



**CEDEFOP**

European Centre for the Development  
of Vocational Training

Europass Team  
Spring 2015



**<?xml?>**

# **Europass XML Schema V3.4.0**

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*Documentation and Change-log from v3.3.0 version*

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# Europass XML Schema V3.4.0

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*Documentation and Change-log from v3.3.0*

## ***Europass Supporting Semantic Interoperability***

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Europass promotes semantic interoperability by defining a specific vocabulary according to which the information contained in Europass Documents is expressed. This vocabulary is defined according to an XML schema, which describes the constraints on the structure and on the contents of Europass Documents.

Individuals, who use the Europass Online Editors to produce their Europass Curriculum Vitae or Europass Language Passport, have the option to receive the document in Europass XML format or PDF format with the XML attached. The most important benefit of this option is that it allows individuals to reuse their personal data and save time and effort when accessing the Europass online editors at a later point, or other systems (job portals, employment /admission services, etc.) that “understand” the Europass vocabulary.

## ***Europass XML Vocabulary***

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The Europass XML Vocabulary is considered to be relatively simple, clear and self-explaining, while remaining sound and extensible, and also as close as possible to other related vocabularies, as those defined by HR-XML.

This document provides a description of the latest version of the Europass XML Schema (v3.4.0) with the aim to support interested parties, who wish to manage, edit or store Europass documents within their information systems.

## ***Structure of this Document***

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The document is structured as follows: First, an extensive reference to the changes and revisions from the previous version (v3.3.0) is attempted (part 1). Then, we begin the documentation of the latest version by listing the various imported and included XML Schemas, and explain that purpose each schema serves (Part 2). The main body of the document provides an in-depth description of each possible element of a Europass XML document. The order according to which the elements are described matches the hierarchy of the XML document, and starts with the root element of the XML. Each element of the Europass XML is described in detail, by emphasizing the allowed data type and providing an indicative example (Part 3). Finally, the XML data types that are either abstract, or generic or used to define multiple elements are described in detailed in a separate section, and referenced wherever necessary (Part 4).

# 1 Change-log

---

## 1.1 Change-log from version v3.3.0

In October 2019 Europass updates its XML Schema definition by implementing changes which result from the introduction of the ESCO occupations list, the addition of new editors languages, the addition of new languages to the mother and foreign languages menus, the addition of the American date format option for formatting dates, the introduction of a new printing preference for the Cover Letter closing salutation section (option to include or not the learner's name in the closing salutation), the introduction of a new Curriculum Vitae printing preference for the addition of page breaks in the learner's exported document and other minor changes and corrections in countries, languages and nationalities.

A new EuropassISOLanguages V1.9.0.xsd is published with change in the Norwegian language code (no to nb), correction to the Turkish languages capitalisation and the addition of the Serbian editors language (both Latin and Cyrillic alphabets). Also the new version contains 5 new additions for languages both in mother languages enumeration and in foreign languages enumeration.

EuropassISCO 88 COM V1.4.0.xsd was removed as Europass is no longer using the ISCO occupations list.

A new EuropassISOCountries V1.7.0.xsd is published with corrections on country code TT for English locale, and the change in the Norwegian language code (no to nb).

A new EuropassISONationalities V1.7.0.xsd is published with change in the Norwegian language code (no to nb).

The updated version is v3.4.0. The schema remains fully backward compatible with the previous version.

The main Europass XML Schema Definition is now available under:

<http://europass.cedefop.europa.eu/xml/v3.4.0/EuropassSchema.xsd>

### *Backward compatibility*

Version 3.4.0 is fully backward compatible with version 3.3.0. Existing solutions producing Europass XML schemata will only need to update the reference to the new XSD.

The change of the XML does not introduce any breaking changes to existing functionality of the Europass RESTful API.

### *Changes per XSD*

Here we briefly describe the changes that took place with version 3.4.0. For more detailed information you are invited to consult the specific sections.

## 2 Namespaces (Main, included and imported)

---

### 2.1 Europass Namespace

The main Europass namespace is europass: <http://europass.cedefop.europa.eu/Europass>. The latest version of the Europass XML Schema (v3.4.0) is available online at <http://europass.cedefop.europa.eu/xml/v3.4.0/EuropassSchema.xsd>.

Europass also maintains under the same namespace other formal vocabularies:

#### *Included Schemata under the Europass namespace*

1. Europass Learner Information:
  - Expresses information about a learner's personal data, experiences and skills.
  - Advertised at <http://europass.cedefop.europa.eu/xml/v3.4.0/EuropassLearnerInformation.xsd>
2. Europass Printing Preferences:
  - Expresses information on how to display the learner's information in the generated document; more specifically defines the order of the sections, the way to format dates and addresses and finally defines what information to hide in the finally generated document. This is mainly used by the Europass online editors in order to allow the flexibility of retaining all information in the XML, while displaying the desired subset of it in the generated document.
  - Advertised at <http://europass.cedefop.europa.eu/xml/v3.4.0/EuropassPrintingPreferences.xsd>
3. Europass Document Information
  - Expresses metadata information about the specific XML instance and Europass document.
  - Advertised at <http://europass.cedefop.europa.eu/xml/v3.4.0/DocumentInformation.xsd>
4. Europass Cover Letter
  - Expresses the information about a learner's cover letter used to accompany other Europass documents.
  - Advertised at <http://europass.cedefop.europa.eu/xml/v3.4.0/EuropassCoverLetter.xsd>
5. Other schemata:
 

All of the schemata are advertised under <http://europass.cedefop.europa.eu/xml/v3.4.0/>

  - **Achievement.xsd**
  - **Certificate.xsd**
  - **CommonTypes.xsd**
  - **ComputerSkill.xsd**
  - **ContactInformation.xsd**
  - **Demographics.xsd**
  - **DigitalContent.xsd**

- **Documentation.xsd**
  - **DocumentInformation.xsd**
  - **DrivingSkill.xsd**
  - **EducationalExperience.xsd**
  - **EmploymentExperience.xsd**
  - **Experience.xsd**
  - **Headline.xsd**
  - **Identification.xsd**
  - **Language.xsd**
  - **Letter.xsd**
  - **LinguisticSkill.xsd**
  - **OccupationalField.xsd**
  - **Organisation.xsd**
  - **PersonName.xsd**
  - **Skill.xsd**
6. ISO 3166-1 list of countries adjusted by Europass
- Defines the ISO list of countries and provides translations to the Europass languages. Notable differences are the country codes of United Kingdom (UK instead of GB) and Greece (EL instead of GR).
  - Advertised at  
[http://europass.cedefop.europa.eu/xml/included/EuropassISOCountries\\_V1.7.0.xsd](http://europass.cedefop.europa.eu/xml/included/EuropassISOCountries_V1.7.0.xsd)
7. List of nationalities
- Defines the list of nationalities, as a one-to-one correspondence with the list of countries. It also provides translations to the Europass languages.
  - Advertised at  
[http://europass.cedefop.europa.eu/xml/included/EuropassNationalities\\_V1.7.0.xsd](http://europass.cedefop.europa.eu/xml/included/EuropassNationalities_V1.7.0.xsd)
8. ISO 639-3 list of languages adjusted by Europass
- Defines the ISO list of languages and provides translations to the Europass languages. Also it organizes the language codes to those that may exist as mother tongues (excludes languages that are considered “dead” as Ancient Greek), and those that may exist as foreign language knowledge. Until version `EuropassISOLanguages_V1.7.0.xsd`, languages followed the ISO 639-1:2002 standard. The latest version `EuropassISOLanguages_V1.9.0.xsd` includes sign languages, and a kind of ISO 639-3:2007 standard is used in order to accommodate sign languages. For some sign languages there's already an ISO 639-3 code. The pattern `ISO 639-3 of regular (non sign) language` `{dash}` `{fixed "sgn" string}` is followed for those sign languages that do not have an ISO 639-3:2007 code. However, the language code pattern restriction has been updated to allow any string.
  - The latest languages xml schema is advertised at  
[http://europass.cedefop.europa.eu/xml/included/EuropassISOLanguages\\_V1.9.0.xsd](http://europass.cedefop.europa.eu/xml/included/EuropassISOLanguages_V1.9.0.xsd)

## 2.2 Imported Namespaces

In order to reuse information, Europass imports some external XML Schemas which define formal vocabularies. These vocabularies are lists of terms, developed by an independent authority and adopted by Europass. Europass creates and manages the corresponding XML Schemas. Since these vocabularies are not property of Europass, they are not contained in the same namespace.

### 1. NACE List of Business Sectors

- Nomenclature statistique des activités économiques dans la Communauté européenne: List of NACE codes for business sectors, as listed in the "Competition" related pages of the European Commission's website (<http://ec.europa.eu/comm/competition/mergers/cases/index/n> International Standard)
- Namespace: **nace**: <http://europass.cedefop.europa.eu/NACE>
- Advertised at:  
[http://europass.cedefop.europa.eu/xml/imported/NACE\\_COM\\_V1.0.0.xsd](http://europass.cedefop.europa.eu/xml/imported/NACE_COM_V1.0.0.xsd)

### 2. List of Educational Fields

- Classification of Education 1997, designed by UNESCO ([http://www.unesco.org/education/information/nfsunesco/doc/isced\\_1997.htm](http://www.unesco.org/education/information/nfsunesco/doc/isced_1997.htm))
- Namespace: **isced**: <http://europass.cedefop.europa.eu/ISCED/97>
- Advertised at:  
[http://europass.cedefop.europa.eu/xml/imported/ISCED97\\_V1.0.0.xsd](http://europass.cedefop.europa.eu/xml/imported/ISCED97_V1.0.0.xsd)

### 3. List of European Driving Licence Codes

- European driving licence - vehicle categories ([http://ec.europa.eu/youreurope/nav/en/citizens/living/car/driving-license/index\\_en.html#326\\_3](http://ec.europa.eu/youreurope/nav/en/citizens/living/car/driving-license/index_en.html#326_3))
- Namespace: **driving**: <http://europass.cedefop.europa.eu/EUDriving>
- Advertised at:  
[http://europass.cedefop.europa.eu/xml/imported/EUDrivinglicence\\_V1.1.0.xsd](http://europass.cedefop.europa.eu/xml/imported/EUDrivinglicence_V1.1.0.xsd)

### 4. European Qualifications Framework (EQF)

- The European Qualifications Framework (EQF) acts as a translation device to make national qualifications more readable across Europe, promoting workers' and learners' mobility between countries and facilitating their lifelong learning. The core of the EQF concerns eight reference levels describing what a learner knows, understands and is able to do – 'learning outcomes'. Levels range from basic (Level 1) to advanced (Level 8). The EQF applies to all types of education, training and qualifications, from school education to academic, professional and vocational. ([http://ec.europa.eu/education/lifelong-learning-policy/eqf\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/eqf_en.htm))
- Namespace: **eqf**: <http://europass.cedefop.europa.eu/EQF/08>
- Advertised at:  
[http://europass.cedefop.europa.eu/xml/imported/EQF\\_08\\_V1.0.0.xsd](http://europass.cedefop.europa.eu/xml/imported/EQF_08_V1.0.0.xsd)

### 3 Versioning of Europass XML Schema Definitions

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Europass XML Schema Definition is versioned according to the pattern Major.Minor.Patch.

Starting from version 3.1.0 the version of the schema is visible in the Http URL under which the schema is available.

E.g. <http://europass.cedefop.europa.eu/xml/v3.1.x/EuropassSchema.xsd>

The version of the Europass XML Schema changes according to the following:

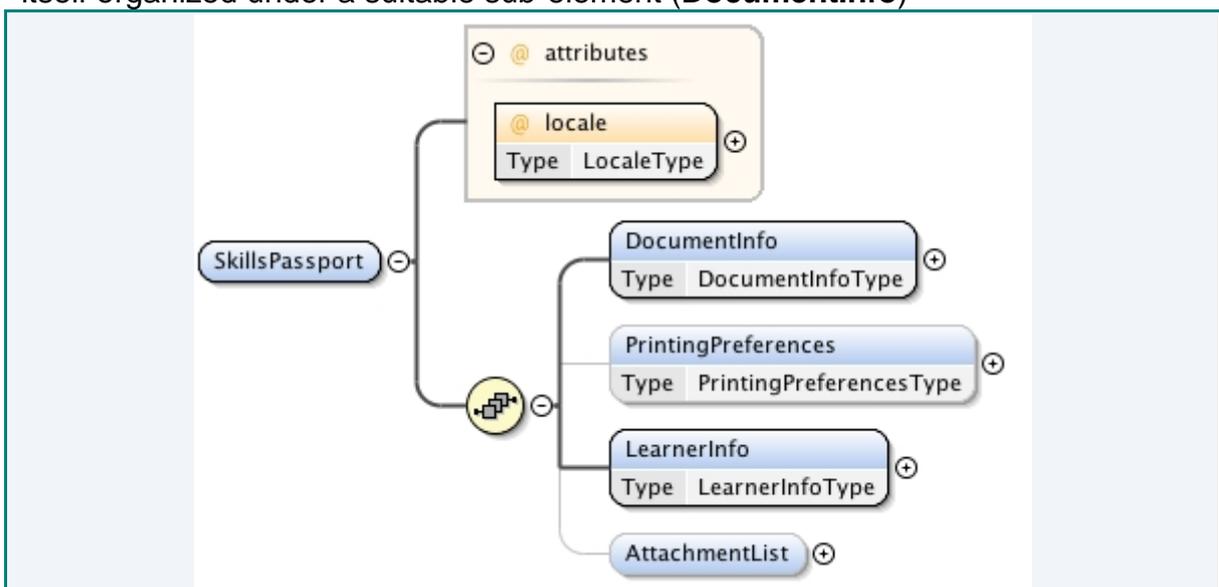
- The **major** version will change when there are ground-breaking changes (such as the change from 2.0 to 3.0)
- The **minor** version will change when substantial changes are introduced to the schema
- The **patch** version will change when small non breaking changes are introduced, e.g. adding a new sub-element in a type definition, changing the version of an imported or included schema, etc.

## 4 Europass XML Document elements; their structure and data types

### 4.1 Skills Passport

**SkillsPassport** is the root element of any Europass XML document. This element actually defines an individual’s portfolio that includes information coming from the Curriculum Vitae, Language Passport or other Europass documents, as well other non-Europass documents.

It is the actual template describing and organizing the entire set of personal information, learning achievements and training periods, work experiences, skills and competences of the learner (**LearnerInfo**). Moreover, it defines the way that the learner’s information appears in a “printable” Europass document—considering the printing preferences about the order and the format— (**PrintingPreferences**). This element also includes all the digital documents attached to this XML document to server as supporting material to this portfolio (**AttachmentList**). Finally, the SkillsPassport also contains some metadata about the XML document itself organized under a suitable sub-element (**DocumentInfo**)



Elements and Attributes	Compositions	Definition
	Child Element Content Type <b>Sequence(S)</b> : The child elements in the XML document MUST appear in the order they are declared in the XSD schema. <b>Choice(C)</b> : Only one of the child elements described in the XSD schema can appear in the XML document. <b>All(A)</b> : The child elements described in the XSD schema can appear in the XML document in any order. (minOccurs/maxOccurs) Attributes(@)	

<p>SkillsPassport</p>	<p>Locale: <a href="#">LocaleType</a>                  DocumentInfo: <a href="#">europass:DocumentInfoType</a> - S(1/1)                  PrintingPreferences:  <a href="#">europass:PrintingPreferencesType</a> - S(0/1)                  LearnerInfo: <a href="#">europass:LearnerInfoType</a> - S(1/1)                  AttachmentList: <a href="#">[complexType]</a> - S(0/1)</p>	<p>Skills Passport is the root element of any Europass XML document. This element actually defines a person's portfolio that includes information coming from the Curriculum Vitae, Language Passport or other Europass documents, as well other non-Europass documents.</p>
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**Instance:**

```
<SkillsPassport locale="">
  <DocumentInfo>{1,1}</DocumentInfo>
  <PrintingPreferences>{0,1}</PrintingPreferences>
  <LearnerInfo>{1,1}</LearnerInfo>
  <AttachmentList>{0,1}</AttachmentList>
</SkillsPassport>
```

**Indicative example:**

```
<SkillsPassport
xmlns="http://europass.cedefop.europa.eu/Europass"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"

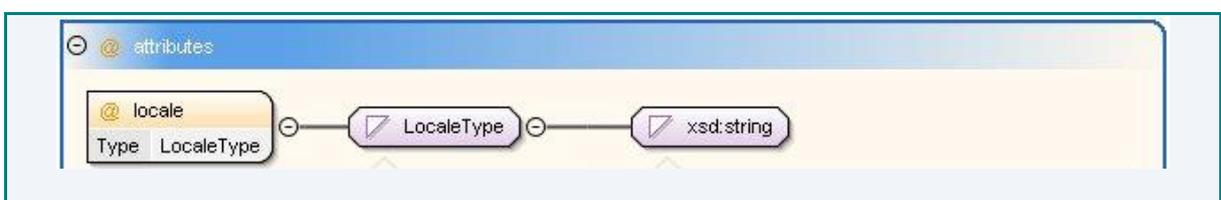
xsi:schemaLocation="http://europass.cedefop.europa.eu/xml/V3.4.0/EuropassSchema.xsd" locale="en">
  <DocumentInfo/>
  <PrintingPreferences/>
  <LearnerInfo/>
  <AttachmentList/>
</SkillsPassport>
```

## 4.2 SkillsPassport @locale

The attribute “locale” refers to the language of translation of the included information.

The content type of the locale attribute is [LocaleType](#). This type defines a restriction on any string by defining a specific pattern. This pattern is comprised of two lowercase/uppercase letters, and then possibly a hyphen and up to 3 lowercase/uppercase letters. E.g. en or sr-lat.

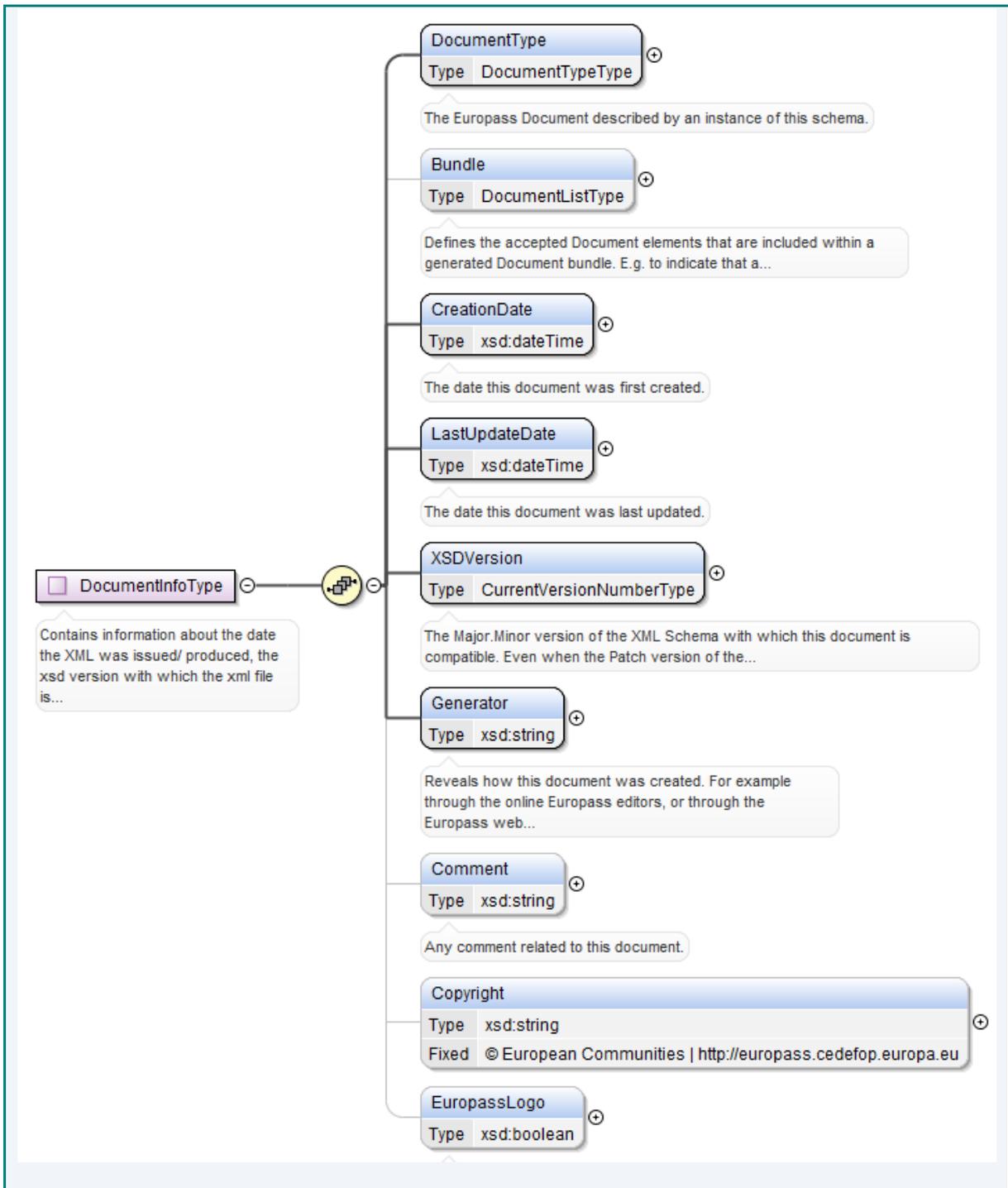
[LocaleType](#) is a simpleType with acceptable value of [xsd:string](#) that follows the followed pattern restriction: [\[a-zA-Z\]{2}\(-\[a-zA-Z\]{3}\)?](#)



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S) Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport @locale	europass:LocaleType - S(1/1) [restriction]:xsd:string [pattern]:[a-zA-Z]{2}-[a-zA-Z]{3}?	The translation language of the included information.

### 4.3 SkillsPassport/ DocumentInfo

The element **DocumentInfo** contains metadata information about the specific document. It adheres to the data type **DocumentInfoType**. This data type defines a sequence of five mandatory sub-elements (DocumentType, CreationDate, LastUpdateDate, XSDVersion and Generator) and three optional (Bundle, Comment, Copyright, EuropassLogo).



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport/ <b>DocumentInfo</b>	DocumentType: europass:DocumentTypeType - S(1/1) Bundle: europass: DocumentListType - S(1/1) CreationDate: xsd:dateTime - S(1/1) LastUpdateDate: xsd:dateTime - S(1/1) XSDVersion: europass:CurrentVersionNumberType - S(1/1) Generator: xsd:string - S(1/1) Comment: xsd:string – S(0/1) Copyright: xsd:string – S(0/1) EuropassLogo: xsd:boolean – S(0/1)	Contains metadata information about the specific document, like the document type, whether other documents are bundled, the date the XML was issued/ produced, the xsd version with which the xml file is compatible, and other optional comments.
SkillsPassport/DocumentInfo/ <b>DocumentType</b>	<b>europass:DocumentTypeType</b> Restriction on xsd:string- S(1/1) [enumeration] : ECV_ESP [enumeration] : ESP [enumeration] : ECV [enumeration] : ELP [enumeration] : ECL	The Europass Document described by this XML document. The data type defines an enumeration of specific string values.
SkillsPassport/DocumentInfo/ <b>Bundle</b>	<b>europass: DocumentListType</b> Document: europass:DocumentTypeType - S(0/*)	A list of Europass Documents, other than the one denoted by DocumentType, which can be bundled together. E.g. ECL when DocumentType is ECV or ECV_ESP
SkillsPassport/DocumentInfo/ <b>XSDVersion</b>	<b>europass:VersionNumberType</b> xsd:string- S(1/1) [pattern]:`\'[0-9]\.[0-9]`	The version of the XML Schema with which this document is compatible. The value should follow the specified pattern.
SkillsPassport/DocumentInfo/ <b>EuropassLogo</b>	<b>europass:EuropassLogoType</b> xsd:boolean- S(0/1)	Information about the display of the Europass Logo in the generated documents.

**Instance:**

```

<DocumentInfo>
  <DocumentType>{1,1}</DocumentType>
  <Bundle>{0,1}</Bundle>
  <CreationDate>{1,1}</CreationDate>
  <LastUpdateDate>{1,1}</LastUpdateDate>
  <XSDVersion>{1,1}</XSDVersion>
  <Generator>{1,1}</Generator>
  <Comment>{0,1}</Comment>
  <Copyright>>{0,1}</Copyright>
  <EuropassLogo>{0,1}</EuropassLogo>
</DocumentInfo>
    
```

**Indicative example:**

```
<DocumentInfo>
  <DocumentType>ECV</DocumentType>
  <Bundle>
    <Document>ECL</Document>
  </Bundle >
  <CreationDate>2012-03-01T00:00:00.000Z</CreationDate>
  <LastUpdateDate>2012-03-01T00:00:00.000Z</LastUpdateDate>
  <XSDVersion>V3.4</XSDVersion>
  <Generator>XML Editor</Generator>
  <Comment>Example CV XML according to XSD v3.4.0</Comment>
  <Copyright>© European Communities |
http://europass.cedefop.europa.eu</ Copyright>
  <EuropassLogo>true</EuropassLogo>
</DocumentInfo>
```

**4.3.1 DocumentInfo/XSDVersion**

This element adheres to the **CurrentVersionNumberType** data type. This data type restricts the **VersionNumberType** and defines that the element must have a specific value that corresponds to the Major.Minor version of this XML Schema Definition.

The **VersionNumberType** in turn is a data type that restricts texts by defining the acceptable pattern for describing the version. According to the pattern the text should start with «V» and continue with the «Major.Minor» numbers.

## 4.4 SkillsPassport/ PrintingPreferences

The **PrintingPreferences** element includes the preferences of the individual related to how to display the information included in the Europass XML when printed into readable format (e.g. PDF, ODT, DOC). This element gives the flexibility of deciding which information to show/hide in a printed document and how to format the dates, addresses, etc. Its presence is useful in the cases where the specific XML is fed to the Europass online editors or web services in order to receive a “printable” Europass document.

This element adheres to the **PrintingPreferencesType** data type, which is defined in details in the included XML schema “**EuropassPrintingPreferences**”. This data type defines a sequence of **Document** sub-elements, each following the data type DocumentPreferencesType.

The **DocumentPreferencesType** data type defines a required attribute, named **type**, which shows for which Europass document these printing preferences are applicable. The set of printing preferences are thus defined on a per-document basis. However we could envision an expanded XML which will include multiple **Document** elements, each defining its own printing preferences and thus describing a different “printable” document.

The **DocumentPreferencesType** also defines that it accepts a sequence of multiple **Field** elements.

A **Field** element is described by at least one attribute, the name. It may also have extra attributes, such as show, order and format.

The **name** attribute is actually a path to the section in the Europass Document to which this specific printing preference refers to.

The **show** attribute defines whether the specific section of the Europass Document is to be shown in the “printable” document or not. This section may be a specific field (e.g. date of birth), a specific section (specific work experience item) or an entire list (e.g. list of Foreign languages).

The **order** attribute is described as a simple list, which defines the order with which the sections that correspond to the simple list items are to be displayed in the “printable” document.

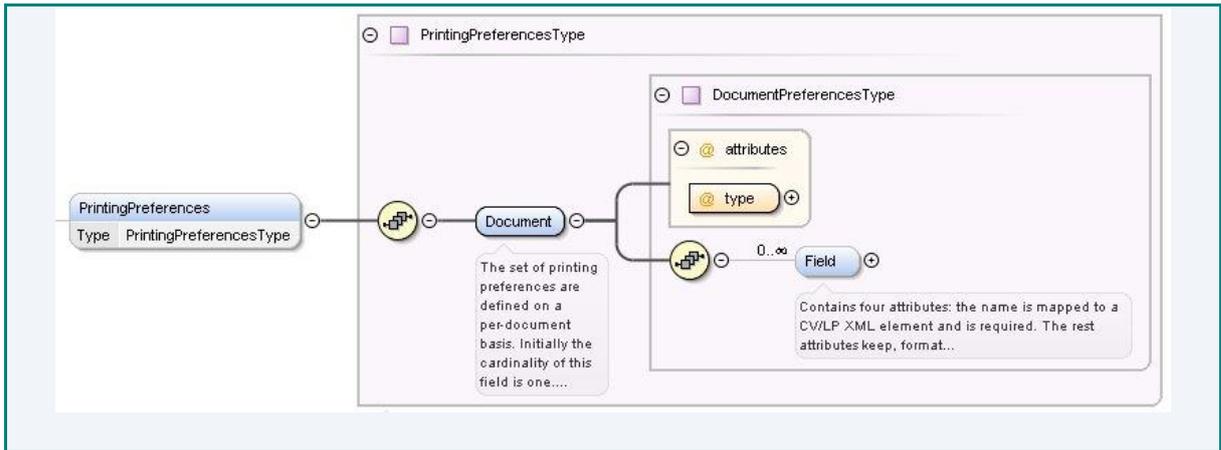
The **format** attribute defines a pattern according to which the dates or addresses are to be formatted.

The **position** attribute is described as a simple list, which defines the way a section is positioned in the “printable” document.

The **justify** attribute defines whether the section of the Cover Letter fields will be justified or not.

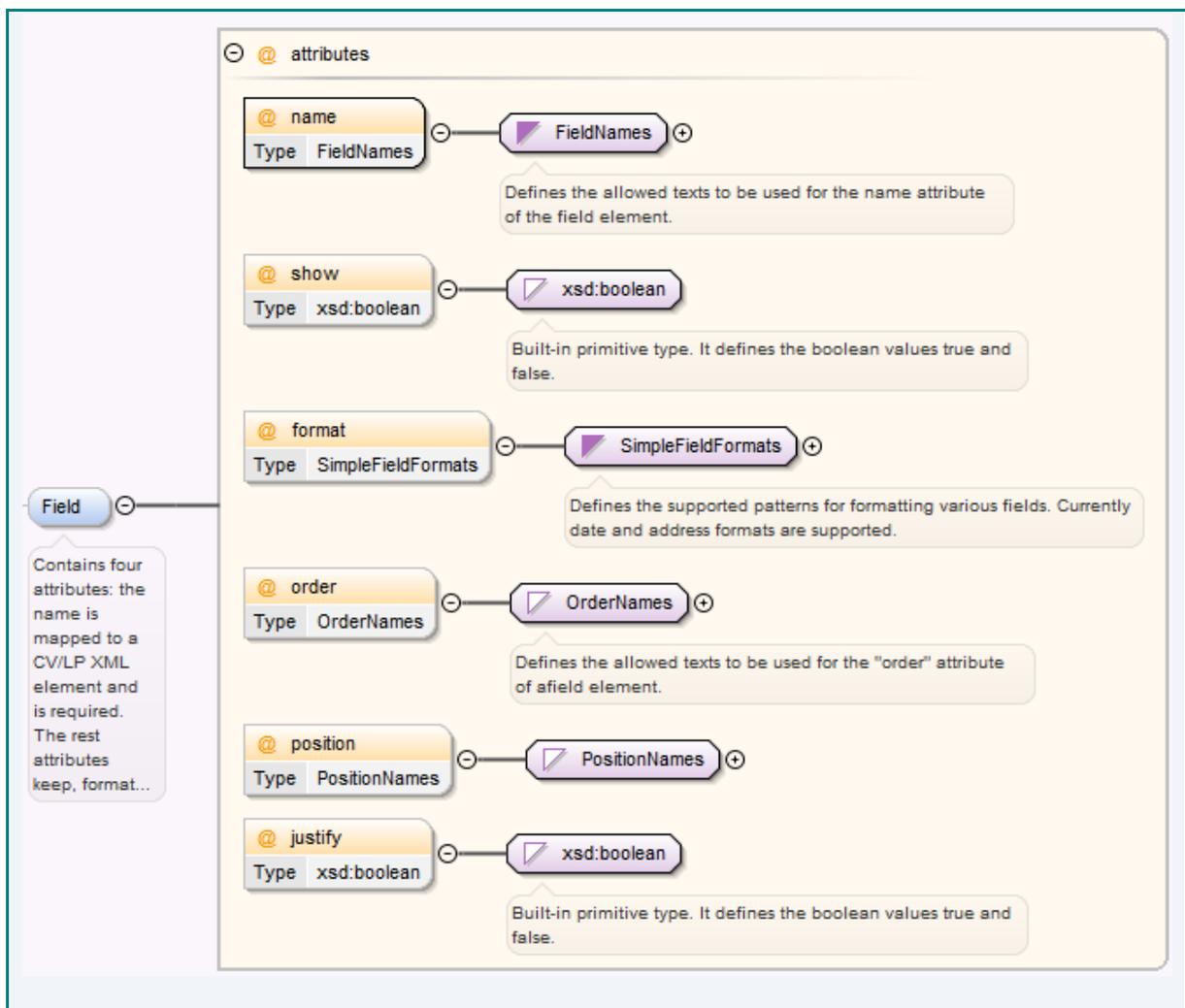
The **enableName** attribute defines whether the learner's name will be included in the closing salutation of the Cover Letter.

The **pageBreaks** attribute defines the sections where a page break is added when exporting the Curriculum Vitae document.



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport/ <b>PrintingPreferences</b>	Document: - S(1/unbounded)	The printing preferences for the XML elements which are shown in the printed versions of the Europass Documents.
SkillsPassport/ PrintingPreferences / <b>Document</b>	type: Restriction on xsd:string europass:DocumentTypeEnumeration [enumeration]:ECV [enumeration]:ELP field: - S(0/unbounded)	The set of printing preferences are defined on a per-document basis. The type attribute may have one of the allowed enumeration values.
SkillsPassport/ PrintingPreferences /Document/ <b>Field</b>	name: europass:FieldNames-required show: xsd:boolean- optional order: europass:OrderNames-optional format: europass:SimpleFieldFormats-optional position: europass:PositionNames-optional justify: xsd:boolean- optional enableName: xsd:boolean- optional pageBreaks: xsd:string- optional	<b>name:</b> path to the section in the Europass Document to which this specific printing preference refers to. <b>show:</b> defines whether the specific section of the Europass Document is to be shown in the "printable" document or not. <b>order:</b> is described as a simple list, which defines the order with which the sections that correspond to the simple list items are to be displayed in the "printable" document. <b>format:</b> defines a pattern according to which the dates or addresses are to be formatted. <b>position:</b> defines a the accepted values for the position of a section. <b>justify:</b> defines whether the cover letter sections are justified. Justification can be applied in the following CoverLetter sections:

	<ul style="list-style-type: none"> <li>- Letter.Body.Opening</li> <li>- Letter.Body.MainBody</li> <li>- Letter.Body.Closing</li> <li>- Letter.ClosingSalutation.Label</li> <li>- Documentation.Heading.Label</li> </ul> <p>The attribute is to be assigned in the CoverLetter field.</p> <p><b>enableName:</b> defines whether the learner's name will be included in the closing salutation of the cover letter. The attribute is to be assigned in the CoverLetter field.</p> <p><b>pageBreaks:</b> defines the sections where a page break is added when exporting the CV.</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



**Instance:**

```
<PrintingPreferences>
  <Document type="">
    <Field format="" name="" order="" show="" position="" justify=""
enableName="" pageBreaks="">{0,unbounded}</Field>
  </Document>
</PrintingPreferences>
```

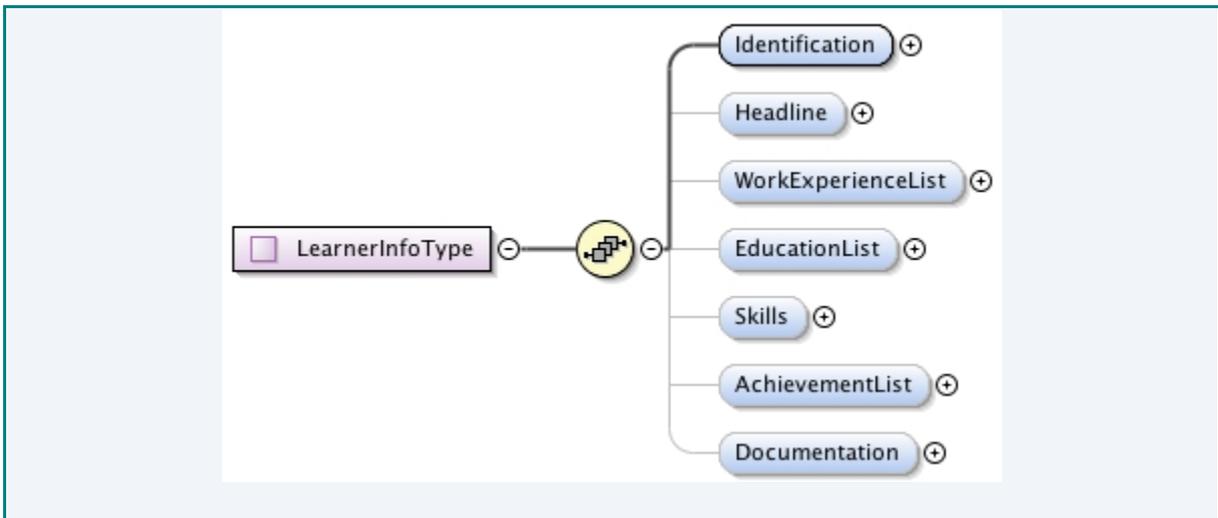
**Indicative sample:**

```
<PrintingPreferences>
  <Document type="ECV">
    <Field
      name="LearnerInfo"
      show="true"
      order="IdentificationHeadlineWorkExperience
EducationSkillsAchievementReferenceTo"/>
    <Field
      name="LearnerInfo.Identification"
      show="true"/>
    <Field
      name="LearnerInfo.Identification.PersonName"
      show="true"
      order="FirstNameSurname"/>
  </Document>
  <Document type="ECL">
    <Field
      name="LearnerInfo.Identification.PersonName"
      show="true"
      order="FirstName Surname"/>
    <Field
      name="CoverLetter.Addressee.PersonName"
      show="true"
      order="Title FirstName Surname"/>
    <Field
      name="CoverLetter.Letter.Localisation.Date"
      show="false"
      format="text/long"/>
    <Field
      name="CoverLetter.Letter.Localisation"
      show="false"
      order="Place Date"/>
    <Field
      name="CoverLetter"
      show="false"
      justify="true"
      order="Addressee Letter.Localisation Letter.SubjectLine
Letter.OpeningSalutation Letter.Body
Letter.ClosingSalutation"/>
  </Document>
```

## 4.5 SkillsPassport/ LearnerInfo

**LearnerInfo** is a core element of Europass schema, as it includes all information about personal data, learning achievements, work experiences, skills, competences, diplomas and other miscellaneous information.

The **LearnerInfo** element adheres to the data type **LearnerInfoType**, which is presented in details below. This data type defines a specific sequence of child elements.



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/ <b>LearnerInfo</b>	Identification: europass:IndentificationType-S(0/1) Headline: [complexType] - S(0/1) WorkExperienceList: [complexType] - S(0/1) EducationList: [complexType] - S(0/1) Skills: [complexType] - S(0/1) AchievementList: [complexType] - S(0/1) Documentation: europass:IntraDocumentDocumentationType - S(0/1)	A core element of Europass schema, as it includes all information about personal data, learning achievements, work experiences, skills, competences, diplomas and other miscellaneous information.
/SkillsPassport/ LearnerInfo/ <b>Identification</b>	PersonName: europass:PersonNameType -S(0/1) ContactInfo: europass:ContactInfoType - S(0/1) Demographics:europass:DemographicsType- S(0/1) Photo: europass:PhotoDataType - S(0/1)	Contains the personal information of the individual, which includes at least the name, and optionally contact information, demographics, photo and signature.

	Signature: <a href="#">europass:SignatureDataType - S(0/1)</a>	
/SkillsPassport/ LearnerInfo/ <b>Headline</b>	Type: <a href="#">europass:HeadlineTypeLabelType - S(0/1)</a> Description: <a href="#">europass:OccupationalFieldType-S(0/1)</a>	Contains a headline label for the current document. It is optional and may accommodate various cases.
/SkillsPassport/ LearnerInfo/ <b>WorkExperienceList</b>	WorkExperience: <a href="#">europass:WorkExperienceType - S(0/*)</a>	Contains an list of work experiences. The order of those experiences is defined by the related printing preferences.
/SkillsPassport/ LearnerInfo/ <b>EducationList</b>	Education: <a href="#">europass:EducationalExperienceType-S(0/*)</a>	Contains an list of learning achievements or a training periods (formal or not). The order of those experiences is defined by the related printing preferences.
/SkillsPassport/ LearnerInfo/ <b>Skills</b>	Linguistic: <a href="#">europass:LinguisticSkillType-S(0/1)</a> Communication: <a href="#">europass:GenericSkillType-S(0/1)</a> Organisational: <a href="#">europass:GenericSkillType-S(0/1)</a> JobRelated: <a href="#">europass:GenericSkillType-S(0/1)</a> Computer: <a href="#">europass:ComputerSkillType - S(0/1)</a> Driving: <a href="#">europass:DrivingSkillType - S(0/1)</a> Other: <a href="#">europass:GenericSkillType - S(0/1)</a>	Contains a sequence of skills and competences that the learner has acquired during any formal or informal experience.
/SkillsPassport/ LearnerInfo/ <b>AchievementList</b>	Achievement: <a href="#">europass:AchievementList - S(0/*)</a>	Contains a list of additional information about the various achievements of an individual, such as participation to conferences, workshops, memberships to organisations, list of publications, etc.
/SkillsPassport/ LearnerInfo/ <b>Documentation</b>	ReferenceTo: <a href="#">europass:InternalReferenceType - S(0/*)</a>	Contains a list of references to material attached to this XML instance and which enriched or supports the learner's information.

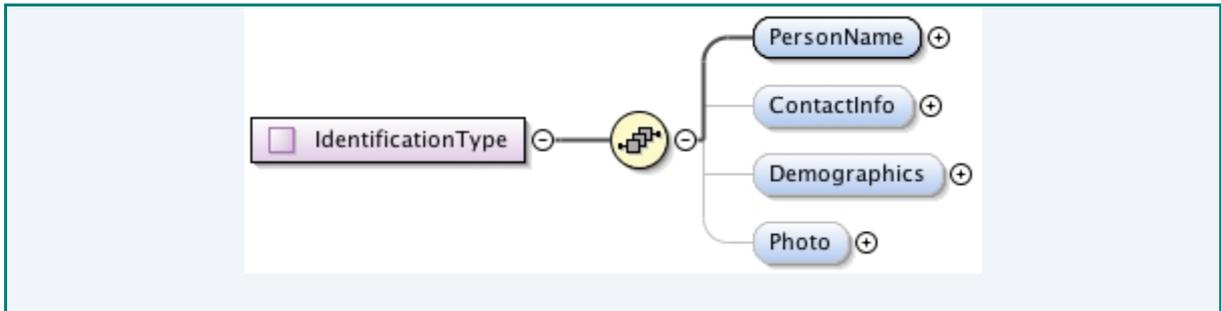
## Instance

```
<LearnerInfo>
  <Identification>{0,1}</Identification>
  <Headline>{0,1}</Headline>
  <WorkExperienceList>{0,1}</WorkExperienceList>
  <EducationList>{0,1}</EducationList>
  <Skills>{0,1}</Skills>
  <AchievementList>{0,1}</AchievementList>
  <Documentation>{0,1}</Documentation>
```

```
</LearnerInfo>
```

### 4.5.1 SkillsPassport/LearnerInfo/Identification

The **Identification** element comprises a subset of elements that organize all the personal information of the individual. Its data type is **IdentificationType**. This type defines that the elements need to at least include the person’s name, and optionally contact information, demographics and photo.



**Instance:**

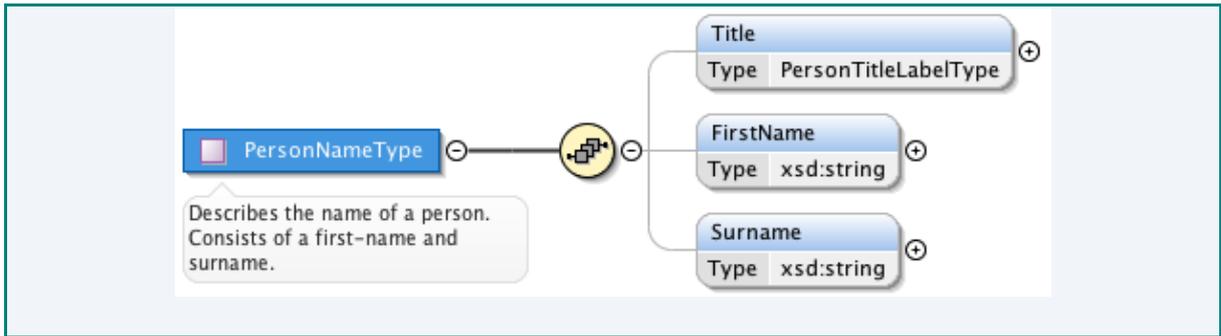
```

<Identification>
  <PersonName>{1,1}</PersonName>
  <ContactInfo>{0,1}</ContactInfo>
  <Demographics>{0,1}</Demographics>
  <Photo>{0,1}</Photo>
</Identification>
    
```

Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/ LearnerInfo /Identification	PersonName: europass:PersonNameType -S(1/1) ContactInfo: europass:ContactInfoType -S(0/1) Demographics:europass:DemographicsType- S(0/1) Photo: europass:PhotoDataType - S(0/1)	Contains the personal information of the individual, which includes at least the name, and optionally contact information, demographics and photo.

#### 4.5.1.1 Identification/PersonName

The **PersonName** element contains the full name of an individual that identifies the owner of this document. The element consists of two sub-elements of data type any string.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/Identification/PersonName	Title: <b>PersonTitleLabelType</b> -S(0/1) FirstName: <b>xsd:string</b> -S(0/1) Surname: <b>xsd:string</b> -S(0/1)	Contains the person title, name and the surname of an individual.

**Instance:**

```
<PersonName>
  <Title>{0,1}</ Title >
  <FirstName>{0,1}</FirstName>
  <Surname>{0,1}</Surname>
</PersonName>
```

**Indicative Example:**

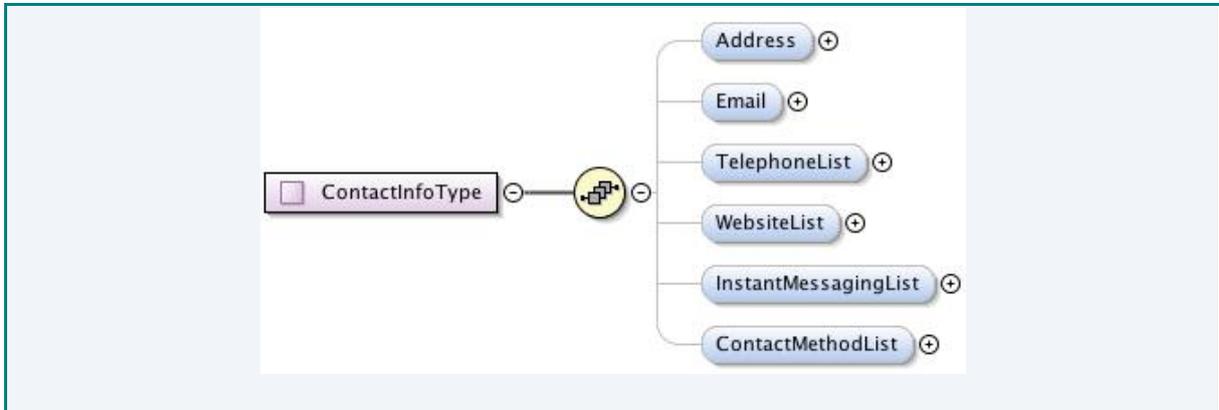
```
<PersonName>
  <Title>
    <Code>dr</Code>
    <Label>Dr.</Label>
  </Title>
  <FirstName>Chuck</FirstName>
  <Surname>NORRIS</Surname>
</PersonName>
```

**4.5.1.2 Identification/PersonName/ Title**

The **Title** element adheres to type **PersonTitleLabelType**. This type extend the base type **LabelType** by defining that the Code may have any of the values defined according to the simple data type **PersonTitlesCodesEnumeration**. This enumeration defines the following values: “mr”, “ms”, “mrs”, “miss”, “dr”.

### 4.5.1.3 Identification/ContactInfo

The **ContactInfo** element groups the available means with which an individual may be contacted. Its type is **ContactInfoType** and defines an optional sequence of sub-elements, each representing a difference type of contact info.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo o /Identification/ContactInfo o	Address: ContactAddressType -S(0/1) Email: ContactEmailType - S(0/1) TelephoneList: [complexType]- S(0/1) WebsiteList: [complexType]- S(0/1) InstantMessagingList:[complexType]- S(0/1) ContactMethodList:[complexType]- S(0/1)	Contains all the available methods of contacting individual.

**Instance:**

```

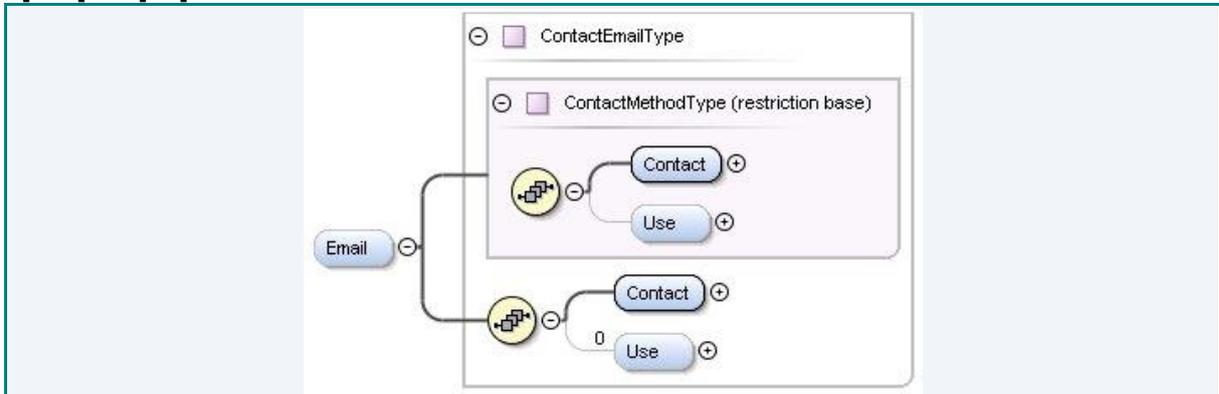
<ContactInfo>
  <Address>{0,1}</Address>
  <Email>{0,1}</Email>
  <TelephoneList>{0,1}</TelephoneList>
  <WebsiteList>{0,1}</WebsiteList>
  <InstantMessagingList>{0,1}</InstantMessagingList>
  <ContactMethodList>{0,1}</ContactMethodList>
</ContactInfo>
    
```

#### 4.5.1.3.1 Identification/ContactInfo/Address

The **Address** element represents the residence address of an individual. Its data type is the **ContactAddressType**(described in ContactAddressType).

#### 4.5.1.3.2 Identification/ContactInfo/Email

The **Email** element defines the email address of an individual. Its data type is **ContactEmailType**, which restricts the **ContactMethodType** (described in Identification/ContactInfo/ContactMethodList/ContactMethod) by defining that the Contact sub-element needs to be a string that follows the specified pattern `[^@]+@[^\.]+\.\.+`



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/Identification/ContactInfo/ <b>Email</b>	Contact: <code>xsd:string -S(0/1)</code> <code>[pattern]:[^@]+@[^\.]+\.\.+</code>  Use : <code>xsd:string - S(0/0)</code>	Defines the email address of an individual.

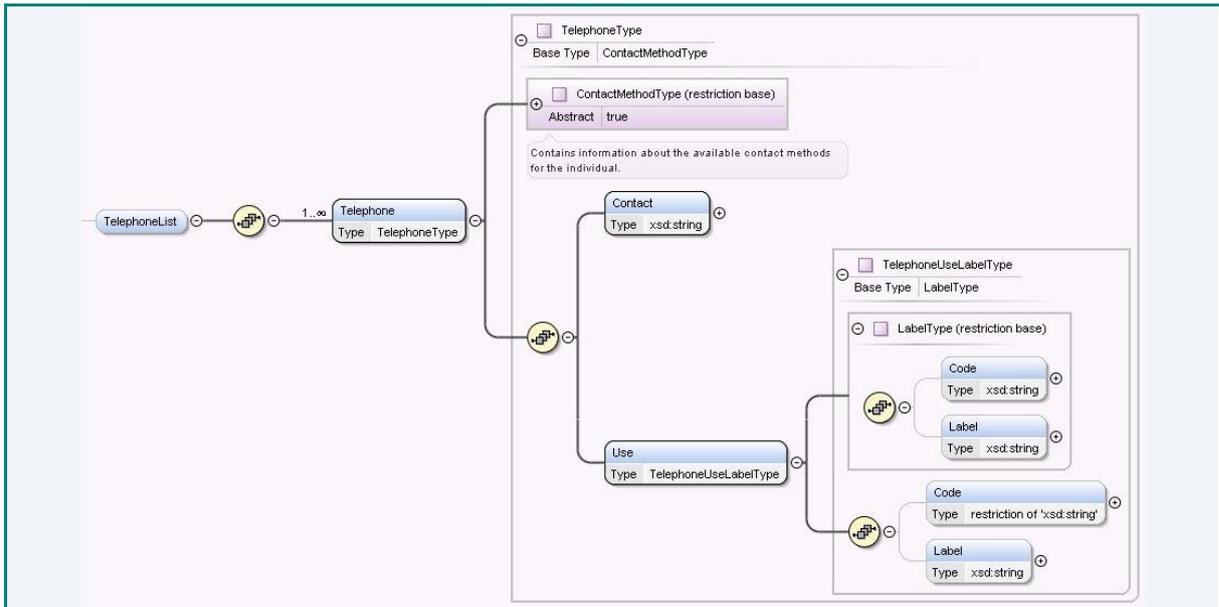
#### Indicative Example:

```
<Email>
  <Contact>chuck@chucknorrisfacts.com</Contact>
</Email>
```

#### 4.5.1.3.3 Identification/ContactInfo/ TelephoneList

The **TelephoneList** element defines a list of **Telephone** elements. Each Telephone element corresponds to the valid telephone number of owned by an individual.

A Telephone element adheres to the **TelephoneType**, which restricts the **ContactMethodType** (described in Identification/ContactInfo/ContactMethodList/ContactMethod) by specifying that the **Use** element needs to follow the data type **TelephoneUseLabelType**. The TelephoneUseLabelType data-type restricts the **europass:LabelType** (described in LabelType) by defining a specific list of accepted values for the **Use/Code** element (home, work, mobile).



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/Identification/ContactInfo/ <b>TelephoneList</b>	Telephone: europass:TelephoneType - S(0/unbounded)	Lists the telephone numbers owned by the individual.
/SkillsPassport/LearnerInfo/Identification/ContactInfo/TelephoneList/ <b>Telephone</b>	Contact: xsd:string - S(0/1) Use : europass:TelephoneUseLabelType - S(0/1)	A telephone number owned by the individual.

**Indicative Example:**

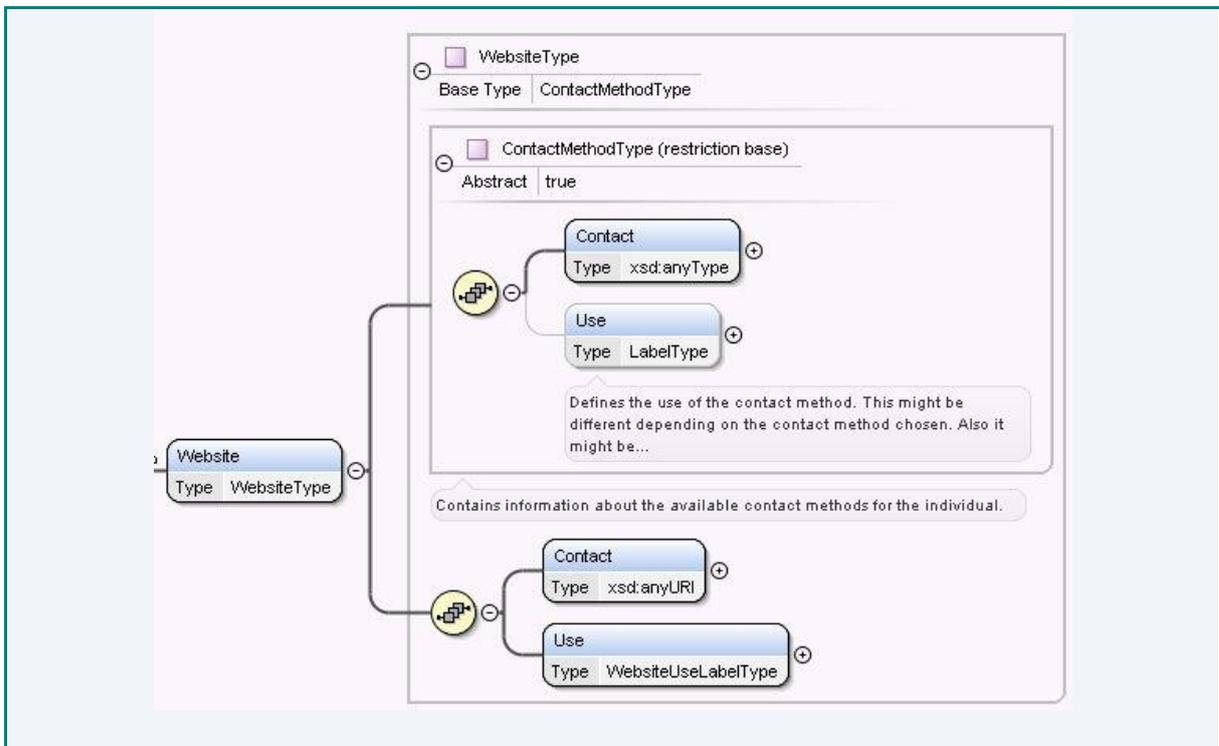
```

<TelephoneList>
  <Telephone>
    <Contact>+44 123456789</Contact>
    <Use>
      <Code>mobile</Code>
      <Label>+44 995 666 55</Label>
    </Use>
  </Telephone>
</TelephoneList>
    
```

#### 4.5.1.3.4 Identification/ContactInfo/ WebsiteList

The **WebsiteList** element defines a list of **Website** elements. Each Website element corresponds to a URI of a website that either belongs to-, refers to- or presents the work of- and individual.

A Website element adheres to the **WebsiteType**, which restricts the **ContactMethodType** (described in Identification/ContactInfo/ContactMethodList/ContactMethod) by specifying that the **Label** element needs to be any valid URI, and the **Use** element needs to follow the data type **WebsiteUseLabelType**. The WebsiteUseLabelType data-type restricts the **europass:LabelType** (described in LabelType) by defining a specific list of accepted values for the **Use/Code** element (personal, business, blog, portfolio)



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/ Identification/ContactInfo/ <b>WebsiteList</b>	Website: <b>europass:WebsiteType</b> - S(0/unbounded)	Defines the websites that are owned, built by or refer to the individual.
/SkillsPassport/LearnerInfo/ Identification/ContactInfo/ WebsiteList / <b>Website</b>	Contact: <b>xsd:anyUri</b> - S(0/1) Use : <b>europass:WebsiteUseLabelType</b> - S(0/1)	Defines a websites that is owned, built by or refer to the individual.

#### Indicative Example:

```

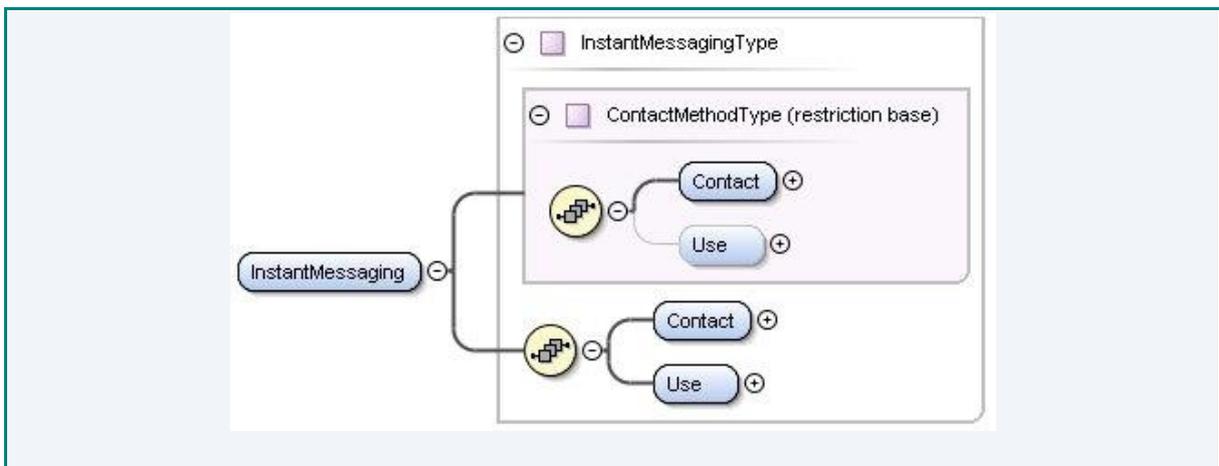
<WebsiteList>
  <Website>
    <Contact>http://chucknorrisfacts.com</Contact>
    <Use>
      <Code>blog</Code>
      <Label>Blog</Label>
    </Use>
  </Website>
</WebsiteList>

```

#### 4.5.1.3.5 Identification/ContactInfo/InstantMessagingList

The **InstantMessagingList** element defines a list of **InstantMessaging** elements. Each InstantMessaging element corresponds to a valid instant messaging account owned by an individual.

A InstantMessaging element adheres to the InstantMessagingType, which restricts the ContactMethodType (described in Identification/ContactInfo/ContactMethodList/ContactMethod) by specifying that the **Use** element needs to follow the data type InstantMessagingUseLabelType. The InstantMessagingUseLabelType data-type restricts the europass:LabelType (described in LabelType) by defining a specific list of accepted values for the **Use/Code** element (gtalk, skype, icq, aim, msn, yahoo).



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/Identification/ContactInfo/ <b>InstantMessagingList</b>	InstantMessaging: <u>europass:InstantMessagingType</u> - S(0/unbounded)	Lists the instant messaging accounts owned by the individual

/SkillsPassport/LearnerInfo/Identification/ContactInfo/InstantMessagingList/ <b>InstantMessaging</b>	Contact: <a href="#">xsd:anyType</a> -S(0/1) Use : <a href="#">europass:InstantMessagingUseLabelType</a> - S(0/1)	An instant messaging account
------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	------------------------------

**Indicative Example:**

```
<InstantMessagingList>
  <InstantMessaging>
    <Contact>chuck.norris</Contact>
    <Use>
      <Code>gtalk</Code>
      <Label>Google Talk</Label>
    </Use>
  </InstantMessaging>
</InstantMessagingList>
```

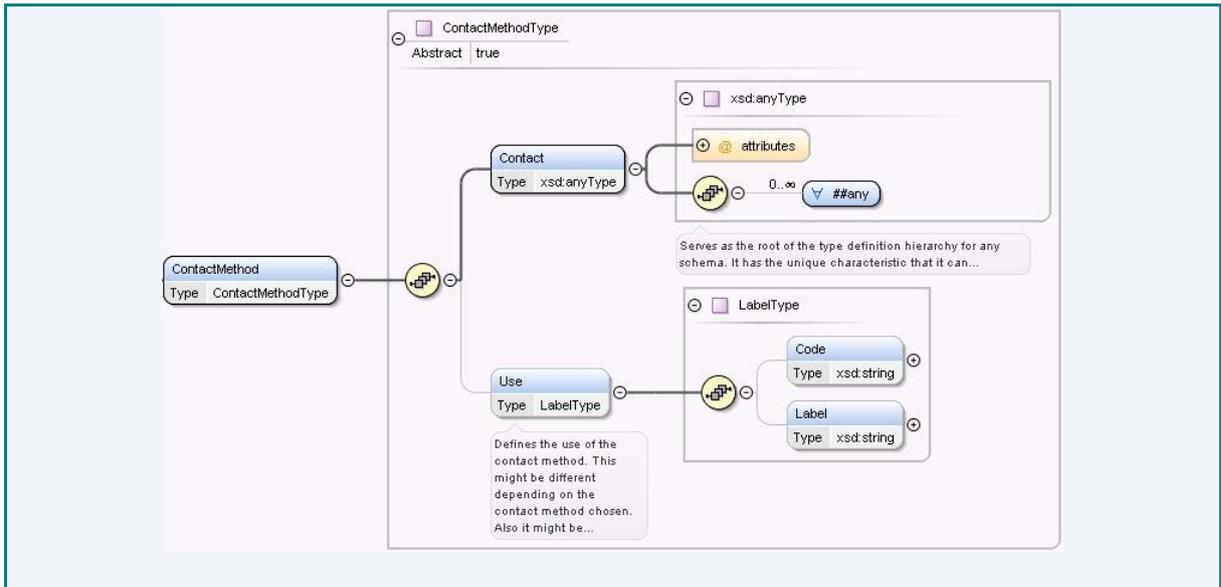
**4.5.1.3.6 Identification/ContactInfo/ContactMethodList**

This element lists any other **ContactMethod** elements not already defined. **ContactMethodType** defines the use of the contact method. This might be different depending on the contact method chosen. This is an extension point to accommodate the definition of other contact method, so long as they follow the constraints of the specific contact type.

**4.5.1.3.6.1 Identification/ContactInfo/ContactMethodList/ContactMethod**

A **ContactMethod** element adheres to the **ContactMethodType** data type, which defines a sequence of two sub-elements: **Contact** and **Use**, with Use being optional. The Contact element includes the actual contact information (e.g. the telephone number), while the Use element informs on when/how to use this contact method (e.g. business hours or not).

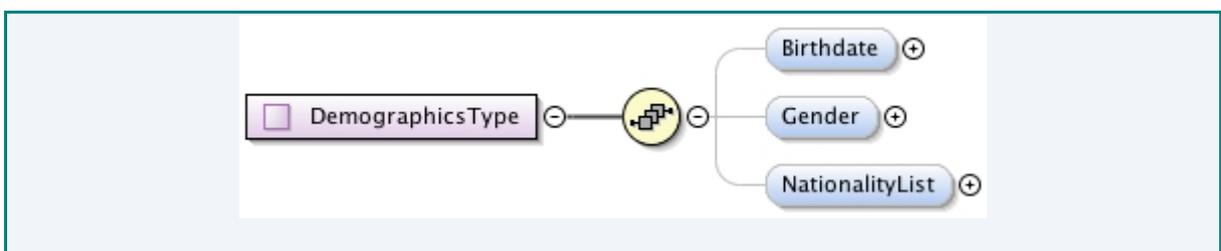
The **Contact** element is of [xsd:anyType](#), so that each ContactMethod can further specify it, while the **Use** element is of [europass:LabelType](#), defined in LabelType.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/Identification/ContactInfo/ <b>ContactMethodList</b>	ContactMethod: europass:ContactMethodType - S(0/unbounded)	Lists any other available contact methods of the individual.
/SkillsPassport/LearnerInfo/Identification/ContactInfo/ContactMethodList/ <b>ContactMethod</b>	Contact: xsd:anyType - S(0/1) Use : europass:LabelType - S(0/1)	Contains information about any other available contact method of the individual.

#### 4.5.1.4 Identification/Demographics

The **Demographics** element contains demographics-related information about the individual. It adheres to the data type **DemographicsType**, which defines a sequence of optional sub-elements for the date of birth, the gender and a list of applicable nationalities.



Elements and Attributes	Compositions Child Element	Definition
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	Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	
<b>Demographics</b>	Birthdate: <a href="#">DateType</a> -S(0/1) Gender: <a href="#">GenderLabelType</a> - S(0/1) NationalityList: - S(0/1)	Contains demographics-related information about the individual. It includes the birthdate, gender and list of nationalities.

**Instance:**

```
<Demographics>
  <Birthdateday=""month=""year="">{0,1}</Birthdate>
  <Gender>{0,1}</Gender>
  <NationalityList>{0,1}</NationalityList>
</Demographics>
```

**4.5.1.4.1 Identification/Demographics/Birthdate**

Birthdate adheres to the data type [DateType](#). This type defines that an element needs to have at least one attribute for the year, and may optionally have another two attributes for the month and year.

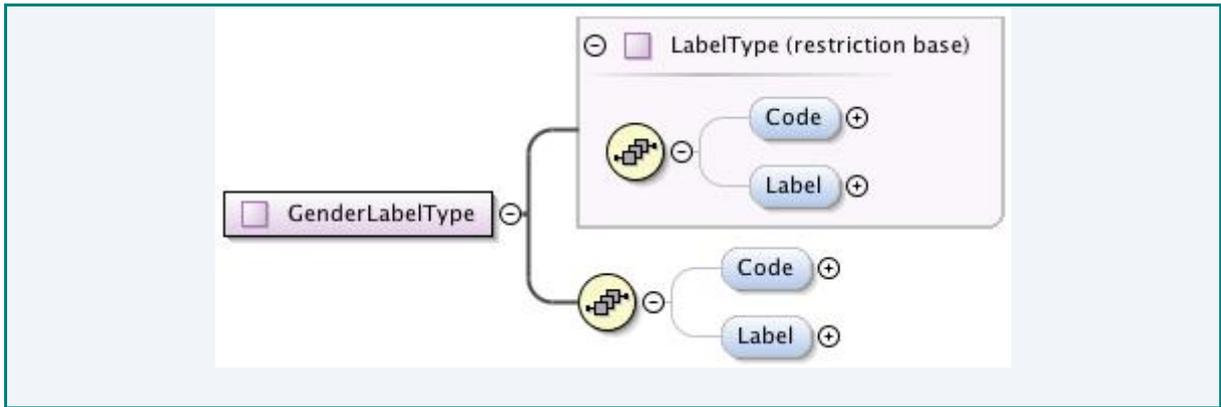
Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/Identification/Demographics/Birthdate/ <b>@day</b> <b>@month</b> <b>@year</b>	<a href="#">DateType</a> / <a href="#">xsd:gDay</a> - optional <a href="#">xsd:gMonth</a> - optional <a href="#">xsd:gYear</a> - required	Defines the date of birth of the individual.

**Indicative Example:**

```
<Birthdate year="1940" month="--03" day="---10"/>
```

**4.5.1.4.2 Identification/Demographics/Gender**

The Gender element defines the gender of the individual. It adheres to the data type [GenderLabelType](#). This data type restricts the [europass:LabelType](#) (described in LabelType) by specifying that the **Code** sub-element may only be one of M or F, which correspond to male and female. The Label sub-element is the label of the Gender, translated to the language of the document.

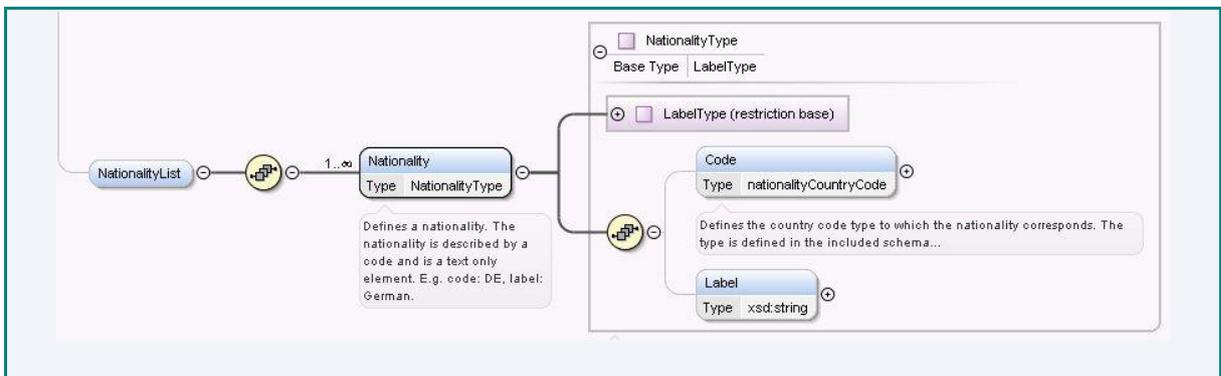


**Indicative Example:**

```
<Gender>
  <Code>M</Code>
  <Label>Male</Label>
</Gender>
```

**4.5.1.4.3 1.2.1.3.3 Identification/Demographics/NationalityList**

The **NationalityList** element lists **Nationality** elements. Each Nationality element adheres to the data type of **NationalityType**. This type restricts the **LabelType** by specifying that the **Code** sub-element needs to be one of the values defined by the **europass:nationalityCountryCode** in the included schema of “**EuropassNationalities**”. The **Label** sub-element is the translation of the specific nationality in the language of the document. E.g. code: DE, label: German.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/Identification/Demographics/ <b>NationalityList</b>	Nationality: <b>NationalityType</b> - S(0/unbounded)	Defines a list of all nationalities of an individual.

/SkillsPassport/LearnerInfo/Identification/ Demographics/ NationalityList/ <b>Nationality</b>	Code: <b>nationalityCountryCode</b> - S(0/1) Label: <b>xsd:string</b> - S(0/1)	Defines a specific nationality. The type of the Code element is defined in the included schema " <b>EuropassNationalities</b> ".
-----------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------

**Instance:**

```
<Nationality>
  <Code>{0,1}</Code>
  <Label>{0,1}</Label>
</Nationality>
```

**Indicative Example:**

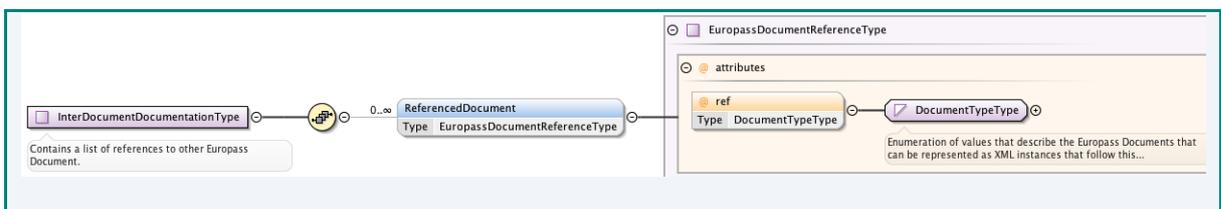
```
<NationalityList>
  <Nationality>
    <Code>US</Code>
    <Label>American</Label>
  </Nationality>
  <Nationality>
    <Label>Citizen of the world</Label>
  </Nationality>
</NationalityList>
```

**4.5.1.5 Identification/Photo**

**4.6 The Photo element includes the base-64 encoded bytes of a JPEG or PNG image file that represents the personal photo of an individual. The element adheres to the PhotoDataType, which restricts the FileDataType (described in InterDocumentDocumentationType**

The InterDocumentDocumentationType data type defines a list of **ReferencedDocument** elements, each being a reference to a Europass Document acronym name, as defined by the DocumentTypeType data type.

The **ReferencedDocument** element adheres to the EuropassDocumentReferenceType data type which defines that the element needs to have an attribute, named **ref**, which actually is a reference to the acronym of a Europass Document.



Data Type	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<a href="#"><u>InterDocumentDocumentationType</u></a>	ReferencedDocument:europass:EuropassDocumentReferenceType -S(0,unbounded)	Lists ReferencedDocument elements that reference other Europass Documents.
<a href="#"><u>InternalReferenceType</u></a>	<b>Ref</b> europass:DocumentTypeType -required	Defines that the <b>ref</b> attribute needs to reference the acronym of a Europass Document.

**Instance:**

```
<Documentation>
  <ReferencedDocument ref="">{0,unbounded}</ReferencedDocument>
</Documentation>
```

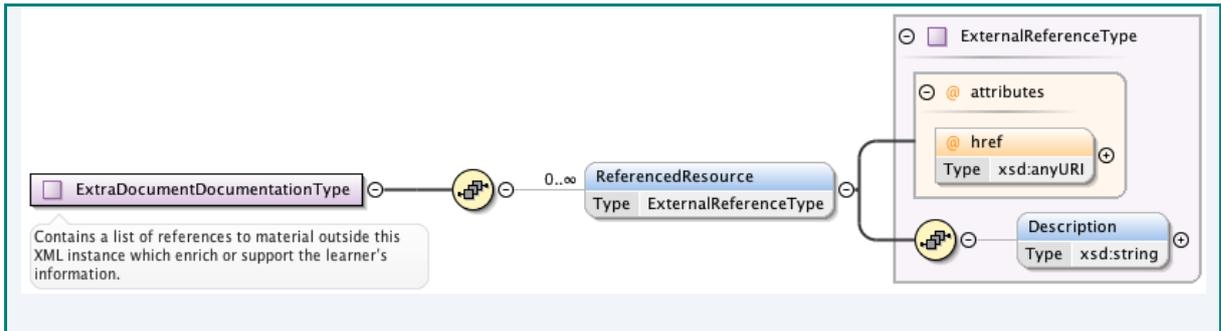
**Indicative example:**

```
<InterDocument>
  <ReferencedDocument ref="ECV"/>
  <ReferencedDocument ref="ESP"/>
  <ReferencedDocument ref="ELP"/>
</InterDocument>
```

## 4.7 ExtraDocumentDocumentationType

The **ExtraDocumentDocumentationType** data type defines a list of **ReferencedResource** elements, each being a reference to an external resource, that is a resource outside this XML, e.g. a public URI.

The **ReferencedResource** element adheres to the **ExternalReferenceType** data type which defines that the element needs to have a child element, named **Description**, which will describe the nature of the references external resource. It may also have an optional attribute, named **href**, which will provide the URI of the referenced resource.



Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<a href="#"><u>ExtraDocumentDocumentationType</u></a>	ReferencedResource:europass:ExternalReferenceType - S(0,unbounded)	Lists ReferencedResource elements that reference external (outside this XML) resources.
<a href="#"><u>ExternalReferenceType</u></a>	Description:xsd:string - S(0,unbounded) hrefxsd:IDREF - required	Defines that the element must have a child Description element , and a href attribute.

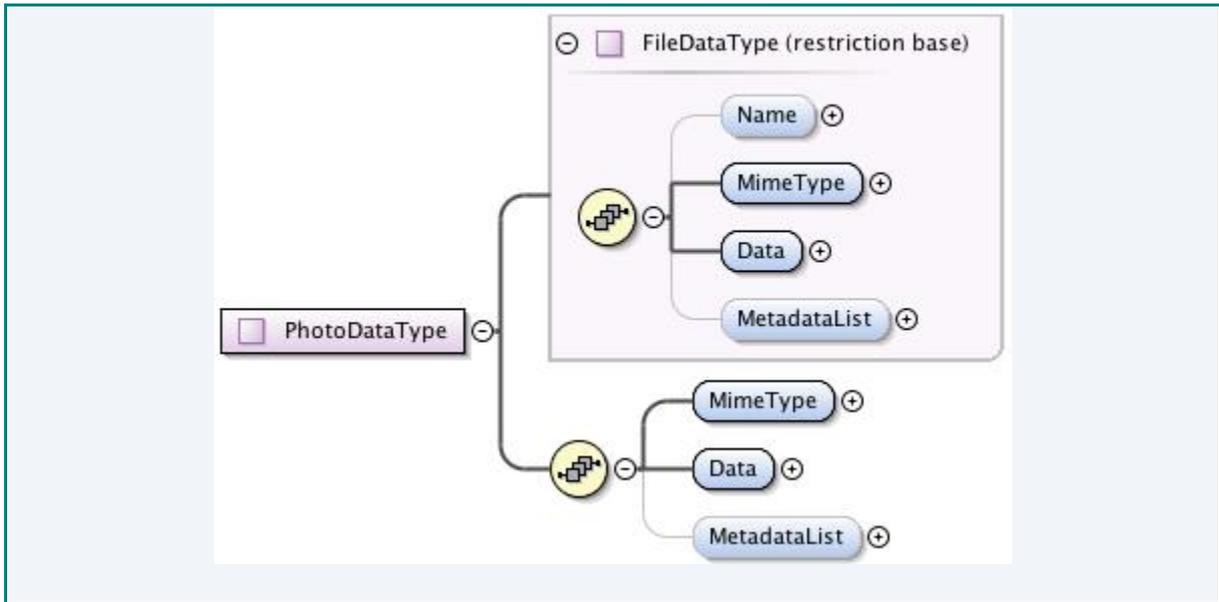
**Instance:**

```
<ExtraDocument>
  <ReferencedResource href="">
    <Description>{0,unbounded}</Description>
  </ReferencedResource>
</ExtraDocument>
```

**Indicative example:**

```
<ExtraDocument>
  <ReferencedResource>
    <Description>List of Citations</Description>
  </ReferencedResource>
  <ReferencedResource
href="http://myvideocv.com/jim.burnett">
    <Description>Video CV</Description>
  </ReferencedResource>
</ExtraDocument>
```

FileDataType) by excluding the Name sub-element and specifying the **MimeType** sub-element must follow the [ImageMimeTypeEnumeration](#) that defines the following values: image/jpeg, image/pjpeg, image.png and image/x-png.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/Identification/ <b>Photo</b>	MimeType: europass:MimeTypeEnumeration - S(1/1) Data: xsd:base64Binary - S(1/1) MetadataList: europass:MetadataListType - S(0/1)	Contains the base-64 encoded bytes of a JPEG or PNG image file that represents the personal photo of an individual
/SkillsPassport/LearnerInfo/Identification/Photo/ <b>MimeType</b>	Restriction base oneuropass:MimeTypeEnumeration [Enumeration]: value="image/jpeg" value="image/pjpeg" value="image/png" value="image/x-png" value="application/pdf"	Defines the MimeType of the Photo element.

**Instance:**

```

<Photo>
  <MimeType>{1,1}</MimeType>
  <Data>{1,1}</Data>
  <MetadataList>{0,1}</MetadataList>
</Photo>
  
```

**Indicative Example:**

```
<Photo>
  <MimeType>image/jpeg</MimeType>
  <Data><!-- Photo based-64 encoded bytes go here --></Data>

  <MetadataList>
    <Metadata key="photo-dimensions" value="100x110"/>
  </MetadataList>
</Photo>
```

**4.7.1.1 Identification/Signature**

The **Signature** element includes the base-64 encoded bytes of a JPEG or PNG image file that represents the personal signature of an individual. The element adheres to the **SignatureDataType**, which is identical to the **PhotoDataType** (described in Identification/Photo).

Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/LearnerInfo/Identification/ <b>Signature</b>	MimeType: europass:MimeTypeEnumeration - S(1/1) Data: xsd:base64Binary - S(1/1) MetadataList: europass:MetadataListType - S(0/1)	Contains the base-64 encoded bytes of a JPEG or PNG image file that represents the personal signature of an individual
/SkillsPassport/LearnerInfo/Identification/Signature/ <b>MimeType</b>	Restriction base oneuropass:MimeTypeEnumeration [Enumeration]: value="image/jpeg" value="image/pjpeg" value="image/png" value="image/x-png" value="application/pdf"	Defines the MimeType of the Signature element.

**Instance:**

```
<Signature>
  <MimeType>{1,1}</MimeType>
  <Data>{1,1}</Data>
  <MetadataList>{0,1}</MetadataList>
</Signature>
```

**Indicative Example:**

```
<Signature>
  <MimeType>image/jpeg</MimeType>
  <Data><!-- Photo based-64 encoded bytes go here --></Data>
```

```
<MetadataList>
  <Metadata key="signature-dimensions" value="250x150"/>
</MetadataList>
</Signature>
```

### 4.7.2 SkillsPassport/LearnerInfo/Headline

The **Headline** element includes the motivation of the individual for authoring this specific document. It defines a suitable text that may be used to either reveal the purpose of the document (e.g. applying for specific job position or training) or to describe the job position held or pursued.

The element adheres to a complex type that defines a sequence of two sub-elements:

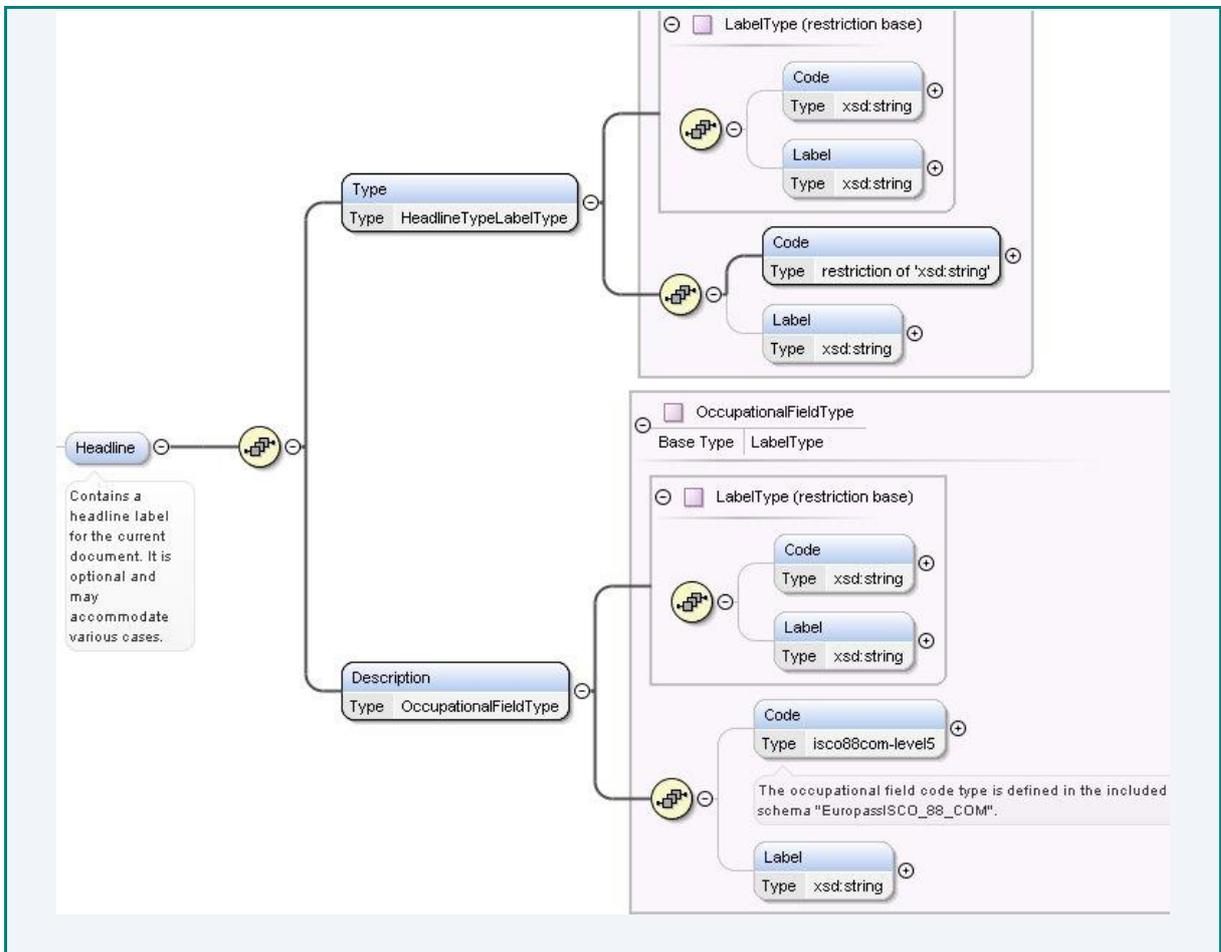
- The **Type** sub-element follows the data type of **HeadlineTypeLabelType**. This type in turn restricts the **LabelType** by defining that the **Code** sub-element may only be one of the following values: preferred\_job, job\_applied\_for, studies\_applied\_for and position. The **Label** sub-element is actually the translation of the type in the language of the document.
- The **Description** sub-element follows the data type of **OccupationalFieldType** (described in OccupationalFieldType).

**Instance:**

```
<Headline>
  <Type>{1,1}</Type>
  <Description>{1,1}</Description>
</Headline>
```

Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport /LearnerInfo <b>Headline</b>	Type:europass:HeadlineTypeLabelType - S(0/1) Description:europass:OccupationalFieldType-S(0/1)	Contains a headline label for the current document. It is optional and may accommodate various cases.

Data Type	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<u>HeadlineTypeLabelType</u>	Code: europa:HeadlineTypeLabelType -S(0/1)  [enumeration] : "preferred_job" [enumeration] : "job_applied_for" [enumeration] : "studies_applied_for" [enumeration] : "position" [enumeration] : "personal_statement"  Label: xsd:string -S(0/1)	Defines the accepted types of headline. The <b>Code</b> may only be one of the defined enumeration values. The <b>Label</b> is actually the translated text of the type to the language of the document.

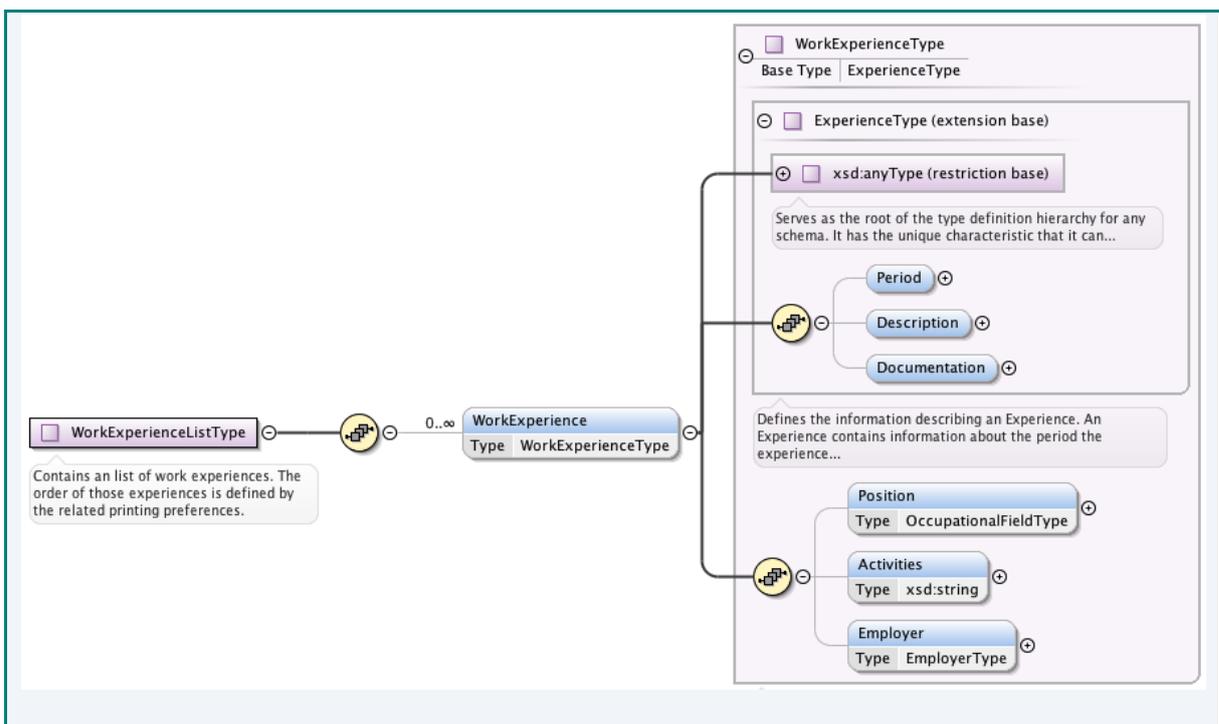


### 4.7.3 SkillsPassport/LearnerInfo/WorkExperienceList and WorkExperience

This section of the XML document lists the work positions that an individual held. For each work experience one can find further information on the period, the position title, the employer and the activities that concern it.

The section is described by a **WorkExperienceList** element, which accepts a list of **WorkExperience** elements. Each WorkExperience element adheres to the data type **WorkExperienceType**.

The **WorkExperienceType** data type extends the **ExperienceType** (described in ExperienceType) data type by further defining three sub-elements. That said, a **WorkExperience** element can optionally include a **Period** element, denoting the period during which the work experience took place, a **Position** element, denoting the position title held and also the elements **Description**, **Documentation** (inherited from the **ExperienceType**), **Activities** and **Employer** (added by the **WorkExperienceType**).



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport /LearnerInfo/ <b>WorkExperienceList</b>	WorkExperience: europass:WorkExperienceType - S(0/unbounded)	Lists the work experiences of an individual.
SkillsPassport /LearnerInfo/	Extension base	Extends the generic

<p>WorkExperienceList/ <b>WorkExperience</b></p>	<p>europass:ExperienceType                  Period: europass:PeriodType - S(0/1)                  Description: xsd:string - S(0/1)                  Documentation:                  europass:IntraDocumentDocumentati                  onType - S(0/1)  <b>Position:</b> OccupationalFieldType -                  S(0/1)  <b>Activities:</b> xsd:string - S(0/1)  <b>Employer:</b> europass:EmployerType -                  S(0/1)</p>	<p>ExperienceType to include further information about a work experience, like the Position, Activities and Employer.</p>
------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------

**Instance:**

```
<WorkExperienceList>
  <WorkExperience>{0,unbounded}</WorkExperience>
</WorkExperienceList>
```

and

```
<WorkExperience>
  <Period>{0,1}</Period>
  <Description>{0,1}</Description>
  <Documentation>{0,1}</Documentation>
  <Position>{0,1}</Position>
  <Activities>{0,1}</Activities>
  <Employer>{0,1}</Employer>
</WorkExperience>
```

**Indicative Example:**

```
<WorkExperienceList>
  <WorkExperience>
    <Period>
      <From year="2001"/>
      <Current>true</Current>
    </Period>
    <Documentation>
      <ReferenceTo idref="ATT_1"/>
    </Documentation>
    <Position><Label>Martial Arts Instructor</Label></Position>
    <Activities>Main activities and responsibilities include preparing
class plans.</Activities>
    <Employer>
      <Name>School of Ninjutsu</Name>
      <ContactInfo>
        <Address>
          <Contact>
            <Country>
              <Code>JP</Code>
              <Label>Japan</Label>
            </Country>
          </Contact>
        </Address>
        <Website>
          <Contact>http://mybusiness.com</Contact>
        </Website>
```

```

    </ContactInfo>
    <Sector>
      <Code>Q</Code>
      <Label>Human health and social work</Label>
    </Sector>
  </Employer>
</WorkExperience>
</WorkExperienceList>

```

#### 4.7.3.1 WorkExperience/Period

The **Period** element defines the period during which the specific work experience took place. It follows the [PeriodType](#) (described in PeriodType).

##### Instance:

```

<Period>
  <From day=""month=""year="">{0,1}</From>
  <Today=""month=""year="">{0,1}</To>
  <Current>{0,1}</Current>
</Period>

```

##### Indicative Example:

```

<Period>
  <From year="2001"year="10"/>
  <Current>true</Current>
</Period>

```

#### 4.7.3.2 WorkExperience/Documentation

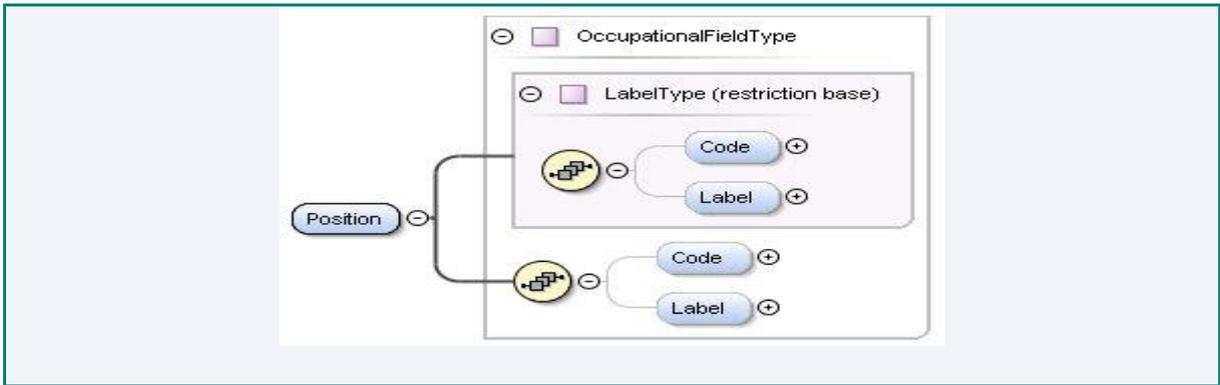
The **Documentation** element provides a list of references to digital documents that are attached to the specific Europass Document and included in the XML Document, and which are related to this specific work experience.

An individual can attach one or more relevant documents that verify or describe the specific work experience included in the Europass Document.

The Documentation element follows the [IntraDocumentDocumentationType](#) data type (described in IntraDocumentDocumentationType).

#### 4.7.3.3 WorkExperience/Position

The **Position** element describes the position held by the individual during her work experience. It follows the [OccupationalFieldType](#) data type (described in OccupationalFieldType).



**Instance:**

```
<Position>
  <Code>{0,1}</Code>
  <Label>{0,1}</Label>
</Position>
```

**Indicative Example:**

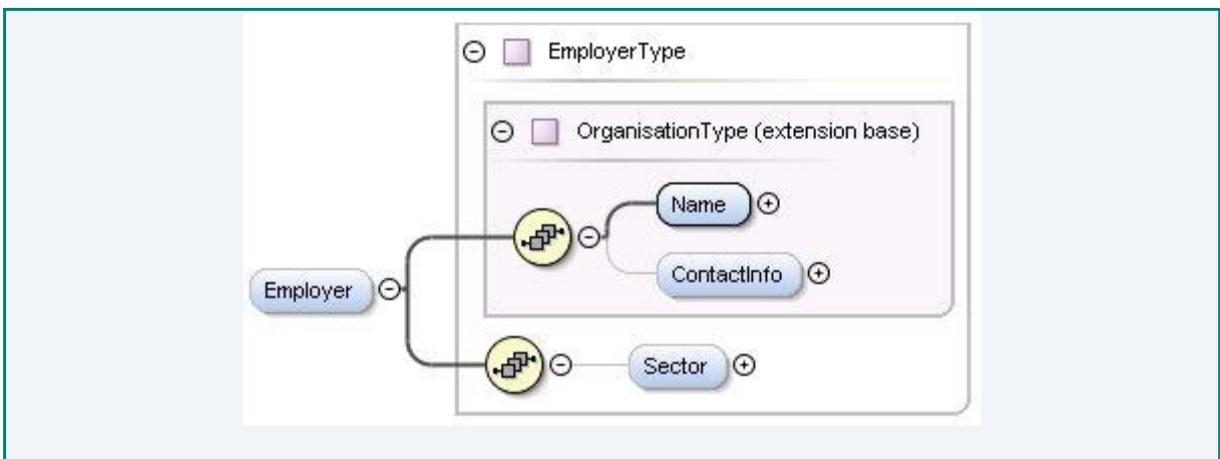
```
<Position>
  <Label>Martial Arts Instructor</Label>
</Position>
```

**4.7.3.4 WorkExperience/Employer**

The **Employer** element describes the organisation with which the individual cooperated during her work experience.

The **Employer** element adheres to the **EmployerType** data type, which extends the **OrganisationType** data type (described in OrganisationType), by specifying the additional optional element **Sector**, for describing the business sector to which the employer belongs to.

The **Sector** element follows the data type **europass:BusinessSectorType** which is defined in the imported namespace **“nace:http://europass.cedefop.europa.eu/NACE”**



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport/ LearnerInfo/ WorkExperienceList/ WorkExperience/ <b>Employer</b>	<b>Extension europass:OrganisationType</b> Name: xsd:string - S(0/1) ContactInfo:europass:OrganisationalContactInfo Type - S(0/1) Sector:europass:BusinessSectorType - S(0/1)	Describes the organisation with which the individual cooperated during her work experience.

**Indicative Example:**

```

<Employer>
  <Name>School of Ninjutsu</Name>
  <ContactInfo>
    <Address>
      <Contact>
        <Country>
          <Code>JP</Code>
          <Label>Japan</Label>
        </Country>
      </Contact>
    </Address>
    <Website>
      <Contact>http://mybusiness.com</Contact>
      <Use><Code>business</Code></Use>
    </Website>
  </ContactInfo>
  <Sector>
    <Code>Q</Code>
    <Label>Human health and social work</Label>
  </Sector>
</Employer>
    
```

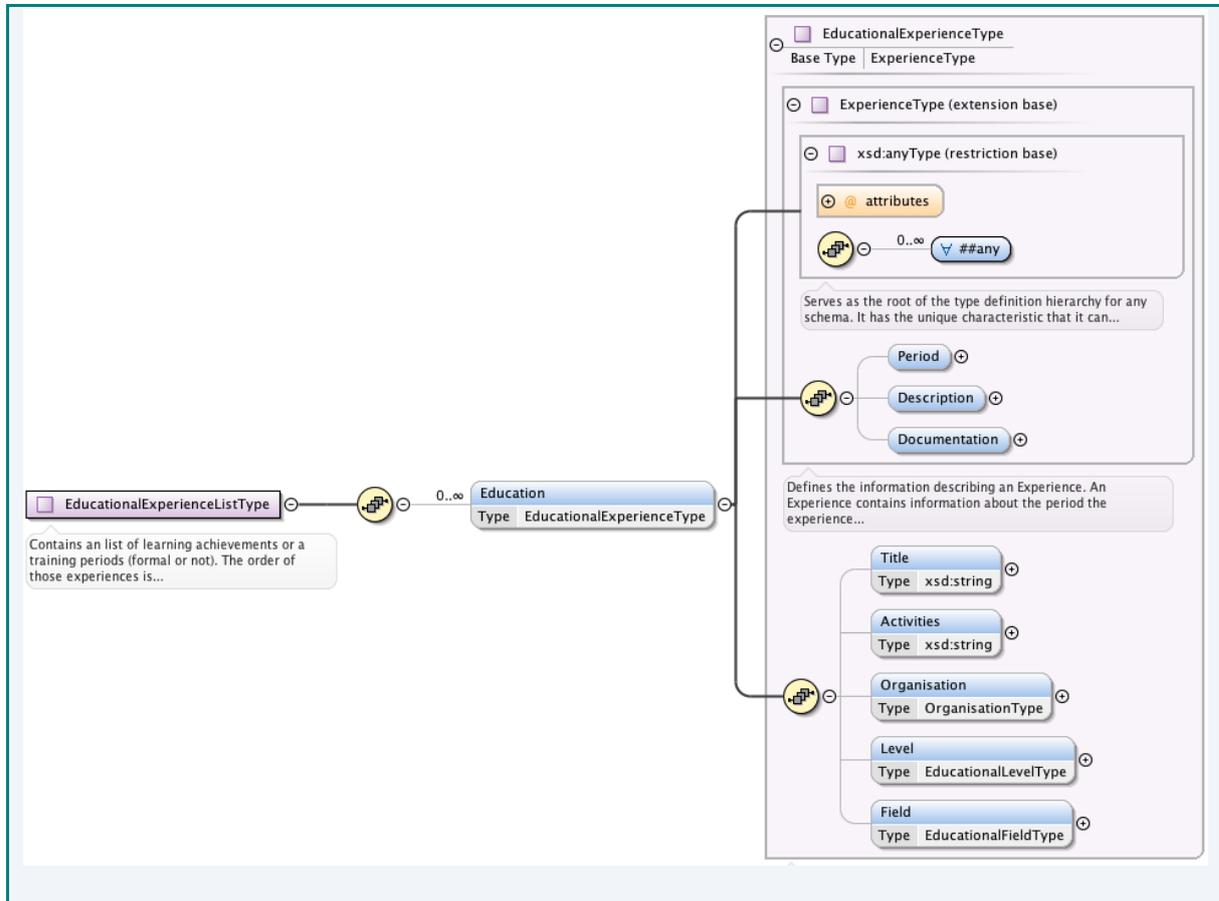
**4.7.4 SkillsPassport/LearnerInfo/EducationList and Education**

This section of the XML document lists the education or training experiences that an individual attended. For each education experience one can find further information on the period, the awarded title, the organisation providing the education or training, the activities that were carried out during this experience, as well as information on the educational field and educational level to which this experience is classified.

The section is described by an **EducationList** element, which accepts a list of **Education** elements. Each Education element adheres to the data type **EducationalExperienceType**.

The **EducationalExperienceType** data type extends the **ExperienceType** (described in ExperienceType) data type by further defining three sub-elements. That said, a **EducationalExperienceType** element can optionally have a **Period** element, denoting the period during which the education experience took place, a

**Title** element, denoting the title awarded. Also optionally, it may include the elements **Description** and **Documentation** (inherited from the **ExperienceType**) and also the elements **Activities**, **Organisation**, **Level** and **Field** (added by the **EducationalExperienceType**).



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport / LearnerInfo/ <b>EducationList</b>	Education: europass:EducationExperienceType - S(1/unbounded)	Lists all education or training experiences of an individual.
SkillsPassport / LearnerInfo/ EducationList/ <b>Education</b>	Extension base europass:ExperienceType  Period: europass:PeriodType - S(0/1) Description: xsd:string - S(0/1) Documentation: europass:IntraDocumentDocumentationType - S(0/1) <b>Title</b> : OccupationalFieldType - S(0/1) <b>Activities</b> : xsd:string - S(0/1) <b>Organisation</b> : europass:OrganisationType - S(0/1) <b>Level</b> : europass:EducationalLevelType - S(0/1)	Extends the generic ExperienceType to include further information about an education experience, like the Title, Activities, Organisation, Level and Field.

	<b>Field:</b> euopass:EducationalFieldType - S(0/1)	
--	-----------------------------------------------------	--

**Instance:**

```
<EducationList>
  <Education>{0,unbounded}</Education>
</EducationList>
```

**and**

```
<Education>
  <Period>{0,1}</Period>
  <Description>{0,1}</Description>
  <Documentation>{0,1}</Documentation>
  <Title>{0,1}</Title>
  <Activities>{0,1}</Activities>
  <Organisation>{0,1}</Organisation>
  <Level>{0,1}</Level>
  <Field>{0,1}</Field>
</Education>
```

**Indicative example:**

```
<EducationList>
  <Education>
    <Period>
      <From year="1995" month="10" day="05"/>
      <To year="2000" month="09" day="30"/>
    </Period>
    <Documentation>
      <ReferenceTo idref="ATT_1"/>
      <ReferenceTo idref="ATT_2"/>
    </Documentation>
    <Title>Martial Arts</Title>
    <Activities>Principal Subjects covered</Activities>
    <Organisation>
      <Name>The University of Chicago</Name>
      <ContactInfo>
        <Address>
          <Contact>
            <Country>
              <Code>US</Code>
              <Label>United States</Label>
            </Country>
          </Contact>
        </Address>
      </ContactInfo>
    </Organisation>
    <Level>
```

```

    <Code>6</Code>
    <Label>EQF 6</Label>
  </Level>
  <Field>
    <Code>21</Code>
    <Label>Arts</Label>
  </Field>
</Education>
</EducationList>

```

#### 4.7.4.1 Education/Period

The **Period** element defines the period during which the specific education or training experience took place. It follows the [PeriodType](#) (described in PeriodType).

##### Instance:

```

<Period>
  <From day=""month=""year="">{1,1}</From>
  <Today=""month=""year="">{0,1}</To>
  <Current>{0,1}</Current>
</Period>

```

##### Indicative Example:

```

<Period>
  <From year="2001" year="10"/>
  <To year="2004" year="12"/>
</Period>

```

#### 4.7.4.2 Education/Documentation

The **Documentation** element provides a list of references to digital documents that are attached to the specific Europass Document and included in the XML Document, and which are related to this specific education or training experience.

An individual can attach one or more relevant documents that verify or describe the specific education experience included in the Europass Document.

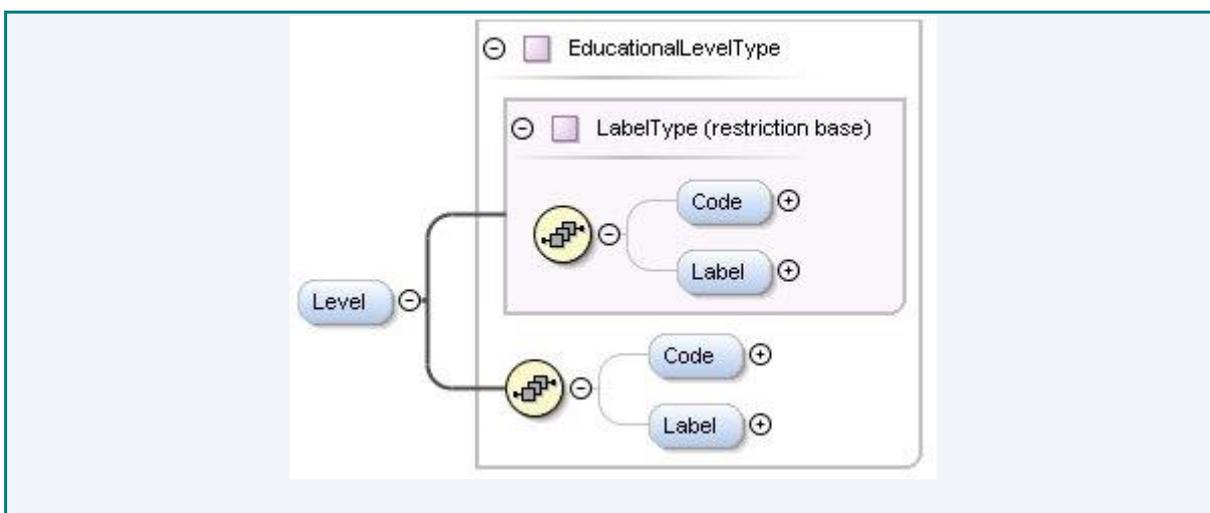
The Documentation element follows the [IntraDocumentDocumentationType](#) data type (described in IntraDocumentDocumentationType).

#### 4.7.4.3 Education/Organisation

The **Organisation** element provides information about the organisation that provided the specific education or training experience. The element adheres to the data type [OrganisationType](#) (described in OrganisationType).

#### 4.7.4.4 Education/Level

The **Level** elements provides information on how could this specific education or training experience be classified according to a specific classification scheme. The Level element adheres to the **EducationalLevelType** data type. This type restricts the **LabelType** by specifying that the Code element must be of type **eqf:level**, as this is defined in the imported namespace **"eqf:http://europass.cedefop.europa.eu/EQF/08"**



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport /LearnerInfo/ EducationList/ Education/ <b>Level</b>	Code: <b>eqf:level</b> - S(0/1) Label: <b>xsd:string</b> - S(0/1)	Describes the level to which this education is classified. The Code element when present must take one of the enumeration values defined by the <b>eqf:level</b> type from the imported namespace of <b>eqf:http://europass.cedefop.europa.eu/EQF/08</b>

#### Indicative example:

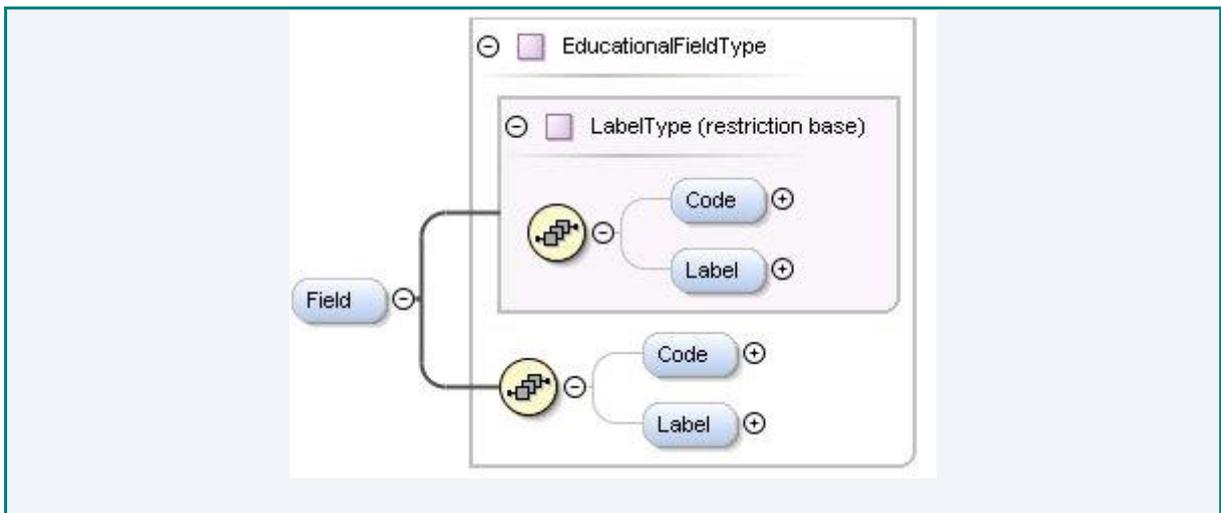
```
<Level>
  <Code>6</Code>
  <Label>EQF 6</Label>
</Level>
```

#### 4.7.4.5 Education/Field

The **Field** element provides information on how could the field this specific education or training experience relates to according to a specific taxonomy.

The Field element adheres to the **EducationalFieldType** data type. This type restricts the **LabelType** by specifying that the Code element must be of type **isced:field-level2**, as this is defined in the imported namespace “**isced:http://europass.cedefop.europa.eu/ISCED/97**”

Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport/ LearnerInfo/ EducationList/ Education/ Field	Code: <b>isced:field-level2 - S(0/1)</b> Label: <b>xsd:string - S(0/1)</b>	Describes the field this specific education or training experience relates to according to a specific taxonomy. The Code element when present must take one of the enumeration values defined by the <b>isced:field-level2</b> type from the imported namespace of <b>isced:http://europass.cedefop.europa.eu/ISCED/97</b>



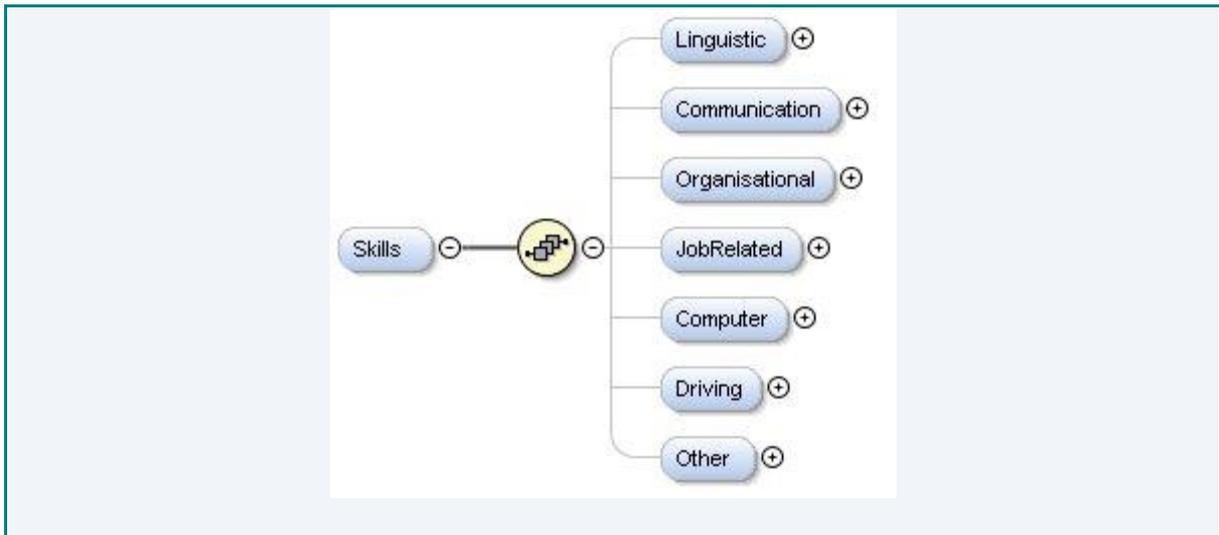
**Indicative example:**

```
<Field>
  <Code>21</Code>
  <Label>Arts</Label>
</Field>
```

**4.7.5 SkillsPassport/LearnerInfo/Skills**

The Skills element contains a sequence of skills and competences that the individual has acquired during any formal or informal experience and has decided to include them in the Europass document. The skills are organised into seven categories:

1. Linguistic skills: including details about the mother tongues and the foreign languages that the individual speaks;
2. Communication skills
3. Organisational skills
4. Job-related skills: job related or other technical skills, valuable for the job.
5. Computer skills: skills that reveal knowledge of working with information systems.
6. Driving skills: driving skills that are verified by the driving licences owned.
7. Other: any other skill that is relevant and provided added value to the individual.



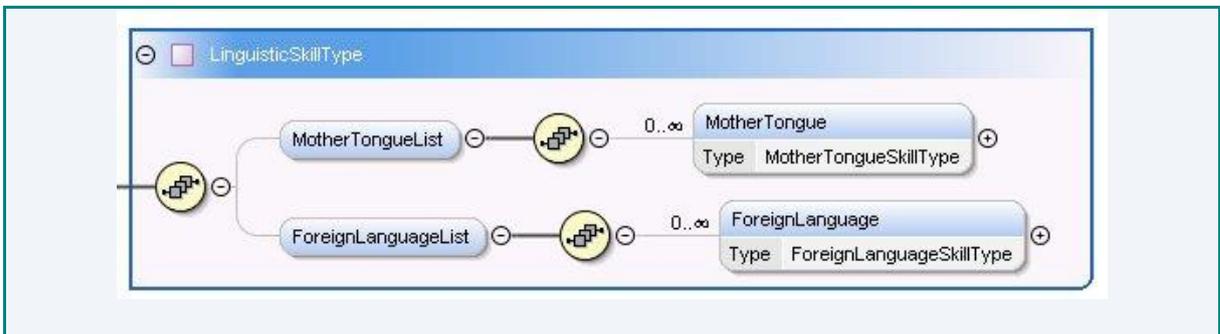
Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport / LearnerInfo/ Skills	Linguistic: europa:SkillType-S(0/1) Communication: europa:GenericSkillType-S(0/1) Organisational:europa:GenericSkillType-S(0/1) JobRelated:europa:GenericSkillType-S(0/1) Computer:europa:ComputerSkillType-S(0/1) Driving: europa:DrivingSkillType- S(0/1) Other:europa:GenericSkillType- S(0/1)	Defines the skills and competences that the individual has acquired during any formal or informal experience.

**Instance:**

```
<Skills>
  <Linguistic>{0,1}</Linguistic>
  <Communication>{0,1}</Communication>
  <Organisational>{0,1}</Organisational>
  <JobRelated>{0,1}</JobRelated>
  <Computer>{0,1}</Computer>
  <Driving>{0,1}</Driving>
  <Other>{0,1}</Other>
</Skills>
```

**4.7.5.1 Skills/Linguistic**

The **Linguistic** element refers to the ability of the individual to communicate in various languages. It adheres to the **LinguisticSkillType**, which defines a sequence of two sub-elements: **MotherTongueList** and **ForeignLanguageList**, described in detail below.



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport / LearnerInfo/ Skills/ <b>Linguistic</b>	MotherTongueList: [complexType]S(0/1) ForeignLanguageList: [complexType]S(0/1)	Refers to the ability of the individual to communicate in various languages

**Instance:**

```
<Linguistic>
  <MotherTongueList>{0,1}</MotherTongueList>
  <ForeignLanguageList>{0,1}</ForeignLanguageList>
</Linguistic>
```

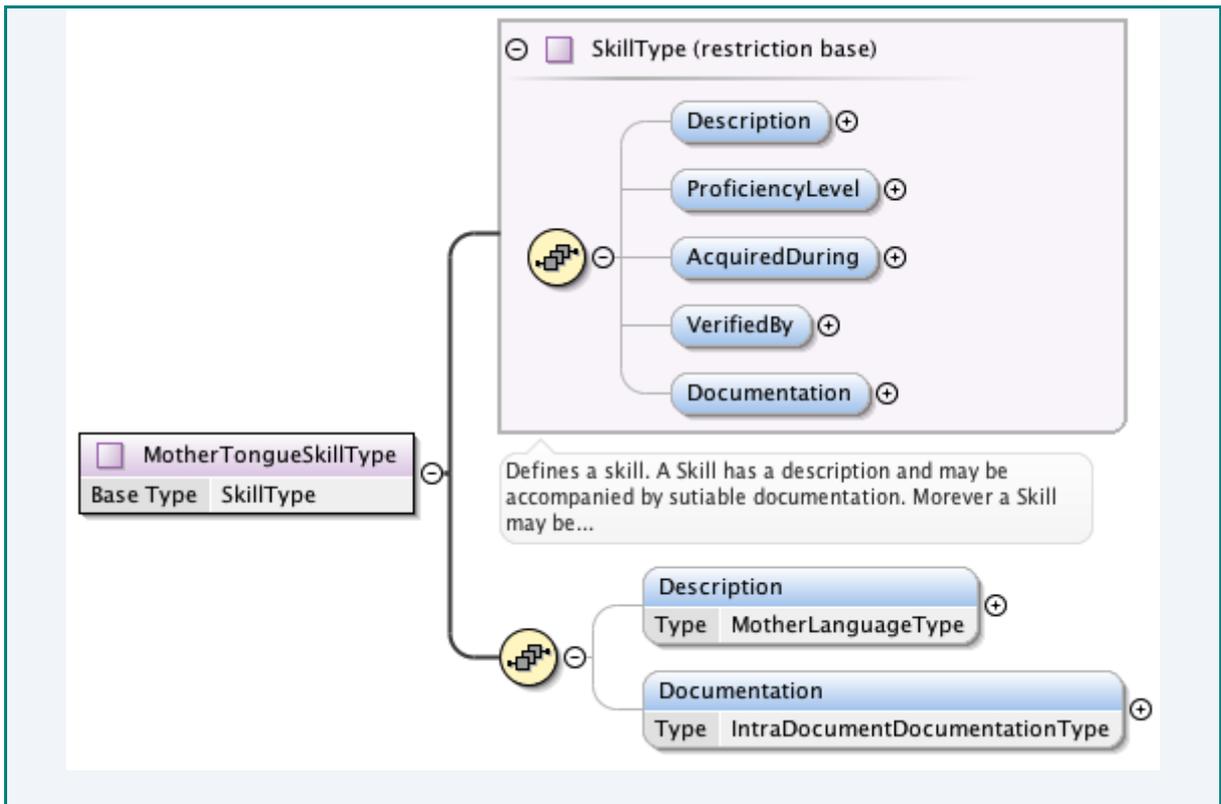
**4.7.5.2 Skills/Linguistic/MotherTongueList and MotherTongue**

The **MotherTongueList** element, lists the languages in which the individual communicates as a native speaker. The data type of the element defines a

sequence of **MotherTongue** elements each adhering to the data type **MotherTongueSkillType**.

The **MotherTongueSkillType** restricts the **SkillType** (described in SkillType) by defining that it includes only two sub-elements: Description and Documentation. Moreover, Description adheres to the data type MotherLanguageType.

The **MotherLanguageType** restricts the **LabelType** (described in LabelType) by defining that the Code element must have one of the enumeration values specified by the **europass:motherCode** data type defined in the included schema “**EuropassISOLanguages**”.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport / LearnerInfo/ Skills/Linguistic/ <b>MotherTongueList</b>	MotherTongue: europass:MotherTongueSkillType- S(0/unbounded)	Lists the languages in which the individual communicates as a native speaker (mother tongue)
SkillsPassport / LearnerInfo/ Skills/Linguistic/ MotherTongueList/ <b>MotherTongue</b>	Restriction on europass:SkillType Description: europass:MotherLanguageType- S(0/1) Documentation: europass:IntraDocumentDocumentationType- S(0/1)	A languages in which the individual communicates as a native speaker (mother tongue)

Data Type	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<b><u>MotherLanguageType</u></b>	Code: europass:motherCode - S(0/1) [restriction]:xsd:string [enumeration] el [enumeration] de  Label:xsd:string - S(0/1)	Defines that this element includes information about mother language. In case the Code element is present, then this should take a value from the enumeration defined by the europass:motherCode in the included schema " <b>EuropassISOLanguages</b> ".

**Instance:**

```
<MotherTongueList>
  <MotherTongue>{0,unbounded}</MotherTongue>
</MotherTongueList>
```

**and**

```
<MotherTongue>
  <Description>{0,1}</Description>
  <Documentation>{0,1}</Documentation>
</MotherTongue>
```

**Indicative example:**

```
<MotherTongueList>
  <MotherTongue>
    <Description>
      <Code>en</Code>
      <Label>English</Label>
    </Description>
  </MotherTongue>
  <MotherTongue>
    <Description>
      <Label>Elvish</Label>
    </Description>
  </MotherTongue>
</MotherTongueList>
```

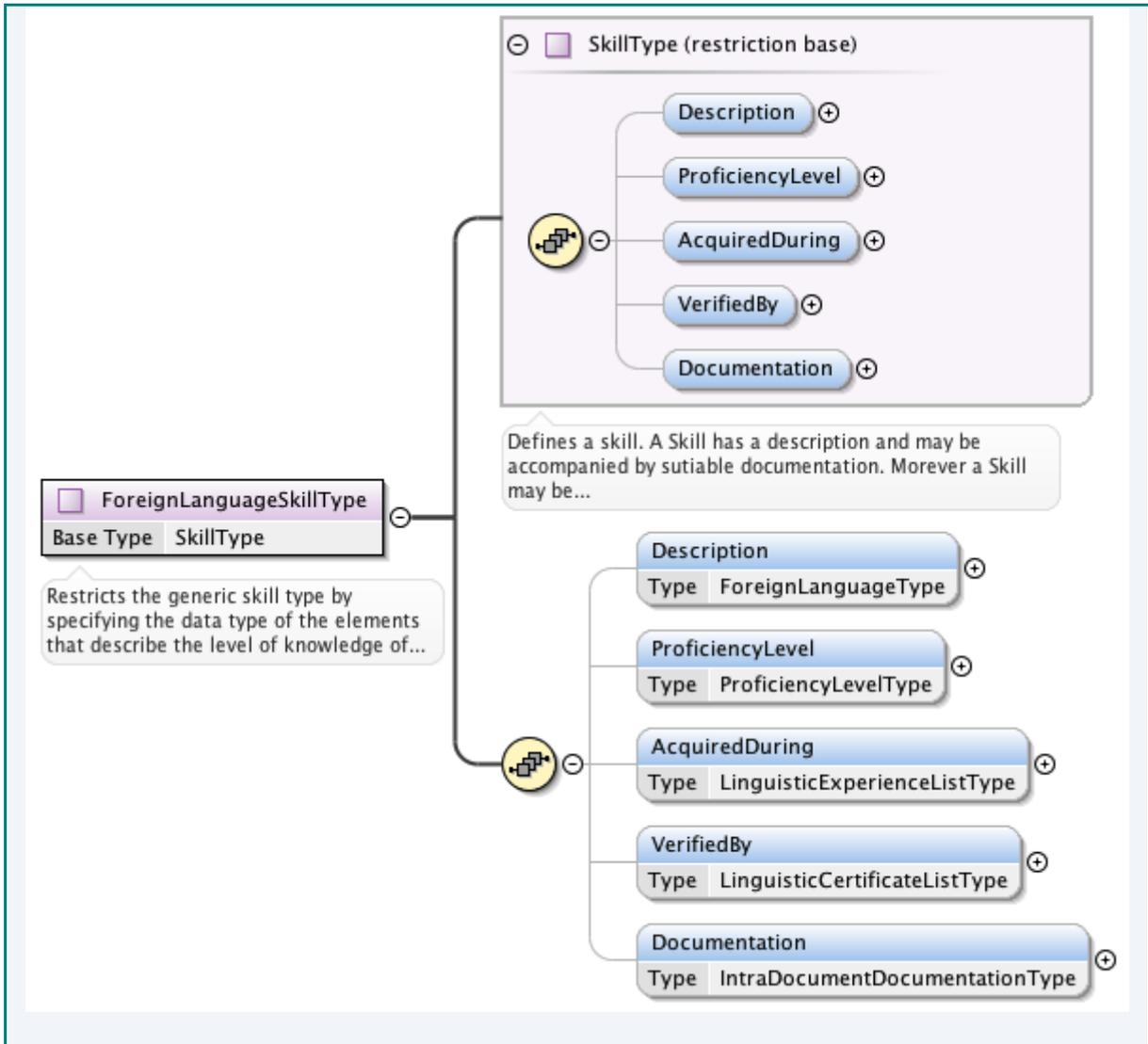
**4.7.5.3 Skills/Linguistic/ForeignLanguageList and ForeignLanguage**

The **ForeignLanguageList** element, lists the languages in which the individual communicates at variant levels of competence. The data type of the element defines a sequence of **ForeignLanguage** elements each adhering to the data type **ForeignLanguageSkillType**.

The **ForeignLanguageSkillType** restricts the **SkillType** (described in SkillType) by specifying the data type of the elements that describe the level of knowledge of

the language (**ProficiencyLevel**) and related linguistic diplomas (**VerifiedBy**) and/or experiences (**AcquiredDuring**). It also specifies that the **Description** element must adhere to the data type **ForeignLanguageType**.

The **ForeignLanguageType** restricts the **LabelType** (described in LabelType) by defining that the Code element must have one of the enumeration values specified by the **europass:foreignCode** data type defined in the included schema “**EuropassISOLanguages**”.



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport / LearnerInfo/ Skills/Linguistic/ <b>ForeignLanguageList</b>	ForeignLanguage: europass:ForeignLanguageSkillType- S(0/unbounded)	Lists the languages in which the individual communicates at variant levels of competence.
SkillsPassport / LearnerInfo/ Skills/Linguistic/ ForeignLanguageList/ <b>ForeignLanguage</b>	Description: europass:ForeignLanguageType- S(0/1) ProficiencyLevel: [complexType]- S(0/1) AcquiredDuring: europass: LinguisticExperienceListType - S(0/1) VerifiedBy: europass: LinguisticCertificateType - S(0/1) Documentation: europass:IntraDocumentDocumentationType - S(0/1)	A language in which the individual communicates at variant levels of competence.

**Instance:**

```
<ForeignLanguageList>
  <ForeignLanguage>{0,unbounded}</ForeignLanguage>
</ForeignLanguageList>
```

**and:**

```
<ForeignLanguage>
  <Description>{0,1}</Description>
  <ProficiencyLevel>{0,1}</ProficiencyLevel>
  <AcquiredDuring>{0,1}</AcquiredDuring>
  <VerifiedBy>{0,1}</VerifiedBy>
  <Documentation>{0,1}</Documentation>
</ForeignLanguage>
```

**Indicative example:**

```
<ForeignLanguage>
  <Description>
    <Code>ja</Code>
    <Label>Japanese</Label>
  </Description>
  <ProficiencyLevel>
    <Listening>C1</Listening>
    <Reading>C1</Reading>
    <SpokenInteraction>C1</SpokenInteraction>
    <SpokenProduction>C1</SpokenProduction>
    <Writing>C1</Writing>
  </ProficiencyLevel>
  <VerifiedBy>
    <Certificate>
      <Title>Cambridge Proficiency</Title>
```

```

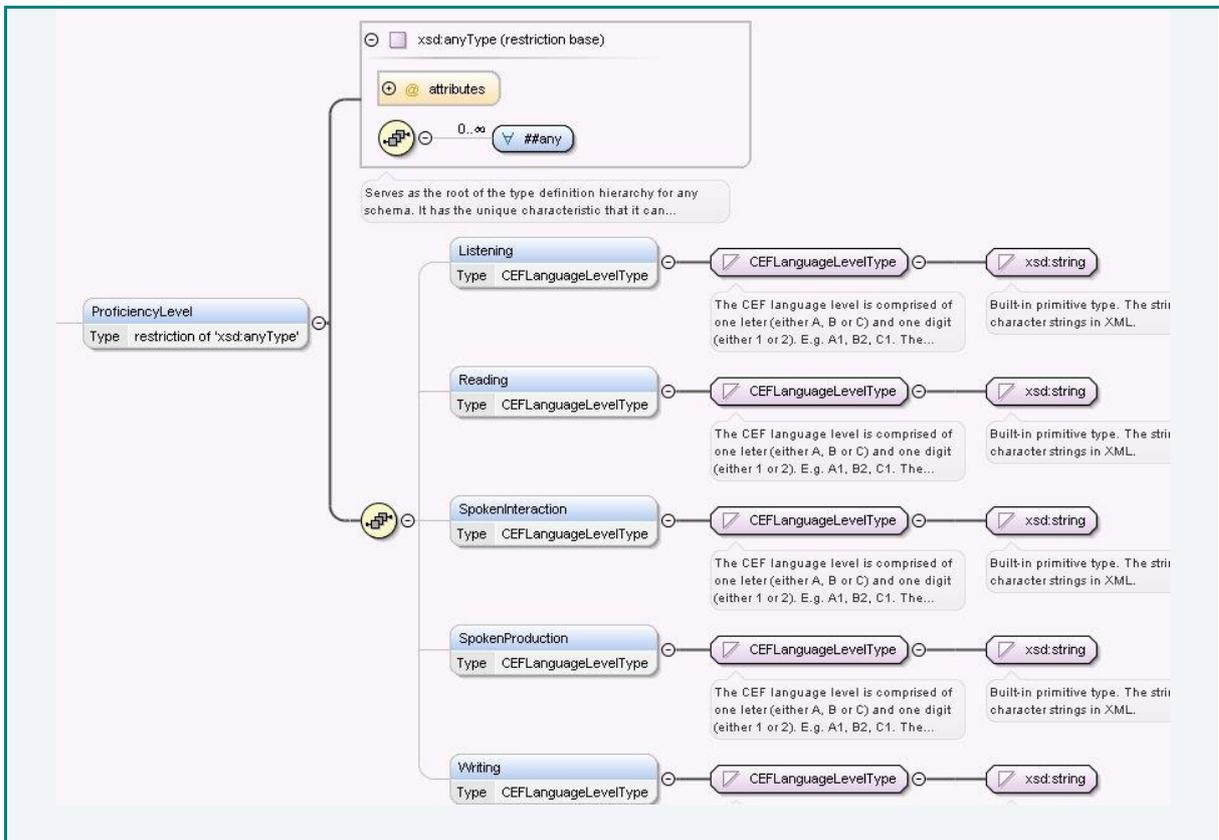
</Certificate>
<Certificate>
  <Title>Michigan Proficiency</Title>
</Certificate>
</VerifiedBy>
</ForeignLanguage>

```

#### 4.7.5.3.1 Skills/Linguistic/ForeignLanguageList/ForeignLanguage/ProficiencyLevel

The **ProficiencyLevel** element demonstrates the level of competence for the specific linguistic skill. The evaluation is performed on a self-assessment basis and is based on the classification defined by the Common European Framework of Reference for Languages (CEFR).

The element follows a complex type that defines a sequence of sub-elements each adhering to the data type **CEFLanguageLevelType**, described in CEFLanguageLevelType.



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport /LearnerInfo/ Skills/Linguistic/ ForeignLanguageList/ ForeignLanguage/ <b>ProficiencyLevel</b>	Listening: europass:CEFLanguageLevelType - S(0/1) Reading: europass:CEFLanguageLevelType - S(0/1) SpokenInteraction: europass:CEFLanguageLevelType - S(0/1) SpokenProduction: europass:CEFLanguageLevelType - S(0/1) Writing: europass:CEFLanguageLevelType - S(0/1)	A detailed break-down of an individual's self assessment about her level of knowledge of a foreign language.  The CEF language level is comprised of one letter (either A, B or C) and one digit (either 1 or 2). E.g. A1, B2, C1. The levels are defined by the Common European Framework of Reference for Languages (CEF). employer.

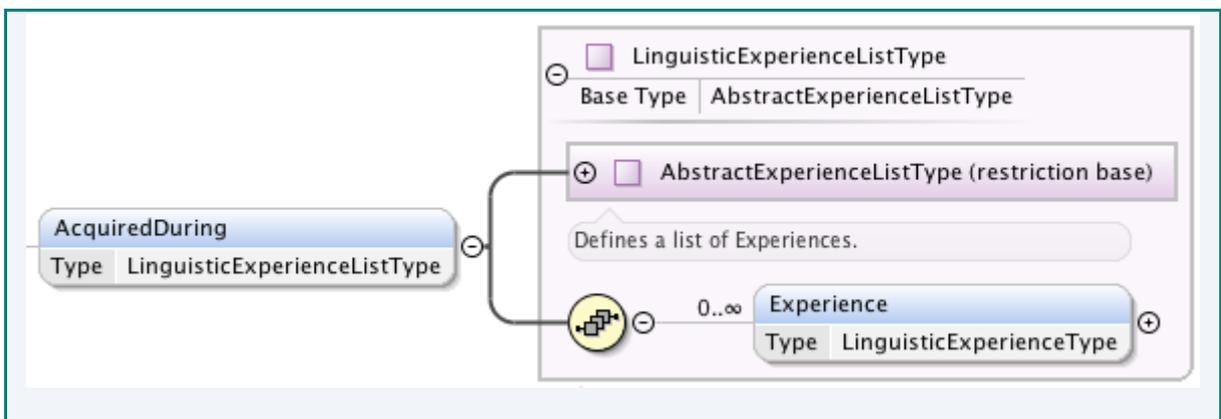
**Indicative example:**

```

<ProficiencyLevel>
  <Listening>C1</Listening>
  <Reading>C1</Reading>
  <SpokenInteraction>C1</SpokenInteraction>
  <SpokenProduction>C1</SpokenProduction>
  <Writing>C1</Writing>
</ProficiencyLevel>
    
```

**4.7.5.3.2 Skills/Linguistic/ForeignLanguageList/ForeignLanguage/AquiredDuring**

The **AcquiredDuring** element lists the experiences that helped an individual to acquire the specific linguistic skill. The data type of this element is the **LinguisticExperienceListType**. This type restricts the abstract type **AbstractExperienceListType** (defined in AbstractExperienceListType) by defining that the included Experience element will be of type **LinguisticExperienceType** instead of **anyType**.



#### 4.7.5.3.2.1 ForeignLanguage/AcquiredDuring/Experience

The **Experience** element adheres to the [LinguisticExperienceType](#) data type. This type models an experience during which the individual has acquired or improved her knowledge of a foreign language. The data type defines a list of sub-elements, as detailed in the table below:

Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport /LearnerInfo/ Skills/Linguistic/ ForeignLanguageList/ ForeignLanguage/ AcquiredDuring/ <b>Experience</b>	Period: <a href="#">europass:PeriodType</a> - S(0/1) Description: <a href="#">xsd:string</a> - S(0/1) Documentation: <a href="#">europass:IntraDocumentDocumentationType</a> - S(0/1) Area: <a href="#">europass:LinguisticExperienceAreaType</a> - S(0/1)	A detailed break-down of an experience in an individual's life that led to the enrichment of the knowledge of a foreign language.  Period: the start and end (optionally) dates of the experience. Description: a text description of what was the experience about. Documentation: a list of material that are attached to the current information set. Area: a categorisation of this linguistic experience.

#### 4.7.5.3.2.2 ForeignLanguage/AcquiredDuring/Experience/Area

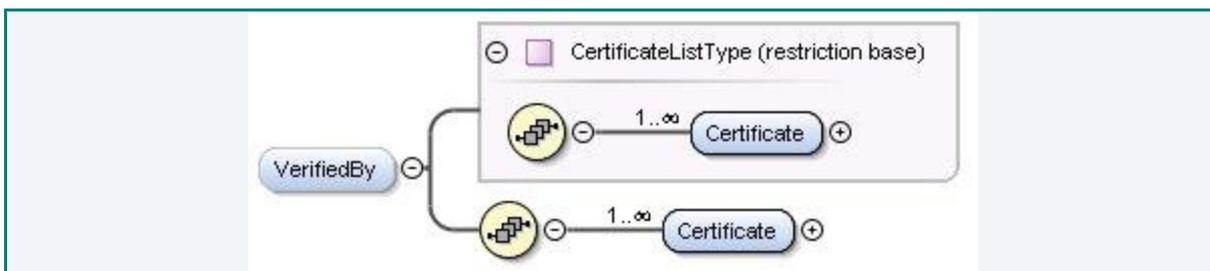
The **Area** element of a Linguistic Experience adheres to the [LinguisticExperienceAreaType](#) data type. This type defines the category under which the specific linguistic experience may be categorized. The type restricts the generic [LabelType](#) by specifying that the **Code** element, if it exists, it must accept values that are part of a specific enumeration:

- studying\_training\_language
- work\_language
- living\_traveling\_language
- mediating\_groups\_language

#### 4.7.5.3.3 Skills/Linguistic/ForeignLanguageList/ForeignLanguage/VerifiedBy

The **VerifiedBy** element lists the certificates that verify the knowledge of the specific language. The data type of this element is the [CertificateListType](#) that consists of one or more **Certificate** elements, each adhering to the [LinguisticCertificateType](#).

The [LinguisticCertificateType](#) restricts the [CertificateType](#) (described in SkillType) by restricting the allowed type for the Level element in order to be [CEFLanguageLevelType](#) (described in CEFLanguageLevelType).



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport /LearnerInfo/ Skills/Linguistic/ ForeignLanguageList/ ForeignLanguage/ <b>VerifiedBy</b>	Certificate: europass:LinguisticCertificateType-S(0/unbounded)	A list of certificates that verify a linguistic skill
SkillsPassport /LearnerInfo/ Skills/Linguistic/ ForeignLanguageList/ ForeignLanguage/ VerifiedBy/ <b>Certificate</b>	Title: xsd:string-S(0/1) AwardingBody:xsd:string-S(0/1) Date: europass:DateType-S(0/1) Level: europass:CEFLanguageLevelType - S(0/1)	A certificate that verifies linguistic skill

**Instance:**

```
<VerifiedBy>
  <Certificate>{0,unbounded}</Certificate>
</VerifiedBy>
```

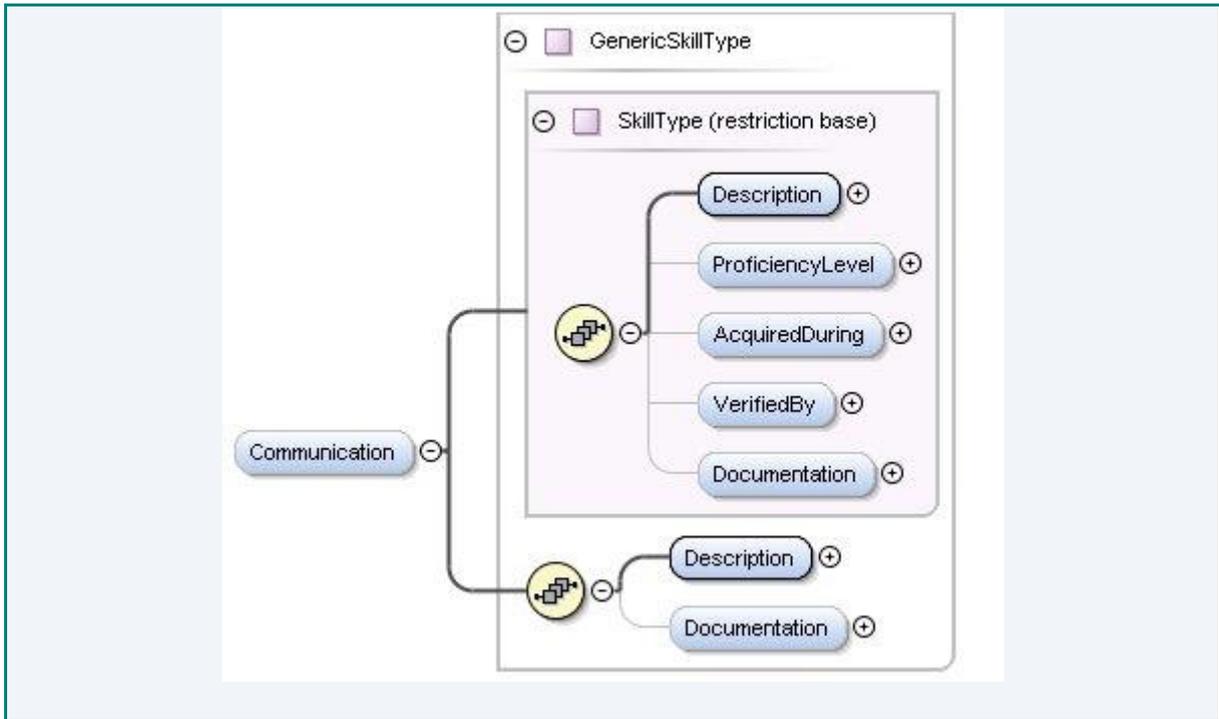
**Indicative example:**

```
<VerifiedBy>
  <Certificate>
    <Title>CambridgeProficiency</Title>
    <Level>C2</Level>
  </Certificate>
</VerifiedBy>
```

**4.7.5.4 Skills/Communication**

The **Communication** element includes information which proves that the individual has specific communication skills, such as good ability to adapt to multicultural environments or team spirit.

The data type of this element is **GenericSkillType**. This data type restricts the generic data type **SkillType** (described in SkillType), by defining a generic skill, which is modeled only by an unstructured (free text) **Description** element and a **Documentation** element, which lists the references to the related attached digital documents.



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport /LearnerInfo/ Skills/ <b>Communication</b>	Description: xsd:string - S(0/1) Documentation: DocumentationType - S(0/1)	Defines the communication skills of an individual.

**Instance:**

```
<Communication>
  <Description>{0,1}</Description>
  <Documentation>{0,1}</Documentation>
</Communication>
```

**Indicative example:**

```
<Communication>
  <Description>Team spirit; Good ability to adapt to
  multicultural environments, gained though my work experience
  abroad.</Description>
</Communication>
```

**4.7.5.5 Skills/Organisational**

The **Organisational** element includes information which proves that the individual has specific organisational skills, such as leadership or project management skills.

The data type of this element is [GenericSkillType](#), described in Skills/Communication.

**Instance:**

```
<Organisational>
  <Description>{0,1}</Description>
  <Documentation>{0,1}</Documentation>
</Organisational>
```

**Indicative example:**

```
<Organisational>
  <Description>Leadership (currently responsible for a team
of 10 people); Sense of organisation.
  </Description>
</Organisational>
```

#### 4.7.5.6 Skills/JobRelated

The **JobRelated** element includes information which proves that the individual has specific technical skills, necessary for a specific job, such as good command of quality assurance methods.

The data type of this element is [GenericSkillType](#), described in Skills/Communication.

**Instance:**

```
<JobRelated>
  <Description>{0,1}</Description>
  <Documentation>{0,1}</Documentation>
</JobRelated>
```

**Indicative example:**

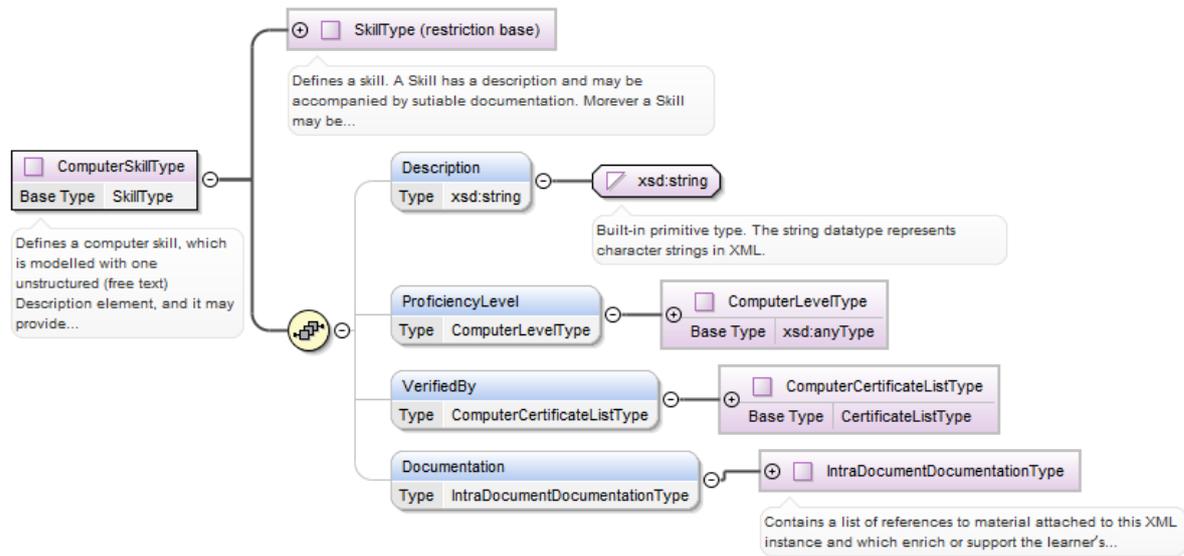
```
<JobRelated>
  <Description>Good command of quality control processes
  </Description>
</JobRelated>
```

#### 4.7.5.7 Skills/Computer

The **Computer** element includes information which proves that the individual has specific skills related to the use of computers, computer information systems and software packages. The datatype of this element is [ComputerSkillType](#).

The [ComputerSkillType](#) restricts the [SkillType](#) (described in SkillType), by specifying the data type of the Description to be unstructured free text (string), the data type of the elements that describe the level of computer knowledge (**ProficiencyLevel**) to be of [ComputerLevelType](#), and the related computer

diplomas (**VerifiedBy**) to be of **ComputerCertificateListType**. The **Documentation** element of the generic SkillType remain as a list of attachments.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport / LearnerInfo/ Skills/Computer/	Description: xsd:string - S(0/1) ProficiencyLevel: euopass:ComputerLevelType - S(0/1) VerifiedBy: euopass: ComputerCertificateType - S(0/1) Documentation: euopass:IntraDocumentDocumentationT ype - S(0/1)	Defines a computer skill, which is modelled with one unstructured (free text) Description element, and it may provide additional information about proficiency level, and verification organization. It may also accept Documentation information (reference document).

**Instance:**

```
<Computer>
  <Description>{0,1}</Description>
  <ProficiencyLevel>{0,1}</ProficiencyLevel>
  <VerifiedBy>{0,1}</VerifiedBy>
  <Documentation>{0,1}</Documentation>
</Computer>
```

**Indicative example:**

```
<Computer>
  <Description>Good command of Microsoft Office™ tools (Word™, Excel™ and PowerPoint™);Basic knowledge of graphic design applications (Adobe Illustrator™, PhotoShop™).</Description>
```

```

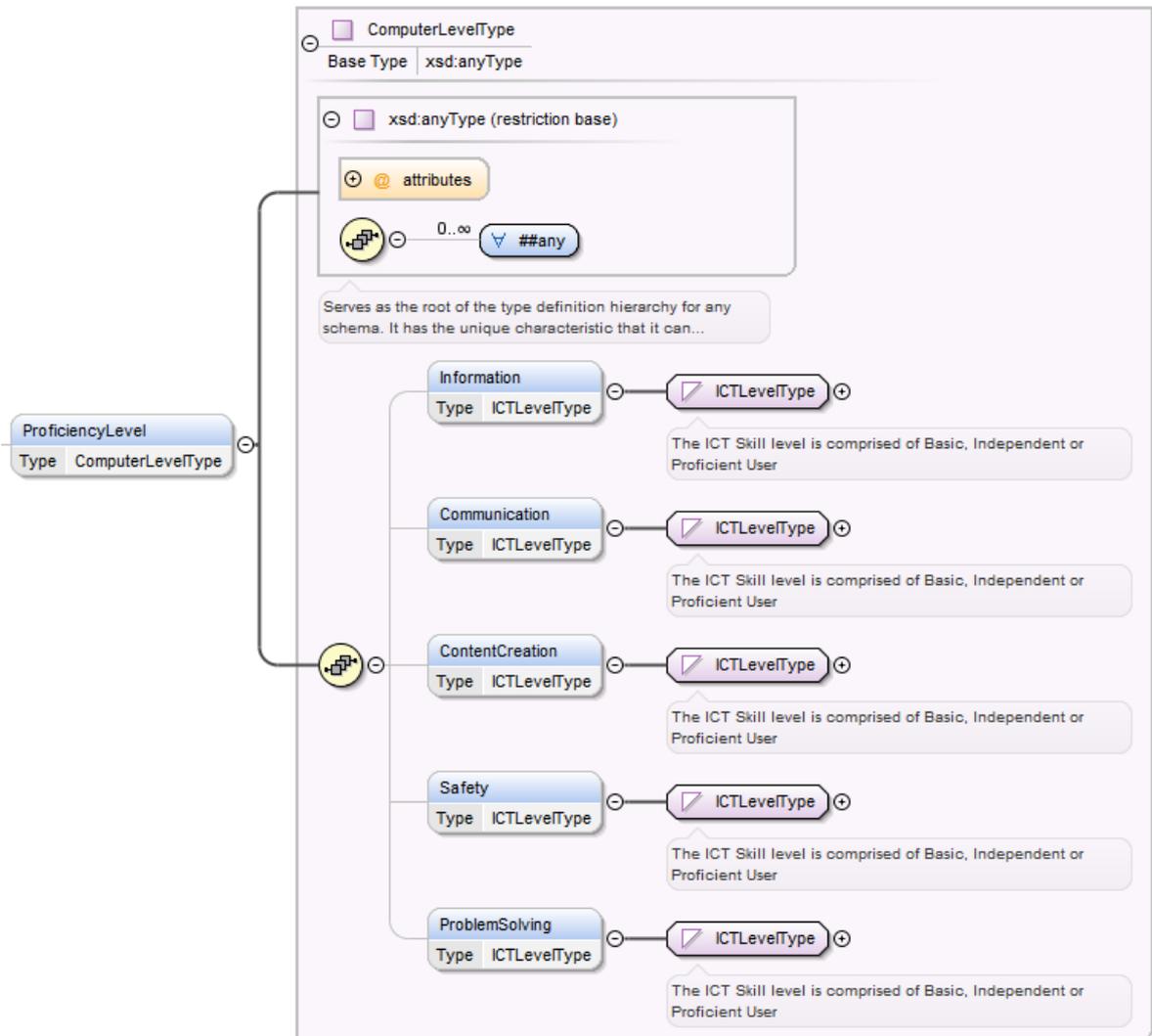
<ProficiencyLevel>
  <Information>A</Information>
  <Communication>B</Communication>
  <ContentCreation>C</ContentCreation>
  <Safety>B</Safety>
  <ProblemSolving>B</ProblemSolving>
</ProficiencyLevel>
<VerifiedBy>
  <Certificate>
    <Title>ACDL Certificate</Title>
  </Certificate>
  <Certificate>
    <Title>MS Excel Certification</Title>
  </Certificate>
</VerifiedBy>
<Documentation>
  <ReferenceTo idref="ATT_1486383971191" />
</Documentation>
</Computer>

```

#### 4.7.5.7.1 Skills/ComputerSkills/ProficiencyLevel and ComputerLevelType

The **ProficiencyLevel** element of computer skills demonstrates the level of competence for information technology skills. The evaluation is performed on a self-assessment basis and is based on the grid developed by the Joint Research Centre in its report 'DIGCOMP: A Framework for Developing and Understanding Digital Competence in Europe.

The ProficiencyLevel element follows the complex data type **ComputerLevelType**, that defines a sequence of sub-elements each adhering to the data type **ICTLevelType** (described in ICTLevelType).



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport /LearnerInfo/ Skills/Computer/ <b>ProficiencyLevel</b>	Information: europass:ICTLevelType- S(0/1) Communication: europass: ICTLevelType - S(0/1) ContentCreation: europass: ICTLevelType - S(0/1) Safety: europass: ICTLevelType - S(0/1) ProblemSolving: europass: ICTLevelType - S(0/1)	A detailed break-down of an individual's self assessment about her level of knowledge on computers.  The ICT level is comprised of a one letter enumeration (either A, B or C) e.g. A, B, C, and correspond to Basic User, Independent User and Proficient User respectively.  The levels are defined by the Joint Research Centre.

**Instance:**

```
<ProficiencyLevel>
  <Information>{0,1}</Information>
  <Communication>{0,1}</Communication>
  <ContentCreation>{0,1}</ContentCreation>
  <Safety>{0,1}</Safety>
  <ProblemSolving>{0,1}</ProblemSolving>
</ProficiencyLevel>
```

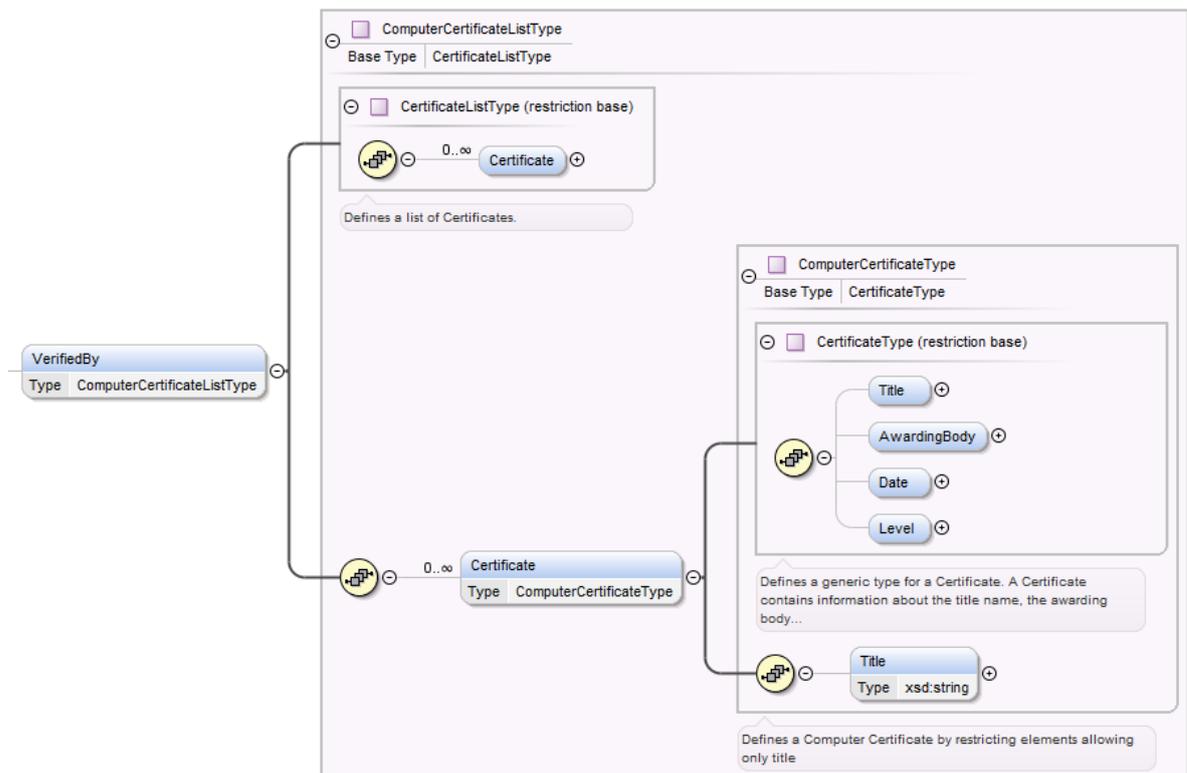
**Indicative example:**

```
<ProficiencyLevel>
  <Information>C</Information>
  <Communication>C</Communication>
  <ContentCreation>B</ContentCreation>
  <Safety>A</Safety>
  <ProblemSolving>C</ProblemSolving>
</ProficiencyLevel>
```

**4.7.5.7.2 Skills/Computer/VerifiedBy**

The **VerifiedBy** element lists the certificates that verify the knowledge of the computer skills. The data type of this element is the **ComputerCertificateListType** that consists of one more **Certificate** elements, each adhering to the **ComputerCertificateType**.

The **ComputerCertificateType** restricts the **CertificateType** (described in SkillType) by allowing only the **Title** element which corresponds to the Certification Title.



Elements and Attributes	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport /LearnerInfo/ Skills/ Computer / <b>VerifiedBy</b>	Certificate: europass:ComputerCertificateType- S(0/unbounded)	A list of certificates that verify the computer skills.
SkillsPassport /LearnerInfo/ Skills/Computer/ VerifiedBy/ <b>Certificate</b>	Title: xsd:string-S(0/1)	A certificate that verifies computer skills.

**Instance:**

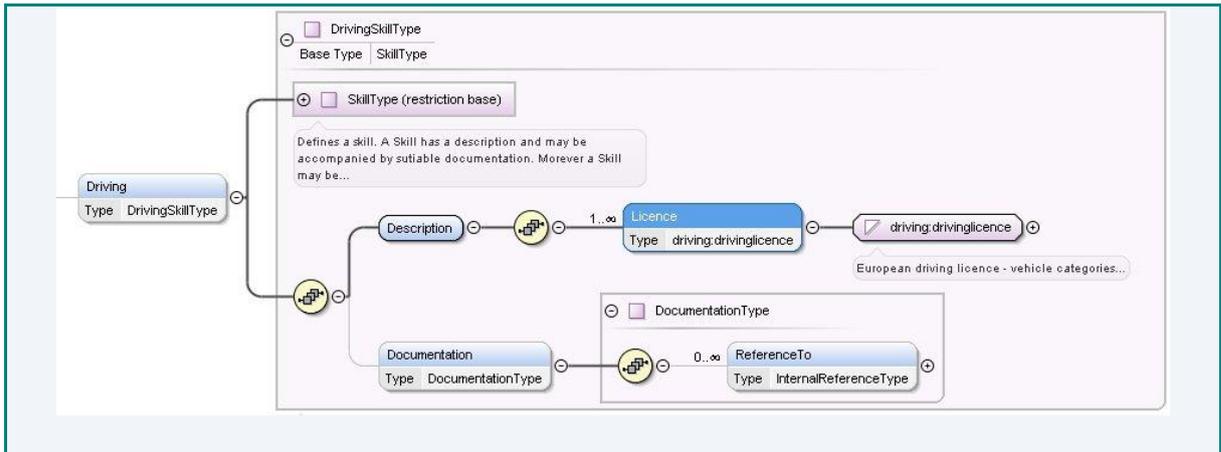
```
<VerifiedBy>
  <Certificate>{0,unbounded}</Certificate>
</VerifiedBy>
```

**Indicative example:**

```
<VerifiedBy>
  <Certificate>
    <Title>European Computer Driving Licence</Title>
  </Certificate>
</VerifiedBy>
```

**4.7.5.8 Skills/Driving**

This element defines a driving skill e.g. driving licence of type B. It has a complex type **DrivingSkillType**, based on a **SkillType** restriction which is modeled with one **Description** element that verifies the driving license of an individual and may also accept **Documentation** information such as the attachment of a driving license copy.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport/ LearnerInfo/ Skills/Driving	Description -S(0/1) Documentation: DocumentationType -S(0/1)	Defines the driving skills of an individual.
Driving/Description	Licence: driving:drivinglicence -S(0/unbounded)	European driving licence e.g. vehicle categories

**Instance:**

```

<Driving>
  <Description>{0,1}
    <Licence>{0,unbounded}</Licence>
  </Description>
  <Documentation>{0,1}</Documentation>
</Driving>

```

**Indicative example:**

```

<Driving>
  <Description>
    <Licence>A</Licence>
    <Licence>B</Licence>
    <Licence>BE</Licence>
  </Description>
</Driving>

```

#### 4.7.5.9 Skills/Other

The **Other** element includes any other skills that the individual has and which adds value to her profile. For example, artistic skills may be included here.

The data type of this element is [GenericSkillType](#), described in Skills/Communication.

##### Instance:

```
<Other>
  <Description>{0,1}</Description>
  <Documentation>{0,1}</Documentation>
</Other>
```

##### Indicative example:

```
<Other>
<Description>Carpentry skills acquired through voluntary
activities.</Description>
</Other>
```

#### 4.7.6 SkillsPassport/LearnerInfo/AchievementList and Achievement

This section of the XML document lists any additional information about the various achievements of an individual, such as participation to conferences, workshops, memberships to organisations, list of publications, etc.

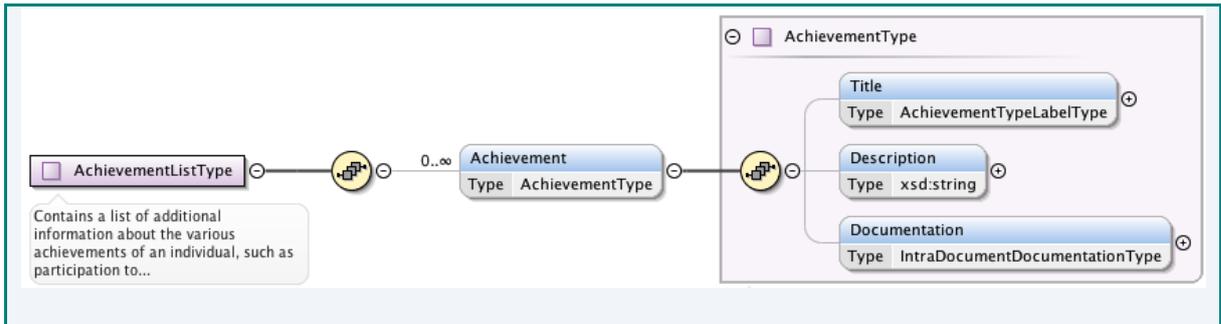
The section is described by the **AchievementList** element, which accepts a list of **Achievement** elements. Each Achievement element adheres to the data type [AchievementType](#).

The [AchievementType](#) defines a sequence of three sub-elements: **Title**, **Description** and **Documentation**.

The **Title** element describes to what kind of achievement this section refers to. It adheres to the [AchievementTypeLabelType](#) data type. This data type restricts the [LabelType](#) (described in LabelType) by specifying that the Code element must have one of the specified values: “honors\_awards”, “publications”, “projects”, “citations”, “memberships”, “conferences”, “seminars”, “workshops”, “references”, “courses” or “certifications”.

The **Description** element provides information on what this specific achievement entails. It is a simple text ([xsd:string](#)).

The **Documentation** element provides a list of references to attached digital documents that are included in the XML Document and are related to this achievement. The element follows the data type [DocumentationType](#) (described in IntraDocumentDocumentationType).



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport / LearnerInfo/ AchievementList	Achievement: AchievementListType - S(0/1)	Defines a list of achievements.
SkillsPassport / LearnerInfo/ AchievementList/ Achievement	Title: europass: AchievementTypeLabelType - S(0/1) Description: xsd:string - S(0/1) Documentation: europass: IntraDocumentDocumentationType - S(0/1)	Defines an achievement

Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
AchievementTypeLabelType	Restriction on Label Type Code must be one of [enumeration] : honors_awards [enumeration] : publications [enumeration] : citations [enumeration] : projects [enumeration] : memberships [enumeration] : seminars [enumeration] : conferences [enumeration] : workshops [enumeration] : references [enumeration] : courses [enumeration] : certifications	Defines the content and structure of an element that is described as an achievement.

**Indicative example:**

```

<AchievementList>
  <Achievement>
    <Title>
      <Code>projects</Code>
      <Label>Projects</Label>
    </Title>
    <Description>Project 1; Project 2</Description>
  </Achievement>
  <Achievement>
    <Title>
      <Code>publications</Code>
      <Label>Publications</Label>
    </Title>
    <Description>Publication 1; Publication 2;</Description>
  </Achievement>
  <Achievement>
    <Title>
      <Label>Theatre Participations</Label>
    </Title>
    <Description>Theatre 1; Theatre 2</Description>
  </Achievement>
</AchievementList>

```

**4.7.7 SkillsPassport/LearnerInfo/Documentation and ReferenceTo**

An individual can attach one or more relevant documents that verify or support the information included in the specific Europass Document.

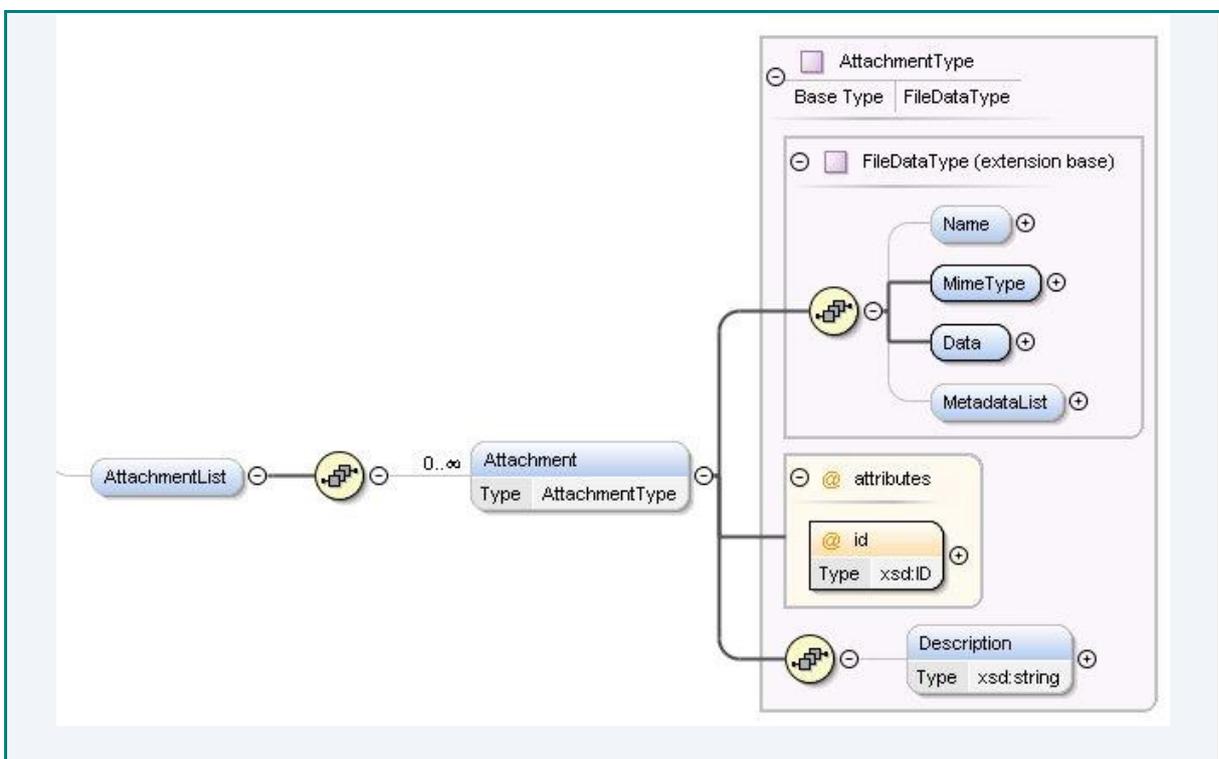
Thus, Documentation element comprises a list of ReferenceTo elements each referencing an Attachment element that corresponds to an uploaded digital document, the bytes of which are already included in the XML document.

The Documentation element adheres to the data type [DocumentationType](#) (described in IntraDocumentDocumentationType).

## 4.8 SkillsPassport/AttachmentList

The **AttachmentList** element defines a list of **Attachment** elements. Each Attachment element corresponds to any digital document (PDF, JPEG or PNG format) (that an individual has attached to her Europass document to support/evidence of her personal data, learning achievements, work experiences, skills, competences, diplomas, etc.

The **Attachment** element adheres to the data type **AttachmentType**. This data type extends the **FileDataType** (defined in **Error! Reference source not found.**) by defining a **Description** sub-element and a required **id** attribute. The actual bytes of the digital attachment are included in the **Data** sub-element as raw base-64 encoded bytes.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
SkillsPassport/ AttachmentList	Attachment: <b>europass:AttachmentType</b> - S(0/unbounded)	A list of digital documents attached to the specific Europass document as evidence of the mentioned experiences, skills and competences.
SkillsPassport/ AttachmentList/ Attachment	<b>europass:AttachmentType</b> <b>id: xsd:ID</b> <b>Description: xsd:string - S(0/unbounded)</b>	A digital document attached to the specific Europass document.  Must have a unique identifier

	<p>Name: xsd:string - S(0/1)          MimeType: europass:MimeTypeEnumeration - S(1/1)          Data: xsd:base64Binary - S(1/1)          MetadataList: europass:MetadataListType - S(0/1)</p>	<p>attribute and a sequence of sub-elements that describe the attachment in detail..</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------

**Instance:**

```
<AttachmentList>
  <Attachmentid="">
    <Name>{0,1}</Name>
    <MimeType>{1,1}</MimeType>
    <Data>{1,1}</Data>
    <MetadataList>{0,1}</MetadataList>
  </Attachment>
</AttachmentList>
```

**Indicative example:**

```
<AttachmentList>
  <Attachment id="ATT_1">
    <Name>licence.pdf</Name>
    <MimeType>application/pdf</MimeType>
    <Data><!--base-64 encoded bytes go here --></Data>
    <MetadataList>
      <Metadata key="number-of-pages" value="5"/>
    </MetadataList>
    <Description>Copy of the </Description>
  </Attachment>
  <Attachment id="ATT_2">
    <Name>My scanned Diploma </Name>
    <MimeType>image/jpeg</MimeType>
    <Data><!--base-64 encoded bytes go here --></Data>
  </Attachment>
</AttachmentList>
```

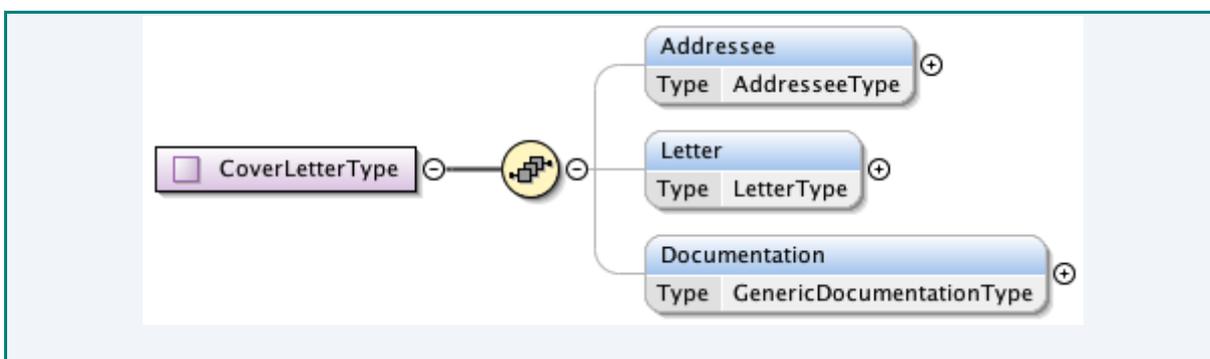
## 4.9 SkillsPassport/CoverLetter

This section of the XML describes the information about a Cover Letter that is good to accompany the rest Europass documents.

A Cover Letter is usually a letter addressed to a person that represents the organisation in which the individuals pursues an work, training, education, volunteering, or other kind of placement. It includes contact information details about the author, as well as the Addressee. The main area of the letter states the main argumentation of the author defending his/her eligibility for the placement. The letter usually concludes with a closing salutation where the author “signs”.

The various sections are defined in details by the Europass XML Schema, and more specifically EuropassCoverLetter.xsd.

The entire structure for the cover letter is grouped under the core element **CoverLetter**. It adheres to type CoverLetterType, which is presented in details below.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/ <b>CoverLetter</b>	Addressee: europass:AddresseeType - S(0/1) Letter: europass:LetterType - S(0/1) Documentation: europass:GenericDocumentationType - S(0/1)	A core element of Europass schema, as it includes all information about the cover letter.
/SkillsPassport/ CoverLetter/ <b>Addressee</b>	PersonName: europass:PersonNameType - S(1/1) Position: europass: OccupationalFieldType - S(0/1) Organisation: europass:OrgansationType - S(0/1)	Contains the personal information of the individual, to which the cover letter is addressed. Such as the title and name, the position and the organisation which she/he represents.

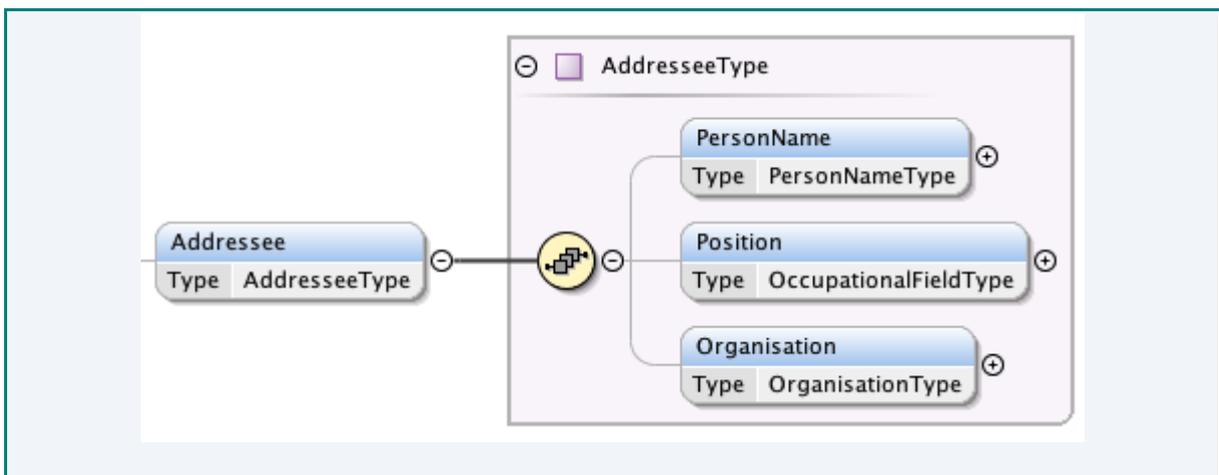
<p>/SkillsPassport/ CoverLetter / <b>Letter</b></p>	<p>Localisation:europass:LetterLocalisationType -S(0/1) OpeningSalutation:europass:OpeningSalutationType -S(0/1) SubjectLine:xsd:string -S(0/1) MainBody:europass:BodyType -S(0/1) ClosingSalutation:europass:ClosingSalutationType-S(1/1)</p>	<p>Contains the main content of the cover letter, the argumentation of the individual about her/his eligibility for the pursued placement.</p>
<p>/SkillsPassport/ CoverLetter / <b>Documentation</b></p>	<p>InterDocument:europass:InterDocumentDocumentationType - S(0/1) IntraDocument:europass:IntraDocumentDocumentationType - S(0/1) ExtraDocument:europass:ExtraDocumentDocumentationType - S(0/1)</p>	<p>Contains diverse references to other resources that accompany the cover letter. Those resources may be other Europass Documents, list of references to material attached to this XML instance, or even list of references to external resources, outside this specific XML.</p>

### Instance

```
<CoverLetter>
  <Addressee>{0,1}</Addressee>
  <Letter>{0,1}</Letter>
  <Documentation>{0,1}</Documentation>
</CoverLetter>
```

### 4.9.1 SkillsPassport/CoverLetter/Addressee

The entire structure for the addressee of the cover letter is grouped under the element **Addressee**. It adheres to type **AddresseeType**, which is presented in details below.



Elements and Attributes	Compositions Child Element Content Type	Definition
-------------------------	-----------------------------------------------	------------

	Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	
/SkillsPassport/ CoverLetter/ Addressee	PersonName: europa:PersonNameType -S(1/1) Position: europa: OccupationalFieldType - S(0/1) Organisation:europa:OrganisationType- S(0/1)	Contains the personal information of the individual, to which the cover letter is addressed. Such as the title and name, the position and the organisation which she/he represents.

### Instance

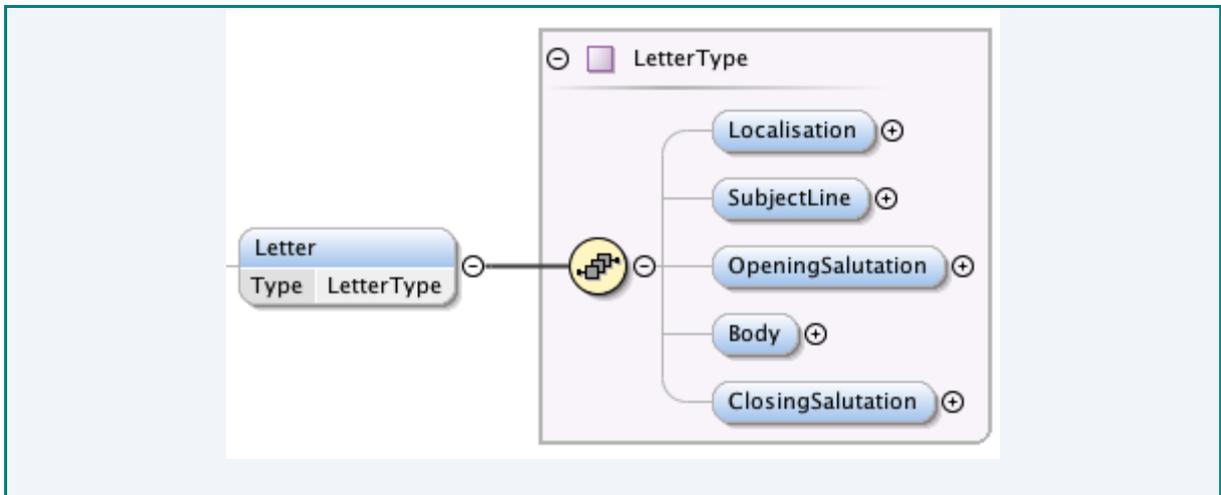
```
<Addressee>
  <PersonName>{0,1}</PersonName>
  <Position>{0,1}</Position>
  <Organisation>{0,1}</Organisation>
</Addressee>
```

### Example

```
<Addressee>
  <PersonName>
    <Title>
      <Code>dr</Code>
      <Label>Dr.</Label>
    </Title>
    <FirstName>John</FirstName>
    <Surname>Stuart</Surname>
  </PersonName>
  <Position>
    <Code>12332</Code>
    <Label>Human resource manager</Label>
  </Position>
  <Organisation>
    <Name>Clipper emergency center</Name>
    <ContactInfo>
      <Address>
        <Contact>
          <AddressLine>Wall street 42</AddressLine>
          <PostalCode>SW1P 3AT</PostalCode>
          <Municipality>London</Municipality>
          <Country>
            <Code>UK</Code>
            <Label>United Kingdom</Label>
          </Country>
        </Contact>
      </Address>
    </ContactInfo>
  </Organisation>
</Addressee>
```

### 4.9.2 SkillsPassport/CoverLetter/Letter

The entire structure for the letter per se is grouped under the element **Letter**. It adheres to type **LetterType**, which is presented in details below.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/ CoverLetter / <b>Letter</b>	Localisation:europass:LetterLocalisationType -S(0/1) OpeningSalutation:europass:OpeningSalutationType -S(0/1) SubjectLine:xsd:string -S(0/1) MainBody:europass:BodyType -S(0/1) ClosingSalutation:europass:ClosingSalutationType-S(1/1)	Contains the main content of the cover letter, the argumentation of the individual about her/his eligibility for the pursued placement.
/SkillsPassport/ CoverLetter / Letter/ <b>Localisation</b>		Contains information about the date and place of the writing of the letter.
/SkillsPassport/ CoverLetter / Letter/ <b>OpeningSalutation</b>		Contains the opening salutation preferred for this letter
/SkillsPassport/ CoverLetter / Letter/ <b>MainBody</b>		Contains the main body of this letter.
/SkillsPassport/ CoverLetter / Letter/ <b>ClosingSalutation</b>		Contains the preferred closing salutation for the letter.

## Instance

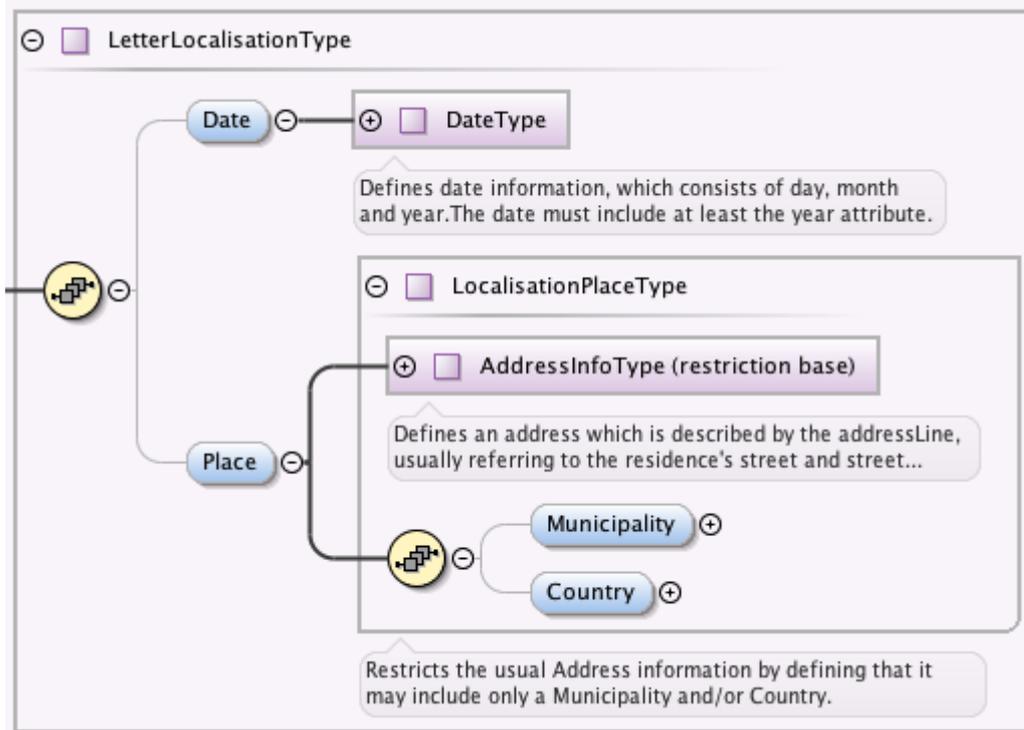
```
<Letter>
  <Localisation>{0,1}</Localisation>
  <SubjectLine>{0,1}</SubjectLine>
  <OpeningSalutation>{0,1}</OpeningSalutation>
  <MainBody>{0,1}</MainBody>
  <ClosingSalutation>{0,1}</ClosingSalutation>
</Letter>
```

## Example

```
<Letter>
  <Localisation>
    <Date year="2013" month="--10" day="---15"/>
    <Place>
      <Municipality>Birmingham</Municipality>
    </Place>
  </Localisation>
  <SubjectLine>Ref. IT support officer/2013/01/AD</SubjectLine>
  <OpeningSalutation>
    <Salutation>
      <Label>Dear Mr.</Label>
    </Salutation>
    <PersonName>
      <Surname>Stuart</Surname>
    </PersonName>
  </OpeningSalutation>
  <Body>
    <Opening>
      &lt;p&gt;I would like to express my interest ...&lt;/p&gt;
    </Opening>
    <MainBody>
      &lt;p&gt;I am confident that the experience acquired in my
present job...&lt;/p&gt;
    </MainBody>
    <Closing>
      &lt;p&gt;I am available for interview ...&lt;/p&gt;
    </Closing>
  </Body>
  <ClosingSalutation>
    <Label>Yours faithfully</Label>
  </ClosingSalutation>
</Letter>
```

### 4.9.2.1 SkillsPassport/CoverLetter/Letter/Localisation

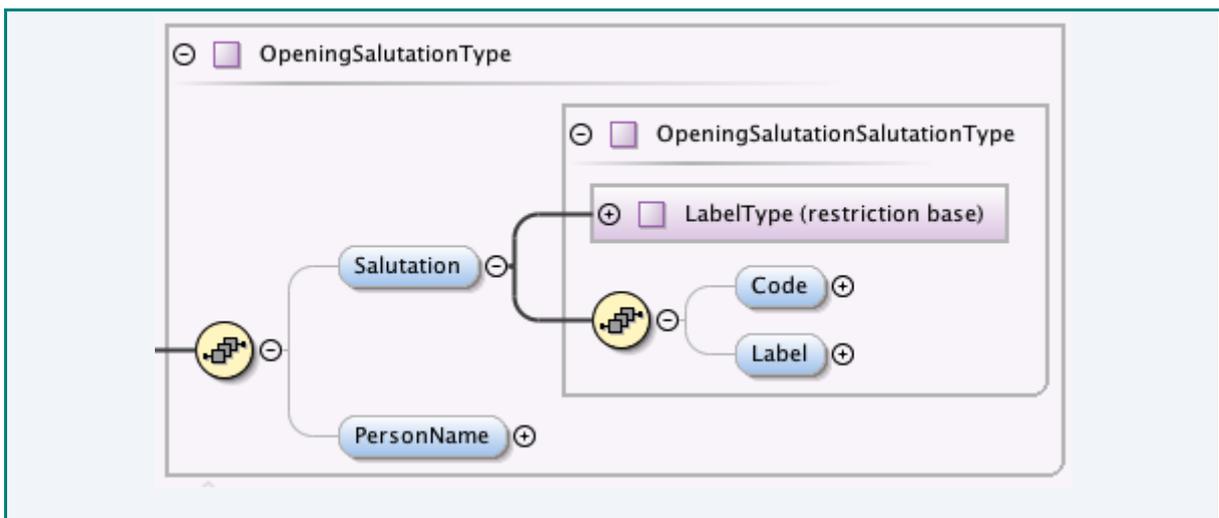
The entire structure for the date and place information of the letter is grouped under the element **Localisation**. It adheres to type **LetterLocalisationType**, which is presented in details below.



#### 4.9.2.2 SkillsPassport/CoverLetter/Letter/OpeningSalutation

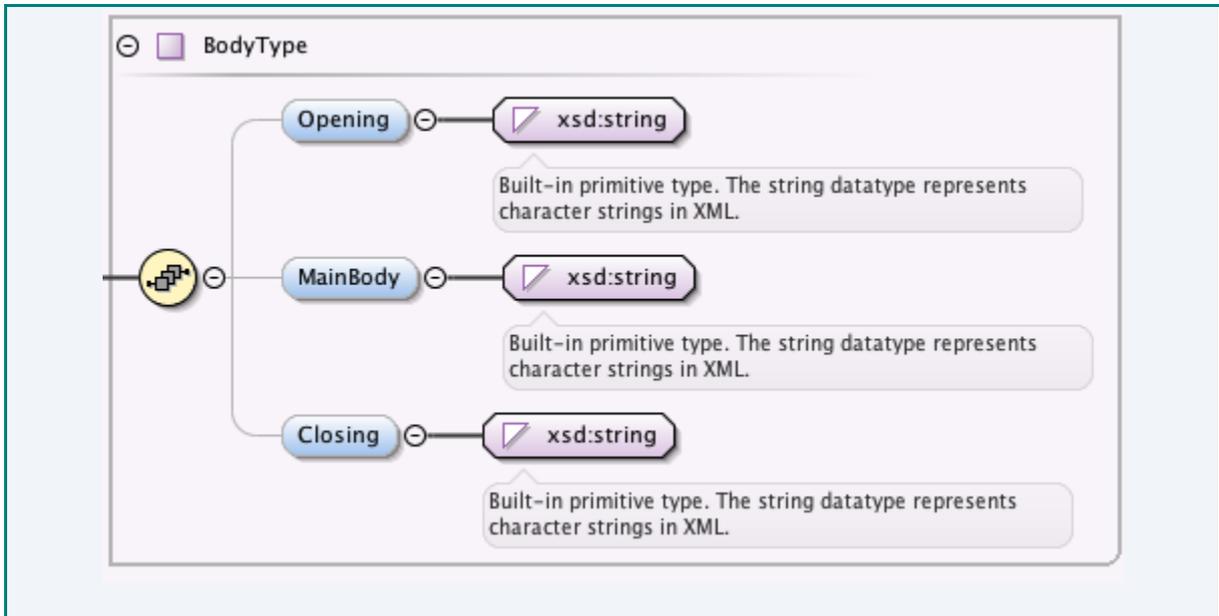
The entire structure for the opening salutation of the letter is grouped under the element **OpeningSalutation**. It adheres to type **OpeningSalutationType**, which is presented in details below.

More specifically, the Code needs to adhere to the pattern: `opening-salut-[1-9]{1}([0-9]{1})?(-impersonal)?`



### 4.9.2.3 SkillsPassport/CoverLetter/Letter/Body

The entire structure for the main body of the letter is grouped under the element **MainBody**. It adheres to type **BodyType**, which is presented in details below.



### 4.9.2.4 SkillsPassport/CoverLetter/Letter/ClosingSalutation

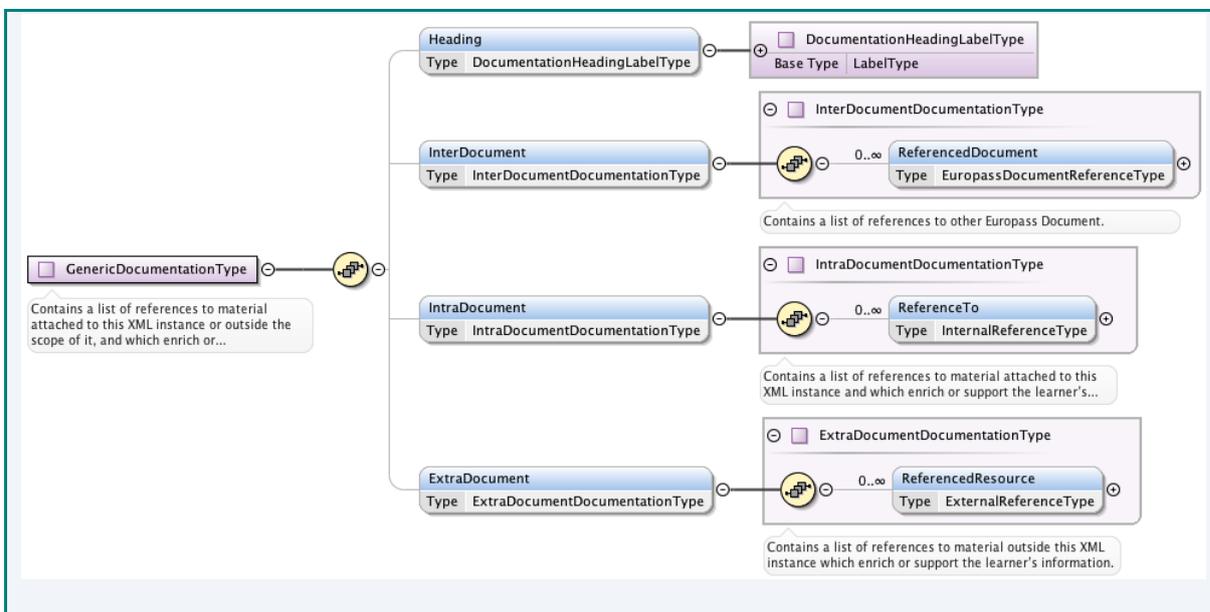
The entire structure for the closing salutation of the letter is grouped under the element **ClosingSalutation**. It adheres to type **ClosingSalutationType**, which is presented in details below.

More specifically, the Code needs to adhere to the pattern: `closing-salut-[1-9]{1}([0-9]{1})?`



### 4.9.3 SkillsPassport/CoverLetter/Documentation

The entire structure for the documentation of the cover letter is grouped under the element **Documentation**. It adheres to type **GenericDocumentationType**, which is presented in details below.



Elements and Attributes	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
/SkillsPassport/ CoverLetter / <b>Documentation</b>	Heading:europass:InterDocumentationHeadingLabelType - S(0/1) InterDocument:europass:InterDocumentDocumentationType - S(0/1) IntraDocument:europass:IntraDocumentDocumentationType - S(0/1) ExtraDocument:europass:ExtraDocumentDocumentationType - S(0/1)	Contains diverse references to other resources that accompany the cover letter. Those resources may be other Europass Documents, list of references to material attached to this XML instance, or even list of references to external resources, outside this specific XML. The element may contain an optional child element, Heading, which will indicate the preferred heading/label of this section.
/SkillsPassport/ CoverLetter / Documentation/ <b>Heading</b>	Code: xsd:string -S(0/1) Label : xsd:string - S(0/1)	Defines the preferred heading/label of this section. The Code needs to adhere to the pattern: ^heading_[1-9]{1}\$
/SkillsPassport/ CoverLetter / Documentation/ <b>InterDocument</b>	See InterDocumentDocumentationType	Defines a list of references to other Europass Documents.

/SkillsPassport/ CoverLetter / Documentation/ <b>IntraDocument</b>	See IntraDocumentDocumentationType	Defines a list of references to resources included within this specific XML instance.
/SkillsPassport/ CoverLetter / Documentation/ <b>ExtraDocument</b>	See ExtraDocumentDocumentationType	Defines a list of references to resources outside the scope of this XML instance.

## Instance

```

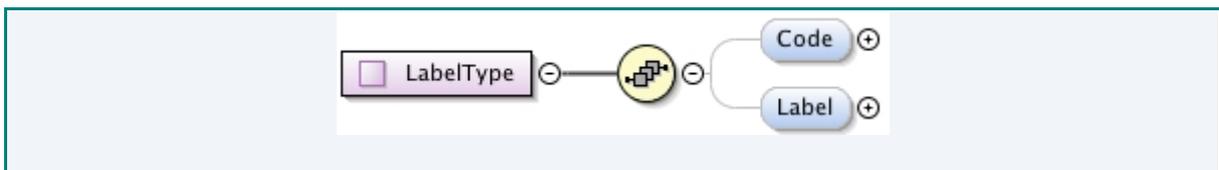
<Documentation>
  <InterDocument>{0,1}</InterDocument>
  <IntraDocument>{0,1}</IntraDocument>
  <ExtraDocument>{0,1}</ExtraDocument>
</Documentation>

```

## 5 Generic Data Types

### 5.1 LabelType

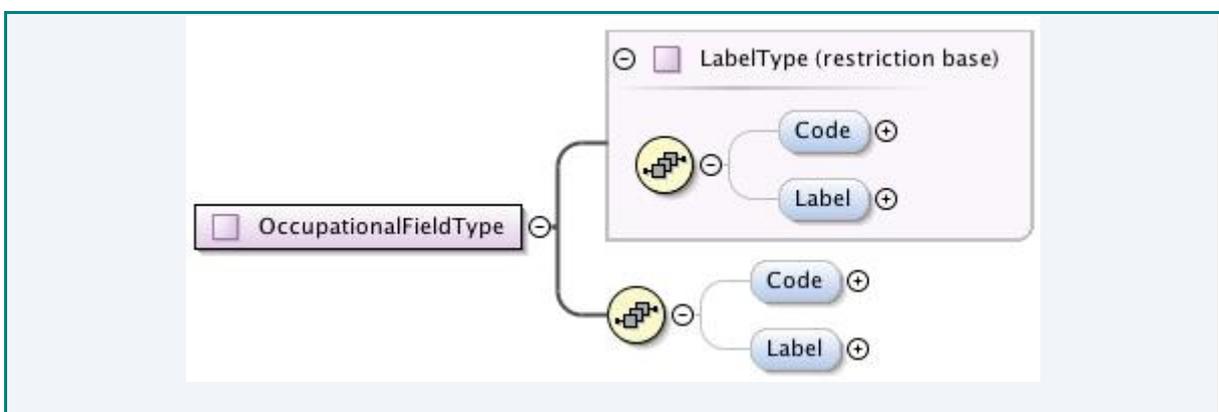
The **LabelType** data type defines a sequence of two sub-elements **Code** and **Label**. This data type is used to describe any information that may be referenced back to a taxonomy based on the Code element. The Label element includes the translation of this text to the language of the document.



Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<u>LabelType</u>	Code:xsd:string - S(0/1) Label:xsd:string - S(0/1)	Describes any information that may be referenced back to a taxonomy.

### 5.2 OccupationalFieldType

The **OccupationalFieldType** data type restricts the **LabelType** (described in LabelType) by defining that the **Code** sub-element must correspond to the occupational field code type is defined in the included schema "**EuropassISCO\_88\_COM**". The **Label** sub-element is actually the translation of the type in the language of the document.



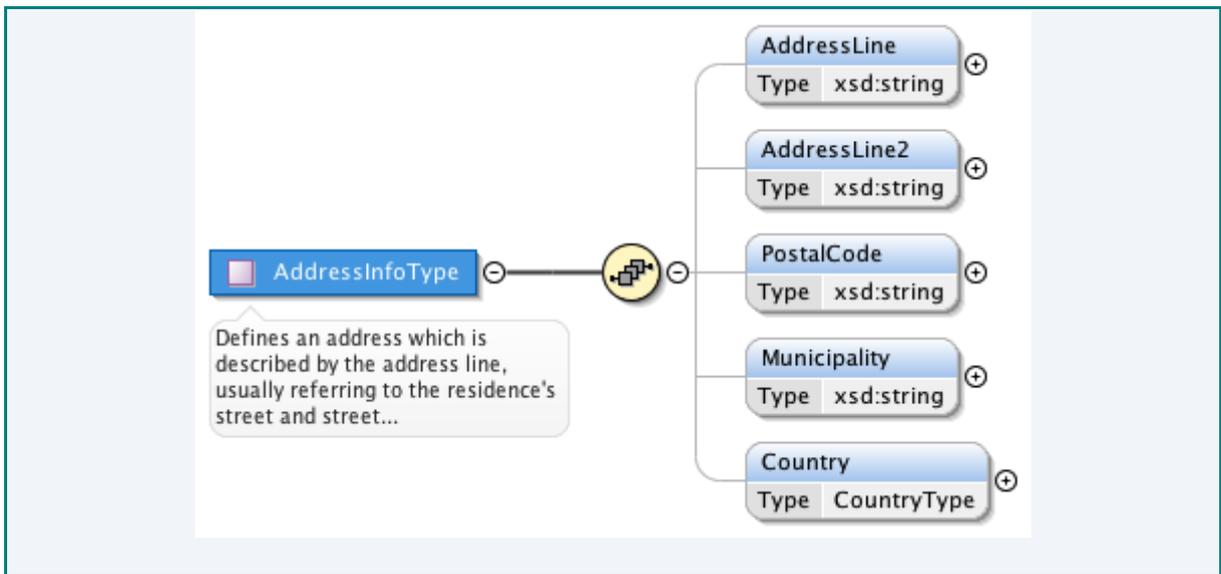
Data Type	Compositions Child Element Content Type	Definition

	Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	
<u>OccupationalFieldType</u>	Code: europass:isco88com-level5 - S(0/1) [restriction]:xsd:string [enumeration] 12331 Verkaufler [enumeration] 12332 Marketingleiter [enumeration] 12341 Werbeleiter Label:xsd:string - S(0/1)	Defines that this element includes information about a work position. In case the Code element is present, then this should take a value from the enumeration defined by the europass:isco88com-level5 type in the included schema "EuropassISCO_88_COM".

### 5.3 AddressInfoType

The AddressInfoType data type defines a sequence of four sub-elements: **AddressLine**, **PostalCode**, **Municipality** and **Country**, out of which only **Country** is mandatory. This data type is used to describe an address by providing the address-line, usually referring to the residence's street and street number, the municipality, the postal code and the country.

The minimum required information is the **Country** element, which adheres to the CountryType data-type (described in CountryType).



**Instance:**

```
<Contact>
  <AddressLine>{0,1}</AddressLine>
  <AddressLine2>{0,1}</AddressLine2>
  <PostalCode>{0,1}</PostalCode>
  <Municipality>{0,1}</Municipality>
  <Country>{0,1}</Country>
</Contact>
```

**Indicative Example:**

```

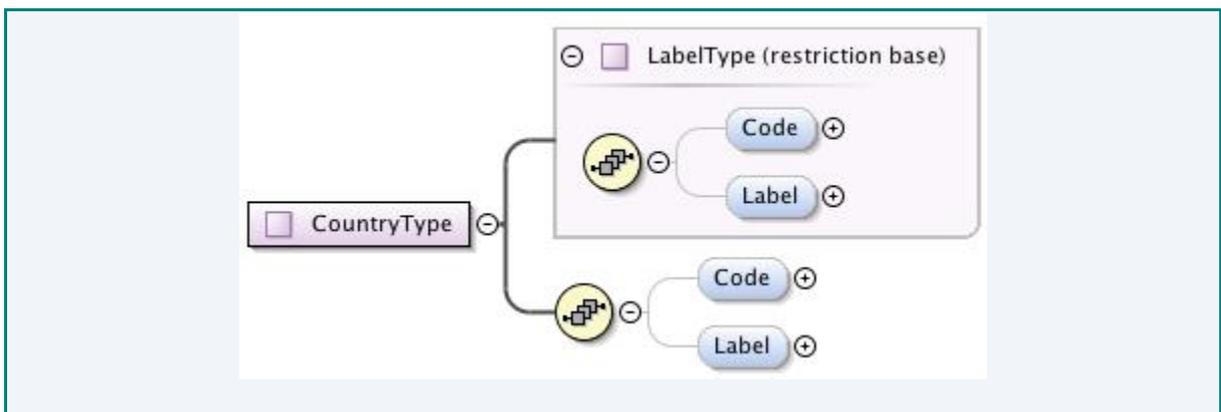
<Contact>
  <AddressLine>12 Strawberry Hille</AddressLine>
  <AddressLine2>Bld B, Apt 12</AddressLine2>
  <PostalCode>12345</PostalCode>
  <Municipality>London</Municipality>
  <Country>
    <Code>UK</Code>
    <Label>United Kingdom</Label>
  </Country>
</Contact>

```

Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<u>AddressInfoType</u>	AddressLine: xsd:string -S(0/1) AddressLine2: xsd:string -S(0/1) PostalCode : xsd:string - S(0/1) Municipality: xsd:string - S(0/1) Country: europass:CountryType-S(0/1)	Describes the details of a postal address.

## 5.4 CountryType

The CountryType data type restricts the LabelType (defined in LabelType) by defining that the **Code** element must have one of the values defined by the europass:countryCode defined in the included schema "EuropassISOCountries". E.g. code: FR, label: France.



Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A)	Definition
-----------	--------------------------------------------------------------------------------------	------------

	(minOccurs/maxOccurs) Attributes(@)	
<b>CountryType</b>	Code: xsd:string -S(0/1) Label : xsd:string - S(0/1)	Defines the structure of an element that describes a country.

**Instance:**

```
<Country>
  <Code>{0,1}</Code>
  <Label>{0,1}</Label>
</Country>
```

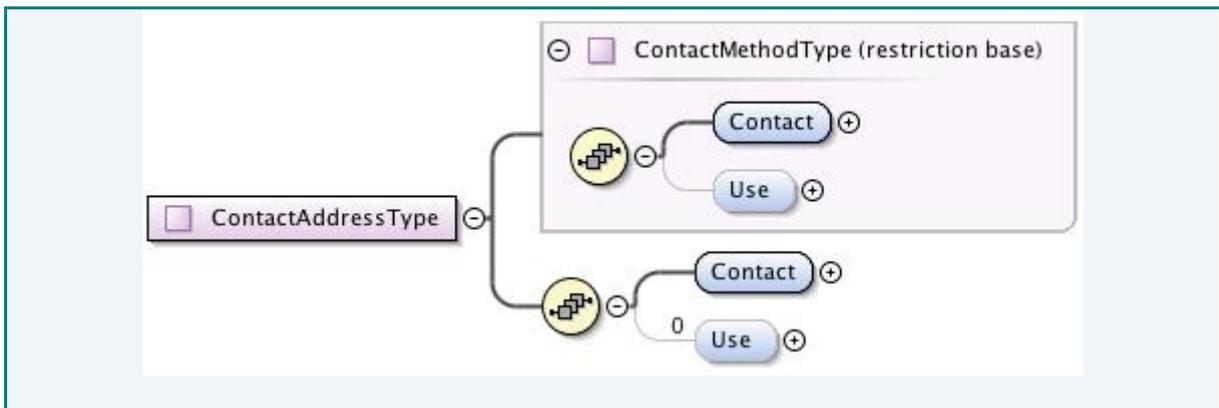
**Indicative Example:**

```
<Country>
  <Code>UK</Code>
  <Label>United Kingdom</Label>
</Country>
```

### 5.5 ContactAddressType

The **ContactAddressType**, restricts the **ContactMethodType** (described in Identification/ContactInfo/ContactMethodList/ContactMethod) by defining that the **Contact** element adheres to the data type **AddressInfoType** and that the **Use** element is not necessary.

**Address**, as all the rest contact method elements that are based on the **ContactMethodType** data type, consists of two elements **Contact** and **Use**.

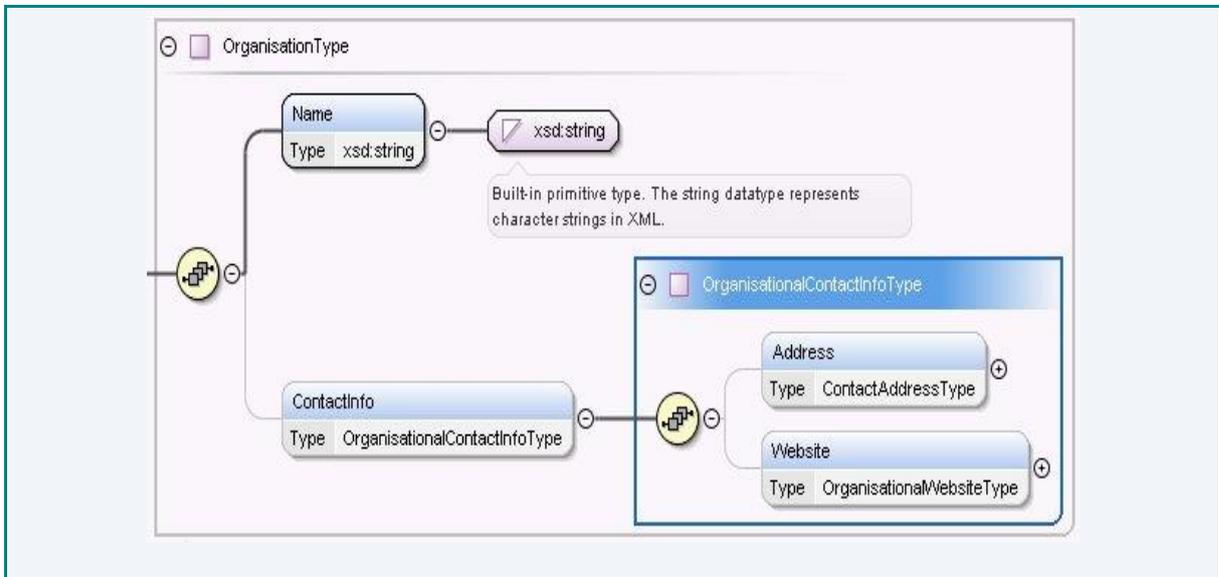


**Contact** element is of type **AddressInfoType** that defines an address which is described by the address-line, usually referring to the residence's street and street number, the municipality, postal code and country. The minimum required information is the Country element.

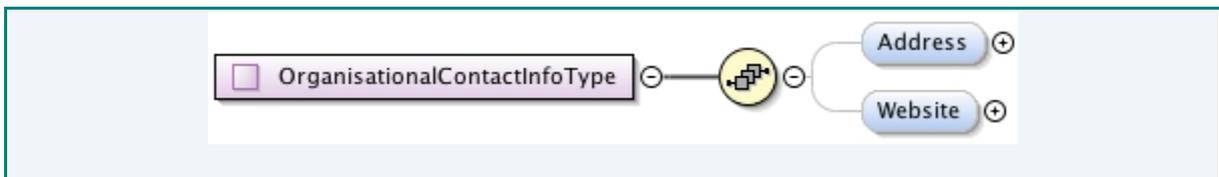
The **Use** element defines the use of the contact method, e.g. home or work address.

## 5.6 OrganisationType

The **OrganisationType** data type defines a sequence of two sub-elements: **Name** and **ContactInfo**. It is used when an element needs to describe an Organisation. An organisation is described at least by a Name. Optionally its description may include a ContactInfo element.



The optional **ContactInfo** element adheres to the type **OrganisationalContactInfoType** data type. This type defines a sequence of two sub-elements: **Address** and **Website**, both being optional.



The **Address** element adheres to the data type **ContactAddressType** (described in ContactAddressType), while the **Website** adheres to the data type **OrganisationalWebsiteType**.

Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<b>OrganisationType</b>	Name: xsd:string -S(0/1) ContactInfo : europass:OrganisationalContactInfoType- S(0/1)	Describes an organisation.
<b>OrganisationalContactInfoType</b>	Address: xsd:string -S(0/1) Website : europass:OrganisationalWebsiteType- S(0/1)	Describes the contact information of an organisation.

<p><u>OrganisationalWebsite Type</u></p>	<p><b>Restriction on europass:ContactMethodType</b>                  Use: [complexContent]-S(0/1)                  Restriction on europass:LabelType                  Code: fixed to "business".</p>	<p>Describes the website address of an organisation.</p>
------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------

## 5.7 AbstractExperienceListType

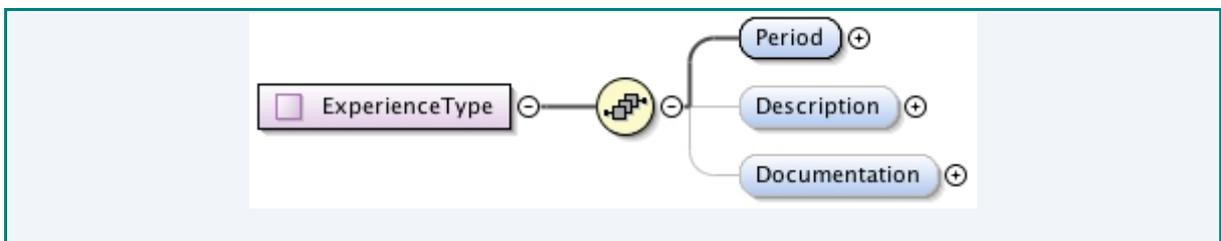
The **europass:AbstractExperienceListType** is an abstract type that defines list of Experience elements. The elements may be of any type.

## 5.8 ExperienceListType

The **europass: ExperienceListType** defines a list of Experience elements. The elements must be of type **europass:ExperienceType**

## 5.9 ExperienceType

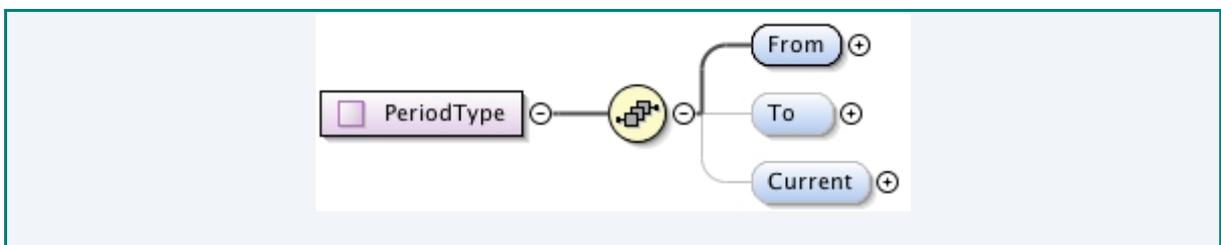
The **europass:ExperienceType** data type defines a sequence of three sub-elements: **Period**, **Description** and **Documentation**. This data type is used to describe any experience that is relevant for the curriculum vitae of an individual.



Data Type	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<u>ExperienceType</u>	Period:europass:PeriodType - S(0/1) Description:xsd:string - S(0/1) Documentation:europass:DocumentationType - S(0/1)	<b>Period:</b> Defines the period (starting date and ending date or a Boolean indicator that the period extends until today) <b>Description:</b> A text describing the experience <b>Documentation:</b> A List of references to attached digital documents that provide evidence or complement this experience (e.g. recommendation letter)

### 5.10 PeriodType

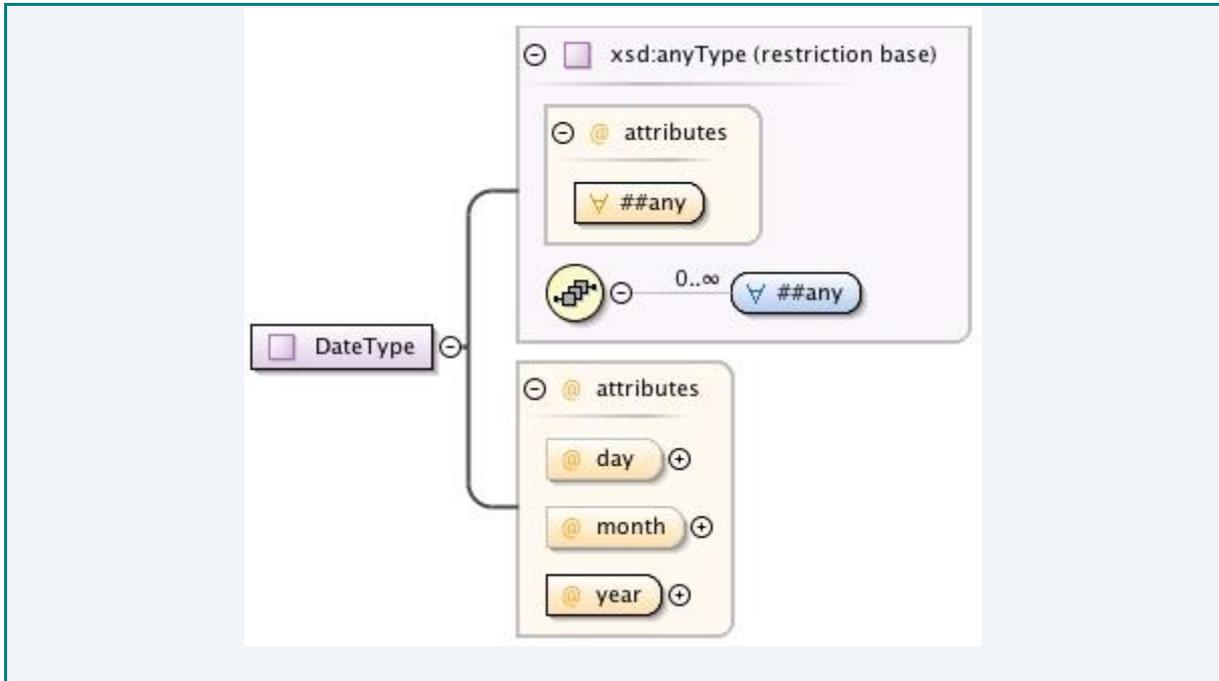
The europass:PeriodType data type defines a sequence three sub elements: **From**, **To** and **Current**. Its purpose is to describe a period, with starting date and either an end date or a Boolean indicator of whether this period extends until today. The start/end dates and the current indicator are optional elements.



Data Type	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<u>PeriodType</u>	From:europass:DateType - S(0/1) To:europass:DateType- S(0/1) Current:xsd:boolean - S(0/1)	<b>From:</b> the date that the period starts <b>To:</b> the date that the period ends <b>Current:</b> a Boolean indicator that denotes whether this period extends until today.

## 5.11 DateType

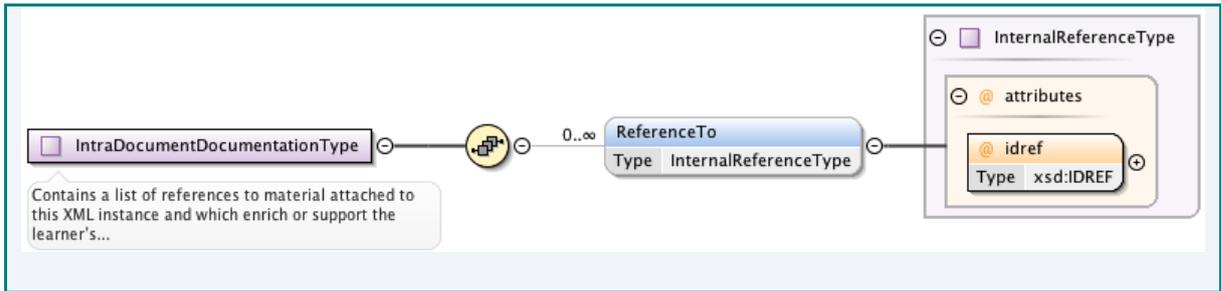
The **DateType** data type defines an element that may have up to three attributes: **day**, **month** and **year**, out of which year is required. Its purpose is to describe a date, which consists of the day, the month and the year.



Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<u>DateType</u>	<b>day</b> :xsd:gDay - optional <b>month</b> :xsd:gMonth - optional <b>year</b> :xsd:gYear - required	Defines date information, which consists of day, month and year. The date must include at least one year element.

## 5.12 IntraDocumentDocumentationType

The **IntraDocumentDocumentationType** data type defines a list of **ReferenceTo** elements, each being a reference to an attached digital document. The **ReferenceTo** element adheres to the **InternalReferenceType** data type which defines that the element needs to have an attribute, named **idref**, which actually is a reference to the id of an element within the same XML document. The references element is an **Attachment** element, found somewhere in the list of SkillsPassport/AttachmentList (described in SkillsPassport/AttachmentList).



Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<u>IntraDocumentDocumentationType</u>	ReferenceTo:InternalReferenceType -S(0,unbounded)	Lists ReferenceTo elements that reference digital documents attached to this specific Europass Document and included in the XML document.
<u>InternalReferenceType</u>	idrefxsd:IDREF - required	Defines that the <b>idref</b> attribute needs to reference the id of an existing element in the XML Document.

**Instance:**

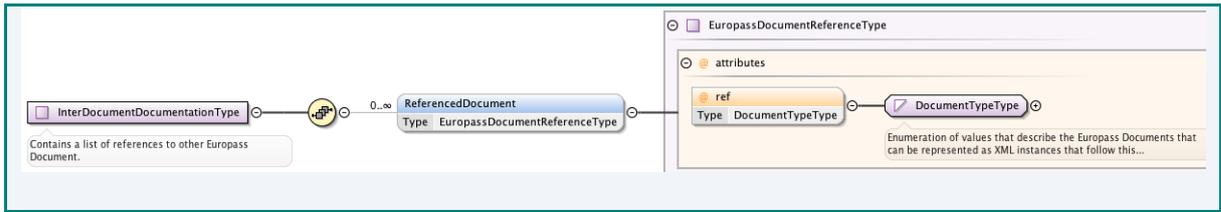
```
<Documentation>
  <ReferenceTo idref="">{0,unbounded}</ReferenceTo>
</Documentation>
```

**Indicative example:**

```
<Documentation>
  <ReferenceTo idref="ATT_1"/>
  <ReferenceTo idref="ATT_2"/>
</Documentation>
```

### 5.13 InterDocumentDocumentationType

The **InterDocumentDocumentationType** data type defines a list of **ReferencedDocument** elements, each being a reference to a Europass Document acronym name, as defined by the **DocumentTypeType** data type. The **ReferencedDocument** element adheres to the **EuropassDocumentReferenceType** data type which defines that the element needs to have an attribute, named **ref**, which actually is a reference to the acronym of a Europass Document.



Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<u><a href="#">InterDocumentDocumentationType</a></u>	ReferencedDocument:europass:EuropassDocumentReferenceType -S(0,unbounded)	Lists ReferencedDocument elements that reference other Europass Documents.
<u><a href="#">InternalReferenceType</a></u>	<b>Ref</b> europass:DocumentTypeType - required	Defines that the <b>ref</b> attribute needs to reference the acronym of a Europass Document.

**Instance:**

```
<Documentation>
  <ReferencedDocument ref="">{0,unbounded}</ReferencedDocument>
</Documentation>
```

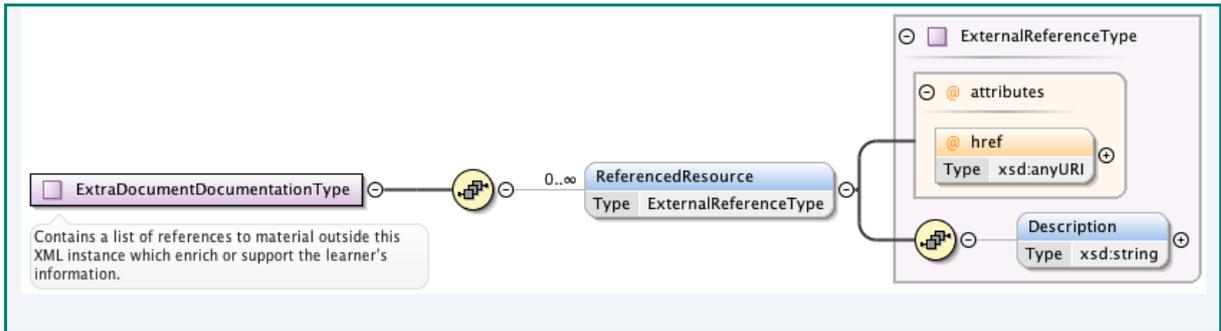
**Indicative example:**

```
<InterDocument>
  <ReferencedDocument ref="ECV"/>
  <ReferencedDocument ref="ESP"/>
  <ReferencedDocument ref="ELP"/>
</InterDocument>
```

## 5.14 ExtraDocumentDocumentationType

The **ExtraDocumentDocumentationType** data type defines a list of **ReferencedResource** elements, each being a reference to an external resource, that is a resource outside this XML, e.g. a public URI.

The **ReferencedResource** element adheres to the **ExternalReferenceType** data type which defines that the element needs to have a child element, named **Description**, which will describe the nature of the referenced external resource. It may also have an optional attribute, named **href**, which will provide the URI of the referenced resource.



Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<a href="#"><u>ExtraDocumentDocumentationType</u></a>	ReferredResource:europass:ExternalReferenceType - S(0,unbounded)	Lists ReferredResource elements that reference external (outside this XML) resources.
<a href="#"><u>ExternalReferenceType</u></a>	Description:xsd:string - S(0,unbounded) hrefxsd:IDREF - required	Defines that the element must have a child Description element , and a href attribute.

**Instance:**

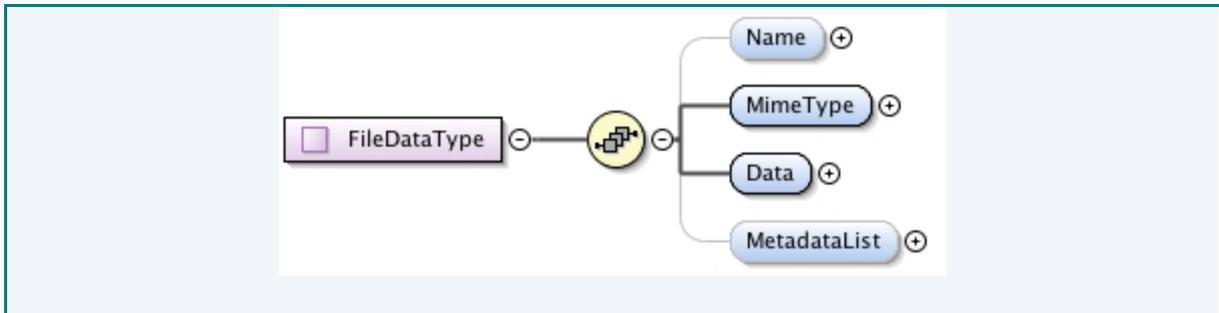
```
<ExtraDocument>
  <ReferredResource href="">
    <Description>{0,unbounded}</Description>
  </ReferenceTo>
</ExtraDocument>
```

**Indicative example:**

```
<ExtraDocument>
  <ReferredResource>
    <Description>List of Citations</Description>
  </ReferredResource>
  <ReferredResource
href="http://myvideocv.com/jim.burnett">
    <Description>Video CV</Description>
  </ReferredResource>
</ExtraDocument>
```

## 5.15 FileDataType

The **FileDataType** data type defines a sequence of elements and is used to describe an attached digital file.

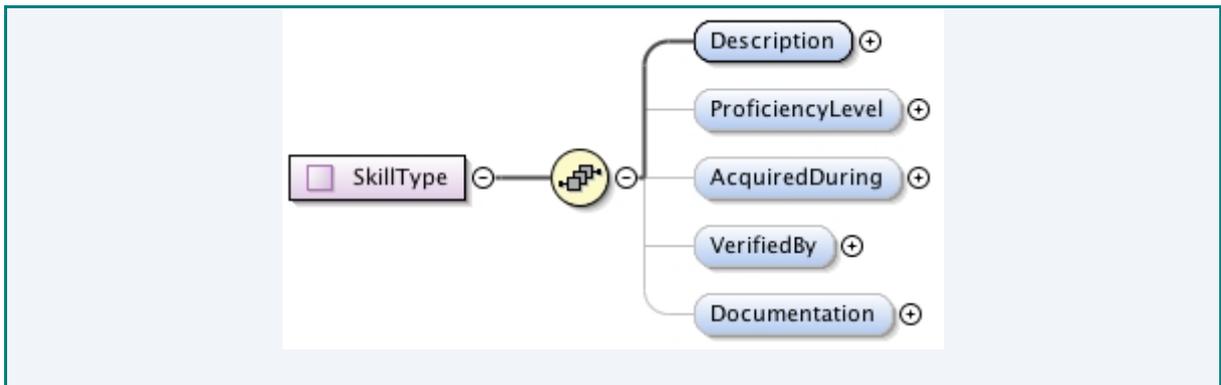


Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<b>FileDataType</b>	Name: xsd:string - S(0/1) mimeType: europass:MimeTypeEnumeration -S(1/1) Data: xsd:base64Binary - S(1/1) MetadataList: europass:MetadataListType - S(0/1)	Describes a digital document. <b>Name:</b> defines the original file-name. <b>mimeType:</b> defines the file type of the document and must follow the MimeTypeEnumeration data type. <b>Data:</b> includes the raw base-64 encoded bytes of the document. <b>MetadataList:</b> lists Metadata elements, each offering some extra information about this document.
<b>MimeTypeEnumeration</b>	Restriction on xsd:string- S(1/1) [enumeration] : image/jpeg [enumeration] : image/pjpeg [enumeration] : image/png [enumeration] : image/x-png [enumeration] : application/pdf	Restricts the string by defining an enumeration of allowed file mime types.
<b>MetadataListType</b>	Metadata: europass:MetadataType - S(0/unbounded)	Lists Metadata elements, each offering some extra information about this document.
<b>MetadataType</b>	key: xsd:string value: xsd:string	Defines specific metadata information identified by the key attribute and with text specified by the value attribute.

## 5.16 SkillType

The **SkillType** data type defines any skill or competence that an individual demonstrates. A **SkillType** defines a sequence of sub-elements: **Description**, **ProficiencyLevel**, **AcquiredDuring**, **VerifiedBy** and **Documentation**.

The **Description** element provides a text-based description of this skill.  
 The **ProficiencyLevel** denotes the level of expertise of the individual when it comes to the specific skill.  
 The **AcquiredDuring** element includes a list of Experiences in which the individual participated in, and which had as learning outcome the acquisition of this skill or competence.  
 The **VerifiedBy** element includes a list of Certificates each of which verifies that the individual has the specific skill or competence.  
 Finally, the **Documentation** element lists references to attached digital documents that are included in the XML Document and that provide evidence for the possession of this skill by the learner.



Data Type	<b>Compositions</b> Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<u>SkillType</u>	Description: <code>xsd:anyType-S(1/1)</code> ProficiencyLevel: <code>xsd:anyType-S(0/1)</code> AcquiredDuring: <code>europass:ExperienceListType-S(0/1)</code> VerifiedBy: <code>europass:CertificateListType-S(0/1)</code> Documentation: <code>europass:IntraDocumentDocumentationType-S(0/1)</code>	Defines any skill or competence that an individual demonstrates
<u>ExperienceListType</u>	Experience: <code>europass:AbstractExperienceListType-S(1/unbounded)</code>	Defines a list of Experience elements, each adhering to <code>xsd:anyType</code>
<u>CertificateListType</u>	Certificate: <code>europass:CertificateType-S(1/unbounded)</code>	Defines a list of Certificate elements, each adhering to the <code>CertificateType</code>
<u>CertificateType</u>	Title: <code>xsd:string-S(1/1)</code> AwardingBody: <code>xsd:string-S(0/1)</code> Date: <code>europass:DateType-S(0/1)</code> Level: <code>xsd:anyType-S(0/1)</code>	Defines information about a certificate related to the awarded title, the date of awarding, the body that awarded it and finally the

		level against a specific classification to which this certificate corresponds.
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## 5.17 CEFLanguageLevelType

The **CEFLanguageLevelType** data type defines a specific pattern for the CEF language level. According to this pattern, an element that adheres to this type must be a string that is comprised of one letter (either A, B or C) and one digit (either 1 or 2). E.g. A1, B2, C1. The levels are defined by the Common European Framework of Reference for Languages (CEFR).

Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<b>CEFLanguageLevelType</b>	Restriction xsd:string Pattern: ([A-C][12])?:	Defines a string that is comprised of one letter (either A, B or C) and one digit (either 1 or 2). E.g. A1, B2, C1

## 5.18 ICTLevelType

The **ICTLevelType** data type defines a specific pattern for the ICT level evaluation. According to this pattern, an element that adheres to this type must be a string that is comprised of one letter (either A, B or C) for instance A, B, C. The levels are defined by the Joint Research Centre in its report 'DIGCOMP: A Framework for Developing and Understanding Digital Competence in Europe.

Data Type	Compositions Child Element Content Type Sequence(S)   Choice(C)   All(A) (minOccurs/maxOccurs) Attributes(@)	Definition
<b>ICTLevelType</b>	Restriction xsd:string  [enumeration] : A [enumeration]: B [enumeration]: C	Enumeration of values that define the evaluation of ICT Skills that correspond to: A : Basic User B : Independent User C : Proficient User.

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