



## Europass CV HR-XML Application Profile

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- Status:** Draft (in progress)
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- Summary:** This document describes an application profile of the Europass CV based on HR-XML SEP Candidate specifications. This work is supported by EifEL and Europortfolio communities as well as the HR-XML Europass working group of the European Chapter of HR-XML consortium.
- It covers a description of the Europass CV, a mapping on the information model of the HR-XML Staffing Exchange Protocol (HR-XML SEP) and a XML binding description.
- All figures of Chapter 2 (Europass CV) are copyrighted by CEDEFOP, all figures of Chapter 4 (Binding) are copyrighted by HR-XML consortium.
- This AP can be use to produce standalone XML instances or inside ePortfolio packages using the Europortfolio Content Package Application Profile of IMS ePortfolio specifications.
- It benefits from results of the European project TELCERT (AP methodology and tools) as well as contributions from the European project KITE.

**Related  
European  
projects**

Technology Enhanced Learning: Conformance -  
European Requirements & Testing – <http://www.opengroup.org/telcert/>



- <http://www.kite-eu.org/>

EuroCV – <http://www.eurocv.eu/>

## REVISION HISTORY

<b>Version Number</b>	<b>Release Date</b>	<b>Comments</b>
Draft 0.9.3	26 July 2006	The first draft of the document. Based on release 0.9.3 of the AP.
Draft 0.9.4	13 October 2006	Moving most of sub-elements used in CandidateProfile to Resume
Draft 0.9.5	14 November 2006	Clarification on sub-elements used both in CandidateProfile and Resume (StructuredXMLResume)
Draft 1.0.0	15 December 2006	Clarification on use of external competency definitions.
Draft 1.0.0 rc2	26 January 2007	Adding more information about copyrighted information.
Final 1.0.0	31 March 2007	Stabilized release, based on RC2
Draft 1.1 rc1	08 June 2007	Updated release to conform with HR-XML 2.5 specifications and suppress last extensions.
Draft 1.1 rc2	14 July 2007	Updated release to take into account a minor update on Candidate 2.5 schemas and include some minor information provided by Cedefop XML information model (like RevisionDate) and to map more completely with other HR-XML profiles (GermanCV, iProfile): - clarification about ContactInfo usage and optional elements

## DOCUMENT ROADMAP

Date	Version and Additions	Status
2006-07-31	First public draft 0.9.3: Europass CV AP description	Done
2006-12-15	V1 pre-release draft: Europass CV e-Portfolio AP update after review and comments from HR-XML European members, members of the KITE project and first other implementers (and second ePortfolio plugfest).	Done
2007-03-31	Final 1: Update after HR-XML Europass WG and Europortfolio members feedback.	Done
2007-07-31	V1.1: Stable release using new HR-XML 2.5 specifications to suppress the last proprietary extension elements. This release will benefit also from feedback from HR community after CV interoperability seminar in June in Paris.	In progress
2007-12-15	V1.2: update to take into account : - community implementation feedback after Third ePortfolio plugfest, - including final official release of IEEE RDC standard, - including mapping information and optional support of Europass Language Portfolio.	Todo
2008-07-31	V2 draft: major update to include new HR-XML v3 specifications (and inclusion of optional additional elements to Europass CV like Researchers/Experts CV based on EraCareers and EIFEL/Europortfolio community requirements).	Todo
2008-12-31	V2 Final: Final release with update after HCSIT 2008 plugfest implementation feedback.	Todo

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## **LIST OF ABBREVIATIONS AND GLOSSARY**

HR-XML CPO	HR-XML Cross-Process Object specifications
HR-XML SEP	HR-XML Staffing Exchange Protocol specifications

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# 1 INTRODUCTION

## 1.1 Scope

This profile describes a XML binding of the Europass CV as defined at the European level. This work can be seen as a proposal for an e-portfolio binding of Europass CV from CEDEFOP using HR-XML specifications.

The initial proposal mapping has been submitted by the European Project KITE.

This application profile has been used for conformance testing at the second international ePortfolio Plugfest (October 2006 - Oxford) and iLearningForum Conference (January 2007 – Paris) and will be used also for next ones: CV interoperability seminar (June 2007 – Paris), Third ePortfolio Plugfest (October 2007 - Amsterdam), iLearningForum Conference (February 2008 – Paris).

This application profile would allow creation of Europass CV XML based documents and allow import/export of simple XML profile (example: aggregation of CV from personal e-portfolios to a HR system).

This work is coordinated by EIfEL with cooperation from :

- CEDEFOP,
- HR-XML members participating in SEP and Europass Working Groups,
- EIfEL and Europortfolio members,
- Menon (KITE Project).
- Eurocv.eu project.

## 1.2 Terms of Reference

This profile was developed by EIfEL and was based upon:

- HR-XML SEP (Staffing Exchange Protocol) candidate version 2.5 since release 1.1.
- IEEE RCD (reusable competency definition) specifications (based on IMS RDCEO XML schema binding), these specifications are under ballot by IEEE to become a formal standard as soon as this is done, this profile will be updated to release 1.2.

It is relevant to eportfolio and HR communities of practice, like Europortfolio<sup>1</sup>, which have an interest in using HR-XML specifications inside a portfolio package and particularly in the context of CV import/export (based on Europass CV model).

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<sup>1</sup> <http://www.europortfolio.org/>

## **2 EUROPASS CV**

### **2.1 Introduction**

For more information about Europass, please consult Cedefop website at:

<http://europass.cedefop.eu.int/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>

Following sections include information from Cedefop to fill a Europass CV and are copyrighted by Cedefop.

## 2.1.1 1 – Personal Information

Family name of the portfolio owner (student or worker), possibility for several first names.

 <p style="text-align: center;"><b>Europass</b> curriculum vitae</p>	<p>Insert photograph if requested (optional)</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- a picture is not essential in a CV, unless requested by the employer</li> <li>- format: preferably jpg.</li> </ul>
<p style="text-align: center;"><b>Personal information</b></p>	
<p>Surname(s) / First name(s) (remove if not relevant)</p>	<p>State your surname(s) (preferably using small capitals) and first name(s), (preferably using lower case), e.g.:</p> <p><b>Smith, John Andrew</b></p> <p>in conformity with the rules that apply in your country.</p> <p><b>Note:</b> if you have more than one other name, start with the one you usually use.</p>
<p>Address(es) (remove if not relevant)</p>	<p>State your complete postal address(es) where you wish to be contacted, e.g.:</p> <p>12, High Street, Newtown AB12 3CD</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- show clearly the address at which you can be contacted quickly. If your permanent address is different from where you are living at present, you may write both addresses, stating the dates between which you can be contacted at each;</li> <li>- the order in which the items in an address appear may vary from country to country; follow the rules that apply so that post will reach you quickly; do not forget the country code if you are applying abroad (see <a href="#">sample CV</a>);</li> <li>- in the case of Ireland, the United Kingdom and the Netherlands, the name of the country is written out in full:</li> </ul> <p>Dublin 2 Ireland</p> <p>...</p> <p>London SW1P 3AT United Kingdom</p> <p>...</p> <p>2500 EA Den Haag Nederland</p> <p>For further details, consult the Interinstitutional style guide, available on line: <a href="http://publications.eu.int/code/en/en-000400.htm">http://publications.eu.int/code/en/en-000400.htm</a></p>

Figure 1: Europass CV Personal Information (© European Communities)

Telephone(s) (remove if not relevant)	<p>State the telephone number(s) where you wish to be contacted; if necessary, give specific days and times when it is possible to reach you (so that you can be contacted quickly), e.g.:</p> <p>Fixed: 0845 120 30 45      Mobile: 6945 12 36 54</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- if you wish to send your CV to other countries, give the country prefix and any regional prefix in brackets. These two prefixes should be joined by a hyphen, e.g.: (44-20) 80 12 34 56 for a number in London.</li> <li>- divide the principal number into groups of two from the right-hand side, the last group consisting of three digits if the number is odd (groups are separated by a space, not by a full stop), e.g. (353-1) 220 20 20 for a number in Dublin.</li> </ul> <p>For further details, consult the Interinstitutional style guide, available on line <a href="http://publications.eu.int/code/den/en-000400.htm">http://publications.eu.int/code/den/en-000400.htm</a></p>
Fax(es) (remove if not relevant)	<p>Write your fax number(s), using the same rules as for your telephone number(s) e.g.:</p> <p>0845 120 30 46.</p>
E-mail(s) (remove if not relevant)	<p>Write your e-mail address(es) in full, specifying if it is your personal or professional address, e.g.:</p> <p>bragov@whaoo.com</p>
Nationality(-ies) (optional)	<p>Write your nationality(-ies), e.g.:</p> <p>Irish</p>
Date of birth (optional)	<p>Give your date of birth (dd/mm/yyyy), e.g.:</p> <p>02.04.1963</p>
Gender (optional)	<p>Specify your gender, (Male / Female) e.g.:</p> <p>Male</p>

Figure 2: Europass CV Personal Information (© European Communities)

### 2.1.2 2 – Desired employment / Occupational field.

<p><b>Desired employment / Occupational field</b> (remove if not relevant)</p>	<p>Specify your job target or occupational field, e.g.:</p> <p><b>Database manager and administrator</b></p> <p><b>Note:</b> this entry gives an immediate overview of your profile by focusing on your core competences.</p>
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Figure 3: Europass CV Desired employment/Occupational field (© European Communities)

### 2.1.3 3 – Work Experience

#### Work Experience

Under this heading, make a separate entry for each relevant job held, **starting with the most recent**.

#### Notes:

- if you are applying for your first job, do not forget to mention work placements during training which provide evidence of initial contact with the world of work;
- if your work experience is still limited (because you have just left school or university), describe your education and training first (to invert the order of the two headings, use the 'copy/paste' command in your word processing software); highlight work placements during training (see online examples);
- for the sake of brevity, focus on the work experience that gives added weight to your application. Do not overlook experience which may be an asset even though it is not directly related to the profile of the job for which you are applying (e.g., time spent abroad, work bringing you into contact with the public, etc.);
- reproduce the table (using the 'copy/paste' command in your word processing software) as many times as required. To delete a heading, use the 'Table' commands menu in your word processing software.

Dates	Write the dates to show how long you held the job in question, e.g.: From March 1994 to December 1999
Occupation or position held	State your job title or the nature of your occupation, e.g.: HGV mechanic, Maintenance technician, Receptionist
Main activities and responsibilities	State your main activities and responsibilities, e.g.: Maintenance of computers or Relations with suppliers or Maintaining parks and gardens If necessary, quantify your responsibilities (percentage of working time, length of time spent on each occupation, etc.).
Name and address of employer	State the name and address of the employer, e.g.: Anderson and Dobbs Ltd., 12 Highland Road, Edinburgh EH3 4AB, United Kingdom <b>Note:</b> if relevant, add more information (telephone, fax, e-mail or Internet address), e.g.: Tel.: (44-31) 123 45 67 - Fax (44-31) 123 45 68 - E-mail: J.Robinson@andes.co.uk; Website: <a href="http://www.anderdobbs.co.uk">http://www.anderdobbs.co.uk</a>
Type of business or sector	State the nature of the employer's business or sector, e.g.: Transport and logistics or Auditing or Manufacturer of motor vehicle parts

Figure 4: Europass CV Work Experience (© European Communities)

## 2.1.4 4 – Education and training

### Education and training

Under this heading, make a separate entry for each course completed, i.e., each course leading to a qualification, **starting with the most recent.**

#### Notes:

- if your work experience is still limited (because you have just left school or university), describe your education and training first (to invert the order of the two headings, use the 'copy/paste' command in your word processing software);
- there is no need to show all your qualifications: do not go back as far as primary school if you hold a university degree; focus on the qualifications which are an asset to your application;
- reproduce the table (using the 'copy/paste' command in your word processing software) as many times as required. To delete a heading, use the 'Table' commands menu in your word processing software.

Dates	Write the dates to show how long the course in question lasted, e.g.: From September 1994 to June 1998
Title of qualification awarded	Write the exact title of the qualification awarded, e.g.: National Vocational Qualification (NVQ) Level 2: Bakery Service <b>Note:</b> avoid using abbreviations on their own (e.g. NVQ).
Principal subjects/occupational skills covered	Summarise the main subjects or occupational skills taught during the course in question, grouping them together if necessary for the sake of brevity, e.g.: <b>General</b> - English language, Welsh language, mathematics, foreign language (Spanish) - physical education and sports <b>Occupational</b> - occupational techniques (making of standard breads, fancy breads, cakes and pastries) - science applied to food and equipment (microbiology, biochemistry, hygiene) - occupational technology (basic principles, hygiene and safety) - knowledge of business and its economic, legal and social context. <b>Note:</b> combine items, and focus on the occupational skills which would be an asset if you were appointed.
Name and type of organisation providing education and training	State the name (and if appropriate, the address) and type of the institution attended, e.g.: South Wales Technical College Glamorgan Place Cardiff CF1 2AB
Level in national or international classification (remove if not relevant)	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 ISCED (International Standard Classification of Education) devised by UNESCO, consult: <a href="http://www.uis.unesco.org/TEMPLATE/pdf/isced/ISCED_A.pdf">http://www.uis.unesco.org/TEMPLATE/pdf/isced/ISCED_A.pdf</a>

Figure 5: Europass CV Education and Training (© European Communities)

## 2.1.5 5 – Personal skills and competences – Language part

### Personal skills and competences

This page is dedicated to skills and competences acquired in the course of life and career but not necessarily covered by formal certificates and diplomas. In other words, it aims to give a complete picture of your skills and competences. The headings below (languages, social, organisational, technical, computer-related, artistic and other skills and competences) allow you describe skills and competences acquired both in the course of your education and training (during your studies) during seminars or continuing training sessions, and in a non-formal manner (in the course of your occupational or leisure activities).

**General note:** Delete any heading under which you have nothing relevant to say, using the 'cut' command menu in your word processing software.

Mother tongue(s)	State your mother tongue(s) here, e.g.:							
	<b>English</b>							
Other language(s) (remove if not relevant)	<b>Note:</b> state in the section below your skills and competences in foreign languages. Use the self-assessment scale developed by the Council of Europe to help people self-assessing their foreign language level of proficiency in understanding, speaking and writing (see instructions below heading).							
Self-assessment European level (*)	<b>Understanding</b>		<b>Speaking</b>				<b>Writing</b>	
	Listening	Reading	Spoken interaction		Spoken production		Writing	
<b>Spanish</b>	(C1) Proficient user	B2 Independent user	(A2) Basic user		(B1) Independent user		(B2) Independent user	
<b>French</b>	(B1) Independent user	B2 Independent user	(A2) Basic user		(A2) Basic user		(A2) Basic user	
	(*) Common European Framework of Reference (CEF) level							

### Instructions for using the self-assessment grid

The self-assessment grid is based on the six level scale of the common European framework of reference for languages developed by the Council of Europe.

The grid consists of three broad levels as follows:

- Basic user (levels A1 and A2);
- Independent user (levels B1 and B2);
- Proficient user (levels C1 and C2).

To self-assess your foreign language level, read the descriptions below and write the relevant level (e.g. Proficient user - C2) in the adequate box of your CV (Listening, Reading, Spoken interaction, Spoken production and Writing).

Figure 6: Europass CV Language skills (© European Communities)

## Understanding

### Listening

- A 1:** I can understand familiar words and very basic phrases concerning myself, my family and immediate surroundings when people speak slowly and clearly.
- A 2:** I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main points in short, clear, simple messages and announcements.
- B 1:** I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main points of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.
- B 2:** I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.
- C 1:** I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.
- C 2:** I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.

### Reading

- A 1:** I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.
- A 2:** I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.
- B 1:** I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.
- B 2:** I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.
- C 1:** I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.
- C 2:** I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.

### Speaking

#### Spoken interaction

- A 1:** I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.
- A 2:** I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.
- B 1:** I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).

Figure 7: Europass CV Language skills description (© European Communities)

- B 2:** I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.
- C 1:** I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.
- C 2:** I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.

### Spoken production

- A 1:** I can use simple phrases and sentences to describe where I live and people I know.
- A 2:** I can use a series of phrases and sentences to describe, in simple terms, my family and other people, living conditions, my educational background and my present or most recent job.
- B 1:** I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.
- B 2:** I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
- C 1:** I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.
- C 2:** I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.

### Writing

- A 1:** I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.
- A 2:** I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.
- B 1:** I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.
- B 2:** I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.
- C 1:** I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.
- C 2:** I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

The complete self-assessment grid can be accessed from the website of the Council of Europe under [http://culture2.coe.int/portfolio/inc.asp?L=E&M=\\$t/208-1-0-1/main\\_pages/..&L=E&M=\\$t/208-1-0-1/main\\_pages/levels.html](http://culture2.coe.int/portfolio/inc.asp?L=E&M=$t/208-1-0-1/main_pages/..&L=E&M=$t/208-1-0-1/main_pages/levels.html)

#### Notes:

- if you have a certificate testifying to your competence (such as TOEIC -Test of English for International Communication), state the level and the date when you obtained;
- do not overestimate your level, which may well be checked if you are interviewed!

Figure 8: Europass CV Language skills description (© European Communities)

## 2.1.6 6 – Personal skills and competences – Others part

<p>Social skills and competences (remove if not relevant)</p>	<p><b>What are we talking about?</b></p> <p>Social skills and competences refer to living and working with other people, in positions where communication is important and situations where teamwork is essential (for example culture and sports), in multicultural environments, etc.</p> <p>Describe your social skills and competences, e.g.:</p> <ul style="list-style-type: none"> <li>- team spirit;</li> <li>- good ability to adapt to multicultural environments, gained though my work experience abroad;</li> <li>- good communication skills gained through my experience as sales manager.</li> </ul> <p>Specify in what context they were acquired (through training, work, seminars, voluntary or leisure activities, etc.).</p>
<p>Organisational skills and competences (remove if not relevant)</p>	<p><b>What are we talking about?</b></p> <p>Organisational skills and competences refer to coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.</p> <p>Describe your organisational skills and competences, e.g.:</p> <ul style="list-style-type: none"> <li>- leadership (currently responsible for a team of 10 people);</li> <li>- sense of organisation (experience in logistics);</li> <li>- good experience in project or team management.</li> </ul> <p>and say in what context they were acquired (through training, work, seminars, voluntary or leisure activities, etc.).</p>

Figure 9: Europass CV Social and Organisational skills (© European Communities)

<p>Technical skills and competences (remove if not relevant)</p>	<p><b>What are we talking about?</b></p> <p>Technical skills and competences refer to mastery of specific kinds of equipment, machinery, etc. other than computers, or to technical skills and competences in a specialised field (manufacturing industry, health, banking, etc.).</p> <p>Describe your technical skills and competences, e.g.:</p> <ul style="list-style-type: none"> <li>- good command of quality control processes (I was responsible for the implementation of quality audit in my dept);</li> </ul> <p>Specify in what context they were acquired (through training, work, seminar, voluntary or leisure activities, etc.).</p>
<p>Computer skills and competences (remove if not relevant)</p>	<p><b>What are we talking about?</b></p> <p>Computer skills and competences refer to word processing and other applications, database searching, acquaintance with Internet, advanced skills (programming etc.).</p> <p>Describe your computer skills and competences, e.g.:</p> <ul style="list-style-type: none"> <li>- good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™);</li> <li>- basic knowledge of graphic design applications (Adobe Illustrator™, PhotoShop™).</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- computer skills and competences can be assessed and be recognised through the European computer driving licence (ECDL), an internationally-recognised standard of competence certifying that the holder has the knowledge and skill needed to use the most common computer applications efficiently and productively;</li> <li>- for more information regarding ECDL, go to: <a href="http://www.ecdl.com/main/region_eur.php">http://www.ecdl.com/main/region_eur.php</a></li> </ul>
<p>Artistic skills and competences (remove if not relevant)</p>	<p>State here your artistic skills and competences which are an asset (music; writing; design, etc.) e.g.:</p> <p>carpentry</p> <p>Specify in what context they were acquired (through training, work, seminars, voluntary or leisure activities, etc.).</p>
<p>Other skills and competences (remove if not relevant)</p>	<p>State here any other skill(s) and competence(s) which are an asset and are not mentioned under earlier headings (hobbies; sports, positions of responsibility in voluntary organisations), e.g.:</p> <ul style="list-style-type: none"> <li>- trekking</li> </ul> <p>Specify in what context they were acquired (through training, work, voluntary or leisure activities, etc.).</p>
<p>Driving licence(s) (remove if not relevant)</p>	<p>State here whether you hold a driving licence and, if so, for which category of vehicle, e.g.:</p> <p>Category B</p>

Figure 10: Europass CV Technical, Computer, Artistic, Other skills and Driving licence(s)  
(© European Communities)

### 2.1.7 7 – Additional information

<p><b>Additional information</b> (remove if not relevant)</p>	<p>State here any other information which you think relevant (publications or research; membership of professional organisations, military information [if you judge it important to specify that you have completed military service], marital status [if you judge it important to specify], contact persons or referees [name, job title, contact address, see note below]), e.g.:</p> <p><b>Publication</b> Article: Molecular characterisation of a H3o-loaded brain cell, Immunology Quarterly, New York, 02/2002</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- do not give the address of a contact person without obtaining his/her formal agreement; it is preferable to state 'References supplied on request' in order not to overload the curriculum vitae;</li> <li>- where appropriate, provide a brief description of your publications or research; specify the type of document (thesis, article, report, etc.).</li> </ul>
---	--

Figure 11: Europass CV Additional Information (© European Communities)

### 2.1.8 8 – Annexes

<p><b>Annexes</b> (remove if not relevant)</p>	<p>List any items attached to the CV, e.g.:</p> <ul style="list-style-type: none"> <li>- copies of degrees and other qualifications, including any certificates issued at the end of training courses which did not lead to a formal qualification;</li> <li>- testimonial of employment or work placement;</li> <li>- publications or research; etc.</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>- list the items in a logical order (e.g., place degrees or testimonials of employment together, numbering them if required) to help the reader;</li> <li>- never send originals of degree or qualification certificates as these might be lost; photocopies are adequate.</li> </ul>
--	--

Figure 12: Europass CV Annexes (© European Communities)

## 2.2 Europass CV ePortfolio profile description

The information model of the ePortfolio profile of Europass CV is divided in eight sections. The table shows a summary of the elements of Europass CV and their localized application.

**Table 1: Eportfolio application profile of the Europass CV**

No	Name	French Name	Req. <sup>2</sup>	Max Occur <sup>3</sup>	Notes
1	<b>Personal information</b>	<i>Informations personnelles</i>	M	1	This section contains information about the owner of the CV or at least one ID for data-mining purpose.
1.1	Surname(s) / First name(s)	<i>Nom(s) / Prénom(s)</i>	O	U	
1.2	Address(es)	<i>Adresse(s)</i>	O	U	
1.3	Telephone(s)	<i>Téléphone(s)</i>	O	U	
1.4	Fax(es)	<i>Télécopie(s)</i>	O	U	
1.5	E-mail(s)	<i>Courrier(s) électronique(s)</i>	O	U	
1.6	Nationality(-ies)	<i>Nationalité(s)</i>	O	U	
1.7	Date of birth	<i>Date de naissance</i>	O	1	
1.8	Gender	<i>Sexe</i>	O	1	
2	<b>Desired employment / Occupational field</b>	<i>Emploi recherché / Domaine de compétence</i>	O	1	This section describes the desired employment or the occupational field
2.1	Description	<i>Description</i>	M	1	
3	<b>Work experience</b>	<i>Expérience professionnelle</i>	O	U	This section describes the work experience.
3.1	Dates	<i>Dates</i>	M	2	Min=1, Max=2
3.2	Occupation or position held	<i>Fonction ou poste occupé</i>	M	1	
3.3	Main activities and responsibilities	<i>Principales activités ou responsabilités</i>	O	1	
3.4	Name and address of employer	<i>Nom et adresse de l'employeur</i>	O	1	
3.5	Type of business or sector	<i>Type ou secteur d'activité</i>	O	1	
4	<b>Education and training</b>	<i>Education et formation</i>	O	U	This section describes study contents and results.
4.1	Dates	<i>Dates</i>	M	2	Min=1, Max=2
4.2	Title of qualification awarded	<i>Intitulé du certificat ou diplôme délivré</i>	M	1	
4.3	Principal subjects / occupational skills covered	<i>Principales matières / compétences professionnelles couvertes</i>	O	1	
4.4	Name and type of organization providing education and training	<i>Nom et type de l'établissement d'enseignement ou de formation</i>	O	1	
4.5	Level in national or international classification	<i>Niveau dans la classification nationale ou internationale</i>	O	1	
5	<b>Personal skills and Competences (language part)</b>	<i>Aptitudes et compétences personnelles</i>	O	U	This section describes language competency based on CEF Model

<sup>2</sup> Indicates whether a data element is mandatory (M), optional (O) or not applicable (NA).

<sup>3</sup> Maximum occurrences, number or Unbounded (U)

5.1	Mother tongue(s)	<i>Langue(s) maternelle(s)</i>	O	U	
5.2	Other language(s)	<i>Autre(s) langue(s)</i>	O	U	
6	<b>Personal skills and Competences (others parts)</b>	<i>Aptitudes et compétences personnelles</i>	O	U	This section describes personal skills and competences.
6.1	Social skills and competences	<i>Aptitudes et compétences sociales</i>	O	U	
6.2	Organisational skills and competences	<i>Aptitudes et compétences organisationnelles</i>	O	U	
6.3	Technical skills and competences	<i>Aptitudes et compétences techniques</i>	O	U	
6.4	Computer skills and competences	<i>Aptitudes et compétences informatiques</i>	O	U	
6.5	Artistic skills and competences	<i>Aptitudes et compétences artistiques</i>	O	U	
6.6	Others skills and competences	<i>Autres aptitudes et compétences</i>	O	U	
6.7	Driving licence(s)	<i>Permis de conduire</i>	O	U	
7	<b>Additional information</b>	<i>Informations complémentaires</i>	O	U	This section can contain additional information.
7.1	Description	<i>Description</i>	M	1	
8	<b>Annexes</b>	<i>Annexes</i>	O	U	This section can contain annexes.
8.1	Description	<i>Description</i>	M	1	

### 3 INFORMATION MODEL

The base specification used from the HR-XML SEP specifications is: **Candidate**.

**The main sub elements used are:**

- **<CandidateProfile>** with some of its child elements:
  - <ProfileName> (to identify that this profile is based on Europass CV model)
  - <PersonalData> (name and demographics info that aren't present in Resume part: Mother tongue, Gender, Date of birth, Nationalities)

Note: for the “Goal” part, section 2, of the Europass CV, this profile is using <Resume><StructuredXMLResume><Objective> in case of a goal not related to a position rather than <PreferredPosition>.

- **<Resume><StructuredXMLResume>** with some of its child elements:
  - <PersonalData> (name and contact info...)
  - <Objective> (for the “Goal” part, section 2, of the Europass CV)
  - <EmploymentHistory> (Work Experience part of Europass CV)
  - <EducationHistory> (Education and training part of Europass CV)
  - <ResumeAdditionalItems> (For the Additional information part of the Europass CV)
  - <SupportingMaterials> (For the Annexes part of the Europass CV)
  - <Qualifications><Competency> (For the Personal skills and competencies of the Europass CV using competency element/model from HR-XML-CPO. This avoid to use a specific extension, in a next release of HR-XML spec 2.5, it may be possible to use the competency element in a more elegant place not related to ‘Qualifications’).
- **All previous extensions have been replaced by existing elements in HR-XML 2.5 SEP specifications:**
  - For the part 4.4 “Level in national or international classification” previously using an extension element “EducationalLevel”. The name of this extension has been changed to <DegreeClassification> which is included in the release 2.5 of the HR-XML specs as a child of <Degree> element.
  - For the part 4.3 “Principal subjects / occupational skills covered” previously using an extension element “StudyField”. The name of this extension has been changed to <Comments> which is a child of <Degree> element, this harmonize with elements used by German and iProfile CV profiles.

## **RESTRICTIVE APPLICATION PROFILE**

This application profile is a restrictive one, so it helps to maintain conformance with the base specifications used.

Implementers must support all element used in this profile (elements used in the following table) if they planned to use the Telcert test system for conformance testing.

**Table 2: Mapping of Europass CV application profile to HR-XML SEP Candidate elements**

No	Name in Europass CV	HR-XML Candidate element
1	<b>Personal information</b>	<Resume><StructuredXMLResume><ContactInfo> and <CandidateInfo><PersonalData>
1.1	Surname(s) / First name(s)	<PersonName>
1.2	Address(es)	<ContactMethod><PostalAddress>
1.3	Telephone(s)	<ContactMethod><Telephone>
1.4	Fax(es)	<ContactMethod><Fax>
1.5	E-mail(s)	<ContactMethod><InternetEmailAddress>
1.6	Nationality(-ies)	<CandidateInfo><PersonalData><PersonDescriptors><DemographicDescriptors><Nationality>
1.7	Date of birth	<CandidateInfo><PersonalData><PersonDescriptors><BiologicalDescriptors><DateOfBirth>
1.8	Gender	<CandidateInfo><PersonalData><PersonDescriptors><BiologicalDescriptors><GenderCode>
2	<b>Desired employment / Occupational field</b>	<Resume>< StructuredXMLResume ><Objective>
2.1	Description	<Resume>< StructuredXMLResume ><Objective>
3	<b>Work experience</b>	<Resume>< StructuredXMLResume ><EmploymentHistory>
3.1	Dates	<EmployerOrg><PositionHistory><StartDate> and <EmployerOrg><PositionHistory><EndDate>
3.2	Occupation or position held	<EmployerOrg><PositionHistory><Title>
3.3	Main activities and responsibilities	<EmployerOrg><PositionHistory><Description>
3.4	Name and address of employer	<EmployerOrgName> and <EmployerOrg><OrgName><OrganizationName> and <EmployerContactInfo><ContactMethod><PostalAddress>
3.5	Type of business or sector	<EmployerOrg><PositionHistory><OrgIndustry><IndustryDescription>
4	<b>Education and training</b>	<Resume> < StructuredXMLResume ><EducationHistory> <SchoolOrInstitution>
4.1	Dates	<Degree><DatesOfAttendance><StartDate> and <Degree><DatesOfAttendance><EndDate>
4.2	Title of qualification awarded	<Degree><DegreeName>
4.3	Principal subjects / occupational skills covered	<Degree><Comments>
4.4	Name and type of organization providing education and training	<School> and <PostalAddress>
4.5	Level in national or international classification	<Degree><DegreeClassification><Description>

5	<b>Personal skills and Competencies (language part)</b>	<Resume>< StructuredXMLResume ><Qualifications><Competency> and <CandidateInfo><PersonalData><PersonDescriptors><DemographicDe scriptors>
5.1	Mother tongue(s)	< CandidateInfo> <PersonalData><PersonDescriptors> <DemographicDescriptors><PrimaryLanguage>
5.2	Other language(s)	<Resume>< StructuredXMLResume ><Qualifications> <Competency>@name=Europass-LanguageSkills
6	<b>Personal skills and Competencies (others parts)</b>	<Resume>< StructuredXMLResume ><Qualifications> <Competency>@name=Europass-CV-SkillsList
6.1	Social skills and competencies	<Competency>@name=social
6.2	Organisational skills and competencies	<Competency>@name=organizational
6.3	Technical skills and competencies	<Competency>@name=technical
6.4	Computer skills and competencies	<Competency>@name=computer
6.5	Artistic skills and competencies	<Competency>@name=artistic
6.6	Others skills and competencies	<Competency>@name=others
6.7	Driving licence(s)	<Competency>@name=driving
7	<b>Additional information</b>	<Resume>< StructuredXMLResume ><ResumeAdditionalItems>
7.1	Description	<ResumeAdditionalItem><Description>
8	<b>Annexes</b>	<Resume>< StructuredXMLResume ><SupportingMaterials>
8.1	Description	<AttachmentReference> and <Description>

## General remarks

### 1/ Specific Vocabulary

In this release the only specific vocabulary elements and attributes are given in the *Competency* part (see the related section 4.6).

### 2/ Relationship

At this time the only relation that could be establish is between an annexe document and an another elements present in the other CV informations using an XPATH expression in the “context” attribute from the <Resume>< StructuredXMLResume ><SupportingMaterials><AttachmentReference> element.

Other relationship support will be added in a next release, especially link with other information in the context of ePortfolio.

### 3/ Encoding

The recommended encoding for Europass CV is UTF-8

### 4/ Extended characters and HTML tags

As suggested in the HR-XML SEP document ([http://ns.hr-xml.org/2\\_5/HR-XML-2\\_5/SEP/StaffingExchangeProtocol.html#\\_Toc151532793](http://ns.hr-xml.org/2_5/HR-XML-2_5/SEP/StaffingExchangeProtocol.html#_Toc151532793)) it is recommended to use CDATA section for string data which used HTML tags or specific extended character for non English language.

**Further work (v2)**

- Internationalization to support different translation of a CV.  
The proposal is to include in different place (e.g. the different <Description> elements and most of the elements using a “string” type) a “xml:lang” attribute. This will allow to support multilingual content within HR-XML specs.  
Example:  
...  
<Description xml:lang="en">Main field(s) of study for the qualification</Description>  
<Description xml:lang="fr">Principal(aux) domaine(s) d'étude couvert(s) par le diplôme</Description>  
...  
- Review IEEE RDC standard usage in this profile.
- Optional HR-XML SEP elements usage.
- Usage of Europortfolio IMS eP Content Package Application Profile to be able to package in a ZIP file one or several Europass CV and all related materials useful for CV review and competency management (evidences, reflexions, external comments, documents...).

## 4 BINDING

Modelling Europass CV within a HR-XML Candidate structure is not so easy, we provide here the XML binding with an example of an Irish Europass CV example from Europass Website.

All information in *italics* on the following tables shows modifications on the base schema (usage recommendation and cardinality).

### RESTRICTIVE APPLICATION PROFILE

This application profile is a restrictive one, so it helps to maintain conformance with the base specifications used.

Implementers must support all element marked in this profile as **Optional** or **Mandatory** (elements in bold in the following tables).

The elements marked as 'Not Used' won't be used for conformance testing purpose.

The elements marked as 'Not Allowed' mustn't be use in system implementing this application profile. The non presence of these elements will be include in conformance testing.

This profile will give some recommendations about how to use other 'Not Used' elements in an another release.

### 4.1 HR-XML candidate main structure

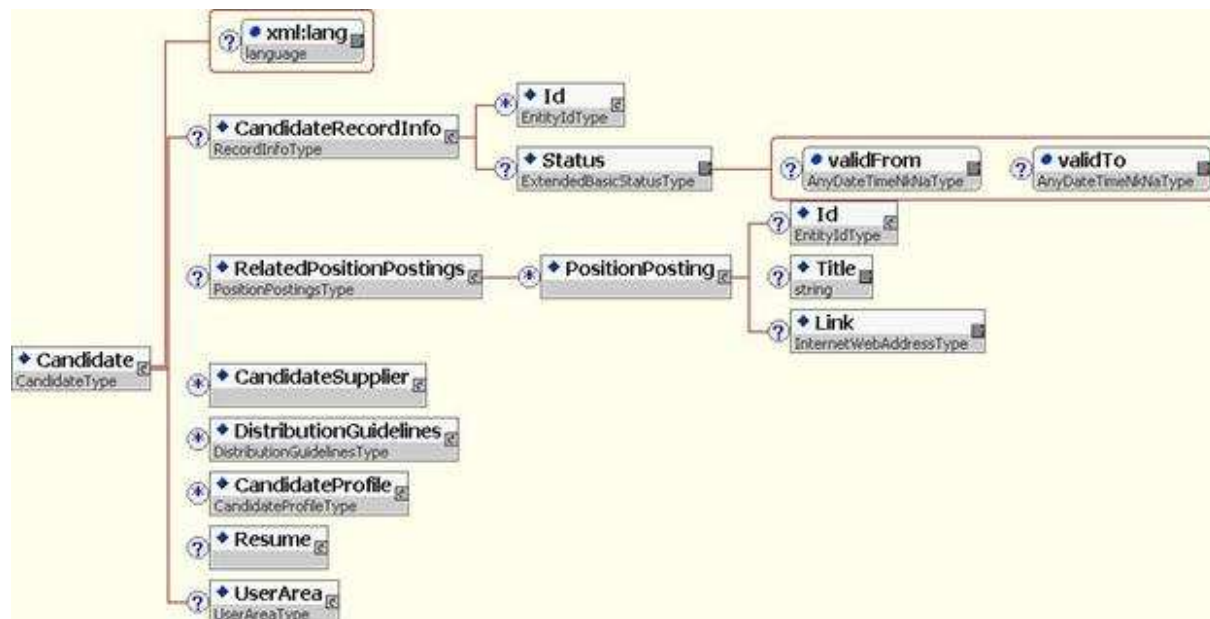


Figure 13: HR-XML Candidate main elements (© HR-XML Consortium)

<b>Candidate</b>	Mandatory / Optional / Not Used / Not Allowed	Minoccur	Maxoccur
CandidateRecordInfo	O	0	1
RelatedPositionPostings	O	0	1
CandidateSupplier	<i>NU</i>	0	Unbounded
DistributionGuidelines	<i>NU</i>	0	Unbounded
<b>CandidateProfile</b>	<i>M</i>	<i>1</i>	Unbounded
<b>Resume</b>	<i>M</i>	<i>1</i>	1
UserArea	<i>NA</i>	0	0

Table 3: Modifications on HR-XML SEP Candidate

#### 4.1.1 Candidate : CandidateProfile

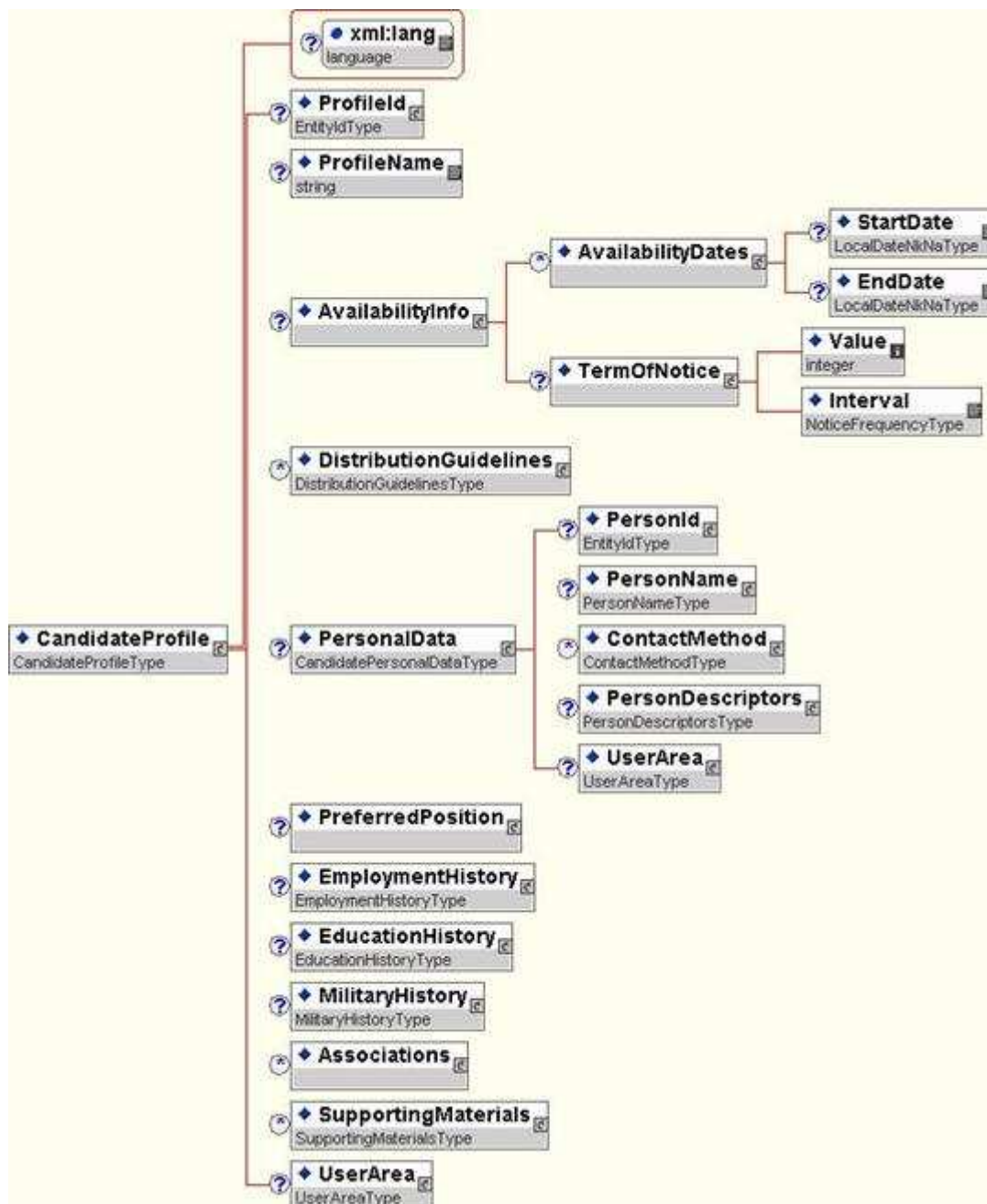


Figure 14: CandidateProfile (© HR-XML Consortium)

Candidate CandidateProfile	Mandatory / Optional / Not Used	Minoccur	Maxoccur
ProfileId	NU	0	1
<b>ProfileName</b>	O	0	1
AvailabilityInfo	O	0	1
DistributionGuidelines	NU	0	Unbounded

<b>PersonalData</b>	O	0	1
PreferredPosition	NU	0	1
EmploymentHistory	NU	0	1
EducationHistory	NU	0	1
MilitaryHistory	NU	0	1
Associations	NU	0	1
SupportingMaterials	NU	0	Unbounded
UserArea	NU	0	1

Table 4: Modifications on CandidateProfile

Example:

```
<?xml version="1.0" encoding="UTF-8"?>
<Candidate xmlns="http://ns.hr-xml.org/2007-04-15"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://ns.hr-xml.org/2007-04-15 http://ns.hr-xml.org/2_5/HR-XML-2_5/SEP/Candidate.xsd" xml:lang="fr-FR">
  <CandidateProfile xml:lang="fr">
    <ProfileName>Europass CV</ProfileName>
    ...
  </CandidateProfile>
</Candidate>
```

#### 4.1.2 Candidate : Resume

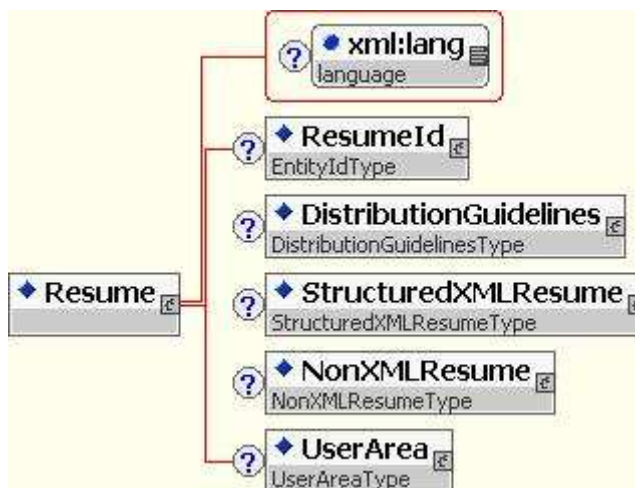


Figure 15: Resume (© HR-XML Consortium)

Candidate Resume	Mandatory / Optional / Not	Minoccur	Maxoccur
------------------	----------------------------	----------	----------

	Used		
ResumeId	<i>NU</i>	0	1
DistributionGuidelines	<i>NU</i>	0	Unbounded
<b>StructuredXMLResume</b>	0	0	1
NonXMLResume	<i>NU</i>	0	1
UserArea	<i>NU</i>	0	1

Table 5: Modifications on Resume

## Example:

```
<?xml version="1.0" encoding="UTF-8"?>
<Candidate xmlns="stt2006-02-28_localised_Schema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xml:lang="fr"
xsi:schemaLocation="stt2006-02-28_localised_Schema Candidate_localised.xsd
stt2006-02-28_localised_Schema Competencies_localised.xsd ">
  <Resume>
    <StructuredXMLResume>
      ...
    </StructuredXMLResume>
  </Resume>
</Candidate>
```

### 4.1.3 Candidate : Resume : StructuredXMLResume

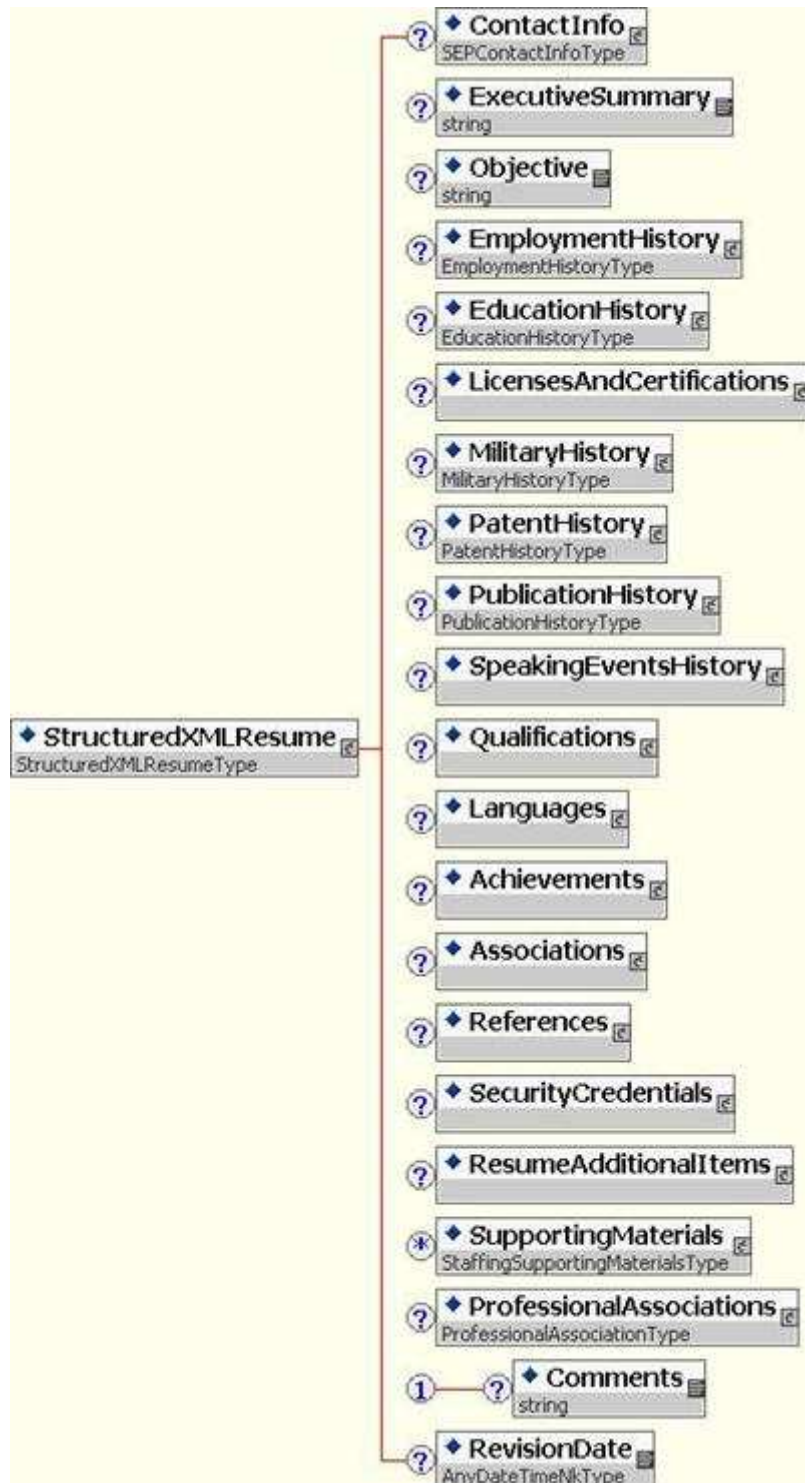


Figure 16: StructuredXMLResume (© HR-XML Consortium)

Candidate Resume StructuredXMLResume	Mandatory / Optional / Not Used	Minoccur	Maxoccur
ContactInfo	M	1	1

ExecutiveSummary	<i>NU</i>	0	1
<b>Objective</b>	O	0	1
<b>EmploymentHistory</b>	O	0	1
<b>EducationHistory</b>	O	0	1
LicensesAndCertifications	<i>NU</i>	0	1
MilitaryHistory	<i>NU</i>	0	1
PatentHistory	<i>NU</i>	0	1
PublicationHistory	<i>NU</i>	0	1
SpeakingEventsHistory	<i>NU</i>	0	1
<b>Qualifications</b>	O	0	1
Languages	<i>NU</i>	0	1
Achievements	<i>NU</i>	0	1
Associations	<i>NU</i>	0	1
References	<i>NU</i>	0	1
SecurityCredentials	<i>NU</i>	0	1
<b>ResumeAdditionalItems</b>	O	0	1
<b>SupportingMaterials</b>	O	0	Unbounded
ProfessionalAssociations	<i>NU</i>	0	1
Comments	<i>NU</i>	0	1
RevisionDate	O	0	1

Table 6: Modifications on StructuredXMLResume

## Example:

```
<?xml version="1.0" encoding="UTF-8"?>
<Candidate xmlns="stt2006-02-28_localised_Schema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xml:lang="fr"
xsi:schemaLocation="stt2006-02-28_localised_Schema Candidate_localised.xsd
stt2006-02-28_localised_Schema Competencies_localised.xsd ">
  <Resume>
    <StructuredXMLResume>
      ...
    </StructuredXMLResume>
  </Resume>
</Candidate>
```

## 4.2 Resume : StructuredXMLResume : ContactInfo & CandidateProfile : PersonalData

These 2 different elements are used to map the first part (Identification : 1 - Information identifying the holder of the CV) of the Europass CV.

<b>Resume StructuredXMLResume ContactInfo</b>	Mandatory / Optional / Not Used	Minoccur	Maxoccur
<b>PersonName</b>	O	0	1
<b>ContactMethod</b>	O	0	Unbounded

Table 7: Modifications on ContactInfo element

<b>Resume StructuredXMLResume ContactInfo</b>	Mandatory / Optional / Not Used	Minoccur	Maxoccur
PersonId	<i>NU</i>	0	<i>0</i>
PersonName	<i>NU</i>	0	1
ContactMethod	<i>NU</i>	0	Unbounded
<b>PersonDescriptors</b>	O	0	1

Table 8: Modifications on PersonalData element

### 4.2.1 PersonalData : PersonName

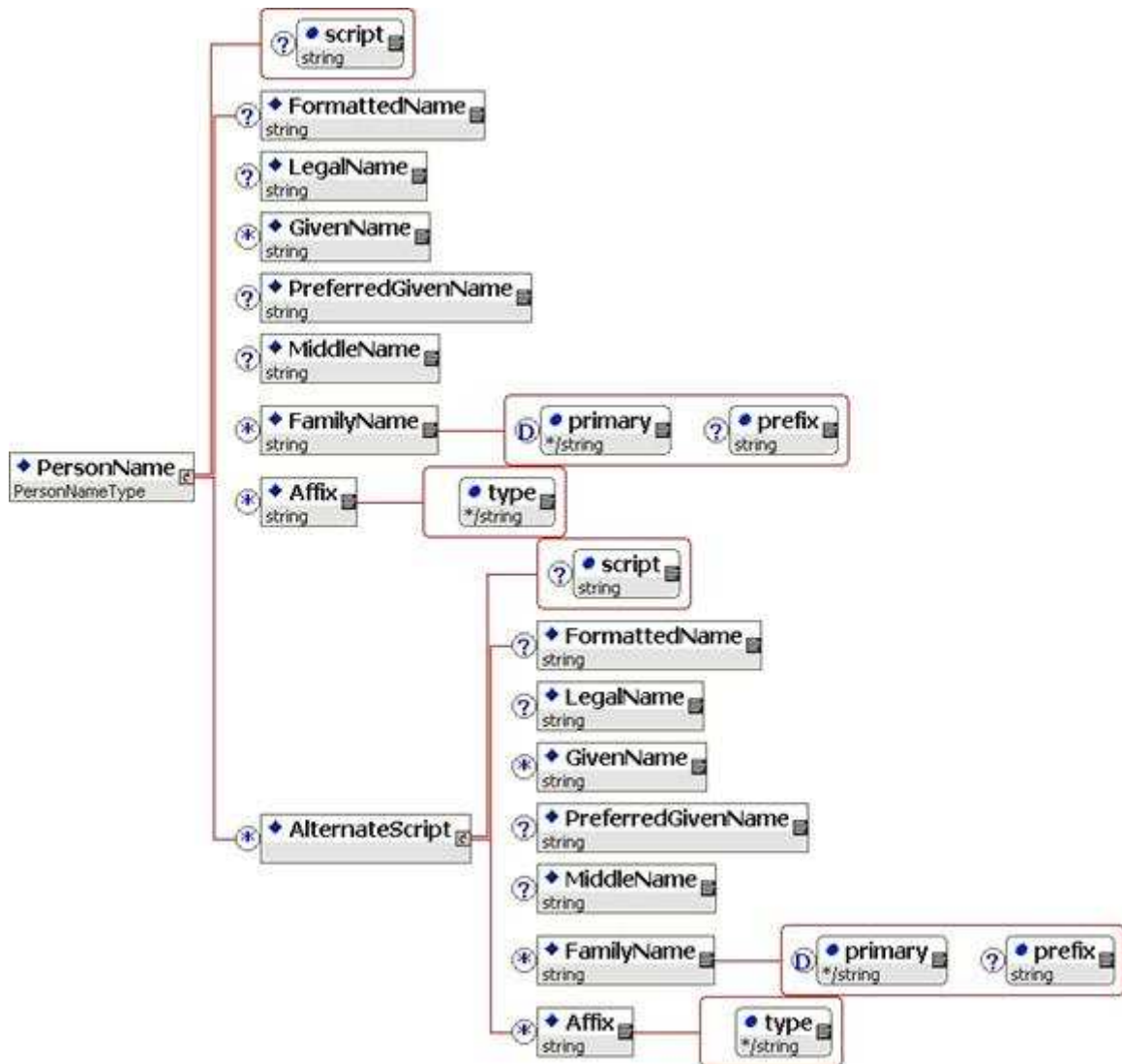


Figure 17: ContactInfo : PersonName (© HR-XML Consortium)

<name> structure is used for 2 elements of EuropassCV :

1-6 Family Name

1-6 Given Name

ContactInfo PersonName	Mandatory / Optional / Not Used	Minoccur	Maxoccur
FormattedName	O	0	1
LegalName	NU	0	1
GivenName	O	0	Unbounded

PreferredGivenName	<i>NU</i>	0	1
MiddleName	<i>NU</i>	0	1
<b>FamilyName</b>	<i>O</i>	0	Unbounded
Affix	<i>NU</i>	0	1
AlternateScript	<i>NU</i>	0	1

Table 9: Modifications on PersonalData PersonName element

Example:

```

...
<Resume>
  <StructuredXMLResume>
    <ContactInfo>
      <PersonName>
        <FormattedName>Fred Bloggs</FormattedName>
      </PersonName>
    
```

...

## 4.2.2 ContactInfo: ContactMethod

Contact info (telephone, fax, mobile, email, web) and address of the owner of the CV.

For the moment mobile and web information are not included in the Europass CV paper model but they are allowed in the HR-XML binding as optional elements in order to support them whit CV transformation based on GermanCV, iProfile or CVUniversal XML bindings.

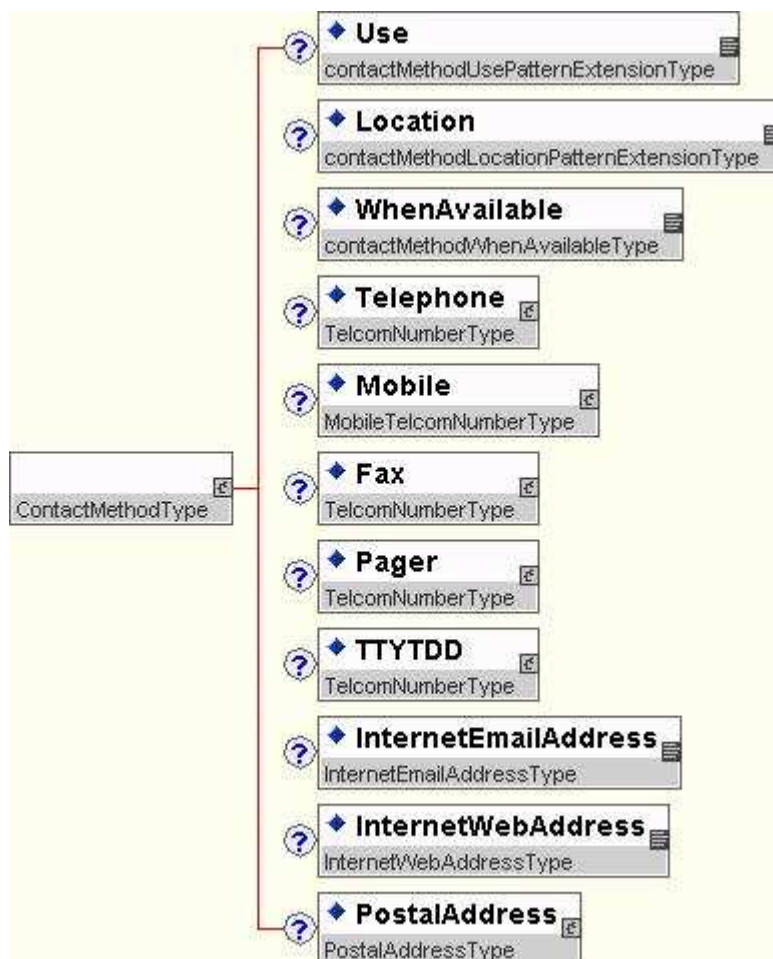


Figure 18: ContactInfo: ContactMethod (© HR-XML Consortium)

ContactInfo ContactMethod	Mandatory / Optional / Not Used	Minoccur	Maxoccur
Use	<i>NU</i>	0	1
Location	<i>NU</i>	0	1
WhenAvailable	<i>NU</i>	0	1
<b>Telephone</b>	O	0	1
<b>Mobile</b>	O	0	1
<b>Fax</b>	O	0	1
<b>Pager</b>	O	0	1
TTYTDD	<i>NU</i>	0	1

<b>InternetEmailAddress</b>	0	0	1
<b>InternetWebAddress</b>	0	0	1
<b>PostalAddress</b>	0	0	1

Table 10: Modifications on ContactMethod element

Address of the owner of the Europass CV

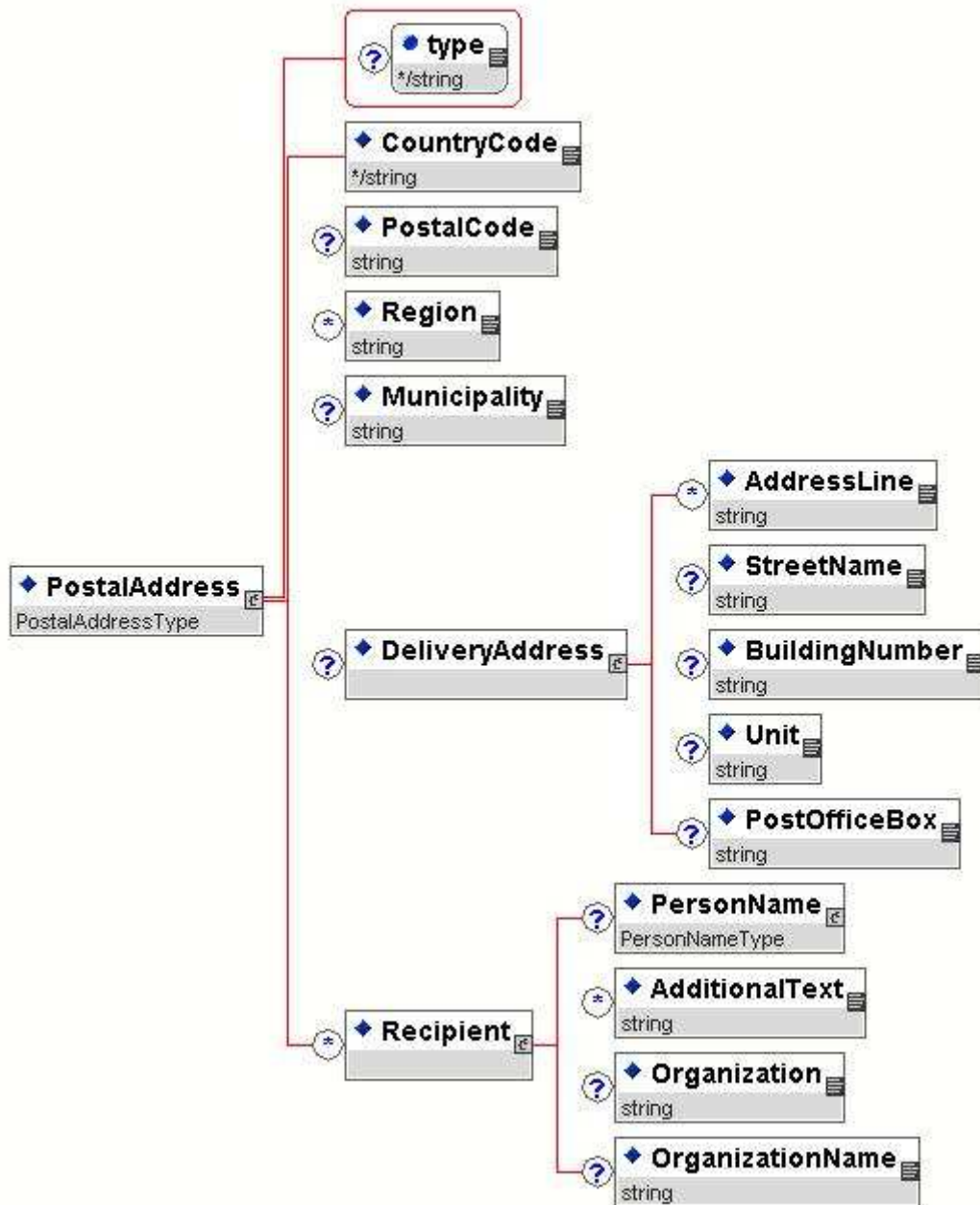


Figure 19: ContactInfo : ContactMethod : PostalAddress (© HR-XML Consortium)

<b>CandidateProfile</b>	Mandatory /	Minoccur	Maxoccur
<b>PersonalData</b>	Optional / Not		
<b>PostalAddress</b>	Used		

<b>CountryCode</b>	O	0	1
<b>PostalCode</b>	O	0	1
Region	<i>NU</i>	0	Unbounded
<b>Municipality</b>	O	0	1
<b>DeliveryAddress</b>	O	0	1
Recipient	<i>NU</i>	0	1

Table 11: Modifications on PostalAddress element

Example (this one is recommended to maximize interoperability with other European HR-XML bindings (GermanCV, iProfile, CVUniverse), using a same <ContactMethod> element and not separate ones:

```

<ContactMethod>
  <Telephone>
    <FormattedNumber>0809090909</FormattedNumber>
  </Telephone>
  <InternetEmailAddress>marc.van.coillie@eife-
1.org</InternetEmailAddress>
  <InternetWebAddress>http://www.eife-
1.org/Members/mvancoillie</InternetWebAddress>
  <PostalAddress type="streetAddress">
    <CountryCode>FR</CountryCode>
    <PostalCode>29630</PostalCode>
    <Municipality>Saint Jean du Doigt</Municipality>
    <DeliveryAddress>
      <AddressLine>Kervennou</AddressLine>
    </DeliveryAddress>
  </PostalAddress>
</ContactMethod>

```

Deprecated example:

```

...
  <StructuredXMLResume>
    <ContactInfo>
      ...
      <ContactMethod>
        <PostalAddress>
          <CountryCode>GB</CountryCode>
          <DeliveryAddress>
            <AddressLine>
              My Street My Village MyTown Tyne and Wear UK NE1 2AB
            </AddressLine>
          </DeliveryAddress>
        </PostalAddress>
      </ContactMethod>
      <ContactMethod>
        <Telephone>
          <FormattedNumber>0191 246 4539</FormattedNumber>
        </Telephone>
      </ContactMethod>
      <ContactMethod>
        <InternetEmailAddress>paul.horner@ncl.ac.uk</InternetEmailAddress>
      </ContactMethod>
    </ContactInfo>
  </StructuredXMLResume>
...

```



### 4.2.3 CandidateProfile : PersonalData : PersonDescriptor

<PersonDescriptors> structure is used for 5 elements of Europass CV :

- 1-6 nationality(ies)
- 1-7 date of birth
- 1-8 gender
- Photo of the CV owner
- 5-1 Mother tongue(s)

These 5 elements will be include in the same demographics structure

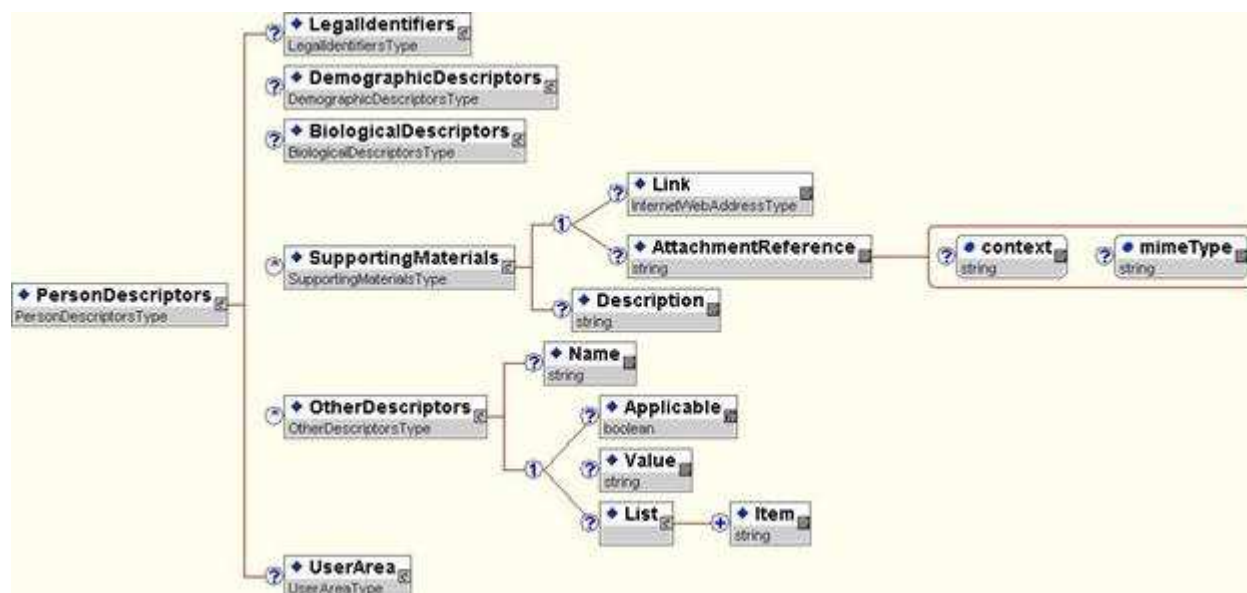


Figure 20: PersonalData : PersonDescriptors (© HR-XML Consortium)

CandidateProfile PersonalData PersonDescriptors	Mandatory / Optional / Not Used	Minoccur	Maxoccur
LegalIdentifiers	NU	0	1
<b>DemographicsDescriptors</b>	O	0	1
<b>BiologicDescriptors</b>	O	0	1
<b>SupportingMaterials</b>	O	0	Unbounded
OtherDescriptors	NU	0	Unbounded
UserArea	NU	0	1

Table 12: Modifications on PersonDescriptors element

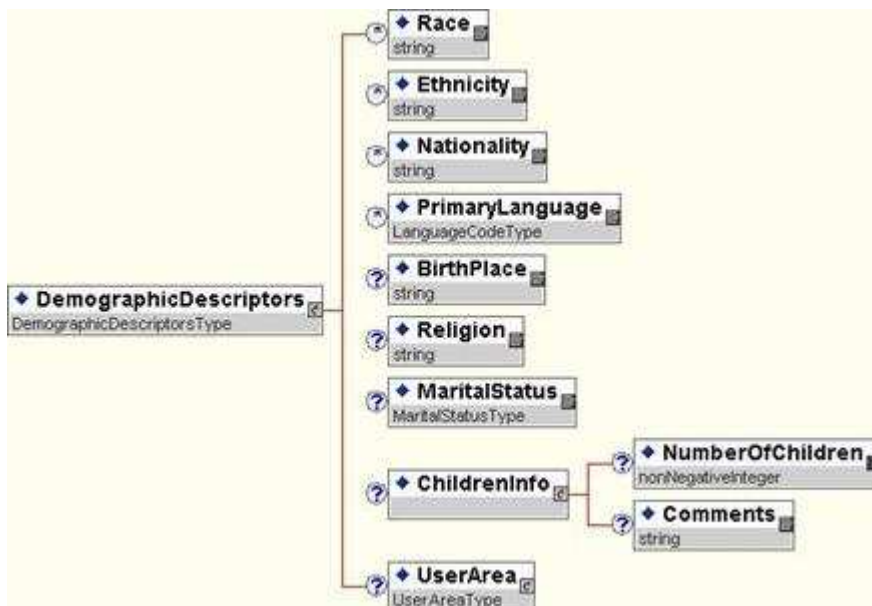


Figure 21: PersonalData : DemographicDescriptors (© HR-XML Consortium)

<b>CandidateProfile PersonalData PersonDescriptors DemographicDescriptors</b>	Mandatory / Optional / Not Used	Minoccur	Maxoccur
Race	<i>NU</i>	0	Unbounded
Ethnicity	<i>NU</i>	0	Unbounded
<b>Nationality</b>	O	0	Unbounded
<b>PrimaryLanguage</b>	O	0	Unbounded
BirthPlace	<i>NU</i>	0	1
Religion	<i>NU</i>	0	1
MaritalStatus	<i>NU</i>	0	1
ChildrenInfo	<i>NU</i>	0	1
UserArea	<i>NU</i>	0	1

Table 13: Modifications on DemographicDescriptors element

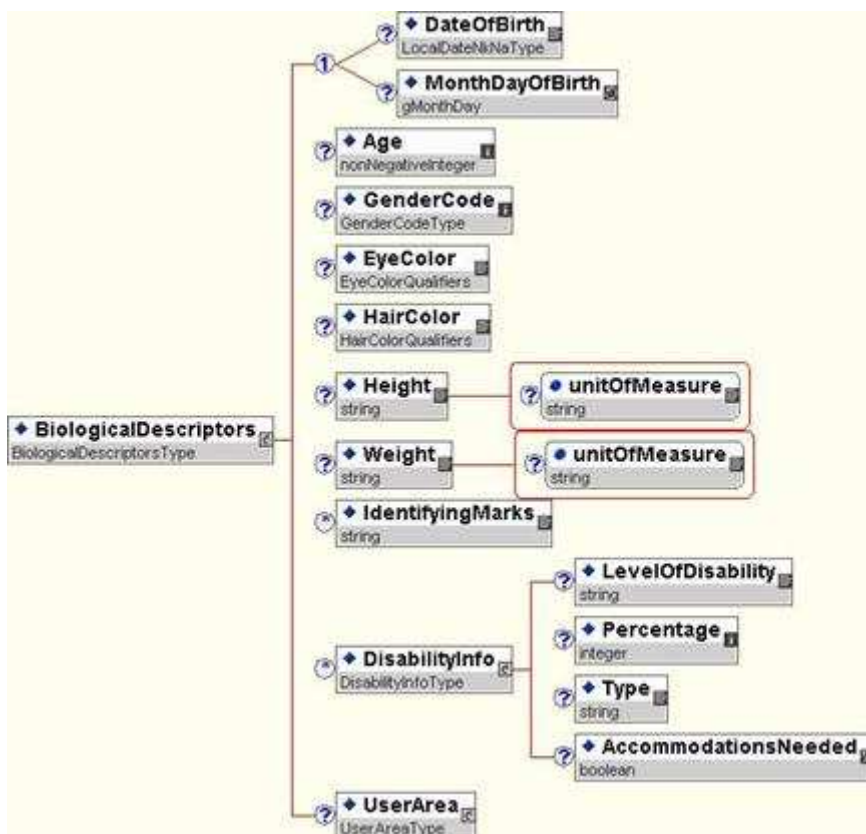


Figure 22: PersonalData : BiologicalDescriptors (© HR-XML Consortium)

CandidateProfile PersonalData PersonDescriptors BiologicalDescriptors	Mandatory / Optional / Not Used / Not Allowed	Minoccur	Maxoccur
<b>DateOfBirth</b>	O	0	1
MonthDayOfBirth	NA	0	0
Age	NU	0	1
<b>GenderCode</b>	O	0	1
EyeColor	NU	0	1
HairColor	NU	0	1
Height	NU	0	1
Weight	NU	0	1
IdentityMarks	NU	0	Unbounded
DisabilityInfo	NU	0	Unbounded
UserArea	NU	0	1

Table 14: Modifications on BiologicalDescriptors element

**Example:**

```

<PersonDescriptors>
  <DemographicDescriptors>
    <Nationality>French</Nationality>
    <PrimaryLanguage>French</PrimaryLanguage>
  </DemographicDescriptors>
  <BiologicalDescriptors>
    <DateOfBirth>1972-07-02</DateOfBirth>
    <GenderCode>1</GenderCode>
  </BiologicalDescriptors>
  <SupportingMaterials>
    <Link>http://www.eife-l.org/images/staff/vancoillie.jpg</Link>
    <Description>My Photo</Description>
  </SupportingMaterials>
</PersonDescriptors>

```

**Other example:**

```
<?xml version="1.0" encoding="UTF-8"?>
```

```
<Candidate
```

```

  xmlns="http://ns.hr-xml.org/2006-02-28"
  xml:lang="en"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hr-xml.org/2_4/HR-XML-2_4/SEP/Candidate.xsd
  http://europortfolio.org/europasscv/1 http://profiles.eife-l.org/europortfolio/europasscv/1/extensions.xsd" >
  <CandidateProfile>
    <ProfileName>Europass CV - generated by ePET - version 1.0 and xslt from EIFEL
    </ProfileName>
    <PersonalData>
      <PersonDescriptors>
        <DemographicDescriptors>
          <Nationality>
            English
          </Nationality>
          <PrimaryLanguage>English</PrimaryLanguage>
        </DemographicDescriptors>
        <BiologicalDescriptors>
          <DateOfBirth>1979-08-07</DateOfBirth>
          <GenderCode>
            2
          </GenderCode>
        </BiologicalDescriptors>
      </PersonDescriptors>
    </PersonalData>
  </CandidateProfile>
  <Resume>
    <StructuredXMLResume>
      ...
    </StructuredXMLResume>
  </Resume>

```

Note that for the Gender, the HR-XML GenderCode element use a number as suggested in the ISO format.

Representation of human sexes values are represented in accordance with ISO 5218. 0 = None; 1 = Male; 2 = Female; 9 = None Specified

0 can be linked to Unknown (NA value in Europass schema), 1 is Male (M) and 2 is Female (F).

The order of the elements in this sequence must also be respected for XML validation.

### 4.3 Resume : StructuredXMLResume : Objective

<Objective> element is use for :

Europass CV part 2 “Desired employment/Occupational field”

Example:

```
...
<Resume>
  <StructuredXMLResume>
    ...
    <Objective>myCVobjectif</Objective>
```

## 4.4 Resume : StructuredXMLResume : EducationHistory

<EducationHistory> element is use for :

- Part 4 “Education and training”.

The deprecated elements in the EducationHistory structure are not allowed in this application profile.

Europass element 4.3:

As the other main HR-XML CV profiles used in Europe are using the <Comment> sub-element of the <Degree> element, it has been decided to use it also to represent the element 4.3 of the Europass Model “Principal subjects / occupational skills covered”.

Europass element 4.5:

The HR-XML specifications vesion 2.5 provide a new element <DegreeClassification> that can be used for the element 4.5 of the Europass model “Level in national or international classification”.

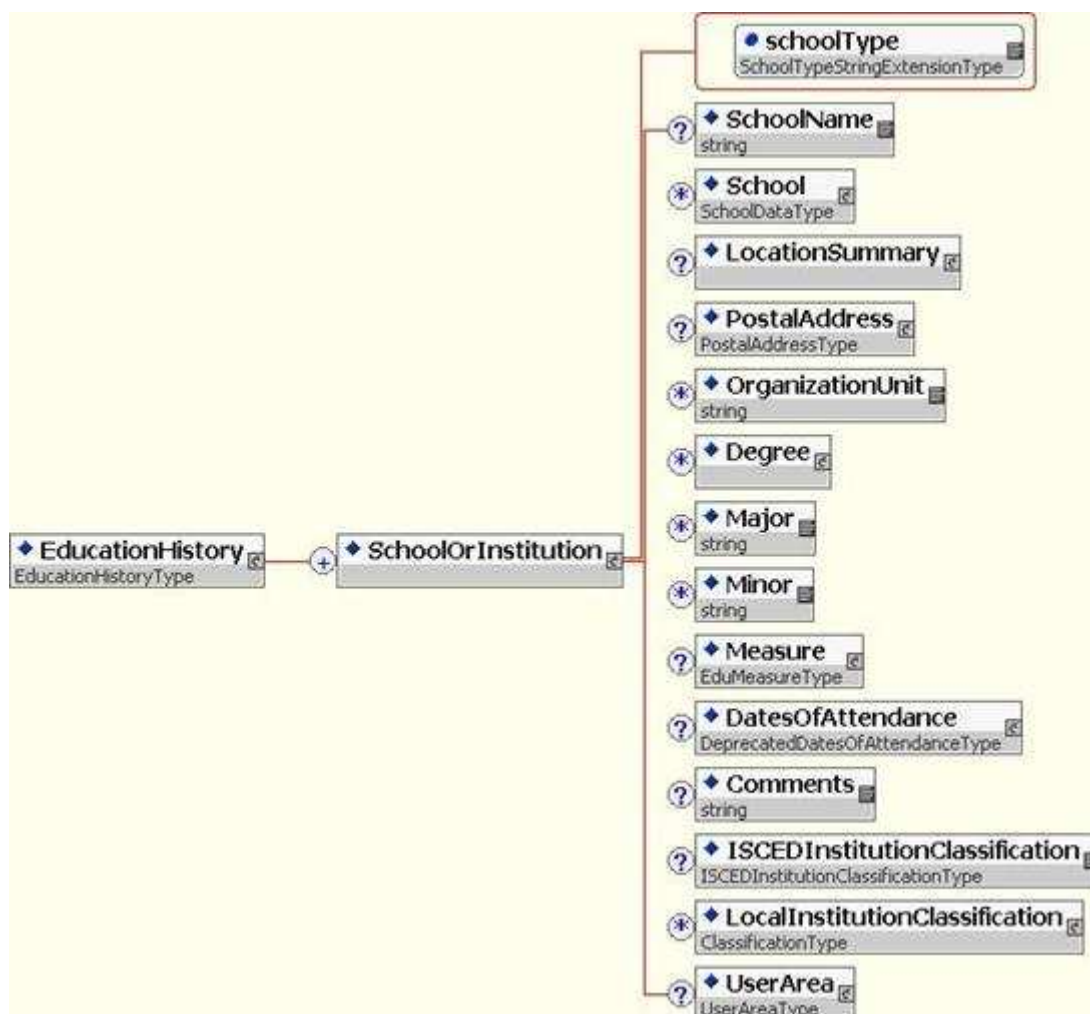


Figure 23: EducationalHistory (© HR-XML Consortium)

<b>EducationHistory SchoolOrInstitution</b>	Mandatory / Optional / Not Used / Not Allowed	Minoccur	Maxoccur
SchoolName	NA	0	0
<b>School</b>	O	0	Unbounded
LocationSummary	NU	0	1
<b>PostalAddress</b>	O	0	1
OrganizationUnit	NU	0	Unbounded
<b>Degree</b>	O	0	Unbounded
Major	NA	0	0
Minor	NA	0	0
Measure	NA	0	0
DatesOfAttendance	NA	0	0
Comments	NA	0	0
ISCEDInstitutionClassification	NA	0	1
LocalInstitutionClassification	NA	0	Unbounded
UserArea	NU	0	1

Table 15: Modifications on EducationHistory element



Figure 24: EduDegreeType (© HR-XML Consortium)

<b>EducationHistory SchoolOrInstitution Degree</b>	Mandatory / Optional / Not Used / Not Allowed	Minoccur	Maxoccur
degreeType	<i>NU</i>	0	1
examPassed	<i>NU</i>	0	1
GraduatingDegree	<i>NU</i>	0	1
<b>DegreeName</b>	O	0	1
DegreeDate	<i>NU</i>	0	1
OtherHonors	<i>NU</i>	0	Unbounded
DegreeMajor	<i>NU</i>	0	Unbounded
DegreeMinor	<i>NU</i>	0	Unbounded
DegreeMeasure	<i>NU</i>	0	1
<b>DatesOfAttendance</b>	O	0	1
<b>Comments</b>	O	0	1
<b>DegreeClassification</b>	O	0	Unbounded
UserArea	<i>NU</i>	0	1

Table 16: Modifications on EduDegreeType

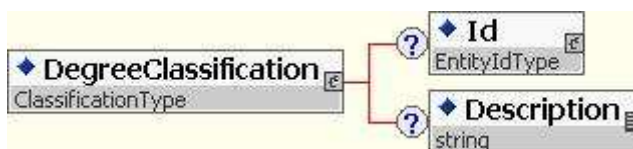


Figure 25: DegreeClassification (© HR-XML Consortium)

Full example :

```

<EducationHistory>
  <SchoolOrInstitution schoolType="">
    <School type="degree">
      <SchoolName>DEP</SchoolName>
    </School>
    <PostalAddress type="streetAddress">
      <CountryCode>FR</CountryCode>
      <Municipality>Amiens</Municipality>
    </PostalAddress>
    <Degree degreeType="">
      <DegreeName academicHonors="" honorsProgram="">DESS
SIM</DegreeName>
      <DatesOfAttendance currentlyEnrolled="0" enrollmentStatus=""
studentInGoodStanding="0">
        <StartDate dateDescription="">
          <AnyDate>1994-09-01</AnyDate>
        </StartDate>
        <EndDate dateDescription="">
  
```

```
        <AnyDate>1995-09-01</AnyDate>
      </EndDate>
    </DatesOfAttendance>
    <Comments>Main field(s) of study for the Qualification</Comments>
    <DegreeClassification>
      <Id idOwner="Europass">
        <IdValue>LevelClassification</IdValue>
      </Id>
      <Description>Master</Description>
    </DegreeClassification>
  </Degree>
</SchoolOrInstitution>
</EducationHistory>
```

## 4.5 Resume : StructuredXMLResume : EmploymentHistory

<EmploymentHistory> element (from HR-XML CPO) is used for :

Europass CV part 3 “Work Experience”.

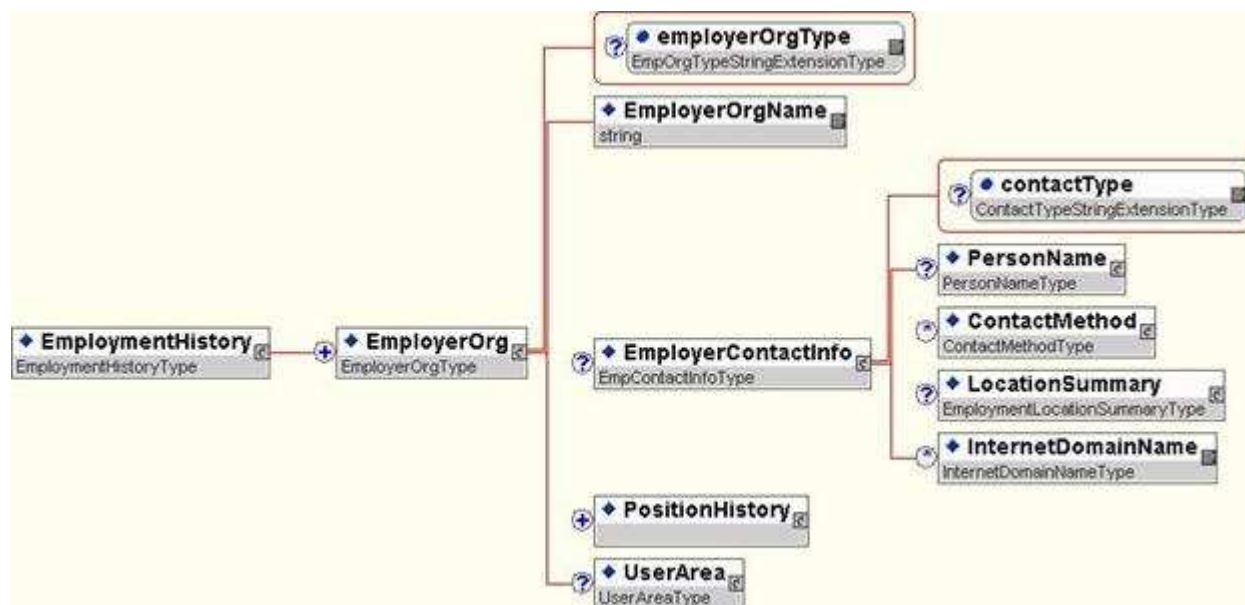


Figure 26: EmploymentHistory (© HR-XML Consortium)

<b>EmploymentHistory EmployerOrg</b>	Mandatory / Optional / Not Used	Minoccur	Maxoccur
<b>EmployerOrgName</b>	O	0	1
<b>EmployerContactInfo PersonName</b>	O	0	1
<b>EmployerContactInfo ContactMethod</b>	O	0	Unbounded
EmployerContactInfo LocationSummary	<i>NU</i>	0	1
EmployerContactInfo InternetDomainName	<i>NU</i>	0	Unbounded
<b>PositionHistory</b>	O	0	1
UserArea	<i>NU</i>	0	1

Table 17: Modifications on EmploymentHistory element

## Example:

```
<EmploymentHistory>
  <EmployerOrg employerOrgType="">
    <EmployerOrgName>EIFEL</EmployerOrgName>
    <PositionHistory currentEmployer="1" positionType="contract">
      <Title>CTO</Title>
      <OrgName organizationType="">
        <OrganizationName>EIFEL</OrganizationName>
      </OrgName>
      <OrgIndustry primaryIndicator="true">
        <IndustryDescription>eLearning
association</IndustryDescription>
      </OrgIndustry>
      <Description>Responsable des technologies</Description>
      <StartDate dateDescription="">
        <AnyDate>2004-05-15</AnyDate>
      </StartDate>
    </PositionHistory>
  </EmployerOrg>
</EmploymentHistory>
```

## 4.6 Resume : StructuredXMLResume : Qualifications : Competency (using reference to external competency definitions)

This proposal takes into account two others documents:

- CEN/ISSS LT CWA about a European Model for Learner Competencies
- IEEE LTSC RDC (draft 7 of RDC)

In order to use external definition of competencies using IEEE RDC format and to use the same structure for Europass Skills (social, technical...) as well as language competencies (using CEF model) and to avoid a specific extension for language competencies, it is proposed to use TaxonomyId and CompetencyID to refer to this external competencies definition.

Each competency level in the language competency description are related to an external competency definition which describe in details the competency related to this level.

This is subject to changes with a next release of the HR-XML specifications cause semantically the <Qualifications> is not the better place to put these user defined competencies.

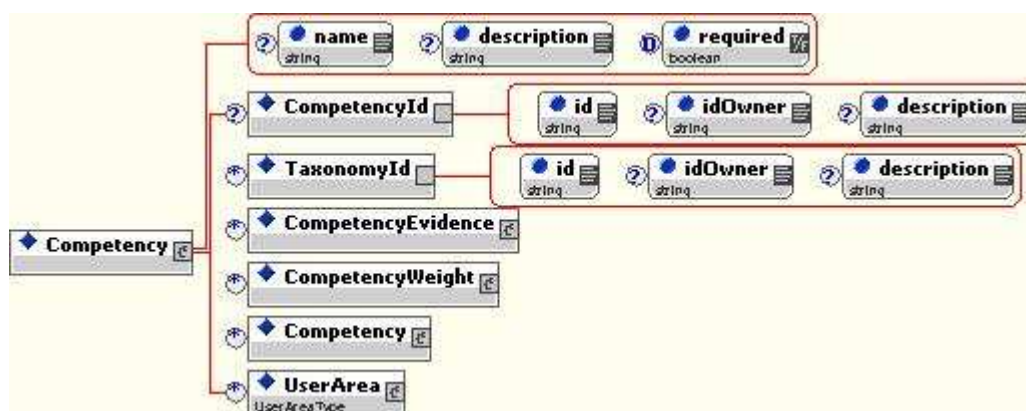


Figure 27: CPO-Competency (© HR-XML Consortium)

UserArea : Competency	Mandatory / Optional / Not Used	Minoccur	Maxoccur
<b>CompetencyId</b>	O	0	1
<b>TaxonomyId</b>	O	0	Unbounded
<b>CompetencyEvidence</b>	O	0	Unbounded
CompetencyWeight	NU	0	Unbounded
<b>Competency</b>	O	0	Unbounded

UserArea	NU	0	Unbounded
----------	----	---	-----------

Table 18: Modifications on Competency

Example :

```
<?xml version="1.0" encoding="UTF-8"?>
```

```
<Candidate
```

```
  xmlns="http://ns.hr-xml.org/2006-02-28"
```

```
  xml:lang="en"
```

```
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
```

```
  xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hr-xml.org/2_4/HR-XML-2_4/SEP/Candidate.xsd
```

```
  http://europortfolio.org/europasscv/1 http://profiles.eife-l.org/europortfolio/europasscv/1/extensions.xsd" >
```

```
  ...
```

```
  <Resume>
```

```
    <StructuredXMLResume>
```

```
    ...
```

```
    <Qualifications>
```

```
      <Competency description="CEF" name="Europass-LanguageSkills">
```

```
        <TaxonomyId idOwner="CEF" description="Common European Framework"
```

```
        id="http://profiles.eife-l.org/cef/CEF-main.xml" />
```

```
        <Competency description=" LanguageSkill English" name="en">
```

```
          <CompetencyId id="en" idOwner="CEF" />
```

```
          <Competency name="CEF-Writing">
```

```
            <CompetencyId id="CEF-Writing" idOwner="CEF" />
```

```
            <CompetencyEvidence dateOfIncident="2006-06-06">
```

```
              <EvidenceId idOwner="Europass-CV" description="Common European Framework"
```

```
              id="http://profiles.eife-l.org/cef/CEF-Writing-Writing-A1.xml" />
```

```
              <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
```

```
              minValue="A1">A1</StringValue>
```

```
            </CompetencyEvidence>
```

```
          </Competency>
```

```
        <Competency name="CEF-Speaking-SpokenInteraction">
```

```
          <CompetencyId id="CEF-Speaking-SpokenInteraction" idOwner="CEF" />
```

```
          <CompetencyEvidence dateOfIncident="2006-06-06">
```

```
            <EvidenceId idOwner="Europass-CV" description="Common European Framework"
```

```
            id="http://profiles.eife-l.org/cef/CEF-Speaking-SpokenInteraction-C1.xml" />
```

```
            <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
```

```
            minValue="A1">C1</StringValue>
```

```
          </CompetencyEvidence>
```

```
        </Competency>
```

```
        <Competency name="CEF-Speaking-SpokenProduction">
```

```
          <CompetencyId id="CEF-Speaking-SpokenProduction" idOwner="CEF" />
```

```
          <CompetencyEvidence dateOfIncident="2006-06-06">
```

```
            <EvidenceId idOwner="Europass-CV" description="Common European Framework"
```

```
            id="http://profiles.eife-l.org/cef/CEF-Speaking-SpokenProduction-A1.xml" />
```

```
            <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
```

```
            minValue="A1">A1</StringValue>
```

```
          </CompetencyEvidence>
```

```
        </Competency>
```

```
        <Competency name="CEF-Understanding-Reading">
```

```
          <CompetencyId id="CEF-Understanding-Reading" idOwner="CEF" />
```

```
          <CompetencyEvidence dateOfIncident="2006-06-06">
```

```
            <EvidenceId idOwner="Europass-CV" description="Common European Framework"
```

```
            id="http://profiles.eife-l.org/cef/CEF-Understanding-Reading-A2.xml" />
```

```
            <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
```

```
            minValue="A1">A2</StringValue>
```

```
          </CompetencyEvidence>
```

```

    </Competency>
    <Competency name="CEF-Understanding-Listening">
      <CompetencyId id="CEF-Understanding-Listening" idOwner="CEF" />
      <CompetencyEvidence dateOfIncident="2006-06-06">
        <EvidenceId idOwner="Europass-CV" description="Common European Framework"
          id="http://profiles.eife-l.org/cef/CEF-Understanding-Listening-A1.xml" />
        <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
          minValue="A1">A1</StringValue>
      </CompetencyEvidence>
    </Competency>
  </Competency>
</Competency>

<Competency description="CEF" name="Europass-CV-SkillsList">
  <TaxonomyId idOwner="CEF" description="Common European Framework"
    id="http://profiles.eife-l.org/europass/Europass-Skills-main.xml" />
  <Competency name="social" description="Socially inept">
    <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
      id="http://profiles.eife-l.org/europass/Europass-Skills-Social.xml"/>
  </Competency>
  <Competency name="organisational" description="Poor organisational skills">
    <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
      id="http://profiles.eife-l.org/europass/Europass-Skills-Organisational.xml"/>
  </Competency>
  <Competency name="technical" description="technically backwards">
    <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
      id="http://profiles.eife-l.org/europass/Europass-Skills-Technical.xml"/>
  </Competency>
  <Competency name="computer" description="What's one of them?">
    <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
      id="http://profiles.eife-l.org/europass/Europass-Skills-Computer.xml"/>
  </Competency>
  <Competency name="artistic" description="I once drew a picture of a tree in primary school">
    <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
      id="http://profiles.eife-l.org/europass/Europass-Skills-Artistic.xml"/>
  </Competency>
  <Competency name="driving" description="I'm very good at golf">
    <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
      id="http://profiles.eife-l.org/europass/Europass-Skills-Driving.xml"/>
  </Competency>
  <Competency name="other" description="I can juggle">
    <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
      id="http://profiles.eife-l.org/europass/Europass-Skills-Other.xml"/>
  </Competency>
</Competency>
</Qualifications>
...

```

## 4.7 Resume : StructuredXMLResume : ResumeAdditionalItems: ResumeAdditionalItem

<ResumeAdditionalItem><Description> element from HR-XML specification is used for Europass CV element :

### 7 Additional Information

For the moment the “type” attribute is not used but it might be used in a further release. Here is the list of vocabulary for this attribute: “Activities, Interests, Personal, Community, Hobbies, Volunteer”.

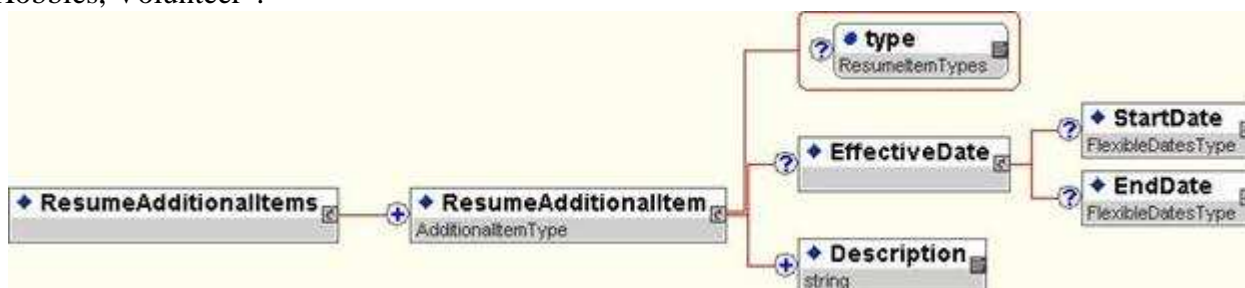


Figure 28: ResumeAdditionalItems (© HR-XML Consortium)

ResumeAdditionalItem	Mandatory / Optional / Not Used	Minoccur	Maxoccur
Description	O	1	1
EffectiveDate	NU	0	1

Table 19: Modifications on ResumeAdditionalItem

Example:

...

```

<ResumeAdditionalItems>
  <ResumeAdditionalItem>
    <Description>Additional information for the CV</Description>
  </ResumeAdditionalItem>
</ResumeAdditionalItems>
    
```

...

## 4.8 Resume : StructuredXMLResume : RevisionDate

The RevisionDate is used to store the <issuedate> information provided in the XML binding of Europass CV.

This element is very simple, no modification have been applied on it.



Figure 29: SupportingMaterials (© HR-XML Consortium)

RevisionDate	Mandatory / Optional / Not Used	Minoccur	Maxoccur
RevisionDate	O	0	1

Table 20: Modifications on RevisionDate element (no modification)

Example:

```
...
  <RevisionDate> 2007-06-09T11:03:31+03:00</RevisionDate>
...
```

## 4.9 Resume : StructuredXMLResume : SupportingMaterials

Until the next major release of HR-XML specifications (V3) we will use the Candidate build in SupportingMaterials type and not the external one available on CPO specifications.

<SupportingMaterials> element from HR-XML specification is used for Europass CV element :

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It is possible to use multiple occurrences of this element.

It is recommended to use <AttachmentReference> rather than <Link> to give a URL link to an external document because it is possible to use the “context” attribute from this element to add an xpath to another element include in the profile related to this annexe and another attribute is available “mimeType” to give more information about the mime type of the document (text/rdf for example).



Figure 30: SupportingMaterials (© HR-XML Consortium)

SupportingMaterials	Mandatory / Optional / Not Used	Minoccur	Maxoccur
Link	NU	0	1
AttachmentReference	O	0	1
Description	O	0	1

Table 21: Modifications on SupportingMaterials element

Example:

```

...
  <SupportingMaterials>
    <AttachmentReference mimeType="text/rdf"
context="*/Objective">http://cv.eife-
1.org/misterbla/annexes/mydiploma.rdf</AttachmentReference>
    <Description>This is a description for the annexes documents to
Europass CV highlighting my Career Objective.</Description>
  </SupportingMaterials>
...
  
```

## **5 APPLICATION PROFILE XML FILE**

TODO

## **6 POLICY AND PROCESSES**

Any interested party may use the Application Profile defined in this document.

All figures related to Cedefop Europass are property of the Cedefop

All figures related to HR-XML specifications and XML bindings are property of HR-XML Consortium

There is no charge to use this Application Profile, this profiling work is under a Creative Common Licence:

(TO ADD : Owner, No Change)

## **7 CONFORMANCE TESTING**

No conformance testing procedures have been outlined in this document. EIFEL has launched a European e-strategy study to evaluate the opportunity to build a conformance programme associated with this profile for the European portfolio community.

HR-XML Certification program can be used to check conformance of products regarding the base specifications.

TELCERT Test System can be used to check conformance of XML instances based on this AP.

## 8 TOOLS

Systems compliant with the Europass xml schemas provided by the Cedefop:

- Europass Online web tool (import/export CV based on Cedefop schemas): [http://europass.cedefop.eu.int/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action?locale\\_id=1](http://europass.cedefop.eu.int/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action?locale_id=1)
- European Commission – EURES – EUROpean Employment Services, “EUROpean Employment Services Curriculum Vitae”: <http://europa.eu.int/eures/index.jsp>
- European project to host European CVs: <http://www.eurocv.eu/>

Systems compliant with the HR-XML Europass AP:

- European project to host European CVs: <http://www.eurocv.eu/>
- European Project KITE (Europass CV plug-in): <http://www.kite-eu.org> (v0.9.2 of this AP)
- PebblePad (from PebbleLearning): <http://www.pebblelearning.co.uk/> (v0.9.2 of this AP)

XSLTs provided by EIFEL related to Europass CV interoperability:

(<http://www.eife-l.org/publications/standards/interop/europasscv/europassCV-HRXML-AP/xsl>)

- Cedefop to HR-XML Europass CV and vice-versa
- HR-XML German CV to HR-XML Europass CV and vice-versa
- HR-XML iProfile CV (UK) to HR-XML Europass CV and vice-versa
- hResume Microformat to HR-XML Europass CV
- EasyCV Microformat to HR-XML Europass CV
- CV Universel (French) to HR-XML Europass CV
- Cedefop to IMS LIP CV
- Cedefop to IMS ePortfolio CV
- IMS LIP CV to Cedefop (in progress → planned for ePortfolio Conference in October 2007 in Maastricht)

- IMS ePortfolio CV to Cedefop (in progress → planned for ePortfolio Conference in October 2007 in Maastricht)
- HR-XML CV to IMS LIP and eP CV (planned for ePortfolio Conference in October 2007 in Maastricht)
- IMS LIP and eP CV to HR-XML CV (planned for ePortfolio Conference in October 2007 in Maastricht)

CV transformation Web service using these XSLs:

<http://demo.eife-1.org/cv/ws1/CVTransformService.html>

Systems/projects interoperable using the Cedefop to HR-XML CV XSLT provided by EIFEL (Interoperability demonstration during ePortfolio Plugfest 2006):

- ePET (export CV eportfolio based on Cedefop schemas)
- Europass Online web tool (import/export CV based on Cedefop schemas):  
[http://europass.cedefop.eu.int/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action?locale\\_id=1](http://europass.cedefop.eu.int/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action?locale_id=1)
- Phosphorix iomorph/ionodes: <http://www.phosphorix.co.uk/>

The modifications to this base specifications were produced by the TELCERT Schemaprof Application (Version 4.5.1) with TELCERT STT-Plugin v2.9.

For further information: [schemaprof@uni-koblenz.de](mailto:schemaprof@uni-koblenz.de)

Link : <http://iwm.uni-koblenz.de/schemaprof/>

Tools tested to build XML instances with the derived schemas:

- TELCERT CRT (Version 2.3.6)

Other tools used for reengineering and XML processing:

- OxygenXML

## 9 REFERENCES

Europass: <http://europass.cedefop.eu.int/>

Europortfolio: <http://www.europortfolio.org/>

HR-XML SEP: [http://ns.hr-xml.org/2\\_4/HR-XML-2\\_4/SEP/StaffingExchangeProtocol.html](http://ns.hr-xml.org/2_4/HR-XML-2_4/SEP/StaffingExchangeProtocol.html)

European project Kite : <http://www.kite-eu.org>

European project Telcert: <http://www.opengroup.org/telcert/>

CEN-ISSS LT CWA 15455, November 2005, "A European Model for Learner Competencies":

<http://www.cenorm.be/cenorm/businessdomains/businessdomains/iss/activity/wsLt.asp>

<ftp://ftp.cenorm.be/PUBLIC/CWAs/e-Europe/WS-LT/CWA15455-00-2005-Nov.pdf>

IEEE LTSC RDC Working Group: <http://www.ieeeltsc.org/>

Draft 7 of IEEE RDC: [http://www.ieeeltsc.org/working-groups/wg20Comp/wg20rcdfolder/IEEE\\_1484.20.1.D7.pdf/view](http://www.ieeeltsc.org/working-groups/wg20Comp/wg20rcdfolder/IEEE_1484.20.1.D7.pdf/view)

CEN-ISSS LT CWA 14926, March 2004, "Guidelines for the production of learner information standards and specifications":

<ftp://ftp.cenorm.be/PUBLIC/CWAs/e-Europe/WS-LT/CWA15455-00-2005-Nov.pdf>

IMS Application Profiling Guidelines: <http://www.imsglobal.org/ap/>

CEN/ISSS LT CWA 15555, February 2006: Building Application Profiles for eLearning:

<ftp://ftp.cenorm.be/PUBLIC/CWAs/e-Europe/WS-LT/cwa15555-00-2006-Jun.pdf>

European Commission – EURES – EUROpean Employment Services, "EUROpean Employment Services Curriculum Vitae": <http://europa.eu.int/eures/index.jsp>

German CV: <http://www.german-standard-cv.de/>

IProfile (UK): <http://www.iprofilecentral.com/>

## **APPENDIX A: EXAMPLE OF A PAPER EUROPASS CV (© EUROPEAN COMMUNITIES)**



## Europass curriculum vitae

### Personal information

Surname(s) / First name(s)	<b>Farrelly, Danielle</b>	
Address(es)	12 Georgian Road, Rathgar, Dublin 6	
Telephone(s)	(555) -623458	Mobile: 086 2222222
Fax(es)	(555) 623457	
E-mail(s)	danielle@hotmail.com	
Nationality(-ies)	Irish	
Date of birth	30 August 1980	
Gender	Female	

### Desired employment / Occupational field

**Primary School Teacher**

### Work experience

Dates	September 2003 to present
Occupation or position held	Primary Teacher
Main activities and responsibilities	Taught first and second Class, participated in organising extra-curricular activities
Name and address of employer	Maire Byrne, Terenure Junior School, Terenure Road. Dublin 6w
Type of business or sector	Education Sector

### Education and training

Dates	1999-2001
	2001-2002
Title of qualification awarded	Bachelor of Arts
	Higher Diploma in Education
Name and type of organisation providing education and training	University College Dublin
Level in national or international classification	Level 8 in the Irish National Framework of Qualifications

**Personal skills and competences**

Mother tongue(s)

Other language(s)

Self-assessment

European level (\*)

**Italian****French****English**

Understanding		Speaking		Writing	
Listening	Reading	Spoken interaction	Spoken production		
B1 Independent User	B1 Independent User	B2 Independent User	B2 Independent User	B2 Independent User	
A2 Basic User	A2 Basic User	A1 Basic User	A1 Basic User	A2 Basic User	

(\*) Common European Framework of Reference (CEF) level

Social skills and competences

Team Work: I have been involved in various types of team tasks from team leader of a children's summer camp to being a member of Dublin Basketball Team.

Organisational skills and competences

While working as a primary school teacher I organised and supervised extra curricular activities such as Italian classes and I organised school outings to Glendalough in Wicklow and Kilkenny Castle.

Computer skills and competences

Completed an ECDL course

Other skills and competences

Certificate in first aid  
Certificate in child development

Driving licence(s)

I am a holder of an Irish drivers licence. Category B vehicle.

**Additional information**

References available upon request



## APPENDIX B: EXAMPLE OF A XML EUROPASS CV

```

<?xml version="1.0" encoding="UTF-8"?>
<Candidate
  xmlns="http://ns.hr-xml.org/2007-04-15"
  xml:lang="en"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://ns.hr-xml.org/2007-04-15 http://ns.hr-xml.org/2_5/HR-XML-2_5/SEP/Candidate.xsd" >
  <CandidateProfile>
    <ProfileName>Europass CV – example of a CV generated by ePET - version 1.0 and xslt from Eifel
    </ProfileName>
    <PersonalData>
      <PersonDescriptors>
        <DemographicDescriptors>
          <Nationality>English</Nationality>
          <PrimaryLanguage>English</PrimaryLanguage>
        </DemographicDescriptors>
        <BiologicalDescriptors>
          <DateOfBirth>1979-08-07</DateOfBirth>
          <GenderCode>2</GenderCode>
        </BiologicalDescriptors>
      </PersonDescriptors>
    </PersonalData>
  </CandidateProfile>
  <Resume>
    <StructuredXMLResume>
      <ContactInfo>
        <PersonName>
          <FormattedName>Fred Bloggs</FormattedName>
        </PersonName>
        <ContactMethod>
          <Telephone>
            <FormattedNumber>0191 246 4539</FormattedNumber>
          </Telephone>
          <InternetEmailAddress>paul.horner@ncl.ac.uk</InternetEmailAddress>
          <PostalAddress>
            <CountryCode>GB</CountryCode>
            <DeliveryAddress>
              <AddressLine>
                My Street My Village MyTown Tyne and Wear UK NE1 2AB
              </AddressLine>
            </DeliveryAddress>
          </PostalAddress>
        </ContactMethod>
      </ContactInfo>
      <Objective>my personal career objective</Objective>
      <EmploymentHistory>
        <EmployerOrg>
          <EmployerOrgName>NSPCC (Gatehead)</EmployerOrgName>
          <PositionHistory>
            <Title>Volunteer Youth Worker</Title>
            <OrgName>
              <OrganizationName>NSPCC (Gatehead)
            </OrganizationName>
            </OrgName>
            <OrgIndustry primaryIndicator="true">
              <IndustryDescription/>
            </OrgIndustry>
            <Description/>
          </PositionHistory>
        </EmployerOrg>
      </EmploymentHistory>
    </StructuredXMLResume>
  </Resume>
</Candidate>

```

```

        <StartDate><AnyDate>1999-01-01</AnyDate></StartDate>
        <EndDate><AnyDate>1999-02-01</AnyDate></EndDate>
    </PositionHistory>
</EmployerOrg>
<EmployerOrg>
    <EmployerOrgName>qwt</EmployerOrgName>
    <PositionHistory>
        <Title>qwt</Title>
        <OrgName>
            <OrganizationName>qwt</OrganizationName>
        </OrgName>
        <OrgIndustry primaryIndicator="true">
            <IndustryDescription/>
        </OrgIndustry>
        <Description>Test number 2</Description>
        <StartDate><AnyDate>2001-01-01</AnyDate></StartDate>
        <EndDate><AnyDate>2001-02-02</AnyDate></EndDate>
    </PositionHistory>
</EmployerOrg>
<EmployerOrg>
    <EmployerOrgName/>
    <PositionHistory>
        <Title/>
        <OrgName><OrganizationName/></OrgName>
        <OrgIndustry primaryIndicator="true">
            <IndustryDescription/>
        </OrgIndustry>
        <Description>this is a test to see if the update button works
    </Description>
        <StartDate><AnyDate>2005-05-03</AnyDate></StartDate>
        <EndDate><AnyDate>2005-05-03</AnyDate></EndDate>
    </PositionHistory>
</EmployerOrg>
</EmploymentHistory>
<EducationHistory>
    <SchoolOrInstitution schoolType="">
        <School>
            <SchoolName>Newcastle University</SchoolName>
        </School>
        <Degree>
            <DegreeName>Politics</DegreeName>
            <DatesOfAttendance>
                <StartDate><AnyDate>2005-05-03
                    </AnyDate></StartDate>
                <EndDate><AnyDate>2005-05-03
                    </AnyDate></EndDate>
            </DatesOfAttendance>
            <Comments>Main field(s) of study for the
            qualification</Comments>
            <DegreeClassification>
                <Id idOwner="Europass">
                    <IdValue>LevelClassification</IdValue>
                </Id>
                <Description>Level2</Description>
            </DegreeClassification>
        </Degree>
    </SchoolOrInstitution>
</EducationHistory>
<Qualifications>
    <Competency description="CEF" name="Europass-LanguageSkills">

```

```

<TaxonomyId idOwner="CEF" description="Common European Framework"
id="http://profiles.eife-l.org/cef/CEF-main.xml" />

<Competency description="other-language" name="en">
  <CompetencyId id="en" idOwner="CEF" />
  <Competency name="CEF-Writing">
    <CompetencyId id="CEF-Writing" idOwner="CEF" />
    <CompetencyEvidence dateOfIncident="2006-06-06">
      <EvidenceId idOwner="Europass-CV" description="Common European
Framework"
id="http://profiles.eife-l.org/cef/CEF-Writing-Writing-A1.xml" />
      <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
minValue="A1">A1</StringValue>
    </CompetencyEvidence>
  </Competency>
  <Competency name="CEF-Speaking-SpokenInteraction">
    <CompetencyId id="CEF-Speaking-SpokenInteraction" idOwner="CEF" />
    <CompetencyEvidence dateOfIncident="2006-06-06">
      <EvidenceId idOwner="Europass-CV" description="Common European
Framework"
id="http://profiles.eife-l.org/cef/CEF-Speaking-SpokenInteraction-C1.xml" />
      <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
minValue="A1">C1</StringValue>
    </CompetencyEvidence>
  </Competency>
  <Competency name="CEF-Speaking-SpokenProduction">
    <CompetencyId id="CEF-Speaking-SpokenProduction" idOwner="CEF" />
    <CompetencyEvidence dateOfIncident="2006-06-06">
      <EvidenceId idOwner="Europass-CV" description="Common European
Framework"
id="http://profiles.eife-l.org/cef/CEF-Speaking-SpokenProduction-A1.xml" />
      <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
minValue="A1">A1</StringValue>
    </CompetencyEvidence>
  </Competency>
  <Competency name="CEF-Understanding-Reading">
    <CompetencyId id="CEF-Understanding-Reading" idOwner="CEF" />
    <CompetencyEvidence dateOfIncident="2006-06-06">
      <EvidenceId idOwner="Europass-CV" description="Common European
Framework"
id="http://profiles.eife-l.org/cef/CEF-Understanding-Reading-A2.xml" />
      <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
minValue="A1">A2</StringValue>
    </CompetencyEvidence>
  </Competency>
  <Competency name="CEF-Understanding-Listening">
    <CompetencyId id="CEF-Understanding-Listening" idOwner="CEF" />
    <CompetencyEvidence dateOfIncident="2006-06-06">
      <EvidenceId idOwner="Europass-CV" description="Common European
Framework"
id="http://profiles.eife-l.org/cef/CEF-Understanding-Listening-A1.xml" />
      <StringValue description="Level: A1, A2, B1, B2, C1, C2" maxValue="C2"
minValue="A1">A1</StringValue>
    </CompetencyEvidence>
  </Competency>
</Competency>
</Competency>

<Competency description="CEF" name="Europass-CV-SkillsList">
  <TaxonomyId idOwner="CEF" description="Common European Framework"

```

```

id="http://profiles.eife-l.org/europass/Europass-Skills-main.xml" />
<Competency name="social" description="Socially inept">
  <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
  id="http://profiles.eife-l.org/europass/Europass-Skills-Social.xml" />
</Competency>
<Competency name="organisational" description="Poor organisational skills">
  <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
  id="http://profiles.eife-l.org/europass/Europass-Skills-Organisational.xml" />
</Competency>
<Competency name="technical" description="technically backwards">
  <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
  id="http://profiles.eife-l.org/europass/Europass-Skills-Technical.xml" />
</Competency>
<Competency name="computer" description="What's one of them?">
  <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
  id="http://profiles.eife-l.org/europass/Europass-Skills-Computer.xml" />
</Competency>
<Competency name="artistic" description="I once drew a picture of a tree in
primary school">
  <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
  id="http://profiles.eife-l.org/europass/Europass-Skills-Artistic.xml" />
</Competency>
<Competency name="driving" description="I'm very good at golf">
  <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
  id="http://profiles.eife-l.org/europass/Europass-Skills-Driving.xml" />
</Competency>
<Competency name="other" description="I can juggle">
  <TaxonomyId idOwner="Europass" description="Europass-CV-Skills"
  id="http://profiles.eife-l.org/europass/Europass-Skills-Other.xml" />
</Competency>
</Competency>
</Qualifications>

<ResumeAdditionalItems>
  <ResumeAdditionalItem><Description/></ResumeAdditionalItem>
</ResumeAdditionalItems>
<SupportingMaterials>
  <AttachementReference context="*/Objective">
http://myportfolioasset/mypage.html
  < /AttachementReference>
  <Description>
  one of my external digital eportfolio asset (923 kb)
  </Description>
</SupportingMaterials>
<RevisionDate>2007-06-09T11:03:31+03:00</RevisionDate>
</StructuredXMLResume>
</Resume>
</Candidate>

```