

## Europass

Heu d'entrar a la plana web d'Europass. (Basta clicar a la web del centre, Erasmus, Erasmus+ i CV Europass, accés a la web d'Europass)

<https://europass.cedefop.europa.eu/es/documents/curriculum-vitae>



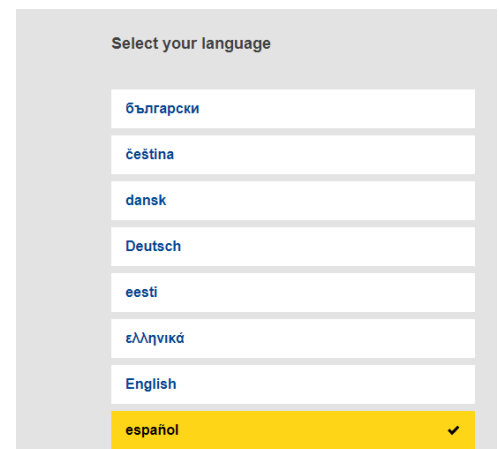
## Idioma

A dalt a la dreta teniu l'opció d'elegir idioma. Heu de triar **anglès (EN)** encara que si voleu el podeu editar en castellà per entendre millor el que volen dir els diferents camps (però **els textos que introduïu que ja estiguin en anglès**)

español 



Núvol



Podeu guardar el vostre CV al núvol. **Utilitzeu el Drive de l'institut** per emmagatzemar el CV.

Heu de baixar fins tenir en pantalla i heu de clicar sobre [CV Europass](#) i comenceu a crear el vostre perfil seguint les indicacions de la web.

### El formato de CV más reconocido en Europa

Uno de los formatos de currículum más reconocido en Europa es el [CV Europass](#). A las empresas y las instituciones educativas les resulta familiar y lo encuentran fácil de usar.

Para empezar, tendrás que [crear tu perfil Europass](#), incluyendo datos sobre tu educación, formación, experiencia laboral y capacidades. Cuando hayas rellenado el perfil Europass, podrás obtener todos los currículums que necesites con solo unos clics. Selecciona la información que quieres incluir, elige el modelo que prefieres y Europass hará el resto.

Puedes crear, almacenar y compartir tu currículum en [29 idiomas](#). Tras descargar tu CV Europass, consérvalo en tu [Biblioteca Europass](#) y compártelo con empresas, [EURES](#) y otros portales de empleo.

Aquí teniu una sèrie d'orientacions que vos ajudar a manejar l'assistent.

## Tipo de aplicación > Objetivo Profesional

Aquí heu d'explicar perquè voleu anar a fer les pràctiques a una empresa a l'estranger. Exemples: Millorar el meu anglès, conèixer la manera de treballar a un altre país, conèixer una altra cultura...

## Títol FP (secció Educación y Formación / Education and Training)

Teniu la descripció dels vostres títols de FP al final d'aquest document.

## Foto



És obligatori que pugueu una foto. Ha de tenir les següents característiques.

- Format DNI (que es vegi la cara i poc més)
- Fons neutre (blanc). Sense 'atrezzo' (ni ulleres de sol ni gorres de papa noel) •Que faci ganes contractar-vos quan algú vegi la foto.
- Opcionalment, podeu afegir a la foto qualque cosa relacionada amb la vostra professió.
- Si posau "fotos para CV" a google images veureu el que podeu i el que no podeu fer.

## Competències personals

Europass vos dona alguns exemples d'el que podeu ficar, aquí teniu enllaços a altres exemples. Fiqueu aquelles amb les que vos sentiu més còmodes.

Sempre serà millor si podeu **personalitzar** la competència que voleu transmetre.

Skill genèric 	Skill personalitzat 
Excellent presentation S kills	Excellent presentation Skills: Last course i receive a recognition for doing the best product presentation
Good communication skills	Good communication skills gained through my experience as gardener in a private house of English owners.
Leadership	Leadership (currently responsible for a team of 3 people in a vineyard on the private house)

Enllaços a pàgines de personal skills

<https://www.enmu.edu/greyhound-life/career-services/for-students/resume-resources/sample-phrases-and-suggestions>

[https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/describing-skills-in-your-cv/#clD\\_510](https://www.careers.govt.nz/job-hunting/cvs-and-cover-letters/describing-skills-in-your-cv/#clD_510)

<https://resumegenius.com/how-to-write-a-resume/skills-section-writing-guide/top-10-soft-skills-list>

## Altres competències

Fiqueu qualche cosa s'empren. Qualque afició, voluntariat, associacions de les que sou membre.

Relacionau-la amb la feina, amb habilitats que vos dona aquesta afició.

## Descripció dels títols de FP de Grau Mitjà

**CFGM gestió administrativa**

**Technician in Administrative Management**

**General competences acquired:**

Carrying out activities of administration support in the labour, accounting, trade, financial and tax areas, as well as customer/user service, either in public and private companies, applying current legislation and quality protocols, guaranteeing customer satisfaction and acting in accordance with applicable rules on labour risk prevention and environmental protection.

**Main subjects:**

- Business communication and customer service
- Buying and selling administrative operations
- Companies and public administration
- Electronic data processing
- Accounting techniques
- Human resources administration operations
- Treatment of accounting documentation
- Foreign language: English
- A business experience in the classroom
- Auxiliary operations for cash management

## CFGM instal·lacions de telecomunicacions

### Technician in Telecommunications Installations

#### General competences acquired:

Assembly and maintenance of building telecommunications infrastructures

Assembly and maintenance of public address systems, local sound and CCTV

Assembly and maintenance of telephone systems and local area networks

Installation and maintenance of computer equipment, domotic systems and broadcasting systems

#### Main subjects:

- Common Telecommunications Infrastructures Within Houses and Building
- Home Automation Installations
- Applied Electronics
- Microcomputer Equipment
- Data Networks and Telephone Systems Infrastructures
- Basic Wiring Systems
- Public Address Systems and Sound Reinforcement Installations
- Closed Circuit Television and Electronic Safety
- Radio communications Installations

## CFGM electromecànica de vehicles automòbils

### Technician in Motor Vehicles Electro mechanics

#### General competences acquired:

Performing maintenance, accessory fitting and transformation operations in the areas of mechanics, hydraulics, pneumatics, and motor vehicles electricity, adhering to established procedures and times and complying with quality, safety and environmental protection specifications.

#### Main subjects:

- Engines
- Engine Auxiliary Systems
- Fluids Circuits
- Suspension and Steering
- Transmission and Braking Systems
- Charging and Starting Systems
- Auxiliary Electric Circuits of the Vehicle
- Safety and Comfort Systems
- Elementary Mechanisation.

## **CFGM sistemes microinformàtics i xarxes**

### **Technician in Microcomputer Systems and Networks**

#### **General competences acquired:**

Installing, configuring and maintaining isolated or networked microcomputer systems, as well as local networks in small settings, guaranteeing their functionality and applying the quality protocols on safety and respect for the environment.

#### **Main subjects:**

- Assembly and Maintenance of Computers
- Single-user Operating Systems
- Office Automation Applications
- Network Operating Systems
- Local Networks
- Computer Safety
- Network Services • Web Applications

## **CFGM Instal·lacions elèctriques i automàtiques**

### **Technician in Automatic and electrical installations**

#### **General competences acquired:**

Assembly and maintenance of low voltage equipment and house wiring.

#### **Main subjects:**

- Industrial automatisms
- Electrical and Electronic devices
- Home electrical installations
- Building telecommunication installations
- Photovoltaic installations
- Electrical machines
- Home automation systems

## Descripció dels títols de FP de Grau Superior

### **CFGS Administració i Finances**

#### **Higher Technician in Management and Finances**

**General competences acquired:**

Organization and execution of different management and administration operations in business processes.

**Main subjects:**

- Management of legal and business documentation
- Human resources and corporate social responsibility
- Office automation and information process
- Commercial activities processes
- Customer service
- Human resources management
- Financial management
- Accounting and taxes
- Logistics and commercial management

### **CFGS Automoció**

#### **Higher Technician in Motor Vehicles**

**General competences acquired:**

Organising, scheduling and supervising the performance of maintenance operations and the logistics thereof in the motor vehicle industry, diagnosing failures in complex cases, and ensuring compliance with applicable regulatory and manufacturer's specifications.

**Main subjects:**

- Electric, Safety and Comfort Systems
- Force Transmission Systems and Running Gear
- Heat Engines and Their Auxiliary Systems
- Non-structural Removable and Fixed Elements
- Surface Treatment and Coating
- Vehicle Structural Parts
- Vehicles Maintenance Management and Logistics
- Project on Motor Vehicles.

## **CFGS Disseny d'aplicacions Multiplataforma**

### **Higher Technician in Cross-platform application development**

#### **General competences acquired:**

Development, implementation and maintenance of cross-platform computer applications (Android, iOS)

#### **Main subjects:**

- IT systems
- Database systems
- Programming
- Markup languages
- Integrated Development Environments
- User interfaces development
- Services and thread programming
- Multimedia and mobile devices programming

## **CFGS Energies Renovables**

### **Higher Technician in Renewable Energies**

#### **General competences acquired:**

Installation and maintenance of solar photovoltaic installations and wind farms

#### **Main subjects:**

- Power plant electrical systems • Electrical transformer stations
- Automatic and remote control systems
- Electrical risks prevention
- Renewable energies systems
- Photovoltaic installations management
- Wind farms mounting and operation management

## **CFGS Sistemes Electrotècnics i Automatitzats**

### **Higher Technician in Electro-technical and automated systems**

#### **General competences acquired:**

Production and management of projects in electrical and home automation installations.

#### **Main subjects:**

- Electrical installations
- Telecommunications installations
- Electrical systems and circuits
- Home automation systems
- Transformation centers and power grid

## **CFGS Desenvolupament d'aplicacions web**

### **Higher Technician Development of Web Applications**

#### **General competences acquired:**

Developing, implementing and maintaining web applications, irrespective of the model used and using specific technologies, guaranteeing secure access to data and complying with the accessibility, usability and quality criteria required by established standards

#### **Main subjects:**

- Computer Systems
- Databases
- Programming
- Markup Language and Information Management Systems
- Development Environments
- Web Development in Client Environment
- Web Development in Server Environment
- Web Applications Display
- WEB Interfaces Design



**CFGS Administració de sistemes informàtics en xarxa**

**Higher Technician in Computer Network Systems Management**

**General competences acquired:**

Configuring, administrating and maintaining computer systems, guaranteeing system functionality, integrity of resources and services, with the required quality and complying with the current legislation.

**Main subjects:**

- Operating Systems Implementation
- Network Planning and Management
- Hardware Fundamentals
- Database Management
- Markup Language and Information Management Systems
- Operating Systems Management
- Network Services and Internet
- Web Applications Implementation
- Database Management Systems Administration