

Instructions for Learners

The European Language Portfolio (ELP) is a kind of file or folder in which you can record language skills, language learning achievements, intercultural experiences, and your plurilingualism. It is the property of the learners, who each design their portfolio individually and autonomously. Initially learners will be guided by instructions; over time, their work with the ELP will be increasingly autonomous.

In the ELP learners can document their individual language learning process, and it will illustrate what they have achieved. Intercultural experiences can also be shown, and the ELP facilitates autonomous learning. Through the ELP, language skills can be compared at a European level, by using the CEFR descriptors.

The ELP consists of three parts, each of which serves a different purpose.

The **Language passport** shows the current state of the learner's language proficiency and provides information on his/her language learning and intercultural experiences. It is an online tool which provides the means to regularly assess and reflect upon learners' language competences. The learning platform can be linked to the [Europass](#).

Learners' mother tongue(s) and other language(s) are included in the Language Passport. In this context, the learner's language competences are documented in detail for each language, divided into three different areas of competence (for spoken languages: Understanding, Speaking, and Writing).

Here are the equivalents of these competences in sign languages and spoken languages:

	Sign languages	Spoken languages	
Comprehension (Understanding)	Comprehending one or more user(s) of sign language (face to face)	Listening	
	Watching a sign language video	Reading	
Production (Speaking)	Using sign language towards one or more individual(s) (face to face)	Spoken interaction Spoken production	
Production (Writing)	Producing a sign language video	Writing	

Example: Language passport (cf. appendix 1)

In addition, certificates and diplomas can be uploaded to the portal, in order to have all formal language qualifications in one place. Language and intercultural experiences, such as languages used in the workplace, stays abroad (student exchanges, internships, etc.), and their corresponding durations can also be documented in the Europass (see fig. 1-4).

Überblick über sprachliche und interkulturelle Erfahrungen
Summary of language learning and intercultural experiences

Name _____



→1 Bis zu 1 Jahr
Up to 1 year

→3 Bis zu 3 Jahren
Up to 3 years

→5 Bis zu 5 Jahren
Up to 5 years

S+ Mehr als 5 Jahre
Over 5 years

Sprache: Language:	→1				→3				→5				S+			
Erlernen und Gebrauch der Sprache außerhalb des Gebiets, in dem die Sprache gesprochen wird: Language learning and use in country / region where the language is not spoken:	→1	→3	→5	S+	→1	→3	→5	S+	→1	→3	→5	S+	→1	→3	→5	S+
Schulbereich: Primar-, Sekundar-, Berufsschulen Primary / secondary / vocational education																
Hochschulbereich Higher education																
Erwachsenenbildung Adult education																
Sonstige Kurse Other courses																
Regelmäßiger Gebrauch am Arbeitsplatz Regular use in the workplace																
Regelmäßiger Kontakt mit Sprechern dieser Sprache Regular contact with speakers of the language																
Sonstiges Other																
Weitere Informationen über sprachliche und interkulturelle Erfahrungen Further information on language and intercultural experiences																

(Figure 1)

Überblick über sprachliche und interkulturelle Erfahrungen
Summary of language learning and intercultural experiences

Name _____



→1 Bis zu 1 Monat
Up to 1 month

→3 Bis zu 3 Monaten
Up to 3 months

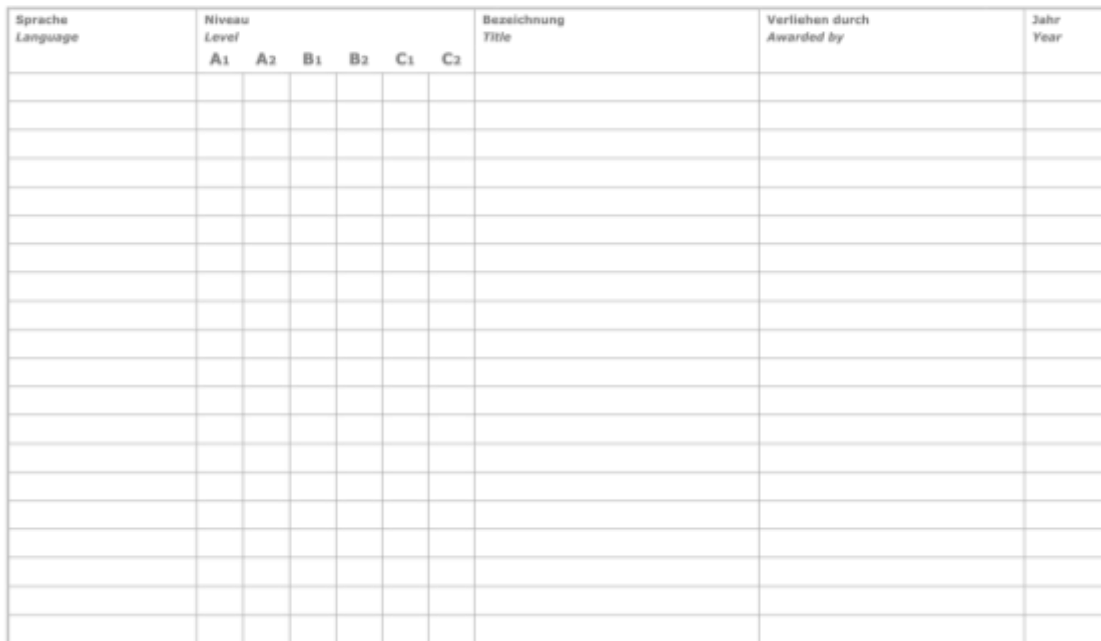
→5 Bis zu 5 Monaten
Up to 5 months

S+ Mehr als 5 Monate
Over 5 months

Sprache: Language:	→1				→3				→5				S+			
Aufenthalt in dem Gebiet, in dem die Sprache gesprochen wird: Stays in a region where the language is spoken:	→1	→3	→5	S+	→1	→3	→5	S+	→1	→3	→5	S+	→1	→3	→5	S+
Besuch eines Sprachkurses Attending a language course																
Studium und / oder Ausbildung in der Sprache Using the language for study or training																
Gebrauch der Sprache im Beruf Using the language at work																
Weitere Other																
Weitere Informationen über sprachliche und interkulturelle Erfahrungen Further information on language and intercultural experiences																

(Figure 2)

Name _____



(Figure 4)

The **Language Biography** is composed of seven areas and is used to document the learner's own language learning process as well as intercultural experiences. Learners are free to define their own biography and can choose to do this either in their mother tongue or a newly acquired foreign language. The ELP can be used to assess one's own language skills and facilitates the learner's reflection upon his/her achievements. It can also be used to plan the language learning process and set future goals.


The seven areas of the Language Biography	Examples
(1) Reasons for learning a language	Career Leisure Family Other reasons
(2) Language experiences (3) Ways to learn a language (Methods of language learning)	School Work Family Stays abroad ...
(4) Language profile (5) Language proficiency levels (6) Checklists for the self-assessment of language skills	A1 A2 B1 B2 C1 C2 ++ I am very good at this (e.g., using sign language, understanding, interacting) + I am good at this, but I still make mistakes or need some help (e.g., I need to look up sign language vocabulary) ! This is still difficult for me
(7) Individual learning plan	Concrete learning goals based on the "Can Do Descriptors" Own learning goals and time needed to achieve these Working together in tandems to reflect upon each other's skills

The **Dossier** is a selection of important documents and the learners' own work in the course of the language learning process. In your own Dossier, the materials are divided into three areas of competence: Reception, Production, and Interaction. You can store your created sign language videos or pictures in the Dossier. Videos are best uploaded in compressed form or stored in a cloud (note the link in the corresponding area of competence in the Dossier).

You can also include the following additional materials:

- Certificates
- Assessments
- Certificates of attendance
- Awards
- Self-signed texts
- Presentations in seminars or outside your university
- Encounters with people of another language at home and abroad
- Vocabulary lists






Appendix 1








Language passport


Jane Doe

Mother tongue(s) German Sign Language	Foreign language(s) British Sign Language, Spanish Sign Language
--	---

British Sign Language				
Self-assessment of language skills				
UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
B1 Independent user	B1 Independent user	B1 Independent user	B1 Independent user	B1 Independent user

Spanish Sign Language				
Self-assessment of language skills				
UNDERSTANDING		SPEAKING		WRITING
 Listening	 Reading	 Spoken interaction	 Spoken production	 Writing
C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user

The European Language Passport is part of the European Language Portfolio developed by the Council of Europe (www.coe.int/portfolio).



© European Union and Council of Europe, 2004-2018 | <http://europass.cedefop.europa.eu>
25/5/19 Page 1 / 2

(Source: https://europass.cedefop.europa.eu/sites/default/files/elpexamples_26.pdf)