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Registration & lodging of applications for international protection

Key information

Learning outcomes & description

Non-accredited module details

Training plan 2026

Key information

This new pact-aligned version is available for translation.

Target group

Officers tasked with registering and lodging applications for international protection

EQF/MQF level

Level 4

Version

Version 2 (2026)

Entry requirements

Full qualification at EQF Level 3 or equivalent AND proficiency in English

Prerequisites

Successfully passed Access to the asylum procedure: Making an application for international protection OR at least 3 months of work experience in asylum and/or reception

Assessment

n/a

Languages

English

Learning outcomes & description

DESCRIPTION

This module aims to provide learners with the knowledge and skills necessary for the registration and lodging of an application for international protection in line with the EU asylum acquis and Fundamental rights, while taking into account vulnerabilities and special needs of persons. It also develops learners' knowledge and skills to provide the relevant information to applicants for international protection during the registration and lodging.

LEARNING OUTCOMES

At the end of this module, the learner will be able to:

Knowledge

1. **Identify the key steps of registering and lodging applications for international protection according to the EU legal framework and key fundamental rights;**

2. **Identify an appropriate approach to gathering relevant information from applicants for international protection during registration and lodging;**

3. **Identify the relevant information to be provided to applicants for international protection during registration and lodging, and the appropriate communication techniques;**

4. **Identify appropriate approaches to consider special needs of applicants during registration and lodging.**

Skills

5. **Applying the key steps of registering and lodging applications for international protection according to the EU legal framework and key fundamental rights;**

6. **Applying an appropriate approach to gathering relevant information from applicants for international protection during registration and lodging;**

7. **Selecting the relevant information to be provided to applicants for international protection during registration and lodging, and the appropriate communication techniques;**

8. **Applying appropriate approaches to consider special needs of applicants during registration and lodging.**

Competences

9. **Carry out tasks related to identifying the key steps of registering and lodging applications for international protection according to the EU legal framework and key fundamental rights;**

10. **Carry out tasks related to selecting an appropriate approach to gathering relevant information from applicants for international protection during registration and lodging;**

11. **Carry out tasks related to selecting the relevant information to be provided to applicants for international protection during registration and lodging, and the appropriate communication techniques; and**

12. **Carry out tasks related to identifying appropriate approaches to consider special needs of applicants during registration and lodging.**

DELIVERY METHOD

This module can be delivered fully online or face-to-face.

Non-accredited module details

	Accredited module
Duration	**8 hours online learning OR 1 day face to face**

Accredited module

Number of ECTS **n/a**

Language **English**

Assessment **n/a**

Training plan 2026

Training plan	Target group	Loc.	Est. time for online studies	Reg. deadline	Online	Webinar / Face to face	Assessment
Learners curriculum	**Asylum staff**	**online**	**8 hours**	**13/4/2026**	**26/5 to 8/6/2026**	**n/a**	**n/a**

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