We apply validation of work experience, which means that there is a structured assessment of competence based on both formal qualifications (grades, diplomas) and work experience. The assessment is made to determine if you have knowledge that meets the eligibility requirements of the course.

For us to validate, you attach your cv under the tab "Merits" on antagning.se or in our local registration form when you make your registration.

**The resume shall include:**

•Relevant and up-to-date work experience

•Education

•Endorsement from your closest manager

**Use our cv template, see next page.**

You can find fill-in instructions on page three of this document.

**Read more about the Expert Competence Projects and the content of the courses, where you also register, at** [www.hv.se/produktionskurser](http://www.hv.se/produktionskurser)

**If you have any questions, please contact us via** [produktionskurser@hv.se](mailto:produktionskurser@hv.se)



# Validation of work experience for eligibility

First name Last Name

Address

Post no City

Person No. YMMDD-XXXX

Phone: XXX

Email: XXX

## Education

Name and possible description Education provider Year, length

|  |  |  |
| --- | --- | --- |
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## WORK EXPERIENCE

Position and brief description of duties Workplace Year

|  |  |  |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
|  |  |  |

**The information confirmed by**

Date:

Nearest manager:

Applicant:

*Fill-in instructions and examples can be found on the back.*

# Supplementary instructions Validation of work experience for eligibility

### **When you save and upload your completed resume to antagning.se keep the document name to ensure document management.**

**Contact**

Fill in full contact details

**Education**

Here you fill in basic education as well as other relevant courses that prove your eligibility for the course you are applying for.

|  |  |  |
| --- | --- | --- |
| Bachelor of Science Machine, 120p | University West | 2000-2003 |
| Internal training in CAD | Company | 2004, 4 days |

**Work experience**

Here you fill in relevanta positions and a brief description of your duties.

This is so that we can determine whether your knowledge and work experience corresponds to the eligibility requirements of the course.

|  |  |  |
| --- | --- | --- |
| Production technician  Brief description of function and tasks. | "Plåtverkstadsbolaget AB" | Dec 2013-ongoing |
| CNC-technician  Brief description of function and tasks. | "Smedjan AB" | 2004-2013 |

**The information is attested by**

Nearest manager and applicant certified with signature

Nearest manager: *Manager's signature*

Applicant: *Applicant's signature*

NB! This form can only be used for validation of eligibility for courses in Competence Development in Production Technology



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