**CURRICULUM VITAE (CV) – CAP COMPETENCES**

|  |  |
| --- | --- |
| **Expert name** | {Please include complete name} |
| **Date of birth :** | {day/month/year} |
| **Nationality or Nationalities :** |  |
| **Country of residence :** |  |
| **City of residence :** |  |
| **Contact details :** | Email(s)  Telephone number(s) |

**Fields of experience in vocational training**

(Please include a maximum of 5 fields of experience in vocational training in order of priority. List of fields enclosed. If “other”, please specify.

XX

XX

XX

**Education:**

{ In chronological order, listing the most recent experience first. Summarize university studies and other specializations by indicating the name of the school or university, the years and diplomas obtained. }

|  |  |  |
| --- | --- | --- |
| **Years** | **Institutions** | **Diplomas received** |
|  |  |  |
|  |  |  |
|  |  |  |

**Languages practices (please indicate only the lanauges in which you are fully work proficient) :**

(Level 5 : native or mother tongue/excellent level – Level 1 : beginner)

If you have the results of a test, such as TOEFL for English or DCL for French, please include the last column with the score showing the notes[[1]](#footnote-1) and the highest score possible (e.g. 90/120)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Read** | **Written** | **Spoken** | **Certification – Year – Results** |
| **French** |  |  |  |  |
| **XXX** |  |  |  |  |
| XXX |  |  |  |  |

**Synthetic elements of the professional profile**

|  |  |
| --- | --- |
| **Number of years of experience in vocational training** | {= Indicate a figure in number of years = sum of long-term positions or short-term assignments (missions) active professional experiences during which vocational training was the main subject of professional activity} |
| **Number of assignments carried out in vocational training** | {= Indicate a number = sum of short- or medium-term assignments (<6 months) for which vocational training was the main subject of professional activity} |
| **Economic sectors of specialization (if applicable)** | {Transportation, construction, electricity/ energy, mechanics, industrial maintenance, hospitality-catering, agriculture and food processing, others to be specified…}. |
| **Level of intervention in the educational continuum** | {= List, in order of importance, a maximum of 5 levels of intervention}   |  | | --- | | Literacy | | Education alternatives (out-of-school audiences…) | | Non-formal education (apprenticeship, training through mentoring…) | | Primary education/ basic school | | Secondary education – Level 1 (middle school) | | Secondary education – Level 2 (high school) | | Superior education of short-term duration (University Institute of Technology) | | Higher education of long-term duration (Master) | | Continuous training in companies | | Continuous training in a training establishment | | Other : Please specify | |
| **Countries in which you have experience in vocational training (short or long assignments)** | {= list these countries in order of importance, namely by first citing the country where your expertise is most refined} |
| **Transversal expertise related to vocational training** | {= Focus on Gender, Climate, Environmental and social analysis, Infrastructures. But also mention, according to your experience, any transversal expertise that you have been able to mobilize in connection with vocational training. Please note that the transversal expertise has not already been specified above on "Areas of expertise in vocational training" and comply with the typology indicated} |

**Long-term professional experiences (employed for more than 6 months) in the field of education and vocational training sector** :

{List the jobs held since graduation, from the most recent to the oldest, starting with the current position. Jobs held that are unrelated to the mission may be omitted. The theme / area of expertise should be **selected from the list indicated at the bottom of the document**, otherwise write "Other: and specify"}

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Duration (in months)** | **Period** | **Employer Name** | **Position** | **Country** | **Themes/ Fields of expertise** | **Summary of activities carried out** | **Contact for references (Name, position, telephone and email)** |
|  | [for ex. May 2005-present] | [for ex. Ministry of ……, |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Short- to medium-term expertise (less than 6 months) in vocational training**

{List the expertise carried out since the end of the studies, from the most recent to the oldest. The theme/ area of expertise is to be **selected from the list indicated at the bottom of the document** otherwise write "Other: and specify")

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Duration (in months)** | **Period** | **Donor** | **Position** | **Country** | **Themes/ Fields of expertise** | **Summary description of acquired skills and expertise carried out in the field** | **Contact for references (Name, position, telephone and email)** |
|  | [for ex. May 2005-present] | [for ex. Ministry of ……, |  |  |  |  |  |

**Expertises court/moyen terme (< 6 mois) menées dans d’autres domaines (Education, secteur thématique…) et pertinentes pour Cap Compétences**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Duration (in months)** | **Period** | **Donor** | **Position** | **Country** | **Themes/ Fields of expertise *(other than in VT)*** | **Summary description of acquired skills and expertise carried out in the field** | **Contact for references (Name, position, telephone and email)** |
|  | [for ex. May 2005-present] | [for ex. Ministry of ……, |  |  |  |  |  |

**Complementary expertise including trainings and experiences in transversal: Gender, climate, environmental and social analysis, infrastructures**

{List the expertise from the most recent to the oldest.}

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Duration (in months)** | **Period** | **Structure** | **Transversal fields of expertise**  (Gender, Climate, Environmental and social analysis, Infrastructures) | **Type of experience**  (short- and long-term training, expertise…) | **Country** | **Summary description of acquired skills and expertise carried out in the field** | **Contact for references (Name, position, telephone and email)** |
|  | [for ex. May 2005-present] | [for ex. Ministry of ……, |  |  |  |  |  |

**Publications related to vocational training :**

(in chronological order from most recent to oldest)

Indicate as follows:

Month Year: LAST NAME, First name of the author(s), Title of the publication, publisher, pages + possible link on the internet

*Example: January 2020: DUPONT Jean, All about vocational training, Editions Savoirs, 361p.*

**Other information :**

**XXX**

**ANNEX**

List of **themes/ fields of expertise** :

* Sectoral diagnosis/ analysis of institutional, organizational and individual capacities in vocational training
* Engineering and technical design of vocational training projects
* Business expertise (transport, construction, electricity/energy, mechanics, industrial maintenance, hospitality-catering, agriculture and food processing, etc.). *The sector should be specified in the CV.*
* Public policy, governance and financing of vocational training systems
* Legal and institutional framework of vocational training
* Relationship with companies / Public-Private Partnership
* Adequacy between training and employment, identification of needs
* Information systems of the labour market, training and integration
* Engineering of training and curricula in initial/continuous/qualifying training
* Educational continuum, diversity of pathways and bridges
* Communication / valorization of vocational training and orientation
* Management of training centers and networks of training centers according to different management modalities
* Infrastructures and equipment
* Economic models and business plans of training centers
* Inclusion of vulnerable audiences
* Non-formal training
* Apprenticeship / work-study
* Lifelong learning / Continuous training / skills development / HR qualification
* Evaluation / Certification / Validation of prior experience
* Consulting support to companies: structuring and development of professional branches
* Entrepreneurship
* Quality Assurance
* Training of trainers
* Innovation and cross-cutting issues: energy transition, digital transition, environment and climate, and gender.
* Support in specific contexts of vulnerability (countries in crisis, migration, etc.)
* Other : To be specified

1. https://www.coe.int/en/web/common-european-framework-reference-languages [↑](#footnote-ref-1)