Project	**Exchange of position openings using HR-XML SEP 2_4**
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Subject	Procedure for uploading position openings in accordance with the HR-XML Staffing Exchange Protocol 2_4

Description

This document describes the use of the HR-XML Staffing Exchange Protocol 2_4 within the exchange of position openings.

Date	Version	Status	Type of change	By
01/10/2009	1		Initial	VDAB-HR-XML
13/10/2009	1		PositionClassification: value ***- x:Spontaneous Application / Reserve*** (in Dutch: "spontane sollicitatie / werfreserve) added (chapter 3.10.1)	VDAB-HR-XML
22/10/2009	1		Driver's License: value list correction (chapter 4.3.2)	VDAB-HR-XML
22/10/2009	1		Shift: example correction (chapter 3.12.3)	VDAB-HR-XML
22/10/2009	1		NumberToFill: Max value = '99' added (chapter 3.20.1)	VDAB-HR-XML
10/11/2009	1		HowToApply/ApplicationMethod/PostalAddress: correction (chapter 3.17.2)	VDAB-HR-XML
10/11/2009	1		HowToApply/UserArea/ContentPostedInformation: value ***Letter*** added (chapter 3.17.2)	VDAB-HR-XML
16/11/2009	1		PostalAddress: PostalCode and Municipality obligatory in all cases.	VDAB-HR-XML
16/11/2009	1		PositionClassification: value ***Contract*** cannot be used by Temping Agencies (chapter 3.10.1)	VDAB-HR-XML
16/11/2009	1		PositionDateInfo/ExpectedEndDate: values ***notApplicable; notKnown*** deleted (chapter 3.5.1)	VDAB-HR-XML
10/02/2010	1		HowToApply/ApplicationMethod/Telephone: FormattedNumber added (chapter 3.17.2)	VDAB-HR-XML
10/05/2010	1		PositionSupplier/EntityName added (chapter 3.3.1)	VDAB-HR-XML
10/05/2010	1		HowToApply/ApplicationMethod/PostalAddress: info added (chapter 3.17.2 and 3.17.3)	VDAB-HR-XML
12/06/2010	1		HowToApply Example: correction (chapter 3.17.3)	VDAB-HR-XML
28/03/2013	1.1		HowToApply/ApplicationMethod/PostalAddress/DeliveryAddress: info and example added (chapter 3.17.2 and 3.17.3)	VDAB-HR-XML
03/12/2013	1.1		PositionDetail/Competency/TaxonomyId is now mandatory (chapter 3.13.2)	VDAB-HR-XML
03/12/2013	1.1		PositionDetail/UserArea/ExperienceEqualToStudy added (chapter 3.15.1)	VDAB-HR-XML
03/12/2013	1.1		PositionProfile/UserArea/SpecialService removed (chapter 3.20.1)	VDAB-HR-XML
23/03/2015	1.2		PositionProfile/SupportingMaterials removed (chapter 3.19)	VDAB-HR-XML
14/12/2015	1.2		PositionDetail/UserArea/Experience is now mandatory (chapter 3.16.1)	VDAB-HR-XML
07/04/2016	1.3		Added additional information about value presentation (chapter 8)	VDAB-HR-XML
09/06/2017	1.4		PositionDetail/PositionClassification: values ***Flexijob*** and ***Limited Employment*** added (chapter 3.10.1)	VDAB-HR-XML
09/06/2017	1.4		HowToApply/UserArea/ContentPostedInformation: value ***Motivation*** added (chapter 3.17.2)	VDAB-HR-XML
09/06/2017	1.4		PositionDetail/UserArea/MaxApplicationDate added (chapter 3.16.1)	VDAB-HR-XML
03/08/2017	1.4		PositionDetail/PositionSchedule can be passed 3 times, 2 of which are mandatory (chapter 3.11.1). Example 3.12.3 updated.	VDAB-HR-XML
11/01/2018	1.5		PositionProfile/PositionDateInfo: value ***StartAsSoonAsPossible*** added (chapter 3.5.1). Example added.	VDAB-HR-XML
01/02/2018	1.5		PositionProfile/Organization/UserArea/ShowOrganization added (chapter 3.6.2). Example 3.6.3 updated.	VDAB-HR-XML
16/03/2018	1.5		PositionDetail/PositionClassification: values updated (chapter 3.11.1)	VDAB-HR-XML
01/06/2021	1.6		PositionProfile/UserArea/RequestedServiceLevel updated to V2 which allows for sending contact information (chapter 3.20)	VDAB-HR-XML

10/03/2022	1.6		PositionProfile/UserArea/PublicationSubset: value "De Grote Verbinding » added (chapter 3.20.1)	VDAB-HR-XML
31/03/2022	2		PositionDetail/JobCategory added about submitting a Competency Template (chapter 3.10)	VDAB-HR-XML
31/03/2022	2		Added examples about submitting Job Related Competencies (chapter 3.14.4)	VDAB-HR-XML
21/04/2022	2		Added appendix 1 'Working with Competent'	VDAB-HR-XML
08/07/2022	2		Updated XML-file upload procedure (production environment) (chapter 5)	VDAB-HR-XML
08/07/2022	2		Updated XML-file upload procedure (test environment) (chapter 6)	VDAB-HR-XML
03/08/2022	2		PositionDetail/PositionClassification: value ***Apprenticeship*** removed (chapter 3.11.1)	VDAB-HR-XML
16/02/2023	2		Minor corrections	VDAB-HR-XML
04/12/2024	2		PositionDetail/PositionClassification: value ***Apprenticeship Entreprise*** removed (chapter 3.11.1)	VDAB-HR-XML
06/05/2025	2		Added additional information about value presentation (chapter 8.2)	VDAB-HR-XML
06/05/2025	2		Competency example : update language (chapter 3.14.3)	VDAB-HR-XML
06/05/2025	2		Language : update numeric value (chapter 4.2.1)	VDAB-HR-XML
19/09/2025	2		PositionProfile/UserArea/RequestedServiceLevelV2 : update Chapter 3.19	VDAB-HR-XML
24/10/2025	2		PostionDetail / UserArea : update Chapter 3.16 and Chapter 8	VDAB-HR-XML
16/02/2026	2		Minor corrections	VDAB-HR-XML
15/10/2026	2		PositionDetail/PositionClassification: values ***x:Examination Public Administrator Not Selor*** and ***x:Examination Public Administration Selor*** removed (chapter 3.11.1)	VDAB-HR-XML

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2 HR-XML SEP 2_4

2.1 General

The exchanged position openings need to meet the XML specifications of the HR-XML Staffing Exchange Protocol (SEP) 2_4.
For more information and downloading the specifications, see: https://www.hropenstandards.org/.
Staffing Exchange Protocol comprises the following types:

- Resume
- Candidate
- Position Opening

For the exchange of position openings, only **'Position Opening'** is of importance.

Each XML file that is being exchanged contains only **1** position opening.

The HR-XML specification provides an extended set of tags to meet all kind of HR solutions. Only the relevant tags within the exchange of position openings with VDAB are matter of subject in this document.

Information captured within additional (HR-XML-2_4 compliant) tags will be stored but not published or integrated in other processes.

2.2 Additional VDAB specifications

In some cases additions (restrictions) were made at the level of occurrences or data format. These changes are indicated in yellow.

2.3 Best practices

A common problem while transmitting XML files, is a faulty structure due to unknown characters in text fields or characters that may conflict with the XML markup. To avoid problems during the parsing of the XML, all free-text fields (*see chapter 3.17 FormattedPositionDescription*) should be encapsulated by the CDATA tag, e.g.: **<![CDATA[** content of the free-text field **]]>**. In the remainder of the document, the use of the CDATA tag is omitted to ease further reading.

XML does not allow –even within a CDATA section– the following characters (decimal ASCII values):
0-8: Control characters
11-12: Control characters
14-13: Control characters

It is recommended to validate your XML to the proper XSD schemas before uploading it to the test environment. Proper XSD schemas are available at https://extranet.vdab.be/api-center-excellence-coe/vacature-posting-api-technische-documentatie

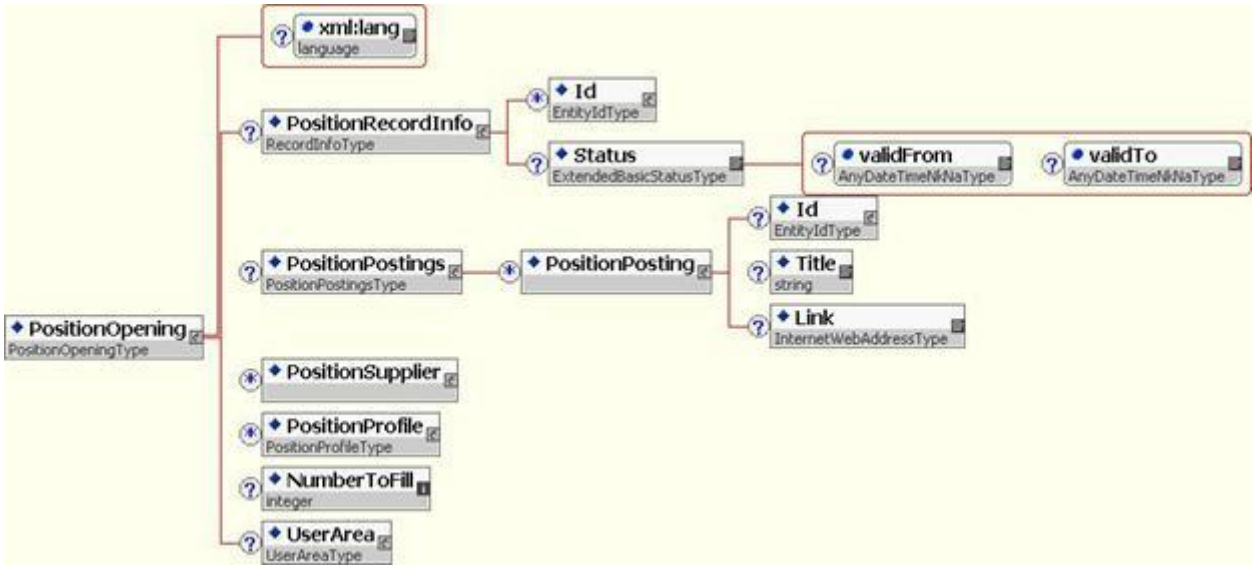
For ultimate testing, including validation of the additional VDAB specifications, see chapter 6, XML-file upload procedure (test environment).

3 HR-XML 2.4 Position Opening specification

3.1 PositionOpening

3.1.1 *PositionOpening Diagram*

The diagram below depicts the high level tags of a position opening.



3.1.2 *PositionOpening Root element Schema*

Element or *attribute*	Occurrence Sequence|Choice (Min/MaxOccurs) Length(Max)	Description, *possible values*
PositionOpening	S(1,1)	Main tag, contains the definition of a position opening. A job that needs to be filled. **1 XML file** contains the information from only **1 job**.
Xml:lang	Required	Indication of the language used in the content of the elements. The language applies to the whole file, but can be overruled on the level of PositionProfile. ***xsd:string [Enumerations]: language reference to the enumerations is the ISO code 639-1.***

3.1.3 *PositionOpening Root element Example*

```
<?xml version="1.0" encoding="UTF-8"?>
<PositionOpening xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 vdab.xsd" xml:lang="NL">
```

3.2 PositionRecordInfo

3.2.1 *PositionRecordInfo Schema*

/PositionOpening/ **PositionRecordInfo**	S(1,1)	Contains a unique Id for the job opening and the status of the job opening.
/ PositionRecordInfo/ **Id**	S(1,2)	Contains a unique Id for the job opening. It is allowed to furnish 2 Id's. In this way, it is possible to track several Id's coming from different originators. Your own unique id is required, the unique id with idOwner="VDAB" is optional.
idOwner	Required	A description of who "owns" the identifier. This usually will be the company and/or system name that utilizes the given value(s) for uniqueness. Use should be by trading partner agreement. ***xsd:string***
/ Id/ **IdValue**	S(1,1) L(30)	Unique id/reference of the position opening. A sequence of characters that one or more systems use as an identifier for the given entity. This could be numeric, alpha, and may include punctuation. ***xsd:string***
/ PositionRecordInfo/ **Status**	S(1,1)	Contains the status of the job opening. ***xsd:string [Enumerations]:*** - ***Active***: The position opening is active. - ***Inactive***: The position opening is inactive, and can no longer be activated in the future. - ***Pending***: The position opening is temporarily put on 'hold', and can be activated later.
validFrom	Optional	Specify from when the position opening needs to be published. ***xsd:string Format : YYYY-MM-DD***
validTo	Optional	Specify until when the position opening needs to be published. ***xsd:string Format : YYYY-MM-DD*** At the end of the publication period the job offer will not be closed (status INACTIVE) but unpublished with a status PENDING. An update with status INACTIVE will have to be submitted in order to definitely close the job offer.

3.2.2 *PositionRecordInfo Example*

```
<PositionOpening>
    <PositionRecordInfo>
        <Id idOwner="NameThirdParty">
            <IdValue>VTZJ47982</IdValue>
        </Id>
        <Id idOwner="VDAB">
            <IdValue>15897456</IdValue>
        </Id>
        <Status validFrom="2025-10-31" validTo="2026-01-01">Active</Status>
    </PositionRecordInfo>
```

3.3 PositionSupplier

3.3.1 *Position Supplier Schema*

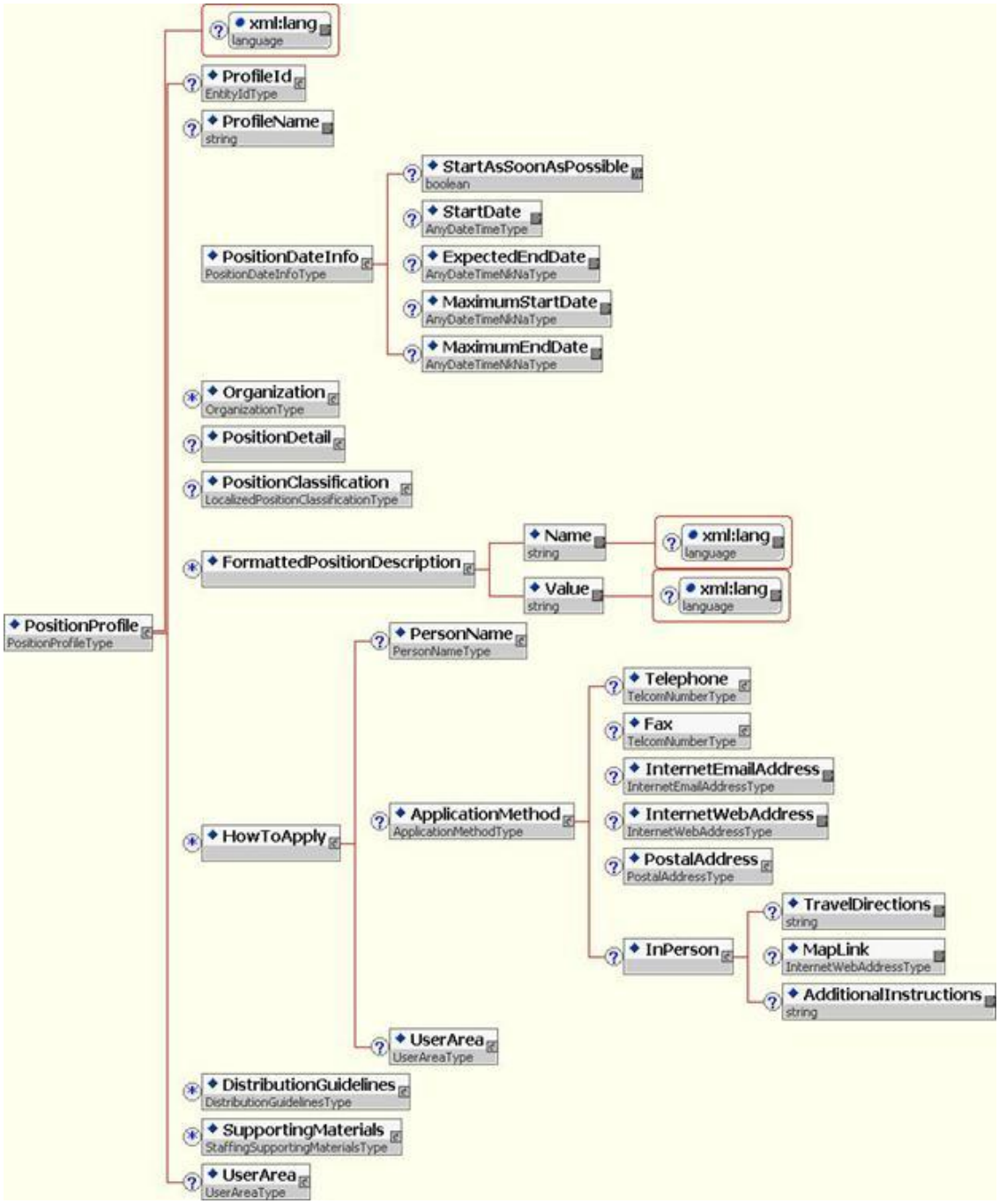
/PositionOpening/ **PositionSupplier**	S(1,1)	Contains the entity responsible for sending the PositionOpening file to an other party. e.g. When company ABC send a PositionOpening to an interim office, company ABC will be the PositionSupplier. When the interim office forwards the position to a job board, the interim office will become the PositionSupplier.
/ PositionSupplier/ **SupplierId**	S(1,1)	Contains a unique Id of the sender of the PositionOpening.
idOwner	Required	A description of who "owns" the identifier. This usually will be the company and/or system name that utilizes the given value(s) for uniqueness. Use should be by trading partner agreement. ***xsd:string*** ***Must be equal to 'VDAB'***
/ SupplierId/ **IdValue**	S(1/1)	Unique id/reference of the position opening. A sequence of characters that one or more systems use as an identifier for the given entity. This could be numeric, alpha, and may include punctuation. ***xsd:string*** ***Will be provided by VDAB***
/ PositionSupplier/ **EntityName**	S(0/1)	Name for the given entity. If used, it will be published and will overrule (only for this position opening instance) the default entity name as known in the organization database.
/ PositionSupplier/ **ContactMethod**	S(1,1)	Contains information on how to contact the sender of the PositionOpening.
/ ContactMethod/ **InternetEmailAddress**	S(1,1) L(100)	Contains the email address of the contact. ***xsd:string***

3.3.2 *PositionSupplier Example*

```
<PositionOpening>

    <PositionSupplier>
        <SupplierId idOwner="VDAB">
            <IdValue>123456000</IdValue>
        </SupplierId>
        <ContactMethod>
            <InternetEmailAddress>info@ABC.be</InternetEmailAddress>
        </ContactMethod>
    </PositionSupplier>
```

3.4 PositionProfile

3.4.1 *PositionProfile Diagram*



3.4.2 *PositionProfile Root element Schema*

/PositionOpening/ **PositionProfile**	S(1,1)	Contains structured information regarding the position opening. Contains the detail information about the open position.
xml:lang	Required	Indication of the language of the job description. ***xsd:string [Enumerations]: language reference to the enumerations is the ISO code 639-1.***

3.5 PositionDateInfo

3.5.1 *PositionDateInfo Schema*

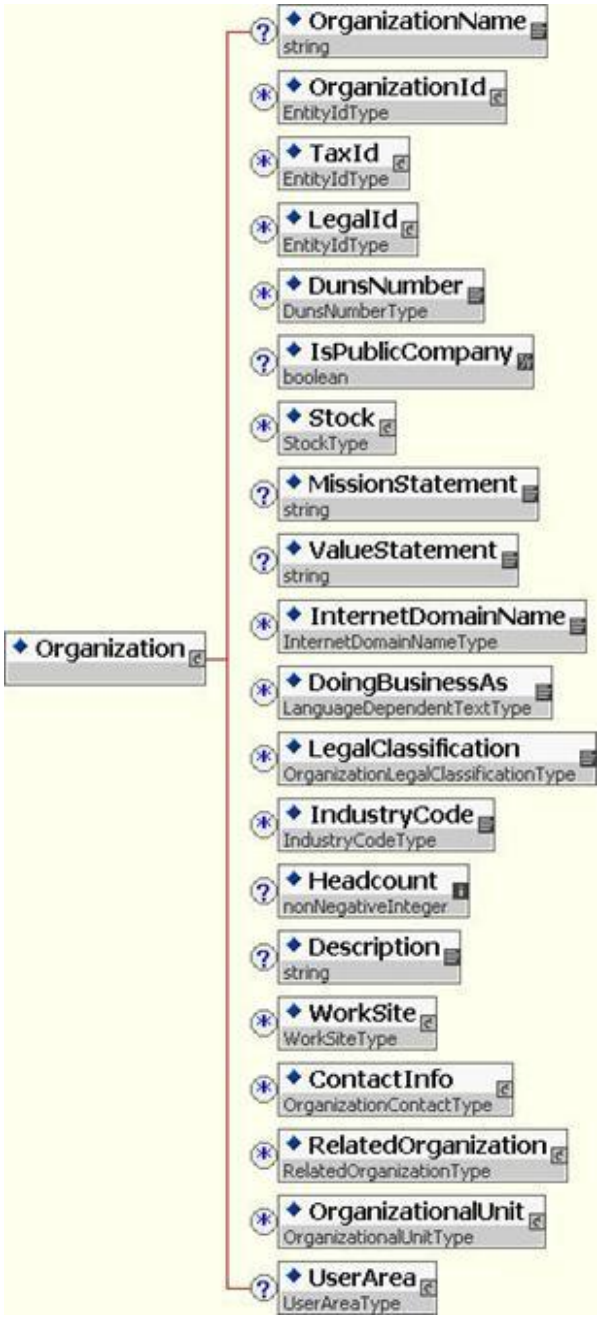
/ PositionProfile/ **PositionDateInfo**	S(1,1)	Contains information on the start and/or end date of the job. All the sub-elements are optional, but minimum one sub-element must be filled
/ PositionDateInfo/ **StartDate**	S(0,1)	Contains the (inclusive) date, period, or interval the event becomes active or begins. Contains the date the candidate must start the job. ***xsd:string Format : YYYY-MM-DD***
/ PositionDateInfo/ **ExpectedEndDate**	S(0,1)	The date the position, assignment, or contract is expected to end. Contains the date the job is expected to end. ***xsd:string Format : YYYY-MM-DD***
/ PositionDateInfo/ **StartAsSoonAsPossible**	S(0,1)	Instead of defining a fixed start date, use this element to indicate whether candidates should be able to start as soon as possible. Allowed values : - true - false ***xsd:Boolean***

3.5.2 *PositionDateInfo* Examples

```
<PositionOpening>
    <PositionProfile xml:lang="NL">

        <PositionDateInfo>
            <StartDate>2025-12-30</StartDate>
        </PositionDateInfo>

<PositionOpening>
    <PositionProfile xml:lang="NL">

        <PositionDateInfo>
            <StartAsSoonAsPossible>true</ StartAsSoonAsPossible >
        </PositionDateInfo>
```

3.6 Organization

3.6.1 *Organization Diagram*



3.6.2 *Organization Schema*

/ PositionProfile/ **Organization**	S(0,1)	Contains information about the organization with the open position, which includes the work site information. The organization mentioned in this tag is the legal employer (thus the organization on whose name the employment contract is established). If the sender does not want to reveal this information, this element will not be used (see below, *UserArea/ShowOrganization*). This information is only required for job offers submitted by temping agencies and job boards.
/ Organization/ **OrganizationName**	S(0,1)	Contains the name of the organization with the open position.

		xsd:string
/ Organization/ **LegalId**	S(0,1)	Contains a unique legal Id of the organization. Use this element to exchange the KBO-BCE company number.
idOwner	Required	Contains an indication which kind of legal Id is exchanged. ***xsd:string*** ***Must be equal to 'KBO-BCE'.*** ***(>> Possibly overruled by company specific specifications)***
/ LegalId/ **IdValue**	S(1,1)	Unique id of the company within KBO-BCE. This is the 'company number' ("Ondernemingsnummer", "Numéro d'entreprise") ***xsd:string*** ***(>> Possibly overruled by company specific specifications)***
/ Organization/ **ContactInfo**	S(0,1)	The name and contact information for persons within the organization as they are related to the transaction.
/ContactInfo/ **ContactMethod**	S(0,1)	Contains information on how to contact a person within the organization, which includes telephone numbers, the postal address and the name of a contact person.
/ ContactMethod/ **PostalAddress**	S(0,1)	Contains the postal address of the contact, which includes the name of a contact person.
/ PostalAddress/ **CountryCode**	S(1,1)	Contains the country code. E.g. 'BE' for Belgium. ***xsd:string [Enumerations]:*** ***- ISO 3166-1 two alpha code***
/ PostalAddress/ **PostalCode**	S(1,1) L(9)	Contains the postal code. ***xsd:string***
/ PostalAddress/ **Region**	S(0,1)	Contains the post area (in Dutch : 'postzone') e.g. 'AS' ***xsd:string***
/ PostalAddress/ **Municipality**	S(1,1) L(35)	Contains the city. ***xsd:string***
/ PostalAddress/ **DeliveryAddress**	S(0,1)	Contains the address information in a decomposed way, StreetName and BuildingNumber.
/ DeliveryAddress/ **StreetName**	S(0,1)	Contains the street name. ***xsd:string***
/ DeliveryAddress/ **BuildingNumber**	S(0,1)	Contains the street number and/or mailbox number. E.g. '12 bus 3' ***xsd:string***
/ Organization/ **UserArea**	S(0,1)	Contains VDAB specific additional information tags.
/ UserArea / **ShowOrganization**	S(0,1)	Use this element to indicate whether the Organization information should be displayed in the job offer details. Allowed values : - true - false

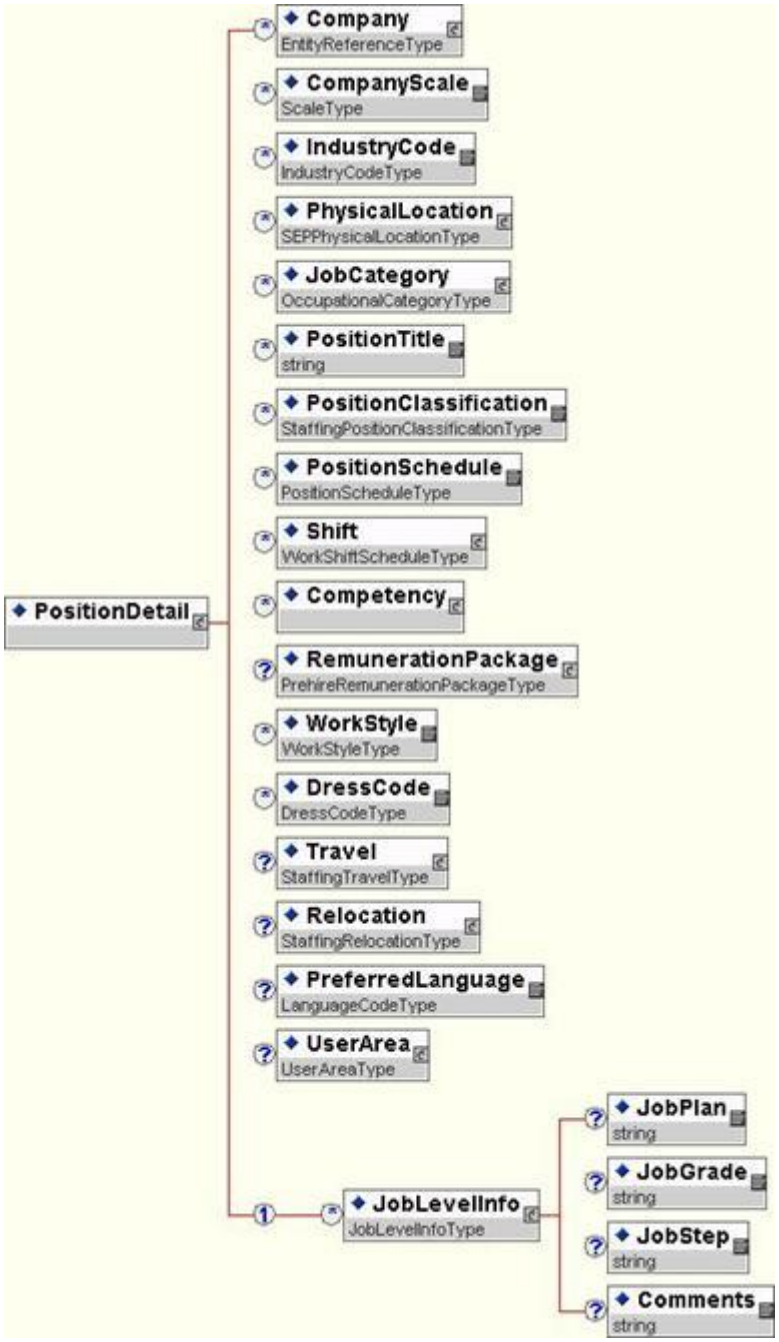
		xsd:Boolean When this tag is omitted, the default value is 'false' and the Organization information will not be displayed. In order for the Organization information to be displayed, full address details (including StreetName and BuildingNumber) must be submitted.

3.6.3 *Organization Example*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <Organization>
            <OrganizationName>CompanyABC</OrganizationName>
            <LegalId idOwner="KBO-BCE">
                <IdValue>0123456789</IdValue>
            </LegalId>
            <ContactInfo>
                <ContactMethod>
                    <PostalAddress>
                        <CountryCode>BE</CountryCode>
                        <PostalCode>3000</PostalCode>
                        <Municipality>Leuven</Municipality>
                        <DeliveryAddress>
                            <StreetName>Bondgenotenlaan</StreetName>
                            <BuildingNumber>166</BuildingNumber>
                        </DeliveryAddress>
                    </PostalAddress>
                </ContactMethod>
            </ContactInfo>
            <UserArea>
                <ShowOrganization>false</ShowOrganization>
            </UserArea>
        </Organization>
```

3.7 PositionDetail

3.7.1 *PositionDetail Diagram*

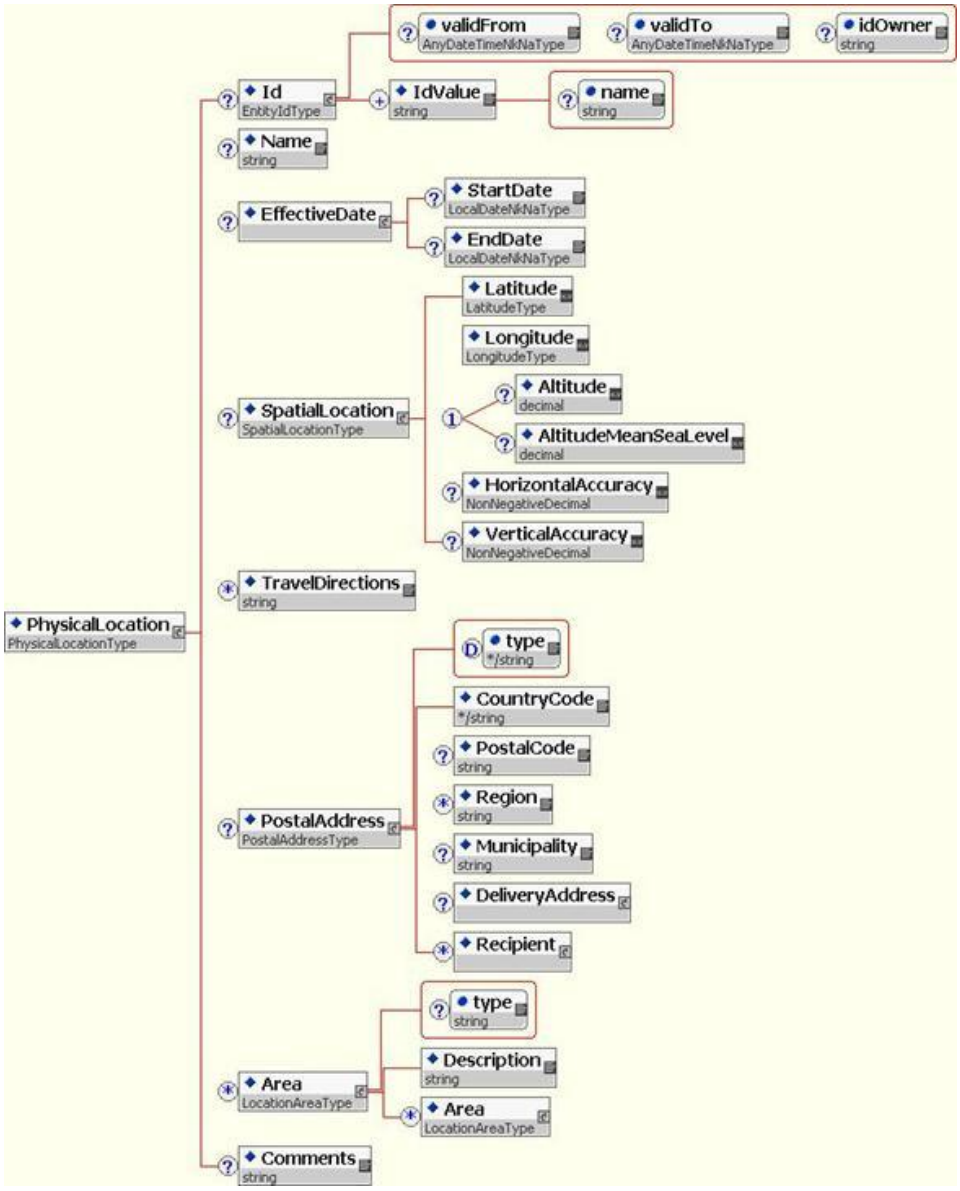


3.7.2 *PositionDetail Root Schema*

/ PositionProfile/ **PositionDetail**	S(1,1)	Contains structured information regarding the position opening. Contains information about the work location, the job category, the description of the necessary skills, the remuneration package, …

3.8 PhysicalLocation

3.8.1 *PhysicalLocation Diagram*



3.8.2 *PhysicalLocation Schema*

/ PositionDetail/ **PhysicalLocation**	S(1,1)	Contains information about the location where the employee will be working. ***Within PhysicalLocation both Area and PostalAddress are optional, but one of them must be used.***
/ PhysicalLocation/ **PostalAddress**	S(0,1)	Contains the postal address of the location where the employee will be working.
/ PostalAddress/ **CountryCode**	S(1,1)	Contains the country code. E.g. 'BE' for Belgium. ***xsd:string [Enumerations]:*** ***- ISO 3166-1 two alpha code***
/ PostalAddress/ **PostalCode**	S(1,1) L(9)	Contains the postal code. ***xsd:string***

/ PostalAddress/ **Region**	S(0,1)	Contains the post area (in Dutch : 'postzone') e.g. 'AS' ***xsd:string***
/ PostalAddress/ **Municipality**	S(1,1) L(35)	Contains the city. ***xsd:string***
/ PostalAddress/ **DeliveryAddress**	S(0,1)	Contains the address information as one string OR in a decomposed way. The DeliveryAddress can be used in 2 different way's : - AddressLine or - StreetName and BuildingNumber ***(Preferred method!)*** A combination is not possible.
/ DeliveryAddress/ **AddressLine**	S(0,*)	Contains the street name and number. May also contain name or number of the building. ***xsd:string***
/ DeliveryAddress/ **StreetName**	S(0,1) L(100)	Contains the street name. ***xsd:string***
/ DeliveryAddress/ **BuildingNumber**	S(0,1) L(9/3)	Contains the street number and/or mailbox number. E.g. '12 bus 3' ***xsd:string***
/ PhysicalLocation/ **Area**	S(0,*)	Contains information on the area where the employee will be working. This element is used when the location is no fixed location but a region like e.g. for representatives. Only the first valid Area Value will be processed.
type	Required	Contains the type of area. ***xStringPatternExtensionType*** ***- x:region (NUTS III codification will be used)***
/ Area/ **Value**	S(1,1)	Contains the area itself. ***xsd:string***

3.8.3 *PyhsicalLocation Examples*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <PhysicalLocation>
                <Area type="x:region">
                    <Value>BE252</Value>
                </Area>
            </PhysicalLocation>

<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <PhysicalLocation>
                <PostalAddress>
                    <CountryCode>BE</CountryCode>
                    <PostalCode>3000</PostalCode>
                    <Municipality>Leuven</Municipality>
                </PostalAddress>
            </PhysicalLocation>
```

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <PhysicalLocation>
                <PostalAddress>
                    <CountryCode>BE</CountryCode>
                    <PostalCode>3000</PostalCode>
                    <Municipality>Leuven</Municipality>
                    <DeliveryAddress>
                        <StreetName>Bondgenotenlaan</StreetName>
                        <BuildingNumber>166</BuildingNumber>
                    </DeliveryAddress>
                </PostalAddress>
            </PhysicalLocation>
```

3.9 JobCategory

3.9.1 *JobCategory schema*

/ PositionDetail/ **JobCategory**	S(1,1)	Contains information on the function classification. **Only one occurrence is allowed.** Within JobCategory, CategoryCode is mandatory while CategoryDescription is optional. Contains the Competent template reference. ***xsd:string***
/ JobCategory/ **TaxonomyName**	S(1,1)	Contains the name of the taxonomy list that will be used for the job category code and description. **xsd:string** **COMPETENTSJABLOON**
version	Optional	Contains the version of the taxonomy list that will be used for the job category code and description. **xsd:string** **1.0**
CategoryCode	S(1,1)	Contains a category code of the chosen taxonomy. **xsd:string**
CategoryDescription	S(0,1)	Contains a category description of the chosen taxonomy. **xsd:string**

For background information on Competence Templates and Job Related Competencies, please see Appendix 1 – Working with Competent.

3.9.2 *JobCategory Example*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <JobCategory>
                <TaxonomyName version="1.0">COMPETENTSJABLOON</TaxonomyName>
                <CategoryCode>K210701-1</CategoryCode>
                <CategoryDescription>Leerkracht secundair onderwijs (m/v)</CategoryDescription>
            </JobCategory>
```

For job related competencies, please see chapter 3.14.4 Job Related Competencies Examples.

3.10 PositionTitle

3.10.1 *PositionTitle Schema*

/ PositionDetail/ **PositionTitle**	S(1,1) L(100)	Contains the title of the job. ***Xsd:string***

3.11 PositionClassification

3.11.1 *PositionClassification Schema*

/ PositionDetail/ **PositionClassification**	S(1,1)	Type of job NOT TEMPING AGENCIES: ***xsd:string [Enumerations]:*** ***- Contract*** (temporary job with a view to a permanent position) ***- Temp to Hire*** (temporary job) - ***Limited Employment*** (less than 13 hours/week) ***xStringPatternExtensionType*** ***- x:Early Retirement Replacement*** (in Dutch : "vervanging voor brugpensioen") ~~***- x:Examination Public Administrator Not Selor***~~ ~~***- x:Examination Public Administration Selor***~~ ~~***- x:First Employment*** (in Dutch : "startbaan")~~ ~~***- x:Apprenticeship Entreprise*** (in Dutch : "ondernemingsopleiding")~~ ***- x:Baby Minder*** (in Dutch: "onthaalouder") ~~***- x:Activaplan***~~ TEMPING AGENCIES: ***xsd:string [Enumerations]:*** ***- Temporary*** (contractor) ***- Contract to Hire*** (temporary job with a view to a permanent position) ***xStringPatternExtensionType*** ***- x:Direct Hire TEA*** *(in Dutch: Vaste job bij uitzendkantoor)* **BOTH** NOT TEMPING AND TEMPING AGENCIES ***xsd:string [Enumerations]:*** ***- Direct Hire*** (permanent job) ~~***- Apprenticeship (learning agreement, in Dutch: "leercontract")***~~ - ***Flexijob*** ***xStringPatternExtensionType*** ***- x:Student Job*** ***- x:Self-Employed Activity*** (in Dutch : "zelfstandige activiteit") ***- x:Service Voucher Employment*** (in Dutch : "dienstencheque baan") ***- x:Spontaneous Application / Reserve*** (in Dutch : "spontane sollicitatie / werfreserve)

3.12 PositionSchedule

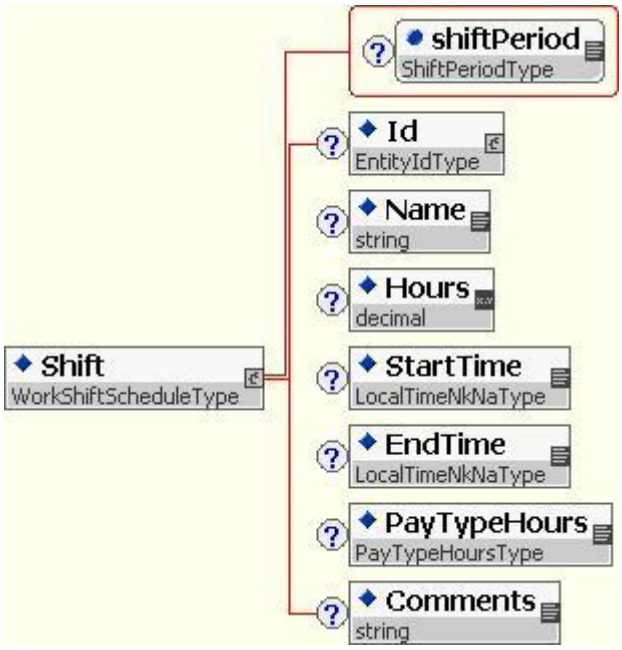
3.12.1 *PositionSchedule Schema*

/ PositionDetail/		

PositionSchedule	S(2,3)	Contains the schedule, time regulation. This tag must be used twice. One time with a value of the first group of data ('Full Time' or 'Part Time') and a second time with a value of the second group of data ('x:Day Work', 'x:Night Work', 'x:Day And Night', 'x:Weekend', 'x:2 Shift System', 'x:3 Shift System' or 'x:Interrupted Service'). Optionally, a second instance of the second group of values can be used. ***Xsd:string [Enumerations]:*** ***- Full Time*** ***- Part Time*** ***xStringPatternExtensionType*** ***- x:Day Work*** ***- x:Night Work*** ***- x:Day And Night*** (in Dutch : "volcontinu", in French: "plein continu") ***- x:Weekend*** ***- x:2 Shift System*** ***- x:3 Shift System*** ***- x:Interrupted Service*** (in Dutch: "onderbroken dienst", in French: "service coupé")

3.13 Shift

3.13.1 *PositionShift Diagram*



3.13.2 *PositionShift Schema*

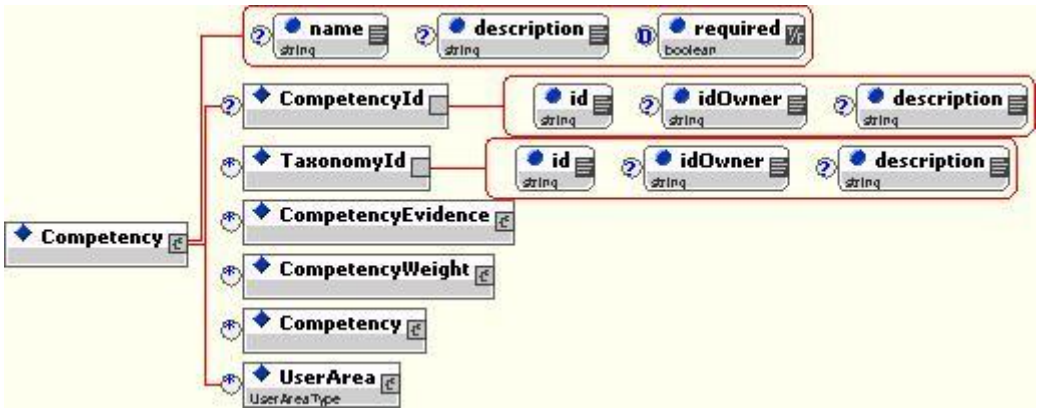
/ PositionDetail/ **Shift**	S(0,*)	Contains the work shift as extra information to PositionSchedule. Days and hours are required for a **'Part Time'** schedule.
shiftPeriod	Required	Contains the period over which the shift occurs. ***Xsd:string [Enumerations]:*** ***- Weekly***
/ Shift/ **Name**	S(0,1)	A descriptive identifier within the given period in ShiftPeriod (ex.: 4 day week). The positions before the first space will indicate the number of days per week. ***xsd:String***
/ Shift/ **Hours**	S(1,1)	Contains the number working hours, within the given period in ShiftPeriod. ***xsd:decimal***

3.13.3 *Position Schedule and Shift Example*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <PositionSchedule>Part Time</PositionSchedule>
            <PositionSchedule>x:Day Work</PositionSchedule>
            <PositionSchedule>x:Weekend</PositionSchedule>

            <Shift shiftPeriod="Weekly">
                <Name>4 day week</Name>
                <Hours>22.00</Hours>
            </Shift>
```

3.14 Competency

3.14.1 *Competency Diagram*



3.14.2 *Competency Schema*

/ PositionDetail/ **Competency**	S(1,*)	Contains information about knowledge, skill, ability and/or other deployment-related characteristic (e.g. attitude, behavior, physical ability) needed for the open position. The tag Competency can be used in 2 ways: a competency as a free text or a competency as an Id within a taxonomy. One competency with TaxonomyId equal to 'Study Code' is required.
name	Required	Contains the name of the competency. ***xsd:string***
/ Competency/ **CompetencyId**	S(0,1)	Contains the identification of a competency, using the taxonomy specified in TaxanomyId.
id	Required	Contains an unique id for the competency, using the taxonomy specified in TaxonomyId. ***xsd:string***
description	Optional	Contains the description of the competency Id. ***xsd:string***
/ Competency/ **TaxonomyId**	S(1,1)	Identification of the taxonomy that will be used to identify this competency. ***At this time, only 4 TaxonomyId's are identified for Language, Drivers License, Study Code, and Competence codes 1.0.***
id	Required	Contains an id or name of the used taxonomy. ***xsd:string***
description	Optional	Contains the description of the used taxonomy. ***xsd:string***

/ Competency/ **CompetencyEvidence**	S(0,1)	Indication of the required or desired level of competency. ***At this time this tag can only be used with language competency, in which case it is mandatory.***
/ CompetencyEvidence/ **NumericValue**	C(1,1)	Numeric value, within a given minimum and maximum range, indicating the required or desired level of the competency. ***xsd:double***
minValue	Required	The minimum value for indicating the required or desired level of the competency. ***xsd:double***
maxValue	Required	The maximum value for indicating the required or desired level of the competency. ***xsd:double***

3.14.3 *Competency Examples*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <Competency name="Drivers License">
                <CompetencyId id="B" description="drivers license categorie B"/>
                <TaxonomyId id="91/439/EEC" description="Directive 91/439/EEC of 29 July 1991 on driving licenses"/>
            </Competency>

            <Competency name="Language">
                <CompetencyId id="NL" description="Dutch"/>
                <TaxonomyId id="ISO 639-1" description="Two-character language codes in accordance with ISO 639-1"/>
                <CompetencyEvidence>
                    <NumericValue minValue="0" maxValue="5">5</NumericValue>
                </CompetencyEvidence>
            </Competency>

            <Competency name="Language">
                <CompetencyId id="EN" description="English"/>
                <TaxonomyId id="ISO 639-1" description="Two-character language codes in accordance with ISO 639-1"/>
                <CompetencyEvidence>
                    <NumericValue minValue="0" maxValue="5">3</NumericValue>
                </CompetencyEvidence>
            </Competency>

            <Competency name="Study Code">
                <CompetencyId id="TSO3_06" description="Gezondheid en welzijn"/>
                    <TaxonomyId id="StudyCodes 2.0" description="List with common study codes as defined by VDAB version 2.0"/>
            </Competency>
```

3.14.4 *Job Related Competencies Examples*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <Competency name="SERV competence">
                <CompetencyId id="16621" description="Lessen voorbereiden en het pedagogische traject vastleggen"/>
                <TaxonomyId id="Competence codes 1.0" description="SERV Competence codes 1.0"/>
            </Competency>

            <Competency name="SERV competence">
                <CompetencyId id="17120" description="De informatiebronnen en -plaatsen opzoeken en identificeren"/>
                <TaxonomyId id="Competence codes 1.0" description="SERV Competence codes 1.0"/>
            </Competency>
```

For background information on Competence templates and Job Related Competencies, please see Appendix 1 – Working with Competent.

3.15 RemunerationPackage

3.15.1 *RemunerationPackage Schema*

/ PositionDetail/ **RemunerationPackage**	S(0,1)	Contains information on the salary and benefits associated with the job.
/ RemunerationPackage/ **BasePay**	S(0,*)	Contains information about the monetary pay for the job.
currencyCode	Optional	Contains the currency in which the base payment is expressed. The default value is 'EUR' for Euro. ***xsd:string [Enumerations]:*** ***- EUR***
baseInterval	Required	Contains the indication on how frequently the base payment is paid. ***xsd:string [Enumerations]:*** ***- Monthly***
/ BasePay/ **BasePayAmountMin**	S(0,1)	Contains the minimum monetary pay for the job. ***xsd:decimal***
/ BasePay/ **BasePayAmountMax**	S(0,1)	Contains the maximum monetary pay for the job. ***xsd:decimal***

3.15.2 *RemunerationPackage Example*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <RemunerationPackage>
                <BasePay currencyCode="EUR" baseInterval="Monthly">
                    <BasePayAmountMin>1750</BasePayAmountMin>
                    <BasePayAmountMax>2000</BasePayAmountMax>
                </BasePay>
            </RemunerationPackage>
```

3.16 (PositionDetail) UserArea

3.16.1 *(PositionDetail) UserArea Schema*

/ Positiondetail/ **UserArea**	S(1,1)	Contains additional information.
/ UserArea/ **Experience**	S(0,1)	Contains the experience that is required for the job expressed in a number of years or a number of months. New value 'irrelevant' (= niet van belang) is available. This value can be obtained by omitting the tag Experience.
unitOfMeasure	Required	Contains the indication on the unit in which the experience is being expressed. ***xsd:string [Enumerations]:*** ***- Years*** ***- Months***
/ UserArea/ **ExperienceEqualToStudy**	S(0,1)	Use this element to indicate whether candidates without required studies but with enough work experience can apply for the job. Allowed values : - true - false ***xsd:Boolean***

/ UserArea/ **MaxApplicationDate**	S(0,1)	Contains the limit date at which the applications must be submitted. ***xsd:string Format : YYYY-MM-DD*** The job offer will automatically be taken out of publication (status "Pending") when the supplied date has been reached.

3.16.2 *(PositionDetail) UserArea Example*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <UserArea>
                <Experience unitOfMeasure="Months">60</Experience>
                <ExperienceEqualToStudy>false</ExperienceEqualToStudy>
            </UserArea>
```

3.17 FormattedPositionDescription

3.17.1 *FormattedPositionDescription Schema*

/ PositionProfile/ **FormattedPositionDescription**	S(3,*)	Contains text description of a position primarily for the purpose of a job posting. By using a name/value pair the unstructured text can be directly parsed into the appropriate place. This tag has to be used at least three times, having a 'Name' tag containing the following values: • jobDescription • requiredQualifications • remunerationDescription
Name	S(1,1)	A descriptive identifier within the given context. ***xsd:string [Enumerations]:*** ***- jobDescription*** ***- requiredQualifications*** ***- remunerationDescription***
Value	S(1,1) L(4000)	Contains free text description. ***Best practice is to include a CDATA section to avoid parse errors due to conflicting characters accordingly to XML.*** ***Markup (e.g. HTML tags) is allowed in these sections, provided they are embedded in a CDATA section.***

3.17.2 *FormattedPositionDescription Example*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">

        <FormattedPositionDescription>
            <Name>jobDescription</Name>
            <Value>Your job will comprise: provide support to foreign dealers, deal with technical problems that are reported via the
            helpdesk and notify any problems to the development team.</Value>
        </FormattedPositionDescription>

        <FormattedPositionDescription>
            <Name>requiredQualifications</Name>
            <Value>You have a higher non-university degree. You are communicative and enjoy coaching.  You are a good organizer
            and have good analytical and synthetic reasoning skills</Value>
        </FormattedPositionDescription>

        <FormattedPositionDescription>
            <Name>remunerationDescription</Name>
            <Value>We offer you an exciting job in a pleasant team with many legal benefits such as free public transport, free
            hospitalization insurance, flexible hours, etc. </Value>
        </FormattedPositionDescription>
```

3.18 HowToApply

3.18.1 *HowToApply Diagram*

3.18.2 *HowToApply Schema*

/ PositionProfile/ **HowToApply**	S(1,1)	Contains information on how the candidate needs to apply. Provides the details on how to apply for a job or position.
/ HowToApply/ **PersonName**	S(1,1)	Contains the name of a contact person. Within PositionOpening it is preferred to indicate the name of a person in a decomposed way by using the elements PreferredGivenName and FamilyName. If this is not possible, use FormattedName.
/ PersonName/ **FormattedName**	S(0,1)	Contains, in one string, the name how it will be printed on documents. ***xsd:string***
/ PersonName/ **PreferredGivenName**	S(0,1) L(25)	The name by which the person wants to be called, nickname. ***xsd:string***
/ PersonName/ **FamilyName**	S(0,1) L(35)	A person's last name. If the family name consists of multiple names and/or a prefix, then all parts must be included in 1 element FamilyName. ***xsd:string***
/ PersonName/ **Affix**	S(0,1)	Contains the remaining parts of the PersonName as defined by the type attribute. Within the Belgium XML-HR Community only the type formOfAddress is used. In this case the element Affix contains the salutation. e.g. Dhr., Mevr., Mr., Mrs., Dr., Mijnheer, Mevrouw etc.
type	Required	Within the Belgium XML-HR Community only the type formOfAddress is used. In this case the element Affix contains the salutation. E.g. Dhr. Mevr., Mr., Mrs., Dr., etc The use of the attribute type is required when the optional element Affix is used. ***xsd:string [Enumerations]:*** ***- formOfAddress***

/ HowToApply/ **ApplicationMethod**	S(1,1)	Contains the phone number, address, e-mail or other pertinent contact information needed to apply for a job or position. ***All the sub-elements are optional, but minimum one sub-element must be filled.***
/ ApplicationMethod/ **Telephone**	S(0,1)	Contains the telephone number to be used when applying for the job can be done by means of the telephone.
/ Telephone/ **FormattedNumber**	s(0,1) L(28)	Formatted string. Contains a telecommunication number string representation. This de-normalized form cannot easily be parsed. **When formatted number is present, the non-formatted number MUST NOT be present.**
/ Telephone/ **InternationalCountryCode**	S(0,1)	Contains the country code of the number. E.g. for Belgium: 32. ***xsd:string*** ***Values 0..9 are allowed. Please indicate the country code without preceding 00 and +sign.***
/ Telephone/ **AreaCityCode**	S(0,1)	Contains the area code of the number. E.g. for Brussels: 2. ***xsd:string*** ***Values 0..9 are allowed. Please indicate the area code without preceding 0.***
/ Telephone/ **SubscriberNumber**	S(1,1)	Contains the subscriber number. ***xsd:string*** ***Values 0..9 are allowed***
/ Telephone/ **Extension**	S(0,1)	Contains the extension of the number. ***xsd:string*** ***Values 0..9 are allowed***
/ ApplicationMethod/ **InternetEmailAddress**	S(0,1) L(100)	Contains the email address to be used when applying for the job can be done by means of mail. ***xsd:string***
/ ApplicationMethod/ **InternetWebAddress**	S(0,1)	Contains the URL for the web site to be used when applying for the job can be done my means of a website. ***xsd:string*** ***Must start with: http://***
/ ApplicationMethod/ **PostalAddress**	S(1,1)	Contains the address where to apply. (S(0,1) in case of 'third-supplier' and JobDetailsViaURL)
/ PostalAddress/ **CountryCode**	S(1,1)	Contains the country code. e.g. 'BE' for Belgium. ***xsd:string [Enumerations]:*** ***- ISO 3166-1 two alpha code***
/ PostalAddress/ **PostalCode**	S(1,1)	Contains the postal code. ***xsd:string***
/ PostalAddress/ **Region**	S(0,1)	Contains the post area (in Dutch : 'postzone') e.g. 'AS' ***xsd:string***

/ PostalAddress/ **Municipality**	S(1,1)	Contains the city. ***xsd:string***
/ PostalAddress/ **DeliveryAddress**	S(0,1)	Contains the address information as one string OR in a decomposed way. The DeliveryAddress can be used in 2 different ways : - AddressLine (unstructured data) or - StreetName and BuildingNumber (structured data) ***(Preferred method!)*** A combination is not possible. Within PositionOpening it is preferred to indicate the address in a decomposed way by using the elements StreetName and BuildingNumber. If this is not possible, use AddressLine.
/ DeliveryAddress/ **AddressLine**	S(0,*)	Contains, in one string, the address how it will be printed on documents. ***xsd:string***
/ DeliveryAddress/ **StreetName**	S(0,1)	Contains the street name. ***xsd:string***
/ DeliveryAddress/ **BuildingNumber**	S(0,1)	Contains the street number and/or mailbox number. E.g. '12 bus 3' ***xsd:string***
/ PostalAddress/ **Recipient**	S(0,1)	Contains the name of a contact person and/or the organization's name. ***xsd:string***
/ Recipient/ **OrganizationName**	S(0,*)	Contains the organization's name where to apply. ***xsd:string***
/ ApplicationMethod/ **InPerson**	S(0,1)	Used when you need to apply by means of a personal application interview.
/ HowToApply/ **UserArea**	S(0,1)	Contains the Belgian localizations.
/ UserArea/ **Comments**	S(0,1)	Contains comments on the HowToApply section. ***xsd:string***
/ UserArea/ **ContentPostedInformation**	S(0,*)	Contains the documents the company would like to receive when applying for the job. ***xsd:string [Enumerations]:*** ***- Resume*** ***- Letter*** ***- Motivation*** (motivational letter)

3.18.3 *HowToApply Examples*

1) Apply by means of phone; e-mail; website

```
<PositionOpening>
    <PositionProfile xml:lang="NL">

        <HowToApply>
            <PersonName>
                <PreferredGivenName>Jan</PreferredGivenName>
                <FamilyName>Jansen</FamilyName>
                <Affix type="formOfAddress">Dhr</Affix>
            </PersonName>

            <ApplicationMethod>
                <Telephone>
```

```
            <FormattedNumber>02 123 45 67</FormattedNumber>
        </Telephone>
        <InternetEmailAddress>apply@companyABC.be</InternetEmailAddress>
        <InternetWebAddress>http://www.companyABC.be</InternetWebAddress>

        <PostalAddress>
            <CountryCode>BE</CountryCode>
            <PostalCode>1000</PostalCode>
            <Municipality>Brussel></Municipality>
        </PostalAddress>
    </ApplicationMethod>
</HowToApply>
```

Result image:

Solliciteren:

1000 BRUSSEL-STAD
BELGIE
E-mail t.a.v Dhr. Jan Jansen - Email: apply@companyABC.be
Telefonisch contact opnemen met Dhr. Jan Jansen op het nummer 02 123 45 67
Mogelijk te solliciteren via onze website: http://www.companyABC.be
Vermeld de referentie: companyABC_Reference

2) Apply In Person

```
<PositionOpening>
    <PositionProfile xml:lang="NL">

        <HowToApply>
            <PersonName>
                <FormattedName>Mijnheer Jan Jansen</FormattedName>
            </PersonName>

            <ApplicationMethod>
                <PostalAddress>
                    <CountryCode>BE</CountryCode>
                    <PostalCode>1000</PostalCode>
                    <Municipality>Brussel></Municipality>
                </PostalAddress>
                <InPerson />
            </ApplicationMethod>

        </HowToApply>
```

Result image:

Solliciteren:

1000 BRUSSEL-STAD
BELGIE
Persoonlijk aanbieden bij Mijnheer Jan Jansen
Vermeld de referentie: companyABC_Reference

3) Apply by means of letter and resume

```
<PositionOpening>
    <PositionProfile xml:lang="NL">

        <HowToApply>
            <PersonName>
                <FormattedName>Mijnheer Jan Jansen</FormattedName>
            </PersonName>

            <ApplicationMethod>
                <PostalAddress>
                    <CountryCode>BE</CountryCode>
                    <PostalCode>1000</PostalCode>
```

```
                <Municipality>Brussel></Municipality>
            </PostalAddress>
        </ApplicationMethod>

        <UserArea>
            <ContentPostedInformation>Letter</ContentPostedInformation>
            <ContentPostedInformation>Resume</ContentPostedInformation>
        </UserArea>

    </HowToApply>
```

Result image:

Solliciteren:

1000 BRUSSEL-STAD
BELGIE
Schriftelijk met CV t.a.v. Mijnheer Jan Jansen
Vermeld de referentie: companyABC_Reference

4) Apply by means of phone, e-mail, website, in person and display of Organisation Name

```
<PositionOpening>
    <PositionProfile xml:lang="NL">

        <HowToApply>
            <PersonName>
                <PreferredGivenName>Jan</PreferredGivenName>
                <FamilyName>Jansen</FamilyName>
                <Affix type="formOfAddress">Dhr</Affix>
            </PersonName>

            <ApplicationMethod>
                <Telephone>
                    <FormattedNumber>02 123 45 67</FormattedNumber>
                </Telephone>
                <InternetEmailAddress>apply@companyABC.be</InternetEmailAddress>
                <InternetWebAddress>http://www.companyABC.be</InternetWebAddress>
                <PostalAddress>
                    <CountryCode>BE</CountryCode>
                    <PostalCode>1000</PostalCode>
                    <Municipality>Brussel></Municipality>
                    <DeliveryAddress>
                        <StreetName>Gasthuisstraat</StreetName>
                        <BuildingNumber>31</BuildingNumber>
                    </DeliveryAddress>
                    <Recipient>
                        <OrganizationName>companyABC</OrganizationName>
                    </Recipient>
                </PostalAddress>
                <InPerson></InPerson>
            </ApplicationMethod>
        </HowToApply>
```

Result image:

Solliciteren:

companyABC
Gasthuisstraat 31
1000 BRUSSEL-STAD
BELGIE
E-mail t.a.v Dhr. Jan Jansen - Email: apply@companyABC.be
Telefonisch contact opnemen met Dhr. Jan Jansen op het nummer 02 123 45 67
Persoonlijk aanbieden bij Dhr. Jan Jansen
Mogelijk te solliciteren via onze website: http://www.companyABC.be
Vermeld de referentie: companyABC_Reference

5) Apply by means of phone, e-mail, website, in person and display of Organisation Name, using <AddressLine>

```
<PositionOpening>
    <PositionProfile xml:lang="NL">

        <HowToApply>
            <PersonName>
                <PreferredGivenName>Jan</PreferredGivenName>
                <FamilyName>Jansen</FamilyName>
                <Affix type="formOfAddress">Dhr</Affix>
            </PersonName>

            <ApplicationMethod>
                <Telephone>
                    <FormattedNumber>02 123 45 67</FormattedNumber>
                </Telephone>
                <InternetEmailAddress>apply@companyABC.be</InternetEmailAddress>
                <InternetWebAddress>http://www.companyABC.be</InternetWebAddress>
                <PostalAddress>
                    <CountryCode>BE</CountryCode>
                    <PostalCode>1000</PostalCode>
                    <Municipality>Brussel></Municipality>
                    <DeliveryAddress>
                        <AddressLine>Gasthuisstraat 11 – 1000 Brussel</AddressLine>
                    </DeliveryAddress>
                    <Recipient>
                        <OrganizationName>companyABC</OrganizationName>
                    </Recipient>
                </PostalAddress>
                <InPerson></InPerson>
            </ApplicationMethod>
        </HowToApply>
```

Result image:

Solliciteren:

companyABC
Gasthuisstraat 31 - 1000 Brussel
E-mail t.a.v Dhr. Jan Jansen - e-mail: apply@companyABC.be
Telefonisch contact opnemen met Dhr. Jan Jansen op het nummer 02 123 45 67
Persoonlijk aanbieden bij Dhr. Jan Jansen
Mogelijk te solliciteren via onze website: http://www.companyABC.be
Vermeld de referentie: companyABC_Reference

3.19 SupportingMaterials

No longer supported (as from March 2015).

3.20 (PositionProfile) UserArea

3.20.1 *(PositionProfile) UserArea Schema*

/ PositionProfile/ **UserArea**	S(0/1)	Contains the Belgian localizations and VDAB specific additional information tags.
/ UserArea/ **Jobcoaching**	S(0/1)	Use this element to indicate if jobcoaching is allowed. Jobcoaching is the aid to a jobseeker at the first steps in its new job. Allowed values : - true - false ***xsd:boolean***
/ UserArea/ **PublicationSubset**	S(0/*)	Use this element to indicate if the job has to be published in a specific subset. Allowed values : - true - false ***xsd:boolean***
name	Required	A description of the publication subset. The possible values must be agreed with partner (contact API CoE before use). ***xsd:string [Enumerations]:***
/ UserArea/ **RequestedServiceLevelV2**	S(0/1)	Use this element to indicate which level of service the partner has to offer. Use must be agreed with the partner. PersonName AND contact method (telephone AND email adress) are mandatory. (for more information about this service, please see https://werkgevers.vdab.be/aanwerven)
/ RequestedServiceLevelV2/ **PersonName**	S(1,1)	Contains the name of a contact person to provide VDAB with additional information about the position.
/ PersonName/ **FormattedName**	S(0,1)	Contains, in one string, the name how it will be printed on documents.
/ RequestedServiceLevelV2/ **Telephone**	S(1,1)	Contains the telephone number of the contact person.
/ Telephone/ **FormattedNumber**	s(1,1) L(28)	Formatted string. Contains a telecommunication number string representation. This de-normalized form cannot easily be parsed.
/ RequestedServiceLevelV2/ **Email**	S(1,1) L(100)	Contains the email address of the contact person.
/EntiteitVlaamseOverheid/ **Name Entity**	S(0/1)	The possible values must be agreed with partner (contact API CoE before use).

3.20.2 *RequestedServiceLevelV2 example*

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <UserArea>
            <RequestedServiceLevelV2>

                <PersonName>
                    <FormattedName>Jan Jansen</ FormattedName >
                </PersonName>

                <Telephone>
                    <FormattedNumber>02 123 45 67</FormattedNumber>
                </Telephone>

                <Email>jan.jansen@companyABC.be</ Email >
            </RequestedServiceLevelV2>
        </UserArea>
```

3.21 NumberToFill

3.21.1 *NumberToFill Schema*

/PositionOpening/ **NumberToFill**	S(0,1)	Contains the number of open jobs as described in the position profile. The default value is '1'. Max value is '99'. ***xsd:integer***

3.21.2 *NumberToFill Example*

```
<PositionOpening>
    …

    <NumberToFill>2</NumberToFill>
```

4 Extra specifications on how to use HR-XML:

4.1 How to use 'HowToApply'

The 'HowToApply' tag contains information on how the candidate needs to apply. It may include the name of a contact person.
Below is depicted the 'raw structure' of the 'HowToApply' tag. (For more information on the 'HowToApply' tag, see above.)

- HowToApply
  - PersonName
  - ApplicationMethod
    - Telephone
    - InternetEmailAddress
    - InternetWebAddress
    - PostalAddress
    - InPerson
  - UserArea
    - Comments
    - ContentPostedInformation

If an application method is applicable, the correspondent tag has to be filled out. E.g. when the candidate has to send a resume. The 'HowToApply\ApplicationMethod\PostalAddress' has to be filled out along with an indication in 'HowToApply\UserArea\ContentPostedInformation' that a 'Resume' is expected. It is also possible to indicate a contact person (in 'HowToApply\PersonName').

When the receiving party encounters a defined 'HowToApply' subtag, it means that the application method in question may/must be used ('must': if there is only one indication of an application method; 'may': if there is more than one indication of an application method). The value within the tag indicates the value that must be used. E.g. if the 'HowToApply/ApplicationMethod/InternetEmailAddress' is available the candidate has to/ may use an e-mail to apply for the position. The address to be used is indicated in between the 'InternetEmailAddress' tags independent of other e-mail addresses used within the provided xml.

4.2 Used competencies

4.2.1 *Language*

Competency name	Language
TaxonomyId	ISO 639-1
Taxonomy Description	Two-character language codes in accordance with ISO 639-1
CompetencyEvidence with NumericValue required?	Yes

Example:

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <Competency name="Language" required="true">
                <CompetencyId id="EN" description="English"/>
                <TaxonomyId id="ISO 639-1" description="Two-character language codes in accordance with ISO 639-1"/>
                <CompetencyEvidence>
                    <NumericValue minValue="0" maxValue="5">5</NumericValue>
                </CompetencyEvidence>
            </Competency>
```

4.2.2 *Drivers License*

Competency name	Drivers License
TaxonomyId	91/439/EEC
Taxonomy Description	Directive 91/439/EEC of 29 July 1991 on driving licenses
CompetencyEvidence with NumericValue required?	No.

Example:

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <Competency name="Drivers License" required="true">
                <CompetencyId id="B" description="drivers license categorie B"/>
                <TaxonomyId id="91/439/EEC" description="Directive 91/439/EEC of 29 July 1991 on driving licenses"/>
            </Competency>
```

4.2.3 *Study Code*

Competency name	Study Code
TaxonomyId	StudyCodes 2.0
Taxonomy Description	List with common study codes as defined by VDAB version 2.0
CompetencyEvidence with NumericValue required?	No.

Example:

```
<PositionOpening>
    <PositionProfile xml:lang="NL">
        <PositionDetail>

            <Competency name="Study Code">
                <CompetencyId id="700304" description="Ac. bach. Facilitair Management"/>
                    <TaxonomyId id="StudyCodes 2.0" description="List with common study codes as defined by VDAB version 2.0"/>
            </Competency>
```

4.3 Used taxonomies

4.3.1 *Language*

Id: ISO 639-1
Description: Two-character language codes in accordance with ISO 639-1
Values: https://extranet.vdab.be/api-center-excellence-coe/vacature-posting-api-technische-documentatie

4.3.2 *Drivers License*

Id: 91/439/EEC
Description: Directive 91/439/EEC of 29 July 1991 on driving licenses
Values:

CODE	KORTE_OMSCHRIJVING
A	Motorfietsen < 25 kW (18j.) en motorfietsen > 25 kW (21 j./ 2 j. lichte A)
A3	Bromfietsen tot 45 km/h, trikes htm >270 kg en quads htm > 750 kg
B	Auto's <. 3,5t en max. 8 plaatsen
B+E	Auto's <. 3,5t en max. 8 plaatsen met aanhangwagen htm > 750 kg
C	Zware vrachtwagen htm > 7,5t
C+E	Zware vrachtwagen htm > 7,5t met aanhangwagen htm > 750 kg
C1	Kleine vrachtwagen htm < 7,5 t
C1+E	Kleine vrachtwagen htm < 7,5 t met aanhangwagen htm > 750 kg
D	Autobus/autocar > 16 zitplaatsen + 1 voor bestuurder
D+E	Autobus/autocar > 16 zitplaatsen + 1 voor bestuurder en aanhangwagen
D1	Autobus/autocar > 8 en < 16 zitplaatsen + 1 voor bestuurder
D1+E	Autobus/autocar > 16 zitplaatsen + 1 voor bestuurder +aanhangwagen
G	Landbouwvoertuigen

4.3.3 *Study codes*

For the study codes, call the study tree. You use 'Get-call' for this and log in via 'Basic authentication'.

Test environment: https://openservices-trn.vdab.be/studies (Use test credentials).
Production environment: https://openservices.vdab.be/studies (Use production credentials).
You can call the study tree using the same credentials with which you call the Vacancy Posting API.
Id: StudyCodes 2.0
Description: List with common study codes as defined by VDAB version 2.0
Values: https://openservices.vdab.be/studies

5 XML-file upload procedure (production environment)

5.1 Upload via web services

VDAB supports REST (Representational State Transfer) and SOAP (Simple Object Access Protocol) architecture.
Send e-mail to api.coe@vdab.be for more information.

5.2 Upload via REST API

VDAB offers a REST API to publish job offers on its website.
Send e-mail to api.coe@vdab.be for more information.

6 XML-file upload procedure (test environment)

6.1 Upload via web services

VDAB supports REST (Representational State Transfer) and SOAP (Simple Object Access Protocol) architecture.
Send e-mail to api.coe@vdab.be for more information.

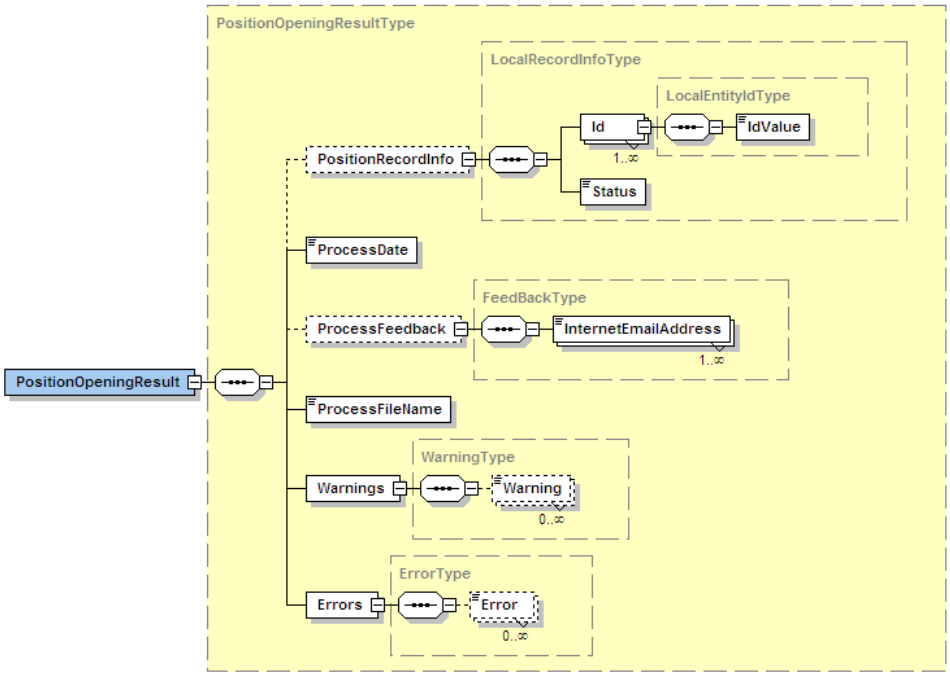
6.2 Upload via REST API

VDAB offers a REST API to publish job offers on its website.
Send e-mail to api.coe@vdab.be for more information.

7 The format of the result file

The result file will contain some xml tags describing the record being processed and possible error or warning messages.

7.1 PostionOpeningResult Diagram



7.2 PositionOpeningResult Schema

Element or *attribute*	Occurrence Sequence|Choice (Min/MaxOccurs) Length(Max)	Description, *possible values*
PositionOpeningResult	S(1,1)	General information regarding the position opening. Contains a unique Id for the job opening and the status of the job opening.
PositionRecordInfo	S(0,1)	Contains a unique Id for the job opening and the status of the job opening.
Id	S(1,*)	Contains and unique Id for the job opening.
idOwner	Required	A description of who "owns" the identifier. This usually will be the company and/or system name that utilizes the given value(s) for uniqueness. Use should be by trading partner agreement. ***xsd:string***
IdValue	S(1,1)	Unique id/reference of the position opening. A sequence of characters that one or more systems use as an identifier for the given entity. This could be numeric, alpha, and may include punctuation. ***xsd:string***
Status	S(1,1)	Contains the status of the job opening. ***xsd:string [Enumerations]:*** - ***Active***: The position opening is active. - ***Inactive***: The position opening is inactive, and can no longer be activated in the future. - ***Pending***: The position opening is temporarily put on 'hold', and can be activated later.

validFrom	Optional	Specifies from when the position opening needs to be published. ***xsd:string Format : yyyy-dd-dd*** ***e.g. 2025-01-01***
validTo	Optional	Specifies until when the position opening needs to be published. ***xsd:string Format : yyyy-mm-dd*** ***e.g. 2025-01-30***
ProcessDate	S(1,1)	Indicates the date and time on which the processing took place. ***xsd:string Format : yyyy-mm-ddThh:mm:ss*** ***e.g. 2025-01-05T17:47:46***
ProcessFeedback	S(0,1)	Contains the email address(es) to which the PositionOpeningResult has been sent.
InternetEmailAddress	S(1,*)	Contains the email address of the contact. ***xsd:string***
ProcessFileName	S(1,1)	Contains the file name that has been processed. ***xsd:string***
Warnings	S(1,1)	The PositionOpeningResult can contain on one ore more Warnings by using multiple Warning elements within Warnings.
Warning	S(0,*)	Contains a warning message. ***xsd:string***
Errors	S(1,1)	The PositionOpeningResult can contain on one ore more Errors by using multiple Error elements within Errors.
Error	S(0,*)	Contains an error message. ***xsd:string***

7.2.1 *Examples of the different file types: (Remark: the data are fictitious!)*

Example of an 'OK' file:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ns2:PositionOpeningResult xmlns:ns2="http://positionopeningresult.to.service.hrxml.opening.vacature.vdab.be">
    <PositionRecordInfo>
        <Id idOwner="VDAB">
            <IdValue>50331305</IdValue>
        </Id>
        <Id idOwner="FOREM">
            <IdValue>699094</IdValue>
        </Id>
        <Status validTo="2025-01-01" validFrom="2025-02-20">Active</Status>
    </PositionRecordInfo>
    <ProcessDate>2010-07-07 08:03:33</ProcessDate>
    <ProcessFeedback>
        <InternetEmailAddress>info@forem.be </InternetEmailAddress>
    </ProcessFeedback>
</ns2:PositionOpeningResult>
```

Example of an 'ERROR' file:

```
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<ns2:PositionOpeningResult xmlns:ns2="http://positionopeningresult.to.service.hrxml.opening.vacature.vdab.be">
    <PositionRecordInfo>
        <Id idOwner="FOREM">
            <IdValue>666947</IdValue>
        </Id>
        <Status validFrom="2025-01-01">Inactive</Status>
    </PositionRecordInfo>
    <ProcessDate>2024-12-25 19:59:06</ProcessDate>
    <ProcessFeedback>
        <InternetEmailAddress>info@forem.be</InternetEmailAddress>
    </ProcessFeedback>
    <Errors>
        <Error>Ongeldige status</Error>
    </Errors>
</ns2:PositionOpeningResult>
```

Example of a 'WARNING' file:


```xml
<?xml version="1.0" encoding="UTF-8" standalone="yes" ?>
<ns2:PositionOpeningResult xmlns:ns2="http://positionopeningresult.to.service.hrxml.opening.vacature.vdab.be">
    <PositionRecordInfo>
        <Id idOwner="VDAB">
            <IdValue>50328910</IdValue>
        </Id>
        <Id idOwner="FOREM">
            <IdValue>703191</IdValue>
        </Id>
        <Status validTo="2025-01-01" validFrom="2025-01-30">Active</Status>
    </PositionRecordInfo>
    <ProcessDate>2024-12-25 19:01:38</ProcessDate>
    <ProcessFeedback>
        <InternetEmailAddress>info@forem.be</InternetEmailAddress>
    </ProcessFeedback>
    <Warnings>
        <Warning>aantal vacatures niet opgegeven</Warning>
    </Warnings>
</ns2:PositionOpeningResult>
```

8 Additional technical information

8.1 Job experience presentation

All submitted information will be expressed as one of the following values:

Value experience level 'irrelevant' (= niet van belang)
< 6 months => Geen ervaring (*No experience*)
>= 6 months and < 2 years => Beperkte ervaring (*Limited experience*)
>= 2 years en < 5 years => Minstens 2 jaar ervaring (*At least 2 years of experience*)
>= 5 years => Minstens 5 jaar ervaring (*At least 5 years of experience*)

If the experience level is 'irrelevant' (= niet van belang), do not use the tag Experience.

8.2 Language knowledge presentation

All submitted information will be expressed as one of the following values:
0= geen (no knowledge)
1 = starter (starter)
2 = basis (basic)
3 = medium (medium)
4 = goed (good)
5= zeer goed (very good)

8.3 FormattedPositionDescription/Value (chapter 3.16.1)

Best practice is to include a CDATA section to avoid parse errors due to conflicting characters accordingly to XML.
Markup (e.g. HTML tags) is not allowed in these sections, as they might conflict with VDAB styles.
There is however a white list of authorized HTML tags:
**
, <p>, , <b>, , <i>, , <del>, <ins>, <u>, <ol>, <ul>, <li>.**

```
<FormattedPositionDescription>
        <Name>requiredQualifications</Name>
        <Value>
                <![CDATA[
                <ul>
                <li>Je behaalde een universitair diploma (Licentiaat Romaanse Filologie).</li>
                <li>Je hebt minstens 5 jaar ervaring als lesgever.</li>
                <li>Je beschikt over een grondige kennis van het (commercieel) Frans.</li>
                <li>Je beschikt over een goede kennis van het Portugees.</li>
                <li>Je bent vertrouwd met een derde Romaanse taal (ES of IT).</li>
                <li>Daarnaast beschik je over een zekere technische bagage (tekstverwerker, e-mail, ...).</li>
                </ul>]]>
        </Value>
</FormattedPositionDescription>
```

1 Lesgever Romaanse talen (M/V) (BRUSSEL-STAD)

In de voormiddag geef je opleiding Frans aan cursisten managment assisstant en medewerker personeelszaken (niveau B2 en C1).
In de namiddag ben je webcoach voor Portugees en ga je mails van klanten in het Portugees verbeteren.
Je helpt de cursisten in een derde Romaanse taal (Spaans of Italiaans).

Gezocht profiel:

- Je behaalde een universitair diploma (Licentiaat Romaanse Filologie).
- Je hebt minstens 5 jaar ervaring als lesgever.
- Je beschikt over een grondige kennis van het (commercieel) Frans.
- Je beschikt over een goede kennis van het Portugees.
- Je bent vertrouwd met een derde Romaanse taal (ES of IT).
- Daarnaast beschik je over een zekere technische bagage (tekstverwerker, e-mail, ...).

9 Appendix 1 - Working with Competent

9.1 Introduction

9.1.1 *Competence templates and competence sheets*

VDAB uses **competence templates** to assign competencies in vacancies and dossiers. These are based on Competent, the standard developed by the SERV (www.competent.be).
The purpose of competency templates is to simplify the input of competencies in vacancies and dossiers for the end user.
A competency template consists of a 'name' and a set of relevant competencies.
Competent is an **occupational database**. It contains cards with information on the **content** of professions, what **activities** you need to be able to perform and what you need to **be able** to do and to **know** to do so, how the work is organised, etc. This information is approved by the social partners. This information has been approved by the social partners.
Competent is based on an existing database of occupations (ROMEv3, *Répertoire Opérationnel des Métiers et des Emplois*) of the French employment service Pôle Emploi. The cards from the French database were supplemented with extra information and adapted to the Flemish labour market. The reworked sheets form the content of Competent.
The cards in Competent are arranged into domains and subdomains. Each subdomain contains a number of clusters. This classification is fully adopted from ROMEv3 for reasons of data interchangeability. Each cluster corresponds to one or more profiles.
The database is a collection of thousands of information blocks. Each **Competency Card** is a *unique combination* of these information blocks. Some cards have information blocks in common.
This makes Competent a dynamic system that enables the reuse of information and the exchange of data. The database can be worked with online, which increases efficiency.
Each Competent card is set up in the same way and includes a unique code, definition, basic activities, competences, etc. This gives you a clear picture of a person's skills. This gives you a clear picture of a profession.
Competent is a product of the SERV in partnership with VDAB. SERV ensures that the cards are kept up to date and are approved by the social partners. The VDAB bases its services on Competent and uses it, among other things, for counselling job seekers, career guidance and automatic matching.

9.2 How do I read a Competence card?

Each card has a unique **code** that indicates its place in the whole structure.
Below the **title**, which represents the professional name, is a list of 'other names'. The **other names** are search terms that lead to this profile. Most of the other names come from the underlying ROMEv3 sheet. Names are also added from validated sources.
The **definition** gives a description of the profession. What is listed as additional activities does not apply to every professional.
The **basic activities** are a list of stable activities that are generally performed in the profession. These activities come from ROMEv3 and were translated into Dutch. They are the basis for the exchange of data.
Basic activities should not be understood as the 'core of the profession', but rather as the activities common to most professionals covered by the Competency Form. So the starting point is not: 'What are the most important tasks?' but rather: 'What tasks do these professionals have in common?'
By **competences** we mean the **ability** and **knowledge**. In concrete, observable terms, we describe what someone must be able to do in order to successfully carry out the corresponding activity. Knowledge that is not already included in the ability, is included in the knowledge.
Relevant generic competences and attitudes (working safely, being flexible, being stress-resistant, ...) are incorporated in the activities as indicators where necessary. This gives them the context they need to become meaningful. The Competence Sheets do not contain separate generic competences or attitudes.
The **specific activities** will, depending on the business context, be performed by some practitioners, but not by others. They are activities that only apply in certain situations.
The **job mobility** reflects the related professions into which a person can move with or without additional training.
The type of company or organisation and the sector in which the occupation may occur and the risks or conditions associated with the exercise are included under **work organisation**.

Work environment gives an additional description of characteristics of this profession related to mobility, types of employer, remuneration, etc.
In **training and certificates**, we indicate to the extent possible the field of study that provides training for the profession. If diplomas, certificates or attestations are required by law for the performance of the activities, they are included here.
Finally, there is room for a link to the Flemish qualification structure and to the ISCO code (International Standard Classification of Occupations). This code refers to the classification of occupations of the ILO (International Labour Organization).
The cards in Competent describe an experienced professional (so no school leavers, newcomers, ...).
[Source: http://www.serv.be/competentieteam/page/hoe-lees-ik-een-competentfiche-0]

9.3 Open (web)services for partners

The Competent Cards cannot be used in Comeet in their original form, which is why the VDAB first simplifies them into competence templates.

Comeet is the operational database the VDAB uses for its competency management. Comeet simplifies the standard **competent cards** to competency templates, usable for the VDAB's own applications (e.g. MasterVac, Mijn Loopbaan, Elise,...).

To allow the partners to add competence templates and individual competences to their vacancies, the VDAB has built a number of services that allow them to look up the necessary information in Comeet.

A vacancy contains next to the competency template an enumeration of the competencies regarding the open job that are considered important by the partner.

9.4 Sjabloonzoeker Service (*Template lookup*)

The VDAB offers a REST service that returns 0, 1 or more templates (max. 10) based on search terms (keywords, professional names or template references).
Service URL:
PRD: https://openservices.vdab.be/competenties/sjabloon/zoek (POST)
TRN (test/staging): https://openservices-trn.vdab.be/competenties/sjabloon/zoek (POST)
The service is only accessible after authentication via *basic authentication* (*Base64 encoded* username and password).

9.4.1 *Example 1: Response for keyword "timmerman" (carpenter).*

```
1  <?xml version="1.0" encoding="UTF-8" standalone="yes"?>
2  <gezochteBeroepSjablonen xmlns="http://vdab.be/sjabloon-partners">
3    <beroepsjabloon code="F161001-1" titel="Dakdekker schuine daken (m/v)"/>
4    <beroepsjabloon code="H220701-1" titel="Meubelmaker (m/v)"/>
5    <beroepsjabloon code="F150301-3" titel="Trappenmaker (m/v)"/>
6    <beroepsjabloon code="F150301-2" titel="Scheepstimmerman (m/v)"/>
7    <beroepsjabloon code="F150301-1" titel="Daktimmerman (m/v)"/>
8    <beroepsjabloon code="H220201-1" titel="Operator houtbewerking (m/v)"/>
9    <beroepsjabloon code="F160701-1" titel="Buitenschrijnwerker (m/v)"/>
10   <beroepsjabloon code="F160701-2" titel="Binnenschrijnwerker (m/v)"/>
11   <beroepsjabloon code="I120301-1" titel="Onderhoudsmedewerker gebouwen (m/v)"/>
12   <beroepsjabloon code="F160401-1" titel="Monteur van interieurinrichtingen (m/v)"/>
13 </gezochteBeroepSjablonen>
```

9.4.2 *Example 2: Response for keywords "brood chocolade" (bread chocolate).*

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<gezochteBeroepSjablonen xmlns="http://vdab.be/sjabloon-partners">
  <beroepsjabloon code="D110401-1" titel="Patissier chocoladewerker ijsbereider (m/v)"/>
  <beroepsjabloon code="D110601-1" titel="Verkoper van voedingsmiddelen detailhandel (m/v)"/>
  <beroepsjabloon code="D110201-1" titel="Bakker (m/v)"/>
  <beroepsjabloon code="D110201-2" titel="Bakkershulp (m/v)"/>
  <beroepsjabloon code="H210201-1" titel="Productieoperator voeding (m/v)"/>
  <beroepsjabloon code="D150701-1" titel="Winkelmedewerker (m/v)"/>
  <beroepsjabloon code="D110701-1" titel="Verkoper van verse voedingsmiddelen in de groothandel (m/v)"/>
  <beroepsjabloon code="D110601-2" titel="Marktkramer (m/v)"/>
  <beroepsjabloon code="G160301-2" titel="Polyvalent medewerker restaurant (m/v)"/>
  <beroepsjabloon code="G160501-1" titel="Afwasser (m/v)"/>
</gezochteBeroepSjablonen>
```

9.5 Sjabloondetail Service (*Template detail*)

Based on a template ID, the details of the relevant template can be retrieved.
Service URL:
PRD: https://openservices.vdab.be/competenties/sjabloon/<sjabloon-id> (GET)
TRN (test): https://openservices-trn.vdab.be/competenties/sjabloon/<sjabloon-id> (GET)
This service is also only accessible after authentication via *basic authentication*.

9.5.1 *Example: Response when retrieving template id H220701-1*

```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<sjabloon xmlns="http://vdab.be/sjabloon-partners" id="H220701-1" status="
ACTIEF" knelpuntberoep="true">
  <Fiche>H220701</Fiche>
  <Naam>Meubelmaker (m/v)</Naam>
  <Omschrijving>Vormt en assembleert meubels (stoelen, kasten, ...) per stuk of
in kleine series, in een lokale, rustieke of eigentijdse stijl, in massief hout
of fineerhout, manueel of met machines volgens de geldende
veiligheidsvoorschriften. Kan oude stukken (meubels, ...) reproduceren of
restaureren, beschermende producten aanbrengen of meubels decoreren (inlegwerk,
houtsnijwerk, ...).</Omschrijving>
  <Definitie>Vormt en assembleert meubels (stoelen, kasten, ...) per stuk of in
kleine series, in een lokale, rustieke of eigentijdse stijl, in massief hout of
fineerhout, manueel of met machines volgens de geldende
veiligheidsvoorschriften. Kan oude stukken (meubels, ...) reproduceren of
restaureren, beschermende producten aanbrengen of meubels decoreren (inlegwerk,
houtsnijwerk, ...).</Definitie>
  <CompetentPositionering>
    <Domein code="H">INDUSTRIE</Domein>
    <ProfessioneelDomein code="H2">Industriële productie</ProfessioneelDomein>
    <Subdomein code="H22">Hout</Subdomein>
    <Cluster code="H2207">Vervaardiging van houten meubels</Cluster>
  </CompetentPositionering>
  <AndereBenamingen>
    <AndereBenaming id="5422">Meubelmaker-mozaïekwerker (m/v)</AndereBenaming>
    <AndereBenaming id="10787">Restauratievakman van meubels (m/v)</
AndereBenaming>
    <AndereBenaming id="5421">Meester-meubelmaker (m/v)</AndereBenaming>
    <AndereBenaming id="7809">Timmerman-meubelmaker (m/v)</AndereBenaming>
    <AndereBenaming id="8795">Medewerker in een meubelmakerij (m/v)</
AndereBenaming>
    <AndereBenaming id="10788">Restauratievakman van oude meubels (m/v)</
AndereBenaming>
```

Figure 1: Meubelmaker, description, definition and alternate names (partim)

```
27   <Activiteiten>
28     <CompetentieActiviteit bevragen="MEER_DAN_5_JAAR" id="5053" status="ACTIEF">
29       <Beschrijving>Kenmerken van het te maken meubel of herstellingen bepalen
volgens de verwachtingen van de klant en de esthetische en technische vereisten<
/Beschrijving>
30       <Kunnens>
31         <Kunnen id="28644">- Stelt vragen over de wens van de klant - Stelt de
eigenschappen van het meubel vast - Doet een voorstel aan de klant</Kunnen>
32       </Kunnens>
33       <Kennens>
34         <Kennen id="13940">Kennis van kunst- en stijlgeschiedenis</Kennen>
35         <Kennen id="34197">Kennis van kenmerken van hout en aanverwante
producten (plaatmaterialen, fineer,...)</Kennen>
36         <Kennen id="14722">Kennis van meubelstijlen</Kennen>
37       </Kennens>
38     </CompetentieActiviteit>
39     <CompetentieActiviteit bevragen="MINDER_DAN_2_JAAR" id="5119" status="
ACTIEF">
40       <Beschrijving>De verschillende productiestappen bepalen. Het nodige
materieel en toebehoren kiezen of profielmessen en/of mallen (laten) maken</
Beschrijving>
41       <Kunnens>
42         <Kunnen id="28645">- Houdt zich aan de productieorder - Stemt het hout
en de grondstoffen af op de opdracht op basis van hun eigenschappen en
toepassingsmogelijkheden - Maakt de materiaalstaat op en bepaalt de
werkvolgorde</Kunnen>
43       </Kunnens>
44       <Kennens>
45         <Kennen id="14603">Kennis van veiligheidsregels</Kennen>
46         <Kennen id="14994">Kennis van schrijnwerktechnieken</Kennen>
47         <Kennen id="34197">Kennis van kenmerken van hout en aanverwante
producten (plaatmaterialen, fineer,...)</Kennen>
48         <Kennen id="14799">Kennis van houtverbindingen</Kennen>
49       </Kennens>
50     </CompetentieActiviteit>
51     <CompetentieActiviteit bevragen="GEEN" id="17780" status="ACTIEF">
52       <Beschrijving>De vorm op het hout aftekenen en de stukken massief hout of
fineerhout op maat maken (planken, inlegwerk, ...)</Beschrijving>
53       <Kunnens>
54         <Kunnen id="28646">- Houdt zich aan de productieorder - Gebruikt
meetgereedschap - Merkt afwijkingen in het hout op - Herkent de verzaagvorm voor
de verdere toepassing - Beperkt het oppervlakteverlies - Brengt paar- en
meettekens aan - Gebruikt handgereedschap voor houtbewerking - Gebruikt
draagbaar elektrisch gereedschap (elektrische zaag, schuurmachine, ...) -
Gebruikt de wipzaag of figuurzaag - Gebruikt werktuigmachines</Kunnen>
55       </Kunnens>
56       <Kennens>
57         <Kennen id="14603">Kennis van veiligheidsregels</Kennen>
58         <Kennen id="32081">Kennis van verspaningstechnieken</Kennen>
59         <Kennen id="14792">Kennis van technieken voor assemblage met
houtverbindingen</Kennen>
```

Figure 2: Meubelmaker, activities, abilities and knowledge (partim)

9.6 HR-XML implementation

9.6.1 *Competence templates*

See chapter 3.10 JobCategory.

9.6.2 *Individual competencies*

Ideally, the competency template should be supplemented with job-related competencies (to be found in the templates as <*CompetencyActivity*>).
The template already allows for a targeted matching by linking vacancies to potential candidates who have the same professional aspirations.
The individual competences allow for a finer matching and to respond to the individual qualities of the candidates.

```
<!-- *** WERKEN MET COMPETENTIES
      Gebruik van competenties gebaseerd op
      16621 < K 210701-1 = Leerkracht secundair onderwijs (m/v)
      17120 < E 110601-1 = Journalist (m/v)

      Study Code MAL4WTZ = Taal- en letterkunde
-->

      <Competency name="SERV competence" required="true">
        <CompetencyId id="16621" />
      </Competency>

      <Competency name="SERV competence" required="true">
        <CompetencyId id="17120" />
      </Competency>

```

Figure 3: SERV competences with ID but without description

```
<!-- *** WERKEN MET COMPETENTIES
      Gebruik van competenties gebaseerd op
      16621 < K 210701-1 = Leerkracht secundair onderwijs (m/v)
      17120 < E 110601-1 = Journalist (m/v)

      Study Code MAL4WTZ = Taal- en letterkunde
-->

      <Competency name="SERV competence" required="true">
        <CompetencyId id="16621" description="Lessen voorbereiden en het
pedagogische traject vastleggen"/>
        <TaxonomyId id="Competence codes 1.0" description="SERV Competence codes
1.0"/>
      </Competency>

      <Competency name="SERV competence" required="true">
        <CompetencyId id="17120" description="De informatiebronnen en -plaatsen
opzoeken en identificeren"/>
        <TaxonomyId id="Competence codes 1.0" description="SERV Competence codes
1.0"/>
      </Competency>
```

Figure 4: SERV competences with ID and description

The CompetencyId is mandatory whereas the description is optional.

9.7 Example and publication

9.7.1 *Coding example*

```
<ns2:JobCategory>
    <ns2:TaxonomyName version="1.0">COMPETENTSJABLOON</ns2:TaxonomyName>
    <ns2:CategoryCode>J150501-1</ns2:CategoryCode>
</ns2:JobCategory>
<ns2:PositionTitle>Sociaal Verpleegkundige</ns2:PositionTitle>
<ns2:PositionClassification>Direct Hire</ns2:PositionClassification>
<ns2:PositionSchedule>Full Time</ns2:PositionSchedule>
<ns2:PositionSchedule>x:Day Work</ns2:PositionSchedule>
<ns2:Competency name="Language">
    <ns2:CompetencyId id="NL" description="Dutch"/>
    <ns2:TaxonomyId id="ISO 639-1" description="Two-character language codes in accordance with ISO 639-1"/>
    <ns2:CompetencyEvidence>
        <ns2:NumericValue minValue="0" maxValue="5">4.0</ns2:NumericValue>
    </ns2:CompetencyEvidence>
</ns2:Competency>
<ns2:Competency name="SERV competence" required="true">
    <ns2:CompetencyId id="18111"/>
</ns2:Competency>
<ns2:Competency name="SERV competence" required="true">
    <ns2:CompetencyId id="21504"/>
</ns2:Competency>
<ns2:Competency name="SERV competence" required="true">
    <ns2:CompetencyId id="8184"/>
</ns2:Competency>
<ns2:Competency name="SERV competence" required="true">
    <ns2:CompetencyId id="18152"/>
</ns2:Competency>
<ns2:Competency name="SERV competence" required="true">
    <ns2:CompetencyId id="17964"/>
</ns2:Competency>
<ns2:Competency name="SERV competence" required="true">
    <ns2:CompetencyId id="18044"/>
</ns2:Competency>
<ns2:Competency name="Study Code">
    <ns2:CompetencyId id="700602"/>
    <ns2:TaxonomyId id="StudyCodes 2.0" description="List with common study codes as defined by VDAB version 2.0"/>
</ns2:Competency>
```

9.7.2 *Publication*

Profiel

Samen met je collega¿s sta je in voor een kwaliteitsvolle dienstverlening, zodat het welzijn en de gezondheid van de bewoners gemaximaliseerd wordt. Je bent discreet, positief, beheerst en collegiaal.

Jobgerelateerde competenties

- De dossiers administratief opvolgen (aankomst en vertrek of overplaatsing van de persoon met een zorgbehoefte, archivering, ...) en de verpleegkundige verstrekkingen erin vermelden
- De toestand van de persoon met een zorgbehoefte bepalen (klinisch, psychisch, ...)
  De verzamelde informatie in het patiëntendossier noteren
- Het zorgplan opstellen volgens de noden van de personen met een zorgbehoefte
  Het verpleegkundig materiaal voorbereiden
- De klinische toestand van de persoon met een zorgbehoefte opvolgen (stabiliteit, excretie, gedrag, ...)
  De evolutie van de klinische toestand met het interdisciplinair team bespreken
- Het medisch afval en het herbruikbaar medisch materieel behandelen of laten behandelen (desinfecteren, ontsmetten, steriliseren)

Aanbod

Een gevestigde waarde in de Gentse standsrand. Nabij de stadskern doch rustig gelegen. De 54 residenten staan centraal en worden doelgericht omkaderd door professionele residentiële zorg in een organisatie waar veiligheid hoog in het vaandel staat. Zichzelf vernieuwend en tegemoetkomend aan de vraag van de actieve senioren krijgt naast Home Claire een prestigieus nieuwbouwproject van 45 assistentie-woningen vorm.