**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** | | | | | |