

Awarding body\*

Centre name\*

Centre number\*

Learner ULN*	<input type="text"/>	
Date of birth*	<input type="text"/>	
Learner name* (As held by the <i>Learner registration service</i> )	Given Name:	Family Name:
	Qualification 1	Qualification 2
Qualification title* (eg NVQ)	<input type="text"/>	<input type="text"/>
Subject* (eg Business studies)	<input type="text"/>	<input type="text"/>
Series/year of award*	<input type="text"/>	<input type="text"/>
Qualification level (eg level 3)	<input type="text"/>	<input type="text"/>
Entry or award code (if known)	<input type="text"/>	<input type="text"/>
Learner name at time of award (if different from current)	<input type="text"/>	<input type="text"/>
Learner's number and type of number for award (eg UCI, UPN, registration no. or certificate no.)	No: Type:	No: Type:
Centre name and centre number where qualification was awarded (if different from current)	Name: No:	Name: No:

Additional comments for this application

Exams officer's name  Date

Exams officer's email

Exams officer's tel no.  Fax no.

**Notes**

Use this form to request that a qualification achieved before a learner account is opened, be recorded in a learner account. Qualifications achieved before 1 January 2005 cannot be considered as prior achievement. This form allows for an application for one learner with up to two previously achieved qualifications.  
 - Qualifications listed on any one form should pertain to one component awarding body only. Check the component awarding body website for guidance on use of this form including how it should be submitted.  
 - This form should be submitted as soon as the learner account is opened. Requests should be made no later than 1 June 2009. If all the mandatory information is accurate, allow ten working days for prior achievement to be recorded in the learner account.

\* These fields are mandatory. Complete as many other fields as possible, preferably with information from a statement of results or a certificate, for accuracy. Learners' personal details must match those held by the *Learner registration service*.