



## Validation of Non-Formal and Informal Learning (VNFIL) Application Form

Identification

Passport Size

Photo

Applicant's Full Name and Surname: \_\_\_\_\_

National Occupational Standard Job

Title you are seeking VNFIL for: \_\_\_\_\_

e.g. Concreter Level 2



Attach any relevant documentation such as copies of certificates and awards previously achieved, resume, position descriptions, etc.

Once Learning Works (LW) receives your application, our training coordinator and office will contact you, using the details provided in this application, to provide guidance and information about the process. During guidance explanation on the full VNFIL process and assessment will be explained to clarify certain issues the candidate will have. You will need to provide a CV together with an official employment history (Job's Plus) and a portfolio of evidence to your application. This may include third party evidence from previous workplaces and community settings and previous study, certified documents and certificates and samples of work you have done previously. A list of the occupational standards that you will be assessed against may be downloaded from the Malta Further Higher Education Authority (MFHEA) on the following link provided below.

<http://qualifications.ncfhe.gov.mt/#/more-database>

Your responses will be documented and used as evidence to ascertain your level of knowledge and understanding. You may or will also be required to demonstrate your knowledge, skills and competence to ensure that you meet the required benchmark and criteria, as specified in the occupational standards.

We look forward to meeting you in the near future.

Kindly fill in the following table of information:

<b>Address:</b>	
<b>Telephone No:</b>	
<b>Mobile No:</b>	
<b>Email Address:</b>	
<b>Date of Birth (DD/MM/YY)</b>	

### Employment and Work Experience

*Indicate in the space below any work experience, either full time or part time. Start with the most recent job. If your CV contains the information requested below, please attach your CV and Job Employment History to the back of this form and do not complete this page.*

CV Attached

Job Employment History

<b>Name of Company:</b>	
<b>Position:</b>	
<b>Description of Work:</b>	
<b>Start Date:</b>	
<b>End Date:</b>	

*Copy and paste table above for each work experience as much as required.*

### Other Documents

Please provide information of any additional work experience, etc. that you think might be relevant. Attach relevant documentation and evidence including photographs and letters of reference. List the documents attached below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Declaration and Documents Submitted

I \_\_\_\_\_ with ID Number \_\_\_\_\_ hereby declare that the information provided above is mine, correct and up to date. I therefore understand and agree that the information on this form will be used by Learning Works (LW) and Malta Further Higher Education Authority (MFHEA) for purposes of administering the validation process and in line with the provisions of the Data Protection Act. This may include passing on information to third parties, like employers or training providers, and for this purpose, the data may be entered onto an online directory accessible via a website. LW or MFHEA may verify the authenticity of the information supplied with relevant third parties. Data marked with a red star, may be entered onto an online directory via a website that is accessible to the general public via a website and mobile apps.

Enclosed to this application form, I am submitting the below documents:

List of Documentation	Mark with an (x) if applicable
Copy of any formal qualification (local or foreign) obtained in relation to the requested occupation	
Original Job Employment History issued by Jobsplus	
Letter of Reference by current/ previous employer/s	
Passport size photo	
Other:	

Signature of Applicant: \_\_\_\_\_ ID Number: \_\_\_\_\_

- Note that applications will not be processed unless the applicant has a minimum of three years working experience as required and as published S.L. 327 .432 Of 24<sup>th</sup> September 2012