

The EAQUALS – ALTE eELP Guided Pathway

**A Guide to Navigating
the EAQUALS-ALTE electronic
European Language Portfolio**

The EAQUALS – ALTE eELP Guided Pathway

A Guide to Navigating the EAQUALS-ALTE electronic European Language Portfolio



COUNCIL OF EUROPE CONSEIL DE L'EUROPE

EUROPEAN LANGUAGE PORTFOLIO
PORTFOLIO EUROPÉEN DES LANGUES

Welcome to the electronic portfolio (eELP) electronic version 06.2000

Please make a note of these simple guidelines before you start

- Do keep your eELP up-to-date
- You can work off-line but if you want to use the links you must have an internet connection
- Update regularly, and always before printing out language summaries
- And remember – only you can access your data so don't forget your password. Keep it safe.
- You can export and import your data. You can send it by email, save to a floppy disk, or put it on a memory card.

How do I work with my electronic portfolio?

This *Guided Pathway* will help you navigate your eportfolio, especially if you are working on your own without a teacher.

If you are interested in familiarising yourself with the European Language Portfolio (ELP) and its pedagogical function, more information about the European Language Portfolio is also available on the Council of Europe website. Use the link available in the left-hand column *Council of Europe Overview*.

The yellow arrows and numbers in this document indicate a possible guided pathway for working with your eportfolio. You can print out this document if you wish and use it as a navigational tool in conjunction with the *Guidelines* in the eportfolio itself.

Can I also work with my printed version in a mixed or blended format?

Yes. Your eELP has been designed to be integrated with existing printed versions of the EAQUALS-ALTE ELP validated by the Council of Europe 06.2000. For example, you can use German or Italian as your language of administration in order to assess your Language Learning Priorities in French in the eELP.

If you have a printed version, you will see that the Self Assessment Grid (Step 3) and all the following Steps up to and including 13 are the same as those in the printed versions

which are presently available in languages such as Basque, Bulgarian, Croatian, English, French, German, Italian, Polish, Russian, Romanian, Spanish and in preparation in Turkish, Arabic and Greek.

The EAQUALS – ALTE eELP Guided Pathway

A Guide to Navigating the EAQUALS-ALTE electronic European Language Portfolio

Index by hyperlink

[Step 1 – My Profile](#)

[Step 2 – Personalised welcome page](#)

[Step 3 – Self Assessment Grid](#)

[Step 4 – My Current Language Learning Priorities](#)

[Step 5 – My Profile of Language Learning Skills](#)

[Step 6 – My Most Significant Linguistic & Intercultural Experiences](#)

[Step 7 – My Language Learning History](#)

[Step 8 – My Language Learning Aims](#)

[Step 9 – A Summary of Language Learning and Intercultural Experiences](#)

In a country where the language is not spoken

In a country where the language is spoken

[Step 10 – Courses I have taken](#)

In a school which is not a member of EAQUALS

In a school which is a member of EAQUALS

[Step 11 – Certificates and Diplomas generally](#)

[Step 12 – ALTE Certificates and Diplomas](#)

[Step 13 – My Dossier](#)

[Step 14 – EUROPASS Language Passport](#)

On screen overview

An overview of all my languages together
ordered by date and level

my self assessment of my level listed by skill

all my certificates and diplomas

my linguistic experiences

Printed in PDF format

my languages listed one-by-one

my self assessment of my level listed by skill

all my certificates and diplomas

my linguistic experiences

a copy of the European Levels – Self Assessment Grid

[Concluding Notes](#)



Step 1

Once you have registered, chosen your language of administration and language(s) you are learning, you can then fill in details in *My Profile*. Keep this profile updated.

If you wish to update your personal information at a later date or add a another language you are learning you should click on *My Profile* on the top left toolbar as indicated above and make the required changes. You can then toggle between your languages by selecting the one you want from *Choose Language of Learning* on the top right tool bar.

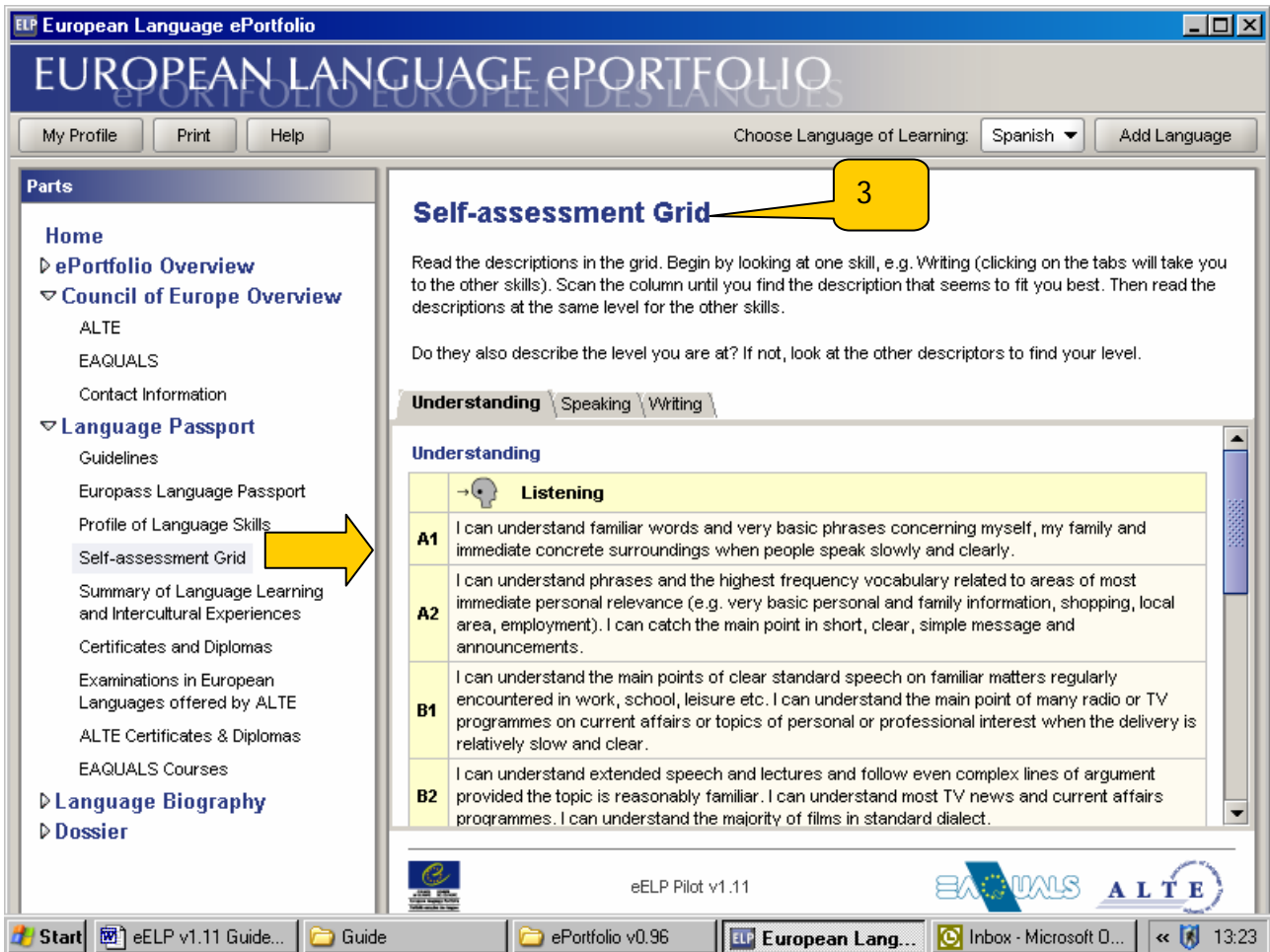
If you wish to use both the English and French versions of the eportfolio, you should log in twice; firstly, selecting French as the language of administration and secondly, log in again selecting English as the language of administration. You can then toggle easily between them.



Step 2

You will receive a personalised welcome message like the one in the screen above. From this screen move to the *Guidelines*.

You are strongly recommended to read the *Guidelines*, which accompany each section, especially if you are not familiar with the ELP. Use the left-hand column to open the *Guidelines* for each section. You can print these out if you wish.



The screenshot shows the 'European Language ePortfolio' interface. On the left, a navigation menu lists various sections, with 'Self-assessment Grid' highlighted and an arrow pointing to it. The main content area is titled 'Self-assessment Grid' and includes instructions on how to use the grid. Below the instructions, there are tabs for 'Understanding', 'Speaking', and 'Writing'. The 'Understanding' section is active, showing a 'Listening' sub-section with a table of levels (A1, A2, B1, B2) and their corresponding descriptions. A yellow callout box with the number '3' points to the 'Self-assessment Grid' title.

Self-assessment Grid

Read the descriptions in the grid. Begin by looking at one skill, e.g. Writing (clicking on the tabs will take you to the other skills). Scan the column until you find the description that seems to fit you best. Then read the descriptions at the same level for the other skills.

Do they also describe the level you are at? If not, look at the other descriptors to find your level.

Understanding | Speaking | Writing

Understanding

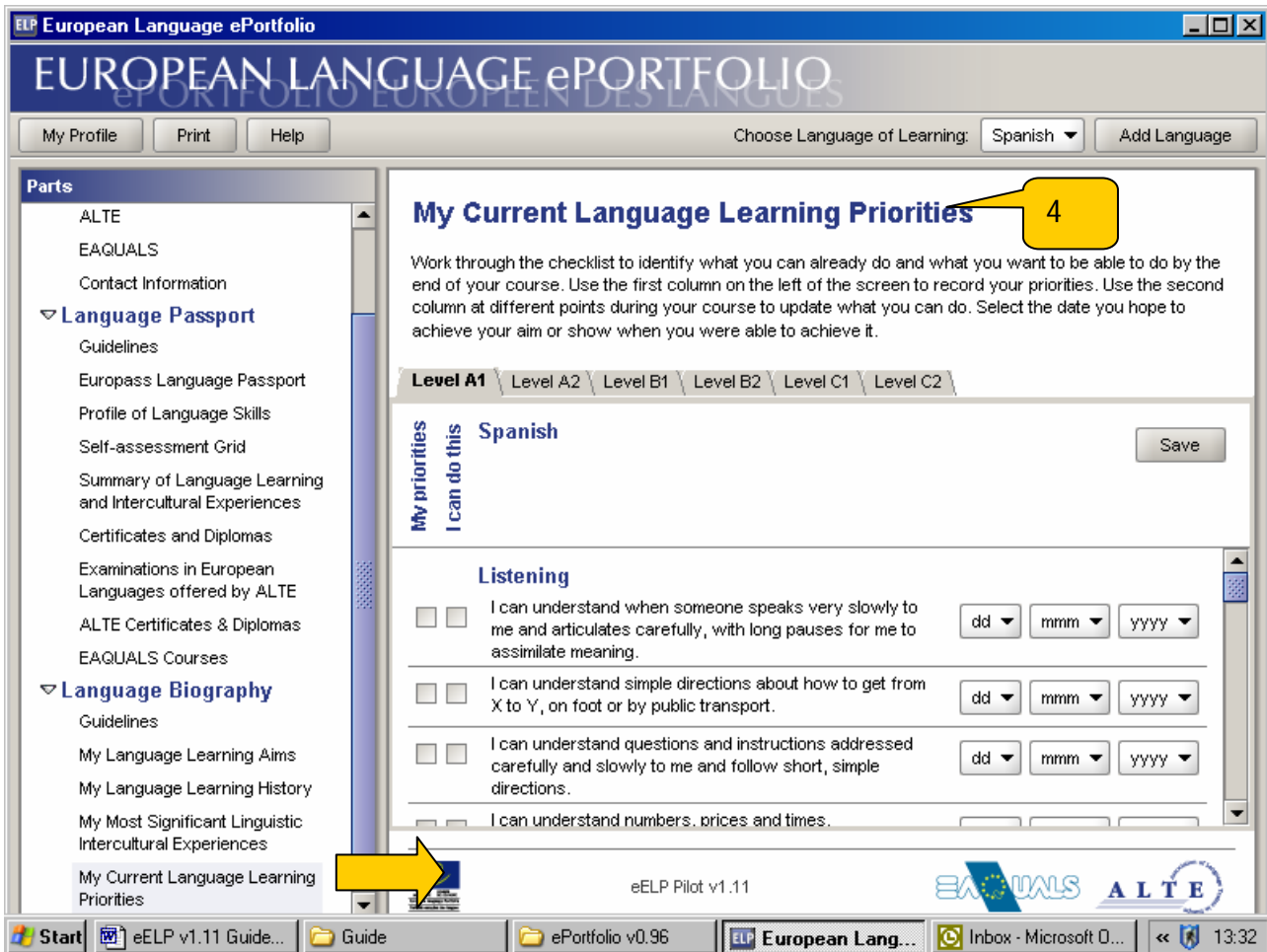
→ **Listening**

A1	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.
A2	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple message and announcements.
B1	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.
B2	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.

Step 3

This takes you to the *Self-assessment Grid* in the Passport section where you can assess your language competences and levels.

- Read the *Self-assessment Grid* and estimate (roughly) your competence in a language. The best way is to begin with one of the skills. The grid distinguishes 6 levels from A1 to C2 ; C2 is the highest level.
- If required, the Self-assessment Grid is available from the Council of Europe website in other languages. Click on the *Council of Europe Overview* in the left-hand column and use the link to their website.
- When you have estimated a suitable level in one skill, you can move on to another skill. You will have to decide if your competence is at the same level – it may be higher or lower.
- Now go to the *Biography* section (making sure you have read the *Guidelines* as recommended in [Step 2](#) before proceeding)



Step 4

- Make sure you have read carefully the part of the *Guidelines* for the *Biography* entitled *My Current Language Learning Priorities*.
- Check the estimate of your language level which you made from the *Self-Assessment Grid* with the *Checklists*. The *Guidelines* will help you to do this, especially the section *How do I assess my language level?*
- Once you have finished working with the *Checklists*, you can create a *Profile* of your language skills in the *Passport* section ([Step 5](#))
- You can use the *Checklists* to indicate what you have done so far and record your level in the *Profile*.
- Moreover, the *Checklists* can also be used to plan learning objectives. You can set yourself more detailed objectives ([Step 8](#)).
- However, before doing that, you should reflect on the language learning experiences you have had (see [Step 6](#) and [Step 7](#))

ELP European Language ePortfolio

EUROPEAN LANGUAGE ePORTFOLIO

My Profile | Print | Help | Choose Language of Learning: Spanish | Add Language

Parts

- ALTE
- EAQUALS
- Contact Information
- ▼ **Language Passport**
 - Guidelines
 - Europass Language Passport
 - Profile of Language Skills
 - Self-assessment Grid
 - Summary of Language Learning and Intercultural Experiences
 - Certificates and Diplomas
 - Examinations in European Languages offered by ALTE
 - ALTE Certificates & Diplomas
 - EAQUALS Courses
- ▼ **Language Biography**
 - Guidelines
 - My Language Learning Aims
 - My Language Learning History
 - My Most Significant Linguistic Intercultural Experiences
 - My Current Language Learning Priorities

Profile of Language Skills 5

The Profile of Language Skills provides you with grids, showing skills and levels for recording the results of self-assessment in your languages of learning.

Before you attempt to complete your Profile of Language Skills, read the instructions on how to [assess your language level](#).

[Add / Update](#)

Spanish	A1	A2	B1	B2	C1	C2
Listening						
Reading						
Spoken Interaction						
Spoken Production						
Writing						

eELP Pilot v1.11

EAQUALS ALTE

Start | Barbara Stevens I... | 2 Windows Expl... | eELP v1.1 Guided... | Welcome - Micros... | ELP European Lang... | 10:46

Step 5

Make sure you have read the section of the *Guidelines* entitled "How do I assess my language level?", have used the *Self assessment Grid* and the *Checklists* before completing the *Profile of language skills*.



Step 6 and Step 7

- These sections (*My Most significant Linguistic and Intercultural Experiences* and *My Language Learning History*) are designed to give you a chronological overview of your most significant language learning and intercultural experiences. Make sure you read the *Guidelines* in the *Biography* section before attempting to record anything.
- Working with these sections of the *Biography* can help you to become more aware of your experiences and use them as pointers for further learning.

ELP European Language ePortfolio

EUROPEAN LANGUAGE ePORTFOLIO

My Profile | Print | Help | Choose Language of Learning: Spanish | Add Language

Parts

- Language Passport
 - Guidelines
 - Europass Language Passport
 - Profile of Language Skills
 - Self-assessment Grid
 - Summary of Language Learning and Intercultural Experiences
 - Certificates and Diplomas
 - Examinations in European Languages offered by ALTE
 - ALTE Certificates & Diplomas
 - EAQUALS Courses
- Language Biography
 - Guidelines
 - My Language Learning Aims
 - My Language Learning History**
 - My Most Significant Linguistic Intercultural Experiences
 - My Current Language Learning Priorities
- Dossier

My Language Learning History 7

Describe your language learning experiences in the box below and then select the year in which the event took place. For example, think about: exposure to languages as a child; courses taken; contact with people who speak the languages concerned; stays in a region where the language is spoken; using languages at work; other use of languages, e.g. on holiday, regular TV viewing, films, newspapers etc.

Add New Language Learning Experience

Language: **Spanish**

Year:

Experience:

eELP Pilot v1.11

Start | 2 Windows Expl... | eELP v1.1 Guided... | Welcome - Micros... | ELP European Lang... | Inbox - Microsoft D... | 11:27

Step 8

When you have considered your language learning and intercultural experiences and have decided by using the *Checklists* what your language learning priorities are, you may well be ready to draw more concrete conclusions for your future learning. This section allows you to record your goals and plan how you would like to reach those goals.

Read the Guidelines in the *Biography* section on *My Language Learning Aims* before completing this section.

ELP European Language ePortfolio

EUROPEAN LANGUAGE ePORTFOLIO

My Profile | Print | Help | Choose Language of Learning: Spanish | Add Language

Parts

- ALTE
- EAQUALS
- Contact Information
- Language Passport**
 - Guidelines
 - Europass Language Passport
 - Profile of Language Skills
 - Self-assessment Grid
 - Summary of Language Learning and Intercultural Experiences**
 - Certificates and Diplomas
 - Examinations in European Languages offered by ALTE
 - ALTE Certificates & Diplomas
 - EAQUALS Courses
- Language Biography**
 - Guidelines
 - My Language Learning Aims
 - My Language Learning History
 - My Most Significant Linguistic Intercultural Experiences
 - My Current Language Learning Priorities

Summary of Language Learning and Intercultural Experiences

Use this section to record your language learning and intercultural experiences. There is a record for language learning and use in a country or region where the language is not spoken (e.g. learning Spanish in the UK) as well as a record for stays in a country/region where the language is spoken (e.g. spending one year in France). Use the language biography section to record your experience in more detail.

Learning where language is not spoken | Learning where language is spoken

Language learning and use in a country/region where the language is not spoken:

→ 1 Up to 1 year → 3 Up to 3 years → 5 Up to 5 years 5 → Over 5 years

Spanish

	Number Of Years			
	→ 1	→ 3	→ 5	5 →
Primary/Secondary/Vocational Education				
Higher Education				
Adult Education				
Other Courses				

→ 9

eELP Pilot v1.11

EAQUALS ALTE

Start | eELP v1.11 Guided Path... | Guide | ePortfolio v0.96 | ELP European Language ... | 13:37

Step 9

In the *Language Passport* section you can create a summary of your language learning and intercultural experiences. The *Biography* section helps you to detail these and plan for future learning; in the Passport you can summarise what you feel are your most important linguistic and intercultural experiences; the ones you would like to highlight, for instance, for a university department or a potential employer.

The screenshot shows the 'European Language ePortfolio' interface. The main content area is titled 'EAQUALS Courses' and contains instructions for adding course details. A yellow callout bubble with the number '10' is positioned over the 'EAQUALS Courses' title. In the left-hand navigation menu, a yellow arrow points to the 'EAQUALS Courses' link under the 'Language Passport' section. The form for adding a course includes fields for Language (Spanish), European Level (Please select), EAQUALS Member, Course Name, Course Result, From/To dates, and Total Hours. The interface also shows a taskbar at the bottom with various application icons and a system clock.

Step 10

You may have indicated courses you have taken in the *Biography* section.

In addition, in the *Passport* you can detail courses taken at EAQUALS schools. Use the link provided to the EAQUALS website by clicking on *e Portfolio Overview* in the left-hand column for more information.

Levels explained.' Below this is a form titled 'Add Certificate or Diploma' with fields for 'Language: Spanish', 'Level: Please select' (with a dropdown and a link to 'Levels explained'), 'Awarded by:', 'Title:', and 'Year: yyyy' (with a dropdown). 'Save' and 'Cancel' buttons are at the bottom. The footer includes logos for EAQUALS and ALTE, and the text 'eELP Pilot v1.11'. The Windows taskbar at the bottom shows the Start button, open windows, and the system clock at 14:01." data-bbox="93 102 906 532"/>

Step 11

In the *Language Passport* you can record your language Certificates and Diplomas and indicate the relevant Council of Europe levels.

Step 12

- You can also record examinations offered by ALTE which you may have taken, and see the ALTE Framework of examinations. This can be downloaded, saved or printed out as a PDF file. Use the link provided to the ALTE website by clicking on *e Portfolio Overview* in the left-hand column for more information on ALTE.
- Above the ALTE Framework table a link has been created to the *Common European Framework of Reference for Languages (CEFR)*. Click on this link for access to the complete text of the CEFR document, plus supporting documents as well as links to the CEFR in other languages.

ELP European Language ePortfolio

EUROPEAN LANGUAGE ePORTFOLIO

My Profile | Print | Help | Choose Language of Learning: Spanish | Add L...

12

Examinations in European Languages offered by ALTE

ALTE examinations are placed at one of 6 levels of language proficiency; the levels are aligned to the Council of Europe's [Common European Framework of Reference for Languages: Learning, teaching, assessment](#).

In order to print the Examinations in European Languages offered by ALTE, please download the [ALTE Framework table in PDF format](#).

Language	A1 ALTE Break through	A2 ALTE level 1	B1 ALTE level 2	B2 ALTE level 3	C1 ALTE level 4	C2 ALTE level 5
Català		Certificat de nivell bàsic de català	Certificat de nivell elemental de català	Certificat de nivell intermedi de català	Certificat de nivell suficiència de català	Certificat de nivell superior de català
Dansk		Prøve i Dansk 1	Prøve i Dansk 2	Prøve i Dansk 3	Studieprøven	
Deutsch	Start Deutsch 1	Start Deutsch 2	Zertifikat Deutsch (ZD)		Zentrale Mittelstufenprüfung (ZMP)	Zentrale Oberstufenprüfung (ZOP) / Kleines Deutsches Sprachdiplom (KDS)
English		Key English Test (KET)	Preliminary English Test	First Certificate in English	Certificate in English	Certificate of Proficiency in English

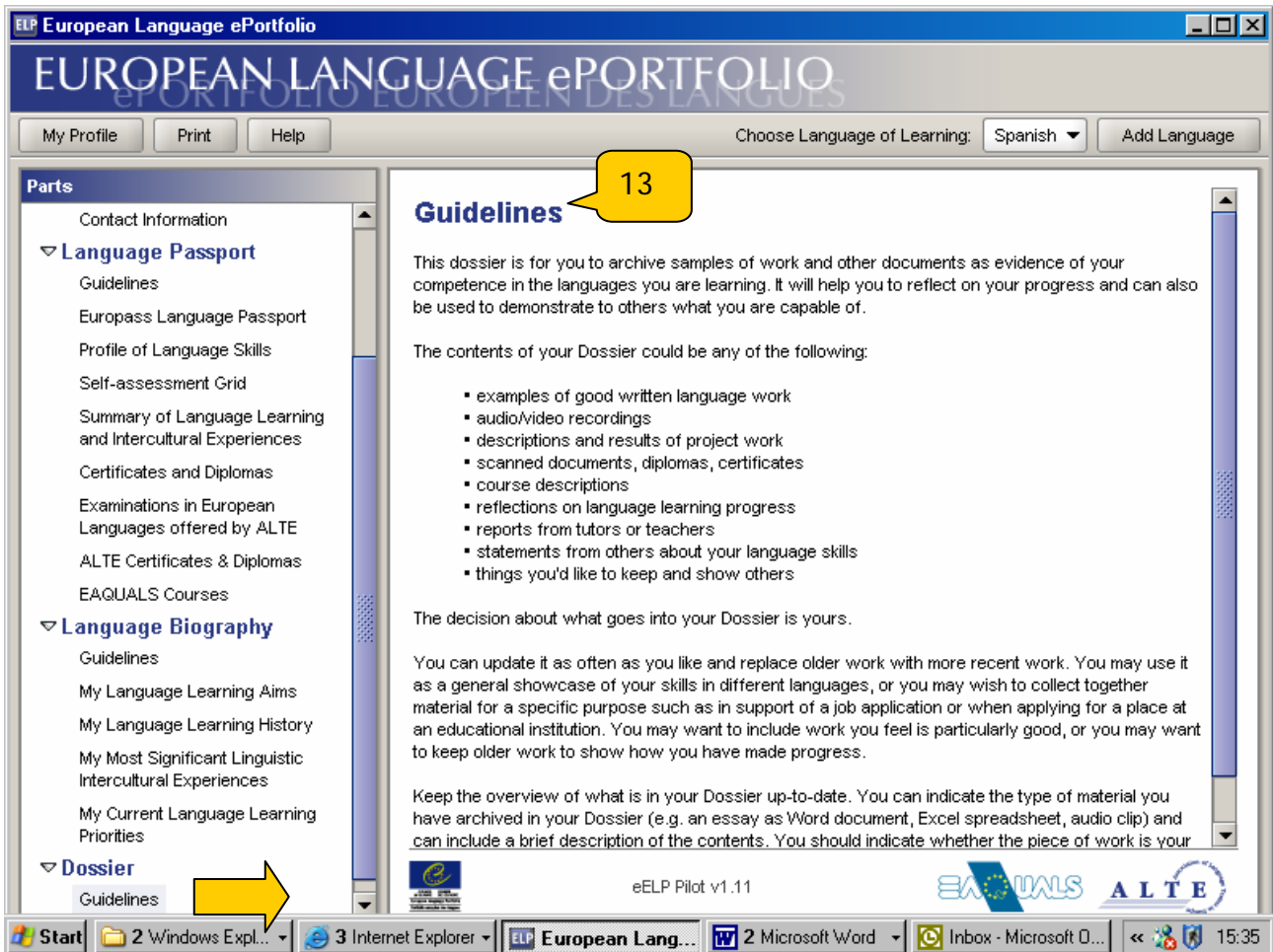
eELP Pilot v1.11



Step 13

The *Dossier* is for you to archive samples of your work and other documents as evidence of your competence in the languages you are learning. It can be helpful for you to reflect on progress you are making and can be used to demonstrate to others what you are capable of in the languages you are learning; for example, when you are applying for a job. You may want to document the development of a specific piece of work from first draft to final version. This can help you evaluate your own progress. You may wish to save work while you are working on the other sections of the Portfolio so the Dossier may not be one of your last steps.

Read the Guidelines on the *Dossier* - the screen shot of the *Dossier Guidelines* follows.



Guidelines

Remember to use the Guidelines for each section of the *Portfolio* in conjunction with this PDF navigational tool.

Europass Language Passport

Personal Information

Last Name, First Name: ST
Date of Birth: Please complete details in My Profile

Mother Tongue(s)

Please complete details in My Profile

Other Languages

Knowledge and Skills Self-Assessment:

Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	Writing
Spanish	C2	C2	C2	C2	C1

Use the [self-assessment grid](#) to assess your competencies

Language Diploma or Certificates:

* You have not specified any certificates or diplomas, please add a [Certificate or Diploma or an ALTE Certificate or Diploma](#)

Create PDF

Step 14

- 1) Check your EUROPASS Summary page – and go back and make corrections and/or additions if necessary
- 2) When you are happy with the information, press the “Create PDF” button at the bottom of the page
- 3) Then you can save or print out your EUROPASS Summary Page
- 4) Congratulations! You have just produced your Linguistic Curriculum Vitae (CV)

This allows you to exemplify your language skills, skills that are vital for learning and working in Europe, on one page.

A simple handy summary of the reference levels (A1...C2) is also printed out. This is called “European Levels: The Self Assessment Grid”. It is designed to help those who are unfamiliar with the European Levels system understand what each level refers to in general terms expressed in a way that everyone can understand.

Concluding Notes

You can create as many Europass Language Passport summary documents as you need. Remember to keep your information regularly updated. The screen shows you all your languages together so that you can have an overview of your general language objectives and performance whilst the CV page lists the languages one-by-one because that is more useful for employers, Universities and other end-users.

This page is converted to a PDF and can be stored, printed, mailed or emailed to a potential employer, or university admissions department, for instance. If you click on the Europass logo on this page you will be taken directly to the Europass website where further detailed information is available. Europass is a new way of helping people to, firstly, make their skills and qualifications clearly and easily understood in Europe and secondly, move anywhere in Europe. Other really useful documents are available on this website so make use of this easy link from your eportfolio.

[Return to the Introduction](#)

[Return to the Index Page](#)