Registration & lodging an application for international protection (version 1)

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Key information

Updated version, incorporating the provisions of the New Pact on migration and asylum, will be available for translation soon. Translation requests can already be submitted.

Target group

Officers tasked with registering and lodging applications for international protection

EQF/MQF level

Level 4

Version

Version 2 (2025)

Entry requirements

Full qualification at EQF Level 3 or equivalent

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

Case scenarios

Languages

English

Learning outcomes & description

DESCRIPTION

The aim of this module is to provide learners with the knowledge and skills necessary to process the registration and lodging of an application for international protection in line with the EU asylum acquis and fundamental rights, while taking into account the special needs of vulnerable persons.

This module focuses on equipping learners with the knowledge and skills to process the registration and lodging of applications for international protection in line with EU asylum law and Fundamental rights, while addressing the needs of vulnerable persons. It covers the legal framework, procedural steps, and communication during registration, along with specific considerations for applicants with special needs, including children and vulnerable groups. The module also emphasizes ensuring procedural safeguards and adapting the registration process for vulnerable applicants, offering formative assessments based on case studies to mirror the tasks required in the summative assessment.

LEARNING OUTCOMES

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

Knowledge

1. **Identify the key steps to registering 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 the registration process**

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

4. **Identify appropriate approaches to consider special needs of vulnerable applicants during the registration process**

Skills

5. **Apply the key steps to registering applications for international protection according to the EU legal framework and key fundamental rights**

6. **Apply an appropriate approach to gathering relevant information from applicants for international protection during the registration process**

7. **Select the relevant information to be provided to applicants for international protection during the registration process and the appropriate communication techniques**

8. **Apply appropriate approaches to consider special needs of vulnerable applicants during the registration process**

Competences

9. **Carry out tasks related to identifying the key steps to registering 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 the registration process**

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

12. **Carry out tasks related to identifying appropriate approaches to consider special needs of vulnerable applicants during the registration process.**

DELIVERY METHOD

The module is delivered online and includes videos, quizzes, and practical exercises to engage learners and help them apply their knowledge.

ASSESSMENT STRATEGY

The assessment strategy consists of four tasks based on hypothetical case scenarios. Each task includes multiple-choice questions and covers different learning outcomes related to the registration process for international protection. Tasks focus on identifying key steps, gathering relevant information, selecting communication strategies, and handling cases with special needs.

Accredited module details

Accredited module

Duration   **8 hours online learning**

Number of ECTS 1

Language   **English**

Accredited module

Assessment   **2 hour**

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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