**Record of education and training**

**Education**

On the chart below, record details of your educational history, excluding short courses.

|  |
| --- |
| **Secondary school** (ages 11–16; focus on qualifications after age 14) |
| **Dates****(from …****to … )** | **Name and address****of institution or****provider** | **Subjects****studied** | **Qualification****achieved (and grade****where relevant)** | **Year of the****qualification** | **Topics****covered and****skills acquired** |
|  |  |  |  |  |  |
| **Post-16 education** (before degree level) |
| **Dates****(from …****to … )** | **Name and address****of institution or****provider** | **Subjects****studied** | **Qualification****achieved (and grade****where relevant)** | **Year of the****qualification** | **Topics****covered and****skills acquired** |
|  |  |  |  |  |  |
| **University education/Higher education** |
| **Dates****(from …****to … )** | **Name and address****of institution or****provider** | **Name of****course or****programme** | **Qualification****achieved (and grade****where relevant)** | **Year****qualification****was****awarded** | **Topics****covered and****skills acquired** |
|  |  |  |  |  |  |
| **Short courses, programmes and training**On the chart below, record details of other training you have undertaken at college, through work, or through private agencies. |
| **Dates****(from …****to … )** | **Institution or****provider** | **Name of****course or****programme** | **Qualification****achieved, if relevant,****and year** | **Topics****covered** | **Skills****acquired** |
|  |  |  |  |  |  |
| **Informal learning**Other learning developed through work experience, informal training by peers and ‘away-days’, etc. |
| **Year** | **Where learning****took place** | **Other people****involved** | **Reason for****undertaking the****learning** | **What was learnt? Topics covered and skills acquired** |
|  |  |  |  |  |
| **Other qualifications, experience and assets**Driving licence, additional languages, familiarity with other countries or cultures. |
| **1** |
| **2** |
| **3** |
| **4** |
| **5** |