

# RECOGNITION OF PRIOR LEARNING

## REGISTRATION FORM

### 1. Personal Data

Name \_\_\_\_\_

Identification card number \_\_\_\_\_

Valid until \_\_\_\_/\_\_\_\_/\_\_\_\_, issued by \_\_\_\_\_

### 2. Identification of The Highest Education or Training Level

Qualification / Course \_\_\_\_\_

Institution \_\_\_\_\_

Grade awarded \_\_\_\_\_ Level of Qualification (EQF) \_\_\_\_\_

### 3. Identification of Professional Training

Describe the main training actions you attended. You should describe the training actions taken, both in training entities and companies, as well as internships, seminars, and other events that you deem relevant.

Date of realisation (From the most recent to the oldest)	Name of the Training Activity or Course	Provider	Total duration (in hours)	Grade awarded	Acquired Knowledge	Evaluation methods (ex: project, tests)

#### 4. Identification of Professional Activities

Describe every job you have had so far, regardless of whether they are related to the application for certification. It is important that you describe your entire career path. In this field, you should mention only your employment experience.

Period (*)	Duration (years/months)	Employer/ Company (**)	Branch of Activity	Professional Category	Positions held	Tasks/ Responsibilities (***)
From:						
To:						
From:						
To:						
From:						
To:						
From:						
To:						
From:						
To:						
From:						
To:						
From:						
To:						

(\*) From the most recent to the oldest.

(\*\*) In this field you should also mention the self-employment experience.

(\*\*\*) In this field you should include information about conditions of work performance: a) Information received to carry out the tasks - type of information, who gives it and how it is transmitted; b) Information transmitted to others in the course of their tasks - what kind of information it gives, whom, how and why it does it; c) Professional relations with the outside of the company, for example, with clients or suppliers; d) Control of your work (by whom, how and when this is done, who decides the organization of your work).

## 5. Identification of Non-professional activities / experiences

(Indicate the information that you consider useful for the evaluation of your professional experience. You should mention in this field the activities/ tasks/ functions performed on a voluntary basis).

Identification of work developed	Duration (years/ months)

## 6. Other relevant info (e.g. languages proficiency, certifications, licenses, etc)

Languages proficiency	
ICT proficiency	
Certifications/ Licenses	
Other:	

## 7. Attachments (Checklist of proofs)

## 8. Remarks

(You should seek to gather evidence to demonstrate that you are able to perform the tasks you have pointed out)