil of some of these fields.

About language knowledge, almost all candidates suggested a frame that resumes the learning of all languages, what would allow a better employer's analysis. Example of this frame:

Language	Understanding	Speaking	Writing
Portuguese			
English			
Others			

Evaluation Scale: Excellent, Good and Regular.

Additional information like exhibitions, awards, workshops, seminars and publications is relevant to be included in EuroCV structure in a field like "complementary activities" and not in one like "other skills and competences" or "additional information".

Tool: Language Passport (LP)

For almost all candidates this tool of easy fulfilling was understood of different ways. Some consider LP important as a way of referring informal competences, even without certificates or diplomas. Others consider it too simplistic as it doesn't emphasize relevant information to standardize the level of languages knowledge's and experiences. So, according to candidate's qualification, age and work experience this tool is very important when they have several languages knowledge's and experiences allowing them not only to describe experiences in different languages, but also to enumerate certificates and diplomas. For candidates with few languages knowledge's and experiences this tool isn't very important at an informative level; however, it assumes importance as a way of encouraging the candidate's apprenticeship.

Tool: Certificate Supplement

As good points of this tool we can say it is well structured and of easy fulfilling. However, in what concerns to the point number 6 (six) we had some difficulties understanding the meaning of “*Description of vocational education and training received*” – it can be components or modalities? We think this point should be more explicit.

We added to complementary information the designation of the body giving the training, once that the body awarding the certificate isn't always the same as the one giving the training.

In what concerns to the item “Duration” (in point number 6), we think it's important the temporal characterization in hours, weeks, months and years; however, we would add the real dates of the training as a way of allow employers to understanding the candidate's circuit since the training conclusion.

Tool: Diploma Supplement

The test of this tool is running at this moment, so we don't have any conclusion.