

# SOFT SKILLS PASSPORT



SoftSkills4EU: Promote your Soft Skills with Open Badges

Soft Skills Passport – where and how to manage your badges

## INTRODUCTION

Congratulations with your SoftSkills4EU badge!

But... now maybe you ask yourself: "what to do with it?"

Your badge is clearly of good value when applying for a job, your soft skills are competences that are sought for, so we recommend attaching it to your cv.

A very good way to do that is through the Europass cv. Maybe you know Europass already, what you might not now is that Europass has undergone a total makeover. As of June 1, 2020 it will be available as an e-portfolio, where you can store all your data around learning and working experience (like your newly earned badge). From the e-portfolio you can generate a cv or a profile page, which contains essentially the same information that is specified on a classic cv. But for the profile page you only have to send a link (even with a valid-until date, if you want, so after that date your data is hidden again).

By the way: Europass is free to use.

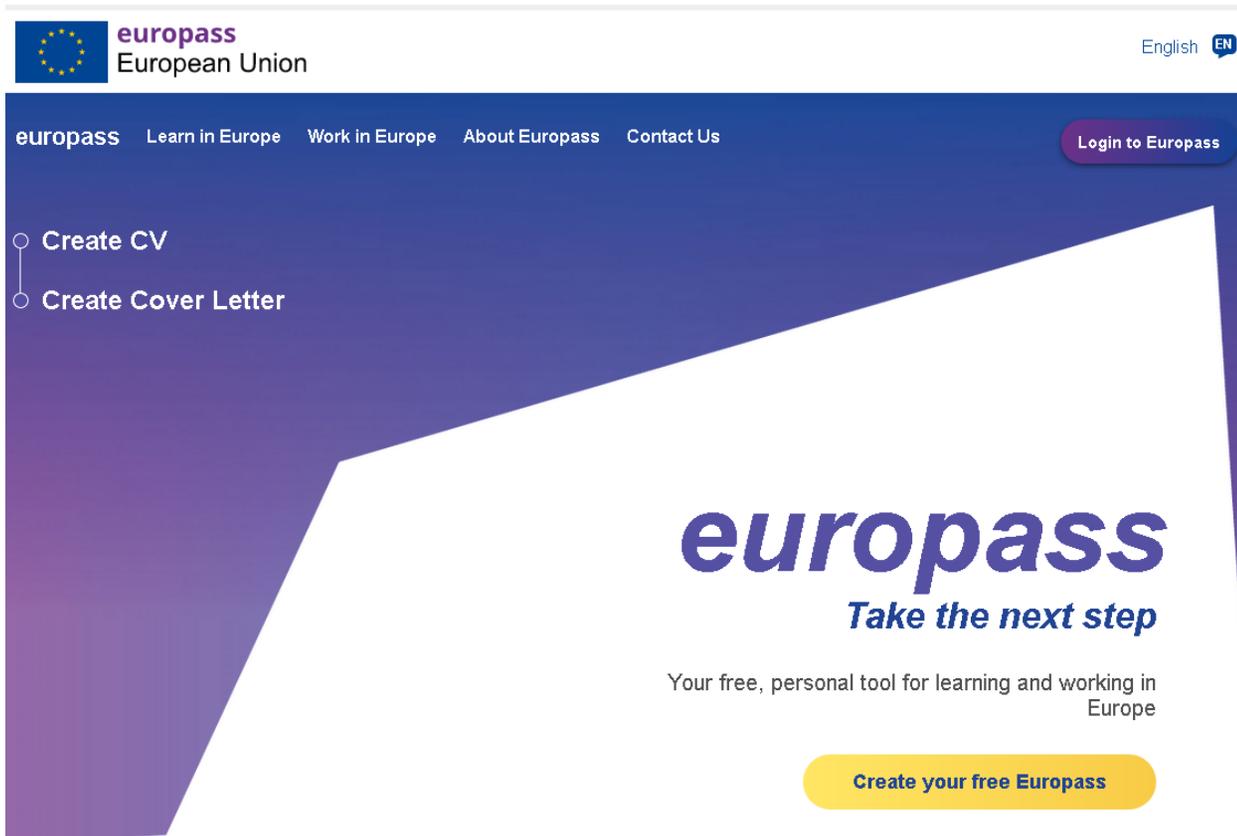
Below you will find stepwise instructions how to use your SoftSkills-badges within Europass:

- step 1: create an EU-login and your Europass profile
- step 2: fill your basic profile data
- step 3: define a special section for your "soft skills"
- step 4: add your badges to this section
- step 5: create a cv or a profile page and use it for your job application

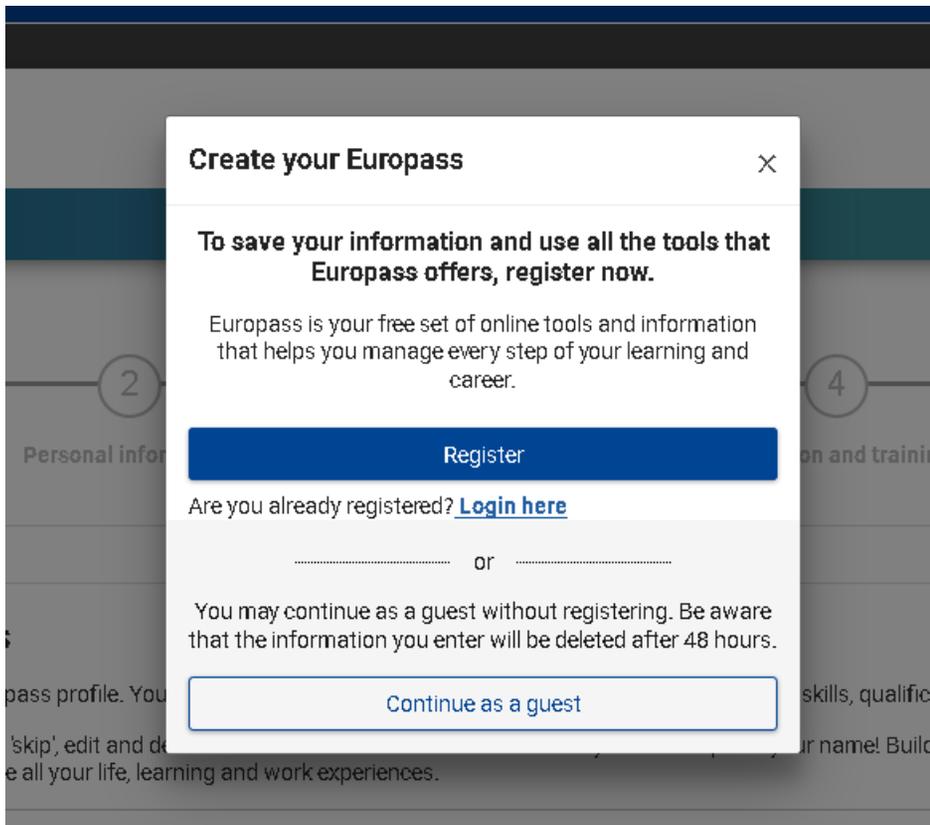
STEP 1: CREATE AN EU-LOGIN AND YOUR EUROPASS PROFILE

The Europass portfolio has become available on July 1, 2020

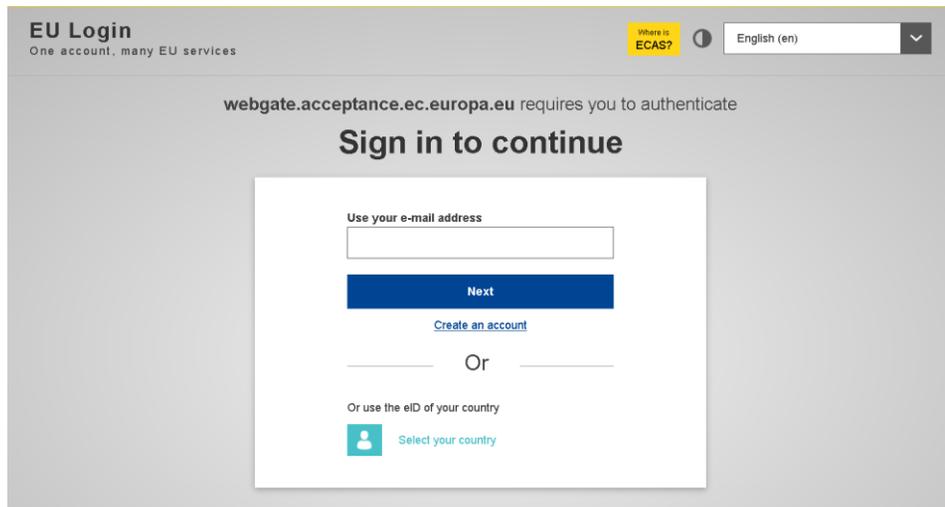
Go to: <https://europass.eu/> and you click "Create your free Europass"



Then you reach the next page, where you need to register to create a profile. (To save your profile, you need to register, so do not use the option to enter as “guest”)



You also might see the following page instead, where you can also register (called here “create an account”)

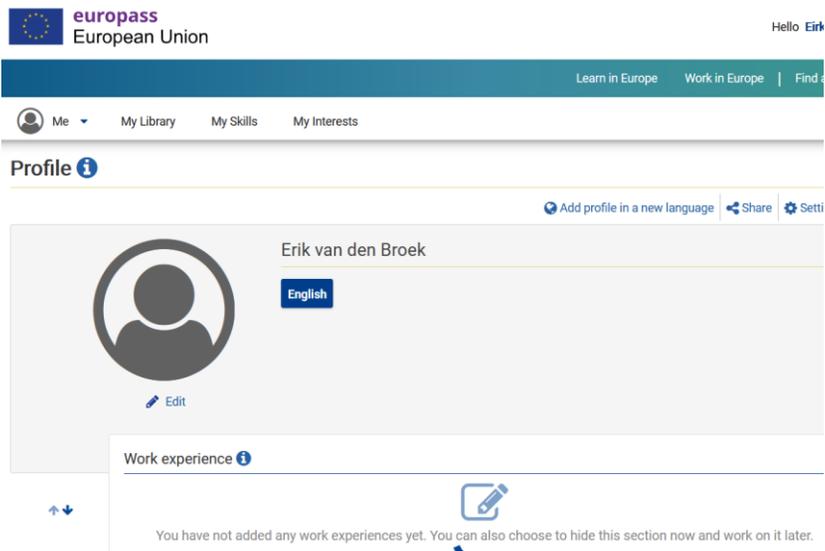


If you already have an EU-Account, or a national eID, you can log in right away, otherwise choose “Create an account”, fill in the necessary data, reply to the confirmation email and log in.

When logged in, click on: “Create your free Europass”

## STEP 2: FILL IN YOUR BASIC PROFILE DATA

Here you fill in the data that is necessary for a good cv. Specify as much (or as little) personal data you wish, and of course your educational and work history. Online help can be found within the application



Through the menu option "My Library", and the section "Certificates and Diplomas" you can upload your soft skills badges

Learn in Europe | Work in Europe | Find a job | Find a course

Me | My Library | My Skills | My Interests

### My Library ?

Use the Europass Library to store and organise your documents.

CVs ➕ Add ➕ Create a CV

 There are currently no CV(s) added to your library.

Cover letters ➕ Add ➕ Create a cover letter

 There are currently no cover letter(s) added to your library.

Certificates and diplomas Your wallet ID address is: [europa.eu/europass/wallet/m003g3z](https://europa.eu/europass/wallet/m003g3z) ➕ Add

And "through certificates and diplomas" you can upload your badges (that you downloaded from SoftSkills Academy) from your device to your library.

### Add file(s)

Select from:

My Library My device Google Drive Dropbox OneDrive

Accepted formats: PDF, PNG, JPG, DOC, DOCX. Size limit: 20MB.

Attached file

 Organisational\_Skills\_Advanced\_Knowledge.png  
0.04 MB  
[Delete](#)

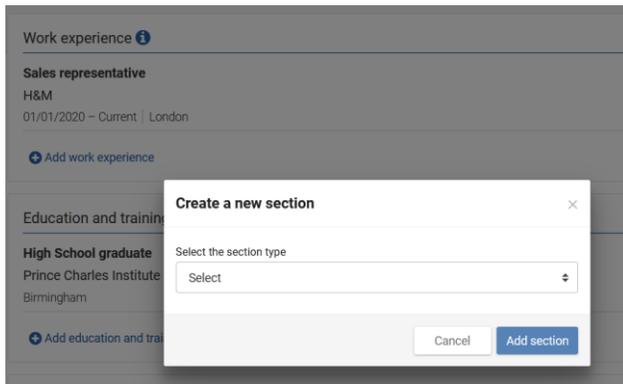
File name

? This file will be automatically saved in your Library

### STEP 3: DEFINE A SOFT SKILLS SECTION

This is an interesting feature of the new Europass, to add self defined sections to your profile, to describe special competencies.

Go to your Profile and add a new Section



There is a drop down list with possible titles for the new section.

Choose "Other" and give the title: "Soft Skills"

**Create a new section** [X]

Select the section type

Other

Section title

Soft Skills

Cancel Add section

Define a section for soft skills, and add a subsection for each of the five groups within the “SPOCC-Framework” (Social, Personal, Creative, Cooperative and Organisational Skills)

Add a short description of what (for example) “Creative Thinking Skills” are and do the same for the other modules:

Soft Skills [i] [pencil] Edit name

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**Organisational Skills** [pencil] Edit [trash] Delete

Skills that are needed in every commercial and non-commercial organisation. Like investigating what the internal or external customer is expecting and delivering good service to meet those needs, working within limited time scales, prioritizing and concentrating on the task to deliver good results. It is also about finding solutions to problems, planning and delegating more long term activities, keeping schedules and reporting progress. So these skills do come handy in your personal life too! Imagine you want to renovate your kitchen, that needs some careful goal setting, planning and time management too.  
For this module I received a badge on advanced level

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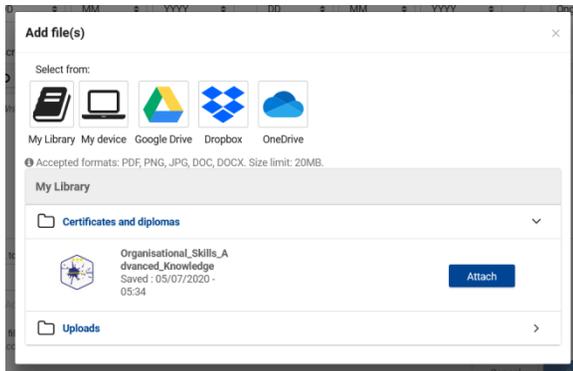
**Creative Thinking Skills** [pencil] Edit [trash] Delete

How to be innovative, implement changes and think analytically. I followed a course at academy-softskills4.eu where specifically innovativeness, constant improvement, analytical thinking, implementing changes and fostering creativity skills were covered.

[+ Add Soft Skills

STEP 4: ADD YOUR BADGES TO THE SOFT SKILLS SECTION(S)

And after step 3, the earned badges can be added from the Library to your soft skills section:



Soft Skills [i](#) [Edit name](#)

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**Organisational Skills** [Edit](#) | [Delete](#)

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For this module I received a badge on advanced level

[Additional information ^](#)

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 [Organisational\\_Skills\\_Advanced\\_Knowledge](#)

## STEP 5: GENERATE YOUR CV OR PROFILE PAGE

After completing the profile, the end user can either create a CV from this profile, or can create a link to his profile page

## TIPS FOR THE EUROPASS E-PORTFOLIO



Fill in the other profile information, like your educational background and work history. When you keep that information always up to date you can always easily generate a CV or a profile page to use in a job application.



When applying for a job, use the Profile Page option (instead of the cv) and send the temporary link to the employer. This protects your privacy better than sending all your data on a cv and not knowing where that data is put. But make sure to give the company enough time to read your data....